



## SNRHA Annual Plan

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FY 2016 Annual Plan

5 Year Plan

FY 2016 to 2020

Amendment 01 - December 2015

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**ANNUAL AGENCY PLAN UPDATE**  
**FY 2016-2020**  
**FIVE YEAR PLAN**

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**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**Executive Summary**

**The Executive Summary is addressed and updated in TAB 21 (HUD50075)  
Section 6.0**

**TAB 2**

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**FIVE-YEAR PLAN**

The Southern Nevada Regional Housing Authority (SNRHA) has made a tremendous amount of progress, during the short time period in which the SNRHA has been in effect, in meeting the goals and objectives outlined in the Five-Year Plan. The Authority continues to utilize creative approaches to addressing traditional problems encountered in multi-family property and asset management. The organizational structure includes a core management team structure that ensures performance in all operational areas by teamwork, commitment and a strong work ethic. This has been the result of an improved trend at the agency that began close to a decade ago and is critical to the agency's success in the future.

For the purpose of the Annual Plan, the goals and objectives will remain as stated in the original five-year plan. However, the Authority has begun the process of a comprehensive review of the goals to ensure that the agency meets the housing needs of the low and moderate income citizens of Southern Nevada. The Authority's Mission Statement and its **FY2016** through **FY2020** Five-Year Plan are included in TAB 21 (HUD50075) section 5.0

**TAB 3**

# **SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

## **ASSESSMENT OF HOUSING NEEDS**

Attached are the Executive Summary of Preliminary Costs forms HUD-52828 form from the March 2013 Physical Needs Assessment (PNA) conducted by The Nelrod Company.

Modernization, Replacement Housing and other developments funds will be utilized to implement plan revisions. The PNA report will be reviewed and updated at least every five years.

The entire PNA report prepared by The Nelrod Company is available upon request.

Physical Needs Assessment  
 Capital Fund Financing Program/  
 Operating Fund Financing Program

U.S. Department of Housing  
 and Urban Development  
 Office of Public and Indian Housing

OMB Approval No.  
 (exp.)  
 HUD-52828

PNA Summary

Public Reporting Burden for this collection of information is estimated to average 16 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. Response to this collection of information is mandatory to obtain a benefit. The information requested does not lend itself to confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

HAName Southern Nevada Regional HA	HA Number NV018
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Development / AMP Name	Development / AMP Number	Immediate Need	Years 1-5	Years 6-10	Years 11-15	Years 16-20	Total	Per Unit
Affordable Housing	Affordable Housing	\$ 7,265,282.66	\$ 5,015,084.52	\$ 10,246,684.85	\$ 8,289,124.36	\$ 11,563,903.45	\$ 42,380,079.85	\$ 56,356.49
Aida Brents Gardens	NV018002301	\$ -	\$ 181,133.55	\$ 322,804.05	\$ 248,344.30	\$ 316,581.70	\$ 1,068,863.60	\$ 44,535.98
Archie Grant Park	NV018002302	\$ 241,580.27	\$ 692,216.63	\$ 1,037,112.36	\$ 829,896.82	\$ 1,902,787.78	\$ 4,703,593.86	\$ 37,628.75
Arthur D. Sartini Plaza	NV018002303	\$ 13,344.09	\$ 1,806,735.91	\$ 1,570,518.87	\$ 1,629,368.96	\$ 2,473,243.72	\$ 7,493,211.54	\$ 28,931.32
Ernie Cragin Terrace	NV018002304	\$ -	\$ 27,602.28	\$ 202,630.14	\$ 999,798.56	\$ 326,399.92	\$ 1,556,430.91	\$ 38,910.77
Harry Levy Gardens	NV018002306	\$ -	\$ 43,487.09	\$ 636,148.07	\$ 1,181,210.80	\$ 1,630,432.70	\$ 3,491,278.65	\$ 23,275.19
James Down Towers	NV018002307	\$ -	\$ 3,345,065.23	\$ 339,947.40	\$ 1,313,972.04	\$ 927,127.40	\$ 5,926,112.07	\$ 29,630.56
Marble Manor	NV018002308	\$ -	\$ 5,587,559.48	\$ 4,620,714.78	\$ 2,498,093.63	\$ 2,261,287.01	\$ 14,967,654.89	\$ 63,692.15
Sherman Gardens Annex	NV018002309	\$ 1,625,099.06	\$ 2,340,503.87	\$ 4,968,664.23	\$ 3,053,219.84	\$ 1,610,198.01	\$ 13,597,685.02	\$ 78,147.62
Scattered Sites / MROP	NV018002311	\$ -	\$ 2,209,858.56	\$ 3,435,313.93	\$ 2,278,794.05	\$ 2,244,779.06	\$ 10,168,745.60	\$ 62,770.03
Sherman Gardens	NV018002312	\$ -	\$ 1,815,946.51	\$ 1,569,133.15	\$ 3,654,417.15	\$ 1,761,775.91	\$ 8,801,272.72	\$ 62,866.23
Vera Johnson Manor A	NV018002313	\$ 217,300.00	\$ 3,966,386.30	\$ 154,533.10	\$ 652,543.29	\$ 2,688,448.56	\$ 7,679,211.25	\$ 109,703.02
Vera Johnson Manor B	NV018002314	\$ 886,816.05	\$ 2,502,055.34	\$ 1,403,349.29	\$ 2,753,996.40	\$ 4,392,496.84	\$ 11,938,713.92	\$ 106,595.66
Rose Garden Sr Citizen	NV018007001	\$ 3,108,000.00	\$ 5,801,516.37	\$ 776,067.95	\$ 847,466.84	\$ 1,109,020.65	\$ 11,642,071.81	\$ 97,017.27
Art Espinoza Terrace	NV018013002	\$ 67,281.49	\$ 1,436,103.85	\$ 692,658.09	\$ 1,419,417.15	\$ 2,233,176.62	\$ 5,848,637.20	\$ 58,486.37
Hampton Court Apts	NV018013005	\$ 105,355.91	\$ 916,809.46	\$ 873,892.42	\$ 1,882,940.49	\$ 1,618,093.93	\$ 5,397,092.21	\$ 53,970.92
Hullum Homes	NV018013007	\$ 213,103.71	\$ 1,197,979.50	\$ 937,132.60	\$ 284,111.17	\$ 1,372,481.67	\$ 4,004,808.66	\$ 67,878.11
Biegger Estates	NV018013008	\$ 230,142.90	\$ 2,960,597.00	\$ 1,463,289.85	\$ 2,659,497.99	\$ 1,846,119.85	\$ 9,159,647.60	\$ 76,971.83
Schaffer Heights	NV018013009	\$ 10,122.94	\$ 972,771.18	\$ 732,625.71	\$ 645,142.43	\$ 1,706,851.80	\$ 4,067,514.05	\$ 54,233.52
Jones Gardens	NV018013010	\$ 195,792.10	\$ 2,205,774.10	\$ 1,741,013.01	\$ 1,418,231.20	\$ 1,478,119.41	\$ 7,038,929.82	\$ 78,210.33
Scattered Sites	NV018013016	\$ 291,850.02	\$ 3,543,212.58	\$ 2,493,180.78	\$ 2,576,865.98	\$ 1,948,150.13	\$ 10,853,259.49	\$ 83,486.61
John W. Simmons Manor	NV018013020	\$ 1,119.89	\$ 1,176,988.89	\$ 951,385.01	\$ 815,130.85	\$ 1,072,961.26	\$ 4,017,585.90	\$ 65,862.06
<b>Totals</b>		<b>\$ 14,472,191.08</b>	<b>\$ 49,745,388.24</b>	<b>\$ 41,168,799.63</b>	<b>\$ 41,931,584.27</b>	<b>\$ 48,484,437.40</b>	<b>\$ 195,802,400.62</b>	<b>\$ 59,388.05</b>
	Affordable Housing	\$ 7,265,282.66	\$ 5,015,084.52	\$ 10,246,684.85	\$ 8,289,124.36	\$ 11,563,903.45	\$ 42,380,079.85	
	Public Housing	\$ 7,206,908.43	\$ 44,730,303.69	\$ 30,922,114.79	\$ 33,642,459.93	\$ 36,920,533.94	\$ 153,422,320.77	

Category	Immediate Need	Years 1-5	Years 6-10	Years 11-15	Years 16-20	Total	per Unit/Bldg/Site/CA
<b>Total Preliminary Estimated Cost</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Component	Immediate Need	Years 1-5	Years 6-10	Years 11-15	Years 16-20	Total	Per Unit
Windows	\$ -	\$ 6,407,031.45	\$ 4,876,723.22	\$ 1,394,131.20	\$ 1,184,028.10	\$ 13,861,913.97	\$ 3,825.03
Roofs	\$ 1,194,621.19	\$ 438,985.99	\$ -	\$ 383,394.80	\$ 2,586,196.30	\$ 4,603,198.29	\$ 1,270.20
Kitchen	\$ 2,504,710.24	\$ 6,480,681.42	\$ 6,222,853.24	\$ 4,334,155.47	\$ 6,820,616.61	\$ 26,363,016.98	\$ 7,274.56
Bathroom	\$ 1,273,362.54	\$ 2,995,084.96	\$ 5,309,914.82	\$ 1,693,597.79	\$ 3,536,113.28	\$ 14,808,073.40	\$ 4,086.11
Walls	\$ 5,332.02	\$ 1,988,005.10	\$ 2,808,702.69	\$ 3,071,343.68	\$ 7,382,610.30	\$ 15,255,993.79	\$ 4,209.71
<b>Total Preliminary Estimated Cost</b>	<b>\$ 4,978,026.00</b>	<b>\$ 18,309,788.93</b>	<b>\$ 19,218,193.97</b>	<b>\$ 10,876,622.94</b>	<b>\$ 21,509,564.58</b>	<b>\$ 74,892,196.43</b>	<b>\$ 20,665.62</b>



TAB 4

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

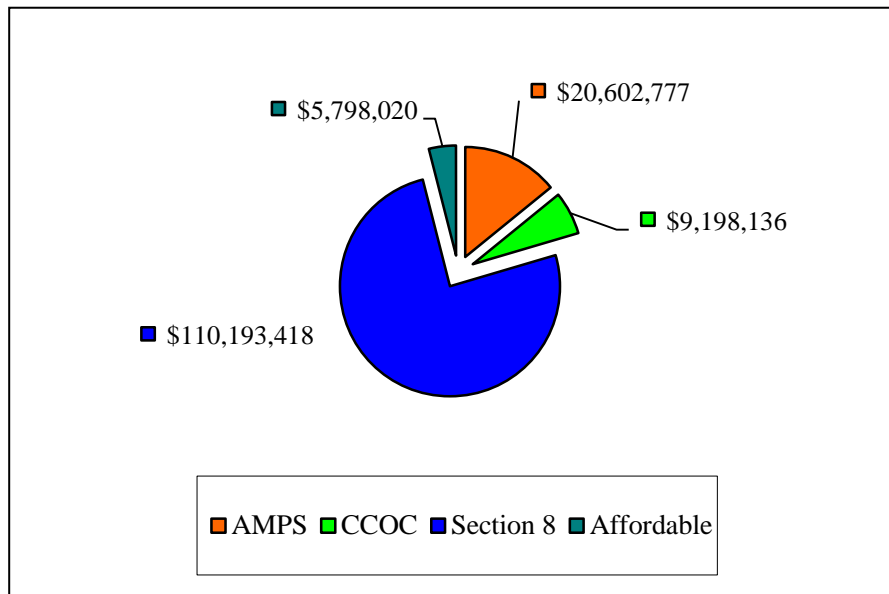
**Assessment of Financial Resources**

The assessment of financial resources is intended to describe the major sources and uses of funds available for the achievement of goals and objectives outlined in the Five Year Plan or supporting operational documents and plans. Some of the resources are restrictive in the use as defined in regulation or law and this information is available within the applicable regulations for each program or activity. To generate this Assessment of Financial Resources, information was taken from the following sources:

- FY 2015 Public Housing Operating Budget (FYE 09/30/15)
- FY 2015 Central Office Cost Center (FYE 09/30/15)
- FY 2015 Housing Choice Voucher Program Budget (FYE 09/30/15)
- FY 2015 Affordable Housing Budget (FYE 09/30/15)
- FFY 2015 Capital Fund Program Budget
- FFY 2015 Replacement Housing Factors I & II

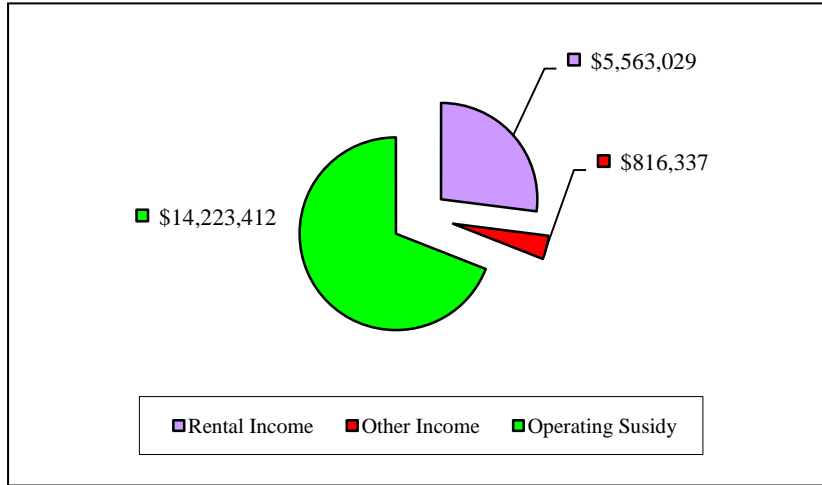
The following charts summarize the financial health of the Authority. Generally, operating funds are for the current fiscal year (PHA FYE 09/30/15) and special revenue funds are for the current federal fiscal year. The PHA is assuming that operating revenue for FY 2015 will remain constant.

**SUMMARY OF INCOME – AGENCY-WIDE  
FISCAL YEAR ENDING SEPTEMBER 30, 2015**



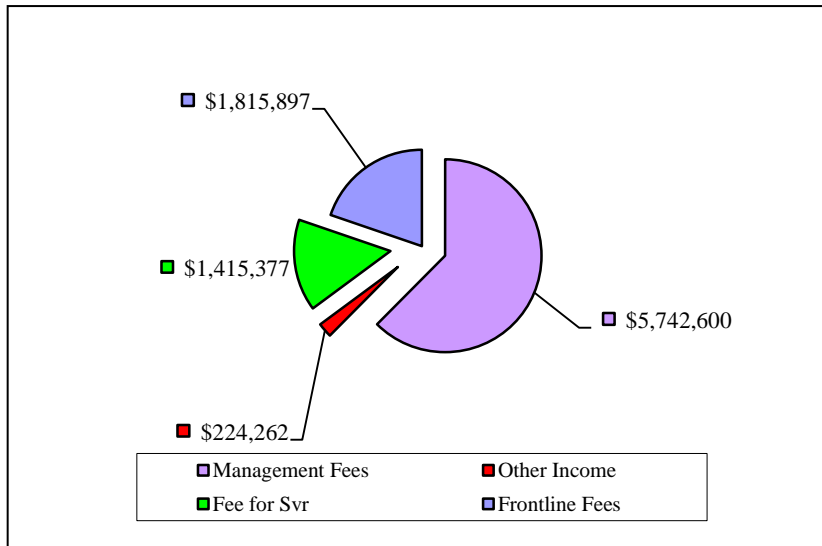
Based on FY 2015, operating budgets total \$145,792,351. The Low Income Public Housing Program Asset Management Projects (AMPS) account for 14% and the Central Office Cost Center account for 6% of the operating revenue, the Housing Choice Voucher Program accounts for 76% of operating revenue, and the Affordable Housing Program accounts for 4% of operating revenue. Sources of income for each program are detailed in the following charts and are based on FY 2015 program budgets.

**BREAKDOWN OF INCOME SOURCES – LOW RENT PUBLIC HOUSING PROGRAM - AMPS  
FISCAL YEAR ENDING SEPTEMBER 30, 2015**



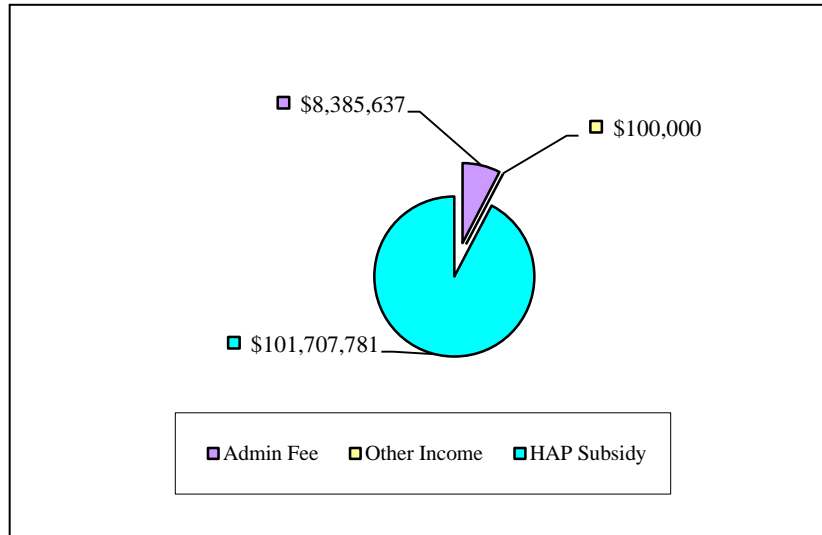
Rental Income represents 27% of total LIPH receipts, Other Income (Includes amount from Interest for Other Programs) represents 4% of total LIPH receipts, and Operating Subsidy from HUD represents 69% of total LIPH –AMPS receipts.

**BREAKDOWN OF INCOME SOURCES – CENTRAL OFFICE COST CENTER (CCOC)  
FISCAL YEAR ENDING SEPTEMBER 30, 2015**



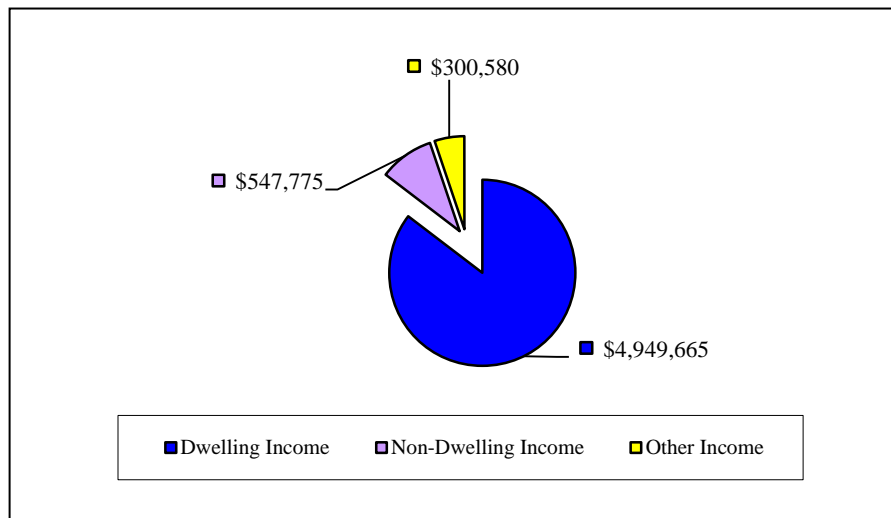
Management Fees Income represents 62% of total Central Office Cost Center (CCOC) receipt, Other Income (includes interest income and other income) represents 3% of total CCOC receipts, Fee for Service income totals 20%, and Frontline income represents 15% of total CCOC receipts.

**BREAKDOWN OF INCOME SOURCES – HOUSING CHOICE VOUCHER PROGRAM  
FISCAL YEAR ENDING SEPTEMBER 30, 2015**



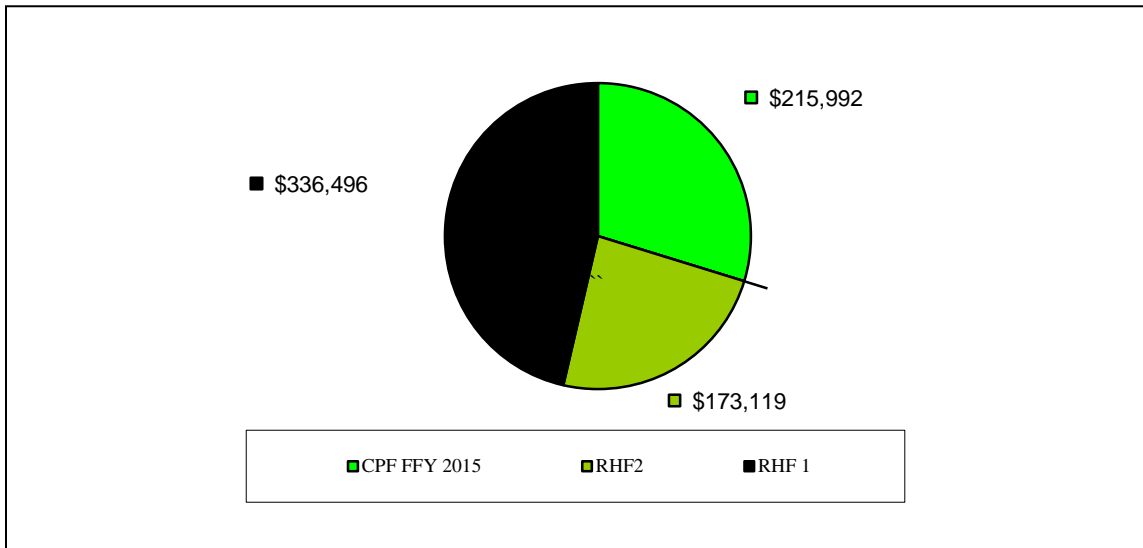
Administrative Fees represent 7.5% of total Housing Choice Voucher Program receipts, Other Income represents less than .05% of total Housing Choice Voucher receipts, and HAP Subsidy from HUD represents 92% of total Housing Choice Voucher Program receipts.

**BREAKDOWN OF INCOME SOURCES – AFFORDABLE HOUSING PROGRAM  
FISCAL YEAR ENDING SEPTEMBER 30, 2015**



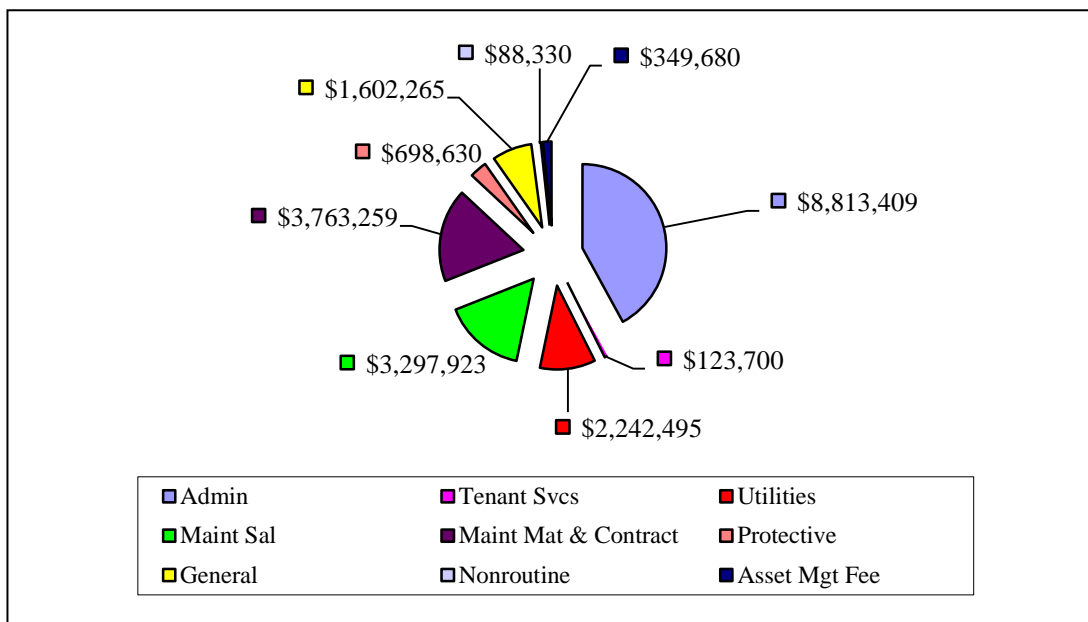
Dwelling Income represents 86% of total Affordable Housing receipts, Non-Dwelling Income represents 9% of total Affordable Housing receipts, and Other Income represents 5% of total Affordable Housing receipts.

## INCOME FROM SPECIAL REVENUE FUNDS



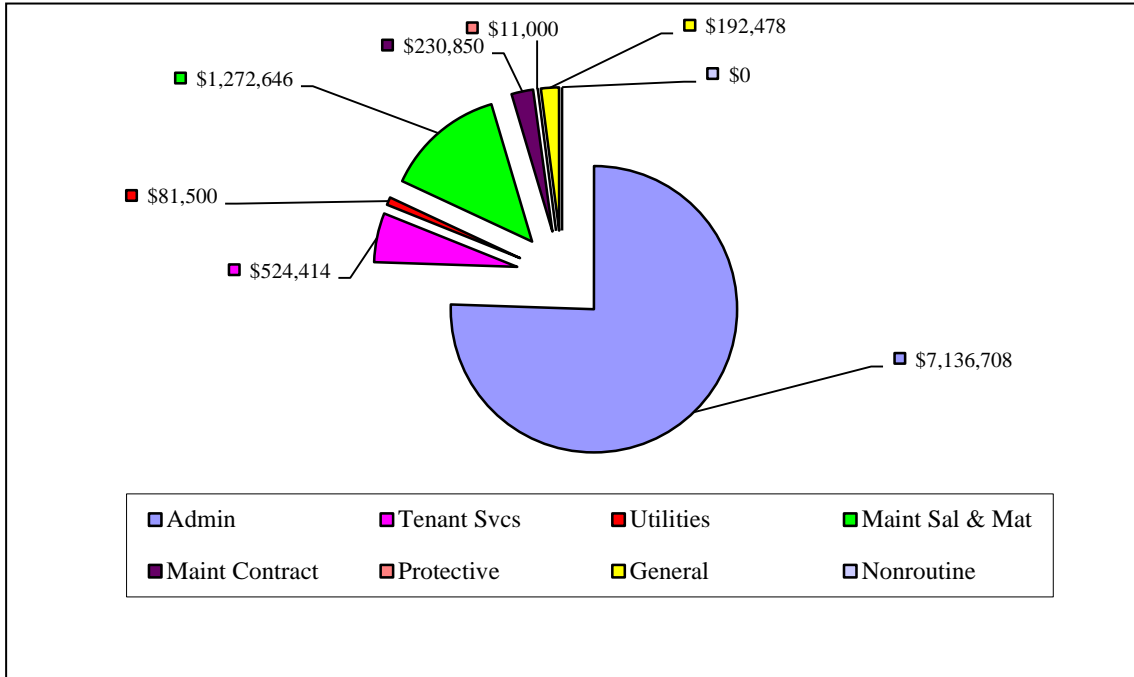
All special revenue funds are from HUD FFY 2015 and are awarded during the PHA’s FY 2015 based on budgets submitted with this plan. Of special revenue funds, the Capital Fund Program represents 20% of funding, the Replacement Housing Factor I represent 46% of funding, and the Replacement Housing Factor II represents 24%. Total special revenue funds are \$725,607 resulting in total agency income for FY 2015 of \$146,517,958. (Note; the agency’s CFP funding for FFY2015 was underfunded by approx. 3 million dollars). HUD is verifying the miscalculation.

## ***Estimated Expenditures – Public Housing Program-AMPS*** **FISCAL YEAR ENDING SEPTEMBER 30, 2015**



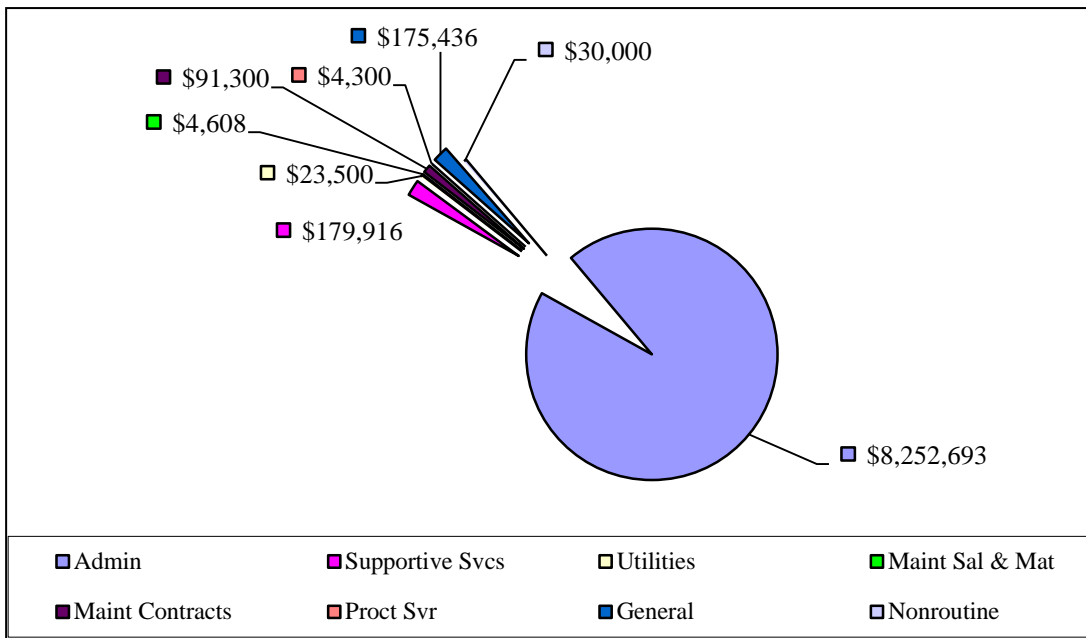
## Estimated Expenditures – Public Housing Program-COCC

FISCAL YEAR ENDING SEPTEMBER 30, 2015



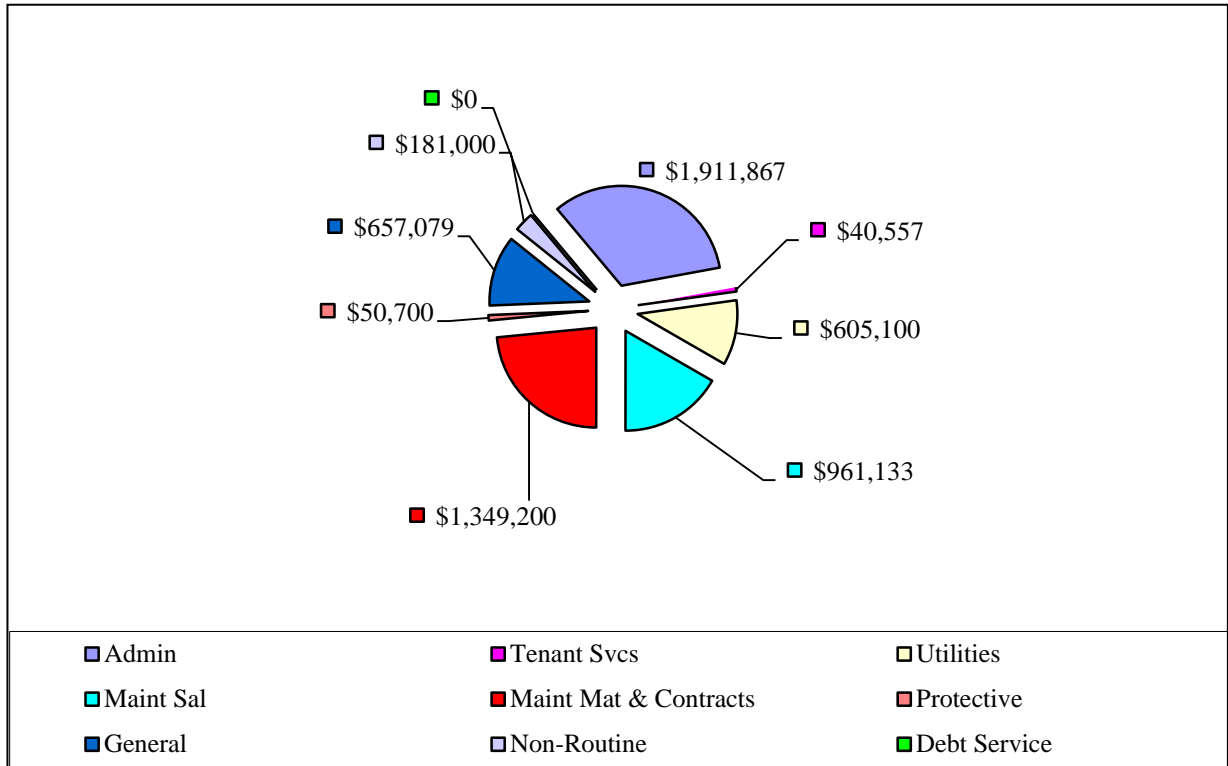
## Estimated Expenditures – Housing Choice Voucher Program

FISCAL YEAR ENDING SEPTEMBER 30, 2015



The above Housing Choice Voucher Program expenditures do not include \$101,707,781 in HAP Payments that should be included under the General Expense line above.

**Estimated Expenditures – Affordable Housing Program**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2015**



The above Affordable Housing expenditures are based on the FY 2015 Affordable Housing budget.

TAB 5



**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**ELIGIBILITY, SELECTION & ADMISSIONS POLICY**

All updates to the Admin. Plan and ACOP are located in TAB 21 (HUD 50075), section 6.0.

**TAB 6**

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**RENT DETERMINATION POLICY**

**There are no changes to the SNRHA rent Determination Policy**

TAB 7

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**OPERATIONS AND MANAGEMENT**

**A. Preventive Maintenance Plan – NO CHANGES**

**B. Emergency Maintenance Policy – NO CHANGES**

**C. Master Charge Sheet – NO CHANGES**

Please note that the most recently approved Schedule of Maintenance Charges has been under review since its approval. Therefore, the previously approved **2010 Schedule for Maintenance Charges is still being utilized.**

**D. Resident Advisory Board Members**

**Resident Council Board Members**

**E. Resident Advisory Board Policy and By-Laws – NO CHANGES**

**F. Resident Board Member Appointment Procedures – NO CHANGES**

A

**B**

C



D

# **Southern Nevada Regional Housing Authority**

## **Resident Leadership**

### **Resident Advisory Board – 2015**

Chairperson Theresa Culbreath  
Co-Chair Sandra LeBlanc  
Treasurer Frank Woods  
Member Alberto Estremera  
Member Christina Johnson

### **RESIDENT COUNCIL OFFICERS**

#### **Archie Grant Park Resident Council**

President Dolores Aguslia  
1<sup>st</sup> Vice President Cecelia Harper  
2<sup>nd</sup> Vice President Elisabeth Pearson  
Secretary Caroline Simmons  
Treasurer

#### **Arthur Sartini Plaza Resident Council**

President Karen Sullivan  
1<sup>st</sup> Vice President Julia Hall  
Secretary Jacqueline Massaro  
Treasurer Judith Clinton  
Sergeant @Arms Valerie Anderson  
Parliamentarian Haywood Carter

# Southern Nevada Regional Housing Authority

## **Dorothy Kidd Park Resident Council**

President Cecilia James  
1<sup>st</sup> Vice President Bill Rushing  
Secretary Osa Billstrom  
Treasurer Ruth Stobin

## **Espinoza Terrace Resident Council**

President Alberto Estremera  
Vice President Forrest Carter  
Treasurer Virginia Dela Pena  
Secretary Dona Robertson  
Alternate Zeke O'Leary  
Alternate Katherine McMullan  
Sunshine Dodie Eason

## **Harry Levy Gardens Resident Council**

President Giovanni Wilyama  
1<sup>st</sup> Vice President Michael Biddle  
2<sup>nd</sup> Vice President Paul Beckwith  
Treasurer Thomas Windley  
Secretary Otis Tramble

## **Hullum Homes/Jones Gardens Resident Council**

President June Jackson  
1<sup>st</sup> Vice President Donna Sterline  
2<sup>nd</sup> Vice President Nellie Bean  
Secretary  
Treasurer William Flanagan  
Sgt @ Arms

# **Southern Nevada Regional Housing Authority**

## **James Down Towers Resident Council**

President Don Oberlander  
1<sup>st</sup> Vice President Joseph Scuto  
2<sup>nd</sup> Vice President  
Treasurer Mark Matulis  
Secretary Ethel Buri  
Sgt @ Arms

## **Lubertha Johnson Estates Resident Council**

President Sandra LeBlanc  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Secretary Nivia Martinez  
Treasurer Frank Guntrum  
Sgt @ Arms

## **Marble Manor Resident Council**

President  
2<sup>nd</sup> Vice President Phyllis Carpenter  
Treasurer  
Secretary

## **Marion Bennett Plaza Resident Council**

President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Secretary  
Treasurer  
Sgt @ Arms

# Southern Nevada Regional Housing Authority

## **Otto Merida Desert Villas Resident Council**

President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Secretary  
Treasurer  
Sgt @ Arms

## **Robert Gordon Resident Council**

President            Diane Stamps  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President Clifton Cooper  
Treasurer  
Secretary            Diane Cranford

## **Rose Gardens Resident Council**

President            Lona Richards  
Vice President     William McCracken  
Secretary           Leslie Howell  
Treasurer           Barry Libby  
Parliamentarian   Kent Butler

## **Rulon Earl Resident Council**

President            Aaron Rhodes  
1<sup>st</sup> Vice President   Bernice West  
2<sup>nd</sup> Vice President   Dorothy Tinoco  
Secretary           Anna Marie Beasley  
Treasurer           Shirley Goodar  
Parliamentarian   JoAnn Nelson

# **Southern Nevada Regional Housing Authority**

## **Schaffer Heights Resident Council**

Chair	Donna Vetterol
Co-chair	Richard Gines
Treasurer	Shirlene Reese
Secretary	Edith Pagoni
Sunshine	
Sunshine	Mike Clifton
Alternate	Jim Hoyt
Alternate	

## **Sherman Gardens Resident Council**

President	Fred Bousley
1 <sup>st</sup> Vice President	Monique Franklin
Secretary	Daphne Young
Treasurer	David Kline
Sgt @ Arms	

## **Vera Johnson B Resident Council**

President	
Treasurer	
Secretary	

E

**F**



TAB 8

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**GRIEVANCE PROCEDURES**

Amendments to the Grievance Procedure are addressed in TAB 21 (HUD50075) section 6.0, under ACOP changes. Amendments include contact information updates and verbiage clarifications.

TAB 9

## SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY CAPITAL IMPROVEMENT PLAN

This section of the Agency Plan contains the required documentation for the submission of the Authority's Capital Plan Performance and Evaluation Reports for the period ending March 31, 2015. The following documents are included in this section:

### **Budgets:**

#### **FY2015-FY2019 Five-Year Action Plan**

FFY 2015 Capital Fund Program Budget (Grant # NV39P018501-15)  
FFY 2015 Replacement Housing Factor – 1st Increment (Grant # NV39R018501-15)  
FFY 2015 Replacement Housing Factor - 2nd Increment (Grant # NV39R018502-15)

### **Performance and Evaluation Reports**

FFY 2014 Capital Fund Program Budget (Grant # NV39P018501-14)  
FFY 2014 Replacement Housing Factor – 1st Increment (Grant # NV39R018501-14)  
FFY 2014 Replacement Housing Factor - 2<sup>nd</sup> Increment (Grant # NV39R018502-14)  
FFY 2013 Capital Fund Program Budget (Grant # NV39P018501-13)  
FFY 2012 Capital Fund Program Budget (Grant # NV39P018501-12)

Based on the results of the Physical Needs Assessment, the Capital Fund Budgets has been revised to reflect the improvements identified in the report.

SNRHA may seek HUD approval to implement a **Force Account** to perform vacancy reduction duties as well as select other capital improvement duties. The initiative will reduce the need for contractors; create new jobs of which one or more qualified residents will be hired to promote economic self-sufficiency.

New development initiatives utilizing the Mixed-Finance Concept may be pursued for the development of Public Housing (ACC) units. Public Housing Replacement Funds may be considered and utilized as a source of funds for multiple projects.

The SNRHA is also planning to submit a **Capital Fund Financing Program (CFFP)** application, within the next five years, to assist with modernization and/or development activities.

Disposition Proceeds obtained from any disposition of the Authority's properties may be considered and utilized in future development initiatives of Public Housing (ACC) and affordable (Non-ACC) units.



**Capital Fund Program (CFP)**

**Five-Year Action Plan**

**FY 2015 – FY 2019**

**Amendment 01 - December 2015**

# Capital Fund Program Five-Year Action Plan

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 08/30/2011

<b>Part I: Summary</b>						
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Locality (City/County & State): <b>Las Vegas/Clark/Nevada</b>			<input type="checkbox"/> <b>Original 5-Year Plan</b> <input checked="" type="checkbox"/> <b>Revision No.: <u>01</u></b>	
A.	Development Number and Name	Work Statement for Year 1 FFY: 2015	Work Statement for Year 2 FFY: 2016	Work Statement for Year 3 FFY: 2017	Work Statement for Year 4 FFY: 2018	Work Statement for Year 5 FFY: 2019
B.	Physical Improvements Subtotal	Annual Statement	\$ 2,356,164	\$ 2,273,793	\$ 2,063,275	\$ 2,172,556
C.	Management Improvements		\$ -	\$ -	\$ 50,000	\$ -
D.	PHA-Wide Non-Dwelling Structure and Equipment		\$ 179,328	\$ 50,000	\$ 145,000	\$ 45,000
E.	Administration		\$ 326,005	\$ 309,868	\$ 297,484	\$ 297,484
F.	Other: Fees & Cost		\$ 398,548	\$ 465,020	\$ 419,082	\$ 459,801
G.	Operations					
H.	Demolition					
I.	Replacement Reserve					
J.	Mod Used for Development					
K.	Total CFP Funds					
L.	Total Non-CFP funds					
M.	<b>Grand Total</b>		<b>\$ 3,260,045</b>	<b>\$ 3,098,681</b>	<b>\$ 2,974,841</b>	<b>\$ 2,974,841</b>

RAD Reduction-Vera B

RAD Reduction-BieggerEstates

RAD Reduction-RoseGardens

RHF 1st Inc.-Development	\$	410,238	\$	410,238	\$	410,238	\$	410,238	\$	410,238
RHF 2nd Inc. Development	\$	170,192	\$	170,192	\$	170,192	\$	170,192	\$	170,192

**NOTES:** Vera Johnson B RAD conversion anticipates a reduction of \$137,088 for CFP 2016 allocation. Biegger Estates conversion anticipates a reduction of \$161,364 for CFP 2017 allocation & Rose Gardens conversion anticipates a reduction of \$123,840 for CFP 2018 allocation.

# Capital Fund Program Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 08/30/2011

<b>Part II: Supporting Pages - Physical Needs Work Statement (s)</b>						
Work Statement for Year 1 FFY: 2015	Work Statement for Year 2 FFY: 2016			Work Statement for Year 3 FFY: 2017		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual Statement	<b>AMP 314-Vera B</b> CompMod-Phase II 36 Units)		\$ -	<b>AMP 314-Vera B</b> CompMod-Phase III 34 Units)		\$ -
	Relocation		\$ -	Relocation		\$ -
	<b>Sub-Total</b>		<b>\$ -</b>	<b>Sub-Total</b>		<b>\$ -</b>
	<b>AMP 313-Vera A</b> CompMod-Phase III-24 Units)		\$ 1,725,408	<b>AMP 313-Vera A</b> CompMod-Phase IV-20 Units) [Increased by \$64,357]		\$ 1,502,197
	Relocation		\$ 55,756	Relocation		\$ 46,596
	<b>Sub-Total</b>		<b>\$ 1,781,164</b>	<b>Sub-Total</b>		<b>\$ 1,548,793</b>
	<b>PHA Wide</b>			<b>PHA Wide</b>		
	<b>The following work is intended to be performed with Force Account &amp; Section 3 Residents</b>			<b>The following work is intended to be performed with Force Account &amp; Section 3 Residents</b>		
	Playground Upgrades		\$ -	Playground Upgrades		\$ -
	Energy Star Appliances		\$ 25,000	Energy Star Appliances		\$ 25,000
	Door Upgrades i.e. mail slot upg, autocontrol install, screens doors install		\$ 50,000	Door Upgrades i.e. mail slot upg, autocontrol install, screens doors install		\$ -
	Lateral Replacement(Marble Manor)		\$ 100,000	Misc. Site Work & Ext./Int. Units Upg.		\$ -
	Shut-off Valves/Sewer Lift Station Pump Upgs (Simmons)		\$ 100,000	Shut-off Valves/ Lateral Replacement (Marble Manor)		\$ 100,000
	Exterior Painting /2nd Floor Decks Upg. - portion of (Hampton)		\$ 100,000	Exterior Painting of Properties potion of (Jones)		\$ 100,000
	Desert Landscaping-portion of (Hampton)		\$ -	Desert Landscaping-portion of (Espinoza)		\$ 100,000
	Parking Lots & Ext. Lighting Upgrades portion of (Jones)		\$ 100,000	Parking Lots & Ext. Lighting Upgrades portion of (Jones/Hullum)		\$ 100,000
	Windows Replacement (Jones)		\$ 100,000	Windows Replacement (Jones/Bigger)		\$ 100,000
	Vacancy Reduction		\$ -	Vacancy Reduction		\$ -
	Elevators Upgardes		\$ -	Roofing Upgrades (Jones/Espinoza)		\$ 200,000
	<b>Sub-Total</b>		<b>\$ 575,000</b>	<b>Sub-Total</b>		<b>\$ 725,000</b>
	<b>PHA Wide</b>			<b>PHA Wide</b>		
	Non-Dwelling Units Upgrades (Hampton)		\$ 50,000	Non-Dwelling Units Upgrades (Hampton)		
	Non-Dwelling Equipment [reduced by \$28,092]		\$ 129,328	Non-Dwelling Equipment		\$ 50,000
	<b>Sub-Total</b>		<b>\$ 179,328</b>	<b>Sub-Total</b>		<b>\$ 50,000</b>
	<b>Subtotal of Estimated Costs</b>		<b>\$ 2,535,492</b>	<b>Subtotal of Estimated Costs</b>		<b>\$ 2,323,793</b>

# Capital Fund Program Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 08/30/2011

<b>Part II: Supporting Pages - Physical Needs Work Statement (s)</b>						
Work Statement for Year 1 FFY: 2015	Work Statement for Year 4 FFY: 2018			Work Statement for Year 5 FFY: 2019		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual Statement	<b>AMP 310/311-Scattered Sites</b>			<b>AMP 310/311-Scattered Sites</b>		
	Energy Upgrades/Mod- Phase I-10Units)		\$ 736,237	Energy Upgrades/Mod- Phase I-10Units)		\$ 775,878
	Relocation		\$ 22,900	Relocation		\$ 22,900
	[Increased by \$17,317 ] <b>Sub-Total</b>		<b>\$ 759,137</b>	[Increased by \$56,957.95] <b>Sub-Total</b>		<b>\$ 798,778</b>
	<b>AMP 318/319-Scattered Sites</b>			<b>AMP 318/319-Scattered Sites</b>		
	Energy Upgrades/Mod- Phase I-10Units)		\$ 736,237	Energy Upgrades/Mod- Phase I-10Units)		\$ 775,878
	Relocation		\$ 22,900	Relocation		\$ 22,900
	[Increased by \$17,317 ] <b>Sub-Total</b>		<b>\$ 759,137</b>	[Increased by \$56,957.95] <b>Sub-Total</b>		<b>\$ 798,778</b>
	<b>PHA Wide</b>			<b>PHA Wide</b>		
	<b>The following work is intended to be performed with Force Account &amp; Section 3 Residents</b>			<b>The following work is intended to be performed with Force Account &amp; Section 3 Residents</b>		
	Playground Upgrades		\$ -	Playground Upgrades		\$ -
	Energy Star Appliances		\$ 25,000	Energy Star Appliances		\$ 25,000
	Misc. Site Work & Ext./Int. Units Upg.		\$ -	Misc. Site Work & Ext./Int. Units Upg.		\$ 30,000
	Door Upgrades i.e. mail slot upg, autocontrol install, screens doors install		\$ 70,000	Door Upgrades i.e. mail slot upg, autocontrol install, screens doors install		
	Shut-off Valves/ Lateral Replacement		\$ -	Shut-off Valves/ Lateral Replacement		\$ -
	Exterior Painting of Properties potion of (Jones)		\$ 50,000	Exterior Painting of Properties portion of (Espinoza)		\$ 100,000
	Desert Landscaping-portion of (Espinoza)		\$ 50,000	Desert Landscaping -portion of (Hullum)		\$ 100,000
	Parking Lots & Ext. Lighting Upgrades portion of (Jones/Hullum)		\$ 50,000	Parking Lots & Ext. Lighting Upgrades portion of (Hullum)		\$ 100,000
	Windows Replacement (Jones/ <del>Bigger</del> )		\$ -	Perimeter wall height increase (Hampton)		\$ 50,000
	Vacancy Reduction		\$ -	Roof Upgs (Sherman Annex)		\$ 100,000
	Roofing Upgrades (Jones/Espinoza)		\$ 300,000	Upg. Tricon/Access Control System (James Down)		\$ 25,000
	<b>Sub-Total</b>		<b>\$ 545,000</b>	<b>Sub-Total</b>		<b>\$ 530,000</b>
	<b>PHA Wide</b>			<b>PHA Wide</b>		\$ -
	Non-Dwelling Units Upgrades (Hullum/Jones)		\$ 45,000	Non-Dwelling Units Upgrades (Hullum/Jones)		\$ 45,000
	Non-Dwelling Equipment		\$ 100,000	Non-Dwelling Equipment		\$ -
	<b>Sub-Total</b>		<b>\$ 145,000</b>	<b>Sub-Total</b>		<b>\$ 45,000</b>
	<b>Subtotal of Estimated Costs</b>		<b>\$ 2,208,275</b>	<b>Subtotal of Estimated Costs</b>		<b>\$ 2,172,556</b>



# Capital Fund Program Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 08/30/2011

<b>Part III: Supporting Pages - Management Needs Work Statement(s)</b>				
Work Statement for Year 1 <b>FFY: 2015</b>	Work Statement for Year 2 <b>FFY: 2016</b>		Work Statement for Year 3 <b>FFY: 2017</b>	
	Development Number/Name/General Description of Major Work Categories	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Estimated Cost
See Annual Statement	Operations	\$ -	Operations	\$ -
	Resident/Staff Training	\$ -	Resident/Staff Training	\$ -
	IT Infrastructure	\$ -	IT Infrastructure	\$ -
	Central Office Cost-10% max. [reduced by \$3,121]	\$ 326,005	Central Office Cost-10% max.[increased by \$7,151]	\$ 309,868
	Construction Management Inspection Services	\$ 198,536	Construction Management Inspection Services	\$ 198,536
	A/E Design Services-Vera A	\$ -	A/E Design Services-Scattered Sites	\$ 100,000
	A/E Design Serv./Professional Fees & Cost- PHA Wide	\$ 175,012	A/E Design Serv./Professional Fees & Cost- PHA Wide	\$ 141,484
	Hazardous Materials Consultant	\$ 25,000	Hazardous Materials Consultant	\$ 25,000
	<b>Subtotal of Estimated Cost</b>	<b>\$ 724,553</b>	<b>Subtotal of Estimated Cost</b>	<b>\$ 774,888</b>

Work Statement for Year 1 <b>FFY: 2015</b>	Work Statement for Year 4 <b>FFY: 2018</b>		Work Statement for Year 5 <b>FFY: 2019</b>	
	Development Number/Name/General Description of Major Work Categories	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Estimated Cost
See Annual Statement	Operations	\$ -	Operations	\$ -
	Resident/Staff Training	\$ 25,000	Resident/Staff Training	\$ -
	IT Infrastructure	\$ 25,000	IT Infrastructure	\$ -
	Central Office Cost-10% max.[increased by \$3,848]	\$ 297,484	Central Office Cost-10% max.[increased by \$3,848]	\$ 297,484
	Construction Management Inspection Services	\$ 198,536	Construction Management Inspection Services	\$ 198,536
	A/E Design Services-Scattered Sites	\$ 100,000	A/E Design Services-Scattered Sites	\$ 100,000
	A/E Design Serv./Professional Fees & Cost- PHA Wide	\$ 95,546	A/E Design Serv./Professional Fees & Cost- PHA Wide	\$ 136,265
	Hazardous Materials Consultant	\$ 25,000	Hazardous Materials Consultant	\$ 25,000
	New Green PNA Audit Services	\$ 85,000		
	<b>Subtotal of Estimated Cost</b>	<b>\$ 851,566</b>	<b>Subtotal of Estimated Cost</b>	<b>\$ 757,285</b>



**Capital Fund Program (CFP)**

**and/or**

**Capital Fund Program Replacement Housing Factor Funds**

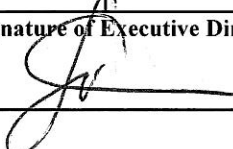
**(CFPRHF)**

**FY 2015**

**Amendment 01 - December 2015**

<b>Part 1: Summary</b>					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39P018501-15 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2015</b>
<b>Type of Grant</b>					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements		\$0.00	\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$339,713.30		\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$294,776.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$430,000.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$2,108,665.70		\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$150,000.00		\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00		\$0.00	
13	1475 Nondwelling Equipment	\$0.00		\$0.00	\$0.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$73,978.00		\$0.00	\$0.00
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: <b>NV39P018501-15</b> Replacement Housing Factor Fund No: . Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2015</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
19a	1503 - RAD Conversion		\$0.00	\$0.00	\$0.00	
20	Amount of Annual Grant: (sum of lines 2-19)	<b>\$3,397,133.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b> 		<b>Date</b> 9/16/15		<b>Signature of Public Housing Director</b>		
				<b>Date</b>		

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV39P018501-15</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2015</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>	
<b>PHA Wide</b>	Management Improvement	1408						
	IT System Upg.			\$0.00	\$0.00	\$0.00	\$0.00	
	Resident/ Staff Training			\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Central Office Cost	1410		\$339,713.30	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$339,713.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>PHA Wide</b>	Construction Admin Services	1430		\$189,043.00	\$0.00	\$0.00	\$0.00	
	Roofing Consultant	1430		\$0.00	\$0.00	\$0.00	\$0.00	
	A/E Design Services	1430		\$50,733.00	\$0.00	\$0.00	\$0.00	
	Hazardous Materials Consultant	1430		\$55,000.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$294,776.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Work intended to be performed through Force Account and Section 3 Residents</b>	Misc Site Work Repairs	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Playground & Safety Surface Upg.	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Desert Landscaping	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Parking Lots Upgrades	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Misc. Interior/Exterior Repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	Vacancy Reduction	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	Exterior Painting	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement



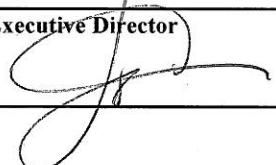
<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b>					Federal FFY of Grant: <b>2015</b>
Capital Fund Program No: <b>NV39P018501-15</b>					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvement	09/14/17		09/14/19		
Administration	09/14/17		09/14/19		
Fees & Cost	09/14/17		09/14/19		
Site Improvement	09/14/17		09/14/19		
Dwelling Structure	09/14/17		09/14/19		
Dwelling Equipment	09/14/17		09/14/19		
Relocation	09/14/17		09/14/19		

<sup>1</sup> Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39R018501-15 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2015</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$0.00		\$0.00	\$0.00	
4	1410 Administration (may not exceed 10% of line 21)	\$0.00		\$0.00	\$0.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$0.00		\$0.00	\$0.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$0.00		\$0.00	\$0.00	
10	1460 Dwelling Structures	\$0.00		\$0.00	\$0.00	
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00		\$0.00	\$0.00	
12	1470 Nondwelling Structures	\$0.00		\$0.00		
13	1475 Nondwelling Equipment	\$0.00		\$0.00	\$0.00	
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	\$0.00		\$0.00	\$0.00	
17	1499 Development Activities <sup>4</sup>	\$336,496.00		\$0.00	\$0.00	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here



<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39R018501-15 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2015</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
19a	1503 - RAD Conversion	\$0.00		\$0.00	\$0.00	
20	Amount of Annual Grant: (sum of lines 2-19)	<b>\$336,496.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b> 		<b>Date</b> 3/3/15		<b>Signature of Public Housing Director</b>  		
				<b>Date</b>		

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here

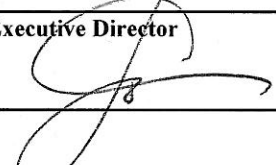


<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b> Capital Fund Program No: <b>NV39R018501-15</b>					Federal FFY of Grant: <b>2015</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvement	04/12/17		04/12/19		
Administration	04/12/17		04/12/19		
Fees & Cost	04/12/17		04/12/19		
Site Improvement	04/12/17		04/12/19		
Dwelling Structure	04/12/17		04/12/19		
Dwelling Equipment	04/12/17		04/12/19		
Relocation	04/12/17		04/12/19		

<sup>1</sup> Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39R018502-15 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2015</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00	
4	1410 Administration (may not exceed 10% of line 21)	\$0.00	\$0.00	\$0.00	\$0.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$0.00	\$0.00	\$0.00	\$0.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00	
10	1460 Dwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00	
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00	
12	1470 Nondwelling Structures	\$0.00	\$0.00			
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00	
17	1499 Development Activities <sup>4</sup>	\$173,119.00	\$0.00	\$0.00	\$0.00	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39R018502-15 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2015</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
19a	1503 - RAD Conversion	\$0.00	\$0.00	\$0.00	\$0.00	
20	Amount of Annual Grant: (sum of lines 2-19)	<b>\$173,119.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b> 		<b>Date</b> 3/3/15		<b>Signature of Public Housing Director</b>  		
				<b>Date</b>		

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here



<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b> Capital Fund Program No: <b>NV39R018502-15</b>					Federal FFY of Grant: <b>2015</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvement	04/12/17		04/12/19		
Administration	04/12/17		04/12/19		
Fees & Cost	04/12/17		04/12/19		
Site Improvement	04/12/17		04/12/19		
Dwelling Structure	04/12/17		04/12/19		
Dwelling Equipment	04/12/17		04/12/19		
Relocation	04/12/17		04/12/19		

<sup>1</sup> Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended



**Capital Fund Program (CFP)**

**and/or**

**Capital Fund Program Replacement Housing Factor Funds**

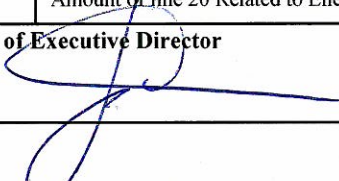

**(CFPRHF)**

**FY 2014**



<b>Part 1: Summary</b>					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39P018501-14 Replacement Housing Factor Fund No: Date of CFFP:			<b>FFY of Grant:</b> FFY of Grant Approval 2014
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 03 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: as of 03/31/15 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements	\$200,000.00	\$200,000.00	\$30,280.60	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$349,798.90	\$349,798.90	\$349,798.00	\$174,900.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$775,751.38	\$775,751.38	\$428,142.37	\$4,333.46
8	1440 Site Acquisition				
9	1450 Site Improvement	\$450,000.00	\$450,000.00	\$24,292.00	\$114,237.10
10	1460 Dwelling Structures	\$586,911.72	\$586,911.72	\$536,911.72	\$143,990.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00		
13	1475 Nondwelling Equipment	\$500,000.00	\$500,000.00	\$0.00	\$0.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$489,715.00	\$489,715.00	\$805.41	\$805.41
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here

<b>Part 1: Summary</b>					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39P018501-14 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2014</b>
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 03 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: as of 03/31/15 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
19a	1503 - RAD Conversion	\$145,812.00	\$145,812.00	\$145,812.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	<b>\$3,497,989.00</b>	<b>\$3,497,989.00</b>	<b>\$1,516,042.10</b>	<b>\$438,265.97</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Cost				
24	Amount of line 20 Related to Security - Hard Cost				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>	
		6/10/15			
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV39P018501-14</b> CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant: <b>2014</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>	
<b>PHA Wide</b>	Management Improvement	1408						
	IT System Upg.			\$200,000.00	\$200,000.00	\$30,280.60	\$0.00	
	Resident/ Staff Training			\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$200,000.00</b>	<b>\$200,000.00</b>	<b>\$30,280.60</b>	<b>\$0.00</b>	
	Central Office Cost	1410		\$349,798.90	\$349,798.90	\$349,798.00	\$174,900.00	
	<b>SUB-TOTAL</b>			<b>\$349,798.90</b>	<b>\$349,798.90</b>	<b>\$349,798.00</b>	<b>\$174,900.00</b>	
<b>PHA Wide</b>	Construction Admin Services	1430		\$216,074.00	\$216,074.00	\$216,074.00	\$0.00	
	Roofing Consultant	1430		\$25,000.00	\$25,000.00	\$0.00	\$0.00	
	A/E Design Services	1430		\$301,509.01	\$301,509.01	\$33,900.00	\$2,040.55	
	Hazardous Materials Consultant	1430		\$100,000.00	\$100,000.00	\$45,000.00	\$1,487.50	
	<b>SUB-TOTAL</b>			<b>\$642,583.01</b>	<b>\$642,583.01</b>	<b>\$294,974.00</b>	<b>\$3,528.05</b>	
<b>Work intended to be performed through Force Account and Section 3 Residents</b>	Misc Site Work Repairs	1450		\$24,292.00	\$24,292.00	\$24,292.00	\$24,292.00	
	Playground & Safety Surface Upg.	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Desert Landscaping	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Parking Lots Upgrades	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$24,292.00</b>	<b>\$24,292.00</b>	<b>\$24,292.00</b>	<b>\$24,292.00</b>	
	Misc. Interior/Exterior Repairs	1460		\$100,000.00	\$100,000.00	\$50,000.00	\$0.00	
	Vacancy Reduction	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	Exterior Painting	1460		\$143,990.00	\$143,990.00	\$143,990.00	\$143,990.00	
	<b>SUB-TOTAL</b>			<b>\$243,990.00</b>	<b>\$243,990.00</b>	<b>\$193,990.00</b>	<b>\$143,990.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<b>Part II: Supporting Pages</b>							
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV39P018501-14</b> CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant: <b>2014</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
<b>PHA Wide</b>	Dwelling Equip.-Energy Star Appliances.	1465		\$0.00	\$0.00	\$0.00	\$0.00
	SUB-TOTAL			\$0.00	\$0.00	\$0.00	\$0.00
	Non-Dwelling Units Upgrades	1470		\$0.00	\$0.00	\$0.00	\$0.00
	SUB-TOTAL			\$0.00	\$0.00	\$0.00	\$0.00
	Non-Dwelling Equipment	1475		\$500,000.00	\$500,000.00	\$0.00	\$0.00
	SUB-TOTAL			\$500,000.00	\$500,000.00	\$0.00	\$0.00
<b>Vera A</b>	A/E Design Services	1430		\$133,168.37	\$133,168.37	\$133,168.37	\$0.00
<b>AMP 313</b>	Site Upgs.CompMod (portion of)	1450		\$425,708.00	\$425,708.00	\$0.00	\$0.00
	Units Upg CompMod (portion of)	1460		\$200,000.00	\$200,000.00	\$200,000.00	\$89,945.10
	SUB-TOTAL			\$758,876.37	\$758,876.37	\$333,168.37	\$89,945.10
<b>Vera B</b>	Pre-Dev.Cost, i.e. A/E /Consult Srvcs	1430		\$0.00	\$0.00	\$0.00	\$0.00
<b>AMP 314</b>	Units Upg CompMod (portion of)	1460		\$142,921.72	\$142,921.72	\$142,921.72	\$0.00
	Relocation	1495		\$489,715.00	\$489,715.00	\$805.41	\$805.41
	SUB-TOTAL			\$632,636.72	\$632,636.72	\$143,727.13	\$805.41
<b>Archie Grant</b>	HVAC Upgrades -Phase II	1460		\$0.00	\$0.00	\$0.00	\$0.00
<b>AMP 302</b>	SUB-TOTAL			\$0.00	\$0.00	\$0.00	\$0.00
<b>RAD</b>	Landsman Gardens	1503		\$145,812.00	\$145,812.00	\$145,812.00	\$0.00
<b>Conversion</b>	PIC Dev. No: NV018013003			\$145,812.00	\$145,812.00	\$145,812.00	\$0.00
	<b>TOTAL</b>			\$3,497,989.00	\$3,497,989.00	\$1,516,042.10	\$437,460.56

1 To be completed for the Performance and Evaluation Report  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

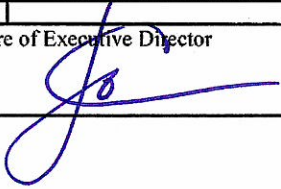
<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b>					Federal FFY of Grant: <b>2014</b>
Capital Fund Program No: <b>NV39P018501-14</b>					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvement	05/13/16		05/13/18		
Administration	05/13/16		05/13/18		
Fees & Cost	05/13/16		05/13/18		
Site Improvement	05/13/16		05/13/18		
Dwelling Structure	05/13/16		05/13/18		
Dwelling Equipment	05/13/16		05/13/18		
Relocation	05/13/16		05/13/18		

1 Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended



<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: Replacement Housing Factor Fund No: Date of CFFP: NV39R018501-14		FFY of Grant: 2014 FFY of Grant Approval		
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 01 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2015 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>	\$410,238.00	\$410,238.00			
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2-19)	\$410,238.00	\$410,238.00			
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here

Part 1: Summary					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: Replacement Housing Factor Fund No: Date of CFFP: NV39R018501-14		FFY of Grant: 2014 FFY of Grant Approval	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 01 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2015 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director		Date		Signature of Public Housing Director	
		04/10/15			





<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b>					Federal FFY of Grant:
Replacement Housing Fund Program No: <b>NV39R018501-14</b>					<b>2014</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Development Activities	5/13/2016		5/13/2018		

<sup>1</sup> Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

<b>Part I: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: Date of CFFP:		Replacement Housing Factor Fund No: <b>NV39R018502-14</b>		FFY of Grant: <b>2014</b> FFY of Grant Approval
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 01 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2015 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>	\$170,192.00	\$170,192.00			
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2-19)	\$170,192.00	\$170,192.00			
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here

<b>Part I: Summary</b>					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority	<b>Grant Type and Number</b> Capital Fund Grant No: Date of CFFP:	Replacement Housing Factor Fund No: <b>NV39R018502-14</b>	FFY of Grant: <b>2014</b>	FFY of Grant Approval	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 01 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2015 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director		Date		Signature of Public Housing Director	
		06/10/15			



<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b> Replacement Housing Fund Program No: <b>NV39R018502-14</b>				Federal FFY of Grant: <b>2014</b>	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Development Activities	5/13/2016		5/13/2018		

1 Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended



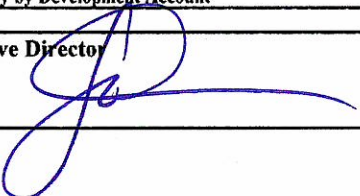
**Capital Fund Program (CFP)**

**FY 2013**

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: <b>NV39P018501-13</b> Replacement Housing Factor Fund No: Date of CFFP:			<b>FFY of Grant:</b> <b>2013</b> <b>FFY of Grant Approval</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 2 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/15 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$110,000.00	\$110,000.00	\$94,552.73	\$94,552.73	\$15,447.27
4	1410 Administration (may not exceed 10% of line 21)	\$366,634.70	\$366,634.70	\$366,634.70	\$366,634.70	\$0.00
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$532,399.41	\$532,399.41	\$282,399.41	\$119,699.36	\$162,700.05
8	1440 Site Acquisition					
9	1450 Site Improvement	\$100,000.00	\$100,000.00	\$100,000.00	\$38,233.27	\$61,766.73
10	1460 Dwelling Structures	\$2,407,312.89	\$2,407,312.89	\$1,951,399.61	\$1,765,856.00	\$641,456.89
11	1465.1 Dwelling Equipment—Nonexpendable	\$150,000.00	\$150,000.00	\$128,841.00	\$128,841.00	\$21,159.00
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2-19)	\$3,666,347.00	\$3,666,347.00	\$2,923,827.45	\$2,513,817.06	\$902,529.94
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here



<b>Part 1: Summary</b>					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39P018501-13 Replacement Housing Factor Fund No: Date of CFFP:		<b>FFY of Grant:</b> 2013	
				<b>FFY of Grant Approval</b>	
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergency		<input type="checkbox"/> Revised Annual Statement (revision no: 2 )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/15				<input type="checkbox"/> Final Performance and Evaluation Report	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost <sup>1</sup></b>	
		<b>Original</b>	<b>Revised <sup>2</sup></b>	<b>Obligated</b>	<b>Expended</b>
<b>Signature of Executive Director</b>	<b>Date</b>	<b>Signature of Public Housing Director</b>		<b>Date</b>	
	6/10/15				



<b>Part II: Supporting Pages</b>									
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV39P018501-13</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2013</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost			Status of Work
				Original	Revised <sup>f</sup>	Funds Obligated	Funds Expended <sup>f</sup>	Funds Balance	
<b>PHA Wide</b>	Management Improvement	1408							
	IT Hardware			\$60,000.00	\$74,601.88	\$74,601.88	\$74,601.88	\$0.00	increased
	Resident/ Staff Training			\$50,000.00	\$35,398.12	\$19,950.85	\$19,950.85	\$15,447.27	reduced
	<b>SUB-TOTAL</b>			<b>\$110,000.00</b>	<b>\$110,000.00</b>	<b>\$94,552.73</b>	<b>\$94,552.73</b>	<b>\$15,447.27</b>	
	Central Office Cost	1410		\$366,634.70	\$366,634.70	\$366,634.70	\$366,634.70	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$366,634.70</b>	<b>\$366,634.70</b>	<b>\$366,634.70</b>	<b>\$366,634.70</b>	<b>\$0.00</b>	
<b>PHA Wide</b>	Construction Admin Services	1430		\$218,403.09	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	reduced
	Roofing Consultant	1430		\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	reduced
	A/E Design Services	1430		\$228,996.32	\$182,399.41	\$182,399.41	\$106,229.36	\$76,170.05	reduced
	Hazardous Materials Consultant	1430		\$35,000.00	\$35,000.00	\$35,000.00	\$13,470.00	\$21,530.00	
	<b>SUB-TOTAL</b>			<b>\$532,399.41</b>	<b>\$282,399.41</b>	<b>\$282,399.41</b>	<b>\$119,699.36</b>	<b>\$162,700.05</b>	
<b>PHA Wide</b>	Misc Site Work Repairs	1450		\$100,000.00	\$100,000.00	\$100,000.00	\$38,233.27	\$61,766.73	
<b>PHA Wide</b>	Playground & Safety Surface Upg.	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>PHA Wide</b>	Desert Landscaping	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>PHA Wide</b>	Parking Lots Upgrades	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$38,233.27</b>	<b>\$61,766.73</b>	
<b>PHA Wide</b>	Misc. Interior/Exterior Repairs	1460		\$0.00	\$218,000.00	\$181,450.00	\$75,792.32	\$142,207.68	increased
<b>PHA Wide</b>	Vacancy Reduction	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>PHA Wide</b>	Exterior Painting	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$218,000.00</b>	<b>\$181,450.00</b>	<b>\$75,792.32</b>	<b>\$142,207.68</b>	

<sup>f</sup>To be completed for the Performance and Evaluation Report

<sup>2</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Performance and Evaluation Report as of 03/31/2015

<b>Part II: Supporting Pages</b>									
PHA Name:		Grant Type and Number				Federal FFY of Grant:			
<b>Southern Nevada Regional Housing Authority</b>		Capital Fund Program Grant No: <b>NV39P018501-13</b> CFFP (Yes/No):				<b>2013</b>			
		Replacement Housing Factor Grant No:							
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost			Status of Work
<b>PHA Wide</b>	Dwelling Equip.-Energy Star Appliances	1465		\$150,000.00	\$150,000.00	\$128,841.00	\$128,841.00	\$21,159.00	
	<b>SUB-TOTAL</b>			<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$128,841.00</b>	<b>\$128,841.00</b>	<b>\$21,159.00</b>	
	Non-Dwelling Units Upgrades	1470		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Non-Dwelling Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Landsman Gardens</b>	CompMod - RAD Conversion	1460		\$989,990.30	\$989,990.30	\$989,990.30	\$989,990.30	\$0.00	
<b>AMP 317</b>	Relocation	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$989,990.30</b>	<b>\$989,990.30</b>	<b>\$989,990.30</b>	<b>\$989,990.30</b>	<b>\$0.00</b>	
<b>Vera A</b>	Roof Replacement	1460		\$373,060.00	\$345,714.72	\$343,714.72	\$345,714.72	\$0.00	
<b>AMP 313</b>	HVAC Units Replacement	1460		\$436,244.59	\$436,244.59	\$436,244.59	\$354,358.66	\$81,885.93	
	<b>SUB-TOTAL</b>			<b>\$809,304.59</b>	<b>\$781,959.31</b>	<b>\$779,959.31</b>	<b>\$700,073.38</b>	<b>\$81,885.93</b>	
<b>Vera B</b>	Vera B - Pre-Dev/AE Fees	1430		\$0.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00	moved from 1430
<b>AMP 314</b>	Roof Replacement-RAD or MixFin	1460		\$608,018.00	\$417,363.28	\$0.00	\$0.00	\$417,363.28	reduced
	<b>SUB-TOTAL</b>			<b>\$608,018.00</b>	<b>\$667,363.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$417,363.28</b>	
	<b>TOTAL</b>			<b>\$3,666,347.00</b>	<b>\$3,666,347.00</b>	<b>\$2,923,827.45</b>	<b>\$2,513,817.06</b>	<b>\$902,529.94</b>	

†To be completed for the Performance and Evaluation Report

‡To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Performance and Evaluation Report as of 03/31/2015

<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b>					Federal FFY of Grant: <b>2013</b>
Capital Fund Program No: <b>NV39P018501-13</b>					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvement	09/08/15		09/08/17		
Administration	09/08/15		09/08/17		
Fees & Cost	09/08/15		09/08/17		
Site Improvement	09/08/15		09/08/17		
Dwelling Structure	09/08/15		09/08/17		
Dwelling Equipment	09/08/15		09/08/17		
Relocation	09/08/15		09/08/17		

<sup>1</sup> Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended



**Capital Fund Program (CFP)**

**FY 2012**

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: <b>NV39P018501-12</b> Replacement Housing Factor Fund No: Date of CFFP:			<b>FFY of Grant:</b> <b>2012</b> <b>FFY of Grant Approval</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 5 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2015 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$374,594.50	\$374,594.50	\$374,594.50	\$374,594.50	\$0.00
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$539,110.87	\$539,110.87	\$539,110.87	\$481,511.59	\$57,599.28
8	1440 Site Acquisition					
9	1450 Site Improvement	\$615,043.00	\$615,043.00	\$615,043.00	\$615,043.00	\$0.00
10	1460 Dwelling Structures	\$2,174,925.43	\$2,174,925.43	\$2,174,925.43	\$2,174,925.43	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$32,271.20	\$32,271.20	\$32,271.20	\$32,271.20	\$0.00
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2-19)	\$3,745,945.00	\$3,745,945.00	\$3,745,945.00	\$3,688,345.72	\$57,599.28
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP for operations  
<sup>4</sup> RHF funds shall be included here



Part 1: Summary						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39P018501-12 Replacement Housing Factor Fund No: Date of CFFP:			<b>FFY of Grant:</b> 2012 <b>FFY of Grant Approval</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 5 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2015 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
Signature of Executive Director		Date		Signature of Public Housing Director		Date
		6/10/15				

<b>Part II: Supporting Pages</b>									
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV39P018501-12</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2012</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost			Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>	Funds Balance	
<b>PHA Wide</b>	Management Improvement	1408							
	IT Hardware			\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	
	Resident/ Staff Training			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	
	Central Office Cost	1410		\$374,594.50	\$374,594.50	\$374,594.50	\$374,594.50	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$374,594.50</b>	<b>\$374,594.50</b>	<b>\$374,594.50</b>	<b>\$374,594.50</b>	<b>\$0.00</b>	
<b>PHA Wide</b>	Construction Admin Services	1430		\$141,245.31	\$83,707.68	\$83,707.68	\$65,030.33	\$18,677.35	Reduced
	A/E Design Services	1430		\$0.00	\$40,000.00	\$40,000.00	\$12,851.07	\$27,148.93	Increased
	Hazardous Materials Consultant	1430		\$45,902.92	\$63,440.55	\$63,440.55	\$51,667.55	\$11,773.00	Increased
	<b>SUB-TOTAL</b>			<b>\$187,148.23</b>	<b>\$187,148.23</b>	<b>\$187,148.23</b>	<b>\$129,548.95</b>	<b>\$57,599.28</b>	
<b>PHA Wide</b>	Misc Site Work Repairs	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>PHA Wide</b>	Misc. Int./Ext. Repairs-Vacancy Reduction	1460		\$62,315.27	\$62,315.27	\$62,315.27	\$62,315.27	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$62,315.27</b>	<b>\$62,315.27</b>	<b>\$62,315.27</b>	<b>\$62,315.27</b>	<b>\$0.00</b>	
<b>Archie Grant AMP 302</b>	A/C Upgrades-Parcel 2 (20 units)	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<b>Part II: Supporting Pages</b>									
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV39P018501-12</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2012</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
<b>Hampton Court</b>	CompMod Blds 1-3 - Site Work	1450		\$55,728.80	\$55,728.80	\$55,728.80	\$55,728.80	\$0.00	
<b>AMP 317</b>	CompMod Blds 1-3 (30) Dwelling	1460		\$1,842,161.10	\$1,842,161.10	\$1,842,161.10	\$1,842,161.10	\$0.00	
	Comp-Mod Appliances	1465		\$32,271.20	\$32,271.20	\$32,271.20	\$32,271.20	\$0.00	
	Relocation (30 units)	1495		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$1,930,161.10</b>	<b>\$1,930,161.10</b>	<b>\$1,930,161.10</b>	<b>\$1,930,161.10</b>	<b>\$0.00</b>	
<b>Landsman Gardens</b>	A/E DesignServ.	1430		\$291,655.99	\$291,655.99	\$291,655.99	\$291,655.99	\$0.00	
<b>AMP 317</b>	Consulting Services - (tracking purposes)	1430		\$60,306.65	\$60,306.65	\$60,306.65	\$60,306.65	\$0.00	
<b>RAD Conversion</b>	CompMod -Site Work	1450		\$559,314.20	\$559,314.20	\$559,314.20	\$559,314.20	\$0.00	
	CompMod-Dwelling Work	1460		\$270,449.06	\$270,449.06	\$270,449.06	\$270,449.06	\$0.00	
	Comp-Mod Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Relocation	1495		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$1,181,725.90</b>	<b>\$1,181,725.90</b>	<b>\$1,181,725.90</b>	<b>\$1,181,725.90</b>	<b>\$0.00</b>	
<b>PHA Wide</b>	Dwelling Equipment	1465		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUBTOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>TOTAL</b>			<b>\$3,745,945.00</b>	<b>\$3,745,945.00</b>	<b>\$3,745,945.00</b>	<b>\$3,688,345.72</b>	<b>\$57,599.28</b>	

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement



<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b>					Federal FFY of Grant: <b>2012</b>
Capital Fund Program No: <b>NV39P018501-12</b>					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvement	03/11/14		03/11/16		
Administration	03/11/14		03/11/16		
Fees & Cost	03/11/14		03/11/16		
Site Improvement	03/11/14		03/11/16		
Dwelling Structure	03/11/14		03/11/16		
Dwelling Equipment	03/11/14		03/11/16		
Relocation	03/11/14		03/11/16		

<sup>1</sup> Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

**TAB 10**

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
DEMOLITION AND DISPOSITION PLAN**

The Housing Authority continues considering all public housing properties for demolition and disposition through Mixed Finance or Conversion under the Rental Assistance Demonstration (RAD) Program

Attached, for your reference, is the Updated Repositioning Strategy Assessment from the December 15, 2014 Portfolio Analysis and Updated Recommendations Report prepared by EJP Consulting Group, LLC and Praxis Consulting Group, LLC.

**Southern Nevada Regional Housing Authority  
Updated Repositioning Strategy**

**Assessment Highlights--Public Housing**

PROPERTY	AMP #	Dev. Type	# Units	Year Built	Tenant Rent	Subsidy	Operating Cost	Capital Needs	Neighborhood	Time Frame *	Finance Strategy	Notes
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**ELDERLY PROPERTIES**

Espinoza Terrace	317	Designated Elderly	100	1973	neutral	low	low	high	stable	Short (0-5 yrs)	9% LIHTC	Good 9% candidate	9% TC #2
Sartini Plaza	303	Designated Elderly	220	1983	high	neutral	low	neutral	stable	Short (0-5 yrs)	Bonds/4%	potential RAD bundled with other senior high-rises	
Sartini Plaza Annex	303	Elderly / Disabled	39	1984	high	neutral	low	neutral	stable	Short (0-5 yrs)	Bonds/4%	potential RAD; bundled with other senior high-rises.	Bond Bundle #3
James Down Towers	307	Designated Elderly	200	1972	high	neutral	neutral	neutral	stable	Short (0-5 yrs)	Bonds/4%	potential RAD bundled with other senior high-rises	
Archie Grant	302	Elderly / Disabled	125	1963	low	neutral	neutral	neutral	distressed	Short (0-5 yrs)	Dispo (North Portion)	Explore sale of North Portion of Site; Create replacement units elsewhere	9% TC #3
Rose Gardens	320	Designated Elderly	120	1975	high	low	neutral	high	distressed	Short (0-5 yrs)	Demo?	CNI Planning Grant; Study demo vs. rehab. / Create replacement housing elsewhere	
Schaffer Heights	319	Family (Lost Elderly Designation)	75	1983	neutral	low	low	neutral	stable	Short (0-5 yrs)	9% LIHTC	Good 9% candidate	Bond Bundle #4
Aida Brents	301	Elderly / Disabled	24	1984	low	high	neutral	neutral	neutral	Medium (6 - 10 yrs)	Bonds/4%	potential RAD; bundled with other senior high-rises	
Harry Levy Gardens	306	Designated Elderly	150	1968	high	neutral	neutral	low	stable	Medium (6 - 10 yrs)	Bonds/4%	potential RAD; bundled with other senior high-rises	9% TC #4
Lubertha Johnson Estates	321	Designated Elderly	112	2012	neutral	low	low	low	stable	Long (10+ yrs)	N/A		
Marion D. Bennett, Sr.	316	Elderly / Disabled	65	2010	high	low	high	low	distressed	Long (10+ yrs)	N/A		

**FAMILY PROPERTIES**

Landsman Gardens	317	Family	100	1971	neutral	low	low	low	stable	Short (0-5 yrs)	Bonds/4%	RAD, combined with bonds/4% credits in process	In Process
Vera Johnson Plaza "B"	314	Family	112	1984	low	high	high	low	neutral	Short (0-5 yrs)	9% LIHTC	RAD, combined with 9% LIHTC in process	In Process
Vera Johnson Plaza "A"	313	Family	76	1984	low	high	high	high	distressed	Short (0-5 yrs)	Cap Funds	Address through CFP 2014-6	9% TC #1
Biegger Estates	319	Family	119	1985	neutral	low	low	high	stable	Short (0-5 yrs)	9% LIHTC	Good 9% candidate	
Hampton Court	317	Family	100	1969	neutral	low	low	high	stable	Short (0-5 yrs)	9% LIHTC	Good 9% candidate	9% TC #4
Hullum Homes	318	Family	59	1982	high	low	neutral	high	distressed	Short (0-5 yrs)	Bonds/4%	potential RAD, bundled with other family developments	Bond Bundle #2
Jones Gardens	318	Family	90	1984	high	low	neutral	high	distressed	Short (0-5 yrs)	Bonds/4%	potential RAD, bundled with other family developments	

**Southern Nevada Regional Housing Authority  
Updated Repositioning Strategy**

**Assessment Highlights--Public Housing**

PROPERTY	AMP #	Dev. Type	# Units	Year Built	Tenant Rent	Subsidy	Operating Cost	Capital Needs	Neighborhood	Time Frame *	Finance Strategy	Notes
Sherman Gardens Annex	309	Family	154	1965	low	high	neutral	high	distressed	Medium (6 - 10 yrs)	Cap Funds	Maintain for now. Desireable low-density configuration. Look to replace in future.
Sherman Gardens	312	Family	80	1974	low	high	high	neutral	distressed	Medium (6 - 10 yrs)	Demo?	Study demo vs. rehab. / Find replacement housing elsewhere
Villa Capri	312	Family	60	1964	low	high	high	neutral	distressed	Medium (6 - 10 yrs)	Demo?	Study demo vs. rehab. / Find replacement housing elsewhere
Marble Manor	308	Family	235	1952-62	low	high	high	neutral	distressed	Medium (6 - 10 yrs)	Cap Funds	Maintain for now. Desireable low-density configuration. Look to replace in future.
Ernie Cragin Terrace	304	Family	40	1965	low	high	high	low	neutral	Long (10+ yrs)	N/A	
Marble Manor Annex	309	Family	20	1959	low	high	neutral	high	distressed	Long (10+ yrs)	Disposition	Appropriate for commercial development in future; MLK location
Otto Merida Desert Villas	315	Family	60	2007	high	low	low	low	neutral	Long (10+ yrs)	N/A	
Simmons Manor	319	Family	61	2002	neutral	low	low	neutral	stable	Long (10+ yrs)	N/A	

**SCATTERED SITE PROPERTIES**

Scattered Sites	310	Scattered	46	1955-89	high	high	high	high	N/A	Short (0-5 yrs)	Cap Fund	Create incentive program through transfer policy; continue FSS program for HO; selectively identify units for disposition.
Scattered Sites	311	Scattered	162	1984-2000	high	neutral	high	neutral	N/A	Medium (6 - 10 yrs)	Cap Fund	Create incentive program through transfer policy; continue FSS program for HO; selectively identify units for disposition.
Scattered Sites	318	Scattered	138		high	low	neutral	neutral	N/A	Medium (6 - 10 yrs)	Cap Fund	Create incentive program through transfer policy; continue FSS program for HO; selectively identify units for disposition.
Scattered Sites / Henderson	319	Scattered	40		neutral	low	low	high	N/A	Medium (6 - 10 yrs)	Cap Fund	Create incentive program through transfer policy; continue FSS program for HO; selectively identify units for disposition.

**TAB 11**

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**DESIGNATION OF HOUSING FOR ELDERLY AND DISABLED**

There are no proposed changes to SNRHA Designation of Housing for Elderly and Disabled for this Fiscal Year.

**TAB 12**



**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

Conversion of Public Housing

**There are no changes in this section.**

**TAB 13**

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

Home Ownership

**There are no changes in this section.**

TAB 14

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**COMMUNITY SERVICE  
AND  
SELF SUFFICIENCY**

**There are no changes in this section.**

**TAB 15**

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**Safety and Crime Prevention**

**There are no changes in this section.**

**TAB 16**



**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**Pet Ownership**

**There are no Changes to this Section.**

**TAB 17**

# SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

## CIVIL RIGHTS CERTIFICATION

This Housing Authority complies with all program requirements established by the U.S. Department of Housing and Urban Development that implement the civil rights laws listed below:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color or national origin in programs receiving Federal financial assistance;
- Title VIII of the Civil Rights Act of 1968, which prohibits discrimination based on race, color, religion, national origin or sex in the sale, rental or advertising of housing;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on handicap in programs receiving Federal financial assistance;
- The Age Discrimination Act of 1975, which prohibits discrimination based on age in programs receiving Federal financial assistance; and
- Executive Order 11063, which requires HUD to take whatever action is necessary to prohibit discrimination, based on race, color, national origin, religion (creed) or sex in housing receiving Federal financial assistance.

All of the Housing Authority's occupancy policies including the Admissions and Continued Occupancy Policy (ACOP), the Section 8 Administrative Plan, the Dwelling Lease and the Grievance Procedure all comply with HUD requirements and the legislative intent associated with these laws.

TAB 18

# **SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

## **ANNUAL AUDIT**

Enclosed is a copy of FY2014 Annual Audit for the Southern Nevada Regional Housing Authority. FY2014 Annual Audit is due to HUD by September 30, 2015.

**SOUTHERN NEVADA REGIONAL  
HOUSING AUTHORITY  
Las Vegas, Nevada**

**BASIC FINANCIAL STATEMENTS  
September 30, 2014**

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www.CLAconnect.com

## Independent Auditors' Report

Board of Commissioners  
Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

### Report on the Financial Statements

We have audited the accompanying financial statements of the enterprise fund and the aggregate discretely presented component units of the Southern Nevada Regional Housing Authority (the Authority), as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the enterprise fund and the aggregate discretely presented component units of the Authority as of September 30, 2014, and the respective changes in its financial position and, when applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 through 11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The financial data schedules, project financial data schedules and statement and certification of program costs are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements.

The financial data schedules, project financial data schedules, statement and certification of program costs and schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the financial data schedules, project financial data schedules, statement and certification of program costs and schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2015 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Baltimore, Maryland

June 24, 2015



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
September 30, 2014**

This section of the Southern Nevada Regional Housing Authority's (the Authority) financial report presents management's analysis of the Authority's financial performance during the year ended September 30, 2014.

**FINANCIAL HIGHLIGHTS AND CONCLUSIONS**

At September 30, 2014, total assets were \$215,097,060 and liabilities were \$30,264,724; thus total net position was \$184,832,336. The unrestricted net position was \$20,666,461; therefore there was an adequate amount to meet the Authority's future operational needs. Total revenues and expenses were \$154,150,765 and \$151,338,202, respectively.

**REQUIRED FINANCIAL STATEMENTS**

The financial statements of the Authority report information using accounting methods similar to those used by private sector companies (Enterprise Fund).

The Statement of Net Position (Balance Sheet) includes all of the Authority's assets and liabilities and provides information about the amounts and investments in assets and the obligations to Authority creditors. It also provides a basis of assessing the liquidity and financial flexibility of the Authority. Over time, increases or decreases in net position may serve as a useful indicator of the financial health of the Authority.

The current year's revenues, expenses, and changes in net position are accounted for in the Statement of Revenues, Expenses and Changes in Net Position. This statement reports the Authority's operating and non-operating revenue, by major sources, along with operating and non-operating expenses and capital contributions.

The Statement of Cash Flows provides information about the Authority's cash receipts and disbursements during the reporting period. The statement reports net changes in cash resulting from operations, investing activities and capital related activities.

**FINANCIAL ANALYSIS OF THE AUTHORITY**

The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position report information about the Authority's activities and are summarized in the following sections.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
September 30, 2014**

To begin our analysis, a summary of the Authority's Statement of Net Position is presented in Table I.

**Statement of Net Position  
TABLE I**

	September 30, 2014	September 30, 2013
Current and other assets	\$ 22,707,454	\$ 24,984,136
Capital assets	175,217,623	163,458,779
Noncurrent assets	<u>17,171,983</u>	<u>9,795,617</u>
<b>Total Assets</b>	<b><u>\$ 215,097,060</u></b>	<b><u>\$ 198,238,532</u></b>
Current liabilities	\$ 4,774,688	\$ 5,199,603
Noncurrent liabilities	<u>25,490,036</u>	<u>11,019,156</u>
<b>Total Liabilities</b>	<b><u>30,264,724</u></b>	<b><u>16,218,759</u></b>
Invested in capital assets, net of related debt	157,287,747	160,811,340
Restricted net assets	6,878,128	9,005,311
Unrestricted net assets	<u>20,666,461</u>	<u>12,203,122</u>
<b>Total Net Position</b>	<b><u>184,832,336</u></b>	<b><u>182,019,773</u></b>
<b>Total Liabilities &amp; Net Position</b>	<b><u>\$ 215,097,060</u></b>	<b><u>\$ 198,238,532</u></b>

Total Assets increased by \$16,858,528 from FY 2013. Other Non-current Assets increased by \$7,376,366.

Current and Other Assets decreased by \$2,276,682 from \$24,984,136 to \$22,707,454 for the year. The decrease was attributed mainly to the Housing Choice Voucher program housing assistance payments' expense exceeded the program funding during the year; thereby decreasing the amount of restricted cash. In addition, operating reserves were used to cover the loss recognized in the Low Rent program.

The Authority's Capital Assets decreased by \$4,543,172 during the FY 2014 due to the disposition of assets and current year depreciation exceeding the additions to capital outlay.

While the Statement of Net Position shows the change in financial position, the Statement of Revenues, Expenses, and Changes in Net Position is designed to show the results of operations of the financial position for the year.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
September 30, 2014**

Table II provides a statement of these results.

**Statement of Revenues, Expenses and Changes in Net Position  
TABLE II**

	September 30, 2014	September 30, 2013
Tenant revenue	\$ 11,013,410	\$ 10,023,163
Grant funding	134,600,678	132,920,682
Investment income	125,101	138,615
Interest income	270	18,927
Other income	8,411,306	2,740,550
<b>Total Revenue</b>	<b>154,150,765</b>	<b>145,841,937</b>
Administration	16,850,559	20,735,921
Tenant services	2,957,739	2,299,124
Utilities	3,479,564	3,174,273
Maintenance	10,547,651	10,016,658
Protective services	542,654	470,016
General expense	2,332,177	3,546,354
Housing assistance pmt.	102,846,805	101,933,973
Depreciation	10,245,364	10,059,835
Interest expense	419,678	289,566
Other non-operating expenses	1,116,011	699,351
<b>Total Expenses</b>	<b>151,338,202</b>	<b>153,225,071</b>
Change in net position	2,812,563	(7,383,134)
Beginning net position	182,019,773	189,402,907
<b>Ending Net Position</b>	<b>\$ 184,832,336</b>	<b>\$ 182,019,773</b>



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
September 30, 2014**

Table III provides a Statement of Revenues, Expenses and Changes in Net Position by program.

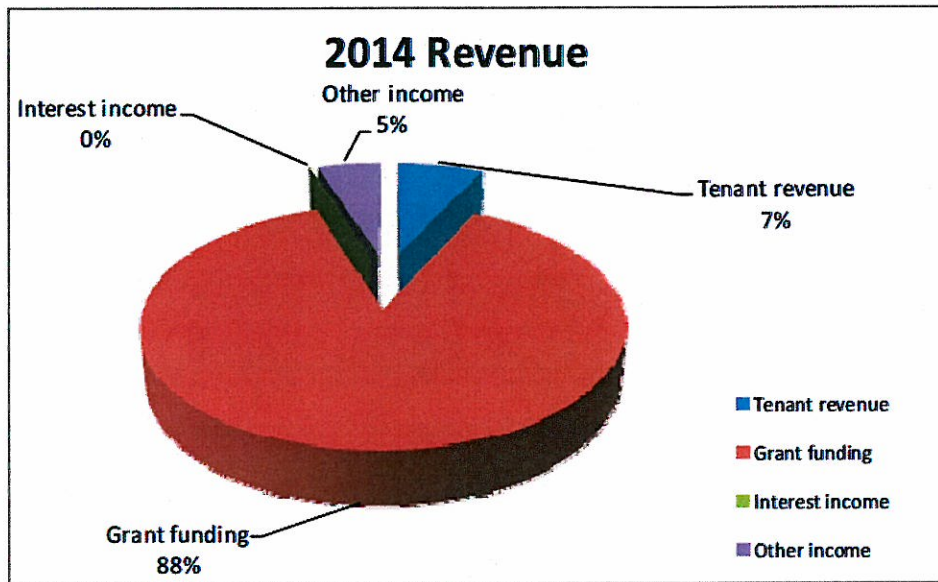
**Statement of Revenues, Expenses and Changes in Net Position – By Program  
TABLE III**

	<b>LRPH &amp; CFP</b>	<b>HCVP</b>	<b>Business Activity</b>	<b>Other Programs</b>	<b>Elimination</b>	<b>Total</b>
Tenant revenue	\$ 5,517,422	\$ -	\$ 5,495,988	\$ -	\$ -	\$ 11,013,410
Grant funding	21,325,893	103,673,756	111	9,600,918	-	134,600,678
Interest income	-	3,464	80,682	41,225	-	125,371
Other income	<u>2,166,018</u>	<u>3,219,486</u>	<u>1,779,848</u>	<u>8,769,623</u>	<u>(8,372,019)</u>	<u>7,562,956</u>
<b>Total Revenue</b>	<b><u>29,009,333</u></b>	<b><u>106,896,706</u></b>	<b><u>7,356,629</u></b>	<b><u>18,411,766</u></b>	<b><u>(8,372,019)</u></b>	<b><u>153,302,415</u></b>
Administration	8,408,107	7,252,114	2,212,286	7,350,071	(8,372,019)	16,850,559
Tenant service	300,015	750,380	74,270	1,833,074	-	2,957,739
Utilities	2,679,094	31,232	675,572	93,666	-	3,479,564
Maintenance	6,555,655	64,986	2,289,183	1,637,827	-	10,547,651
General expense	2,769,370	277,122	1,088,764	275,264	-	4,410,520
HAP	-	101,734,710	-	1,112,095	-	102,846,805
Depreciation	<u>8,667,937</u>	<u>74,590</u>	<u>1,283,663</u>	<u>219,174</u>	<u>-</u>	<u>10,245,364</u>
<b>Total Expense</b>	<b><u>29,380,178</u></b>	<b><u>110,185,134</u></b>	<b><u>7,623,738</u></b>	<b><u>12,521,171</u></b>	<b><u>(8,372,019)</u></b>	<b><u>151,338,202</u></b>
<b>Change in Net Position</b>	<b><u>\$ (370,845)</u></b>	<b><u>\$ (3,288,428)</u></b>	<b><u>\$ (267,109)</u></b>	<b><u>\$ 5,890,595</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 1,964,213</u></b>

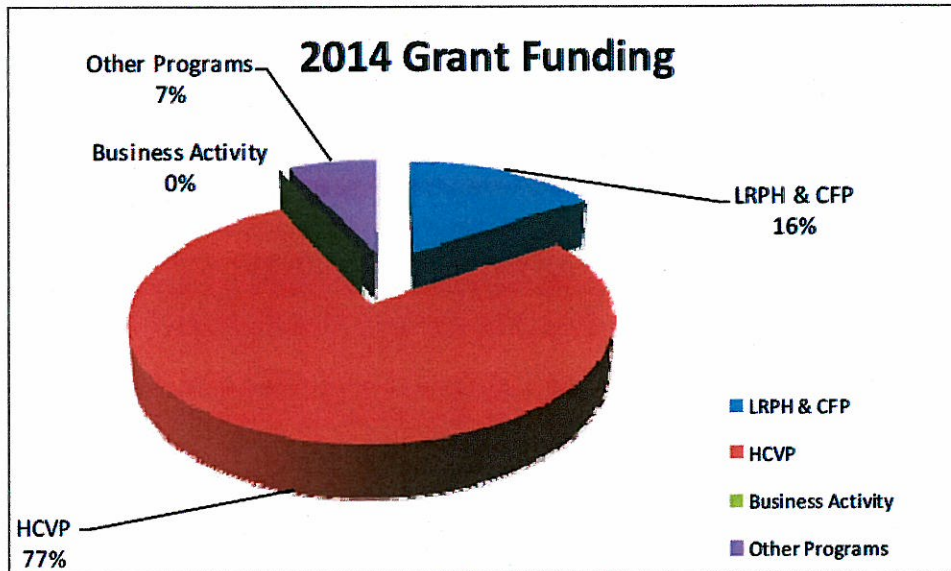
**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
September 30, 2014**

**REVENUES**

In reviewing the Statement of Revenues, Expenses, and Changes in Net Position, you will find that 88% of the Authority's revenues are derived from grants from the Department of Housing and Urban Development and other governmental agencies. The Authority receives revenue from tenants for dwelling rental charges and miscellaneous charges of 7% of total revenue. Other Revenue including interest from investments comprises the remaining 5%.



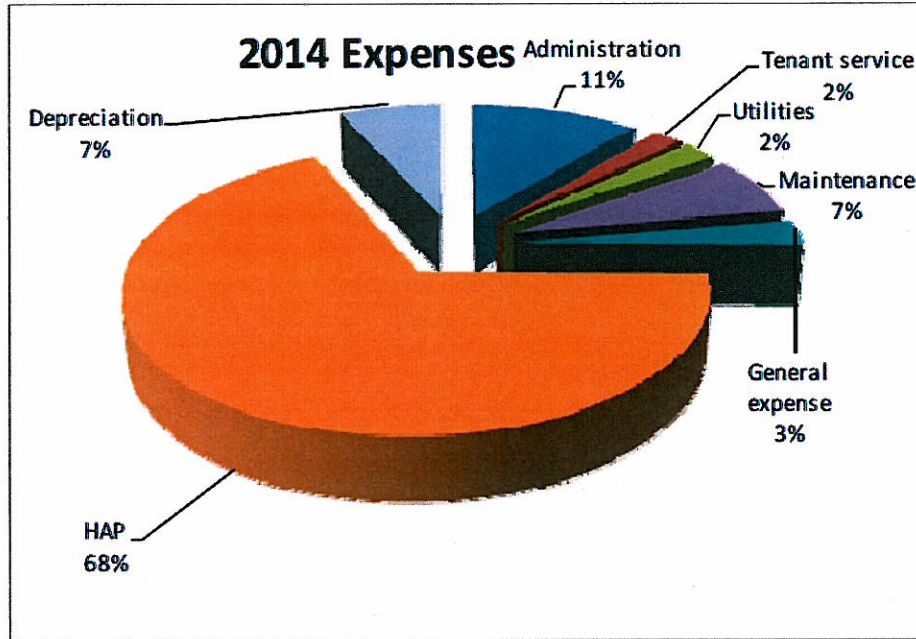
**GRANT REVENUE**



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
September 30, 2014**

**EXPENSES**

The highlights of the expenses for the current period are as follows:



**CAPITAL ASSETS**

At September 30, 2014 the Authority had invested \$158,915,607 in various capital assets as listed in the following schedule.

**Combined Statement of Capital Assets  
TABLE IV**

	September 30, 2014	September 30, 2013
Land	\$ 22,110,503	\$ 20,704,653
Construction in process	15,621,448	4,549,569
Building and improvements	286,595,577	282,823,456
Furniture and equipment	4,832,959	4,956,815
	<u>329,160,487</u>	<u>313,034,493</u>
Accumulated depreciation	<u>(153,942,864)</u>	<u>(149,575,714)</u>
<b>Total Capital Assets</b>	<b><u>\$ 175,217,623</u></b>	<b><u>\$ 163,458,779</u></b>



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
September 30, 2014**

**LONG-TERM DEBT ACTIVITY**

The Notes to Financial Statements, Note 8, gives the details of the long-term debt activity. During the year the Authority acquired no new debt obligations. The total notes payable outstanding at September 30, 2014 was \$7,480,330.

A summary of the Authority's debt as of September 30, 2014 was as follows:

	<u>2014</u>	<u>2013</u>
Current portion	\$ 286,167	\$ 300,323
Long-term portion	<u>22,647,829</u>	<u>7,483,292</u>
<b>Total</b>	<u>\$ 22,933,996</u>	<u>\$ 7,783,615</u>

**ECONOMIC FACTORS AND EVENTS AFFECTING OPERATIONS**

Several factors may affect the financial position of the Authority in the subsequent fiscal year. These factors include:

The 2014 prorated funding level was 88.79% compared to the prior year of 81.86%, which is an increase of 6.93 percent. The 2015 prorated operating subsidy funding level is anticipated to be approximately 85%. The funding proration for the Housing Assistance Payment (HAP) 2014 was 99.7%; whereas, the Administrative Fee proration was 79%. The HCV's funding for 2015 is at 101.25% for HAP, but the Administrative Fee proration remains at 79%. Overall, HUD's funding had been consistently lower than one-hundred percent forcing the Authority to use operating reserves. The Authority continues to find strategies to enhance its revenue stream and control expenses.

The Authority continues to comply with the HUD requirements of asset-based management since regionalization of the Southern Nevada Regional Housing Authority. The Authority has developed and maintained a system of budgeting and accounting for each asset management project (AMP) in a manner that will allow for analysis of the actual revenues and expenses associated with each property.

**CONCLUSIONS**

Overall, the Authority demonstrates a sound financial position. It has a management team committed to the mission of providing safe and decent housing to those in need. As the environment changes, the Authority will continue to seek ways to remain a viable organization and continue to operate at the highest standards established by the Real Estate Assessment Center and the Department of Housing and Urban Development.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
September 30, 2014**

**REQUEST FOR INFORMATION**

Should additional information be required or questions arise regarding this financial report, contact our office in writing at the following address:

Southern Nevada Regional Housing Authority  
Attention: Director of Finance  
5390 E. Flamingo Road  
Las Vegas, Nevada 89122-5338

**FINANCIAL STATEMENTS**

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**STATEMENT OF NET POSITION**  
**September 30, 2014**

	<u>Enterprise Fund</u>	<u>Discretely Presented Component Unit</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 7,227,168	\$ -
Restricted cash	3,163,135	-
Investments	6,586,333	-
Accounts receivable, net	1,632,630	-
Accounts receivable, HUD	788,420	-
Prepaid expenses	2,137,686	-
Inventories, net	<u>1,172,082</u>	<u>-</u>
Total current assets	<u>22,707,454</u>	<u>-</u>
<b>NONCURRENT ASSETS</b>		
Notes receivable, net of allowance of \$1,142,874	13,831,646	-
Capital assets, net	175,217,623	16,302,016
Notes receivable, other	3,340,000	-
Investment in joint venture	<u>337</u>	<u>-</u>
Total noncurrent assets	<u>192,389,606</u>	<u>16,302,016</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 215,097,060</u></b>	<b><u>\$ 16,302,016</u></b>
<b>LIABILITIES AND NET POSITION</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 3,445,943	\$ -
Accrued liabilities	384,707	-
Accrued compensated absences, current portion	522,789	-
Unearned revenue	135,082	-
Current portion of long-term debt	<u>286,167</u>	<u>-</u>
Total current liabilities	<u>4,774,688</u>	<u>-</u>
<b>NONCURRENT LIABILITIES</b>		
Long-term debt, less current portion	22,647,829	15,453,666
Accrued compensated absences, noncurrent portion	2,091,159	-
Other noncurrent liabilities	<u>751,048</u>	<u>-</u>
Total noncurrent liabilities	<u>25,490,036</u>	<u>15,453,666</u>
Total liabilities	<u>30,264,724</u>	<u>15,453,666</u>
<b>NET POSITION</b>		
Net investment in capital assets	157,287,747	848,350
Restricted net position	6,878,128	-
Unrestricted net position	<u>20,666,461</u>	<u>-</u>
Total net position	<u>184,832,336</u>	<u>848,350</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b><u>\$ 215,097,060</u></b>	<b><u>\$ 16,302,016</u></b>

The accompanying notes are an integral part of the financial statements.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**STATEMENT OF REVENUES, EXPENSES, AND**  
**CHANGES IN NET POSITION**  
**Year Ended September 30, 2014**

	Enterprise Fund	Discretely Presented Component Unit
<b>OPERATING REVENUES</b>		
Rent	\$ 11,013,410	\$ -
HUD subsidies	123,657,719	-
Mortgage interest income	125,101	-
Other revenue	5,729,089	-
Other governmental grants	8,531,899	-
	<u>149,057,218</u>	<u>-</u>
<b>OPERATING EXPENSES</b>		
Administration	16,850,559	-
Tenant services	2,957,739	-
Utilities	3,479,564	-
Maintenance	10,547,651	-
Protective services	542,654	-
General expenses	2,332,177	-
Housing assistance payments	102,846,805	-
	<u>139,557,149</u>	<u>-</u>
Operating income before depreciation	9,500,069	-
Depreciation	10,245,364	-
	<u>(745,295)</u>	<u>-</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>		
Gain on disposal of assets	2,682,217	-
Investment income	270	-
Interest expense	(419,678)	-
Casualty loss	(10,683)	-
Extraordinary maintenance	(1,105,328)	-
	<u>1,146,798</u>	<u>-</u>
Loss before capital contributions	401,503	-
Capital contributions	2,411,060	848,350
	<u>2,812,563</u>	<u>848,350</u>
<b>CHANGE IN NET POSITION</b>	<b>2,812,563</b>	<b>848,350</b>
<b>TOTAL NET POSITION, BEGINNING OF YEAR</b>	<b><u>182,019,773</u></b>	<b><u>-</u></b>
<b>TOTAL NET POSITION, END OF YEAR</b>	<b><u>\$ 184,832,336</u></b>	<b><u>\$ 848,350</u></b>

The accompanying notes are an integral part of the financial statements.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**STATEMENT OF CASH FLOWS**  
**Year Ended September 30, 2014**

	<b>Enterprise Fund</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Rental receipts	\$ 10,690,079
HUD subsidies	123,265,995
Charges for services	125,101
Other governmental grants	8,531,899
Other revenue	5,729,089
Administration and general	(18,011,065)
Housing operations and tenant services	(21,287,209)
Housing assistance payments	(102,846,805)
Net cash provided by operating activities	6,197,084
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES</b>	
Acquisition of fixed assets	(7,737,479)
Casualty loss	(10,683)
Non-routine maintenance	(1,105,328)
Proceeds from sale of assets	4,717,504
Payment of notes payable	(303,311)
Capital contribution from HUD	2,411,060
Net cash used in capital financing activities	(2,028,237)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Net purchases of investments	(7,036,358)
Interest income	270
Interest expense	(419,678)
Net cash used in investing activities	(7,455,766)
<b>NET DECREASE IN CASH AND CASH EQUIVALENTS</b>	(3,286,919)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	14,525,572
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	\$ 11,238,653
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Operating loss	\$ (745,295)
Adjustments to reconcile cash and cash equivalents provided by operating activities:	
Depreciation	10,245,364
Bad debt	1,447,751
Effects of changes in operating assets and liabilities:	
Accounts receivable	(1,784,476)
Due from other government agencies, net	(391,724)
Other assets	(1,470,097)
Investment in joint venture	(49)
Accounts payable	42,673
Accrued liabilities	(466,826)
Other liabilities	(693,631)
Unearned revenue	13,394
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	\$ 6,197,084

The accompanying notes are an integral part of the financial statements.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Southern Nevada Regional Housing Authority (the Authority or SNRHA) was established effective January 1, 2010, in accordance with Nevada State law for the purpose of consolidating three housing authorities located in Southern Nevada. Las Vegas Housing Authority, Housing Authority of Clark County, and North Las Vegas Housing Authority were combined to form the Authority. On October 20, 2009, the Authority requested to enter into an Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD) effective January 1, 2010 to be the administrator of the housing and housing related programs described herein.

The Authority is a public body and a body corporate and politically organized under the laws of the State of Nevada as a tax-exempt quasi-governmental entity under the United States Housing Act of 1937 for the purpose of providing adequate housing for qualified low-income individuals. The Authority is not subject to Federal or State income taxes and is not required to file Federal or State income tax returns.

**Reporting Entity**

The accompanying combined financial statements include the accounts of all Authority operations for the year ended September 30, 2014. The criteria for including organizations as component units with the Authority's reporting entity, as set forth in Section 2100 of GASB's *Governmental Accounting and Financial Reporting Standards*, include the following:

- The organization is legally separate (can sue and be sued in its own name)
- The Authority holds the corporate powers of the organization
- The Authority appoints the voting majority
- The organization has the potential to impose a financial benefit/burden on the Authority
- There is fiscal dependency by the organization on the Authority

On the basis of application of these criteria, the Authority is a legally separate entity that is fiscally independent of other governments, and there are no other entities that are to be reported as component units of the Authority, except as noted below, nor is the Authority to be included in the City of Las Vegas, or Clark County's financial reports, therefore the Authority reports independently.

**Development Corporations**

The Development Corporations (the Corporations) operate exclusively for nonprofit purposes and were created to assist in carrying out housing projects for persons of eligible income. Housing projects undertaken, financed, or assisted by the Corporations and their related expenditures must be approved by the Authority. The Corporations are legally separate from the Authority, and are included as blended component units, since the Authority can significantly influence the programs, projects, or activities of, or the level of service performed by the Authority, and their boards of directors are substantially the same as the Authority.

The following Development Corporations are included as blended component units of the Authority:

- Affordable Housing Program, Inc.
- Honolulu Street Family Housing, Inc.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Real Estate Limited Partnerships**

Landsman Family, LLC (the Company) – was formed on December 10, 2012 as a limited liability company under the laws of the State of Nevada, for the purpose of acquiring, owning, operating and financing a rental housing project known as Landsman Gardens (the project). The Company's partnership interests are held by third parties unrelated to the Authority, with the exception of the managing member, Landsman Family Manager, LLC, a Nevada Limited Liability Company, which is wholly owned by Affordable Housing Program, Inc., which is a blended component of the Authority. The Authority has certain rights and responsibilities, which enables it to impose its will on the Company. In accordance with GASB Statement No. 61, the Company is included as a discretely presented component unit in the financial statements.

**Basis of Presentation**

The Authority's accounts are maintained in accordance with the principles of enterprise fund accounting to ensure the observance of limitations and restrictions on the resources available, including those imposed by HUD. The funds of the Authority are all considered proprietary fund types and consolidate into one enterprise fund. The Authority is required to follow all statements of the Governmental Accounting Standards Board (GASB). GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, was issued to incorporate GASB and AICPA guidance into GASB authoritative literature. The more significant of the government's accounting policies are described below.

A fund is an independent fiscal and accounting entity with a self-balancing set of accounts comprised of its assets, liabilities, net position, revenues, and expenses. The funds maintained by the Authority allow compliance and financial accountability by separate functions and activities.

A summary of each significant program administered by the Authority included in the financial statements is provided below to assist the reader in interpreting the financial statements. These programs do not constitute all programs subsidized by HUD and operated by the Authority.

Low Income Public Housing programs provide subsidy funding annually, by a formula for Housing Modernization and Housing Operations Programs. These programs support public housing operations by way of an annual contributions contract with HUD, ACC# NV018. Under this contract, the Authority develops, modernizes and manages public housing developments. Funding is provided by eligible residents who are charged monthly rent based on family size, family income, and other determinants, as well as by the subsidies provided by HUD.

Housing Choice Voucher programs (HCVP) include the Voucher, VASH, Mainstream and Disaster Housing programs. Under these programs, rental assistance payments are made by the Authority primarily to landlords on behalf of eligible families. These programs are funded by the annual contributions contract with HUD, ACC# NV018.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Capital Funding Programs (CFP) provide funds annually, by a formula, to public housing authorities (PHA) for capital and management activities, including modernization and development of public housing. Section 519 of the Quality Housing and Work Responsibility Act of 1998 (Public law 105-276) amends Section 9 of the U.S. Housing Act of 1937 to provide for a Capital Fund Program to be established by HUD for the purpose of making assistance available to PHAs to carry out capital, management, development and other activities. It also requires HUD to develop a formula (through a negotiated rulemaking process) for determining the amount of assistance to be provided and a mechanism to reward performance. The CFP funds, which are allocated annually, represent the major source of funding for capital and management activities at PHA's.

Resident Opportunity & Supportive Services Program provides reliable transportation for all elderly and disabled residents of the service area and contracts for housekeeping and personal assistance for residents who meet certain criteria. The program also provides for a service coordinator who implements and coordinates the program. Funding for this program is provided by grants from HUD.

Business Activities - The Non-aided Housing Program is funded with other than federal financing and is used to account for various activities of the Authority. In addition to dwelling rents, this fund is used to account for fees charged to nonprofit organizations for managing their low-income housing projects and fees paid by other funds for services provided and for the use of facilities owned by the Non-aided Housing Program.

Component Units – The Authority has two blended component units - Affordable Housing Program, Inc. and Honolulu Street Family Housing, Inc. Both of these corporations share the same board as the Authority and are considered to be blended component units. Separate stand alone financial statements for the component units are not prepared.

**Basis of Accounting and Measurement Focus**

The Authority uses the accrual basis of accounting for the proprietary funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place. All assets and liabilities associated with the operation of these funds are included on the Statement of Net Position.

**Budgets and Budgetary Accounting**

The Authority is required by contractual agreements to adopt annual, appropriated operating budgets for all its programs receiving expenditure awards. All budgets are prepared on a HUD basis, which is materially consistent with generally accepted accounting principles (GAAP). The Authority prepares its budget annually. The Board of Commissioners adopts the budget through passage of a budget resolution prior to the beginning of the fiscal year.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses in the financial statements and in the disclosures of contingent assets and liabilities. Actual results could differ from those estimates.

**Cash and Cash Equivalents**

Cash and cash equivalents includes amounts in demand deposit accounts and short-term investments with an initial maturity date of three months or less for purposes of measuring cash flows. Restricted cash is included for purposes of reporting cash flows.

**Investments**

Investments of the Authority consist of those permitted by the Nevada Government Code including obligations of the U.S. government and federal agencies. The Authority's investments are carried at fair value based upon quoted market prices, as required by generally accepted accounting principles. The Authority adjusts the carrying value of its investments to reflect their fair value at each fiscal period end, and it includes the effects of those adjustments in income for that fiscal period. The Authority classifies its investments as current or non-current based on the maturity dates. Short-term investments have maturities within one year.

**Accounts Receivable**

Tenant and other accounts receivable are carried at the amount considered collectible by management. The Authority periodically reviews accounts receivable and determines whether an allowance for doubtful accounts is necessary. Other accounts receivable consists of amounts due from HUD and State and Local governments for grant income.

**Inventories**

Inventory is valued at the lower of cost or market on a first-in, first-out basis. Inventory consists of expendable maintenance supplies held for consumption. Inventory at September 30, 2014 is shown net of an allowance for obsolete inventories of \$25,512.

**Prepaid Expenses**

Payments made to vendors for services that will benefit periods beyond September 30, 2014 are recorded as prepaid expenses.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Capital Assets**

Capital assets include all land and site improvements thereon; all dwelling and non-dwelling structures, including fixtures permanently attached thereto or installed in a fixed position; and all items of nonexpendable equipment acquired and held for the projects that cost \$5,000 or more and have an estimated useful life of at least one year. It also includes items of expendable equipment paid for from funds provided for the development of the projects.

Capital assets are valued at historical cost. Donated capital assets are recorded at fair market value on the date received. Interest expense incurred during the development period is capitalized.

Maintenance, minor repairs and replacements are recorded as expenses; extraordinary replacements of property resulting in property betterments are charged to the property accounts.

Depreciation is charged to operations using the straight-line method based on the estimated useful life of the related asset. The estimated useful lives of the various asset categories are as follows:

Buildings	30 to 40 years
Improvements	15 years
Furniture and Equipment	2 to 10 years

Proceeds from the sale of property acquired or significantly improved with HUD or State funds are refunded to HUD or the State as required by contract.

**Income Taxes**

The Authority is exempt from Federal and State income taxes and Nevada franchise taxes.

**Compensated Absences**

Compensated absences are absences for which the employees will be paid, i.e., sick leave, vacation, and other approved leaves. In accordance with GASB Statement No. 16, *Accounting for Compensated Absences*, the Authority accrues the liability for those absences that the employee has earned the rights to the benefits. Accrued amounts are based on the current salary rates. Full-time, permanent employees are granted vacation and sick leave benefits in varying amounts to specified maximums depending on tenure with the Authority. Vacation and sick pay is recorded as an expense and related liability in the year earned by the employees.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The policy of the Authority is to accumulate earned but unused annual vacation benefits, which will be paid to employees upon separation from Authority service. Vested or accumulated vacation is earned at a rate ranging from 10 days per year for the first year of service, up to a maximum of 20 days per year after 14 years of service. The maximum permissible accumulation is 200 hours. At termination, employees are paid for any accumulated vacation leave. Sick leave is accumulated at the rate of one day per month and may be accumulated to a maximum of 20 days. Accumulations in excess of 20 days are forfeited. The value of unused sick leave is not payable upon separation from the Authority. Vacation pay is recorded as an expense and related liability in the year earned by the employee.

**Grant Restrictions**

The Authority has received loans and grants from HUD to build and improve housing projects. The grants require that only individuals and families that meet various income, age and employment standards be housed or aided.

**Revenue Recognition**

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority are charged to customers for rents, HUD grants received for operations, other operating fund grants and operating miscellaneous income. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. Capital grant funds are added to the Net Position below the non-operating revenue and expense.

**Net Position Classifications**

Generally accepted accounting principles require the classification of net position into three components as described below:

*Net Investment in Capital Assets:* This component of Net Position consists of all capital assets, reduced by depreciation and the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

*Restricted Net Position:* This component of net position consists of restricted assets when constraints are placed on the asset by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

*Unrestricted Net Position:* This component consists of net position that does not meet the definition of "Net Position Invested in Capital Assets," or "Restricted Net Position."



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 2 – CASH, CASH EQUIVALENTS, AND INVESTMENTS**

Nevada law NRS 356.360 requires banks and savings and loan institutions participating in the Nevada Collateral Pool to pledge government securities with a market value of 102% of the amount of uninsured balances of public money held by the depository. Under Nevada law this collateral is held in a separate investment pool by another institution in the depository's name.

Cash, restricted cash, and investments are classified in the financial statements based on whether or not their use is restricted under the terms of the Authority's debt instruments or agency agreements. The Authority's carrying amount of cash and cash equivalents as of September 30, 2014 was \$10,390,303, and the bank balance was \$11,151,989.

**Cash**

Cash and cash equivalents are maintained on deposit in demand accounts with Wells Fargo and BNY Mellon. Of the amounts deposited into the bank, \$500,000 is covered by the Federal Deposit Insurance Corporation. The remaining \$10,651,989 is properly collateralized by the financial institution in accordance with the regulations of the Nevada Collateral Pool.

**Investment Policy**

The Nevada Government Code allows the Authority to invest in the following, provided ratings of the issuers are acceptable to the Authority and approved percentages and maturities are not exceeded. The table below also identifies certain provisions of the Nevada Government Code. The Authority has no documented investment policy of its own.

<b>Authorized Investment Type</b>	<b>Maximum Maturity</b>	<b>Minimum Credit Quality</b>	<b>Maximum in Portfolio</b>	<b>Maximum Investment One Issuer</b>
Repurchase agreements	N/A	N/A	N/A	N/A
U.S. Treasury bond, notes & bills	N/A	N/A	N/A	N/A
U.S. Agency & U.S. Government	N/A	N/A	N/A	N/A
Bankers acceptances	270 days	N/A	40.00%	30.00%
Negotiable Certificates of Deposit	N/A	AA	30.00%	N/A
Time Certificates of Deposit	N/A	N/A	30.00%	N/A
Medium term corporate notes	5 years	N/A	30.00%	N/A
Money market mutual funds	N/A	AAA	20.00%	N/A
Reverse repurchase agreements	N/A	N/A	N/A	N/A

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 2 – CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)**

At September 30, 2014, the Authority had the following investments:

Investment Type	Fair Value	Maturity (yrs)	
		Less than 1	1 to 5
U.S. Treasury Notes	\$ 1,153,536	\$ 503,185	\$ 650,351
Other U.S. Agency securities	5,432,797	1,151,611	4,281,186
<b>Total</b>	<b>\$ 6,586,333</b>	<b>\$ 1,654,796</b>	<b>\$ 4,931,537</b>

**Interest Rate Risk**

Fair value of an investment fluctuates with interest rates and increasing interest rates could cause fair value to decline below the original cost. The Authority follows the Nevada Government Code investment policy which does not limit the weighted average maturity of its investment portfolio.

**Credit Risk**

The Authority does not have a formal policy on credit risk. The Federal Code of Regulations, Part 85, Subpart C, (24 CFR 85.20) for cash management and investments permits investments in the following types of investments: direct U.S. obligations, U.S. agency obligations, repurchase agreements, and money market mutual funds. All investments of the Authority meet these guidelines. As of September 30, 2013 the Authority's investments were rated AAA by Moody's and AA+ by Standard & Poor's.

**Custodial Risk**

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. As of September 30, 2014, the Authority held investments in U.S. Treasuries and other federal agency securities which were held by the Authority's custodian in the Authority's name.

**Concentration of Credit Risk**

The Authority is required to disclose investments that represent a concentration of five percent or more of investments in any issuer held by individual Authority funds in the securities of issuers other than U.S. Treasury securities, mutual funds and external investment pools. The Authority's policy does not set a limit on the amount that may be invested in any single issuer. At September 30, 2014, investments in Federal Home Loan Mortgage Corporation notes represented approximately 51 percent of total investments.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 3 – ACCOUNTS RECEIVABLE**

Accounts receivable at September 30, 2014 consisted of the following:

Tenants (net of allowance of \$86,472)	\$ 144,067
Accounts receivable - PHA Project	291,872
Accounts receivable - HUD	788,420
Accounts receivable – other government	1,063,372
Fraud recovery	258,419
Accrued interest receivable	12,374
Accounts receivable – miscellaneous	733,694
Allowance for doubtful accounts - other	<u>(871,168)</u>
<b>Total accounts receivable</b>	<b><u>\$ 2,421,050</u></b>

**NOTE 4 – NOTES RECEIVABLE**

The Authority is an affiliate to the Managing Member of Honolulu Family Street Housing LLC with a low-income tax credit development on the site of the former Ernie Cragin Annex 3, where 54 housing units built in the 1970s were razed in 2005. The 8.13-acre site is located at East Charleston Boulevard and Honolulu Street. The 60-unit mixed finance development is financed utilizing \$8,905,576 of Capital Fund Program Replacement Housing funds, \$8.579 million raised through tax credits from the state, \$360,000 of FHLB grant, and \$490,159 in Housing Authority reserves.

While these units are not owned by the Authority, they are part of the PHA's Annual Contributions Contract and are eligible to receive low-income public housing subsidy. The Authority has entered into a 90-year ground lease (at \$1 per year) with the project's owner, Honolulu Street Family Housing, LLC and has retained the right of first refusal to purchase the units at the end of the tax-credit compliance period.

The Authority has established Honolulu Street Family Housing Inc. (HSFH Inc.) to act as managing member of the LLC. HSFH Inc. is also a 0.01 percent partner in the LLC. In addition, Affordable Housing Program Inc. (AHP), a wholly-owned component unit of the Authority, was designated as the developer of the property. As of September 30, 2014, the cumulative note receivable principal balances totaled \$13,831,646, with total accrued interest of \$1,142,874, for which all was reduced by an allowance equal to the accrued interest.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2014**

**NOTE 4 – NOTES RECEIVABLE (CONTINUED)**

All notes receivable originated with the former Housing Authority of the City of Las Vegas and were transferred to the Authority upon consolidation. There were no new amounts loaned during the fiscal period. As of September 30, 2014, notes receivable consisted of the following:

<b>Business Activities</b>	
Note receivable - 1st leasehold loan, dated March 1, 2006 <i>(Interest rate - 4.68%; Due 3/1/2061)</i>	\$ 212,359
Note receivable - 2nd leasehold loan, dated March 1, 2006 <i>(Interest rate - 4.68%; Due 3/1/2061)</i>	1,511,441
Note receivable - 3rd leasehold loan, dated March 1, 2006 <i>(Interest rate - 1.00%; Due 3/1/2061)</i>	3,750,000
Note receivable - 4th leasehold loan (Sect 8 Reserves), loaned July 30, 2008 <i>(Interest rate - 1.00%; Due 8/1/2062)</i>	332,759
Note receivable - 5th leasehold loan (Scat Site Funds), loaned July 9, 2008 <i>(Interest rate - 4.83%; Due 1/1/2061)</i>	288,770
Note receivable - Federal Home Loan, loaned September 10, 2007 <i>(Interest rate - 1.00%; Due 9/10/2062)</i>	360,000
Note receivable - Seller's Note 1, loaned December 5, 2013 <i>(Interest rate - 3.32%, Due 4/1/2055)</i>	2,976,000
Note receivable - Seller's Note 2, loaned December 5, 2013 <i>(Interest rate - 3.32%, Due 4/1/2055)</i>	4,400,317
Accrued interest on notes receivable - long-term from inception	1,142,874
Less: allowance for accrued interest on notes receivable - long-term from inception	<u>(1,142,874)</u>
<b>Total notes receivable</b>	<b><u>\$ 13,831,646</u></b>

The Notes Receivable, Other are two loans from Affordable Housing Program, Inc. to the Senator Richard Bryan Limited Partnership. See Note 8 for details.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 5 – CAPITAL ASSETS**

The following is a summary of the Authority's changes in capital assets for the year ended September 30, 2014:

	Balance September 30, 2013	Additions	Deletions	CIP Capitalization	Balance September 30, 2014
Land	\$ 20,704,653	\$ 45,850	\$ -	\$ -	\$ 20,750,503
Construction in process	4,549,569	679,433	(696,350)	(3,853,220)	679,432
Total assets not depreciated	<u>25,254,222</u>	<u>725,283</u>	<u>(696,350)</u>	<u>(3,853,220)</u>	<u>21,429,935</u>
Buildings and improvements	282,823,456	6,891,484	(6,972,583)	3,853,220	286,595,577
Furniture and equipment	4,956,815	120,712	(244,568)	-	4,832,959
Total property and equipment	<u>287,780,271</u>	<u>7,012,196</u>	<u>(7,217,151)</u>	<u>3,853,220</u>	<u>291,428,536</u>
Less: accumulated depreciation	<u>(149,575,714)</u>	<u>(10,245,364)</u>	<u>5,878,214</u>	<u>-</u>	<u>(153,942,864)</u>
Net book value	<u>\$ 163,458,779</u>	<u>\$ (2,507,885)</u>	<u>\$ (2,035,287)</u>	<u>\$ -</u>	<u>\$ 158,915,607</u>

**NOTE 6 – ACCOUNTS PAYABLE**

Accounts payable at September 30, 2014 consist of the following:

Vendor and contractors payable	\$ 1,926,389
Tenant security deposits	921,378
Accounts payable - other government	227,385
Accounts payable - other	<u>370,791</u>
<b>Total accounts payable</b>	<b><u>\$ 3,445,943</u></b>

**NOTE 7 – LONG-TERM LIABILITIES**

Following is a summary of changes in long-term liabilities for the year ended September 30, 2014:

	Balance September 30, 2013	Additions	Payments	Balance September 30, 2014	Due in One Year
FSS escrows payable	\$ 646,098	\$ 480,719	\$ 375,769	\$ 751,048	\$ -
Compensated absences - noncurrent	3,210,852	189,405	786,309	2,613,948	522,789
<b>Total long-term liabilities</b>	<b><u>\$ 3,856,950</u></b>	<b><u>\$ 670,124</u></b>	<b><u>\$ 1,162,078</u></b>	<b><u>\$ 3,364,996</u></b>	<b><u>\$ 522,789</u></b>

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 8 – LONG-TERM DEBT**

Notes and mortgages payable at September 30, 2014 consist of the following:

	Balance September 30, 2013	Additions	Payments	Balance September 30, 2014	Due in One Year
Mortgage note payable - Wells Fargo	\$ 2,387,658	\$ -	\$ 162,264	\$ 2,225,394	\$ 171,020
Operating note - Wells Fargo	1,156,446	-	52,920	1,103,526	56,600
City of Las Vegas - Senator Apts I	1,670,000	-	-	1,670,000	-
City of Las Vegas - Senator Apts II	1,670,000	-	-	1,670,000	-
Note payable - Bank of Nevada	360,711	-	-	360,711	-
Note payable - Key Government	27,733	-	27,733	-	-
Note payable - New Phone System	251,274	-	51,429	199,845	48,911
Home rental income fund	259,793	-	8,939	250,854	9,636
<b>Total notes and mortgages payable</b>	<b>\$ 7,783,615</b>	<b>\$ -</b>	<b>\$ 303,285</b>	<b>\$ 7,480,330</b>	<b>\$ 286,167</b>

**Mortgage Note Payable – Wells Fargo:** The capital projects mortgage note payable with Wells Fargo requires monthly payments of \$13,524 which includes both principal and interest. The loan bears interest at 0.2449% and matures on February 16, 2028. The loan is secured by a first deed of trust on the property referred to as Howard Canon Center and Robert Gordon Plaza.

**Operating Note – Wells Fargo:** The operating note payable with Wells Fargo requires monthly payments of \$4,410 which includes both principal and interest. The loan bears interest at 1.508% and matures on May 16, 2027. The loan is secured by a first deed of trust on the property referred to as Howard Canon Center and Robert Gordon Plaza.

**City of Las Vegas – Senator Apartments I:** On February 15, 2006, the Affordable Housing Program, Inc. (the Corporation) entered into a loan agreement with the City of Las Vegas for \$1,670,000, \$168,295 in HOME funds and \$1,501,705 in low income housing tax funds (LIHTF) to be used for the construction of the Senator Richard Bryan Apartments. The Corporation then lent the funds to the Senator Richard Bryan Limited Partnership. Both loans are non-interest bearing and no payments of principal will be due on or before February 15, 2036 so long as the property is maintained as low-income and is in compliance with the HOME/Low Income Housing Tax Credit program. HOME funds are recapturable upon sale or transfer of title of the property during the 20-year HOME period of affordability. The LIHTF money is recapturable upon the sale or transfer of title of the property in perpetuity.

**City of Las Vegas – Senator Apartments II:** On January 16, 2008, the Affordable Housing Program, Inc. (the Corporation) entered into a loan agreement with the City of Las Vegas for \$1,670,000, \$168,295 in HOME funds and \$1,501,705 in low income housing tax funds (LIHTF) to be used for the construction of the Senator Richard Bryan Apartments. The Corporation then lent the funds to the Senator Richard Bryan Limited Partnership. Both loans are non-interest bearing and no payments of principal will be due on or before January 16, 2038 so long as the property is maintained as low-income and is in compliance with the HOME/Low Income Housing Tax Credit program. HOME funds are recapturable upon sale or transfer of title of the property during the 20-year HOME period of affordability. The LIHTF money is recapturable upon the sale or transfer of title of the property in perpetuity.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 8 – LONG-TERM DEBT (CONTINUED)**

**Note Payable – Bank of Nevada:** On September 10, 2007 the Affordable Housing Program, Inc. (the Corporation) entered into a loan agreement with the Bank of Nevada (formally the Federal Home Loan Bank of San Francisco) for \$360,000 to be used for construction. The Corporation then lent the funds to the Honolulu Street Housing LLC. The loan bears interest at a rate of 1.0% per annum and is due upon maturity. The loan is scheduled to mature on September 10, 2062.

**Note Payable – Key Government:** The note payable with Key Government Finance, Inc. required monthly payments of \$4,622 which includes both principal and interest. The loan had an interest rate of 5.10% and matured on March 27, 2014. The loan was used to purchase phone system and was unsecured.

**Note Payable – New Phone System:** The note payable with Citibank (Home Rental income fund) requires monthly payments of \$745 which includes both principal and interest. The loan bears interest at 7.55% and matures on June 1, 2029. The loan was used to acquire a new phone system and is unsecured.

**Home Rental Income Fund:** The Authority entered into an agreement with Key Government Finance, Inc. for a loan of \$254,795 at 2.87% per annum for a new phone system. The note is payable by the Authority and is unsecured. The monthly payment is \$4,286 including principal and interest. Final maturity date is anticipated for August 1, 2018. The remaining balance at September 30, 2014 is \$199,845.

The following is a schedule of debt payment requirements to maturity:

	<u>Principal</u>	<u>Interest</u>	<u>Total Required Payments</u>
Year ending September 30			
2015	\$ 286,167	\$ 44,149	\$ 330,316
2016	306,113	41,083	347,196
2017	327,719	37,269	364,988
2018	325,601	33,260	358,861
2019	281,742	29,978	311,720
2020-2024	1,465,664	106,075	1,571,739
2025-2029	787,680	28,216	815,896
Thereafter	<u>3,699,644</u>	<u>-</u>	<u>3,699,644</u>
<b>Total</b>	<u>\$ 7,480,330</u>	<u>\$ 320,030</u>	<u>\$ 7,800,360</u>

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
September 30, 2014

**NOTE 8 – LONG-TERM DEBT (CONTINUED)**

Notes and mortgages payable for Landsman, Family, LLC, the discretely presented component unit, consist of the following at September 30, 2014:

	Balance September 30, 2013	Additions	Payments	Balance September 30, 2014	Due in One Year
Building Loan Agreement - PNC Bank	\$ -	\$ 3,878,253	\$ -	\$ 3,878,253	\$ -
City of Henderson Loan	-	100,000	-	100,000	-
Nevada Housing Division Note	-	1,784,095	-	1,784,095	-
Nevada Housing Division Note	-	2,315,000	-	2,315,000	-
SNRHA Sellers Note	-	2,976,000	-	2,976,000	-
SNRHA Sellers Note	-	4,400,318	-	4,400,318	-
<b>Total notes and mortgages payable</b>	<b>\$ -</b>	<b>\$ 15,453,666</b>	<b>\$ -</b>	<b>\$ 15,453,666</b>	<b>\$ -</b>

**Building Loan Agreement – PNC Bank:** The building loan agreement with Wells Fargo provides construction draws up \$3,985,000 and requires monthly payments to commence once construction is complete. The loan bears interest at 4.9% and matures on March 1, 2055. The loan is secured by a first deed of trust on the property referred to as Landsman Garden Apartments.

**City of Henderson Loan:** The loan is a non-interest bearing loan that matures on April 1, 2055. The loan is secured by a deed of trust on the property referred to as Landsman Garden Apartments is subordinate to the PNC loan.

**Nevada Housing Division Note:** the Nevada Housing Division issued \$5,700,000 in Multi-Unit Housing Revenue Bonds, Series 2013C-2 for Landsman Garden Apartments. The proceeds are being loaned to Landsman Family, LLC under a promissory note with interest at the daily LIBOR rate plus 1.75%. Advances at September 30, 2014 were \$1,784,095. The loan matures on December 15, 2015.

**Nevada Housing Division Note:** the Nevada Housing Division issued \$6,300,000 in Multi-Unit Housing Revenue Bonds, Series 2013C-1 for Landsman Garden Apartments. The proceeds are being loaned to Landsman Family, LLC under a promissory note with interest at .63%. Advances at September 30, 2014 were \$2,315,000.

**Southern Nevada Regional Housing Authority Acquisition Note:** The loan bears interest at 3.32% and matures on April 1, 2055. The loan is secured by an acquisition deed of trust on the property referred to as Landsman Garden Apartments.

**Southern Nevada Regional Housing Authority Note:** The loan provides up to \$6,715,317 and bears interest at 3.32%. The loan matures on April 1, 2055. The loan is secured by a deed of trust on the property referred to as Landsman Garden Apartments.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 9 – RESTRICTED NET POSITION**

Restricted for HAP (net restricted assets)	\$ 1,561,882
Restricted for tenant security deposits	197,905
Restricted proceeds from sales of turnkey projects	<u>5,113,806</u>
<b>Total restricted net position</b>	<b>\$ <u>6,873,593</u></b>

**NOTE 10 – OPERATING LEASE**

The Authority entered into a lease agreement on March 14, 2003 with the Resources for Community Development (RCD) to lease land to RCD until March 14, 2078. Total rental income under the lease agreement is \$1 per year for the entire term of the loan.

**NOTE 11 – EMPLOYEES RETIREMENT PLAN**

All full-time employees of the Authority (20 or more hours per week) are covered by the State of Nevada Public Employees Retirement System (the System), a multi-employer, cost sharing defined benefit plan. The System was established in 1948 by the legislature and is governed by the Public Employees' Retirement Board, whose seven members are appointed by the Governor. All public employees who meet certain requirements participate in the System.

The plan carried over with HACC, HACNLV and HACLV employees to the consolidated Authority. The Authority's payroll covered by the System and contributions to the System are summarized as follows, with prior year amounts combined for HACC and HACLV:

Fiscal Year Covered	Total Payroll	Payroll Subject to PERS	Contributions	Percent of Payroll
2014	\$ 15,793,008	\$ 14,163,278	\$ 3,611,158	89.68%
2013	16,189,519	15,276,801	3,686,582	94.36%
2012	16,336,413	14,976,870	3,546,750	91.68%
2011	12,521,443	12,176,724	3,074,112	97.25%
2010	9,988,127	9,439,494	2,029,491	94.51%
2009	19,835,398	18,774,129	3,921,462	94.65%
2008	12,687,997	12,299,316	2,528,060	96.94%
2007	12,782,515	11,960,514	2,381,427	93.57%
2006	4,609,810	4,458,684	876,979	96.72%
2005	4,626,106	4,491,919	828,735	97.10%

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 11 – EMPLOYEES RETIREMENT PLAN (CONTINUED)**

Contribution rates are established by Nevada Revised Statute 286.410. This Statute, which is tied to the increase in taxable sales within the State each year, provides for yearly increases of up to one percent until such time as the actuarially determined unfunded liability of the System is reduced to zero. The Authority is obligated to contribute all amounts due under the System. The contribution rate changed on July 1, 2006 to 19.75% of all covered payroll and increased to 20.50% on August 1, 2007. The rate increased again on August 1, 2009 to 21.50% and to 23.75% in 2012 and to 25.75% in 2014, and this rate was still in effect as of September 30, 2014.

The Authority contributed less than one percent of total contributions required of all participating entities of the System. The Authority's full-time employees are mandated by State law to participate in the System. Members who retire at age 65 with five years of service, age 60 with ten years of service, or at any age with 30 years of service are entitled to a retirement benefit, payable monthly for life, equal to 2.5 percent of a member's average compensation for each year of service up to 30 years with a maximum of 90 percent for employees entering the System prior to July 1, 1985, and 75 percent for those entering after that date.

Member's average compensation is the average of the member's highest compensation for 36 consecutive months. Benefits fully vest upon reaching five years of service.

The System also provides death and disability benefits. Benefits are established by State Statute. The "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits, is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among public employee retirement systems and employers. The System does not make separate rate measurements of assets and pension benefit obligations of individual employers.

The most recent available valuation report as of June 30, 2014 included the following financial information:

Total pension benefit obligation	\$ 43,997,060,180
Net assets available for benefits at market value	<u>33,575,081,157</u>
<b>Unfunded pension benefit obligation (28.8%)</b>	<b><u>\$ 10,421,979,023</u></b>

The Authority does not exercise any control over the System which is a component unit of the state of Nevada. Nevada Revised Statute 286.110 states that: "Respective participating public employers are not liable for any obligations of the system."

The unfunded accrued liability is to be amortized over a period of 24 years from July 1, 2000. The method of amortizing the unfunded accrued liability is the level percentage of payroll amortization, under which the dollar amounts of calculated amortization payments increase in direct proportion to the assumed growth rates.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 11 – EMPLOYEES RETIREMENT PLAN (CONTINUED)**

Significant actuarial assumptions include an investment return rate of 8% per year compounded annually, projected salary increases based on the assumed 3.5% inflation rate plus an age-related salary scale.

The historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is presented in the System's Comprehensive Annual Financial Report, which may be obtained by writing to PERS, 693 W. Nye Lane, Carson City, Nevada 89703, or by calling (775)687-4200.

**NOTE 12 – ECONOMIC DEPENDENCY**

The Authority is economically dependent on annual contributions and grants from HUD. The Authority operated at a loss prior to receiving the contributions.

**NOTE 13 – COMMITMENTS AND CONTINGENCIES**

Amounts received or receivable from HUD are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

The Authority is involved in various legal proceedings and litigation arising in the normal course of business. Management does not believe that the settlement of any such claims or litigation will have a material adverse effect on the Authority's financial position or results of operations.

**NOTE 14 – RISK MANAGEMENT**

The Authority is exposed to all common perils associated with the ownership and rental of real estate properties. A risk management program has been established to minimize loss occurrence and to transfer risk through various levels of insurance. Property, casualty, employee dishonesty and public officials' liability forms are used to cover the respective perils. Commercial carriers insure all common perils such as business auto, computer and other miscellaneous policies.

**NOTE 15 – FUTURE ACCOUNTING PRONOUNCEMENTS**

GASB routinely issues standards that will become effective in future years. The following is a list of standards that have been issued that management has determined may have an impact on future financial statements of the Authority.

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, establishes accounting and financial reporting requirements related to pensions for governments whose employees are provided with pensions through pension plans that are covered by the scope of this Statement, as well as for non-employer governments that have a legal obligation to contribute to those plans. This Statement will become effective for the reporting period ending September 30, 2015. The Authority is currently evaluating the specific impact of this Statement.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
September 30, 2014

**NOTE 16 – CONDENSED COMBINING INFORMATION FOR BLENDED COMPONENT UNITS**

Condensed combining information for the Authority's two blended component units as of and for the year ended September 30, 2014 is provided as follows:

**Condensed Statement of Net Position**

	<u>Blended Component Units</u>			<u>Total</u>
	<u>Affordable Housing Program, Inc.</u>	<u>Honolulu Street Family Housing, Inc.</u>	<u>Primary Government</u>	
<b>ASSETS</b>				
Current assets	\$ 375,315	\$ -	\$ 22,332,139	\$ 22,707,454
Noncurrent assets	7,450,000	337	9,721,646	17,171,983
Capital assets	-	-	175,217,623	175,217,623
<b>Total assets</b>	<b>\$ 7,825,315</b>	<b>\$ 337</b>	<b>\$ 207,271,408</b>	<b>\$ 215,097,060</b>
<b>LIABILITIES</b>				
Interprogram liabilities	\$ 15,000	\$ -	\$ (15,000)	\$ -
Other current liabilities	-	-	4,774,688	4,774,688
Noncurrent liabilities	3,700,000	749	21,789,287	25,490,036
<b>Total liabilities</b>	<b>3,715,000</b>	<b>749</b>	<b>26,548,975</b>	<b>30,264,724</b>
<b>NET POSITION</b>				
Net investment in capital assets	-	-	157,287,747	157,287,747
Restricted	-	-	6,878,128	6,878,128
Unrestricted	4,110,315	(412)	16,556,558	20,666,461
<b>Total net position</b>	<b>\$ 4,110,315</b>	<b>\$ (412)</b>	<b>\$ 180,722,433</b>	<b>\$ 184,832,336</b>



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 16 – CONDENSED COMBINING INFORMATION FOR BLENDED COMPONENT UNITS (CONTINUED)**

**Condensed Statement of Revenues, Expenses and Changes in Net Position**

	<u>Blended Component Units</u>			<u>Total</u>
	<u>Affordable</u>	<u>Honolulu</u>	<u>Primary</u>	
	<u>Housing</u>	<u>Street Family</u>	<u>Government</u>	
	<u>Program, Inc.</u>	<u>Housing, Inc.</u>		
<b>Operating revenues</b>				
Tenant revenues	\$ -	\$ -	\$ 11,013,410	\$ 11,013,410
Other revenues	41,140	23	138,002,645	138,043,808
Total operating revenues	<u>41,140</u>	<u>23</u>	<u>149,016,055</u>	<u>149,057,218</u>
<b>Operating expenses</b>				
Administration	-	-	16,850,559	16,850,559
Tenant services	-	-	2,957,739	2,957,739
Utilities	-	-	3,479,564	3,479,564
Maintenance	-	-	10,547,651	10,547,651
General expenses	41,100	-	2,833,731	2,874,831
Housing assistance payments	-	-	102,846,805	102,846,805
Depreciation	-	-	10,245,364	10,245,364
Total operating expenses	<u>41,100</u>	<u>-</u>	<u>149,761,413</u>	<u>149,802,513</u>
Revenue over/(under) operating expenses	40	23	(745,358)	(745,295)
Non-operating revenue (expense)	-	-	1,146,798	1,146,798
Capital contributions	-	-	2,411,060	2,411,060
Change in net position	40	23	2,812,500	2,812,563
Net position - beginning of year	<u>4,110,275</u>	<u>(435)</u>	<u>177,909,933</u>	<u>182,019,773</u>
Net position - end of year	<u>\$ 4,110,315</u>	<u>\$ (412)</u>	<u>\$ 180,722,433</u>	<u>\$ 184,832,336</u>

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2014**

**NOTE 16 – CONDENSED COMBINING INFORMATION FOR BLENDED COMPONENT UNITS (CONTINUED)**

**Condensed Statement of Cash Flows**

	<u>Blended Component Units</u>			<u>Total</u>
	<u>Affordable Housing Program, Inc.</u>	<u>Honolulu Street Family Housing, Inc.</u>	<u>Primary Government</u>	
<b>Net cash provided by:</b>				
Operating activities	\$ (673,252)	\$ -	\$ 6,870,336	\$ 6,197,084
Investing activities	-	-	(7,455,766)	(7,455,766)
Capital and related financing activities	-	-	(2,028,237)	(2,028,237)
Net increase/(decrease) in cash	(673,252)	-	(2,613,667)	(3,286,919)
Cash - beginning of year	<u>1,033,567</u>	-	<u>13,492,005</u>	<u>14,525,572</u>
Cash - end of year	<u>\$ 360,315</u>	<u>\$ -</u>	<u>\$ 10,878,338</u>	<u>\$ 11,238,653</u>

This information is an integral part of the accompanying financial information.

**SUPPLEMENTAL INFORMATION**

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Account Description	Project Total	Housing Choice		Mainstream		Component Units	State/Local	Business Activities	Resident Opportunity Support Svcs
			Vouchers	Vouchers	Vouchers	Vouchers				
<b>CURRENT ASSETS</b>										
	Cash:									
111	Unrestricted	\$ 6,266,155	\$ 600,698	\$ -	\$ 360,315	\$ -	\$ -	\$ -	\$ -	\$ -
113	Other restricted	868,677	1,038,230	36,541	-	-	-	100,404	-	-
114	Tenant security deposits	802,326	-	-	-	-	-	316,957	-	-
100	Total cash	<u>7,937,158</u>	<u>1,638,928</u>	<u>36,541</u>	<u>360,315</u>	<u>-</u>	<u>-</u>	<u>417,361</u>	<u>-</u>	<u>-</u>
	Accounts and notes receivable:									
121	PHA projects	-	291,872	-	-	-	-	-	-	-
122	HUD other projects	668,918	-	-	-	-	-	39,996	-	79,506
124	Other government	4,189	-	-	15,000	-	-	-	-	-
125	Miscellaneous	24,169	684,811	2,798	-	7,080	-	11,591	-	-
126	Tenants	203,989	-	-	-	-	-	12,805	-	-
126.1	Allowance for doubtful accounts - tenants	(73,621)	-	-	-	-	-	(14,322)	-	-
126.2	Allowance for doubtful accounts - other	-	(866,187)	(2,153)	-	-	-	-	-	-
128	Fraud recovery	-	1,536,159	-	-	-	-	-	-	-
128.1	Allowance for doubtful accounts - fraud	-	(1,277,740)	-	-	-	-	-	-	-
129	Accrued interest receivable	9,356	2,794	-	-	-	-	224	-	-
120	Total receivables, net of allowances	<u>837,000</u>	<u>371,709</u>	<u>645</u>	<u>15,000</u>	<u>7,080</u>	<u>-</u>	<u>50,294</u>	<u>-</u>	<u>79,506</u>
131	Investments - unrestricted	327,570	142,325	733,554	-	-	-	-	-	-
132	Investments - restricted	4,306,060	1,076,824	-	-	-	-	-	-	-
	Total current investments	<u>4,633,630</u>	<u>1,219,149</u>	<u>733,554</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
142	Prepaid expenses and other assets	2,045,777	-	-	-	-	-	86,613	-	-
143	Inventories	787,641	-	-	-	-	-	235,653	-	-
143.1	Allowance for obsolete inventories	-	-	-	-	-	-	-	-	-
144	Interprogram - due from	2,383,472	4,200	218,255	-	36,824	-	-	-	-
150	Total current assets	<u>18,624,678</u>	<u>3,233,986</u>	<u>988,995</u>	<u>375,315</u>	<u>43,904</u>	<u>-</u>	<u>789,921</u>	<u>-</u>	<u>79,506</u>
<b>NONCURRENT ASSETS</b>										
	Fixed assets:									
161	Land	17,311,950	-	-	-	-	-	-	-	-
162	Buildings	213,508,382	1,238,468	-	-	-	-	3,222,734	-	-
163	Furniture, equipment & machinery - dwellings	75,039	-	-	-	-	-	46,982,845	-	-
164	Furniture, equipment & machinery - admin.	1,702,550	494,744	-	-	-	-	361,537	-	-
165	Leasehold improvements	16,491,268	-	-	-	-	-	-	-	-
166	Accumulated depreciation	(130,612,233)	(597,802)	-	-	-	-	(17,280,567)	-	-
167	Construction in progress	679,432	-	-	-	-	-	-	-	-
168	Infrastructure	3,431,176	-	-	-	-	-	572,050	-	-
160	Total fixed assets, net of accumulated depreciation	<u>122,587,564</u>	<u>1,135,410</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>33,858,599</u>	<u>-</u>	<u>-</u>
171	Notes, loans and mortgages receivable - noncurrent	7,665,087	332,759	-	4,110,000	-	-	1,723,800	-	-
174	Other assets	-	-	-	3,340,000	-	-	-	-	-
176	Investment in joint ventures	-	-	-	337	-	-	-	-	-
180	Total noncurrent assets	<u>130,252,651</u>	<u>1,468,169</u>	<u>-</u>	<u>7,450,337</u>	<u>-</u>	<u>-</u>	<u>35,582,399</u>	<u>-</u>	<u>-</u>
190	<b>TOTAL ASSETS</b>	<u>\$ 148,877,329</u>	<u>\$ 4,702,155</u>	<u>\$ 988,995</u>	<u>\$ 7,825,652</u>	<u>\$ 43,904</u>	<u>\$ -</u>	<u>\$ 36,372,320</u>	<u>\$ -</u>	<u>\$ 79,506</u>



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Account Description	Home Investment Partnerships	Community Neighborhood Stabilization Program	Community Development Block Grant (STATE)	Other Federal Program	COCC	Elimination	SNPHA Proprietary Fund Total	Discretely Presented Component Unit	Total
<b>CURRENT ASSETS</b>										
Cash:										
111	Unrestricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,227,168	\$ -	\$ 7,227,168
113	Other restricted	-	-	-	-	-	-	2,043,852	-	2,043,852
114	Tenant security deposits	-	-	-	-	-	-	1,119,283	-	1,119,283
100	Total cash	-	-	-	-	-	-	10,390,303	-	10,390,303
Accounts and notes receivable:										
121	PHA projects	-	-	-	-	-	-	291,872	-	291,872
122	HUD other projects	-	-	-	-	-	-	788,420	-	788,420
124	Other government	154,411	495,566	-	394,206	-	-	1,063,372	-	1,063,372
125	Miscellaneous	3,245	-	-	-	-	-	733,694	-	733,694
126	Tenants	-	15,216	-	-	-	-	232,010	-	232,010
126.1	Allowance for doubtful accounts - tenants	-	-	-	-	-	-	(87,943)	-	(87,943)
126.2	Allowance for doubtful accounts - other	(2,828)	-	-	-	-	-	(871,168)	-	(871,168)
128	Fraud recovery	-	-	-	-	-	-	1,536,159	-	1,536,159
128.1	Allowance for doubtful accounts - fraud	-	-	-	-	-	-	(1,277,740)	-	(1,277,740)
129	Accrued interest receivable	-	-	-	-	-	-	12,374	-	12,374
120	Total receivables, net of allowances	154,828	510,782	-	394,206	-	-	2,421,050	-	2,421,050
131	Investments - unrestricted	-	-	-	-	-	-	1,203,449	-	1,203,449
132	Investments - restricted	-	-	-	-	-	-	5,382,884	-	5,382,884
	Total current investments	-	-	-	-	-	-	6,586,333	-	6,586,333
142	Prepaid expenses and other assets	-	-	-	3,204	2,072	-	2,137,686	-	2,137,686
143	Inventories	-	-	-	-	174,300	-	1,197,594	-	1,197,594
143.1	Allowance for obsolete inventories	-	-	-	-	(25,512)	-	(25,512)	-	(25,512)
144	Interprogram - due from	-	-	1,714	-	1,516,321	(4,160,786)	-	-	-
150	Total current assets	154,828	510,782	1,714	397,410	1,657,201	(4,160,786)	22,707,454	-	22,707,454
<b>NONCURRENT ASSETS</b>										
Fixed assets:										
161	Land	-	-	-	-	215,819	-	20,750,503	1,360,000	22,110,503
162	Buildings	-	-	-	-	4,306,730	-	266,036,425	-	266,036,425
165	Furniture, equipment & machinery - dwellings	-	-	-	-	-	-	75,039	-	75,039
164	Furniture, equipment & machinery - admin.	-	-	-	-	2,199,069	-	4,757,920	-	4,757,920
165	Leasehold improvements	-	-	-	-	64,668	-	16,555,926	-	16,555,926
166	Accumulated depreciation	-	-	-	-	(5,452,262)	-	(153,942,864)	-	(153,942,864)
167	Construction in progress	-	-	-	-	-	-	679,432	14,942,016	15,621,448
168	Infrastructure	-	-	-	-	-	-	4,009,226	-	4,009,226
160	Total fixed assets, net of accumulated depreciation	-	-	-	-	1,334,094	-	158,915,607	16,302,016	175,217,623
171	Notes, loans and mortgages receivable - noncurrent	-	-	-	-	-	-	13,831,646	-	13,831,646
174	Other assets	-	-	-	-	-	-	3,340,000	-	3,340,000
176	Investment in joint ventures	-	-	-	-	-	-	337	-	337
180	Total noncurrent assets	-	-	-	-	1,334,094	-	176,087,590	16,302,016	192,389,606
190	<b>TOTAL ASSETS</b>	\$ 154,828	\$ 510,782	\$ 1,714	\$ 397,410	\$ 3,001,295	\$ (4,160,786)	\$ 198,795,044	\$ 16,302,016	\$ 215,097,060

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Account Description	Project Total	Housing Choice Vouchers	Mainstream Vouchers	Component Units	State/Local	Business Activities	Resident Opportunity Support Svcs
<b>CURRENT LIABILITIES</b>								
311	Bank overdraft	\$ -	\$ -	\$ -	-	\$ -	\$ -	-
312	Accounts payable <= 90 days	1,356,012	91,806	-	-	-	269,641	88
321	Accrued wage/payroll taxes payable	110,507	95,293	-	-	-	43,663	6,802
322	Accrued compensated absences - current portion	217,203	101,376	-	-	-	57,403	-
325	Accrued interest payable	-	-	-	-	-	-	-
331	Accounts payable - HUD PHA programs	-	-	-	-	-	-	-
332	Accounts payable- PHA projects	227,385	323,719	-	-	-	-	-
333	Accounts payable - other government	605,821	-	-	-	-	-	-
341	Tenant security deposits	28,524	4,258	-	-	43,904	315,557	-
342	Deferred revenues	-	-	-	-	-	58,358	-
343	Current portion of LT debt - capital projects / mortg	-	-	-	-	-	180,656	-
344	Current portion of LT debt - operating	48,911	-	-	-	-	56,600	-
345	Other current liabilities	46,878	-	-	-	-	194	-
346	Accrued liabilities - other	-	-	-	-	-	-	-
347	Interprogram (due to)	509,778	-	-	15,000	-	2,649,098	72,616
348	Loan liability - current	-	-	-	-	-	-	-
310	Total current liabilities	3,151,019	616,452	-	15,000	43,904	3,631,170	79,506
<b>NONCURRENT LIABILITIES</b>								
351	LT debt, net of current - capital projects/mortg	-	-	-	-	-	2,295,554	-
352	LT debt, net of current - operating borrowings	150,934	-	-	-	-	1,046,926	-
353	Non-current liabilities - other	197,876	553,172	-	-	-	-	-
354	Accrued compensated absences - noncurrent	868,811	405,504	-	-	-	229,615	-
355	Loan liability - noncurrent	-	-	-	3,700,749	-	-	-
350	Total noncurrent liabilities	1,217,621	958,676	-	3,700,749	-	3,572,095	-
300	Total liabilities	4,368,640	1,575,128	-	3,715,749	43,904	7,203,265	79,506
<b>EQUITY</b>								
508.1	Invested in capital assets, net of related debt	122,587,564	1,135,410	-	-	-	31,382,389	-
511.1	Restricted net assets	5,177,901	1,561,882	36,541	-	-	101,804	-
512.1	Unrestricted net assets	16,743,224	429,735	952,454	4,109,903	-	(2,315,138)	-
513	Total equity/net assets	144,508,689	3,127,027	988,995	4,109,903	-	29,169,055	-
600	<b>TOTAL LIABILITIES AND EQUITY/NET ASSETS</b>	<b>\$ 148,877,329</b>	<b>\$ 4,702,155</b>	<b>\$ 988,995</b>	<b>\$ 7,825,652</b>	<b>\$ 43,904</b>	<b>\$ 36,372,320</b>	<b>\$ 79,506</b>

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Account Description	Community Development Block					Elimination	SNRHA Proprietary Fund Total	Discretely Presented Component Unit	Total
		Home Investment Partnerships	Neighborhood Stabilization Program	Community Development Block Grant (STATE)	Other Federal Programs	COCC				
	<b>CURRENT LIABILITIES</b>									
311	Bank overdraft	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
312	Accounts payable <= 90 days	65	47,227	-	87,425	74,125	1,926,389	-	1,926,389	
321	Accrued wage/payroll taxes payable	1,884	681	1,714	11,444	112,719	384,707	-	384,707	
322	Accrued compensated absences - current portion	-	-	-	-	146,807	522,789	-	522,789	
324	Accrued contingency liability	-	-	-	-	-	-	-	-	
325	Accrued interest payable	-	-	-	-	-	-	-	-	
331	Accounts payable - HUD PHA programs	-	-	-	-	-	323,719	-	323,719	
332	Accounts payable - PHA projects	-	-	-	-	-	227,385	-	227,385	
333	Accounts payable - other government	-	-	-	-	-	921,378	-	921,378	
341	Tenant security deposits	-	-	-	-	38	135,082	-	135,082	
342	Deferred revenues	-	-	-	-	-	180,656	-	180,656	
343	Current portion of LT debt - capital projects / mortg	-	-	-	-	-	105,511	-	105,511	
344	Current portion of LT debt - operating	-	-	-	-	-	47,072	-	47,072	
345	Other current liabilities	-	-	-	-	-	-	-	-	
346	Accrued liabilities - other	-	-	-	-	-	-	-	-	
347	Interprogram (due to)	152,879	462,874	-	298,541	-	-	-	-	
348	Loan liability - current	-	-	-	-	-	(4,160,786)	-	-	
310	Total current liabilities	154,828	510,782	1,714	397,410	333,689	4,774,688	-	4,774,688	
	<b>NONCURRENT LIABILITIES</b>									
351	LT debt, net of current - capital projects/mortg	-	-	-	-	-	2,295,554	15,453,666	17,749,220	
352	LT debt, net of current - operating borrowings	-	-	-	-	-	1,197,860	-	1,197,860	
353	Non-current liabilities - other	-	-	-	-	-	751,048	-	751,048	
354	Accrued compensated absences - noncurrent	-	-	-	-	587,229	2,091,159	-	2,091,159	
355	Loan liability - noncurrent	-	-	-	-	-	3,700,749	-	3,700,749	
357	Accrued pension and QPES liability	-	-	-	-	-	-	-	-	
350	Total noncurrent liabilities	-	-	-	-	587,229	10,935,370	15,453,666	25,490,036	
300	Total liabilities	154,828	510,782	1,714	397,410	920,918	14,811,058	15,453,666	30,264,724	
	<b>EQUITY</b>									
508.1	Invested in capital assets, net of related debt	-	-	-	-	1,334,034	156,439,397	848,350	157,287,747	
511.1	Restricted net assets	-	-	-	-	-	6,878,128	-	6,878,128	
512.1	Unrestricted net assets	-	-	-	-	746,283	20,566,461	-	20,566,461	
513	Total equity/net assets	-	-	-	-	2,080,317	183,883,986	848,350	184,832,336	
600	<b>TOTAL LIABILITIES AND EQUITY/NET ASSETS</b>	\$ 154,828	\$ 510,782	\$ 1,714	\$ 397,410	\$ 3,001,235	\$ 198,795,044	\$ 16,902,016	\$ 215,097,060	



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Item #	Account Description	Project Total	Housing Choice Vouchers	Mainstream Vouchers	Component Units	State/Local	Business Activities	Resident Opportunity Support Svcs
<b>REVENUE</b>								
70300	Net tenant rental revenue	\$ 5,117,537	-	-	-	-	\$ 5,117,537	\$ -
70400	Tenant revenue - other	388,512	-	-	-	-	376,451	-
70500	Total tenant revenue	5,517,422	-	-	-	-	5,495,988	-
70600	HUD PHA operating grants	18,724,833	103,673,756	827,600	-	-	-	431,522
70610	Capital grants	2,411,060	-	-	-	-	-	-
70710	Management fee	-	-	-	-	-	-	-
70720	Asset management fee	-	-	-	-	-	-	-
70730	Bookkeeping fee	-	-	-	-	-	-	-
70740	Front line service fee	-	-	-	-	-	-	-
70900	Other governmental grants	190,000	-	-	1,220,242	-	111	-
71100	Investment income - unrestricted	-	136	-	20	-	9	-
71200	Mortgage interest income	-	3,328	-	41,100	-	80,673	-
71300	Proceeds from disposition of assets held for sale	9,111	-	-	-	-	-	-
71400	Fraud recovery	321,581	305,052	-	-	-	912,937	-
71500	Other revenue	1,895,326	2,914,434	994	43	-	846,891	-
71600	Gain or loss on the sale of fixed assets	-	-	-	-	-	-	-
72000	Investment income - restricted	-	-	-	-	-	-	-
70000	Total revenue	29,009,333	106,896,706	828,512	1,267,405	-	7,395,629	431,522
<b>EXPENSES</b>								
91100	Administrative:	1,412,700	3,147,072	-	-	-	593,108	-
91200	Administrative salaries	95,202	15,778	-	-	-	25,844	-
91300	Auditing fees	2,444,489	905,980	-	-	-	644,389	-
91310	Management fee	246,207	880,087	-	-	-	87,488	-
91400	Bookkeeping fee	250	25	-	-	-	13,456	-
91500	Advertising and marketing	661,876	1,495,380	-	-	-	275,435	-
91600	Employee benefit contributions - administrative	175,160	534,098	-	-	-	64,795	-
91700	Office expenses	39,165	24,385	-	-	-	149,971	-
91800	Legal expense	48,895	3,720	-	-	-	4,467	-
91900	Travel	3,037,333	236,389	-	-	-	352,336	-
91000	Other	8,162,297	7,252,114	-	-	-	2,212,286	-
92000	Total administrative	245,810	-	-	-	-	-	-
92000	Asset management fee	-	-	-	-	-	-	-
92100	Tenant services:	163,088	486,542	-	-	-	22,969	286,335
92200	Salaries	-	-	-	-	-	-	-
92300	Relocation costs	76,783	235,071	-	-	-	10,739	135,335
92400	Employee benefit contributions	60,144	26,767	-	-	-	40,562	14,256
92500	Other	300,015	750,380	-	-	-	74,270	425,926
92000	Total tenant services	1,260,952	1,260,952	-	-	-	215,849	-
93100	Utilities:	733,778	17,365	-	-	-	230,175	-
93200	Water	141,173	-	-	-	-	12,591	-
93300	Electricity	-	-	-	-	-	56	-
93400	Gas	-	-	-	-	-	-	-
93500	Fuel	543,191	13,867	-	-	-	216,901	-
93600	Sewer	-	-	-	-	-	-	-
93700	Other utilities expense	-	-	-	-	-	-	-
93000	Total utilities	2,629,094	31,232	-	-	-	675,572	-
94100	Ordinary maintenance & operations:	2,467,265	188	-	-	-	678,736	-
94200	Labor	971,092	20,088	-	-	-	323,430	-
94300	Materials and other	1,296,435	44,664	-	-	-	963,705	-
94400	Contracts	1,131,863	46	-	-	-	323,213	-
94500	Employee benefit contributions	6,559,655	64,986	-	-	-	2,289,183	-
94000	Total ordinary maintenance & operations	11,926,310	85,782	-	-	-	3,284,617	-
95100	Protective services:	-	-	-	-	-	-	-
95200	Labor	-	-	-	-	-	-	-
95300	Other contract costs	461,286	3,300	-	-	-	72,253	-
95400	Other	-	-	-	-	-	-	-
95500	Employee benefit contributions	-	-	-	-	-	-	-
95000	Total protective services	461,286	3,300	-	-	-	72,253	-

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Account Description	Home Investment Partnerships		Community Development Block Grant / Neighborhood Stabilization Program		Community Development Block Grant (STATE)		Other Federal Grants		COCC		Elimination		SNRMA Proprietary Fund Total		Discretely Presented Component Unit		Total	
<b>REVENUE</b>																			
70300	Net tenant rental revenue																		10,236,047
70400	Tenant revenue - other																		777,363
70500	Total tenant revenue																		11,013,410
70600	HUD PHA operating grants																		123,657,719
70610	Capital grants																		2,411,060
70710	Management fee																		
70720	Asset management fee																		
70730	Bookkeeping fee																		
70740	Front line service fee																		
70800	Other governmental grants																		
71100	Investment income - unrestricted																		
71200	Mortgage interest income																		
71300	Proceeds from disposition of assets held for sale																		
71400	Fraud recovery																		
71500	Other revenue																		
71600	Gain or loss on the sale of fixed assets																		
72000	Investment income - restricted																		
70000	Total revenue	426,930	4,059,824	1,406,340	1,172,452	8,768,781	153,302,415	848,350											154,150,765
<b>EXPENSES</b>																			
<b>Administrative:</b>																			
91100	Administrative salaries																		
91200	Auditing fees																		
91300	Management fee																		
91310	Bookkeeping fee																		
91400	Advertising and marketing																		
91500	Employee benefit contributions - administrative																		
91600	Office expenses																		
91700	Legal expense																		
91800	Travel																		
91900	Other																		
91000	Total administrative	75,207	295,453	265,437	6,710,974	16,850,559	848,350												
92000	Asset management fee																		
<b>Tenant services:</b>																			
92100	Salaries																		
92200	Relocation costs																		
92300	Employee benefit contributions																		
92400	Other																		
92500	Total tenant services																		
<b>Utilities:</b>																			
93100	Water																		
93200	Electricity																		
93300	Gas																		
93400	Fuel																		
93600	Sewer																		
93800	Other utilities expense																		
93000	Total utilities																		
<b>Ordinary maintenance &amp; operations:</b>																			
94100	Labor																		
94200	Materials and other																		
94300	Contracts																		
94500	Employee benefits contribution																		
94000	Total ordinary maintenance & operations																		
<b>Protective services:</b>																			
95100	Labor																		
95200	Other contract costs																		
95300	Other																		
95000	Total protective services																		

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Account Description	Project Total	Housing Choice Vouchers	Mainstream Vouchers	Component Units	State/Local	Business Activities	Resident Opportunity Support Svc
<b>EXPENSES (Continued)</b>								
96110	Insurance premiums:							
96120	Property insurance	594,849 \$	73,437 \$	-	-	-	115,774 \$	-
96130	Liability insurance	-	-	-	-	-	-	-
96140	Workmen's compensation	-	-	-	-	-	-	-
96140	All other insurance	16,108	-	-	-	-	3,570	-
96100	Total insurance premiums	610,957	73,437	-	-	-	119,344	-
<b>Other general expenses</b>								
96200	Other general expenses	323,617	136,958	196	-	-	166,505	-
96210	Compensated absences	47,668	57,817	-	-	-	23,185	5,596
96300	Payments in lieu of taxes	195,822	-	-	-	-	-	-
96400	Bad debt - tenants rent	232,078	-	-	-	-	144,032	-
96600	Bad debt - other	-	-	-	-	-	3,933	-
96800	Severance expense	-	-	-	-	-	-	-
96900	Total other general expenses	799,205	194,775	196	-	-	338,055	5,596
<b>Interest expense and amortization costs</b>								
96710	Interest on mortgage/bonds payable	13,514	-	-	41,100	-	354,602	-
96720	Interest on notes payable	2,130	5,610	-	-	-	494	-
96730	Amortization of bond issue costs	-	-	-	-	-	-	-
96700	Total interest expense and amortization costs	15,644	5,610	-	41,100	-	355,096	-
96900	Total operating expenses	19,828,963	8,375,834	196	41,100	-	6,136,059	431,522
97000	Excess of operating revenue over operating expenses	9,179,370	98,520,872	828,316	1,226,305	-	1,220,570	-
97100	Extraordinary maintenance	882,278	-	-	-	-	193,333	-
97200	Casualty losses - non capitalised	-	-	-	-	-	10,683	-
97300	Housing assistance payments	-	99,055,519	740,372	-	-	-	-
97350	HAP portability in	-	2,659,191	-	-	-	-	-
97400	Depreciation expense	8,667,937	74,590	-	-	-	1,283,663	-
99000A	Total other expenses	9,550,215	101,809,300	710,372	-	-	1,487,679	-
99000	Total expenses	29,380,178	110,185,134	710,568	41,100	-	7,623,738	431,522
<b>Other financing sources (uses):</b>								
10010	Operating transfer in	-	-	-	-	-	7,489,138	-
10020	Operating transfer out	-	-	-	-	-	(297,422)	-
10040	Operating transfer out - component unit	-	-	-	-	-	1,226,242	-
10091	Inter project excess cash transfer in	2,315,787	-	-	(1,226,242)	-	-	-
10092	Inter project excess cash transfer out	(2,315,787)	-	-	-	-	-	-
10093	Transfer from program and project - in	-	-	-	-	-	-	-
10094	Transfer from program and project - out	-	-	-	-	-	-	-
10100	Total other financing sources (uses)	-	-	-	(1,226,242)	-	8,417,938	-
10000	<b>EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ (370,845)</b>	<b>\$ (9,288,428)</b>	<b>\$ 117,944</b>	<b>\$ 63</b>	<b>\$ -</b>	<b>\$ 8,150,829</b>	<b>\$ -</b>
<b>Memo Account Information</b>								
11020	Required annual debt principal payments	-	-	-	-	-	-	-
11030	Beginning equity	144,879,534	6,415,455	871,051	4,109,840	-	21,018,226	-
11040	Prior period adjustments, equity transfers & correction	-	-	-	-	-	-	-
11170	Administrative fee equity	-	1,565,145	-	-	-	-	-
11180	Housing assistance payments equity	-	1,561,882	-	-	-	-	-
11190	Unit months available	35,764	-	1,140	-	-	12,612	-
11210	Unit months leased	34,445	-	1,083	-	-	11,664	-
11270	Excess cash	5,812,147	-	-	-	-	-	-
11610	Land purchases	-	-	-	-	-	-	-
11620	Building purchases	2,411,060	-	-	-	-	-	-



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Account Description	Community Development Block Grant /				Other Federal Grants	COCC	Elimination	S/N/H/A Proprietary Fund Total	Discretely Presented Component Unit	Total
		Home Investment Partnerships	Neighborhood Stabilization Program	Development Grant (STATE)	Community Development Block Grant (STATE)						
<b>EXPENSES (Continued)</b>											
96110	Insurance premiums:										
96120	Property insurance					9,599			793,659		793,659
96130	Liability insurance					56,001			56,001		56,001
96140	Workers compensation										
96150	All other insurance					29,646			49,324		49,324
96100	Total insurance premiums					95,246			898,984		898,984
<b>Other general expenses</b>											
96200	Other general expenses					40,247			667,923		667,923
96210	Compensated absences					55,119			189,405		189,405
96300	Payments in lieu of taxes								195,822		195,822
96400	Bad debt - tenants rent								376,110		376,110
96600	Bad debt - other								3,593		3,593
96800	Severance expense										
96000	Total other general expenses					95,366			1,433,193		1,433,193
96710	Interest expense and amortization costs								409,216		409,216
96720	Interest on mortgages/bonds payable								10,462		10,462
96730	Interest on notes payable					2,228					2,228
96750	Amortization of bond issue costs								419,678		419,678
96700	Total interest expense and amortization costs					2,228			840,156		840,156
96900	Total operating expenses	75,207	339,693	259,277	1,172,452	8,630,742	86,372,019		37,130,022		37,130,022
97000	Excess of operating revenue over operating expenses	401,223	3,720,135	1,137,063		61,951			116,172,393	846,350	117,020,743
97100	Expenditures:										
97200	Contingency reserves - non capitalized		1,200			28,517			1,005,328		1,005,328
97300	Housing assistance payments	401,723							100,177,614		100,177,614
97400	Help availability in								2,669,191		2,669,191
97400	Depreciation expense					219,174			10,245,364		10,245,364
90000A	Total other expenses	401,723	1,200			247,691			114,208,100		114,208,100
90000	Total expenses	476,920	340,893	269,277	1,172,452	9,078,433	86,372,019		151,338,202		151,338,202
<b>Other financing sources (uses):</b>											
10010	Operating transfer in		297,432						7,786,540	77,86,540,000	
10020	Operating transfer out		(6,193,675)						(7,786,540)		
10040	Operating transfer out - component unit			(1,295,443)							
10091	Inter project access cash transfer in								2,315,787	(2,315,787,000)	
10092	Inter project access cash transfer out										
10093	Transfer from program and project - in		(463,533)								
10094	Transfer from program and project - out										
10100	Total other financing sources (uses)		(6,159,776)								
10000	<b>EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES</b>		(2,440,851)		105,153	(809,652)			1,964,213	846,350	2,812,563
<b>Memo Account Information</b>											
11020	Required annual debt principal payments										
11030	Beginning equity		2,335,698			2,389,969			182,019,773		182,019,773
11040	Prior period adjustments, equity transfers & correction		105,153		(105,153)						
11170	Administrative fee equity								1,565,145		1,565,145
11180	Housing assistance payments equity								1,561,882		1,561,882
11190	Unit months available	664							171,778		171,778
11210	Unit months leased	664							166,401		166,401
11270	Excess cash								5,812,147		5,812,147
11610	Land purchases										
11630	Building purchases								2,411,060		2,411,060
11630	Furniture & equipment - dwelling purchases										
11640	Furniture & equipment - administrative purchases										
11650	Leasehold improvements										
11660	Infrastructure purchases										
13510	CFR debt related payments										
13901	Replacement housing factor funds										

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Accounts Description	AMP 2301	AMP 2302	AMP 2303	AMP 2304	AMP 2305	AMP 2306	AMP 2307	AMP 2308	AMP 2309
<b>CURRENT ASSETS</b>										
Cash:										
111	Unrestricted	\$ 243,424	\$ 70,958	\$ 480,747	\$ 51,847	\$ -	\$ 304,930	\$ 258,221	\$ 295,855	\$ 264,549
112	Cash - restricted - modernization and development	-	-	-	-	-	-	-	-	-
113	Other restricted	-	-	-	-	-	-	38	-	9,979
114	Tenant security deposits	3,694	21,999	39,639	13,284	-	21,040	30,509	49,139	84,662
115	Cash - restricted for payment of current liabilities	-	-	-	-	-	-	-	-	-
100	Total cash	247,118	92,957	530,386	65,131	-	325,970	288,768	344,994	359,190
Accounts and notes receivable:										
121	PHA projects	-	-	-	-	-	-	-	-	-
122	HUD other projects	17,638	-	4,631	-	-	2,383	6,743	-	14,895
124	Other government	-	-	-	-	4,189	-	-	-	-
125	Miscellaneous	-	396	816	250	-	650	300	569	1,889
126	Tenants	63	3,308	1,312	1,912	-	3,407	-	22,437	9,259
126.1	Allowance for doubtful accounts - tenants	(61)	(1,608)	(140)	(1,870)	-	(1,881)	(286)	-	(2,874)
126.2	Allowance for doubtful accounts - other	-	-	-	-	-	-	-	-	-
127	Notes, loans, & mortgage receivable - current	-	-	-	-	-	-	-	-	-
128	Fraud recovery	-	-	-	-	-	-	-	-	-
128.1	Allowance for doubtful accounts - fraud	-	-	-	-	-	-	-	-	-
128	Accrued interest receivable	-	-	-	-	-	-	-	-	-
120	Total receivables, net of allowances for uncollectibles	17,640	2,096	6,619	292	4,189	4,559	6,757	25,426	8,274
131	Investments - unrestricted	15,583	8,292	33,961	6,059	-	35,652	30,174	34,572	30,914
132	Investments - restricted	-	-	-	-	-	-	-	-	-
	Total current investments	15,583	8,292	33,961	6,059	-	35,652	30,174	34,572	30,914
142	Prepaid expenses and other assets	-	-	-	-	-	-	-	-	-
143	Inventories	1,943	18,851	62,915	14,123	-	34,175	64,527	82,987	50,360
143.1	Allowance for obsolete inventories	-	-	-	-	-	-	-	-	-
144	Interprogram - due from	52,623	66,539	122,876	51,409	-	359,439	291,689	320,017	245,431
145	Assets held for sale	-	-	-	-	-	-	-	-	-
150	Total current assets	334,907	188,635	756,757	137,014	4,189	759,775	681,915	807,996	694,169
<b>NONCURRENT ASSETS</b>										
Fixed assets:										
161	Land	88,458	133,891	1,225,234	283,218	377,779	158,689	40,426	62,953	-
162	Buildings	1,023,889	25,364,903	4,546,033	3,087,062	-	8,486,422	5,737,171	27,276,650	483,195
163	Furniture, equipment & mach - dwellings	-	-	-	-	-	-	-	-	-
164	Furniture, equipment & mach - administration	2,026	30,172	28,751	2,025	248,124	149,877	93,325	205,198	152,821
165	Leasehold improvements	703,752	52,870	1,052,354	51,063	326,022	141,539	1,049,135	421,813	730,569
166	Accumulated depreciation	(697,264)	(12,786,808)	(2,270,101)	(2,235,588)	(312,809)	(4,778,432)	(4,289,841)	(21,451,156)	(366,596)
167	Construction in progress	-	-	-	-	-	-	-	-	-
168	Infrastructure	-	-	-	-	-	-	-	-	-
160	Total fixed assets, net of accumulated depreciation	1,120,861	12,785,128	4,584,271	1,187,780	639,116	4,158,105	2,630,216	6,515,458	999,989
171	Notes, loans, and mortgage receivable - non current	-	-	-	-	-	-	-	-	-
172	Notes, loans, and mortgage receivable - non current-past due	-	-	-	-	-	-	-	-	-
173	Grants receivable - non current	-	-	-	-	-	-	-	-	-
174	Other assets	-	-	-	-	-	-	-	-	-
176	Investments in joint ventures	-	-	-	-	-	-	-	-	-
180	Total noncurrent assets	1,120,861	12,785,128	4,584,271	1,187,780	639,116	4,158,105	2,630,216	6,515,458	999,989
190	<b>TOTAL ASSETS</b>	\$ 1,455,768	\$ 12,883,863	\$ 5,341,028	\$ 1,324,794	\$ 643,305	\$ 4,917,880	\$ 3,312,131	\$ 7,323,454	\$ 1,694,158



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Accounts Description	AMP 2310	AMP 2311	AMP 2312	AMP 2313	AMP 2314	AMP 2315	AMP 2316	AMP 7001	AMP 3002	AMP 3003
<b>CURRENT ASSETS</b>											
Cash:											
111	Unrestricted	\$ 36,270	\$ 353,437	\$ 77,247	\$ 42,777	\$ 62,280	\$ -	\$ 33,474	\$ 58,116	\$ 47,334	\$ -
112	Cash - restricted - modernization and development	-	-	-	-	-	-	-	-	-	-
113	Other restricted	-	-	-	-	-	-	-	-	-	2,415
114	Tenant security deposits	26,667	56,728	54,644	34,731	35,609	4,759	11,340	18,524	21,230	4,153
115	Cash - restricted for payment of current liabilities	-	-	-	-	-	-	-	-	-	-
100	Total cash	62,937	410,165	131,891	77,508	97,889	4,759	44,814	76,640	68,564	6,568
Accounts and notes receivable:											
121	PHA projects	-	-	-	-	-	-	-	-	-	-
122	HUD other projects	-	6,092	1,443	471,071	5,784	-	-	12,819	22,196	7,091
124	Other government	-	-	-	-	-	-	-	-	-	-
125	Miscellaneous	296	1,246	1,940	360	796	3,185	-	270	650	-
126	Tenants	15,693	14,099	22,484	17,949	8,940	-	1,199	2,044	9,930	-
123.1	Allowance for doubtful accounts - tenants	(609)	(2,605)	(13,301)	(10,250)	(2,528)	-	(187)	(1,458)	-	-
126.2	Allowance for doubtful accounts - other	-	-	-	-	-	-	-	-	-	-
127	Notes, loans, & mortgage receivable - current	-	-	-	-	-	-	-	-	-	-
128	Fraud recovery	-	-	-	-	-	-	-	-	-	-
128.1	Allowance for doubtful accounts - fraud	-	-	-	-	-	-	-	-	-	-
129	Accrued interest receivable	-	-	-	-	-	-	-	-	-	-
120	Total receivables, net of allowances for uncollectibles	15,380	20,832	12,566	479,130	12,991	3,185	1,012	13,675	32,776	7,091
131	Investments - unrestricted	4,238	41,301	9,027	4,989	7,278	-	3,912	6,791	5,531	-
132	Investments - restricted	-	-	-	-	-	-	-	-	-	-
	Total current investments	4,238	41,301	9,027	4,989	7,278	-	3,912	6,791	5,531	-
142	Prepaid expenses and other assets	-	169	-	-	-	-	-	-	-	1,754,905
143	Inventories	25,797	68,693	53,952	36,471	41,469	-	13,793	18,330	27,686	-
143.1	Allowance for obsolete inventories	-	-	-	-	-	-	-	-	-	-
144	Interprogram - due from	18,589	384,276	41,741	18,645	42,102	-	30,428	53,990	37,832	-
145	Assets held for sale	-	-	-	-	-	-	-	-	-	-
150	Total current assets	126,941	925,436	248,177	616,753	201,729	7,944	93,959	169,426	172,389	1,768,564
<b>NONCURRENT ASSETS</b>											
Fixed assets:											
161	Land	3,350,964	3,370,264	509,173	958,313	-	63,239	99,124	125,649	34,825	38,900
162	Buildings	15,432,780	25,205,016	2,447,538	767,514	729,027	-	9,033,950	12,257,788	3,639,136	-
163	Furniture, equipment & mach - dwellings	7,025	49,732	14,919	2,025	87,401	-	-	165,942	27,842	56,403
164	Furniture, equipment & mach - administration	59,827	40,982	345,626	185,115	339,905	-	-	564,264	506,007	-
165	Leasehold improvements	(9,422,113)	(9,990,454)	(1,847,908)	(327,459)	(347,324)	(1,201,852)	(1,805,895)	(11,481,367)	(3,447,703)	(40,450)
166	Accumulated depreciation	-	-	-	425,356	-	-	-	60,041	-	-
167	Construction in progress	-	-	-	-	-	-	-	-	-	-
168	Infrastructure	-	-	-	-	-	3,431,176	-	-	-	-
160	Total fixed assets, net of accumulated depreciation	9,428,483	18,675,540	1,669,348	2,010,865	809,009	2,292,563	7,326,179	1,692,315	760,107	54,853
171	Notes, loans, and mortgage receivable - non current	-	-	-	-	-	-	-	-	-	7,376,317
172	Notes, loans, and mortgage receivable - non current- past due	-	-	-	-	-	-	-	-	-	-
173	Grants receivable - non current	-	-	-	-	-	-	-	-	-	-
174	Other assets	-	-	-	-	-	-	-	-	-	-
176	Investments in joint ventures	-	-	-	-	-	-	-	-	-	-
180	Total noncurrent assets	9,428,483	18,675,540	1,669,348	2,010,865	809,009	2,292,563	7,326,179	1,692,315	760,107	7,431,170
190	<b>TOTAL ASSETS</b>	\$ 9,555,424	\$ 19,600,976	\$ 1,918,525	\$ 2,627,618	\$ 1,010,738	\$ 2,300,507	\$ 7,420,138	\$ 1,861,741	\$ 932,496	\$ 9,199,734



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Accounts Description	Fund 200										Project Totals
		AMP 3005	AMP 3006	AMP 3007	AMP 3008	AMP 3009	AMP 3010	AMP 3016	AMP 3020	AMP 3021	Other Projects	
<b>CURRENT ASSETS</b>												
Cash:												
111	Unrestricted	\$ 54,728	\$ -	\$ 22,878	\$ 58,166	\$ 34,893	\$ 72,383	\$ 90,128	\$ 36,616	\$ 52,033	\$ 3,152,754	\$ 6,266,155
112	Cash - restricted - modernization and development	-	-	-	-	-	-	-	-	-	-	-
113	Other restricted	716	-	234	-	-	-	821,919	-	33,378	-	868,677
114	Tenant security deposits	29,922	-	24,010	34,721	13,591	34,801	86,427	19,711	20,186	3,196	802,326
115	Cash - restricted for payment of current liabilities	-	-	-	-	-	-	-	-	-	-	-
100	Total cash	85,366	-	47,122	92,887	48,584	107,184	1,001,474	56,327	105,605	3,155,950	7,937,158
Accounts and notes receivable:												
121	PHA projects	-	-	-	-	-	-	-	-	-	-	-
122	HJD other projects	77,926	-	-	1,065	-	-	579	14,562	-	-	669,918
124	Other government	-	-	-	-	-	-	-	-	-	-	4,189
125	Miscellaneous	2,620	-	409	1,473	100	1,447	2,633	1,230	644	-	24,169
126	Tenants	6,211	-	13,828	15,091	2,871	6,470	14,987	6,868	3,617	-	203,969
126.1	Allowance for doubtful accounts - tenants	(1,494)	-	(2,027)	(11,074)	(60)	(1,635)	(2,189)	(1,317)	(1,711)	-	(73,621)
126.2	Allowance for doubtful accounts - other	-	-	-	-	-	-	-	-	-	-	-
127	Notes, loans, & mortgage receivable - current	-	-	-	-	-	-	-	-	-	-	-
128	Fraud recovery	-	-	-	-	-	-	-	-	-	-	-
128.1	Allowance for doubtful accounts - fraud	-	-	-	-	-	-	-	-	-	-	-
129	Accrued interest receivable	-	-	-	-	-	-	-	-	-	-	-
120	Total receivables, net of allowances for uncollectibles	85,273	-	12,210	6,555	2,921	5,282	16,020	21,343	2,550	9,356	837,000
131	Investments - unrestricted	6,395	-	2,674	6,797	4,089	6,460	10,531	4,280	6,080	-	327,570
132	Investments - restricted	6,395	-	2,674	6,797	4,089	6,460	10,531	4,280	6,080	4,306,060	4,633,630
142	Prepaid expense and other assets	-	-	7,448	13,816	8,708	7,448	22,453	-	11,983	218,847	2,045,777
143	Inventories	27,686	-	18,222	22,250	14,021	27,793	50,091	11,406	-	-	787,641
143.1	Allowance for obsolete inventories	-	-	-	-	-	-	-	-	-	-	-
144	Interprogram - due from	38,366	-	4,536	36,924	29,672	55,528	22,613	13,479	44,728	-	2,383,472
145	Assets held for sale	-	-	-	-	-	-	-	-	-	-	-
150	Total current assets	243,086	-	92,212	179,229	108,395	212,705	1,123,182	106,835	170,946	7,650,213	18,624,678
<b>NONCURRENT ASSETS</b>												
Fixed assets:												
161	Land	167,994	-	130,717	555,384	421,866	408,525	2,169,212	55,998	936,309	1,544,716	17,311,950
162	Buildings	10,109,932	-	6,187,961	7,645,239	3,994,110	5,495,377	14,151,865	6,796,282	12,072,986	1,572,346	213,586,382
163	Furniture, equipment & mach - dwellings	-	-	-	75,039	-	-	-	-	-	-	75,039
164	Furniture, equipment & mach - administration	34,503	-	11,414	49,288	12,336	31,881	13,303	11,479	-	214,738	1,702,550
165	Leasehold improvements	941,905	-	590,660	1,651,475	1,039,615	888,250	3,284,883	555,795	211,628	696,226	16,491,268
166	Accumulated depreciation	(5,814,822)	-	(4,616,344)	(6,878,098)	(3,887,914)	(5,217,044)	(10,061,148)	(2,777,033)	(1,400,024)	(755,777)	(130,612,233)
167	Construction in progress	23,716	-	54,207	70,358	-	261	45,483	-	-	-	679,432
168	Infrastructure	-	-	-	-	-	-	-	-	-	-	3,431,176
160	Total fixed assets, net of accumulated depreciation	5,563,228	-	2,156,615	3,168,775	1,640,933	1,607,450	9,503,608	4,604,511	11,820,907	3,272,251	122,587,564
171	Notes, loans, and mortgage receivable - non current	-	-	-	-	-	-	-	-	-	288,770	7,685,087
172	Notes, loans, and mortgage receivable - non current- past due	-	-	-	-	-	-	-	-	-	-	-
173	Grants receivable - non current	-	-	-	-	-	-	-	-	-	-	-
174	Other assets	-	-	-	-	-	-	-	-	-	-	-
176	Investments in joint ventures	-	-	-	-	-	-	-	-	-	-	-
180	Total noncurrent assets	5,563,228	-	2,156,615	3,168,775	1,640,933	1,607,450	9,503,608	4,604,511	11,820,907	3,561,021	130,252,651
190	<b>TOTAL ASSETS</b>	<b>\$ 5,606,314</b>	<b>\$ -</b>	<b>\$ 2,248,827</b>	<b>\$ 3,348,004</b>	<b>\$ 1,748,428</b>	<b>\$ 1,820,155</b>	<b>\$ 10,726,790</b>	<b>\$ 4,711,345</b>	<b>\$ 11,991,853</b>	<b>\$ 11,281,234</b>	<b>\$ 148,877,329</b>

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Accounts Description	AMP 2301	AMP 2302	AMP 2303	AMP 2304	AMP 2305	AMP 2306	AMP 2307	AMP 2308	AMP 2309
<b>CURRENT LIABILITIES</b>										
311	Bank overdraft	-	-	-	-	-	-	-	-	-
312	Accounts payable < 90 days	13,043	14,913	14,062	977	-	9,130	12,988	28,755	51,820
313	Accounts payable > 90 days past due	-	-	-	-	-	-	-	-	-
321	Accrued wage/payroll taxes payable	392	9,348	6,775	1,698	-	6,921	8,376	6,353	10,091
322	Accrued compensated absences - current portion	4,077	13,204	5,177	8,479	-	8,394	11,173	23,708	17,718
324	Accrued contingency liability	-	-	-	-	-	-	-	-	-
325	Accrued interest payable	-	-	-	-	-	-	-	-	-
331	Accounts payable - HUD PHA programs	-	-	-	-	-	-	-	-	-
332	Accounts payable - PHA projects	-	-	-	-	-	-	-	-	-
333	Accounts payable - other gov.	1,691	10,295	42,969	3,188	-	24,848	32,682	26,126	10,961
341	Tenant security deposits	3,694	21,999	39,639	8,715	-	21,040	30,962	47,778	36,205
342	Deferred revenues	25	57	1,829	954	-	254	571	3,145	1,076
343	Current portion of LT debt - capital projects / mortg	-	-	-	-	-	-	-	-	-
344	Current portion of LT debt - operating	-	-	-	-	-	-	-	-	-
345	Other current liabilities	-	-	-	-	-	-	38	-	9,979
346	Accrued liabilities - other	-	-	-	-	-	-	-	-	-
347	Inter program - due to	17,638	-	4,631	-	90,199	2,353	6,743	14,895	-
348	Loan liability - current	-	-	-	-	-	-	-	-	-
310	Total current liabilities	40,560	69,816	115,082	24,011	90,199	72,940	103,533	150,760	137,850
<b>NON-CURRENT LIABILITIES</b>										
351	Long term debt, net of current - capital	-	-	-	-	-	-	-	-	-
352	Long term debt, net of current - operating	-	-	-	-	-	-	-	-	-
353	Non current liabilities	-	-	-	4,569	-	-	-	1,361	48,451
354	Accrued compensated absences - non-current	16,307	52,815	20,707	33,915	-	33,576	44,691	94,832	70,873
355	Loan liability - non current	-	-	-	-	-	-	-	-	-
356	FASB 5 liabilities	-	-	-	-	-	-	-	-	-
357	Accrued pension and OPEB liabilities	-	-	-	-	-	-	-	-	-
350	Total non-current liabilities	16,307	52,815	20,707	38,484	-	33,576	44,691	96,193	119,324
300	Total liabilities	56,867	122,631	135,789	62,495	90,199	106,516	148,224	246,953	257,174
<b>EQUITY</b>										
508.1	Invested in capital assets	1,120,861	12,795,128	4,584,271	1,187,780	639,116	4,158,105	2,630,216	6,515,458	999,989
509.2	Fund balance reserved	-	-	-	-	-	-	-	-	-
511.2	Unreserved, designated fund balance	-	-	-	-	-	-	-	-	-
511.1	Restricted net assets	-	-	-	-	-	-	-	-	9,985
512.1	Unrestricted net assets	278,040	66,204	620,968	74,519	(85,010)	653,259	533,691	561,043	427,010
512.2	Unreserved undesignated fund balance	-	-	-	-	-	-	-	-	-
513	Total equity/net assets	1,398,901	12,861,332	5,205,239	1,262,299	553,106	4,811,364	3,163,907	7,076,501	1,436,984
600	<b>TOTAL LIABILITIES AND EQUITY/NET ASSETS</b>	<b>1,455,768</b>	<b>12,983,963</b>	<b>5,341,028</b>	<b>1,324,794</b>	<b>643,305</b>	<b>4,917,880</b>	<b>3,312,131</b>	<b>7,323,454</b>	<b>1,694,158</b>



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Accounts Description	AMP 2310	AMP 2311	AMP 2312	AMP 2313	AMP 2314	AMP 2315	AMP 2316	AMP 7001	AMP 3002	AMP 3003
<b>CURRENT LIABILITIES</b>											
311	Bank overdraft	-	-	-	-	-	-	-	-	-	-
312	Accounts payable < 90 days	7,190	19,597	13,781	457,773	13,375	-	3,758	8,430	16,317	2,592
313	Accounts payable > 90 days past due	-	-	-	-	-	-	-	-	-	-
321	Accrued wage/payroll taxes payable	2,105	4,857	7,584	4,615	3,702	-	625	2,936	5,248	-
322	Accrued compensated absences - current portion	10,401	11,000	13,095	5,762	8,406	-	4,241	4,625	11,613	-
324	Accrued contingency liability	-	-	-	-	-	-	-	-	-	-
325	Accrued interest payable	-	-	-	-	-	-	-	-	-	-
331	Accounts payable - HUD PHA programs	-	-	-	-	-	-	-	-	-	-
332	Accounts payable - PHA projects	-	-	-	-	-	-	-	-	-	-
333	Accounts payable - other gov.	7,534	30,786	9,682	3,800	9,799	-	8,105	4,919	-	-
341	Tenant security deposits	11,258	47,618	28,804	16,908	22,693	-	11,340	19,216	21,230	4,153
342	Deferred revenues	378	5,474	1,364	534	3,098	-	38	62	271	200
343	Current portion of LT debt - capital projects / mortg	-	-	-	-	-	-	-	-	-	-
344	Current portion of LT debt - operating	-	-	-	-	-	-	-	-	-	-
345	Other current liabilities	-	-	-	-	-	-	-	-	-	2,415
346	Accrued liabilities - other	-	-	-	-	-	-	-	-	-	-
347	Inter program - due to	-	5,130	1,443	17,053	5,784	7,734	-	12,819	11,889	265,049
348	Loan liability - current	-	-	-	-	-	-	-	-	-	-
310	Total current liabilities	38,866	124,462	75,753	506,445	66,857	7,734	28,107	53,007	66,568	274,409
<b>NON-CURRENT LIABILITIES</b>											
351	Long term debt, net of current - capital	-	-	-	-	-	-	-	-	-	-
352	Long term debt, net of current - operating	-	-	-	-	-	-	-	-	-	-
353	Non current liabilities	15,413	12,534	25,840	17,823	12,916	4,759	-	-	-	-
354	Accrued compensated absences - non-current	41,605	44,002	52,381	23,046	33,624	-	16,965	18,500	46,452	-
355	Loan liability - non current	-	-	-	-	-	-	-	-	-	-
356	FASB 5 liabilities	-	-	-	-	-	-	-	-	-	-
357	Accrued pension and OPEB liabilities	-	-	-	-	-	-	-	-	-	-
350	Total non-current liabilities	57,018	56,536	78,221	40,869	46,540	4,759	16,965	18,500	46,452	-
300	Total liabilities	95,884	180,998	153,974	547,314	113,397	12,493	45,072	71,507	113,020	274,409
<b>EQUITY</b>											
508.1	Invested in capital assets	-	-	-	-	-	-	-	-	-	-
509.2	Fund balance reserved	9,428,483	18,675,540	1,669,348	2,010,865	809,009	2,292,563	7,326,179	1,692,315	760,107	54,863
511.2	Unreserved, designated fund balance	-	-	-	-	-	-	-	-	-	-
511.1	Restricted net assets	-	-	-	-	-	-	-	-	-	2,415
512.1	Unrestricted net assets	31,057	744,438	95,203	69,439	88,332	(4,549)	48,887	97,919	59,369	8,865,057
512.2	Unreserved undesignated fund balance	-	-	-	-	-	-	-	-	-	-
513	Total equity/net assets	9,459,540	19,419,978	1,764,551	2,080,304	897,341	2,288,014	7,375,066	1,790,234	819,476	8,925,325
600	<b>TOTAL LIABILITIES AND EQUITY/NET ASSETS</b>	<b>\$ 9,555,424</b>	<b>\$ 19,600,976</b>	<b>\$ 1,918,525</b>	<b>\$ 2,627,618</b>	<b>\$ 1,010,738</b>	<b>\$ 2,300,507</b>	<b>\$ 7,420,138</b>	<b>\$ 1,861,741</b>	<b>\$ 932,496</b>	<b>\$ 9,199,734</b>

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**September 30, 2014**

Line Item #	Accounts Description	Fund 200 Other										Project Totals													
		AMP 3005	AMP 3006	AMP 3007	AMP 3008	AMP 3009	AMP 3010	AMP 3016	AMP 3020	AMP 3021	Project														
<b>CURRENT LIABILITIES</b>																									
311	Bank overdraft	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
312	Accounts payable < 90 days	45,955	-	1,965	17,644	7,043	9,904	19,322	20,923	1,907	-	-	-	-	-	-	-	-	-	-	-	-	-	542,848	
313	Accounts payable > 90 days past due	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,356,012
321	Accrued wage/payroll taxes payable	6,776	-	1,878	3,631	2,205	2,864	5,809	1,793	3,925	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110,507
322	Accrued compensated absences - current portion	11,613	-	5,699	9,140	9,140	5,699	5,699	9,140	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	217,203
324	Accrued contingency liability	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
325	Accrued interest payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
331	Accounts payable - HUD PHA programs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
332	Accounts payable - PHA projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
333	Accounts payable - other gov.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
341	Tenant security deposits	23,671	-	14,313	33,279	13,991	21,333	69,923	15,863	20,196	-	-	-	-	-	-	-	-	-	-	-	-	-	-	227,385
342	Deferred revenues	145	-	196	2,290	788	428	2,798	2,417	132	-	-	-	-	-	-	-	-	-	-	-	-	-	-	605,821
343	Current portion of LT debt - capital projects / mortg	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,524
344	Current portion of LT debt - operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	48,911
345	Other current liabilities	716	-	234	-	-	-	120	-	33,376	-	-	-	-	-	-	-	-	-	-	-	-	-	-	46,878
346	Accrued liabilities - other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
347	Inter program - due to	46,418	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	509,778
348	Loan liability - current	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
310	Total current liabilities	135,294	-	24,285	65,984	33,167	40,228	103,671	50,136	59,536	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,151,019
<b>NON-CURRENT LIABILITIES</b>																									
351	Long term debt, net of current - capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
352	Long term debt, net of current - operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,934
353	Non current liabilities	6,251	-	9,697	1,442	-	13,468	19,504	3,848	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	197,876
354	Accrued compensated absences - non-current	46,452	-	22,796	36,560	36,560	22,796	22,796	36,560	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	868,811
355	Loan liability - non current	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
356	FASB 5 liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
357	Accrued pension and OPEB liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
350	Total non-current liabilities	52,703	-	32,493	38,002	36,560	36,264	42,300	40,408	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,217,621
300	Total liabilities	187,997	-	56,778	103,986	69,727	76,492	145,971	90,544	59,536	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,358,640
<b>EQUITY</b>																									
508.1	Invested in capital assets	5,363,228	-	2,156,615	3,168,775	1,640,033	1,607,450	9,603,608	4,604,511	11,820,907	-	-	-	-	-	-	-	-	-	-	-	-	-	-	122,587,564
509.2	Fund balance reserved	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
511.2	Unreserved, designated fund balance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
511.1	Restricted net assets	716	-	234	-	-	-	821,919	-	33,376	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,177,901
512.1	Unrestricted net assets	54,373	-	35,200	75,243	38,668	136,213	155,292	16,291	78,034	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,743,224
512.2	Unreserved undesignated fund balance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
513	Total equity/net assets	5,418,317	-	2,192,049	3,244,018	1,678,701	1,743,663	10,580,819	4,620,802	11,932,317	-	-	-	-	-	-	-	-	-	-	-	-	-	-	144,508,689
600	<b>TOTAL LIABILITIES AND EQUITY/NET ASSETS</b>	<b>5,606,314</b>	<b>\$</b>	<b>2,248,827</b>	<b>\$</b>	<b>3,348,004</b>	<b>\$</b>	<b>1,748,428</b>	<b>\$</b>	<b>1,820,155</b>	<b>\$</b>	<b>10,726,790</b>	<b>\$</b>	<b>4,711,346</b>	<b>\$</b>	<b>11,991,853</b>	<b>\$</b>	<b>11,251,234</b>	<b>\$</b>	<b>148,877,329</b>	<b>\$</b>	<b>148,877,329</b>	<b>\$</b>	<b>148,877,329</b>	

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Accounts Description	AMP 2301	AMP 2302	AMP 2303	AMP 2304	AMP 2305	AMP 2306	AMP 2307	AMP 2308	AMP 2309
<b>REVENUE</b>										
70300	Net tenant rental revenue	\$ 37,749	\$ 207,103	\$ 626,881	\$ 40,080	\$ -	\$ 412,747	\$ 591,162	\$ 325,839	\$ 120,045
70400	Tenant revenue - other	3,521	4,066	10,728	5,713	-	9,815	15,011	24,660	28,158
70500	Total tenant revenue	41,270	211,171	637,609	45,793	-	422,562	606,173	350,499	148,203
70600	HUD PHA operating grants	546,875	645,678	1,055,557	285,173	-	649,583	858,551	1,559,316	1,173,673
70610	Capital grants	-	-	-	-	-	-	-	-	-
70700	Management fee	-	-	-	-	-	-	-	-	-
70720	Asset management fee	-	-	-	-	-	-	-	-	-
70730	Bookkeeping fee	-	-	-	-	-	-	-	-	-
70740	Front line service fee	-	-	-	-	-	-	-	-	-
70750	Other fees	-	-	-	-	-	-	-	-	-
70760	Total fee revenue	546,875	645,678	1,055,557	285,173	-	649,583	858,551	1,559,316	1,173,673
70800	Other government grants	-	-	-	-	-	-	-	-	-
71100	Investment income - unrestricted	-	-	-	-	-	-	-	-	-
71200	Mortgage interest income	-	-	-	-	-	-	-	-	-
71300	Proceeds from disposition of assets held for sale	-	-	-	-	-	-	-	-	-
71310	Cost of sale of assets	-	-	-	-	-	-	-	-	-
71400	Fraud recovery	-	-	-	-	-	-	-	-	-
71500	Other revenue	4,874	3,222	6,191	5,368	-	(20,100)	3,310	(14,704)	9,102
71600	Gain or loss on sale of capital assets	-	-	-	-	-	-	-	-	-
72000	Investment income - restricted	-	-	-	-	-	-	-	-	-
70000	Total revenue	595,010	860,071	1,699,667	316,332	-	1,052,045	1,458,034	1,895,111	1,328,978
<b>EXPENSES</b>										
<b>Administrative:</b>										
91100	Administrative salaries	13,864	68,202	93,495	28,983	-	79,325	78,205	116,733	41,214
91200	Auditing fees	423	2,208	4,578	706	4,433	2,649	3,532	4,151	3,073
91300	Management fee	384,001	80,653	188,875	29,697	-	108,868	146,801	168,880	119,881
91310	Bookkeeping fee	2,100	10,890	22,851	3,517	-	12,909	17,753	20,423	14,498
91400	Advertising and marketing	-	-	-	-	-	-	-	-	-
91500	Employee benefit contributions - administrative	6,941	26,777	46,659	13,962	-	36,700	37,800	46,600	21,237
91600	Office expenses	3,718	6,976	10,728	3,763	-	6,821	8,956	10,823	8,388
91700	Legal expense	-	-	-	-	-	3,627	-	-	-
91800	Travel	40,468	250	487	-	-	679	946	1,730	116
91810	Allocated overhead	-	-	-	-	-	-	-	-	-
91900	Other fees	34,367	110,021	248,633	40,622	-	133,013	164,855	217,885	207,695
91000	Total administrative	485,522	313,277	616,404	120,240	4,433	381,485	458,236	587,126	466,204
92000	Asset management fee	2,880	15,000	31,080	-	-	18,000	24,000	770	20,880
<b>Tenant services:</b>										
92100	Salaries	4,714	6,507	23,783	-	-	19,003	40,208	-	-
92200	Relocation costs	-	-	-	-	-	-	-	-	-
92300	Employee benefit contributions	2,209	2,582	11,125	-	-	9,133	19,269	-	-
92400	Other	-	4,888	5,465	114	-	4,157	866	866	1,264
92500	Total tenant services	6,923	12,972	40,373	114	-	30,119	63,834	866	1,264
<b>Utilities:</b>										
93100	Water	7,777	64,273	44,362	25,469	86,007	21,184	37,325	112,814	90,781
93200	Electricity	9,057	23,595	72,591	2,901	-	107,682	141,463	28,391	23,253
93300	Gas	449	4,463	13,188	-	-	16,885	31,347	8,189	2,290
93400	Fuel	-	-	-	-	-	-	-	-	-
93500	Labor	-	-	-	-	-	-	-	-	-
93600	Sewer	6,017	15,231	66,923	3,834	-	16,481	51,843	23,838	19,216
93900	Other utilities expense	-	-	-	-	-	-	-	-	-
93000	Total utilities	23,300	107,532	197,055	32,204	86,007	161,312	281,978	173,232	135,540
<b>Ordinary maintenance &amp; operations:</b>										
94100	Labor	17,292	202,031	136,311	43,823	2,063	138,166	156,809	242,844	67,310
94200	Materials and other	10,583	35,382	44,198	16,784	12	24,716	29,772	88,932	86,584
94300	Contracts	22,663	105,170	166,969	25,384	3,362	97,052	152,648	133,901	69,588
94500	Employee benefits contribution	6,040	97,129	64,958	20,780	845	65,711	71,722	111,806	34,556
94000	Total ordinary maintenance & operations	56,578	439,712	414,026	108,771	6,262	325,635	410,950	578,373	209,988



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Accounts Description	AMP 2310	AMP 2311	AMP 2312	AMP 2313	AMP 2314	AMP 2315	AMP 2316	AMP 7001	AMP 3002	AMP 3003
<b>REVENUE</b>											
70300	Net tenant rental revenue	\$ 103,278	\$ 387,003	\$ 89,896	\$ 69,912	\$ 128,282	\$ -	\$ 187,956	\$ 289,850	\$ 222,890	\$ -
70400	Tenant revenue - other	9,201	30,244	26,233	8,992	15,111	-	5,140	8,532	18,901	200
70500	Total tenant revenue	112,579	417,247	116,129	77,974	143,393	-	193,096	298,382	241,791	200
70600	HUD PIH operating grants	261,680	829,041	910,057	491,401	662,042	310,640	133,236	316,658	300,244	4,483,680
70610	Capital grants	-	-	-	425,556	-	-	-	-	-	-
70700	Management fee	-	-	-	-	-	-	-	-	-	-
70720	Asset management fee	-	-	-	-	-	-	-	-	-	-
70730	Bookkeeping fee	-	-	-	-	-	-	-	-	-	-
70740	Front line service fee	-	-	-	-	-	-	-	-	-	-
70750	Other fees	-	-	-	-	-	-	-	-	-	-
70770	Total fee revenue	261,680	829,041	910,057	491,401	662,042	310,640	133,236	316,658	300,244	4,483,680
70800	Other government grants	-	-	-	-	-	-	-	-	-	190,000
71000	Investment income - unrestricted	-	-	-	-	-	-	-	-	-	-
71200	Mortgage interest income	-	-	-	-	-	-	-	-	-	-
71300	Proceeds from disposition of assets held for sale	-	-	-	-	-	-	-	-	-	-
71310	Cost of sale of assets	-	-	-	-	-	-	-	-	-	-
71400	Fraud recovery	-	-	-	-	-	-	-	7,538	-	-
71500	Other revenue	120	34,746	3,090	949	88	-	423	2,223	595	-
71600	Gain or loss on sale of capital assets	-	-	-	-	-	-	-	-	-	-
72000	Investment income - restricted	-	-	-	-	-	-	-	-	-	1,895,326
70000	Total revenue	374,379	1,390,034	1,029,276	965,280	805,523	310,640	326,755	625,001	542,330	6,509,206
<b>EXPENSES</b>											
<b>Administrative:</b>											
91100	Administrative salaries	41,361	46,499	138,196	49,750	60,600	-	28,462	49,230	52,903	3,414
91200	Auditing fees	6,077	37,755	2,472	1,341	1,978	-	1,148	2,119	2,649	-
91300	Management fee	35,614	117,404	94,953	54,330	77,959	-	47,445	80,688	73,060	60,470
91310	Bookkeeping fee	4,065	14,195	6,570	9,428	8,834	-	9,738	9,759	8,834	2,250
91400	Advertising and marketing	-	-	119	-	-	-	-	-	-	-
91500	Employee benefit contributions - administrative	17,539	23,404	23,668	29,501	29,501	-	13,400	23,033	24,965	1,600
91600	Office expenses	5,818	7,313	8,323	7,405	6,950	4	5,983	7,978	9,155	1,677
91700	Legal expense	-	-	-	1,509	-	-	-	-	-	-
91800	Travel	-	816	150	-	656	-	-	811	63	559
91610	Allocated overhead	-	-	-	-	-	-	-	-	-	-
91000	Other fees	61,659	169,237	225,672	89,818	165,626	706	50,870	116,047	133,670	5,892
91000	Total administrative	170,333	415,623	545,818	232,892	354,207	710	153,048	289,684	304,769	75,862
92000	Asset management fee	-	19,440	16,800	9,120	13,440	-	7,800	14,400	-	3,000
<b>Tenant services:</b>											
92100	Salaries	-	-	-	-	-	-	5,479	12,092	8,188	-
92200	Recreation costs	-	-	-	-	-	-	2,545	5,643	4,249	-
92300	Employee benefit contributions	-	-	-	-	-	-	462	3,718	4,473	-
92400	Other	-	236	1,653	1,290	1,240	-	462	-	-	5,281
92000	Total tenant services	-	236	1,653	1,290	1,240	-	949	21,459	17,020	8,281
<b>Utilities:</b>											
93100	Water	28,481	111,988	38,126	48,681	39,828	-	20,895	35,482	97,770	64,749
93200	Electricity	2,350	4,904	26,943	8,759	17,361	-	99,311	62,629	15,940	6,705
93300	Gas	-	409	678	1,325	1,618	-	12,761	24,972	1,391	298
93400	Fuel	-	-	-	-	-	-	-	-	-	-
93500	Labor	-	-	-	-	-	-	-	-	-	-
93600	Sewer	11,898	40,322	29,095	19,164	22,711	-	13,841	31,109	21,635	21,261
93900	Other utilities expense	-	-	-	-	-	-	-	-	-	-
93000	Total utilities	39,619	157,718	99,811	77,929	81,208	-	108,909	174,392	136,644	82,003
<b>Ordinary maintenance &amp; operations:</b>											
94100	Labor	54,832	142,459	215,238	86,774	140,862	672	27,699	36,001	66,638	-
94200	Materials and other	21,252	82,082	44,080	24,971	63,595	3,135	4,250	20,356	27,394	27
94300	Contracts	54,396	199,229	77,380	39,712	69,390	244	33,009	64,553	85,320	18,016
94500	Employee benefits contribution	26,158	67,595	100,472	40,520	63,281	193	12,532	16,760	43,411	-
94000	Total ordinary maintenance & operations	156,638	459,381	438,070	191,077	317,058	4,244	78,050	137,679	223,063	18,043



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Accounts Description	AMP 3005	AMP 3006	AMP 3007	AMP 3008	AMP 3009	AMP 3010	AMP 3016	AMP 3020	AMP 3021	Other Projects	Project Totals
<b>REVENUE</b>												
70300	Net tenant rental revenue	\$ 119,511	\$ -	\$ 77,236	\$ 137,263	\$ 166,996	\$ 117,056	\$ 331,465	\$ 102,845	\$ 244,245	\$ -	\$ 5,118,510
70400	Tenant revenue - other	34,372	-	10,916	18,651	3,788	25,177	51,594	18,795	4,121	-	399,912
70500	Total tenant revenue	153,883	-	87,152	155,914	170,784	142,233	383,059	121,740	248,366	-	5,517,422
70600	HUD PHA operating grants	560,430	-	270,155	815,089	187,959	492,205	729,747	274,802	232,161	-	18,724,833
70610	Capital grants	1,909,941	-	-	75,039	-	1,024	-	-	-	-	2,411,060
70710	Management fee	-	-	-	-	-	-	-	-	-	-	-
70720	Asset management fee	-	-	-	-	-	-	-	-	-	-	-
70730	Bookkeeping fee	-	-	-	-	-	-	-	-	-	-	-
70740	Front line services fee	-	-	-	-	-	-	-	-	-	-	-
70750	Other fees	-	-	-	-	-	-	-	-	-	-	-
70700	Total fee revenue	2,470,071	-	270,155	890,127	187,959	493,230	729,747	274,802	232,161	-	21,138,893
70800	Other government grants	-	-	-	-	-	-	-	-	-	-	190,000
71100	Investment income - unrestricted	-	-	-	-	-	-	-	-	-	-	-
71200	Mortgage interest income	-	-	-	-	-	-	-	-	-	-	-
71300	Proceeds from disposition of assets held for sale	-	-	-	-	-	-	-	-	-	-	-
71310	Cost of sale of assets	-	-	-	-	-	-	-	-	-	-	-
71400	Fraud recovery	-	-	-	-	-	-	-	1,573	-	-	8,111
71500	Other revenue	2,846	26,504	18,965	46,601	53,397	16,081	8,395	23,523	1,855	84,197	324,581
71600	Gain or loss on sale of capital assets	-	-	-	-	-	-	-	-	-	-	1,855,325
72000	Investment income - restricted	-	-	-	-	-	-	-	-	-	-	-
70000	Total revenue	2,926,602	26,504	396,292	792,662	414,140	591,544	1,121,181	421,638	482,382	84,197	29,008,333
<b>EXPENSES</b>												
<b>Administrative:</b>												
91100	Administrative salaries	89,728	-	24,393	56,166	36,813	37,210	78,180	26,129	72,047	-	1,412,700
91200	Auditing fees	2,648	-	1,043	2,102	1,325	1,391	3,146	1,078	1,978	-	96,202
91300	Management fee	68,222	-	42,288	86,394	55,188	129,188	129,188	43,414	82,549	-	2,444,489
91310	Bookkeeping fee	8,247	-	5,115	10,448	6,675	7,710	15,623	5,250	9,963	-	246,207
91400	Advertising and marketing	-	-	-	-	-	-	-	-	-	-	250
91500	Employee benefit contributions - administrative	46,620	-	11,479	27,512	16,872	17,511	36,705	14,113	33,949	-	661,876
91600	Office expenses	8,139	-	4,340	9,369	5,126	5,573	9,717	5,785	6,352	-	175,160
91700	Legal expense	-	-	-	-	-	-	-	-	34,029	-	39,165
91800	Travel	63	-	-	308	31	-	8	12	804	-	48,895
91810	Allocated overhead	-	-	-	-	-	-	-	-	-	-	-
91800	Other fees	159,048	-	56,919	102,848	62,846	81,689	189,846	76,472	82,096	-	3,037,353
91000	Total administrative	382,914	-	145,567	287,165	183,668	215,041	492,515	175,253	323,767	-	8,162,287
92000	Asset management fee	-	-	7,080	-	-	-	21,390	7,320	13,440	-	245,810
<b>Tenant services:</b>												
92100	Salaries	8,189	-	-	6,119	3,856	-	2,057	3,136	18,739	-	163,088
92200	Relocation costs	-	-	-	-	-	-	-	-	-	-	-
92300	Employee benefit contributions	4,249	-	2,782	1,753	935	935	935	1,426	8,883	-	76,783
92400	Other	4,620	-	5,318	563	1,282	276	2,467	2,395	6,171	-	50,144
92500	Total tenant services	18,088	-	5,318	9,465	6,001	276	5,452	6,957	38,793	-	308,015
<b>Utilities:</b>												
93100	Water	50,240	-	18,043	68,729	23,438	57,448	24,593	28,253	26,624	-	1,269,952
93200	Electricity	15,215	-	7,203	10,466	6,515	11,331	10,777	11,470	24,096	-	733,778
93300	Gas	1,289	-	1,299	2,595	1,449	2,677	3,061	1,698	8,387	-	141,173
93400	Fuel	-	-	-	-	-	-	-	-	-	-	-
93500	Laundry	-	-	-	-	-	-	-	-	-	-	-
93600	Other utilities expense	21,421	-	9,931	18,421	11,611	9,391	32,370	9,951	15,978	-	943,181
93800	Other utilities expense	-	-	-	-	-	-	-	-	-	-	-
93000	Total utilities	88,165	-	36,472	99,878	45,013	81,237	71,699	52,372	72,995	-	2,579,094
<b>Ordinary maintenance &amp; operations:</b>												
94100	Labor	96,938	-	60,690	104,729	66,003	92,530	177,142	83,696	7,314	-	2,467,265
94200	Materials and other	64,825	-	32,441	34,854	21,755	51,672	101,877	21,231	6,542	-	871,092
94300	Contracts	71,351	-	51,217	66,138	38,534	66,489	178,830	73,529	72,665	-	1,885,435
94500	Employee benefits contribution	43,411	-	24,475	48,428	30,521	37,334	73,532	24,825	2,588	-	1,131,883
94000	Total ordinary maintenance & operations	276,725	-	168,793	254,149	156,633	248,025	532,372	173,271	91,109	-	6,555,655

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Accounts Description	AMP 2301	AMP 2302	AMP 2303	AMP 2304	AMP 2305	AMP 2306	AMP 2307	AMP 2308	AMP 2309
95100	Protective services:									
95200	Labor									
95300	Other contract costs	4,084	41,327	20,647	208		30,134	25,065	79,884	56,263
95500	Employee benefit contributions									
95000	Total protective services	4,084	41,327	20,647	208		30,134	25,065	79,884	56,263
96110	Property insurance	3,878	15,631	29,064	7,238	38,843	11,869	15,031	37,926	32,264
96120	Liability insurance									
96130	Workmen's compensation						7,595		800	
96140	All other insurance									
96100	Total insurance premiums	3,878	15,631	29,064	7,238	38,843	19,462	15,031	39,806	32,264
96200	General expenses:									
96210	Other general expenses	787	1,053	1,573	593		1,180	1,180	1,956	2,073
96300	Compensated absences		6,916	6,932			(26,503)	13,043	(34,284)	(36,264)
96400	Payments in lieu of taxes	1,579	10,179	42,775	1,810		24,848	32,716	19,516	3,509
96500	Bad debt - tenant rents	2,315	5,315	1,590	5,419		6,182	4,423	27,971	19,991
96600	Bad debt - mortgages									
96700	Bad debt - other									
96800	Servance expense									
96900	Total general expenses	4,678	23,472	51,970	7,622		5,707	51,362	15,260	(13,952)
9710	Interest of mortgage (or bonds) payable									
9720	Interest on notes payable (short and long term)	7	7	15			17	12	12	
9730	Amortization of bond issue costs									
97700	Total interest expense and amortization cost	7	7	15			17	12	12	
98000	Total operating expenses	599,850	959,055	1,400,844	279,397	135,595	971,871	1,310,298	1,473,359	989,751
97000	Excess of operating revenue over operating expenses	3,189	(108,885)	298,823	39,935	(135,565)	80,174	157,736	421,743	340,187
97100	Extraordinary maintenance	1,253	21,690	56,282	1,690	1,084	7,451	6,007	32,253	210,780
97200	Casualty losses - non capitalized									
97300	Housing assistance payments									
97350	HAP portability-in									
97400	Depreciation expense	86,010	1,014,996	303,069	135,090	22,024	299,940	288,363	801,554	83,248
97500	Fraud losses									
97600	Capital outlays - governmental funds									
97700	Debt principal payment - governmental funds									
97800	Dwelling units rent expense									
99000	Total expenses	679,113	2,095,532	1,759,995	419,177	158,673	1,279,262	1,604,698	2,307,275	1,282,819
10010	Other financing sources (uses):									
10020	Operating transfer in									
10030	Operating transfer out									
10040	Operating transfers from/to primary government									
10050	Operating transfers from/to component unit									
10060	Proceeds from notes, loans and bonds									
10070	Proceeds from property sales									
10080	Extraordinary items, net gain/loss									
10090	Special items (net gain/loss)		20,914	(816,787)				(500,000)	(600,000)	(400,000)
10091	Inter project excess cash transfer-in									
10092	Inter project excess cash transfer-out									
10093	Transfers between program and project - in									
10094	Transfers between program and project - out									
10100	Total other financing sources (uses)		20,914	(816,787)				(500,000)	(600,000)	(400,000)
10000	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	(66,924)	(1,124,517)	(875,173)	(92,845)	(158,673)	(227,217)	(636,962)	(1,012,164)	(553,641)
11020	Memo Account Information									
11030	Required annual debt principal payments	1,484,983	13,985,679	6,091,354	1,350,144	7,111,770	6,030,591	3,900,571	9,099,555	1,700,823
11040	Prior period adjustments, equity transfers and correction of errors	288	1,500	3,109	480		1,800	2,400	2,820	2,098
11190	Unit months available	280	1,432	3,047	469		1,707	2,267	2,723	1,933
11210	Number of unit months leased	277,997	19,778	462,807	76,987	(87,307)	570,893	403,673	481,040	415,037
11270	Excess cash									
11620	Building purchases									



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Accounts Description	AMP 2310	AMP 2311	AMP 2312	AMP 2313	AMP 2314	AMP 2315	AMP 2316	AMP 2302	AMP 3003
95100	Protective services:									
95200	Labor									
95300	Other contract costs	382	556	49,202	24,459	58,874		22,630	36,770	
95500	Employee benefit contributions									
95900	Total protective services	382	556	49,202	24,459	58,874		22,630	36,770	
96110	Property insurance	11,512	39,235	36,161	14,694	21,985		3,400	96,046	25,199
96120	Liability insurance									
96130	Workmen's compensation			1,979				416		1,261
96140	All other insurance									
96100	Total insurance premiums	11,512	39,235	38,140	14,694	21,985		3,816	96,046	26,460
	General expenses:									
96200	Other general expenses	1,160	787	5,353	393	9,781	279,385	787	5,839	767
96210	Compensated absences	(9,009)		2,531	61	14,383		(4,221)	(6,464)	4,741
96300	Payments in lieu of taxes	6,866	22,285	3,493	874	6,307		8,070	11,529	
96400	Bad debt - tenant rents	7,342	26,933	19,235	15,266	13,497		1,404	7,251	(693)
96500	Bad debt - mortgages									
96600	Bad debt - other									
96900	Severance expense									
96900	Total general expenses	5,892	49,973	30,622	16,464	43,841	279,385	6,040	19,195	(7,691)
96710	Interest on mortgage (or bonds) payable									
96720	Interest on notes payable (short and long term)		10	12		15				
96730	Amortization of bond issue costs									
96700	Total interest expense and amortization cost		10	12		15				
96900	Total operating expenses	364,356	1,141,154	1,217,228	569,047	661,025	264,330	396,653	279,556	701,201
97000	Excess of operating revenue over operating expenses	(9,977)	216,880	(167,452)	427,233	(96,402)	26,301	(59,896)	(154,595)	6,321,298
97100	Ordinary maintenance	7,339	22,983	55,433	37,848	43,673		1,895	30,686	58,916
97200	Casualty losses - non capitalized									
97300	Housing assistance payments									
97350	HAP profitability-in									
97400	Depreciation expense	423,006	816,479	104,020	48,148	71,552	171,550	602,263	172,365	119,791
97500	Fraud losses									
97600	Capital outlays - governmental funds									
97700	Debt principal payment - governmental funds									
97800	Dwelling units rent expense									
99000	Total expenses	821,601	1,960,628	1,376,681	654,043	1,007,150	455,898	990,801	992,597	870,794
	Other financing sources (uses):									
10010	Operating transfer in									
10020	Operating transfer from primary government									
10030	Operating transfers from component unit									
10040	Proceeds from notes, loans and bonds									
10050	Proceeds from property sales									
10060	Extraordinary items, net gain/loss									
10070	Special items (net gain/loss)									
10080	Inter project excess cash transfer in									
10091	Inter project excess cash transfer out			165,388		67,798		25,714	390,402	
10092	Transfers between program and project - in									
10093	Transfers between program and project - out									
10094	Total other financing sources (uses)			165,388		67,798		25,714	390,402	
10000	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	\$ (447,222)	\$ (920,622)	\$ (181,517)	\$ 341,237	\$ (153,629)	\$ (145,259)	\$ (638,332)	\$ (357,695)	\$ 6,255,415
	Memo Account Information									
11020	Required annual debt principal payments									
11030	Beginning equity	9,908,762	20,040,670	1,946,068	1,739,007	1,031,170	2,433,272	8,013,398	2,147,840	757,359
11040	Prior period adjustments, equity (transfer and correction of errors)									
11090	Unit months available	552	1,944	1,690	912	1,344	720	790	1,440	1,200
11210	Number of unit months leased	542	1,893	1,531	876	1,257	717	765	1,301	1,178
11270	Excess cash	30,722	6,994,445	20,000	28,054	20,000	(25,494)	20,000	34,430	20,001
11620	Building purchases									

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**PROJECT FINANCIAL DATA SCHEDULE**  
**Year Ended September 30, 2014**

Line Item #	Accounts Description	AMP 3005	AMP 3006	AMP 3007	AMP 3008	AMP 3009	AMP 3010	AMP 3016	AMP 3020	AMP 3021	Other Projects	Project Totals
95100	Protective services:											
95200	Labor											
95300	Other contract costs			377	1,323	65	1,165	1,378	972	6,491		461,286
95500	Employee benefit contributions											
95000	Total protective services			377	1,323	65	1,165	1,378	972	6,491		461,286
96110	Property insurance	26,183		16,562	20,319	12,333	24,664	46,112	10,900	3,983		594,849
96120	Liability insurance											
96130	Workmen's compensation											
96140	All other insurance	3,364										
96100	Total insurance premiums	29,547		16,562	20,319	12,333	24,664	46,112	10,900	3,983		16,108
	General expenses:											
95200	Other general expenses	1,002		787	787	787	787	1,573	2,590	787		323,617
96210	Compensated absences		26,504		34,284	38,264	9,006	4,221	5,464			47,698
96300	Payments in lieu of taxes											105,822
96400	Bad debt - tenant rents	16,676			22,470	1,021	8,897	11,293	12,069	9,320		232,078
96500	Bad debt - mortgages											
96600	Bad debt - other											
96800	Severance expense											
96000	Total general expenses	17,678	26,504	787	57,541	41,072	18,690	17,097	20,123	10,107		799,205
96710	Interest of mortgage (or bonds) payable											
96720	Interest on notes payable (short and long term)											
96730	Amortization of bond issue costs											
96700	Total interest expense and amortization cost											
96900	Total operating expenses	813,997	26,504	390,976	736,620	445,823	596,148	1,157,990	447,168	555,705		19,629,663
97000	Excess of operating revenue over operating expenses	1,813,705		53,16	62,842	(31,783)	(27,604)	(36,669)	(25,630)	(73,323)	68,672	9,179,370
97100	Extraordinary maintenance	113,502		10,158	8,176	4,015	28,485	23,753	33,261	13,973		882,278
97200	Sanitary areas - non capitalized											
97300	Hazard abatement payments											
97400	HAP payments											
97500	Demolition expense	351,227		22,603	397,997	131,045	271,110	716,536	263,781	536,904	194,196	8,667,937
97600	Fraud losses											
97700	Capital outlays - governmental funds											
97700	Debt principal payment - governmental funds											
97800	Dwelling units rent expense											
90000	Total expenses	1,277,626	26,504	617,171	1,145,993	580,883	886,743	1,889,148	744,210	1,106,682	209,711	29,380,178
	Other financing sources (uses):											
10010	Operating transfer in											
10020	Operating transfer out											
10030	Operating transfers from/to primary government											
10040	Operating transfers from/to component unit											
10050	Proceeds from notes, bonds and bonds											
10060	Proceeds from grants											
10070	Extraordinary items, net gains/losses											
10080	Special items (net gains/losses)											
10091	Inter project excess cash transfer in	356,966			622,491	139,361	344,299	101,703	5,000	75,751		2,315,787
10092	Inter project excess cash transfer out											(2,315,787)
10093	Transfers between program and project - in											
10094	Transfers between program and project - out											
10100	Transfers between project and program - out											
10000	Total other financing sources (uses)	356,966			622,491	139,361	344,299	101,703	5,000	75,751		
	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	\$ 1,705,942	\$ -	\$ (230,879)	\$ 269,190	\$ (27,482)	\$ 17,190	\$ (674,259)	\$ (317,572)	\$ (548,449)	\$ (129,514)	\$ (970,845)
	Memorandum Account Information											
11020	Beginning cash/principal payments											
11030	Ending cash	3,712,375		2,422,928	2,974,628	1,706,163	1,726,563	11,256,074	4,038,374	12,480,766	10,634,055	144,879,534
11040	Prior period adjustments, equity transfers and correction of errors											
11100	Unit months available	1,200		708	1,428	900	1,090	2,136	732	1,344		38,764
11210	Number of unit months leased	1,100		682	1,393	890	1,393	2,083	700	1,030		34,445
11270	Excess cash	20,000		10,610	18,975	18,628	69,412	29,985	6,702	20,000	2,421,320	5,731,628
11620	Building purchases	1,909,641			75,039		1,024					2,411,050

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
STATEMENT AND CERTIFICATION OF PROGRAM COSTS –  
CAPITAL FUND PROGRAM  
Year Ended September 30, 2014**

<b>2010 Capital Fund Program Grant (CFP)</b>	<b><u>NV39P018501-10</u></b>
Funds approved	\$ 5,321,878
Funds expended	<u>5,321,878</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced	\$ 5,321,878
Funds expended	<u>5,321,878</u>
Excess of funds advanced	<u>\$ -</u>
<b>2011 Replacement Housing Fund Grant (RHF)</b>	<b><u>NV39R018501-11</u></b>
Funds approved	\$ 384,498
Funds expended	<u>384,498</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced	\$ 384,498
Funds expended	<u>384,498</u>
Excess of funds advanced	<u>\$ -</u>
<b>2011 Replacement Housing Fund Grant (RHF)</b>	<b><u>NV39R018502-11</u></b>
Funds approved	\$ 210,683
Funds expended	<u>210,683</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced	\$ 210,683
Funds expended	<u>210,683</u>
Excess of funds advanced	<u>\$ -</u>
<b>2012 Replacement Housing Fund Grant (RHF)</b>	<b><u>NV39R018501-12</u></b>
Funds approved	\$ 499,413
Funds expended	<u>499,413</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced	\$ 499,413
Funds expended	<u>499,413</u>
Excess of funds advanced	<u>\$ -</u>



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
STATEMENT AND CERTIFICATION OF PROGRAM COSTS –  
CAPITAL FUND PROGRAM  
Year Ended September 30, 2014**

<b>2012 Replacement Housing Fund Grant (RHF)</b>	<b><u>NV39R018502-12</u></b>
Funds approved	\$ 189,875
Funds expended	<u>189,875</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced	\$ 189,875
Funds expended	<u>189,875</u>
Excess of funds advanced	<u>\$ -</u>
<b>2013 Replacement Housing Fund Grant (RHF)</b>	<b><u>NV39R018501-13</u></b>
Funds approved	\$ 550,485
Funds expended	<u>550,485</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced	\$ 550,485
Funds expended	<u>550,485</u>
Excess of funds advanced	<u>\$ -</u>
<b>2013 Replacement Housing Fund Grant (RHF)</b>	<b><u>NV39R018502-13</u></b>
Funds approved	\$ 186,504
Funds expended	<u>186,504</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced	\$ 186,504
Funds expended	<u>186,504</u>
Excess of funds advanced	<u>\$ -</u>

1. The distribution of costs as shown on the Actual Modernization Cost Certificates submitted to HUD for approval are in agreement with the Authority's records.
2. All modernization costs have been paid and all related liabilities have been discharged through payment.



**SINGLE AUDIT REPORT**



CliftonLarsonAllen

CliftonLarsonAllen LLP  
www.CLAconnect.com

**Independent Auditors' Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

Board of Commissioners  
Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Southern Nevada Regional Housing Authority (the Authority), which comprise the statement of net position as of September 30, 2014, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 24, 2015.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*CliftonLarsonAllen LLP*

Baltimore, Maryland

June 24, 2015





**Independent Auditors' Report on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133**

Board of Commissioners  
Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

**Report on Compliance for Each Major Federal Program**

We have audited the Southern Nevada Regional Housing Authority's (the Authority) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended September 30, 2014. The Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2014.



### **Other Matters**

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as item 2013-001. Our opinion on each major federal program is not modified with respect to this matter.

The Authority's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control Over Compliance**

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify a deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2014-001, which we consider to be a significant deficiency.

The Authority's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the it.



The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*CliftonLarsonAllen LLP*

Baltimore, Maryland

June 24, 2015

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**Year Ended September 30, 2014**

Program Title	Federal Catalog Number	Pass-through Agency	Pass Through Number	Total Federal Expenditures
<b>U.S. Department of Housing and Urban Development (HUD)</b>				
Public and Indian Housing Program	14.850	None		\$ 13,815,613
Capital Fund Program	14.872	None		7,320,280
Housing Choice Voucher Program	14.871	None		110,185,134
Supportive Housing for Persons with Disabilities	14.181	None		710,568
Resident Opportunity Support Services	14.870	None		431,522
Home Investment Partnership Program	14.239	Clark County, Nevada	None	476,930
Home Investment Partnership Program	14.239	City of Las Vegas	None	635,542
			<i>Total Home Investment Partnership Program</i>	1,112,472
Community Development Block Grant - NSP3 (Rulon Earl)	14.218	Clark County, Nevada	None	411,812
Community Development Block Grant - NSP3	14.218	Clark County, Nevada	None	2,001,778
Community Development Block Grant - NSP3	14.218	City of Las Vegas	None	1,236,293
Community Development Block Grant (Rulon Earl)	14.218	City of Las Vegas	None	409,941
			<i>Total Community Development Block Grant Cluster</i>	4,059,824
Community Development Block Grant - State's Program (NLV Homes Grant)	14.228	Nevada Housing Division	None	12,009
Community Development Block Grant - State's Program (Rulon Earl)	14.228	Nevada Housing Division	None	1,394,331
			<i>Total Community Development Block Grant - State's Program</i>	1,406,340
<b>U.S. Department of Labor</b>				
Workforce Investment Act Dislocated Worker Formula Grant	17.278	Workforce Connections	None	536,317
Workforce Investment Act Youth Activities	17.259	Workforce Connections	None	292,459
Workforce Investment Act Adult Program	17.258	Workforce Connections	None	322,918
			<i>Total Workforce Investment Act Cluster</i>	1,151,694
Workforce Investment Act (WIA) National Emergency Grant	17.277	Workforce Connections	None	20,758
<b>Total Expenditures of Federal Awards</b>				<b>\$ 140,214,205</b>

This information is an integral part of the accompanying notes.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**September 30, 2014**

**NOTE 1 – BASIS OF PRESENTATION**

The Schedule of Expenditures of Federal Awards is presented on the accrual basis of accounting and includes all expenditures of federal awards administered by the Authority. Several programs are funded jointly by the State in accordance with requirements of the various federal grants. Costs incurred for such programs are applied to Federal grant funds in accordance with the terms of the related Federal grants with the remainder applied to funds provided by the State.

All costs charged to Federal Awards are determined based on the applicable Federal grants and OMB Circular A-87, *Costs Principles Applicable to Grants and Contracts with State and Local Governments*.

**NOTE 2 – FEDERAL COGNIZANT AGENCY**

The Federal cognizant agency for the Authority is the U.S. Department of Housing and Urban Development.

**NOTE 3 – FINDINGS AND QUESTIONED COSTS**

Any findings and questioned costs identified in connection with the 2014 Single Audit would be disclosed in Schedule I.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended September 30, 2014**

**I. Summary of Independent Auditors' Results**

**Financial Statements**

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ Yes   X   No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ Yes   X   None reported
- Noncompliance material to financial statements noted? \_\_\_\_\_ Yes   X   No

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified? \_\_\_\_\_ Yes   X   No
- Significant deficiencies identified that are not considered to be material weaknesses?   X   Yes \_\_\_\_\_ None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?   X   Yes \_\_\_\_\_ No

**Identification of Major Programs**

<u>Name of Federal Program</u>	<u>CFDA Number</u>
Housing Choice Voucher Program	14.871
Public and Indian Housing Program	14.850
Capital Fund Program Cluster	14.872/14.884/14.885
Community Development Block Grant	14.218

Dollar threshold used to distinguish between type A and type B programs:   \$  3,000,000  

Auditee qualified as low-risk auditee?   X   Yes \_\_\_\_\_ No



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended September 30, 2014**

**II. Financial Statement Findings**

None noted.

**III. Federal Award Findings and Questioned Costs**

<b>Finding 2014-001</b>	<b>Public and Indian Housing Program 14.850</b>
<b>Federal Agency</b>	<b>U.S. Department of Housing and Urban Development</b>
<b>Compliance Requirement:</b>	<b>Special Test, Tenant Participation</b>
<b>Type of Finding:</b>	<b>Noncompliance, Significant Deficiency</b>

***Condition/Context***

Testing of Public Housing Tenant Participation expenditures identified multiple exceptions. Our sample reviewed 4 quarters of expenditures covering 4 tenant councils, the detail of which accounted for 45 individual transactions. The following was noted:

- Resident Council budgets were not prepared during the fiscal year as mandated by the compliance requirement.
- There were 5 transactions that were for expenses not considered allowable
- There were 4 transactions that did not contain adequate support for the expense.

***Criteria***

Per PIH 2013-21 as well as OMB A-133 CFDS 14.850 Part IV Supplement, HUD has strict requirements regarding the use of these funds including administering the funds formally per written agreements, reasonably and efficiently. The agreement must require the local resident council to account to the PHA for the use of the funds and permit the PHA to inspect and audit the resident council's financial records related to the agreement (24 CFR sections 964.150) 2 CFR part 225 appendix B 14 states, "Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable."

***Cause***

The Authority does not have adequate controls in place for reviewing and monitoring tenant participation funds.

***Effect***

The Authority is not in compliance with the federal regulations governing the tenant participation program.

***Questioned Costs***

**\$110.57**



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended September 30, 2014**

***Recommendation***

We recommend that management review its policies and procedures over the tenant participation program to ensure adequate controls exist over the disbursement of funds and that expenditures are allowable and in accordance with approved resident council budgets.

***Management's Response***

This year's questioned cost was a continuation from the FY 2013 finding. The Director of Finance has provided training to Directors, Asset Managers, and Resident Council Offices regarding allowable and disallowable cost (PIH Notice 2013-21). Please note that this year's exceptions were reduced considerably from FY 2013. Also in FY 2015, each council prepared budgets in accordance with the compliance requirement. Procedures are in place to address councils who are out of compliance. The Director of Finance, or his designee, will review all reports prepared by the Resident Service department.

***Contact***

Fredrick Haron

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
Year Ended September 30, 2014**

<b>Finding 2013-001</b>	<b>Public and Indian Housing Program 14.850</b>
<b>Federal Agency</b>	<b>U.S. Department of Housing and Urban Development</b>
<b>Compliance Requirement:</b>	<b>Special Test, Tenant Participation</b>
<b>Type of Finding:</b>	<b>Noncompliance, Significant Deficiency</b>

***Condition/Context***

Testing of Public Housing Tenant Participation expenditures identified multiple exceptions. Our sample reviewed 18 months of expenditures covering 12 tenant councils, the detail of which accounted for 99 individual transactions. The following was noted:

- Resident Council budget is not detailed and created in accordance with the required compliance requirement.
- There were 81 different transactions that had expenses that are not considered allowable or we could not determine due to a lack of supporting documentation.
- There were 57 transactions where there was no invoice and/or other supporting documentation noted for the expense.
- 5 of 18 monthly reviews did not have proper review and approval.
- There were 52 different transactions that were missing copies of checks disbursed, checks contained one signature, or payee was also one of the approvers of check.

***Recommendation***

We recommend that management review its policies and procedures over the tenant participation program to ensure adequate controls over the disbursement of funds and to ensure expenditures are allowable and in accordance with approved resident council budgets.

***Status***

A similar finding was noted during this fiscal year. See finding 2014-001.

TAB 19

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**Asset Management Plan**

On April 24, 2014, HUD San Francisco notified SNRHA of approval of request for AMP structure reorganization with an effective date of October 1, 2015.

A – SNRHA request for AMP structure reorganization

B – E-mail from Mr. Kim, confirming approval.

C – AMP Chart

A





Southern Nevada Regional Housing Authority

Post Office Box 1897  
Las Vegas, NV 89125  
(702) 922-6800  
TTY (702) 387-1898

Fr. Dave Casaleggio  
Chairperson

Robert Noyes, Jr.  
Vice Chairperson

Theresa Davis  
Commissioner

Cheria Goodloc  
Commissioner

Dora D. LaGrande  
Commissioner

Patrick Mitchell  
Commissioner

Dishonne Muhammad  
Commissioner

Anand Nair  
Commissioner

Tim O'Callaghan  
Commissioner

Deborah Patton  
Commissioner

Marco Rauda  
Commissioner

Patrick Smith  
Commissioner

Sanje Sedera  
Commissioner

John N. Hill  
Executive Director

April 7, 2014

Mr. Jesse Wu  
Acting Director Office of Public Housing  
U. S. Department of Housing & Urban Development  
600 Harrison Street  
San Francisco, CA 94107-1387

Dear Mr. Wu:

**RE: NV018, SNRHA - New Development Numbers in PIC System**

SNRHA is in the process of submitting proposed AMP changes for our building and units in the PIC System under our Public Housing Organization. Based on HUD procedures, we are requesting the following development numbers be added to PIC for AMP Reconfiguration.

NV018002401 Elderly East  
NV018002402 Elderly West 1  
NV018002403 Elderly West 2  
NV018002404 Henderson  
NV018002405 Otto Merida  
NV018002406 Family 1  
NV018002407 Family 2  
NV018002408 Family 3  
NV018002409 Scattered Sites  
NV018000410 Vera Johnson B

If you have any further questions, please contact me.

Sincerely,

John N. Hill  
Executive Director

cc: Richard Kim - HUD San Francisco  
Dwayne Alexander, Fred Haron, Ken Wood, Karen Gratopp, Jose Murillo

**B**

**From:** Kim, Richard T [<mailto:Richard.T.Kim@hud.gov>]  
**Sent:** Thursday, April 24, 2014 2:26 PM  
**To:** Karen Gratopp; Kenneth Wood; Dwayne Alexander  
**Cc:** Fred Haron; Jose Murillo; Amparo Gamazo  
**Subject:** RE: NV018 SNRHA - NEW DEVELOPMENT NUMBERS IN PIC SYSTEM

Karen, Ken, and Dwayne:

Just giving you an update – I've marked the regrouping proposal as approved. As expected, PIC automatically set the effective date to 10/01/2015, because of the date SNRHA submitted the proposal was after the deadline for FYB 10/01/2014.

I've verified that the proposal did not include any buildings in a demo/dispo status, including the units at Landsman Gardens or the Clark County Section 32 units.

I've contacted both REAC FMD and the IMS-PIC operations teams to request that they modify the effective date to 10/01/2014. I will keep you updated on this.

Please keep in mind that even if REAC approves/changes the effective date to 10/01/2014, the CY2015 Operating Subsidy is based on the development groupings in PIC on 6/30/2014. This means for Calendar Year 2015, SNRHA will receive Operating Subsidy based on the "old" development groupings but PIC will show the "new" development groupings. In a best case scenario, I would expect everything to match (both PIC and Operating Subsidy processing) starting with the **CY2016** Operating Subsidy.

Sincerely,  
Richard

**From:** Kim, Richard T  
**Sent:** Tuesday, April 22, 2014 2:16 PM  
**To:** 'Karen Gratopp'; 'Kenneth Wood'; 'Dwayne Alexander'  
**Cc:** 'Fred Haron'; 'Jose Murillo'; 'Amparo Gamazo'  
**Subject:** RE: NV018 SNRHA - NEW DEVELOPMENT NUMBERS IN PIC SYSTEM

Thanks, Karen – I can confirm that PIC does show the development regrouping proposal as submitted on our end.

I'm reviewing the proposal now and will likely mark it as approved this week. PIC will automatically assign the effective date to 10/1/**2015**, however our office will ask both REAC FMD/Operating Subsidy and PIC operations to revise the effective date to 10/1/2014. This will be up to them to decide, but I'm cautiously optimistic that they will do so.

Sincerely,  
Richard

**From:** Kim, Richard T [<mailto:Richard.T.Kim@hud.gov>]  
**Sent:** Friday, May 23, 2014 12:07 PM  
**To:** Dwayne Alexander; Fred Haron  
**Cc:** John Hill; Amparo Gamazo; Kenneth Wood; Karen Gratopp; Williamson, Andrea D; Garcia, Claire A  
**Subject:** FW: Request: Development regrouping proposal effective date change (Southern Nevada Regional HA, NV018)

Dwayne and Fred:

I emailed earlier today letting you know that SNRHA's development regrouping effective date in PIC was changed to 10/1/2014.

However, in addition to verifying that the regrouping is processed by PIC successfully on that date, SNRHA should also follow Andrea's instructions below in regards to your PHA's PHAS submissions. Andrea refers to the regroupings that must be "locked in" for FASS (Financial) and PASS (Physical) on 10/1/2014—SNRHA must create an unaudited submission on 10/1/2014 to cover 10/1/2013 through 9/30/2014.

If you have any questions on how to do this, please let me and Andrea know.

Sincerely,  
Richard

**From:** Williamson, Andrea D  
**Sent:** Thursday, May 15, 2014 6:18 AM  
**To:** Kim, Richard T; Gallagher, Kevin J; Steen, Matthew; Dalzell, Robert D; REAC\_OpSub; IMSPIC  
**Cc:** Wu, Jesse; Windt, Gerard; PIC\_IT; Wilkerson, Daniel C; Jones, William G; Miele, Nicholas X  
**Subject:** RE: Request: Development regrouping proposal effective date change (Southern Nevada Regional HA, NV018)

Good morning Richard,

NV018 can have an effective date of 1 October 2014. However, the PHA must create an unaudited submission on 1 October 2014 (covering the period October 1, 2013 - September 30, 2014). This will lock in the Old Groupings. Once the unaudited submission is created, they will be free to change to the New Groupings. The representatives from FASS and PASS authorize the change of the effective date of the regrouping from October 1, 2015 to September 30, 2014. If you have any further questions, please feel free to reach me at the number below, thank you.

*Andrea D. Williamson*  
*Real Estate Analyst, HUD/PIH/REAC/PMO*  
*The Potomac Center, 2<sup>nd</sup> Floor, 550 12<sup>th</sup> St., SW*  
*Washington, DC 20410*  
*202-475-8607: voice*  
*[Andrea.D.Williamson@hud.gov](mailto:Andrea.D.Williamson@hud.gov): email*



C



<b>AMP</b>	<b>Property Number</b>	<b>Property Name</b>
16	ph016ssh	Scattered Site (Henderson)
16	ph016ssd	Scattered Sites (Demo/Dispo)
16	ph016sst	Scattered Sites (Las Vegas South)
310	ph226sst	Scattered Sites North
310	ph231sst	Scattered Sites North
310	ph232sst	Scattered Sites North
401	ph205gra	Archie Grant Park
401	ph250bal	Bennett Plaza
401	ph251joh	Lubertha Johnson Estates
402	ph212dow	James Down Towers
402	ph221sar	Arthur Sartini Plaza
402	ph223spx	Arthur Sartini Plaza Annex
403	ph208lev	Harry Levy Gardens
403	ph224bre	Aida Brents Gardens
403	ph730ros	Rose Gardens
404	ph002esp	Espinoza Terrace
404	ph005ham	Hampton Court
404	ph009sch	Schaffer Heights
405	ph248mer	Otto Merida Desert Villas
406	ph008bie	Biegger Estates
406	ph020sim	Simmons Manor
406	ph206cra	Ernie Cragin Terrace
406	ph222vja	Vera Johnson A
407	ph007hul	Hullum Homes
407	ph010jon	Jones Gardens
407	ph201mar	Marble Manor
408	ph214she	Sherman gardens
408	ph215vil	Villa Capri
408	ph228mmx	Marble Manor Annex
408	ph261sgx	Sherman Gardens Annex
409	ph246sst	Scattered Sites North
409	ph247sst	Scattered Sites North
410	ph229vjb	Vera Johnson B (VJBRAD Appl)

**TAB 20**

**Southern Nevada Regional Housing Authority**  
**Agency Plan FY 2016-2020**

**Statements and Certifications**  
**Amendment 01 - December 2015**

- (a) **Form HUD-50077**, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (PDF- nv018a01)
  
- (b) **Form HUD-50070**, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) (PDF- nv018b01)
  
- (c) **Form HUD-50071**, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) (PDF- nv018c01)
  
- (d) **Form SF-LLL**, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) (PDF- nv018d01)
  
- (e) **Form SF-LLL-A**, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) (PDF- nv018e01)
  
- (f) **Resident Advisory Board (RAB) comments.** Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (PDF- nv018f01)
  
- (g) **Challenged Elements** (PDF- nv018g01)

A

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 10/1/2015, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.



12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Southern Nevada Regional Housing Authority

NV-18

PHA Name


PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20<sup>16</sup> - 20<sup>20</sup>

Annual PHA Plan for Fiscal Years 20<sup>16</sup> - 20<sup>20</sup>

**Amendment 01**

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  Dcn. Tim O'Callaghan	Title  Board Chairman
Signature 	Date  11-23-15

**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.


Southern Nevada Regional Housing Authority

NV-18

PHA Name

PHA Number/HA Code

**Amendment 01**

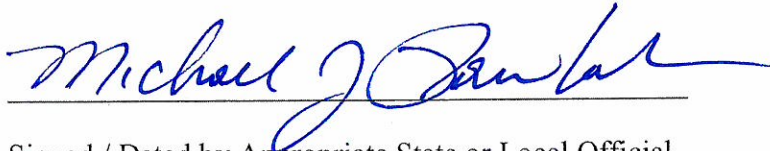
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official Dcn. Tim O'Callaghan	Title Board Chairman
Signature 	Date 11-23-15

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Michael Pawlak the Manager, Community Resources certify that the Five Year and  
Annual PHA Plan of the Southern Nevada Regional Housing Authority is consistent with the Consolidated Plan of  
Clark County prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

OCT 14 8 06 AM '15

SNRHA  
DEV/MOD DEPT

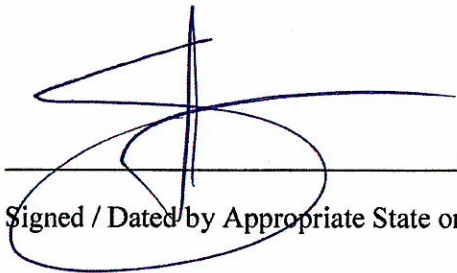


**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Stephen K. Harsin, AICP the Director Office of Community Services certify that the Five Year and Annual PHA Plan of the Southern Nevada Regional Housing Authority is consistent with the Consolidated Plan of City of Las Vegas prepared pursuant to 24 CFR Part 91.

  
11-18-15  
Signed / Dated by Appropriate State or Local Official

## **RESOLUTION NO. SNRHA-63**

### **APPROVAL OF RESOLUTION NO. SNRHA-63 AMENDING OUR CURRENT AGENCY PLAN FY2016 AND FIVE-YEAR ACTION PLAN FY2016-FY2020**

WHEREAS, the SNRHA is in need of updating the current Agency Plan and Five Year Action Plan FY2016-FY2020, to address required updated language under the Rental Assistance Demonstration Program (RAD).

WHEREAS, the proposed activities are not included in the current Agency Plan; therefore, to add the proposed activities would be considered a substantial deviation from our current Annual Plan and Five-year Action Plan requiring a forty five day public comment period from October 5, 2015 through November 18, 2015 and a public hearing on November 18, 2015.

WHEREAS, the proposed Agency Plan Amendment No. 01 addressed all required updates pursuant to PIH Notice PIH 2012-32 Rev 2, Attachment 1D - Requirements for RAD-Specific PHA Plan and/or Significant Amendment to the PHA Plan Submission related to the RAD Conversion and Conditional Housing Assistance Payment (CHAP) issued for: Vera Johnson Manor B (120 Family Public Housing Property); Biegger Estates (119 Family Public Housing Property) and Rose Gardens (120 Senior Public Housing Property) updating the following:

- Changes to Chapter 4 and New Chapter 16 to the Admissions and Continued Occupancy Policy (ACOP)
- Changes to Chapter 17 of the Housing Choice Voucher ADMIN Plan
- Changes to the Capital Fund Program Five-Year 2015-2019 Action Plan
- Changes to applicable Sections of the PHA Plan form HUD-50075

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY, NEVADA**

- I. The Board of Commissioners does hereby approve the amendment to the current Agency Plan and Five-Year Action Plan FY2016-2020 as proposed under Amendment 01.
- II. The Executive Director is hereby authorized and directed to execute all legal and other documents necessary to implement and effectuate the changes to the current Agency Plan and Five Year Action Plan FY 2016-FY2020 including all applicable sections of ACOP, ADMIN Plan, Capital Fund 5-Year Action Plan and the current Agency Plan Template form HUD-50075, pursuant to the applicable requirements and regulations.



III. This Resolution shall be in full force and effect immediately upon its approval and adoption.

APPROVED AND ADOPTED THIS 19<sup>th</sup> day of November 2015.

BY:   
\_\_\_\_\_  
DCN. TIM O'CALLAGHAN  
Chairperson

ATTEST:   
\_\_\_\_\_  
JOHN N. HILL  
Executive Director/Secretary

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 10/1/2015, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.



12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Southern Nevada Regional Housing Authority

NV-18

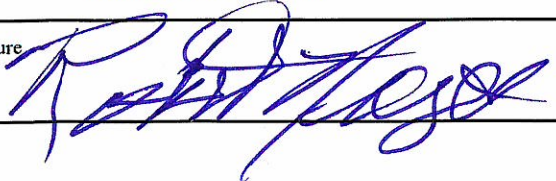
PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20<sup>16</sup> - 20<sup>20</sup>

Annual PHA Plan for Fiscal Years 20<sup>16</sup> - 20<sup>20</sup>

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  Robert J. Noyes, Jr.	Title  Board Chairman
Signature 	Date  7/10/15

**Civil Rights Certification**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Southern Nevada Regional Housing Authority

NV-18

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

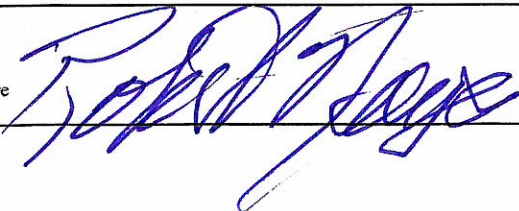
Name of Authorized Official

Robert J. Noyes, Jr.

Title

Board Chairman

Signature



Date

7/10/15



Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Michael Pawlak the Manager, Community Resources certify that the Five Year and  
Annual PHA Plan of the Southern Nevada Regional Housing Authority is consistent with the Consolidated Plan of  
Clark County prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

Received By: Dev/Mod Dept.

May 1, 2015

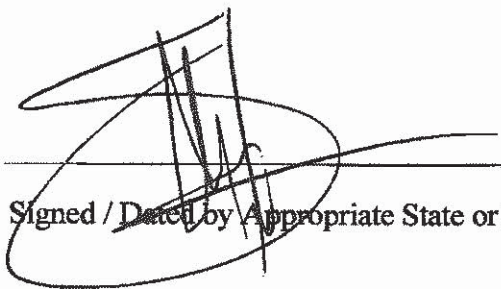


**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB# 2577-0226  
Expires 08/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Stephen K. Harsin, AICP the Director of the Office of Community Services certify that the  
Five Year and Annual PHA Plan of the Southern Nevada Regional Housing Authority is consistent  
with the Consolidated Plan of City of Las Vegas prepared pursuant to 24 CFR Part 91.

 5.2.15  
\_\_\_\_\_  
Signed / Dated by Appropriate State or Local Official

**RESOLUTION NO. SNRHA-57**

**APPROVAL OF RESOLUTION NO. SNRHA-57  
OF THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY'S  
FY 2016 ANNUAL AGENCY PLAN UPDATE AND 5-YEAR ACTION PLAN FY 2016-2020**

**WHEREAS**, the Congress of the United States passed the Quality Housing and Work Responsibility Act of 1998 (QHWRA) that requires the Southern Nevada Regional Housing Authority to make changes in its operations; and

**WHEREAS**, one of the changes in the QWHRA is a requirement that the Authority prepare and submit a Five-Year and an Annual Agency Plan to the U.S. Department of Housing and Urban Development 75 days before the end of each Federal Fiscal year;

**WHEREAS**, the Authority has met the requirements of making the update to the Annual Agency Plan available to residents, local government, and the general public; and

**WHEREAS**, the Authority held a Public Hearing on June 10, 2015, to accept any comments on the update to the Annual Agency Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY:**

Section 1: That the Board of Commissioners does hereby approve the adoption of the Southern Nevada Regional Housing Authority's update to the Annual Agency Plan as required under the Quality Housing and Work Responsibility Act of 1998.

Section 2: That the Chairperson of the Board and the Executive Director are hereby authorized and directed to execute all legal and other documents necessary to implement and effectuate the update to the Annual Agency Plan.

Section 3: That this Resolution shall be in full force and effect immediately upon its approval and adoption.

**APPROVED AND ADOPTED this 18th day of June, 2015.**

BY:

  
Robert N. Noyes Jr.  
Chairperson

ATTEST:

  
JOHN M. HILL  
Executive Director/Secretary

**B**

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Annual Agency Plan 2016-2020 Amendment 01

Applicant Name

Southern Nevada Regional Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Funds & Capital Fund Program Funds & Section 8 Funds

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

John N. Hill

Title

Executive Director

Signature

X

Date

11/23/15



# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Southern Nevada Regional Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Funds & Capital Fund Program Funds & Section 8 Funds

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

John N. Hill

Title

Executive Director

Signature

Date

X

7/10/15



C

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Annual Agency Plan 2016-2020 Amendment 01

Applicant Name

Southern Nevada Regional Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Funds & Capital Fund Program Funds & Section 8 Funds

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

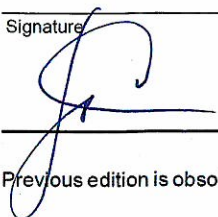
John N. Hill

Title

Executive Director

Signature

Date (mm/dd/yyyy)



11/23/15

**Certification of Payments  
to Influence Federal Transactions**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

Southern Nevada Regional Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Funds & Capital Fund Program Funds & Section 8 Funds

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

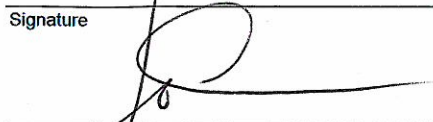
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

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This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official <b>John N. Hill</b>	Title <b>Executive Director</b>
Signature 	Date (mm/dd/yyyy) <b>7/10/15</b>

D



## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  <b>Congressional District, if known:</b> 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>John N. Hill</u> Title: <u>Executive Director</u> Telephone No.: <u>702-922-6855</u> Date: <u>11/23/15</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



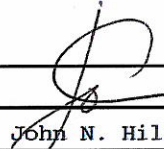
## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: John N. Hill Title: Executive Director Telephone No.: 702-922-6855      Date: 7/14/15	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

E







**F**



# SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

DATE: November 4, 2015

TO: **Chairman Den. Tim O'Callaghan**

FROM: Resident Advisory Board (RAB) Members

RE: SNRHA Annual Plan & 5-Year Plan 2016-2020 – Amendment 01

We, the members of the Resident Advisory Board (RAB), have reviewed the proposed revisions, as proposed under Amendment 01, to the Southern Nevada Regional Housing Authority Annual Agency Plan for **FY2016** and Five Year Plan for **FY2016** through **FY2020**, addressing all required updates related to the Rental Assistance Demonstration (RAD) Program. We have had the opportunity to ask questions, review all of the proposed changes, and we are in support of the updates related to RAD. We do not have comments, questions or concerns.

We commend the SNRHA on preparing the Amendment 01 to the current Plan in house utilizing staff instead of paying an outside firm.

Please contact Teresa Culbreath, RAB Chair (702) 873-1506 or (702) 812-2331 if you require additional information.

	Print Name	Signature
1	ALBERTO ESTREMEREA	Alberto Estremerea
2	TERESA CULBREATH	Teresa Culbreath
3	SANDRA M LeBlanc	Sandra M LeBlanc
4		
5		
6		
7		
8		
9		
10		
11		

Cc: John Hill, Executive Director  
Dwayne Alexander, CPM Deputy Executive Director



# SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

DATE: June 18, 2015

TO: **Chairman Robert Noyes Jr.**

FROM: Resident Advisory Board (RAB) Members

RE: SNRHA 5-Year Plan

We, the members of the Resident Advisory Board (RAB), have reviewed the proposed revisions to the Southern Nevada Regional Housing Authority Annual Agency Plan for **FY2016** and Five Year Plan for **FY2016** through **FY2020**. We have had the opportunity to ask questions, review all of the proposed changes, and have submitted comments as needed.

We commend the SNRHA on preparing the Plan in house utilizing staff instead of paying an outside firm.

Please contact Teresa Culbreath, RAB Chair (702) 873-1506 or (702) 812-2331 if you require additional information.

	Print Name	Signature
1	FRANK R. WOODS	
2	Christina Johnson	
3	SANDRA M LeBLANC	
4		
5		
6		
7		
8		
9		
10		
11		

Cc: John Hill, Executive Director  
Dwayne Alexander, CPM Deputy Executive Director

G

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**CHALLENGED ELEMENTS**

**None**



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**CHALLENGED ELEMENTS**

**None**

**TAB 21**

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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- 1.0 PHA Information**  
 PHA Name: **Southern Nevada Regional Housing Authority (SNRHA)** PHA Code: **NV-18**  
 PHA Type:  Small  High Performing  Standard  HCV (Section 8)  
 PHA Fiscal Year Beginning: **10/01/2015** FYE: **9/30/2016**
- 2.0 Inventory** (based on ACC units at time of FY beginning in 1.0 above)  
 Number of PH units: **2,882** Number of HCV units: **11,013**
- 3.0 Submission Type**  
 5-Year and Annual Plan  Annual Plan Only  5-Year Plan Only  
**Amendment 01 – October 5, 2015**
- 4.0 PHA Consortia**  PHA Consortia: (Check box if submitting a joint Plan and complete table below.)
- 5.0 5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update.
- 5.1 Mission.** State the PHA’s Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA’s jurisdiction for the next five years:
- To realize its vision Southern Nevada Regional Housing Authority conducts its business in an open manner, soliciting partners who share its values, maintain high standards, are sensitive to cultural meshing, understand the need to provide economic opportunity, and believe in empowering people to achieve self-sufficiency. As a premier leader in Southern Nevada for quality housing for all people, Southern Nevada Regional Housing Authority constantly seeks innovative ways to provide its services and to be a model steward of the public trust.*
- 5.2 Goals and Objectives.** Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**PHA Goal: Expand the supply of assisted housing**

Objectives:

- Apply for additional housing choice vouchers:
- Continue to reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments

**PHA Goal: Improve the quality of assisted housing**

Objectives:

- Improve public housing management: (PHAS score)
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing.

- Provide replacement vouchers.
- Increase the percentage of fully accessible units within our inventory as required.
- SNRHA shall comply with all requirements of HUD's VAWA and its amendments. SNRHA goals shall be to increase services through community partnerships to provide services to families (adults and children) impacted by VAWA.

**PHA Goal: Increase assisted housing choices**

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Expand voucher homeownership program
- Expand public housing or other homeownership programs
- Develop mixed income communities and innovative homeownership programs

**HUD Strategic Goal: Improve community quality of life and economic vitality**

**PHA Goal: Provide improved living environment**

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
- SNRHA

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

**PHA Goal: Promote self-sufficiency and asset development of assisted households**

Objectives:

- Provide or attract supportive services to improve assisted recipients' employability
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Continue the customer care initiative.
- Promote resident empowerment.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

**PHA Goal: Ensure equal opportunity and affirmatively further fair housing**

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

**Other PHA Goals and Objectives: (list below)**

**GOALS AND OBJECTIVES**

***Five-Year Goal: Expand the supply of Low Income and Affordable housing.***

***Objectives:***

- Apply for additional Housing Choice Vouchers, if funding is announced.
- Develop public/private partnerships to create affordable housing opportunities.
- Utilize SNRHA resources to leverage and encourage new development initiatives.
- Expand homeownership initiatives to SNRHA residents and program participants.

**FY 2015 Progress:**

- SNRHA will continue to explore and implement various models of mixed-financing with innovative partnerships to assist with the re-development and/or modernization of public housing developments. Options will include but not be limited to HOPE VI, Choice Neighborhood Initiatives (CNI), Rental Assistance Demonstration (RAD) Program, Capital Fund Financing (CFFP), Low Income Housing Tax Credits (LIHTC), various bonds types and other leveraging options as identifies in HUD's Transforming Public Housing plan.
- SNRHA will continue to explore opportunities of various types of bond issuance.
- In 2014 the City of North Las Vegas as the Lead applicant and the SNRHA as the co-lead applicant submitted a Choice Neighborhood Initiative (CNI) Panning Grant. The CNI award letter was received January 2015 through the Department of Housing and Urban Development in the amount of \$485,000. The money will be used to prepare a Transformation Plan to revitalize North Las Vegas Urban Core Neighborhood, which includes the Rose Gardens Senior Public Housing and Buena Vista Springs communities.
- The SNRHA, in partnership with City of North Las Vegas, is planning to submit in upcoming years a CNI Implementation grant application to revitalize and address the redevelopment needs of the North Las Vegas Urban Core Neighborhood, which includes the Rose Gardens Senior Public Housing and Buena Vista Springs communities.
- The SNRHA will continue to explore CNI planning as well as, implementation grant to address some of the redevelopment needs of the neighborhood of Sherman Gardens, Sherman Gardens Annex and Villa Capri sites.
- The SNRHA is planning to submit in upcoming years a tax credit application to develop Phase II of Bennett Plaza and may utilize Replacement Housing Factor (RHF) Funds, adding 35 additional public housing units. The SNRHA may self-develop or partner with a developer for this project.
- Under the Rental Assistance Demonstration the SNRHA converted in 2014 Landsman Gardens a 100-unit family public housing development in the Valley View neighborhood



of Henderson, Nevada to Project Based Section 8. Landsman Gardens is the first FHA-financed project in the nation to close under the Rental Assistance Demonstration (RAD) program. Construction was completed December 2014 and 100% units lease-up as of March 2015.

- The SNRHA submitted on 12/2013 a RAD application for Vera Johnson Manor B (AMP 314) anticipating a Conditional Housing Assistance Payment (CHAP) agreement issuance by January 2014. As of March 2015 the CHAP agreement has not been issued for the Project; even though Congress lifted the unit cap of 60,000 to 185,000 units under the RAD Program. The SNRHA submitted in FY 2014 a HOME application and a 9% Tax Credit Application for the Rehabilitation of all 112 units at this site. On April 2014 the City of Las Vegas awarded \$1 million in HOME Funds to Vera Johnson Manor B and in July 2014 the Nevada Housing Division issued a 2014 Reservation Letter for \$1 million annually in 9% Low Income Housing Tax Credits (LIHTC) for Vera Johnson Manor B. In an effort to preserve the HOME Funds and Tax Credit Allocations, the SNRHA proceeded with a Mixed Finance Proposal as an Interim Plan for closing mid-April, 2015. The CHAP was received April 3, 2015, SNRHA will work with HUD to forward needed items to meet any required RAD milestones. However, SNRHA currently does not anticipate converting Vera Johnson Manor B to RAD until construction completion to simplify the conversion. The SNRHA is partnering with Nevada HAND for this project.
- The SNRHA in March 2015 submitted a RAD application for Biegger Estates (AMP 406) the Conditional Housing Assistance Payment (CHAP) agreement was received July 2015. The SNRHA submitted on May 2015 a 9% Tax Credit Application for the Rehabilitation of all 119 units at this site and received a 9% Tax Credit Award Allocation on July 2015. The SNRHA will self-develop this project.
- Additionally, in March 2015 the SNRHA submitted a RAD application for Rose Gardens (AMP 403) receiving a Conditional Housing Assistance Payment (CHAP) agreement July 2015. The SNRHA is also planning to submit in FY 2015 early FY 2016 a Bond/4% Tax Credit Application for the Re-development of all 120 units (on-site or off-site). The SNRHA may self-develop or partner with a developer for this project.
- Enhance the SNRHA's Scattered Site Homeownership Program as lender options are available.
- The SNRHA jointly with the City of Las Vegas are evaluating the future of the three vacant lots located in the general area of Bonanza and 28<sup>th</sup> Street [former public housing Ernie Cragin Terrace (ECT) Sites NV209, NV210 & NV213] and the proposed use to improve marketability of future housing in this area of the City.

In 2010, SNRHA contracted with The Calida Group, Lucchesi Galati Architecture and ESG Construction to prepare a master plan for the redevelopment of the Ernie Cragin Terrace (ECT) sites. The Plan included between 325 and 390 units of housing, primarily rental, in a variety of configurations (detached, semi-detached, row-house and low-rise elevator). The Plan also included between 20,000 and 25,000 square feet of commercial development along Bonanza Road and 45,000 square feet of public facilities along the northern and southern boundaries of the plan area.

While the real estate market in 2010 was not strong enough to support this vision for a mixed-use, mixed-income development project, the physical plan sections of the ECT Master Plan provide a good roadmap for a comprehensive revitalization of this

neighborhood including areas of mixed-use, a variety of housing/building types, energy efficiency, green building, New Urbanism and live/work communities and improvements to educational and public facilities.

For the past year the City of Las Vegas has been looking at the viability of building the public facilities as proposed in the master plan. Currently the city is exploring the possibility of building the park with soccer fields as proposed for Parcel 3 [28<sup>th</sup> Street & Cedar]. Also, the Las Vegas-Clark County Library District has secured the funds to build a new library approximately 122,000 sq ft in the same area [28<sup>th</sup> Street & Sunrise] however; the 6 acres of land donated by the city is now under consideration since 8 acres of land will be more suitable for this facility. The Library District in partnership with the city now is proposing a land swap with the SNRHA vacant parcel located at 28<sup>th</sup> Street & Bonanza (Parcel 2) or 28<sup>th</sup> Street & Cedar (Parcel 3) which are more accessible sites with the required acreage. As soon as a final proposal is received it will be presented for the SNRHA Board of Commissioners approval. If approval is granted the SNRHA then will notify HUD and the Special Application Center (SAC) for proper disposition of assets.

**Five-Year Goal: Improve the quality of assisted housing.**

*Objectives:*

- Improve program management and fiscal accountability by utilizing SEMAP and PHAS indicators.
- Increase customer satisfaction.

**FY 2015 Progress:**

- The Authority's other modernization activities are addressing necessary work items in order of priority as established in the Capital Plan.
- SNRHA will develop customer service surveys and analyze them to develop proactive measures.
- SNRHA continues implementing the approved 5-Year Strategic plan
- SNRHA has introduced a training model to all agency staff designed to improve customer satisfaction

**Five-Year Goal: Increase assisted housing choices.**

*Objectives:*

- Conduct outreach efforts to potential vouchers landlords.
- Develop a strong Affirmatively Furthering Fair Housing and Limited English Proficiency Plan.
- Further the development of the Housing Choice Voucher Homeownership Program.

- In keeping with goal two of the Southern Nevada Regional Housing Authority's 2010-2015 Strategic Plan, which provides for the improvement of the quality of life for clients, the Southern Nevada Regional Housing Authority has joined the consortium of the Southern Nevada Regional Plan for Sustainable Development. The plan of the consortium is to ensure that long range land use planning will incorporate principles for transit-oriented development, healthy communities, sustainable design, and promote access to jobs, housing, and services for those traditionally in greatest need. Additionally, Southern Nevada Regional Plan for Sustainable Development will provide employment for up to three Residents in the planning stages of the project for data collection.

**FY 2015 Progress:**

- The Authority sold Fifty seven (57) public housing scattered site units under its Public Housing Homeownership Program in FY03, FY04, FY 05, FY 06, FY 07 FY08 and FY 2012. Additionally, forty-two (42) Section 8 Housing Choice Voucher Homeowners are under contract.

**Five-Year Goal: Improve marketability of SNRHA owned units.**

***Objectives:***

- Enhance and maintain site appearance to increase curb appeal.
- Provide amenities and services to complete with private sector property owners to the extent that budgets permit.
- Further develop partnerships with law enforcement agencies to provide a safe living environment.

**FY 2015 Progress:**

- The Capital Fund Program continues to include other provisions that are aimed to increase the marketability of Authority-owned units. Non-viable units and developments are identified and continue to be revitalized through various approaches.
- Where marketability cannot be achieved; the Authority is requesting approval for the demolition of units and/or identifying other sources of funding to accommodate the capital needs.
- Updated Physical Needs and Portfolio Assessment to identify current capital improvement needs.
- SNRHA will seek HUD approval to implement a Force Account to perform vacancy reduction duties as well as select other capital improvement duties. The initiative will reduce the need for contractors; create new jobs of which one or more qualified residents may be hired to promote economic self-sufficiency.

- The SNRHA may outsource certain programs elements for agency sustainability including but not limited to:
  - HQS Inspections
  - Selected Public Housing Property Management.
- The SNRHA will ensure that Executive Order 13495, “No displacement of Qualified Workers Under Service Contracts” signed by President Obama on January 2009, will be followed if any programs are outsource requiring that qualified workers on a Federal service contract who would otherwise lose their job as a result of the completion or expiration of a contract be given the right of first refusal for employment with the successor contractor. Generally, the successor contractor may not hire any new employees under the contract until this right of first refusal has been provided. The equal opportunity applies to a successor contract for the performance of the same or similar services at the same location.

**Five- Year Goal: *Promote self-sufficiency and economic independence of assisted households.***

***Objectives:***

- Increase the number and percentage of employed program participants.
- Further develop and enhance educational opportunities and prevention programs for youth.
- Increase partnerships in the community.
- Conduct resident rights & responsibilities training.
- Provide and attract supportive services to increase program participant’s employability through job training and educational opportunities.
- Provide public/private partnerships to further enhance resident initiatives at no cost to the agency (i.e. Sunrise Hospital, Girl Scouts, United Way and Juvenile Justice Department) through fund raising and grant application submission.
- Promote homeownership opportunities through the Scattered Site Homeownership Program, the Housing Choice Voucher Program, and the supportive service program for potential home buyers.

**FY 2015 Progress:**

- The HCV and Public Housing FSS programs have merged. As of April 2, 2015, HCV has 205 voluntary slots and PH has 15 mandatory slots. Combined, the program has a total of 190 voluntary slots.
- The Authority continues to develop partnerships with local service providers, training resources and educational institutions with the goal of making self-sufficiency available to all residents and participants. Year to date, we have established partnerships with a total of 89 community service providers. Commitments with these organizations are established either verbally or through MOU’s.

- The Authority has two homeownership programs under the Housing Choice Voucher and Public Housing Programs; each program continues to assist low-income families reach the dream of owning a home of their own.
- SNRHA expects to expand its Community Partners program with public, private and faith-based agencies.
- SNRHA will enter into Memorandum of Understanding offering public housing units and/or turnover vouchers with recognized homeless shelter providers who provide supportive services for the homeless in efforts to eliminate homelessness in the Southern Nevada Region.

**Five-Year Goal: Increase affordable housing resources.**

***Objectives:***

- Develop a detailed plan for the Replacement Housing Fund.
- Continue to identify partners for affordable housing development.
- Explore the opportunity for conversion of assistance from unit-based to tenant-based. Consider the development of a Conversion Plan.
- Increase affordable housing in Southern Nevada by utilizing BLM Land to develop mixed income, mixed use properties using various financial strategies (i.e.: tax credit, bonds, project based Section 8).

**FY 2015 Progress:**

- Continue to evaluating SNRHA portfolio for redevelopment opportunities.
- SNRHA conducted a PNA and will develop a consolidated plan to identify sites for modernization, upgrades and improvements.
- SNRHA continues implementing the approved 5-Year Strategic plan
- Continue updating the detailed plan for the replacement Housing Fund.
- Identify method to leverage funding resources; including using up to **the allowable 20% of HCV tenant based vouchers, for project based, starting in 2014 or** as they become available. SNRHA may Project Base up to 20% of its Vouchers. The general locations for future projects will be outside of areas of high concentration of poverty and as defined in the applicable RFP. Future decisions will be in compliance with this. Project Basing will be consistent with the Agencies efforts and the community to increase affordable housing resources.
- SNRHA will identify certain public housing and affordable housing sites/units for project-based assistance



## **6.0 PHA Plan Update**

Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

### **Executive Summary of the Annual PHA Plan**

#### **OVERVIEW**

In an effort to ensure compliance with the program and regulatory changes implanted through the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Southern Nevada Regional Housing Authority was formed in January 1, 2010. The regionalization includes the former Clark County and City of Las Vegas Housing Authorities. On January 1, 2011 the former North Las Vegas Housing Authority joined also the SNRHA. During the short time period in which the SNRHA has been in effect, the senior staff and Executive Director have begun the five year planning process, with the consultation of the Resident Advisory Board. By involving all stakeholders in various aspects of the planning process, the Authority has not only received valuable input from both the residents and the community but also from representatives from the City of Las Vegas, City of North Las Vegas, Clark County and City of Henderson.

#### **II. PURPOSE AND STRUCTURE OF THE AGENCY PLAN**

This Agency Plan contains the **2016** Annual Plan which provides information regarding the establishment of goals, objectives, policies, and procedures required to achieve the Authority's overall mission. The Authority plans to update the Five-Year Plan at least every five years or more as deemed appropriate during the annual planning process.

#### **III. STATUS IN MEETING GOALS AND OBJECTIVES**

The Authority has been successful in both obtaining and accelerating its long-range goals and objectives. The specific progress for each established goal is summarized in Section 5.2 in this updated document.

#### **IV. "SUBSTANTIAL DEVIATION" AND SIGNIFICANT AMENDMENT OR MODIFICATION**

The Code of Federal Regulations (CFR) at 24 CFR Part 903, Section 7, Public Housing Agency Plan; Final Rule issued on October 21, 1999 is very specific with respect to the information a PHA must provide in its Annual Plan. Part 903 Section 7 I (2) states that a PHA must identify the basic criteria the PHA will use for determining:

- a. A substantial deviation from its Five-Year Plan; and
- b. A significant amendment or modification to its Five-Year Plan and Annual Plan.

Notice PIH 99-51 states that PHAs must define the terms "Substantial Deviation" and "Significant Amendment or Modification" by stating the basic criteria for such definitions in an annual plan that has met full public process and Resident Advisory Board Review.

The Southern Nevada Regional Housing Authority considers the following actions to be Significant Amendments or Modifications:

1. Significant changes to rent or admissions policies or organization of the waiting list with the exception of Federally declared disasters.
2. Additions of non-emergency work items (items not included in the current Annual Statement, Five-Year Action Plan, or Physical Needs Assessment) or change in use of replacement reserve funds under the Capital Fund;
3. Any change with regard to demolition or disposition, designation, homeownership program or conversion activities.

Furthermore, the Southern Nevada Regional Housing Authority considers the following actions to be excluded from Significant Amendment or Modifications:

1. The decision to convert to either Project Based Rental Assistance (PBRA) or Project Based Voucher (PBV) Assistance.
  - a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds
  - b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
  - c. Changes to the financing structure for each approved RAD conversion.

Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year Plan that cause changes in the services provided to residents or significant changes to the Agency's financial situation will be documented in subsequent Agency Plans.

An exception to this definition will be made for any of the above that are adopted to reflect changes in Federal Law or HUD regulatory requirements; such changes will not be considered significant amendments.

## **V. SUMMARY OF PLAN CONTENTS**

This annual plan will outline the new agency's policies.

### **Five Year Plan:**

This section includes the mission statement, goals, and objectives.

### **Assessment of Housing Needs:**

The Authority has reviewed data utilized in the Housing Needs Assessment, incorporated new data where available, and has found no significant changes in the housing needs in Southern Nevada.

The Authority continues to incorporate an assessment of specific need when considering any significant modernization, revitalization, or development initiatives. The Authority shall also increase the percentage of fully accessible units for disabled tenants as well as develop and implement a strong Affirmative Fair Marketing Plan. This Plan shall include Limited English Proficiency (LEP) strategies to ensure LEP persons have full access to housing, including homeowners and other services. All activities remain consistent with the City of Las Vegas, City of North Las Vegas, Clark County and City of Henderson Consolidation Plans.

**Assessment of Financial Resources:** New financial data was generated and incorporated into the Assessment of Financial Resources. Refer to the template for information.

**Eligibility, Selection and Admission Policy (ACOP):** The ACOP was revised, with multiple changes made. Please refer to Section 6-PHA Update.

**The Administrative Plan:** Changes to the administrative plan were made to chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, and F.

**Changes to the Lease:** No Changes.

**Rent Determination Policy:** No Changes.

**Operation and Management:** As of March 31, 2015 the total number of public housing units is 2,882

**Grievance Procedure:** The Grievance Procedure is being updated to indicate current and correct address for Applicant to request an Informal Review, correct contact information of HUD Fair Housing Office in San Francisco, and contact address for SNRHA Hearing Representative, as well as correcting and/or deleting redundant or incorrect verbiage.

**Capital Improvement Plan:** The Capital Improvement Plan has been updated to include the following specific grant budgets. Copies of the budgets or plans are included in Section 9 – Capital Improvement Plan, as applicable. Copies of Performance and Evaluation Reports for open capital grants are also included in this section for the period ending March 31, 2015.

**New Capital Fund Rule - 24 CFR Part 905, effective November 25, 2013.**

This final rule combines and streamlines the former legacy public housing modernization programs, including the Comprehensive Grant Program (CGP), the Comprehensive Improvement Assistance Program (CIAP), and the Public Housing Development Program (which encompasses mixed-finance development), into the Capital Fund Program. It also updates and streamlines many of the Capital Fund and development requirements, incorporates recent energy requirements, and directs more funding towards modernization. Some of the major changes are as follows:

- Decouples Capital Fund forms from the larger PHA Plan submission.
- Implements Demolition Disposition Transitional Funding (DDTF), which can be used more flexible, to replace Replacement Housing Factor Funds (RHF).
  - Allows, PHA to use the funding for any eligible Capital Fund activities, including modernization.
  - Eliminated separate RHF grants with separate use and reporting requirements
  - By reducing eligibility from 10 years to 5 years, it increases funding levels for PHAs generally
- Target more funds to maintain physical inventory by reducing Management Improvement budget line item from 20% to 10% over a 5-year period
- Streamlines Mixed Finance Requirements

Under the Rental Assistance Demonstration (RAD) Program the FY 2014 and all future Capital Fund Budget grants have been reduced by \$145,812.00 per year as a result of the Landsman

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Gardens project converting to RAD, The approval of RAD allowed the SNRHA to reallocated CFP 2014 and 2015 for the scheduled comprehensive modernization of Vera Johnson B (Lamb Boulevard) impacting favorably this property.

- Annual Statement Capital Fund Grant (Grant Number NV39P018501-15). Total revised funds of \$3,397,133.00 received September 16, 2015.
- Annual Statement Capital Fund Replacement Housing Factor (RHF) Grant - 1<sup>st</sup> 5Yr Increment (Grant #NV39R018501-15) Total Funds of \$336,496. The SNRHA will be utilizing this RHF Grant for the Biegger Estates and/or Rose Gardens RAD Conversion.
- Annual Statement Capital Fund Replacement Housing Factor (RHF) Grant - 2<sup>nd</sup> 5Yr Increment (Grant #NV39R018502-15) Total Funds of \$173,119. The SNRHA will be utilizing this RHF Grant for the Biegger Estates and/or Rose Gardens RAD Conversion.
- Five Year Plan of the Capital Fund Grant including work items based on funding allocation received from FFY 2015 Capital Funds and Replacement Housing Factor (RHF) Funds, as of February 12, 2015. Five Year Action Plan has been updated to provide the estimated reduction of the CFP allocation FY2016-FY2019 as the result of the proposed conversions under RAD.
- Performance and Evaluation Reports for open grants as of March 31, 2015. These include:
  - FFY 2014
    - CFP NV39P018501-14 – Total funds of \$3,497,989. The SNRHA will be utilizing the funds already allocated for Vera Johnson B in this grant for the Mixed Finance Conversion.
    - RHF 1st 5YR Inc./CFP NV39R018501-14. Total funds of \$410,238. The SNRHA will be utilizing this RHF Grant for the Biegger Estates and/or Rose Gardens RAD Conversion.
    - RHF 2nd 5YR Inc./CFP NV39R018502-14. Total funds of \$170,192. The SNRHA will be utilizing this RHF Grant for the Biegger Estates and/or Rose Gardens RAD Conversion.
  - FFY 2013
    - CFP NV39P018501-13 – Total funds of \$3,666,347. The SNRHA will be utilizing the funds already allocated for Landsman Gardens in this grant for the RAD Conversion. Also, the SNRHA will be utilizing the funds already allocated for Vera Johnson B in this grant for the Mixed Finance Conversion.
  - FFY 2012
    - CFP NV39P018501-12 – Total funds of \$3,745,945. The SNRHA will be utilizing the funds already allocated for Landsman Gardens in this grant for the RAD Conversion.
- Capital Fund Grants closed between March 2014 and March 2015 are as follows:
  - FFY 2011
    - CFP NV39P018501-11 – Total funds of \$4,243,634. The SNRHA will be utilizing the funds already allocated for Landsman Gardens in this grant for the RAD Conversion

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- RHF 1st 5YR Inc./CFP NV39R018501-11. Total funds of \$384,498. The SNRHA will be utilizing this RHF Grant for the Landsman Gardens RAD Conversion.
- RHF 2nd 5YR Inc./CFP NV39R018502-11. Total funds of \$210,683. The SNRHA will be utilizing this RHF Grant for the Landsman Gardens RAD Conversion.
- FFY 2012
  - RHF 1<sup>st</sup> 5YR Inc./CFP NV39R018501-12. Total funds of \$499,413. The SNRHA will be utilizing this RHF Grant for the Landsman Gardens RAD Conversion.
  - RHF 2<sup>nd</sup> 5YR Inc./CFP NV39R018502-12. Total funds of \$189,875. The SNRHA will be utilizing this RHF Grant for the Landsman Gardens RAD Conversion.
- FFY 2013
  - RHF 1<sup>st</sup> 5YR Inc./CFP NV39R018501-13. Total funds of \$550,458. The SNRHA will be utilizing this RHF Grant for the Landsman Gardens RAD Conversion.
  - RHF 2<sup>nd</sup> 5YR Inc./CFP NV39R018502-13. Total funds of \$186,504. The SNRHA will be utilizing this RHF Grant for the Landsman Gardens RAD Conversion.

The following information updates the agency plan to provide detailed information regarding units scheduled for units scheduled from comprehensive modernization and/or modernization/ energy upgrades, for the public housing properties previously identified in the Capital Funds Program Grants.

Units scheduled for construction work that will required PIC unit status update to “Undergoing Modernization” are listed in the following tables:

<b>SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY UNITS SCHEDULED FOR MODERNIZATION CFP 2015 – CFP 2020</b>					
AMP No.	Unit Number	Unit Address	Scope of Work	Estimated Completion	Count
<b>VERA JOHNSON B - Rental Assistance Demonstration (RAD) Demonstration application submitted December, 2013. Anticipated approval by or before November 2014. On schedule to submit a 9% Low Income Housing Tax Credit proposal by May 2, 2014. Deadline. SNRHA is partnering with a developer for this project. Estimated Construction NTP Date: May 2015. Anticipated Completion: July 2016</b>					
314	299077	505 N. LAMB BLVD # 1	Comprehensive Modernization	07/31/16	1
314	299078	505 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299079	505 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299080	505 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299081	505 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299082	505 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299083	507 N. LAMB BLVD # 1	Comprehensive Modernization	07/31/16	1
314	299084	507 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299085	507 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299086	507 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299087	507 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299088	507 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299089	507 N. LAMB BLVD # 7	Comprehensive Modernization		1



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314	299090	507 N. LAMB BLVD # 8	Comprehensive Modernization		1
314	299091	507 N. LAMB BLVD # 9	Comprehensive Modernization		1
314	299092	509 N. LAMB BLVD # 1	Comprehensive Modernization	06/30/16	1
314	299093	509 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299094	509 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299095	509 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299096	509 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299097	511 N. LAMB BLVD # 1	Comprehensive Modernization	06/30/16	1
314	299098	511 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299099	511 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299100	511 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299101	511 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299102	511 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299103	511 N. LAMB BLVD # 7	Comprehensive Modernization		1
314	299104	511 N. LAMB BLVD # 8	Comprehensive Modernization		1
314	299105	511 N. LAMB BLVD # 9	Comprehensive Modernization		1
314	299106	513 N. LAMB BLVD # 1	Comprehensive Modernization	05/31/16	1
314	299107	513 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299108	513 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299109	513 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299110	513 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299111	513 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299112	513 N. LAMB BLVD # 7	Comprehensive Modernization		1
314	299113	513 N. LAMB BLVD # 8	Comprehensive Modernization	1	
314	299114	515 N. LAMB BLVD # 1	Comprehensive Modernization	05/31/16	1
314	299115	515 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299116	515 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299117	515 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299118	515 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299119	515 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299120	515 N. LAMB BLVD # 7	Comprehensive Modernization		1
314	299121	515 N. LAMB BLVD # 8	Comprehensive Modernization		1
314	299122	515 N. LAMB BLVD # 9	Comprehensive Modernization	1	
314	299123	517 N. LAMB BLVD # 1	Comprehensive Modernization	04/30/16	1
314	299124	517 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299125	517 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299126	517 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299127	517 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299128	517 N. LAMB BLVD # 6	Comprehensive Modernization	1	
314	299129	519 N. LAMB BLVD # 1	Comprehensive Modernization	04/30/16	1
314	299130	519 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299131	519 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299132	519 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299133	519 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299134	521 N. LAMB BLVD # 1	Comprehensive Modernization		1
314	299135	521 N. LAMB BLVD # 2	Comprehensive Modernization	03/31/16	1
314	299136	521 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299137	521 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299138	521 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299139	521 N. LAMB BLVD # 6	Comprehensive Modernization		1

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314	299140	521 N. LAMB BLVD # 7	Comprehensive Modernization		1
314	299141	521 N. LAMB BLVD # 8	Comprehensive Modernization		1
314	299142	521 N. LAMB BLVD # 9	Comprehensive Modernization		1
314	299143	523 N. LAMB BLVD # 1	Comprehensive Modernization	03/31/16	1
314	299144	523 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299145	523 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299146	523 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299147	523 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299148	523 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299149	523 N. LAMB BLVD # 7	Comprehensive Modernization		1
314	299150	523 N. LAMB BLVD # 8	Comprehensive Modernization		1
314	299151	525 N. LAMB BLVD # 1	Comprehensive Modernization	02/29/16	1
314	299152	525 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299153	525 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299154	525 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299155	525 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299156	525 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299157	527 N. LAMB BLVD # 1	Comprehensive Modernization	02/29/16	1
314	299158	527 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299159	527 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299160	527 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299161	527 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299162	527 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299163	529 N. LAMB BLVD # 1	Comprehensive Modernization	01/31/16	1
314	299164	529 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299165	529 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299166	529 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299167	529 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299168	529 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299169	529 N. LAMB BLVD # 7	Comprehensive Modernization		1
314	299170	529 N. LAMB BLVD # 8	Comprehensive Modernization		1
314	299171	531 N. LAMB BLVD # 1	Comprehensive Modernization	01/31/16	1
314	299172	531 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299173	531 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299174	531 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299175	531 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299176	531 N. LAMB BLVD # 6	Comprehensive Modernization	01/31/16	1
314	299177	531 N. LAMB BLVD # 7	Comprehensive Modernization		1
314	299178	531 N. LAMB BLVD # 8	Comprehensive Modernization		1
314	299179	531 N. LAMB BLVD # 9	Comprehensive Modernization		1
314	299180	533 N. LAMB BLVD # 1	Comprehensive Modernization	12/31/15	1
314	299181	533 N. LAMB BLVD # 2	Comprehensive Modernization		1
314	299182	533 N. LAMB BLVD # 3	Comprehensive Modernization		1
314	299183	533 N. LAMB BLVD # 4	Comprehensive Modernization		1
314	299184	533 N. LAMB BLVD # 5	Comprehensive Modernization		1
314	299185	533 N. LAMB BLVD # 6	Comprehensive Modernization		1
314	299186	533 N. LAMB BLVD # 7	Comprehensive Modernization		1
314	299187	533 N. LAMB BLVD # 8	Comprehensive Modernization		1
314	299188	533 N. LAMB BLVD # 9	Comprehensive Modernization		1
					<b>112</b>

**Southern Nevada Regional Housing Authority (SNRHA) - Agency Plan FY2016-FY2020-Amendment 01**

AMP No	Unit Number	Unit Address	Scope of Work	Estimated Completion	Count
<b>Vera Johnson A: A/E Contract to be presented at the December 2014 Board Meeting. CompMod it is anticipated to be completed in Phases. Estimated Contractor approval at the September 2015 Board Meeting. Estimated NTP for Phase I &amp; Phase II (32 Units) September 2015, Phase III (24 Units) and Phase IV (20 Units) April 2017</b>					
313	222001	1200 E HARRIS # 1	Comprehensive Modernization	<u>04/31/16</u>	1
313	222002	1200 E HARRIS # 2	Comprehensive Modernization		1
313	222003	1210 E HARRIS # 1	Comprehensive Modernization		1
313	222004	1210 E HARRIS # 2	Comprehensive Modernization		1
313	222005	1220 E HARRIS # 1	Comprehensive Modernization		1
313	222006	1220 E HARRIS # 2	Comprehensive Modernization		1
313	222007	1300 E HARRIS # 1	Comprehensive Modernization		1
313	222008	1300 E HARRIS # 2	Comprehensive Modernization		1
313	222009	1300 E HARRIS # 3	Comprehensive Modernization		1
313	222010	1300 E HARRIS # 4	Comprehensive Modernization		1
313	222011	1300 E HARRIS # 5	Comprehensive Modernization		1
313	222012	1300 E HARRIS # 6	Comprehensive Modernization		1
313	222013	1300 E HARRIS # 7	Comprehensive Modernization		1
313	222014	1300 E HARRIS # 8	Comprehensive Modernization		1
313	222015	1300 E HARRIS # 9	Comprehensive Modernization		1
313	222016	1300 E HARRIS # 10	Comprehensive Modernization		1
313	222017	1310 E HARRIS # 1	Comprehensive Modernization		1
313	222018	1310 E HARRIS # 2	Comprehensive Modernization		1
313	222019	1310 E HARRIS # 3	Comprehensive Modernization		1
313	222020	1310 E HARRIS # 4	Comprehensive Modernization		1
313	222021	1310 E HARRIS # 5	Comprehensive Modernization	1	
313	222022	1310 E HARRIS # 6	Comprehensive Modernization	1	
313	222023	1310 E HARRIS # 7	Comprehensive Modernization	<u>04/31/16</u>	1
313	222024	1310 E HARRIS # 8	Comprehensive Modernization		1
313	222025	1310 E HARRIS # 9	Comprehensive Modernization		1
313	222026	1310 E HARRIS # 10	Comprehensive Modernization		1
313	222027	1400 E HARRIS # 1	Comprehensive Modernization		1
313	222028	1400 E HARRIS # 2	Comprehensive Modernization		1
313	222029	1400 E HARRIS # 3	Comprehensive Modernization		1
313	222030	1400 E HARRIS # 4	Comprehensive Modernization		1
313	222031	1400 E HARRIS # 5	Comprehensive Modernization	1	
313	222032	1400 E HARRIS # 6	Comprehensive Modernization	<u>09/31/16</u>	1
313	222033	1400 E HARRIS # 7	Comprehensive Modernization		1
313	222034	1400 E HARRIS # 8	Comprehensive Modernization		1
313	222035	1400 E HARRIS # 9	Comprehensive Modernization		1
313	222036	1400 E HARRIS # 10	Comprehensive Modernization		1
313	222037	1420 E HARRIS # 1	Comprehensive Modernization		1

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313	222038	1420 E HARRIS # 2	Comprehensive Modernization		1
313	222039	1420 E HARRIS # 3	Comprehensive Modernization		1
313	222040	1420 E HARRIS # 4	Comprehensive Modernization		1
313	222041	1420 E HARRIS # 5	Comprehensive Modernization		1
313	222042	1420 E HARRIS # 6	Comprehensive Modernization		1
313	222043	1420 E HARRIS # 7	Comprehensive Modernization		1
313	222044	1420 E HARRIS # 8	Comprehensive Modernization		1
313	222045	1420 E HARRIS # 9	Comprehensive Modernization		1
313	222046	1420 E HARRIS # 10	Comprehensive Modernization		1
313	222047	1500 E HARRIS # 1	Comprehensive Modernization		1
313	222048	1500 E HARRIS # 2	Comprehensive Modernization		1
313	222049	1500 E HARRIS # 3	Comprehensive Modernization		1
313	222050	1500 E HARRIS # 4	Comprehensive Modernization		1
313	222051	1500 E HARRIS # 5	Comprehensive Modernization		1
313	222052	1500 E HARRIS # 6	Comprehensive Modernization		1
313	222053	1500 E HARRIS # 7	Comprehensive Modernization		1
313	222054	1500 E HARRIS # 8	Comprehensive Modernization		1
313	222055	1500 E HARRIS # 9	Comprehensive Modernization		1
313	222056	1500 E HARRIS # 10	Comprehensive Modernization		1
313	222057	1600 E HARRIS # 1	Comprehensive Modernization	08/31/17	1
313	222058	1600 E HARRIS # 2	Comprehensive Modernization		1
313	222059	1600 E HARRIS # 3	Comprehensive Modernization		1
313	222060	1600 E HARRIS # 4	Comprehensive Modernization		1
313	222061	1600 E HARRIS # 5	Comprehensive Modernization		1
313	222062	1600 E HARRIS # 6	Comprehensive Modernization		1
313	222063	1600 E HARRIS # 7	Comprehensive Modernization		1
313	222064	1600 E HARRIS # 8	Comprehensive Modernization		1
313	222065	1600 E HARRIS # 9	Comprehensive Modernization		1
313	222066	1600 E HARRIS # 10	Comprehensive Modernization		1
313	222067	1610 E HARRIS # 1	Comprehensive Modernization	08/31/17	1
313	222068	1610 E HARRIS # 2	Comprehensive Modernization		1
313	222069	1610 E HARRIS # 3	Comprehensive Modernization		1
313	222070	1610 E HARRIS # 4	Comprehensive Modernization		1
313	222071	1610 E HARRIS # 5	Comprehensive Modernization		1
313	222072	1610 E HARRIS # 6	Comprehensive Modernization		1
313	222073	1610 E HARRIS # 7	Comprehensive Modernization		1
313	222074	1610 E HARRIS # 8	Comprehensive Modernization		1
313	222075	1610 E HARRIS # 9	Comprehensive Modernization		1
313	222076	1610 E HARRIS # 10	Comprehensive Modernization		1
					<b>76</b>

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AMP	Unit	Unit Address	Scope Of work	Estimated Completion	Count
<b>SCATTERED SITE UNITS - A/E &amp; Energy Consultants Contracts will be required. Work to be completed in phases and as permitted by funding.</b>					
319	00200F	200 FULLERTON AVE	Modernization/Energy Upg.	2030	1
319	00212F	212 FULLERTON AVE	Modernization/Energy Upg.	2030	1
319	00220F	220 FULLERTON AVE	Modernization/Energy Upg.	2030	1
319	00234F	234 FULLERTON AVE	Modernization/Energy Upg.	2030	1
319	00235C	235 CONCHO DR	Modernization/Energy Upg.	2030	1
319	00247F	247 FULLERTON AVE	Modernization/Energy Upg.	2030	1
319	00248W	248 WINONA CT	Modernization/Energy Upg.	2030	1
319	00251W	251 WINONA DR	Modernization/Energy Upg.	2030	1
319	00369M	369 MANZANITA STREET	Modernization/Energy Upg.	2030	1
319	00408D	408 DAFFODIL DR	Modernization/Energy Upg.	2030	1
319	00424D	424 DAFFODIL DR	Modernization/Energy Upg.	2030	1
319	00428B	428 BOTTLE BRUSH WAY	Modernization/Energy Upg.	2030	1
319	00447B	447 BELL AVE	Modernization/Energy Upg.	2030	1
319	00450C	450 CRESTWAY RD	Modernization/Energy Upg.	2030	1
319	00452C	452 CRESTWAY RD	Modernization/Energy Upg.	2030	1
319	00467B	467 BELL AVE	Modernization/Energy Upg.	2030	1
319	00501B	501 BASTANCHURY AVE	Modernization/Energy Upg.	2030	1
319	00508D	508 DUTCHMAN AVE	Modernization/Energy Upg.	2030	1
319	00518H	518 HOLICK AVE	Modernization/Energy Upg.	2030	1
319	00525B	525 BARRET	Modernization/Energy Upg.	2030	1
319	00529Z	529 ZUBER AVE	Modernization/Energy Upg.	2030	1
319	00531H	531 HOLICK AVE	Modernization/Energy Upg.	2030	1
319	00533H	533 HOLICK AVE	Modernization/Energy Upg.	2030	1
319	00536V	536 VAN DORNUM	Modernization/Energy Upg.	2030	1
319	00548R	548 ROLLY STREET	Modernization/Energy Upg.	2030	1
319	00549E	549 ENGEL AVE	Modernization/Energy Upg.	2030	1
319	00937M	937 MAJOR	Modernization/Energy Upg.	2030	1
319	01003D	1003 DRIFTWOOD CT	Modernization/Energy Upg.	2030	1
319	01003W	1003 WOODSIDE CT	Modernization/Energy Upg.	2030	1
319	01006B	1006 BROOKSIDE CT	Modernization/Energy Upg.	2030	1
319	01015T	1015 TIMBERLINE CT	Modernization/Energy Upg.	2030	1
319	01449P	1449 PRICE STREET	Modernization/Energy Upg.	2030	1
319	01453P	1453 PRICE STREET	Modernization/Energy Upg.	2030	1
319	01601C	1601 CHESTNUT STREET	Modernization/Energy Upg.	2030	1
319	01713C	1713 CHESTNUT STREET	Modernization/Energy Upg.	2030	1
319	01728C	1728 CARITA	Modernization/Energy Upg.	2030	1
319	01833M	1833 MARGARITA	Modernization/Energy Upg.	2030	1
319	01931R	1931 RED SAND CT	Modernization/Energy Upg.	2030	1



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319	01940D	1940 DUNNAM STREET	Modernization/Energy Upg.	2030	1
319	01941D	1941 DUNNAM STREET	Modernization/Energy Upg.	2030	1
					<b>40</b>
318	00049P	49 PARRISH	Modernization/Energy Upg.	2030	1
318	00066P	66 PARRISH	Modernization/Energy Upg.	2030	1
318	00138P	138 PARRISH	Modernization/Energy Upg.	2030	1
318	00436L	436 LINN LANE	Modernization/Energy Upg.	2030	1
318	00489B	489 BATTLE MOUNTAIN	Modernization/Energy Upg.	2030	1
318	00732B	732 BETTY LANE	Modernization/Energy Upg.	2030	1
318	01173C	1173 CHRISTY LANE	Modernization/Energy Upg.	2030	1
318	01253E	1253 EBBETTS PASS	Modernization/Energy Upg.	2030	1
318	01288C	1288 CHRISTY LANE	Modernization/Energy Upg.	2030	1
318	01320P	1320 PLEASANT BROOK	Modernization/Energy Upg.	2030	1
318	01325N	1325 NAY COURT	Modernization/Energy Upg.	2030	1
318	01373B	1373 BRADHURST	Modernization/Energy Upg.	2030	1
318	01388C	1388 CHRISTY LANE	Modernization/Energy Upg.	2030	1
318	01488C	1488 CHRISTY LANE	Modernization/Energy Upg.	2030	1
318	01502M	1502 MAPLE LEAF	Modernization/Energy Upg.	2030	1
318	01527C	1527 CHRISTY LANE	Modernization/Energy Upg.	2030	1
318	01608S	1608 STARRIDGE WAY	Modernization/Energy Upg.	2030	1
318	01678S	1678 STARRIDGE	Modernization/Energy Upg.	2030	1
318	01687C	1687 CHRISTY LANE	Modernization/Energy Upg.	2030	1
318	01688L	1688 LABRADOR DRIVE	Modernization/Energy Upg.	2030	1
318	01831S	1831 SKYWOOD	Modernization/Energy Upg.	2030	1
318	01838V	1838 VENALYNNE	Modernization/Energy Upg.	2030	1
318	01868W	1868 WINTERWOOD	Modernization/Energy Upg.	2030	1
318	01877C	1877 CORVETTE	Modernization/Energy Upg.	2030	1
318	01881C	1881 CORVETTE	Modernization/Energy Upg.	2030	1
318	01901T	1901 TURTLE ROCK ST	Modernization/Energy Upg.	2030	1
318	01910C	1910 CITROEN	Modernization/Energy Upg.	2030	1
318	01933S	1933 SPINDRIFT CT	Modernization/Energy Upg.	2030	1
318	01956P	1956 PASADENA	Modernization/Energy Upg.	2030	1
318	02091B	2091 BOWSTRING DRIVE	Modernization/Energy Upg.	2030	1
318	02253S	2253 SIERRA SUNRISE	Modernization/Energy Upg.	2030	1
318	02262S	2262 SABROSO	Modernization/Energy Upg.	2030	1
318	02289S	2289 SIERRA SUNRISE	Modernization/Energy Upg.	2030	1
318	02296S	2296 SIERRA SUNRISE	Modernization/Energy Upg.	2030	1
318	02334S	2334 SABROSO	Modernization/Energy Upg.	2030	1
318	02339S	2339 SABROSO	Modernization/Energy Upg.	2030	1
318	02363S	2363 SABROSO	Modernization/Energy Upg.	2030	1
318	02429P	2429 PINE CREEK	Modernization/Energy Upg.	2030	1
318	02459P	2459 PINE CREEK	Modernization/Energy Upg.	2030	1

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318	02551O	2551 OAK GLEN WAY	Modernization/Energy Upg.	2030	1
318	02580O	2580 OAK GLEN WAY	Modernization/Energy Upg.	2030	1
318	02751S	2751 SANDY LANE	Modernization/Energy Upg.	2030	1
318	02823P	2823 PISCES	Modernization/Energy Upg.	2030	1
318	02860B	2860 BEACONFALLS	Modernization/Energy Upg.	2030	1
318	03250R	3250 RIO GRANDE	Modernization/Energy Upg.	2030	1
318	03620W	3620 WALNUT	Modernization/Energy Upg.	2030	1
318	03624S	3624 SAN FRANCISCO	Modernization/Energy Upg.	2030	1
318	03624W	3624 WHISPERING NTV	Modernization/Energy Upg.	2030	1
318	03651B	3651 BRIARCLIFF	Modernization/Energy Upg.	2030	1
318	03664L	3664 LONE OAK	Modernization/Energy Upg.	2030	1
318	03680N	3680 NEW HORIZON	Modernization/Energy Upg.	2030	1
318	03744B	3744 BRIARCLIFF	Modernization/Energy Upg.	2030	1
318	03754B	3754 BRIARCLIFF	Modernization/Energy Upg.	2030	1
318	03761G	3761 GEIST	Modernization/Energy Upg.	2030	1
318	03780K	3780 KELLOGG	Modernization/Energy Upg.	2030	1
318	03828K	3828 KELLOGG	Modernization/Energy Upg.	2030	1
318	03874J	3874 JONTUE	Modernization/Energy Upg.	2030	1
318	03876K	3876 KELLOGG	Modernization/Energy Upg.	2030	1
318	03877K	3877 KELLOGG	Modernization/Energy Upg.	2030	1
318	03884L	3884 LINCOLN	Modernization/Energy Upg.	2030	1
318	03896T	3896 TATIANA	Modernization/Energy Upg.	2030	1
318	03908T	3908 TATIANA	Modernization/Energy Upg.	2030	1
318	03909J	3909 JONTUE	Modernization/Energy Upg.	2030	1
318	03915J	3915 JONTUE	Modernization/Energy Upg.	2030	1
318	03926S	3926 STEINBECK	Modernization/Energy Upg.	2030	1
318	03934J	3934 JONTUE	Modernization/Energy Upg.	2030	1
318	03950W	3950 WOODSIDE	Modernization/Energy Upg.	2030	1
318	03951L	3951 LINCOLN	Modernization/Energy Upg.	2030	1
318	03964W	3964 WHITEHORSE	Modernization/Energy Upg.	2030	1
318	03974B	3974 BADILLO	Modernization/Energy Upg.	2030	1
318	03987G	3987 GULLIVER	Modernization/Energy Upg.	2030	1
318	03992L	3992 LINCOLN	Modernization/Energy Upg.	2030	1
318	04041B	4041 BRIGHT STAR	Modernization/Energy Upg.	2030	1
318	04089S	4089 STUDIO	Modernization/Energy Upg.	2030	1
318	04149S	4149 STUDIO	Modernization/Energy Upg.	2030	1
318	04187B	4187 BORATKO	Modernization/Energy Upg.	2030	1
318	04190S	4190 STUDIO	Modernization/Energy Upg.	2030	1
318	04201C	4201 CALIMESA	Modernization/Energy Upg.	2030	1
318	04230S	4230 STUDIO	Modernization/Energy Upg.	2030	1
318	04237B	4237 BORATKO	Modernization/Energy Upg.	2030	1
318	04249W	4249 WENDY LANE	Modernization/Energy Upg.	2030	1
318	04251C	4251 CALIMESA	Modernization/Energy Upg.	2030	1

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318	04254T	4254 TOLKIEN	Modernization/Energy Upg.	2030	1
318	04270S	4270 STUDIO	Modernization/Energy Upg.	2030	1
318	04282P	4282 PARAMOUNT	Modernization/Energy Upg.	2030	1
318	04292P	4292 PARAMOUNT	Modernization/Energy Upg.	2030	1
318	04336F	4336 FABERGE	Modernization/Energy Upg.	2030	1
318	04343F	4343 FABERGE	Modernization/Energy Upg.	2030	1
318	04347B	4347 BORATKO	Modernization/Energy Upg.	2030	1
318	04372S	4372 SHALIMAR	Modernization/Energy Upg.	2030	1
318	04399W	4399 WENDY	Modernization/Energy Upg.	2030	1
318	04409F	4409 FABERGE	Modernization/Energy Upg.	2030	1
318	04427F	4427 FAIRMONT CIRCLE	Modernization/Energy Upg.	2030	1
318	04439M	4439 MICHIGAN	Modernization/Energy Upg.	2030	1
318	04469F	4469 FABERGE	Modernization/Energy Upg.	2030	1
318	04469M	4469 MICHIGAN	Modernization/Energy Upg.	2030	1
318	04496P	4496 PUREZA	Modernization/Energy Upg.	2030	1
318	04658A	4658 ALEXANDER	Modernization/Energy Upg.	2030	1
318	04673B	4673 BUMBLEBEE CIR	Modernization/Energy Upg.	2030	1
318	04747I	4747 IMPERIAL	Modernization/Energy Upg.	2030	1
318	05225S	5225 SANDSTONE	Modernization/Energy Upg.	2030	1
318	05241G	5241 GAINSMILL ST	Modernization/Energy Upg.	2030	1
318	05260B	5260 BLOSSOM	Modernization/Energy Upg.	2030	1
318	05307W	5307 WELLESLEY	Modernization/Energy Upg.	2030	1
318	05308P	5308 PLAINVIEW	Modernization/Energy Upg.	2030	1
318	05330P	5330 PLAINFIELD	Modernization/Energy Upg.	2030	1
318	05347S	5347 SIGNET CT	Modernization/Energy Upg.	2030	1
318	05360S	5360 SIGNET CT.	Modernization/Energy Upg.	2030	1
318	05365S	5365 SIGNET COURT	Modernization/Energy Upg.	2030	1
318	05421E	5421 EASTBROOK	Modernization/Energy Upg.	2030	1
318	05423P	5423 POMEROY CIRCLE	Modernization/Energy Upg.	2030	1
318	05459R	5459 REQUA	Modernization/Energy Upg.	2030	1
318	05469E	5469 EASTBROOK	Modernization/Energy Upg.	2030	1
318	05503W	5503 WHITE CAP	Modernization/Energy Upg.	2030	1
318	05526B	5526 BLUE SEA	Modernization/Energy Upg.	2030	1
318	05545W	5545 WHITE CAP	Modernization/Energy Upg.	2030	1
318	05606B	5606 BIG SEA	Modernization/Energy Upg.	2030	1
318	05607B	5607 BIG SEA	Modernization/Energy Upg.	2030	1
318	05611B	5611 BIG SEA	Modernization/Energy Upg.	2030	1
318	05632G	5632 GAZEBO WAY	Modernization/Energy Upg.	2030	1
318	05661O	5661 ODESSA	Modernization/Energy Upg.	2030	1
318	05671W	5671 WHITE CAP	Modernization/Energy Upg.	2030	1
318	05714B	5714 BALLINGER	Modernization/Energy Upg.	2030	1
318	05721O	5721 ODESSA	Modernization/Energy Upg.	2030	1
318	05723F	5723 FORSYTHE DRIVE	Modernization/Energy Upg.	2030	1

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318	05750B	5750 BLUE SEA	Modernization/Energy Upg.	2030	1
318	05756B	5756 BLUE SEA	Modernization/Energy Upg.	2030	1
318	05819E	5819 EMERALD CANYON	Modernization/Energy Upg.	2030	1
318	06360P	6360 PINE HILL ST	Modernization/Energy Upg.	2030	1
318	06368P	6368 PINEHILL	Modernization/Energy Upg.	2030	1
318	06380P	6380 PINEHILL	Modernization/Energy Upg.	2030	1
318	06382D	6382 DALLASWOOD LN	Modernization/Energy Upg.	2030	1
318	06752T	6752 TIFFOLLO	Modernization/Energy Upg.	2030	1
318	06777A	6777 ARROYO	Modernization/Energy Upg.	2030	1
318	06781L	6781 LA RONDA	Modernization/Energy Upg.	2030	1
318	06871J	6871 JUDSON AVE.	Modernization/Energy Upg.	2030	1
318	06880A	6880 ARROYO	Modernization/Energy Upg.	2030	1
318	07325V	7325 VIREO DR	Modernization/Energy Upg.	2030	1
					<b>138</b>
310	226005	3933 NEW HOPE WAY	Modernization/Energy Upg.	2030	1
310	226006	2933 BRADY AV	Modernization/Energy Upg.	2030	1
310	226010	4449 COOL VALLY DR	Modernization/Energy Upg.	2030	1
310	226011	2624 DEMETRIUS AVE	Modernization/Energy Upg.	2030	1
310	226014	17 MINNESOTA STREET	Modernization/Energy Upg.	2030	1
310	226015	1532 ARTHUR AV	Modernization/Energy Upg.	2030	1
310	226017	3624 PARK OLIVER DR	Modernization/Energy Upg.	2030	1
310	226018	4044 LA BREA CT	Modernization/Energy Upg.	2030	1
310	226024	1001 NEWPORT ST	Modernization/Energy Upg.	2030	1
310	226025	47 NORTH SANDHILL ROAD	Modernization/Energy Upg.	2030	1
310	226028	59 NORTH SANDHILL ROAD	Modernization/Energy Upg.	2030	1
310	226032	583 REEF DRIVE	Modernization/Energy Upg.	2030	1
310	226033	1128 NASSAU DRIVE	Modernization/Energy Upg.	2030	1
310	226037	701 NORTH 22ND STREET	Modernization/Energy Upg.	2030	1
310	226041	917 NORTH 22ND STREET	Modernization/Energy Upg.	2030	1
310	226042	2000 WENDELL AVE	Modernization/Energy Upg.	2030	1
					<b>16</b>
310	230004	1433 PATRIOT	Modernization/Energy Upg.	2030	1
310	230005	3625 BROOKDALE	Modernization/Energy Upg.	2030	1
310	230007	121 DAISSETTA	Modernization/Energy Upg.	2030	1
310	230009	3629 PARK OLIVER	Modernization/Energy Upg.	2030	1
310	230011	221 BEECHGATE	Modernization/Energy Upg.	2030	1
310	230012	3601 SEQUOIA	Modernization/Energy Upg.	2030	1
310	230013	908 SCARLETT RIDGE	Modernization/Energy Upg.	2030	1
310	230015	221 OAKFORD	Modernization/Energy Upg.	2030	1
310	230017	6724 SHEFFIELD	Modernization/Energy Upg.	2030	1
310	230023	732 LINCOLN	Modernization/Energy Upg.	2030	1

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310	230025	4617 CURDSEN	Modernization/Energy Upg.	2030	1
310	230026	6617 GAZELLE	Modernization/Energy Upg.	2030	1
310	230027	1705 AMBOY	Modernization/Energy Upg.	2030	1
					<b>13</b>
310	232001	551 BAY BERRY	Modernization/Energy Upg.	2030	1
310	232002	4109 HARRIS	Modernization/Energy Upg.	2030	1
310	232004	6636 ESCALON	Modernization/Energy Upg.	2030	1
310	232006	4805 LANCEWOOD	Modernization/Energy Upg.	2030	1
310	232007	4737 CONCORD VILLAGE	Modernization/Energy Upg.	2030	1
310	232008	4613 BRISTOL MANOR	Modernization/Energy Upg.	2030	1
310	232009	7005 CORNFLOWER	Modernization/Energy Upg.	2030	1
310	232013	2348 BRISTOL BRUSH	Modernization/Energy Upg.	2030	1
310	232015	736 TAFT	Modernization/Energy Upg.	2030	1
310	232016	6712 WENATCHEE DR	Modernization/Energy Upg.	2030	1
310	232017	7924 FANCIFUL	Modernization/Energy Upg.	2030	1
310	232019	1929 RIDGEFIELD	Modernization/Energy Upg.	2030	1
310	232020	4204 TIMPANI DR	Modernization/Energy Upg.	2030	1
310	232022	1840 RIDGEFIELD	Modernization/Energy Upg.	2030	1
310	232023	507 PRESCOTT	Modernization/Energy Upg.	2030	1
310	232026	1105 PARLIAMENT	Modernization/Energy Upg.	2030	1
310	232028	6541 MIRAGRANDE	Modernization/Energy Upg.	2030	1
					<b>17</b>
311	246001	2309 BRISTOL VIEW	Modernization/Energy Upg.	2030	1
311	246002	1020 BIRD SPRINGS	Modernization/Energy Upg.	2030	1
311	246003	7133 LARKVALE	Modernization/Energy Upg.	2030	1
311	246004	3213 TERRA BELLA	Modernization/Energy Upg.	2030	1
311	246005	1232 SILVER PROSPECT	Modernization/Energy Upg.	2030	1
311	246006	505 LIGHT BEAM	Modernization/Energy Upg.	2030	1
311	246007	736 LINCOLN	Modernization/Energy Upg.	2030	1
311	246008	7289 GOLDEN STAR	Modernization/Energy Upg.	2030	1
311	246009	3809 VALLEY FORGE	Modernization/Energy Upg.	2030	1
311	246010	9313 CHILLY POND	Modernization/Energy Upg.	2030	1
311	246011	409 TOBLER	Modernization/Energy Upg.	2030	1
311	246012	4116 HAZELRIDGE	Modernization/Energy Upg.	2030	1
311	246013	4832 MONTEBELLO	Modernization/Energy Upg.	2030	1
311	246014	4128 COMPASS ROSE	Modernization/Energy Upg.	2030	1
311	246015	2328 BRISTOL BRUSH	Modernization/Energy Upg.	2030	1
311	246016	1445 LILAC BREEZE	Modernization/Energy Upg.	2030	1
311	246017	6512 RAIN FOREST	Modernization/Energy Upg.	2030	1
311	246018	9144 GREEN FROST DRIVE	Modernization/Energy Upg.	2030	1
311	246019	5517 TINCUP DRIVE	Modernization/Energy Upg.	2030	1



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311	246020	2245 FLORISSANT DRIVE	Modernization/Energy Upg.	2030	1
311	246021	5321 LAMBROOK DRIVE	Modernization/Energy Upg.	2030	1
311	246022	6724 CHEHALIS CIRCLE	Modernization/Energy Upg.	2030	1
311	246023	4216 ESTABAN CT	Modernization/Energy Upg.	2030	1
311	246024	7624 VELVET CANYON	Modernization/Energy Upg.	2030	1
311	246025	1913 HARVEST DRIVE	Modernization/Energy Upg.	2030	1
311	246026	6545 LEMITAR DRIVE	Modernization/Energy Upg.	2030	1
311	246027	3217 POINT LOBOS DRIVE	Modernization/Energy Upg.	2030	1
311	246028	8244 WILLETA AVE	Modernization/Energy Upg.	2030	1
311	246029	9124 BUCKSPRINGS DRIVE	Modernization/Energy Upg.	2030	1
311	246030	501 LIGHT BEAM	Modernization/Energy Upg.	2030	1
311	246031	2304 BRISTOL BRUSH WAY	Modernization/Energy Upg.	2030	1
311	246032	2808 WHISTLING VINE	Modernization/Energy Upg.	2030	1
311	246033	7937 COPPER CANYON ROAD	Modernization/Energy Upg.	2030	1
311	246034	7433 SAYBROOK POINT DRIVE	Modernization/Energy Upg.	2030	1
311	246035	8352 COVE LANDING	Modernization/Energy Upg.	2030	1
311	246036	8100 SICKLE LANE	Modernization/Energy Upg.	2030	1
311	246037	917 ROCKAWAY	Modernization/Energy Upg.	2030	1
311	246038	9149 SPARKLEWOOD COURT	Modernization/Energy Upg.	2030	1
311	246039	1233 SILVER PROSPECT	Modernization/Energy Upg.	2030	1
311	246040	529 CROFT WAY	Modernization/Energy Upg.	2030	1
311	246041	4145 COMPASS ROSE WAY	Modernization/Energy Upg.	2030	1
311	246042	732 TAFT COURT	Modernization/Energy Upg.	2030	1
311	246043	3209 TERRA BELLA	Modernization/Energy Upg.	2030	1
311	246044	9178 JEWEL CRYSTAL COURT	Modernization/Energy Upg.	2030	1
311	246045	6320 COPPER FIELD	Modernization/Energy Upg.	2030	1
311	246046	109 LUCY THOMPSON	Modernization/Energy Upg.	2030	1
311	246047	709 MARIE FENLON DRIVE	Modernization/Energy Upg.	2030	1
311	246048	3229 POINT LOBOS DRIVE	Modernization/Energy Upg.	2030	1
311	246049	4241 TIMPANI DRIVE	Modernization/Energy Upg.	2030	1
311	246050	6309 GREYHAWK AVENUE	Modernization/Energy Upg.	2030	1
311	246051	5517 LIVERPOOL	Modernization/Energy Upg.	2030	1
311	246052	7412 LATTIMORE	Modernization/Energy Upg.	2030	1
311	246053	4037 HAZELRIDGE	Modernization/Energy Upg.	2030	1
311	246054	6225 BURNT HILLS DRIVE	Modernization/Energy Upg.	2030	1
311	246055	4116 BROWNDDEER	Modernization/Energy Upg.	2030	1
311	246056	4120 HAZELRIDGE	Modernization/Energy Upg.	2030	1
311	246057	6517 CAPRICORN	Modernization/Energy Upg.	2030	1
311	246058	2328 REDDON CIRCLE	Modernization/Energy Upg.	2030	1
311	246059	1721 VILLA VISTA WAY	Modernization/Energy Upg.	2030	1
311	246060	9305 Dancing Daffodil	Modernization/Energy Upg.	2030	1
311	246061	4540 ARROWROOT AVE	Modernization/Energy Upg.	2030	1

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311	246062	1313 LUCIA DRIVE	Modernization/Energy Upg.	2030	1
311	246063	4009 BROADRIVER	Modernization/Energy Upg.	2030	1
311	246064	6329 CARMEN BLVD	Modernization/Energy Upg.	2030	1
311	246065	2213 WILHELMINA	Modernization/Energy Upg.	2030	1
311	246066	8249 WILLETA AVE	Modernization/Energy Upg.	2030	1
311	246067	8004 MOUNT ROYAL COURT	Modernization/Energy Upg.	2030	1
311	246068	4233 TIMPANI DRIVE	Modernization/Energy Upg.	2030	1
311	246069	1437 BLUSHING BRIDE ST	Modernization/Energy Upg.	2030	1
311	246070	4056 HAZELRIDGE	Modernization/Energy Upg.	2030	1
311	246071	416 SARAJANE LANE	Modernization/Energy Upg.	2030	1
311	246072	628 THRUSH DRIVE	Modernization/Energy Upg.	2030	1
311	246073	9161 SPARKLEWOOD	Modernization/Energy Upg.	2030	1
311	246074	7504 CRYSTAL ISLE WAY	Modernization/Energy Upg.	2030	1
311	246075	7209 LONESOME CIRCLE	Modernization/Energy Upg.	2030	1
311	246076	3512 GOLDEN PEDAL	Modernization/Energy Upg.	2030	1
311	246077	6596 SOCORRO DRIVE	Modernization/Energy Upg.	2030	1
311	246078	1828 NAVAJO LAKE WAY	Modernization/Energy Upg.	2030	1
311	246079	2713 COFFEE POT COURT	Modernization/Energy Upg.	2030	1
311	246080	6708 PAINTED CANYON COURT	Modernization/Energy Upg.	2030	1
311	246081	1833 VILLA VISTA WAY	Modernization/Energy Upg.	2030	1
311	246082	5428 KETTERING PLACE	Modernization/Energy Upg.	2030	1
311	246083	2820 WHISTLING VINES	Modernization/Energy Upg.	2030	1
311	246084	6368 CANYON DAWN	Modernization/Energy Upg.	2030	1
311	246085	449 WARMSIDE DRIVE	Modernization/Energy Upg.	2030	1
311	246086	4016 COMPASS ROSE WAY	Modernization/Energy Upg.	2030	1
311	246087	2809 WINDSTORM AVE	Modernization/Energy Upg.	2030	1
311	246088	8332 SAN GRAIL CT	Modernization/Energy Upg.	2030	1
311	246089	7417 SAYBROOK POINT DRIVE	Modernization/Energy Upg.	2030	1
311	246090	6700 SHEFFIELD	Modernization/Energy Upg.	2030	1
311	246091	3901 PROCLAMATION PLACE	Modernization/Energy Upg.	2030	1
311	246092	3328 HYANNIS CIR	Modernization/Energy Upg.	2030	1
311	246093	1305 LITTLE DIPPER ST	Modernization/Energy Upg.	2030	1
311	246094	6336 GREYHAWK AVE	Modernization/Energy Upg.	2030	1
311	246095	6604 LEMITAR	Modernization/Energy Upg.	2030	1
311	246097	1300 SunPoint Drive	Modernization/Energy Upg.	2030	1
311	246098	7748 BROTHERS BAY CT	Modernization/Energy Upg.	2030	1
311	246099	1880 ANN GRETA DR	Modernization/Energy Upg.	2030	1
311	246100	6912 DELOREAN CIRCLE	Modernization/Energy Upg.	2030	1
311	246101	6376 VIOLET BLOSSOM DRIVE	Modernization/Energy Upg.	2030	1
311	246102	4404 NARIT DRIVE	Modernization/Energy Upg.	2030	1
311	246103	6825 SHEFFIELD DR	Modernization/Energy Upg.	2030	1
311	246104	7717 PARAKEET AVE	Modernization/Energy Upg.	2030	1

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311	246105	6253 SPANISH MOSS	Modernization/Energy Upg.	2030	1
311	246106	208 COCONUT GROVE	Modernization/Energy Upg.	2030	1
311	246107	8440 STAPLETON AVE	Modernization/Energy Upg.	2030	1
311	246108	7820 TOMICH AVE	Modernization/Energy Upg.	2030	1
311	246109	3429 Trilogy Dr	Modernization/Energy Upg.	2030	1
311	246110	1344 WHEATLAND WY	Modernization/Energy Upg.	2030	1
311	246111	7000 CORNFLOWER DR	Modernization/Energy Upg.	2030	1
311	246112	1125 CORAL ISLE	Modernization/Energy Upg.	2030	1
311	246113	1961 COSTELLO	Modernization/Energy Upg.	2030	1
311	246114	8200 Carmen	Modernization/Energy Upg.	2030	1
311	246115	7708 VELVET CANYON AVE	Modernization/Energy Upg.	2030	1
311	246116	9304 JUMPIN JUNIPER AVE	Modernization/Energy Upg.	2030	1
311	246117	9352 RED ROSE AVE	Modernization/Energy Upg.	2030	1
311	246118	907 VANTAGE POINT ROAD	Modernization/Energy Upg.	2030	1
311	246119	6732 THEUS CIRCLE	Modernization/Energy Upg.	2030	1
311	246120	6936 MANISTEE COURT	Modernization/Energy Upg.	2030	1
311	246121	1708 Golden Sky Drive	Modernization/Energy Upg.	2030	1
311	246122	3405 MISTY EVENING STREET	Modernization/Energy Upg.	2030	1
311	246123	6609 OUIDA WAY	Modernization/Energy Upg.	2030	1
311	246124	5505 LIVERPOOL	Modernization/Energy Upg.	2030	1
311	246125	4132 GLENFIELD CIRCLE	Modernization/Energy Upg.	2030	1
311	246126	6532 Wild River	Modernization/Energy Upg.	2030	1
311	246127	6217 Caprino Avenue	Modernization/Energy Upg.	2030	1
311	246128	6644 Messenger	Modernization/Energy Upg.	2030	1
311	246129	7137 Village Shore	Modernization/Energy Upg.	2030	1
311	246130	7124 Desert Clover	Modernization/Energy Upg.	2030	1
311	246131	9513 Sweet Sage Avenue	Modernization/Energy Upg.	2030	1
311	246132	4433 MOSSY ROCK COURT	Modernization/Energy Upg.	2030	1
311	246133	1408 DRESDEN DOLL	Modernization/Energy Upg.	2030	1
311	246134	6741 BREMERTON CR	Modernization/Energy Upg.	2030	1
311	246135	4116 Talavera Court	Modernization/Energy Upg.	2030	1
311	246136	4124 TALAVERA COURT	Modernization/Energy Upg.	2030	1
311	246137	5521 CLEARY COURT	Modernization/Energy Upg.	2030	1
311	246138	2020 JADE HILLS COURT	Modernization/Energy Upg.	2030	1
311	246139	6220 LA MADRE WAY	Modernization/Energy Upg.	2030	1
311	246140	1201 RAINBOW MEADOWS DRIV	Modernization/Energy Upg.	2030	1
311	246141	5320 RANCHER AVENUE	Modernization/Energy Upg.	2030	1
311	246142	9512 Fox Forest Ave	Modernization/Energy Upg.	2030	1
311	246143	532 RIVER BED STREET	Modernization/Energy Upg.	2030	1
311	246144	5101 YELLOW DAWN	Modernization/Energy Upg.	2030	1
311	246145	6568 SWEETZER WAY	Modernization/Energy Upg.	2030	1
311	246146	7005 BALLROOM COURT	Modernization/Energy Upg.	2030	1

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311	246147	5708 ROYAL CASTLE LANE	Modernization/Energy Upg.	2030	1
311	246148	7257 CREST PEAK AVENUE	Modernization/Energy Upg.	2030	1
311	246149	5701 GRAND ENTRIES DRIVE	Modernization/Energy Upg.	2030	1
311	246150	8524 LAST POINT AVENUE	Modernization/Energy Upg.	2030	1
311	246151	6600 WOODSWORTH AVENUE	Modernization/Energy Upg.	2030	1
311	246152	8133 HYDRA LANE	Modernization/Energy Upg.	2030	1
311	246153	6653 PROSPECT CLAIM COURT	Modernization/Energy Upg.	2030	1
311	246154	4521 Soda Ash Ave	Modernization/Energy Upg.	2030	1
311	246155	4572 MORNING JEWEL AVENUE	Modernization/Energy Upg.	2030	1
311	246156	1236 LUCKY GOLD COURT	Modernization/Energy Upg.	2030	1
					<b>155</b>
311	247001	2712 RISING LEGEND WAY	Modernization/Energy Upg.	2030	1
311	247002	2349 HEATHER MEADOWS COURT	Modernization/Energy Upg.	2030	1
311	247003	1425 HELEN BELLE DRIVE	Modernization/Energy Upg.	2030	1
311	247004	740 CONCRETE COURT	Modernization/Energy Upg.	2030	1
311	247005	4801 LINKWOOD DRIVE	Modernization/Energy Upg.	2030	1
311	247006	4568 ROSS AVE	Modernization/Energy Upg.	2030	1
311	247007	4420 BRISTOL MANOR DR	Modernization/Energy Upg.	2030	1
					<b>7</b>
					<b>386</b>

AMP No.	Unit Number	Unit Address	Scope of Work	Estimated Completion	Count
<b>Biegger Estates - Rental Assistance Demonstration (RAD) Program application or Mixed Finance application to be submitted 2015. Anticipated approval 2015. Estimated Construction NTP Date: 2016. Anticipated Completion: 2017</b>					
406	00BE1A	5701 MISSOURI # 1-A	Comprehensive Modernization	2017	1
406	00BE1B	5701 MISSOURI # 1-B	Comprehensive Modernization	2017	1
406	00BE1C	5701 MISSOURI # 1-C	Comprehensive Modernization	2017	1
406	00BE1D	5701 MISSOURI # 1-D	Comprehensive Modernization	2017	1
406	00BE2A	5701 MISSOURI # 2-A	Comprehensive Modernization	2017	1
406	00BE2B	5701 MISSOURI # 2-B	Comprehensive Modernization	2017	1
406	00BE2C	5701 MISSOURI # 2-C	Comprehensive Modernization	2017	1
406	00BE2D	5701 MISSOURI # 2-D	Comprehensive Modernization	2017	1
406	00BE3A	5701 MISSOURI # 3-A	Comprehensive Modernization	2017	1
406	00BE3B	5701 MISSOURI # 3-B	Comprehensive Modernization	2017	1
406	00BE3C	5701 MISSOURI # 3-C	Comprehensive Modernization	2017	1
406	00BE3D	5701 MISSOURI # 3-D	Comprehensive Modernization	2017	1
406	00BE4A	5701 MISSOURI # 4-A	Comprehensive Modernization	2017	1
406	00BE4B	5701 MISSOURI # 4-B	Comprehensive Modernization	2017	1
406	00BE4C	5701 MISSOURI # 4-C	Comprehensive Modernization	2017	1
406	00BE5A	5701 MISSOURI # 5-A	Comprehensive Modernization	2017	1

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406	00BE5B	5701 MISSOURI # 5-B	Comprehensive Modernization	2017	1
406	00BE5C	5701 MISSOURI # 5-C	Comprehensive Modernization	2017	1
406	00BE5D	5701 MISSOURI # 5-D	Comprehensive Modernization	2017	1
406	00BE6A	5701 MISSOURI # 6-A	Comprehensive Modernization	2017	1
406	00BE6B	5701 MISSOURI # 6-B	Comprehensive Modernization	2017	1
406	00BE6C	5701 MISSOURI # 6-C	Comprehensive Modernization	2017	1
406	00BE6D	5701 MISSOURI # 6-D	Comprehensive Modernization	2017	1
406	00BE7A	5701 MISSOURI # 7-A	Comprehensive Modernization	2017	1
406	00BE7B	5701 MISSOURI # 7-B	Comprehensive Modernization	2017	1
406	00BE7C	5701 MISSOURI # 7-C	Comprehensive Modernization	2017	1
406	00BE7D	5701 MISSOURI # 7-D	Comprehensive Modernization	2017	1
406	00BE8A	5701 MISSOURI # 8-A	Comprehensive Modernization	2017	1
406	00BE8B	5701 MISSOURI # 8-B	Comprehensive Modernization	2017	1
406	00BE8C	5701 MISSOURI # 8-C	Comprehensive Modernization	2017	1
406	00BE9A	5701 MISSOURI # 9-A	Comprehensive Modernization	2017	1
406	00BE9B	5701 MISSOURI # 9-B	Comprehensive Modernization	2017	1
406	00BE9C	5701 MISSOURI # 9-C	Comprehensive Modernization	2017	1
406	00BE9D	5701 MISSOURI # 9-D	Comprehensive Modernization	2017	1
406	0BE10A	5701 MISSOURI # 10-A	Comprehensive Modernization	2017	1
406	0BE10B	5701 MISSOURI # 10-B	Comprehensive Modernization	2017	1
406	0BE10C	5701 MISSOURI # 10-C	Comprehensive Modernization	2017	1
406	0BE10D	5701 MISSOURI # 10-D	Comprehensive Modernization	2017	1
406	0BE11A	5701 MISSOURI # 11-A	Comprehensive Modernization	2017	1
406	0BE11B	5701 MISSOURI # 11-B	Comprehensive Modernization	2017	1
406	0BE11C	5701 MISSOURI # 11-C	Comprehensive Modernization	2017	1
406	0BE11D	5701 MISSOURI # 11-D	Comprehensive Modernization	2017	1
406	0BE12A	5701 MISSOURI # 12-A	Comprehensive Modernization	2017	1
406	0BE12B	5701 MISSOURI # 12-B	Comprehensive Modernization	2017	1
406	0BE12C	5701 MISSOURI # 12-C	Comprehensive Modernization	2017	1
406	0BE12D	5701 MISSOURI # 12-D	Comprehensive Modernization	2017	1
406	0BE13A	5701 MISSOURI # 13-A	Comprehensive Modernization	2017	1
406	0BE13B	5701 MISSOURI # 13-B	Comprehensive Modernization	2017	1
406	0BE13C	5701 MISSOURI # 13-C	Comprehensive Modernization	2017	1
406	0BE14A	5701 MISSOURI # 14-A	Comprehensive Modernization	2017	1
406	0BE14B	5701 MISSOURI # 14-B	Comprehensive Modernization	2017	1
406	0BE14C	5701 MISSOURI # 14-C	Comprehensive Modernization	2017	1
406	0BE15A	5701 MISSOURI # 15-A	Comprehensive Modernization	2017	1
406	0BE15B	5701 MISSOURI # 15-B	Comprehensive Modernization	2017	1
406	0BE15C	5701 MISSOURI # 15-C	Comprehensive Modernization	2017	1
406	0BE15D	5701 MISSOURI # 15-D	Comprehensive Modernization	2017	1
406	0BE16A	5701 MISSOURI # 16-A	Comprehensive Modernization	2017	1
406	0BE16B	5701 MISSOURI # 16-B	Comprehensive Modernization	2017	1
406	0BE16C	5701 MISSOURI # 16-C	Comprehensive Modernization	2017	1



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406	0BE16D	5701 MISSOURI # 16-D	Comprehensive Modernization	2017	1
406	0BE17A	5701 MISSOURI # 17-A	Comprehensive Modernization	2017	1
406	0BE17B	5701 MISSOURI # 17-B	Comprehensive Modernization	2017	1
406	0BE17C	5701 MISSOURI # 17-C	Comprehensive Modernization	2017	1
406	0BE18A	5701 MISSOURI # 18-A	Comprehensive Modernization	2017	1
406	0BE18B	5701 MISSOURI # 18-B	Comprehensive Modernization	2017	1
406	0BE18C	5701 MISSOURI # 18-C	Comprehensive Modernization	2017	1
406	0BE18D	5701 MISSOURI # 18-D	Comprehensive Modernization	2017	1
406	0BE19A	5701 MISSOURI # 19-A	Comprehensive Modernization	2017	1
406	0BE19B	5701 MISSOURI # 19-B	Comprehensive Modernization	2017	1
406	0BE19C	5701 MISSOURI # 19-C	Comprehensive Modernization	2017	1
406	0BE19D	5701 MISSOURI # 19-D	Comprehensive Modernization	2017	1
406	0BE20A	5701 MISSOURI # 20-A	Comprehensive Modernization	2017	1
406	0BE20B	5701 MISSOURI # 20-B	Comprehensive Modernization	2017	1
406	0BE20C	5701 MISSOURI # 20-C	Comprehensive Modernization	2017	1
406	0BE21A	5701 MISSOURI # 21-A	Comprehensive Modernization	2017	1
406	0BE21B	5701 MISSOURI # 21-B	Comprehensive Modernization	2017	1
406	0BE21C	5701 MISSOURI # 21-C	Comprehensive Modernization	2017	1
406	0BE22A	5701 MISSOURI # 22-A	Comprehensive Modernization	2017	1
406	0BE22B	5701 MISSOURI # 22-B	Comprehensive Modernization	2017	1
406	0BE22C	5701 MISSOURI # 22-C	Comprehensive Modernization	2017	1
406	0BE22D	5701 MISSOURI # 22-D	Comprehensive Modernization	2017	1
406	0BE23A	5701 MISSOURI # 23-A	Comprehensive Modernization	2017	1
406	0BE23B	5701 MISSOURI # 23-B	Comprehensive Modernization	2017	1
406	0BE23C	5701 MISSOURI # 23-C	Comprehensive Modernization	2017	1
406	0BE24A	5701 MISSOURI # 24-A	Comprehensive Modernization	2017	1
406	0BE24B	5701 MISSOURI # 24-B	Comprehensive Modernization	2017	1
406	0BE24C	5701 MISSOURI # 24-C	Comprehensive Modernization	2017	1
406	0BE24D	5701 MISSOURI # 24-D	Comprehensive Modernization	2017	1
406	0BE25A	5701 MISSOURI # 25-A	Comprehensive Modernization	2017	1
406	0BE25B	5701 MISSOURI # 25-B	Comprehensive Modernization	2017	1
406	0BE25C	5701 MISSOURI # 25-C	Comprehensive Modernization	2017	1
406	0BE25D	5701 MISSOURI # 25-D	Comprehensive Modernization	2017	1
406	0BE26A	5701 MISSOURI # 26-A	Comprehensive Modernization	2017	1
406	0BE26B	5701 MISSOURI # 26-B	Comprehensive Modernization	2017	1
406	0BE27A	5701 MISSOURI # 27-A	Comprehensive Modernization	2017	1
406	0BE27B	5701 MISSOURI # 27-B	Comprehensive Modernization	2017	1
406	0BE27C	5701 MISSOURI # 27-C	Comprehensive Modernization	2017	1
406	0BE27D	5701 MISSOURI # 27-D	Comprehensive Modernization	2017	1
406	0BE28A	5701 MISSOURI # 28-A	Comprehensive Modernization	2017	1
406	0BE28B	5701 MISSOURI # 28-B	Comprehensive Modernization	2017	1
406	0BE28C	5701 MISSOURI # 28-C	Comprehensive Modernization	2017	1
406	0BE28D	5701 MISSOURI # 28-D	Comprehensive Modernization	2017	1

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406	0BE29A	5701 MISSOURI # 29-A	Comprehensive Modernization	2017	1
406	0BE29B	5701 MISSOURI # 29-B	Comprehensive Modernization	2017	1
406	0BE29C	5701 MISSOURI # 29-C	Comprehensive Modernization	2017	1
406	0BE29D	5701 MISSOURI # 29-D	Comprehensive Modernization	2017	1
406	0BE30A	5701 MISSOURI # 30-A	Comprehensive Modernization	2017	1
406	0BE30B	5701 MISSOURI # 30-B	Comprehensive Modernization	2017	1
406	0BE30C	5701 MISSOURI # 30-C	Comprehensive Modernization	2017	1
406	0BE31A	5701 MISSOURI # 31-A	Comprehensive Modernization	2017	1
406	0BE31B	5701 MISSOURI # 31-B	Comprehensive Modernization	2017	1
406	0BE31C	5701 MISSOURI # 31-C	Comprehensive Modernization	2017	1
406	0BE32A	5701 MISSOURI # 32-A	Comprehensive Modernization	2017	1
406	0BE32B	5701 MISSOURI # 32-B	Comprehensive Modernization	2017	1
406	0BE32C	5701 MISSOURI # 32-C	Comprehensive Modernization	2017	1
406	0BE32D	5701 MISSOURI # 32-D	Comprehensive Modernization	2017	1
406	0BE33A	5701 MISSOURI # 33-A	Comprehensive Modernization	2017	1
406	0BE33B	5701 MISSOURI # 33-B	Comprehensive Modernization	2017	1
406	0BE33C	5701 MISSOURI # 33-C	Comprehensive Modernization	2017	1
					<b>119</b>

AMP No.	Unit Number	Unit Address	Scope of Work	Estimated Completion	Count
<b>Rose Gardens - Rental Assistance Demonstration (RAD) Program application or Mixed Finance application to be submitted 2015. Anticipated approval 2015. Estimated Construction NTP Date: 2016. Anticipated Completion: 2017</b>					
403	730101	1632 YALE ST # 101	Redevelopment	2017	1
403	730102	1632 YALE ST # 102	Redevelopment	2017	1
403	730103	1632 YALE ST # 103	Redevelopment	2017	1
403	730104	1632 YALE ST # 104	Redevelopment	2017	1
403	730105	1632 YALE ST # 105	Redevelopment	2017	1
403	730106	1632 YALE ST # 106	Redevelopment	2017	1
403	730107	1632 YALE ST # 107	Redevelopment	2017	1
403	730108	1632 YALE ST # 108	Redevelopment	2017	1
403	730109	1632 YALE ST # 109	Redevelopment	2017	1
403	730110	1632 YALE ST # 110	Redevelopment	2017	1
403	730111	1632 YALE ST # 111	Redevelopment	2017	1
403	730112	1632 YALE ST #112	Redevelopment	2017	1
403	730113	1632 YALE ST #113	Redevelopment	2017	1
403	730114	1632 YALE ST #114	Redevelopment	2017	1
403	730115	1632 YALE ST # 115	Redevelopment	2017	1
403	730116	1632 YALE ST # 116	Redevelopment	2017	1
403	730117	1632 YALE ST # 117	Redevelopment	2017	1
403	730118	1632 YALE ST # 118	Redevelopment	2017	1
403	730119	1632 YALE ST # 119	Redevelopment	2017	1
403	730120	1632 YALE ST # 120	Redevelopment	2017	1

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403	730121	1632 YALE ST # 121	Redevelopment	2017	1
403	730122	1632 YALE ST # 122	Redevelopment	2017	1
403	730123	1632 YALE ST # 123	Redevelopment	2017	1
403	730124	1632 YALE ST # 124	Redevelopment	2017	1
403	730125	1632 YALE ST # 125	Redevelopment	2017	1
403	730126	1632 YALE ST # 126	Redevelopment	2017	1
403	730127	1632 YALE ST # 127	Redevelopment	2017	1
403	730128	1632 YALE ST # 128	Redevelopment	2017	1
403	730129	1632 YALE ST # 129	Redevelopment	2017	1
403	730130	1632 YALE ST # 130	Redevelopment	2017	1
403	730131	1632 YALE ST # 131	Redevelopment	2017	1
403	730132	1632 YALE ST # 132	Redevelopment	2017	1
403	730133	1632 YALE ST # 133	Redevelopment	2017	1
403	730134	1632 YALE ST# 134	Redevelopment	2017	1
403	730135	1632 YALE ST # 135	Redevelopment	2017	1
403	730136	1632 YALE ST #136	Redevelopment	2017	1
403	730137	1632 YALE ST # 137	Redevelopment	2017	1
403	730138	1632 YALE ST # 138	Redevelopment	2017	1
403	730139	1632 YALE ST # 139	Redevelopment	2017	1
403	730140	1632 YALE ST # 140	Redevelopment	2017	1
403	730201	1632 YALE ST # 201	Redevelopment	2017	1
403	730202	1632 YALE ST # 202	Redevelopment	2017	1
403	730203	1632 YALE ST # 203	Redevelopment	2017	1
403	730204	1632 YALE ST # 204	Redevelopment	2017	1
403	730205	1632 YALE ST # 205	Redevelopment	2017	1
403	730206	1632 YALE ST # 206	Redevelopment	2017	1
403	730207	1632 YALE ST # 207	Redevelopment	2017	1
403	730208	1632 YALE ST # 208	Redevelopment	2017	1
403	730209	1632 YALE ST # 209	Redevelopment	2017	1
403	730210	1632 YALE ST # 210	Redevelopment	2017	1
403	730211	1632 YALE ST # 211	Redevelopment	2017	1
403	730212	1632 YALE ST # 212	Redevelopment	2017	1
403	730213	1632 YALE ST # 213	Redevelopment	2017	1
403	730214	1632 YALE ST # 214	Redevelopment	2017	1
403	730215	1632 YALE ST # 215	Redevelopment	2017	1
403	730216	1632 YALE ST # 216	Redevelopment	2017	1
403	730217	1632 YALE ST # 217	Redevelopment	2017	1
403	730218	1632 YALE ST # 218	Redevelopment	2017	1
403	730219	1632 YALE ST # 219	Redevelopment	2017	1
403	730220	1632 YALE ST # 220	Redevelopment	2017	1
403	730221	1632 YALE ST # 221	Redevelopment	2017	1
403	730222	1632 YALE ST # 222	Redevelopment	2017	1
403	730223	1632 YALE ST # 223	Redevelopment	2017	1

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403	730224	1632 YALE ST # 224	Redevelopment	2017	1
403	730225	1632 YALE ST # 225	Redevelopment	2017	1
403	730226	1632 YALE ST # 226	Redevelopment	2017	1
403	730227	1632 YALE ST # 227	Redevelopment	2017	1
403	730228	1632 YALE ST # 228	Redevelopment	2017	1
403	730229	1632 YALE ST # 229	Redevelopment	2017	1
403	730230	1632 YALE ST # 230	Redevelopment	2017	1
403	730231	1632 YALE ST # 231	Redevelopment	2017	1
403	730232	1632 YALE ST # 232	Redevelopment	2017	1
403	730233	1632 YALE ST # 233	Redevelopment	2017	1
403	730234	1632 YALE ST# 234	Redevelopment	2017	1
403	730235	1632 YALE ST # 235	Redevelopment	2017	1
403	730236	1632 YALE ST # 236	Redevelopment	2017	1
403	730237	1632 YALE ST # 237	Redevelopment	2017	1
403	730238	1632 YALE ST # 238	Redevelopment	2017	1
403	730239	1632 YALE ST # 239	Redevelopment	2017	1
403	730240	1632 YALE ST # 240	Redevelopment	2017	1
403	730301	1632 YALE ST # 301	Redevelopment	2017	1
403	730302	1632 YALE ST # 302	Redevelopment	2017	1
403	730303	1632 YALE ST # 303	Redevelopment	2017	1
403	730304	1632 YALE ST # 304	Redevelopment	2017	1
403	730305	1632 YALE ST # 305	Redevelopment	2017	1
403	730306	1632 YALE ST # 306	Redevelopment	2017	1
403	730307	1632 YALE ST # 307	Redevelopment	2017	1
403	730308	1632 YALE ST # 308	Redevelopment	2017	1
403	730309	1632 YALE ST # 309	Redevelopment	2017	1
403	730310	1632 YALE ST # 310	Redevelopment	2017	1
403	730311	1632 YALE ST # 311	Redevelopment	2017	1
403	730312	1632 YALE ST # 312	Redevelopment	2017	1
403	730313	1632 YALE ST # 313	Redevelopment	2017	1
403	730314	1632 YALE ST # 314	Redevelopment	2017	1
403	730315	1632 YALE ST # 315	Redevelopment	2017	1
403	730316	1632 YALE ST # 316	Redevelopment	2017	1
403	730317	1632 YALE ST # 317	Redevelopment	2017	1
403	730318	1632 YALE ST # 318	Redevelopment	2017	1
403	730319	1632 YALE ST # 319	Redevelopment	2017	1
403	730320	1632 YALE ST # 320	Redevelopment	2017	1
403	730321	1632 YALE ST # 321	Redevelopment	2017	1
403	730322	1632 YALE ST # 322	Redevelopment	2017	1
403	730323	1632 YALE ST # 323	Redevelopment	2017	1
403	730324	1632 YALE ST # 324	Redevelopment	2017	1
403	730325	1632 YALE ST # 325	Redevelopment	2017	1
403	730326	1632 YALE ST # 326	Redevelopment	2017	1

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403	730327	1632 YALE ST # 327	Redevelopment	2017	1
403	730328	1632 YALE ST # 328	Redevelopment	2017	1
403	730329	1632 YALE ST # 329	Redevelopment	2017	1
403	730330	1632 YALE ST # 330	Redevelopment	2017	1
403	730331	1632 YALE ST # 331	Redevelopment	2017	1
403	730332	1632 YALE ST # 332	Redevelopment	2017	1
403	730333	1632 YALE ST # 333	Redevelopment	2017	1
403	730334	1632 YALE ST# 334	Redevelopment	2017	1
403	730335	1632 YALE ST # 335	Redevelopment	2017	1
403	730336	1632 YALE ST # 336	Redevelopment	2017	1
403	730337	1632 YALE ST # 337	Redevelopment	2017	1
403	730338	1632 YALE ST # 338	Redevelopment	2017	1
403	730339	1632 YALE ST # 339	Redevelopment	2017	1
403	730340	1632 YALE ST # 340	Redevelopment	2017	1
					<b>120</b>

**Demolition and Disposition:** As a result of the Authority’s extensive redevelopment activities, several of the Authority’s family developments are included as considerations for demolition and/or disposition. It is not expected that all developments be demolished or disposed of, however, revitalization efforts continue to increase and any of all remaining family developments may be considered during the fiscal year. The SNRHA is considering all Public Housing Properties for Demolition or Disposition through Mixed Finance or Conversion under the Rental Assistance Demonstration Program. Please refer to Section 10 for the proposed group of properties scheduled for demolition and/or disposition. Landsman Gardens – NV018013003 has been disposed as part of the Rental Assistance Demonstration (RAD) Program process. Vera Johnson B – NV018002314 to be disposed as part of the RAD Program process. Biegger Estates – NV018013406 and Rose Gardens – NV018007403 to be disposed as part of the RAD Program Conversion or Mixed Finance process.

**Designation of Housing for Elderly and Disabled Families:** Currently, Harry Levy Gardens (NV-208), James Downs Towers (NV 2-12), Espinoza Terrace (NV 13-02) Perry Plaza (NV18-21), Rose Gardens (NV18-20) and Arthur Sartini Plaza (NV 2-21) are covered under an existing Allocation Plan as designated for the elderly only. The Authority plans to proceed with the designation of Arthur Sartini Annex (a portion of NV 2-46) as elderly only. We are still awaiting vouchers for Sartini Annex. The SNRHA will apply for these vouchers when the Notice of Funding Availability (NOFA) is posted. Additionally, on January 8<sup>th</sup>, 2014, the SNRHA received approval for Marion Bennett Plaza to consist of 16 units to be designated for Elderly and the remaining 49 units to be designated as Mixed Population.

**Conversion of Public Housing:** SNRHA anticipates targeting certain Public Housing developments that are up to 60 units to include but not limited to the following: Villa Capri; Sartini Plaza Annex; Hullum Homes and Aida Brents.

**RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM**

Under an innovative new program called Rental Assistance Demonstration (RAD), the U.S. Department of Housing and Urban Development (HUD) is allowing housing authorities to rehabilitate and preserve their aging public housing developments using a variety of public and private affordable housing resources, including tax-exempt bonds supported by project-based rental



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assistance, Federal Low-Income Housing Tax Credits and Public Housing Capital Funds (CFP) including Replacement Housing Factor (RHF) Funds.

The SNRHA continues with its efforts to convert more public housing assistance under the RAD Program. The SNRHA currently is **not** under a voluntary compliance agreement, consent order or consent decree or final judicial ruling or administrative ruling or decision therefore; there is no negative impact by the conversion activities. Additionally SNRHA certifies that all RAD conversions complies and will continue to comply with all applicable site selection and neighborhood reviews standards and all appropriate procedures have been and will continue to be followed.

Below, please find a table listing out each of the provisions affecting residents’ rights and participation, waiting list and grievance procedures. The table lists out the provisions applicable to the type of conversion (PBV or PBRA) that the PHA is proposing. This list is not a substitute for providing a copy of the relevant tenant protections listed below.

<b>Project Based Voucher (PBV) Requirements (Section 1.6 of PIH Notice 2012-32, REV-2 and the Joint Housing PIH Notice H-2014-09/ PIH-2014-17)</b>	<b>Project Based Rental Assistance (PBRA) Requirements (Section 1.7 of PIH Notice 2012-32, REV-2 and the Joint Housing PIH Notice H-2014-09/PIH-2014-17)</b>
<b>Tenant Protections (Under Joint Housing PIH Notice H-2014-09/ PIH-2014-17.)</b>	
1. Right to Return and Relocation Assistance	1. Right to Return and Relocation Assistance
<b>Tenant Protections Under Section 1.6.C (PBV) or Section 1.7.B (PBRA)</b>	
1. No re-screening of tenants upon conversion	1. No re-screening of tenants upon conversion;
2. Under-Occupied Unit	2. Under-Occupied Unit (See Section 1.7)
3. Renewal of Lease	3. N/A
4. Phase-in of tenant rent increase:	4. Phase-in of tenant rent increase:
5. FSS and ROSS-SC programs;	5. FSS and ROSS-SC programs;
6. Resident Participation and Funding.	6. Resident Participation and Funding.
7. Termination notification	7. Termination notification
8. Grievance process	8. Grievance process
9. Earned Income Disregard.	9. Earned Income Disregard.
10. Jobs Plus	10. Jobs Plus
<b>Tenant Protections Under Section 1.6.D (PBV) or Section 1.7.C (PBRA)</b>	
1. Establishment of Waiting List	1. Establishment of Waiting List
2. Choice Mobility	2. Choice Mobility

SNRHA RAD Conversion Status is as follows:

**Project Description**

Vera Johnson Manor “B” (AMP 410)  
503 North Lamb Blvd. Las Vegas, NV 89110  
APN# 140-31-501-017 (9.46 acres)

The SNRHA submitted on 12/2013 a RAD application for Vera Johnson Manor B (AMP 314) anticipating a Conditional Housing Assistance Payment (CHAP) agreement issuance by January 2014. As of March 2015 the CHAP agreement has not been issued for the Project; even though Congress lifted the unit cap of 60,000 to 185,000 units under the RAD Program. The SNRHA submitted in FY 2014 a HOME application and a 9% Tax Credit Application for the Rehabilitation of all 112 units at this site. On April 2014 the City of Las Vegas awarded \$1 million in HOME Funds to Vera Johnson Manor B and in July 2014 the Nevada Housing Division issued a 2014 Reservation Letter for \$1 million annually in 9% Low Income Housing Tax Credits (LIHTC) for Vera Johnson Manor B. In an effort to preserve the HOME Funds and Tax Credit Allocations, the SNRHA proceeded with a Mixed Finance Proposal as an Interim Plan for closing early April 2015. As part of this process SNRHA completed a Section 18 disposition resulting in a reduction of eight (8) public housing units to be set-aside for HOME restricted units for a new total of 104 public housing units. The SNRHA plans to submit the RAD conversion after receiving the CHAP and immediately after the construction and lease-up is complete at Vera Johnson B.

On April 3, 2015-the SHNRA received approval from HUD for the conversion of assistance of 112 public housing units at Development No. NV018002022b, Vera Johnson Manor B (AMP 410). The SNRHA will be submitting a revision to the RAD team to reflect the new total of 104 Public Housing Units for conversion of assistance to Project Based Voucher (PBV) under RAD.

SNRHA will work with HUD to forward needed items to meet any required RAD milestones. However, SNRHA currently does not anticipate converting Vera Johnson Manor B to RAD until construction completion to simplify the conversion.

Vera Johnson Manor “B” entails the acquisition / rehabilitation of an existing 112-unit [104 Public Housing plus 8 HOME restricted units] low-income family development located in Las Vegas, NV. The property was constructed in 1984 under the Federal Low-Income Public Housing program and is owned and operated by the Southern Nevada Regional Housing Authority (SNRHA).

The goals of the rehabilitation include:

- To bring the units up to modern standards including new plumbing, wiring, cabinets, countertops, sinks, tubs and vanities, painting, flooring and appliances;
- To meet and/or exceed energy conservation requirements as detailed in Section 14 of the 2014 Nevada Housing Division Qualified Allocation Plan, and to lower future utility costs for the tenants and the owner; this will include new vinyl dual-pane windows, new exterior doors, additional furring, insulation and duct work, and the addition of gas-fired tankless hot water heaters;
- To increase site security and “defensible space” through landscaping, improved site lighting and security cameras;

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- To reduce water consumption through the replacement of some lawn areas with low-maintenance rock and desert landscaping and the addition of low-flow faucets and commodes; and,
- To address remaining site accessibility deficiencies as identified in the physical needs assessment and annual property accessibility audits.

Vera Johnson Manor B opened in 1984 as the 18th family housing development of the former Las Vegas Housing Authority. The site is named in honor of Vera Johnson, former Supervisor Occupancy Specialist at the San Francisco Area of the Department of Housing and Urban Development (HUD).

The development consists of 15 one and two-story wood and block-frame buildings on an 9.46-acre site. The unit mix, in 15 residential buildings, is as follows:

No. of Units	Public Housing	HOME Restricted	Type	SF
96	91	5	2 Bedroom/1 Bathroom	1,073 SF
16	13	3	3 Bedroom/1 Bathroom	1,213 SF
<b>112</b>	<b>104</b>	<b>8</b>		<b>122,416 SF</b>

There are no changes to the number of units or the bedroom distribution of the units proposed as part of the conversion.

The units are arranged in buildings of 5 to 9 units along a series of parking lots entered by way of North Lamb Boulevard. The property contains 138 parking spaces plus 6 parking spaces for disabled persons.

As part of the redevelopment, SNRHA plans to add a community center and work with the Clark County School District and Communities in Schools Nevada to expand its successful Project REACH program to the Learning Center on the Vera Johnson Manor B site. (See below.)

**Development Team**

- Developer: Nevada HAND
- Co-Developer: Southern Nevada Regional Housing Authority and its non-profit affiliate, Affordable Housing Programs, Inc.
- Consultant: EJP Consulting Group, LLC and Praxis Consulting Group, LLC General
- Contractor: HAND Construction
- Property Manager: HAND Property Management
- Architect: To be identified

Vera Johnson Manor B will be owned by a new sole purpose entity, Vera Johnson Family, LLC, a Nevada limited liability company. The 0.01% Managing Member of the LLC will be Vera Johnson Family Manager, LLC, also a Nevada limited liability company. Affordable Housing Programs, Inc. (AHP, Inc.), the non-profit instrumentality of SNRHA, will be the sole manager of the Manager LLC. SNRHA and AHP, Inc. will act as co-developer to the ownership LLC.

**Project Financing**

The project financing for Vera Johnson Manor B includes 9% Low Income Housing Tax Credits issued through the Nevada Housing Division and HOME Funds from City of Las Vegas.

Under an innovative new program called Rental Assistance Demonstration (RAD), the HUD is allowing housing authorities to convert public housing into subsidized housing with a project-based rental assistance contract. The rental assistance contract—15 years with an option to renew for another 15 years under the Project-Based Voucher approach—will allow SNRHA to borrow funds to cover a portion of the redevelopment effort. The RAD contract rent will be the lesser of 110% of Fair Market Rent less Utility Allowance or \$710 per unit per month.

SNRHA submitted its application for RAD financing to HUD in mid-December 2013.

**Estimated Project Schedule**

RAD Application	December 2013 (actual)
NHD 9% LIHTC Application	May 2014 (actual)
Financial Closing	April 2015
Construction Start	April 2015
Construction Completion	December 2015
Full Occupancy	April 2016

**Project Description**

Landsman Gardens (AMP 317)  
750 Major Street, Henderson, NV 89015  
APN# 179-17-503-001 and 003 (11.11 acres)

RAD Conversion Update: Under the Rental Assistance Demonstration the SNRHA converted in 2014 Landsman Gardens a 100-unit family public housing development in the Valley View neighborhood of Henderson, Nevada to Project Based Section 8. Landsman Gardens is the first FHA-financed project in the nation to close under the Rental Assistance Demonstration (RAD) program. Construction was completed December 2014 and units are anticipated to be 100% lease-up March 2015.

Financing for Landsman Gardens includes tax-exempt bonds issued by the Nevada Housing Division and insured under the FHA 221(d)(4) mortgage guarantee program, equity from the sale of 4% Low Income Housing Tax Credits to PNC Real Estate, short-term tax-exempt bonds for construction from Citi Community Capital, public housing capital funds and operating reserves from the SNRHA, HUD HOME funds from the City of Henderson, Federal Home Loan Bank of San Francisco Affordable Housing Program (AHP) funds, sponsored by City National Bank and grant funds from Wells Fargo Housing Foundation.

The property renovations included comprehensive modernization of all the units, site upgrades and included upgrading the site and the on-site Administrative Building and Learning Center where the SNRHA and local service organizations will provide a variety of programs to residents such as after-school activities for youth, financial literacy, and resource referrals to nutrition and wellness programs.

Landsman Gardens is an important housing asset for the Las Vegas Valley that includes a complement of scarce two-, three-, four-, and five-bedroom units, serving large families. Through the RAD program, the development will be preserved in the long term for a new generation of families in need of decent, safe and affordable housing.

**Project Description**

Biegger Estates (AMP 406)  
5701 Missouri St.#35, Las Vegas, NV. 89122  
APN#:161-28-603-001 (11 acres)

RAD Conversion Update: The SNRHA in March 2015 submitted a RAD application for Biegger Estates (AMP 406) the Conditional Housing Assistance Payment (CHAP) agreement was received July 2015) for conversion of assistance to Project Based Voucher (PBV) under RAD. The SNRHA submitted on May 2015 a 9% Tax Credit Application for the Rehabilitation of all 119 units at this site and received a 9% Tax Credit Award Allocation on July 2015. The SNRHA will self-develop this project

Biegger Estates, constructed in 1985 and opened in 1986, as the 8th family housing development of the former Clark County Housing Authority. Property consists of 33 single-story wood frame residential buildings with stucco exteriors on an 11-acre site. The roofs are gable style with asphalt shingles. The unit mix, in 33 residential buildings, is as follows:

No. of PH Units	Bdrm Distribution	SF
87	2 Bedroom/1 Bathroom	782 SF
22	3 Bedroom/1 Bathroom	1,009 SF
10	4 Bedroom/2 Bathroom	1,116 SF
<b>119</b>		<b>101,428 SF</b>

At this time we are not anticipating to change the number of units or the bedroom distribution of the units proposed as part of the conversion.

**Estimated Project Schedule**

RAD Application: March 2015  
 NHD 9% LIHTC Application: May 2015  
 Construction Start: January 2016  
 Construction Completion: February 2017  
 Full Occupancy : April 2017

**Project Description**

Rose Gardens (AMP 403)  
 1632 Yale Street, North Las Vegas, NV.89030  
 APN #: 139-22-810-041 (3.85acres)

RAD Conversion Update: The SNRHA submitted in March 2015 a RAD application for Rose Gardens (AMP403) receiving a Conditional Housing Assistance Payment (CHAP) agreement July 2015 for conversion of assistance to Project Based Voucher (PBV) under RAD. The SNRHA is also planning to submit in FY 2015 early FY 2016 a Bond/4% Tax Credit Application for the Re-development of all 120 units (on-site or off-site). The SNRHA may self-develop or partner with a developer for this project.

Rose Gardens constructed in 1972 acquired and opened in 1975, as the 2th senior housing development of the former City of North Las Vegas Housing Authority. Currently Rose Gardens has an Elderly Population Designation. Property consists of 2 three-story low rise elevator style structure on a 3.85-acre site. The buildings are slab on grade with a wood siding exterior. The unit mix is as follows:

No. of PH Units	Bdrm Distribution	SF
60	0 Bedroom/1 Bathroom	370 SF
60	1 Bedroom/1 Bathroom	503 SF
<b>120</b>		<b>52,380 SF</b>



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At this time we are not anticipating to change the number of units however; we are anticipating to change the bedroom distribution of the units as follows: 70%-85%-1Bdrm units [approx. 600sqft] and 15%-30% 2Bdrm [approx. 775sqft] units, as part of the conversion.

<u>Name of Public Housing Project:</u>  ROSE GARDENS	<u>PIC Development ID:</u>  NV018007001	<u>Conversion type (i.e., PBV or PBRA):</u>  PBV	<u>Transfer of Assistance:</u> Yes <u>Proposed Location:</u> 1731 Yale Street. NLV, NV. 89030 APN: 139-22-801-002 <u>No. of Units Transferring:</u> 120
<u>Total Units:</u>  120	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>  Senior	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u>  Senior	<u>Capital Fund allocation of Development:</u> \$112,549.27
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion:</b>	<b>Change in Number of Units per Bedroom Type and Why?</b>
Studio/Efficiency	60	0	
One Bedroom	60	102	Unit Reconfiguration
Two Bedroom	0	18	Unit Reconfiguration
Three Bedroom	0	0	
Four Bedroom	0	0	
Five Bedroom	0	0	
Six Bedroom	0	0	
Total:	120	120	
(If Performing a Transfer of Assistance)	The property proposed for the transfer of assistance is across the street from Rose Gardens, [former Casa Rosa Public Housing site demolished in July 2010 as approved by HUD and SAC]. This property is also a part of the existing Rose Gardens AMP. The existing units are extremely small 370SF-530SF and very difficult to lease. The proposed units will be more spacious ranging from 600SF-775SF with more amenities. Units will be more attractive and more marketable. It is proposed to relocate the tenants once the construction of the new building is complete at the new location and then demolish the existing Rose Gardens structures. Therefore; the SNRHA is not anticipating any changes in the policies that govern eligibility, admission, selection and occupancy of units at the project after it has been converted.		

**Estimated Project Schedule**

RAD Application: March 2015  
 Bond 4% LIHTC Application: May 2016  
 Construction Start: December 2016  
 Construction Completion: March 2018  
 Full Occupancy : December 2018

**Homeownership Activities:** The SNRHA Homeownership activities are included.

**Community Service and Self-Sufficiency:** The SNRHA policy for Community Service and the Sufficiency Plan is included.

**Safety and Crime Prevention:** Since the FFY 2002 Appropriations Bill does not include Public Housing Drug Elimination Program Funding; there are no changes to Safety and Crime Prevention.

**Pet Ownership:** No Changes.

**Civil Rights Certification:** This section includes the required certification.

**Annual Audit:** This section includes the Southern Nevada Regional Housing Authority’s FY2014 Annual Audit.

**Asset Management Plan:** HUD has approved SNRHA’s request for AMP Structure reorganization. See TAB 19.

**Statements and Certifications:** Required statements and certifications are included in this section.

**HUD Template:** A copy of the Annual Agency Plan Template HUD Form 50075 supports this Annual Plan and is to be transmitted to HUD by the required due date. This is supplemented by the electronic copies of the capital and replacement housing budgets in their respective sections of this Annual Plan.

**Annual Plan Table of Contents**

The following is the table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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10. Civil Rights Certification (included with PHA Plan Certifications)	26
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**Attachments**

Required attachments are provided as required under Section 11.0 of this document.

**Supporting Documents Available for Review**

The following table indicates documents available for review upon request:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

**PHA Plan Elements (24CFR 903.7)**

- 1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

**Public Housing**

**Eligibility**

- SNRHA verifies eligibility for admission to public housing as follows:
  - SNRHA pulls applicants from its waiting list based on historical data relating to the number of future vacancies and percentage of withdrawn applicants that are pulled to ensure an adequate pool of certified eligible applicants are always available for units as they become vacant and available. When applicants are pulled, all verification of preferences and other eligibility requirements are completed as well as a full application
- SNRHA uses the following non-income (screening) factors to establish eligibility for admission to public housing
  - Criminal or Drug-related activity
  - Requesting criminal records from FBI, local law and State law enforcement agencies for screening purposes.
  - Rental history
- SNRHA checks to ensure no bad debt is owed to any other housing authority, by use of the EIV System:

- Reviewing for current housing assistance and/or past terminations of assistance or debts owed.

**(ii) Waiting List Organization**

- a. SNRHA uses the following methods to organize its public housing waiting list Community-wide list
  - Site-based waiting lists for designated communities through centralized system as described in the ACOP
- b. Interested persons may apply for admission to public housing at the following location:
  - PHA main administrative offices or by downloading an application from its website and mailing in the application.
- c. SNRHA plans to operate up to seven (7) site-based waiting lists in the coming year. All of the site-based wait lists were previously HUD approved. Families may be on all open lists for which they qualify.
- d. Interested persons may obtain more information about and sign up to be on the site-based waiting lists at the following location:
  - PHA main administrative offices

**(iii) Assignment**

Applicants ordinarily are given two vacant unit choices before they are withdrawn from the wait list. The exception to this policy would be if the applicant was offered an incorrect unit for their needs or in the case of a reasonable accommodations request.

**(iv) Admissions Preferences**

- a. Income targeting:
  - SNRHA plans to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30%.
- b. Transfer policies:

Transfers take precedence over new admissions in the following instances:

  - Emergencies (including VAWA)
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work, community safety)
- c. Preferences  
SNRHA have established the following preferences for admission to public housing (other than date and time of application):  
  
Former Federal preferences:
  - Federally declared disasters  
Other preferences: (select below)
  - Working families and those unable to work because of age or disability
  - Veterans and veterans' families



- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Other preference(s) (list below)
- Disabled Veteran
- Family of a deceased veteran
- Homeless **Referral** preference

The SNRHA does use income targeting preferences for unit offers.

**(v) Occupancy**

- a. Applicants and residents can use the following reference materials to obtain information about the rules of occupancy of public housing:
  - The PHA-resident lease
  - The PHA's Admissions and Continued Occupancy policy
  - PHA briefing seminars or written materials
- b. Residents must notify the SNRHA of changes in family composition in the following circumstance:
  - In writing within 10 calendar days, anytime a change in income or family composition occurs.

**(vi) Deconcentration and Income Mixing**

- a. The SNRHA conducted an analysis of its family (general occupancy) developments to determine concentrations of poverty to indicate the need for measures to promote deconcentration of poverty or income mixing.
- b. The SNRHA adopted the following changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing:

Did the SNRHA adopted the following changes to other policies based on the results of the required analysis the need for deconcentration of poverty and income mixing? **YES**

If the answer to c was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
  - Actions to improve the marketability of certain developments
- f. Based on the results of the required analysis, the SNRHA will make special efforts to attract or retain higher-income families in the following developments:
    - Sherman Gardens                      AMP 408 (NV 214)
    - Villa Capri                                AMP 408 (NV 215)
    - Marble Manor Annex                    AMP 407 (NV 203b)
    - Vera Johnson –B                        AMP 410 (NV 222b)
    - Vera Johnson Manor –A                AMP 406 (NV 222a)
    - Hampton Court                         AMP 404 (NV 1305)
    - Hullum Homes                            AMP 407 (NV 1307)
    - Biegger Estates                         AMP 406 (NV 1308)

- Jones Gardens AMP 407 (NV 1310)

g. Based on the results of the required analysis, SNRHA will make special efforts to assure access for lower-income families for the following developments:

- AMP 408 (NV214 & NV215), AMP 407 (NV203b), AMP 410 (NV222b), AMP 406 (NV222a), AMP 404 (NV1305), AMP 407 (NV1307), AMP 406 (NV1308) & AMP 407 (NV1310)

**B. Housing Choice Voucher (HCV)**

Exemptions: PHAs that do not administer HCV are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

**Eligibility**

SNRHA conducts screening to determine criminal and drug-related activity, more extensively than required by law or regulations.

SNRHA request criminal records from local law enforcement agencies for screening purposes. This includes FBI access from the FBI for screening purposes.

SNRHA shall provide the current address and if known prior address and landlord.

Project-Based Voucher Program. After one year participants are eligible to receive a tenant based voucher “if” funding is available and they have given a proper (60 days) notice to their manager and have no pending evictions for unpaid debts.

Applications for admissions are done through the PHA’s Main office via telephone.

**(ii) Search Time**

SNRHA will give extensions on standard 60-day period to search for a unit, in the event the applicant can demonstrate an effort to find housing at the discretion of the PHA and as a reasonable accommodation for disabled applicants. Additionally, SNRHA shall issue vouchers to disabled participants for 90 days for their initial search. The SNRHA may extend an additional 30 days as a reasonable accommodation.

**Income targeting**

- SNRHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income

**Preferences**

SNRHA have established preferences for admission to section 8 tenant-based assistance. The weighted value is in the order listed with none having equal weights.

Former Federal preferences

Federally declared disasters

- Foster youth aging out of the foster care system
- FUP/VASH referrals

The SNRHA does employ admissions preferences in the following order of priority. None have equal weight:

- Involuntary Displacement –Federally declared disasters
- Foster Youth Aging Out of the Foster Care System –limited to 10 per year
- Family Unification referrals
- Working preference which includes elderly and disabled and those applicants enrolled in a training program.
- Veteran Preferences
- Resident Preferences

Among applicants on the waiting list with equal preference status, they are then selected by date and time of their applications.

SNRHA does employ preferences for residents who live and/or work in the jurisdiction and it has been approved by HUD.

Relationship of preferences to income targeting requirements: This is not applicable.

**(iii) Special Purpose Section 8 Assistance Programs**

The documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained within the Section 8 Administrative Plan and HCV Briefing Packets

The SNRHA announces the availability of any special funding using public notices in all local newspapers as well as via faxes to organizations that service low-income families, including seniors and disabled.

**C. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

**Payment Standards**

Describe the voucher payment standards and policies.

The SNRHA’s payment standards are at 100% of FMR.

If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) Not applicable

If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) Not applicable

SNRHA reviews Payment Standards annually.

The SNRHA consider in its assessment of the adequacy of its payment standard by reviewing both success rates of assisted families and rent burdens of assisted families.

**(ii) Minimum Rent**

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The SNRHA minimal rent is established at \$50.00 and has not established any hardship rents.

- 2. 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY2016)</b>		
a) Public Housing Operating Fund	\$14,223,412	Estimated for 2015
b) Public Housing Capital Fund	\$3,397,133	Revised 2015 Allocation.
c.1) RHF – First 5-YR Increment	\$336,496	2015 Allocation
c.2) RHF – Second 5-YR Increment	\$173,119	2015 Allocation
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$101,707,781	Estimated for 2015
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$691,791	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
FFY 14 – CFP NV39P018501-14	\$3,497,989	PH CFP
FFY 14 – CFP NV39R018501-14	\$410,238	CFP RHF-1 <sup>st</sup> 5YR Increment.
FFY 14 – CFP NV39R018502-14	\$170,192	CFP RHF-2 <sup>nd</sup> 5YR Increment.
FFY 13 – CFP NV39P018501-13	\$3,666,347	PH CFP
FFY 12 – CFP NV39P018501-12	\$3,745,945	PH CFP
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
	\$5,563,029	
<b>4. Other income (list below)</b>		
Interest on general fund investments	\$63,650	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Non-dwelling rental income	\$0	
Other Income	\$330,716	
Management Fee (internal)	\$5,742,600	
<b>5. Non-federal sources</b> (list below)		
Homeownership Proceeds (as of 09/30/2013)	\$4,306,060	Homeownership to be used for new development pending HUD approval
Disposition Proceeds	\$3,649,348	Proceed from sale of PHA units to be used for new development of PHA units pending HUD approval
<b>Revised Total Resources</b>	<b>\$151,675,846</b>	<b>Operations, Resident Programs and Capital needs and Replacement Housing</b>

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

**Public Housing**

**Income Based Rent Policies**

The SNRHA has the following income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions:

- SNRHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

**Minimum Rent**

- The SNRHA has set the minimum rent at \$50.00 and have not adopted any discretionary minimum rent hardship exemption policies.

**Rents set at less than 30% than adjusted income**

- The SNRHA does not plan to change rents at a fixed amount or percentage less than 30% of adjusted income, or have ceiling rents.

The SNRHA does not have nor plan to have ceiling rents.

Rent re-determinations:

- SNRHA requires tenants to report changes in income or family composition, between income reexaminations, anytime the family experiences an income increase, such that the changes result in an adjustment to rent.

The SNRHA does not plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year.

**(ii) Flat Rents**

The SNRHA uses the following sources, to establish comparability, in setting the market-based flat rents:

- **An amount no less than 80% of the applicable FMR established under 8 ( c ) of the U.S. Housing Act of 1937, in accordance with HUD Notice PIH 2014-07.**

**Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

**PHA Management Structure**

An organization chart showing the PHA’s management structure and organization is attached.

**B. HUD Programs under PHA Management**

The following is a list of Federal Programs administered by SNRHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each:

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<b>2702</b>	3%
Section 8 Vouchers	<b>10,164</b>	Est. 1%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	<b>N/A</b>	
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

The following is a list of our public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

**(i) Public Housing Maintenance and Management:**

- Admissions and Continued Occupancy Policy
- Emergency Maintenance Policy



- Additionally, SNRHA has a monthly pest control program to prevent and address any pest control infestations SNRHA addresses bed bug issues aggressively through the use of multiple remedies, including chemical and heat treatments.

**(ii) Section 8 Management:**

- Administrative Plan

**5. Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

**A. Public Housing**

- (i) The SNRHA has not established written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?
- (ii) Residents or applicants to public housing may contact the following offices, to initiate the PHA grievance process:
  - PHA main administrative offices
  - PHA development management offices

**B. Section 8 Tenant-Based Assistance**

- (i) The SNRHA has established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.
- (ii) Families are to submit their request for informal reviews or hearings to the SNRHA's Main Office.

**6. Designated Housing**

**A. Designated Housing for Elderly and Disabled Families.**

With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. On January 8, 2014, SNRHA received notice of approval of Marion Bennett Plaza (NV0180002316) to include designation of 16 units for Elderly and the remaining 49 units for Mixed Population occupancy.

**B. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities for Elderly Families and Families with Disabilities**

- (i) The SNRHA has designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S.

Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.) On January 8, 2014, SNRHA received notice of approval of Marion Bennett Plaza (NV0180002316) to include designation of 16 units for Elderly and the remaining 49 units for Mixed Population occupancy.

- (ii) Activity Description: The SNRHA has provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity description table below.

**7. Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

**A. PHA Coordination with the Welfare (TANF) Agency**

**(i) Cooperative agreements:**

The SNRHA will be entering into a cooperative agreement with the TANF Agency, to share information and/or target supportive services.

- (ii) The SNRHA have coordinated the following efforts with the TANF agency:

- a. Information sharing regarding mutual clients (for rent determinations and otherwise)

**B. Services and programs offered to residents and participants**

**(i) Self-Sufficiency Policies**

The SNRHA employs the following policies, to enhance the economic and social self-sufficiency of assisted families:

- a. Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- b. reference/eligibility for public housing homeownership option participation
- c. Preference in requesting transfer to Honolulu Street Family Development

**(ii) Economic and Social self-sufficiency programs**

SNRHA coordinates, promotes and provides the following programs to enhance the economic and social self sufficiency of residents:

Services and Programs				
Program Name & Description (including location, if appropriate)	Est. Size	Allocation Method (waiting list/random selection/specific)	Access (development office / PHA main office / other provider name)	Eligibility (PH or HCV participant s or both)

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		<b>criteria/other)</b>		
IDEA Homeownership Program	120	FSS Program	Development/open recruitment	BOTH
WISH Homeownership Program	3	FSS Program	Development/open recruitment	BOTH
Transportation	180	As requested	Individual developments	PH
Career Skills Training	420	Recruitment	Service Coordinator	PH
Clothes Closet – to provide clothes for participants scheduled for job interviews	180	As requested	FSS Coordinators	BOTH
Continuing Education	55	As requested	FSS Program referral	BOTH
Debt Management	150	As requested	FSS Program referral	BOTH
Utility/Rental Assistance	200	As requested	FSS Program referral	Local Residents
Early Education Services/Online High School Classes	126	As requested	Individual Developments	PH
Pro Bono Legal Services	15	As requested	Senior Law/Nevada Legal Services/Clark County Pro Bono/State Bar of NV Lawyers	BOTH
Health Services				

**(iii) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of 4/1/2014)
Public Housing	346	190
Section 8	<b>190</b>	<b>375</b>

SNRHA has outlined in the most recent FSS Action Plan steps to achieve at least the minimum program size.

**C. Welfare Benefit Reductions**

- (i) SNRHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:
  - Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

- 8. Safety and Crime Prevention.** For public housing only, describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

**A. Need for measures to ensure the safety of public housing residents**

- (i) The SNRHA has the need for measures to ensure the safety of public housing residents for the following reasons:
  - a. High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - b. People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- (ii) The PHA used the following information to determine the need for actions to improve safety of residents:
  - Analysis of crime statistics over time for crimes committed “in and around” public housing authority
  - Resident reports
  - Police reports
  - Daily Activity Reports provided by contracted on site security
- (iii). The following developments are most affected:  
**Sherman Gardens, Villa Capri, Sherman Gardens Annex, Marble Manor, Vera Johnson ‘B’ and Biegger Estates.**

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

- (i). The SNRHA has undertaken or plans to undertake the following crime prevention activities:
  - Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
  - Crime Prevention Through Environmental Design
  - Activities targeted to at-risk youth, adults, or seniors
  - Volunteer Resident Patrol/Block Watchers Program

- Coordination efforts with other multi-family complexes to share information regarding evicted tenants
- Safe Village Initiative at Sherman Garden Annex
- Certification of staff in the Crime Free Communities protocol

(ii). The following developments are most affected:

**Sherman Gardens, Villa Capri, Sherman Gardens Annex, Marble Manor, Vera Johnson 'B' and Biegger Estates**

### **C. Coordination between PHA and the police**

(i). The SNRHA have the following coordination efforts between and the appropriate police precincts for carrying out crime prevention measures and activities:

- Police provide crime data to housing authority staff for analysis and action
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

(ii). The following developments are most affected? (list below)

**Sherman Gardens, Villa Capri, Sherman Gardens Annex, Marble Manor, Vera Johnson 'B' and Biegger Estates**

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

The SNRHA has implemented a policy regarding the ownership of pets in the public housing developments. The policy outlines deposits, acceptable size and weight and number of pets per household. The policy also provides for those residents who have animals as a result of a Reasonable Accommodations based on handicap or disability.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

11. **Fiscal Year Audit.** SNRHA's most recent fiscal year audit is attached.

SNRHA is required to have an audit conducted under section (h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)) submitted to HUD. There was no audit conducted for the new SNRHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

SNRHA is engaging in activities that will contribute to the long-term asset management of its public housing stock, including planning for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs. Examples of these activities include:

- Development-based accounting
- Generally maintenance activities are decentralized

SNRHA have included descriptions of asset management activities in the **optional** Public Housing Asset Management Table.

- 13. Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

SNRHA have formed a partnership with Heads Up Wellness and Guidance Center of Nevada to provide counseling services for residents of public housing. Residents are referred once Management is aware of any type of domestic violence occurring in the household. Residents are also informed, at time of lease up, of the counseling services available through Heads Up.

#### **14. Other Information**

[24 CFR Part 903.7 9 (r)]

##### **A. Resident Advisory Board Recommendations**

- (i) Please indicate if the SNRHA receive any comments on the PHA Plan from the Resident Advisory Board/s? (Yes or No)
- (ii) If yes, the comments are: (if comments were received, the PHA **MUST** indicate) Attached at Attachment (File name) PHA to provide the following info Pending or received letter of support of the update from the Resident Advisory Board. (PHA to indicate if any suggested changes were received).
- (iii). In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments
  - List changes below:
  - Other: (list below)

##### **B. Description of Election process for Residents on the PHA Board**

- (i) The SNRHA do not meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937.

The resident who serves on the SNRHA Board was not elected by the residents. The resident was selected by using the following election process:

- Notices of interest are sent out to all tenants of public housing and participants of Section 8.



- There are interviews of all interested candidates are conducted first by the Resident Advisory Board.
- The final list is then submitted to the Mayor of the City of Las Vegas who conducts his/her interviews and makes the appointment. (see Tab 7)

Eligible candidates are any head of household receiving PHA assistance.

**C. Statement of Consistency with the Consolidated Plan**

- (i). SNRHA Consolidated Plan jurisdiction is City of Las Vegas, City of North Las Vegas, Clark County, and City of Henderson
- (ii) SNRHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- (iii) The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) (Insert letter from the City)

**6.0 PHA Plan Update (cont.)**

- (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

Changes to the Administrative Plan <b><u>Proposed Changes for 2014 to 2015</u></b> <b>Clarification: Added Items are Underline. Removed Items are Stricken</b>			
Chapter	Page	New or Removed	Summary of Change or Addition
1	17	Removed	To reach persons who cannot read newspapers, SNRHA will distribute fact sheets to the broadcasting media, and initiate personal contacts with members of the news media and community service personnel. .... However, the list of vendors below may be altered without Board approval based on results of outreach and other factors such as vendors no longer being available. The Director of Housing Programs or their designee will make this determination. <ul style="list-style-type: none"> <li>• Las Vegas Review Journal/Sun</li> <li>• El Mundo</li> <li>• <del>Las Vegas Sentinel</del></li> <li>• Latin American Press</li> </ul>

<p style="text-align: center;">Changes to the Administrative Plan  <b>Proposed Changes for 2014 to 2015</b>                      Clarification: Added Items are Underline. Removed Items are Stricken</p>			
Chapter	Page	New or Removed	Summary of Change or Addition
			<ul style="list-style-type: none"> <li><del>• Asian American Press</del></li> <li>• Asian Journal</li> <li>• The Israelite</li> <li>• Indian Voice</li> <li>• <u>El Tiempo</u></li> </ul>
2	9	Added	<p>If SNRHA finds that the requested accommodation creates an undue administrative or financial burden, <u>or would violate a federal regulation or statute</u>, SNRHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person.</p>
2	12	Added	<p><b>2-II.F. VERIFICATION OF DISABILITY</b>                      The regulatory civil rights definition for persons with disabilities is provided in Exhibit 2-1 at the end of this chapter. The definition of a person with a disability for the purpose of obtaining a reasonable accommodation is much broader than the HUD definition of disability which is used for waiting list preferences and income allowances. <u>Verification policies are contained in Chapter 7.</u></p>
3	4	Added	<p><b>3-I.C. FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY</b>  <b>Family Break-up [24 CFR 982.315]</b>                      SNRHA has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up.....  <u>SNRHA Policy..... If there is a family break up of participants, only one of the new families will continue to receive assistance and that will be the head of household on the original application; unless, as a result of domestic violence which is reported and VAWA rules apply or judicial decision is provided to SNRHA.</u></p>
	7	Added	<p><b>3-I.J. GUESTS [24 CFR 5.100]</b>                      A <i>guest</i> is a person temporarily staying in the unit with the consent of a member of the household who has express or implied authority to so consent.  <u>SNRHA Policy</u>                      A guest can remain in the assisted unit no longer than 30 consecutive calendar days or a total of 60 cumulative calendar days during any 12-month period.....                      A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure is expected to last 40 consecutive calendar days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return. Approvals must be done, in writing prior to the guest remaining in the unit past 30 consecutive calendar days. <u>The exception will be when guardianship is being processed and SNRHA has documents from the courts to verify the process has begun.</u></p>

Changes to the Administrative Plan <b>Proposed Changes for 2014 to 2015</b> Clarification: Added Items are Underline. Removed Items are Stricken			
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3	9	Added	<p><b>Absent Head, Spouse, <u>or Co-head, or other Adult:</u></b></p> <p>The family must promptly notify SNRHA when the family is absent from the unit.  <u>SNRHA Policy</u>  <u>Family members absent for more than 180 days due to employment or active duty in the military shall be considered a family member and income will be considered.</u></p>
	22	Added	<p><b>3-III.D. SCREENING</b>  <b>Screening for Eligibility .....</b>  <u>SNRHA Policy</u>                      SNRHA will perform a criminal background check through <del>local</del> law enforcement for every adult household member except VASH applicants. <u>For VASH, only sex offender information shall be considered. SNRHA shall use the DRU Sjodin database encouraged by HUD in PIH Notice 2012-28 at <a href="http://www.nsopw.gov">http://www.nsopw.gov</a>.</u>  <u>SNRHA shall complete fingerprints and will request information from the National Crime Information center (NCIC) using a third party vendor for criminal background checks.</u></p>
4	8	Added	<p><b>4.II.F. APPLYING FOR ADMISSION</b>  <u>SNRHA Policy.....</u></p> <ul style="list-style-type: none"> <li>• <u>SNRHA may use a lottery system when opening its waitlist and may incorporate online applications. The method of application acceptance shall be included in the public announcement. If utilized, applicants shall be placed on the waitlist using a lottery system. Once each application has been randomly assigned a number, the applications will be placed on the waiting list in order of the assigned numbers. Lottery shall not be used for special admissions and/or when opening special funding HCV programs such as Non-Elderly Disabled (NED) or Mainstream.</u></li> </ul>
	10	Removed	<p>SNRHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Las Vegas Review Journal/Sun</li> <li>• El Mundo</li> <li>• Latin American Press</li> <li>• <del>Asian American Press</del></li> <li>• Asian Journal</li> <li>• The Israelite</li> </ul>

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Chapter	Page	New or Removed	Summary of Change or Addition
			<ul style="list-style-type: none"> <li>• Indian Voice</li> </ul>
	16	Added	<p><b>4.III. E. INCOME TARGETING REQUIREMENT [24 CFR 982.201(b)(2)]</b>                      HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA’s fiscal year. <u>ELI families are those with annual incomes at or below federal poverty levels or 30% of the area median income, whichever number is higher.</u> To ensure this requirement is met, SNRHA may skip non-ELI families on the waiting list in order to select an ELI family.</p>
	17	Added	<p>SNRHA will utilize the preferences and points identified in Section D of this chapter. Among applicants with equal preference status, the waiting list will be organized by date and time.  <u>If preferences submitted by the family at the time of application are not verified to be true, the family shall be placed back on the waiting list according to time and date of application and any other preference points they may have. If they applied during an opening for new applicants that was for a specific category of applicants or special funding source admissions, and do not meet those criteria, their application shall be withdrawn and a notice provided to the family.</u></p>
5	6	Removed	<p><b>Joint Custody of Dependents</b>  <u>SNRHA Policy</u>                      Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or participant family 51 percent or more of the time. Consideration may also be given to the person who receives the income for the care of the child.                      When more than one applicant or participant family is claiming the same dependents as family members, the family with primary custody at the time of the initial examination or reexamination will be able to claim the dependents. If there is a dispute about which family should claim them, SNRHA will make the determination based on available documents such as court orders <del>or an IRS return showing which family has claimed the child for income tax purposes.</del></p>

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5	6	Update	<p><b>Caretakers for a Child</b>  <u>SNRHA Policy</u>                      (2) If a caretaker has assumed responsibility for a child without the involvement of a responsible agency or formal assignment of custody or legal guardianship, the caretaker will be treated as a visitor for 90 calendar days <u>but not exceed 120 calendar days.</u> After the <del>90 calendar days</del> time has elapsed, .....</p>
	8	Updated	<p><b>Temporary Guardianship</b>  <u>SNRHA Policy</u> .....</p> <p>SNRHA will not accept temporary guardianship for the purpose of dependent deductions and/or occupancy subsidy <del>unless: (1) Court awarded guardianship or eustody is received within 365 calendar days of the date the child has been reported as moving into the unit, and/or (2) SNRHA's temporary guardianship form has been completed and submitted with required documents. The tenant/participant must provide staff with a court document to verify court awarded custody or guardianship with 365 calendar days of signing SNRHA guardianship form. Failure to submit shall result in: 1) the loss of all HUD allowances and deductions relating to the child; and 2) a smaller subsidy standard that excludes the child in the determination of subsidy/occupancy standards, effective with a 30 calendar day change notice to the family and owner.</del></p> <p><u>SNRHA shall provide 365 day Guardianship Form to extend approved visitors stay.</u></p> <p><u>SNRHA shall not approve additions for any reason if it will result in overcrowding as defined in HUD regulations.</u></p>
5	27	Updated	<p><b>5-1.L. PERIODIC AND DETERMINABLE ALLOWANCES [24 CFR 5.609(b)(7)]</b>                      .... <u>SNRHA Policy</u> .....</p> <p>2. When verification documents from the DA's office indicated no payment for more than 60 calendar days, <del>from the date of the printout (upon receipt of verification),</del> no income will be anticipated from child support/alimony. Participants are required to report all changes within ten (10) calendar days in writing including when child support/alimony is not received and/or starts.</p> <p><u>When a family first begins to receive child support/alimony or a new child/alimony support order is established, the amount of the received/ordered payment will be annualized and included in annual income. The participant is required to report all changes in income within 10 calendar days in writing.</u></p>

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6	22	Added	<p><b><i>VERIFICATION OF ASSETS</i></b>  <b>Family Assets</b>                      SNRHA will require the information necessary to determine the current cash value of the family’s assets, (the net amount the family would receive if the asset were converted to cash). SNRHA shall not verify income of assets that are less than \$5,000.00. However, participants must list assets and value on their continued occupancy form, <u>which must be signed and dated.</u></p>
	26	Added	<p><b><i>Familial Relationships</i></b>  <b><u>SNRHA Policy</u></b>                      Verification of guardianship is:                          Court-ordered assignment;                          Verification from social services agency;                      or                          SNRHA Self-certification of temporary guardianship or appointment                      In each case above (except court assignment), SNRHA must receive a court awarded guardianship or custody documents within 365 calendar days or head of household must resign SNRHA’s documents and submit required supporting documents. Any income still coming into the household on behalf of the child would be counted.                      Other family relationships will be verified through birth certificates or other relevant documents.  <del>SNRHA shall not increase bedroom size nor provide a dependent deduction, unless court ordered assignment or verification from a social service agency is received.</del></p>
6	26	Added	<p><b><i>Verification of Permanent Absence of Family Member</i></b>                      If an adult member who was formerly a member of the household or was never reported and identified by staff as being a spouse and is reported permanently absent by the family, SNRHA will consider any of the following as verification:</p> <ul style="list-style-type: none"> <li>• ....</li> <li>• <u>SNRHA separation affidavit.</u></li> </ul>
	26	Removed	<p><b><i>Verification of Change in Family Composition</i></b>                      SNRHA may verify changes in family composition (either reported or unreported) through one or more of the following actions: letters, telephone calls, utility records, inspections, landlords, <del>neighbors</del>, credit data, school, or DMV records, and other sources.</p>
6	31	Added	<p><del>6-I.G. ASSETS (24 CFR 5.609 (b)(3) AND 24 CFR 5.603 (b))</del>  <del>There is no asset limitation for participation in the HCV program. However, HUD requires the PHA include in annual income the anticipated “interest, dividends, and other net income of any kind from real or personal property (24 CFR 5.609 (b) (3).</del></p>



<p style="text-align: center;">Changes to the Administrative Plan  <b>Proposed Changes for 2014 to 2015</b>                      Clarification: Added Items are Underline. Removed Items are Stricken</p>			
Chapter	Page	New or Removed	Summary of Change or Addition
			<p><u><b>Imputing Income from Assets</b></u>                      Notice PIH 2012-29 requires PHAs to establish an imputed asset passbook savings rate based on the national average rate. The rate previously established by HUD field offices. The imputed asset income calculation is only performed if the net value of the family's asset exceeds \$5,000.00.                      SNRHA shall establish a rate of 0.75 percent (three quarters of one percent) of the national rate. This is a "safe harbor."                      SNRHA will be in compliance with the safe harbor guidance when the national rate is anywhere from zero percent to 1.5 percent.</p>
	57	Added	<p>All repayment agreements must be in writing, dated, signed by both the tenant and the PHA, include ..... At a minimum, repayment agreements must contain the following provisions:                      d. Late and missed payments constitute default of the repayment agreement and may result in termination of tenancy and/or assistance unless balance is paid in full no later than the last day of the month of the default.</p>
7	5	Added	<p><b>Briefing Packet [24 CFR 982.301(b)]</b>                      .....Documents and information provided in the briefing packet must include the following:                      o <u>Side-payments are prohibited (including Pool Fees; HOA fees, gardening/landscaping, and/or Management Fees)</u>                      o <u>Terminations as a result of evictions for cause</u></p>
	9	Added	<p><b>Move Briefing</b>                      A move briefing will be held for participants who will be reissued a voucher to move and have given proper notice (written 30 day notice or 60 days if the participant have leases at tax credit properties) of intent to vacate to their landlord and SNRHA.</p>
	13	Added	<p>In order for a minor child to continue to receive assistance as a remaining family member:                      .....SNRHA shall conduct an overview briefing for new Head of Household regarding family obligations.</p>
8	11	Added	<p><b>8-II.B. INITIAL HQS INSPECTION [24 CFR 982.401(a)]</b>  <b>Timing of Initial Inspections</b>  <u>SNRHA Policy</u>                      SNRHA will complete the initial inspection, determine whether the unit satisfies HQS, and notify the owner and the family of the determination within 15 calendar days of submission of the Request for Tenancy Approval (RFTA).                      SNRHA shall accept (in accordance with HUD Federal Register 35974, dated June 25, 2014) inspections completed for HOME funds and LIHTC programs as initial inspections. Documents must be maintained in each file. The inspection must have a written cover indicating pass or fail and the effective date of the inspection. These shall be used only for new developments with HOME or LIHTC fund attached to the funding.</p>

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Chapter	Page	New or Removed	Summary of Change or Addition
8	17	Removed/Added	<p><b>8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED</b>  <b>Owner-initiated Rent Determinations</b>  <u>SNRHA Policy</u></p> <p>All rental increase adjustments must be received 60 calendar days prior to the anniversary date of the HAP contract and will be <del>effective on the anniversary date of the HAP contract processed with the next annual recertification.</del> Owners/managers who fail to submit at least 60 calendar days prior shall be denied their request for a rental increase for that year.</p>
9	2	Added	<p><b>9-I. B. REQUESTING TENANCY APPROVAL [Form HUD-52517]</b></p> <p>After the family is issued a voucher, the family must locate an eligible unit, with an owner or landlord willing to participate in the voucher program. Once a family finds a suitable unit and the owner is willing to lease the unit under the program, the owner and the family must request SNRHA to approve the assisted tenancy in the selected unit.</p> <p>The owner and the family must submit all documents to SNRHA:</p> <ul style="list-style-type: none"> <li>• Recorded Deed – <u>staff will verify using Clark County Government websites</u></li> <li>• Management Agreement, if applicable</li> <li>• Current Business License (Does not have to be for Nevada)</li> <li>• Trust documents, if applicable to identify trustee bank assigned tax ID or EIN</li> <li>• <u>Side Payment/Program Abuse Form.</u></li> </ul>
10	2	Added	<p><b>PART I: MOVING WITH CONTINUED ASSISTANCE</b>  <b>10-I.A. ALLOWABLE MOVES</b>                      .....</p> <p><u>In compliance with 24CFR 982.311 (2), SNRHA shall allow overlapping HAP payments when a participant family moves from an assisted unit with continued assistance. The term of the assisted lease for the new unit may begin during the month family moves out of the first assisted unit. Overlapping of the last HAP payment for the month when the family moves out of the old unit and the first assistance payment for the new unit, is not considered to constitute a duplicate housing subsidy.</u></p>
10	5	Added	<p><b>10-I.C. MOVING PROCESS</b>  <b>Approval</b>  <u>SNRHA Policy</u></p> <p>Upon receipt of a family’s notification that they wish to move, .....</p> <p><u>All extensions of this notice must also be signed and dated by both parties prior to the original vacate date and submitted to SNRHA prior to the vacate date.</u></p>

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Chapter	Page	New or Removed	Summary of Change or Addition
10	6	Removed	<p style="text-align: center;"><b>Housing Assistance Payments [24 CFR 982.311(d)]</b></p> <p>When a family moves out of an assisted unit, SNRHA may not make any housing assistance payment to the owner for any month <b>after</b> the month the family moves out. The owner may keep the housing assistance payment for the month when the family moves out of the unit, <del>unless the owner and tenant has signed a 30 day Notice with an agreed upon date to terminate the lease and thereby the HAP contract.</del></p>
11	5	Removed/Added	<p style="text-align: center;"><b>Completion of Annual Recertification</b></p> <p>SNRHA will have all recertifications for families completed no later than <del>the last business day two (2) one (1) calendar months</del> prior to the effective date of the annual reexamination. <del>before the anniversary date.</del> This includes notifying the family of any changes in rent at least <del>one (1) calendar month 30 calendar days</del> before the scheduled date of the change in family rent.</p>
12	19	Updated	<p>The SNRHA <b>shall</b> deny assistance <del>or continued assistance</del> to an applicant, participant and/or port-in client that:</p> <ul style="list-style-type: none"> <li>• Does not submit a RFTA prior to the voucher expiring</li> <li>• Is over income –applicants only</li> <li>• Refuses to cooperate with SNRHA during the initial certification process or with portability procedures</li> <li>• Fails to take immediate possession of the unit after the execution of a contract unless written approval has been given by SNRHA. Immediate is defined as within 15 calendar days of the date that the unit has passed the initial HQS inspection.</li> <li>• Is fleeing a felony</li> <li>• Has an outstanding felony warrant</li> <li>• Persons with outstanding warrants are barred from admission until the warrants have been satisfied within 30 calendar days of notification or</li> </ul> <p>Other criminal activities that are listed within this document as reasons to deny admissions.</p>
13	5	Added	<p style="text-align: center;"><b>13-I.C. OWNER RESPONSIBILITIES [24 CFR 982.452, Pub.L. 109-162]</b></p> <p>The basic owner responsibilities in the HCV program are outlined in the regulations as follows:  <del>Ensuring no side-payment agreement are signed</del></p>
13	10	Added	<p style="text-align: center;"><b>Owner Actions That May Result in Disapproval of a Tenancy Request [24 CFR 982.306(c)]</b></p> <p>..... <u>SNRHA Policy</u></p> <p>SNRHA will refuse to approve a request for tenancy if SNRHA becomes aware that any of the following are true: .....</p> <p><del>The owner signs a side payment agreement.</del></p>

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Chapter	Page	New or Removed	Summary of Change or Addition
13	10	Added	<p><b>Legal Ownership of Unit</b>                      The following represents SNRHA policy on legal ownership of a dwelling unit to be assisted under the HCV program.</p> <p style="text-align: center;"><u>SNRHA Policy</u></p> <p>SNRHA will only enter into a contractual relationship with the legal owner of a qualified unit. No tenancy will be approved without acceptable documentation of legal ownership. SNRHA requires a recorded deed <u>and all other documents to ensure HAP payments are going to rightful owners/agents.</u></p>
13	16	Added	<p style="text-align: center;"><b>13-II.E. HAP CONTRACT TERM AND TERMINATIONS</b></p> <p style="text-align: center;">....</p> <p>The HAP contract and the housing assistance payments made under the HAP contract terminate if [HCV Guidebook pp.11-4 and 11-5, pg. 15-3]:  <u>Owner fails to submit required documents to SNRHA when there's a change of ownership/management that has lapsed 60 days of said change...The family will be issued a voucher to move and SNRHA shall not be responsible for any payments to the new owner/agent.</u></p>
13	17	Updated	<p>An owner under a HAP contract must notify SNRHA in writing prior to a change in the legal ownership of the unit. <u>The new owner/agent</u> must supply all information as requested by SNRHA.</p>
13	17	Updated	<p><u>SNRHA Policy</u>                      Assignment of the HAP contract will be approved only if the new owner is qualified to become an owner under the HCV program according to the policies in Section 13-I.D. of this chapter.</p> <p><del>SNRHA must receive a signed, written request from the existing owner stating the name and address of the new HAP payee and the effective date of the assignment in order to change the HAP payee under an outstanding HAP contract.</del></p> <p>The new owner must provide all required documents and a recorded deed prior to SNRHA making payments to a new vendor.</p> <p>The new owner must <u>complete SNRHA required documents that include but not limited to: provide a written certification to SNRHA that includes:</u></p> <ul style="list-style-type: none"> <li>• A recorded deed</li> <li>• A copy of the owner's IRS Form W-9/W-8, Request for Taxpayer Identification Number and Certification, or the social security number of the new owner</li> <li>• <u>Authorization Agreement for Deposit (ACH Credits) and voided check/deposit slip</u></li> </ul>

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Chapter	Page	New or Removed	Summary of Change or Addition
			<ul style="list-style-type: none"> <li>• <u>Statement of Property Ownership/Authorization</u></li> <li>• <u>A valid State-issued Business License, if applicable</u></li> <li>• <u>A Property Management Agreement, if applicable</u></li> <li>• <u>Additional documents may be required if applicable (i.e. court documents for receivership, trust, probate, mergers, etc.), and</u></li> <li>• <del>The effective date of the HAP contract assignment;</del></li> <li>• <u>A written signed agreement to comply with the terms of the HAP contract; and</u></li> <li>• <del>Confirmation that the new owner is not a prohibited relative.</del></li> </ul> <p>If the new owner does not agree to an assignment of the HAP contract, or fails to provide the necessary documents, SNRHA will terminate the HAP contract with the old owner. If the new owner wants to offer the family a new lease, and the family elects to stay with continued assistance, SNRHA will process the leasing in accordance with the policies in Chapter 9.</p> <p><u>Failure of the new owner to provide all documents as proof of ownership shall result in SNRHA issuing the family a voucher to move. No HAP payments shall be released to the new owner for the period of time in which he/she failed to provide documents.</u></p>
17	2	Added	<p><b>17-I.A. OVERVIEW [24 CFR 983.5]</b>  <u>SNRHA Policy ...</u>  <u>While HUD's permission is not required to operate a PBV program, before SNRHA issues a Request for Proposal or makes a selection, SNRHA must submit the following information to HUD field office for review (24 CFR 983.6 (d)).</u></p> <ul style="list-style-type: none"> <li>• <u>The total amount of annual budget authority</u></li> <li>• <u>The percentage of annual budget authority to be project-based</u></li> </ul> <p><u>The total amount of the annual budget authority the PHA is planning to project-base pursuant to the selection and the number of units that such budget authority will support.</u></p>
17	6	Removed	<p>The SNRHA may periodically advertise that it is accepting proposals, in the following newspapers and trade journals:                      Las Vegas Review Journal/Sun                      El Mundo  <del>Las Vegas Sentinel Voice</del>                      Las Vegas Asian Journal  <del>Asian American Times</del>  <del>El Tiempo</del></p>

Changes to the Administrative Plan <b>Proposed Changes for 2014 to 2015</b> Clarification: Added Items are Underline. Removed Items are Stricken			
Chapter	Page	New or Removed	Summary of Change or Addition
17	36	Added	<b>17-VIII.C. REASONABLE RENT [24 CFR 983.303]</b> At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by <u>the SNRHA, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.</u>
18	All	Updated	Entire Chapter re-written due to merger of HCV & PH FSS Programs by HUD.
F	All	Updated	Obtained the revised and approved Ethics Policy from Revised ACOP July 2014

Changes to the Administrative Plan <b>Proposed Changes October 2015-November 2015 - Amendment 01</b> Clarification: Added Items are Underline. Removed Items are Stricken			
Chapter	Page	New or Removed	Summary of Change or Addition
17	All	Removed	Removed the word “the” before SNRHA
17	24	Added	<u>SNRHA will also, establish and manage separate waiting list for the following Rental Assistance Demonstration (RAD) Program conversion to PBV assistance properties</u> <u>Biegger Estates (Rental Assistance (RAD) Demonstration Program)</u> <u>Rose Gardens (Rental Assistance (RAD) Demonstration Program)</u>
Chapter	Page	New or Removed	Summary of Change or Addition
17	41	Added	<u>Earned Income Disregard (EID). Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID exclusion after conversion, in accordance with regulations at 24 CFR § 960.255. After conversion, no other tenants will be eligible to receive the EID. If a tenant receiving the EID exclusion undergoes a break in employment, ceases to use the EID exclusion, or the EID exclusion expires in accordance with 24</u>



<p>Changes to the Administrative Plan  <b>Proposed Changes October 2015-November 2015 - Amendment 01</b>  <b>Clarification: Added Items are Underline. Removed Items are Stricken</b></p>			
			<p><del>CFR §960.255, the tenant will no longer receive the EID exclusion and the Owner will no longer be subject to the provisions of 24 CFR §960.255. Furthermore, tenants whose EID ceases or expires after conversion shall not be subject to the rent phase-in provision, as described in Section 1.7.B.3; instead, the rent will automatically be adjusted to the appropriate rent level based upon tenant income at that time.</del></p>

<p>Changes to the Admissions and Continued Occupancy Policy ACOP  <b>Changes from 2014 to 2015</b>  <b>Clarification: Added Items are Underline. Removed Items are Stricken</b></p>			
Chapter	Page	New or Removed	Summary of Change or Addition
All	All	Updated	<b>Dates and page numbers to reflect revised and approved dates in 2015</b>
TOC	All	Updated	Adjust Table of Contents to reflect changes due to pagination changes
1	1	Updated	SNRHA provides public housing assistance to more than 2840 families and receives an ESTIMATED average of <del>1500-2000</del> <u>4500</u> applications for assistance each year.
1	10	Updated	Forms that shall be translated into Spanish includes the following documents related to registration, intake, marketing, outreach, certification, re- examination and inspections: <ul style="list-style-type: none"> <li>a. Pre – Application</li> <li>b. <del>Full Interview</del> – Applications</li> </ul>
1	10	Added	The SNRHA shall make reasonable accommodation to the known physical, emotional or mental limitations of a housing applicant and/or tenant with disabilities, unless the needed or requested accommodation would impose an undue financial and

<p style="text-align: center;">Changes to the Admissions and Continued Occupancy Policy ACOP  <b>Changes from 2014 to 2015</b>  <b>Clarification: Added Items are Underline. Removed Items are Stricken</b></p>			
Chapter	Page	New or Removed	Summary of Change or Addition
			<p>administrative burden upon the operation of the public housing program, <del>or</del> would constitute a fundamental alteration in the nature of SNRHA's programs, <u>or would violate a federal regulation or statute.</u></p>
2	20	Removed	<p>Attempted robbery with a deadly weapon                      Mayhem or attempted mayhem</p> <p>Battery with substantial bodily harm (with a deadly weapon) <del>Robbery or attempted robbery with the use of a deadly weapon</del></p>
2	22	Removed	<p>Home Invasion                      Burglary  <del>Possession of controlled substance with intent to sell</del></p>
2	30	Updated	<p><b><u>J. HEARINGS</u></b></p> <p>If information is revealed that would be grounds for the SNRHA to deny admission to the household and the person disputes the information, she/he shall be given an opportunity for an informal hearing according to the SNRHA's hearing procedures outlined in Chapter <del>13</del><u>12</u>.</p>
3	1	Updated	<p>The <del>full</del> <u>interview</u> application takes place when the family approaches the top of the waiting list</p>
3	2	Updated	<p>Names of head of household and spouse/co-head  <del>Names of all members</del> <u>Gender</u> and age of all <u>other members</u>  <del>Number of family members</del> (used to estimate bedroom size needed)                      -Street address and phone numbers                      -Mailing address (If PO Box or other permanent address)                      -Annual income  <del>Source(s) of income received by household members to determine preference qualification</del></p>

<p style="text-align: center;">Changes to the Admissions and Continued Occupancy Policy ACOP  <b>Changes from 2014 to 2015</b>  <b>Clarification: Added Items are Underline. Removed Items are Stricken</b></p>			
Chapter	Page	New or Removed	Summary of Change or Addition
			<p>-Information regarding request for reasonable accommodation or for accessible unit                      -Social security numbers                      -Race/ethnicity                      -Arrests/convictions for criminal activity                      -Questions regarding previous participation in HUD programs                      - Alternative/Optional contact form (HUD 92006)</p> <p>Final eligibility will be determined when the <del>full</del> <u>interview</u> application process is completed and all information is verified.</p>
3	3	Updated	<p><b><u>D. COMPLETION OF A FULL INTERVIEW APPLICATION</u></b></p> <p>Applicants will be required to:</p> <p>Complete an <del>full</del> <u>interview</u> application in their own handwriting, unless assistance is needed, or a request for accommodation is made by a person with a disability, prior to the <del>full</del> application interview.</p> <p>Applicant will then participate in an <del>full</del> application interview with a SNRHA staff member to review the information on the full application form. The applicant will sign and certify that all information is complete and accurate.</p> <p>The <del>full</del> application packet will be mailed to the applicant if they are out of state.</p> <p>SNRHA <del>will</del> <u>may</u> conduct a <b>home visit to take the application as a home visit phone/mail interview</b> if needed as a reasonable accommodation for a person with a disability.</p>
4	2	Removed	<p>Las Vegas Review Journal/Sun El Mundo  <del>Las Vegas Sentinel Voice</del>                      Las Vegas Asian Journal                      Indian Voice  <del>Nevada Senior World</del></p>

<p style="text-align: center;">Changes to the Admissions and Continued Occupancy Policy ACOP  <b>Changes from 2014 to 2015</b>  <b>Clarification: Added Items are Underline. Removed Items are Stricken</b></p>			
Chapter	Page	New or Removed	Summary of Change or Addition
			<p>The Challenger Rehabilitation, Disability Newspaper  <del>El Tiempo</del></p>
4	2	Removed	<p>Opportunity Village  <del>Southern Nevada Center for Independent Living</del>                      Nevada Disability Advocacy and Law Center                      Nevada Legal Services                      Help Them Walk Again                      Nevada Association for the Handicapped  <del>United Cerebral Palsy of Nevada</del>  <del>Multiple Sclerosis National Society</del></p>
4	3	Added	<p>The SNRHA maintains separate site-based waiting lists for all current or future mixed financed properties, <u>as well as all current or future RAD conversion Properties.</u></p>
4	4	Added	<p>The SNRHA has established site-based waiting lists for the following properties:                      Espinoza Terrace, Designated Elderly Development, Henderson                      Hampton Court, Family Development, Henderson                      Otto Merida Desert Villas, Family Development, Las Vegas  <u>Vera Johnson B, Family Development, Las Vegas. Vera Johnson B will convert from Mixed Finance to RAD Project Based Voucher after construction.</u>  <del>Biegger Estates, Family Development, Las Vegas</del>  <del>Vera Johnson A, Family Development, Las Vegas</del>  <del>Rose Gardens, Designated Elderly Development, North Las Vegas</del></p>

<p style="text-align: center;">Changes to the Admissions and Continued Occupancy Policy ACOP  <b>Changes from 2014 to 2015</b>  <b>Clarification: Added Items are Underline. Removed Items are Stricken</b></p>			
Chapter	Page	New or Removed	Summary of Change or Addition
4	5	Updated	<p><b><u>Homeless Referral Preference:.....</u></b>                      Unit offers to applicants referred for this preference will be made as follows: for every <del>four</del> <u>two</u> applicants from the waiting list receiving a unit offer, one applicant referred under this preference will receive a unit offer.</p>
4	14	Updated	<p><del>J.T. SPECIAL PROGRAMS following properties: property known as:</del>                      Landsman Gardens, Henderson, Nevada.                      Vera Johnson B. Las Vegas, Nevada                      Tenants of record of the <del>Landsman RAD</del> property                      ... property (<del>Landsman listed above</del>) may</p>
7	20	Added	<p>At least <del>three</del> <b><u>(3) consecutive</u></b> pay stubs are required when third party verification cannot be obtained.</p>
7	32	Update	<p>If the social security card is not available, SNRHA <u>will instruct the family to obtain a duplicate card from the local social Security Administration (SSA) office. but will complete the action by accepting the following</u> documents as evidence if the SSN is provided on the document:</p> <p>Benefit award letters from a government agency; retirement benefit letters; life insurance policies.</p> <p>Any document issued by the Social Security Administration that clearly lists the family member's social security number and name.  <del>The SNRHA will instruct the family to obtain a duplicate card from the local Social Security Administration (SSA)</del></p>

<p style="text-align: center;">Changes to the Admissions and Continued Occupancy Policy ACOP  <b>Changes from 2014 to 2015</b>  <b>Clarification: Added Items are Underline. Removed Items are Stricken</b></p>			
Chapter	Page	New or Removed	Summary of Change or Addition
			<del>office.</del>
7	33	Added	<p>If an applicant list themselves as married, but does not list a spouse name, they will still be required to provide a separation document or divorce decree.</p> <p><u>If no such documentation is available, the applicant may complete SNRHA's Marital Separation form, which will require above documentation to be provided within 365 days of the date the form is submitted.</u></p>
7	40	Added	<p>If third-party is not possible, copies of cancelled checks used to make medical expense payments and/or printouts or receipts from the source will be used. <b><u>(Credit card statements will not be allowed as verification of payment of medical expenses.)</u></b></p>
7	41	Added	<p>If third-party is not possible, copies of cancelled checks used to make attendant care payments and/or receipts from care source. <b><u>(Credit card statements will not be allowed as verification of payment of medical expenses.)</u></b></p>
8	1	Added	To promote <b>incentives and</b> homeownership, transfer of families to scattered sites
8	9	Added	<p><b><u>SNRHA Incentives for Proven rental history</u></b>  <u>The SNRHA will offer as incentives to families who have two years of continuous lease compliance, the opportunity to transfer to a scattered site home.</u></p>



Changes to the Admissions and Continued Occupancy Policy ACOP <b>Changes from 2014 to 2015</b> Clarification: Added Items are <u>Underline</u> . Removed Items are <del>Stricken</del>			
Chapter	Page	New or Removed	Summary of Change or Addition
11	1	Added	<u><b>A. ELIGIBILITY FOR CONTINUED OCCUPANCY</b></u> ..... Whose adult family members have passed an annual criminal screening
13	7	Added	<del>Any Repayment Agreement negotiated for a term longer than the maximum 12 months, must be approved by the Director of Operations or Designee prior to conveyance to the resident.</del>
15	ALL	Updated	Entire Chapter re-written due to merger of HCV & PH FSS Programs by HUD.
GP	ALL	Updated	Entire Chapter updated to change Section 8 Voucher Program to Section 8 <u>Housing Choice</u> Voucher Program, Change Hearing <del>Officer</del> to Hearing Representative, Change <del>Property</del> Manager to <u>Asset</u> Manager, Correct address: <del>600 Harrison St., 3<sup>rd</sup> Floor</del> <del>San Francisco, CA 94102</del> <del>One Sansome St.</del> <del>San Francisco, CA 94104</del>

Changes to the Admissions and Continued Occupancy Policy ACOP <b>Changes from October 2015-November 2015- Amendment 01</b> Clarification: Added Items are <u>Underline</u> . Removed Items are <del>Stricken</del>			
Chapter	Page	New or Removed	Summary of Change or Addition
4	4	Removed	<del>Vera Johnson A, Family Development, Las Vegas</del>
4	14	Updated	Added: <u>Biegger Estates, Las Vegas, NV</u> <u>Rose Gardens, North Las Vegas, NV</u>  Added: <u>See Chapter 16 for RAD/PBV information.</u>  Removed:

<p>Changes to the Admissions and Continued Occupancy Policy ACOP  <b>Changes from October 2015-November 2015- Amendment 01</b>  <b>Clarification: Added Items are Underline. Removed Items are Stricken</b></p>			
			<p><del>At the time of the RAD award the tenants are temporarily housed at other public housing and market units.</del></p> <p><del>Tenants of record of the RAD property at the time of award will have the right of return to the property once construction and rehabilitation are completed. Tenants will be offered units in accordance with their family composition at the time of reentry.</del></p> <p><del>Units not occupied by returning tenants will be occupied in accordance with the Administrative Plan eligibility, admissions, and selection policies for the Project Based programs in Housing Choice Voucher (Section 8) program.</del></p> <p><del>Existing tenants are not subject to re-screening, income eligibility or income targeting provisions in order to return to Landsman.</del></p> <p><del>Existing tenants who have been temporarily transferred, whose accounts reflect a security deposit will have the security deposit transferred at RAD closing, except in the case of the deposit being applied for unpaid rent or tenant caused damage. Tenant is responsible for payment of any remaining security deposit due.</del></p> <p><del>Tenant monthly rent increases of greater than 10% or \$25.00 purely as a result of conversion will be phased in over 3 years or extended up to 5 years by the PHA. Increases will automatically be applied on the 1st day of the month of the effective date of recertification.</del></p> <p><del>Tenants occupying the RAD, Project Based Conversion property (listed above) may be eligible to receive a Sec 8 voucher after 1 year of occupancy if regular tenant based vouchers are available and appropriate 60 day written notice is provided to management. Tenant and tenant's household must be in good standing and meet eligibility requirements for the PHA's HCV (Sec 8) program prior</del></p>

Changes to the Admissions and Continued Occupancy Policy ACOP <b>Changes from October 2015-November 2015- Amendment 01</b> Clarification: Added Items are Underline. Removed Items are Stricken			
			<del>to being issued a voucher which shall include criminal background checks and income limits requirements.</del>  If the families are currently enrolled in PH Family Self Sufficiency (FSS) after the RAD conversion, SNRHA shall enroll them in its HCV FSS program. Residents under RAD not enrolled in PH FSS at the time of conversion will not be eligible to participate in the program.
16	1-42	All	See attached New Chapter 16

- (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

**SUMMARY OF RESIDENT/STAFF/PUBLIC CONSULTATION AND INPUT**

The involvement of the residents, staff, and the general public is an important part of the planning process. Since many aspects of the Authority’s operations have a direct affect on both, it is important to involve all stakeholders in strategic planning processes. Meetings with the Resident Advisory Board (RAB) were held to review the plan and solicit input. A complete list of attendees at each meeting is available upon request.

The final draft was placed on public display beginning **4/27/2015** coinciding with the first advertisement of the Public Hearing. The final draft for Amendment 01 was placed on public display beginning October 5, 2015. Documents were/are available to view a copy of the PHA Plan on our website [www.snrha.org](http://www.snrha.org) , Welcome Page, scroll down to Agency Plans section click on “click here for all Agency Plans” and scroll down to the pdf icon for this plan.

The Plan and Addendums will also be available at all Public Housing Community Offices as well as in the main lobby area of SNRHA Administrative Offices located at:

- Howard Cannon Center at 340 North 11th Street, Las Vegas, NV 89101.
- W. F. Cotrell Admin Building at 5390 E. Flamingo Rd, Las Vegas, NV. 89122
- Housing Programs at 380 North Maryland Pkwy, Las Vegas, NV. 89101.

The comment period ended with the Public Hearing held at the Howard Cannon Center **Board Chambers located at 340 North 11<sup>th</sup> Street, Las Vegas, Nevada 89101 on June 10, 2015 at 5:30pm.** The public hearing for Amendment 01was held November 18, 2015 at 5:30pm at the location indicated previously. The written comments either received in writing prior to the Public Hearing or were received at the Public Hearing are summarized below and a statement of disposition is included for each:

***Comments Received: Please note that all comments received have been incorporated into the changes made with the exception of those indicated by an asterisk (\*\*).***

- 1 - Date: April 27, 2015  
From: Dev/Mod Department  
Subject: Add Vera Johnson B under RAD and make other minor adjustments to verbiage, in Special Programs Section of the Administrative Plan and Chapter 4 of ADMIN PLAN, in order to accommodate multiple RAD properties.
  
- 2 - Date: April 27, 2015  
From: Operations Staff  
Subject: Tab 21, page 48 of 101, item f. Marble Manor Annex should be AMP 408 not AMP 407.
  
- 3 - Date: May 11, 2015  
From: RAB Board Members  
Subject: Table Of Contents – Section 5B: Add the word Occupancy to ACOP.  
Tab 21, page 3 of 101, last bullet: Word “to” is missing. \*\*  
Tab 21, page 5 of 101, third bullet from bottom of page, spelling error. Word “customer” to be corrected.  
Tab 21, page 8 of 101, 2<sup>nd</sup> and 4<sup>th</sup> bullets from the top of the page are duplicates. Remove.  
Tab 21, page 9 of 101, Overview Section, spelling error. Word “formed” to be corrected.  
Tab 21, page 9 of 101, Section III, spelling error. Word “goal” to be corrected.  
Tab 21, page 12 of 101, 2<sup>nd</sup> paragraph, spelling error. Word “have” to be corrected.  
Tab 21, page 64 of 101, Chapter 5 page 27: RAB members disagree with the removal of the word “received”. \*\*  
Tab 21, page 65 of 101, Chapter 6 page 31, 2<sup>nd</sup> sentence: Spelling error. Word “field” to be corrected.  
Tab 21, page 67 of 101, Chapter 9 page 2: Recorded Deed Section. Spelling error. Word “verify” to be corrected.
  
- 4 - Date: May 20, 2015  
From: Admissions Staff  
Subject: Tab 21, page 71 of 101, ACOP Chapter 1 page 1: Estimated number of applications for assistance each year should be corrected to reflect more current numbers. Over 3000 applications were received for the period of 6/1/13 to 5/31/14 and over 6025 applications have been received during the period of 6/1/14 to 5/31/15. Number to be corrected to reflect an estimated average of 4500 applications.
  
- 5 - Date: May 20, 2015  
From: RAB Board Members  
Subject: Tab 21, page 74 of 101, Chapter 4 page 4: Rose Garden, city to be corrected to reflect North Las Vegas.  
Page 78 of 97 form HUD-50075 (4/2008)

Tab 21, page 76 of 101, Chapter 7, page 33, line 8: Spelling error. Word “require” to be corrected.

Tab 21, page 77 of 101, Chapter 13, page 7, line 2: Spelling error. Word “then” to be corrected.

Tab 21, page 94 of 101, item e, 2<sup>nd</sup> section: Spelling error. Word “use” to be corrected.

Tab 21, page 100 of 101, Strategy 2: Add the word “to” before educate.

Tab 21, Attachment A. ADMIN PLAN 3-22, Section 3.III.D. SCREENING: Change the first sentence to include “all SNRHA subsidized programs”.

Tab 21, Attachment A. ADMIN PLAN 4-8, 2<sup>nd</sup> paragraph, line 2: Spelling error. Word “wise” to be corrected.

Tab 21, Attachment A. ADMIN PLAN 4-17, last paragraph: Spelling error. Word “applications” to be corrected after the word new.

Tab 21, Attachment A. ADMIN PLAN 6-22, 2<sup>nd</sup> paragraph, line 3: Remove extra “word”.

Tab 21, Attachment A. ADMIN PLAN 6-31, 2<sup>nd</sup> paragraph, line 2: Spelling error. Word “field” to be corrected.

Tab 21, Attachment A, ADMIN PLAN 9-2, Section 9-I. B., 5<sup>th</sup> bullet: Spelling error. Word “verify” to be corrected.

Tab 21, Attachment B. ACOP, page 15-17, Section 15.VII.B: Contract of Participation should be uniformly referred to as CoP, not COP.

Tab 21, Attachment B. ACOP, page 15-20, Section 15.X.D: Grammatical error. Change should say HCV “assistance” not voucher.

Tab 21, Attachment B. ACOP, page 15-27, item 5: “Program Supervisor”. First letters should be capitalized.

Tab 21, Attachment B. Grievance Procedure, pages 1, 2, & 3: first word of each definition should be in bold font to be uniform.

6 - Date: May 20, 2015  
From: Housing Programs Department  
Subject: Add language in Administrative Plan, Chapter 8: “SNRHA may implement bi-annual HQS inspection in accordance with HUD guidance”.

7 - Date: May 20, 2015  
From: Operations Staff  
Subject: Please note that the most recently approved Schedule of Maintenance Charges has been under review since its approval. Therefore, the previously approved 2010 schedule of Maintenance Charges is still being utilized.

8 - Date: May 21, 2015  
From: Operations Department  
Subject: ACOP page 8-3, Transfers: Add additional Incentive Transfer as follows:  
Designated Senior Developments – Transfers from Studio Units to One bedroom units. As an incentive to accept available studio units

at the time of initial lease up, residents of Designated Elderly developments may request a transfer to a one bedroom unit after twelve consecutive months of continued lease compliance. The family will be offered the next available unit when the family name reaches the top after certification of eligibility. The current ratio of 1 transfer for every 50 new move-ins would be applicable.

- 9 -     Date:            May 27, 2015  
          From:           RAB Board  
          Subject:        Tab 7, Attachment D, page1, Resident advisory Board Members: Correction to title. Christina Johnson listed as member, but should be listed as Parliamentarian.  
                          Tab 7, Attachment D, page 3, Lubertha Johnson Estates Resident Council: Name Correction. Treasurer, Frank Guntrum, should be Terry Guntrum.
- 10 -     Date:            May 29, 2015  
          From:           Procurement Department  
          Subject:        SNRHA Federal Procurement Policy correction to page 25 of 25. Include "Section 20, Self-Certification" which was omitted in error:  
                          **20.1 Self Certification:** SNRHA self-certifies that this Procurement Policy and SNRHA's procurement system, complies with all applicable federal regulations, and as such SNRHA is exempt from prior HUD review and approval of individual procurement actions.
- 11 -     Date:            June 2, 2015  
          From:           Admissions Department  
          Subject:        Tab 21, Attachment B, ACOP, page 2-20: Add, "Grand Theft" after Grand Larceny.  
                          Tab 21, Attachment B, ACOP, page 2-22: Section F. ONE YEAR PROHIBITION: Add "Welfare Fraud" and "Uttering Forged Instrument".
- 12 -     Date:            June 10, 2015  
          From:           Dev/Mod Department  
          Subject:        Tab 9-Capital Improvement Plan.  
                          Capital Fund Program (CFP) 2014 Budget NV39P018501-14, Performance and Evaluation Report as of 03/31/2015 is attached replacing the Revised Annual Statement report as of 02/26/2015 initially included with the Draft Agency Plan 2016-2020.
- 13 -     Date:            June 10, 2015  
          From:           Teresa Culbreath, RAB Board Chairman  
          Subject:        A) *Comment:* Nothing in the Plan to give those who are in Public Housing some sort of relief in late charges, which for some are more than their rent. \*\*  
                          B) *Comment:* Nothing in the Plan to give those on Section 8 ample time to move if necessary due to rent increases, being able to put together first and last month's rent if needed, or time to look for



another place. This will make it exceptionally hard on our seniors who are on fixed incomes, the handicapped, families, or those who are living on very low, low, and moderate income. \*\*

C) *Comment:* Tab 7, Attachment D, page1: Titles incorrect. Chairperson should be President, Vice Co-Chair should be Vice President.\*\*

D) *Comment:* Print so small in Plan Book it is unreadable (see pages TAB 23), policy written in purple ink and blue ink you can barely see it.

***Staff Comment:*** ***Please note that, had this last comment been brought to the attention of any staff member, prior to Public Hearing, the Document would have been provided in an alternate format.***

**Amendment 01 Comments Received:** ***Please note that all comments received have been incorporated into the changes made***

1- Date: 10/15/15  
From: Commissioner Dora LaGrande  
Regarding: Executive Order – 13495  
Employees First Right of Refusal of Employment

TAB 21 – PHA 5-Year and Annual Plan Template Form HUD -50075, Section 5.2 Goals & Objectives, *Five Year Goal: Improve marketability of SNRHA owned units*, FY 2015 Progress:, Page 7 of 94 , after:

- The SNRHA may outsource certain programs elements for agency sustainability including but not limited to:
  - HQS Inspections
  - Selected Public Housing Property Management.

The proposed language has been added:

- The SNRHA will ensure that Executive Order 13495, “No displacement of Qualified Workers Under Service Contracts” signed by President Obama on January 2009, will be followed if any programs are outsource requiring that qualified workers on a Federal service contract who would otherwise lose their job as a result of the completion or expiration of a contract be given the right of first refusal for employment with the successor contractor. Generally, the successor contractor may not hire any new employees under the contract until this right of first refusal has been provided. The equal opportunity applies to a successor contract for the performance of the same or similar services at the same location.

2- Date 11/05/15  
From: Deborah Laine, Procurement Director  
Regarding: Procurement Policy Amendment to include Executive Order – 13495  
Employees First Right of Refusal of Employment

Southern Nevada Regional Housing Authority Federal Funded Procurement Policy Section 12 Cooperative Purchasing, Page 17 of 25, the proposed language has been added.

**12.4 Outsourcing Services and/or Programs - Mandatory Clause for all SNRHA Solicitation when Outsourcing Full Responsibilities of Services and/or Programs:** The SNRHA will include in all solicitations for outsourcing Executive Order 13495, “No displacement of Qualified Workers Under Service Contracts” signed by President Obama on January 2009, will be followed if any programs are outsource requiring that qualified workers on a Federal service contract who would otherwise lose their job as a result of the completion or expiration of a contract be given the right of first refusal for employment with the successor contractor. Generally, the successor contractor may not hire any new employees under the contract until this right of first refusal has been provided. The equal opportunity applies to a successor contract for the performance of the same or similar services at the same location.

3- Date: 11/18/15  
From: Amparo Gamazo, DevMod Director  
Regarding: Adding proposed changes to the ACOP and ADMIN Plan under Amendment 01 to Form HUD-50075, Section 6.0 – PHA Plan (cont.) to the table starting in page 55 for proper reference.

4- Date: 11/18/15  
From: Amparo Gamazo, DevMod Director  
Regarding: Update Form HUD-50075 Financial Resources Section, starting in Page 46, Planned Sources & Uses Table to reflect revised 2015 CFP amount from \$215,992 to \$3,397,133 and updating total amount at the end of the table from \$148,494,705 to \$151,675,846.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.**  
*Include statements related to these programs as applicable.*

- (a) SNRHA has not received a HOPE VI revitalization grant however; our agency is planning to apply for a HOPE VI Revitalization grant in the Plan year for the following:
- Ernie Cragin Terrace NV 209 (**vacant lot**)
  - Ernie Cragin Terrace NV 210 (**vacant lot**)
  - Ernie Cragin Terrace NV 213 (**vacant lot**)
  - Sherman Gardens Annex NV 206a
  - Sherman Gardens NV 214
  - Villa Capri NV 215
  - Rose Gardens NV 703

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (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; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

SNRHA has submitted or will be submitting Demolition/Disposition application for the following public housing properties:

Demolition/Disposition Activity Description
1a. Development name: <b>Vera Johnson B</b>
1b. Development (project) number: <b>AMP 410</b> (NV39P002022b)
2. Activity type: <b>Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>Planned application</b>
4. Date application planned for submission: <b>2014</b>
5. Number of units affected: <b>112</b>
6. Coverage of action: <b>Total AMP</b>
7. Timeline for activity: Projected start date: <b>2015</b> - Projected end date: <b>2016</b>

Demolition/Disposition Activity Description
1a. Development name: <b>Sherman Annex /Marble Annex/Sherman Gardens/ Villa Capri</b>
1b. Development (project) number: <b>AMP 408</b> (NV39P002006a/203b/214/215)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>Planned application</b>
4. Date application planned for submission: <b>TBD</b>
5. Number of units affected: <b>314</b> (154+20+82+60)
6. Coverage of action: <b>Partial or Total AMP</b>
7. Timeline for activity: Projected start date: <b>TBD</b> - Projected end date: <b>TBD</b>

Demolition/Disposition Activity Description
1a. Development name: <b>Rose Gardens</b>
1b. Development (project) number: <b>AMP 403</b> (former AMP 320) (NV39P007003)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>Planned application</b>
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>120</b>
6. Coverage of action: <b>Partial AMP</b>
7. Timeline for activity: Projected start date: <b>2016</b> - Projected end date: <b>2017</b>

Demolition/Disposition Activity Description
1a. Development name: <b>Biegger Estates</b>
1b. Development (project) number: <b>AMP 406</b> (NV39P013008)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>Planned application</b>
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>119</b>
6. Coverage of action: <b>Partial AMP</b>
7. Timeline for activity: Projected start date: <b>2016</b> Projected end date: <b>2017</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Archie Grant</b>
1b. Development (project) number: <b>AMP 401 (NV39P002005)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>125</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Marion Bennett Plaza</b>
1b. Development (project) number: <b>AMP 401 (NV39P018316)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>65</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Lubertha Johnson</b>
1b. Development (project) number: <b>AMP 401 (NV39P0181321)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>112</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>James Down Towers</b>
1b. Development (project) number: <b>AMP 402 (NV39P002012)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>200</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Sartini Plaza</b>
1b. Development (project) number: <b>AMP 402 (NV39P002021)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>220</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Sartini Plaza Annex</b>
1b. Development (project) number: <b>AMP 402 (NV39P002046)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>39</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Harry Levy Gardens</b>
1b. Development (project) number: <b>AMP 403 (NV39P002008)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>150</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Aida Brents</b>
1b. Development (project) number: <b>AMP 403 (NV39P002024)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>24</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Espinoza Terrace</b>
1b. Development (project) number: <b>AMP 404 (NV39P013002)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>100</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Hampton Court</b>
1b. Development (project) number: <b>AMP 404 (NV39P013005)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>100</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Schaffer Heights</b>
1b. Development (project) number: <b>AMP 404 (NV39P013009)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>75</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Otto Merida Desert Villas</b>
1b. Development (project) number: <b>AMP 405 (NV39P002048)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>60</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>



<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Simmons Manor</b>
1b. Development (project) number: <b>AMP 406 (NV39P013020)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>61</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Ernie Cragin Terrace</b>
1b. Development (project) number: <b>AMP 406 (NV39P002004b)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>40</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Vera Johnson A</b>
1b. Development (project) number: <b>AMP 406 (NV39P002022a)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>76</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Hullum Homes</b>
1b. Development (project) number: <b>AMP 407 (NV39P013007)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>59</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>Jones Gardens</b>
1b. Development (project) number:	<b>AMP 407 (NV39P013010)</b>
2. Activity type:	<b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status:	<b>TBA</b>
4. Date application planned for submission:	<b>TBA</b>
5. Number of units affected:	<b>90</b>
6. Coverage of action:	Partial or Total AMP
7. Timeline for activity:	Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>Marble Manor</b>
1b. Development (project) number:	<b>AMP 407 (NV39P002001/02/03a/04a)</b>
2. Activity type:	<b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status:	<b>TBA</b>
4. Date application planned for submission:	<b>TBA</b>
5. Number of units affected:	<b>235</b>
6. Coverage of action:	Partial or Total AMP
7. Timeline for activity:	Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>Marble Manor Annex</b>
1b. Development (project) number:	<b>AMP 408 (NV39P002003b)</b>
2. Activity type:	<b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status:	<b>TBA</b>
4. Date application planned for submission:	<b>TBA</b>
5. Number of units affected:	<b>20</b>
6. Coverage of action:	Partial AMP
7. Timeline for activity:	Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>Scattered Sites-Henderson</b>
1b. Development (project) number:	<b>AMP 409 (NV39P013016)</b>
2. Activity type:	<b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status:	<b>TBA</b>
4. Date application planned for submission:	<b>TBA</b>
5. Number of units affected:	<b>31</b>
6. Coverage of action:	Partial or Total AMP
7. Timeline for activity:	Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Sites</b>
1b. Development (project) number: <b>AMP 409 (NV39P013016)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>99 + 31</b>
6. Coverage of action: <b>Partial or Total AMP</b>
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Sites</b>
1b. Development (project) number: <b>AMP 409 (NV39P002046)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>155</b>
6. Coverage of action: <b>Partial or Total AMP</b>
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Sites</b>
1b. Development (project) number: <b>AMP 409 (NV39P002047)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>7</b>
6. Coverage of action: <b>Partial or Total AMP</b>
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

**(c) Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

SNRHA anticipates targeting certain Public Housing developments that are up to 60 units to include but not limited to the following: Villa Capri; Sartini Plaza Annex; Hullum Homes and Aida Brents

**(d) Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

- (i) SNRHA currently administer a homeownership program under an approved section 5(h) homeownership program [42 U.S.C. 1437c (h)]. SNRHA properties under this program are as follows:

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Scattered Sites
1b. Development (project) number: <b>AMP 310</b> (NV39002026/NV39002031/NV39002032)
2. Federal Program authority: 5(h)
3. Application status: Approved; included in the PHA’s Homeownership Plan/Program
4. Date Homeownership Plan/Program approved,: (10/01/2001)
5. Number of units affected: <b>93</b> (43+24+29)
6. Coverage of action: Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development)</b>
1a. Development name: Scattered Sites
1b. Development (project) number: <b>AMP 318</b> (NV39013016)
2. Federal Program authority: Section 32
3. Application status: Approved; included in the PHA’s Homeownership Plan/Program
4. Date Homeownership Plan/Program approved: (08/16/2007)
5. Number of units affected: <b>56</b>
6. Coverage of action: Partial development

**(ii). Section 8 Tenant Based Assistance**

The SNRHA does administer a Section 8 Homeownership program pursuant to Section 8(y) of the S.H.A. of 1937, as implemented by 24 CFR part 982.

- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

SNRHA shall use project-based vouchers as required to leverage funds to expand affordable housing. SNRHA shall not utilize more than 50 vouchers as they become available for this purpose.

**8.0 Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable. This section provides information on a PHA’s Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA’s Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

- The Capital Fund Program Annual Statement are provided as an attachment to the PHA Plan as follows:
  - CFP NV39P018501-15 – (PDF-nv018h01)
  - CFP NV39R018501-15 – (PDF-nv018i01)
  - CFP NV39R018502-15 – (PDF-nv018j01)
- The Capital Fund Performance and Evaluation (P&E) Reports as of **03/31/15** are provided as attachments to the PHA Plan as follows:
  - CFP NV39P018501-14 – (PDF-nv018k01)
  - CFP NV39R018501-14 – (PDF-nv018l01)
  - CFP NV39R018502-14 – (PDF-nv018m01)
  - CFP NV39P018501-13 – (PDF-nv018n01)
  - CFP NV39P018501-12 – (PDF-nv018o01)

**8.2 Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as follows:
  - CFP 5-YR Action Plan (PDF-nv018 p01)

**8.3 Capital Fund Financing Program (CFFP).**

The SNRHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

**9.0 Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

**A. Housing Needs of Families in the Jurisdiction by Family Type**

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	13,290	5	5	4	3	3	4

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income >30% but <=50% of AMI	11,503	5	5	4	3	3	4
Income >50% but <80% of AMI	16,433	5	4	3	3	3	3
Elderly	11,322	5	5	4	5	3	4
Families with Disabilities	7,543	5	5	4	5	3	4
White	17,745	4	4	3	2	2	3
Black	6,214	4	4	3	2	2	3
Hispanic	9,976	4	4	3	2	2	3
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s. Indicate year: **2006-2010**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists.** State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHA may provide separate

Section 8	# of families	% of total families	Annual Turnover
Waiting list total	809		
Extremely low income <=30% AMI	374	46.23%	
Very low income (>30% but <=50% AMI)	217	26.85%	
Low income (>50% but <80% AMI)	218	26.9%	
Families with children (<=17)	354	43.8%	
Elderly families (62+)	119	14.7%	
Families with Disabilities	77	9.5%	
White	181	22.4%	
Black	605	74.8%	
Asian	4	.05%	
American Indian/Alaskan Native	8	1%	
Native Hawaiian/Other Pacific Islander	6	.07%	
Hispanic or Latino	103	12.7%	

tables for site-based or sub-jurisdictional public housing waiting list at their option.



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SNRHA has closed the waiting list for the past 60 months and has no plans to reopen the list. SNRHA does not permit specific categories of families onto the waiting list when it is generally closed.

<b>Public Housing</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	6458		
Extremely low income <=30% AMI	6300	97.5%	
Very low income (>30% but <=50% AMI)	135	2.1%	
Low income (>50% but <80% AMI)	4	.01%	
Families with children	4562	70.6%	
Elderly families	202	3.1%	
Families with Disabilities	1436	22.2%	
White	2072	32.1%	
Black	3640	56.4%	
Asian	124	1.9%	
American Indian/Alaskan Native	115	1.7%	
Native Hawaiian/Other Pacific Islander	85	1.3%	
Hispanic or Latino	1191	18.4%	
<b>PHA</b>			
Characteristics by Bedroom Size (PH Only)			
0 BR	0	0%	
1BR	1956	30.3%	
2 BR	1915	29.7%	
3 BR	1969	30.5%	
4 BR	611	9.5%	
5 BR	0	0.0%	

The SNRHA Public Housing wait list is not closed nor does SNRHA permit specific categories of families onto the waiting list, even if generally closed.

<b>Designated Housing</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	1460		
Extremely low income <=30% AMI	1436	98.3%	
Very low income (>30% but <=50% AMI)	10	.06%	
Low income (>50% but <80% AMI)	4	.03%	
Families with children	12	.08%	

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Elderly families	514	35.2%	
Families with Disabilities	624	42.7%	
White	646	44.2%	
Black	547	37.5%	
Asian	95	6.5%	
American Indian/Alaskan Native	19	1.3%	
Native Hawaiian/Other Pacific Islander	18	1.2%	
Hispanic	254	17.4%	
<b>PHA</b>			
Characteristics by Bedroom Size (PH Only)			
1BR	1285	88.0%	
2 BR	172	11.8%	
3 BR	0	0.0%	
4 BR	0	0.0%	
5 BR	0	0.0%	

The SNRHA Designated wait list is not closed.

**9.1 Strategy for Addressing Housing Needs.** Below is a brief description of SNRHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year:

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

**Strategy 2: Increase the number of affordable housing units by:**

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Continuing implementation of the Limited English Proficiency Plan in conjunction with SNRHA's Affirmative Marketing Plan to ensure all eligible applicants/participants have equal access to all programs and services.

**Strategy 2: Conduct activities to affirmatively further fair housing**

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Develop marketing tools such as flyers and brochures to educate eligible applicants of available programs and resources.
- Participate in community activities that are likely to be attended by person who are LEP and minorities to promote programs and services.
- Develop a strong Public relations system which shall include radio and television appearances.

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups

**10.0 Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

**Other PHA Goals and Objectives: (list below)**

Please Refer to Section 5.2 Other PHA Goals and Objectives, Page 2 through Page 6 of this document.

**11.0 Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) **Form HUD-50077**, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (PDF- nv018a01)
- (b) **Form HUD-50070**, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) (PDF- nv018b01)
- (c) **Form HUD-50071**, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) (PDF- nv018c01)
- (d) **Form SF-LLL**, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) (PDF- nv018d01)
- (e) **Form SF-LLL-A**, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) (PDF- nv018e01)
- (f) **Resident Advisory Board (RAB) comments.** Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (PDF- nv018f01)
- (g) **Challenged Elements** (PDF- nv018g01)
- (h) **Form HUD-50075.1**, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (PDF-nv018h01 through PDF-nv018n01)
- (i) **Form HUD-50075.2**, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) (PDF nv018 o01)



## Chapter 16 (NEW)

### RENTAL ASSISTANCE DEMONSTRATION (RAD) / PROJECT-BASED VOUCHERS

#### INTRODUCTION

This chapter describes HUD regulations and SNRHA policies related to the conversion of Public Housing Properties to Rental Assistance Demonstration (RAD) program and the use of Project Based Vouchers.

#### **Background:**

RAD is authorized by the Consolidated and Further Continuing Appropriations Act of 2012 (Pub.L.No. 112-55, approved November 18, 2011) as amended by the Consolidated Appropriations Act, 2014 (Public Law 113-76, approved January 17, 2014) and the Consolidated and further Continuing Appropriations Act, 2015 (Public Law 113-235, approved December 6, 2014) collectively, the “RAD Statue”.

The first Component of RAD allows projects funded under the public housing program to convert their assistance to long-term, project-based Section 8 rental assistance contracts. Under this component of RAD, public housing agencies (PHAs) may choose between two forms of Section 8 Housing Assistance Payment (HAP) contracts: project-based vouchers (PBVs) or project-based rental assistance (PBRA). SNRHA has chosen to utilize project-based vouchers (PBVs) for its RAD conversion properties.

Part I: General Requirements. This part describes general provisions of the PBV program including maximum budget authority requirements, relocation requirements, and equal opportunity requirements.

Part II: PBV Owner Proposals. This part includes policies related to the submission and selection of owner proposals for PBV assistance. It describes the factors the SNRHA will consider when selecting proposals, the type of housing that is eligible to receive PBV assistance, the cap on assistance at projects receiving PBV assistance, subsidy layering requirements, site selection standards, and environmental review requirements.

Part III: Dwelling Units. This part describes requirements related to housing quality standards, the type and frequency of inspections, and housing accessibility for persons with disabilities.

Part IV: Rehabilitated and Newly Constructed Units. This part describes requirements and policies related to the development and completion of rehabilitated and newly constructed housing units that will be receiving PBV assistance.

Part V: Housing Assistance Payments Contract. This part discusses HAP contract requirements and policies including the execution, term, and termination of the HAP contract. In addition, it describes how the HAP contract may be amended and identifies provisions that may be added to the HAP contract at the SNRHA’s discretion.





Part VI: Selection of PBV Program Participants. This part describes the requirements and policies governing how the SNRHA and the owner will select a family to receive PBV assistance.

Part VII: Occupancy. This part discusses occupancy requirements related to the lease, and describes under what conditions families are allowed or required to move. In addition, exceptions to the occupancy cap (which limits PBV assistance to 25 percent of the units in any project) are also discussed.

Part VIII: Determining Rent to Owner. This part describes how the initial rent to owner is determined, and how rent will be re-determined throughout the life of the HAP contract. Rent reasonableness requirements are also discussed.

Part IX: Payments to Owner. This part describes the types of payments owners may receive under this program.

Part X: Rental Assistance Demonstration (RAD) Program.

## **PART I: GENERAL REQUIREMENTS**

### **16-I.A. OVERVIEW [24 CFR 983.5]**

The project-based voucher (PBV) program allows SNRHA that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. SNRHA may only operate a PBV program if doing so is consistent with the SNRHA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)]. The PHA may not commit PBV until or unless it has followed the proposal selection requirements defined in 24 CFR 983.51 (Notice PIH 2011-54).

#### SNRHA Policy

The SNRHA will operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, the SNRHA is not required to reduce the number of these units if the amount of budget authority is subsequently reduced. However, the SNRHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC [24 CFR 983.6].

While HUD's permission is not required to operate a PBV program, before SNRHA issues a Request for Proposal or makes a selection, SNRHA must submit the following information to HUD field office for review (24 CFR 983.6 (d)).



- The total amount of annual budget authority
- The percentage of annual budget authority to be project-based
- The total amount of the annual budget authority the PHA is planning to project-base pursuant to the selection and the number of units that such budget authority will support.

#### **16-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]**

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the SNRHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

##### SNRHA Policy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, the SNRHA policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.

#### **16-I.C. RELOCATION REQUIREMENTS [24 CFR 983.7]**

Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24.

The cost of required relocation assistance may be paid with funds provided by the owner, local public funds, or funds available from other sources. SNRHA may not use voucher program funds to cover relocation costs, except that SNRHA may use their administrative fee reserve to pay for relocation expenses after all other program administrative expenses are satisfied, and provided that payment of the relocation benefits is consistent with state and local law. Use of the administrative fee for these purposes must also be consistent with other legal and regulatory requirements, including the requirement in 24 CFR 982.155 and other official HUD issuances.

The acquisition of real property for a PBV project is subject to the URA and 49 CFR part 24, subpart B. It is the responsibility of the SNRHA to ensure the owner complies with these requirements.

#### **16-I.D. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8]**

The SNRHA must comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program. This includes the requirements and authorities cited at 24 CFR 5.105(a). In addition, the SNRHA must comply with the SNRHA Plan certification on civil rights and affirmatively furthering fair housing, submitted in accordance with 24 CFR 903.7(o).



## **PART II: PBV OWNER PROPOSALS**

### **16-II.A. OVERVIEW**

The SNRHA must describe the procedures for owner submission of PBV proposals and for SNRHA selection of PBV proposals [24 CFR 983.51]. Before selecting a PBV proposal, the SNRHA must determine that the PBV proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing [24 CFR 983.53 and 983.54], complies with the cap on the number of PBV units per project [24 CFR 983.56 as amended by 73 FR 71038], and meets the site selection standards [24 CFR 983.57].

### **16-II.B. OWNER PROPOSAL SELECTION PROCEDURES [24 CFR 983.51]**

The SNRHA must select PBV proposals in accordance with the selection procedures in the SNRHA administrative plan. The SNRHA must select PBV proposals by either of the following two methods.

- SNRHA request for PBV Proposals. The SNRHA may solicit proposals by using a request for proposals to select proposals on a competitive basis in response to the SNRHA request. The SNRHA may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.
- The SNRHA may select proposal that were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.

#### **Solicitation and Selection of PBV Proposals [24 CFR 983.51 (c)]**

SNRHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by the SNRHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice. The public notice of the SNRHA request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

#### SNRHA Policy

#### SNRHA Request for Proposals for Rehabilitated and Newly Constructed Units

The SNRHA will advertise its request for proposals (RFP) for rehabilitated and newly constructed housing in the following newspapers and trade journals.



Las Vegas Review Journal/Sun

El Mundo

Las Vegas Asian Journal

Asian-American Times

El Tiempo

In addition, the SNRHA will post the RFP and proposal submission and rating and ranking procedures on its electronic web site.

The SNRHA will publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the SNRHA estimates that it will be able to assist under the funding the SNRHA is making available. Proposals will be due in the SNRHA office by close of business 30 calendar days from the date of the last publication.

In order for the proposal to be considered, the owner must submit the proposal to the SNRHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

The SNRHA will rate and rank proposals for rehabilitated and newly constructed housing using the following criteria:

Owner experience and capability to build or rehabilitate housing as identified in the RFP;

Extent to which the project furthers the SNRHA goal of deconcentrating poverty and expanding housing and economic opportunities;

If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

Projects with less than 25 percent of the units assisted will be rated higher than projects with 25 percent of the units assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, the SNRHA will rate partially assisted projects on the percent of units assisted. Projects with the lowest percent of assisted units will receive the highest score.

#### SNRHA Requests for Proposals for Existing Housing Units

The SNRHA will advertise its request for proposals (RFP) for existing housing in the following newspapers and trade journals.

Las Vegas Review Journal/Sun

El Mundo

Las Vegas Asian Journal

Asian-American Times



## El Tiempo

In addition, the SNRHA will post the notice inviting such proposal submission and the rating and ranking procedures on its electronic web site.

The SNRHA will periodically publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the SNRHA estimates that it will be able to assist under the funding the SNRHA is making available. Owner proposals will be accepted on a first-come first-served basis and will be evaluated using the following criteria:

Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program;

Extent to which the project furthers the SNRHA goal of deconcentrating poverty and expanding housing and economic opportunities;

If applicable, extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

Extent to which units are occupied by families that are eligible to participate in the PBV program.

### SNRHA Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program

The SNRHA will accept proposals for PBV assistance from owners that were competitively selected under another federal, state or local housing assistance program, including projects that were competitively awarded Low-Income Housing Tax Credits on an ongoing basis.

The SNRHA may periodically advertise that it is accepting proposals, in the following newspapers and trade journals:

Las Vegas Review Journal/Sun

El Mundo

Las Vegas Asian Journal

In addition to, or in place of advertising, the SNRHA may also directly contact specific owners that have already been selected for Federal, state, or local housing assistance based on a previously held competition, to inform them of available PBV assistance.

Proposals will be reviewed on a first-come first-served basis. The SNRHA will evaluate each proposal on its merits using the following factors:

- Extent to which the project furthers the SNRHA goal of deconcentrating poverty and expanding housing and economic opportunities; and
- Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.



### **SNRHA-owned Units [24 CFR 983.51(e) and 983.59]**

A SNRHA-owned unit may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that the SNRHA-owned units were appropriately selected based on the selection procedures specified in the SNRHA administrative plan. If the SNRHA selects a proposal for housing that is owned or controlled by the SNRHA, the SNRHA must identify the entity that will review the SNRHA proposal selection process and perform specific functions with respect to rent determinations and inspections.

In the case of SNRHA-owned units, the initial contract rent must be approved by an independent entity based on an appraisal by a licensed, state-certified appraiser.

If the SBRHA selects a proposal for housing that is owned or controlled by the PHA, the PHA must identify the entity that will review the PHA proposal selection process and perform specific functions with respect to rent determination and inspections.

Noncompetitive selections must also be reviewed to ensure that the selection was done properly particularly in regards to low-income housing tax credit (LIHTC) project applications not receiving the benefit of a commitment of PBV's by the PHA and that the comparable competition was held with three years of the project selection.

Prior to the submitting a proposal for PHA-owned units, the PHA must determine if there is any entity that is approvable by HUD and will be willing to perform required duties. In addition, housing quality standards inspections must be conducted by an independent entity.

The independent entity that performs these program services may be the unit of general local government for the SNRHA jurisdiction (unless the SNRHA is itself the unit of general local government or an agency of such government) or another HUD-approved public or private independent entity.

#### SNRHA Policy

The SNRHA may submit a proposal for project-based housing that is owned or controlled by the SNRHA. If the proposal for SNRHA-owned housing is selected, the SNRHA will use another entity to review the SNRHA selection and to administer the PBV program. The SNRHA will obtain HUD approval of entity prior to selecting the proposal for SNRHA-owned housing.

The SNRHA may only compensate the independent entity and appraiser from SNRHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). The

SNRHA may not use other program receipts to compensate the independent entity and appraiser for their services. The SNRHA, independent entity, and appraiser may not charge the family any fee for the appraisal or the services provided by the independent entity.

### **SNRHA Notice of Owner Selection [24 CFR 983.51(d)]**

The SNRHA must give prompt written notice to the party that submitted a selected proposal and must also give prompt public notice of such selection. Public notice procedures may include publication of public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice.





### SNRHA Policy

Within 10 business days of the SNRHA making the selection, the SNRHA will notify the selected owner in writing of the owner's selection for the PBV program. The SNRHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner.

In addition, the SNRHA will publish its notice for selection of PBV proposals for two consecutive days in the same newspapers and trade journals the SNRHA used to solicit the proposals. The announcement will include the name of the owner that was selected for the PBV program. The SNRHA will also post the notice of owner selection on its electronic web site.

The SNRHA will make available to any interested party its rating and ranking sheets and documents that identify the SNRHA basis for selecting the proposal. These documents will be available for review by the public and other interested parties for one month after publication of the notice of owner selection. The SNRHA will not make available sensitive owner information that is privileged, such as financial statements and similar information about the owner.

The SNRHA will make these documents available for review at the SNRHA during normal business hours. The cost for reproduction of allowable documents will be \$.25 per page.

### **16-II.C. HOUSING TYPE [24 CFR 983.52]**

The SNRHA may attach PBV assistance for units in existing housing or for newly constructed or rehabilitated housing developed under and in accordance with an agreement to enter into a housing assistance payments contract that was executed prior to the start of construction. A housing unit is considered an existing unit for purposes of the PBV program, if, at the time of notice of SNRHA selection, the units substantially comply with HQS. Units for which new construction or rehabilitation was started in accordance with PBV program requirements do not qualify as existing housing.

The SNRHA must decide what housing type, new construction, rehabilitation, or existing housing, will be used to develop project-based housing. The SNRHA choice of housing type must be reflected in its solicitation for proposals.

### **16-II.D. PROHIBITION OF ASSISTANCE FOR CERTAIN UNITS**

#### **Ineligible Housing Types [24 CFR 983.53]**

The SNRHA may not attach or pay PBV assistance to shared housing units; units on the grounds of a penal reformatory, medical, mental, or similar public or private institution; nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities); units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students; manufactured homes; and transitional housing. In addition, the SNRHA may not attach or pay PBV assistance for a unit occupied by an owner and the SNRHA may not



select or enter into an agreement to enter into a HAP contract or HAP contract for a unit occupied by a family ineligible for participation in the PBV program.

### ***High-rise Elevator Projects for Families with Children [24 CFR 983.53(b)]***

The SNRHA may use high-rise elevator buildings for families with children if it makes a determination that there is no practical alternative. The SNRHA may make this initial determination for its project-based voucher program, in whole or in part, and need not review each project on a case-by-case basis.

#### SNRHA Policy

The SNRHA will not use high-rise elevator projects for families with children.

### **Subsidized Housing [24 CFR 983.54]**

SNRHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that a SNRHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance;
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or the SNRHA in accordance with HUD requirements.

### **16-II.E. SUBSIDY LAYERING REQUIREMENTS [24 CFR 983.55]**

The SNRHA may provide PBV assistance only in accordance with HUD subsidy layering regulations [24 CFR 4.13] and other requirements.

The subsidy layering review is intended to prevent excessive public assistance by combining (layering) housing assistance payment subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

A subsidy layering review is not required prior to execution of a HAP contract for an existing housing project if a subsidy layering review was previously conducted by a State or local agency.



The SNRHA must submit the necessary documentation to HUD for a subsidy layering review. The SNRHA may not enter into an agreement to enter into a HAP contract or a HAP contract until HUD (or an independent entity approved by HUD) has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements.

The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

## **16-II.F. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT**

### **25 Percent per Project Cap [24 CFR 983.56(a)]**

In general, the SNRHA may not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than 25 percent of the number of dwelling units (assisted or unassisted) in the project.

### **Exceptions to 25 Percent per Project Cap [24 CFR 983.56(b)]**

Exceptions are allowed and PBV units are not counted against the 25 percent per project cap if the units are *excepted units* in a multifamily building because they are specifically made available for elderly or disabled families or families receiving supportive services (also known as *qualifying families*).

SNRHA must include in the SNRHA'S administrative plan the type of services offered to families for a project to qualify for the exception and the extent to which such services will be provided. It is not necessary that the services be provided at or by the project, if they are approved services. To qualify, a family must have at least one member receiving at least one qualifying supportive service. A SNRHA may not require participation in medical or disability-related services other than drug and alcohol treatment in the case of current abusers as a condition of living in an excepted unit, although such services may be offered.

If a family at the time of initial tenancy is receiving, and while the resident of an excepted unit has received, FSS supportive services or any other supportive services as defined in the

SNRHA'S administrative plan, and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

The SNRHA must monitor the excepted family's continued receipt of supportive services and take appropriate action regarding those families that fail without good cause to complete their supportive services requirement. The SNRHA administrative plan must state the form and frequency of such monitoring.

### SNRHA Policy

The SNRHA will not provide PBV assistance for excepted units.



### **Promoting Partially-Assisted Projects [24 CFR 983.56(c)]**

SNRHA may establish local requirements designed to promote PBV assistance in partially assisted buildings. A *partially assisted project* is a building in which there are fewer units covered by a HAP contract than residential units [24 CFR 983.3].

SNRHA may establish a per-building cap on the number of units that will receive PBV assistance or other project-based assistance in a multifamily building containing excepted units or in a single-family project. SNRHA may also determine not to provide PBV assistance for excepted units, or the SNRHA may establish a per-project cap of less than 25 percent.

#### SNRHA Policy:

The SNRHA will not provide assistance for excepted units. Beyond that, the SNRHA will not impose any further cap on the number of PBV units assisted per project.

## **16-II.G. SITE SELECTION STANDARDS**

### **Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)]**

The SNRHA may not select a proposal for existing, newly constructed, or rehabilitated PBV housing on a site or enter into an agreement to enter into a HAP contract or HAP contract for units on the site, unless the SNRHA has determined that PBV assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. The standard for deconcentrating poverty and expanding housing and economic opportunities must be consistent with the SNRHA Plan under 24 CFR 903 and the SNRHA administrative plan.

In addition, prior to selecting a proposal, the SNRHA must determine that the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable Civil Rights Laws, regulations, and Executive Orders, and that the site meets the HQS site and neighborhood standards at 24 CFR 982.401(l).

#### SNRHA Policy

It is the SNRHA goal to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal the SNRHA will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.

However, the SNRHA will grant exceptions to the 20 percent standard where the SNRHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;



A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;

A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;

A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;

A census tract where there has been an overall decline in the poverty rate within the past five years; or

A census tract where there are meaningful opportunities for educational and economic advancement.

Under no circumstances will the SNRHA approve PBV assistance in a census tract with a concentration factor greater than 75 percent of the community-wide poverty rate or forty percent, whichever is lower.

**Note: Covered Projects under the RAD program do not count against the maximum amount of assistance a PHA may utilize for the PBV program, which is 20 percent of the amount of budget authority allocated to a PHA under the Housing Choice Voucher program.**

#### **Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)]**

The SNRHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract for existing or rehabilitated housing until it has determined that the site complies with the HUD required site and neighborhood standards. The site must:

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Have adequate utilities and streets available to service the site;
- Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

#### **New Construction Site and Neighborhood Standards [24 CFR 983.57(e)]**

In order to be selected for PBV assistance, a site for newly constructed housing must meet the following HUD required site and neighborhood standards:



- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- The site must have adequate utilities and streets available to service the site;
- The site must not be located in an area of minority concentration unless the SNRHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

#### **16-II.H. ENVIRONMENTAL REVIEW [24 CFR 983.58]**

The SNRHA activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The *responsible entity* is responsible for performing the federal environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.). The SNRHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract until it has complied with the environmental review requirements.

In the case of existing housing, the responsible entity that is responsible for the environmental review under 24 CFR part 58 must determine whether or not PBV assistance is categorically excluded from review under the National Environmental Policy Act and whether or not the assistance is subject to review under the laws and authorities listed in 24 CFR 58.5.

The SNRHA may not enter into an agreement to enter into a HAP contract or a HAP contract with an owner, and the SNRHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under this part, until the environmental review is completed.

The SNRHA must supply all available, relevant information necessary for the responsible entity to perform any required environmental review for any site. The SNRHA must require the owner





to carry out mitigating measures required by the responsible entity (or HUD, if applicable) as a result of the environmental review.

## **PART III: DWELLING UNITS**

### **16-III.A. OVERVIEW**

This part identifies the special housing quality standards that apply to the PBV program, housing accessibility for persons with disabilities, and special procedures for conducting housing quality standards inspections.

### **16-III.B. HOUSING QUALITY STANDARDS [24 CFR 983.101]**

The housing quality standards (HQS) for the tenant-based program, including those for special housing types, generally apply to the PBV program. HQS requirements for shared housing, manufactured home space rental, and the homeownership option do not apply because these housing types are not assisted under the PBV program.

The physical condition standards at 24 CFR 5.703 do not apply to the PBV program.

#### **Lead-based Paint [24 CFR 983.101(c)]**

The lead-based paint requirements for the tenant-based voucher program do not apply to the PBV program. Instead, The Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR part 35, subparts A, B, H, and R, apply to the PBV program.

### **16-III.C. HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES**

The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. The SNRHA must ensure that the percentage of accessible dwelling units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by HUD's regulations at 24 CFR 8, subpart C.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable. (24 CFR 983.102)

### **16-III.D. INSPECTING UNITS**

#### **Pre-selection Inspection [24 CFR 983.103(a)]**

The SNRHA must examine the proposed site before the proposal selection date. If the units to be assisted already exist, the SNRHA must inspect all the units before the proposal selection date, and must determine whether the units substantially comply with HQS. To qualify as existing housing, units must substantially comply with HQS on the proposal selection date. However, the SNRHA may not execute the HAP contract until the units fully comply with HQS.



### **Pre-HAP Contract Inspections [24 CFR 983.103(b)]**

The SNRHA must inspect each contract unit before execution of the HAP contract. The SNRHA may not enter into a HAP contract covering a unit until the unit fully complies with HQS.

### **Turnover Inspections [24 CFR 983.103(c)]**

Before providing assistance to a new family in a contract unit, the SNRHA must inspect the unit. The SNRHA may not provide assistance on behalf of the family until the unit fully complies with HQS.

### **Annual Inspections [24 CFR 983.103(d)]**

At least annually during the term of the HAP contract, the SNRHA must inspect a random sample, consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS. Turnover inspections are not counted toward meeting this annual inspection requirement.

If more than 20 percent of the annual sample of inspected contract units in a building fails the initial inspection, the SNRHA must reinspect 100 percent of the contract units in the building.

### **Other Inspections [24 CFR 983.103(e)]**

The SNRHA must inspect contract units whenever needed to determine that the contract units comply with HQS and that the owner is providing maintenance, utilities, and other services in accordance with the HAP contract. The SNRHA must take into account complaints and any other information coming to its attention in scheduling inspections.

The SNRHA must conduct follow-up inspections needed to determine if the owner (or, if applicable, the family) has corrected an HQS violation, and must conduct inspections to determine the basis for exercise of contractual and other remedies for owner or family violation of HQS.

In conducting SNRHA supervisory quality control HQS inspections, the SNRHA should include a representative sample of both tenant-based and project-based units.

### **Inspecting SNRHA-owned Units [24 CFR 983.103(f)]**

In the case of SNRHA-owned units, the inspections must be performed by an independent agency designated by the SNRHA and approved by HUD. The independent entity must furnish a copy of each inspection report to the SNRHA and to the HUD field office where the project is located. The SNRHA must take all necessary actions in response to inspection reports from the independent agency, including exercise of contractual remedies for violation of the HAP contract by the SNRHA-owner.

## **PART IV: REHABILITATED AND NEWLY CONSTRUCTED UNITS**

### **16-IV.A. OVERVIEW [24 CFR 983.151]**

There are specific requirements that apply to PBV assistance for newly constructed or rehabilitated housing that do not apply to PBV assistance in existing housing. This part describes the requirements unique to this type of assistance.



Housing selected for this type of assistance may not at a later date be selected for PBV assistance as existing housing.

#### **16-IV.B. AGREEMENT TO ENTER INTO HAP CONTRACT**

In order to offer PBV assistance in rehabilitated or newly constructed units, the SNRHA must enter into an agreement to enter into HAP contract (Agreement) with the owner of the property. The Agreement must be in the form required by HUD [24 CFR 983.152(a)].

In the Agreement the owner agrees to develop the PBV contract units to comply with HQS, and the SNRHA agrees that upon timely completion of such development in accordance with the terms of the Agreement, the SNRHA will enter into a HAP contract with the owner for the contract units [24 CFR 983.152(b)].

#### **Content of the Agreement [24 CFR 983.152(c)]**

At a minimum, the Agreement must describe the following features of the housing to be developed and assisted under the PBV program:

- Site and the location of the contract units;
- Number of contract units by area (size) and number of bedrooms and bathrooms;
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner and utility services to be paid by the tenant;
- An indication of whether or not the design and construction requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973 apply to units under the Agreement. If applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the Agreement;
- Estimated initial rents to owner for the contract units;
- Description of the work to be performed under the Agreement. For rehabilitated units, the description must include the rehabilitation work write up and, where determined necessary by the SNRHA, specifications and plans. For new construction units, the description must include the working drawings and specifications.
- Any additional requirements for quality, architecture, or design over and above HQS.

#### **Execution of the Agreement [24 CFR 983.153]**

The Agreement must be executed promptly after SNRHA notice of proposal selection to the selected owner. However, the SNRHA may not enter into the Agreement with the owner until the subsidy layering review is completed. Likewise, the SNRHA may not enter into the Agreement until the environmental review is completed and the SNRHA has received environmental approval. The PHA may not enter into the Agreement if construction or rehabilitation has started after proposal submission.



### SNRHA Policy

The SNRHA will enter into the Agreement with the owner within 10 business days of receiving both environmental approval and notice that subsidy layering requirements have been met, and before construction or rehabilitation work is started.

## **16-IV.C. CONDUCT OF DEVELOPMENT WORK**

### **Labor Standards [24 CFR 983.154(b)]**

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. The SNRHA must monitor compliance with labor standards.

### **Equal Opportunity [24 CFR 983.154(c)]**

The owner must comply with Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations at 24 CFR part 135. The owner must also comply with federal equal employment opportunity requirements.

### **Owner Disclosure [24 CFR 983.154(d) and (e)]**

The Agreement and HAP contract must include a certification by the owner that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.

The owner must also disclose any possible conflict of interest that would be a violation of the Agreement, the HAP contract, or HUD regulations.

## **16-IV.D. COMPLETION OF HOUSING**

The Agreement must specify the deadlines for completion of the housing, and the owner must develop and complete the housing in accordance with these deadlines. The Agreement must also specify the deadline for submission by the owner of the required evidence of completion.

### **Evidence of Completion [24 CFR 983.155(b)]**

At a minimum, the owner must submit the following evidence of completion to the SNRHA in the form and manner required by the SNRHA:

- Owner certification that the work has been completed in accordance with HQS and all requirements of the Agreement; and
- Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.



At the SNRHA's discretion, the Agreement may specify additional documentation that must be submitted by the owner as evidence of housing completion.

#### SNRHA Policy

The SNRHA will determine the need for the owner to submit additional documentation as evidence of housing completion on a case-by-case basis depending on the nature of the PBV project. The SNRHA will specify any additional documentation requirements in the Agreement to enter into HAP contract.

#### **SNRHA Acceptance of Completed Units [24 CFR 983.156]**

Upon notice from the owner that the housing is completed, the SNRHA must inspect to determine if the housing has been completed in accordance with the Agreement, including compliance with HQS and any additional requirements imposed under the Agreement. The SNRHA must also determine if the owner has submitted all required evidence of completion.

If the work has not been completed in accordance with the Agreement, the SNRHA must not enter into the HAP contract.

If the SNRHA determines the work has been completed in accordance with the Agreement and that the owner has submitted all required evidence of completion, the SNRHA must submit the HAP contract for execution by the owner and must then execute the HAP contract.

### **PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)**

#### **16-V.A. OVERVIEW**

The SNRHA must enter into a HAP contract with an owner for units that are receiving PBV assistance. The purpose of the HAP contract is to provide housing assistance payments for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. The HAP contract must be in the form required by HUD [24 CFR 983.202].

#### **16-V.B. HAP CONTRACT REQUIREMENTS**

##### **Contract Information [24 CFR 983.203]**

The HAP contract must specify the following information:

- The total number of contract units by number of bedrooms;
- The project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- The number of contract units in each building, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant;



- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The HAP contract term;
- The number of units in any project that will exceed the 25 percent per project cap, which will be set-aside for occupancy by qualifying families; and
- The initial rent to owner for the first 12 months of the HAP contract term.

#### **Execution of the HAP Contract [24 CFR 983.204]**

The SNRHA may not enter into a HAP contract until each contract unit has been inspected and the SNRHA has determined that the unit complies with the Housing Quality Standards (HQS). For existing housing, the HAP contract must be executed promptly after the SNRHA selects the owner proposal and inspects the housing units. For newly constructed or rehabilitated housing the HAP contract must be executed after the SNRHA has inspected the completed units and has determined that the units have been completed in accordance with the agreement to enter into HAP, and the owner furnishes all required evidence of completion.

##### SNRHA Policy

For existing housing, the HAP contract will be executed within 10 business days of the SNRHA determining that all units pass HQS.

For rehabilitated or newly constructed housing, the HAP contract will be executed within 10 business days of the SNRHA determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet HQS, and the owner has submitted all required evidence of completion.

#### **Term of HAP Contract [24 CFR 983.205]**

The SNRHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than fifteen years for HAP contracts entered into on or after June 30, 2008.

##### SNRHA Policy

The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.

Within one year before expiration of the HAP contract, the SNRHA may extend the term of the contract for an additional term of up to fifteen years if the SNRHA determines an extension is appropriate to continue providing affordable housing for low-income families. The maximum term for all extensions is fifteen years and is subject to the same limitations that an extension is appropriate to continue providing affordable housing for low-income families. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension.

##### SNRHA Policy

When determining whether or not to extend an expiring PBV contract, the SNRHA will consider several factors including, but not limited to:

The cost of extending the contract and the amount of available budget authority;





The condition of the contract units;

The owner's record of compliance with obligations under the HAP contract and lease(s);

Whether the location of the units continues to support the goals of deconcentrating poverty and expanding housing opportunities; and

Whether the funding could be used more appropriately for tenant-based assistance.

### ***Termination by SNRHA [24 CFR 983.205(c)]***

The HAP contract must provide that the term of the SNRHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or by the SNRHA in accordance with HUD instructions. For these purposes, sufficient funding means the availability of appropriations, and of funding under the ACC from such appropriations, to make full payment of housing assistance payments payable to the owner for any contract year in accordance with the terms of the HAP contract.

If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, the SNRHA may terminate the HAP contract by notice to the owner. The termination must be implemented in accordance with HUD instructions.

### ***Termination by Owner [24 CFR 983.205(d)]***

If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to the SNRHA. In this case, families living in the contract units must be offered tenant-based assistance.

### **Remedies for HQS Violations [24 CFR 983.207(b)]**

The SNRHA may not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with HQS. If the SNRHA determines that a contract does not comply with HQS, the SNRHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

#### SNRHA Policy

The SNRHA will abate and terminate PBV HAP contracts for non-compliance with HQS in accordance with the policies used in the tenant-based voucher program. These policies are contained in Section 8-II.G., Enforcing Owner Compliance.

## **16-V.C. AMENDMENTS TO THE HAP CONTRACT**

### **Substitution of Contract Units [24 CFR 983.207(b)]**

At the SNRHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same project for



a previously covered contract unit. Before any such substitution can take place, the SNRHA must inspect the proposed unit and determine the reasonable rent for the unit.

### **Addition of Contract Units [24 CFR 983.207(b)]**

At the SNRHA's discretion and subject to the restrictions on the number of dwelling units that can receive PBV assistance per project and on the overall size of the SNRHA's PBV program, a HAP contract may be amended during the three-year period following the execution date of the HAP contract to add additional PBV units in the same project. This type of amendment is subject to all PBV program requirements except that a new PBV proposal is not required.

#### SNRHA Policy

The SNRHA will consider adding contract units to the HAP contract when the SNRHA determines that additional housing is needed to serve eligible low-income families. Circumstances may include, but are not limited to:

- The local housing inventory is reduced due to a disaster (either due to loss of housing units, or an influx of displaced families); and
- Voucher holders are having difficulty finding units that meet program requirements.

### **16-V.D. HAP CONTRACT YEAR, ANNIVERSARY, AND EXPIRATION DATES [24 CFR 983.206(c) and 983.302(e)]**

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.

### **16-V.E. OWNER RESPONSIBILITIES UNDER THE HAP [24 CFR 983.209]**

When the owner executes the HAP contract the owner certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with HQS;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;



- Each contract unit for which the owner is receiving HAP, is leased to an eligible family referred by the SNRHA, and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge the family resides in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;
- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
- Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit; and
- The family does not own or have any interest in the contract unit.

## **16-V.F. ADDITIONAL HAP REQUIREMENTS**

### **Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)]**

The owner is required to maintain and operate the contract units and premises in accordance with HQS, including performance of ordinary and extraordinary maintenance. The owner must provide all the services, maintenance, equipment, and utilities specified in the HAP contract with the SNRHA and in the lease with each assisted family. In addition, maintenance, replacement and redecoration must be in accordance with the standard practice for the building as established by the owner.

The SNRHA may elect to establish additional requirements for quality, architecture, or design of PBV housing. Any such additional requirements must be specified in the Agreement to enter into a HAP contract and the HAP contract. These requirements must be in addition to, not in place of, compliance with HQS.

#### SNRHA Policy

The SNRHA will identify the need for any special features on a case-by-case basis depending on the intended occupancy of the PBV project. The SNRHA will specify any special design standards or additional requirements in the invitation for PBV proposals, the agreement to enter into HAP contract, and the HAP contract.

### **Vacancy Payments [24 CFR 983.352(b)]**

At the discretion of the SNRHA, the HAP contract may provide for vacancy payments to the owner for a SNRHA-determined period of vacancy extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month. The amount of the vacancy payment will be determined by the SNRHA and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant's security deposit).



### SNRHA Policy

The SNRHA will decide on a case-by-case basis if the SNRHA will provide vacancy payments to the owner. The HAP contract with the owner will contain any such agreement, including the amount of the vacancy payment and the period for which the owner will qualify for these payments. Vacancy payments shall only be made when SNRHA has not referred clients to management for a period of 30 calendar days.

## **PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS**

### **16-VI.A. OVERVIEW**

Many of the provisions of the tenant-based voucher regulations [24 CFR 982] also apply to the PBV program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. Even with these similarities, there are requirements that are unique to the PBV program. This part describes the requirements and policies related to eligibility and admission to the PBV program.

### **16-VI.B. ELIGIBILITY FOR PBV ASSISTANCE [24 CFR 983.251(a) and (b)]**

The SNRHA may select families for the PBV program from those who are participants in the SNRHA's tenant-based voucher program and from those who have applied for admission to the voucher program. For voucher participants, eligibility was determined at original admission to the voucher program and does not need to be redetermined at the commencement of PBV assistance. For all others, eligibility for admission must be determined at the commencement of PBV assistance.

Applicants for PBV assistance must meet the same eligibility requirements as applicants for the tenant-based voucher program. Applicants must qualify as a family as defined by HUD and the SNRHA, have income at or below HUD-specified income limits, and qualify on the basis of citizenship or the eligible immigration status of family members [24 CFR 982.201(a) and 24 CFR 983.2(a)]. In addition, an applicant family must provide social security information for family members [24 CFR 5.216 and 5.218] and consent to the SNRHA's collection and use of family information regarding income, expenses, and family composition [24 CFR 5.230]. An applicant family must also meet HUD requirements related to current or past criminal activity.

### SNRHA Policy

The SNRHA will determine an applicant family's eligibility for the PBV program in accordance with the policies in Chapter 3.

### **In-Place Families [24 CFR 983.251(b)]**

An eligible family residing in a proposed PBV contract unit on the date the proposal is selected by the SNRHA is considered an "in-place family." These families are afforded protection from displacement under the PBV rule. If a unit to be placed under contract (either an existing unit or



a unit requiring rehabilitation) is occupied by an eligible family on the date the proposal is selected, the in-place family must be placed on the SNRHA's waiting list. Once the family's continued eligibility is determined (the SNRHA may deny assistance to an in-place family for the grounds specified in 24 CFR 982.552 and 982.553), the family must be given an absolute selection preference and the SNRHA must refer these families to the project owner for an appropriately sized PBV unit in the project. Admission of eligible in-place families is not subject to income targeting requirements.

This regulatory protection from displacement does not apply to families that are not eligible to participate in the program on the proposal selection date.

#### **16-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]**

The SNRHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The SNRHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the SNRHA. If the SNRHA chooses to offer a separate waiting list for PBV assistance, the SNRHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If SNRHA decides to establish a separate PBV waiting list, the SNRHA may use a single waiting list for the SNRHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.

##### SNRHA Policy

The SNRHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. The SNRHA currently has waiting lists for the following PBV projects:

**Juan Garcia**

**Coronado**

**Landsman (Rental Assistance Demonstration [RAD] Program)**

**Vera Johnson B (Rental Assistance Demonstration [RAD] Program)**

**The SNRHA will also establish and manage separate waiting lists for the following Rental Assistance Demonstration (RAD) Program conversion to PBV assistance properties:**

**Biegger Estates (Rental Assistance Demonstration [RAD] Program)**

**Rose Gardens (Rental Assistance Demonstration [RAD] Program)**

#### **16-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]**

Applicants who will occupy units with PBV assistance must be selected from the SNRHA's waiting list. The SNRHA may establish selection criteria or preferences for occupancy of particular PBV units. The SNRHA may place families referred by the PBV owner on its PBV waiting list.



### **Income Targeting [24 CFR 983.251(c)(6)]**

At least 75 percent of the families admitted to the SNRHA's tenant-based and project-based voucher programs during the SNRHA fiscal year from the waiting list must be extremely-low income families. The income targeting requirement applies to the total of admissions to both programs.

### **Units with Accessibility Features [24 CFR 983.251(c)(7)]**

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the SNRHA must first refer families who require such features to the owner.

### **Preferences [24 CFR 983.251(d)]**

The SNRHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The SNRHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

Although the SNRHA is prohibited from granting preferences to persons with a specific disability, the SNRHA may give preference to disabled families who need services offered at a particular project or site if the preference is limited to families (including individuals):

- With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
- Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
- For whom such services cannot be provided in a non-segregated setting.

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the SNRHA has projects with more than 25 percent of the units receiving project-based assistance because those projects include "excepted units" (units specifically made available for elderly or disabled families, or families receiving supportive services), the SNRHA must give preference to such families when referring families to these units [24 CFR 983.261(b)].

#### SNRHA Policy

The SNRHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for "excepted units," mobility impaired persons for accessible units). The SNRHA will not offer any additional preferences for the PBV program or for particular PBV projects or units.

## **16-VI.E. OFFER OF PBV ASSISTANCE**





### **Refusal of Offer [24 CFR 983.251(e)(3)]**

The SNRHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the SNRHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

### **Disapproval by Landlord [24 CFR 983.251(e)(2)]**

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list.

### **Acceptance of Offer [24 CFR 983.252]**

#### ***Family Briefing***

When a family accepts an offer for PBV assistance, the SNRHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, the SNRHA must provide a briefing packet that explains how the SNRHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

#### ***Persons with Disabilities***

If an applicant family's head or spouse is disabled, the SNRHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, the SNRHA must have a mechanism for referring a family that includes a member with mobility impairment to an appropriate accessible PBV unit.

#### ***Persons with Limited English Proficiency***

The SNRHA should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (see Chapter 2).

## **16-VI.F. OWNER SELECTION OF TENANTS**

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection [24 CFR 983.253(a)](2) and (a)(3).

### **Leasing [24 CFR 983.253(a)]**



During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by the SNRHA from the SNRHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on the SNRHA's subsidy standards.

#### **Filling Vacancies [24 CFR 983.254(a)]**

The owner must promptly notify the SNRHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, the SNRHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. The SNRHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

##### SNRHA Policy

The owner must notify the SNRHA in writing (mail, fax, or e-mail) within 5 business days of learning about any vacancy or expected vacancy.

The SNRHA will make every reasonable effort to refer families to the owner within 10 business days of receiving such notice from the owner.

#### **Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]**

If any contract units have been vacant for 120 or more calendar days since owner notice of the vacancy, the SNRHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (according to the bedroom size) that have been vacant for this period.

##### SNRHA Policy

If any contract units have been vacant for 120 calendar days, the SNRHA will give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. The SNRHA will provide the notice to the owner within 10 business days of the 120<sup>th</sup> day of the vacancy. The amendment to the HAP contract will be effective the first day of the month following the date of the SNRHA's notice.

### **16-VI.G. TENANT SCREENING [24 CFR 983.255]**

#### **SNRHA Responsibility**

The SNRHA is not responsible or liable to the owner or any other person for the family's behavior or suitability for tenancy. However, the SNRHA may opt to screen applicants for family behavior or suitability for tenancy and may deny applicants based on such screening.

##### SNRHA Policy

The SNRHA will not conduct screening to determine a PBV applicant family's suitability for tenancy. SNRHA shall screen for program eligibility. The management must determine tenancy screening requirements.



The SNRHA must provide the owner with an applicant family's current and prior address (as shown in SNRHA records) and the name and address (if known by the SNRHA) of the family's current landlord and any prior landlords.

In addition, the SNRHA may offer the owner other information the SNRHA may have about a family, including information about the tenancy history of family members or about drug trafficking and criminal activity by family members. The SNRHA must provide applicant

families a description of the SNRHA policy on providing information to owners, and the SNRHA must give the same types of information to all owners.

#### SNRHA Policy

The SNRHA will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the turnover HQS inspection or before. The SNRHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.

#### **Owner Responsibility**

The owner is responsible for screening and selection of the family to occupy the owner's unit. When screening families the owner may consider a family's background with respect to the following factors:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and
- Compliance with other essential conditions of tenancy.

## **PART VII: OCCUPANCY**

### **16-VII.A. OVERVIEW**

After an applicant has been selected from the waiting list, determined eligible by the SNRHA, referred to an owner and determined suitable by the owner, the family will sign the lease and occupancy of the unit will begin.

### **16-VII.B. LEASE [24 CFR 983.256]**

The tenant must have legal capacity to enter a lease under state and local law. *Legal capacity* means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

#### **Form of Lease [24 CFR 983.256(b)]**



The tenant and the owner must enter into a written lease agreement that is signed by both parties. If an owner uses a standard lease form for rental units to unassisted tenants in the locality or premises, the same lease must be used for assisted tenants, except that the lease must include a HUD-required tenancy addendum. The tenancy addendum must include, word-for-word, all provisions required by HUD.

If the owner does not use a standard lease form for rental to unassisted tenants, the owner may use another form of lease, such as a SNRHA model lease. The SNRHA may review the owner's lease form to determine if the lease complies with state and local law. If the SNRHA determines that the lease does not comply with state or local law, the SNRHA may decline to approve the tenancy.

#### SNRHA Policy

The SNRHA will not review the owner's lease for compliance with state or local law.

#### **Lease Requirements [24 CFR 983.256(c)]**

The lease for a PBV unit must specify all of the following information:

- The names of the owner and the tenant;
- The unit rented (address, apartment number, if any, and any other information needed to identify the leased contract unit);
- The term of the lease (initial term and any provision for renewal);
- The amount of the tenant rent to owner, which is subject to change during the term of the lease in accordance with HUD requirements;
- A specification of the services, maintenance, equipment, and utilities that will be provide by the owner; and
- The amount of any charges for food, furniture, or supportive services.

#### **Tenancy Addendum [24 CFR 983.256(d)]**

The tenancy addendum in the lease must state:

- The program tenancy requirements;
- The composition of the household as approved by the SNRHA (the names of family members and any SNRHA-approved live-in aide);
- All provisions in the HUD-required tenancy addendum must be included in the lease. The terms of the tenancy addendum prevail over other provisions of the lease.

#### **Initial Term and Lease Renewal [24 CFR 983.256(f) and 983.257(b)]**

The initial lease term must be for at least one year. Upon expiration of the lease, an owner may renew the lease, refuse to renew the lease for "good cause," or refuse to renew the lease without good cause. If the owner refuses to renew the lease without good cause, the SNRHA must provide the family with a tenant-based voucher and remove the unit from the PBV HAP contract.

#### **Changes in the Lease [24 CFR 983.256(e)]**



If the tenant and owner agree to any change in the lease, the change must be in writing, and the owner must immediately give the SNRHA a copy of all changes.

The owner must notify the SNRHA in advance of any proposed change in the lease regarding the allocation of tenant and owner responsibilities for utilities. Such changes may only be made if approved by the SNRHA and in accordance with the terms of the lease relating to its amendment. The SNRHA must redetermine reasonable rent, in accordance with program requirements, based on any change in the allocation of the responsibility for utilities between the owner and the tenant. The redetermined reasonable rent will be used in calculation of the rent to owner from the effective date of the change.

### **Owner Termination of Tenancy [24 CFR 983.257]**

With two exceptions, the owner of a PBV unit may terminate tenancy for the same reasons an owner may in the tenant-based voucher program (see Section 12-III.B. and 24 CFR 982.310). In the PBV program, terminating tenancy for “good cause” does not include doing so for a business or economic reason, or a desire to use the unit for personal or family use or other non-residential purpose.

### ***Non-Compliance with Supportive Services Requirement [24 CFR 983.257(c)]***

If a family is living in a project-based unit that is excepted from the 25 percent per project cap on project-basing because of participation in a supportive services program (e.g., Family Self-Sufficiency), and the family fails to complete its supportive services requirement without good cause, such failure is grounds for lease termination by the owner.

### ***Tenant Absence from the Unit [24 CFR 983.256(g) and 982.312(a)]***

The owner may specify in the lease a maximum period of tenant absence from the unit that is shorter than the maximum period permitted by SNRHA policy. According to program requirements, the family’s assistance must be terminated if they are absent from the unit for more than 180 consecutive calendar days.

### **Security Deposits [24 CFR 983.258]**

The owner may collect a security deposit from the tenant. The SNRHA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.

#### SNRHA Policy

The SNRHA will allow the owner to collect a security deposit amount the owner determines is appropriate.

When the tenant moves out of a contract unit, the owner, subject to state and local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid tenant rent, damages to the unit, or other amounts owed by the tenant under the lease.



The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount used to reimburse the owner, the owner must promptly refund the full amount of the balance to the tenant.

If the security deposit does not cover the amount owed by the tenant under the lease, the owner may seek to collect the balance from the tenant. The SNRHA has no liability or responsibility for payment of any amount owed by the family to the owner.

## **16-VII.C. MOVES**

### **Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.259]**

If the SNRHA determines that a family is occupying a wrong size unit, based on the SNRHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, the SNRHA must promptly notify the family and the owner of this determination, and the SNRHA must offer the family the opportunity to receive continued housing assistance in another unit.

#### SNRHA Policy

The SNRHA will notify the family and the owner of the family's need to move based on the occupancy of a wrong-size or accessible unit within 10 business days of the SNRHA's determination. The SNRHA will offer the family the following types of continued assistance in the following order, based on the availability of assistance:

- PBV assistance in the same building or project;
- PBV assistance in another project; and
- Tenant-based voucher assistance

If the SNRHA offers the family a tenant-based voucher, the SNRHA must terminate the housing assistance payments for a wrong-sized or accessible unit at expiration of the term of the family's voucher (including any extension granted by the SNRHA).

If the SNRHA offers the family another form of assistance that is not a tenant-based voucher, and the family does not accept the offer, does not move out of the PBV unit within a reasonable time as determined by the SNRHA, or both, the SNRHA must terminate the housing assistance payments for the unit at the expiration of a reasonable period as determined by the SNRHA.

#### SNRHA Policy

When the SNRHA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 30 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 30-day time frame, the SNRHA will terminate the housing assistance payments at the expiration of this 30-day period.

The SNRHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.





### **Family Right to Move [24 CFR 983.260]**

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to the SNRHA. If the family wishes to move with continued tenant-based assistance, the family must provide the manager with a 60 day intent to vacate notice and be in good standing under their current lease (meaning not under an eviction not owing a debt to the PBV development). A copy of the notice shall be forwarded to the SNHRA staff for placement on its tenant based PBV waitlist. The SNHRA will notify families and management when there is no

funding available for tenant-based vouchers as well as when funding becomes available again. 60 day Intent to Vacate Notices shall not be accepted during a period of time when there has been written notice provided that there is not tenant-based funding available.

If the family terminates the lease in accordance with these requirements, the SNRHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, the SNRHA must give the family priority to receive the next available opportunity for continued tenant-based assistance, when funding is available.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

### **16-VII.D. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.261]**

The SNRHA may not pay housing assistance under a PBV HAP contract for more than 25 percent of the number of dwelling units in a project unless the units are [24 CFR 983.56]:

- Specifically made available for elderly or disabled families; or
- Specifically made available for families receiving supportive services as defined by the SNRHA. At least one member must be receiving at least one qualifying supportive service.

If a family at the time of initial tenancy is receiving and while the resident of an excepted unit has received Family Self-Sufficiency (FSS) supportive services or any other service as defined as defined by the SNRHA and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

A family (or remaining members of a family) residing in an excepted unit that no longer meets the criteria for a "qualifying family" in connection with the 25 percent per project cap exception (e.g., the family does not successfully complete supportive services requirements, or due to a change in family composition the family is no longer elderly or disabled), must vacate the unit within a reasonable period of time established by the SNRHA, and the SNRHA must cease paying housing assistance payments on behalf of the non-qualifying family.

If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance



payments for a family residing in an excepted unit that is not in compliance with its family obligations to comply with supportive services requirements must be terminated by the SNRHA.

### SNRHA Policy

The SNRHA will not provide PBV assistance for excepted units.

## **PART VIII: DETERMINING RENT TO OWNER**

### **16-VIII.A. OVERVIEW**

The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. Although for rehabilitated or newly constructed housing, the agreement to enter into HAP Contract (Agreement) states the estimated amount of the initial rent to owner, the actual amount of the initial rent to owner is established at the beginning of the HAP contract term.

During the term of the HAP contract, the rent to owner is redetermined at the owner's request in accordance with program requirements, and at such time that there is a five percent or greater decrease in the published FMR.

### **16-VIII.B. RENT LIMITS [24 CFR 983.301]**

Except for certain tax credit units (discussed below), the rent to owner must not exceed the lowest of the following amounts:

- An amount determined by the SNRHA, not to exceed 110 percent of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

### **Certain Tax Credit Units [24 CFR 983.301(c)]**

For certain tax credit units, the rent limits are determined differently than for other PBV units. These different limits apply to contract units that meet all of the following criteria:

- The contract unit receives a low-income housing tax credit under the Internal Revenue Code of 1986;
- The contract unit is not located in a qualified census tract;
- There are comparable tax credit units of the same bedroom size as the contract unit in the same building, and the comparable tax credit units do not have any form of rental assistance other than the tax credit; and
- The tax credit rent exceeds a SNRHA-determined amount (not to exceed 110 percent of the fair market rent or any approved exception payment standard);

For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:

- 110 percent of the fair market rent or any approved exception payment standard minus the utility allowance for owner paid utilities;



- The reasonable rent; or
- The rent requested by the owner.

### ***Definitions***

A *qualified census tract* is any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50 percent of households have an income of less than 60 percent of Area Median Gross Income (AMGI), or where the poverty rate is at least 25 percent and where the census tract is designated as a qualified census tract by HUD.

*Tax credit rent* is the rent charged for comparable units of the same bedroom size in the building that also receive the low-income housing tax credit but do not have any additional rental assistance (e.g., tenant-based voucher assistance).

### **Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)]**

When determining the initial rent to owner, the SNRHA must use the most recently published FMR in effect and the utility allowance schedule in effect at execution of the HAP contract. When redetermining the rent to owner, the SNRHA must use the most recently published FMR and the utility allowance schedule in effect at the time of redetermination. At its discretion, the SNRHA may for initial rent, use the amounts in effect at any time during the 30-day period immediately before the beginning date of the HAP contract, or for redeterminations of rent, the 30-day period immediately before the redetermination date.

Any HUD-approved exception payment standard amount under the tenant-based voucher program also applies to the project-based voucher program. HUD will not approve a different exception payment stand amount for use in the PBV program.

Likewise, the SNRHA may not establish or apply different utility allowance amounts for the PBV program. The same utility allowance schedule applies to both the tenant-based and project-based voucher programs.

#### SNRHA Policy

Upon written request by the owner, the SNRHA will consider using the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent. The owner must explain the need to use the previous FMRs or utility allowances and include documentation in support of the request. The SNRHA will review and make a decision based on the circumstances and merit of each request.

In addition to considering a written request from an owner, the SNRHA may decide to use the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent, if the SNRHA determines it is necessary due to SNRHA budgetary constraints.

### **Redetermination of Rent [24 CFR 983.302]**

The SNRHA must redetermine the rent to owner upon the owner's request or when there is a five percent or greater decrease in the published FMR.

### ***Rent Increase***



If an owner wishes to request an increase in the rent to owner from the SNRHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by the SNRHA. Rental increases must be submitted 60 calendar days prior to the anniversary date of the HAP contract for the participant.

The SNRHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

#### SNRHA Policy

An owner's request for a rent increase must be submitted to the SNRHA 60 calendar days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.

The SNRHA may not approve and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS. The owner may not receive any retroactive increase of rent for any period of noncompliance.

#### ***Rent Decrease***

If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment.

#### ***Notice of Rent Change***

The rent to owner is redetermined by written notice by the SNRHA to the owner specifying the amount of the redetermined rent. The SNRHA notice of rent adjustment constitutes an amendment of the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

#### SNRHA Policy

The SNRHA will provide the owner with at least 30 calendar days written notice of any change in the amount of rent to owner.

#### **SNRHA-owned Units [24 CFR 983.301(g)]**

For SNRHA-owned PBV units, the initial rent to owner and the annual redetermination of rent at the anniversary of the HAP contract are determined by the independent entity approved by HUD. The SNRHA must use the rent to owner established by the independent entity.

#### **16-VIII.C. REASONABLE RENT [24 CFR 983.303]**



At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by SNRHA, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

### **When Rent Reasonable Determinations are Required**

The SNRHA must redetermine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a five percent or greater decrease in the published FMR in effect 60 calendar days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;
- The SNRHA approves a change in the allocation of responsibility for utilities between the owner and the tenant;
- The HAP contract is amended to substitute a different contract unit in the same project; or
- There is any other change that may substantially affect the reasonable rent.

### **How to Determine Reasonable Rent**

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, the SNRHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner.

#### ***Comparability Analysis***

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include unassisted units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by the SNRHA. The comparability analysis may be performed by SNRHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.

#### **SNRHA-owned Units**

For SNRHA-owned units, the amount of the reasonable rent must be determined by an independent agency approved by HUD in accordance with PBV program requirements. The independent entity must provide a copy of the determination of reasonable rent for SNRHA-owned units to the SNRHA and to the HUD field office where the project is located.

#### **Owner Certification of Reasonable Rent**

By accepting each monthly housing assistance payment, the owner certifies that the rent to owner is not more than rent charged by the owner for other comparable unassisted units in the premises. At any time, the SNRHA may require the owner to submit information on rents charged by the owner for other units in the premises or elsewhere.



#### **16-VIII.D. EFFECT OF OTHER SUBSIDY AND RENT CONTROL**

In addition to the rent limits discussed in Section 17-VIII.B above, other restrictions may limit the amount of rent to owner in a PBV unit. In addition, certain types of subsidized housing are not even eligible to receive PBV assistance (see Section 17-II.D).

##### **Other Subsidy [24 CFR 983.304]**

At its discretion, a SNRHA may reduce the initial rent to owner because of other governmental subsidies, including tax credit or tax exemption, grants, or other subsidized financing.

For units receiving assistance under the HOME program, rents may not exceed rent limits as required by that program.

For units in any of the following types of federally subsidized projects, the rent to owner may not exceed the subsidized rent (basic rent) as determined in accordance with requirements for the applicable federal program:

- An insured or non-insured Section 236 project;
- A formerly insured or non-insured Section 236 project that continues to receive Interest Reduction Payment following a decoupling action;
- A Section 221(d)(3) below market interest rate (BMIR) project;
- A Section 515 project of the Rural Housing Service;
- Any other type of federally subsidized project specified by HUD.

##### ***Combining Subsidy***

Rent to owner may not exceed any limitation required to comply with HUD subsidy layering requirements.

##### **Rent Control [24 CFR 983.305]**

In addition to the rent limits set by PBV program regulations, the amount of rent to owner may also be subject to rent control or other limits under local, state, or federal law.

### **PART IX: PAYMENTS TO OWNER**

#### **16-IX.A. HOUSING ASSISTANCE PAYMENTS [24 CFR 983.351]**

During the term of the HAP contract, the SNRHA must make housing assistance payments to the owner in accordance with the terms of the HAP contract. During the term of the HAP contract, payments must be made for each month that a contract unit complies with HQS and is leased to and occupied by an eligible family. The housing assistance payment must be paid to the owner



on or about the first day of the month for which payment is due, unless the owner and the SNRHA agree on a later date.

Except for discretionary vacancy payments, the SNRHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).

The amount of the housing assistance payment by the SNRHA is the rent to owner minus the tenant rent (total tenant payment minus the utility allowance).

In order to receive housing assistance payments, the owner must comply with all provisions of the HAP contract. Unless the owner complies with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments.

### **16-IX.B. VACANCY PAYMENTS [24 CFR 983.352]**

If an assisted family moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. However, the owner may not keep the payment if the SNRHA determines that the vacancy is the owner's fault.

#### SNRHA Policy

If the SNRHA determines that the owner is responsible for a vacancy and, as a result, is not entitled to keep the housing assistance payment, the SNRHA will notify the landlord of the amount of housing assistance payment that the owner must repay. The SNRHA will require the owner to repay the amount owed in accordance with the policies in Section 16-IV.B.

At the discretion of the SNRHA, the HAP contract may provide for vacancy payments to the owner. The SNRHA may only make vacancy payments if:

- The owner gives the SNRHA prompt, written notice certifying that the family has vacated the unit and identifies the date when the family moved out (to the best of the owner's knowledge);
- The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;
- The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and
- The owner provides any additional information required and requested by the SNRHA to verify that the owner is entitled to the vacancy payment.

The owner must submit a request for vacancy payments in the form and manner required by the SNRHA and must provide any information or substantiation required by the SNRHA to determine the amount of any vacancy payment.

#### SNRHA Policy

If an owner's HAP contract calls for vacancy payments to be made, and the owner wishes to receive vacancy payments, the owner must have properly notified the SNRHA of the vacancy in accordance with the policy in Section 17-VI.F regarding filling vacancies.





In order for a vacancy payment request to be considered, it must be made within 10 business days of the end of the period for which the owner is requesting the vacancy payment. The request must include the required owner certifications and the SNRHA may require the owner to provide documentation to support the request. If the owner does not provide the information requested by the SNRHA within 10 business days of the SNRHA's request, no vacancy payments will be made.

### **16-IX.C. TENANT RENT TO OWNER [24 CFR 983.353]**

The tenant rent is the portion of the rent to owner paid by the family. The amount of tenant rent is determined by the SNRHA in accordance with HUD requirements. Any changes in the amount of tenant rent will be effective on the date stated in the SNRHA notice to the family and owner.

The family is responsible for paying the tenant rent (total tenant payment minus the utility allowance). The amount of the tenant rent determined by the SNRHA is the maximum amount the owner may charge the family for rental of a contract unit. The tenant rent covers all housing services, maintenance, equipment, and utilities to be provided by the owner. The owner may not demand or accept any rent payment from the tenant in excess of the tenant rent as determined by the SNRHA. The owner must immediately return any excess payment to the tenant.

#### **Tenant and SNRHA Responsibilities**

The family is not responsible for the portion of rent to owner that is covered by the housing assistance payment and the owner may not terminate the tenancy of an assisted family for DF nonpayment by the SNRHA.

Likewise, the SNRHA is responsible only for making the housing assistance payment to the owner in accordance with the HAP contract. The SNRHA is not responsible for paying the tenant's portion of rent, or any other claim by the owner, including damage to the unit. The SNRHA may not use housing assistance payments or other program funds (including administrative fee reserves) to pay any part of the tenant rent or other claim by the owner.

#### **Utility Reimbursements**

If the amount of the utility allowance exceeds the total tenant payment, the SNRHA must pay the amount of such excess to the tenant as a reimbursement for tenant-paid utilities, and the tenant rent to the owner must be zero.

The SNRHA may pay the utility reimbursement directly to the family or to the utility supplier on behalf of the family. If the SNRHA chooses to pay the utility supplier directly, the SNRHA must notify the family of the amount paid to the utility supplier.

#### SNRHA Policy

The SNRHA will make utility reimbursements to the family.



## **16-IX.D. OTHER FEES AND CHARGES [24 CFR 983.354]**

### **Meals and Supportive Services**

With the exception of PBV assistance in assisted living developments, the owner may not require the tenant to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

In assisted living developments receiving PBV assistance, the owner may charge for meals or supportive services. These charges may not be included in the rent to owner, nor may the value of meals and supportive services be included in the calculation of the reasonable rent. However, non-payment of such charges is grounds for termination of the lease by the owner in an assisted living development.

### **Other Charges by Owner**

The owner may not charge extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises.

### **RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM:**

The SNRHA will administer a HUD, RAD (Rental Assistance Demonstration) program at multiple properties as approved by HUD.

At the time of the RAD award the tenants are temporarily housed at other public housing and market units.

Tenants of record at the time of award will have the right of return to the property once construction and rehabilitation are completed. Tenants will be offered units in accordance with their family composition at the time of reentry.

Existing tenants are not subject to re-screening, income eligibility or income targeting provisions in order to return to a RAD property. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.

Existing tenants who have been temporarily transferred, whose accounts reflect a security deposit will have the security deposit transferred at RAD closing, except in the case of the deposit being applied for unpaid rent or tenant caused damage. Tenant is responsible for payment of any remaining security deposit due.

Tenant monthly rent increases of greater than 10% or \$25 purely as a result of conversion will be phased in over 3 years or extended up to 5 years by the PHA. Increases will automatically be applied on the first day of the month of the effective date of recertification.

Renewal of Lease: Under current regulations at 24 CFR 982.257 (b)(c), upon lease expiration, SNRHA shall renew all leases unless cause exist.



Units not occupied by returning tenants will be occupied in accordance with the Administrative Plan eligibility, admission, and selection policies for the Project Based programs in Housing Choice Voucher (Section 8) program.

Tenants occupying the RAD, Project Based Conversion property may be eligible to receive a Sec 8 voucher after 1 year of occupancy if regular tenant based vouchers are available and appropriate 60 day written notice is provided to management. Tenant and tenant's household must be in good standing and meet eligibility requirements for the PHA's, HCV (Sec 8) program prior to being issued a voucher which shall include criminal background checks and income limits requirements.

If the families are currently enrolled in PH Family Self-Sufficiency (FSS) after the RAD conversion, SNRHA shall enroll them in its HCV FSS program. Resident under RAD not enrolled in PH FSS at the time of conversion will not be eligible to participate in the program. Residents shall have the right to establish and operate a resident organization and be eligible for participation funding.

Written notification of termination of lease within a reasonable time which shall not exceed 30 days if health or safety other tenants, SNRHA employees or persons residing in the vicinity are threatened or in the event of drug related or violent criminal activity or any felony conviction. Annual criminal checks shall be completed to ensure no felony convictions and/or sex offenders are under leases for all adult members of households. 14 days notices must be provided for non-payment of rent and 30 days for any other case, except that if Nevada state or local law provides for a shorter time, such shorter time shall apply.

#### Grievance Process:

For issues related to tenancy and termination of assistance, in addition to 24 CFR 982.555(a)(1)(i)-(vi), an opportunity for an informal hearing must be given to the resident for any dispute that a resident may have with respect to SNRHA (as owner) action in accordance with RADS PBV requirements that adversely affect the resident's rights, obligations, welfare or status.

- For any hearing required under 24 CFR 982.555(a)(1)(i)-(vi), the SNRHA will perform the hearings.
- An informal hearing will not be required for class grievances or to disputes between residents not involving the SNRHA or contract administrators. The hearing requirements shall not apply to and is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the SNRHA or contract administrators.
- The SNRHA via the property management company shall ensure all residents are provided with a notice of their ability to request an informal hearing as outlined in 24 CFR 982.555 ©(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR 982.555(a)(1)(i)-(vi).
- The SNRHA shall provide opportunity for an informal hearing before an eviction is requested in writing.



### **Earned Income Disregard (EID):**

Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID exclusion after conversion, in accordance with regulations at 24CFR 960.255. After conversion, no other tenants will be eligible to receive the EID. If a tenant receiving the EID exclusion undergoes a break in employment, ceases to use the EID exclusion, or the EID exclusion expires in accordance with 24 CFR 960.255, the tenant will no longer receive the EID exclusion and the owner will no longer be subject to the provisions of 24 CFR 960.255. Further, tenants who's EID ceases or expires after conversion shall not be subject to the rent phase-in provision, as described in Section 1.7.B.3; instead, the rent will automatically be adjusted to the appropriate level based upon tenant income at that time.

### **Low-Income Housing Tax Credits (LIHTCs):**

PHA's are encouraged to use LIHTCs and, if eligible, historic preservation tax credits, to support recapitalization. If a RAD conversion project has utilized tax credits as part of its financial plan, there are additional income restrictions that apply to the property. Current residents still have the right to return to the property after conversion; however, if the household income exceeds the tax credit income limits, SNRHA will work with the family to explore potential alternate and desirable permanent relocation possibilities.

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### 1-III.H. FAMILY OUTREACH [24 CFR 982.153(b) (1)]

SNRHA will publicize and disseminate information to make known the availability of housing assistance and related services for very low-income families on a regular basis. When SNRHA's waiting list is open, SNRHA will publicize the availability and nature of housing assistance for very low-income families in a newspaper of general circulation, minority media, and by other suitable means, including outreach to organizations that provide services to the disabled and Limited English Proficiency persons.

To reach persons who cannot read newspapers, SNRHA will distribute fact sheets to the broadcasting media, and initiate personal contacts with members of the news media and community service personnel. SNRHA will also utilize public service announcements. SNRHA shall advertise in the following location(s) and publications when opening its Waiting list. However, the list of vendors below may be altered without Board approval based on results of outreach and other factors such as vendors no longer being available. The Director of Housing Programs or their designee will make this determination.

- Las Vegas Review Journal/Sun
- El Mundo
- ~~Las Vegas Sentinel~~
- Latin American Press
- ~~Asian American Press~~
- Asian Journal
- The Israelite
- Indian Voice
- ~~El Tiempo~~
- The Challenger
- SNRHA's website @snvrha.org

Additionally to reach persons with disabilities, SNRHA will provide separate notice to local organizations representing the interests of needs of the disabled. This will include but are not limited to notice to the following organizations:

- Opportunity Village
- Southern Nevada Advocacy and Law Center
- Nevada Legal Services
- Help Them Walk Again
- Nevada Association for the Handicapped
- United Cerebral Palsy of Nevada



Once the person's status as a qualified person with a disability is confirmed, SNRHA will require that a professional third party competent to make the assessment and provide written verification that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program.

If SNRHA finds that the requested accommodation creates an undue administrative or financial burden, **or would violate a federal regulation or statute**, SNRHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person. An undue administrative burden is one that requires a fundamental alteration of the essential functions of SNRHA (i.e. waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on SNRHA.

Requests for reasonable accommodations that do not require monetary assistance from SNRHA to implement or require staff to provide services over and above their duties (home visits would be considered within said duties) would not require SNRHA's 504 Officer's Approval. All other requests will be reviewed and approved by SNRHA's 504 Officers and/or the Housing Program Director or their designee.

SNRHA will provide a written decision to the person requesting the accommodation within 14 calendar days, if a request is denied. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal review (for applicants) or informal hearing (for participants) to review SNRHA's decision. Copies of all reasonable accommodation requests and their outcome shall be forwarded to the 504 Coordinator for tracking purposes and additional follow-up, if required.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All SNRHA mailings will be made available in an accessible format upon request, as a reasonable accommodation. Subject to the undue burdens and fundamental alterations tests described below, SNRHA will correct physical situations or procedures that create a barrier to equal housing opportunity for all. To permit people with disabilities to take full advantage of SNRHA's housing programs and non-housing programs, in accordance with Section 504 and the Fair Housing Amendment Act of 1968, SNRHA shall comply with all requirements and prohibitions in applicable law. Facilities and programs used by applicants and participants shall be accessible to persons in wheelchairs, person with sensory impairments and other persons with disabilities. Application and management offices and hearing rooms, (to the extent that SNRHA has such facilities) will be usable by participants with a full range of disabilities. If SNRHA offers such facilities, and none is accessible, some will be made so, subject to the undue financial and administrative burden test. [ 24 CFR 8.21.]

Documents and procedures used by applicants and participants shall be accessible to persons in wheelchairs, persons with sensory impairments and other persons with disabilities. Also, all documents will be written simply and clearly to enable applicants with learning or cognitive disabilities to understand as much as possible. Methods used to ensure that communication is understandable by persons with disabilities are described in SNRHA's Procedure on Civil Rights and Disability Rights. [24 CFR 8.6.]





3. All vital forms, written materials and recorded voice-mail messages used to communicate with prospective applicants and participants shall be available in all languages used by a significant proportion of SNRHA's eligible population or tagged. This includes the following documents related to registration, intake, marketing, outreach, certification, re-examination and inspections as needed:
  - a. Pre-Applications
  - b. Full Applications;
  - c. Posters;
  - d. Notices

Other letters and forms shall have a "tag" written in Spanish advising that SNRHA provides free translation and interpreter services for its clients and instructing them how to contact our bi-lingual staff for assistance. *Under Addendum B, is SNRHA LEP full Plan.*

#### SNRHAPolicy

SNRHA will encourage the family to make its request in writing using an SNRHA provided request form.

## **2-II.F. VERIFICATION OF DISABILITY**

The regulatory civil rights definition for persons with disabilities is provided in Exhibit 2-1 at the end of this chapter. The definition of a person with a disability for the purpose of obtaining a reasonable accommodation is much broader than the HUD definition of disability which is used for waiting list preferences and income allowances. **Verification policies are contained in Chapter 7.**

Before providing an accommodation, SNRHA must determine that the person meets the definition of a person with a disability for purposes of reasonable accommodation, and that the accommodation will enhance the family's access to SNRHA's programs and services.

If a person's disability is obvious or otherwise known to SNRHA, and if the need for the requested accommodation is also readily apparent or known, no further verification will be required [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

If a family indicates that an accommodation is required for a disability that is not obvious or otherwise known to SNRHA, SNRHA must verify that the person meets the definition of a person with a disability, and that the limitations imposed by the disability require the requested accommodation.

When verifying a disability, SNRHA will follow the verification policies provided in Chapter 6. All information related to a person's disability will be treated in accordance with the confidentiality policies provided in Chapter 16. In addition to the general requirements that govern all verification efforts, the following requirements apply when verifying a disability:

- Third-party verification must be obtained from an individual identified by the family who is competent to make the determination. A doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability may provide verification of a disability [Joint Statement of



### **3-I.C. FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY**

#### **Family Break-up [24 CFR 982.315]**

SNRHA has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up. However, if a court determines the disposition of property between members of the assisted family in a divorce or separation decree, SNRHA is bound by the court's determination of which family members continue to receive assistance.

#### SNRHAPolicy

When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may make a new application with a new application date if the waiting list is open.

If a family breaks up into two otherwise eligible families while receiving assistance, only one of the new families will continue to be assisted.

In the absence of a judicial decision, or an agreement among the original family members, the Admissions Manager or their designee will determine which family retains their placement on the waiting list, or will continue to receive assistance taking into consideration the following factors: (1) which family member applied as head of household (this will be given primary consideration); (2) the interest of any minor children, including custody arrangements; (3) the interest of any ill, elderly, or disabled family members; (4) any possible risks to family members as a result of domestic violence or criminal activity; and (5) the recommendations of social service professionals.

Documentation of these factors is the responsibility of the application families. If the families do not provide the documentation, they may be denied placement on the waiting list.

**If there is a family break up of participants, only one of the new families will continue to receive assistance and that will be the head of household on the original application; unless, as a result of domestic violence which is reported and VAWA rules apply or judicial decision is provided to SNRHA.**

#### MultipleFamiliesintheSameHousehold

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

#### **Remaining Member of a Tenant Family [24 CFR 5.403]**

The HUD definition of family includes the *remaining member of a tenant family*, which is a member of an assisted family who remains in the unit when other members of the family have left the unit. Household members such as live-in aides, foster children, and foster adults do not qualify as remaining members of a family.



## Persons with Disabilities

Under the HCV program, special rules apply to persons with disabilities and to any family whose head, spouse, or co-head is a person with disabilities. The technical definitions of individual with disabilities are provided in Exhibit 3-1 at the end of this chapter. These definitions are used for a number of purposes including ensuring that persons with disabilities are not discriminated against based upon disability.

As discussed in Chapter 2, SNRHA must make all aspects of the HCV program accessible to persons with disabilities and consider reasonable accommodations requested based upon a person's disability.

## Disabled Family

A *disabled family* is one in which the head, spouse, or co-head is a person with disabilities. Identifying disabled families is important because these families qualify for special deductions from income as described in Chapter 5.

Even though persons with drug or alcohol dependencies are considered persons with disabilities for the purpose of non-discrimination, this does not prevent SNRHA from denying assistance for reasons related to alcohol and drug abuse following policies found in Part III of this chapter, or from terminating assistance following the policies in Chapter 12.

## 3-I.J. GUESTS [24 CFR 5.100]

A *guest* is a person temporarily staying in the unit with the consent of a member of the household who has express or implied authority to so consent.

### SNRHAPolicy

A guest can remain in the assisted unit no longer than 30 consecutive calendar days or a total of 60 cumulative calendar days during any 12-month period. A verified full-time college student may be a guest up to 90 consecutive calendar days. A minor with whom the family has shared custody shall be a guest up to 180 calendar days.

Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the assisted household more than 50 percent of the time, are not subject to the time limitations of guests as described above.

A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure is expected to last 40 consecutive calendar days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return. Approvals must be done, in writing prior to the guest remaining in the unit past 30 consecutive calendar days. **The exception will be when guardianship is being processed and SNRHA has documents from the courts the verify the process has begun.**

## 3-I.K. FOSTER CHILDREN AND FOSTER ADULTS



### **Absences Due to Placement in Foster Care [24 CFR 5.403]**

Children temporarily absent from the home as a result of placement in foster care are considered members of the family.

#### SNRHAPolicy

If a child has been placed in foster care, SNRHA will verify with the appropriate agency whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member. 'Permanently removed' is defined as more than 365 calendar days. When any family member is absent for more than 30 calendar days, the head of household must notify SNRHA in writing within ten (10) calendar days of their departure and notify in writing when they return.

Failure, by the family, to report the absence of the children may result in termination from the program. The head of household is responsible for reporting this change in household composition in writing within 10 calendar days of the child(ren) being removed from the home.

### **Absent Head, Spouse, ~~or~~ Co-head, or other Adult:**

#### SNRHAPolicy

An employed head, spouse, or co-head absent from the unit will continue to be considered a family member, unless a legal separation or divorce has been applied for, or the individual has been removed from the household as covered in VAWA.

- The family must promptly notify SNRHA when the family is absent from the unit.

#### SNRHAPolicy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to SNRHA at the start of the extended absence. No absences from the unit shall be approved for more than 30 consecutive calendar days unless it is approved as a reasonable accommodation for medical treatments/care.

**Family members absent for more than 180 days due to employment or active duty in the military shall be considered a family member and income will be considered.**

### **Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]**

If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted [HCV GB, p. 5-22].

#### SNRHAPolicy

SNRHA will request verification from a responsible medical professional and will use this determination. If the responsible medical professional cannot provide a



- SNRHA determines that any household member is currently engaged in the use of illegal drugs.

#### SNRHAPolicy

*Currently engaged in* is defined as any use of illegal drugs during the previous six months.

- SNRHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- 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 (including Public Housing, Section 8 Tenant-Based or Project-Based Units.)
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program.
- Failure to provide verification of social security number as required by HUD via HUD's Rent Reform Notice effective January 2010.

SNRHA's policy as relates to mandatory denial of assistance is found in Chapter 12, Part I.

### **3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE**

HUD permits, but does not require, the PHA to deny assistance for certain criminal activity.

SNRHA's policy as relates to permitted reasons for denial of assistance is found in Chapter 12, Part I.

### **3-III.D. SCREENING**

#### **Screening for Eligibility**

SNRHA is authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists SNRHA in complying with HUD requirements and SNRHA policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to obtain access to the records SNRHA must require every applicant family to submit a consent form signed by each adult household member [24 CFR 5.903].

#### SNRHAPolicy

SNRHA will perform a criminal background check through ~~local~~ law enforcement for every adult household member except VASH applicants. **For VASH, only sex offender information shall be considered. SNRHA shall use the DRU Sjodin database encouraged by HUD in PIH Notice 2012-28 at <http://www.nsopw.gov> .**

**SNRHA shall complete fingerprints and will request information from the National Crime Information Center (NCIC) using a third party vendor for criminal background checks.**



of applicants who are expected to successfully complete the process of establishing their eligibility, and the number of eligible applicants who are expected to successfully lease units under the Housing Choice Voucher Program. The Authority's goal is to keep its utilization rate as high as possible.

All persons who wish to apply for any of SNRHA's programs must submit a pre-application via telephone or written format, or as otherwise advised in SNRHA's public notice. No other applications shall be accepted that are not submitted as required in the public notice. If SNRHA accepts written applications, they will be made available in an accessible format upon request from a person with a disability and it has been advertised that pre-applications shall be submitted in writing.

SNRHA may use a lottery system when opening its waitlist and may incorporate online applications. The method of application acceptance shall be included in the public announcement. If utilized, applicants shall be placed on the waitlist using a lottery system. Once each application has been randomly assigned a number, the applications will be placed on the waiting list in order of the assigned numbers. Lottery shall not be used for special admissions and/or when opening special funding HCV programs such as Non-Elderly Disabled (NED) or Mainstream.

To provide specific accommodation to persons with disabilities, upon request, the information may be mailed to the applicant and, if requested, it will be mailed in an accessible format. This only applies when it has been advertised that written pre-applications will be accepted. As a reasonable accommodation when pre-applications are taken only via telephone, another individual or agency may call into the designated phone line with the required information to get the applicant placed on our waiting list.

Bi-lingual staff is available and specific phone lines announced in the opening advertisement for Spanish speaking applicants who have Limited English Proficiency (LEP). Multiple social service agencies are sent faxed notice advising them of when SNRHA will open its waiting list and all requirements, including the lines for Limited English Proficiency persons and how they can assist disabled clients. Anyone can call in for another person as long as they have that person's basic information required for a pre-application. The information required is inclusive of the applicant's name, address; social security number; birthdates; income and source of income; and disability status.

The full application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by a person with a disability. Staff shall provide such assistance or the family may elect to have another individual with power of attorney complete their documents. Applicants will then be interviewed by SNRHA's staff to review the information on the full application form. Verification of disability as it relates to 504, Fair Housing, or ADA reasonable accommodation will be requested at this time. The full application will also include questions asking all applicants whether reasonable accommodations are required and information shall be provided to instruct applicants on how to request this accommodation. These reasonable accommodation brochures are available in the Admissions lobby.

#### **4.II.G. MANAGEMENT OF THE WAIT LIST**



- Latin American Press

• ~~Asian American~~  
Press

- Asian Journal
- The Israelite
- Indian Voice
- The Challenger
- Nevada Disability Advocacy and Law Center
- SNRHA's website @snvrha.org
- St Vincent's
- Salvation Army Family Services
- Shade Tree
- Helping Hands
- Veterans Administration
- Nevada Association of Latin Americans
- Nevada Children Center
- Nevada Client Assistance Program
- Nevada Community Enrichment Program
- Nevada Equal Rights Commission
- Nevada Fair Housing Center
- Active Blind & Visually Impaired of Nevada
- Assistive Technology Center at Nevada Community Enrichment Program
- Clark County Legal Services
- Multiple Sclerosis National Society
- Southern Nevada Adult Mental Health Services
- Women Development Center
- Lutheran Social Services
- Veteran Administrative Services

However, the list of vendors above may be altered without board approval based on results of outreach and other factors such as vendors no longer being available. The Director of Housing Programs or their designee will make this determination.





designed to prepare the individual for the job market. This preference is extended equally to elderly families or disabled families, including but not limited to those whose head or spouse is receiving SSI, SSD, or who can be verified to be unable to work, if both the head of household and spouse is either elderly or disabled. .... **30 points**

**Veteran preference** for veteran as defined by State. .... **6 points**

**Residency preferences** for head, co-head or spouse, who live, work, have been hired to work, or are enrolled full time in an accredited school in Clark County. .... **5 points**

**Disabled veteran** or family (defined as son, daughter, and spouse) of a veteran with a service-connected disability. .... **5 points**

**Family of** (defined as spouse) a **deceased veteran** with a service-connected death. .... **4 points**

***FINAL VERIFICATION OF PREFERENCES [24 CFR 5.415]***

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, SNRHA will obtain necessary verifications of preference at the interview and by third party verification.

***PREFERENCE DENIAL [24 CFR 5.415]***

If SNRHA denies a preference, SNRHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting with the Housing Programs Manager or Director of Housing Programs. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

**4.III. E. INCOME TARGETING REQUIREMENT [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA’s fiscal year. **ELI families are those with annual incomes at or below federal poverty levels or 30% of the area median income, whichever number is higher.** To ensure this requirement is met, SNRHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are “continuously assisted” under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

**SNRHAPolicy**

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year SNRHA will reserve a minimum of seventy-five percent of its Housing Choice Vouchers new admissions for families whose income does not exceed 30 percent of the



area median income. HUD refers to these families as “extremely low-income families.” SNRHA will admit families who qualify under the Extremely Low-Income limit to meet the income-targeting requirement, regardless of preference. SNRHA may skip applicant on its waiting list to ensure it meets its goals of admitting at least 75% of applicants with incomes that do not exceed 30% of median income.

SNRHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

SNRHA’s income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

SNRHA is also exempted from this requirement where SNRHA is providing assistance to low income or moderate-income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

#### **4.III.F. ORDER OF SELECTION [24CFR 982.207(e)]**

SNRHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list SNRHA is required to use targeted funding to assist only those families who meet the specified criteria, and SNRHA 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)].

##### SNRHAPolicy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with SNRHA’s hierarchy of preferences. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by SNRHA. Documentation will be maintained by SNRHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that SNRHA does not have to ask higher placed families each time targeted selections are made.

SNRHA’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.

SNRHA will utilize the preferences and points identified in Section D of this chapter. Among applicants with equal preference status, the waiting list will be organized by date and time.

**If preferences submitted by the family at the time of application are not verified to be true, the family shall be placed back on the waiting list according to time and date of application and any other preference points they may have. If they applied during an opening for new applicants that was for a specific category of applicants or special**



funding source admissions, and do not meet those criteria, their application shall be withdrawn and a notice provided to the family.

Families will be selected to attend their briefing from the applicant pool that has been verified as certified eligible to participate in the Housing Choice Voucher Program.

#### **4-III.G. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, SNRHA must notify the family.

##### SNRHAPolicy

SNRHA 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:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

- Other documents and information that should be brought to the interview

If a notification letter is returned to SNRHA, the family will be removed from the waiting list. A notice of denial (see Chapters 3 and 12) will be sent to the family's address of record, as well as to any known alternate address.

#### **4-III.H. THE APPLICATION INTERVIEW**

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

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

##### SNRHAPolicy

Families selected from the waiting list are required to participate in an eligibility interview unless the applicant is currently living out of state.

The head of household, the spouse/co-head, and all adult members must attend the interview together. However, if either the head of household or the spouse/co-head or other adult misses the appointment, one additional appointment shall be scheduled. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are signed.

The interview will be conducted only if the head of household or spouse/co-head provides appropriate documentation of legal identity. (Chapter 6 has a discussion of



the time. Consideration may also be given to the person who receives the income for the care of the child.

When more than one applicant or participant family is claiming the same dependents as family members, the family with primary custody at the time of the initial examination or reexamination will be able to claim the dependents. If there is a dispute about which family should claim them, SNRHA will make the determination based on available documents such as court orders, ~~or an IRS return showing which family has claimed the child for income tax purposes.~~

## Caretakers for a Child

### SNRHAPolicy

If neither a parent nor a designated guardian remains in a household receiving HCV assistance, SNRHA will take the following actions.

- (1) If a responsible agency has determined that another adult is to be brought into the assisted unit to care for a child for an indefinite period, the designated caretaker will not be considered a family member until a determination of custody or legal guardianship is made.
- (2) If a caretaker has assumed responsibility for a child without the involvement of a responsible agency or formal assignment of custody or legal guardianship, the caretaker will be treated as a visitor for 90 calendar days ~~but not exceed 120 calendar days~~. After the ~~90 calendar day~~ time has elapsed, the caretaker will be considered a family member unless information is provided that would confirm that the caretaker's role is temporary. In such cases SNRHA will extend the caretaker's status as an eligible visitor.
- (3) At any time that custody or guardianship legally has been awarded to a caretaker, the housing choice voucher will be transferred to the caretaker.
- (4) During any period that a caretaker is considered a visitor, the income of the caretaker is not counted in annual income and the caretaker does not qualify the family for any deductions from income.

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, SNRHA will treat that adult as a visitor for the first 90 calendar days.

If, by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, the Voucher will be transferred to the caretaker.

If the appropriate agency cannot confirm the guardianship status of the caretaker, SNRHA will review the status at 30 calendar day intervals.

If custody or legal guardianship has not been awarded by the court, but the action is in process, SNRHA will secure verification from social services staff or the attorney as to the status.

If custody is awarded for a limited time in excess of stated period, SNRHA will state in writing that the transfer of the Voucher is for that limited time or as long as they have



## Reporting Absences to SNRHA

### SNRHAPolicy

If a family member leaves the household, the family must report this change to SNRHA, in writing, within 10 calendar days of the change and certify as to whether the member is temporarily absent or permanently absent. Additionally, prior to the family leaving the unit for more than 30 calendar days they must notify SNRHA in writing or other method as needed for a disabled person.

SNRHA will conduct an interim evaluation for changes which affect the Total Tenant Payment in accordance with the interim policy.

## Temporary Guardianship

### SNRHAPolicy

SNRHA shall require participants who are requesting to add family members that are minors and who are not their children by birth or foster care, to sign SNRHA's guardianship forms certifying that they have the child (ren) parent's consent to care for the child full-time. The family must also provide proof of income for the care of the child such as TANF payment or other support, if any income is being received by an adult for the care of the child. The family member must be the payee. School record (if the child is of school age), must be provided to document the subsidized residence as the record of enrollment for the child (ren). Interim re-verification that the child is still in the unit shall be required every 180 calendar days unless the head or household gains legal guardianship or custody of the child (ren).

SNRHA shall verify through welfare and the district attorney's office any payments being made for children residing in its HCV subsidized units.

SNRHA will not accept temporary guardianship for the purpose of dependent deductions and/or occupancy subsidy ~~unless: (1) Court awarded guardianship or custody is received within 365 calendar days of the date the child has been reported as moving into the unit, and/or (2) SNRHA's temporary guardianship form has been completed and submitted with required documents. The tenant/participant must provide staff with a court document to verify court awarded custody or guardianship with 365 calendar days of signing SNRHA guardianship form. Failure to submit shall result in: 1) the loss of all HUD allowances and deductions relating to the child; and 2) a smaller subsidy standard that excludes the child in the determination of subsidy/occupancy standards, effective with a 30 calendar day change notice to the family and owner.~~

SNRHA shall provide 365 day Guardianship Form to extend approved visitors stay.

SNRHA shall not approve additions for any reason if it will result in overcrowding as defined in HUD regulations.

## 5.I.D. ANTICIPATING ANNUAL INCOME



Families who do not have court-awarded alimony and child support awards are not required to seek a court award and are not required to take independent legal action to obtain collection.

Regular alimony and child support payments are counted as income for calculation of the family's share of the rental payment.

SNRHA will accept verification that the family is receiving an amount less than the award if:

SNRHA receives verification from the agency responsible for enforcement or collection.

The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

When child support or alimony fluctuates, SNRHA will follow the policy below.

#### SNRHAPolicy

If, by averaging, an estimate can be made for those families whose income fluctuates from month to month; this estimate will be used so as to reduce the number of interim adjustments.

1. SNRHA shall add the total of all payments listed for the past twelve months. The total shall then be considered anticipated income.
2. When verification documents from the DA's office indicated no payment for more than 60 calendar days, ~~from the date of the printout (upon receipt of verification)~~; no income will be anticipated from child support/alimony. Participants are required to report all changes within ten (10) calendar days in writing including when child support/alimony is not received and/or starts.
3. When a family first begins to receive child support/alimony or a new child/alimony support order is established, the amount of the ~~received~~/ordered payment will be annualized and included in annual income. **The participant is required to report all changes in income within 10 calendar days in writing.**

#### **Regular Contributions or Gifts [24 CFR 5.609]**

SNRHA must count as income regular monetary and nonmonetary contributions or gifts from persons not residing with an assisted family [24 CFR 5.609(b)(7)]. Regular shall be defined as monetary and/or nonmonetary contributions or gifts provided to the family for two months or more. Temporary, nonrecurring, or sporadic income and gifts are not counted [24 CFR 5.609(c)(9)].

#### SNRHAPolicy

Examples of regular contributions include: (1) regular payment of a family's bills (e.g., utilities, telephone, rent, credit cards, and car payments), (2) cash or other liquid assets provided to any family member on a regular basis, and (3) "in-kind" contributions such as groceries and clothing provided to a family on a regular basis.



## ***VERIFICATION OF ASSETS***

### **Family Assets**

SNRHA will require the information necessary to determine the current cash value of the family's assets, (the net amount the family would receive if the asset were converted to cash).

SNRHA shall not verify income of assets that are less than \$5,000.00. However, participants must list assets and value on their continued occupancy form, **which must be signed and dated**. sign. This shall be considered as self-certification of accurate information. SNRHA reserves the right to request additional verifications, if necessary to document that assets do not exceed \$5,000- in net value or is there is a discrepancy with information provided. All assets must be reported on Form HUD-50058, including assets that do not exceed \$5,000.

*Acceptable verification may include any of the following:*

Verification forms, letters, or documents from a financial institution or broker.

Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker.

Quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate.

Real estate taxes statements if the approximate current market value can be reduced from assessment.

Financial statements for business assets.

Copies of closing documents showing the selling price and the distribution of the sales proceeds.

Appraisals of personal property held as an investment.

Family's self-certification describing assets or cash held at the family's home or in safe deposit boxes.

### **Assets Disposed of for Less than Fair Market Value (FMV) During Two Years Preceding Effective Date of Certification or Recertification**

#### **SNRHAPolicy**

For all certifications and re-certifications, SNRHA will obtain the Family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or recertification.

If the family certifies that they have disposed of assets for less than fair market value, verification is required that shows: (a) all assets disposed of for less than FMV, (b) the date they were disposed of, (c) the amount the family received, and (d) the market value of the assets at the time of disposition. Third party verification will be obtained wherever possible. Family certification will be accepted if no other verification is possible.





In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g., by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax returns).

### ***Familial Relationships***

#### **SNRHAPolicy**

Verification of guardianship is:

Court-ordered assignment;

Verification from social services agency; or

SNRHA Self-certification of temporary guardianship or appointment

In each case above (except court assignment), SNRHA must receive a court awarded guardianship or custody documents within 365 calendar days or head of household must resign SNRHA's documents and submit required supporting documents. Any income still coming into the household on behalf of the child would be counted.

Other family relationships will be verified through birth certificates or other relevant documents.

**SNRHA shall not increase bedroom size nor provide a dependent deduction, unless court ordered assignment or verification from a social service agency is received.**

### ***Verification of Permanent Absence of Family Member***

If an adult member who was formerly a member of the household or was never reported and identified by staff as being a spouse and is reported permanently absent by the family, SNRHA will consider any of the following as verification:

- Husband or wife institutes divorce action.
- Husband or wife institutes legal separation.
- Order of protection/restraining order obtained by one family member against another.
- **SNRHA separation affidavit.**

### ***Verification of Change in Family Composition***

SNRHA may verify changes in family composition (either reported or unreported) through one or more of the following actions: letters, telephone calls, utility records, inspections, landlords, **neighbors**, credit data, school, or DMV records, and other sources.

### ***Verification of Citizenship/Eligible Immigrant Status [24 CFR 5.508, 5.510, 5.512, 5.514]***

To be eligible for assistance, individuals must be U.S. citizens or eligible immigrants.

Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the categories specified by the regulations and must have their status verified by Immigration and Naturalization Service (INS). Each family member must declare their status once. Assistance cannot be delayed, denied, or terminated while verification of status is pending except that assistance to applicants may be delayed while SNRHA hearing is pending.



**6-I.G. ASSETS (24 CFR 5.609 (b)(3) AND 24 CFR 5.603 (b))**

There is no asset limitation for participation in the HCV program. However, HUD requires the PHA include in annual income the anticipated “interest, dividends, and other net income of any kind from real or personal property (24 CFR 5.609 (b) (3)).

Notice PIH 2012-29 requires PHAs to establish an imputed asset passbook savings rate based on the national average rate. The rate previously established by HUD filed offices. The imputed asset income calculation is only performed if the net value of the family’s asset exceeds \$5,000.00.

SNRHA shall establish a rate of 0.75 percent (three quarters of one percent) of the national rate. This is a “safe harbor.” SNRHA will be in compliance with the safe harbor guidance when the national rate is anywhere from zero percent to 1.5 percent.

**PART II: VERIFYING FAMILY INFORMATION**

**6-II.A. VERIFICATION OF LEGAL IDENTITY**

SNRHAPolicy

SNRHA will require families to furnish verification of legal identity for each household member.

<b>Verification of Legal Identity for Adults</b>	<b>Verification of Legal Identity for Children</b>
Driver's license	Certificate of birth
U.S. passport	Adoption papers
Department of Motor Vehicles Identification Card	Custody agreement
Validated Sheriff Card	School records
Military Identification	Hospital Birth Certifications
DMV Instructional ID	Passport
Clark County Heath Card with valid photo ID	Health and Human Services ID (foster children; adopted children)
Veteran’s ID with photo	I-94

If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required. For all members of the household the first and last name on the Legal documents provided must match the social security record.

**6-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216 and HCV GB, p. 5-12]**



- b. The monthly retroactive rent repayment amount is in addition to the family's regular rent contribution and is payable to the PHA.
- c. The terms of the agreement may be renegotiated if there is a decrease or increase in the family's income.
- d. Late and missed payments constitute default of the repayment agreement and may result in termination of tenancy and/or assistance **unless balance is paid in full no later than the last day of the month of the default.**

PHAs are required to determine retroactive rent amount as far back as the PHA has documentation of family reported income. For example, if the PHA determines that the family has not reported income for a period of five years and only has documentation for the last three years, the PHA is only able to collect for those years.

The SNRHA shall offer the opportunity to all household to provide additional contact information on the HUD form 92006 at the time of application. Families are not required to supply the information but SNRHA shall offer the family an opportunity to complete the form.



- A list of landlords or other parties willing to lease to assisted families or help families find units, especially outside areas of poverty or minority concentration. This list identifies units that have been stated as being accessible by the owners
- Helpful Hints Brochure –How to Keep Your Section 8 Assistance
- The family obligations under the program
- The grounds on which SNRHA may terminate assistance for a participant family because of family action or failure to act
- SNRHA informal hearing procedures including when SNRHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing
- Informational packet including an explanation of how portability works, including a list of neighboring housing agencies with the names, address and telephone number of a portability contact person at each for use by families who move under portability
- Expanding Housing Opportunities [24 CFR 985.3(g)]
- A map showing areas representing various income levels of the jurisdiction and surrounding areas for the purpose of expanding housing opportunities for families
- Information regarding SNRHA’s outreach program which assists families who are interested in, or experiencing difficulty in obtaining available housing units in areas outside of minority concentration locations
- Procedures for notifying SNRHA and/or HUD of program abuses such as side payments, extra charges, violation of tenant rights, and owner’s failure to repair
- Resource Guide –which include contacts to assist disabled persons with accessible unit modifications and deposits as well as service providers for all low-income families within our community
- Side-payments are prohibited (including Pool Fees; HOA fees, gardening/landscaping, and/or Management Fees)
- Terminations as a result of evictions for cause
- Requirements for reporting income and family composition changes between annual and form to report these changes
- Information on security deposits and legal referral services
- Exercising choice in residency
- Choosing a unit carefully and only after due consideration –must live in the unit for one year
- The Family Self-Sufficiency Program and Interest Form
- LEP Pamphlet
- Reasonable Accommodation Notice
- Ground for Termination of Assistance



other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and SNRHA policies related to drug-related and violent criminal activity

- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and SNRHA policies related to alcohol abuse
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities [Form HUD-52646, Voucher].

### ***Move Briefing***

A move briefing will be held for participants who will be reissued a voucher to move and have given proper notice (written 30 day notice **or 60 days if the participant have leases at tax credit properties**) of intent to vacate to their landlord and SNRHA. This briefing includes incoming and outgoing portable families. SNRHA shall assist outgoing ports in identifying the correct staff at the PHA within the area that they are moving. Participants cannot exercise the portability right if they would be in violation of their lease or entered the program from a location other than Clark County and have not lived in SNRHA's jurisdiction for at least one year. SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/manager shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have given a written 30 calendar days notice to their property owner or manager. The family's assistance may still be terminated if a summary of judgment is received even after they have moved or been issued a voucher to move, as SNRHA shall consider the summary of eviction for cause as documentation of a serious lease violation.

Program participants with disabilities who need to move to a new unit for reasons related to their disability must first receive approval from SNRHA which shall be verified by their doctor or other professional medical provider. Then additional approval from the owner as documented by the owner/manager signing a mutual rescission form shall be required. If such permission is obtained, SNRHA will permit the family to move.

### ***Owner Briefing***

Briefings are held for owners annually or as needed to market the Section 8 Housing Choice Voucher Program. All new owners and current owners are notified in writing. Prospective owners are also welcome. The purpose of the briefing is to assure successful owner participation in the program. The briefing covers the responsibilities and roles of the three parties.



pass a criminal background check prior to the voucher being reassigned and must have been listed as an original member of the household at the time of the original application or approved as a household member who is at least 18 years of age by SNRHA who has been added to the household for more than two (2) years.

In the event of a death or removal of the only adult in the unit, the person receiving court awarded guardianship will be assigned the voucher, if they request it.

A live-in aide, by definition, is not a member of the family and will not be considered a remaining member of the Family.

In order for a minor child to continue to receive assistance as a remaining family member:

- The court has to have awarded emancipated minor status to the minor or
- SNRHA has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the child(ren) for an indefinite period. The adult must meet all eligibility requirements of the Housing Choice Voucher Program
- The Court has awarded custody of the minors to another adult who must meet all eligibility requirements of the Housing Choice Voucher Program
- Only one voucher will be issued in the case where award of children are given to more than one adult. The adult receiving the greater number of children will receive the voucher, if he/she meets all other program requirements. In the case of equal number of children and multiple parents or guardians, neither parent will receive the voucher unless a formal court decision is rendered and provided to SNRHA providing guidance for which adult is to receive the voucher.(See Chapter 5 regarding Caretaker for Children) A reduction in family size may require a reduction in the voucher family unit size.
- **SNRHA shall conduct an overview briefing for new Head of Household regarding family obligations.**

## **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**

### **7-II.A. OVERVIEW**

HUD guidelines require that SNRHA establish subsidy standards for the determination of family unit size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size selected by the family must be within the minimum unit size requirements of HUD's Housing Quality Standards. This Chapter explains the subsidy standards that will be used to determine the voucher size (family unit size) for various sized families when they are selected from the waiting list, as well as SNRHA's procedures when a family's size changes or a family selects a unit size that is different from the size of the voucher issued.



## **Owner and Family Inspection Attendance**

HUD permits SNRHA to set policy regarding family and owner presence at the time of inspection [HCV GB p. 10-27].

### SNRHAPolicy

At initial inspection of a vacant unit, SNRHA will inspect the unit in the presence of the owner or owner's representative. The presence of a family representative is permitted, but is not required.

## **8-II.B. INITIAL HQS INSPECTION [24 CFR 982.401(a)]**

### **Timing of Initial Inspections**

HUD requires the unit to pass HQS before the effective date of the lease and HAP Contract. HUD requires PHA with fewer than 1,250 budgeted units to complete the initial inspection, determine whether the unit satisfies HQS, and notify the owner and the family of the determination within 15 calendar days of submission of the Request for Tenancy Approval (RFTA). For PHAs with 1,250 or more budgeted units, to the extent practicable such inspection and determination must be completed within 15 calendar days. The 15 calendar day period is suspended for any period during which the unit is not available for inspection [982.305(b)(2)].

### SNRHAPolicy

SNRHA will complete the initial inspection, determine whether the unit satisfies HQS, and notify the owner and the family of the determination within **15 calendar days of submission of the Request for Tenancy Approval (RFTA)**.

**SNRHA shall accept (in accordance with HUD Federal Register 35974, dated June 25, 2014) inspections completed for HOME funds and LIHTC programs as initial inspections. Documents must be maintained in each file. The inspection must have a written cover indicating pass or fail and the effective date of the inspection. These shall be used only for new developments with HOME or LIHTC fund attached to the funding.**

### **Inspection Results and Re-inspections**

#### SNRHAPolicy

If any HQS violations are identified, the owner or his/her representative will be notified of the deficiencies on-site with a written notice to follow no later than the next business day. This notice shall provide a time frame to correct violations. If requested by the owner, the time frame for correcting the deficiencies may be extended by SNRHA for good cause. A supervisor must approve all extensions. SNRHA will re-inspect the unit within 3 business days of the date the owner notifies SNRHA that the required corrections have been made.





## **8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED**

### **Owner-initiated Rent Determinations**

SNRHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.

The owner and family first negotiate the rent for a unit. SNRHA (or independent agency in the case of SNRHA-owned units) will assist the family with the negotiations upon request. Prior initial occupancy SNRHA must determine whether the proposed rent is reasonable before a HAP Contract is signed. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family. Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.

#### SNRHAPolicy

After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. For rent increase requests after initial lease-up, SNRHA may request owners to provide information about the rents charged for other units on the premises, if the premises include more than 4 units. In evaluating the proposed rents in comparison to other unassisted units on the premises SNRHA will consider unit size and length of tenancy in the other units.

SNRHA will determine whether the requested increase is reasonable within five (5) business days of receiving the request from the owner. The owner will be notified of the determination in writing.

All rental increase adjustments must be received 60 calendar days prior to the anniversary date of the HAP contract and will be ~~effective on the anniversary date of the HAP contract.~~ **processed with the next annual recertification.**— Owners/managers who fail to submit at least 60 calendar days prior shall be denied their request for a rental increase for that year.

### **SNRHA- and HUD-Initiated Rent Reasonableness Determinations**

HUD requires SNRHA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a 5 percent decrease in the Fair Market Rent that goes into effect at least 60 calendar days before the contract anniversary date. HUD also may direct SNRHA to make a determination at any other time. SNRHA may decide that a new determination of rent reasonableness is needed at any time.

#### SNRHAPolicy

In addition to the instances described above, SNRHA will make a determination of rent reasonableness at any time after the initial occupancy period if: (1) SNRHA determines that the initial rent reasonableness determination was in error or (2) SNRHA determines that the information provided by the owner about the unit or other units on the same premises was incorrect.



SNRHA may elect to screen applicants for family behavior or suitability for tenancy. See Chapter 3 for a discussion of SNRHA's policies with regard to screening applicant families for program eligibility [24 CFR 982.307(a)(1)].

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before SNRHA approval of the tenancy, SNRHA must inform the owner that screening and selection for tenancy is the responsibility of the owner [24 CFR 982.307(a)(2)]. SNRHA must also inform the owner or manager of their responsibility to comply with VAWA. [Pub.L. 109-162]

SNRHA must provide the owner with the family's current and prior address (as shown in SNRHA records); and the name and address (if known to SNRHA) of the landlord at the family's current and prior address. [24 CFR 982.307 (b)(1)].

SNRHA is permitted, but not required, to offer the owner other information in SNRHA's possession about the family's tenancy [24 CFR 982.307(b)(2)].

SNRHA's policy on providing information to the owner must be included in the family's briefing packet [24 CFR 982.307(b)(3)].

#### SNRHAPolicy

SNRHA will not screen applicants for family behavior or suitability for tenancy.

SNRHA will not provide additional screening information to the owner.

### **9-I. B. REQUESTING TENANCY APPROVAL [Form HUD-52517]**

After the family is issued a voucher, the family must locate an eligible unit, with an owner or landlord willing to participate in the voucher program. Once a family finds a suitable unit and the owner is willing to lease the unit under the program, the owner and the family must request SNRHA to approve the assisted tenancy in the selected unit.

The owner and the family must submit all documents to SNRHA:

- Completed Request for Tenancy Approval (RFTA) – Form HUD-52517
- Copy of the proposed lease (signed by both parties with no effective date), including any addendum regarding utilities.
- W9 Form for legal owner (must include additional W-9 for payee, if other than owner)
- Direct Deposit Form- with voided check (must be pre-printed from bank or a statement from bank with business logo and information)
- Recorded Deed – **staff will verified using Clark County Government websites**
- Management Agreement, if applicable
- Current Business License (Does not have to be for Nevada)
- Trust documents, if applicable to identify trustee bank assigned tax ID or EIN
- **Side Payment/Program Abuse Form.**

The RFTA contains important information about the rental unit selected by the family, including unit address, number of bedrooms, structure type, year constructed, utilities included in the rent,



### SNRHAPolicy

If the family and the owner mutually agree to terminate the lease for the family's unit after the first year of the lease the family must use SNRHA's mutual agreement form. Mutual rescissions will only be allowed for a reasonable accommodation for a disabled family and SNRHA must receive written third party verification of the need to relocate from a qualified professional provider. The manager/owner must also agree with this move if during the first year of the lease after SNRHA 504 Officer approves the accommodation. VAWA moves are also covered with mutual rescissions. Bifurcation of the lease is required by law for VAWA participants. Additionally the person that is the "documented" victim of the violence, even if they are not the head (meaning they are co-head), shall receive the voucher if the family is split as a result of a VAWA action. The person shall be terminated who commits the violent act shall be removed from the household by termination from the program. Only one voucher shall be issued.

- SNRHA has terminated the assisted lease for the family's unit for the owner's breach [24 CFR 982.314(b)(1)(i)].
- SNRHA determines that the family's current unit does not meet the HQS space standards because of an increase in family size or a change in family composition. In such cases, SNRHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for the family, SNRHA must terminate the HAP contract for the family's old unit in accordance with the HAP contract terms and must notify both the family and the owner of the termination. The HAP contract terminates at the end of the calendar month that follows the calendar month in which SNRHA gives notice to the owner. [24 CFR 982.403(a) and (c)]
- The participant has been evicted by the courts.
- **In compliance with 24CFR 982.311 (2), SNRHA shall allow overlapping HAP payments when a participant family moves from an assisted unit with continued assistance. The term of the assisted lease for the new unit may begin during the month family moves out of the first assisted unit. Overlapping of the last HAP payment for the month when the family moves out of the old unit and the first assistance payment for the new unit, is not considered to constitute a duplicate housing subsidy.**

### **10-I.B. RESTRICTIONS ON MOVES**

A family's right to move is generally contingent upon the family's compliance with program requirements [24 CFR 982.1(b)(2)]. HUD specifies two conditions under which a SNRHA may deny a family permission to move and two ways in which a SNRHA may restrict moves by a family.

#### **Denial of Moves**

HUD regulations permit SNRHA to deny a family permission to move under the following conditions:

#### ***Insufficient Funding***



professional provider. The owner/manager must approve the move by signing a mutual rescission form, after SNRHA approves the reasonable accommodation if they are willing to allow the move. Owners or managers with leases with HCV participants who are approved VAWA clients must bifurcate the lease in compliance with Federal law.

- The family must provide a written 30 day notice to the property owner/agent and SNRHA prior to moving from the unit. Failure to provide to both parties and receive approval from SNRHA prior to moving will lead to termination of their assistance;
- The owner has given the family a notice to vacate, has commenced an action to evict the family or has obtained a court judgment or other process allowing the owner to evict the family. If SNRHA receives a judgment which is not paid within the required timeframe or a summary of eviction, the family shall be terminated from the program even if they have moved to another unit. To lessen the impact of this occurrence and the negative impact to new owners, the family shall not be issued a voucher for 30 days of any notice served relating to a lease violation that is for cause.
- The family has given proper notice of lease termination (if the family has a right to terminate the lease on notice to owner) for owner breach or otherwise.

## 10-I.C. MOVING PROCESS

### Notification

If a family wishes to move to a new unit, the family must notify SNRHA and the owner before moving out of the old unit or terminating the lease on notice to the owner [24 CFR 982.314(d)(2)]. If the family wishes to move to a unit outside SNRHA's jurisdiction under portability, the notice to SNRHA must specify the area where the family wishes to move [24 CFR 982.314(d)(2), Notice PIH 2004-12]. The notices must be in writing [24 CFR 982.5].

### Approval

#### SNRHAPolicy

Upon receipt of a family's notification that they wish to move, SNRHA will determine whether the move is approvable in accordance with the regulations and policies set forth in sections 10-I.A and 10-I.B. SNRHA will schedule an appointment with the family to come in to receive a moving packet or complete port out documents. SNRHA shall require families to provide a signed SNRHA Intent to Vacate Notice which is signed by the family and owner/manager. If the owner refuses to sign the 30 day (60 days for tax credit properties) Intent Form and the tenant has completed the first year of the lease and has not signed a new lease for an additional year, the participant shall send the notice via certified mail and provide staff with a copy of proof of mailing before a moving voucher can be issued. The intent to vacate notice must be signed and dated by both parties with an effective date. **All extensions of this notice must also be signed and dated by both parties prior to the original vacate date and submitted to SNRHA prior to the vacate date.**

## Reexamination of Family Income and Composition



### SNRHAPolicy

For families approved to move to a new unit within SNRHA's jurisdiction, SNRHA will perform a new annual reexamination in accordance with the policies set forth in Chapter 11 of this plan.

## **Voucher Issuance and Briefing**

### SNRHAPolicy

For families approved to move to a new unit within SNRHA's jurisdiction, SNRHA will issue a new voucher within 10 calendar days of SNRHA's written approval to move. No briefing is required for these families. However, staff will remind them of move requirements when the voucher is issued to move. SNRHA will follow the policies set forth in Chapter 7 on voucher term, extension, and expiration. If a family does not locate a new unit within the term of the voucher and any extensions, the family may remain in its current unit with continued voucher assistance if the owner agrees and SNRHA approves. Otherwise, the family will lose its assistance.

For families moving into or families approved to move out of the PHA's jurisdiction under portability, SNRHA will follow the policies set forth in Part II of this chapter.

### **Housing Assistance Payments [24 CFR 982.311(d)]**

When a family moves out of an assisted unit, SNRHA may not make any housing assistance payment to the owner for any month **after** the month the family moves out. The owner may keep the housing assistance payment for the month when the family moves out of the unit, ~~unless the owner and tenant has signed a 30 day Notice with an agreed upon date to terminate the lease and thereby the HAP contract.~~

If a participant family moves from an assisted unit with continued tenant-based assistance, the term of the assisted lease for the new assisted unit may begin during the month the family moves out of the first assisted unit. Overlap of the last housing assistance payment (for the month when the family moves out of the old unit) and the first assistance payment for the new unit, is not considered to constitute a duplicative housing subsidy.

### ***Notice Requirements***

Briefing sessions emphasize the family's responsibility to give the owner and SNRHA proper written notice of any intent to move.

The family must give the owner the required number of days notice of intent to vacate specified in the lease in writing or a 30 day written notice when not specified in the lease, and must give a copy to SNRHA simultaneously utilizing our Intent to Vacate Notice. This notice must be signed by both parties or if the owner refuses to sign and the participant can provide proof of their attempts to notify their owner and are otherwise eligible to move, a moving voucher will be issued.

### ***Time of Contract Change***



In general, a *decrease* in the family share of the rent that results from an annual reexamination will take effect on the first day of the month of the family's anniversary date.

If a family moves to a new unit, the decrease will take effect on the effective date of the new lease and HAP contract.

If SNRHA chooses to schedule an annual reexamination for completion prior to the family's anniversary date for administrative purposes, the effective date will be determined by SNRHA.

If the family causes a delay in processing the annual reexamination, *decreases* in the family share of the rent will be applied prospectively, from the first day of the month following completion of the reexamination processing.

Delays in reexamination processing are considered to be caused by the family if the family fails to provide information requested by SNRHA by the date specified, and this delay prevents SNRHA from completing the reexamination as scheduled.

### **Reexamination Notice to the Family**

SNRHA will maintain a reexamination tracking system and the household will be notified by mail of the date and time for their interview at least 60 calendar days in advance of the anniversary date, unless it has been rescheduled or file reinstated. SNRHA has developed a computerized tracking report to ensure all annual re-certifications are completed prior to the last annual date.

If requested as an accommodation by a person with a disability, SNRHA will provide the notice in an accessible format. SNRHA will also mail the notice to a third party, if requested as reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.

### **Completion of Annual Recertification**

SNRHA will have all recertifications for families completed no later than ~~the last business day two (2) one (1) calendar months~~ prior to the effective date of the annual reexamination. ~~.before the anniversary date.~~ This includes notifying the family of any changes in rent at least ~~one (1) calendar month 30 calendar days~~ before the scheduled date of the change in family rent.

### **Collection of Information [24 CFR 982.516(f)]**

SNRHA has established appropriate recertification procedures necessary to ensure that the income data provided by families is complete and accurate.

SNRHA will require the family to complete an Application for Continued Occupancy form prior to all recertification interviews.

## **PART II: INTERIM REEXAMINATIONS [24 CFR 982.516]**

### **11-II.A. OVERVIEW**





Fails to establish citizenship or eligible immigration status for at least one family member.

The family failed to keep scheduled eligibility appointments with SNRHA staff

Fails to appear to a scheduled briefing to issue a voucher

A family member engages in or threatens violent or abusive behavior toward SNRHA personnel.

*Abusive or violent behavior towards SNRHA personnel* includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate shall be considered abusive or violent behavior.

*Threatening* refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

The SNRHA **shall** deny assistance **or continued assistance** to an applicant, **participant and/or** port-in client that:

- Does not submit a RFTA prior to the voucher expiring
- Is over income –applicants only
- Refuses to cooperate with SNRHA during the initial certification process or with portability procedures
- Fails to take immediate possession of the unit after the execution of a contract unless written approval has been given by SNRHA. Immediate is defined as within 15 calendar days of the date that the unit has passed the initial HQS inspection.
- Is fleeing a felony
- Has an outstanding felony warrant
- Persons with outstanding warrants are barred from admission until the warrants have been satisfied within 30 calendar days of notification or
- Other criminal activities that are listed within this document as reasons to deny admissions.

### ***Family Absence from the Unit [24 CFR 982.312]***

The family may be absent from the unit for brief periods. The SNRHA must establish a policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.

#### SNRHAPolicy

If the assisted family is absent from the unit for more than 180 consecutive calendar days (for any reason), the family's assistance will be terminated. Families must notify SNRHA in writing if they will be out of the unit for any reason for more than 30 consecutive calendar days and receive written approval prior to the 30<sup>th</sup> day. This cannot be approved more than twice within one year. Notice of termination will be sent in accordance with Section 12-II.E.





- Maintaining the unit in accordance with the Housing Quality Standards (HQS), including performance of ordinary and extraordinary maintenance
- Complying with equal opportunity requirements
- Preparing and furnishing to SNRHA information required under the HAP contract and Administrative Plan
- Collecting from the family any security deposit, the tenant's contribution to rent (that part of rent to owner not covered by the housing assistance payment from SNRHA), and any charges for unit damage by the family.
- Enforcing tenant obligations under the dwelling lease
- Paying for utilities and services (unless paid by the family under the lease)
- Making modifications to a dwelling unit occupied or to be occupied by a disabled person [24 CFR 100.203]
- **Ensuring no side-payment agreement are signed**
- Comply with the Violence Against Women Reauthorization Act of 2005 (VAWA) when screening and terminating tenants.

### **13-I.D. OWNER QUALIFICATIONS**

SNRHA does not formally approve an owner to participate in the HCV program. However, there are a number of criteria where SNRHA may deny approval of an assisted tenancy based on past owner behavior, conflict of interest, or other owner-related issues. No owner has a right to participate in the HCV program [24 CFR 982.306(e)].

#### **Owners Barred from Participation [24 CFR 982.306(a) and (b)]**

SNRHA must not approve the assisted tenancy if SNRHA has been informed that the owner has been debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24. HUD may direct SNRHA not to approve a tenancy request if a court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements, or if such an action is pending.

#### **1. Mandatory Owner Disapproval:**

##### **a. Owners are under HUD's Debarment, Suspension or Limited Denial of Participation:**

SNRHA must disapprove the Housing Choice Voucher Program participation of an owner when, through verifiable evidence, SNRHA determines that the owner is debarred, suspended or subject to a limited denial of participation pursuant to 24 CFR Part 24. SNRHA will use SAM.gov to determine if landlords and/or designated agents are federally debarred as well as its internal listing.

##### **b. A Familial Relationship exists between the owner and Prospective Tenant:**

SNRHA must disapprove the Housing Choice Voucher Program participation of an owner when, through verifiable evidence, SNRHA determines that the Owner is seeking



The owner has not paid state or local real estate taxes and/or business fees, fines, or assessment.

**The owner signs a side payment agreement.**

The owner or manager acting on behalf of the owner engages in or threatens violent or abusive behavior toward SNRHA personnel.

Abusive or violent behavior towards SNRHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimate shall be considered abusive or violent behavior. This (these) action (s) shall also be reasons for termination of Housing Assistance Payment (HAP) Contracts.

In considering whether to disapprove owners for any of the discretionary reasons listed above, SNRHA will consider any mitigating factors. Such factors may include, but are not limited to, the seriousness of the violation in relation to program requirements, the impact on the ability of families to lease units under the program, health and safety of participating families, among others. Upon consideration of such circumstances, SNRHA may, on a case-by-case basis, choose to approve an owner.

### **Legal Ownership of Unit**

The following represents SNRHA policy on legal ownership of a dwelling unit to be assisted under the HCV program.

#### SNRHAPolicy

SNRHA will only enter into a contractual relationship with the legal owner of a qualified unit. No tenancy will be approved without acceptable documentation of legal ownership. SNRHA requires a recorded deed **and all other documents to ensure HAP payments are going to rightful owners/agents.**

### **13-I.E. NON-DISCRIMINATION [HAP Contract – Form HUD-52641]**

The owner must not discriminate against any person because of race, color, religion, sex, sexual orientation, marital status, national origin, age, familial status, or disability, in connection with any actions or responsibilities under the HCV program and the HAP contract with SNRHA.

The owner must cooperate with SNRHA and with HUD in conducting any equal opportunity compliance reviews and complaint investigations in connection with the HCV program and the HAP contract with SNRHA.

See Chapter 2 for a more thorough discussion of Fair Housing and Equal Opportunity requirements in the HCV program.

## **PART II. HAP CONTRACTS**

### **13-II.A. OVERVIEW**

The HAP contract represents a written agreement between SNRHA and the owner of the dwelling unit occupied by a HCV assisted family. The contract spells out the owner's



- The family is absent from the unit for longer than the maximum period permitted by SNRHA.
- The Annual Contributions Contract (ACC) between the PHA and HUD expires
- SNRHA elects to terminate the HAP contract.
- **Owner fails to submit required documents to SNRHA when there's a change of ownership/management that has lapsed 60 days of said change. The family will be issued a voucher to move and SNRHA shall not be responsible for any payments to the new owner/agent.**

#### SNRHAPolicy

SNRHA may elect to terminate the HAP contract in each of the following situations:

Available program funding is not sufficient to support continued assistance for families in the program [24 CFR 982.454];

The unit does not meet HQS size requirements due to change in family composition [24 CFR 982.403] – see chapter 8;

The unit does not meet HQS [24 CFR 982.404] – see Chapter 8;

The family breaks up [HUD Form 52641] – see Chapter 3;

The owner breaches the HAP contract [24 CFR 982.453(b)] – see Section 13-II.D.

If SNRHA terminates the HAP contract, SNRHA must give the owner and the family written notice. The notice must specify the reasons for the termination and the effective date of the termination. Once a HAP contract is terminated, no further HAP payments may be made under that contract [HCV Guidebook pg.15-4].

#### SNRHAPolicy

In all cases, the HAP contract terminates at the end of the calendar month that follows the calendar month in which SNRHA gives written notice to the owner. The owner is not entitled to any housing assistance payment after this period, and must return to SNRHA any housing assistance payment received after this period.

If the family moves from the assisted unit into a new unit, even if the new unit is in the same building or complex as the assisted unit, the HAP contract for the assisted unit terminates. A new HAP contract would be required [HCV GB, p. 11-17].

When the family moves from an assisted unit into a new unit, the term of the HAP contract for the new unit may begin in the same month in which the family moves out of its old unit. This is not considered a duplicative subsidy [HCV GB, p. 8-22].

### **13-II.F. CHANGE IN OWNERSHIP / ASSIGNMENT OF THE HAP CONTRACT [HUD-52641]**

The HAP contract cannot be assigned to a new owner without the prior written consent of SNRHA and the execution of a transfer of ownership document.



An owner under a HAP contract must notify SNRHA in writing prior to a change in the legal ownership of the unit. The **new owner/agent** must supply all information as requested by SNRHA.

Prior to approval of assignment to a new owner, the new owner must agree to be bound by and comply with the HAP contract. The agreement between the new owner and SNRHA must be in writing and in a form that SNRHA finds acceptable. The new owner must provide SNRHA with a copy of the executed agreement and recorded deed.

#### SNRHAPolicy

Assignment of the HAP contract will be approved only if the new owner is qualified to become an owner under the HCV program according to the policies in Section 13-I.D. of this chapter.

~~SNRHA must receive assigned, written request from the existing owner stating the name and address of the new HAP payee and the effective date of the assignment in order to change the HAP payee under an outstanding HAP contract.~~

The new owner must provide all required documents and a recorded deed prior to SNRHA making payments to a new vendor.

The new owner must **complete SNRHA required documents that include but not limited to: provide a written certification to SNRHA that includes:**

- A recorded deed;
- A copy of the owner's IRS Form W-9/W-8, Request for Taxpayer Identification Number and Certification, or the social security number of the new owner;
- **Authorization Agreement for Deposit (ACH Credits) and voided check/deposit slip**
- **Statement of Property Ownership/Authorization**
- **A valid State-issued Business License, if applicable**
- **A Property Management Agreement, if applicable**
- **Additional documents may be required if applicable (i.e. court documents for receivership, trust, probate, mergers, etc.), and**
- ~~The effective date of the HAP contract assignment;~~
- ~~A written signed agreement to comply with the terms of the HAP contract; and~~
- ~~Confirmation that the new owner is not a prohibited relative.~~

If the new owner does not agree to an assignment of the HAP contract, or fails to provide the necessary documents, SNRHA will terminate the HAP contract with the old owner. If the new owner wants to offer the family a new lease, and the family elects to stay with continued assistance, SNRHA will process the leasing in accordance with the policies in Chapter 9.

**Failure of the new owner to provide all documents as proof of ownership shall result in SNRHA issuing the family a voucher to move. No HAP payments shall be released to the new owner for the period of time in which he/she failed to provide documents.**

### **13-II.G. FORECLOSURE (HUD 52641 and Notice PIH 2010-49)**



## **PART I: GENERAL REQUIREMENTS**

### **17-I.A. OVERVIEW [24 CFR 983.5]**

The project-based voucher (PBV) program allows SNRHA that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. SNRHA may only operate a PBV program if doing so is consistent with the SNRHA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)]. The PHA may not commit PBV until or unless it has followed the proposal selection requirements defined in 24 CFR 983.51 (Notice PIH 2011-54).

#### SNRHAPolicy

The SNRHA will operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, the SNRHA is not required to reduce the number of these units if the amount of budget authority is subsequently reduced. However, the SNRHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC [24 CFR 983.6].

While HUD's permission is not required to operate a PBV program, before SNRHA issues a Request for Proposal or makes a selection, SNRHA must submit the following information to HUD field office for review (24 CFR 983.6 (d)).

- The total amount of annual budget authority
- The percentage of annual budget authority to be project-based
- The total amount of the annual budget authority the PHA is planning to project-base pursuant to the selection and the number of units that such budget authority will support.

### **17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]**

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the SNRHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

#### SNRHAPolicy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, the SNRHA policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.



## SNRHA Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program

The SNRHA will accept proposals for PBV assistance from owners that were competitively selected under another federal, state or local housing assistance program, including projects that were competitively awarded Low-Income Housing Tax Credits on an ongoing basis.

The SNRHA may periodically advertise that it is accepting proposals, in the following newspapers and trade journals:

Las Vegas Review Journal/Sun

El Mundo ~~Las Vegas Sentinel~~

~~Voice~~

Las Vegas Asian Journal

~~Asian American Times~~

~~El Tiempo~~

In addition to, or in place of advertising, the SNRHA may also directly contact specific owners that have already been selected for Federal, state, or local housing assistance based on a previously held competition, to inform them of available PBV assistance.

Proposals will be reviewed on a first-come first-served basis. The SNRHA will evaluate each proposal on its merits using the following factors:

- Extent to which the project furthers the SNRHA goal of deconcentrating poverty and expanding housing and economic opportunities; and
- Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.

### **SNRHA-owned Units [24 CFR 983.51(e) and 983.59]**

A SNRHA-owned unit may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that the SNRHA-owned units were appropriately selected based on the selection procedures specified in the SNRHA administrative plan. If the SNRHA selects a proposal for housing that is owned or controlled by the SNRHA, the SNRHA must identify the entity that will review the SNRHA proposal selection process and perform specific functions with respect to rent determinations and inspections.

In the case of SNRHA-owned units, the initial contract rent must be approved by an independent entity based on an appraisal by a licensed, state-certified appraiser.

If the SBRHA selects a proposal for housing that is owned or controlled by the PHA, the PHA must identify the entity that will review the PHA proposal selection process and perform specific functions with respect to rent determination and inspections.



### **17-VIII.C. REASONABLE RENT [24 CFR 983.303]**

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by ~~the~~ SNRHA, **except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.**

#### **When Rent Reasonable Determinations are Required**

The SNRHA must redetermine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a five percent or greater decrease in the published FMR in effect 60 calendar days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;
- The SNRHA approves a change in the allocation of responsibility for utilities between the owner and the tenant;
- The HAP contract is amended to substitute a different contract unit in the same project; or
- There is any other change that may substantially affect the reasonable rent.

#### **How to Determine Reasonable Rent**

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, the SNRHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner.

#### ***Comparability Analysis***

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include unassisted units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by the SNRHA. The comparability analysis may be performed by SNRHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.

#### **SNRHA-owned Units**

For SNRHA-owned units, the amount of the reasonable rent must be determined by an independent agency approved by HUD in accordance with PBV program requirements. The independent entity must provide a copy of the determination of reasonable rent for SNRHA-owned units to the SNRHA and to the HUD field office where the project is located.

#### **Owner Certification of Reasonable Rent**

By accepting each monthly housing assistance payment, the owner certifies that the rent to owner is not more than rent charged by the owner for other comparable unassisted units in the





## **Chapter 18**

### **FAMILY SELF-SUFFICIENCY STATEMENT OF POLICIES**

#### **PURPOSE**

The purpose of the Family Self Sufficiency Program (FSS) is to promote the development of local strategies to coordinate the use of Housing Choice Voucher (HCV) and Public Housing (PH) assistance with public and private resources to enable eligible families to achieve economic independence and self-sufficiency

The FSS is a program designed to promote employment and increase asset building among families living in assisted housing. The three main features of the FSS Program are: (1) case management, (2) delivery of the services, and (3) the creation of an escrow account.

The FSS Program has been in existence since 1992, operating within the City of Las Vegas Housing Authority, City of North Las Vegas Housing Authority, and the Housing Authority of the County of Clark, Nevada until the regionalization the Southern Nevada Regional Housing Authority (SNRHA) on January 1, 2010.

The local FSS Program is intended to serve as a catalyst for families to accept responsibility for themselves as they move toward achieving economic independence and self-sufficiency through the full utilization of resources made available through the FSS Program Coordinating Committee.

In implementing its Family Self-Sufficiency (FSS) Program, SNRHA is committed to providing the highest quality of housing and related non-housing services to its FSS program participants. Such non-housing services will take the form of a wide range of supportive services directly related to promoting the economic self-sufficiency of program participants. To encourage participants to reach their fullest economic potential, SNRHA will link community supportive services with an individual's educational, job training, and job placement goals. Goal setting will be facilitated by the FSS Coordinator.

The FSS Coordinator will develop the Individual Training and Service Plan (ITSP) with input from each participant.



## **PART I: INTRODUCTION**

### **BENEFITS OF OPERATING A VOLUNTARY FSS PROGRAM:**

An aggressive and innovative FSS program will yield numerous positive benefits such as:

- A direct increase in the number of working families within SNRHA programs - participants who initially may have received welfare benefits will be encouraged to seek and maintain employment in order to graduate from the program.
- A reduction of under-employed families, participants who may have lacked the necessary job skills to reach economic independence, will have access to appropriate training which will lead to greater employment opportunities.
- Encourage good working relationships with local service providers and other community agencies for the benefit of the residents and program participants.

### **PROGRAM COORDINATING COMMITTEE (PCC)**

The purpose of SNRHA's PCC is to assist with providing and/or securing public and private resources for the operation of the FSS programs and the development of the FSS Action Plan.

PCC membership is composed of a cross section of service providers, sponsors of skills-based training, community partners, employers, FSS program participants, and SNRHA staff.

The PCC membership shall include the following:

- A PH resident and HCV participant who has currently or previously received public assistance, has successfully completed or is currently enrolled in a self-sufficiency or welfare-to-work related program, and is in compliance with their program obligations
- SNRHA FSS Coordinators
- Representatives from financial institutions
- Representatives from local post-secondary educational institutions
- Representative from local welfare agency
- Child care provider
- Representatives from non-profit service providers
- All Onsite Service Providers (at least one representative from each provider.)

### **CERTIFICATION OF COORDINATION:**

The development and retention of viable extensive partnerships with the public and private sector are paramount to the success of the FSS Program. The FSS Program Coordinating Committee and FSS Coordinators shall coordinate this endeavor.



## **GOALS AND OBJECTIVES:**

The Family Self-Sufficiency (FSS) program is intended to promote the development of local strategies to coordinate the use of Public Housing (PH) assistance and Housing Choice Vouchers (HCV) with public and private resources to enable eligible families receive assistance under these programs and achieve economic independence and self-sufficiency.

The overall goal of the FSS Program is to assist and motivate low-income individuals and families by working together to overcome barriers, build self-esteem, and establish obtainable goals. The objective of the FSS Program is to reduce dependence of low-income families on welfare assistance, HCV and public housing assistance, and/or any other federal, state, or local rental or homeownership subsidies.

In order to obtain self-sufficiency, participating families are introduced to individualized case management where obstacles are identified so that suitable goals can be set. Appropriate services are then identified to promote successful attainment of these goals. Participants shall be required to attend a set number of self-help workshops and seminars. Failure to attend required sessions can result in termination of their FSS contract, unless failure to attend is for good cause and prior notice was provided. Goals of the FSS Program are achieved through:

- One-on-one counseling to emphasize the importance of education and training to increase earning potential
- Career and personal counseling to set realistic goals and timeframes
- Strategies that encourage employment, entrepreneurship, and homeownership
- Referrals to community support services
- Incentives and recognition for achievements (i.e. escrow savings account, achievement highlights in the agency newsletter, and/or other communication tools.)

## **PROGRAM MEASUREMENTS**

The FSS Program will measure the success of the families who participate in the program and achieve self-sufficiency or accomplish similar goals, by tracking:

- Family members who seek and maintain suitable-employment
- Family members who get higher paying jobs
- Family members who get the GED or higher educational degrees
- Family members who no longer receiving welfare benefits.

## **PROGRAM SIZE**

The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA) is 328 mandatory slots; 17 open mandatory PH slots and 196 voluntary slots (as of January 1, 2015.)



### **ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:**

SNRHA owns 2,870 Public Housing units and administers 10,752 Housing Choice Vouchers which together provide housing assistance to over 32,600 residents. The FSS Program is open to all adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status, or national origin.

### **SUPPORTIVE SERVICES NEEDS:**

The following represents some of the most needed supportive services for program participants:

- Education
- High School Equivalency Test (HiSET) preparation
- Postsecondary education preparation
- English as a second language (ESL)
- Computer training
- Life Skills
- Domestic Violence awareness and prevention
- Home Management
- Self-Enrichment
- Child Care
- Parenting and Child Development
- Transportation
- Financial Literacy
- Credit Counseling
- Budgeting
- Asset Building
- Debt Management
- Homebuyer Education
- Employment
- Vocational Training
- Resume Building
- Effective Job Search
- Interview Skills and Techniques
- Job Placement and Retention
- Healthcare
- Affordable Health Care
- Social Services
- Addiction Prevention.



## **INCENTIVES TO ENCOURAGE PARTICIPATION:**

SNRHA offers many incentives to encourage FSS Program participation, including the following services:

- Individual case management
- Links to community resources
  - Career assessment
  - Job skills/training
  - Financial management
  - Credit repair services
- Escrow account credits
- Homeownership opportunities

## **ASSURANCE OF NON-INTERFERENCE:**

- The decision by a family to participate, or not, in the FSS Program will not affect their right to admission in the Public Housing or Housing Choice Voucher Programs or their right to occupancy in accordance with their lease.

## **FAMILY SELECTION PROCEDURES**

In accordance with applicable federal regulations, families are selected without regard to race, color, religion, sex, sexual orientation, marital status, handicap, familial status, or national origin.

SNRHA observes all federal regulations related to FSS participation for all applicants.

After lease-up or occupancy, the participant/resident who has expressed an interest in participating in the FSS program is placed on the FSS Interest List until there are slots available.

Applicants shall be selected in order of the date they were placed on the Interest list and the date of next annual re-examination. For the voucher FSS program, preference will be given to HCV Program FSS Port-in participants; then to those PH residents receiving HCV assistance as a result of demolition of their PH developments; then to Foster Care Youth preference holders.

Applicants will be denied participation if:

- They were previous participants in FSS and previously received escrow, violated the family obligations under HCV, or lease violations under PH the programs
- Have an unpaid debt to any PHA and does not have a current repayment agreement that is compliant.

Applicants will be notified of their status within 15 calendar days. Each eligible head of household will be notified in writing or other communication method requested by a participant with a disability and given a date/time for their initial FSS program orientation session. This session may be conducted individually or in a group.

For each program applicant deemed ineligible for FSS program participation, the written notice shall inform the family of the reason(s) for denial with enough specificity to allow them the



opportunity to provide specific written evidence of eligibility and inform them of their right to an informal review of the decision to be conducted by the Director of Supportive Services.

Each family must complete a Pre-Assessment Form. The Pre-Assessment Form is a tool that will be used to establish a base level of need. It will be used, for case management purposes only, to determine the participant's level of education, job skills, prior work experience, and career interest and program readiness. It will not be used to screen-out any participant.

### **Portability:**

Portability members (Port-ins) from other FSS Programs will be welcomed into the SNRHA Family Self-Sufficiency Program, if open slots are available. If slots are not available, the family will be placed on the Interest Form List according to the date and time that the request was received. A new Contract of Participation (COP) will be executed for the remaining time of the initial contract. Exceptions to this policy may apply in accordance with 24 CFR 984.306 regarding FSS port-in clients. If SNRHA is absorbing under the HCV program, incoming HCV participants already enrolled in FSS and in good standing with the initial PHA will be absorbed, if funding is available.

The Head of Household (HOH) must sign the COP before other family members can participate.

The program participant must be:

- A current resident/participant, 18 years or older, in good standing with the SNRHA program under which they are a participant
- Lease compliant (PH Residents)
- Current with community service hours (not applicable to HCV) or current on repayment agreement
- Not under eviction or termination.

SNRHA FSS Coordinators will use multiple methods to inform and recruit eligible program participants. Promotional materials are distributed to existing program participants and to applicants who are near completion in the lease-up process. These materials, highlighting program information and benefits, may include flyers, posters, FSS Brochure, and Interest Form. Several other outreach methods will be used to encourage FSS Program participation:

- The FSS informational brochures and interest forms will be available in SNRHA lobbies, administrative offices, management offices, and/or distributed upon request
- The FSS department may mail brochures to all eligible households
- FSS presentations may be conducted during any resident informational sessions

The FSS application process is as follows:

- The HOH must submit an interest form
- FSS Coordinators will verify the status of the resident, if lease compliant, the HOH will be placed on the interest list, in the YARDI system, by the date the interest form was received
- Eligible HOH will be invited, and must attend, an orientation session, if not; the family



will be removed from the interest list. The orientation sessions will be held at various times on at least two different days, per month

- During the orientation session, detailed program information will be shared to assist the HOH in making the decision to participate
- If the HOH decides to participate, a Pre-Assessment Form must be completed
- If the HOH decides not to participate, the family will be removed from the Interest List.

The Pre-Assessment Form is a tool that will be used to establish a base level of need. It will be used for case management purposes only, to determine the participant's level of education, job skills, prior work experience, career interest, and program readiness. It will not be used to screen-out any participant.

The FSS enrollment criteria are as follows:

- The participant must be compliant with the terms of the lease or Housing Assistance Payment (HAP) agreement Family Obligations under the HCV program
- The HOH must have had an annual certification within the previous 120 days to begin the enrollment process.

## **ACTION PLAN**

SNRHA's FSS Program Action Plan will govern the operation of the FSS Program. This plan shall be updated annually and submitted to HUD each January.

## **INCREASING NUMBER OF WORKING FAMILIES**

In an effort to increase the number of working families within the agency's housing assistance programs, SNRHA will identify, mobilize, and link resources in a manner that will expand the Family Self-Sufficiency (FSS) Program to assist as many motivated and interested families as the program resources will accommodate.

SNRHA will implement this process as follows:

- Execute MOUs, if appropriate, with the initially targeted self-sufficiency partners, in order to have adequate services available to meet obligations to the motivated families as the families are selected for participation in the HCV FSS program
- Develop and issue a FSS program booklet listing the basic program objectives, enrollment procedures and primary service providers to all currently enrolled and interested families
- Coordinators shall identify resources to ensure families have tools to assist them in achieving their goals.

## **TARGETED SUPPORTIVE SERVICES TO BE PROVIDED**

The following forms of supportive services will be provided for the FSS Program participants through collaborative partnerships with area governmental, educational and/or non-profit service providers:

- Childcare





- Transportation
- Remedial Education
- Secondary and Post-Secondary Education
- Job Readiness Training
- Jobs Referrals
- Homeownership Counseling
- Credit Counseling/Credit Repair
- Referrals to local supportive services; i.e. welfare; LIHEA; SSA and Medicaid.

### **INCENTIVES TO ENCOURAGE PARTICIPATION**

SNRHA offers many incentives to encourage FSS Program participation, including the following:

- Individual case management
- Quarterly Meetings
- Links to community resources
  - Career assessment
  - Job skills/training
  - Financial management
  - Credit repair services
- Escrow account credits
- Homeownership opportunities.

### **ASSURANCE OF NON-INTERFERENCE**

If a family decides not to participate in the FSS Program, that decision will not affect the family's right to admission in the Public Housing or HCV Programs or the right to occupancy in accordance with the lease.

### **METHOD FOR IDENTIFICATION OF SUPPORTIVE SERVICE NEEDS:**

The FSS Coordinator will provide on-going coordination and encouragement to the FSS Family. A critical factor in the provision of case management services is a regular communication between the Coordinators and their assigned families. All newly enrolled participants are required to meet with their Coordinator monthly, for the first three (3) months and quarterly thereafter. Assessment of the participant's needs and their on-going progress continues throughout the length of the FSS Contract of Participation (COP). Employment and career development plans are made based on the assessment.



## **CONTRACT OF PARTICIPATION (COP)**

The COP will be discussed in detail with eligible family members, prior to being signed by the HOH. Other household members, 18 or older, may enroll in the FSS program at any time. These household members will be required to work one-on-one with the FSS Coordinator to develop and sign their own Individual Training and Service Plan (ITSP).

The enrollment process is complete once the HOH and the FSS Coordinator sign the COP.

The COP must include:

1. ITSP
2. A list of interim goals, one of which must be that all family members receiving Temporary Assistance to Needy Families (TANF), are off welfare assistance and remain independent for at least 12 consecutive months before the contract expires
3. Finals goals
4. The “seek and maintain suitable employment” clause which includes employment, interviews, and other activities related to job search. A determination of suitable employment shall be made by SNRHA based on the skills, education, and job training of the HOH and based on the available job opportunities within the jurisdiction served by SNRHA
5. Baseline information, annual income, earned income, and Total Tenant Payment (TTP)/30% of monthly adjusted income.

After the initial activities have been completed, the FSS head of household will be required to sign a FSS Contract of Participation (HUD Form 52650).

The Contract of Participation will set forth the terms and conditions of participation in the FSS Program. It also includes the rights and responsibilities of the FSS family and SNRHA.

The *ITSP* will be an attachment to the FSS Contract. If the FSS participants are receiving benefits under the TANF program, SNRHA shall establish a goal that the family will become independent from TANF assistance at least one (1) year before the expiration of the term of the Contract of Participation. The Contract of Participation provides that one of the obligations of the FSS family is to comply with the terms of the HCV and/or PH requirements.

It is the responsibility of the FSS Coordinator to review the FSS Contract of Participation, in its entirety, with the participant. This will include a review of both the contract terms and the ITSP.

During this meeting, the participant will have the opportunity to amend any portion of the ITSP with the concurrence of the FSS Coordinator. Should the proposed changes substantially alter the participant's goals in a manner that does not meet the program objectives and/or the original selection criteria, such change may not be approved. FSS Coordinator determines the participant is no longer committed to the objectives of the FSS program, the FSS Coordinator may terminate the FSS participant's enrollment process. Any terminations must be made in writing and the family must be advised of the procedures for obtaining an informal hearing under the public



housing or HCV program, as applicable.

The participant and FSS Coordinator will jointly execute the Contract of Participation. The original Contract, and any applicable attachments, will be maintained in the participant folder. At the close of this meeting, the participant will be provided with copies of the:

- Service Provider Referral Letters (original with copies to file)
- Contract of Participation and ITSP (copy)
- Escrow Worksheet (copy)

### **EMPLOYMENT AND EDUCATION REQUIREMENTS**

At any time the participant is not enrolled in an approved jobs training or educational program, the participant shall be required under the Contract of Participation to seek and maintain suitable employment of at least 20+ hours per week at minimum federal wages.

Only the head of household of the FSS family will be required to seek and maintain suitable employment. To seek employment means to provide evidence that he or she is actively completing/submitted job applications, participating in job interviews, and/or soliciting job leads through the Nevada Employment Services. The participant must complete and submit the Documentation of Search Form and submit monthly to the FSS Coordinator.

Determination of a participant's employability shall be made by SNRHA based on skills, education, prior work experience and or jobs training, as well as the perceived level of work opportunities based on individual attributes.

Alternatively, a participant may be enrolled in an educational program that is expected to result in the award of a diploma, certificate, or degree. For anything other than remedial/basic education, the FSS participant must provide evidence that they are enrolled full-time in accordance with the institution's requirements for full time status for day students. The participant may also be required to periodically provide evidence that they are continually enrolled throughout the calendar year.

In summary, the FSS participant must be employed, in school/job training on a full time basis, or evidence a combination of school and work.

Participants must attend an FSS Support Group once every six (6) months.

Reasonable accommodations will be made upon request for FSS applicants with disabilities. SNRHA will work closely with heads of household who are disabled and may require a disability-specific jobs training program.

### **CONTRACT TERM**

The Contract of Participation (COP) shall provide that each FSS participant will be required to fulfill their FSS obligations in no more than five (5) years after the effective date of the contract. This COP is a binding, five (5)-year agreement between the Head of Household and the Southern Nevada Regional Housing Authority. This COP must:



1. Help develop the Individual Training & Service Plan (ITSP).
2. List interim and final goals – one of which must be that all family members are off welfare assistance and remain independent for at least one (1) year before contract expires, including any extensions.
3. Include “seek and maintain suitable employment” clause which includes employment, interviews, and other activities related to job search. (An employment counselor will determine the definition of ‘suitable employment’ for occupations outside the norm.)
4. Include baseline information – income, rent, and employment status.
5. Interim goals may not be changed during the last six (6) months of the contract.

The COP will be discussed in detail with interested family members, prior to being signed by the HH; however, the family must be in compliance with all lease terms and conditions.

Other household members, 18 or older, may enroll in FSS at any time during the program. These household members will be required to work one-on-one with the FSS Coordinator to develop and sign their own ITSP.

During the term of the COP, changes may be made to the ITSP and/or change of the FSS designated HH by written request. The FSS Coordinator will forward the request as appropriate. Once the decision has been made, the Coordinator will respond in writing.

The participant will have ten (10) calendar days, to appeal the decision to the FSS Program Supervisor or designee. The participant shall have the opportunity to present written or oral objections.

### **Case Files**

The FSS Coordinator will maintain an individual case file on each FSS participant. The file will contain the following documents:

1. Contract of Participation
2. ITSP(s)
3. Interest Form, FSS Pre-assessment & Assessment Forms
4. Escrow Calculation and Tracking Forms
5. Documentation of program participation
6. Case notes detailing each contact with the participating family
7. Extension and other related forms and letters
8. Referral letters and other relevant correspondence
9. Termination forms
10. Extension approvals of approved changes to ITSPs



## **ESCROW ACCOUNT MANAGEMENT**

SNRHA shall maintain all FSS participant escrow accounts in accordance with HUD's regulations for recording program accounts. Escrow accounts are maintained on each participant. The escrow calculation allocates monthly savings amounts for each family, based on increases in their rent due to increased earned income (salary and wages.)

The annual or interim recertification exam determines when and how much change there will be to the Total Tenant Payment (the tenant's portion of the rent and utilities), which will then result in changes to the escrow accruals.

*Special Public Housing and HCV Notice: HUD approved income exclusions {earned income disallowance} will affect the FSS escrow account accruals.*

In an effort to maximize investment earnings, FSS escrow funds are combined and placed in a HUD approved investment instruments. The interest paid on the actual investment will be credited to the individual FSS escrow accounts at least annually.

If the FSS participant has not paid the family's contribution towards rent during the month in which such payment was due or the other amounts, if any, due under the Public Housing lease and/or amounts due the SNRHA under the HCV program (e.g., repayment agreement), the balance in the account shall be reduced by that amount before prorating/calculating the interest income earned.

The participant will receive an escrow statement annually. This report will include the current monthly escrow credit along with the total escrow and interest accrual to date. These annual escrow reports serve both as a way to measure progress and as a motivator for pursuing self-sufficiency goals.

If the family is a HCV program port-in and the SNRHA absorbs the family, the initial PHA must send the funds in the family's escrow account to the SNRHA to administer.

A family in the SNRHA HCV program may port-out to the jurisdiction of a receiving PHA as long as the FSS participant has been in the SNRHA's program for at least 12 months and as long as the receiving PHA has an FSS program and will accept the family.

If the receiving PHA has an FSS Program and will accept/absorb the family, then the receiving PHA will execute a new contract for the remaining time on the initial Contract. SNRHA will send the family's escrow funds to the receiving PHA and will close the contract at SNRHA.

If the receiving PHA does not have an FSS Program, then the family forfeits their FSS escrow account.

## **INTERIM ESCROW WITHDRAWALS:**

An HOH may be permitted to withdraw escrow funds for program and/or supportive services expenses such as completion of his/her education, job training, or start-up expenses for new business; however, the participant must:

- Have exhausted all other resources and provided written acceptable verification
- Not owe a debt to SNRHA (unless the participant is current with a repayment agreement)



- Be in program compliance with both FSS and SNRHA
- Submit a written request and documentation of the need to the FSS Coordinator
- Have attended one FSS Support Group workshops within the last six months
- Be actively pursuing FSS goals
- Use the escrow funds for purposes of meeting ITSP goals only, otherwise, the participant will be terminated from the FSS program, and
- Provide receipt(s) verifying expenditure(s) within 30 days.

All written requests for interim disbursement will be submitted to the Director of Supportive Services (DSS), after the FSS Coordinator and the Resident Program Coordinator (RPC) have reviewed the request to determine the adequacy of documentation and the level of need. The Coordinators must submit proof that other resources have been denied such as transportation cost, childcare, and car repairs if the family is eligible to receive from the Department of Welfare and Social Services (DWSS.) The DSS has final approval.

The FSS Coordinator will inform the participant of the request results:

- If the request is approved, the interim escrow distribution check will be prepared within 10 business days
- Within 10 business days after the escrow funds are received, the participant must provide documentation/receipts
- Failure to provide documentation/receipts, participant will be terminated from the FSS program
- If the request is denied, the FSS Coordinator will mail to the participant, a written notification stating the reason(s) for denial, or
- There is no appeal process for interim disbursement requests.

#### **CONTRACT EXTENSION FOR GOOD CAUSE:**

SNRHA and the FSS participant must mutually agree to modify the Contract of Participation. However, no approvals for change of head of household shall be approved unless it is due to the death of the head of household as identified at the time of signed the COP or as a reasonable accommodation approved by SNRHA's 504 Coordinator.

The COP must be modified in writing with respect to changes to the participant's individual training and supportive service plan, the FSS contract, and/or the designated head of the family.

If an FSS service partner fails to deliver the supportive services pledged pursuant to a participant's ITSP, SNRHA shall make a good faith effort to obtain the same or similar services from another agency. If the absence of certain services will severely impact the participant's ability to achieve their original goals, the FSS Coordinator is authorized to assist the family in modifying the ITSP, removing any contract obligation of the participant to receive unavailable services and revising, as appropriate, the contract terms.

Contract extensions may be approved up to two (2) years, for active FSS participants under the following conditions:



- Goals which have not been met due to circumstance beyond the control of the participant, (i.e.: loss of employment, medical issues, death in the family, etc.)

To request a program extension, the FSS participant must submit a written request to the FSS Coordinator. The written request must include the reason(s) for requesting the extension and verification. To determine if an extension is warranted, the FSS Coordinator will review the request, program compliance, and progress with the participant.

The FSS Coordinator will submit a written recommendation to the RPC for review. The RPC will submit same to the DSS for final approval.

There is no grievance process available when an extension is denied.

### **SUCCESSFUL COMPLETION OF THE PROGRAM:**

Successful completion of the FSS Program occurs at any time during the FSS COP if the following conditions are met and the participant:

- Has achieved all of his/her personal goals stated on the FSS COP; and
- SNRHA verifies that family members have not received welfare cash assistance during the previous twelve consecutive months; or
- 30% of the family's monthly adjusted income equals or is greater than the Fair Market Rent (FMR) amount for the unit size for which the family qualifies.

All members of the household with an ITSP must complete established goals in order for the family to graduate.

FSS participants may successfully complete the program in less than the five (5)-year COP if all other requirements are met. Successful program graduates are not required to leave subsidized housing.

The full balance of escrow, less any outstanding debt to SNRHA, will be given to the HOH within 30 days after the effective date of program completion.

There are no restrictions on the use of the escrow funds, and the U.S. Internal Revenue Service has ruled that these funds are not subject to federal income tax.

Participants who have successfully completed the FSS program are not eligible for re-enrollment.

### **CONTRACT TERMINATION**

#### **Voluntary:**

Participation in the FSS Program is voluntary. Participants may withdraw from the program at any time. This request will be honored without penalty regarding the family's housing status.

When SNRHA and the family agree the FSS program ceases to meet the needs of the family, the FSS contract may be terminated. This must be indicated in writing and signed by both the head





of household and a representative of SNRHA. This request will be honored without penalty regarding the family's housing status.

The family may reapply after one (1) year from the date of prior termination at any time in the future with acceptance being based on availability of space in the program. However, priority for participation will be for those who have not previously participated in FSS. Any amount in the family's FSS escrow account will be returned to SNRHA's appropriate program accounts.

### **Involuntary:**

Reasons for involuntary termination from the FSS program include, but are not limited to:

- Adverse loss of housing assistance
- Failure to fulfill responsibilities under the COP
- Failure to provide documentation/receipts for interim disbursements
- An act occurs that is inconsistent with the purpose of the FSS program.

### **Failure to Meet Contract Obligations/Involuntary Terminations**

The following actions are considered failure of the FSS participant to meet its obligations under the contract of participation *without good cause*, including the failure of an HCV program participant to comply with the contract requirements because the family has moved outside of the jurisdiction of SNRHA.

- Loss of Housing Choice Voucher or PH assistance
- Failure to complete activities on the ITSP on a repeated basis [more than (2) occurrences, as well as failure to attend appointments with FSS Coordinator]
- Failure to meet requirements for graduation within the five (5)-year term of the program or an approved extension, or
- Failure to complete 12 months of participation prior to porting-out.

The family's FSS escrow account will be forfeited, however, the family may re-apply to the FSS Program after a minimum 12 months.

### **BY OTHER SUCH ACT AS DEEMED INCONSISTENT WITH THE OBJECTIVES OF THE FSS PROGRAM**

This includes, but is not limited to, fraud, illegal activities, or any activity that would normally result in eviction from public housing or termination of the HCV housing assistance payments. Any amount in the family's FSS escrow account will be returned to SNRHA's appropriate funds.

*Good Cause* shall be defined to mean circumstances beyond the control of the FSS family such as a serious illness or loss of employment by the head of household. These circumstances must be verified by third party methods. The participant must have demonstrated active participation and progress in the FSS program.



### **Grievance Procedure:**

In the event that the FSS Coordinator terminates a participant from the program, a termination letter will be mailed to the participant clearly stating the reason(s) for the decision. The participant will have 10 business days from the date of the letter to contact the Resident Program Coordinator (RPC) or designee.

Written decision notification from the RPC or designee shall be issued to the participant within 10 business days. If the participant does not agree with the decision of the RPC, they may request a review of the decision with the DSS.

If the participant does not agree with the decision of the DSS, they may request a hearing with the SNRHA Hearing Officer, according to the guidelines established in the Admissions and Occupancy Policy (ACOP) for Public Housing residents or Administrative Plan for Housing Choice Voucher participants.

### **CHANGES TO THE ACOP AND ADMINISTRATIVE PLAN:**

SNRHA recognizes that the implementation of the FSS Action Plan is a dynamic process, which may need to incorporate changes/revisions to current policies and procedures to be an effective working tool for staff.

SNRHA will review its approved ACOP Policy and Administrative Plan as needed, to ensure the FSS Action Plan is consistent with all program objectives. Any necessary changes will be made to SNRHA policy with prior public notices and board approval.

### **BY OPERATION OF LAW**

If the FSS program itself is terminated by an act of law, all contracts will automatically expire. Any amount in the family's FSS escrow account will be returned to SNRHA's appropriate fund accounts.

All HCV program participants at their briefing will be provided with an FSS interest form to complete. PH residents shall be advised of the opportunity to participate in the FSS program during their initial leasing meeting.

Additional outreach will be done through newsletters and brochures which are available in the lobby and SNRHA website ([www.snrha.org](http://www.snrha.org)).

### **PROGRAM ACCOUNTABILITY**

#### **PENALTIES FOR FAILURE TO MEET OR EXCEED THE CONTRACT TERMS**

The FSS Coordinator shall clearly explain violations or non-compliance with the provisions of the Contract of Participation, which may include termination of participation in the FSS program and forfeiture of escrow account.



## **PROGRAM ACCOUNTABILITY AND REPORTING**

### **Service Partner Follow-Up**

Service providers will be asked to complete and return the bottom portion of the FSS Referral Form when the family has completed their initial intake activities with the service partner. The FSS Coordinator must contact any participant who fails to initially utilize the service provider(s) within 60 calendar days of the initial date of referral or within referral timeframe.

Service providers will be encouraged to contact the FSS Coordinator when the participant fails to follow through or encounters obstacles to service or program completing.

FSS participants are required to meet with their assigned case manager on a monthly basis for the first three (3) months of program activity. Thereafter, the case manager and participant will meet on a quarterly basis. If there are problems or if the case manager suspects non-compliance, the participant shall be placed on a monthly basis.

The participant's progress will be charted in their on their Individual Training and Service Plan (ITSP).

The ITSP will serve as a worksheet for tracking progress in the areas of education, job skills training, jobs placement, transportation, childcare, etc. Any necessary revisions to the ITSP will be made as a result of the progress (or lack thereof) documented through the ITSP. New referrals and or adjustments in interim goals may also occur.

Attendance at the scheduled meetings with the coordinator is mandatory. Failure to maintain two (2) or more consecutive appointments is grounds for termination from the program. Only the Director of Supportive Services may grant a waiver as a reasonable accommodation or for other extreme circumstances.



## **Ethics Policy**

The State of Nevada and the Southern Nevada Regional Housing Authority (SNRHA) have established standards of conduct for their employees. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of SNRHA. Because of its status as an independent public corporation, SNRHA recognizes its responsibility to conduct all business in a manner above reproach or censure. This Code of Ethics will describe in detail the standards by which staff is to be held accountable.

This Code recognizes and incorporates those selections of federal and state law which govern the conduct of public employees, and in no way supplants those provisions of law. In cases where no statutory precedent exists, the policy of the SNRHA shall be applied, except that this policy shall in no way be taken to supersede the provision of any contracts, labor agreements, or other external agreements affecting the rights and privileges of employees.

The Standards of Conduct contained within the Code of Ethics shall be generally applied so as to avoid the appearance, or actual occurrence, of any favoritism or special treatment towards any applicant, resident, participant, vendor, or agent having business, or dealings of any kind, with SNRHA. No employee shall use, cause, or allow to be used, his or her position to secure any personal privileges for himself, herself, or others, or influence the activities, actions, or proceeds of SNRHA.

SNRHA, in establishing standards of conduct for its employees and commissioners, recognizes the importance of establishing standards of conduct for external vendors and suppliers of products and/or services to the Authority. While the Authority cannot mandate the internal conduct or policies of vendors, it nevertheless requires that vendors and suppliers adhere to certain basic principles in conducting business with SNRHA. Specifically, these principles include:

No direct or indirect personal inducement of SNRHA employees. This includes the giving of gifts, money, tickets or any items or service having a value of \$50.00 or more.

It is expected that vendors or suppliers of professional services to SNRHA will adhere to the Code of Ethics to which their particular profession subscribes.

Any vendor or supplier found in violation of SNRHA policy shall be barred from future business dealings with SNRHA. SNRHA reserves the right to have vendors and suppliers sign a statement of compliance with the standard of conduct of the Authority.



#### **1-IV.A APPLICABILITY**

The provisions contained herein shall apply to all employees of SNRHA. With respect to contracted professional services of SNRHA (legal, accounting, or otherwise), it is assumed that these professionals will abide by the professional ethics of their particular profession.

#### **1-IV-B. PURPOSE**

This Code of Ethics establishes standard for employee conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity, and also recognizing in general the integrity of employees, it nevertheless sets forth those acts or omissions of acts that could be deemed injurious to the general mission of SNRHA.

#### **I-IV-C. DEFINITIONS**

“Agent” shall mean any employee of SNRHA (whether full or part time) acting in his or her official capacity as an agent of SNRHA .

“Claim” shall mean any demand, written or oral, made upon the Authority to fill an obligation arising from law or equity.

“Contract” shall mean any obligation to do something arising from an exchange of promises of consideration between persons, regardless of the particular form ion which it is stated.

“Conventional” shall mean those housing programs operated by SNRHA, which are part of the “conventional public housing program.” This shall include but not be limited to such programs as public housing developments and management, the Capital Fund, or other grants specifically made in support of public housing.

“Employee” shall mean any person appointed or hired, whether full or part-time. “Enrollee” shall mean any applicant, resident, or program participant in any program operated by SNRHA. Specifically, an “enrollee” shall be a person who expects to receive, or is receiving some form of assistance from SNRHA.

“Family” shall mean the spouse, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or a person living in a stable family relationship.

“Interest” shall mean a benefit or advantage of an economic or tangible nature that a person or a member of his or her family would gain or lose as a result of any decision, or action or omission to decide or act, on the part of SNRHA, its



Board , or employees.

“Leasing program” shall mean those programs operated by SNRHA that are within the HUD-funded Section 8 tenant-based voucher program and Section 8 Community-Based Program. (Unless otherwise noted, the provisions contained herein shall apply equally to both the “Leasing” and the “Conventional” programs of SNRHA.

“Non-Federally Assisted” shall mean those programs operated by SNRHA outside the conventional public housing and Section 8 leased housing programs.

“Person” shall mean any individual, corporation, partnership, business entity, association, or organization, and may include an SNRHA employee.

“Public Information” shall mean information obtainable pursuant to the Freedom of Information Act and any SNRHA guideline adopted pursuant thereto.

#### **I-IV.D. ETHICAL STANDARDS FOR EMPLOYEES**

No employee of SNRHA shall have any employment, engage in any business or commercial transactions, engage in any professional activity, or incur any obligations in which directly or indirectly he or she would have an interest that would impair his or her independence of judgment or action in the performance of his or her official duties or that would be in conflict with the performance of his or her official duties.

No employee shall have or enter into any contract with any person who has or enters into a contract with SNRHA unless:

- The contract between the person and SNRHA is awarded pursuant to Competitive bidding procedures and/or purchasing policies as outlined in regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), state law, and the SNRHA Procurement Policy; or
- The Contract between the person and SNRHA is one in which the SNRHA employee has no interest, has no duties or responsibilities, or if the contract with the person is one into which the SNRHA employee entered prior to becoming an employee.
- Any second job, whether part-time or full-time must be reported in writing to the Human Resources Department and the head of the department for which the employee is working, prior to accepting outside work. HR shall determine if a conflict is imminent and notify the employee and the head of the employee’s department.
- There shall be no preferential treatment given by an employee of SNRHA, acting in performance of his or her official duties to any person, agency or organization.
- No SNRHA employee shall use or permit the use of SNRHA-owned



vehicles, equipment, materials, or property for the convenience or profit of himself, or of any other person. However, this provision shall not apply in the case of usage for diminutive purposes, i.e. purposes which in and of themselves should not be counted as abuse of SNRHA property.

- No SNRHA employee shall solicit any gift or consideration of any kind, nor shall any SNRHA employee accept or receive a gift having value in excess of \$50.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before SNRHA .
- No SNRHA employee, acting individually, can bind SNRHA by any action or verbal representation, unless such employee, acting in his or her official capacity, has been specifically delegated the authority to so bind the agency.
- No SNRHA employee shall disclose without proper authorization non-public information or records concerning any aspect of the operations of SNRHA , nor shall he or she use such information to the advantage or benefit of himself, herself, or any other person.
  - This shall include records maintained on applicants, residents, participants, or enrollees of SNRHA for whom a properly executed release of information among government agencies or government regulations allowing the release of information among government agencies or agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with the full knowledge of the enrollee except in those cases where through such action of law the enrollee's knowledge is not required.

No SNRHA employee currently employed shall represent any person, other than himself, in business negotiations or procedures, to which SNRHA may be a party.

No former employee of SNRHA shall personally represent any person in a manner in which the former employee personally participated while employed by SNRHA for one year, if such representation would be adverse to the interest of the Authority. This provision shall not, however, bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

No SNRHA employee shall have an interest in a contract between any person and SNRHA, except that this provision shall not apply if the contract was entered into prior to the employee's hire by the SNRHA, the employee discloses his or her interest in the contract prior to the employment, and after becoming employed the employee has no power to authorize or approve payment under the contract, monitor performance or compliance under the contract, or audit bills or claims under the contract and the compensation of the employee will not be affected by the contract. This shall not preclude employees from participating as vendors under the Housing Choice Voucher Program. However, security measures will be put in place to ensure the employee vendors have no contact with their participants' files or any other records related to the





Housing Assistance Payment (HAP) Contract or payments related to said contracts. No SNRHA employee shall have any employment, engage in any business or commercial transaction, or engage in any professional activity in which, directly or indirectly, he or she would have an interest that would impair his or her independence of judgment or action in the performance of his or her duties with SNRHA or that would be in conflict with his or her duties at SNRHA.

No employee of SNRHA shall discuss, vote upon, decide or take part in (formally or informally) any matter before SNRHA in which he or she has a personal interest. Exceptions shall be made in the case of an employee whose interest in the matter is minimal (e.g. an employee helping decide on a new telephone system owns 100 shares of stock in a telephone company), provided the employee shall fully and specifically describe his or her interest, in writing, and the underlying basis of it, whether it be ownership, investment, contract, claim; employment or family relationship, to his or her immediate supervisor prior to the employee's participation. If, in the opinion of the supervisor, there is any question as to whether the interest is minimal, the matter shall be referred to the Executive Director for a binding decision on the question.

No employee shall have the authority (stated, implied, or apparent) to obligate, or impose any legally binding obligations, contracts, or agreements upon SNRHA, without SNRHA's express permission and consent. Any matter decided on, contracted, adjudicated, or in any way acted upon by an employee, who does not disclose a personal interest either in the matter, or in any person or organization having an interest in the matter, may be rescinded and rejected by SNRHA. Such a matter may be referred to the Executive Director to render judgment and assess any penalties as necessary and appropriate.

If the Executive Director renders judgment that a matter was performed, a contract entered into, or any matter was conducted, decided or acted upon in a manner prohibited by the Code of Ethics, he/she may then propose, among other things, that the Board of Commissioners seek an injunction against the proscribed action.

#### **I-IV.E. ENFORCEMENT OF ETHICS STANDARDS**

Matters covered here or related shall be enforced. Any violation of this policy may be cause for discipline up to and including termination.

**B**



## Chapter 1

### STATEMENT OF POLICIES AND OBJECTIVES

#### **INTRODUCTION**

The Low Rent Public Housing Program was created by the U.S. Housing Act of 1937. Administration of the Public Housing Program and the functions and responsibilities of the Southern Nevada Regional Housing Authority (SNRHA) staff shall be in compliance with the SNRHA's Personnel Policy, any union agreements of the SNRHA, and this Admissions and Continued Occupancy Policy. The administration of the SNRHA's housing program will also meet the regulations of the Department of Housing and Urban Development. Such requirements include any Public Housing Regulations, required sections of Handbooks, and applicable Notices. All applicable Federal, State and local laws, including Fair Housing Laws and regulations also apply. Changes in applicable federal laws or regulations shall supersede provisions in conflict with this policy. Federal regulations shall include those found in Volume 24 CFR, Parts V, VII and IX. (Code of Federal Regulations)

SNRHA provides public housing assistance to more than 2840 families and receives an ESTIMATED average of ~~1500~~ 2000 applications for assistance each year.

In order to address the ever growing need for housing assistance, SNRHA must administer its public housing program in accordance with all applicable federal, state and local statutes, regulations and ordinances. The purpose of this policy is to effectuate the provisions of those laws and regulations.

#### **A. HOUSING AUTHORITY MISSION STATEMENT**

It is the mission of the Southern Nevada Regional Housing Authority to provide safe, sanitary and affordable housing to eligible people within our jurisdictions, in an environment that fosters independence, self-sufficiency and community pride.

#### **B. LOCAL OBJECTIVES**

This Admissions and Continued Occupancy Plan for the Public Housing Program is designed to demonstrate that the SNRHA is managing its program in a manner that reflects its commitment to improving the quality of housing available to its public, and its capacity to manage housing in a manner that demonstrates its responsibility to the public trust.

Following are the Housing Authority's goals and objectives that will enable the SNRHA to serve the needs of the low income and very low-income families as identified by the SNRHA for the next five fiscal years.



persons with LEP that bi-lingual staffs are available to assist in interpreting and translations. Forms that shall be translated into Spanish includes the following documents related to registration, intake, marketing, outreach, certification, re- examination and inspections:

- a. Pre – Application
- b. **Full Interview** – Applications
- c. Personal Declaration Form;
- d. Leases;
- e. Posters;
- f. Authorization Forms
- g. Flat Rent Option Notice
- h. Notices
- i. Grievance Procedures

The SNRHA’s Limited English Proficiency Plan is attached as an addendum to the policy.

### **Accommodations for Persons with Disabilities**

The SNRHA shall make reasonable accommodation to the known physical, emotional or mental limitations of a housing applicant and/or tenant with disabilities, unless the needed or requested accommodation would impose an undue financial and administrative burden upon the operation of the public housing program, ~~or~~ would constitute a fundamental alteration in the nature of SNRHA’s programs, **or would violate a federal regulation or statute.**

For purposes of this section, a person with a disability means any person who has a physical or mental impairment that substantially limits one or more life activities; or is regarded as having such impairment; or has a record of such an impairment.

For purposes of this section, SNRHA will make the following types of accommodations to persons with disabilities to facilitate the application process:

Permitting the submission of applications or certification forms via mail;

Permitting an authorized designee to participate in the application or certification process;

Providing alternative methods of communication requested by a qualified person with a disability e.g. assisted listening devices or a certified sign language or Braille interpreter to facilitate the application or certification process.



Attempted robbery with a deadly weapon

Mayhem or attempted mayhem

Battery with substantial bodily harm (with a deadly weapon)

Robbery or attempted robbery with the use of a deadly weapon

Trafficking of controlled substance

Sale of controlled substance

Felony Hit and Run

DUI 3<sup>rd</sup> Offense

Under the Influence of Controlled Substance

Grand Larceny

Arson, attempted arson

Illegal Mfg of Controlled Substance

Assault with a deadly weapon

Possession of an Unregistered Firearm (2<sup>nd</sup> offense or other offense)

Possession of controlled substance with intent to sell

**If convicted of a sexual crime in any court of law and subject to any sex offender registration requirement admission and/or continued occupancy shall be permanently barred.**

Criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or Criminal activity that may threaten the health or safety of property owners and management staff, and persons performing contract administration functions or other responsibilities on behalf of SNRHA (including a SNRHA employee or a SNRHA contractor, subcontractor, or agent).

Immediate vicinity means within a three-block radius of the premises. Evidence of such criminal activity includes, but is not limited to:

Any conviction for drug-related or violent criminal activity within the past 5 years

Any arrest for drug-related or violent criminal activity within the past 5 years

Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 5 years.



Home Invasion

Burglary

Possession of controlled substance with intent to sell

### **E. TWO YEAR PROHIBITION**

Any family allowing an ineligible person (relating to citizenship) living in the assisted unit without informing the SNRHA must be terminated for 24 months.

Possession of controlled substance

Any other criminal activity which, if repeated after admission, may threaten the health, safety, or right to peaceful enjoyment of the premises of other residents, neighbors, or persons living in the immediate vicinity.

Other criminal activity which, if repeated after admission, may threaten the health or safety of the property's owner, property management staff, SNRHA staff, or other individuals working in the immediate vicinity

### **F. ONE YEAR ADMISSION BAR PERIOD**

#### **Gross Misdemeanor Arrests or Convictions**

Persons with gross misdemeanor arrests or convictions for the offenses listed below shall be barred from program admission for a period of one (1) year from the date of completion of sentence, and must demonstrate an absence of criminal activity for a minimum period of one year preceding the date of the application for admission.

#### **Gross Misdemeanor Arrests or Convictions**

Persons with gross misdemeanor arrests or convictions for the offense listed below shall be barred for the program admissions and continued occupancy for a period on one (1) year from the date of the arrest or conviction and must demonstrate an absence of criminal activity for a minimum period of one (1) year preceding the date of the application or port in date:

- Open or gross lewdness (1st offense)
- Aiming firearm at a human being
- Discharging a weapon where a person might be endangered
- Changing/altering the serial number of a firearm
- Discharging a firearm in or upon a public street
- Carrying a concealed weapon
- Possession of Burglary Tools
- Possession of an Unregistered Firearm -1<sup>st</sup> Offense
- Conspiracy to Commit a Crime



## **I. PROHIBITED CRITERIA FOR DENIAL OF ADMISSION**

Applicants will NOT be rejected because they:

- Have no income; Are not employed;
- Do not participate in a job training program;
- Will not apply for various welfare or benefit programs;
- Have children;
- Have children born out of wedlock; Are on welfare;
- Are eligible students;
- Status as a domestic violence victim.

## **J. HEARINGS**

If information is revealed that would be grounds for the SNRHA to deny admission to the household and the person disputes the information, she/he shall be given an opportunity for an informal hearing according to the SNRHA's hearing procedures outlined in Chapter ~~1312~~.





## Chapter 3

### APPLYING FOR ADMISSION

The policy of the SNRHA is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but the SNRHA will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Policy.

#### **A. HOW TO APPLY**

Families who wish to apply for any of the SNRHA's programs must complete a written application or an application by phone if designated in SNRHA's advertisement. Applications will be made available in an accessible format upon request from a person with a disability. The preliminary application form is also available on the SNRHA website. Pre-applications and required attachments are available on the SNRHA website.

Persons with disabilities may call the SNRHA to receive an application through the mail or make other arrangements to complete their pre-application.

Applications will be mailed to interested families upon request who are out-of-state.

Spanish translation of the pre-application is available for non-English speaking applicants.

Applications will be accepted on line or at a central location for all waiting lists.

The application process will involve two phases.

1. The first is the "initial" application for admission (referred to as a pre-application). This first phase is to determine the family's eligibility for, and placement on, the waiting list.  
The pre-application will be dated, time-stamped, and referred to the SNRHA's office where tenant selection and assignment is processed.
2. The second phase is the "final determination of eligibility for admission" (referred as the full application). The **fullinterview** application takes place when the family approaches the top of the waiting list. At this time the SNRHA ensures that verification of all HUD and SNRHA eligibility factors is current in order to determine the family's eligibility for an offer of a suitable unit.



## **B. "INITIAL" APPLICATION PROCEDURES**

The SNRHA will utilize a preliminary application form (pre-application) for the initial application for public housing. The application may be submitted by mail, or in person, whenever the Waiting List is open and the data is entered into the computer.

The purpose of the pre-application is to permit the SNRHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list.

The pre-application will contain questions designed to obtain the following information:

- Names of head of household and spouse/co-head
- Names of all members Gender and age of all other members
- Number of family members (used to estimate bedroom size needed)
- Street address and phone numbers
- Mailing address (If PO Box or other permanent address)
- Annual income
- Source(s) of income received by household member to determine preference qualification
- Information regarding request for reasonable accommodation or for accessible unit
- Social security numbers
- Race/ethnicity
- Arrests/convictions for criminal activity
- Questions regarding previous participation in HUD programs
- Alternative/Optional contact form (HUD 92006)

Duplicate applications, including applications from a segment of an applicant household, **will not be accepted.**

Pre-applications will not require interviews. Information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full interview application process is completed and all information is verified.

Applicants are required to inform the SNRHA in writing of changes in family composition, income, and address, as well as any changes in their preference status, within ten calendar days of the change.

Applicants are required to respond to requests from the SNRHA to update information on their application, or to determine their continued interest in assistance. Failure to respond to mailings with requested information will result in the applicant being removed from the waiting list. See Grievance Procedure.

Applications submitted for waitlist(s) that are not open will be rejected and the applicant will be notified of the reason(s) for the rejection.



### **C. NOTIFICATION OF APPLICANT STATUS**

If after a review of the pre-application the family is determined to be preliminarily accepted, they will be notified in writing (in an accessible format upon request, as a reasonable accommodation) that the application has been accepted and the applicant has been added to the corresponding waitlist.

This written notification of preliminary acceptance will be mailed to the applicant by first class mail or distributed to a disabled applicant in the manner requested as a specific accommodation.

If the family is determined to be ineligible based on the information provided in the pre-application, the SNRHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal hearing. Persons with disabilities may request to have an advocate attend the informal hearing as an accommodation. See Grievance Procedure.

### **D. COMPLETION OF A ~~full~~ INTERVIEW APPLICATION**

All preferences claimed on the pre-application or while the family is on the waiting list will be verified after the family is selected from the waiting list at the time of their eligibility appointment. If a preference cannot be verified, said applicant will be returned to their proper place on the waiting list and preference removed.

The qualification for preference must exist at the time the preference is verified regardless of the length of time an applicant has been on the waiting list because the preference is based on current status.

Applicants on the waiting list who will be selected in the near future will be sent an eligibility appointment letter. The letter will notify the applicant of an application interview and request the applicant to bring all documents which verify all factors to be verified. Factors to be verified will be listed in the letter. These documents will be used for verification only if third party verification cannot be obtained.

Applicants will be required to:

- Complete an ~~full~~ **interview** application in their own handwriting, unless assistance is needed, or a request for accommodation is made by a person with a disability, prior to the ~~full~~ application interview.

- Sign Release of information Forms including authorization form for criminal background checks of all adult household members, and consent for verification of Immigration status.

- Applicant will then participate in an ~~full~~ application interview with a SNRHA staff member to review the information on the full application form. The applicant will sign and certify that all information is complete and accurate.

The ~~full~~ application packet will be mailed to the applicant if they are out of state.

SNRHA ~~will~~ **may** conduct a ~~home visit to take the application as a home visit~~ **phone/mail interview** if needed as a reasonable accommodation for a person with a disability.



All applicants in the pool will be maintained in order of preference.

Applications equal in preference will be maintained by date and time sequence.

All applicants must meet applicable income eligibility requirements as established by HUD.

### **Opening and Closing the Waiting Lists**

The SNRHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, and the ability of the SNRHA to house an applicant in an appropriate unit within a reasonable period of time.

When the SNRHA opens the waiting list, the SNRHA will advertise the location(s), and program(s) for which applications are being accepted in the following newspapers:

Las Vegas Review Journal/Sun

El Mundo

~~Las Vegas Sentinel Voice~~

Las Vegas Asian Journal

Indian Voice

~~Nevada Senior World~~

The Challenger Rehabilitation, Disability Newspaper

~~El Tiempo~~

To reach persons with disabilities, the SNRHA will provide separate notice to local organizations representing the interests and needs of the disabled. This will include notice to the following organizations:

Opportunity Village ~~Southern Nevada Center for~~

~~Independent Living~~ Nevada Disability Advocacy

and Law Center Nevada Legal Services

Help Them Walk Again

Nevada Association for the Handicapped

~~United Cerebral Palsy of Nevada~~

~~Multiple Sclerosis National Society~~

The notice will contain:

- The dates, times, and the locations where families may apply.
- Any designated housing for which site-based waiting lists are applicable
- The programs for which applications will be taken.
- Limitations, if any, on whom may apply.



The notices will be made in an accessible format, if requested. They will provide potential applicants with information that includes the SNRHA address and telephone number, and how to submit an application.

### **When Application Taking is Suspended**

The SNRHA may suspend the acceptance of applications if there are enough applicants to fill anticipated openings for the next 12 to 24 months.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the SNRHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of application taking is announced in the same way as opening the waiting list. SNRHA will give at least five (5) days notice prior to opening or closing the list.

When the period for accepting applications is over, the SNRHA will add the new applicants to the list by:

- Unit size, local preference, and by date and time of application.

The SNRHA will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail. At the time of initial intake, the SNRHA will advise families of their responsibility to notify the SNRHA in writing when mailing address changes.

### **Limits on Who May Apply**

When the waiting list is open,

- Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.

When the application is submitted to the SNRHA, it establishes the family's date and time of application for placement order on the waiting list with preference points determining the final rank.

### **Multiple Families in Same Household**

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

## **B. SITE BASED WAITING LISTS**

The SNRHA offers a system of site-based waiting lists for HUD-approved designated communities.

The SNRHA maintains separate site-based waiting lists for all current or future mixed financed properties, **as well as all current or future RAD conversion Properties.**



Applicants may choose which site-based waiting list they wish to be placed on, regardless of the application site. Applicants may designate the community or communities in which they seek to reside.

SNRHA will monitor its site-based wait list annually by comparing data in January to data in October to determine the level of change, if any, in the overall racial, ethnic and disability-related tenant composition at each SNRHA site by analyzing its data.

Every reasonable action will be taken by the SNRHA to assure that applicants can make informed choices regarding the community(s) in which they wish to reside. The SNRHA will disclose information to applicants regarding the location of available sites.

### **Monitoring Site-Based Waiting Lists**

The system of site-based waiting lists will be carefully monitored to assure that civil rights and fair housing are affirmatively furthered.

The SNRHA adoption of site-based waiting lists is not in violation of any court order or settlement agreement, and is not inconsistent with any pending complaint brought by HUD.

The SNRHA will monitor its system of site-based waiting list annually to assure that racial steering does not occur. If the SNRHA annual analysis of its site-based waiting list indicates that a pattern of racial steering is or may be occurring, the SNRHA will take corrective action.

The SNRHA will assess changes in racial, ethnic or disability-related tenant composition at each SNRHA site that has occurred during the implementation of the site-based waiting lists. The SNRHA will make this assessment based on MTCS data.

The SNRHA has established site-based waiting lists for the following properties:

Espinoza Terrace, Designated Elderly Development, Henderson

Hampton Court, Family Development, Henderson

Otto Merida Desert Villas, Family Development, Las Vegas

**Vera Johnson B. Family Development, Las Vegas. Vera Johnson B will convert from Mixed Finance to RAD Project Based Voucher after construction.**

**Biegger Estates, Family Development, Las Vegas**

**Vera Johnson A, Family Development, Las Vegas**

**Rose Gardens, Designated Elderly Development, Las Vegas**

The SNRHA intends to make available dwelling units, in communities designated for elderly families only, to near-elderly families if there are an insufficient number of elderly families on the waitlist. Near elderly will be defined as families whose members are 55 years of age or older.

### **C. WAITING LIST PREFERENCES**

A preference does not guarantee admission to the program. Preferences are used to



The SNRHA preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further de-concentration of poverty in public housing. When such matching is required or permitted by current law, the SNRHA will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the SNRHA to verify their preference and, if verified, the SNRHA will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the SNRHA.

Among applicants with equal preference status, the waiting list will be organized by date and time.

**Local Preferences**

Local preferences will be used to select among applicants on the waiting list. A public hearing with an opportunity for public comment will be held before the SNRHA adopts any local reference.

The SNRHA uses the following Local Preferences:

**Homeless Referral Preference:** Families who are homeless (family lacks a fixed regular and adequate night time residence, or has a primary night time residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations, such as welfare voucher hotels, congregate shelters or transitional housing designed for homeless persons, or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings) and are participating in case management with an approved referral agency. This preference shall be limited to upto 150 referrals per year .....**60 points**

Unit offers to applicants referred for this preference will be made as follows: for every ~~four~~ **two** applicants from the waiting list receiving a unit offer, one applicant referred under this preference will receive a unit offer.

*Homeless Families that live with friends or relatives who are not currently in the transition system, will be encourage to apply to other available SNRHA programs that they may qualify for.*

**Federally Declared Disasters:** Victims who are holders of Section 8 Vouchers or other subsidized programs as defined as eligible units by HUD, in another jurisdiction within 120 days of the President declaring a federal disaster. ....**55 points**

**Working Preference:** Head, spouse or co-head who is employed at least 20 hours per week, or who are active participants in accredited educational and training programs designed to prepare the individual for the job market. This preference is extended equally to elderly families or disabled families, including but not limited to those whose head or spouse is receiving SSI, SSD, or who can be verified to be unable to work, if both the head of household and spouse is either elderly or disabled..... **30 points**





## **J. T. SPECIAL PROGRAMS**

The SNRHA will administer a HUD, RAD (Rental Assistance Demonstration) program at the **following properties: property known as:**

- Landsman Gardens, Henderson, Nevada.
- Vera Johnson B, Las Vegas, Nevada

At the time of the RAD award the tenants are temporarily housed at other public housing and market units.

Tenants of record of the **Landsman RAD** property at the time of award will have the right of return to the property once construction and rehabilitation are completed. Tenants will be offered units in accordance with their family composition at the time of reentry.

Units not occupied by returning tenants will be occupied in accordance with the Administrative Plan eligibility, admissions, and selection policies for the Project Based programs in Housing Choice Voucher (Section 8) program.

Existing tenants are not subject to re-screening, income eligibility or income targeting provisions in order to return to Landsman.

Existing tenants who have been temporarily transferred, whose accounts reflect a security deposit will have the security deposit transferred at RAD closing, except in the case of the deposit being applied for unpaid rent or tenant caused damage. Tenant is responsible for payment of any remaining security deposit due.

Tenant monthly rent increases of greater than 10% or \$25.00 purely as a result of conversion will be phased in over 3 years or extended up to 5 years by the PHA. Increases will automatically be applied on the 1<sup>st</sup> day of the month of the effective date of recertification.

Tenants occupying the RAD, project Based Conversion property (**Landsman listed above**) may be eligible to receive a Sec 8 voucher after 1 year of occupancy if regular tenant based vouchers are available and appropriate 60 day written notice is provided to management. Tenant and tenant's household must be in good standing and meet eligibility requirements for the PHA's HCV (Sec 8) program prior to being issued a voucher which shall include criminal background checks and income limits requirements.

If the families are currently enrolled in PH Family Self-Sufficiency (FSS) after the RAD conversion, SNRHA shall enroll them in its HCV FSS program. Residents under RAD not enrolled in PH FSS at the time of conversion will not be eligible to participate in the program.



months

*Acceptable methods of verification include, in this order:*

1. EIV with a minimum of 2 consecutive paystubs.
2. Third party written verification  
Employment verification form completed by the employer
3. Oral third party
4. Review of documents  
Check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year to date earnings. At least **three (3) consecutive** pay stubs are required when third party verification cannot be obtained.
5. W-2 forms and IRS Form 4506-T release
6. Self-certifications may be used for verifying self-employment income, or income from tips and other gratuities.

In cases where there are questions about the validity of information provided by the family, SNRHA will require the most recent federal income tax statements to be obtained via use of IRS Form 4506-T.

### **Social Security, Pensions, Supplementary Security Income (SSI), Disability Income**

#### SNRHAPolicy

*Acceptable methods of verification include, in this order:*

1. EIV
2. Benefit verification form completed by agency providing the benefits.
3. Award or benefit notification letters prepared and signed by the providing agency that is no more than 60 days old.

### **Unemployment Compensation**

#### SNRHAPolicy

*Acceptable methods of verification include, in this order:*

1. EIV
2. Verification form completed by the unemployment compensation agency.
3. Computer report electronically obtained or in hard copy, from unemployment office stating payment dates and amounts.
4. Payment stubs

### **Welfare Payments or General Assistance**

#### SNRHAPolicy



If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

### **7-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216 , 5.218 and 5.233]**

Every family member must provide documentation of a valid social security number (SSN) unless they are a non-citizen or non-eligible immigrant.

#### SNRHAPolicy

The SNRHA will request to copy the family member's social security card.

If the social security card is not available, SNRHA **will instruct the family to obtain a duplicate card from the local social Security Administration (SSA) office, but will complete the action by** accepting the following documents as evidence if the SSN is provided on the document:

- Benefit award letters from a government agency; retirement benefit letters; life insurance policies.
- Any document issued by the Social Security Administration that clearly lists the family member's social security number and name.
- ~~The SNRHA will instruct the family to obtain a duplicate card from the local Social Security Administration (SSA) office.~~
- For individuals who are at least 62 years of age and are unable to submit the required documentation of their SSN within the initial 60-day period, the SNRHA will grant an additional 60 calendar days to provide documentation.

Social security numbers must be verified only once during continuously-assisted occupancy. If any family member obtains an SSN after admission to the program, the new SSN must be disclosed within 30 days.

The social security numbers of non-household members, such as live-in aids, must be verified for the purpose of conducting criminal background checks.

Names on verifications of Legal Identity and Social Security Number must match.

### **7-II.C. FAMILY RELATIONSHIPS**

Applicants and program participants are required to identify the relationship of each household member to the head of household. If an applicant list themselves as married and no not list a spouse, they will still be required to submit a separation or divorce degree. Definitions of the primary household relationships are provided in the Eligibility chapter.

#### SNRHAPolicy

Other family relationships will be verified through birth certificates or other relevant documents.



## **Marriage**

### SNRHAPolicy

A marriage certificate generally is required to verify that a couple is married.

In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g., by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax returns).

## **Separation or Divorce**

### SNRHAPolicy

The SNRHA will require the family to document the divorce, or separation.

A certified copy of a divorce decree, signed by a court officer, is required to document that a couple is divorced.

A copy of a court-ordered maintenance or other court record is required to document a separation.

## **Absence of Adult Member**

### SNRHAPolicy

The SNRHA will consider any of the following as

verification: Husband or wife institutes divorce action

Husband or wife institutes legal separation.

Order of protection/restraining order obtained by one family member against another.

If an applicant list themselves as married, but does not list a spouse name, they will still be required to provide a separation document or divorce decree.

**If no such documentation is available, the applicant may complete SNRHA's Marital Separation form, which will required above documentation to be provided within 365 days of the date the form is submitted.**

## **Foster Children and Foster Adults**

### SNRHAPolicy

Third-party verification from the state or local government agency responsible for the placement of the individual with the family is required.

## **7-II.D. DOCUMENTATION OF AGE**

A birth certificate or other official record of birth is the preferred form of age verification for all family members. For elderly family members an original document that provides evidence of the receipt of social security retirement benefits is acceptable.

### SNRHAPolicy



## PART IV: VERIFYING MANDATORY DEDUCTIONS

### 7-IV.A. DEPENDENT AND ELDERLY/DISABLED HOUSEHOLD DEDUCTIONS

The dependent and elderly/disabled family deductions require only that the PHA verify that the family members identified as dependents or elderly/disabled persons meet the statutory definitions. No further verifications are required.

#### Dependent Deduction

See Chapter 6 for a full discussion of this deduction. The SNRHA must verify that:

- Any person under the age of 18 for whom the dependent deduction is claimed is not the head, spouse, or co-head of the family and is not a foster child
- Any person age 18 or older for whom the dependent deduction is claimed is not a foster adult or live-in aide, and is a person with a disability or a full time student

#### Elderly/Disabled Family Deduction

See Eligibility chapter for a definition of elderly and disabled families and Chapter 5 for a discussion of the deduction. The SNRHA must verify that the head, spouse, or co-head is 62 years of age or older or a person with disabilities.

### 7-IV.B. MEDICAL EXPENSE DEDUCTION

Policies related to medical expenses are found in Chapter 6.

#### Amount of Expense

##### SNRHAPolicy

The SNRHA will provide a third-party verification form directly to the medical provider requesting the needed information.

Medical expenses will be verified through:

Third-party verification form signed by the provider, when possible

If third-party is not possible, copies of cancelled checks used to make medical expense payments and/or printouts or receipts from the source will be used.

**(Credit card statements will not be allowed as verification of payment of medical expenses.)** In this case the SNRHA will make a best effort to determine what expenses from the past are likely to continue to occur in the future. The SNRHA will also accept evidence of monthly payments or total payments that will be due for medical expenses during the upcoming 12 months.

In addition, the SNRHA must verify that:

- The household is eligible for the deduction.
- The costs to be deducted are qualified medical expenses.
- The expenses are not paid for or reimbursed by any other source.
- Costs incurred in past years are counted only once.



### **Eligible Household**

The medical expense deduction is permitted only for households in which the head, spouse, or co-head is at least 62, or a person with disabilities. The SNRHA must verify that the family meets the definition of an elderly or disabled family provided in the Eligibility chapter of this plan.

### **Qualified Expenses**

To be eligible for the medical expenses deduction, the costs must qualify as medical expenses.

See Chapter 6 for the SNRHA policy on what counts as a medical expense.

### **Unreimbursed Expenses**

To be eligible for the medical expenses deduction, the costs must not be reimbursed by another source.

#### SNRHAPolicy

The family will be required to certify that the medical expenses are not paid or reimbursed to the family from any source.

### **Expenses Incurred in Past Years**

#### SNRHAPolicy

When anticipated costs are related to on-going payment of medical bills incurred in past years, the SNRHA will verify:

The anticipated repayment schedule

The amounts paid in the past, and

Whether the amounts to be repaid have been deducted from the family's annual income in past years

## **7-IV.C. DISABILITY ASSISTANCE EXPENSES**

Policies related to disability assistance expenses are found in Chapter 6.

### **Amount of Expense**

#### *Attendant Care*

#### SNRHAPolicy

The SNRHA will provide a third-party verification form directly to the care provider requesting the needed information.

Expenses for attendant care will be verified through:

Third-party verification form signed by the provider, when possible.

If third-party is not possible, copies of cancelled checks used to make attendant care payments and/or receipts from care source. **(Credit card statements will not be allowed as verification of payment of medical expenses.)**



## Chapter 8 TRANSFER POLICY

### **INTRODUCTION**

It is the policy of the SNRHA to permit resident transfers, within and/or between SNRHA public housing communities for the following limited reasons:

- To abate dangerous and/or substandard living conditions;
- To abate emergency life-threatening living conditions caused by third-party criminal activity;
- To accommodate verified physical conditions caused by long-term illness and/or disability;
- To accommodate resident families that are determined to be over- or under- housed by virtue of their family size; and
- To promote **incentives and** homeownership, transfer of families to scattered sites

Each transfer request will be evaluated on a case-by-case basis, taking into consideration:

- The documentation that substantiates the reason for the request;
- Whether or not the resident is in good standing with the SNRHA
- The availability of suitable alternative units.

SNRHA will not grant a transfer request solely to accommodate neighbors who "cannot get along."

Activities of residents that adversely affect the right of others to the peaceful enjoyment of their community will be treated as lease violations and may be considered cause for lease termination.

The SNRHA will complete no more than one transfer out of each 50 new move ins. Exceptions will be made in accordance with 504 regulations for persons requiring a transfer as a reasonable accommodation, to a person with disabilities or as an emergency as defined in Section B of this Chapter. Households will be transferred in accordance with the date and time of their transfer approval and the availability of units that meet the household needs in accordance with the occupancy standards.

### **A. ELIGIBILITY FOR TRANSFER**

In order to be determined eligible to receive a transfer, residents must submit the requisite 3rd party documentation to SNRHA, to substantiate their request, and must be in good standing with the SNRHA.

The type of documentation that must be submitted will vary, depending on the nature of the request.





### **Cleaning and/or Repair Charges**

All transfers are subject to charges for cleaning or repair work performed by the maintenance staff on the vacated unit. All charges will be assessed after an inspection is completed by the resident and the housing manager. All applicable charges will be transferred to the resident's new account.

### **Rent Adjustments for Transferred Residents**

No rent adjustment will be made, except for utility allowance, until the next scheduled certification.

### **Reexamination Date**

The date of the transfer changes the reexamination date according to the anniversary date of admission to the public housing program.

The original development will send the family's file to the receiving development once they have been notified that the family has accepted the unit, before the family is leased up. The receiving development will complete the lease up once the family file is received .

### **SNRHA Incentives for Higher Income Families Transferring Into Lower Income Developments**

The SNRHA will offer certain incentives to higher income families willing to move into lower income communities. If a higher income family agrees to move to a SNRHA-specified lower income development, the SNRHA will agree to approve to transfer the resident family to the next available scattered site home or the development of the family's choice. The move will be approved according to the Occupancy Guidelines only if the family has consistently been in lease compliance for two years following admission. SNRHA will target homeownership opportunities to higher income families moving into lower income communities.

[SNRHA Incentives for Proven rental history TheSNRHAwillofferasincentivesto familieswhohavetwoyearsofcontinuouslease compliance,theopportunitytotransfertoa scatteredsitehome.](#)

### **Processing In and Out of Developments**

#### **Gaining Developments**

Transfers from other developments will be processed in the same manner as move-ins, including a new lease and applicable security deposit.

The resident transferring between public housing communities does not have to meet the admission requirements pertaining to income or preference.

#### **Residents Failure to Transfer Units**

In the event the resident fails to transfer and submit keys within the timeframes as stated in this policy, the original property manager will notify the resident of responsibility for the Flat Rent on the unit, in which they are transferring from, until such time keys have been submitted.

## Chapter 11

### RECERTIFICATIONS

[24 CFR 5.613, 24 CFR 5.61524 CFR Part 960 Subpart C]

#### **INTRODUCTION**

HUD requires that PHA's offer all families the choice of paying income-based rent or flat rent at least annually. Families who choose to pay flat rent are required to complete a reexamination of income, deductions and allowances at least once every three years. Flat rent families must still report family composition and community service requirements on an annual basis.

To determine the amount of income-based rent, it is necessary for SNRHA to perform a reexamination of the family's income annually. At the annual reexamination, families who choose to pay income-based rent must report their current household composition, income, deductions and allowances. Between regular annual reexaminations, HUD requires that families report all changes in household composition, but SNRHA decides what other changes must be reported and the procedures for reporting them.

This chapter defines SNRHA's policy for conducting annual reexaminations. It also explains the interim reporting requirements for families, and the standards for timely reporting.

#### **A. ELIGIBILITY FOR CONTINUED OCCUPANCY**

Residents who meet the following criteria will be eligible for continued occupancy:

Qualify as a family as defined in this policy;

Are in full compliance with the resident obligations and responsibilities described in the dwelling lease;

Have provided Social Security numbers on all family members or have certifications on file indicating they have no Social Security number.

Whose family members have submitted required citizenship/eligible immigration status/non-contending documents. Who meet HUD standards on citizenship or immigration status or are paying a pro-rated rent.

Who are in compliance with the SNRHA's community service requirements.

Whose adult family members have passed an annual criminal screening.

#### **Remaining Family Members and Prior Debt**

1. Remaining family members age 18 years or older will be held responsible for arrearages incurred by the former head or spouse. SNRHA will not hold remaining family members (other than the head or spouse) responsible for any portion of the arrearage incurred before the remaining member attained age 18. Exceptions may be made for extenuating circumstances or hardship.



amount of the subsequent monthly payments and the term/duration of the agreement. The negotiation shall be carried out in a professional and non-threatening manner.

Managers should attempt to shorten the duration of the agreement by seeking the largest down payment and subsequent monthly payments that the resident can afford. Under no circumstances may the manager agree to a term that is in excess of 12 months or which requires a down payment of less than what is specified by SNRHA policy. The manager shall take into consideration factors of affordability when negotiating the terms of the repayment agreement.

**Any Repayment Agreement negotiated for a term longer than the maximum 12 months, must be approved by the Director of Operations or Designee prior to conveyance to the resident.**

The manager will also inform the resident that failure to abide by the terms of the agreement will be grounds for eviction for non-payment.

### **Executing the Repayment Agreement**

Once the terms of the agreement have been settled, the manager will fill out the Repayment Agreement form. The form will then be explained to the resident and both parties will sign it in the appropriate places. The manager will place the original of the agreement in the resident's file and provide a copy to the resident once approved by the Director of Operations or designee. The resident must pay the down payment at the management office at the time the Repayment Agreement is signed.

## **D. COLLECTION OF VACATED ACCOUNTS**

### **Maintaining Information on Resident**

The manager should endeavor to maintain adequate data on the resident to permit skip tracing should the resident move out without notice or with a balance owing. A contact list for each resident should be developed which includes information such as names, addresses and phone number of:

- Relatives not living with the resident
- Current and former employers
- Current and former associates

This contact list should be regularly updated at the time of annual certification.

### **Establishing Amount of Vacated Accounts Receivable**

When a resident vacates a unit, the manager will determine any amounts remaining due and payable to the SNRHA. The manager shall take the appropriate actions to have this amount deducted from the security deposit. If such amount exceeds the security deposit, a vacated resident account receivable is deemed to exist.

### **Contact with Vacated Resident**

Within 30 days of the determination of the amount of the vacated account receivable, the management staff shall prepare and send a letter to the last known address of the vacated



## Chapter 15

### FAMILY SELF-SUFFICIENCY STATEMENT OF POLICIES

#### PURPOSE:

The purpose of the Family **Self-Sufficiency** Program (FSS) is to promote the development of local strategies to coordinate the use of Housing Choice Voucher (HCV) and Public Housing (PH) assistance with public and private resources to enable eligible families to achieve economic independence and self-sufficiency. Approximately 85% of the public housing/HCV participants are between the ages of 18-49; the majority of the FSS population emanates from this resident pool. Over 90% of the represented households are single parent families, requiring, on the average, a two-bedroom unit.

FSS is a program designed to promote employment and increase savings among families living in public housing or receiving rental subsidies through the Housing Choice Voucher Program. The greatest potential for breaking the cycle of poverty will be achieved when FSS participants work to advance their formal education, job training skills, and/or current level of employment. The three main features of the FSS Program are: (1) Case Management; (2) delivery of the services; (3) the creation of an Escrow Account. The Southern Nevada Regional Housing Authority (SNRHA) is the successor agency for the **former** Clark County Housing Authority, the Las Vegas Housing Authority, and the North Las Vegas Housing Authority and as such has operated ~~an FSS Program in the Housing Choice Voucher Program~~ since 1995.

The local FSS Program is intended to serve as a catalyst for families to accept responsibility for themselves as they move toward achieving economic independence and self-sufficiency through the full utilization of resources made available through the ~~FSS program~~ **Program Coordinating Committee (PCC)**.

~~The SNRHA's PH FSS Program will be coordinated by the FSS Coordinator through close collaboration and participation of Property Managers and FSS staff.~~

In implementing its *Family Self-Sufficiency (FSS)* Program, SNRHA is committed to providing the highest quality of housing and related non-housing services to its FSS Program Participants. Such non-housing services will take the form of a wide range of *supportive services* directly related to promoting the *economic self-sufficiency* of program participants. To encourage participants to reach their fullest economic potential, the SNRHA will link community supportive services with an individual's educational, job training and job placement goals. Goal setting will be facilitated by the **FSS** staff. ~~of the agency's FSS program.~~



~~Each participant will develop their Individual Training and Service Plan (ITSP) with the assistance of their Case Manager and FSS Coordinator.~~

The FSS Coordinator will work with each participant to identify barriers in order to develop the Individual Training and Service plan.

## 151. **BENEFITS OF OPERATING A FSS PROGRAM:**

An aggressive and innovative FSS program will yield numerous, positive benefits such as:

- A direct increase in the number of working families ~~within SNRHA programs~~ - participants who initially received welfare benefits now are required to seek and maintain employment in order to stay in the program.
- A reduction of under-employed families – participants who may have lacked the necessary job skills to reach economic independence now have employable skills.
- Encourage good working relationships with local service providers and other community agencies for the benefit of the program participants.
- Help the PHA obtain additional federal and non-federal funding.

### 15.1. A. **GOALS AND OBJECTIVES:**

The overall goal of the FSS Program is to assist and motivate low-income individuals and families by working together to overcome barriers, build self-esteem, and establish obtainable goals. The objective of the FSS Program is to reduce dependence of low-income families on welfare assistance, HCV and public housing assistance, and/or any other federal, state, or local rental or homeownership subsidies.

In order to obtain self-sufficiency, participating families are introduced to individualized case management where obstacles are identified so that suitable goals can be set. Appropriate services are then identified to promote successful attainment of these goals. Participants are encouraged and/or required to attend a set number of self-help workshops and seminars. ~~developed by SNRHA.~~ -

Goals of the FSS Program are achieved through:

- f* One-on-one counseling to emphasize the importance of education and training to increase earning potential;
- f* Career and personal counseling to set realistic goals and timeframes;
- f* Incentives and recognition for achievements (i.e. escrow savings account, achievement highlights in the SNRHA's newsletter and/or other communication tools);
- f* Referrals to community support services; and
- f* Strategies that encourage employment, entrepreneurship, and homeownership



### **15.1.B. PROGRAM MEASUREMENTS:**

The FSS Program will measure the success of the families who participate in the program and achieve self-sufficiency or accomplish similar goals, by the following:

- Family members who obtain their first job,
- Family members who get higher paying jobs,
- Family members who get the GED or higher educational degrees, and
- Family members who no longer receiving welfare benefits.

### **15.1.C. ESTIMATE OF POTENTIAL PARTICIPANTS:**

~~The SNRHA has 1177 public housing units in its inventory.~~ SNRHA owns 2,870 Public Housing units and administers 10,752 Housing Choice Vouchers which together provide housing assistance to over 32,600 residents. The FSS Program is open to all adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status, or national origin.

### **15.1.D. PROGRAM SIZE:**

~~As of January 1, 2010, SNRHA has 301 mandatory FSS slots in its PH Program.~~ The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA) is 328 mandatory slots; 17 open mandatory PH slots and 196 voluntary slots (as of January 1, 2015.)

### **~~15.1.E. ESTIMATE OF PARTICIPATING FAMILIES:~~**

~~The PH FSS Program is open to all SNRHA residents, 18 years or older, who receive PH assistance. Families are selected without regard to race, color, religion, sex, handicap, familial status or national origin.~~

## **15.II. FSS Policy – FSS Action Plan**

It is the policy of the SNRHA to employ all reasonable means to identify the economic self-sufficiency needs of its ~~HCV~~ program participants and to actively pursue those internal and external resources integral to breaking the cycle of family dependency on governmental assistance and necessary for sustaining family self-sufficiency.

The local Family Self Sufficiency (FSS) program will complement the objectives of the federal and state welfare reform programs with the overriding objective to move FSS participants from welfare-to-work and with the ability to sustain economic self-sufficiency within five (5) years.

One of the primary objectives of the local program is to increase opportunities for



homeownership for PH program participants. Accordingly, the FSS program will focus on participant's economic development and the supportive services directly related to preparing the ~~heads of household~~ family for income-generating (e.g., employment, home based businesses) opportunities ~~and~~ leading to long-term self-sufficiency. This component will include, but not be limited to credit counseling, credit repair and home ownership counseling.

Family economic development will be accomplished through a coordinated program of *training, education and supportive services* that promote family opportunities to participate in income generation programs and services. It is anticipated that the vast majority of services and programs will be provided by a wide range of local service providers in the public and private sectors. ~~The targeted service providers will become a part of the Program Coordinating Committee (PCC). execute a Memorandum of Understanding (MOU) with the SNRHA.~~

The ~~SNRHA will utilize a~~ Program Coordinating Committee (PCC), ~~which meets that will meet on~~ a quarterly, ~~basis~~ provides for networking opportunities between coordinators and providers. It is the intent of this agency to maximize the use of local resources, while minimizing to the greatest extent feasible, the time and financial demands of our service provider/partners.

~~The SNRHA will coordinate and integrate the FSS functions and duties into its routine housing operations as a means of establishing the goal of family economic sufficiency as a mainstream agency objective directly related to meeting the long-term needs of program recipients.~~

## 15.II.A. ACTION PLAN

The SNRHA's FSS Program Action Plan will govern the operation of the FSS Program. This plan shall be update annually and submitted to HUD each January.

## 15.II.B. FSS ADMINISTRATIVE GOALS

### 3.1 Staff Assistance to Participants

The ~~SNRHA program~~ goal is to develop and implement a successful FSS Program. ~~for participants in the HCV Program.~~ This program will prepare families for economic self-sufficiency by providing them with assistance through family case management which will link them to educational advancement opportunities; basic/remedial education; job skills training; job placement; and/or ~~other~~ linkages to supportive services.





#### **15.II.C.**

#### **Increasing Number of Working Families**

In an effort to increase the number of working families within the agency's housing assistance programs, the SNRHA will *identify, mobilize and link resources* in a manner that will expand the Family Self-Sufficiency (FSS) Program to assist as many motivated and interested families as the program resources will accommodate.

The SNRHA will implement this process as follows:

Execute MOUs with the initially targeted self-sufficiency partners, in order to have adequate services available to meet obligations to the motivated families as the families are selected for participation in the HCV FSS program.;

Develop and issue a FSS program booklet listing the basic program objectives, enrollment procedures and primary service providers to all currently enrolled and interested families;

#### **15.II.D. Targeted Supportive Services to Be Provided FSS Participants**

The following forms of supportive services will be provided for the FSS Program participants through collaborative partnerships with area governmental, educational and/or non-profit service providers:

1. Childcare
2. Transportation
3. Remedial Education
4. Secondary and Post-Secondary Education
5. Job Readiness Training
6. Jobs Referrals
7. Homeownership Counseling
8. Credit Counseling/Credit Repair
9. Referrals to local supportive services; i.e. welfare; LIHEA; SSA and Medicaid

#### **15.II.E. INCENTIVES TO ENCOURAGE PARTICIPATION**

SNRHA offers many incentives to encourage FSS Program participation, including the following:

- Individual case management
- Quarterly Meetings
- Links to community resources



- o career assessment
- o job skills/training
- o financial management
- o credit repair services

- Escrow account credits
- Homeownership opportunities

#### **15.II.F. ASSURANCE OF NON-INTERFERENCE**

If a family decides not to participate in the FSS Program, that decision will not affect the family's right to admission in the Public Housing or HCV Programs. ~~or the right to occupancy in accordance with the lease.~~

#### **15.II.G. PROGRAM COORDINATING COMMITTEE**

##### **(PCC) Role of the Program Coordinating Committee (PCC)**

The Southern Nevada Regional Housing Authority (SNRHA) shall form a Program Coordinating Committee .

The *Program Coordinating Committee (PCC)* will assist in both providing AND securing commitments of public and private resources for the successful operation of the program. The committee will be composed of a cross section of service providers, sponsors of ~~skills-based~~ training, employers, ~~PH~~ program participants and SNRHA staff.

~~The PCC will assume an active role in the development and operation of the FSS Program. The SNRHA Director of Operations and Director of Housing Programs will assume the leadership role. The PCC will meet initially, not less than quarterly.~~

##### **Targeted PCC Membership**

The PCC membership will include the following:

- A ~~Housing Choice Voucher (HCV)~~ participant who has currently or previously received public aid and who has successfully completed or is currently enrolled



in a self-sufficiency or welfare-to- work related program and is in compliance with their program obligations;

- A PH program participant who has currently or previously received public aid and who has successfully completed or is currently enrolled in a self-sufficiency or welfare-to- work related program and is in compliance with program obligations;
- ~~Three(3)Keystaff~~ ; SNRHA FSS staff members;
- ~~Three(3)FSS-programlevelSNRHASTAFFMEMBERS;~~
- ~~Three(3)~~Representatives from area units of local government (Las Vegas, Clark County, N. Las Vegas, ~~Henderson~~);
- ~~Two(2)Localagency~~ Representatives which administer the JTPA (Job Training Partnership Act) and JOBS (Job Opportunities and Basic Skills Training Program): *PIC* and *Urban League; Nevada Work Force Investment.*
- ~~Five(5)~~ Representatives from area employers
- ~~One(1)~~ Representatives from a private employment agencies
- ~~One(1)~~ Representatives from local post-secondary educational institutions
- ~~One(1)~~ Representatives from local welfare agency
- ~~One(1)~~ A representative from Culinary Training Institute
- ~~One(1) ClarkCounty~~ Child care providers (~~CommunityPartners~~)
- ~~Three(3)representativesfromnon-profit-serviceproviders~~ A representative from all SNRHA Onsite Service Providers

### 15.III. FAMILY SELF-SUFFICIENCY PARTICIPANT RECRUITMENT AND SELECTION CRITERIA

#### Family Notification:

#### FAMILY SELECTION PROCEDURES:

In accordance with applicable federal regulations, families are selected without regard to race, color, religion, sex, handicap, familial status or national origin.



SNRHA will also observe all federal regulations related to FSS participation for all applicants. The family members must:

- Be a current participant and in good standing with the SNRHA Public Housing Program
- Be the Head of Household (HH) on the lease

SNRHA will use multiple methods to inform and recruit minority and non-minority program participants. Promotional materials are distributed to program participants and to applicants who are near completion of the lease-up process. These materials **may** include flyers, posters, FSS Brochure, and Interest Form. These materials **will** highlight program information and incentives.

All **HCV potential** program participants ~~at their briefing~~ will be provided with an FSS interest form to complete. Additional outreach will be done through the Section 8 Tenant Informer Newsletter and **program brochures, which will be available in all SNRHA lobbies. are available in our lobby.**

Participant Selection: Eligible participants will be placed on the **HCV FSS Wait Interest List**. Applicants shall be selected in order of the date they were placed on the waiting list, ~~and the date of next annual re-examination. and then preferences.~~ **If the FSS program is at capacity, the order of preference will be For the voucher FSS program, preference will be given** to HCV Program FSS **port-in** participants, then to those PH residents receiving HCV assistance as a result of demolition of their PH developments, **and then to Foster Care Youth preference voucher holders.**

One or more **program orientation meetings sessions** will be held depending upon the level of written interest/response received. Each such orientation will be facilitated by an **FSS Coordinator.**

~~Applicants will be given the opportunity to provide a written interest statement at the time they are admitted to the HCV program. All interested participants will complete an interest form at annual recertification, if not enrolled.~~

#### **Family Intake Procedures:**

After lease-up or occupancy, the **potential participant is will be placed on the applicable FSS waiting Interest list until there are available FSS slots available..-**

Applicants will be denied participation if:



- They were previous participants in FSS and received an escrow distribution ~~and~~ or violated the family obligations under the program
- Have an unpaid debt to any PHA ~~Applicants will be notified, in writing, of their~~

~~status within 15 days.~~ Each eligible

Head of Household (Head of Household) will be ~~so~~ notified, within 15 days, in writing or other communication method ~~as~~ requested by a participant with a disability. ~~and given a date/time for their initial FSS program briefing. This briefing may be conducted individually or in a group.~~ The Head of Household will be given an appointment for their initial FSS Orientation session. These sessions may be conducted individually or in a group setting.

For each program applicant deemed ineligible for FSS program participation, the written notice shall inform the family of reason (s) for denial with enough specificity to allow them the opportunity to provide specific written evidence of eligibility and inform them of their right to an informal review of the decision to be held conducted by the housing manager.

Each family must complete a Pre-Assessment Form. The Pre-Assessment Form is a tool that will be used to establish a base level of need. It will be used, for case management purposes only, to determine the participant's level of education, job skills, prior work experience, career interest and program readiness. It will not be used to screen-out any participant.

#### 15.IV. FSS PROGRAM ENROLLMENT

##### **Nondiscrimination in FSS Program Recruitment, Selection and Services**

The SNRHA will not discriminate against applicants for or participants of its *Family Self Sufficiency (FSS)* program because of their race, education level, age, job history or performance, credit rating, marital status, number of children, skills or developmental disabilities.

##### **Initial Intake Activities:**

Upon written notice of program acceptance, the **PH** participant will be scheduled for a meeting with the FSS Coordinator or Designee to set goals, objectives and tasks.

During the meeting the FSS Coordinator will describe the:

- education/jobs training programs and terms of participation for each program;
- available supportive services and terms for participation;
- "binding obligations" of the family through the *FSS Contract of Participation*;



The participant and the FSS coordinators will jointly develop the participant's Individual Training and Service Plan (ITSP).

The **Intake folder** shall include at least the following forms of data:

- Needs Assessment
- Recent HUD 50058 to begin the enrollment process.
- Be in compliance with family obligations
- ~~Are-exam must be completed if not done within the last 120 days.~~
- Participant Goal-Setting **Worksheet/ITSP**
- Copies of any existing service agreements (e.g., *school registration, childcare, etc.*)
- Contract of Participation Form **with the ITSP**

#### **Developing the *Individual Training and Service Plan (ITSP)***

~~The ITSP (see Attachment F) will be jointly developed by the participant and the FSS Coordinator or their designee. The case managers shall allot two hours for this meeting.~~

The ITSP will identify the **economic self-sufficiency and supportive service partners** necessary to assist the participant in achieving their established **FSS** program goals. The ITSP will include, but not necessarily be limited to, the following forms of information:

- ~~Major~~ **Final** and Interim Goal(s)
- Applicable Service Providers
- Targeted **start/end date** for each ~~FSS targeted~~ service **and/or action steps**
- Description of any known/anticipated barriers to timely and ~~or~~ successful completion
- Range of solutions to perceived barriers/obstacles
- Targeted dates for progress meetings with the ~~case manager~~ **Coordinator**

During this meeting, the ~~case manager~~ **Coordinator** will also prepare the:

- Contract of Participation
- Service Provider Referral

~~The FSS Coordinator or designee will advise the HCV program staff when a FSS participant has completed the ITSP.~~

#### **15.V. Contract**



## **Execution**

After the **initial activities** have been completed, the FSS ~~head of household~~ **Head of Household** will be required to sign ~~a~~ **the FSS Contract of Participation (HUD Form 52650)**.

The Contract of Participation (**CoP**) will set forth the terms and conditions of participation in the FSS Program. It also includes the rights and responsibilities of the FSS family and the SNRHA.

The **ITSP** will be an attachment to the FSS Contract. If the FSS participants are receiving benefits under the **Temporary Assistance to Needy Families (TANF)** program, the SNRHA shall establish a goal that the family will become independent from TANF assistance at least one (1) year before the expiration of the term of the ~~Contract of Participation~~ **CoP**. The ~~Contract of Participation~~ **CoP** provides that one of the obligations of the FSS family is to comply with the terms of ~~the PH all housing~~ program requirements.

It is the responsibility of the FSS Coordinator to review, **with the participant**, the ~~FSS Contract of Participation~~, the **CoP** and the **ITSP** in its entirety. ~~This will include a review of both the contract terms~~

During this meeting, the participant will have the opportunity to amend any portion of the ITSP with the concurrence of the **FSS Coordinator**. Should the proposed changes substantially alter the participant's goals in a manner that controverts the program objectives and/or the original selection criteria the ~~manager~~ **Coordinator** must advise the participant of the perceived problem(s). ~~and determine if the participant should be referred to the case manager.~~ Alternatively, should **the FSS Coordinator** determine that the participant is no longer committed to the objectives of the FSS program **the FSS Coordinator** may terminate the **FSS participant's** enrollment process. **Any All** terminations must be made in writing. ~~and~~ The family must be advised of the procedures for obtaining an informal hearing under ~~the public housing or PH~~ the applicable housing program, ~~as applicable. (See section 9.0).~~

~~If the participant affirms their commitment to the ITSP the FSS Coordinator shall prepare the FSS Escrow Worksheet and provide the participant with the appropriate explanation of the rent to be paid and the baseline to determine subsequent amount of the escrow.~~ The participant and **FSS Coordinator** will jointly execute the Contract of Participation. The original of the Contract, and any applicable attachments, will be maintained in the participant folder. ~~A copy of the escrow worksheet and the rent adjustment form will be forwarded to the accounting department within three (3) working days of contract execution.~~ The FSS Coordinator must complete ~~within two working days~~ the 50058 FSS Addendum. At the close of this meeting, the participant will be provided with copies of the:

- Service Provider Referral Letters (original with copies to file)





- Contract of Participation and ITSP (copy)
- Escrow Worksheet, *if applicable* (copy)
- ~~ITSP~~

### 15.V.A. Employment and Education Requirements

At any time the **participant Head of Household** is not enrolled in an approved jobs training or educational program, the participant shall be required under the Contract of Participation to seek and maintain suitable employment of at least 20+ hours per week. ~~Only the head of household of the FSS family will be required to seek and maintain suitable employment.~~ To *seek employment* means to provide evidence that he or she is actively completing/submitting job applications, participating in job interviews, and/or soliciting job leads. ~~through the Nevada Employment Services.~~ The participant must complete and submit the *Documentation of Search Form* and submit monthly to the FSS Coordinator.

Determination of a participant's **employability** shall be ~~made by the SNRHA~~ based on skills, education, prior work experience and or jobs training, as well as the perceived level of work opportunities based on individual attributes. ~~The FSS Coordinator may waive the employment obligation where justified.~~

Alternatively, a participant may be enrolled in an educational program that is expected to result in the award of **a diploma, certificate or degree**. For anything other than *remedial/basic education*, the FSS participant must provide evidence that they are enrolled **full-time** in accordance with the institution's requirements for **full time status for day students**. The participant may also be required to periodically provide evidence that they are **continually** enrolled throughout the calendar year.

Summarily, the FSS participant must be employed or in school/jobs training on a full time basis, or evidence a combination of school and work.

Participants must attend a FSS Support Group once every six month. **Reasonable**

~~accommodations will be made upon request for FSS applicants with disabilities.~~

~~The~~

~~SNRHA will work closely with heads of household who are disabled and may require a disability-specific job training program and the members of the agency's Section 504 advisory committee to identify and secure resources necessary to meet the self-sufficiency goals of heads of households with disabilities.~~ SNRHA and the FSS participant must mutually agree to modify the Contract of Participation. However, no approvals for change of head of household shall be approved unless it is due to the death of the head of household as identified at the time of signed the COP or as a reasonable accommodation approved by SNRHA's 504 Coordinator.



15.V.B.

## Contract Term

The Contract of Participation (COP) shall provide that each FSS participant will be required to fulfill their FSS obligations in not more than five (5) years after the effective date of the contract. This COP is a binding, five-year agreement between the Head of Household and the Southern Nevada Regional Housing Authority. This COP must:

- a. Help develop the Individual Training & Service Plan (ITSP).
- b. List interim and final goals – one of which must be that all family members are off welfare assistance and remain independent for at least one year before contract expires, including any extensions.
- c. Include “seek and maintain suitable employment” clause which includes employment, interviews, and other activities related to job search. (An employment counselor will determine the definition of ‘suitable employment’ for occupations outside the norm.)
- d. Include baseline information – income, rent, and employment status.

The COP will be discussed in detail with interested family members, prior to being signed by the **Head of Household**; however, the family must be in compliance with all lease terms and conditions.

Other household members, 18 or older, may enroll in FSS at any time during the program. These household members will be required to work one-on-one with the FSS Coordinator to develop and sign their own ITSP.

~~During, the term of the COP, changes may be made to the ITSP and/or change of the FSS designated HH, by written request. The FSS Coordinator will make the determination to accept or reject the proposed change and notify the participant in writing.~~

During the term of the COP, changes may be made to the ITSP and/or change of the FSS designated **Head of Household** by written request. The FSS Coordinator will forward the request as appropriate. Once the decision has been made, the Coordinator will respond in writing.

The participant will have ten (10) days, to appeal the decision to the FSS Program Supervisor or designee. The participant shall have the opportunity to present written or oral objections.

### Case Files

The FSS Coordinator will maintain an individual case file on each FSS participant. The file will contain the following documents:

- Contract of Participation
- ITSP(s)
- Interest Form, FSS Pre-assessment & Assessment Forms



- Escrow Calculation and Tracking Forms
- Documentation of program participation
- Case notes detailing each contact with the participating family
- Extension and other related forms and letters
- Referral letters and other relevant correspondence
- Termination forms

### **15.V.C. Escrow Account Management**

Escrow accounts are maintained on each participant **who is earning escrow**. The escrow calculation allocates monthly savings amounts for each family, based on increases in their rent due to increased earned income (salary and wages).

The annual or interim recertification exam determines when and how much change there will be to the Total Tenant Payment (the tenant's portion of the rent and utilities), which will then result in changes to the escrow accruals.

(Special **Public Housing and HCV** Notice: HUD approved income exclusions {earned income disallowance} will affect the FSS escrow account accruals.)

In an effort to maximize investment earnings, FSS escrow funds are combined and placed in a HUD approved investment instruments. The interest paid on the actual investment will be credited to the individual FSS escrow accounts at least annually.

The participant will receive an escrow statement annually. This report will include the current monthly escrow credit along with the total escrow and interest accrual to date. These annual escrow reports serve both as a way to measure progress and as a motivator for pursuing self-sufficiency goals.

#### **Interim Escrow Withdrawals**

~~SNRHA shall not allow interim withdraws from escrow except at the time of closing for homeownership.~~

#### Interim Escrow Withdrawals

A **Head of Household** may be permitted to withdraw escrow funds for program and/or supportive services expenses such as completion of higher education, job training or start-up expenses for new business,<sup>1</sup> however, the participant must:

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<sup>1</sup> The withdrawal is limited to one within a 12-month period. No duplicate disbursements will be honored except in the case of education. The escrow withdrawal cannot exceed 50% of total escrow except for homeownership expense, which cannot exceed 90% of total escrow.



- Not owe a debt to SNRHA(unless the participant is current with a repayment agreement
- Be in program compliance with both FSS and housing
- Submit a written request for and documentation of the need to the FSS Coordinator
- Attend one FSS Support Group within previous 12 months
- Be actively pursuing FSS goals and meeting regularly with the FSS Coordinator
- Use the escrow funds for purposes of meeting program goals only; otherwise the participant may be terminated from the FSS program
- Other resources have been investigated and used whenever possible

#### Special Notices:

Interim disbursements due to extenuating circumstances must be approved by the Director of Supportive Services.

Disbursements will not be made for transportation unless the participant is employed.

All written requests for interim disbursements will be submitted to the Director of Supportive Services, after the FSS Coordinator has reviewed the request, determined the adequacy of documentation and the level of need. The Director of Supportive Services may approve or deny the request, based on the submission, according to federal guidelines.

The FSS Coordinator will inform the participant of the request results.

- If the request is approved, the interim escrow distribution check will be prepared within five (5) days. Within thirty (30) days after the escrow funds are received, the participant must provide documentation that the funds were used for the stated purpose. If proper documentation for the use of the funds is not received, the participants must return all funds receive. If funds are not returned, the participant will be terminated from the FSS Program.
- If the request is denied, the FSS Coordinator will mail, to the participant, a written notification highlighting the reason(s) for denial.

#### **15.V.D. Contract Extension (for Good Cause)**

The SNRHA shall, in writing, extend the term of the Contract of Participation on a finding of *good cause*. The extension may be granted. Only one extension shall be granted per participant and it shall be for 24 months. The family must make a written (or other method of communication as required for disabled participants) request for the extension specifically stating the grounds for the extension.

*Good Cause* is shall be defined to mean circumstances beyond the control of the FSS family such as a serious illness or loss of employment by the head of household. These circumstances must be verified by third party methods. The participant must have demonstrated active participation and progress in the FSS program.



Approved extension of the Contract of Participation will entitle the FSS family to continue to have amounts credited to the FSS family's account. Extension will be granted by FSS Coordinator with the Director of Housing Programs or Housing Programs Manager's approval. There is no grievance process available when an extension is denied.

#### **15.V.E. Contract Modifications**

The SNRHA and the FSS participant must mutually agree to modify the Contract of Participation.

However, no approvals for change of head of household shall be approved unless it is due to the death of the head of household as identified at the time of sign the COP.

The COP must be modified in writing with respect to changes to the participant's individual training and supportive service plan, the FSS contract, and/or the designated head of the family.

If an FSS service partner fails to deliver the supportive services pledged pursuant to a participant's ITSP, the SNRHA shall make a good faith effort to obtain the same or similar services from another agency. If the agency is unable to obtain like services for the participant the housing manager and participant shall determine whether the absence of the services will substantially impair the participant's ability to advance their stated FSS goals and/or to achieve economic self-sufficiency. If the absence of certain services will severely impact the participant's ability to achieve their original goals, **the FSS Coordinator is authorized to assist the family in modifying the** ITSP, removing any contract obligation of the participant to receive unavailable services and revising, as appropriate, the contract terms.

#### **15.VI. Penalties for Failure to Meet or Exceed the Contract Terms**

**The FSS Coordinator** shall clearly explain that violations or non-compliance with the provisions of the Contract of Participation, which includes full compliance with the **Section 8 voucher, applicable housing program** shall result in one or more penalties to include: termination of participation in the FSS program, reduction or forfeiture of escrow account.

#### **15.VII. PROGRAM ACCOUNTABILITY AND REPORTING**

##### **Service Partner Follow-Up**

Service providers will be asked to complete and return the bottom portion of the *FSS Referral Form* when the family has completed their initial intake activities with the service partner. The FSS **Coordinator** must contact any participant who fails to initially utilize the service provider(s) within 30 days of the initial date of referral or within referral timeframe.



Service providers will be encouraged to contact the FSS ~~CaseManager~~ **Coordinator** when the participant fails to follow through or encounters obstacles to service or program completion.

#### **15.VII.A. Participant Accountability**

FSS participants are required to meet with their assigned case manager on a monthly basis for the first three months of program activity. Thereafter, the ~~casemanager~~ **Coordinator** and participant will meet on a quarterly basis. If there are problems or if the ~~casemanager~~ **Coordinator** suspects non-compliance the participant may be ~~placed~~ **required to** meet on a monthly basis.

The participant's progress will be charted on their Individual Training and Service Plan (*ITSP*). The ITSP will serve as a worksheet for tracking progress in the areas of *education, job skills training, jobs placement, transportation, childcare, etc.* Any necessary revisions to the ITSP will be made as a result of the progress (or lack thereof) documented through the ITSP. New referrals and or adjustments in interim goals may also occur.

Attendance at the scheduled meetings ~~withthecasemanageris~~ are mandatory. Failure to maintain two or more appointments within the first six months is grounds for termination from the program. Only the Director of ~~Operations~~ **Supportive Services** may grant a waiver. ~~tothispart.~~

#### **15.VII.B. Successful Completion of the Program**

Successful completion of the FSS Program occurs at any time during the FSS term, if the following conditions are met, and the participant **has**

- **Has** achieved his/her personal goals stated on the FSS ~~Contract~~ **CoP**; and
  - Certifies in writing that family members have not received welfare cash assistance during the previous twelve consecutive months;
- or -
- 30% of the family's monthly adjusted income equals or is greater than the Fair Market Rent amount for the unit size for which the family qualifies.

The FSS Head of Household must complete established Contract goals in order to successfully graduate, but will not be disadvantaged if other adult family members with Individual Training & Service Plans fail to complete their goals.

FSS participants may successfully complete the program in less than the five-year Contract term, if they have met all other requirements. Successful program graduates are not required to



leave subsidized housing.

The full balance of escrow, less any outstanding debt to SNRHA that exists at that time, will be given to the successful participant four to six weeks after the effective date of program completion.

There are no restrictions on the use of the escrow funds, and the U.S. Internal Revenue Service has ruled that these funds are not subject to federal income tax.

### **15.VII.C. — SNRHA Reporting**

~~The SNRHA will prepare the *Participant Status Report (PSR)* (see Attachment L) for each regularly scheduled meeting of the PCC. This report will include, but not necessarily be limited to:~~

- ~~• Name and major goals of persons enrolled since the last meeting of the PCC~~
- ~~• Name and description of any new service partners since the last meeting of the PCC~~
- ~~• Summary of problems encountered with any service partner~~
- ~~• Summary of obstacles encountered by any participant and proposed solutions~~

### **15.VII.D. Annual Escrow Reports**

The FSS Coordinator shall prepare and mail the participant their *FSS Annual Report* annually. The annual report will include:

- participant's balance at the start of the reporting period
- amount of rent payment that was credited to the FSS account during the reporting period
- any deductions made from the account for amounts due the agency before interest is distributed
- amount of interest earned on the account during the year
- total in the account at the end of the reporting period

### **15.VIII. HUD Reporting**

The SNRHA will submit a report to HUD regarding the FSS Program. This report is entitled the FSS Action Plan and shall contain the following information:

- 1) A description of the activities carried out under the program.
- 2) A description of the effectiveness of the program in assisting families to achieve economic independence and self-sufficiency.





- 3) A description of the effectiveness of the program in coordinating resources of the community to assist families to achieve economic independence and self-sufficiency.
- 4) Any recommendations by the SNRHA on the appropriate local PCC for legislative or administrative action that would improve the FSS.

The Annual report is due to HUD on or before **January 30**.

The HUD 50058 FSS Addendum (~~see Attachment M~~) will be prepared as part of the initial enrollment and annual recertification process and electronically submitted to HUD the month following the close of the initial or annual certification.

#### **15.IX. TENANT PAYMENTS AND ESCROW CREDITS AND DISBURSEMENTS**

~~For the public housing program, the housing managers shall establish the family's (tenant's) rent based on the lesser of the Total Tenant Payment (TTP) or Ceiling Rent minus any applicable allowance for tenant paid utilities.~~

~~For the PH program, the PH FSS Coordinator shall compute TTP using the HUD formulas in effect.~~

The FSS credit shall be computed as follows:

- 1) The FSS credit shall be the lesser of 30% of monthly adjusted income minus the family rent, which is obtained by disregarding any increases in earned income, from the effective date or the contract of participation; and
- 2) The current family rent less the family rent as of the effective date of the contract of participation.

For FSS participants who are *low income* (but not very low income), the FSS credit shall be the amount determined in accordance with the formula above, but which shall not exceed the amount computed for 50% of median income.

FSS participants whose adjusted annual income exceeds the low-income limit shall not be entitled to any FSS credit.

The SNRHA shall not make any additional credits to the FSS family's escrow account when the family has completed the ~~contract of participation CoP, in accordance with 13.0, or~~ when the ~~contract of participation CoP~~ is terminated or declared null and void, or when the family has a zero Housing Assistance Payment (HAP).

#### **15.X. TERMINATION OF THE FSS CONTRACT OF PARTICIPATION**



#### **15.X.A. Mutual consent of the parties**

When the SNRHA and family agree that the FSS program ceases to meet the needs of the family, the FSS contract may be terminated. This must be indicated in writing and signed by both the ~~head of household~~ **Head of Household** and a representative of the SNRHA. **Any amount in the family's FSS escrow account will be returned to SNRHA's HAP the appropriate housing program funds**

The family may reapply after one year from the date of ~~prior~~ terminations, ~~at any time in the future with acceptance~~ being based on availability of space in the program. However, priority for participation will be ~~for~~ to those who have not previously participated in ~~FSS~~ **the program**.

#### **Failure or refusal of the FSS participant to honor the terms of the contract**

#### **18.X.B. Expiration of the contract term, and any extension thereof**

When the contract period ends, including any extensions granted, whether or not requirements have been met, the current contract will expire. ~~The family may reapply for a new contract at any time in the future.~~ Any amount in the family's FSS escrow account will be ~~returned to SNRHA's HAP funds~~ **forfeited**.

#### **15.X.C. Voluntary withdrawal from the program**

A participant may elect to withdraw from the FSS program without penalty at any time during participation in the program. ~~The family may reapply at any time in the future.~~ Any amount in the family's FSS escrow account will be ~~returned to SNRHA's funds~~ **forfeited**.

#### **15.X.D. By other such act as deemed inconsistent with the objectives of the FSS program**

This includes, but is not limited to, fraud, illegal activities or any activity that would normally result in eviction from public housing community or termination of the ~~PH unit~~ **HCV voucher**. Any amount in the family's FSS escrow account will be ~~returned to SNRHA's Operating funds~~ **forfeited**.

#### **15.X.E. By operation of law**

~~If the FSS program itself is terminated by an act of law, all contracts will automatically expire. Any amount in the family's FSS escrow account will be returned to SNRHA's HAP funds.~~ Excerpt from HUD 2014 FSS Program NOFA:

**5 b. FSS Program Termination Due to Reduced Funding.** There are no statutory or regulatory provisions that allow for the wholesale termination of an existing FSS program.



Loss of funding for the FSS coordinator position does not relieve the PHA of its contractual obligation to families already under FSS contract.

#### 15.XI. Terminations:

##### **Failure to Meet Contract Obligations/ Involuntary Terminations**

The following actions are considered failure of the FSS participant to meet its obligations under the contract of participation *without good cause*, including the failure of ~~anPHA~~ a program participant to comply with the contract requirements because the family has moved outside of the jurisdiction of the SNRHA

- ™ Eviction from public housing unit; ~~loss of HCV voucher~~
- ™ Failure to complete activities on the Individual Training and Service plan on a repeated basis, as well as failure to attend appointments with FSS Coordinator;
- ™ Failure to meet requirements for graduation within the five (5) year term of the program or an approved extension;
- ™ Failure to complete 12 months of participation prior to porting-out

The family's FSS escrow account will be forfeited, however, the family may re-apply to the FSS Program after a minimum twelve months unless otherwise approved by the Director of ~~Operations~~ Supportive Services.

#### 15.XII. Achievement of Self-Sufficiency by the family/Completion of the contract

The family completes its ~~contract of participation~~ CoP when thirty percent (30%) of the family's monthly adjusted income equals or exceeds the published Fair Market Rent (FMR) for the size unit for which the FSS family qualifies based on the agency's subsidy standards. The ~~Contract of Participation~~ CoP will be considered completed and the family's participation in the FSS program will be concluded on this basis even though the contract term, including any extension thereof, has not expired, and the participant(s) subject to an ITSP have not completed all the activities set forth in their plans. No escrow will accumulate once the family's income exceeds 30% FMR

#### ~~15.XIII. — Expiration of the contract term, and any extension thereof (duplicate info)~~

~~When the contract period ends, including any extensions granted, whether or not requirements have been met, the current contract will expire. The family may reapply for a new contract at any time in the future. Any amount in the family's FSS escrow account will be returned to SNRHA's HAP funds.~~

~~The Contract of Participation is automatically terminated if the family's lease is terminated in accordance with HUD requirements. — Any amount in the family's FSS escrow account~~



~~will be returned to SNRHA's Operating funds.~~

### **Voluntary withdrawal from the program**

~~A participant may elect to withdraw from the FSS program without penalty at any time during participation in the program. The family may reapply at any time in the future. Any amount in the family's FSS escrow account will be returned to SNRHA's Operating funds.~~

### **Option to Terminate Section 8 Housing and Supportive Service Assistance**

~~The SNRHA may terminate or withhold PH program housing assistance, the supportive services, and the FSS family's program participation, if the SNRHA determines, in accordance with applicable HUD requirements, that the FSS family has failed to comply *without good cause* with the requirements of the Contract.~~

### **Noncompliance:**

Each participant is expected to maintain compliance with the terms of the Contract of Participation and to consistently progress toward his/her stated goals.

~~Noncompliance is defined as, the participant's refusal or neglect to consistently progress toward his/her stated goals or the refusal or neglect to accept employment.~~

### **Good Cause**

*Good cause* is defined as those reasons, which are acceptable as valid grounds for periodic noncompliance with the contract, including the refusal to accept employment. The duration and number of instances of noncompliance will be evaluated in determining appropriate action. Reasons constituting *good cause*, include but are not necessarily limited to:

#### **1) Short-term illness**

This includes illness of the contracted participant or other family member requiring the presence of the contracted participant. If the duration of the illness is more than thirty (30) days, a review will be conducted to determine if the existing contract should be terminated, with the possibility of later reinstatement.

#### **2) Inadequate/unavailable child care**

If the problem is long-term or frequent, the SNRHA may recommend alternative childcare options through the local child care management agency.

#### **3) Transportation problems**

This includes breakdown or disruption in transportation arrangements with no ready access to alternative transportation.

#### **4) Supportive services problems**



This includes a breakdown of disruption in established support services, other than childcare or transportation with no ready access to alternative services.

**5) Conflicting demands**

This includes individuals who miss appointments or fail to attend an activity because of job interviews, court appearance, or employment during the time the activity occurs. It also includes individuals for who participation in an activity would result in loss of employment.

**6) Personal or family crisis**

This includes any kind of crisis or household emergency that interferes with participation, such as death of a family member, or other justifiable circumstances.

**7) Time Constraints**

Selected activity requires more than forty hours per week

**8) Component becomes unavailable/inappropriate**

Participant has been referred to or is participating with a FSS program provider and for reasons beyond the ability of the participant to prevent or control; their participation is terminated or program policy changes thereby disqualifying the individual.

**9) Employment discrimination**

The employment, offer of employment, educational or jobs training opportunity is limited or denied on the sole basis of FSS activity discriminates in terms of age, sex, race, religion, ethnic origin, or handicapping condition.

**10) Net Loss of Income**

Accepting a job that would result in a net loss of income for a household. Net loss is determined by assessing the total earnings, unearned income and cash assistance less work-related expenses such as transportation, one-time cost of tools, uniforms, etc. If the resulting amount is less than that prior to accepting the job, good cause may be found.

**Transitional Supportive Services**

The SNHRA may continue to offer **supportive services** to former FSS family who **has** **have successfully completed its contract of participation the CoP. and whose head of family is employed, appropriate FSS in becoming self-sufficient (if the family is still in the PH program), or in remaining self-sufficient (if the family is no longer in the PH program).**



15.XIV.

## COUNSELING AND CORRECTIVE ACTION STANDARDS

### **Informal Conference**

In the event it is determined by the SNRHA that the participant is not in compliance with their contract of participation and/or has refused or neglected to consistently progress toward his/her stated goals, the participant will be issued a *written program warning* and given the opportunity to discuss the charge of noncompliance in an *informal conference* with the FSS Coordinator and to explain the reasons for his/her actions.

If it is found that the reason(s) for noncompliance are for *good cause*, a record will be made of the facts and circumstances surrounding the noncompliance. The participant will be counseled regarding the situation and will be issued a written *FSS Counseling Statement* that indicates the participant may continue provided the participant complies with the specific terms of the Counseling Statement. If the participant continues and fails to modify his/her conduct to meet compliance requirements, the participant will be subject to written formal corrective action. The initial counseling session will be conducted by the assigned FSS Coordinator.

If it is found that the reasons for noncompliance are not for good cause or that the participant has failed to take corrective action(s) within the timeframe stated in their *FSS Counseling Statement*, the SNRHA will take the following corrective action measures:

### **Corrective Action Measures**

Within three (3) days of determining that the participant's reasons for **continued noncompliance** are not for good cause, or that the participant has failed or neglected to modify his/her conduct after issuance of the Counseling Statement, the SNRHA will issue a *Notice of Intent to Terminate FSS Services/Contract of Participation* to the participant. This notice shall provide for a 30-day opportunity to cure the problem(s) by submitting third party (or other documentation as requested by the agency) that the problem(s) have been rectified. The initial and follow-up Notices will include, but not necessarily be limited to the following information:

- a. Description of the act(s) of noncompliance;
- b. Actions the participant must take to resume compliance
- c. Requisite time frames for documenting corrective action;
- d. A statement of the participant's right to explain the reasons for noncompliance;
- e. Consequences of noncompliance if good cause is not shown by the participant;
- f. The method of response required and the date by which it is to be received;
- g. The participant's right to request a modification to the contract and/or meet with the SNRHA's Director of Operations or their FSS Coordinator;



- h. The participant's right to request an informal hearing of the decisions;
- ~~and~~ i. A statement that the participant's immediate and continued consistent compliance will end corrective action.
- j. A copy of the grievance policy or informal hearing process and a form to request an informal hearing

#### **15.XV. FSS HEARING PROCEDURES FOR PARTICIPANT TERMINATION**

The FSS participant must respond to the *Notice of Intent to terminate FSS Services/Contract of participation* within ten (10) days by requesting an informal hearing as outlined in the approved SNRHA grievance procedure.

If the participant does not respond to the Notice of Noncompliance and/or fails to present acceptable proof of compliance or to request the *hearing* in the time frame prescribed, the participant will be terminated as of the dates stated in the Termination Notice. As a result of termination of participation in the FSS program:

1. All money in escrow is forfeited;
2. The family will forfeit the FSS slot availability;
3. The individual terminated will not be eligible to reapply for participation for a period of one year following termination.

~~If a Section 8 participant is proposed for termination from the FSS program for noncompliance the participants shall receive a letter of intent to terminate with the specific grounds for termination and their right to request an informal hearing under the agency's adopted Section 8 hearing policy and procedure. The participant must request the hearing in writing with 10 calendar days of any notice of action.~~

If the participant requests a hearing all termination action will be stayed until a decision has been rendered by the ~~hearing officer~~ Director of Supportive Services.

#### **15.XVI. THE FSS FAMILY ESCROW ACCOUNT**

The SNRHA shall maintain all FSS participant escrow accounts in accordance with HUD's regulations for recording program accounts.

During the term of the Contract of Participation, the SNRHA shall periodically credit payments, but not less than annually, to each participants escrow account.

The SNRHA will issue an annual report to each FSS participant on the status of their escrow account.

Any investment income for funds in the FSS escrow will be prorated and credited to





each participant's account at the end of the period for which the investment income is credited.

If the FSS participant has not paid the family's contribution towards rent during the month in which such payment was due, or the other amounts, if any, due under the Public Housing lease and/or amounts due the SNRHA under the HCV program (e.g., repayment agreement), the balance in the account shall be reduced by that amount before prorating/calculating the interest income earned.

If the family is a HCV program port-in and the SNRHA absorbs the family, the initial PHA must send the funds in the family's escrow account to the SNRHA to administer.

A family in the SNRHA HCV program may port-outs to the jurisdiction of a receiving PHA as long as the FSS participant has been in the SNRHA's program for at least 12 months, and as long as the receiving PHA has an FSS program and will accept the family.

If the receiving PHA has an FSS Program and will accept/absorb the family, then the receiving PHA will execute a new contract for the remaining time on the initial Contract. SNRHA will send the family's escrow funds to the receiving PHA and will close the contract at SNRHA.

If the receiving PHA does not have an FSS Program, then the family forfeits their FSS escrow account.

#### **15.XVII. COMPLETION OF THE CONTRACT OF PARTICIPATION**

The Contract of Participation is completed when one of the following occurs:

- 1) The FSS family has fulfilled all of its obligations under the contract on or before the expiration of the term of the contract, or
- 2) Thirty percent (30%) of the monthly adjusted income equals or exceeds the published existing fair market rent for the size of the unit for which the family qualifies under the SNRHA subsidy standard, and the FSS head certifies that all family members are welfare free and have been for a one year period.
- 3) The family leaves the HCV program or vacates the public housing units.

#### **15.XVIII. DISBURSEMENT OF THE FSS ESCROW ACCOUNT**

##### **Eligibility for Disbursement**



When the SNRHA determines that the FSS family has fulfilled its obligations under the ~~Contract of Participation~~ CoP, prior to the expiration of the contract term, and the ~~head of household~~ Head of Household submits a certification that to the best of his or her knowledge and belief no family member is receiving welfare benefits and all family members have been welfare free for the 12-month period preceding the date of the family certification (~~Should~~ **Must** be verified by FSS Coordinator) the amount in the FSS escrow account for that family, in excess of any amount owed to the SNRHA, shall be approved for payment to the ~~head of the FSS family~~ Head of Household.

If the SNRHA determines the FSS family has fulfilled certain interim goals established in its Contact of Participation and needs a portion of the escrow account funds for purposes consistent with the ~~Contract of Participation~~ CoP, such as completion of education, job training, or to meet startup expenses necessary in creation of a small business, the SNRHA at its sole option, may disburse a portion of the funds from the family's escrow account to assist ~~them in order to meet such~~ with expenses. (See ~~15.0~~ 15.V.C. - Interim Escrow Withdrawals)

### Disbursement Procedures

When an FSS Participant becomes eligible for amounts held in an Escrow account, before disbursement of the ~~FSS escrow~~ funds to the family, the following will occur:

- 1) ~~Participant~~ The Coordinator will verify the welfare-free status of all family members, then will prepare and submit a Request for Escrow Release. (~~See Attachment~~) and submit the Family Certification to the FSS Coordinator/HAS I; (~~see Attachment P~~). ~~the SNRHA by requesting~~ copies of any documents which may indicate whether the family is receiving any TANF assistance, and contacting the Welfare Department to establish the date of final payment of TANF benefits to any household member;
- 2) The FSS Coordinator will complete an audit of the program requirements and escrow account within five (5) working days from the date of the request;
- 3) The Occupancy Specialist will provide a certification that the participant is in compliance with the terms of their ~~certificate or family obligations under the~~ HCV or public housing program.;
- 4) The FSS Coordinator will prepare an adjustment slip indicating the total of ~~the~~ eligible funds to be released.
- 5) The following documents will be forwarded to the ~~appropriate~~ Resident Program Coordinator (FSS program supervisor) for final review and approval:



- FSS Participant file, including audit and final adjustment slip;
- Family Certification
- Program Compliance Certification
- FSS Program Completion Certification

FSS staff will submit the approved adjustment slip to the accounting department for final disbursement. No disbursement of escrow funds will be made without an adjustment slip that has been approved by the FSS Program Supervisor. ~~or HCV or public housing manager.~~

### ~~INTERIM DISBURSEMENTS FROM THE FAMILY'S ESCROW~~

#### ~~ACCOUNT SNRHA Policy Governing Interim Disbursements~~

~~The SNRHA Section 8 Housing Choice Voucher FSS Program does not permit interim disbursements from its escrow account except as needed at closing for homeownership.~~

#### **15. XIX. SNRHA Actions When Participant Successfully Completes the Contract of Participation.**

The FSS participant shall be scheduled to meet with their ~~case manager~~ Coordinator within ten working days of the determination that they have successfully completed the terms of their ~~Contract CoP.~~

~~The FSS Coordinator shall review the escrow account information, received from the accounting department, with the participant. The case manager shall inform the participant of the date the check will be available for disbursement.~~

*Graduates* shall be presented with a Certificate of Completion

#### **Staff Reporting on FSS Graduates**

The FSS Coordinator shall prepare a *personal report* on each graduate to be made a part of the SNRHA Board and PCC reporting packet. This report should include:

- 1) Name and age of graduate
- 2) Start and end date of FSS program participation
- 3) Summary of major program achievements (e.g., GED completion, graduation from the *Culinary Union training program, etc.*)
- 4) Family plans for use of escrow funds (e.g., *home purchase*)
- 5) Current and future plans for employment and/or continued education or training



## SNRHA GRIEVANCE PROCEDURE SUMMARY

### I. SNRHA GRIEVANCE PROCEDURE SUMMARY:

The Southern Nevada Regional Housing Authority (SNRHA) Grievance Procedure is available to all applicants and residents of the following SNRHA Housing Program:

- The SNRHA Conventional Public Housing Program
- Section 8 **Housing Choice** Voucher Program

The purpose of the SNRHA Grievance Procedure is to provide applicants and residents opportunity for a hearing and/or due process review of SNRHA decisions that adversely affect their housing assistance.

### II. DEFINITIONS:

For purposes of the SNRHA Grievance Procedure, the following definitions shall be applicable:

- A. Adverse Action** means a decision made by SNRHA to terminate or deny housing assistance to a family.
- B. Applicant** means a family who requests SNRHA housing assistance by submitting an application for housing to the following housing program:
- The SNRHA Conventional Public Housing Program
  - Section 8 **Housing Choice** Voucher Program
- C. Conventional Public Housing Program** means federally subsidized housing owned and managed by the SNRHA.
- D. Decision** means a written determination of a Grievance prepared by the SNRHA Hearing ~~Officer~~ **Representative**.
- E. Denial** means a refusal affecting a person's eligibility status.
- F. Dispute** means to question the validity or truth of an administrative action taken by the SNRHA.
- G. Family** means the individual who is listed as the head of household on a SNRHA housing application and/or all persons listed as residents on a Public



Housing Lease Agreement, or Section 8 Housing Voucher Program participant.

- H. Grievance** means a complaint submitted by a SNRHA applicant or public housing resident about a SNRHA decision that adversely affects an applicant or a public housing resident's housing assistance or eligibility therefore.
- I. Grievant** means an applicant, public housing resident, or Section 8 Housing **Choice** Voucher Program participant who submits the complaint referenced in paragraph F above.
- J. Hearing** means an impartial review of a grievance and all related oral and documentary evidence, conducted by an impartial third party designated by the SNRHA.
- K.** HUD means the Department of Housing and Urban Development.
- L.** Informal Hearing means an informal process conducted by the Hearing ~~Officer~~ **Representative** or designated person to review oral and documentary evidence pertinent to the facts and issues raised when a Section 8 participant appeals an adverse action which has been taken or is proposed to be taken.
- M. Informal Review** means a review of a grievance and all related oral and documentary evidence, conducted by the SNRHA official responsible for making the decision that gave rise to the grievance, in consultation with the Grievant.
- N. Informal Settlement** means a written agreement between a SNRHA **Property Asset** Manager and a Public Housing Grievant that resolves a grievance without a formal hearing.
- O.** Involuntarily Displaced means having to move from a residence through no fault of your own.
- P.** SNRHA means the Southern Nevada Regional Housing Authority.
- Q.** Participant means a family in the Section 8 **Housing Choice** Voucher Program that holds a valid voucher issued by the SNRHA; or Currently occupies a unit assisted under the Section 8 Program; or
- Continues to occupy an assisted unit after the SNRHA suspends housing assistance payments due to landlord default, but does not have a transfer voucher; or
  - Vacates an assisted unit before requesting a transfer voucher for reasons



beyond their control; or

- Has made a timely request for a transfer voucher; or
- Has made a timely request for an informal hearing.

R. **Property Asset Manager** means the SNRHA employee who is responsible for the day-to-day operations of the public housing community that the Grievant resides in.

S. **Resident** means adult persons listed on a SNRHA public housing lease who live in a SNRHA public housing apartment or scattered site home; or

Resides in the unit, and who is the remaining family member of the resident family.

**This definition does not include those adults designated as live-in aides.**

T. Section 8 **Housing Choice** Voucher Program means federally assisted housing program administered through the SNRHA and where landlords own the units in the private sector.

U. Substandard Housing means a unit that is not livable according to HUD definition.

V. **Unit** means residential space for the private use of the family.

### III. CONVENTIONAL PUBLIC HOUSING PROGRAM GRIEVANCE PROCEDURES

#### A. APPLICANTS:

Applicants who are determined ineligible for housing assistance by SNRHA are entitled to request and receive an informal review of that determination. The informal review will be conducted by the Hearing ~~Officer~~**Representative** or designated person selected by SNRHA, depending on the program. An informal review is a meeting where an applicant's denial of placement on the waiting list or participation in a program is discussed. An applicant may request a meeting to review the reasons, when a claim for a federal preference is denied.



## 1. Notification of Ineligibility

Within ten (10) calendar days of the SNRHA determination of ineligibility, SNRHA must provide written notification to the applicant detailing the following:

- a. the basis for the determination, and
- b. the procedures to request an informal review of the determination. An informal review request form shall be included with the notification of ineligibility.

## 2. Informal Review Request Procedures

An applicant may request an informal review if they are determined to be ineligible for the following reasons.

- Undeliverable mail
  - Unsuitability as a tenant
  - Unfavorable criminal history report
  - Unfavorable management report
  - Non-responsiveness to SNRHA requests/notice/appointment
- a. The applicant must submit a written request for an informal review of the ineligibility determination within ten (10) calendar days of the date the ineligibility notification is received. The request for an informal review shall be submitted to:

**SNRHA Admissions Department  
5390 E Flamingo Road  
Las Vegas, NV 89122**

Upon receipt of the request, the Hearing **Officer Representative** and/or his/her designee shall review the request and schedule a meeting with the applicant within ten (10) calendar days of the date the request is received.

## 3. The Informal Review Meeting

The SNRHA Hearing **Officer Representative** and/or his/her designee shall conduct the Informal Review Meeting. The applicant and/or his/her authorized representative shall be in attendance together with the SNRHA official responsible for making the ineligibility determination at issue.





a. **Presentation of evidence:**

During the Informal Review Meeting, the applicant and/or his/her authorized representative shall be afforded an opportunity to present related documentary and/or oral evidence which discounts, disproves, disputes or otherwise mitigates the basis for the ineligibility determination.

During the Informal Review Meeting, the SNRHA official responsible for making the ineligibility determination shall be required to provide the regulatory and/or policy basis for the determination at issue together with any related documentary evidence.

4. **Preference Denial Meeting**

The applicant must submit a written request for a meeting within 10 calendar days upon receiving the denial of a preference.

SNRHA staff will notify the applicant in writing of the denial within ten (10) calendar days upon receiving the denial.

The applicant must submit a written request for a meeting within ten (10) calendar days upon receiving the denial.

Any person or persons designated by the SNRHA, including the person who made or reviewed the determination, or his or her subordinate will conduct the meeting within ten (10) calendar days upon receiving the request.

5. **The Informal Review Decision Notification:**

Within ten (10) calendar days of the date of the Informal Review Meeting, the SNRHA Hearing Officer or his/her designee shall notify the applicant and/or his/her authorized representative, in writing, of the Informal Review Decision.

6. **The Informal Review Decision:**

The Informal Review Decision shall be prepared by the Hearing **Officer Representative** or his/her designee and shall clearly state the following:

- The date of the Informal Review Meeting.
- The names of the persons in attendance.
- The applicable policy and/or regulatory provisions.
- The decision.
- A statement advising that the Informal Review Decision is final and



if the applicant believes that SNRHA practice/decision is discriminatory he/she/ has the right to submit a complaint to:

**The United States Department of  
Housing & Urban Development  
Office of Fair Housing & Equal Opportunity  
600 Harrison St., 3<sup>rd</sup> Floor  
San Francisco, CA 94102  
One Sansome St.  
San Francisco, CA 94104  
(800) 424-8590  
(800) 424-8529 (TDD)**

## **B. RESIDENTS:**

Residents of the Conventional Housing Program who are notified of a SNRHA decision that adversely affects the resident's rights, duties, welfare or status as a Public Housing Resident may submit a Grievance in writing to the **Property Asset** Manager's office to determine whether the Grievance can be settled informally.

### **1. Informal Settlement Meeting:**

After receiving notice of the adverse action from the Management Office, the written grievance must be personally presented to the SNRHA management office with jurisdiction for the apartment in which the grievant resides. Upon receipt of the written Grievance from a resident, the **Property Asset** Manager shall schedule a meeting with the Grievant to discuss the issues presented by the Grievant. The purpose of the meeting is to determine whether the Grievance can be resolved without hearing.

The **Property Asset** Manager will review the request and schedule a meeting specifying the date, time, and location, within five (5) calendar days upon receipt of the request.

The **Property Asset** Manager and resident will discuss the grievance informally, an attempt will be made to settle the grievance informally, by discussion and without a hearing.

#### **a. Informal Meeting Summary:**

The **Property Asset** Manager shall prepare a written summary of the meeting discussion setting



forth the following:

- The date of the Grievance
- The nature of the Grievance
- The persons in attendance
- The nature of the proposed disposition and the specific reasons therefore
- The formal hearing request procedures (including request form)

The written summary shall be prepared and provided to the Grievant within five (5) business days of the date of the meeting.

If the grievant is not satisfied with the results of the Informal Settlement of Grievance meeting, the grievant may request a hearing **in accordance with the SNRHA grievance procedures within ten (10) calendar days** .

## **2. Formal Hearing:**

If no informal settlement agreement is reached during the informal settlement meeting, the Grievant has the right to request a formal hearing. A Hearing is a formal process conducted by the Hearing **Officer Representative** to review oral and documentary evidence pertinent to the facts and issues raised when a resident appeals an adverse action, which has taken or is proposed to be taken by the SNRHA.

### **a. Hearing Request:**

A resident may request a hearing if the resident disputes any SNRHA action or failure to act involving the resident's lease or other SNRHA rules or regulations which adversely affects the resident's rights, duties, welfare, or status. The Grievant may request a hearing by submitting a written hearing request to the Manager or SNRHA Central Office within ten (10) calendar days of the date the Grievant received the written summary of the informal settlement meeting.

To submit the request for a formal hearing to SNRHA it must be delivered to:

**SNRHA Hearing Officer Representative  
5390 E. Flamingo Rd.  
Las Vegas, NV 89122**

If the grievant does not request a hearing within ten (10) calendar days after receipt of the Informal Summary, the disposition of the grievance shall become final. Failure to request a hearing shall not constitute a waiver by the grievant of his/her right to contest SNRHA action in disposing of the grievance in an appropriate judicial proceeding.

The written hearing request must specify:

- The reason for the grievance
- The action or relief sought
- How SNRHA action violates the resident's lease or



other SNRHA rule or regulation, as well as the resident's rights, duties, welfare, or status.

Notwithstanding scheduling conflicts, the hearing shall be scheduled and conducted within ten (10) calendar days of the date the Hearing **Officer Representative** received the Hearing Request.

The Grievant shall be given written notification of the time, place and date of the hearing together with a description of the procedures governing the hearing.

#### **b. Hearing Procedure**

The hearing shall be conducted by an impartial, third-party, Hearing **Officer Representative**, designated by the SNRHA. The hearing shall be governed by the following due process considerations:

A description of the issues and evidence presented.

Prior to the hearing, the Grievant shall be afforded the opportunity to review all related documentary evidence maintained by SNRHA and allowed to copy any documents in their file at a cost of \$1.00 per page starting with the first page. If a third party requests the documents, they must pay \$1.00 per page starting with the first page and have a written release of information signed by the resident/applicant. Requests for copies of documents must be submitted in writing and SNRHA will have four (4) days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payments must be by money order or cashier's check; or from a legal representative, a check from the company shall be acceptable. Evidence not made available to the Grievant, upon request, may not be used by SNRHA at the time of hearing.

The Grievant shall be afforded the right to be represented by counsel and/or to designate a representative.

The Grievant shall be afforded the right to confront and cross-examine all SNRHA witnesses on whose testimony or information the SNRHA rely and to present testimony and/or documentary evidence to support his/her position.

A prior determination on the same issue involving the same Grievant shall be binding on the Grievant and the SNRHA.

Failure to appear at the hearing, without prior notification may result in dismissal of the Grievance.

#### **c. Hearing Decision:**

The hearing decision shall be based **solely** on the evidence and testimony presented during the



hearing. No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. “Documents” includes records and regulations.

The Hearing **Officer Representative** may ask the family for additional information and/or might adjourn the Hearing to reconvene at a later date, before reaching a decision, but must render a decision within ten (10) calendar days of the initial hearing regardless of request for additional information.

Within ten (10) calendar days of the date of the hearing, the Hearing **Officer Representative** shall prepare a written decision that sets forth the following:

- The date of the hearing
- The names of the parties and their representatives in attendance the hearing
- A brief description of the respective position of the parties
- The applicable lease provisions, policy provisions and/or regulations
- The disposition of the Grievance.

The decision of the Hearing **Officer Representative** is binding on the SNRHA unless:  
A determination is made that the Grievance did not concern a SNRHA act or failure to act, or that it did not concern a SNRHA decision that adversely affected the Grievant’s lease, rights, duties, welfare or status; or

A determination is made that the Hearing **Officer Representative**’s decision violates the requirements of the Annual Contributions Contract between SNRHA and HUD.

**The decision of the Hearing **Officer Representative** shall not constitute a waiver of, nor affect in any manner whatsoever, the Grievant’s right to institute legal action against the SNRHA in a court of competent jurisdiction regarding the subject matter of the Grievance.**

The Grievant may utilize due process through the Court.

#### **Hearing Decisions Regarding Eviction:**

The decision of the Hearing **Officer Representative** in favor of the grievant must specify which provision of the resident’s lease, other rule, SNRHA policy, procedure, or regulation has been violated. The remedy granted by the Hearing **Officer Representative** may not violate:

- Local, State, or Federal law;
- Resident’s lease;
- SNRHA rules or regulations
- SNRHA Annual Contribution Contract with the Federal Government; or



- Federal regulations applicable to the SNRHA

When the Hearing **Officer Representative** affirms the SNRHA decision to terminate the Grievant's tenancy, SNRHA must follow applicable State law to implement the eviction including, but not limited to:

- Providing all requisite notices
- Abiding by all applicable judicial determinations, including those that overrule the Hearing **Officer Representative's** Decision.

In no event shall the notice to vacate be issued prior to the decision of the Hearing **Officer Representative** having been mailed or delivered to the grievant.

### **3. EXPEDITED GRIEVANCE PROCEDURE:**

An expedited hearing may be requested and/or conducted to address a Grievance involving:

Proposed termination of tenancy due to **criminal activity** that threatens the health, safety or right to peaceful enjoyment of the public housing community; or

Proposed termination of tenancy due to drug-related criminal activity on or off the public housing premises.

The expedited hearing procedure shall be listed on all **Thirty-Day** Notices involving allegations of the foregoing criminal activity. The manager of the development in which the resident resides may elect to expedite a hearing due to the gravity of alleged activity. The manager in doing so, must contact the Hearing **Officer Representative** within twenty-four (24) hours after service of the notice to request, that the procedure be expedited.

TAB 22



**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**Family Self Sufficiency**

**Family Self Sufficiency Action Plan 2015**



# FAMILY SELF SUFFICIENCY

## ACTION PLAN

Approved by the SNRHA Board of Commissioners June 18, 2015

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

Supportive Services Department  
5390 E. Flamingo Road · Las Vegas, NV 89122  
www.snrha.org

**FAMILY SELF-SUFFICIENCY PROGRAM ACTION PLAN**

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**PURPOSE:**

The purpose of the Southern Nevada Regional Housing Authority (SNRHA) Family Self Sufficiency Program (FSS) is to promote the development of local strategies to coordinate the use of housing assistance with public and private resources to enable eligible families to achieve economic independence and self-sufficiency. This FSS Program is designed to promote employment opportunities and increase asset building among families living in assisted housing. The three main features of the FSS Program are: (1) case management; (2) delivery of the services; (3) the creation of an escrow account.

The FSS Program has been in existence since 1992; operating within the City of Las Vegas Housing Authority, City of North Las Vegas Housing Authority and the Housing Authority of the County of Clark, Nevada until the regionalization into SNRHA, on January 1, 2010.

**BENEFITS OF OPERATING A VOLUNTARY FSS PROGRAM:**

An aggressive and innovative FSS program will yield numerous, positive benefits such as:

- A direct increase in the number of working families within its development - participants who, initially, may have received welfare benefits will be encouraged to seek and maintain employment in order to graduate from the program
- A reduction of under-employed families – participants who may have lacked the necessary job skills to reach economic independence will have access to appropriate training which will lead to greater employment opportunities
- Encourage good working relationships with local service providers and other community agencies for the benefit of the residents

**PROGRAM COORDINATING COMMITTEE (PCC):**

The purpose of the SNRHA PCC is to assist with providing and/or securing public and private resources for the operation of the FSS programs and the development of the FSS Action Plans.

PCC membership is composed of a cross section of service providers, sponsors of skills-based training, community partners, employers, FSS program participants and SNRHA staff. PCC membership shall include the following:

- A Public Housing (PH) resident and a Housing Choice Voucher (HCV) participant who has currently or previously received public assistance and has successfully completed or is currently enrolled in a self-sufficiency or welfare-to-work related program and is in compliance with these program obligations;
- SNRHA FSS Coordinators;

SNRHA PCC may also include:

- Representatives from area units of local government (Las Vegas, Clark County, North Las Vegas and Henderson);

- Local agency representatives which administer employment and training programs
- Representatives from area employers
- Representatives from private employment agencies
- Representatives from financial institution
- Representatives from local post-secondary educational institution
- Representative from local welfare agency
- Child care providers
- Representatives from the non-profit sector
- All Onsite Service Providers (at least one representative from each provider)

**CERTIFICATION OF COORDINATION:**

The development and retention of viable, extensive partnerships with the public and private sector are paramount to the success of the FSS Program. The FSS Program Coordinating Committee will provide assistance in this endeavor.

**GOALS AND OBJECTIVES:**

The Family Self-Sufficiency (FSS) program is intended to promote the development of local strategies to coordinate the use of public housing assistance and housing choice vouchers with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency.

In order to obtain self-sufficiency, participating families are introduced to individualized case management where obstacles are identified so that suitable goals can be set. Appropriate services are then identified to promote successful attainment of these goals. Participants are encouraged or may be required to attend a number of self-help workshops and seminars.

Goals of the FSS Program are achieved through:

- One-on-one counseling to emphasize the importance of education and training to increase earning potential
- Career and personal case management to set realistic goals and timeframes
- Strategies that encourage employment, entrepreneurship, and homeownership
- Referrals to community support services
- Incentives and recognition for achievements (i.e. escrow savings account, achievement highlights in the agency newsletter and/or other communication tools)

**PROGRAM MEASUREMENTS:**

The FSS Program will measure the success of families who participate in the program and achieve self-sufficiency, or accomplish similar goals, by tracking:

- Family members who seek and maintain suitable employment
- Family members who get higher paying jobs
- Family members who get a GED or higher educational degrees
- Family members who no longer receive welfare benefits

**PROGRAM SIZE:**

The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA) is 23 mandatory slots and 196 voluntary slots. (January 1, 2015)

**ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:**

The Housing Authority owns 2,870 Public Housing units and administers 10,752 Housing Choice Vouchers which together provide housing assistance to over 32,600 residents. The FSS Program is open to all adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status or national origin.

**ESTIMATE OF PARTICIPATING FAMILIES**

Head of Household	
18 - 21	27
21 - 29	1,131
30 - 39	3,121
40 -49	2,591
50 - 61	2,776
<b>Total</b>	<b>9,646</b>

SNRHA 50058 Statistical Review (graph) January 2015

**FAMILY DEMOGRAPHICS**

Age Group - All household members	
0 - 5	3,496
6 - 12	6,873
13 -17	4,964
18 - 21	2,303
22 - 29	2,114
30 - 39	3,576
40 - 49	2,929
50 - 54	1,336
55 - 61	1,808
62 - 69	1,446
70 - 79	1,173
80 - 89	553
90 - 99	64
100+	2
<b>Total</b>	<b>32,637</b>

Racial Make-up All household members	
Am Indian	192
Asian	388
Black	22,817
Hawaiian	378
White	8390
Multiple	351
Unknown	121
<b>Total</b>	<b>32,637</b>

Ethnicity	
Hispanic	4,043
Non-Hispanic	28,041
Unknown	553
<b>Total</b>	<b>32,637</b>

SNRHA 50058 Statistical Review (graph) January 2015

**SUPPORTIVE SERVICES NEEDS:**

The following represents some of the most needed supportive services for program participants:

- Education
  - High School Equivalency Test (HiSET) preparation
  - Postsecondary education preparation
  - English as a second language (ESL)
  - Computer training

- Life Skills
  - Domestic Violence awareness and prevention
  - Home management
  - Self-enrichment
  - Child care
  - Parenting and child development
  - Transportation
  
- Financial Literacy
  - Credit counseling
  - Budgeting
  - Asset building
  - Debt management
  - Homebuyer education
  
- Employment
  - Vocational training
  - Resume building
  - Effective job search
  - Interview skills and techniques
  - Job placement and retention
  
- Healthcare
  - Affordable health care
  - Social services
  - Addiction prevention

## **INCENTIVES TO ENCOURAGE PARTICIPATION**

SNRHA offers many incentives to encourage FSS Program participation, including the following services:

- Individual case management
- Links to community resources
- Escrow account credits
- Homeownership opportunities

## **ASSURANCE OF NON-INTERFERENCE**

The decision, by family, to participate or not in the FSS Program, will not affect their right to admission in the Public Housing or Housing Choice Voucher programs, or their right to occupancy in accordance with their lease.

## **FAMILY SELECTION PROCEDURES:**

In accordance with applicable federal regulations, families are selected without regard to race, color,



religion, sex, handicap, familial status or national origin. SNRHA observes all federal regulations related to FSS participation for all applicants.

The HOH must sign the COP before other family members can participate.

The program participant must be:

- A current resident/participant, 18 years or older, in good standing within SNRHA
- Lease compliant
- Current with community service hours (not applicable to HCV) or current on repayment agreement
- Not under eviction or termination

SNRHA FSS Coordinators will use multiple methods to inform and recruit eligible program participants. Promotional materials are distributed to existing residents and to applicants who are near completion in the lease-up process. These materials include flyers, posters, FSS brochure, and interest form. These materials highlight program information and benefits.

Several other outreach methods will be used to encourage FSS Program participation:

- The FSS informational brochures and interest forms will be available in SNRHA lobbies, administrative offices, management offices and/or distributed upon request
- The FSS department may mail brochures, annually, to all eligible households
- FSS presentations may be conducted during any resident informational sessions
- FSS Orientation sessions are held twice a month; including at least one Saturday each quarter

The FSS application process is as follows:

- The HOH must submit an interest form
- FSS Coordinators will verify the status of the resident. If lease compliant, the HOH will be placed on the Interest List, in the YARDI system, by the date the interest form was received
- Eligible HOH will be invited and must attend an orientation session, if not; the family will be removed from the Interest List. The orientation sessions will be held at various times on at least two different days, per month
- During the orientation session, detailed program information will be shared to assist the HOH in making the decision to participate
- If the HOH decides to participate, a Pre-Assessment Form must be completed
- If the HOH decides not to participate, the family will be removed from the Interest List

The Pre-Assessment Form is a tool that will be used to establish a base level of need. It will be used for case management purposes only, to determine the participant's level of education, job skills, prior work experience, career interests and program readiness. It will not be used to screen-out any participant.

The FSS enrollment criteria are as follows:

- The participant must be compliant with the terms of the lease or HAP (Housing Assistance Payment) agreement

- The HOH must have had an annual certification within the previous 120 days to begin the enrollment process.

### **METHOD FOR IDENTIFICATION OF SUPPORTIVE SERVICE NEEDS:**

The FSS Coordinator will provide ongoing coordination and encouragement to the FSS family. A critical factor in the provision of case management services is regular communication between the Coordinators and their assigned families. All newly enrolled participants are required to meet with their Coordinator monthly, for the first three (3) months and quarterly thereafter. Assessment of the participant's needs and their ongoing progress continues throughout the length of the FSS Contract of Participation (COP). Employment and career development plans are made based on the assessment.

### **CONTRACT OF PARTICIPATION**

The COP will be discussed in detail with eligible family members, prior to being signed by the HOH. Other household members, 18 or older, may enroll in the FSS Program at any time. These household members will be required to work one-on-one with the FSS Coordinator to develop and sign their own Individual Training and Service Plan (ITSP).

The enrollment process is complete once the HOH and the FSS Coordinator sign the COP.

The COP must include:

- a. ITSP
- b. A list of interim goals, one of which must be that all family members receiving TANF, are off welfare assistance and remain independent for at least 12 consecutive months before the contract expires
- c. Final goals
- d. The "seek and maintain suitable employment" clause which includes employment, interviews, and other activities related to job search. A determination of suitable employment shall be made by SNRHA based on the skills, education, and job training of the HOH and based on the available job opportunities within the jurisdiction served by SNRHA
- e. Baseline information – annual income, earned income and Total Tenant Payment (TTP)/30% of monthly adjusted income.

During the term of the COP, changes may be made to the ITSP within the first four years of the original contract date, or unless there is an approved reasonable accommodation.

- Changes to ITSP - The FSS Coordinator will assist the client with changes.
- Changes to designated HOH - Property Management or Housing Management staff will make the determination to accept or reject the proposed HOH change.

The participant will have ten (10) calendar days to appeal any negative decision(s). The participant shall have the opportunity to present written or oral objections to the Director of Supportive Services.

### Case Files

The FSS Coordinator will maintain a family case file for each FSS family. The file will contain the following documents:

- Contract of Participation, and for **all** household members:
- ITSP(s)
- Interest form, FSS pre-assessment & assessment forms
- Escrow calculations and tracking forms
- Documentation of program participation
- Case notes detailing each contact with the participating family
- Extension and other related forms and letters
- Referral letters and other relevant correspondence
- Termination forms
- Other required forms, notices and correspondence

### Escrow Account Management

Escrow accounts are to be maintained for each family who has earned escrow credits. The escrow calculation allocates monthly savings amounts for each family, based on increases in their rent due to increases in their earned income.

The annual or interim recertification exam determines when and how much change there will be to the Total Tenant Payment (the tenant's portion of the rent and utilities), which will then result in changes to the escrow accruals.

(Special Notice: HUD approved income exclusions will affect the FSS escrow account accruals.)

In an effort to maximize investment earnings, FSS escrow funds are combined and placed in a HUD-approved investment instruments. The interest paid on the actual investment will be credited to the individual FSS escrow accounts at least annually. The participant will receive an escrow statement annually. This statement will include the current monthly escrow credit along with the total escrow and interest accrual to date.

### Interim Escrow Withdrawals

A HOH may be permitted to withdraw escrow funds for program and/or supportive services expenses such as completion of higher education, job training or start-up expenses for new business,<sup>1</sup> however, the participant must:

- Have exhausted all other resources
- Not owe a debt to SNRHA (unless the participant is current with a repayment agreement)
- Be in program compliance with both FSS and SNRHA
- Submit a written request and documentation of the need to the FSS Coordinator

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<sup>1</sup> The withdrawal is limited to once during the life of the COP. The escrow withdrawal cannot exceed 20% of total escrow amount, except for homeownership expense, which cannot exceed 90% of total escrow.

- Have attended one FSS Support Group workshop within the last 6 months
- Be actively pursuing FSS goals
- Use the escrow funds for purposes of meeting ITSP goals only; otherwise the participant will be terminated from the FSS program
- Provide receipt(s) verifying expenditure(s)

All written requests for interim disbursements will be submitted to the Director of Supportive Services, after the FSS Coordinator and the Resident Program Coordinator (RPC) have reviewed the request, to determine the adequacy of documentation and the level of need. The Director of Supportive Services (DSS) has final approval.

The FSS Coordinator will inform the participant of the request results.

- If the request is approved, the interim escrow distribution check will be prepared within 10 business days.
- Within 10 business days after the escrow funds are received, the participant must provide documentation/receipt(s).
- Failure to provide documentation/receipts, participant will be terminated from the FSS program.
- If the request is denied, the FSS Coordinator will mail, to the participant, a written notification stating the reason(s) for denial.
- There is no appeal process for interim disbursement requests

### Program Extensions

Contract extensions may be approved, up to two years, for active FSS participants under the following conditions:

- The participant demonstrates active participation and progress in the FSS program;
- FSS Contract goals have not all been met, but can realistically be reached within the extension period;
- Goals which have not been met due to circumstance beyond the control of the participant – loss of employment, medical issues, death in the family, etc.
- More time is needed for the participant to be free from welfare cash assistance for 12 continuous months.

To request a program extension, the FSS participant must submit a written request to the FSS Coordinator. The written request must include the reason(s) for requesting the extension. To determine if an extension is warranted, the FSS Coordinator will review the request, program compliance and progress with the participant.

The FSS Coordinator will submit to the RPC, a written recommendation for review. The RPC will submit same to the DSS for final approval.

There is no grievance process available when an extension is denied.

### Successful Completion of the Program

Successful completion of the FSS Program occurs at any time during the FSS COP, if the following conditions are met, and the participant:

- Has achieved his/her personal goals stated on the FSS COP; and
- Certifies in writing that family members have not received welfare cash assistance during the previous twelve consecutive months;
- or -
- 30% of the family's monthly adjusted income equals or is greater than the Fair Market Rent amount for the unit size for which the family qualifies.

All members of the household with an ITSP must complete established goals in order for the family to graduate.

FSS participants may successfully complete the program in less than the five-year COP term, if they have met all other requirements. Successful program graduates are not required to leave subsidized housing.

The full balance of escrow, less any outstanding debt to SNRHA, will be given to the HOH within 30 days after the effective date of program completion.

There are no restrictions on the use of the escrow funds, and the U.S. Internal Revenue Service has ruled that these funds are not subject to federal income tax.

Participants who have successfully completed the FSS program are not eligible for re-enrollment.

### **PROGRAM TERMINATION:**

#### Voluntary

Participation in the FSS Program is voluntary. Participants may withdraw from the program at any time. This request will be honored without penalty regarding the family's housing status. Should the HOH withdraw, the FSS escrow account will be forfeited. The family may re-apply to the FSS Program after a minimum twelve months unless otherwise approved by the DSS.

#### Involuntary

Reasons for involuntary termination from the FSS program include, but are not limited to:

- ❖ Adverse loss of housing assistance
- ❖ Failure to fulfill responsibilities under the COP
- ❖ Failure to provide documentation/receipts for interim disbursements
- ❖ An act occurs that is inconsistent with the purpose of the FSS program

The FSS escrow account will be forfeited. The family may re-apply to the FSS Program after a minimum of twelve months unless otherwise approved by the DSS.

### Mutual Consent

The HOH and the FSS Coordinator may mutually agree to terminate participation in the FSS Program. The FSS escrow account will be forfeited.

### Grievance Procedure

In the event that the FSS Coordinator terminates a participant from the program, a termination letter will be mailed to the participant clearly stating the reason(s) for the decision. The participant will have ten (10) business days, from the date of the letter, to contact the Resident Program Coordinator (RPC) or designee.

Written decision notification from the RPC or designee shall be issued to the participant within ten (10) business days. If the participant does not agree with the decision of the RPC, they may request a review of the decision with the DSS.

If the participant does not agree with the decision of the DSS, they may request a hearing with the SNRHA Hearing Officer, according to guidelines established in the Admissions and Occupancy Policy (ACOP) for Public Housing residents or Administrative Plan for Housing Choice Voucher participants.

### Portability

Port-ins from other FSS Programs will be welcomed into the SNRHA Family Self-Sufficiency Program, if open slots are available. If slots are not available, the family will be placed on the Interest Form List according to the date and time that the request was received. A new COP will be executed for the remaining time of the initial Contract.

## **CHANGES TO THE ACOP & ADMINISTRATIVE PLAN**

SNRHA recognizes that the implementation of this FSS Action Plan is a dynamic process, which may need to incorporate changes/revisions to current policies and procedures to be an effective working tool for staff.

SNRHA will review its approved ACOP Policy and Administrative Plan as needed, to ensure that the FSS Action Plan is consistent with all program objectives. Any necessary changes will be made to SNRHA policy.

TAB 23



**Southern Nevada Regional Housing Authority  
Agency Plan FY 2016-2020**

**PROCUREMENT POLICIES**

**A. Amendment 01 - Changes to Procurement Policy for  
FY2016.**

**B. Section 3 Policy. New Revised Policy in its entirety.**

A

## SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY FEDERAL FUNDED PROCUREMENT POLICY

This Federal Funded Procurement Policy (the “Procurement Policy” or “Policy”) is established for the Southern Nevada Regional Housing Authority (“SNRHA”), by action of the SNRHA Board of Commissioners (the “Board”) originally approved on November 12, 2009, updated on March 18, 2010, June 20, 2013, [June 19, 2014](#) and finally revised on [January 8, 2014](#) [November 5, 2015](#) and approved by the Board on [June 19, 2014](#) [November 19, 2015](#). This Procurement Policy complies with HUD’s Annual Contribution Contract (“ACC”), HUD Handbook 7460.8 (REV-2), “Procurement Handbook for Public Housing Agencies,” the procurement standards of 24 CFR 85.36, and state and local laws. Generally, in the case of any discrepancy between any requirements contained in any of the above, SNRHA shall comply with the “most stringent” requirement.

### 1. GENERAL PROVISIONS.

**1.1 Purpose:** The purpose of this Policy is to: provide for the fair and equitable treatment of all persons or firms involved in purchasing by SNRHA; assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to SNRHA; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that SNRHA’s purchasing actions are in full compliance with applicable federal laws, HUD regulations, and state and local laws.

**1.2 Application:** This Policy applies to all contracts for which federal funds will be used for the procurement of supplies, services, and construction entered into by SNRHA after the effective date of this Policy. It shall apply to every expenditure of funds by SNRHA for public purchasing, with the exception of non-federal funds, including contracts which do not involve an obligation of funds (such as concession contracts); however, nothing in this statement shall prevent SNRHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. The term "procurement," as used in this Policy, includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease, or rental of supplies and equipment.

### 1.3 Definitions:

(a) **Business Concern.** A business concern located in the area of the project is defined as an individual or firm located within the relevant Section 3 covered project area, as determined pursuant to 24 CFR 135.15, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above. A business concern owned in substantial part by persons residing in the area of the project is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the U.S. Small Business Administration to be socially or economically disadvantaged, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above.

(b) **Competitive Proposal.** The Competitive Proposal (also called contract by negotiation) is a method of procurement using the solicitation, evaluation, and negotiation of

**12.4 Outsourcing Services and/or Programs - Mandatory Clause for all SNRHA Solicitation when Outsourcing Full Responsibilities of Services and/or Programs:** The SNRHA will include in all solicitations for outsourcing Executive Order 13495, “No displacement of Qualified Workers Under Service Contracts” signed by President Obama on January 2009, will be followed if any programs are outsource requiring that qualified workers on a Federal service contract who would otherwise lose their job as a result of the completion or expiration of a contract be given the right of first refusal for employment with the successor contractor. Generally, the successor contractor may not hire any new employees under the contract until this right of first refusal has been provided. The equal opportunity applies to a successor contract for the performance of the same or similar services at the same location.

### 13. CONTRACTOR QUALIFICATIONS AND DUTIES

**13.1 Contractor Responsibility:** SNRHA shall not award any contract until the prospective contractor (i.e., low responsive bidder or successful respondent) has been determined to be responsible. A responsible contractor must:

- (a) Have adequate financial resources to perform the contract, or the ability to obtain them;
- (b) Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- (c) Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
- (d) Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder’s/offeror’s existing commercial and governmental business commitments;
- (e) Have a satisfactory performance record;
- (f) Have a satisfactory record of integrity and business ethics; and
- (g) Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not being suspended, debarred or under a HUD-imposed LDP.

**13.2 Evidence of Responsibility;** It is incumbent upon prospective contractors to provide acceptable evidence of their ability to meet the requirements in Paragraph 13.1 above. Acceptable evidence normally consists of a commitment or explicit arrangement that will be in existence at the time of contract award to rent, purchase, or otherwise acquire the needed facilities, equipment, financing, personnel, or other resources.

**13.3 Investigation:** The CO should conduct an investigation to determine that a prospective contractor is responsible as detailed in the Operational Procedures. The breadth and depth of the investigation will depend upon:

- (a) The size and complexity of the contract;

**B**

**Southern Nevada Regional Housing Authority**

**Section 3 Policy**





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## INTRODUCTION

Section 3 is a provision of the Housing and Urban Development Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance. Section 3 is intended to ensure that when employment or contracting opportunities are generated because of a Section 3 covered project or activity, preference must be given to Section 3 Residents (see definition) or Section 3 business concerns (see definition).

This Section 3 Policy and the Forms included within intends to do the following:

- Sets forth the policy, goals, and preferences of the Southern Nevada Regional Housing Authority (herein referred to as “SNRHA” or the “HA” or the Housing Authority) in the administration of its Section 3 program, which is intended to ensure that employment and other economic opportunities generated by certain financial assistance provided by the U.S. Department of Housing and Urban Development (“HUD”) shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low- income persons, and to business concerns which provide economic opportunities to low- and very low-income persons;
- Summarizes the standards and procedures to be followed to ensure that the objectives of Section 3 are met that are set out in 24 C.F.R Part 135;
- Provides the requirements for contractors, vendors or subcontractors to follow; and
- Contains the forms that contractors will require to demonstrate compliance.

For more information visit HUD’s website at:

**<http://www.hud.gov/section3>**

or visit SNRHA’s Vendor Center at:

**<http://www.snrha.org/procurement.htm>**



## GENERAL POLICY STATEMENT

It is the policy of the Southern Nevada Regional Housing Authority (SNRHA) Las Vegas, NV to require its contractors to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applications and existing employees are given fair and equal treatment. SNRHA implements this policy through the awarding of contracts to contractors, vendors, and suppliers to create employment and business opportunities for the residents of the Housing Authority (HA) and other qualified low and very-low income persons residing in Clark County Nevada.

The Section 3 Policy shall result in a reasonable level of success in the recruitment, employment, and utilization of SNRHA residents and other eligible persons and businesses by the contractors working on contracts partially or wholly funded with the United States Department of Urban Development (HUD) monies. The HA shall examine and consider a contractor's or vendor's potential for success by providing employment and business opportunities to SNRHA residents prior to acting on any proposed contract award. This is accomplished through the **Contractor's Initial Response** form that is submitted with their bid/proposal.

SNRHA fully embraces its obligations under this program and is committed to creating opportunities that forge a path of self-sufficiency for our residents. SNRHA implements this policy through the awarding of contracts to contractors, vendors, and suppliers, to create employment and business opportunities for residents of the HA other qualified low- and very low-income persons residing in Clark County, NV. The purpose of SNRHA's Section 3 Policy is to set clear expectations of our business partners to ensure compliance and more importantly, that the spirit of this program and this agency's philosophy are communicated and transparent to all those who work with SNRHA.



## CONTRACTING POLICY

### A. General Overview

This section outlines regulatory requirements and minimum standards of compliance this agency has set for recipients of Section 3 covered contracts through its contracting policy.

A Section 3 covered contract is a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 Covered Project. “Section 3 covered contracts” do not include contracts awarded under HUD’s procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). Contracts which are solely awarded for the purchase of supplies and materials also are not subject to Section 3 requirements. However, whenever a contract for materials includes the installation of the materials (labor component), the contract establishes a Section 3 covered contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 covered contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.

### B. Applicable Section 3 Funding Sources

Section 3 applies to the following types of Public and Indian Housing assistance:

- Public Housing Operating subsidies
- Public Housing Capital Funds for Development and Modernization;
- Hope VI Revitalization Grants;
- Neighborhood Stabilization Program (NSP);
- Resident Opportunities and Self-Sufficiency (ROSS) Grants;
- Family Self-Sufficiency (FSS) Grants; and
- Economic Stimulus Funding

SNRHA will only incorporate Section 3 requirements for contracts with any source of funding listed above. In situations where multiple funding sources are utilized on a contract, Section 3 regulations in 24 C.F.R § 135.3 require that Section 3 be applied to the entire contract, notwithstanding the amount of covered assistance used.

Section 3 regulations in 24 C.F.R § 135.3 also stipulate that no thresholds apply to Section 3 covered public and Indian housing assistance, however, SNRHA will impose a minimum administrative threshold of \$25,000. Any contract or purchase order that meets or exceeds the administrative threshold will be monitored by the Section 3 Coordinator and evaluated for Section 3 compliance.



### C. Numerical Goals for Contract Awards

The numerical goals set forth below apply to contracts awarded in connection with all Section 3 covered projects and Section 3 covered activities. SNRHA and each of its contractors and subcontractors must demonstrate compliance with Section 3 requirements in this part by committing to award contracts to Section 3 business concerns or to persons who contract with those firms.

SNRHA'S contracting goals require that Section 3 business concerns receive at least:

- a) 10% of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public housing, or for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
- b) 3% of the total dollar amount of all other Section 3 covered contracts.

These numeric goals apply to the entire amount of Section 3 covered assistance awarded to SNRHA in any calendar year; January 1st to December 31st. SNRHA's goals apply to the total dollar amount of each contract, task order, or purchase order where HUD monies are utilized.

SNRHA or its contractors may contract directly with a Section 3 business concern or contract with contractors that subcontract to a Section 3 business concern, in either case, SNRHA's preference is to give priority to the business concerns that employ Section 3 Residents from the property in which the work is being performed (Category 1 Resident) whenever possible.

Efforts shall be directed to award contracts to Section 3 business concerns and to businesses with a successful history of complying with Section 3 requirements.

All recipients of contracts that have a Section 3 Clause in them will be required to attend a mandatory meeting with the Section 3 Coordinator prior to the start of the contract. This meeting will discuss Section 3 compliance requirements and will provide the contractor with a thorough understanding of its obligations to Section 3.

### D. Obtaining Section 3 Business Concern Certification

Any business seeking Section 3 preference in the awarding of contracts or purchase agreements with SNRHA shall complete the **Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability Form**, which can be obtained from <http://www.snvrha.org/>, this policy, or the SNRHA Section 3 Coordinator. The business seeking Section 3 preference must be able to provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.



This form, along with all supporting documentation, must be submitted to the Section 3 Coordinator for review at least 5 business days prior to the submission of bids or proposals. This time is needed for the individual review and processing of each request. If the request for Section 3 business concern preference is approved, the Section 3 Coordinator will award the contractor or vendor a certificate which will be valid for the entire calendar year in which the certification was awarded in. This certificate must be included in the initial bid/proposal package as well as all future bids/proposals submitted during the remainder of the calendar year in which Section 3 preference is being claimed.

SNRHA will accept the Section 3 Business Certificate produced collaboratively by the City of Las Vegas, City of Henderson, City of North Las Vegas and Clark County as proof of Section 3 status for a business claiming the procurement preference. This document must not be expired and must be presented in the bid/proposal package prior to deadline.

#### E. Preference in Awarding Contracts

Efforts shall be directed to award contracts to Section 3 business concerns in the following order of priority:

- a) Business concerns that are 51% or more owned by residents of the housing development or developments for which the Section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30% of these persons as employees (category 1 businesses);
- b) Business concerns that are 51% or more owned by residents of other housing developments or developments managed by the HA that is expending the Section 3 covered assistance, or whose full-time, permanent workforce includes 30% of these persons as employees (category 2 businesses); or
- c) Business concerns that are 51% or more owned by Section 3 residents, or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 3 businesses), or that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in paragraphs (a) and (b) of this section.

#### F. Bidding Preference in Awarding Contracts

In accordance with 24 C.F.R § 135, SNRHA employs bidding preferences for responsive Section 3 business concerns for each competitive procurement method:

- a) *Small Purchase Price Based Solicitation*: Section 3 business concern shall receive award if quote is no more than 10% higher than the lowest responsive quotation.



- b) *Qualification Based Solicitation (QBS) and Request for Proposals (RFP)*: Section 3 business concern shall receive additional points during evaluation, between 15 and 25% of the total number of available points, as set forth in the solicitation.
- c) *Invitation for Bid Solicitation (IFB)*: Section 3 business concern shall receive award if that bid:

<b>Bid Amount</b>	<b>x = lesser of</b>
When the lowest responsible bid is less than \$100,000	10% of that bid or \$9,000
When the lowest responsible bid is:	
At least \$100,000, but less than \$200,000	9% of that bid or \$16,000
At least \$200,000, but less than \$300,000	8% of that bid or \$21,000
At least \$300,000, but less than \$400,000	7% of that bid or \$24,000
At least \$400,000, but less than \$500,000	6% of that bid or \$25,000
At least \$500,000, but less than \$1,000,000	5% of that bid or \$40,000
At least \$1,000,000, but less than \$2,000,000	4% of that bid or \$60,000
At least \$2,000,000, but less than \$4,000,000	3% of that bid or \$80,000
At least \$4,000,000, but less than \$7,000,000	2% of that bid or \$105,000
\$7,000,000 or more	1.5% of the lowest responsive bid, with no dollar limit



### **Examples of SNRHA Efforts to Award Contracts to Section 3 Business Concerns**

In accordance with 24 C.F.R § 135, SNRHA will utilize the following methods to ensure that effort is made to award contracts to Section 3 business concerns:

1. Utilize procurement procedures that provide contracting preference for Section 3 business concerns for each applicable procurement method authorized in 24 C.F.R § 85.36(d).
2. Advertise contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
3. In determining the responsibility of potential contractors, SNRHA considers the bidder's record of Section 3 compliance as evidenced by past actions and their current plans for the pending contract.
4. Coordinate pre-bid meetings at which the Section 3 business concerns would be informed in detail of contract requirements and contracting opportunities.
5. Conduct workshops on SNRHA's contracting procedures to include bonding, insurance, and other pertinent requirements biannually in an effort to allow Section 3 business concerns the opportunity to take advantage of any upcoming contracting opportunities.
6. Where appropriate, SNRHA will consider breaking out contract work items into economically feasible units to facilitate participation by Section 3 business concerns.
7. Contact area Chambers of Commerce, business assistance agencies, Minority and Women's Business Enterprise (M/WBE) contractor associations and community organizations to inform them of contracting opportunities.
8. Maintain a list of eligible Section 3 business concerns that are certified by SNRHA; review and credential business concerns no less than annually.
9. Participation in opportunities of the Contracting with Resident Owned Businesses Program provided under 24 C.F.R § 963.
10. Utilize SNRHA's Section 3 Job Development Fund to develop resources, fund training and allowable business expenses to assist residents interested in starting their own businesses.





## EMPLOYMENT & TRAINING GOALS

### A. General Overview

This section outlines regulatory requirements and minimum standards of compliance this agency has set for recipients of Section 3 covered contracts and activities through its employment and training goals. This section is based on Tiers where direct hiring of Section 3 Residents is the most preferable option, followed by other types of employment and training opportunities, and as a last resort for compliance, making a contribution to the Section 3 Job Development Fund.

### B. Tier I – Hiring Section 3 Residents (preferred method of participation)

It is the policy of the SNRHA to utilize Section 3 Residents and Section 3 business concerns in contracts that are partially or wholly funded with monies from the Department of Housing and Urban Development (HUD). SNRHA has established employment and training goals that contractors and subcontractors should meet in order to comply with Section 3 requirements.

The Section 3 regulations provide that contractors and subcontractors demonstrate compliance by employing Section 3 Residents as 30% of the aggregate number of new hires. New hires are defined as full-time employees hired for permanent, temporary, or seasonal employment. Building trades personnel are considered to be new hires at the start of each construction project.

A contractor is required to hire only when a new hire is needed to perform the work. If no new hires are needed, then Other Economic Opportunities to comply with Section 3 must be pursued. However, contractors should give serious consideration to hiring one or more Section 3 Residents to work on other than Section 3 covered projects in which they might have a need to hire for.

### C. Priority of Hiring

The Section 3 Regulations, at 24 C.F.R Part 135, require that, in public housing programs compliance efforts shall be directed to provide training and employment opportunities to Section 3 Residents in the following order of priority:

1. Residents of the development or developments where the covered assistance is expended (category 1 residents).
2. Residents of other developments and programs managed by SNRHA (category 2 residents).
3. Participants in DOL's Youthbuild Program in Las Vegas, NV (category 3 residents).
4. Other section 3 residents to include all other low- and very low-income persons within Clark County, NV.



If a new hire is needed, the contractor will complete and submit **Form 3 - Intent to Hire** to the Section 3 Coordinator. Upon receipt of this form a number of applicable resumes will be returned to the contractor. In situations where a new hire is needed, a contractor will not be required to hire persons who are not qualified however, Section 3 Residents must be given a chance to, at a minimum, interview for the position.

When hiring, contractors are expected to track and provide detailed notes on their progress in filling a position. These notes must at a minimum track attempts to contact the resident, results of the contact and stages of hiring, including but not limited to application, interview, offer and employer due diligence. This tracking is required to be submitted when a contractor is requesting certification of their efforts to hire residents in an attempt to consider non-SNRHA Section 3 residents from Clark County. A contractor must obtain clearance that sufficient effort has been made in each priority before the Section 3 Coordinator will approve the contractor to consider candidates in subsequent categories or risk exclusion of those hires towards the Section 3 requirements.

It is the responsibility of the contractors, subcontractors and vendors to implement progressive efforts to attain Section 3 compliance. Any contract that does not meet the Section 3 numerical goals must demonstrate why meeting this goal was not feasible.

***In the event that contractors and subcontractors fail to demonstrate compliance with Numerical Goals prior to contract completion, SNRHA will evaluate the value of the lost employment opportunity and require the contractor to meet compliance through a contribution to SNRHA's Section 3 Job Development Fund commensurate with the lost value determination (see F. below).***

D. Tier II - Additional Section 3 Opportunities to Consider

If a contractor does not have a need to hire full-time employees, it may provide other opportunities with approval from the Section 3 Coordinator, such as:

1. Internships – the vendor may provide youth and/or adult internship or externship opportunities for SNRHA residents. The value of the internship or externship must equal or exceed the threshold requirements established in F. below.
2. Part-Time Employment - vendors may provide part-time work for PHA residents. The hours of part-time work when converted to dollars must equal or exceed the threshold requirements established in F. below.
3. Training – vendors may provide paid training opportunities for SNRHA residents (especially on-the-job training). Opportunities should fall under one or more of the following categories:
  - (a) Employment skills – Applied training courses that result in certificate, such as forklift operation or truck driving training;



(b) Licensing or Certifications – Sponsor cost of training and exams fees for resident employee;

(c) Business development – Entrepreneurship and small business training course fees for resident employee.

The value of the training when converted to dollars must equal or exceed the threshold requirements established in F. below.

E. Tier III - Section 3 Job Development Fund Contribution

If the contractor cannot comply (or fully comply) with Section 3 requirements by Tier I - Hiring Section 3 Residents or Tier II - Providing other opportunities (see Additional Section 3 Opportunities to Consider above) then they may provide a contribution to a fund which provides other training and job development opportunities to Section 3 Residents. SNRHA has established the following minimum contribution requirements if using this option (also known as economic opportunities):

1. For trade, construction and rehabilitation work the “value” of the other economic opportunity must equal or exceed 5% of the total contract amount plus any modifications;
2. For other types of contracts, including service and professional service contracts, the “value” of the other economic opportunity must equal or exceed 3% of the total amount invoiced/paid at the end of the contract award period.

F. Minimum Compliance Threshold Requirements for Employment and Training Goals

Regardless of how a contractor or vendor complies with Section 3 Employment and Training Goals, the following overall economic opportunity thresholds at a minimum exist:

1. For trade, construction and rehabilitation work the “value” of the other economic opportunity must equal or exceed 5% of the total contract amount plus any modifications;
2. For other types of contracts, including service and professional service contracts, the “value” of the other economic opportunity must equal or exceed 3% of the total amount invoiced/paid at the end of the contract award period.

\*\*Please note that the values have been assigned at a reduced rate to take into account that many Section 3 covered contracts will have both labor and supplies included in the total amount. In the event that the labor portion of the contract may be less than 50% of the total value of the contract, and the contractor wishes to negotiate the value owed, they must disclose in their bid what the labor portion and then SNRHA will negotiate the value based on the disclosure. Professional Service contracts are 100% labor, and most maintenance related contracts are predominantly labor.\*\*



### **Examples of SNRHA Efforts to Offer Training and Employment Opportunities to Section 3 Residents**

In accordance with 24 C.F.R § 135, SNRHA will utilize the following methods to ensure that effort is made to offer training, employment and other economic opportunities to Section 3 residents:

1. Advertising training and employment opportunities by distributing flyers and posting opportunities where the work is to be performed, in common areas of the Housing Authority and through Resident Program staff.
2. When appropriate, sponsoring job fairs or job information meetings with Housing Authority and/or contractor representatives.
3. Meeting with Resident Councils to educate and enable these representatives to assist fellow residents in applying for Section 3 programs.
4. Maintain a Job Bank of qualified residents to refer to future HA and contractor opportunities.
5. Undertake informational and counseling sessions for residents to assist them in obtaining employment.
6. Employ section 3 residents directly on either a permanent or a temporary basis to perform work generated by section 3 assistance.
7. Incorporating specific hiring requirements into contracts funded with section 3 covered assistance.
8. Assigning staff to function as a job coordinator to assist in training and employment placement for Housing Authority and contractor positions.
9. Facilitate a Job Development Fund for qualified residents seeking financial assistance with pre- vocational work needs, training and business expenses.



## COMPLIANCE REQUIREMENTS

### A. Progress Compliance and Monitoring

It is the desire of SNRHA to ensure that its contractors and subcontractors can successfully meet their compliance requirements with Section 3 in a timely fashion. The SNRHA requires contractors and vendors to implement progressive efforts to comply with Section 3. The Section 3 Coordinator will monitor and evaluate contractor compliance with established employment, training and resident hiring goals. Each contractor will be monitored based on their confirmed **Initial Response Form** which was submitted in the bid or proposal package and reiterated in the mandatory Section 3 Meeting prior to contract execution.

For contractors who intend to comply with Section 3 by direct hiring of Section 3 Residents, monthly FTE/Section 3 certified payroll reports that clearly identify the Section 3 hires, hours, and gross wages earned will be required.

Contractors must comply with Section 3 requirements throughout the life of the contract. Periodic audits will be conducted by the Section 3 Coordinator and failure to comply with the monthly submittal of the FTE/Section 3 certified payroll reports may result in the delay of payment.

Annual professional service and maintenance related contracts will be required to meet the compliance standards set forth in this section no less than annually, as evaluated on their contract anniversary date. Section 3 compliance for these types of contracts will be based on the amount the contract has been/been paid at the end of the contract period. Each contract period the contractor or vendor is awarded will begin a new period for Section 3 compliance. All non-construction contractors are required to submit employment data no less than quarterly to the Coordinator.

In the event a contractor has not met 50% of its Section 3 requirements after the second quarterly review, the Coordinator will evaluate their progress and determine whether or not the contractor is on track to comply. If it is determined that the contractor has failed to comply with their plan and cannot meet its requirements by the end of the contract period, the Coordinator will initiate non-compliance sanctions outlined in the following section.

Construction contracts are required to meet progressive compliance at 50% project completion and again at the end date, both of which are established by the initial contract period and/or subsequent change orders. At each point, data relevant to their compliance plan will be evaluated, including but not limited to: total # of new hires, Section 3 hires, wages paid, hours worked and employment issues. If the contractor has failed to comply with their requirements at either point, the Coordinator will initiate non-compliance sanctions outlined in the following section.



## B. Non-Compliance and Consequences

If a contractor is non-compliant during the contract, penalties will be enforced.

Sanctions include:

- o **Cessation of payments.** Payments will cease on the covered contract until compliance is achieved.
- o **Fine for non-compliance.** A fine equivalent to an additional 10% of the final obligation will be levied immediately when the Section 3 Contract file is forwarded to Procurement after a vendor fails to comply after the 4 weeks provided to achieve compliance through the email demand and formal notice. Contractor will be notified of the Fine and on-going non-compliance status by Procurement by US Mail to the Contract Contact. This letter will also identify the final deadline to avoid contract termination.
- o **Ineligible to receive additional contracts.** The contractor will remain ineligible to receive future or additional contracts while non-compliant with any existing contract, or contract pending close out.
- o **Contract termination.** Continued non-compliance for a total of sixty (60) days may result in contract termination, as determined by Procurement.

A contractor's record of compliance with Section 3 will affect future eligibility to receive awards from SNRHA.

Contractors will not be able to request final payment or close-out their contract with SNRHA without Section 3 compliance. It is the contractor's responsibility to request final compliance evaluation from the Section 3 Coordinator at contract close-out. Furthermore, those contractors who do achieve contract close-out while non-compliant will be fined per the sanctions outlined below and unable to receive a SNRHA contract award for the period of one (1) year following contract close-out.

## C. HUD Reporting

Contractors will be required to submit **Employment Summary Reports** at the end of each contract and at the end of each calendar year if their contract overlaps calendar years. Failure to comply with reporting requirements will be included in a contractor's record of compliance, and will affect future eligibility to receive awards from SNRHA.



## DEFINITIONS

The applicable definitions for SNRHA's Section 3 program are the same as those set out in HUD's regulations at 24 C.F.R 135. Some of the more relevant terms utilized regularly in SNRHA's administration of the policy are:

*Business concern* means a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

*Business concern that provides economic opportunities for low- and very low-income persons.* See definition of "section 3 business concern" in this section.

*Contract.* See the definition of "section 3 covered contract" in this section.

*Contractor* means any entity which contracts to perform work generated by the expenditure of section 3 covered assistance, or for work in connection with a section 3 covered project.

*Employment opportunities generated by section 3 covered assistance* means all employment opportunities generated by the expenditure of section 3 covered public and Indian housing assistance (i.e., operating assistance, development assistance and modernization assistance, as described in §135.3(a)(1)). With respect to section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with section 3 covered projects (as described in §135.3(a)(2)), including management and administrative jobs connected with the section 3 covered project. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

*Housing authority (HA)* means, collectively, public housing agency and Indian housing authority.

*Housing and community development assistance* means any financial assistance provided or otherwise made available through a HUD housing or community development program through any grant, loan, loan guarantee, cooperative agreement, or contract, and includes community development funds in the form of community development block grants, and loans guaranteed under section 108 of the Housing and Community Development Act of 1974, as amended. Housing and community development assistance does not include financial assistance provided through a contract of insurance or guaranty.

*Housing development* means low-income housing owned, developed, or operated by public housing agencies or Indian housing authorities in accordance with HUD's public and Indian housing program regulations codified in 24 CFR Chapter IX.

*HUD Youthbuild programs* mean programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

*Low-income person.* See the definition of "section 3 resident" in this section.





*New hires* mean full-time employees for permanent, temporary or seasonal employment opportunities.

*Other HUD programs* means HUD programs, other than HUD public and Indian housing programs, that provide housing and community development assistance for “section 3 covered projects,” as defined in this section.

*Public housing resident* has the meaning given this term in 24 CFR part 963.

*Recipient* means any entity which receives section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which section 3 applies and does not include contractors.

*Section 3* means section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

*Section 3 business concern* means a business concern, as defined in this section—

- (1) That is 51 percent or more owned by section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of “section 3 business concern.”

*Section 3 clause* means the contract provisions set forth in §135.38.

*Section 3 covered activity* means any activity which is funded by section 3 covered assistance public and Indian housing assistance.

*Section 3 covered assistance* means: (1) Public and Indian housing development assistance provided pursuant to section 5 of the 1937 Act;  
(2) Public and Indian housing operating assistance provided pursuant to section 9 of the 1937 Act;  
(3) Public and Indian housing modernization assistance provided pursuant to section 14 of the 1937 Act;  
(4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:  
(i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);  
(ii) Housing construction; or  
(iii) Other public construction project (which includes other buildings or improvements, regardless of ownership).

*Section 3 covered contract* means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of section 3 covered



assistance, or for work arising in connection with a section 3 covered project. “Section 3 covered contracts” do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). “Section 3 covered contracts” also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a section 3 covered contract. For example, a contract for the purchase and installation of a furnace would be a section 3 covered contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by section 3.

*Section 3 covered project* means the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

*Section 3 joint venture.* See §135.40. Section 3 resident means: (1) A public housing resident; or (2) An individual who resides in the metropolitan area or nonmetropolitan county in which the section 3 covered assistance is expended, and who is:

(i) *A low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or

(ii) *A very low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

(3) A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

*Section 8 assistance* means assistance provided under section 8 of the 1937 Act (42 U.S.C. 1437f) pursuant to 24 CFR part 882, subpart G.

*Service area* means the geographical area in which the persons benefitting from the section 3 covered project reside. The service area shall not extend beyond the unit of general local government in which the section 3 covered assistance is expended. In HUD's Indian housing programs, the service area, for IHAs established by an Indian tribe as a result of the exercise of the tribe's sovereign power, is limited to the area of tribal jurisdiction.

*Subcontractor* means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of



work generated by the expenditure of section 3 covered assistance, or arising in connection with a section 3 covered project.

*Very low-income person.* See the definition of “section 3 resident” in this section.

*Youthbuild programs.* See the definition of “HUD Youthbuild programs” in this section.  
[59 FR 33880, June 30, 1994, as amended at 61 FR 5206, Feb. 9, 1996]



### SECTION 3 CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause), including those used to encumber subcontractors of SNRHA's prime contractors:

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.



G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



## SECTION 3 CONTRACTOR FORMS

The first form is optional and to be used if applying for Section 3 business concern preference. The second form is mandatory and **MUST** be submitted with your bid/proposal to be considered responsive. Forms 3 and 4 will be submitted if there is a need to hire during your contract period with SNRHA. Form 5 **MUST** be submitted at the end of the contract and/or calendar year regardless if there is a need to hire or not.

**Form 1 - CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY.** This form is required **ONLY** if Section 3 Business Concern Preference is being sought. This completed form and all applicable supporting documentation must be submitted to the Section 3 Coordinator no later than 5 business days prior to the bidding deadline if Section 3 Business Concern preference is being requested.

**Form 2 - SECTION 3 – CONTRACTOR INITIAL RESPONSE.** This form **MUST** be fully completed, signed, and turned in with proposal/bid to be considered responsive.

**Form 3 – INTENT TO HIRE.** If contractor has a need to hire, this form will be completed and returned to the Section 3 Coordinator to start the Section 3 Resident hiring process.

**Form 4 – EMPLOYEE PLACEMENT REPORT.** If a contractor hires one (or more) Section 3 Resident(s), this form will be completed and returned to the Section 3 Coordinator with information regarding the resident’s employment. This form will also be used when a Section 3 Resident is terminated by the contractor for whatever reason.

**Form 5 – EMPLOYMENT SUMMARY REPORT.** This form is required by all contractors at the end of each contract and at the end of each calendar year if their contract overlaps calendar years. Failure to comply with this HUD reporting requirement will be included in a contractor’s record of compliance and will affect future eligibility to receive awards from SNRHA.



**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE  
IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

TYPE OF BUSINESS:     Corporation     Partnership     Sole Proprietorship     Joint Venture

Attached is the following documentation as evidence of status:

**FOR BUSINESS CLAIMING STATUS AS A SECTION 3 RESIDENT-OWNED ENTERPRISE**

Copy of resident lease     Other evidence     Copy of evidence of participation in a public assistance program

**For the business entity as applicable:**

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation                                       | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate                                       | <input type="checkbox"/> Partnership Agreement        |
| <input type="checkbox"/> List of owners/stockholder and % of each                                | <input type="checkbox"/> Corporation Annual Report    |
| <input type="checkbox"/> Latest Board minutes appointing officers                                | <input type="checkbox"/> Additional documentation     |
| <input type="checkbox"/> Organization chart with names and titles and brief functional statement |   |

**FOR BUSINESS CLAIMING SECTION 3 STATUS BY SUBCONTRACTING 25% OF THE DOLLAR  
AWARDED TO QUALIFIED SECTION 3 BUSINESS (ES)**

- List of subcontracted Section 3 business and subcontract amount
- Copy of certification from City of Las Vegas or Clark County

**FOR BUSINESS CLAIMING SECTION 3 STATUS BY CLAIMING AT LEAST 30% OF THEIR  
WORKFORCE ARE CURRENTLY SECTION 3 RESIDENTS OR WERE SECTION 3 ELIGIBLE  
RESIDENTS WITHIN 3 YEARS OF DATE OF FIRST EMPLOYMENT WITH THE BUSINESS**

- |  |   |
|--|---|
| <input type="checkbox"/> List of all current full time employees                           | <input type="checkbox"/> List of all employees claiming Section 3 status                                |
| <input type="checkbox"/> PHA Residential lease (less than 3 years from date of employment) | <input type="checkbox"/> Other evidence of Section 3 status (less than 3 years from date of employment) |

**EVIDENCE OF ABILITY TO PERFORM SUCCESSFULLY UNDER THE TERMS AND CONDITIONS OF  
THE PROPOSED CONTRACT**

- |   |  |
|---|--|
| <input type="checkbox"/> Current financial statement    | <input type="checkbox"/> List of owned equipment                                       |
| <input type="checkbox"/> Statement of ability to comply | <input type="checkbox"/> List of all contracts for the past 2 years with public policy |

**Corporate Seal**

\_\_\_\_\_  
Authorizing Name and Signature

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Title

My term expires: \_\_\_\_\_





**SECTION 3 – CONTRACTOR INITIAL RESPONSE**

Failure to complete this document will lead to your bid being deemed non-responsive.

**Contractor Information**

\_\_\_\_\_  
Company Name (Contractor)

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

**Section 3 Commitment**

To meet the requirements of Section 3 of the Housing Act of 1968 [12 U.S.C. 1701u], as amended, the terms of the contract, and pursuant to Southern Nevada Regional Housing Authority’s (SNRHA’s) policies outlined in the Section 3 Policy dated 7/19/14, please answer the following questions;

- Do you expect to create any new full time employment opportunities during the period while under contract with SNRHA? \_\_\_\_\_
- If **yes**, of the full time employment opportunities that are created, how many will result in the direct hiring of Section 3 eligible SNRHA’s Public Housing residents, Housing Choice Voucher participants and/or low income persons within Clark County (determined by HUD’s criteria for low income)? \_\_\_\_\_
- If **no**, what is your plan to create other employment and training opportunities in order to comply with Section 3 requirements?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Upon award of the contract, the contractor will meet with SNRHA to develop the Section 3 Plan specific to the contract, including scheduled progress and compliance deadlines.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Intent to Hire Form**

**Employer Information**

**Company:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
*City, State* *Zip*  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Position Information**

**Job Title of Opening:** \_\_\_\_\_  
**How Many Openings:** \_\_\_\_\_  
Part Time       Full Time       Permanent       Temporary   
Replacement       New Position       Hourly       Exempt   
**Proposed Starting Salary: \$** \_\_\_\_\_  
**Job Category:** \_\_\_\_\_  
**Proposed Start Date:** \_\_\_\_\_  
**Projected End Date:** \_\_\_\_\_  
**Special Requirements i.e. Licenses, Certifications, etc.**  
\_\_\_ OSHA 10      \_\_\_ CDL License  
\_\_\_ Guard Card      \_\_\_ Heavy Equipment Operator  
\_\_\_ TAM Card      \_\_\_ Other: \_\_\_\_\_

**Job Function / Desired Skills:**

Essential	

Preferred	



**Any Additional Skills Required:**

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**Screening Criteria: (Please note any specific qualifying or disqualifying factors)**

**Education: HS / GED Required? Y / N      Bachelors Required? Y / N**

**Criminal Background OK? Y / N                      NV Driver's License Required? Y / N**

**Other:** \_\_\_\_\_

**Referrals**

Employer Preference:

- All SNRHA Section 3 Participants
- All applicants in category
- Pre-screened applicants

Preferred Delivery Method:

- Fax: \_\_\_\_\_
- Email: \_\_\_\_\_
- Hard Copies Mailed: \_\_\_\_\_

**Verification of Hire**

**Date Offer Extended:** \_\_\_\_\_

**SNRHA Section 3 Participant Hired?                      Y / N**

**Other Section 3 Certified Participant Hired?                      Y / N**

**Employee Placement Report Received?                      Y / N**

**Section 3 Congratulations Letter Sent?                      Y / N**

**Expected Staff Hours to be completed by New Hire:** \_\_\_\_\_



**Employee Placement Report**

**Section 3 Hire Information**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Section 3 Employee Name: \_\_\_\_\_  
Hire Date: \_\_\_\_\_  
Placement Start Date: \_\_\_\_\_ Placement End Date: \_\_\_\_\_

**Section 1: Employment Information**

Job Title: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_  
Project/Contract Name: \_\_\_\_\_  
Work Location Address: \_\_\_\_\_

**Section 2: Benefit Information- Check all that Apply**

401K  Life Insurance  Uniform Furnished   
Vacation Leave  Sick / Disability Leave  Other  \_\_\_\_\_

**Section 3: Contact Person or Supervisor for Section 3 Employee**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Contractor Employment Summary Report:** \_\_\_\_\_

**Contractor Information**

<b>Company Name :</b>	
<b>Please Circle One:    General Contractor    or    Subcontractor</b>	
<b>Company Contact :</b>	<b>Phone :</b>
<b>Email :</b>	<b>Fax :</b>

**Employment Information**

Job Category	New Hires During Reporting Period	New Hires from Section 3 During Reporting Period	Number of Section 3 Residents Trained
<b>Officers/Supervisors</b>			
<b>Professionals</b>			
<b>Technicians</b>			
<b>Office/Clerical</b>			
<b>Trade : Helper</b>			
<b>Trade : Apprentice</b>			
<b>Trade : Journeyman</b>			
<b>Other :</b>			

\*\*Please indicate the number of ANY new hires during the reporting period in the 1<sup>st</sup> column, how many of those were Section 3 in column 2. The 3<sup>rd</sup> column is only to be used if you paid for a Section 3 resident or hire to obtain and receive vocational training.\*\*

Efforts to Hire Section 3 Residents: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_