



SNRHA Annual Plan

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FY2021 Annual Plan



**TAB 1**

**Southern Nevada Regional Housing Authority  
FY2021 Annual Plan **DRAFT****

<b>Tab 1</b>	<b>Table of Contents</b>
<b>Tab 2</b>	<b>Executive Summary</b>
<b>Tab 3</b>	<b>FY2021 Annual Plan Template (HUD-50075-ST)</b>
<b>Tab 4</b>	<b>Statement of Housing Needs</b> <b>A - Nelrod PNA Summary</b> <b>B - Strategy to Address Housing Needs</b>
<b>Tab 5</b>	<b>Deconcentration Policies</b> <b>A - HCV Administrative Plan deconcentration Policy</b> <b>B - ACOP Deconcentration Policy</b>
<b>Tab 6</b>	<b>Assessment of Financial Resources</b>
<b>Tab 7</b>	<b>Operations and Management</b> <b>A - HCV Administrative Plan changes</b> <b>B - ACOP Changes</b> <b>C - Resident Advisory Board and Resident Council</b> <b>Board Members</b> <b>D - Grievance Policy and Procedures</b> <b>E - BBQ Policy</b> <b>F - COVID-19 Policy</b> <b>G - Public Housing House Rules</b> <b>H - Resident Commissioner Selection Policy</b>
<b>Tab 8</b>	<b>Community Service and Self Sufficiency</b>
<b>Tab 9</b>	<b>Hope VI or Choice Neighborhoods</b>
<b>Tab 10</b>	<b>Mixed Finance Modernization or Development</b>
<b>Tab 11</b>	<b>Demolition / Disposition</b>
<b>Tab 12</b>	<b>Designated Housing For the Elderly and/or Disabled Families</b>
<b>Tab 13</b>	<b>Conversion of Public Housing: To Project Based RAD</b>
<b>Tab 14</b>	<b>Units Approved Vacant for Modernization</b>
<b>Tab 15</b>	<b>Civil Rights Certifications</b> <b>A - Certification of Compliance</b> <b>B - Certification by State/Local Officials</b> <b>C - Disclosure of Lobbying Activity</b>

**Southern Nevada Regional Housing Authority  
FY2021 Annual Plan**

- Tab 16**                    **Most Recent Approved Fiscal Year Audit**
- Tab 17**                    **A - Progress Report**  
**B - Public Comments**  
**C - RAB Memo to the Board of Commissioners**  
**D - Board of Commissioners Resolution**
- Tab 18**                    **Statement of Capital Improvements**  
**A - HUD Approval of 5-Year Action Plan**  
**B - Capital Fund Budgets**

TAB 2

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**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), Southern Nevada Regional Housing Authority was formed on 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 also joined the SNRHA. 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 the City of Henderson.

**PURPOSE AND STRUCTURE OF THE AGENCY PLAN**

This Agency Plan contains the FY~~2020~~ 2021 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 once every five years or more as deemed appropriate during the annual planning process.

TAB 3

<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>
A.1	<p>PHA Name: <b>Southern Nevada Regional Housing Authority (SNRHA)</b> PHA Code: <b>NV018</b>  PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA  PHA Plan for Fiscal Year Beginning: (MM/YYYY): <b>10/2019 2020</b>  PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  Number of Public Housing (PH) Units <b>2341 2241</b> Number of Housing Choice Vouchers (HCVs) <b>11,284 11895</b> Total Combined Units/Vouchers <b>13,625 14136</b>  PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information.</p> <p><b><u>SUMMARY OF RESIDENT/STAFF/PUBLIC CONSULTATION AND INPUT</u></b></p> <p>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 effect 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.</p> <p>The final draft was placed on public display beginning <b>05/03/2019 07/21/2020</b> coinciding with the first advertisement of the Public Hearing. A copy of the PHA Plan and associated documents were/are available to view a copy on our website <a href="http://www.snrha.org">www.snrha.org</a>, Welcome Page, scroll down to Agency Plans section and click on "click here for all Agency Plans" and scroll down to the pdf icon for this plan.</p> <p>The Plan and Addendums will also be available at all Public Housing Community Offices as well as in the main lobby areas of SNRHA Administrative Offices located at:</p> <ul style="list-style-type: none"> <li>- Howard Cannon Center at 340 North 11<sup>th</sup> Street, Las Vegas, NV 89101.</li> <li>- W. F. Cottrell Admin Building at 5390 East Flamingo Rd., Las Vegas, NV 89122.</li> <li>- Housing Programs at 380 North Maryland Pkwy., Las Vegas, NV 89101.</li> </ul> <p>The comment period ended with a Public Hearing held at the Howard Cannon Center Board Chambers located at 340 North 11<sup>th</sup> Street, Las Vegas, NV 89101 on <b>June 17, 2019 September 3, 2020</b> at <b>5:30-6:00</b> pm. The written</p>



comments either received in writing prior to the Public Hearing or received at the Public Hearing are included in **Attachment – Tab 17B**

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) **Not Applicable**

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

**B. Annual Plan Elements**

**B.1 Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Grievance Procedures.
- Homeownership Programs.
- Community Service and Self-Sufficiency Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Asset Management.
- Substantial Deviation.
- Significant Amendment/Modification

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

**Statement of Housing Needs and Strategy for Addressing Housing Needs** : All Statistical Data and Strategy for Addressing Housing Needs has been updated. ~~however, at this time the Strategy for Addressing Housing Needs remains the same.~~ See Attachments - Tab 4

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions:** Deconcentration Policies have ~~not changed been updated ; however, they are included in the attachments.~~ See Attachments - Tab 5

**Financial Resources:** All statistical Data has been updated, however, the Financial Resources remain the same. See Attachments - Tab 6

**Rent Determination:** No changes have been made to the existing Rent Determination Policies.

**Operation and Management:** All Statistical Data has been updated, updates made as shown. All Policy Revisions, including the HCV Admin Plan and ACOP, are included in the attachments. See Attachments - Tab 7

**Grievance Procedures:** ~~Changes have been made to the~~ Grievance Procedures have been re-written. See Attachment - Tab 7E

**Homeownership Programs:** No Changes have been made in the existing Homeownership Programs.

<p><b>B.1</b> (Cont.)</p>	<p><b>Community Service and Self-Sufficiency Programs:</b> Statistical Data, and Provider Information <del>and the FSS Action Plan</del> have been updated. <b>See Attachments - Tab 8</b></p> <p><b>Safety and Crime Prevention:</b> No changes have been made to the current Safety and Crime Prevention Policies.</p> <p><b>Pet Policy:</b> No Changes have been made to the current Pet Policy.</p> <p><b>Asset Management:</b> No Changes have been made to the current Asset Management Plan.</p> <p><b>Substantial Deviation:</b> No changes have been made to the Substantial Deviation criteria.</p> <p><b>Significant Amendment/Modification:</b> No changes have been made to the Significant Amendment/Modification criteria.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review. <b>See Attachments - Tab 5</b></p>																																							
<p><b>B.2</b></p>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <table border="0"> <tr> <td>Y</td> <td>N</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Hope VI or Choice Neighborhoods.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Mixed Finance Modernization or Development.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Demolition and/or Disposition.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Designated Housing for Elderly and/or Disabled Families.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Conversion of Public Housing to Tenant-Based Assistance.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Conversion of Public Housing to Project-Based Assistance under RAD.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Occupancy by Over-Income Families.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Occupancy by Police Officers.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Non-Smoking Policies.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Project-Based Vouchers.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Units with Approved Vacancies for Modernization.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</td> </tr> </table> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><b>Hope VI or Choice Neighborhoods:</b> SNRHA is planning to apply for Hope VI Revitalization or CNI grant in the Plan year. <b>See Attachments - Tab 9</b></p> <p><b>Mixed Finance Modernization or Development:</b> Please refer to Demolition and/or Disposition for proposed SNRHA Mixed Finance or Development Plans. <b>See Attachments - Tab 10</b></p> <p><b>Demolition and/or Disposition:</b> 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. <b>See Attachments - Tab 11</b></p> <p><b>Designated Housing for Elderly and/or Disabled Families:</b> Currently, Harry Levy Gardens (NV208), James Down Towers (NV2-12), <del>Lubertha Johnson (NV18-21)</del>, and Arthur Sartini Plaza (NV2-21) are covered under an existing Allocation Plan as designated for the elderly only. SNRHA may consider pursuing this designation for Arthur Sartini Annex (a portion of AMP402, consisting of 39 units) and Schaffer Heights (a portion of AMP404, consisting of 75 units). <b>See Attachments - Tab 12</b></p> <p><b>Conversion of Public Housing to Tenant-Based Assistance:</b> There have been no changes to this plan for the upcoming fiscal year.</p> <p><b>Conversion of Public Housing to Project-Based Assistance under RAD:</b> The SNRHA continues with its efforts to convert more public housing assistance under the RAD Program. <b>See Attachments - Tab 13</b></p>	Y	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hope VI or Choice Neighborhoods.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mixed Finance Modernization or Development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demolition and/or Disposition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Designated Housing for Elderly and/or Disabled Families.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conversion of Public Housing to Tenant-Based Assistance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conversion of Public Housing to Project-Based Assistance under RAD.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupancy by Over-Income Families.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occupancy by Police Officers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Smoking Policies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project-Based Vouchers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Units with Approved Vacancies for Modernization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).
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<p><b>B.2</b> (Cont.)</p>	<p><b>Occupancy by Over-Income Families:</b> There have been no changes to this Policy. At this time SNRHA does not admit families who are over income at time of initial lease up.</p> <p><b>Occupancy by Police Officers:</b> There have been no changes to this Policy.</p> <p><b>Non-Smoking Policies:</b> No changes have been made to this Policy.</p> <p><b>Project-Based Vouchers:</b> No changes have been made to this Policy.</p> <p><b>Units with Approved Vacancies for Modernization:</b> Statuses have been updated. <b>See Attachments - Tab 14</b></p> <p><b>Other Capital Grant Programs:</b> SNRHA is aware of these available grants but is not planning to apply at this time. We will be considering in the near future.</p>
<p><b>B.3</b></p>	<p><b>Civil Rights Certification.</b> Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. <b>See Attachments - Tab 15</b></p>
<p><b>B.4</b></p>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:  <b>See Attachments - Tab 16</b></p>
<p><b>B.5</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.  <b>See Attachments - Tab 17A</b></p>
<p><b>B.6</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.  <b>See Attachments - Tab 17B</b></p>
<p><b>B.7</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.  <b>See Attachments - Tab 15B</b></p>
<p><b>B.8</b></p>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>

<b>C.</b>	<b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
<b>C.1</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.  <b>See HUD Form-50075.2 approved by HUD on 9/6/2018. See Attachment - Tab 18A</b>  <b>See Capital Fund Program Five-Year Action Plan 2018-2022 2019-2023 and Annual Statement/Performance Evaluation Reports for 2019/2018/2017/2016. See Attachment - Tab 18B</b>



# Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

## A. PHA Information. All PHAs must complete this section.

**A.1** Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

## B. Annual Plan. All PHAs must complete this section.

### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and 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. ([24 CFR §903.7\(e\)](#))

**Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

**Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

**Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **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. ([24 CFR §903.7\(l\)](#))

**Safety and Crime Prevention.** Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (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. (24 CFR §903.7(m)) 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. (24 CFR §903.7(m)(5))

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

**Asset Management.** State 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. (24 CFR §903.7(q))

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

**Hope VI or Choice Neighborhoods.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. 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). (24 CFR §903.7(h))

**Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. 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. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

**Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person

determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.505\)](#) (24 CFR 903.7(b))

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21. \(24 CFR §903.7\(e\)\)](#)

**Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. [\(24 CFR §903.7\(b\)\)](#)

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

**B.3 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the 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. [\(24 CFR §903.7\(o\)\)](#)

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. [\(24 CFR §903.7\(p\)\)](#)

**B.5 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. [\(24 CFR §903.7\(r\)\(1\)\)](#)

**B.6 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes;" submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. [\(24 CFR §903.13\(c\)\)](#), [24 CFR §903.19](#)

**B.7 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. [\(24 CFR §903.15\)](#). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**B.8 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." [\(24 CFR §903.9\)](#)

**C. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. [\(24 CFR 903.7 \(g\)\)](#)

**C.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



TAB 4

**Statement of Housing Needs and Strategy for Addressing Housing Needs**

**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	37,360	5	5	4	3	4	4
Income >30% but <=50% of AMI	40,695	5	5	4	3	4	4
Income >50% but <80% of AMI	69,759	5	4	3	3	3	3
Elderly	46,814	5	5	4	5	3	4
Families with Disabilities	38,907	5	5	4	5	3	4
White	123,384	5	4	3	2	3	3
Black	18,582	5	4	3	2	3	3
Hispanic	42,040	5	4	3	2	3	3

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: 2015-2019
- 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 tables for site-based or sub-jurisdictional public housing waiting list at their option.

**Statement of Housing Needs and Strategy for Addressing Housing Needs**

<b>Section 8</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	<del>1345</del> 61		
Extremely low income <=30% AMI	<del>1198</del> 42	<del>89%</del> 68.9%	
Very low income (>30% but <=50% AMI)	<del>122</del> 13	<del>9%</del> 21.3%	
Low income (>50% but <80% AMI)	<del>25</del> 6	<del>2%</del> 9.8%	
Families with children (<=17)	<del>534</del> 30	<del>39.7%</del> 49.2%	
Elderly families (62+)	<del>119</del> 6	<del>8.8%</del> 9.8%	
Families with Disabilities	<del>545</del> 25	<del>40.5%</del> 40.9%	
White	<del>368</del> 12	<del>27.3%</del> 19.7%	
Black	<del>916</del> 46	<del>68%</del> 75.4%	
Asian	<del>7</del> 0	<del>.5%</del> 0%	
American Indian/Alaskan Native	<del>12</del> 1	<del>.9%</del> 1.6%	
Native Hawaiian/Other Pacific Islander	<del>15</del> 1	<del>1.1%</del> 1.6%	
Hispanic or Latino	<del>153</del> 6	<del>11.4%</del> 9.8%	

SNRHA has closed the waiting list for the past **38 50** months.

<b>Public Housing</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	<del>18,598</del> 14495		
Extremely low income <=30% AMI	<del>16,699</del> 12999	<del>90%</del> 89.7%	
Very low income (>30% but <=50% AMI)	<del>1,683</del> 1344	<del>9%</del> 9.3%	
Low income (>50% but <80% AMI)	<del>216</del> 152	1%	
Families with children	<del>10,595</del> 10196	<del>57%</del> 70.3%	
Elderly families	<del>1,392</del> 1288	<del>7.5%</del> 8.9%	
Families with Disabilities	<del>3,615</del> 3011	<del>19.4%</del> 20.8%	
White	<del>3850</del> 3113	<del>20.1%</del> 21.5%	
Black	<del>12,048</del> 9882	<del>64.8%</del> 68.2%	
Asian	<del>245</del> 494	<del>1.3%</del> 3.4%	
American Indian/Alaskan Native	<del>260</del> 507	<del>1.4%</del> 3.5%	
Native Hawaiian/Other Pacific Islander	<del>241</del> 499	<del>1.3%</del> 3.4%	
Hispanic or Latino	<del>2400</del> 1678	<del>12.9%</del> 11.6%	
<b>PHA</b>			
Characteristics by Bedroom Size (PH Only)			
0 BR	0	0%	
1BR	<del>6206</del> 5131	<del>33.4%</del> 35.4%	
2 BR	<del>6749</del> 5315	<del>36.3%</del> 36.7%	
3 BR	<del>4728</del> 3531	<del>25.4%</del> 24.3%	

**Statement of Housing Needs and Strategy for Addressing Housing Needs**

4 BR	<del>915</del> 518	<del>4.9%</del> 3.6%	
5 BR	0	0.0%	

The SNRHA Public Housing wait list is currently closed, **with the exception of veterans who can apply at any time.**

Designated Housing	# of families	% of total families	Annual Turnover
Waiting list total	<del>1227</del> 2886		
Extremely low income <=30% AMI	<del>1012</del> 2404	<del>82.5%</del> 83.3%	
Very low income (>30% but <=50% AMI)	<del>201</del> 463	<del>16.4%</del> 16%	
Low income (>50% but <80% AMI)	<del>14</del> 19	<del>1.1%</del> 0.7%	
Families with children	<del>47</del> 80	<del>3.8%</del> 2.7%	
Elderly families	<del>543</del> 1869	<del>44.3%</del> 64.8%	
Families with Disabilities	<del>371</del> 937	<del>30.2%</del> 32.5%	
White	<del>468</del> 1146	<del>38.1%</del> 39.7%	
Black	<del>531</del> 1343	<del>43.3%</del> 46.5%	
Asian	<del>61</del> 199	<del>5%</del> 6.9%	
American Indian/Alaskan Native	<del>17</del> 104	<del>1.4%</del> 3.6%	
Native Hawaiian/Other Pacific Islander	<del>8</del> 94	<del>0.7%</del> 3.3%	
Hispanic	<del>204</del> 448	<del>16.6%</del> 15.5%	
<b>PHA</b>			
Characteristics by Bedroom Size (PH Only)			
1BR	<del>1024</del> 2544	<del>83.5%</del> 88.1%	
2 BR	<del>203</del> 342	<del>16.5%</del> 11.9%	
3 BR	0	0.0%	
4 BR	0	0.0%	
5 BR	0	0.0%	

SNRHA’s Designated wait list is currently ~~open~~ **closed, with the exception of veterans who can apply at any time.**

Attached is the Executive Summary of Preliminary Costs forms HUD-52828 from the December 2016 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.

A

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

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

OMB Approval No.  
 (exp.)  
 HUD-52828

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 Housing Authority	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
Elderly East	NV018002401	\$ 1,663,099.89	\$ 2,445,283.99	\$ 3,534,446.04	\$ 4,377,239.27	\$ 5,669,092.20	\$ 17,689,161.41	\$ 58,573.38
Elderly West 1	NV018002402	\$ 1,322,031.45	\$ 7,512,608.54	\$ 7,914,981.62	\$ 6,088,673.16	\$ 7,801,927.08	\$ 30,640,221.86	\$ 66,754.30
Elderly West 2	NV018002403	\$ 185.04	\$ 2,046,649.14	\$ 1,703,951.72	\$ 3,059,053.33	\$ 2,115,742.03	\$ 8,925,581.27	\$ 30,359.12
Henderson	NV018002404	\$ 507,142.83	\$ 2,689,095.11	\$ 3,029,768.29	\$ 3,123,503.72	\$ 5,142,008.00	\$ 14,491,517.95	\$ 52,696.43
Otto Merida	NV018002405	\$ 757,567.49	\$ 919,105.58	\$ 2,129,043.40	\$ 2,002,340.15	\$ 1,319,343.64	\$ 7,127,400.26	\$ 118,790.00
Family 1	NV018002406	\$ 1,484,439.75	\$ 3,305,728.48	\$ 3,164,893.81	\$ 2,597,662.67	\$ 4,231,017.77	\$ 14,783,742.47	\$ 83,523.97
Family 2	NV018002407	\$ 995,523.47	\$ 11,024,035.61	\$ 6,654,629.87	\$ 4,022,918.05	\$ 5,612,242.82	\$ 28,309,349.82	\$ 73,722.27
Family 3	NV018002408	\$ 1,569,593.08	\$ 14,553,528.71	\$ 5,685,413.68	\$ 5,348,126.76	\$ 9,203,422.96	\$ 36,360,085.19	\$ 115,796.45
Scattered Sites	NV018002409	\$ 1,995,422.08	\$ 12,824,714.70	\$ 7,370,189.34	\$ 7,978,625.36	\$ 9,680,845.71	\$ 39,849,797.19	\$ 136,471.91
<b>Totals</b>		\$ 10,295,005.09	\$ 57,320,749.86	\$ 41,187,317.76	\$ 38,598,142.47	\$ 50,775,642.22	\$ 198,176,857.41	\$ 77,503.66

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

Component	Immediate Need	Years 1-5	Years 6-10	Years 11-15	Years 16-20	Total	Per Unit
Windows	\$ 1,321,538.63	\$ 7,797,719.22	\$ 110,440.55	\$ 80,373.40	\$ 344,397.94	\$ 9,654,469.75	\$ 3,628.14
Roofs	\$ 148,529.31	\$ 1,272,712.21	\$ 442,707.96	\$ 1,590,140.59	\$ 2,233,511.33	\$ 5,687,601.40	\$ 2,137.39
Kitchen	\$ 837,267.98	\$ 5,313,625.31	\$ 5,329,217.54	\$ 3,753,887.42	\$ 4,836,682.24	\$ 20,070,680.49	\$ 7,542.53
Bathroom	\$ 101,577.55	\$ 3,515,724.12	\$ 1,472,106.12	\$ 3,272,537.49	\$ 3,309,453.50	\$ 11,671,398.78	\$ 4,386.09
Walls	\$ 215,678.59	\$ 1,384,020.44	\$ 2,866,544.15	\$ 1,754,411.10	\$ 2,096,943.45	\$ 8,317,597.72	\$ 3,125.74
<b>Total Preliminary Estimated Cost</b>	\$ 2,624,592.07	\$ 19,283,801.31	\$ 10,221,016.32	\$ 10,451,349.99	\$ 12,820,988.45	\$ 55,401,748.14	\$ 20,819.90

**B**



## *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**

##### **Strategy1. 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
- **Participate with City of Las Vegas and Community Partners/Stakeholders HUNDRED Plan in Action strategy sessions to address increasing public and affordable housing in conjunction with the Historic Westside Development plans**

##### **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

## **Strategy for Addressing Housing Needs**

### **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 may include radio and television appearances.

### **Other Housing Needs & Strategies: (list needs and strategies below)**

#### **(2) Reasons for Selecting Strategies**

The factors listed below, influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

### *Strategy for Addressing Housing Needs*

- 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

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.

TAB 5

## **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions:**

### **A. Public Housing (PH)**

#### **(i.) Eligibility**

- a. 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
- b. 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
- c. 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~~ operates ~~up to two (2) site-based~~ ~~one (1) site based~~ waiting lists ~~in the coming year~~ for public housing. All 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 will be given one vacant unit choice 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**

## **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions:**

- 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 has 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

SNRHA does use income targeting preferences for waitlist selection.

### **(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**



## **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions:**

- a. 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. 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:
- c. Did the SNRHA adopt 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)
    - Hampton Court AMP 404 (NV 1305)
    - Hullum Homes AMP 407 (NV 1307)
    - 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 412 (NV222a), AMP 404 (NV1305), AMP 407 (NV1307), & 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).

#### **(i) 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**



## **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions:**

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 has 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

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.

### **(ii) 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

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.



## ***ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION***

SNRHA is committed to providing its Section 8 participants with the broadest possible range of housing choices. At the briefing, families are encouraged to search for housing in non-impacted areas and informed that SNRHA will provide assistance to families who wish to do so. Non-impacted area is defined as census tracts within Clark County that are neither poverty-impacted areas nor areas of racial concentration identified by the Clark County and the HUD voluntary compliance agreement (VCA) as such.

SNRHA has areas of poverty and minority concentration clearly delineated in order to provide families with information and encouragement in seeking housing opportunities outside highly concentrated areas. SNRHA encourages participation by owners of units outside of areas of poverty and minority concentration. SNRHA will also continue to be members of the NV Apartment Association and use media and other educational forums to promote the Housing Choice Program throughout all communities. This outreach includes developing partnerships with agencies that represent the disabled population within our communities.

SNRHA has developed and provides all participants with its deconcentration map that show various areas and information about facilities and services in neighboring areas such as schools, transportation, and supportive and social services.

SNRHA will investigate and analyze when Voucher holders are experiencing difficulties locating or obtaining housing units outside areas of concentration. A report of where families are currently leased vs. where families are moving will be maintained for SEMAP reporting purposes, which address deconcentration efforts of SNRHA.

The assistance provided to such families includes:

- Providing families with a search record form to gather and record information
- Direct contact with landlords
- Counseling with the family
- Providing information about services in various non-impacted areas
- Meeting with neighborhood groups to promote understanding
- Formal or informal discussions with landlord groups
- Formal or informal discussions with social service agencies

SNRHA shall provide all applicants at their briefing an explanation of portability under the Housing Choice Voucher Program, including in the packet shall be a listing of the names and phone numbers of contact persons at neighboring housing authorities.

## ***ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION***

SNRHA will give participants a copy of HUD form 903 to file a complaint.

(See Chapter 2 regarding Fair Housing and Reasonable Accommodation)

**B**



### **Low Income Family Admissions**

Once SNRHA has met the 40% targeted income requirement for new admissions of extremely low-income families, SNRHA will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

### **H. UNITS DESIGNATED FOR THE ELDERLY**

In accordance with the 1996 Housing Act, Head or Spouse must be at least 62 years of age to be selected for admission to such units or buildings covered by a HUD-approved Allocation Plan, except for the units which are accessible, which may be offered to persons with disabilities.

### **I. UNITS DESIGNATED FOR THE DISABLED**

SNRHA has no HUD-approved disabled-only designated developments.

### **J. MIXED POPULATION UNITS**

A mixed population community is a public housing community, or portion of a community that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other SNRHA preferences will be applied.

### **K. GENERAL OCCUPANCY UNITS**

General occupancy units are designed to house all populations of eligible families. In accordance with SNRHA occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to SNRHA general occupancy units.

SNRHA will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.

### **L. DECONCENTRATION OF POVERTY AND INCOME-MIXING**

SNRHA admission policy is designed to provide for de-concentration of poverty and income mixing by bringing higher income tenants into lower income communities and lower income tenants into higher income communities.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.





SNRHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in SNRHA de-concentration efforts.

SNRHA will use the gathered tenant income information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the community for the purpose of assisting SNRHA in its de-concentration goals.

If SNRHA annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular community, SNRHA will evaluate the changes. SNRHA will determine whether, based on SNRHA methodology of choice, the community needs to be re-designated as a higher or lower income community or whether SNRHA has met the de-concentration goals and the community needs no particular designation.

### **Deconcentration and Income-Mixing Goals**

Admission policies related to the de-concentration efforts of SNRHA do not impose specific quotas. Therefore, SNRHA will not set specific quotas, but will strive to achieve de-concentration and income mixing in its developments.

SNRHA income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. SNRHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for SNRHA.

SNRHA income-mixing goal, in conjunction with the requirement to achieve income targeting, will be achieved via unit offer procedures described in Section O of this chapter.

### **Community Designation Methodology**

#### **Aggregate Average Method**

SNRHA will review the annual resident income of all family sites to develop an average annual income, which will be used as a baseline. Developments with an average annual income above that baseline will be considered higher income developments, and developments with an average annual income below the baseline will be considered lower income developments.

Upon analyzing its findings SNRHA will apply the policies, measures and incentives listed in Section P of this chapter to bring higher income families into lower income developments.

### **SNRHA Incentives for Higher Income Families**

Covered in Section O of this Chapter.

### **M. REMOVAL FROM WAITING LIST AND PURGING** [24 CFR 960.204(a)]

The waiting list will be purged at least tri-annually by a mailing to all applicants to ensure that the waiting list is current and accurate. The purge will be performed in a program specific manner and will be conducted on a rotating basis. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within 14 calendar days, the applicant will be removed from the waiting list. If a letter is returned by the Post Office, the applicant will be removed

TAB 6

**Financial Resources**

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

<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	\$12,326,159	Estimated for 2020
b) Public Housing Capital Fund	<del>\$4,889,270</del> \$4,590,293	est. 2019- 2020 Allocation
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$109,103,316	Estimated for 2019
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$238,250	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<del>FFYY19 – CFP NV01P018501-19</del>	<del>\$4,703,273</del>	<del>2019 Allocation</del>
FFYY18 – CFP NV01P018501-18	\$4,889,270	Revised 2018 Allocation
FFY 17 – CFP NV01P018501-17	\$3,157,888	2017 Allocation
FFY 16 – CFP NV01P018501-16	\$3,861,882	2016 Allocation
<del>FFY 15 – CFP NV39P018501-15</del>	<del>\$3,397,133</del>	<del>Revised 2015 Allocation.</del>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$5,438,350	
<b>4. Other income (list below)</b>		
Interest on general fund investments	\$142,900	
Non-dwelling rental income	\$663,182	
Other Income	\$882,374	

**Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Management Fee (internal)	\$6,217,691	
<b>5. Non-federal sources</b> (list below)		
Housing Choice Voucher Pre-2003	\$2,141,866	Any housing related resources
Disposition Proceed/Developer Fees	\$6,573,553	Proceed from sale of PHA units to be used for the development of new and rehabilitation of PHA units
<b>Revised Total Resources</b>	<b>\$164,930,247</b>	Operations, Resident Programs and Capital needs and Replacement Housing



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

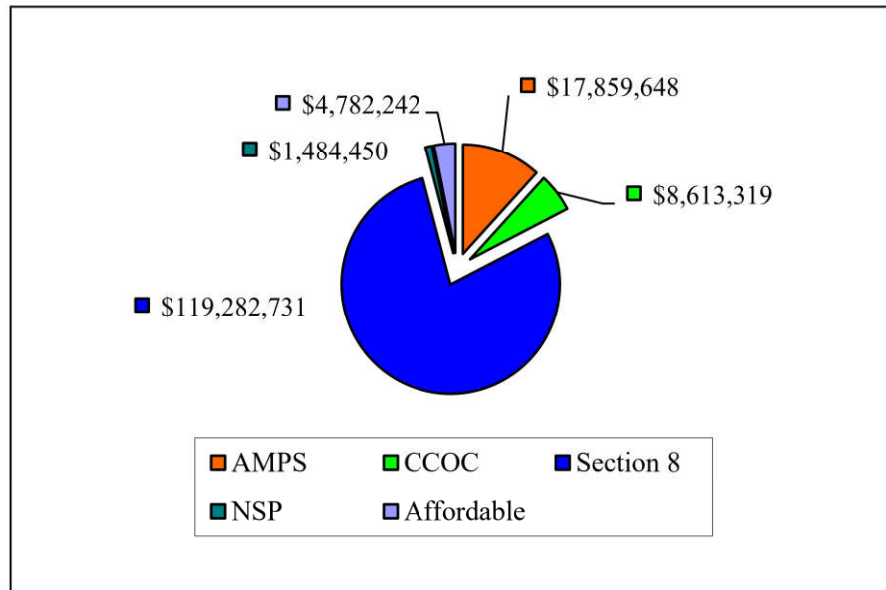
**Assessment of Financial Resources**

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 2020 Public Housing Operating Budget (FYE 09/30/20)
- FY 2020 Central Office Cost Center (FYE 09/30/20)
- FY 2020 Housing Choice Voucher Program Budget (FYE 09/30/20)
- FY 2020 Affordable Housing Budget (FYE 09/30/20)
- FY 2020 Neighborhood Stabilization Program (FYE 09/30/20)
- FFY 2020 Capital Fund Program Budget

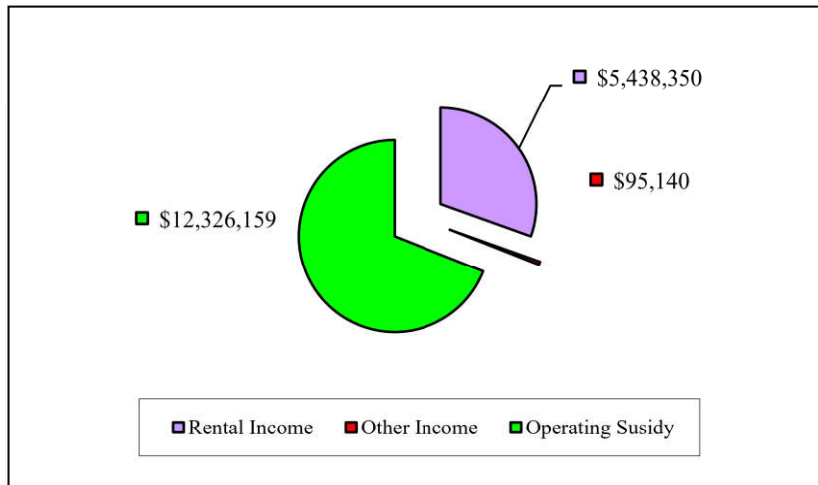
The following charts summarize the financial health of the Authority. Generally, operating funds are for the current fiscal year (PHA FYE 09/30/20) and special revenue funds are for the current federal fiscal year. The PHA is assuming that operating revenue for FY 2020 will remain constant.

**SUMMARY OF INCOME – AGENCY-WIDE  
FISCAL YEAR ENDING SEPTEMBER 30, 2020**



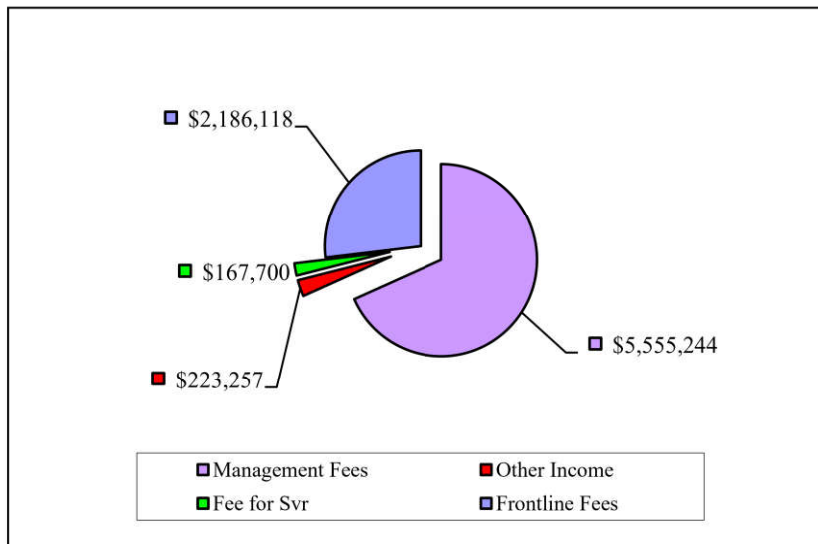
Based on FY 2020, operating budgets total \$152,022,390. The Low Income Public Housing Program Asset Management Projects (AMPS) account for 12% and the Central Office Cost Center account for 6%, the Housing Choice Voucher Program accounts for 78%, the Affordable Housing Program accounts for 03%, and the Neighborhood Stabilization Program accounts for 1% of the agency’s operating revenue. Sources of income for each program are detailed in the following charts and are based on FY 2020 program budgets.

**BREAKDOWN OF INCOME SOURCES – LOW RENT PUBLIC HOUSING PROGRAM - AMPS  
FISCAL YEAR ENDING SEPTEMBER 30, 2020**



Rental Income represents 30% of total LIPH receipts, Other Income (Includes amount from Interest for Other Programs) represents 1% of total LIPH receipts, and Operating Subsidy from HUD represents 69% of total LIPH –AMPS receipts.

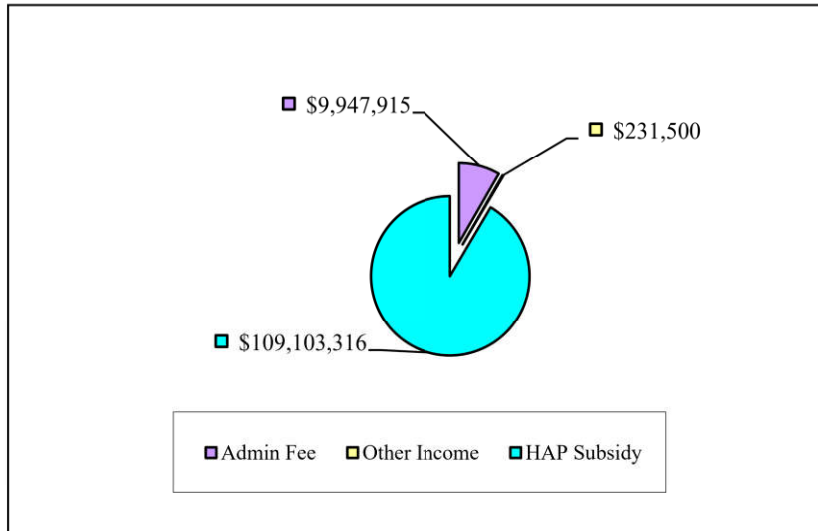
**BREAKDOWN OF INCOME SOURCES – CENTRAL OFFICE COST CENTER (CCOC)  
FISCAL YEAR ENDING SEPTEMBER 30, 2020**



Management Fees Income represents 68% 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 2%, and Frontline income represents 27% of total CCOC receipts.

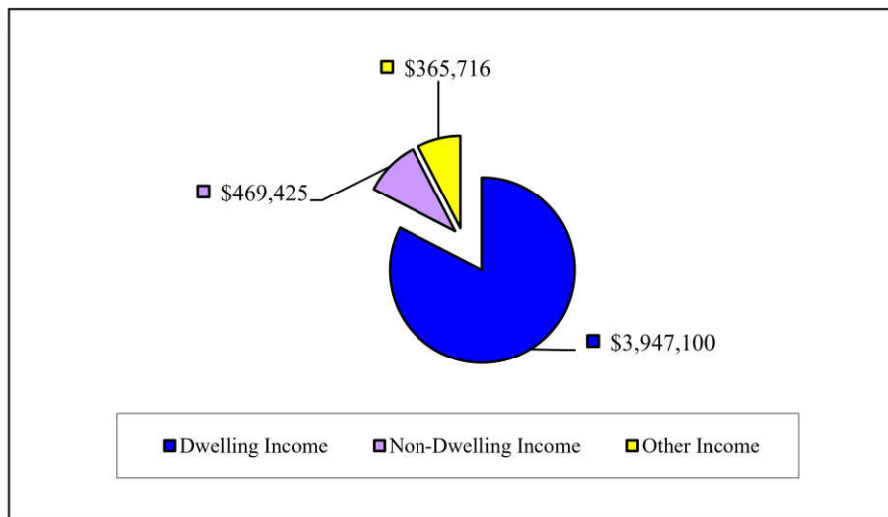
**BREAKDOWN OF INCOME SOURCES – HOUSING CHOICE VOUCHER PROGRAM**

**FISCAL YEAR ENDING SEPTEMBER 30, 2020**



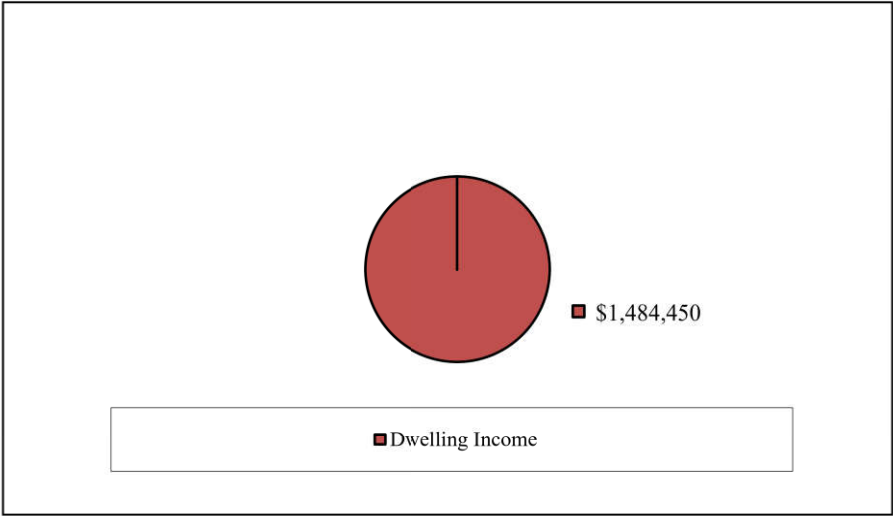
Administrative Fees represent 8.3% of total Housing Choice Voucher Program receipts, Other Income represents less than .2% of total Housing Choice Voucher receipts, and HAP Subsidy from HUD represents 91.5% of total Housing Choice Voucher Program receipts.

**BREAKDOWN OF INCOME SOURCES – AFFORDABLE HOUSING PROGRAM  
FISCAL YEAR ENDING SEPTEMBER 30, 2020**



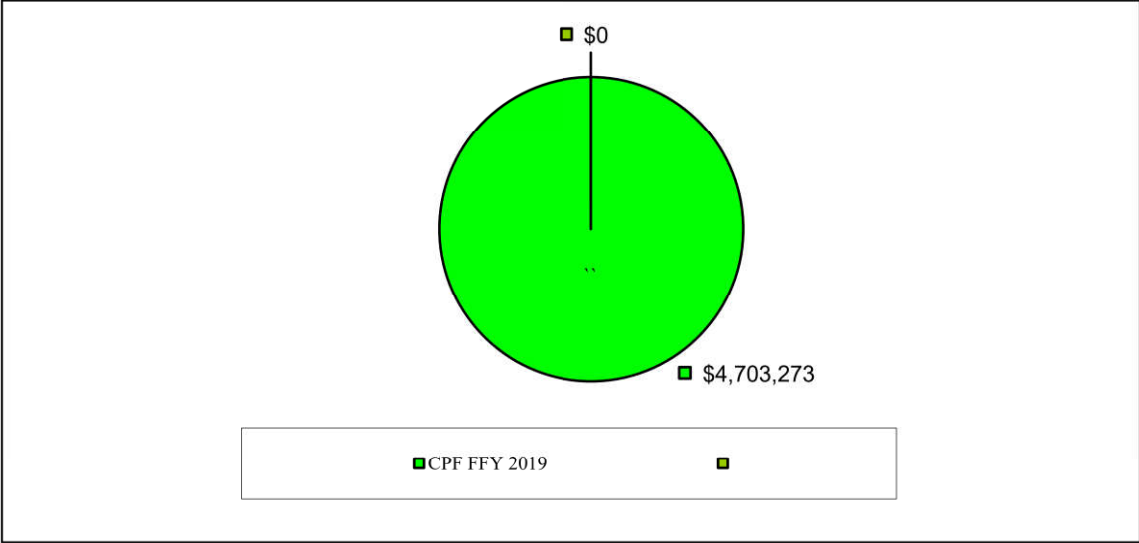
Dwelling Income represents 83% of total Affordable Housing receipts, Non-Dwelling Income represents 10% of total Affordable Housing receipts, and Other Income represents 7% of total Affordable Housing receipts.

**BREAKDOWN OF INCOME SOURCES – NEIGHBORHOOD STABILIZATION PROGRAM  
FISCAL YEAR ENDING SEPTEMBER 30, 2020**



Dwelling Income represents 100% of total Neighborhood Stabilization Program’s receipts.

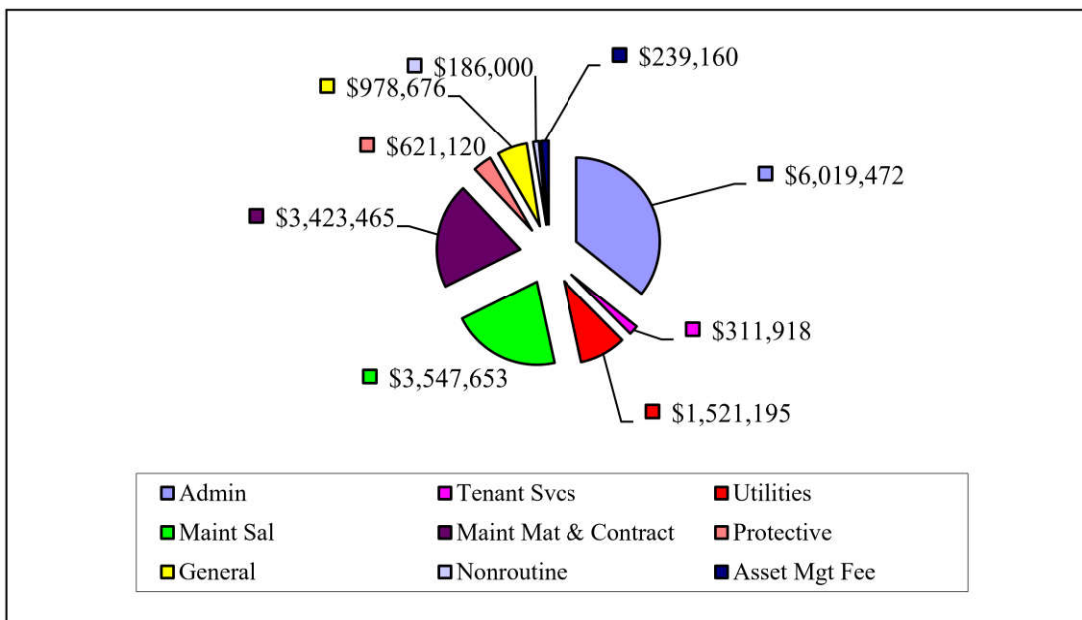
**INCOME FROM SPECIAL REVENUE FUNDS**



All special revenue funds are from HUD FFY 2020 and are awarded during the PHA's FY 2020 based on budgets submitted with this plan. Of special revenue funds, the Capital Fund Program represents 100% of funding. Total special revenue funds are \$4,703,273 resulting in total agency income for FY 2020 of \$156,725,663.

### **Estimated Expenditures – Public Housing Program-AMPS**

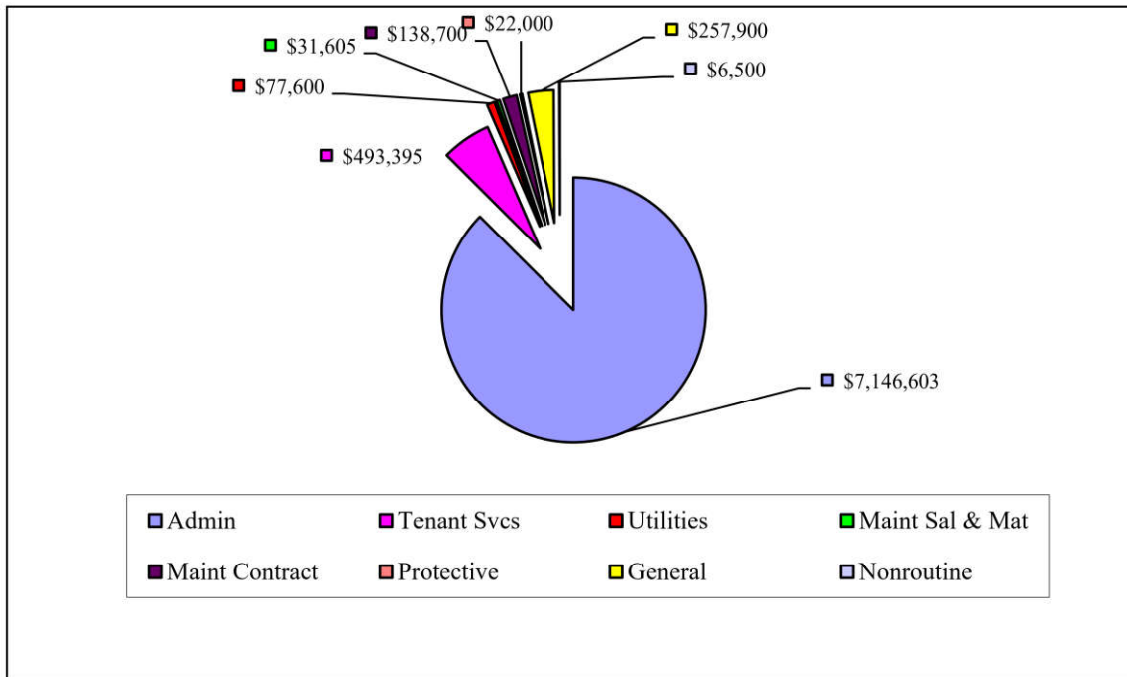
FISCAL YEAR ENDING SEPTEMBER 30, 2020



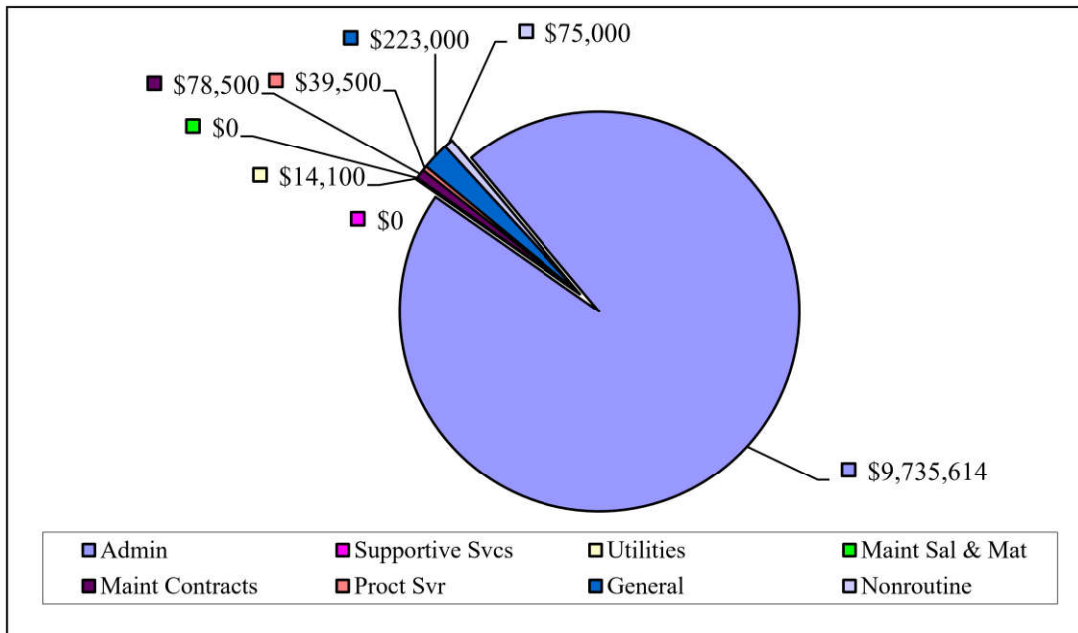
### **Estimated Expenditures – Central Office Cost Center-COCC**

FISCAL YEAR ENDING SEPTEMBER 30, 2020



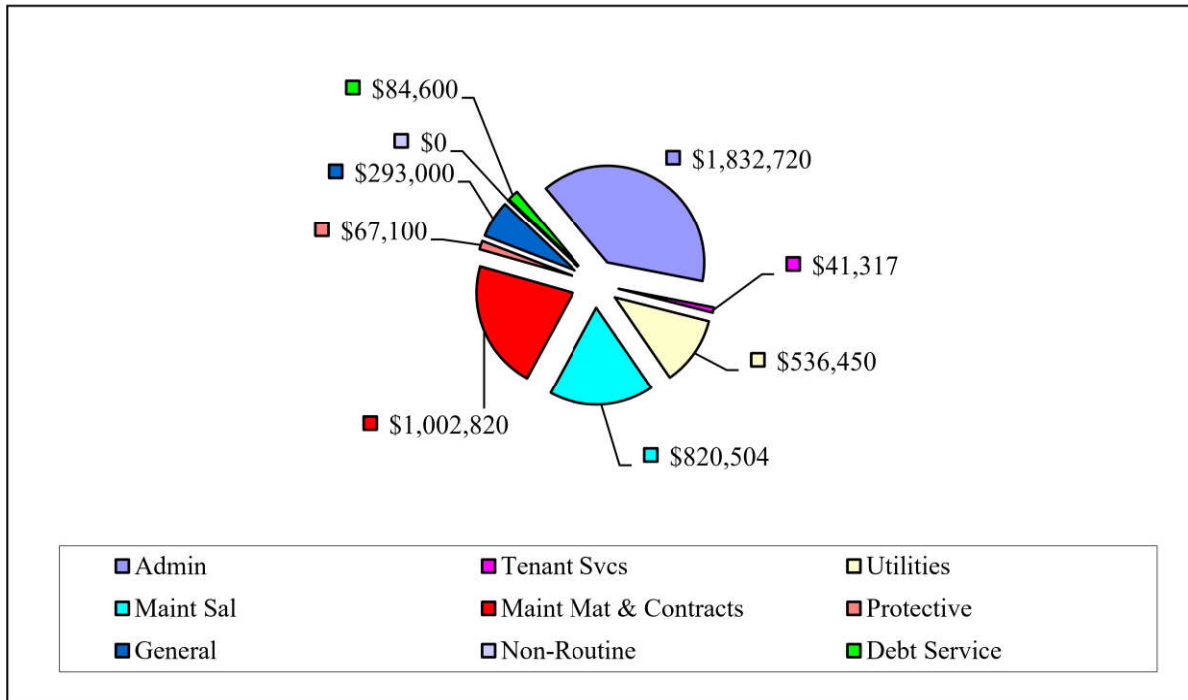


**Estimated Expenditures – Housing Choice Voucher Program**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2020**



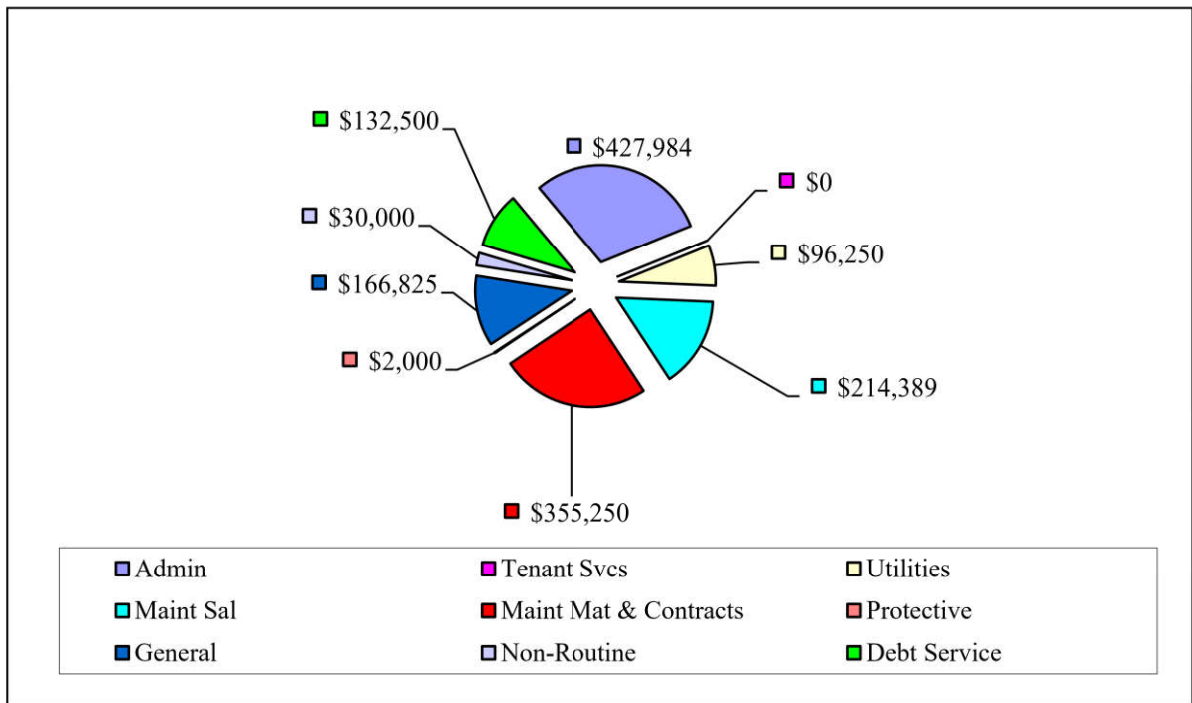
The above Housing Choice Voucher Program expenditures do not include \$109,103,316 in HAP Payments.

**Estimated Expenditures – Affordable Housing Program**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2020**



The above Affordable Housing expenditures are based on the FY 2020 budget.

**Estimated Expenditures – NEIGHBORHOOD STABILIZATION Program**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2020**



The above Neighborhood Stabilization Program expenditures are based on the FY 20120 budget.

TAB 7

**Operation and Management**

**A. 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	<del>2651</del> 2241	18.7%
Section 8 Vouchers	<del>7388</del> 7327	8%
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
VASH	<del>1406</del> 1381	18.4%
NED	1576	4.6%
MAIN5	<del>95</del> 184	4.2%
FUP	365	9.3%
RAD PH	<del>323</del> 845	5.9%
PBV	<del>118</del> 179	7.6%
VASH/PBV	<del>13</del> 38	0.0%
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

**B. 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 pest control program to prevent and address any pest control infestations. SNRHA addresses bed bug issues aggressively on an as needed basis in conjunction with resident cooperation, through the use of multiple remedies, including chemical and heat treatments.

**(ii) Section 8 Management:**

- Administrative Plan



A

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
Intro	3	Resources and Where to Find Them	C	<p>Notice PIH <del>2012-10</del>2018-24, Verification of Social Security Numbers (SSNs) and Supplemental Security Income (SSI) Benefits; and Effective Use of the Enterprise Income Verification (EIV) System’s Identity Verification Report  <a href="http://portal.hud.gov/huddoc/pih2012-102018-24.pdf">http://portal.hud.gov/huddoc/pih2012-102018-24.pdf</a></p>	
1	2	Overview	A	<p><b>1-I.A. OVERVIEW</b></p> <p>This part explains the origin of SNRHA’s creation, authorization, the general structure of the organization, and the relationship between SNRHA Board <u>of Commissioners</u> and staff.</p> <p>...</p> <p>goals. The Board <u>of Commissioners</u> is responsible for preserving and expanding the agency’s resources and assuring the agency’s continued viability.</p> <p>Formal actions of SNRHA are taken through written resolutions, adopted by the Board of Commissioners, and entered into the official records of SNRHA.</p> <p>The principal staff member of SNRHA is the Executive Director (ED), hired and appointed by the Board of Commissioners. The Executive Director is directly responsible for carrying out the policies established by the <u>Board of Commissioners</u> and is delegated the responsibility for hiring, training, and supervising the remainder of SNRHA’s staff in order to manage the day-to-day operations of SNRHA to ensure compliance with federal and state laws and directives for the programs managed. In addition, the Executive Director’s duties include budgeting and financial planning for the agency.</p>	
1	10	1-II.C	D	<p><b>What does SNRHA do?</b></p> <p>SNRHA administers the HCV program under contract with HUD and has the following major responsibilities:</p> <p>.....</p> <ul style="list-style-type: none"> <li>Issue voucher to selected family <del>and, if necessary, assist the family in finding a place to live.</del></li> </ul>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
1	11	1-II.C	C	<p><b>What does the Family do?</b></p> <p>The family has the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Provide SNRHA with <u>required, complete, —and accurate information for continued eligibility;</u> <del>determined by SNRHA to be necessary for administration of the program</del></li> </ul>	
1	15	I-II.C	C	<p>To this end, SNRHA evaluates its current program participants on a regular <u>basis.</u> <del>Historically,</del> <del>†</del> <del>The majority of participants are leased in two (2) bedroom units and the average time of lease-up (from date voucher was issued to leased up) has an estimated 45-60 calendar days. Any new allocations such as Welfare to Work, Family Unification Program, or Mainstream Vouchers, will require additional resources and community partnership efforts. <del>These services may include hiring additional staff and implementing a "Buddy System" which will provide direct assistance in unit search by having SNRHA staff pick up clients without transportation and take them to see units they choose.</del> SNRHA staff will also assist in explaining the program to new landlords and assist, as required, in rent negotiations to ensure all requests for lease-approval are reasonable, as required by HUD.</del></p>	
1	15	1-III.E	D	<p><del>Further, SNRHA identifies the zip codes of 89106, 89108, 89030, and 89115 as having its largest current lease up status. These zip codes are outside the poverty impact area of SNRHA's jurisdiction. This demonstrates SNRHA's current outreach effort in identifying new market units is working. However, it will be essential to continue a proactive approach in preparing for future participants. To this end,</del> SNRHA will conduct outreach efforts to attract new landlords throughout Clark County to ensure units are available when families are issued vouchers.</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
1	16	1-III.E.	D	<p><del>SNRHA will actively participate in the Nevada Apartment Association and other agency meetings and ensure unit listing forms are available, as well as, conduct educational community forums. Public relations activities to improve the community's perception of the Housing Choice Voucher Program will include appearances on local radio and television talk shows, developing marketing tools that can be disseminated to rental agencies, apartment complexes, and private owners throughout Clark County. These efforts should increase the number of new Housing Choice Voucher landlords interested in listing their units with SNRHA and ensure families locate units in neighborhoods with services and/or jobs available for their families.</del></p>	
1	16	1-III.G	C	<p>Any and all information which <del>would lead one to determine</del><u>discloses</u> the nature and/or severity of a person's disability must be <u>redacted or removed</u> from a client's file <del>and destroyed or returned to the family member after its use. Client medical information shall only be released to the 504 Coordinator and the staff working on the file to calculate medical expenses or in cases where an accommodation is under consideration.</del></p> <p>SNRHA's practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicant and participant files will be stored in a secure location which is only accessible by authorized staff.</p> <p>SNRHA staff will not discuss family information contained in files unless there is a business reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in severe disciplinary action.</p> <p style="color: red;"><del>All files must be signed off when released to another department.</del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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2	3	2-I.B	A	<p>SNRHA will not use any of these factors to:</p> <ul style="list-style-type: none"> <li>• Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to participate in the Housing Choice Voucher program</li> <li>• Provide housing that is different from that provided to others</li> <li>• <del>Subject anyone to segregation or disparate treatment</del></li> <li>• <u>Subject anyone to sexual harassment</u></li> </ul>	
2	4	2-I.B	C	<p><b>THE FAIR HOUSING ACT [24 CFR PART 100]</b></p> <p><b>Illegal Inquiries [24 CFR 100.202]</b></p> <p>The Fair Housing Act makes it unlawful for a housing provider to:</p> <ul style="list-style-type: none"> <li>• Ask if an applicant/<u>participant</u> for a dwelling has a disability or if a person intending to reside in a dwelling or anyone associated with an applicant <u>/ participant or resident</u> has a disability; or</li> </ul>	
2	9	2-II.D	C	<p><u>If a request is denied</u>, SNRHA will provide a written decision to the person requesting the accommodation within 14 <u>calendar business days</u>. <del>if a request is denied. In addition, if</del> a person is denied the accommodation or feels 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.</p>	
2	10	2-II.D	D	<p>Examples of reasonable accommodations in the Housing Choice Voucher program include, but are not limited to: [24 CFR § 8.4]</p> <ul style="list-style-type: none"> <li>• Making sure SNRHA’s program offices are fully accessible</li> <li>• <del>Maintaining a list of landlords who own units that are accessible</del></li> </ul>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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2	10	2-II.D.	C	2) An applicant <del>or resident/</del> <u>participant</u> family <del>that has a with a disabled</del> -member must still be able to meet essential obligations of the Housing Choice Voucher program. They must be able (with or without assistance) [24 CFR § 8.3]	
2	13	2-II.G	C	<u>SNRHA Policy</u> After a request for an accommodation is presented, SNRHA will respond, in writing, within <u>10-14</u> business days of receiving verifications.	
2	15	2-II.J	D	Duplicate verbiage... When applicants/participants with disabilities are denied assistance <u>or terminated</u> , the notice of denial/ <u>termination</u> must inform them of SNRHA’s informal review process and their right to request an informal review. In addition, the notice must inform applicants with disabilities of their right to request reasonable accommodations to participate in the informal review process. <del>When a participant family’s assistance is terminated, the notice of termination must inform them of SNRHA’s informal hearing process and their right to request a hearing and reasonable accommodation.</del>	
3	2	3-I.B	C	Change ‘near-elderly’ to ‘non-elderly’ throughout Admin Plan (multiple times) to be consistent with HUD’s definition of Non-Elderly Disabled (NED) <b>Family</b> To be eligible for assistance, an applicant must qualify as a family. <i>Family</i> as defined by HUD includes, but not limited to the following, regardless of actual or perceived sexual orientation, gender identify, or marital status, a single person, who may be an elderly person, a disabled person, <del>near-non</del> -elderly person, or any other single person; or group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the family,) a <del>nearnon</del> -elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. SNRHA has the discretion to determine if any other group of persons qualifies as a family. Equal access final rule requires all	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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3	3	3-I.B	D	<p>Duplicate verbiage...</p> <p><u>SNRHA Policy</u></p> <p>A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law; but who either can demonstrate they have lived together previously or certify each individual income and other resources will be available to meet the needs of the family. Each family must identify the individuals to be included in the family at the time of application, and must update this information in writing (within 10 calendar days of the change) if the family composition changes.</p> <p style="color: red;"><del>Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.</del></p>	
3	3	3-II.B	A	<p><b>Spouse of Head</b></p> <p>Spouse means the husband or wife of the head <u>of household</u>.</p>	
3	5	3-I.E	C	<p><u>SNRHA Policy</u></p> <p>A <i>marriage partner</i> includes the partner in a "common law" (or being recognized in the State of Nevada according to Senate Bill 283 domestic partner) marriage as defined in state law. The term "spouse" does not apply to friends, roommates, or significant others who are not <del>marriage-married</del> partners. A minor who is emancipated under state law may be designated as a spouse <u>or co-head</u>.</p>	
3	6	3-I.E	D	<p>Duplicate verbiage.... See Change to Chapter 5 – Page 5 – Section 3-I.E. above.</p> <p>A <i>co-head</i> is an individual in the household who is equally responsible with the head of household for ensuring the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one co-head.</p> <hr/> <p><u>SNRHA Policy</u></p> <p style="color: red;"><del>Minors who are emancipated under state law may be designated as a co-head.</del></p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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3	6	3-I.H.	C	<p><b>3-I.H. ELDERLY AND <del>NEAR</del>NON-ELDERLY PERSONS, AND ELDERLY FAMILY [24 CFR 5.100 and 5.403]</b></p> <p><b>Elderly Persons</b></p> <p><i>An elderly person is a person who is at least 62 years of age.</i></p> <p><del><b>NearNon-Elderly Persons</b></del></p> <hr/> <p><i>A <del>nearnon</del>-elderly person is a person who is 50-61 years of age.</i></p>	
3	9	3-I.L	C	<p>Duplicate verbiage....</p> <p><b>Absent Head, Spouse, or Co-head § 982.312:</b> If a family is going to be away from their unit for more than 30 calendar days they “must” report this information to SNRHA with an anticipated date of return.</p> <p><u>SNRHA Policy</u></p> <p>An absent head, spouse, or co-head from the unit will continue to be considered a family member, unless:</p> <ul style="list-style-type: none"> <li>• a legal separation or divorce has been applied for, or</li> <li>• SNRHA’s “Certification of Absent Spouse” form has been completed, or</li> <li>• <u>the individual</u> has been removed from the household as covered in VAWA.</li> </ul> <p><del>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.</del></p> <p>When any family member is absent for more than 30 calendar days, the head of household must notify SNRHA in writing <del>within ten (10) calendar days</del> of their departure and notify in writing when they return. <u>An extended period is defined as any period greater than 30 calendar days.</u></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

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3	11	3-I.M	C	<p><b>3-I.M. LIVE-IN AIDE CFR (982.316)</b></p> <p>Within <del>10-14</del> business days of receiving a request for a live-in aide, including all required documentation/verification related to the request, SNRHA will notify the family of its decision in writing.</p>	
3	14	3-II.A	D	<p><i>Ineligible Noncitizens</i></p> <p>Those noncitizens who do not wish to contend their immigration status are required to have their names listed on a non-contending family members listing (signed by the head, spouse, or co-head) indicating their ineligible immigration status - regardless of citizenship status. <del>SNRHA is not required to verify a family member's ineligible status and is not required to report an individual's unlawful presence in the U.S. to the United States Citizenship and Immigration Services (USCIS.)</del></p>	
3	15	3-II.B	C	<p><u>SNRHA Policy</u></p> <p>SNRHA will not provide assistance to a family before the verification of the eligible citizenship status of at least one family member. The eligible member does not have to be an adult in order for SNRHA to assist the family.</p> <p>When SNRHA determines an applicant family does not include any citizens, nationals, or eligible noncitizens upon completion of the verification process, the family will be sent a written notice within <del>10-14</del> business days of the determination.</p>	
3	15	3-II.C	C	<p><b><u>3-II.C. SOCIAL SECURITY NUMBERS [24 CFR 5.216 and 5.218] Notice PIH <del>20122018-24-10</del></u></b></p> <p>SNRHA will require the disclosure of the SSN of all family members regardless of age if they have declared citizenship or eligible immigration status.</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

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3	20	3-II.G	D	<p>CRIMINAL SCREENING</p> <p>SNRHA will screen families for drug-related or criminal activity (Chapter 12- Denial or Termination of Assistance.) SNRHA will not be liable or responsible to the owner or other persons for the family’s behavior or the family’s conduct in tenancy. <del>Metro screenings will be good for 12 months;</del> FBI screenings shall be good for 12 months from date of approval.</p>	
3	24	3-III.D	D	<p><b>Screening for Suitability as a Tenant [24 CFR 982.307]</b></p> <p>SNRHA has no liability or responsibility to the owner for the family’s behavior or suitability for tenancy. <del>SNRHA may opt to conduct additional screening to determine whether an applicant is likely to be a suitable tenant.</del></p> <p><u>SNRHA Policy</u></p> <p><del>SNRHA will not conduct additional screening to determine an applicant family’s suitability for tenancy.</del></p>	
4	12	4-II.K	A	<p>The family’s response must be in writing and may be delivered in person, by mail, <u>electronically</u>, or by fax. Responses should be postmarked or received by SNRHA not later than 14 calendar days from the date of SNRHA letter.</p>	
4	12	4-II.K	C	<p>If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the <del>Housing Programs Manager</del> or Director of Housing Programs <u>or designee</u> determines there were circumstances beyond the person’s control. The following exceptions, if determined to exist, will be acceptable to warrant reinstatement: hospitalization or out of town or disabled. Additionally, if for any reason when a family is removed in error from the waiting list the <del>Housing Program Manager</del> <u>Director of Housing Programs</u> or their designee may reinstate the applicant.</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

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4	15	4-III.D	C	<p><del>Working Preference will be given to:</del> Head, spouse, or co-head <del>who is</del> employed at least 20 hours per week, or who are active participants in accredited educational and training program designed to prepare the individual for the job market. This preference is</p>	
4	16	4-III.D	C	<p><i>PREFERENCE DENIAL [24 CFR 5.415]</i></p> <p>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 <del>Housing Programs Manager or</del> Director of Housing Programs <u>or designee</u>. 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.</p>	
5	1	Intro	D	<p>SNRHA will use the methods as set forth in this Administrative Plan to verify and determine family income at admission and reexamination is correct. <del>The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the Regulations.</del></p>	
5	4	5-I.C	C	<p><b>Absence of Any Member</b></p> <p><u>SNRHA Policy</u></p> <p>Any member of the household will be considered permanently absent if he/she is away from the unit for more than <del>three (3)</del> <u>six (6)</u> consecutive months or as otherwise provided in this Chapter, except students or children with shared custody for which the head of household has notified SNRHA of their absence in writing.</p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
5	4	5-I.C	C	<p><b>Absent Head, Spouse, or Co-head</b></p> <p><u>SNRHA Policy</u> An absent head, spouse, or co-head will be considered as part of the family and their income will count “unless” the head of household certifies the head/spouse/co-head <del>is no longer in the unit permanently absent.</del></p>	
5	5	5-I.C	D	<p>SNRHA’s “Certification of Absent Spouse” form certifies the spouse is not a member of the household and will not reside in the assisted unit. <del>, will not provide income to the family living in the assisted unit.</del></p>	
5	6	5-I.C	C	<p>Caretakers of a Child</p> <p>(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 <del>up to 90 calendar days but not exceed</del> 120 calendar days. After the time has elapsed, the caretaker will be considered a family member unless information is provided confirming the caretaker’s role is temporary. In such cases SNRHA will extend the caretaker’s status as an eligible visitor.</p>	
5	13	5-I.E	D	<p>EARNED INCOME</p> <p><del><i>Earned Income Disallowance</i></del></p> <p><del>The earned income disallowance for persons with disabilities is discussed in section 5-I.E below.</del></p> <p><b>5-I.F. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES</b> [24 CFR 5.617 Streamlining Final Rule (SFR) Federal Register 3/8/16]</p>	
5	15	5-I.E	C	<p><del><i>Earned Income Disregard Disallowance (EID)</i></del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
5	26	5-I.L	A	Alimony and Child Support  <u>3-4. When verification documents do not provide a 12-month history, an average will be determined based on at least two months' or more of a verified payment.</u>	
5	31	5-I.N	A	ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME  <u>(y) Distributions from an Achieving a Better Life Experience (ABLE) account, and actual or imputed interest on the ABLE account balance</u>	
6	1	Verificati on	C	Several changes throughout Chapters 6 and 7  <b>Chapter 6</b>  <b>VERIFICATION</b>  [24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, and Notice PIH <del>2017-12</del> 2018-18]	
6	6	6-I.B	A	Overview of Verification Requirements  <b>a. Reviewing the EIV Income Report <u>and Income Validation Tool (IVT)</u> to confirm/validate tenant-reported income;</b>	
6	7	6-I.B	C	Requirements for Acceptable Documents  SNRHA staff member who views the original document must make a photocopy.  <u>Any family self-certifications must be made in a format acceptable to SNRHA. <del>signed in the presence of a SNRHA representative or SNRHA notary public</del></u>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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6	12	6-I.D	C	<p>THIRD-PARTY WRITTEN AND ORAL VERIFICATION</p> <p>SNRHA may mail, fax, or e-mail third-party written verification requests and will accept third-party responses using any of these methods. SNRHA will send a written request for verification to each required source within <del>five (5)</del><u>four (4)</u> -business days of securing a family’s authorization for the release of the information and give the source ten (10) calendar days to respond in writing. If a response has not been received by the 11<sup>th</sup> business day, SNRHA will request third-party oral verification.</p>	
6	13	6-I.D	A	<p>Several additions throughout this Chapter</p> <p>Third-party verification is used to verify information directly with the source. Third-party written verification forms will be sent and returned via first class mail, <u>email</u>, or fax. The family will be required to sign an authorization for the information source to release the specified information.</p>	
6	15	6-I.D	D	<p><b>Self-Certification/Self-Declaration</b></p> <p>When verification cannot be made by third-party verification, including oral verification or review of documents, families will be required to submit a self-certification.</p> <hr/> <p><u><del>SNRHA Policy</del></u></p> <p><del>Self certification means a statement under penalty of perjury, and the signature must be witnessed by SNRHA staff.</del></p>	
6	15	6-I-D	A	<p><i>Certain Assets and Expenses</i></p> <p><del>SNRHA will not verify assets less than \$5,000.00. For assets less than \$5,000.00 SNRHA shall accept the participant’s declared amount, no additional verification is required. SNRHA will obtain third party verification for assets in the amount of \$5,000.00 or more.</del></p> <p><del>According to HUD’s Final Rule (FR-5743-F-03) dated March 8, 2016, entitled “Streamlining Administrative Regulations for Public Housing/Housing Choice Voucher Final Rule,” SNRHA must obtain third party verification every three (3) years for all assets regardless of the amount. SNRHA is due to verify all assets in 2022 and every three (3) years thereafter.</del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

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6	15	6-I.D	C	<p><i>Certain Assets and Expenses</i></p> <p><u>SNRHA Policy</u></p> <p>SNRHA will use review of documents in lieu of requesting third-party verification when the market value of an individual asset or an expense is less than \$15,000 annually <del>and the family has original documents supporting the declared amount.</del></p>	
6	18	6-I.D	A	<p>Employment Income / SNRHA Policy</p> <p><i>Acceptable methods of verification include, in this order:</i></p> <ol style="list-style-type: none"> <li>EIV with a minimum of four (4) consecutive current paystubs <u>or two (2) consecutive paystubs for new employment or a decrease in wages.</u></li> </ol>	
6	24	6-I.D	D	<p><b>Live-In Aide</b></p> <p><u>SNRHA Policy</u></p> <p>When a participant requires a live-in aide, SNRHA shall submit their signed reasonable accommodation request form to the medical professional noted on their request for third party verification of the need. Once approved by the 504 officer, the participant shall have 30 calendar days to submit the name of the live-in aide and schedule them to come in for screening. The voucher size shall NOT be increased until such time as SNRHA staff has completed their screening of the Live-In Aide in compliance with HUD guidance. The participant shall be allowed to submit another name for a live-in aide if the first does not pass the screening process <del>but must submit this name within 14 calendar days of the denial notice.</del></p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
6	28	6-I.E	A	<p><i>Medical Need for Larger Unit</i></p> <p><u>SNRHA Policy</u></p> <p>A written certification that a larger unit is necessary must be obtained from a reliable, knowledgeable professional as a reasonable accommodation for a disabled family member. At each annual Housing Quality Inspection, staff will verify the additional room is still being used for medical equipment. When this is not the case, the voucher will be decreased in compliance with HUD guidance <u>at the next Annual Re-examination.</u></p>	
6	31	6-II.B	C	<p><del>6-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216 and HCV-GB, p. 5 IPIH Notice 2018-242]</del></p>	
6	36	6-III.A	C	<p><b>Wages</b></p> <p><u>SNRHA Policy</u></p> <p><i>Acceptable methods of verification include, in this order:</i></p> <p><u>1. EIV with a minimum of four (4) consecutive current paystubs or two (2) consecutive paystubs for new employment or a decrease in wages.</u></p> <p><del>EIV with four (4) consecutive current paystubs for annuals and two (2) for New Hires.</del></p> <p>2. Acceptable Third Party written verification provided by the participant/applicant.</p>	
6	38 & 39	6-III.F	D	<p><del>6-III.F. INCOME FROM EXCLUDED SOURCES</del></p> <p>SNRHA must obtain verification for income exclusions only if, without verification, SNRHA would not be able to determine whether the income is to be excluded. <del>For example: If a family's 16 year old has a job at a fast food restaurant, SNRHA will confirm that SNRHA records verify the child's age but will not send a verification request to the restaurant. However, if a family claims the earned income disallowance for a source of income, both the source and the income must be verified.</del></p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

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7	9	7-I.C.	C	<p><b><i>Moves Briefing</i></b></p> <p><del>A move briefing will be held for participants who</del> Participants will be reissued a voucher to move <del>and have given proper notice (written 30 day notice or 60 days if the participant have leases at tax credit properties or in accordance to your lease agreement) of intent to vacate once they provide a valid Vacate Notice or have a valid move approved by SNRHA. to their landlord and SNRHA. This briefing includes incoming and outgoing portable families. This includes participants moving within our jurisdiction and participants porting out.</del> SNRHA shall assist outgoing ports in identifying the correct <del>staff at the</del> PHA within the area 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 (1) year. SNRHA shall not issue a voucher to the participant if any</p>	
7	9	7-I.C	D	<p><b><i>Owner Briefing</i></b></p> <p>Briefings are held for owners <del>annually or</del> as needed to market the Section 8 Housing Choice Voucher Program. <del>All new owners and current owners are notified in writing.</del> 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 (3) parties.</p>	
7	9 & 10	7-I.C	C	<p><b><i>ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION</i></b></p> <p>SNRHA is committed to providing its Housing Choice Voucher participants with the broadest possible range of housing choices. At the briefing, families are <u>provided information encouraged</u> to search for housing in non-impacted areas, <del>and informed that SNRHA will provide assistance to families who wish to do so.</del> Non-impacted area is defined as census tracts within <u>Clark County that are neither poverty-impacted areas nor areas of racial concentration and identified by Clark County and HUD's voluntary compliance agreement (VCA).</u></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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7	11	7-I.C	D	<p><b><i>Expirations</i></b></p> <p>The Voucher is valid for a period of at least <del>ninety (90)</del><u>120</u> calendar days from the date of issuance. The family must submit a Request for Tenancy Approval (RFTA) and a signed Lease (with no execution date) within the <del>ninety (90)</del><u>120</u> calendar day period unless an extension has been granted by SNRHA prior to the expiration date on the voucher. <del>SNRHA shall issue all vouchers for disabled families for an initial period of 120 calendar days to promote full participation of persons with disabilities.</del> An additional 30 calendar day extension may be requested if a unit is not located within the 120 calendar day period. SNRHA will provide an additional extension of another 30 calendar days as a reasonable accommodation, <del>if the disabled or elderly family requests a reasonable accommodation and it is approved prior to the voucher expiration date. No extensions shall be approved for more than 180 days. This policy is consistent with the Executive Order 13217 “Community Based Alternatives for Individuals with Disabilities.”</del></p>	
7	12	7-I.C	D	<p><b><i>Extensions</i></b></p> <p><del>SNRHA will extend the term of the voucher up to 180 calendar days from the beginning of the initial term (issuance date of voucher.) if the family needs and request an extension as a reasonable accommodation to make the program accessible and usable by a family member with a disability. The reasonable accommodation must be approved by the 504 Officer.</del></p> <p>A family may request an extension of the Voucher’s time-period. All requests for extensions must be received prior to the expiration date of the Voucher.</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
7	12	7-I.C.	C	<p>A final extension is permissible at the discretion of SNRHA up to a maximum of additional 30 calendar days for:</p> <ul style="list-style-type: none"> <li>• Extenuating circumstances (such as serious illness or death in the immediate family, hospitalization, or a family emergency for an extended period of time, which has affected the family's ability to find a unit within the initial <del>ninety [90]</del>120 calendar day period) and verification is required. OR</li> <li>• The family was prevented from finding a unit due to a disabled family member (accessibility requirements) or a larger sized unit (defined as four [4] or more bedrooms.) A documented Search Record is part of the verification, as needed.</li> </ul>	
7	12	7-I.C.	C	<p><i>Extensions for Port-in Participants</i></p> <p>Extensions for billable port-in participants are at the discretion of <del>SNRHA</del><u>the Initial Housing Authority (IHA)</u>.</p>	
7	12	7-I.C.	C	<p><i>Assistance to Voucher Holders</i></p> <p>Families who require additional assistance during their search may call SNRHA's office to request <del>assistance</del><u>a copy of our Landlord Listing</u>. Voucher holders will be notified at their briefing session that SNRHA periodically updates the listing of available units and how the updated list may be obtained. Disabled voucher holders may contact the Housing Choice Voucher (HCV) Department if they require additional assistance in locating a unit or an extension of time as a reasonable accommodation.</p>	
7	12	7-I.C.	D	<p>SNRHA will assist families in negotiating <u>rent</u> with owners. <del>and provide other assistance related to the family's search for housing.</del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
7	13	7-I.C.	D	<p><b><i>REMAINING MEMBER OF TENANT FAMILY – RETENTION OF VOUCHER [24 CFR 982.315]</i></b></p> <p>To be considered the remaining member of the tenant family, the person must have been previously approved by SNRHA to be living in the unit. An adult, other than the co-head, can take over the voucher if the voucher holder decides they no longer want the voucher. This includes other adult children in the unit. However, the adult would be required to complete and pass a criminal background check prior to the voucher being reassigned <u>if not previously screened.</u> <del>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.</del></p>	
7	13	7-I.C.		<p>Household members such as live-in aides, foster children, and foster adults do not qualify as remaining members of a family. In order for a minor child to continue to receive assistance as a remaining family member:</p> <p>... ..</p> <ul style="list-style-type: none"> <li><u>If the previous head-of-household owes a debt to SNRHA, the new head-of-household would assume the debt and a new repayment agreement will need to be signed. This must be done after approval but before promotion of the new head-of-household in the system. The exception is if the previous head-of-household becomes deceased, the debt will not be transferred to the new head-of-household.</u></li> </ul>	
7	16	7-II.B	A	<p>DETERMINING FAMILY UNIT (VOUCHER) SIZE</p> <p>If an error in the bedroom size designation is made <u>by issuing a larger size voucher,</u> the family will be issued a voucher of the appropriate size at the next annual reexamination <u>or the next time the family moves, whichever comes first.</u></p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
7	16	7-II.C	D	<p>Deleting duplicate statement:</p> <p><b><u>7-II.C. EXCEPTIONS TO SUBSIDY STANDARDS</u></b></p> <p>In determining family unit size for a particular family, SNRHA may grant an exception to its established subsidy standards as a reasonable accommodation. [24 CFR 982.402(b)(8)].</p> <p>Reasons may include, but are not limited to</p> <ul style="list-style-type: none"> <li><del>■ A need for an additional bedroom for medical equipment</del></li> <li>A need for a separate bedroom for reasons related to a family member's disability, medical or health condition</li> </ul>	
7	18	7-II.E	C	<p><b>Voucher Term [24 CFR 982.303]</b></p> <p>The initial term of a voucher must be at least <del>90-120</del> calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a).]</p> <p style="text-align: center;"><u>SNRHA Policy</u></p> <hr/> <p>The initial voucher term will be <del>90-120</del> calendar days. <del>Elderly and disabled vouchers shall be issued for 120 calendar days with one (1) extension of 30 calendar days.</del></p> <p>The family must submit a RFTA and proposed lease within the <del>90-120</del> calendar day period unless SNRHA grants an extension. <del>One 30 calendar day extension shall be granted if requested "prior" to the expiration of the voucher.</del></p> <p>SNRHA will automatically approve one (1) 30 calendar day extension upon written request from the family, however, the request for an extension must be received prior to the expiration date of the initial <del>90-or</del> 120 calendar day time frame.</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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7	18	7-II.E	C	<p>A final extension is permissible at the discretion of SNRHA up to a maximum of additional 30 calendar days for:</p> <ul style="list-style-type: none"> <li>• Extenuating circumstances (such as serious illness or death in the immediate family, hospitalization, or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial <del>ninety [90]</del><u>120</u> calendar day period) and verification is required. OR</li> <li>• The family was prevented from finding a unit due to a disabled family member (accessibility requirements) or a larger sized unit (defined as four [4] or more bedrooms). A documented Search Record is part of the verification, as needed.</li> </ul>	
7	19	7-II.E	D	<p><del>SNRHA shall require the family to provide documentation to support the request. All requests for extensions to the voucher term must be made in writing and submitted to SNRHA prior to the expiration date of the voucher (or extended term of the voucher.) SNRHA will decide whether to approve or deny an extension request within ten (10) calendar days of the date the request is received, and will immediately provide the family written notice of its decision.</del></p> <p><del>SNRHA may grant one (1) or more extensions of the term, but the initial term plus any extensions will not exceed 120 calendar days from the initial date of issuance unless as a reasonable accommodation for a disabled or elderly person or an director's approval of extenuating circumstances as outlined above. Ports shall be allowed only one extension of 30 calendar days to ensure compliance with HUD's billing requirements, unless as a reasonable accommodation for disabled or elderly clients.</del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

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7	20	7-II.E	C	<p><b>Under-housed and Over-housed Families</b></p> <p>If a unit does not meet HQS space standards due to an increase or decrease in family size, (unit too small) or the family no longer meets SNRHA's occupancy standards, SNRHA will issue a new voucher of the appropriate size, at annual recertification date, <u>or when the family moves</u>; if the addition to the unit has been approved by SNRHA or is due to a birth of a child/ren. <del>SNRHA shall not approve additions to the unit resulting in the family being under housed.</del> If the increase in family size results in the assisted unit failing HQS space standards, SNRHA shall issue a larger voucher at their annual recertification date. The HAP shall be <del>terminated-cancelled</del> as of the <del>anniversary-annual reexamination</del> date of the contract, <u>or when the family moves</u>.</p>	
8	6	8-I.C	C	<p>If an owner fails to correct a 24 hour life-threatening condition(s) as required by SNRHA, the Housing Assistance Payment (HAP) will be abated and the HAP contract will be <del>terminated-cancelled</del> <u>allowing the participant to move</u>.</p>	
8	8	8-I.F	C	<p><b>8-I.F. VIOLATION OF HQS SPACE STANDARDS [24 CFR 982.403]</b></p> <p>If SNRHA determines a unit does not meet the HQS space standards because of an increase in family size or an approved change in family composition, SNRHA must issue the family a new voucher, and the family must try to find an acceptable unit as soon as possible within the term of the voucher. If an acceptable unit is available for rental by the family, SNRHA must <del>terminate cancel</del> the HAP contract in accordance with its policies.</p>	
8	9	8-II.A	C	<p><b>Annual Inspections [24 CFR 982.405(a)]</b></p> <p>HUD requires SNRHA to inspect each unit under lease at least annually to confirm the unit still meets HQS. SNRHA <del>conducts an inspection in accordance with Housing Quality Standards at least annually and</del> begins scheduling <u>inspections</u> 90 calendar days prior to the last annual inspection, <del>so the inspections are conducted at least annually</del>, as required by Section Eight Management Assessment Plan (SEMAP.) Special inspections may be scheduled between annual</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
8	10	8-II.A	C	<p><i>Quality Control Inspections 24CFR 982.405 (b)</i></p> <p>HUD requires a sample of units be re-inspected by a supervisor or other qualified individual to ensure HQS are being enforced correctly and uniformly by all inspectors. Quality Control inspections will be performed by the HQS Supervisor <del>Associate Deputy Director (ADD) or assigned Senior OS</del> or certified designee for the number of units required by SEMAP. The purpose of Quality Control inspections is to ascertain each inspector is conducting accurate and complete inspections, and to ensure there is consistency among inspectors in application of the HQS.</p>	
8	11	8-II.A	C	<p>Notice and Scheduling</p> <p><u>SNRHA Policy</u></p> <p>Both the family and the owner will be given reasonable notice of all inspections. Except in the case of a 24 hour life-threatening emergency, reasonable notice is considered to be 48 hours. Inspections may be scheduled between 8:00 a.m. and 5:00 p.m. <del>“Generally” inspections will be conducted on business days only.</del> In the case of a 24-hour life-threatening emergency (See Section 8-1.C. LIFE THREATENING CONDITIONS), SNRHA will give as much notice as possible, given the nature of the emergency. Notice shall not be provided for fraud investigations.</p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
8	14	8-II.F	C	<p>INSPECTION RESULTS AND REINSPECTIONS FOR UNITS UNDER HAP CONTRACT Notification of Corrective Actions.....SNRHA Policy</p> <p>When failures that are not life-threatening are identified, SNRHA will send the owner and the family a written notification of the inspection results within two (2) business days of the inspection. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Generally not</p> <hr/> <p>more than <del>30-15</del> calendar days will be allowed for the correction, unless an extension for good cause is determined by the HQS Supervisor or HP Management.</p> <p>The notice of inspection results will inform the owner if life threatening conditions are not corrected within 24 hours, and non-life threatening conditions are not corrected within <del>30-15</del> calendar days (or any PHA-approved extension), the owner's HAP will be abated in accordance with SNRHA policy (see 8-II.G.) Likewise, in the case of family caused deficiencies, the notice will inform the family if corrections are not made within <del>30-15</del> calendar days (or any PHA-approved extension, if applicable) the family's assistance will be terminated in accordance with PHA policy (see Chapter 12.)</p>	
8	15	8-II.G	C	<p>HAP Abatement / SNRHA Policy</p> <p>During any abatement period the family continues to be responsible for its share of the rent and will be <del>scheduled to be</del> issued a voucher, <del>to move (within five (5) calendar days.)</del> The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction. Payment will resume effective on the calendar day the unit passes inspection and the tenant still resides in the unit. The landlord is not entitled to any back rent from SNRHA for units that have been abated due to a failed HQS. The maximum amount of time HAP may be abated is 60 calendar days. If the owner does not make the necessary corrections by the end of the abatement period, <del>SNRHA will send a notice of HAP cancellation to the owner and family; the HAP Contract will be cancelled.</del></p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
8	16	8-II-G	D	<p>SNRHA Policy</p> <p>If the owner does not make the necessary corrections by the end of the abatement period, SNRHA will send a Notice of Cancellation of Contract to the owner and a notice to the family that the HAP contract is being cancelled and the family must move in order to continue to receive assistance. <del>The notice will be mailed the first day of the abatement period. Once the cancellation goes into effect, SNRHA will not rescind it.</del></p>	
8	16	8-II.G	C	<div style="border: 1px solid black; padding: 5px;"> <p><b>Example 1 – 24-HOUR LIFE-THREATENING DEFICIENCY:</b></p> <p>July 28<sup>th</sup> - Unit failed inspection (24 Hour Fail.)</p> <p>A Notice of Default is immediately issued with a re-inspection date for July 29<sup>th</sup>.</p> <p><b>For conditions that are 24 hour life threatening, SNRHA cannot grant an extension to the 24 hour corrective action period.</b></p> <p>July 29<sup>th</sup> – Unit is re-inspected and fails (24 Hour Fail.)</p> <p>The HAP is placed in Abatement effective the first of the following month (August 1<sup>st</sup>.)</p> <p>The HAP Contract is cancelled effective September 30<sup>th</sup>.</p> <p>The participant will be <del>scheduled to be issued a voucher to move. Issued a moving packet and Notice of Cancellation of Contract within five (5) calendar days from the date of the Abatement Notice.</del></p> <p>The owner/agent must notify SNRHA by the end of the Abatement period of deficiencies corrected and request a re-inspection.</p> <p>If the unit passes <u>re</u>-inspection, the HAP payment will be reinstated and the participant will have the option to remain in the unit or continue the moving process.</p> <p>If the unit fails <u>re</u>-inspection or if the owner/agent does not notify SNRHA for a re-inspection, the HAP payments will not be reinstated and the HAP contract will be cancelled as of September 30<sup>th</sup>. If the participant remains in the unit after September 30<sup>th</sup>, the participant will be responsible for the full contract rent to the owner/agent.</p> </div>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
8	17	8-II.G	C	<p>Example 2:</p> <p>The participant will be <del>scheduled to be issued a voucher to move, issued a moving packet and Notice of Cancellation of Contract within five (5) calendar days from the date of the Abatement Notice.</del></p>	
8	23	Exhibit 8-1	C	<p><b>Thermal Environment</b></p> <p>The unit must have a safe system for heating the dwelling unit. <del>The cooling system Air conditioning is not required but if provided</del> must be in proper operating condition. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Portable electric room heaters or kitchen stoves with built-in heating units are not acceptable as a primary source of heat for units located in climatic areas where permanent heat systems are required.</p>	
9	2	9-I.B	A	<p>REQUESTING TENANCY APPROVAL</p> <ul style="list-style-type: none"> <li>• Copy of the proposed lease (signed by both parties with no effective date), including any addendum regarding utilities <del>and who supplies the stove and refrigerator.</del></li> </ul>	
9	3	9-I.B	C	<p>If the RFTA is incomplete (including lack of signature or date by family, owner, or both and/or failure to include comparable unassisted unit information), or if the dwelling lease is not submitted with the RFTA, or other required documents are not attached, SNRHA will NOT accept the packet.</p> <p><del>Missing information and/or missing documents will only be accepted as hard copies, in person, by mail, email, or by fax, prior to the original RFTA being accepted (i.e. owner faxing W9 and banking information).</del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
9	10	9-I.F	C	SNRHA Policy  If the terms of the RFTA/proposed lease are changed for any reason, <u>with the exception of including but not limited to negotiating rent with SNRHA</u> , SNRHA will obtain corrected copies of the RFTA and proposed lease, signed by the family and the owner.	
9	10	9-I.F	D	TENANCY APPROVAL / SNRHA Policy  Where the tenancy cannot be approved because the <u>unit</u> is not approvable, the family must continue to search for eligible housing within the timeframe of the issued voucher. No RFTA will be accepted after the voucher expires without a prior extension <u>approved by a supervisor</u> .	
9	10	9-I.G	C	SNRHA must make a best effort to ensure the HAP contract is executed <u>before the beginning of the lease term as soon as possible once the unit passes initial inspection</u> . Regardless, the HAP contract <u>must</u> be executed no later than 60 calendar days from the beginning of the lease term.	
9	12	9-I.H	C	CHANGES IN LEASE OR RENT / SNRHA Policy  Rent increases will go into effect on the first of the <u>month of the anniversary month date</u> of the HAP contract.	
10	2	10-I.A	C	ALLOWABLE MOVES / SNRHA Policy  If the family and the owner mutually agree to terminate the lease for the family's unit after the first year of the lease, <u>SNRHA must be provided a valid vacate notice. the family must use SNRHA's mutual agreement form</u> . 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	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
10	4	10-I.B	D	<p>RESTRICTIONS ON MOVES / SNRHA Policy</p> <p>Family has provided a copy of the Vacate Notice, submitted to and signed by the current landlord. If the owner refuses to sign, the family shall mail a certified notice to the owner and provide a record to SNRHA. The family may not send a certified mailing prior to first attempting to contact the owner/agent. <del>and allow them at least seven (7) business days to sign the Vacate Notice.</del></p>	
10	5	10-I.B	C	<p>The family must provide a written <del>valid Vacate Notice 30-day notice</del> to the property owner/agent and SNRHA prior to moving from the unit. Failure to provide to both parties</p>	
10	5	10-I.B	D	<p>The owner has given the family a Vacate Notice, 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. <del>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.</del></p>	
10	5	10-I.B	C	<p>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 <del>or otherwise</del> <u>of contract</u>.</p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
10	6	10-I.C	C	<p><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. <del>The owner may keep the housing assistance payment for the month when the family moves out of the unit.</del></p> <p>If a participant family moves from an assisted unit with continued tenant-based assistance, the term of the lease for the new unit may begin during the month the family moves out of the previous unit. Overlap of the housing assistance payment (<del>for the month when the family moves out of the old unit</del>) <u>and for the previous unit and the new unit</u> the first assistance payment for the <del>new unit</del>, is not considered to constitute a duplicative housing subsidy.</p>	
10	7	10-I.C	D	<p>Notice Requirements</p> <p><del>In a move, assistance stops at the old unit at the end of the month in which the tenant ceased to occupy, unless proper notice was given to end a lease midmonth. Assistance will start on the new unit on the effective date of the lease and contract. Assistance payments may overlap for the month in which the family moves.</del></p>	
10	7	10-I.C	A	<p><b><u>Zero HAP Families Who Wish to Move [24 CFR 982.455]</u></b></p> <p><u>A participant who is not receiving any subsidy, but whose HAP contract is still in force, may request a voucher to move to a different unit. SNRHA shall issue a voucher to move unless it has grounds to deny assistance under the program regulations. However, if SNRHA determines no subsidy would be paid at the new unit, SNRHA may refuse to enter into a HAP contract on behalf of the family.</u></p> <p><u>SNRHA Policy</u></p> <p><u>If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy will be pad at the unit to which the family requests to move, SNRHA will not enter into a HAP contract on behalf of the family for the new unit.</u></p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
10	8	10-II.A	D	<p>PORTABILITY / Overview</p> <p><b>Mandatory Voucher Suspension:</b> The rule requires suspension or “tolling” of the voucher term upon a family’s submission of a Request for Tenancy Approval (RFTA.) Under the current rule, suspension is optional. The mandatory suspension begins when the family submits the RFTA and ends when the family is notified in writing of the <del>approval or</del> denial of the tenancy by using the Notice of Cancellation of RFTA form.</p>	
10	8	10-II.A	D	<p><b>Rescreening:</b> The preamble to the rule states that RHAs “should be allowed” to apply their own screening standards to incoming portable families, and information on how rescreening may affect a family’s assistance should be included in the briefing packet. HUD did not make any regulatory changes supporting this guidance. <del>HUD did not make any regulatory changes supporting this guidance.</del> SNRHA shall rescreen all incoming portability clients in accordance with its screening Policies.</p>	
10	11	10-II.B	D	<p>INITIAL PHA ROLE / Briefing / SNRHA Policy</p> <p>SNRHA will provide the name, address, and phone of the contact for the PHA in the jurisdiction to which they wish to move. If there is more than one (1) PHA with jurisdiction over the area to which the family wishes to move, the PHA will advise the family that the family must select the receiving PHA and notify the initial PHA of which receiving PHA was selected. <del>The PHA will further inform the family that if the family prefers not to select the receiving PHA, the initial PHA will select the receiving PHA on behalf of the family.</del></p>	
10	11	10-II.B	C	<p>Voucher Issuance and Term / SNRHA Policy</p> <p>The <del>initial</del> term of the voucher will be <del>60 calendar days, 90 calendar days for disabled families, and 120 calendar days for participants porting out.</del></p>	
10	16	10-II.C	D	<p>RECEIVING PHA ROLE</p> <p><b>Income Eligibility and Reexamination</b> [PIH Notice 2016-09]</p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
10	18	10-II.C	C	<p>Initial Billing Deadline</p> <p>If a portable family’s search for a unit is successful and SNRHA intends to administer the family’s voucher, SNRHA must submit its initial billing notice (Part II of form HUD-52665) (a) no later than 10 business days following the date the receiving PHA <b>executes</b> a HAP contract on behalf of the family <b>and</b> (b) in time that the notice will be <b>received</b> no later than <del>60-90</del> calendar days following the expiration date of the family’s voucher issued by the initial PHA [Notice PIH</p>	
11	3	11-I.C	D	<p>CONDUCTING ANNUAL REEXAMINATIONS</p> <p>If adding a new family member due to birth, adoption, marriage, court awarded custody, court awarded guardianship, or an assignment with verification from a social service agency to the unit causes overcrowding according to the Housing Quality Standards (HQS) (see Chapter 8), SNRHA must issue the family a new voucher, and the family must try to find an acceptable unit as soon as possible. If an acceptable unit is <del>not</del> available for rental by the family, SNRHA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].</p> <p>SNRHA will not increase the voucher size when adding adults to the family <del>that are 18 or older or children that are not foster youth</del> with the exception of court awarded custody of an adult.</p>	
11	7	11-II.B	A	<p>CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION</p> <p>Increases in income will be processed at the next annual reexamination except for the following families:</p> <ul style="list-style-type: none"> <li>• Zero income families reporting income</li> <li>• Families receiving only non-earned income who begin to earn income</li> <li>• <u>Families qualifying for the earned income disallowance (EID), but only when the EID family’s share of rent will change as a result of the increase</u></li> <li>• <u>Families whose household income increases by \$20,000.00 or more; or</u></li> <li>• FSS program participants.</li> </ul>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
11	7 & 8	11-II.B	C	<p><u>If adding a new family member due to birth, adoption, marriage, court awarded custody, court awarded guardianship, or an assignment with verification from a social service agency to the unit causes overcrowding according to the Housing Quality Standards (HQS) (see Chapter 8), SNRHA must issue the family a new voucher, and the family must try to find an acceptable unit as soon as possible.</u></p> <p><del>SNRHA will not increase the voucher size when adding an adult nor will SNRHA approve an addition which will result in overcrowding for any addition—except for court awarded custody of an adult.</del></p>	
11	8	11-II.B	D	<p>If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), SNRHA must issue the family a new voucher, and the family and SNRHA must try to find an acceptable unit as soon as possible. <del>If an acceptable unit is available for rental by the family, SNRHA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].</del></p>	
11	9	11-II.C	D	<p>CHANGES AFFECTING INCOME OR EXPENSES / Interim Reexaminations / SNRHA Policy</p> <p><del>For families reporting zero income for six (6) months or more:</del></p> <p><del>SNRHA will require a printout of utility bills for the past three (3) months to be submitted at evaluations for participants claiming zero income. The average of the last three (3) months of utility bill payments (over the amount of the family's Utility Reimbursement Payment [if applicable]) will also be annualized to determine the possibility of un-reported or under reported income. SNRHA will also perform credit checks.</del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
11	11	11-II.C	C	<p>11-II.C. CHANGES AFFECTING INCOME OR EXPENSES Optional Reporting</p> <p><u>SNRHA Policy</u></p> <p><del>If a family reports a change resulting in an increase in the family share of the rent, but will not go into effect until the annual date, SNRHA will note the information in the tenant file and send a no change letter.</del></p> <p>If a family reports a change resulting in an <u>increase</u> or decrease in the family share of rent, SNRHA will conduct an interim reexamination. <u>See Section 11-II.D. for effective dates.</u></p>	
12	4	12-I.C	A	<p><b>Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)]</b></p> <p>HUD permits PHAs to impose as a condition of admission, a requirement that family members who participated in or were culpable (<u>defined as: deserving blame/blameworthy</u>) for an action or failure to act resulting in the denial of assistance, to not reside in the unit.</p>	
12	7	12-I.D	D	<p><b>A. PERMANENT BAN</b></p> <p><b>Sex Offenders Subject to Lifetime Registration</b> – The following Applicants and/or any member of the applicants’ household (collectively referred to as “Applicants” will be prohibited from participation in any SNRHA housing program (this includes port-ins):</p> <ul style="list-style-type: none"> <li><del>• Applicants who have been convicted of a crime for which the person is subject to a lifetime sex offender registration requirement in Nevada; and</del></li> <li>• Applicants who have been convicted of a crime for which the person is subject to a lifetime sex offender registration requirement by <b>ANY</b> state convicting the person.</li> </ul>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
12	13	12-I.D	C	<p>Confidentiality of Criminal Records</p> <p>SNRHA shall shred these documents <u>after three (3) years following termination</u>. <del>within 30 calendar days.</del></p>	
12	19	12-II.D	D	<p>MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS</p> <p><u>SNRHA Policy</u></p> <p>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 <del>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.</del></p>	
12	26	12-III.D	C	<p>CRITERIA FOR DECIDING TO TERMINATE ASSISTANCE / Victim Documentation / SNRHA Policy</p> <p>The documentation must include:</p> <p>A signed <u>certified</u> statement by the victim <del>that provides the name of the perpetrator and certifies that of</del> the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking, or</p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
12	26	12-III.D	D	SNRHA Policy..... actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement. <del>Either must include the perpetrator's name.</del>	
12	28	12-III.F	C	TERMINATION NOTICE / SNRHA Policy When a family requests to be terminated from the program they must do so in writing to SNRHA (see section 12-I.C.). SNRHA will then send a confirmation notice to the family and the owner within 10 calendar days of the family's request, <del>but no later than the termination effective date (as requested by the family).</del>	
12	30	12-IV.B	D	GROUNDS FOR OWNER TERMINATION OF TENANCY <b>Owner Termination of Tenancy:</b> <del>The owner may terminate tenancy during the term of the lease if any member of the household is:</del> The owner may terminate tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been convicted for such activity.	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
12	30 & 31	12-IV.B	A	<p><b><u>Other good cause. (24 CFR 982.310)</u></b></p> <p><u>“Other good cause” for termination of tenancy by the owner may include, but is not limited to, any of the following examples:</u></p> <ul style="list-style-type: none"> <li>• <u>Failure by the family to accept the offer of a new lease or revision;</u></li> <li>• <u>A family history of disturbance of neighbors or destruction of property, or of living or housekeeping habits resulting in damage to the unit or premises;</u></li> <li>• <u>The owner's desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit; or</u></li> <li>• <u>A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rental).</u></li> </ul> <p><u>(2) During the initial lease term, the owner may not terminate the tenancy for “other good cause” unless the owner is terminating the tenancy because of something the family did or failed to do. For example, during this period, the owner may not terminate the tenancy for</u></p> <hr/> <p><u>“other good cause” based on any of the following grounds: failure by the family to accept the offer of a new lease or revision; the owner's desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit; or a business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rental.)</u></p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
12	31	12-IV.B	D	<p style="color: red;"><del><b>Other Good Cause</b></del></p> <p style="color: red;"><del>During the initial lease term, the owner may not terminate the tenancy for "other good cause" unless the owner is terminating the tenancy because of something the family did or failed to do.</del></p> <p style="color: red;"><del>During the initial lease term or during any extension term, "other good cause" includes the disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises.</del></p> <p style="color: red;"><del>After the initial lease term, "other good cause" for termination of tenancy by the owner includes:</del></p> <ul style="list-style-type: none"> <li><del>• Failure by the family to accept the offer of a new lease or revision;</del></li> <li><del>• The owner's desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit; or</del></li> <li><del>• A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rent).</del></li> </ul>	
12	35	Exhibit 12-1	A	<ul style="list-style-type: none"> <li>• The family must not commit any serious or repeated violation of the lease.</li> </ul> <p style="margin-left: 20px;"><u>SNRHA Policy</u></p> <p style="margin-left: 20px;">SNRHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction, or an owner's notice to evict, <u>police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.</u></p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
12	36	Exhibit 12-1	D	<p>STATEMENT OF FAMILY OBLIGATIONS</p> <p><u>SNRHA Policy</u></p> <p>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. <del>No absences from the unit shall be approved for more than 30 consecutive days unless it is approved as a reasonable accommodation for medical treatments and cannot be approved more than twice within 12 months.</del></p>	
13	2	13-I.A	C	<p>OWNER RECRUITMENT AND RETENTION / SNRHA Policy</p> <p>SNRHA will conduct owner outreach to ensure that owners are familiar with the program and its advantages. SNRHA will actively recruit property owners with property located outside areas of poverty and minority concentration. These outreach strategies will include:</p> <ul style="list-style-type: none"> <li>Developing working relationships with owners and real estate <del>brokers associations professionals.</del></li> </ul>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	4	14-II-B	A	<p><u><b>Voluntary Use of Small Area FMRs [24 CFR 982.503, Notice PIH 2018-01]</b></u></p> <p><u>PHAs that administer vouchers in a metropolitan area where the adoption of small area FMRs (SAFMRs) is not required may request approval from HUD to voluntarily adopt SAFMRs. SAFMRs may be voluntarily adopted for one or more zip code areas.</u></p> <p><u>SNRHA Policy</u></p> <p><u>SNRHA will not voluntarily adopt the use of SAFMRs.</u></p>	
14	8	14-III.B	A	<p>INFORMAL REVIEWS</p> <p><u>SNRHA Policy</u></p> <p>SNRHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing on <b>or removal from</b> the SNRHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.</p>	
14	8	14-III.B	C	<p>The informal review will be scheduled within 10 <del>calendar</del> <b>business</b> days from the date the request is received.</p>	
14	8	14-III.B	D	<p><u>SNRHA Policy</u></p> <p>A request for an informal review must be made in writing and delivered to SNRHA either in person or by first class mail, <del>in writing</del> by the close of the business day, no later than 10 calendar days from the date of SNRHA's denial of assistance notice.</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	8	14-III.B	D	<u>SNRHA Policy</u> The person conducting the review <del>will make a recommendation to SNRHA, but SNRHA</del> is responsible for making the final decision as to whether assistance should be granted or denied.	
14	9	14-III.B	C	The Informal Review may be conducted by an employee other than the person who made the decision or a subordinate of that person or <del>an individual from outside the Hearing Officer for</del> SNRHA.	
14	9	14-III.B	A	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 or a department designee who has been apprised of the determination and the reasons for the determination. The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.	
14	9	14-III.B	C	• If the facts prove the grounds for denial, and the denial is discretionary, SNRHA will <del>consider follow the recommendation decision</del> of the person conducting the informal review. <del>in making the final decision whether to deny assistance.</del>	
14	9	14-III.B	C	SNRHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 <del>calendar</del> business days of the informal review, to the applicant and his or her representative, if any.	
14	9	14-III.B	A	If the family fails to appear for their informal review, the denial of admission will stand and the family will be so notified. <del>Failure to appear for in person Informal Review appointments within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointments will be considered</del> <u>failure to appear.</u>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	12	14-III.C	C	If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to unforeseen circumstances, the family must contact SNRHA within <del>24-hours</del> <b>two (2) business days</b> of the scheduled hearing date, <del>excluding weekends and holidays</del> . SNRHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.	
14	13	14-III.C	C	<u>SNRHA Policy</u> The family will be allowed to copy any documents related to the hearing at a cost of \$1.00 per page after the first 25 pages. The family must request discovery of SNRHA documents no later than 12:00 p.m. <del>on the two (2) business days</del> prior to the scheduled hearing date.	
14	14	14-III.C	A	<b>When deemed appropriate, the Hearing Officer may include an observer, such as a hearing officer trainee, an attorney or a representative of an appointing jurisdiction to observe the proceedings.</b>	
14	15	14-III.C	C	The hearing officer will issue a written decision to the family and SNRHA no later than 10 <del>calendar business</del> <b>business</b> days after the hearing. The <del>report written decision</del> will contain the following information:	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	16	14-III.C	C	<p><del><i>Procedures for Continuance of Hearing or Appeal Rehearing or Further Hearing</i></del></p> <p><u>SNRHA Policy</u></p> <p>The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of SNRHA will take effect and another hearing will not be granted.</p> <p><del>In addition, within 10 calendar days after the date the hearing officer's report is mailed to SNRHA and the participant, SNRHA or the participant may request a rehearing or a further hearing. Such request must be made in writing and postmarked or hand-delivered to the hearing officer and to the other party within the 10 calendar day period. The request must demonstrate cause, supported by specific references to the hearing officer's report, why the request should be granted.</del></p> <p><del>A rehearing or a further hearing</del> An appeal may be requested for the purpose of rectifying any obvious mistake of law made during the hearing. <del>or any obvious injustice not known at the time of the hearing.</del></p> <p>It shall be within the sole discretion of SNRHA to grant or deny the request for an appeal. <del>further hearing or rehearing</del> A further hearing An appeal may be limited to written submissions by the parties, in the manner specified by the hearing officer.</p>	
14	17	14-III.C	D	<p>A decision by the hearing officer or a member of the Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part will not constitute a waiver of, nor affect in any manner whatsoever, any rights the complainant may have to a <del>trial de novo or</del> judicial review in any judicial proceeding, which may thereafter be brought in the matter.</p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	17	14-III.C	C	<p><u>SNRHA Policy</u></p> <p>SNRHA will mail a "Notice of Final Decision" including the hearing officer's <del>report</del> <b>decision letter</b>, to the participant and their representative. This Notice will be sent by first-class mail, postage pre-paid with an affidavit of mailing enclosed. The participant will be mailed the original "Notice of Final Decision" and a copy of the proof of mailing. A copy of the "Notice of Final Decision" along with the original proof off mailing will be maintained in SNRHA's file <b>and a copy of the "Notice of Final Decision" will be forwarded to the hearing officer.</b></p>	
14	18	14-III.D	C	<p><u>SNRHA Policy</u></p> <p>SNRHA will send written notice to the family of its right to request an informal <b>hearing in writing</b> within 10 calendar days of <del>receiving</del> <b>the date of the</b> notice of the USCIS decision regarding the family's immigration status.</p>	
14	19	14-III.D	C	<p><u>SNRHA Policy</u></p> <p>The family will be allowed to obtain a copy of any family documents related to the hearing at a cost of \$1.00 per page after the first 25 pages. 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 participant. The family must request discovery of SNRHA documents no later than 12:00 p.m. <del>on the two (2)</del> <b>business days</b> prior to the hearing.</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	20	14-III.D	D	A decision by the hearing officer or a member of the Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part will not constitute a waiver of, nor affect in any manner whatsoever, any rights the complainant may have to a <del>trial de novo or</del> judicial review in any judicial proceeding, which may thereafter be brought in the matter.	
14	20	14-III.D	C	<i>Hearing Decision</i> SNRHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 10 <del>calendar</del> <b>business</b> days of the date of the informal hearing. The decision must state the basis for the decision.	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	21 & 22	14-IV.B	A	<p><b>14-IV.B. REPAYMENT POLICY</b></p> <p><b><u>Introduction</u></b></p> <p><u>This chapter describes the SNRHA's policies for the recovery of monies which have been overpaid for families, and to owners. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is the PHA's policy to meet the informational needs of owners and families, and to communicate the program rules in order to avoid owner and family debts. Before a debt is assessed against a family or owner, the file must contain documentation to support the PHA's claim that the debt is owed. The file must contain written documentation of the method of calculation, in a clear format for review by the owner, the family or other interested parties.</u></p> <p><u>The SNRHA will sometimes take other or additional actions than debt recovery when program fraud and abuse occurs.</u></p> <p><b><u>Collection Methods</u></b></p> <p><u>When families or owners owe money to the SNRHA, the SNRHA will make every effort to collect it. The SNRHA may use a variety of collection tools to recover debts including, but not limited to:</u></p> <ul style="list-style-type: none"> <li><u>• Requests for lump sum payments</u></li> <li><u>• Reductions in HAP to owner</u></li> <li><u>• Civil suits</u></li> <li><u>• Repayment Agreements</u></li> <li><u>• Collection agencies</u></li> <li><u>• Credit bureaus</u></li> <li><u>• Income tax set-off programs</u></li> </ul>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	22	14-IV.B	C	<p><b>Repayment Agreement</b> <del>[24 CFR 792.103]</del> <b>[24 CFR 982.552 (b) (6)]</b></p> <p>The term <i>repayment agreement</i> refers to a formal document <del>signed by a tenant or owner and provided to SNRHA in which a tenant or owner acknowledges a debt in a specific amount and agrees to repay the amount due at specific time periods entered into between the PHA and a person who owes a debt to the PHA. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of payment, any special provisions of the agreement, and the remedies available to the PHA upon default of the agreement.</del></p> <p><u>The PHA will prescribe the terms of the payment agreement, including determining whether to enter into a repayment agreement with the family based upon the circumstances surrounding the debt to the PHA.</u></p> <hr/> <p><u>At SNRHA's discretion, the PHA will not enter into a Repayment Agreement in the following circumstances:</u></p> <ul style="list-style-type: none"> <li><u>• If the family already has a Repayment Agreement in place.</u></li> <li><u>• If the PHA determines that the family deliberately committed program fraud.</u></li> <li><u>• If the PHA determines that the debt amount is larger than can be paid back by the family in a reasonable amount of time.</u></li> </ul>	
14	23	14-IV.B	A	<p><b>Repayment Agreement</b> <b>[24 CFR 792.103]</b> <del>(Notice PIH 2017-12 (HA))</del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	23	14-IV.B	C	<p><b>Change of Head of Household (HoH)</b></p> <p><del>In the event the HoH changes, and in order to retain the voucher and subsidy, the debt will be incurred by the new HoH.</del></p> <p><del>The new HOH will resign a repayment agreement with the incurred current balance. If there is a change in Head of Household (HoH) or co-head and there is a remaining adult family member in the unit who, in SNRHA's determination is approved to be promoted to HoH, SNRHA may terminate the Repayment Agreement with the former HoH and offer a new Repayment Agreement to the new HoH. Regardless of whether or not a new Repayment Agreement is</del></p> <p><u>offered, the new HoH former head of household. The only exception is if the head of household becomes deceased.</u></p>	
14	23 & 24	14-IV.B	A	<p><b>Repayment Agreement Guidelines</b></p> <ul style="list-style-type: none"> <li><del>At the determination of the monies owed by the family, if the families TTP exceeds 40% of monthly adjusted income, no repayment agreement request would be accepted or approved. The client's only option would be to pay the balance in full or their assistance would be terminated. (PIH notice 2017-12 HA states, "The monthly retroactive rent payment plus the amount of rent the tenant pays at the time the repayment agreement is executed should be affordable and not exceed 40 percent of the family's monthly adjusted income.")</del></li> <li>Payment Agreements will be executed between SNRHA and the head of household, co-head, <del>and</del> spouse.</li> </ul>	
14	24	14-IV.B	C	<ul style="list-style-type: none"> <li>Length of Payment Agreements not to exceed <del>twenty- four (24) months</del> <u>one year</u>.</li> </ul>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)  ACOP (PH)  Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
14	24	14-IV.B		<ul style="list-style-type: none"> <li>● <u>Monthly payments may be changed with approval from the Director of Housing Program or designee in cases of income changes and if requested with reasonable notice from the family, or that they do not exceed 40% of the family's monthly adjusted income.</u></li> <li>● <u>No move will be approved until the debt is current, unless the move is the result of the following cases, and the Repayment Agreement is current:</u> <ul style="list-style-type: none"> <li>○ <u>Family size exceeds the HQS maximum occupancy standards</u></li> <li>○ <u>The HAP contract is terminated due to owner non-compliance or opt-out</u></li> <li>○ <u>A natural disaster</u></li> <li>○ <u>Due to issues regarding VAWA</u></li> <li>○ <u>Reasonable Accommodation</u></li> </ul> </li> <li>● <u>HUD does not authorize any PHA-sponsored amnesty or debt forgiveness programs.</u></li> </ul>	
14	24	14-IV.B	C	<p><b><i>Down Payment Requirement</i></b></p> <p><b><i>SNRHA Policy</i></b></p> <hr/> <p>Prior to the execution of a repayment agreement, the owner or family must pay 25 percent of the balance owed to SNRHA with balance due within <del>2344</del> additional months. Minimum payments as outlined below and are due each month <del>no later than</del> by the 10<sup>th</sup>.</p>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:  Administrative Plan (HP)

ACOP (PH)

Other

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14	24 & 25	14-IV.B	C	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BALANCE DUE</th> <th style="text-align: center;">PAYMENT DUE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$25-\$100</td> <td style="text-align: center;">\$25 down <u>with minimum \$25 monthly payments</u> <del>and \$25 per month</del></td> </tr> <tr> <td style="text-align: center;"><del>\$101+\$500</del></td> <td style="text-align: center;">25% down and <u>remaining balance within 23</u> <del>11 months with minimum payment of \$35 per month</del></td> </tr> <tr style="background-color: #FFDAB9;"> <td style="text-align: center;"><del>\$501-\$1000</del></td> <td style="text-align: center;"><del>25% down and balance within 11 months with minimum payment of \$50 per month</del></td> </tr> <tr style="background-color: #FFDAB9;"> <td style="text-align: center;"><del>\$1001+</del></td> <td style="text-align: center;"><del>25% down and balance within 11 months with minimum payment of \$75 per month</del></td> </tr> </tbody> </table>	BALANCE DUE	PAYMENT DUE	\$25-\$100	\$25 down <u>with minimum \$25 monthly payments</u> <del>and \$25 per month</del>	<del>\$101+\$500</del>	25% down and <u>remaining balance within 23</u> <del>11 months with minimum payment of \$35 per month</del>	<del>\$501-\$1000</del>	<del>25% down and balance within 11 months with minimum payment of \$50 per month</del>	<del>\$1001+</del>	<del>25% down and balance within 11 months with minimum payment of \$75 per month</del>	
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16	1	16-I.A	C	<ul style="list-style-type: none"> <li>• SNRHA staff will be required to review and explain the contents of all HUD-SNRHA required forms <u>prior to requesting family member signatures. if any member require further clarification.</u></li> <li>• SNRHA will provide each SNRHA employee with the necessary <u>trainformation</u> on program rules and the organization's standards of conduct and ethics.</li> </ul>											

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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16	2	16-I.A	C	<p>For purposes of this chapter <del>the term <i>error</i> refers to an unintentional error or omission. <i>Program abuse or fraud</i> refers to a single act or pattern of actions that constitute a false statement, omission, or concealment of a substantial fact, made with the intent to deceive or mislead. <i>fraud</i> is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Fraud and abuse by a participant or applicant therefore, may constitute an intentional misrepresentation of income, assets, and allowances, or intentional misrepresentation of income, assets, and allowances, or intentional misrepresentation of family composition or initiating and participating in bribes or other illegal activities. Intentional may mean a claim that a participant or applicant knows or has reason to know is false, fictitious, or fraudulent. Knows or has reason to know may mean a person acts in deliberate ignorance of the truth or acts in reckless disregard of the truth or falsity of the claim or statement.</del></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

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16	2 & 3	16-I.B	C	<p><u>SNRHA Policy</u></p> <p>In addition to the SEMAP quality control requirements, SNRHA will employ a variety of methods to detect errors and program abuse.</p> <p><del>SNRHA will routinely use available sources of up-front income verification to compare with family provided information.</del></p> <p><del>At each annual reexamination, current information provided by the family will be compared to information provided at the last annual reexamination to identify inconsistencies and incomplete information.</del></p> <p><del>SNRHA will compare family reported income and expenditures to detect possible unreported income.</del><u>Quality Control File Reviews</u></p> <p><u>Prior to initial certification, and at the completion of all subsequent recertification's, each family file will be reviewed. Such reviews may include, but are not limited to:</u></p> <ul style="list-style-type: none"> <li><u>• Changes in reported Social Security Numbers or dates of birth.</u></li> <li><u>• Authenticity of file documents.</u></li> <li><u>• Ratio between reported income and expenditures.</u></li> </ul> <hr/> <ul style="list-style-type: none"> <li><u>• Review of signatures for consistency with previously signed file documents.</u></li> <li><u>• Assurance that verification of all income and deduction is present.</u></li> <li><u>• Verification Hierarchy steps were followed when actions were processed.</u></li> <li><u>• Use of HUD EIV</u></li> <li><u>• Credit Bureau Inquiries (may also be used when an allegation is received by SNRHA wherein unreported income sources are disclosed or when a family's expenditures exceed his/her reported income, and no plausible explanation is given).</u></li> </ul>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

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16	3	16-I.B	C	<p>DETECTING ERRORS AND PROGRAM ABUSE SNRHA Policy</p> <p>In addition to the required SEMAP documentation, supervisory staff or their designee will audit tenant files annually as follows:</p> <ul style="list-style-type: none"> <li>• At least <del>75</del><u>50</u>% of <u>interim and annual</u> reexaminations, <u>initial port-in files, and initial lease up's within SNRHA jurisdiction</u></li> <li>• At least <del>75</del><u>50</u> % of new <u>applications and admissions</u></li> </ul>	
16	4	16-I.C	A	<p>SNRHA may investigate using Non-HQS inspections form to document unauthorized person living in assisted units and participants that have skipped <u>SNRHA may conduct a postal verification by sending a certified letter with a return receipt to the assisted address in the name of the unauthorized person as an investigation method.</u></p>	
16	5	16-I.C	A	<p><u>In the case of staff caused errors or program abuse, SNRHA will take into consideration (1) the seriousness of the offense, (2) the length of time since the violation has occurred, and (3) the effects it may have on the agency, program participant, or HUD.</u></p>	
16	5	16-I.C	C	<p><b>Notice and Appeals</b></p> <p><u>SNRHA Policy</u></p> <p>If evidence of program abuse is found, SNRHA will inform the relevant party in writing of its findings and remedies within 10 business days of the conclusion of the investigation. The notice will include (1) a description of the error or program abuse, (2) the basis on which SNRHA determined the error or program abuses, (3) the remedies to be employed, <del>and</del> (4) the family's right to appeal the results through the informal review or hearing process, if applicable <u>(see Chapter 14), and (5) the staff member rights per the Collective Bargaining Agreement. (see Chapter 14).</u></p>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

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16	5	Part II	A	<b>PART II: CORRECTIVE MEASURES AND PENALTIES</b>	
				<u>If as a result of its assessment the PHA determines the family, owner, or PHA employee has abused the program the PHA must take immediate actions to remedy the situation. The PHA may at any time deny program assistance to an applicant or terminate program assistance for a participant if any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program. The PHA's actions will vary, depending upon the extent and nature of the abuse. The PHA must determine that a preponderance of evidence demonstrates that the action taken by the family, owner, property management company, or employee was willful and intentional, in order to terminate assistance on the basis of fraud or abuse.</u>	
16	7	16-II.B	A	<u>SNRHA Policy</u> Any of the following will be considered evidence of family program abuse:	
				<ul style="list-style-type: none"> <li>• <u>Any ownership interest in the assisted unit</u></li> </ul>	
16	7	16-II.C	A	SNRHA Policy Any of the following will be considered evidence of owner program abuse:	
				<ul style="list-style-type: none"> <li>• <u>Residing in the unit with an assisted family</u></li> <li>• <u>Committing sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2.</u></li> <li>• <u>Retaliating against any applicant or participant reporting/alleging sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2.</u></li> </ul>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

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16	8	16-II.C	A	<p><b>Remedies and Penalties</b></p> <p>When SNRHA determines that the owner has committed program abuse, the PHA may take any of the following actions:</p> <ul style="list-style-type: none"> <li>• Require the owner to repay excess housing assistance payments, as discussed earlier in this section and in accordance with the policies in Chapter 14.</li> <li>• Terminate the HAP contract (See Chapter 12).</li> <li>• Bar the owner from future participation in any SNRHA programs <u>for five (5) years.</u></li> </ul>	
16	9	16-II.D	A	<p><b>Prohibited Activities</b></p> <p><u>SNRHA Policy</u></p> <p>Any of the following will be considered evidence of program abuse by SNRHA staff:</p> <ul style="list-style-type: none"> <li>• Failing to comply with any HCV program requirements for personal gain</li> <li>• Failing to comply with any HCV program requirements as a result of a conflict of interest relationship with any applicant, participant, <u>owner, property management company, or any vendor doing business with SNRHA or owner</u></li> <li>• <u>Seeking or accepting anything of material value from applicants, participating families, vendors, owners, contractors, or other persons who provide services or materials to SNRHA</u></li> <li>• <u>Conducting SNRHA business without authorization or approval from management in writing</u></li> <li>• <u>Failure to follow HUD's verification hierarchy</u></li> <li>• <u>Intentionally calculating total tenant payment or housing assistance payments incorrectly</u></li> <li>• <u>Intentionally making incorrect income determinations of family eligibility, including certifying as eligible otherwise ineligible applicants, coaching applicants to falsify documents, or changing an applicant's position on the waiting list</u></li> <li>• <u>Willful passing of units not meeting HOS and/or local standards</u></li> </ul>	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

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16	10	16-II.D	A	<p><b><u>Possible Remedies for Abuse by Employees</u></b></p> <p><u>If the PHA determines that any employee has abused the program, it must take whatever action is appropriate under its personnel policies and law. Actions may include putting the employee on probation, giving the employee a poor performance evaluation, requiring the employee to take leave without pay, terminating the employee, and/or filing a criminal complaint.</u></p>	
17	23	17-VI.C	A	<p>SNRHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. SNRHA currently has waiting lists for the following PBV projects:</p> <ul style="list-style-type: none"> <li>• <u>Juan Garcia Gardens</u></li> <li>• <u>Coronado Drive Senior Housing</u></li> <li>• <u>Patriots Place Apartments</u></li> <li>• <u>Allegiance Apartments</u></li> </ul>	
17	23	17-VI.C	A	<p><b>SNRHA will also establish and manage separate waiting lists for the following Rental Assistance Demonstration (RAD) Program conversion to PBV assistance properties:</b></p> <ul style="list-style-type: none"> <li>• Biegger Estates (Rental Assistance Demonstration [RAD] Program)</li> <li>• Rose Gardens (Rental Assistance Demonstration [RAD] Program)</li> <li>• Espinoza Terrace (Rental Assistance Demonstration [RAD] Program)</li> <li>• Landsman (Rental Assistance Demonstration [RAD] Program)</li> <li>• Vera Johnson B (Rental Assistance Demonstration [RAD] Program)</li> <li>• Lubertha Johnson Estates (Rental Assistance Demonstration [RAD] Program)</li> <li>• <u>Marion D. Bennett Sr. Plaza (Rental Assistance Demonstration [RAD] Program)</u></li> <li>• <u>Archie Grant (Rental Assistance Demonstration [RAD] Program)</u></li> </ul>	

# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

Document:     Administrative Plan (HP)                       ACOP (PH)                       Other

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
18	2	Program Size	C	SNRHA will operate a minimum program size of <del>425-450 voluntary slots, including 27 mandatory slots as of February 28, 2019. As the mandatory size decreases, the voluntary size will increase.</del>	
18	2	Estimate of Potential Particip. Families	C	<p><b>ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:</b></p> <p>SNRHA owns <del>2431-2,129</del> Public Housing units, has <del>551-850</del> Rental Assistance Demonstration (RAD) units and administers <del>11,593</del><u>11,983</u> Housing Choice Vouchers which together provide housing assistance to over 35,500 residents. Of these numbers, the estimate of eligible FSS families who can reasonably be expected to receive supportive services under the FSS program, based on available and anticipated Federal, tribal, State, local, and private resource are approximately <del>425</del><u>450</u>.</p> <p>The FSS Program is open to adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status or national origin. SNRHA does not wish to operate a joint FSS program with other PHAs.</p>	
18	4	Family Selection Proc.	D	<u>Families who have successfully participated in SNRHA's Resident Opportunities and Self-Sufficiency (ROSS) Program will be given preference and receive streamlined enrollment for FSS enrollment.</u>	
18	6	Interim Escrow W/D	A	A HOH may be permitted to withdraw escrow funds for professional testing, professional license, homeownership, <del>deposit to move from public housing to the private sector,</del> and transportation (only to maintain employment) purposes only1 however, the participant must:	



# FY2020 ANNUAL PLAN REVISION SUGGESTIONS

June 16, 2020

Housing Programs Department

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18	7	Success. Complet. of Program	A	<p>Successful completion of the FSS Program occurs at any time during the COP, if the following conditions are met, and the participant:</p> <ul style="list-style-type: none"> <li>• <u>Has a High School diploma or equivalent unless an exception is approved by the SSM and RPC.</u></li> <li>• Has obtained suitable employment and achieved his/her personal goals stated on the FSS ITSP and</li> <li>• SNRHA has certified that family members have not received welfare cash assistance during the previous twelve consecutive months;</li> </ul> <p><u>- or -</u></p> <ul style="list-style-type: none"> <li>• 30% of a Housing Choice Voucher family's monthly adjusted income equals or is greater than the Fair Market Rent amount for the unit size for which the family qualifies.</li> </ul>	
18	8	Program Term	C	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 <del>SSM</del> <u>SSM</u>	
GL	6	Glossary	C	<p><b>Family.</b> Includes but is not limited to the following, and can be further defined in PHA policy.</p> <ul style="list-style-type: none"> <li>- A family with or without children (the temporary absence of a child from the home due to placement in foster care is not considered in determining family composition and family size)</li> <li>- An elderly family or a <del>near</del><u>non</u>-elderly family</li> </ul>	
GL	9	Glossary	C	<p><del>Near</del><u>Non-elderly family.</u> A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.</p>	
GL	14	Glossary	A	<p><u>Up-front Income Verification (UIV).</u> Up-front income verification refers to the PHA's use of the verification tools available from independent sources that maintain computerized information about earnings and benefits.</p>	



HUD-50058 Instruction Booklet <a href="http://portal.hud.gov/hudportal/documents/huddoc?id=50058i.pdf">http://portal.hud.gov/hudportal/documents/huddoc?id=50058i.pdf</a>
HUD Final Rule, Streamlining Administrative Regulations <a href="https://www.gpo.gov/fdsys/pkg/FR-2016-03-08/pdf/2016-04901.pdf">https://www.gpo.gov/fdsys/pkg/FR-2016-03-08/pdf/2016-04901.pdf</a>
Joint Statement of the Department of Housing and Urban Development and the Department of Justice, issued May 17, 2004 <a href="http://www.hud.gov/offices/fheo/library/huddojstatement.pdf">http://www.hud.gov/offices/fheo/library/huddojstatement.pdf</a>
Notice of Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Affecting Limited English Proficient Persons, published December 19, 2003 <a href="http://www.hud.gov/offices/fheo/promotingfh/FederalRegistepublishedguidance.pdf">http://www.hud.gov/offices/fheo/promotingfh/FederalRegistepublishedguidance.pdf</a>
Notice PIH <del>2012-10</del> 2018-24, Verification of Social Security Numbers (SSNs) and Supplemental Security Income (SSI) Benefits; and Effective Use of the Enterprise Income Verification (EIV) System's Identity Verification Report <a href="http://portal.hud.gov/huddoc/pih2012-102018-24.pdf">http://portal.hud.gov/huddoc/pih2012-102018-24.pdf</a>
Notice PIH 2010-19, Administrative Guidance for Effective and Mandated Use of the Enterprise Income Verification (EIV) System <a href="http://www.hud.gov/offices/pih/publications/notices/10/pih2010-19.pdf">http://www.hud.gov/offices/pih/publications/notices/10/pih2010-19.pdf</a>
Notice PIH 2010-26 (HA), Nondiscrimination and Accessibility Notice <a href="http://www.hud.gov/offices/pih/publications/notices/10/pih2010-26.pdf">http://www.hud.gov/offices/pih/publications/notices/10/pih2010-26.pdf</a>
OMB Circular A-133 <a href="http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010">http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010</a>
Project-Based Voucher Program; Final Rule <a href="http://www.gpo.gov/fdsys/pkg/FR-2005-10-13/pdf/05-20035.pdf">http://www.gpo.gov/fdsys/pkg/FR-2005-10-13/pdf/05-20035.pdf</a>
Rental Housing Integrity Improvement Program (RHIIP) Frequently Asked Questions. <a href="http://www.hud.gov/offices/pih/programs/ph/rhiip/faq.cfm">www.hud.gov/offices/pih/programs/ph/rhiip/faq.cfm</a>
VAWA Final Rule <a href="http://www.gpo.gov/fdsys/pkg/FR-2010-10-27/pdf/2010-26914.pdf">http://www.gpo.gov/fdsys/pkg/FR-2010-10-27/pdf/2010-26914.pdf</a>
Violence Against Women Reauthorization Act of 2013 <a href="https://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf">https://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf</a>
Verification FAQ <a href="http://www.hud.gov/offices/pih/programs/ph/rhiip/faq_verif.cfm">www.hud.gov/offices/pih/programs/ph/rhiip/faq_verif.cfm</a>
Verification Guidance, March 2004 (attachment to Notice PIH 2004-1) <a href="http://www.hud.gov/offices/pih/publications/notices/04/verifguidance.pdf">http://www.hud.gov/offices/pih/publications/notices/04/verifguidance.pdf</a>

The HUD Web site is <http://portal.hud.gov/hudportal/HUD>.

Guidebooks, handbooks and other HUD resources may be found at the HUDClips Web site:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips)



## **PART I: THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY (SNRHA)**

### **1-I.A. OVERVIEW**

This part explains the origin of SNRHA's creation, authorization, the general structure of the organization, and the relationship between SNRHA Board of Commissioners and staff.

### **1-I.B. ORGANIZATION AND STRUCTURE OF SNRHA**

The Section 8 tenant-based Housing Choice Voucher (HCV) assistance program is funded by the federal government and administered by SNRHA for the jurisdiction defined as all incorporated and unincorporated areas of Clark County, Nevada. This area includes; Las Vegas, North Las Vegas, Henderson, Boulder City, and Mesquite. The unincorporated area includes the towns of Paradise, Winchester, Sunrise Manor, Whitney, Laughlin, Enterprise, Goodsprings, Searchlight, Moapa Valley, and Spring Valley. The communities of Jean, Blue Diamond, Sandy Valley, Nelson, Glendale, Moapa, Mt. Charleston, Bunkerville, Sloan, Arden, Spring Mountain Summit, and all other unincorporated areas of Clark County, Nevada. The officials of SNRHA are known as Commissioners or, collectively, as the Board of Commissioners. Commissioners are appointed in accordance with state housing law and generally serve in the same capacity as the directors of a corporation, establishing policies under which SNRHA conducts business, ensuring policies are followed by SNRHA staff, and ensuring SNRHA is successful in its mission, vision, and goals. The Board of Commissioners is responsible for preserving and expanding the agency's resources and assuring the agency's continued viability.

Formal actions of SNRHA are taken through written resolutions, adopted by the Board of Commissioners, and entered into the official records of SNRHA.

The principal staff member of SNRHA is the Executive Director (ED), hired and appointed by the Board of Commissioners. The Executive Director is directly responsible for carrying out the policies established by the Board of Commissioners and is delegated the responsibility for hiring, training, and supervising the remainder of SNRHA's staff in order to manage the day-to-day operations of SNRHA to ensure compliance with federal and state laws and directives for the programs managed. In addition, the Executive Director's duties include budgeting and financial planning for the agency.

### **1-I.C. SNRHA MISSION**

The intent of a mission statement is to communicate the purpose of the agency to people inside and outside of the agency. It provides guiding direction for developing strategy, defining critical success factors, searching out key opportunities, making resource allocation choices, satisfying clients and stakeholders, and making decisions.

#### SNRHA Policy

We will conduct business fairly and in transparency and create partnerships in the community, which exemplify the same values. We will maintain high standards, be sensitive to cultural diversity, and work to provide quality and sustainable housing options and opportunities that promote empowerment and self-sufficiency. We will





- Provide technical assistance to SNRHA on interpreting and applying HCV program requirements
- Monitor SNRHA compliance with HCV program requirements and SNRHA performance in program administration.

### **What does SNRHA do?**

SNRHA administers the HCV program under contract with HUD and has the following major responsibilities:

- Establish local policies
- Review applications from interested applicant families to determine whether applicants are eligible for the program
- Maintain waiting list and select families for admission based on waitlist status
- Issue voucher to selected family ~~and, if necessary, assist the family in finding a place to live.~~
- Conduct outreach to owners, with special attention to owners outside areas of poverty or minority concentration
- Approve the rental unit (including assuring compliance with housing quality standards and rent reasonableness), the owner, and the tenancy
- Make housing assistance payments to the owner in a timely manner
- Ensure families and their rental units continue to qualify under the program
- Ensure owners and families comply with program rules
- Provide families and owners with prompt professional service
- Comply with all fair housing and equal opportunity requirements, HUD regulations and requirements, the Annual Contributions Contract, HUD-approved applications for funding, SNRHA's Administrative Plan, and other applicable federal, state, and local laws.

### **What does the Owner do?**

The owner has the following major responsibilities:

- Screen families who apply for tenancy, to determine if they will be good renters
  - SNRHA can provide some information to the owner, but the primary responsibility for tenant screening rests with the owner.
  - The owner should consider family background factors such as rent and bill-paying history, history of caring for property, respecting the rights of others to peaceful enjoyment of the property, compliance with essential conditions of tenancy, whether the family is engaging in drug-related criminal activity or other criminal activity that might threaten others.
- Comply with the terms of the Housing Assistance Payments (HAP) contract, executed with SNRHA





- Comply with all applicable fair housing laws and discriminate against no one
- Maintain the housing unit by making necessary repairs in a timely manner, as required by the Housing Assistance Contract (HAP) and SNRHA policies and procedures
- Collect rent due from the assisted family and otherwise comply with and enforce provisions of the dwelling lease.

### **What does the Family do?**

The family has the following responsibilities:

- Provide SNRHA with required, complete, —and accurate information for continued eligibility; ~~determined by SNRHA to be necessary for administration of the program~~
- Make their best and most timely efforts to find suitable housing qualifying them for the program
- Attend all appointments scheduled by SNRHA
- Allow SNRHA to inspect the unit at reasonable times and after reasonable notice
- Take responsibility for care of the housing unit, including any violations of housing quality standards caused by the family
- Comply with the terms of the lease with the owner
- Comply with the family obligations of the voucher
- Not commit serious or repeated violations of the lease
- Not engage in drug-related or violent criminal activity
- Notify SNRHA and the owner before moving or terminating the lease
- Use the assisted unit only as the sole residence of the family. Not sublet the unit, assign the lease, or have any interest in the unit
- Promptly notify SNRHA of any changes in family composition
- Not commit fraud, bribery, or any other corrupt or criminal act in connection with any housing programs.

If all parties fulfill their obligations in a professional and timely manner, the program responsibilities will be fulfilled effectively.



Commissioners of the agency, the pertinent sections included in the Agency Plan, and a copy provided to HUD.

### SNRHA Policy

SNRHA will review and update the plan annually and more often if needed, to reflect changes in regulations, SNRHA operations, or when needed to ensure staff consistency in operation.

### **1-III.E. HCV NEEDS ASSESSMENT**

The mission of SNRHA's HCV Program is to provide safe, decent, and sanitary affordable housing choices to the very low income and extremely low income families in its program. The Quality Housing and Work Responsibility Act (QHWRA) of 1998, requires 75 percent of all new admissions into the Section 8 Tenant Based Program be extremely low-income families. SNRHA in developing its needs assessment, considered the future needs of families who will be issued vouchers when funding is available, or special allocation of funding is received from HUD.

To this end, SNRHA evaluates its current program participants on a regular basis. ~~Historically, the majority of participants are leased in two (2) bedroom units and the average time of lease-up (from date voucher was issued to leased up) has an estimated 45-60 calendar days. Any new allocations such as Welfare to Work, Family Unification Program, or Mainstream Vouchers, will require additional resources and community partnership efforts. These services may include hiring additional staff and implementing a "Buddy System" which will provide direct assistance in unit search by having SNRHA staff pick up clients without transportation and take them to see units they choose.~~ SNRHA staff will also assist in explaining the program to new landlords and assist, as required, in rent negotiations to ensure all requests for lease-approval are reasonable, as required by HUD.

This effort, along with the dissemination of our Deconcentration Maps to all participants at briefings, will afford each client the opportunity to make informed housing choices. This map will have area amenities such as schools, hospitals, libraries, transportation routes, and other information identified on said map to assist families in making informed housing choices when selecting their unit. The Deconcentration Map will also have the poverty impacted census tracts highlighted for informational purposes. These strategies will provide the added benefit to SNRHA participants by making parts of the city/county with better schools and more jobs available to these families. Partnerships with other community organizations will play a valid role in providing childcare assistance, transportation to work, job and life skills training, and other support services.

~~Further, SNRHA identifies the zip codes of 89106, 89108, 89030, and 89115 as having its largest current lease-up status. These zip codes are outside the poverty impact area of SNRHA's jurisdiction. This demonstrates SNRHA's current outreach effort in identifying new market units is working. However, it will be essential to continue a proactive approach in preparing for future participants. To this end, SNRHA will conduct outreach efforts to attract new landlords throughout Clark County to ensure units are available when families are issued vouchers.~~





~~SNRHA will actively participate in the Nevada Apartment Association and other agency meetings and ensure unit listing forms are available, as well as, conduct educational community forums. Public relations activities to improve the community's perception of the Housing Choice Voucher Program will include appearances on local radio and television talk shows, developing marketing tools that can be disseminated to rental agencies, apartment complexes, and private owners throughout Clark County. These efforts should increase the number of new Housing Choice Voucher landlords interested in listing their units with SNRHA and ensure families locate units in neighborhoods with services and/or jobs available for their families.~~

### **1-III. F. RECORDS FOR MONITORING SNRHA'S PERFORMANCE**

In order to demonstrate compliance with HUD and other pertinent regulations, SNRHA will maintain records, reports, and other documentation for a time that is in accordance with HUD requirements and in a manner that will allow an auditor, housing professional, or other interested party to follow, monitor, and or assess SNRHA's operational procedures objectively and with accuracy and in accordance with Section 8 Management Assessment Program (SEMAP) requirements with internal supervisory audits.

In addition to the required SEMAP documentation, supervisory staff or their designee audit the following functions:

- Not less than 75% of reexaminations
- Not less than 75% of new applications

### **1-III. G. PRIVACY RIGHTS [24 CFR 982.551]**

Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information annually. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD/SNRHA will release family information. SNRHA shall require additional authorizations not covered by the HUD 9886 form as required for verifications.

SNRHA's policy regarding release of information is in accordance with State and local laws that may restrict the release of family information.

Any and all information which ~~would lead one to determinediscloses~~ the nature and/or severity of a person's disability must be redacted or removed from a client's file ~~and destroyed or returned to the family member after its use. Client medical information shall only be released to the 504 Coordinator and the staff working on the file to calculate medical expenses or in cases where an accommodation is under consideration.~~

SNRHA's practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicant and participant files will be stored in a secure location which is only accessible by authorized staff.

SNRHA staff will not discuss family information contained in files unless there is a business reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in severe disciplinary action.

~~All files must be signed off when released to another department.~~





Fair Housing posters are posted throughout the Housing Authority office/s, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Staff will attend local fair housing update training sponsored by HUD and other local organizations to keep current with new developments.

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because SNRHA's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout SNRHA's office in such a manner as to be easily readable from a wheelchair.

The Southern Nevada Regional Housing Authority's office(s) are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by a TDD or RELAY services.

## **2.I.B. NONDISCRIMINATION**

Federal regulations prohibit discrimination against certain protected classes and other groups of people. State and local requirements, as well as SNRHA policies, can prohibit discrimination against additional classes of people.

SNRHA shall not discriminate because of race, color, sex, religion, familial status, age, disability or national origin (called "protected classes".)

Familial status includes children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18.

The PHA will not discriminate on the basis of marital status, gender identity or sexual orientation (FR Notice 02/03/12.)

### SNRHA Policy:

SNRHA does not identify any additional protected classes.

SNRHA will not use any of these factors to:

- Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to participate in the Housing Choice Voucher program
- Provide housing that is different from that provided to others
- Subject anyone to segregation or disparate treatment
- Subject anyone to sexual harassment
- Restrict anyone's access to any benefit enjoyed by others in connection with the housing program
- Treat a person differently in determining eligibility or other requirements for admission
- Steer an applicant / participant toward or away from a particular area based on any of these factors
- Deny anyone access to the same level of services
- Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program
- Discriminate in the provision of residential real estate transactions



## **THE FAIR HOUSING ACT [24 CFR PART 100]**

### **Illegal Inquiries [24 CFR 100.202]**

The Fair Housing Act makes it unlawful for a housing provider to:

- Ask if an applicant/participant for a dwelling has a disability or if a person intending to reside in a dwelling or anyone associated with an applicant / participant~~or resident~~ has a disability; or
- Ask about the nature or severity of a disability of such persons.

SNRHA may make the following inquiries, provided these inquiries are made of all applicants, regardless of whether the applicant appears to have a disability or says he or she has a disability;

- An inquiry into an applicant's ability to meet the requirements of tenancy;
- An inquiry to determine if an applicant is involved in current, illegal use of drugs;
- An inquiry to determine if an applicant qualifies for a dwelling legally available only to persons with a disability or to persons with a particular type of disability. SNRHA may inquire whether an applicant has a disability for determining if that person is eligible to live in mixed population (elderly/disabled) housing or housing designated for persons with disabilities;
- An inquiry to determine if an applicant qualifies for housing that is legally available on a priority basis to persons with disabilities or to persons with a particular disability. This means SNRHA may ask applicants if they need units with accessible features, including units designed to be accessible for persons with hearing and/or visual impairments, or if they qualify for a housing choice voucher designated for persons with disabilities only.

#### **Verification of eligibility for SNRHA programs and benefits for persons with disabilities:**

SNRHA is required to verify an applicant qualifies as a person with a disability before permitting them to move to housing designated for persons with disabilities, or granting the \$400 deduction.

Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons who are members of a protected class.

Applicants ~~and residents/~~ participants cannot be compelled to reveal they have a disability; however, if they do not, they may not receive any of the benefits that such status confers.

SNRHA's policy is to ask all applicants whether they wish to claim disability status or need any special unit features or methods of communication for persons with disabilities.

SNRHA will explain the consequences of the disclosure of one's disability as having possible benefits in rent calculation or an accessible unit, and required verification of disability prior to receipt of the particular benefit at issue.

#### **Verification of disability and need for requested reasonable accommodation(s):**

- To verify an applicant is a person with a disability, SNRHA staff can first check to see whether the applicant is under age 62 and receives either Social Security Disability Income





If SNRHA finds 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 not requiring 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 Officer and/or the Housing Program Director or their designee.

If a request is denied, SNRHA will provide a written decision to the person requesting the accommodation within 14 ~~calendar~~business-days. ~~if a request is denied.~~ In addition, if a person is denied the accommodation or feels 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 requiring 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 / participants shall be accessible to persons in wheelchairs, persons with sensory impairments, and other persons with disabilities. Application offices, management offices, and hearing rooms, (to the extent 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 / 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 communication is understandable by persons with disabilities are described in SNRHA's Procedure on Civil Rights and Disability Rights [24 CFR 8.6.]

A reasonable accommodation is some modification or change SNRHA can make (at SNRHA's expenses) to its policies, practices, or procedures that will assist an otherwise eligible applicant / participants with a disability to take full advantage of and use all SNRHA's programs, including those that are operated by other agencies in SNRHA-owned public space [24 CFR § 8.20.]





An accommodation is not reasonable if it: [24 CFR § 8.21(b) and 24 CFR § 8.24(a)(2)]

- Causes an undue financial and administrative burden; or
- Represents a fundamental alteration in the nature of SNRHA's program.

Examples of reasonable accommodations in the Housing Choice Voucher program include, but are not limited to: [24 CFR § 8.4]

- Making sure SNRHA's program offices are fully accessible
  - ~~Maintaining a list of landlords who own units that are accessible~~
  - Conducting interviews, meetings, and conferences at some site other than the Authority at the request of an individual with disabilities who cannot come to SNRHA's offices
  - Granting a family with disabilities more time than usually granted to find a unit and meeting the family's needs
  - Approving a family that includes an individual with disabilities for a larger than normal unit to accommodate the individual's disability-related needs for a separate bedroom, a live-in aide, or room to store disability-related equipment or supplies
  - When financially feasible and permitted by HUD, granting an exception rent to a landlord who makes accessibility improvements on behalf of a program participant who is an individual with disabilities
- 1) Ensuring all communications with disabled individuals are fully intelligible to all parties, including those with sensory or cognitive impairments. Examples of ways effective communication would be carried out include, but are not limited to:
    - Making large type documents, Braille documents, cassettes or a reader available to an applicant / participant with a vision impairment during interviews or meetings with SNRHA staff
    - Making a sign language interpreter available to an applicant / participant with a hearing impairment during interviews or meetings with SNRHA staff
    - Providing Telecommunications Devices for the Deaf (TDDs) to permit persons with hearing impairments to communicate with SNRHA by telephone
    - Permitting an applicant / participant to be accompanied or represented by a family member, friend, or advocate at all meetings and interviews with SNRHA if the individual desires such representation, or
    - Permitting an outside agency or individual to assist an applicant / participant with a disability to meet SNRHA's applicant screening criteria.
  - 2) An applicant ~~or resident/~~ participant family ~~that has a with a disabled~~ -member must still be able to meet essential obligations of the Housing Choice Voucher program. They must be able (with or without assistance) [24 CFR § 8.3]
    - a) To carry out their obligations under the voucher;
    - b) To carry out their obligations under the lease; and



of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act]

SNRHA must approve a request for an accommodation if all the following three conditions are met:

1. The request was made by or on behalf of a person with a disability.
2. There is a disability-related need for the accommodation.
3. The requested accommodation is reasonable, meaning it would not impose an undue financial and administrative burden on SNRHA, or fundamentally alter the nature of the PHA's HCV operations (including the obligation to comply with HUD requirements and regulations.)

Requests for accommodations must be assessed on a case-by-case basis, taking into account factors such as the cost of the requested accommodation, the financial resources of SNRHA at the time of the request, the benefits that the accommodation would provide to the family, and the availability of alternative accommodations that would effectively meet the family's disability-related needs.

Before making a determination whether to approve the request, SNRHA may enter into discussion and negotiation with the family, request more information from the family, or may require the family to sign a consent form so SNRHA may verify the need for the requested accommodation.

#### SNRHA Policy

After a request for an accommodation is presented, SNRHA will respond, in writing, within ~~10-14~~ business days of receiving verifications.

If SNRHA denies a request for an accommodation because it is not reasonable (it would impose an undue financial and administrative burden or fundamentally alter the nature of SNRHA's operations,) SNRHA will discuss with the family whether an alternative accommodation could effectively address the family's disability-related needs without a fundamental alteration to the HCV program and without imposing an undue financial and administrative burden.

If SNRHA believes the family has failed to identify a reasonable alternative accommodation after interactive discussion and negotiation, SNRHA will notify the family, in writing, of its determination within 14 business days from the date of the most recent discussion or communication with the family.

## **2-II.H. PROGRAM ACCESSIBILITY FOR PERSONS WITH HEARING OR VISION IMPAIRMENTS**

HUD regulations (24CFR 8.6 (a) (1) states the PHA shall take appropriate steps to ensure effective communication with applicants, beneficiaries, and members of the public and shall furnish appropriate auxiliary aids when necessary to afford an individual with disabilities an equal opportunity to appreciate and enjoy the benefits of a program or activity receiving Federal financial assistance and require SNRHA to ensure persons with disabilities related to hearing and vision have reasonable access to SNRHA's programs and services [24 CFR 8.6.]





include a current list of available accessible units known to SNRHA and will assist the family in locating an available accessible unit, if necessary.

In general, owners must permit the family to make reasonable modifications to the unit. However, the owner is not required to pay for the modification and may require the unit be restored to its original state at the family's expense when the family moves.

## **2-II.J. DENIAL OR TERMINATION OF ASSISTANCE**

A SNRHA's decision to deny or terminate the assistance of a family that includes a person with disabilities is subject to consideration of reasonable accommodation [24 CFR 982.552 (2)(iv).]

When applicants/participants with disabilities are denied assistance or terminated, the notice of denial/termination must inform them of SNRHA's informal review process and their right to request an informal review. In addition, the notice must inform applicants with disabilities of their right to request reasonable accommodations to participate in the informal review process.

~~When a participant family's assistance is terminated, the notice of termination must inform them of SNRHA's informal hearing process and their right to request a hearing and reasonable accommodation.~~

When reviewing reasonable accommodation requests, SNRHA must consider whether any mitigating circumstances can be verified to explain and overcome the problem that led to SNRHA's decision to deny or terminate assistance. If a reasonable accommodation will allow the family to meet the requirements, SNRHA must make the accommodation.

## **PART III: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

### **2-III.A. OVERVIEW**

Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the HCV program. In certain circumstances, failure to ensure LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Notice of Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Affecting Limited English Proficient Persons, published January 22, 2007 in the *Federal Register*.

SNRHA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP.)

LEP is defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. For the purposes of this Administrative Plan, LEP persons are HCV applicants / participants parents, and family members of applicants / participants.

In order to determine the level of access needed by LEP persons, SNRHA will balance the following four factors:





8. Be represented by a head of household who is 18 or older or an emancipated youth at the time of application submission, and
9. Be eligible for assistance in accordance with the restrictions on assistance to students enrolled in an institution of higher education (24 CFR 5.612.)

SNRHA must determine the current or past behavior of household members does not include activities prohibited by HUD or SNRHA.

- Reasons for denial of admission are addressed in Chapter 12 under Denials/Termination of Assistance. These reasons for denial constitute additional admission criteria.
- Evidence of Citizenship/Eligible Immigrant Status will not be verified until the family is selected from the waiting list for final eligibility processing for issuance of a Voucher.

This chapter contains three parts:

Part I: Definitions of Family and Household Members. This part contains HUD and SNRHA definitions of family and household members and explains initial and ongoing eligibility issues related to these members.

Part II: Basic Eligibility Criteria. This part discusses income eligibility, and rules regarding citizenship, social security numbers, and family consent.

Part III: Denial of Assistance. This part covers factors related to an applicant's past or current conduct (e.g. criminal activity) causing SNRHA to deny assistance.

## **PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS**

### **3-I.A. OVERVIEW**

Some eligibility criteria and program rules vary depending upon the composition of the family requesting assistance. In addition, some requirements apply to the family as a whole and others apply to individual persons who will live in the assisted unit. This part provides information needed to correctly identify family and household members, and to apply HUD's eligibility rules.

### **3-I.B. FAMILY AND HOUSEHOLD [24 CFR 982.201(c),] FR Notice 02/03/12; Notice PIH 2014-20**

The terms *family* and *household* have different meanings in the HCV program.

#### **Family**

To be eligible for assistance, an applicant must qualify as a family. *Family* as defined by HUD includes, but not limited to the following, regardless of actual or perceived sexual orientation, gender identify, or marital status, a single person, who may be an elderly person, a disabled person, ~~near-non~~-elderly person, or any other single person; or group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the family,) a ~~nearnon~~-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. SNRHA has the discretion to determine if any other group of persons qualifies as a family. Equal access final rule requires all



eligible individuals; regardless of sexual orientation, gender, or marital status; be considered a *Family*.

#### SNRHA Policy

A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law; but who either can demonstrate they have lived together previously or certify each individual income and other resources will be available to meet the needs of the family. Each family must identify the individuals to be included in the family at the time of application, and must update this information in writing (within 10 calendar days of the change) if the family composition changes.

~~Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.~~

#### **Household**

*Household* is a broader term that includes additional people who, with SNRHA's permission, live in an assisted unit, such as live-in aides, foster children, and foster adults.

#### ***HEAD OF HOUSEHOLD [24 CFR 5.504(b)]***

*Head of household* means the adult member of the family who is considered the head for purposes of determining income eligibility and rent. The head of household is responsible for ensuring the family fulfills all of its responsibilities under the program - alone or in conjunction with a co-head or spouse.

#### SNRHA Policy

The family may designate any qualified family member as the head of household. The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household. Head of household, for the purpose of determining who can remove a family member from the voucher or application, is defined as the person completing said field on the original application. The head of household cannot be switched after submission of an application prior to being housed, unless the head of household removes themselves; or as a result of VAWA after becoming a participant or the death of head of household (from page 3-5.)

#### **Spouse of Head**

Spouse means the husband or wife of the head of household.

For proper application of the Non-citizens Rule, the definition of spouse is: the married partner who, in order to dissolve the relationship, and would have to be divorced. It includes the partner in a common law marriage (or being recognized as in the State of Nevada according to Senate Bill 283 domestic partner.) The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads when used in connection with the non-citizen rule.





When families apply that consist of two families living together, (such as a mother, father, and a daughter with her own husband and/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.

If dependents are the only “remaining members of a tenant family” and there is no family member able to assume the responsibilities of the head of household, see Chapter 5 for the policy on “Caretakers for a Child.”

### **3-I.D. HEAD OF HOUSEHOLD [24 CFR 5.504(b)]**

*Head of household* means the adult member of the family who is considered the head for purposes of determining income eligibility and rent. The head of household is responsible for ensuring the family fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse.

#### SNRHA Policy

The family may designate any qualified family member as the head of household.

The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household. Head of household for purpose of determining who can remove a family member from the voucher or application is defined as the person completing said field on the original application. The head of household cannot be switched after submission of an application prior to being housed, unless the head of household removes themselves; or as a result of VAWA after becoming a participant or the death of head of household.

### **3-I.E. SPOUSE, CO-HEAD, AND OTHER ADULT**

A family may have a spouse or co-head, but not both [HUD-50058 IB, p. 13.]

*Spouse* means the marriage partner of the head of household.

#### SNRHA Policy

A *marriage partner* includes the partner in a "common law" (or being recognized in the State of Nevada according to Senate Bill 283 domestic partner) marriage as defined in state law. The term “spouse” does not apply to friends, roommates, or significant others who are not ~~marriage-married~~ partners. A minor who is emancipated under state law may be designated as a spouse or co-head.

A *co-head* is an individual in the household who is equally responsible with the head of household for ensuring the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one co-head.





### SNRHA Policy

~~Minors who are emancipated under state law may be designated as a co-head.~~

*Other adult* means a family member, other than the head, spouse, or co-head, who is 18 years of age or older. Foster adults and live-in aides are not considered other adults.

### **3-I.F. DEPENDENT [24 CFR 5.603]**

A *dependent* is a family member who is under 18 years of age or a person of any age who is a person with a disability or a full-time student, except the following persons can never be dependents: the head of household, spouse, co-head, foster children/adults, and live-in aides. Identifying each dependent in the family is important because each dependent qualifies the family for a deduction from annual income as described in Chapter 6.

#### **Joint Custody of Dependents**

##### SNRHA Policy

Dependents are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant / participant family 51 percent of the time which shall be defined as 183 calendar days of the year, which does not have to run consecutively.

When more than one applicant / 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. SNRHA will make the determination based on available documents such as court orders.

Consideration may also be given to the person who receives the income for the care of the child.

### **3-I.G. FULL-TIME STUDENT [24 CFR 5.603; HCV GB, p. 5-29]**

A *full-time student* (FTS) is a person who is attending school or vocational training on a full-time basis. The time commitment or subject load needed to be full-time is defined by the educational institution.

Identifying each FTS is important because:

- (1) each family member that is an FTS, other than the head, spouse, or co-head, qualifies the family for a dependent deduction, and
- (2) the wage income of such an FTS is treated differently from the income of other family members.

### **3-I.H. ELDERLY AND NEARNON-ELDERLY PERSONS, AND ELDERLY FAMILY [24 CFR 5.100 and 5.403]**

#### **Elderly Persons**

An *elderly person* is a person who is at least 62 years of age.

#### **NearNon-Elderly Persons**



## **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.

### SNRHA Policy

If a child has been placed in foster care, SNRHA will verify with the appropriate agency if and when the child is expected to be returned to the home. Unless the agency confirms 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.

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 § 982.312:** If a family is going to be away from their unit for more than 30 calendar days they "must" report this information to SNRHA with an anticipated date of return.

### SNRHA Policy

An absent head, spouse, or co-head from the unit will continue to be considered a family member, unless:

- a legal separation or divorce has been applied for, or
- SNRHA's "Certification of Absent Spouse" form has been completed, or
- the individual has been removed from the household as covered in VAWA.

~~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.~~

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. An extended period is defined as any period greater than 30 calendar days.

Family members absent for more than 180 consecutive calendar days due to employment, student status (higher education,) 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.]





For continued approval, the family and live-in aide will be required to submit a certification stating the live-in aide is (1) not obligated for the support of the person(s) needing the care, and (2) would not be living in the unit except to provide the necessary supportive services.

Income of the live-in aide will not be counted in the family's income.

The approval of a live-in aide shall increase the maximum permitted voucher size by 1-bedroom to accommodate the need for a live-in aide regardless if the live-in-aide has children or not. The voucher will not be increased prior to the Live-In-Aide being identified and approved.

Live-in aides are not subject to Non-Citizen Rule requirements.

Live-in aides may not be considered as a remaining member of the tenant family.

Live-in aides must submit social security number verifications.

SNRHA will not approve a particular person as a live-in aide, and may withdraw such approval if [24 CFR 982.316(b)]:

The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program, or

The person commits a drug-related criminal activity or violent criminal activity, or

The person currently owes rent or other amounts to SNRHA or to another PHA in connection with Section 8, Project-Based Section 8 or public housing assistance under the 1937 Act, or

The person has violated any family obligations under the program as published under CFR 982.551, or

The person has been convicted of manufacturing or producing methamphetamine on the premises of an assisted housing unit, or

The person has been evicted from any federally subsidized housing program for any reason, or

The person has been identified as someone who has to register as a sex offender, or

The person is not qualified to provide the needed care.

Within ~~10-14~~ business days of receiving a request for a live-in aide, including all required documentation/verification related to the request, SNRHA will notify the family of its decision in writing.





In general, citizens and nationals are required to submit only a signed declaration claiming their status. However, HUD regulations permit SNRHA to request additional documentation of their status, such as a passport.

### SNRHA Policy

Family members who declare citizenship or national status will not be required to provide additional documentation unless SNRHA receives information indicating an individual's declaration may not be accurate. SNRHA shall not provide assistance to any family prior to the verification of eligibility for the individual or at least one member of the family pursuant to this section.

### ***Eligible Noncitizens***

In addition to providing a signed declaration, those declaring eligible noncitizen status must sign a verification consent form and cooperate with SNRHA efforts to verify their immigration status as described in Chapter 6. The documentation required for establishing eligible noncitizen status varies depending upon factors such as the date the person entered the U.S., the conditions under which eligible immigration status has been granted, the person's age, and the date on which the family began receiving HUD-funded assistance.

Lawful residents of the Marshall Islands, the Federated States of Micronesia, and Palau, together known as the Freely Associated States, or FAS, are eligible for housing assistance under section 141 of the Compacts of Free Association between the U.S. Government and the Governments of the FAS [Public Law 106-504.]

### ***Ineligible Noncitizens***

Those noncitizens who do not wish to contend their immigration status are required to have their names listed on a non-contending family members listing (signed by the head, spouse, or co-head) indicating their ineligible immigration status - regardless of citizenship status. ~~SNRHA is not required to verify a family member's ineligible status and is not required to report an individual's unlawful presence in the U.S. to the United States Citizenship and Immigration Services (USCIS.)~~

Providing housing assistance to noncitizen students is prohibited [24 CFR 5.522.] This prohibition extends to the noncitizen spouse of a noncitizen student as well as to minor children who accompany or follow to join the noncitizen student. Such prohibition does not extend to the citizen spouse of a noncitizen student or to the children of the citizen spouse and noncitizen student. Such a family is eligible for prorated assistance as a mixed family.

### **Mixed Families**

A family is eligible for assistance as long as at least one member is a citizen, national, or eligible noncitizen. Families that include eligible and ineligible individuals are considered *mixed families*. Such families will be given notice that their assistance will be prorated and they may request a hearing if they contest this determination. See Chapter 5 for a discussion of how rents are prorated, and Chapter 14 for a discussion of informal hearing procedures.

### **Ineligible Families [24 CFR 5.514(d), (e), and (f)]**



A PHA may elect to provide assistance to a family before the verification of the eligibility of the individual or one family member [24 CFR 5.512(b)]. Otherwise, no individual or family may be assisted prior to the affirmative establishment by SNRHA that the individual or at least one family member is eligible. Verification of eligibility for this purpose occurs when the individual or family members have submitted documentation to SNRHA in accordance with program requirements [24 CFR 5.512(a).]

SNRHA is not required to verify a family member's ineligible status and is not required to report an individual's unlawful presence in the U.S. to the United States Citizenship and Immigration Services (USCIS).

#### SNRHA Policy

SNRHA will not provide assistance to a family before the verification of the eligible citizenship status of at least one family member. The eligible member does not have to be an adult in order for SNRHA to assist the family.

When SNRHA determines an applicant family does not include any citizens, nationals, or eligible noncitizens upon completion of the verification process, the family will be sent a written notice within ~~10~~14 business days of the determination.

The notice will explain the reasons for the denial of assistance, that the family may be eligible for proration of assistance, and will advise the family of its right to request an appeal to the United States Citizenship and Immigration Services (USCIS,) or to request an informal hearing with SNRHA. The informal hearing with SNRHA may be requested in lieu of the USCIS appeal, or at the conclusion of the USCIS appeal process. The notice must also inform the applicant family that assistance may not be delayed until the conclusion of the USCIS appeal process, but that it may be delayed pending the completion of the informal hearing process.

Informal hearing procedures are contained in Chapter 14.

#### **Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)]**

For new occupants joining the assisted family, SNRHA must verify status at the first interim or regular reexamination following the person's occupancy, whichever comes first.

If an individual qualifies for a time extension for the submission of required documents, SNRHA must grant such an extension for no more than 30 calendar days [24 CFR 5.508(h)].

#### SNRHA Policy

SNRHA will verify the status of applicants at the time other eligibility factors are determined.

### **3-II.C. SOCIAL SECURITY NUMBERS [24 CFR 5.216 and 5.218] Notice PIH ~~2012~~2018-24-10**

SNRHA will require the disclosure of the SSN of all family members regardless of age if they have declared citizenship or eligible immigration status.

#### SNRHA Policy





the other parent. SNRHA will then obtain an income declaration and certification of income from the parent with whom the student has been living or had contact.

In determining the income eligibility of the student's parents, SNRHA will use the income limits for the jurisdiction in which the parents live.

### **3.II.F. OTHER CRITERIA FOR ADMISSIONS [24 CFR 982.552(b)]**

If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, SNRHA may deny assistance and may refer the family file/record to the proper authorities for appropriate disposition. (See Program Integrity Addendum)

### **3.II.G. CRIMINAL SCREENING [24 CFR 982.307]**

SNRHA will take into consideration all of the criteria for admission in this chapter and Chapter 12.

SNRHA will conduct criminal screening on all families at the time of admission (including port-in participants) and at any other time required to verify reported incidents.

All incoming portables will also have criminal screening conducted. SNRHA will not hold up on leasing a client while awaiting results of such screening for portable families, but may terminate assistance if leased or deny assistance if not leased.

SNRHA will screen families for drug-related or criminal activity (Chapter 12- Denial or Termination of Assistance.) SNRHA will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy. ~~Metro screenings will be good for 12 months;~~ FBI screenings shall be good for 12 months from date of approval.

Federal law states, notwithstanding any other provision of law, the National Crime Information Center (NCIC,) police departments, and other law enforcement agencies shall upon request, provide PHAs information regarding the criminal conviction records of adult applicants and adult participants.

This information is to be provided for persons 18 years of age or older or for those convicted of a crime as an adult.

These provisions of law pre-empt any contrary provision in State, local, or tribal laws, and prevail over any contrary federal requirements. These provisions do not pre-empt or limit any laws or authority that permits broader access to records.

SNRHA will utilize to the fullest extent of federal, state, and local laws all forms of criminal records for purposes of initial screening and/or participant termination.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before SNRHA's approval of the tenancy, SNRHA will inform the owner that screening and selection for tenancy is the responsibility of the owner. SNRHA will require the owner or manager to sign an acknowledgement of screening responsibility form that must be returned with the Request for Tenancy Approval (RFTA.)

### **Owner Screening Factors Include: [24 CFR 982.307(a) (3)]**





dispute the accuracy and relevance of the information prior to a denial of admission [24 CFR 5.903(f) and 5.905(d).] If the family requests the report after 30 days of the notice, the record may not be available.

SNRHA will take into consideration all of the criteria for admission in Chapter 12.

SNRHA will conduct criminal screening on all adult members at the time of admission and annual recertification as required to verify reported incidents.

#### SNRHA Policy

All incoming portables will also have criminal screening conducted. SNRHA will not hold leasing-up a client while awaiting results of such screening for portable families, but may terminate assistance if leased, or deny assistance if not leased.

SNRHA will screen families for drug-related or violent criminal activity (See Chapter 12.)

SNRHA will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

#### SNRHA Policy

Criminal screenings will be good for 12 months.

Federal law states, notwithstanding any other provision of law, the National Crime Information Center, police departments, and other law enforcement agencies shall upon request, provide PHA's information regarding the criminal conviction records of adult applicants and adult participants.

This information is to be provided for persons 18 years of age or older, or for those convicted of a crime as an adult.

These provisions of law pre-empt any contrary provision in State, local, or tribal laws, and prevail over any contrary federal requirements. These provisions do not pre-empt or limit any laws or authority that permits broader access to records.

SNRHA will utilize to the fullest extent of federal, state, and local laws all forms of criminal records for purposes of initial screening and/or participant termination.

#### **Screening for Suitability as a Tenant [24 CFR 982.307]**

SNRHA has no liability or responsibility to the owner for the family's behavior or suitability for tenancy. ~~SNRHA may opt to conduct additional screening to determine whether an applicant is likely to be a suitable tenant.~~

#### SNRHA Policy

~~SNRHA will not conduct additional screening to determine an applicant family's suitability for tenancy.~~

The owner is responsible for screening and selection of the family to occupy the owner's unit. SNRHA must inform the owner that screening and selection for tenancy is the responsibility of the owner. An owner may consider a family's history with respect to factors such as: payment of rent and utilities, caring for a unit and premises, respecting the rights of other residents to the



## Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a SNRHA request for information or updates because of the family member's disability, SNRHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

### SNRHA Policy

The waiting list will be updated bi-annually to ensure all applicants and applicant information is current and timely.

The Waiting List will be purged bi-annually by a mailing to all applicants to ensure the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.

To update the waiting list, SNRHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address SNRHA has on record for the family. The update request will provide a deadline by which the family must respond and will state failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, electronically, or by fax. Responses should be postmarked or received by SNRHA not later than 14 calendar days from the date of SNRHA letter.

If an applicant fails to respond to a mailing from SNRHA within the indicated timeframe on said notice, the applicant will be withdrawn. An extension of 10 calendar days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability. If the applicant did not respond to SNRHA's request for information or updates because of a family member's disability, SNRHA will reinstate the applicant in the family's former position on the waiting list.

If a letter is returned by the Post Office, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the ~~Housing Programs Manager~~ or Director of Housing Programs or designee determines there were circumstances beyond the person's control. The following exceptions, if determined to exist, will be acceptable to warrant reinstatement: hospitalization or out of town or disabled. Additionally, if for any reason when a family is removed in error from the waiting list the ~~Housing Program Manager~~Director of Housing Programs or their designee may reinstate the applicant.





SNRHA. If the referred family’s name is on the regular SNRHA waiting list, their name will be removed when they receive a voucher through the ‘Special Programs,’ and the family will be counted toward the Special Programs vouchers.

Special Programs are responsible for referring families to SNRHA in the order deemed acceptable by the participating agencies and may have a specific MOU. Though not required by SNRHA, the MOU will also specify the other responsibilities of the participating agencies.

Vouchers will be made available to families who are referred, regardless of whether the family is on the regular voucher waiting list, regardless of the family’s current waiting list position, and regardless of whether the waiting list is closed.

**Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided below.

**4-III.C. SELECTION METHOD**

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

**4.III.D. LOCAL PREFERENCES [24 CFR 982.207; HCV p. 4-16]**

SNRHA is permitted to establish local preferences, and to give priority to serving families meeting those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits SNRHA to establish other local preferences, at its discretion.

Any local preferences established must be consistent with SNRHA’s plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

**SNRHA Policy for the following Local Preferences:** SNRHA shall use the following preference point system.

**Foster Youth Preference:** Youth aging out of the foster care system who are currently participating in the Funds to Assist Former Foster Youth (FAFFY) program and other HCV program requirements. This preference shall be limited to 10 youth per year as funding permits, via a referral system from Clark County Foster DFS and Family Services. .... **60 points.**

**Previously Terminated for Insufficient Funding:** SNRHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding. .... **60 points**

**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 calendar days of the President declaring a federal disaster. .... **55 points**

**Working Preference will be given to:** ~~Head, spouse, or co-head who is~~ employed at least 20 hours per week, or who are active participants in accredited educational and training program 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 the State of Nevada. A Veteran/Disabled Veteran may submit an admissions application at any time for any housing program, whether the waiting list is open or closed - with the exception of the Housing Choice Voucher Program. The Veteran/Disabled Veteran must be the head, spouse, or co-head member of the household. At the time of eligibility, the Veteran/Disabled Veteran must submit their DD214 (or other official discharge documents from the Official Military Personnel File) which shows enlistment date, discharge dates, branch of service, social security number, birthdate, net active service, and type of discharge. If the military documents are not submitted accordingly, the Veteran's/Disabled Veteran's name will be withdrawn from the waiting list.

The Veteran/Disabled Veteran is entitled to request and receive an informal review of that determination as described in this Administrative Plan, Chapter 14, Program Administration, Part III: Informal Reviews and Hearings.

The Veteran/Disabled Veteran may submit another admissions application .... **35 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. .... **33 points**

**Non-Elderly Disabled (NED)** persons transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless..... **10 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 or designee. 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.



## Chapter 5

### INCOME AND SUBSIDY DETERMINATIONS [24 CFR Part 5, Subparts E and F; 24 CFR 982]

#### INTRODUCTION

A family's income determines eligibility for assistance and is also used to calculate the family's share of rent and to determine the amount of SNRHA's subsidy. SNRHA will use the policies and methods described in this chapter to ensure only eligible families receive assistance and no family pays more or less than its obligation under the regulations.

SNRHA will use the methods as set forth in this Administrative Plan to verify and determine family income at admission and reexamination is correct. ~~The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the Regulations.~~

This Chapter defines the allowable expenses and deductions to be subtracted from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subparts E and F, and further instructions set forth in HUD Notices and Memoranda. The formula for the calculation of TTP is specific and not subject to interpretation. SNRHA's policies in this Chapter address those areas which allow SNRHA discretion to define terms and to develop standards in order to assure consistent application of the various factors relating to the determination of TTP.

This chapter describes HUD regulations and SNRHA policies related to these topics in three parts as follows:

- Part I: Annual Income. HUD regulations specify the sources of income to include and exclude to arrive at a family's annual income. These requirements and PHA policies for calculating annual income are found in Part I.
- Part II: Adjusted Income. Once annual income has been established HUD regulations require the PHA to subtract from annual income any of five mandatory deductions for which a family qualifies. These requirements and PHA policies for calculating adjusted income are found in Part II.
- Part III: Calculating Family Share and PHA Subsidy. This part describes the statutory formula for calculating TTP, the use of utility allowances, and the methodology for determining PHA subsidy and required family payment.

#### PART I: ANNUAL INCOME

##### 5-I.A. OVERVIEW

Income: Includes all amounts monetary or not received on behalf of the family. For purposes of calculating the TTP, HUD defines what is to be included and what is to be excluded in the federal regulations. In accordance with this definition, all income that is not specifically





## **Absence of Any Member**

### SNRHA Policy

Any member of the household will be considered permanently absent if he/she is away from the unit for more than ~~three (3)~~-six (6) consecutive months or as otherwise provided in this Chapter, except students or children with shared custody for which the head of household has notified SNRHA of their absence in writing.

## **Absent Students**

### SNRHA Policy

When someone who has been considered a family member attends school for higher education away from home, the person will continue to be considered a family member unless information becomes available to SNRHA indicating the student has established a separate household or the family declares the student has established a separate household.

*Full time students who attend school away from the home will be treated in the following manner:*

A student (other than head of household or spouse) who attends school for higher education away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides the member is permanently absent, income of that member will not be included in total household income, not be included on the lease, and will not be included for determination of Voucher size.

## **Absences Due to Placement in Foster Care**

Children temporarily absent from the home as a result of placement in foster care are considered members of the family [24 CFR 5.403].

### SNRHA Policy

If a child has been placed in foster care, and not returned to the biological family, by the next annual reexamination or move, the voucher size will be changed accordingly. If a participant's family gains custody of the foster child, the foster child will be added to the participant's family composition.

## **Absent Head, Spouse, or Co-head**

### SNRHA Policy

An absent head, spouse, or co-head will be considered as part of the family and their income will count "unless" the head of household certifies the head/spouse/co-head ~~is no longer in the unit.~~permanently absent.





SNRHA's "Certification of Absent Spouse" form certifies the spouse is not a member of the household and will not reside in the assisted unit. ~~will not provide income to the family living in the assisted unit.~~

### **Family Members Permanently Confined for Medical Reasons**

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].

#### SNRHA Policy

SNRHA will request verification from a responsible medical professional and will use this determination. If the responsible medical professional cannot provide a determination, the person generally will be considered temporarily absent. The family may present evidence that the family member is confined on a permanent basis (180 days or more) and request the person not be considered a family member.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with SNRHA's "Absence of Entire Family" policy.

### **Absence Due to Incarceration**

#### SNRHA Policy

If the sole member is incarcerated for more than 90 calendar days, he/she will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if he/she is incarcerated for 90 calendar days.

SNRHA will determine if the reason for incarceration is for drug-related or violent criminal activity and, if so, will terminate assistance to the family (see Chapter 12: Denial and Termination of Assistance.)

### **Joint Custody of Dependents**

#### SNRHA Policy

Dependents 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 dependent(s) as family members, the family with primary custody at the time of the initial examination or reexamination will be able to claim the dependent(s.) If there is a dispute about which family should claim them, SNRHA will make the determination based on available documents such as court orders.



## Caretakers for a Child

### SNRHA Policy

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 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 ~~up to 90 calendar days but not exceed~~ 120 calendar days. After the time has elapsed, the caretaker will be considered a family member unless information is provided confirming the caretaker's role is temporary. In such cases SNRHA will extend the caretaker's status as an eligible visitor.
- (3) At any time custody or guardianship legally has been awarded to a caretaker, the housing choice voucher will be transferred to the caretaker.
- (4) During any period 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 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 the transfer of the Voucher is for that limited time or as long as they have custody of the children. SNRHA will use discretion as deemed appropriate in determining any further assignation of the Voucher on behalf of the children.

When SNRHA approves a person to reside in the unit as caretaker for the child(ren), the income should not be counted pending a final disposition. SNRHA will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

### **Unauthorized Residents [24 CFR 551(h)(2)]**

Only household members listed on the HUD 50058 are permitted to reside in the assisted unit.

#### SNRHA Policy

Adults who reside in the assisted unit, for more than thirty (30) consecutive calendar days or for a minimum period of sixty (60) cumulative calendar days during a twelve (12) month period and are not listed on the HUD 50058 form, will be deemed unauthorized residents (unless SNRHA has provided prior approval and is in the process of said resident being evaluated for eligibility.)





### SNRHA Policy

SNRHA defines *training program* as “a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period of time. It is designed to lead to a higher level of proficiency, and it enhances the individual’s ability to obtain employment. It may have performance standards to measure proficiency. Training may include, but is not limited to: (1) classroom training in a specific occupational skill, (2) on-the-job training with wages subsidized by the program, or (3) basic education” [expired Notice PIH 98-2, p. 3.]

SNRHA defines *incremental earnings and benefits* as the difference between: (1) the total amount of welfare assistance and earnings of a family member prior to enrollment in a training program, and (2) the total amount of welfare assistance and earnings of the family member after enrollment in the program [expired Notice PIH 98-2, pp. 3–4.]

In calculating the incremental difference, SNRHA will use as the pre-enrollment income the total annualized amount of the family member’s welfare assistance and earnings reported on the family’s most recently completed HUD-50058.

End of participation in a training program must be reported in accordance with SNRHA's interim reporting requirements.

### ***HUD-Funded Training Programs***

Amounts received under training programs funded in whole or in part by HUD [24 CFR 5.609(c)(8)(i)] are excluded from annual income. Eligible sources of funding for the training include operating subsidy, Section 8 administrative fees, modernization, Community Development Block Grant (CDBG), HOME program, and other grant funds received from HUD.

### SNRHA Policy

To qualify as a training program, the program must meet the definition of *training program* provided above for state and local employment training programs.

### ***Earned Income Tax Credit***

Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j)), are excluded from annual income [24 CFR 5.609(c)(17).] Although many families receive the EITC annually when they file taxes, an EITC can also be received throughout the year. The prorated share of the annual EITC is included in the employee’s payroll check.

### ***Earned Income Disallowance***

~~The earned income disallowance for persons with disabilities is discussed in section 5-I.E below.~~

### **5-I.F. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES [24 CFR 5.617 Streamlining Final Rule (SFR) Federal Register 3/8/16]**

The Earned Income Disallowance (EID) encourages people with disabilities to enter the work force by not including the full value of increases in earned income for a period of time. The full text of 24 CFR 5.617 is included as Exhibit 5-4 at the end of this chapter. Eligibility criteria and limitations on the disallowance are summarized below.





### ***Earned Income ~~Disregard~~-Disallowance (EID)***

With HUD's Final Rule dated March 8, 2016, entitled "Streamlining Administrative Regulations for Public Housing/Housing Choice Voucher Final Rule," the requirements changed that families maintain continual employment in order to obtain EID benefits over a straight 24-month period. The Final Rule removes this requirement for continuous employment and benefits now applies for a straight 24-month period, with a clear start and end date, irrespective of whether a family maintains continual employment during the 24-month period. SNRHA shall not track start and stop time of employments but shall track start date, the 12-month date (on which the amount of the disregard may change from 100 percent to not less than 50 percent of earned income) and the 24-month end date. For families enrolled prior to the effective date of this regulation (March 8, 2016,) the previous requirement shall continue.

#### ***Initial 12-Month Exclusion***

During the initial 12-month exclusion period, the full amount (100 percent) of any increase in income attributable to new employment or increased earnings is excluded.

##### SNRHA Policy

The initial EID exclusion period will begin on the first of the month following the date an eligible member of a qualified family is first employed or first experiences an increase in earnings whether the family reports the earnings or not.

#### ***Second 12-Month Exclusion and Phase-In***

During the second 12-month exclusion period, the exclusion is reduced to half (50 percent) of any increase in income attributable to employment or increased earnings.

#### ***Lifetime Limitation***

The EID has a two (2) year (24-month) lifetime maximum. The two-year eligibility period begins at the same time the initial exclusion period begins and ends 24 months later. The one-time eligibility for the EID applies even if the eligible individual begins to receive assistance from another housing agency, if the individual moves between public housing and Section 8 assistance, or if there are breaks in assistance.

### **5-I.G. BUSINESS INCOME [24 CFR 5.609(b)(2)]**

Annual income includes "the net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family" [24 CFR 5.609(b)(2)].

#### **Business Expenses**

Net income is "gross income less business expense" [HCV GB, p. 5-19.]



## **Alimony and Child Support**

SNRHA must count alimony or child support amounts awarded as part of a divorce or separation agreement.

### SNRHA Policy

SNRHA will count court-awarded amounts for alimony and child support unless SNRHA verifies that: (1) the payments are not being made, and (2) the family has made reasonable efforts to collect amounts due, including filing with courts or agencies responsible for enforcing payments [HCV GB, pp. 5-23 and 5-47.]

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 when 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.

### SNRHA Policy

If, by averaging, an estimate can be made for those families whose income fluctuates from month to month; this estimate will be used 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, 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 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.

3-4. When verification documents do not provide a 12-month history, an average will be determined based on at least two months' or more of a verified payment.





- (r) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602.)
- (s) Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931.)
- (t) EID income exclusions as allowed within the regulations.
- (u) The Medicare incentive payments.
- (v) Kinship care payments.
- (w) Educational benefits through the Department of Veteran Affairs Vocational rehabilitation and employment division-Chapter 31 Program including books, tuition, supplies, and payments for Veterans.
- (x) Exclusion of Mandatory Education Fees from Income (per HUD's Final Rule dated March 8, 2016.)
- (y) Distributions from an Achieving a Better Life Experience (ABLE) account, and actual or imputed interest on the ABLE account balance

Subject to the additional income inclusion for the HCV program on annual income for students of higher education, the full amount of student financial assistance paid directly to the student or to the educational institution [24 CFR 5.609(c)(6),] except in accordance with Section 224 of the FY 2005 Appropriations Act, the portion of any athletic scholarship assistance available for housing costs must be included in annual income [PIH Notice 2005-16.]

#### SNRHA Policy

Regular financial support from parents or guardians to students for food, clothing personal items, and entertainment **is not** considered tuition and is included **in** annual income.

## **PART II: ADJUSTED INCOME**

### **5-II.A. INTRODUCTION**

#### **Overview**

HUD regulations require SNRHA to deduct from annual income any of five (5) mandatory deductions for which a family qualifies. The resulting amount is the family's adjusted income. Mandatory deductions are found in 24 CFR 5.611.

5.611(a) Mandatory deductions. In determining adjusted income, the responsible entity [PHA] must deduct the following amounts from annual income:

- (1) \$480 for each dependent;
- (2) \$400 for any elderly family or disabled family;
- (3) The sum of the following, to the extent the sum exceeds three percent of annual income:
  - (i) Unreimbursed medical expenses of any elderly family or disabled family;





## Chapter 6

### VERIFICATION

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, and Notice PIH ~~2017-12~~2018-18]

#### INTRODUCTION

SNRHA must verify all information used to establish the family's eligibility and level of assistance and is required to obtain the family's consent to collect the information. Applicants and program participants must cooperate with the verification process as a condition of receiving assistance. SNRHA must not pass on the cost of verification to the family.

SNRHA will follow the verification guidance provided by HUD in PIH Notice ~~2017-12~~2018-18, Verification Guidance and any subsequent guidance issued by HUD. This chapter summarizes those requirements and provides supplementary SNRHA policies.

Part I describes the general verification process. More detailed requirements related to individual factors are provided in subsequent parts including family information (Part II), income and assets (Part III), and mandatory deductions (Part IV.)

Verification policies, rules, and procedures will be modified as needed to accommodate persons with disabilities. All information obtained through the verification process will be handled in accordance with the records management policies of SNRHA.

#### PART I: GENERAL VERIFICATION REQUIREMENTS

##### 6-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 982.516 AND 982.551, 24 CFR 5.230]

The family must supply any information SNRHA or HUD determines is necessary to the administration of the program and must consent to SNRHA verification of that information [24 CFR 982.551.]

##### Consent Forms

It is required that all adult applicants and participants sign form HUD-9886, Authorization for Release of Information. The purpose of form HUD-9886 is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. HUD and SNRHA may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA.) Adult family members must sign other consent forms as needed to collect information relevant to the family's eligibility and level of assistance.

##### Penalties for Failing to Consent [24 CFR 5.232]

If any family member who is required to sign a consent form fails to do so, SNRHA will deny admission to applicants and terminate assistance of participants. The family may request an informal review (applicants) or informal hearing (participants) in accordance with SNRHA procedures.



CFR §982.516(a)(2) for the Public Housing and the HCV programs, respectively, the PHA must obtain and document in the tenant file third party verification of the following factors, or must document in the tenant file why third party verification was not available: (i) reported family annual income; (ii) the value of assets; (iii) expenses related to deductions from annual income; and (iv) other factors affecting the determination of adjusted income.

**How to comply with and reduce administrative burden of third party verification requirements of family annual income.** PHAs can comply with and reduce administrative burden of third party verification requirements for employment, wage, and unemployment compensation and social security benefits and any other information that is verifiable using EIV by:

- a. Reviewing the EIV Income Report and Income Validation Tool (IVT) to confirm/validate tenant-reported income;  
and;
- b. Printing and maintaining an EIV Income Report (or an EIV Individual Control Number (ICN) page for interim reexaminations as prescribed in Section 12 of this Notice) in the tenant file; and;
- c. Obtaining current acceptable participant-provided documentation to supplement EIV information;  
and;
- d. Using current tenant-provided documentation and/or third party verification to calculate annual income.

**Note:** Social Security benefit information in EIV is updated every three (3) months. If the tenant agrees with the EIV-reported benefit information, PHAs do not need to obtain or request a benefit verification letter from the tenant. See PIH Notice 2010-03 for guidance on verifying Social Security benefit income through the EIV system.

The PHA may also reduce the administrative burden of obtaining third party verification by relying on acceptable documents generated by a third party, but provided by the tenant. Many documents in the possession of the tenant are derived from third party sources (i.e. employers, federal, state and/or local agencies, banks, etc.).

**When the PHA is required to request written third party verification.** The PHA must request written third party verification under the following circumstances:

- a. When the participant disputes the EIV information and is unable to provide acceptable documentation to support his/her dispute (24 CFR §5.236(b));
- b. When the PHA requires additional information not available in EIV and /or the tenant is unable to provide the PHA with current acceptable tenant-provided documentation. Examples of additional information, includes but is not limited to:
  - i. Effective dates of income (i.e. employment, unemployment compensation, or social security benefits)
  - ii. For new employment: pay rate, number of hours worked per week, pay frequency, etc.
  - iii. Confirmation of change in circumstances (i.e. reduced hours, reduced rate of pay,





temporary leave of absence, etc.)

**Note:** 24 CFR §5.236(a), prohibits PHAs from taking adverse action based solely on EIV

### **Requirements for Acceptable Documents**

#### SNRHA Policy

Any documents used for verification may be the original (or photocopies) and generally must be dated within 60 calendar days of the date they are provided to SNRHA. The documents must not be damaged, altered or in any way illegible. All tenant supplied documents should be dated no more than 60 calendar days before the effective date of the family's reexamination or SNRHA's request date, if the document represents the most recent scheduled report from a source. For example, if the holder of a pension annuity provides semi-annual reports, SNRHA would accept the most recent report.

Print-outs from web pages are considered original documents.

Pay stubs which must be current and consecutive when used with EIV and must not be older than 60 calendar days from the request date or 60 calendar days prior to the annual recertification effective date. Four (4) consecutive pay stubs will be required when using EIV for annuals and two (2) for new hire verifications.

Examples of acceptable tenant-provided documentation (generated by a third party source) include, but are not limited to: pay stubs, payroll summary reports, child support payment stubs, welfare benefit letters and/or printouts, and unemployment monetary benefit notices, bank statements, and local agencies' employer letter/notices. Current acceptable tenant-provided documents must be used for income and rent determinations. SNRHA is required to obtain a minimum of four (4) consecutive pay stubs for determining annual income from wages. For new income sources or when two (2) pay stubs are not available, the PHA should project income based on the information from a traditional written third party verification form or the best available information.

Note: Documents older than 60 calendar days (from the date SNRHA interview/ determination or request date) is acceptable for confirming effective dates of income.

SNRHA staff member who views the original document must make a photocopy.

Any family self-certifications must be made in a format acceptable to SNRHA. ~~signed in the presence of a SNRHA representative or SNRHA notary public.~~

### **File Documentation**

SNRHA must document in the file how the figures used in income and rent calculations were determined. All verification attempts, information obtained, and decisions reached during the verification process will be recorded in the family's file in sufficient detail to demonstrate SNRHA has followed all of the verification policies set forth in this plan. The record should be sufficient to enable a staff member or HUD reviewer to understand the process followed and conclusions reached.

#### SNRHA Policy

SNRHA will document, in the family file, the following:

- Reported family annual income;





In the absence of such verification for any source of fixed income third-party verification of income must be obtained. The final rule adopts an expanded list of fixed income sources of income. With respect to income from annuities (or other retirement benefits programs, insurance policies, disability for death benefits, or other similar types of periodic receipts) if a family member receives income from any of these sources and the income consists solely of periodic payments at a reasonable predictable level, then the income source may be considered “fixed.”

“Family member with a fixed source of income” is defined as a family member whose income includes periodic payments at reasonable predictable levels from one or more of the following sources:

- i. Social Security, Supplemental Security Income, Supplemental Disability Insurance
- ii. Federal, state, local, or private pension plans
- iii. Annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic receipts, or
- iv. Any other source of income subject to adjustment by a verifiable COLA or current rate of interest.

If the family receives any income from a non-fixed income source, SNRHA will not streamline the annual reexamination. If written third party is required and is not received or available by the client, after ten (10) calendar days, staff will then attempt an oral verification if the written third party is not received. File narratives shall be documented whenever UIV or third party written is not used. Information received orally from third parties may be used either to clarify information provided in writing by the third party or as independent verification when written third-party verification is not received in a timely fashion.

SNRHA may mail, fax, or e-mail third-party written verification requests and will accept third-party responses using any of these methods. SNRHA will send a written request for verification to each required source within ~~five (5)~~four (4) -business days of securing a family’s authorization for the release of the information and give the source ten (10) calendar days to respond in writing. If a response has not been received by the 11<sup>th</sup> business day, SNRHA will request third-party oral verification.

SNRHA will make a minimum of two (2) attempts, (one written and one oral, if needed) to obtain third-party verification. A record of each attempt to contact the third-party source (including no-answer calls) and all contacts with the source will be documented in the file. Regarding third-party oral verification, SNRHA staff will record in the family’s file the name and title of the person contacted, the date of the conversation (or attempt), the telephone number used, and the facts provided.

When any source responds verbally to the initial written request for verification SNRHA will accept the verbal response as oral verification but will also request the source complete and return any verification forms that were provided.

### **Third-Party Written Verification [PIH Notice ~~2017-12~~2018-18]**



Third-party verification is used to verify information directly with the source. Third-party written verification forms will be sent and returned via first class mail, email, or fax. The family will be required to sign an authorization for the information source to release the specified information.

Verifications received electronically direct from the source as well as items as noted in the Verification Hierarchy Chart (Including those provided directly from a clients) are considered third party written verifications.

### SNRHA Policy

SNRHA will accept verifications in the form of computerized printouts, showing payments, faxed, emailed, mailed or received via upfront verification systems directly from the following agencies:

- Social Security Administration –EIV;
- Veterans Administration;
- Welfare Assistance;
- Unemployment Compensation Board;
- City or County Courts;
- Other State and Federal Offices, including HUD.

SNRHA will use computer printouts as well as other acceptable forms of third party verification that do not appear as altered and are on a business or other entity's letterhead, received directly from the family for calculation family's income. Staff must attempt third party verification when EIV nor family provided acceptable documentation is not available. If no response, then staff must attempt oral verifications and must document on the file narrative why third party was not used and complete an oral verification form.

If the family disputes the information provided by the third party, the staff is to seek further clarification by phone with the third party. The information provided by the 3rd party is to prevail.

### **Third-Party Oral Verification [Notice PIH ~~2017-12~~2018-18]**

#### SNRHA Policy

Oral third-party verification will be used when written third-party verification is delayed; not returned within ten (10) calendar days or not possible. When third-party oral verification is used, staff will be required to complete an Oral Verification (Review of Documents) form, noting with whom they spoke, the date of the conversation, and the facts provided. If oral third party verification is not available, SNRHA will document the file narrative and utilize documents provided by the participant. If the oral is provided by telephone, SNRHA must originate the call.

### **Review of Documents**

#### SNRHA Policy





### SNRHA Policy

~~Self-certification means a statement under penalty of perjury, and the signature must be witnessed by SNRHA staff.~~

### **When Third-Party Information is Late**

When third-party verification has been requested and the timeframes for submission have been exceeded, SNRHA will use the information from documents on a provisional basis.

### SNRHA Policy

If SNRHA later receives third-party verification different from the amounts used in income and rent determinations and it is past the deadline for processing the reexamination, SNRHA will conduct an interim reexamination to adjust the figures used for the reexamination, regardless of SNRHA's interim reexamination policy, if needed.

### **When Third-Party Verification is Not Required [PIH Notice ~~2017-12~~2018-18]**

#### ***Primary Documents***

Third-party verification is not required when legal documents are the primary source, such as a birth certificate or other legal documentation of birth and for verification of checking/saving accounts.

#### ***Certain Assets and Expenses***

SNRHA will accept a self-certification from a family as verification of assets disposed of for less than fair market value [HCV GB, p. 5-28].

SNRHA will determine third-party verification is not available if the asset or expense involves an insignificant amount, making it not cost-effective or reasonable to obtain third-party verification [VG, p. 15.]

SNRHA will not verify assets less than \$5,000.00. For assets less than \$5,000.00 SNRHA shall accept the participant's declared amount, no additional verification is required. SNRHA will obtain third party verification for assets in the amount of \$5,000.00 or more.

According to HUD's Final Rule (FR-5743-F-03) dated March 8, 2016, entitled "Streamlining Administrative Regulations for Public Housing/Housing Choice Voucher Final Rule," SNRHA must obtain third party verification every three (3) years for **all** assets regardless of the amount. SNRHA is due to verify all assets in 2022 and every three (3) years thereafter.

### SNRHA Policy

SNRHA will use review of documents in lieu of requesting third-party verification when the market value of an individual asset ~~or an expense~~ is less than ~~\$15,000.00, annually~~ **and the family has original documents supporting the declared amount.**

### ***Certain Income, Asset, and Expense Sources***

SNRHA will determine third-party verification is not available when it is known that an income source does not have the ability to provide written or oral third-party verification [VG, p. 15.] For





Amount and frequency of pay;

Date of the last pay increase;

Likelihood of change of employment status and effective date of any known salary increase during the next 12 months;

Year to date earnings;

Estimated income from overtime, tips, bonus pay expected during next 12 months.

*Acceptable methods of verification include, in this order:*

1. EIV with a minimum of four (4) consecutive current paystubs or two (2) consecutive paystubs for new employment or a decrease in wages.
2. Third party written verification.
3. Employment verification form completed by the employer.
4. Oral third party.
5. Review of documents.
6. Check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year to date earnings. At least pay stubs are required when third party verification cannot be obtained.
7. W-2 forms and IRS Form 4506-T release.
8. 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**

### SNRHA Policy

*Acceptable methods of verification include, in this order:*

1. For elderly and disabled families with fixed incomes, the PHA will recalculate annual income by applying any published COLA to previously-verified amounts. Current documentation of fixed income is not required.
2. If the family receives any income from a non-fixed income source, SNRHA will not streamline the annual reexamination.
3. Published cost of living adjustments to previously verified income amounts
4. EIV
5. Benefit verification form completed by agency providing the benefits.
6. Award or benefit notification letters prepared and signed by the providing agency that is no more than 60 calendar days old.



him/her to be employed or to function sufficiently independently to enable another family member to be employed.

Family's certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

**Attendant Care:**

Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided.

Certification of family and attendant and/or copies of canceled checks family used to make payments.

**Auxiliary Apparatus:**

Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus.

In the case where the person with disabilities is employed, a statement from the employer indicating the auxiliary apparatus is necessary for employment.

**Live-In Aide**

SNRHA Policy

When a participant requires a live-in aide, SNRHA shall submit their signed reasonable accommodation request form to the medical professional noted on their request for third party verification of the need. Once approved by the 504 officer, the participant shall have 30 calendar days to submit the name of the live-in aide and schedule them to come in for screening. The voucher size shall NOT be increased until such time as SNRHA staff has completed their screening of the Live-In Aide in compliance with HUD guidance. The participant shall be allowed to submit another name for a live-in aide if the first does not pass the screening process ~~but must submit this name within 14 calendar days of the denial notice.~~

The approved voucher size would be adjusted, if required to accommodate a room for the live-in aide. For continued approval, the family will be required to submit a certification stating there's still a need for the live-in-aide.

***VERIFYING NON-FINANCIAL FACTORS [24 CFR 982.153(b) (15)]***

**Verification of Legal Identity**

In order to prevent program abuse, SNRHA will require applicants/participants to furnish verification of legal identity for all adult family members.

SNRHA Policy

The documents listed below will be considered acceptable verification of legal identity for adults, as long as they include a picture of the individual. If a document submitted by a family is illegible or otherwise questionable, more than one (1) of these documents may be required.





### SNRHA Policy

A written certification that a larger unit is necessary must be obtained from a reliable, knowledgeable professional as a reasonable accommodation for a disabled family member. At each annual Housing Quality Inspection, staff will verify the additional room is still being used for medical equipment. When this is not the case, the voucher will be decreased in compliance with HUD guidance at the next Annual Re-examination.

### ***VERIFICATION OF WAITING LIST PREFERENCES [24 CFR 5.410-5.430]***

SNRHA must verify any preferences claimed by an applicant.

#### SNRHA Policy

##### ***Terminated for Insufficient Program Funding***

SNRHA will verify this preference using SNRHA's termination records.

##### ***Residency Preference:***

For families who live, work or have been hired to work in the jurisdiction of SNRHA. Families must provide proof of residency to qualify for this preference such a Nevada Issued driver's license or lease for a unit within Clark County.

The signature on the application will serve as self-certification for the residency preference. In cases where there are questions regarding eligibility to go portable, SNRHA may request additional verification such as a Nevada Driver License or Identification card issued on or prior to the date of application, employment records, school records, social security award letters or welfare eligibility letter addressed to the applicant's Las Vegas address at or before the time of application.

##### ***Veterans' preference:***

This preference is available to current members of the U.S. Military Armed Forces, veterans, or surviving spouses of veterans.

SNRHA will require U.S. government documents which indicate the applicant qualifies under the above definition.

##### ***Working preference:***

Families with at least one (1) adult who is employed at least 20 hours per week: Employment will be verified.

Families with active participants in accredited educational and training programs designed to prepare the individual for the job market: SNRHA will require a statement from the agency or institution providing the education or training.

Elderly families: head or spouse 62 years of age or older





**PART II: VERIFYING FAMILY INFORMATION**

**6-II.A. VERIFICATION OF LEGAL IDENTITY**

SNRHA Policy

SNRHA will require families to furnish verification of legal identity for each household member.

Verification of Legal Identity for Adults	Verification of Legal Identity for Children
Driver's license U.S. passport Department of Motor Vehicles Identification Card Validated Sheriff Card Military Identification DMV Instructional ID Clark County Heath Card with valid photo ID Veteran's ID with photo	Certificate of birth Adoption papers Custody agreement School records Hospital Birth Certifications Passport Health and Human Services ID (foster children; adopted children) 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. 5-1~~PIH Notice 2018-242]**

Every family member must provide documentation of a valid social security number (SSN) unless they are a non-citizen or non-eligible immigrant.

SNRHA Policy

SNRHA will request to copy the family member's social security card.

If the social security card is not available, SNRHA will accept the following documents as evidence if the SSN is provided on the document:

Other identification cards issued by a federal, state or local agency, a medical insurance company or provider, or employer or trade union.

Benefit award letters from a government agency; retirement benefit letters; life insurance policies.

Any document issued by the Social Security Administration clearly listing the family member's social security number (SSN) and name.



### SNRHA Policy

For family members claiming disability who do not receive disability benefits from the SSA, a knowledgeable professional must provide third-party verification the family member meets the HUD definition of disability. See the Eligibility chapter for the HUD definition of disability. The knowledgeable professional will verify whether the family member does or does not meet the HUD definition.

## **PART III: VERIFYING INCOME AND ASSETS**

Chapter 5, Part I of this plan describes in detail the types of income included and excluded and how assets and income from assets are handled. Any assets and income reported by the family must be verified. This part provides SNRHA policies that supplement the general verification procedures specified in Part I of this chapter.

### **6-III.A. EARNED INCOME**

#### **Wages**

##### SNRHA Policy

*Acceptable methods of verification include, in this order:*

1. EIV with a minimum of four (4) consecutive current paystubs or two (2) consecutive paystubs for new employment or a decrease in wages.

~~EIV with four (4) consecutive current paystubs for annuals and two (2) for New Hires.~~

2. Acceptable Third Party written verification provided by the participant/applicant.
3. Third party written verification.
4. (Employment verification form completed by the employer)
5. Oral third party – Staff must document the file narrative to outline why other steps above were not available.
6. W-2 forms and IRS Form 4506-T release.
7. 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.

#### **Tips**

##### SNRHA Policy

Unless tip income is included in a family member's W-2 by the employer, persons who work in industries where tips are standard will be required to sign a certified estimate of tips received for the prior year and tips anticipated to be received in the coming year. Interruption of employment due to temporary leave of absence (i.e. maternity leave, short-term disability): upon verification earnings have stopped, an interim will be conducted to remove the income.





conditions, this declaration does not seem realistic. Therefore, SNRHA will verify the value of this asset.

#### **6-III.D. NET INCOME FROM RENTAL PROPERTY**

##### SNRHA Policy

The family must provide:

A current executed lease for the property showing the rental amount or certification from the current tenant.

A self-certification from the family members engaged in the rental of property providing an estimate of expenses for the coming year and the most recent IRS Form 1040 with Schedule E (Rental Income.) If schedule E was not prepared, SNRHA will require the family members involved in the rental of property provide a self-certification of income and expenses for the previous year and may request documentation to support the statement including: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense.

#### **6-III.E. RETIREMENT ACCOUNTS**

##### SNRHA Policy

SNRHA shall use the streamlined procedure in compliance with PIH Notice 2013-3 which allows the use of previously published cost of living adjustments to verify income amounts if this income is from annuities, insurance policies, retirement funds, or other retirement or non wage income. When third-party verification is not available the type of original document that will be accepted depends upon the family member's retirement status.

*Before* retirement, SNRHA will accept an original document from the entity holding the account with a date showing it is the most recent scheduled statement for the account but in no case earlier than six (6) months from the effective date of the examination.

*Upon* retirement, SNRHA will accept an original document from the entity holding the account reflecting any distributions of the account balance, any lump sums taken and any regular payments.

*After* retirement, SNRHA will accept an original document from the entity holding the account dated no earlier than 12 months prior reflecting any distributions of the account balance, any lump sums taken and any regular payments.

#### **6-III.F. INCOME FROM EXCLUDED SOURCES**

SNRHA must obtain verification for income exclusions only if, without verification, SNRHA would not be able to determine whether the income is to be excluded. ~~For example: If a family's 16 year old has a job at a fast food restaurant, SNRHA will confirm that SNRHA records verify the child's age but will not send a verification request to the restaurant. However, if a family~~





~~claims the earned income disallowance for a source of income, both the source and the income must be verified.~~

## **PART IV: VERIFYING MANDATORY DEDUCTIONS**

### **6-IV.A. DEPENDENT AND ELDERLY/DISABLED HOUSEHOLD DEDUCTIONS**

The dependent and elderly/disabled family deductions only require SNRHA verify the family members identified as dependents or elderly/disabled persons meet the statutory definitions. No further verifications are required.

#### **Dependent Deduction**

See Chapter 5 for a full discussion of this deduction. SNRHA must verify:

- 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. SNRHA must verify the head, spouse, or co-head is 62 years of age or older or a person with disabilities.

### **6-IV.B. MEDICAL EXPENSE DEDUCTION**

Policies related to medical expenses are found in Chapter 5.

#### **Amount of Expense**

##### SNRHA Policy

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. In this case SNRHA will make a best effort to determine what expenses from the past are likely to continue to occur in the future. SNRHA will also accept evidence of monthly payments or total payments due for medical expenses during the upcoming 12 months.

In addition, SNRHA must verify:



- 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.]

### ***Moves Briefing***

~~A move briefing will be held for participants who~~ Participants 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 or in accordance to your lease agreement) of intent to vacate once they provide a valid Vacate Notice or have a valid move approved by SNRHA. to their landlord and SNRHA. This briefing includes incoming and outgoing portable families. This includes participants moving within our jurisdiction and participants porting out.~~ SNRHA shall assist outgoing ports in identifying the correct ~~staff at the~~ PHA within the area 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 (1) 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/agent 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 provided 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's 504 Coordinator 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 (3) parties.

### ***ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION***

SNRHA is committed to providing its Housing Choice Voucher participants with the broadest possible range of housing choices. At the briefing, families are provided information





~~encouraged~~ to search for housing in non-impacted areas, ~~and informed that SNRHA will provide assistance to families who wish to do so.~~ Non-impacted area is defined as census tracts within Clark County that are neither poverty-impacted areas nor areas of racial concentration and identified by Clark County and HUD's voluntary compliance agreement (VCA.).

SNRHA has areas of poverty and minority concentration clearly delineated in order to provide families with information and encouragement in seeking housing opportunities outside highly concentrated areas. SNRHA encourages participation by owners of units outside of areas of poverty and minority concentration. SNRHA will also continue to use media and other educational forums to promote the Housing Choice Program throughout all communities. This outreach includes developing partnerships with agencies that represent the disabled population within our communities.

SNRHA has developed and provides all participants with its deconcentration map that show various areas and information about facilities and services in neighboring areas such as schools, transportation, and supportive and social services.

SNRHA will investigate and analyze when Voucher holders are experiencing difficulties locating or obtaining housing units outside areas of concentration. A report of where families are currently leased vs. where families are moving will be maintained for SEMAP reporting purposes, which address deconcentration efforts of SNRHA.

The assistance provided to such families may include:

- Providing families with a search record form to gather and record information
- Direct contact with landlords
- Counseling with the family
- Providing information about services in various non-impacted areas
- Meeting with neighborhood groups to promote understanding
- Formal or informal discussions with landlord groups
- Formal or informal discussions with social service agencies

SNRHA shall provide all applicants at their briefing an explanation of portability under the Housing Choice Voucher Program, including in the packet shall be a listing of the names and phone numbers of contact persons at neighboring housing authorities.

#### ***ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION***

SNRHA will give participants a copy of HUD form 903 to file a complaint.

(See Chapter 2 regarding Fair Housing and Reasonable Accommodation)

#### ***SECURITY DEPOSIT REQUIREMENTS [24 CFR 982.313]***

##### ***Leases Effective on or after October 2, 1995***

The owner is not required to - but may - collect a one (1) month security deposit from the tenant.





The owner may collect a security deposit from the tenant family that does not exceed one month's contract rent, which has been to be private market practice. If the owner collects less than one (1) month's rent as security deposit from unassisted rental units, the security deposits on the Section 8 assisted units must be established at the same amount.

For lease-in-place families, responsibility for first and last month's rent is not considered a security deposit issue. In these cases, the owner should settle the issue with the tenant prior to the beginning of assistance. When the tenant moves out of the dwelling unit, the owner, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit or for other amounts the tenant owes 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, if any, used to reimburse the owner, the owner must refund the full amount of the unused balance to the tenant within 30 calendar days.

If the security deposit is insufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

#### ***TERM OF VOUCHER [24 CFR 982.303, 982.54(d) (11)]***

During the briefing session, each household will be issued a Voucher, which represents a contractual agreement between SNRHA and the Family specifying the rights and responsibilities of each party. It does not constitute admission to the program, which occurs when the lease and contract become effective.

#### ***Expirations***

The Voucher is valid for a period of at least ~~ninety (90)~~120 calendar days from the date of issuance. The family must submit a Request for Tenancy Approval (RFTA) and a signed Lease (with no execution date) within the ~~ninety (90)~~120 calendar day period unless an extension has been granted by SNRHA prior to the expiration date on the voucher. ~~SNRHA shall issue all vouchers for disabled families for an initial period of 120 calendar days to promote full participation of persons with disabilities.~~ An additional 30 calendar day extension may be requested if a unit is not located within the 120 calendar day period. SNRHA will provide an additional extension of another 30 calendar days as a reasonable accommodation, ~~if the disabled or elderly family requests a reasonable accommodation and it is approved prior to the voucher expiration date. No extensions shall be approved for more than 180 days. This policy is consistent with the Executive Order 13217 "Community Based Alternatives for Individuals with Disabilities."~~

If the Voucher has expired, and has not been extended by SNRHA or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect.

#### ***Suspensions***

If for any reason the RFTA/Unit is not approved, SNRHA will deduct the number of calendar days remaining on the voucher from the date SNRHA receives the RFTA.





### ***Extensions***

~~SNRHA will extend the term of the voucher up to 180 calendar days from the beginning of the initial term (issuance date of voucher.) if the family needs and request an extension as a reasonable accommodation to make the program accessible and usable by a family member with a disability. The reasonable accommodation must be approved by the 504 Officer.~~

A family may request an extension of the Voucher's time-period. All requests for extensions must be received prior to the expiration date of the Voucher.

A family may submit a written request for an extension of time to search for suitable housing. The written request must be received before the expiration date on the voucher. SNRHA will evaluate each request and determine the likelihood of the family finding housing with additional time to look. An approved extension will be granted for a 30 calendar day period of time with proof of search effort with at least five (5) units viewed.

A final extension is permissible at the discretion of SNRHA up to a maximum of additional 30 calendar days for:

- Extenuating circumstances (such as serious illness or death in the immediate family, hospitalization, or a family emergency for an extended period of time, which has affected the family's ability to find a unit within the initial ~~ninety~~ [90]120 calendar day period) and verification is required. OR
- The family was prevented from finding a unit due to a disabled family member (accessibility requirements) or a larger sized unit (defined as four [4] or more bedrooms.) A documented Search Record is part of the verification, as needed.

### ***Extensions for Port-in Participants***

Extensions for billable port-in participants are at the discretion of ~~SNRHA~~ the Initial Housing Authority (IHA).

### ***Assistance to Voucher Holders***

Families who require additional assistance during their search may call SNRHA's office to request ~~assistaneea~~ copy of our Landlord Listing. Voucher holders will be notified at their briefing session that SNRHA periodically updates the listing of available units and how the updated list may be obtained. Disabled voucher holders may contact the Housing Choice Voucher (HCV) Department if they require additional assistance in locating a unit or an extension of time as a reasonable accommodation.

SNRHA will assist families in negotiating rent with owners. ~~and provide other assistance related to the family's search for housing.~~

### ***REMAINING MEMBER OF TENANT FAMILY – RETENTION OF VOUCHER [24 CFR 982.315]***

To be considered the remaining member of the tenant family, the person must have been previously approved by SNRHA to be living in the unit. An adult, other than the co-head, can take over the voucher if the voucher holder decides they no longer want the voucher. This



includes other adult children in the unit. However, the adult would be required to complete and pass a criminal background check prior to the voucher being reassigned if not previously screened. ~~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.

Household members such as live-in aides, foster children, and foster adults do not qualify as remaining members of a 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 (1) voucher will be issued in the case where award of children are given to more than one (1) 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.
- If the previous head-of-household owes a debt to SNRHA, the new head-of-household would assume the debt and a new repayment agreement will need to be signed. This must be done after approval but before promotion of the new head-of-household in the system. The exception is if the previous head-of-household becomes deceased, the debt will not be transferred to the new head-of-household.
- SNRHA shall conduct a briefing for any new Head of Household (HoH) regarding family obligations and the new HoH will sign and complete all required documentation.

## PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

### 7-II.A. OVERVIEW





2 Bedrooms	2-4
3 Bedrooms	3-6
4 Bedrooms	5-8
5 Bedrooms	7-10
6 Bedrooms	10-12

**For example:** One (1) bedroom shall be assigned for the head/spouse or head and co-head. For any other person in the household SNRHA shall issue two (2) persons per bedroom. Opposite sexes (except the head/spouse or co-head) shall receive separate bedrooms regardless of age or generations. Additions of adults shall not result in additional bedroom size increases nor will they be allowed if the results will cause overcrowding.

SNRHA shall increase the voucher size for the addition of minors if the addition to the family warrants an increased voucher-size based on SNRHA's occupancy guidelines. Forms of acceptability by SNRHA:

- Court Ordered Assignment
- Verification from Social Service Agency
- SNRHA Appointment and Acceptance Form notarized (showing consent of a parent of the minor to be added to the family)
- SNRHA's Guardian – Self Certification of Physical Custody of Minor Child/Children form

If an error in the bedroom size designation is made by issuing a larger size voucher, the family will be issued a voucher of the appropriate size at the next annual reexamination or the next time the family moves, whichever comes first.

### 7-ILC. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, SNRHA may grant an exception to its established subsidy standards as a reasonable accommodation. [24 CFR 982.402(b)(8)].

Reasons may include, but are not limited to

- ~~A need for an additional bedroom for medical equipment~~

A need for a separate bedroom for reasons related to a family member's disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one-bedroom [24 CFR 982.402(b)(8).]

#### SNRHA Policy

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional. For continued



1. and the new families cannot agree which new family unit should continue to receive the assistance,
2. and there is no determination by a court,

HP Management shall consider the following factors to determine which of the families will continue to be assisted:

- Role of domestic violence in the split.
- Which family member was listed as head-of-household on the original application

Documentation of these factors is the responsibility of the participant families. If either or both of the families do not provide the documentation within 30 calendar days SNRHA will terminate assistance on the basis of failure to provide information necessary for a recertification.

## 7-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS

### Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 90-120 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a).]

#### SNRHA Policy

The initial voucher term will be 90-120 calendar days. ~~Elderly and disabled vouchers shall be issued for 120 calendar days with one (1) extension of 30 calendar days.~~

The family must submit a RFTA and proposed lease within the 90-120 calendar day period unless SNRHA grants an extension. ~~One 30 calendar day extension shall be granted if requested "prior" to the expiration of the voucher.~~

SNRHA will automatically approve one (1) 30 calendar day extension upon written request from the family, however, the request for an extension must be received prior to the expiration date of the initial ~~90-or~~ 120 calendar day time frame.

### Extensions of Voucher Term [24 CFR 982.303(b)]

SNRHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. Extensions shall be granted for 30 calendar days.

SNRHA must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

A final extension is permissible at the discretion of SNRHA up to a maximum of additional 30 calendar days for:

- Extenuating circumstances (such as serious illness or death in the immediate family, hospitalization, or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial ~~ninety~~ [90]120 calendar day period) and verification is required. OR





- The family was prevented from finding a unit due to a disabled family member (accessibility requirements) or a larger sized unit (defined as four [4] or more bedrooms). A documented Search Record is part of the verification, as needed.

The family must be notified in writing of SNRHA's decision to approve or deny an extension. SNRHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

SNRHA shall require the family to provide documentation to support the request. All requests for extensions to the voucher term must be made in writing and submitted to SNRHA prior to the expiration date of the voucher (or extended term of the voucher.) ~~SNRHA will decide whether to approve or deny an extension request within ten (10) calendar days of the date the request is received, and will immediately provide the family written notice of its decision.~~

~~SNRHA may grant one (1) or more extensions of the term, but the initial term plus any extensions will not exceed 120 calendar days from the initial date of issuance unless as a reasonable accommodation for a disabled or elderly person or an director's approval of extenuating circumstances as outlined above. Ports shall be allowed only one extension of 30 calendar days to ensure compliance with HUD's billing requirements, unless as a reasonable accommodation for disabled or elderly clients.~~

### **Suspensions of Voucher Term [24 CFR 982.303(c)]**

SNRHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for PHA approval of the tenancy until the date the PHA notifies the family in writing whether the request has been approved or denied.

"Suspension" means stopping the clock on a family's voucher term from the time a family submits the RFTA until the time SNRHA approves or denies the request [24 CFR 982.4.]

SNRHA's determination not to suspend a voucher term is not subject to informal review [24 CFR 982.554(c)(4)]

#### SNRHA Policy

When a Request for Tenancy Approval and proposed lease and all other required documents listed in the RFTA checklist are received by SNRHA, the term of the voucher will be suspended while SNRHA processes the request.

### **Expiration of Voucher Term**

Once a family's housing choice voucher term (including any extensions) expires, the family is no longer eligible to search for housing under the program. If the family still wishes to receive assistance, SNRHA shall require the family reapply when SNRHA reopens its waiting list. Such a family does not become ineligible for the program on the grounds it was unable to locate a unit before the voucher expired [HCV GB p. 8-13.]

#### SNRHA Policy

If a family's voucher term or extension expires before the family has submitted a Request for Tenancy Approval (RFTA), SNRHA will require the family reapply for assistance. If the RFTA was submitted prior to the expiration date of the voucher is subsequently disapproved by SNRHA (after the voucher term has expired), the family will be given the remaining tolling days on the voucher.





Within two (2) business days after the expiration of the voucher term or any extension, SNRHA will notify the family in writing the voucher term has expired and their voucher terminated.

### **Changes in Family Composition**

The voucher size is determined prior to the briefing by comparing the family composition to SNRHA subsidy standards. If an applicant requires a change in the voucher size, based on the requirement of SNRHA subsidy standards, the above reference guidelines will apply. Applicants must notify SNRHA with ten (10) calendar days of any changes in family composition. All changes must be submitted in writing or other methods needed by a person with a disability to SNRHA.

### **Changes for Participants**

The members of the family residing in the unit must be approved by SNRHA. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, court awarded guardianship, or foster children. In this case the family must inform SNRHA within ten (10) calendar days in writing of additions to the family. Further, changes in household composition due to marriage must also be reported within ten (10) calendar days in writing or other method needed by a person with a disability to SNRHA. The spouse, as with all additions to the program over 18 years of age, must be screened by SNRHA and shall be required to sign all authorization forms. The new spouse's income and other adults will count, pursuant to 24 CFR 5.609 (a) (1) unless a legal separation or divorce has been submitted to SNRHA.

SNRHA shall increase the voucher size for the addition of minors, or court-awarded custody of an adult, if the addition to the family warrants an increased voucher-size based on SNRHA's occupancy guidelines. Forms of acceptability by SNRHA:

- Court Ordered Assignment
- Verification from Social Service Agency
- SNRHA Appointment and Acceptance Form notarized (showing consent of a parent of the minor to be added to the family)
- SNRHA's Guardian – Self Certification of Physical Custody of Minor Child/Children form

The exception will be as an approved reasonable accommodation for a disabled family member, for a live-in aide, medical equipment, or other accommodations verified by a medical professional.

### **Under-housed and Over-housed Families**

If a unit does not meet HQS space standards due to an increase or decrease in family size, (unit too small) or the family no longer meets SNRHA's occupancy standards, SNRHA will issue a new voucher of the appropriate size, at annual recertification date; or when the family moves; if the addition to the unit has been approved by SNRHA or is due to a birth of a child/ren. ~~SNRHA shall not approve additions to the unit resulting in the family being under housed.~~ If the increase in family size results in the assisted unit failing HQS space standards, SNRHA shall issue a larger voucher at their annual recertification date. The HAP shall be ~~terminated~~ cancelled as of the anniversary annual reexamination date of the contract, or when the family moves.



threatening conditions within 24 hours of SNRHA notification. A re-inspection will be conducted to verify the items have been repaired. Life threatening conditions are defined as:

“Any condition that renders a dwelling unit unfit for human habitation and/or places the occupants of said dwelling unit in an immediate, dangerous, and/or health/safety situation including deficient heating and/or cooling of the unit.”

### SNRHA Policy

The following are considered life threatening conditions:

- Any property determined uninhabitable by a city agency; including uninhabitable units due to fire, flood, or other natural disasters
- Any condition that jeopardizes the security of the unit
- Major plumbing leaks or flooding, waterlogged ceiling, or floor in imminent danger of falling
- Natural or LP gas or fuel oil leaks
- Any electrical problem or condition that could result in shock or fire
- Utilities not in service, including no running hot water
- Conditions that present the imminent possibility of injury
- Obstacles that prevent safe entrance or exit from the unit
- Absence of at least one (1) functioning toilet in the unit
- Inoperable smoke detectors in the unit which result in non-compliance with HUD regulations (one [1] on each level of each habitable area) regarding the number and location of smoke detectors.
- No air conditioning during the summer months May –Oct
- No heating during the winter months Oct –April
- Inoperable refrigerator or stove.

If an owner fails to correct a 24 hour life-threatening condition(s) as required by SNRHA, the Housing Assistance Payment (HAP) will be abated and the HAP contract will be ~~terminated~~cancelled allowing the participant to move.

If a family fails to correct a family caused 24 hour life-threatening condition as required by SNRHA, SNRHA shall terminate the family’s assistance.

The owner will be required to repair an inoperable smoke detector unless SNRHA determines the family has intentionally disconnected it (by removing batteries or other means.) In this case, the family will be required to repair the smoke detector within 24 hours.

## **8-I.D. OWNER AND FAMILY RESPONSIBILITIES [24 CFR 982.404]**

### **Family Responsibilities**

The family is responsible for correcting the following HQS deficiencies:

- Tenant-paid utilities not in service (usually gas, electricity, and water).
- Failure to provide or maintain family-supplied appliances (including ensuring all burners on stove are operable).





## **8-I.F. VIOLATION OF HQS SPACE STANDARDS [24 CFR 982.403]**

If SNRHA determines a unit does not meet the HQS space standards because of an increase in family size or an approved change in family composition, SNRHA must issue the family a new voucher, and the family must try to find an acceptable unit as soon as possible within the term of the voucher. If an acceptable unit is available for rental by the family, SNRHA must **terminate** **cancel** the HAP contract in accordance with its policies.

### SNRHA Policy

A unit meets HQS space standard if the dwelling unit has at least one (1) bedroom or living/sleeping room for each two (2) persons. A living/sleeping room is considered space that is not a kitchen or a bathroom and which has a window (if designed to open, the window must open,) and either a permanent light fixture and one (1) electrical outlet or two (2) electrical outlets (24 CFR 982.401(f)(2).)

## **PART II: THE INSPECTION PROCESS**

### **8-II.A. OVERVIEW [24 CFR 982.405]**

#### **Types of Inspections**

SNRHA conducts the following types of inspections as needed. Each type of inspection is discussed in the paragraphs that follow.

#### ***Initial Inspections [24 CFR 982.401 (a)]***

SNRHA conducts initial inspections in response to a request from the family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection before the effective date of the HAP Contract. Utilities must be on prior to the scheduled inspection. These inspections shall be scheduled within ten (10) business days of receiving a complete Request for Tenancy Approval (RFTA) packet as long as the rent is reasonable and does not exceed the family's 40% threshold and the utilities are in service at the unit. The ten (10) business days suspends when the utilities are not on or SNRHA is waiting responses from the owner to negotiate rental amounts. However, SNRHA will not hold a RFTA for more than 30 calendar days for any reason. If the owner does not have the unit ready for inspection within 30 calendar days, the original RFTA packet shall be void and the family advised to find another unit and submit another RFTA, if they have time remaining on their voucher.

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.

#### ***The Initial Inspection will be conducted to:***

- Determine if the unit and property meet the HQS defined in this Plan.

If the unit fails the initial Housing Quality Standards inspection, the family and owner will be advised to notify SNRHA once repairs are completed.

On an initial inspection, the owner will be given up to ten (10) calendar days to correct the items noted as Fail, at the Inspector's discretion, depending on the amount and complexity of work to be done. No more than two (2) inspections will be scheduled for any unit.





### ***Annual Inspections [24 CFR 982.405(a)]***

HUD requires SNRHA to inspect each unit under lease at least annually to confirm the unit still meets HQS. SNRHA ~~conducts an inspection in accordance with Housing Quality Standards at least annually and~~ begins scheduling inspections 90 calendar days prior to the last annual inspection, ~~so the inspections are conducted at least annually,~~ as required by Section Eight Management Assessment Plan (SEMAP.) Special inspections may be scheduled between annual inspection dates. SNRHA may implement bi-annual HQS inspections in accordance with HUD guidance.

HQS deficiencies causing a unit to fail must be corrected by the landlord unless it is a fail for which the tenant is responsible.

The family must allow SNRHA to inspect the unit at reasonable times with reasonable notice [24 CFR 982.51 (d).]

Reasonable hours to conduct an inspection are between 8:00 a.m. and 5:00 p.m. If inspections are scheduled during other times, prior notice shall be provided to the tenant.

SNRHA will notify the family in writing at least seven (7) calendar days prior to the inspection, except emergency or 24 hour violation inspections.

### **Inspection**

The family and owner are notified of the date and time of the inspection appointment by mail. If the family is unable to be present, they must reschedule the appointment prior to the appointment date so the inspection is completed within 30 calendar days of the original appointment but may not exceed 45 calendar days. Another adult may be present for the annual HQS inspection.

Participants who fail to have an annual HQS inspection will be considered to have violated a Family Obligation and their assistance will be terminated in accordance with the termination procedures in the Plan.

### **Re-inspection**

The family and owner are mailed a notice of the inspection appointment by mail. If the family fails to provide access for the inspection and does not contact SNRHA to reschedule the inspection prior to the scheduled appointment date, SNRHA shall automatically schedule a second appointment in writing. This second letter will be mailed at least five (5) business days prior to the appointment date. If the family is not at home for the re-inspection appointment, SNRHA will consider the family to have violated a Family Obligation and their assistance will be terminated in accordance with the termination procedures in the Plan. Exception to written notices shall be re-inspections for emergency items.

The family is also notified that it is a Family Obligation to allow SNRHA to inspect the unit. If the family was responsible for a breach of HQS identified in Chapter 12, "Denial or Termination of Assistance," they will be advised of their responsibility to correct.

### **Special Inspections [24CFR 982.405 (c)]**

A special inspection may be requested by the owner, the family, or a third party as a result of problems identified with a unit between annual inspections. SNRHA may also conduct a special



inspection based on information from third parties such as neighbors or public officials. Non-HQS inspections can be done without a prior notice for fraud.

SNRHA will inspect only the items reported, but if the Inspector notices additional deficiencies that would cause the unit to fail HQS the deficiency(ies) will be documented and the responsible party will be required to make the necessary repairs within established timeframes.

If the annual inspection date is within 90 calendar days of a special inspection, as long as all items are inspected that are included in an annual inspection, the special inspection will be categorized as an annual inspection, and all annual inspection procedures will be followed.

### ***Quality Control Inspections 24CFR 982.405 (b)***

HUD requires a sample of units be re-inspected by a supervisor or other qualified individual to ensure HQS are being enforced correctly and uniformly by all inspectors. Quality Control inspections will be performed by the HQS Supervisor, ~~Associate Deputy Director (ADD), or assigned Senior OS~~ or certified designee for the number of units required by SEMAP. The purpose of Quality Control inspections is to ascertain each inspector is conducting accurate and complete inspections, and to ensure there is consistency among inspectors in application of the HQS.

The sampling of files will include recently completed inspections within the previous month of the date they are inspected, a cross-section of neighborhoods, and a cross-section of inspectors.

### ***Reasonable Accommodation: Additional Bedrooms***

SNRHA will include a review of actual bedrooms used as part of the annual inspections to verify an additional bedroom for medical equipment and live-in aides, as well as to confirm the continued need for a reasonable accommodation.

### ***Inspection of PHA-owned Units [24 CFR 982.352(b)]***

SNRHA must obtain the services of an independent entity to perform all HQS inspections in cases where an HCV family is receiving assistance in a SNRHA-owned unit. A SNRHA-owned unit is defined as a unit owned by the PHA administering the assistance under the consolidated Annual Contributions Contract (ACC) including a unit owned by an entity substantially controlled by the PHA. The independent agency must communicate the results of each inspection to the family and SNRHA. The independent agency must be approved by HUD, and may be the unit of general local government for SNRHA jurisdiction (unless SNRHA is itself the unit of general local government or an agency of such government.)

### ***Inspection Costs (Notice PIH 2016-05)***

SNRHA may not charge the family for unit inspections [24 CFR 982.405(e).] In the case of inspections of SNRHA-owned units, SNRHA may compensate the independent agency from ongoing administrative fee for inspections performed. SNRHA and the independent agency may not charge the family any fee or charge for the inspection [24 CFR.982.352(b).]

### **SNRHA Policy**

SNRHA will not charge a fee for failed reinspections.

### ***Notice and Scheduling***





The family must allow SNRHA to inspect the unit at reasonable times with reasonable notice [24 CFR 982.551(d).]

#### SNRHA Policy

Both the family and the owner will be given reasonable notice of all inspections. Except in the case of a 24 hour life-threatening emergency, reasonable notice is considered to be 48 hours. Inspections may be scheduled between 8:00 a.m. and 5:00 p.m. ~~“Generally” inspections will be conducted on business days only.~~ In the case of a 24-hour life-threatening emergency (See Section **8-I.C. LIFE THREATENING CONDITIONS**), SNRHA will give as much notice as possible, given the nature of the emergency. Notice shall not be provided for fraud investigations.

#### **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.]

#### SNRHA Policy

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 on or 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).]

#### SNRHA Policy

SNRHA will schedule the initial inspection and determine rent reasonableness within ten (10) business 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**

#### SNRHA Policy

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 of ten (10) calendar days to correct





more than 30-15 calendar days will be allowed for the correction, unless an extension for good cause is determined by the HQS Supervisor or HP Management.

The notice of inspection results will inform the owner if life threatening conditions are not corrected within 24 hours, and non-life threatening conditions are not corrected within 30-15 calendar days (or any PHA-approved extension), the owner's HAP will be abated in accordance with SNRHA policy (see 8-II.G.) Likewise, in the case of family caused deficiencies, the notice will inform the family if corrections are not made within 30-15 calendar days (or any PHA-approved extension, if applicable) the family's assistance will be terminated in accordance with PHA policy (see Chapter 12.)

### **Extensions**

For conditions that are 24 hour life-threatening, SNRHA cannot grant an extension to the 24 hour corrective action period. For conditions that are not life-threatening, SNRHA may grant an exception to the required time frames for correcting the violation, if SNRHA determines an extension is appropriate [24 CFR 982.404].

#### SNRHA Policy

Extensions will be granted in cases where SNRHA has determined the owner has made a good faith effort to correct the deficiencies but was unable to for reasons beyond the owner's control. Reasons may include, but are not limited to:

- A repair cannot be completed because required parts or services are not available.
- A repair cannot be completed because of weather conditions.
- A reasonable accommodation is needed because the family includes a person with disabilities.

The length of the extension will be determined on a case by case basis, but will not exceed 60 calendar days, except in the case of delays caused by weather conditions. In the case of weather conditions, extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided. All requests for extensions must be submitted in writing to the Inspections Department within seven (7) days of the original default date and approved by the Housing Quality Standards (HQS) Supervisor and/or Housing Programs (HP) Management.

### **Re-inspections**

#### SNRHA Policy

SNRHA will conduct a re-inspection immediately following the end of the corrective period, or any SNRHA approved extension.

The family and owner will be given reasonable notice of the re-inspection appointment. If the deficiencies have not been corrected by the time of the re-inspection, SNRHA will send a Notice of Abatement and Notice of Cancellation of Contract to the owner, or in the case of family caused violations, a Notice of Termination to the family, in accordance with SNRHA policies. If SNRHA is unable to gain entry to the unit in order to conduct the scheduled re-inspection, SNRHA will consider the family to have violated its



obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.

### **8-II.G. ENFORCING OWNER COMPLIANCE [24 CFR 982.405; 982.453]**

If the owner fails to maintain the dwelling unit in accordance with HQS (as stated above in 8-I.B), SNRHA must take prompt and vigorous action to enforce the owner obligations.

#### **HAP Abatement**

If an owner fails to correct HQS deficiencies by the time specified by SNRHA, HUD requires SNRHA to abate housing assistance payments "no later" than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)].

No retroactive payments will be made to the owner for the period of time the rent was abated. Owner rents are not abated as a result of HQS failures that are the family's responsibility.

#### SNRHA Policy

SNRHA will make all HAP abatements effective the first of the following month from the date of the abatement notice if repairs are not made no later than the day/time of the scheduled re-inspection, unless there is an approved written extension by SNRHA management staff prior to the due date. SNRHA will inspect abated units within three (3) business days of the owner's notification the work has been completed if the contract has not been cancelled or the abatement period has not ended.

During any abatement period the family continues to be responsible for its share of the rent and will be scheduled to be issued a voucher to move, to move (within five (5) calendar days.) The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction. Payment will resume effective on the calendar day the unit passes inspection and the tenant still resides in the unit. The landlord is not entitled to any back rent from SNRHA for units that have been abated due to a failed HQS. The maximum amount of time HAP may be abated is 60 calendar days. If the owner does not make the necessary corrections by the end of the abatement period, SNRHA will send a notice of HAP cancellation to the owner and family. The HAP Contract will be cancelled.

#### **HAP Contract Cancellation**

SNRHA must decide how long any abatement period will continue before the HAP contract will be terminated.

#### SNRHA Policy

The maximum length of time HAP may be abated is 60 calendar days. However, if the owner completes corrections and notifies SNRHA before the cancellation of the HAP contract, SNRHA may rescind the cancellation notice if:

- (1) the family still resides in the unit and wishes to remain in the unit and
- (2) the unit passes inspection. Reasonable notice of HAP contract cancellation by SNRHA is at least 30 calendar days.





If the owner does not make the necessary corrections by the end of the abatement period, SNRHA will send a Notice of Cancellation of Contract to the owner and a notice to the family that the HAP contract is being cancelled and the family must move in order to continue to receive assistance. ~~The notice will be mailed the first day of the abatement period. Once the cancellation goes into effect, SNRHA will not rescind it.~~

**Example 1 – 24-HOUR LIFE-THREATENING DEFICIENCY:**

July 28<sup>th</sup> - Unit failed inspection (24 Hour Fail.)

A Notice of Default is immediately issued with a re-inspection date for July 29<sup>th</sup>.

~~For conditions that are 24 hour life-threatening, SNRHA cannot grant an extension to the 24 hour corrective action period.~~

July 29<sup>th</sup> – Unit is re-inspected and fails (24 Hour Fail.)

The HAP is placed in Abatement effective the first of the following month (August 1<sup>st</sup>.)

The HAP Contract is cancelled effective September 30<sup>th</sup>.

The participant will be ~~scheduled to be issued a voucher to move, issued a moving packet and Notice of Cancellation of Contract within five (5) calendar days from the date of the Abatement Notice.~~

The owner/agent must notify SNRHA by the end of the Abatement period of deficiencies corrected and request a re-inspection.

If the unit passes re-inspection, the HAP payment will be reinstated and the participant will have the option to remain in the unit or continue the moving process.

If the unit fails re-inspection or if the owner/agent does not notify SNRHA for a re-inspection, the HAP payments will not be reinstated and the HAP contract will be cancelled as of September 30<sup>th</sup>. If the participant remains in the unit after September 30<sup>th</sup>, the participant will be responsible for the full contract rent to the owner/agent.

See Next Page for Example 2 – NON-Life Threatening Deficiency.





**Example 2 – NON-LIFE THREATENING DEFICIENCY:**

July 28<sup>th</sup> - Unit failed inspection.

A Notice of Default is immediately issued with a re-inspection date for August 12<sup>th</sup>. Any extensions for the re-inspection date must be received within seven (7) calendar days of the original date of the Notice of Default.

August 4<sup>th</sup> – SNRHA has received the Owner/Agent’s request for an extension for re-inspection date. The owner/agent receives up to 15 additional calendar days from the date of the original re-inspection date.

August 27<sup>th</sup> – Unit is re-inspected and fails.

The HAP is placed in Abatement effective the first of the following month (September 1<sup>st</sup>.)

The HAP Contract is cancelled effective October 31st.

The participant will be ~~scheduled to be issued a voucher to move, issued a moving packet and Notice of Cancellation of Contract within five (5) calendar days from the date of the Abatement Notice.~~

The owner/agent must notify SNRHA by the end of the Abatement period of deficiencies corrected and request a re-inspection.

If the unit passes re-inspection, the HAP payment will be reinstated and the participant will have the option to remain in the unit or continue the moving process.

If the unit fails re-inspection or if the owner/agent does not notify SNRHA for a re-inspection, the HAP payments will not be reinstated and the HAP contract will be cancelled as of October 31st. If the participant remains in the unit after October 31st, the participant will be responsible for the full contract rent to the owner/agent.

Families that reside in units that have been abated, will be issued a voucher and will have the option to move even if the assisted unit passes inspection (the third and final inspection.)

Normally the maximum length of time that a HAP may be abated is 60 calendar days.

**8-II.H. ENFORCING FAMILY COMPLIANCE WITH HQS [24 CFR 982.404(b)]**

Families are responsible for correcting any HQS violations listed in paragraph 8.I.D. If the family fails to correct a violation within the period allowed by SNRHA (and any written extensions), SNRHA will terminate the family’s assistance, according to the policies described in Chapter 12.

If the owner carries out a repair for which the family is responsible under the lease, the owner may bill the family for the cost of the repairs.



## EXHIBIT 8-1: OVERVIEW OF HUD HOUSING QUALITY STANDARDS

Note: This document provides an overview of HQS. For more detailed information see the following documents:

- 24 CFR 982.401, Housing Quality Standards (HQS)
- Housing Choice Voucher Guidebook, Chapter 10.
- HUD Housing Inspection Manual for Section 8 Housing
- HUD Inspection Form, form HUD-52580 (4-20-2015) and Inspection Checklist, form HUD-52580-A (4/2015)

### Sanitary Facilities

The dwelling unit must include sanitary facilities within the unit. The sanitary facilities must be usable in privacy and must be in proper operating condition and adequate for personal cleanliness and disposal of human waste.

### Food Preparation and Refuse Disposal

The dwelling unit must have space and equipment suitable for the family to store, prepare, and serve food in a sanitary manner.

### Space and Security

The dwelling unit must provide adequate space and security for the family. This includes having at least one (1) bedroom or living/sleeping room for each two (2) persons.

### Thermal Environment

The unit must have a safe system for heating the dwelling unit. ~~The cooling system Air conditioning is not required but if provided~~ must be in proper operating condition. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Portable electric room heaters or kitchen stoves with built-in heating units are not acceptable as a primary source of heat for units located in climatic areas where permanent heat systems are required.

### Illumination and Electricity

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. Minimum standards are set for different types of rooms. Once the minimum standards are met, the number, type and location of electrical sources are a matter of tenant preference.

### Structure and Materials

The dwelling unit must be structurally sound. Handrails are required when four (4) or more steps (risers) are present, and protective railings are required when porches, balconies, and stoops are 30 inches or more off the ground. The elevator servicing the unit must be working [if there is one.] Manufactured homes must have proper tie-down devices capable of surviving wind loads common to the area.





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)].

#### SNRHA Policy

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 and who supplies the stove and refrigerator.
- 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 verify using Clark County Government websites
- Management Agreement, if applicable
- A copy of an active LLC (Limited Liability Company/Corporation)
- 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,





and the requested beginning date of the lease, necessary for SNRHA to determine whether to approve the assisted tenancy in this unit.

Owners must certify they are not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless SNRHA has granted a request for reasonable accommodation for a person with disabilities who is a member of the tenant household.

For units constructed prior to 1978, owners must either 1) certify the unit, common areas, and exterior have been found to be free of lead-based paint by a certified inspector; or 2) attach a lead-based paint disclosure statement.

Both the RFTA and the proposed lease must be submitted no later than the expiration date stated on the voucher. [HCV GB p.8-15].

### SNRHA Policy

The RFTA must be signed by both the family and the owner.

The owner may submit the RFTA on behalf of the family.

Completed RFTA (including the proposed dwelling lease) must be submitted as hard copies. The original RFTA must be submitted.

The family may not submit, and SNRHA will not process, more than one (1) RFTA at a time.

When the family submits the RFTA SNRHA will review the RFTA for completeness.

If the RFTA is incomplete (including lack of signature or date by family, owner, or both and/or failure to include comparable unassisted unit information), or if the dwelling lease is not submitted with the RFTA, or other required documents are not attached, SNRHA will NOT accept the packet.

~~Missing information and/or missing documents will only be accepted as hard copies, in-person, by mail, email, or by fax, prior to the original RFTA being accepted (i.e. owner faxing W9 and banking information).~~

When the family submits the RFTA and proposed lease, SNRHA will also review the terms of the RFTA for consistency with the terms of the proposed lease.

If the terms of the RFTA are not consistent with the terms of the proposed lease, SNRHA will notify the family and the owner of the discrepancies.

Corrections to the terms of the RFTA and/or the proposed lease will only be accepted as hard copies, in-person, by mail, email, or by fax. The PHA will not accept corrections by phone.

Because of the time sensitive nature of the tenancy approval process, SNRHA will attempt to communicate with the owner and family by phone, fax, or email. SNRHA will use mail when the parties can't be reached by phone, fax, or email.

The original Request for Tenancy Approval (RFTA) and a signed copy of the proposed Lease with no commencement date, including the HUD prescribed tenancy addendum, must be submitted by the family during the term of the voucher. The family must submit



the family and the owner have executed the lease, including the Tenancy Addendum, and the lead-based paint disclosure information [24 CFR 982.305(b)].

### SNRHA Policy

SNRHA will complete its rent reasonable determination and schedule the initial inspection within ten (10) business days of receiving all required information, as long as the rent is reasonable and does not exceed the family's 40% threshold and the utilities are in service at the unit.

If the terms of the RFTA/proposed lease are changed for any reason, with the exception of including but not limited to negotiating rent with SNRHA, SNRHA will obtain corrected copies of the RFTA and proposed lease, signed by the family and the owner.

Corrections to the RFTA/proposed lease will only be accepted as hard copies, in-person, by mail, email, or by fax. SNRHA will not accept corrections over the phone.

If SNRHA determines the tenancy cannot be approved for any reason, the owner and the family will be notified and given the opportunity to address any reasons for disapproval. SNRHA will instruct the owner and family of the steps necessary to approve the tenancy.

Where the tenancy cannot be approved because the unit is not approvable, the family must continue to search for eligible housing within the timeframe of the issued voucher. No RFTA will be accepted after the voucher expires without a prior extension approved by a supervisor.

If the tenancy cannot be not approved due to rent affordability (including rent burden and rent reasonableness), SNRHA will attempt to negotiate the rent with the owner. If a new, approvable rent is negotiated, the tenancy will be approved. If the owner is not willing to negotiate an approvable rent, the family must continue to search for eligible housing within the timeframe of the issued voucher.

### **9-I.G. HAP CONTRACT EXECUTION [24 CFR 982.305]**

The HAP contract is a written agreement between SNRHA and the owner of the dwelling unit occupied by a housing choice voucher assisted family. Under the HAP contract, SNRHA agrees to make housing assistance payments to the owner on behalf of a specific family occupying a specific unit and obliges the owner to comply with all program requirements.

The HAP contract format is prescribed by HUD.

If SNRHA has given approval for the family of the assisted tenancy, the owner and SNRHA execute the HAP contract.

The term of the HAP contract must be the same as the term of the lease [24 CFR 982.451(a)(2)].

SNRHA is permitted to execute a HAP contract even if the current funding availability does not extend for the full term of the HAP contract.

SNRHA must make a best effort to ensure the HAP contract is executed before the beginning of the lease term as soon as possible once the unit passes initial inspection. Regardless, the HAP contract must be executed no later than 60 calendar days from the beginning of the lease term.





in Chapter 8. If the requested rent is not found to be reasonable, the owner must either reduce the requested rent increase, or give the family notice in accordance with the terms of the lease.

No rent increase is permitted during the initial term of the lease [24 CFR 982.309(a)(3)].

#### SNRHA Policy

Where the owner is requesting a rent increase, SNRHA will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing.

Rent increases will go into effect on the first of the ~~month of the~~ anniversary month date of the HAP contract.

#### ***DISAPPROVAL OF PROPOSED RENT [24 CFR 982.502]***

In any of the programs if the proposed Gross Rent is not reasonable, at the family's request, SNRHA will negotiate with the owner to reduce the rent to a reasonable rent.

At the family's request, SNRHA will negotiate with the owner to reduce the rent or include some or all of the utilities in the rent to owner.

If the rent can be approved after negotiations with the owner and receiving written verification of the decrease, SNRHA will continue processing the Request for Approval of Tenancy and Lease. If the revised rent involves a change in the provision of utilities, a new Request for Approval of Tenancy must be submitted by the owner.

If the owner does not agree on the Rent to Owner after SNRHA has tried and failed to negotiate a revised rent, SNRHA will inform the family and owner that the lease is disapproved.

#### ***INFORMATION TO OWNERS [24 CFR 982.307(b), 982.54(d)(7)]***

In accordance with HUD requirements, SNRHA will furnish prospective owners who request the family's address information in writing from SNRHA with the family's current address as shown in SNRHA's records and, if known to SNRHA, the name and address of the landlord at the family's current and prior address.

SNRHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

SNRHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, 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.

A statement of SNRHA's policy on release of information to prospective landlords will be included in the briefing packet, which is provided to the family.

The information will be provided to the owner in writing.





### SNRHA Policy

If the family and the owner mutually agree to terminate the lease for the family's unit after the first year of the lease, SNRHA must be provided a valid vacate notice.~~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 who 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 HAP contract for the family's unit for the owner's breach [24 CFR 982.354(b)(1)(i)].
- SNRHA determines 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:



If SNRHA has grounds for denying or terminating a family's assistance, SNRHA will act on those grounds in accordance with the regulations and policies set forth in Chapters 3 and 12, respectively.

SNRHA will grant a family permission to move if SNRHA has no grounds to deny or terminate the family's assistance for program violations, (a thorough definition of program violations can be found in the Administrative Plan). Further definition of a family's obligations include:

Family has provided a copy of the Vacate Notice, submitted to and signed by the current landlord. If the owner refuses to sign, the family shall mail a certified notice to the owner and provide a record to SNRHA. The family may not send a certified mailing prior to first attempting to contact the owner/agent. ~~and allow them at least seven (7) business days to sign the Vacate Notice.~~

The family has not received a notice of cancellation from the Housing Authority.

However, in addition, if the calculations reveal the subsidy amount to be paid to the new owner on behalf of the family would be zero AND the family has been zero to HAP for six consecutive months prior to the effective date of the new contract, SNRHA would not render any assistance should the family proceed with the move.

#### **Restrictions on Elective Moves [24 CFR 982.354(c)]**

HUD regulations permit SNRHA to prohibit any elective move by a participant family during the family's initial lease term. They also permit SNRHA to prohibit more than one elective move by a participant family during any 12-month period.

##### SNRHA Policy

SNRHA will deny a family permission to make an elective move during the family's initial lease term. This policy applies to moves within or outside of SNRHA's jurisdiction.

SNRHA will also deny a family permission to make more than one elective move during any 12-month period. This policy applies to all assisted families residing in SNRHA's jurisdiction.

SNRHA will consider exceptions to these policies for the following reasons:

To protect the health or safety of a family member (e.g., lead-based paint hazards, domestic violence).

The unit becomes in violation of HQS and the contract is terminated as a result of said violations;

Due to the sale of the unit and if the new owner does not wish to continue the contract; (unless the new owner request to continue the HAP and signs the required forms) or the unit was foreclosed, in which case Nevada laws and HUD regulations come into play.

SNRHA receives a written statement from the District Attorney's Office verifying the participant has been placed under the witness protection or victim protection program;





Mutual rescissions will be allowed for elderly and disabled families in which the owner/manager approves the move by signing a mutual rescission form. After SNRHA approves the mutual rescission, the participant will be issued a voucher. Mutual Rescissions will also be allowed as a Reasonable Accommodation for a disabled family. Owners or managers who have leases with HCV participants (who are approved Occupancy Right clients) must bifurcate the lease in compliance with Federal law.

- The family must provide a written valid Vacate Notice ~~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 Vacate Notice, 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 of contract~~.

## 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 assisted unit or terminating the lease on notice to the owner [24 CFR 982.354(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 982.354(d)(2)2016-09]. The notices must be in writing [24 CFR 982.5].

### Approval

#### SNRHA Policy

Upon receipt of a family's notification 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 Vacate Notice which is signed by the family and owner/manager. If the owner refuses to sign the Vacate Notice (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 Vacate Notice must be signed and dated by both parties with an effective date. An extension of this notice must also be signed and dated by both parties and submitted to SNRHA.

### Reexamination of Family Income and Composition





### SNRHA Policy

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**

#### SNRHA Policy

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 SNRHA'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.~~

If a participant family moves from an assisted unit with continued tenant-based assistance, the term of the lease for the new unit may begin during the month the family moves out of the previous unit. Overlap of the housing assistance payment (~~(for the month when the family moves out of the old unit) and for the previous unit and the new unit~~) 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 their intent to vacate as specified in the lease in writing or a written notice when not specified in the lease. The family must give a copy to SNRHA simultaneously utilizing SNRHA's "Vacate Notice." This notice must be signed by both parties; or if the owner refuses to sign, the participant can provide SNRHA proof of their attempts to notify their owner by submitting a copy of their mailed Vacate Notice and a copy of their certified mail receipt. Therefore, the family must be otherwise eligible to move and a moving voucher will be issued.

A move within the same building or project, or between buildings owned by the same owner, will be processed like any other move.



~~In a move, assistance stops at the old unit at the end of the month in which the tenant ceased to occupy, unless proper notice was given to end a lease midmonth. Assistance will start on the new unit on the effective date of the lease and contract. Assistance payments may overlap for the month in which the family moves.~~

### Zero HAP Families Who Wish to Move [24 CFR 982.455]

A participant who is not receiving any subsidy, but whose HAP contract is still in force, may request a voucher to move to a different unit. SNRHA shall issue a voucher to move unless it has grounds to deny assistance under the program regulations. However, if SNRHA determines no subsidy would be paid at the new unit, SNRHA may refuse to enter into a HAP contract on behalf of the family.

#### SNRHA Policy

If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy will be paid at the unit to which the family requests to move, SNRHA will not enter into a HAP contract on behalf of the family for the new unit.

## PART II: PORTABILITY

### 10-II.A. OVERVIEW

Within the limitations of the regulations and this plan, a participant family or an applicant family issued a voucher has the right to use tenant-based voucher assistance to lease a unit anywhere in the United States providing the unit is located within the jurisdiction of a PHA administering a tenant-based voucher program [24 CFR 982.353(b)]. The process by which a family obtains a voucher from one PHA and uses it to lease a unit in the jurisdiction of another

PHA is known as portability. The first PHA is called the **initial PHA**. The second is called the **receiving PHA**.

The receiving PHA has the option of administering the family's voucher for the initial PHA or absorbing the family into its own program. Under the first option, the receiving PHA bills the initial PHA for the family's housing assistance payments and the fees for administering the family's voucher. Under the second option, the receiving PHA pays for the family's assistance out of its own program funds, and the initial PHA has no further relationship with the family.

The same PHA commonly acts as the initial PHA for some families and as the receiving PHA for others. Each role involves different responsibilities. The PHA will follow the rules and policies in section 10-II.B when it is acting as the initial PHA for a family. It will follow the rules and policies in section 10-II.C when it is acting as the receiving PHA for a family.

In administering portability, the initial PHA and the receiving PHA must comply with financial procedures required by HUD, including the use of HUD-required forms [24 CFR 982.355(e)(5)].

PHAs must also comply with billing and payment deadlines, HUD may reduce an administrative fee to an initial or receiving PHA if the PHA does not comply with HUD portability requirements [24 CFR 982.355 (e)(7)].





SNRHA shall not deny a victim of domestic violence eligible under VAWA the access to portability.

According to HUD Final Rule on Streamlining Portability, published March 28, 2012, and revised August 20, 2015 (effective September 21, 2015); the following applies to the entire HCV program and is not limited to families exercising portability:

**Mandatory Voucher Suspension:** The rule requires suspension or “tolling” of the voucher term upon a family’s submission of a Request for Tenancy Approval (RFTA.) Under the current rule, suspension is optional. The mandatory suspension begins when the family submits the RFTA and ends when the family is notified in writing of the ~~approval or~~ denial of the tenancy by using the Notice of Cancellation of RFTA form.

**Briefing Requirements:** The final rule requires the benefits of living in low-poverty census tracts must be explained to all families, including those who currently live in higher poverty areas. The required explanation of how portability works must now be given to all families, not just those who are eligible to exercise portability on initial voucher issuance.

HUD’s Final Rule indicates the major changes to existing portability requirements and processes include:

**Notification of Insufficient Funding:** The rule adds a requirement that PHA’s must notify the HUD field office within 10 business days of denying a move under portability due to insufficient funding.

**Voucher Term:** The voucher issued by the Receiving PHA (RHA) must have an expiration date at least 30 days after the expiration date of the voucher issued by the Initial PHA (IHA.) While the RHA may provide additional search time according to its existing policies, the billing deadline of 90 days after the expiration of the IHA’s voucher remains in effect.

**Administrative Fees:** The final rule provides the administrative fee for portability is the lesser of 80 percent of the IHA’s administrative fee (prorated if applicable) or 100 percent of the RHA’s administrative fee. In no event will the RHA receive more than its own administrative fee.

**Rescreening:** The preamble to the rule states RHAs “should be allowed” to apply their own screening standards to incoming portable families, and information on how rescreening may affect a family’s assistance should be included in the briefing packet. HUD did not make any regulatory changes supporting this guidance. ~~HUD did not make any regulatory changes supporting this guidance.~~ SNRHA shall rescreen all incoming portability clients in accordance with its screening Policies.

## 10-II.B. INITIAL PHA ROLE

### Allowable Moves under Portability

A family may move with voucher assistance only to an area where there is at least one (1) PHA administering a voucher program [24 CFR 982.353(b)]. If there is more than one (1) PHA in the area, the initial PHA provides the family with the contact information for the receiving PHAs serving the area, and the family selects the receiving PHA. The family must inform the initial PHA which PHA it has selected. If the family prefers not to select the receiving PHA, the initial PHA will select the receiving PHA on behalf of the family (24 CFR 982.255(b)).





jurisdiction over the area to which the family wishes to move, the PHA will advise the family that the family must select the receiving PHA and notify the initial PHA of which receiving PHA was selected. ~~The PHA will further inform the family that if the family prefers not to select the receiving PHA, the initial PHA will select the receiving PHA on behalf of the family.~~

SNRHA will advise the family they will be under the RHA's policies and procedures, including screening, subsidy standards, voucher extension policies, and payment standards.

### **Voucher Issuance and Term**

An applicant family has no right to portability until after the family has been issued a voucher [24 CFR 982.353(b)]. In issuing vouchers to applicant families, SNRHA will follow the regulations and procedures set forth in Chapter 7. A new voucher is not required for portability purposes.

#### SNRHA Policy

For families approved to move under portability, SNRHA will issue a new voucher within 10 calendar days of SNRHA's receiving a Vacate or other written notice which is approvable to port out.

The ~~initial~~ term of the voucher will be ~~60 calendar days, 90 calendar days for disabled families, and 120~~ calendar days ~~for participants porting out.~~

If the family moving under portability is living in a unit where HAP has been abated because of the failure to complete the HQS repairs, or the client previously vacated their unit due to unsafe condition, the voucher issuance date will be the effective date of that action.

### **Voucher Extensions and Expiration**

#### SNRHA Policy

SNRHA will **not approve** extensions of a voucher issued to an applicant or a participant's family porting out of SNRHA's jurisdiction except under the following circumstances: (a) the family decides to return to the initial PHA's jurisdiction and search for a unit there and their voucher has not expired, or (b) the family decides to search for a unit in a third PHA's jurisdiction and their voucher has not expired. In such cases, the policies on voucher extensions set forth in Chapter 7, section 7-II.E, of this plan will apply, including the requirement that the family apply for an extension in writing prior to the expiration of the initial voucher term.

To receive or continue receiving assistance under the initial PHA's voucher program, a family moving to another PHA's jurisdiction under portability must be under HAP contract in the receiving PHA's jurisdiction within 90 calendar days following the expiration date of the initial PHA's voucher term (including any extensions). (See below under "Initial Billing Deadline" for one exception to this policy.)



HUD allows SNRHA to require a briefing for an incoming portable family as long as the requirement does not unduly delay the family's search [Notice PIH 2016-09].

#### SNRHA Policy

SNRHA will schedule the family to attend a briefing. SNRHA will provide the family with a briefing packet (as described in Chapter 7) and will orally inform the family about the PHA's payment and subsidy standards, procedures for requesting approval of a unit, the unit inspection process, and the leasing process.

SNRHA will allow a one-on-one (1-on-1) briefing as a reasonable accommodation which must be requested in writing from the applicant/participant and approved by SNRHA's HP management. This also applies for clients needing LEP for languages other than a language provided by staff at general briefings.

#### **Income Eligibility ~~and Reexamination~~** [PIH Notice 2016-09]

SNRHA does not redetermine eligibility for a portable family already receiving assistance in the initial PHA's voucher program [24 CFR 982.355(c)(9)]. If the receiving PHA opts to conduct a new reexamination for a current participant family, the receiving PHA may not delay issuing the family a voucher or otherwise delay approval of a unit [24 CFR 982.355(c)(11)].

#### SNRHA Policy

For any family moving into its jurisdiction under portability, SNRHA will conduct a new reexamination of family income and composition. However, SNRHA will not delay issuing the family a voucher for this reason. Nor will SNRHA delay approving a unit for the family until the reexamination process is complete unless the family is an applicant and SNRHA cannot otherwise confirm the family is income eligible for admission to the program in the area where the unit is located.

SNRHA will rely upon any verification provided by the initial PHA to the extent they (a) accurately reflect the family's current circumstances and (b) were obtained within the last 120 calendar days. Any new information may be verified by documents provided by the family and adjusted, if necessary, when third-party verification is received. Criminal screening will be conducted but shall not delay the lease-up process of port-ins.

#### **Voucher Issuance**

When a family moves into its jurisdiction under portability, SNRHA is required to issue the family a voucher [24 CFR 982.355(c)(613)]. The family must submit a request for tenancy approval to SNRHA during the term of the receiving PHA's voucher [24 CFR 982.355(c)(15)].

#### ***Timing of Voucher Issuance***

HUD expects the receiving PHA issue the voucher within two weeks after receiving the family's paperwork from the initial PHA if the information is in order, the family has contacted the receiving PHA, and the family complies with the receiving PHA's procedures [Notice PIH 2016-09].

#### SNRHA Policy

When family ports into its jurisdiction, SNRHA will issue the family a voucher based on the paperwork provided by the initial PHA unless the family's paperwork from the initial





search time provided by SNRHA's voucher is only valid for the family's search in SNRHA's jurisdiction. [Notice PIH 2016-09]

## **Administering a Portable Family's Voucher**

### ***Portability Billing [24 CFR 982.355(e)]***

To cover assistance for a portable family not absorbed, the receiving PHA bills the initial PHA for housing assistance payments and administrative fees. The amount of the housing assistance payment for a portable family in the receiving PHA's program is determined in the same manner as for other families in the receiving PHA's program.

The receiving PHA may bill the initial PHA for the lesser of 80 percent of the initial PHA's ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee for each program unit under contract on the first day of the month for which the receiving PHA is billing the initial PHA under portability. If the administrative fees are prorated for the HCV program, the proration will apply to the amount of the administrative fee for which the receiving PHA may bill (i.e., the receiving PHA may bill for the lesser of 80 percent of the initial PHA's prorated ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee).

If both PHAs agree, the PHAs may negotiate a different amount of reimbursement.

#### SNRHA Policy

Unless the PHA negotiates a different amount of reimbursement with the initial PHA, the PHA will bill the initial PHA the maximum amount of administrative fees allowed, ensuring any administrative fee proration has been properly applied.

### ***Initial Billing Deadline***

If a portable family's search for a unit is successful and SNRHA intends to administer the family's voucher, SNRHA must submit its initial billing notice (Part II of form HUD-52665) (a) no later than 10 business days following the date the receiving PHA **executes** a HAP contract on behalf of the family **and** (b) in time that the notice will be **received** no later than ~~60~~90 calendar days following the expiration date of the family's voucher issued by the initial PHA [Notice PIH 2016-09.] A copy of the family's form HUD-50058, Family Report, completed by the receiving PHA must be attached to the initial billing notice. SNRHA may send these documents by mail, fax or e-mail.

#### SNRHA Policy

SNRHA will send its initial billing notice by fax or e-mail, if necessary, to meet the billing deadline.

If SNRHA fails to send the initial billing within 10 business days following the date the HAP contract is executed, it is required to absorb the family into its own program unless (a) the initial PHA is willing to accept the late submission or (b) HUD requires the initial PHA to honor the late submission (e.g., because SNRHA is over leased) [Notice PIH 2016-09].



An advocate, interpreter, or other assistant may assist the family in the interview process. The family and SNRHA must execute a certification attesting to the role and assistance of any such third party.

### 11-I.C. CONDUCTING ANNUAL REEXAMINATIONS

As part of the annual reexamination process, families are required to provide updated information to SNRHA regarding the family's income, expenses, and composition [24 CFR 982.551(b)].

#### SNRHA Policy

Families will be asked to bring all required information (as described in the reexamination notice) to the reexamination appointment. The required information will include a SNRHA-designated reexamination form, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documentation related to the family's income, expenses, family composition and other required forms.

Any required documents or information that the family is unable to provide at the time of the interview must be provided within 14 calendar days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension.

If the family does not provide the required documents or information within the required time frame (plus any extensions), the family will be sent a notice of termination (See Chapter 12.)

The information provided by the family generally must be verified in accordance with the policies in Chapter 6. Unless the family reports a change, or the agency has reason to believe a change has occurred in information previously reported by the family, certain types of information that are verified at admission typically do not need to be re-verified on an annual basis. These include:

- Legal identity
- Age
- Social security numbers
- A person's disability status
- Citizenship or immigration status –except for expired status

If adding a new family member due to birth, adoption, marriage, court awarded custody, court awarded guardianship, or an assignment with verification from a social service agency to the unit causes overcrowding according to the Housing Quality Standards (HQS) (see Chapter 8), SNRHA must issue the family a new voucher, and the family must try to find an acceptable unit as soon as possible. If an acceptable unit is ~~not~~ available for rental by the family, SNRHA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].

SNRHA will not increase the voucher size when adding adults to the family ~~that are 18 or older or children that are not foster youth~~ with the exception of court awarded custody of an adult.





Increases in income will be processed at the next annual reexamination except for the following families:

- Zero income families reporting income
- Families receiving only non-earned income who begin to earn income
- Families qualifying for the earned income disallowance (EID), but only when the EID family's share of rent will change as a result of the increase
- Families whose household income increases by \$20,000.00 or more; or
- FSS program participants.

All changes must be reported in writing within 10 calendar days. In the above cases, SNRHA will process the interim to be effective the first of the month following 30 calendar day notice. In all other cases, SNRHA will note the information in the tenant's file, but will not conduct an interim reexamination.

SNRHA will conduct an interim for all changes in household composition. All changes must be reported in writing within 10 calendar days.

#### **New Family Members Not Requiring Approval**

The addition of a family member as a result of birth, adoption, or court-awarded custody does not require SNRHA approval. However, the family is required to promptly notify SNRHA of the addition within 10 calendar days and submit copies of documents and birth certificates; social security 24 CFR 982.551(h)(2)].

##### SNRHA Policy

The family must inform SNRHA of the birth, adoption or court-awarded custody of a child/adult within 10 calendar days and submit all required documents. Notifications must be done in writing.

#### **New Family and Household Members Requiring Approval**

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request SNRHA's approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)]. This request must be submitted in writing prior to allowing the person to move into the unit.

When any new family member is added, SNRHA must make appropriate adjustments in the family share of the rent and the HAP payment at the effective date of either the annual or interim reexamination [24 CFR 982.516(e)(2)].

If an adult is requested to be added to the household, a criminal background check will be completed.

If adding a new family member due to birth, adoption, marriage, court awarded custody, court awarded guardianship, or an assignment with verification from a social service agency to the unit causes overcrowding according to the Housing Quality Standards (HQS) (see Chapter 8), SNRHA



must issue the family a new voucher, and the family must try to find an acceptable unit as soon as possible.

~~SNRHA will not increase the voucher size when adding an adult nor will SNRHA approve an addition which will result in overcrowding for any addition except for court awarded custody of an adult.~~

If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), SNRHA must issue the family a new voucher, and the family and SNRHA must try to find an acceptable unit as soon as possible. ~~If an acceptable unit is available for rental by the family, SNRHA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].~~

### SNRHA Policy

Families must request SNRHA's approval to add a new family member, live-in aide, foster child, or foster adult in writing. This includes any person not on the lease who is expected to stay in the unit for more than 30 consecutive days, or 60 cumulative days, within a twelve month period, and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by SNRHA prior to the individual moving in the unit.

SNRHA will not approve the addition of a new family or household member unless the individual meets the PHA's eligibility criteria (see Chapter 3).

SNRHA will not approve the addition of a foster child or foster adult if it will cause a violation of HQS space standards.

If SNRHA determines an individual meets SNRHA's eligibility criteria as defined in Chapter 3, SNRHA will provide written approval to the family. If the approval of a new family member or live-in aide will cause overcrowding according to HQS standards, the approval letter will explain that the family will be issued another voucher and will be required to move.

If SNRHA determines that an individual does not meet SNRHA's eligibility criteria as defined in Chapter 3, SNRHA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial. Families must report in writing marriages/separations and divorces within 10 calendar days.

### **Departure of a Family or Household Member**

Families must promptly (defined as within 10 calendar days) notify SNRHA if any family member no longer lives in the unit [24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], SNRHA also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit. Failure to report this may result in termination of assistance.

### SNRHA Policy

If a household member ceases to reside in the unit, the family must inform SNRHA within 10 calendar days in writing. This requirement also applies to a family member





who has been considered temporarily absent at the point that the family concludes the individual is permanently absent.

If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform SNRHA within 10 calendar days in writing.

## 11-II.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because SNRHA has reason to believe changes in income or expenses may have occurred, or because the family reports a change.

### Interim Reexaminations

SNRHA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family be permitted to obtain an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)].

SNRHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by SNRHA. They are not scheduled because of changes reported by the family.

#### SNRHA Policy

SNRHA will conduct interim reexaminations in each of the following instances:

- For families receiving the Earned Income Disallowance (EID), SNRHA will conduct an interim reexamination at the start of the EID process, at Phase-In, and at the conclusion of the 24-month eligibility period.
- Families that report zero income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, and other subsistence of expenses by completing SNRHA's 'Zero Income Packet.' SNRHA will also send third party verification(s) to the state unemployment department whenever a participant claims zero income.

#### ~~For families reporting zero income for six (6) months or more:~~

~~SNRHA will require a printout of utility bills for the past three (3) months to be submitted at evaluations for participants claiming zero income. The average of the last three (3) months of utility bill payments (over the amount of the family's Utility Reimbursement Payment [if applicable]) will also be annualized to determine the possibility of un-reported or under-reported income. SNRHA will also perform credit checks.~~

- When the amounts indicate the family has received monies from outside sources, or an outside source has paid the family's bills on their behalf, SNRHA will send third party verification(s) to the providing party to verify whether the income is sporadic or



If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 5.

#### SNRHA Policy

~~If a family reports a change resulting in an increase in the family share of the rent, but will not go into effect until the annual date, SNRHA will note the information in the tenant file and send a no change letter.~~

If a family reports a change resulting in an increase or decrease in the family share of rent, SNRHA will conduct an interim reexamination. See Section 11-II.D. for effective dates.

### **11-II.D. PROCESSING THE INTERIM REEXAMINATION**

#### **Method of Reporting**

##### SNRHA Policy

The family shall notify SNRHA of changes only in writing within 10 calendar days of any change in family composition (including marriage) or income. Generally, the family will not be required to attend an interview for an interim reexamination. However, if SNRHA determines that an interview is warranted, the family may be required to attend.

Based on the type of change reported, SNRHA will determine the documentation the family will be required to submit. The family must submit any required information or documents within 14 business days of receiving a request from SNRHA. This time frame may be extended for good cause with SNRHA's approval. SNRHA will accept required documentation by mail, fax, e-mail, or in person.

#### **Effective Dates**

SNRHA must establish the time frames in which any changes that result from an interim reexamination will take effect [24 CFR 982.516(d)]. The changes may be applied either retroactively or prospectively, depending on whether there is to be an increase or a decrease in the family share of the rent, and whether the family reported any required information within the required time frames [HCV GB, p. 12-10].

##### SNRHA Policy

If the family share of the rent is to *increase*:

The increase generally will be effective on the first of the month following 30 days' notice to the family.

If a family fails to report a change within the required time frames, or fails to provide all required information within the required time frames, the increase will be applied retroactively, to the date it would have been effective had the





The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or (as discussed further in section 3-III.G) a victim of domestic violence, dating violence, sexual assault, or stalking.

The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future.

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully, unless there is a reoccurring offense within the past twelve months.

SNRHA will require the applicant/participant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

SNRHA will consider all credible evidence, including but not limited to, any record of convictions or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight. SNRHA will also consider evidence from treatment providers or community-based organizations providing services to household members.

SNRHA will also consider good cause reasons for missing an appointment or failing to timely provide information. However, only two appointments shall be scheduled. Said reasons include documented hospitalization, travel or incarceration for non-felony charges.

SNRHA has no discretion when denying assistance to an applicant whom has failed to establish citizenship or eligible status, or has been evicted from any Public Housing Program under the 1937 Act; Sex offender; Illegal drug use, other criminal activity, and alcohol abuse that would threaten other residents unless they can demonstrate to SNRHA that the person engaging in the activity has been rehabilitated, or that the situation no longer exists, and there have been no repeat incidents in the past 12 months.

### **Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)]**

HUD permits PHAs to impose as a condition of admission, a requirement that family members who participated in or were culpable (*defined as: deserving blame/blameworthy*) for an action or failure to act resulting in the denial of assistance, to not reside in the unit.

#### SNRHA Policy

As a condition of receiving assistance, a family may agree to remove the culpable family member from the application. In such instances, the head of household must certify the family member will not be permitted to visit or to stay as a guest in the assisted unit.

After admission to the program, the family must present evidence of the former family member's current address upon SNRHA request.



**Mitigating Circumstances.** SNRHA may elect not to deny assistance to an applicant due to alcohol abuse, if the applicant produces verifiable evidence that:

He/she or his/her household member has successfully completed an alcohol rehabilitation program; or

He/she or his/her household member is currently enrolled in and is regularly attending an alcohol rehabilitation program.

**c. Other Felony Convictions** - Applicants and/or members of their household who have felony criminal convictions, for offenses other than those referenced above, shall be barred from admission for the time periods listed below and must demonstrate that they have not incurred any new convictions for a minimum period of one (1) year from the last date completion of their sentence.

### 3. SEX OFFENDERS

#### A. PERMANENT BAN

**Sex Offenders Subject to Lifetime Registration** – The following Applicants and/or any member of the applicants’ household (collectively referred to as “Applicants” will be prohibited from participation in any SNRHA housing program (this includes port-ins):

- ~~• Applicants who have been convicted of a crime for which the person is subject to a lifetime sex offender registration requirement in Nevada; and~~
- Applicants who have been convicted of a crime for which the person is subject to a lifetime sex offender registration requirement by ANY state convicting the person.

Applicants/participants commit fraud by: (1) failing to disclose to SNRHA the Applicants/participants are subject to a sex offender registration requirement, or (2) misleading SNRHA in any way regarding the Applicants’/Participant’s status relating to a sex offender registration requirement.

This requirement applies to participants found to be Sex Offenders subject to Life Time Registration.

***If convicted of a sexual crime in any court of law and subject to any sex offender registration requirement. These applicants, including (for port-ins) and participants, shall be barred permanently effective from the date required to register as a sex offender.***

#### **B. TEN YEAR ADMISSION BAR PERIOD**

Persons with convictions of one of the following offenses will be barred from admission to and continued occupancy in the public housing program for a period of 10 years.

- Murder or attempted murder
- Rape (not resulting in offender being a registered as a sex offender)
- Child Molestation (not resulting in offender being registered as a sex offender)





If the channeling agency indicates to SNRHA that there is a criminal history record indexed in the Interstate Identification Index which might belong to the applicant/participant, SNRHA must submit an applicant fingerprint card to the FBI through the appropriate channel in order to verify whether the criminal record is in fact the applicant's/participant's. Should the applicant instead elect to withdraw their application, no further action will be necessary.

To gain the full content of the NCIC data through the FBI approved channeling agent, SNRHA will submit an applicant/participant fingerprint card to the channeling agent.

Applicants and Incoming Port clients shall be required to have prints done when Metropolitan Police Department has indicated crimes may have been committed out of SNRHA's jurisdiction.

### ***Confidentiality of Criminal Records***

SNRHA will ensure any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

All criminal reports, while needed by the Director of Housing Programs (DHP) or their designee for screening for criminal behavior, will be housed in a locked file cabinet with access restricted to individuals responsible for such screening.

SNRHA shall shred these documents after three (3) years following termination within 30 calendar days.

INFORMAL REVIEW mention is in chapter 14.

## **PART II: GROUNDS FOR TERMINATION OF ASSISTANCE**

### **12-II.A. FAMILY NO LONGER REQUIRES ASSISTANCE [24 CFR 982.45]**

As a family's income increases, the amount of SNRHA subsidy goes down. If the amount of HCV assistance provided by the HAP drops to zero and remains at zero for 180 consecutive calendar days the family's assistance terminates automatically.

#### **SNRHA Policy**

If a participating family receiving zero assistance experiences a change in circumstances that would cause the HAP payment to rise above zero, the family must notify SNRHA of the changed circumstances and request an interim reexamination before the expiration of the 180 calendar day period.

### **12-II.B. FAMILY CHOOSES TO TERMINATE ASSISTANCE**

The family may request SNRHA terminate the family's assistance at any time.

#### **SNRHA Policy**

The request to terminate assistance should be made in writing and signed by the head of household, spouse, or co head. SNRHA will provide proper notice by notifying the family of the cancellation of assistance in writing. Assistance shall be terminated per the participants' requested termination date. If no specific date is provided, SNRHA



for any reason. Absence in this context means that no member of the family is residing in the unit.

### SNRHA Policy

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-H.E.~~

### ***Other Reasons for Termination***

- Failure or refuses to supply any information that SNRHA or HUD determines necessary for the administration of the Section 8 Program, including but not limited to, submissions of required evidence of citizenship or eligible immigration status;
- Failure to supply information requested by SNRHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
- Failure to report or disclose income after signing a zero income verification form within 10 calendar days as noted in the zero income certification form.
- Failure to appear or re-schedule, prior to the appointment time and date, at a required re-examination appointment, unless due to documented hospitalization, travel or incarceration for reasons other than reasons which would result in termination of assistance.
- Failure or refuses to notify SNRHA of an eviction notice and/or that the family has moved from the assisted residence prior to receiving written approval from SNRHA;
- Failure or refuses to utilize the assisted residence as a primary residence;
- Failure or refuses to report changes in income or family composition in writing within 10 calendar days to SNRHA, including marriages.
- Failure or refuses to promptly notify SNRHA that a family member no longer resides in the unit;
- Failure to submit written valid Vacate Notice to owner and SNRHA prior to moving.
- Fraud related to any Housing Program
- Failure to provide verifications within required timeframes
- Failure to enter into a repayment agreement within the required timeframes or paid debt in full and in compliance with the terms of the repayment agreement.
- Dual subsidy for any household member
- Permits persons, other than or in addition to members of the assisted family, to reside in the unit without prior approval from SNRHA;





tenant or an immediate member of the tenant's family is the victim or threatened victim of that domestic violence, dating violence, sexual assault, or stalking."

VAWA also gives SNRHA's the authority to "terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant."

VAWA does not limit the authority of SNRHA to terminate the assistance of any participant if the PHA "can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant is not evicted or terminated from assistance."

## **Victim Documentation**

### SNRHA Policy

When a participant family is facing assistance termination because of the actions of a participant, household member, guest, or other person under the participant's control and a participant or immediate family member of the participant's family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, sexual assault, or stalking, the PHA will require the individual to submit documentation affirming that claim.

The documentation must include:

A signed certified statement by the victim ~~that provides the name of the perpetrator and certifies that of~~ the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking, or

One of the following:

A police or court record documenting the actual or threatened abuse, or

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement. ~~Either must include the perpetrator's name.~~

The required certification or supporting documentation must be submitted to SNRHA within 14 calendar days after SNRHA issues their written request. The 14 calendar day deadline may be extended at SNRHA's discretion. If the individual does not provide the required certification or supporting documentation within 14 calendar days, or the approved extension period, SNRHA may proceed with assistance termination.

If SNRHA can demonstrate an actual and imminent threat to other participants or those employed at or providing service to the property if the participant's tenancy is not terminated, SNRHA will bypass the standard process and proceed with the immediate termination of the family's assistance.



If a criminal record is the basis of the termination, a copy of the record must accompany the notice. A copy of the criminal record also must be provided to the subject of the record [24 CFR 982.553(d)].

#### SNRHA Policy

When termination is initiated by SNRHA, the notice to terminate will be sent to the family and the owner at least 30 calendar days prior to the effective date of the termination. However, if a family vacates the unit without informing SNRHA, 30 days' notice will not be given. In these cases, the notice to terminate will be sent at the time SNRHA learns the family has vacated the unit. Overpayments shall be recaptured.

Termination notices due to deceased single household members will be effective on the last day of the month in which the participant dies in compliance with HUD guidance. Any overpayments must be returned.

When a family requests to be terminated from the program they must do so in writing to SNRHA (see section 12-I.C.). SNRHA will then send a confirmation notice to the family and the owner within 10 calendar days of the family's request, ~~but no later than the termination effective date (as requested by the family).~~

#### **Notice of Termination Based on Citizenship Status [24 CFR 5.514 (c) and (d)]**

SNRHA must terminate assistance if (1) a family fails to submit required documentation within the required timeframe concerning any family member's citizenship or eligible immigration status; (2) evidence of citizenship and eligible immigration status is submitted timely, but USCIS primary and secondary verification does not verify eligible immigration status of a family; or (3) SNRHA determines a family member has knowingly permitted another individual who is not eligible for assistance to reside (on a permanent basis) in the unit. For (3) above, such termination must be for a period of at least 24 months.

The notice of termination must advise the family of the reasons their assistance is being terminated, that they may be eligible for probation of assistance, the criteria and procedures for obtaining relief under the provisions for preservation of families, that they have the right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or a written explanation in support of the appeal, and that they have the right to request an informal hearing with the PHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal. Informal hearing procedures are contained in Chapter 14.

#### SNRHA Policy

The notice to terminate will be sent to the family and the owner at least 30 calendar days prior to the effective date of the termination.





- Any violent criminal activity on or near the premises; or
- Any drug-related criminal activity on or near the premises.
- Fleeing to avoid prosecution, custody, or confinement after conviction for a crime or an attempt to commit a crime that is a felony under the laws of the place from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or
- Violating a condition of probation or parole imposed under federal or state law.

Violent criminal activity does not include victims of domestic violence that are covered under the Violence Against Women Act. (VAWA).

**Owner Termination of Tenancy:** ~~The owner may terminate tenancy during the term of the lease if any member of the household is:~~

The owner may terminate tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been convicted for such activity.

The owner may terminate tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents unless said termination violates the VAWA.

#### ***Evidence of Criminal Activity***

The owner may terminate tenancy and evict by judicial action a family for criminal activity by a covered person if the owner determines they have engaged in the criminal activity, regardless of conviction and without satisfying the standard of proof used for a criminal conviction, except in certain incidents where the criminal activity directly relates to domestic violence, dating violence, sexual assault, or stalking and the tenant or an affiliated individual is the victim or threatened victim of the domestic violence, dating violence, sexual assault, or stalking. (See Section 12-II.E.)

#### **Other good cause. (24 CFR 982.310)**

“Other good cause” for termination of tenancy by the owner may include, but is not limited to, any of the following examples:

- Failure by the family to accept the offer of a new lease or revision;
- A family history of disturbance of neighbors or destruction of property, or of living or housekeeping habits resulting in damage to the unit or premises;
- The owner's desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit; or
- A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rental).

(2) During the initial lease term, the owner may not terminate the tenancy for “other good cause”, unless the owner is terminating the tenancy because of something the family did or failed to do. For example, during this period, the owner may not terminate the tenancy for



“other good cause” based on any of the following grounds: failure by the family to accept the offer of a new lease or revision; the owner's desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit; or a business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rental.)

### **Other Good Cause**

~~During the initial lease term, the owner may not terminate the tenancy for “other good cause” unless the owner is terminating the tenancy because of something the family did or failed to do.~~

~~During the initial lease term or during any extension term, “other good cause” includes the disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises.~~

~~After the initial lease term, “other good cause” for termination of tenancy by the owner includes:~~

- ~~● Failure by the family to accept the offer of a new lease or revision;~~
- ~~● The owner's desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit; or~~
- ~~● A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rent).~~

After the initial lease term, the owner may give the family notice at any time, in accordance with the terms of the lease.

Note: Other good cause does not include vacating a property that has been foreclosed upon during the lease term prior to the sale of that property. However, the new owner of the property may terminate the tenancy effective the date of transfer of the unit if the owner will occupy the unit as a primary residence and has provided the tenant a notice to vacate at least 90 calendar days before the effective date of such notice (Notice PIN 2010-49). Further information on the protection afforded to tenants in the event of foreclosure can be found in Section 13-II.G.

### **12-IV.C. EVICTION [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum]**

The owner must give the tenant a written notice that specifies the grounds for termination of tenancy during the term of the lease. The tenancy does not terminate before the owner has given this notice, and the notice must be given at or before commencement of the eviction action.

The notice of grounds may be included in, or may be combined with, any owner eviction notice to the tenant.

Owner eviction notice means a notice to vacate, or a complaint or other initial pleading used under state or local law to commence an eviction action. The owner may only evict the tenant from the unit by instituting a court action. The owner must give SNRHA a copy of any eviction notice at the same time the owner notifies the family. The family is also required to give SNRHA a copy of any eviction notice (see Chapter 5).





## EXHIBIT 12-1: STATEMENT OF FAMILY OBLIGATIONS

Following is a listing of a participant family's obligations under the HCV program:

- The family must supply any information SNRHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by SNRHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.

### SNRHA Policy

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.

- The family must allow SNRHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan.
- The family must not commit any serious or repeated violation of the lease.

### SNRHA Policy

SNRHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction, or an owner's notice to evict, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used is whether the reason for the eviction was through no fault of the tenant or guests.

- The family must notify SNRHA and the owner before moving out of the unit or terminating the lease.

### SNRHA Policy

The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to the PHA at the same time the owner is notified.

- The family must promptly give SNRHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.



The composition of the assisted family residing in the unit must be approved by SNRHA. The family must promptly notify SNRHA in writing of the, birth, adoption, or court-awarded custody of a child or adult. The family must request SNRHA approval to add any other family member as an occupant of the unit.

#### SNRHA Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. SNRHA will determine eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify SNRHA in writing if any family member no longer lives in the unit.
- If SNRHA has given approval, a foster child or a live-in aide may reside in the unit. SNRHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when SNRHA consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (Sections I.K and I.M), and Chapter 11 (Section II.B).
- The family must not sublease the unit, assign the lease, or transfer the unit.

#### SNRHA Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by SNRHA to verify that the family is living in the unit or information related to family absence from the unit.
- The family must promptly notify SNRHA when the family is absent from the unit.

#### SNRHA Policy

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 days unless it is approved as a reasonable accommodation for medical treatments and cannot be approved more than twice within 12 months.~~

- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space or HCV Homeownership).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (See Chapter 16, Program Integrity for additional information).





### SNRHA Policy

SNRHA will conduct owner outreach to ensure that owners are familiar with the program and its advantages. SNRHA will actively recruit property owners with property located outside areas of poverty and minority concentration. These outreach strategies will include:

- Distributing printed material about the program to property owners and managers.
- Contacting property owners and managers by phone or in-person.
- Holding owner recruitment/information meetings at least once a year or as necessary to recruit.
- Coordinating inspection and leasing activities among SNRHA, the owner, and the family.
- Participating in community based organizations comprised of private property and apartment owners and managers.
- Developing working relationships with owners and real estate ~~brokers associations~~.professionals.

Outreach strategies will be monitored for effectiveness, and adapted accordingly.

### **Retention**

In addition to recruiting owners to participate in the HCV program, SNRHA must also provide the kind of customer service that will encourage participating owners to remain active in the program.

### SNRHA Policy

All SNRHA activities that may affect an owner's ability to lease a unit will be processed as rapidly as possible, in order to minimize vacancy losses for owners.

SNRHA will provide owners with a handbook that explains the program, including HUD and SNRHA policies and procedures, in easy-to-understand language.

SNRHA will give special attention to helping new owners succeed through activities such as:

- Provide new owners with SNRHA owner's handbook which covers all program rules and provides a contact for additional questions.
- Providing the owner with a designated SNRHA contact person (The OS assigned to the participant).
- Coordinating inspection and leasing activities between SNRHA, the owner, and the family.
- Providing other written information about how the program operates, including answers to frequently asked questions.

Additional services may be undertaken on an as-needed basis, and as resources permit.



**Quality of Units Selected:** SNRHA will review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that payment standard increases are only made when needed to reach the mid-range of the market.

**Changes in Rent to Owner:** SNRHA may review a sample of the units to determine how often owners are increasing or decreasing rents and the average percent of increases/decreases by bedroom size.

**Unit Availability:** SNRHA will review the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families.

**Lease-up Time and Success Rate:** SNRHA will consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.

Changes to payment standard amounts will be effective March 1, of each year.

#### **Exception Payment Standards [24 CFR 982.503(c)]**

According to HUD's Final Rule dated March 8, 2016, entitled "Streamlining Administrative Regulations for Public Housing/Housing Choice Voucher Final Rule," the PHA may establish an exception payment standard of not more than 120 percent of the published FMR (fair market rent) if required as a reasonable accommodation in accordance with 24 CFR part 8 for a family that includes a person with a disability. Any unit approved under an exception payment standard must still meet the reasonable rent requirements found at 24 CFR 982.507.

SNRHA must request HUD approval to establish payment standards that are higher than the basic range. At HUD's sole discretion, HUD may approve a payment standard amount that is higher than the basic range for a designated part of the FMR area. HUD may approve an exception payment standard amount (in accordance with program requirements) for all units, or for all units of a given size, leased by program families in the exception area. Any PHA with jurisdiction in the exception area may use the HUD-approved exception payment standard amount. The total population of all HUD-approved exception areas in an FMR area may not include more than 50 percent of the population of the FMR area.

#### **Voluntary Use of Small Area FMRs [24 CFR 982.503, Notice PIH 2018-01]**

PHAs that administer vouchers in a metropolitan area where the adoption of small area FMRs (SAFMRs) is not required may request approval from HUD to voluntarily adopt SAFMRs. SAFMRs may be voluntarily adopted for one or more zip code areas.

SNRHA Policy

SNRHA will not voluntarily adopt the use of SAFMRs.

#### **Unit-by-Unit Exceptions [24 CFR 982.503(b), 24 CFR 982.505(d), Notice PIH 2010-26]**

Unit-by-unit exceptions to SNRHA's payment standards generally are not permitted. However, an exception may be made as a reasonable accommodation for a family that includes a person





SNRHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing or removal from on the SNRHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

### **Notice to the Applicant [24 CFR 982.554(a)]**

SNRHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for the SNRHA's decision, and must also state that the applicant may request an informal review of the decision within 10 calendar days from the date of SNRHA's notification of denial of assistance letter. The notice must describe how to obtain the informal review.

The informal review will be scheduled within 10 ~~calendar~~ business days from the date the request is received.

### **Scheduling an Informal Review**

#### SNRHA Policy

A request for an informal review must be made in writing and delivered to SNRHA either in person or by first class mail, ~~in writing~~ by the close of the business day, no later than 10 calendar days from the date of SNRHA's denial of assistance notice.

Except as provided in Section 3-III.G, SNRHA must schedule and send written notice of the informal review within 10 business days of the family's request.

A written notice of the appointment will be mailed to the address the client indicated on the informal review request form or the last known address, if no address is provided. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time
- Appointment location
- Grievant Rights and Responsibilities

### **Informal Review Procedures [24 CFR 982.554(b)]**

#### SNRHA Policy

The person conducting the review ~~will make a recommendation to SNRHA, but SNRHA~~ is responsible for making the final decision as to whether assistance should be granted or denied.

The Informal Review may not be conducted by the person who made or approved the decision under review, nor a subordinate of such person.



The Informal Review may be conducted by an employee other than the person who made the decision or a subordinate of that person or ~~an individual from outside the Hearing Officer for~~ SNRHA.

The applicant will be given the option of presenting oral or written objections to the decision. Both SNRHA and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense.

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 or a department designee who has been apprised of the determination and the reasons for the determination. The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.

### **Informal Review Decision [24 CFR 982.554(b)]**

SNRHA must notify the applicant of SNRHA's final decision, including a brief statement of the reasons for the final decision.

#### SNRHA Policy

In rendering a decision, SNRHA will evaluate the following matters:

- Whether or not the grounds for denial were stated factually in the Notice.
- The validity of grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.
- The validity of the evidence. SNRHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, SNRHA will uphold the decision to deny assistance.
- If the facts prove the grounds for denial, and the denial is discretionary, SNRHA will ~~consider follow the recommendation decision~~ of the person conducting the informal review, ~~in making the final decision whether to deny assistance.~~

SNRHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 ~~calendar~~ business days of the informal review, to the applicant and his or her representative, if any.

If the decision to deny is overturned as a result of the informal review, processing for admission will resume.

If the family fails to appear for their informal review, the denial of admission will stand and the family will be so notified. Failure to appear for in person Informal Review appointments within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointments will be considered failure to appear.





statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

### SNRHA Policy

In cases where SNRHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

- The proposed action or decision of SNRHA.
- A brief statement of the reasons for the decision including the regulatory reference.
- The date the proposed action will take place.
- A statement of the family's right to an explanation of the basis for SNRHA's decision.
- A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.
- A deadline for the family to request the informal hearing.
- To whom the hearing request should be addressed.
- A copy of SNRHA's hearing procedures.
- That disabled clients have the right to request a reasonable accommodation.

### ***Scheduling an Informal Hearing [24 CFR 982.555(d)]***

When an informal hearing is required, SNRHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

### SNRHA Policy

A request for an informal hearing must be made in writing and delivered to the PHA either in person or by first class mail, by the close of the business day, no later than 10 calendar days from the date of SNRHA's decision or notice to terminate assistance.

SNRHA must schedule and send written notice of the informal hearing to the family within 10 business days of the family's request.

If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, SNRHA's prior decision will stand and no further hearings will be scheduled. The decision to terminate shall stand.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made in writing prior to the hearing date. At its discretion, SNRHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to unforeseen circumstances, the family must contact SNRHA within **24 hours two (2) business days** of the scheduled hearing date, **excluding weekends and holidays**. SNRHA will reschedule the hearing only if the family can show good cause



for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

The Hearing Officer may ask the family for additional information and/or might adjourn the Hearing in order to reconvene at a later date, before reaching a decision. However, the delay cannot exceed seven (7) calendar days from the date of the hearing.

If the family misses an appointment or deadline ordered by the Hearing Officer, the action of SNRHA shall take effect and another hearing will not be granted.

***Pre-Hearing Right to Discovery [24 CFR 982.555(e)]***

Participants and SNRHA are permitted pre-hearing discovery rights. The family must be given the opportunity to examine before the hearing any SNRHA documents that are directly relevant to the hearing, if requested. The family must be allowed to copy any such documents at their own expense. If SNRHA does not make the document available for examination upon request of the family, SNRHA may not rely on the document at the hearing.

The SNRHA hearing procedures may provide that SNRHA must be given the opportunity to examine at SNRHA offices before the hearing, any family documents that are directly relevant to the hearing. SNRHA must be allowed to copy any such document at the SNRHA's expense. If the family does not make the document available for examination upon request of SNRHA, the family may not rely on the document at the hearing.

For the purpose of informal hearings, *documents* include records and regulations.

**SNRHA Policy**

The family will be allowed to copy any documents related to the hearing at a cost of \$1.00 per page after the first 25 pages. The family must request discovery of SNRHA documents no later than 12:00 p.m. ~~on the~~two (2) business days prior to the scheduled hearing date

***Participant's Right to Bring Counsel [24 CFR 982.555(e)(3)]***

At its own expense, the family may be represented by a lawyer or other representative at the informal hearing.

***Informal Hearing Officer [24 CFR 982.555(e)(4)]***

Informal hearings will be conducted by a person or persons approved by SNRHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.

**SNRHA Policy**

SNRHA may use staff or contract out for hearing officers.

***Attendance at the Informal Hearing***

**SNRHA Policy**

Hearings may be attended by a hearing officer and the following applicable persons:





A SNRHA representative(s) and any witnesses for SNRHA

The participant and any witnesses for the participant

The participant's counsel or other representative

Any other person approved by SNRHA as a reasonable accommodation for a person with a disability

When deemed appropriate, the Hearing Officer may include an observer, such as a hearing officer trainee, an attorney or a representative of an appointing jurisdiction to observe the proceedings.

### ***Conduct at Hearings***

The person who conducts the hearing may regulate the conduct of the hearing in accordance with SNRHA's hearing procedures [24 CFR 982.555(4)(ii)].

#### SNRHA Policy

The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

### ***Evidence [24 CFR 982.555(e)(5)]***

SNRHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

#### SNRHA Policy

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

**Oral evidence:** the testimony of witnesses

**Documentary evidence:** a writing which is relevant to the case, for example, a letter written to SNRHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

**Demonstrative evidence:** Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

**Real evidence:** A tangible item relating directly to the case.

*Hearsay Evidence* is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though



evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.

If either SNRHA or the family fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

### ***Hearing Officer's Decision [24 CFR 982.555(e)(6)]***

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing.

#### SNRHA Policy

In rendering a decision, the hearing officer will consider the following matters:

**SNRHA Notice to the Family:** The hearing officer will determine if the reasons for SNRHA's decision are factually stated in the Notice.

**Discovery:** The hearing officer will determine if SNRHA and the family were given the opportunity to examine any relevant documents in accordance with SNRHA policy.

**SNRHA Evidence to Support the PHA Decision:** The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support SNRHA's conclusion.

**Validity of Grounds for Termination of Assistance (when applicable):** The hearing officer will determine if the termination of assistance is for one of the grounds specified in the HUD regulations and SNRHA policies. If the grounds for termination are not specified in the regulations or in compliance with SNRHA policies, then the decision of SNRHA will be overturned.

The hearing officer will issue a written decision to the family and SNRHA no later than 10 calendar-business days after the hearing. The ~~report~~ written decision will contain the following information:

#### **Hearing information:**

Name of the participant;

Date, time and place of the hearing;

Name of the hearing officer;

Name of the SNRHA representative; and

Name of family representative (if any).

**Background:** A brief, impartial statement of the reason for the hearing.





**Summary of the Evidence:** The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.

**Findings of Fact:** The hearing officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

**Conclusions:** The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold SNRHA's decision.

**Order:** The hearing report will include a statement of whether SNRHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct SNRHA to change the decision in accordance with the hearing officer's determination. In the case of termination of assistance, the hearing officer will instruct SNRHA to restore the participant's program status.

### **Procedures for ~~Rehearing or Further Hearing~~ Continuance of Hearing or Appeal**

#### **SNRHA Policy**

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of SNRHA will take effect and another hearing will not be granted.

~~In addition, within 10 calendar days after the date the hearing officer's report is mailed to SNRHA and the participant, SNRHA or the participant may request a rehearing or a further hearing. Such request must be made in writing and postmarked or hand-delivered to the hearing officer and to the other party within the 10 calendar day period. The request must demonstrate cause, supported by specific references to the hearing officer's report, why the request should be granted.~~

~~A rehearing or a further hearing~~ An appeal may be requested for the purpose of rectifying any obvious mistake of law made during the hearing ~~or any obvious injustice not known at the time of the hearing.~~

It shall be within the sole discretion of SNRHA to grant or deny the request for an appeal. ~~further hearing or rehearing. A further hearing~~ An appeal may be limited to written submissions by the parties, in the manner specified by the hearing officer.

### **SNRHA Notice of Final Decision [24 CFR 982.555(f)]**

SNRHA is not bound by the decision of the hearing officer for matters in which SNRHA is not required to provide an opportunity for a hearing, decisions that exceed the authority of the



hearing officer, decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State or local laws.

HUD's Final Rule dated March 8, 2016, entitled "Streamlining Administrative Regulations for Public Housing/Housing Choice Voucher Final Rule," states the Hearing Officer's decision will be binding on the PHA unless SNRHA's Board of Commissioners determines that:

- (1) The grievance does not concern PHA actions or failure to act in accordance with or involving the complainant's rights, duties, welfare, or status; or
- (2) The decision of the hearing officer is contrary to applicable Federal, State, local laws, HUD regulations, or requirement of the annual contribution contract between HUD and the PHA.

A decision by the hearing officer or a member of the Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part will not constitute a waiver of, nor affect in any manner whatsoever, any rights the complainant may have to a ~~trial de novo or~~ judicial review in any judicial proceeding, which may thereafter be brought in the matter.

If SNRHA determines it is not bound by the hearing officer's decision in accordance with HUD regulations, SNRHA must promptly notify the family of the determination and the reason for the determination.

#### SNRHA Policy

SNRHA will mail a "Notice of Final Decision" including the hearing officer's ~~report decision letter~~, to the participant and their representative. This Notice will be sent by first-class mail, postage pre-paid with an affidavit of mailing enclosed. The participant will be mailed the original "Notice of Final Decision" and a copy of the proof of mailing. A copy of the "Notice of Final Decision" along with the original proof mailing will be maintained in SNRHA's file and a copy of the "Notice of Final Decision" will be forwarded to the hearing officer.

#### **14-III.D. HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS [24 CFR 5.514]**

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an informal hearing, not an informal review.

Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the PHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the SNRHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

#### **Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]**





As discussed in Chapters 3 and 12, the notice of denial or termination of assistance for noncitizens must advise the family:

- That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.
- The family may be eligible for proration of assistance.
- In the case of a participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518].
- That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an informal hearing with the PHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

#### **USCIS Appeal Process [24 CFR 5.514(e)]**

When SNRHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, the PHA must notify the family of the results of the USCIS verification. The family will have 30 calendar days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide SNRHA with a copy of the written request for appeal and the proof of mailing.

##### SNRHA Policy

SNRHA will notify the family in writing of the results of the USCIS secondary verification within 10 calendar days of receiving the results.

The family must provide SNRHA with a copy of the written request for appeal and proof of mailing within 10 calendar days of sending the request to the USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form

specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to SNRHA, of its decision. When the USCIS notifies SNRHA of the decision, SNRHA must notify the family of its right to request an informal hearing.

##### SNRHA Policy

SNRHA will send written notice to the family of its right to request an informal hearing in writing within 10 calendar days of ~~receiving~~ the date of the notice of the USCIS decision regarding the family's immigration status.



### **Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request SNRHA provide a hearing. The request for a hearing must be made either within 30 calendar days of receipt of the SNRHA notice of denial, or within 30 calendar days of receipt of the USCIS appeal decision.

The informal hearing procedures for applicant families are described below.

#### ***Informal Hearing Officer***

SNRHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. See Section 14-III.C. for a listing of positions that serve as informal hearing officers.

#### ***Evidence***

The family must be provided the opportunity to examine and copy at the family's expense, and at a reasonable time in advance of the hearing, any documents in the possession of SNRHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

#### **SNRHA Policy**

The family will be allowed to obtain a copy of any family documents related to the hearing at a cost of \$1.00 per page after the first 25 pages. 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 participant. The family must request discovery of SNRHA documents no later than 12:00 p.m. ~~on the~~ the two (2) business days prior to the hearing.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by SNRHA, and to confront and cross-examine all witnesses on whose testimony or information the SNRHA relies.

#### ***Representation and Interpretive Services***

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to request an interpreter. Upon request, SNRHA will provide competent interpretation services, free of charge.

#### ***Recording of the Hearing***

The family is entitled to have the hearing recorded by audiotape at their expense.





HUD's Final Rule dated March 8, 2016, entitled "Streamlining Administrative Regulations for Public Housing/Housing Choice Voucher Final Rule," states the hearing officer must maintain a log of all hearings. HUD shall provide the details of that log at a future date and SNRHA shall ensure compliance. HUD has also clarified that any party may obtain a copy of the hearing transcript *at their own expense*. Therefore, SNRHA shall ensure all hearings are taped. The Hearing Officer's decision will be binding on the PHA unless SNRHA's Board of Commissioners determines that:

- (1) The grievance does not concern PHA actions or failure to act in accordance with or involving the complainant's rights, duties, welfare, or status; or
- (2) The decision of the hearing officer is contrary to applicable Federal, State, local laws, HUD regulations, or requirement of the annual contribution contract between HUD and the PHA.

A decision by the hearing officer or a member of the Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part will not constitute a waiver of, nor affect in any manner whatsoever, any rights the complainant may have to a ~~trial de novo~~ or judicial review in any judicial proceeding, which may thereafter be brought in the matter.

Per HUD's Final Rule, hearings may not be postponed more than (5) five business days and all parties must be advised.

### ***Hearing Decision***

SNRHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 10 ~~calendar~~ business days of the date of the informal hearing. The decision must state the basis for the decision.

### **Informal Hearing Procedures for Residents [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request SNRHA provide a hearing. The request for a hearing must be made either within 30 calendar days of receipt of the PHA notice of termination, or within 30 calendar days of receipt of the USCIS appeal decision.

For the informal hearing procedures that apply to participant families whose assistance is being terminated based on immigration status, see Section 14-III.C.

### **Retention of Documents [24 CFR 5.514(h)]**

SNRHA must retain for a minimum of 5 years the following documents that may have been submitted to SNRHA by the family, or provided to the PHA as part of the USCIS appeal or the SNRHA informal hearing process:

- The application for assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form



- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision

## **PART IV: OWNER OR FAMILY DEBTS TO SNRHA**

### **14-IV.A. OVERVIEW**

SNRHA is required to include in the administrative plan policies concerning repayment by a family of amounts owed to the PHA [24 CFR 982.54]. This part describes SNRHA's policies for recovery of monies that have been overpaid on behalf of families, or to owners.

#### SNRHA Policy

When an action or inaction of an owner or participant results in the overpayment of housing assistance, SNRHA holds the owner or participant liable to return any overpayments to SNRHA.

SNRHA will enter into repayment agreements in accordance with the policies contained in this part as a means to recover overpayments. A repayment agreement may be executed depending on the cause for the overpayment and the amount of monies owed to SNRHA.

When an owner or participant refuses to repay monies owed to SNRHA, SNRHA will utilize other available collection alternatives including, but not limited to, the following:

- Owner – collect from future payments for other clients to same vendor
- Collection agencies
- Small claims court
- Civil law suit
- State income tax set-off program
- Abatements
- Office of the Inspector General
- Office of the Attorney General

### **14-IV.B. REPAYMENT POLICY**

#### Introduction

This chapter describes the SNRHA's policies for the recovery of monies which have been overpaid for families, and to owners. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is the PHA's policy to meet the informational needs of owners and families, and to communicate the program rules in order to avoid owner and family debts. Before a debt is assessed against a family or owner, the file must contain documentation to support the PHA's claim that the debt is owed. The file must contain





written documentation of the method of calculation, in a clear format for review by the owner, the family or other interested parties.

The SNRHA will sometimes take other or additional actions than debt recovery when program fraud and abuse occurs.

### **Collection Methods**

When families or owners owe money to the SNRHA, the SNRHA will make every effort to collect it. The SNRHA may use a variety of collection tools to recover debts including, but not limited o:

- Requests for lump sum payments
- Reductions in HAP to owner
- Civil suits
- Repayment Agreements
- Collection agencies
- Credit bureaus
- Income tax set-off programs

### **Repayment Agreement [~~24 CFR 792.10324~~ CFR 982.552 (b) (6)]**

The term *repayment agreement* refers to a formal document signed by a tenant or owner and provided to SNRHA in which a tenant or owner acknowledges a debt in a specific amount and agrees to repay the amount due at specific time periods entered into between the PHA and a person who owes a debt to the PHA. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of payment, any special provisions of the agreement, and the remedies available to the PHA upon default of the agreement.

The PHA will prescribe the terms of the payment agreement, including determining whether to enter into a repayment agreement with the family based upon the circumstances surrounding the debt to the PHA.

At SNRHA's discretion, the PHA will not enter into a Repayment Agreement in the following circumstances:

- If the family already has a Repayment Agreement in place.
- If the PHA determines that the family deliberately committed program fraud.
- If the PHA determines that the debt amount is larger than can be paid back by the family in a reasonable amount of time.

### **Owner Debts to SNRHA**

#### **SNRHA Policy**



Any amount due to SNRHA by an owner must be repaid by the owner within 30 calendar days of the SNRHA determination of the debt.

If the owner fails to repay the debt within the required time frame and is entitled to future HAP payments, SNRHA will reduce the future HAP payments by the amount owed until the debt is paid in full.

If the owner is not entitled to future HAP payments SNRHA will offer to enter into a repayment agreement in accordance with the policies below.

If the owner refuses to repay the debt, enter into a repayment agreement, or breaches a repayment agreement, SNRHA will ban the owner from future participation in the program and pursue other modes of collection.

### **Family Debts to SNRHA**

#### SNRHA Policy

Any amount due to SNRHA by an HCV participant must be repaid by the family. If the family is unable to repay the debt within 30 calendar days, SNRHA will offer to enter into a repayment agreement in accordance with the policies below.

If the family refuses to repay the debt, enter into a repayment agreement, or breaches a repayment agreement, SNRHA will terminate the assistance upon notification to the family and pursue other modes of collection.

### **Repayment Agreement [24 CFR 792.103] (Notice PIH 2017-12 (HA))**

The term *repayment agreement* refers to a formal document signed by a tenant or owner and provided to SNRHA in which a tenant or owner acknowledges a debt in a specific amount and agrees to repay the amount due at specific time periods.

#### **Change of Head of Household (HoH)**

~~In the event the HoH changes, and in order to retain the voucher and subsidy, the debt will be incurred by the new HoH.~~

~~The new HOH will resign a repayment agreement with the incurred current balance. If there is a change in Head of Household (HoH) or co-head, and there is a remaining adult family member in the unit who, in SNRHA's determination, is approved to be promoted to HoH; SNRHA may terminate the Repayment Agreement with the former HoH and offer a new Repayment Agreement to the new HoH. Regardless of whether or not a new Repayment Agreement is offered, the new HoH former head of household. The only exception is if the head of household becomes deceased.~~

### **Repayment Agreement Guidelines**

- At the determination of the monies owed by the family, if the families TTP exceeds 40% of monthly adjusted income, no repayment agreement request would be accepted or approved. The client's only option would be to pay the balance in full or their assistance would be terminated. (PIH notice 2017-12 HA states, "The monthly retroactive rent payment plus the amount of rent the tenant pays at the time the repayment agreement is executed should be affordable and not exceed 40 percent of the family's monthly adjusted income.")





- Payment Agreements will be executed between SNRHA and the head of household, co-head, ~~and/or~~ spouse.
- The Repayment Agreement must be executed by SNRHA's Fraud Investigator or his/her designee.
- Payments may only be made by money order or cashier's check.
- The agreement will be in default when one payment is delinquent after the 10<sup>th</sup> of the month, and the family's assistance will be terminated unless SNRHA receives the balance of the Repayment Agreement in full within 14 calendar days of the date on the notice of default. Partial payments shall be accepted to pay off debt but will not prevent termination.
- Payment Agreements must be in writing.
- Length of Payment Agreements not to exceed twenty- four (24) monthsone year.
- Only two Repayment Agreements may be executed during the term of the family's participation. The second cannot be entered into unless the first was paid in full in compliance with the terms of the Agreement.
- Monthly payments may be changed with approval from the Director of Housing Program or designee in cases of income changes and if requested with reasonable notice from the family, or they do not exceed 40% of the family's monthly adjusted inform.
- No move will be approved until the debt is current, unless the move is the result of the following cases, and the Repayment Agreement is current:
  - Family size exceeds the HQS maximum occupancy standards
  - The HAP contract is terminated due to owner non-compliance or opt-out
  - A natural disaster
  - Due to issues regarding VAWA
  - Reasonable Accommodation
- HUD does not authorize any PHA-sponsored amnesty or debt forgiveness programs.

***Down Payment Requirement***

SNRHA Policy

Prior to the execution of a repayment agreement, the owner or family must pay 25 percent of the balance owed to SNRHA with balance due within ~~23+1~~ additional months. Minimum payments as outlined below and are due each month no later thanby the 10<sup>th</sup>.

The minimum monthly amount of monthly payment for any payment agreement is \$25.

BALANCE DUE	PAYMENT DUE
\$25-\$100	\$25 down <u>with minimum \$25 monthly</u>



	<del>payments and \$25 per month</del>
\$101+-\$500	25% down and <u>remaining</u> balance within <del>2311</del> months <del>with minimum payment of \$35 per month</del>
\$501-\$1000	<del>25% down and balance within 11 months with minimum payment of \$50 per month</del>
\$1001+	<del>25% down and balance within 11 months with minimum payment of \$75 per month</del>

**Execution of the Agreement**

SNRHA Policy

The head of household and spouse/co-head (if applicable) must sign the repayment agreement.

**Due Dates**

SNRHA Policy

All payments are due on the 1<sup>st</sup> of each month, and considered late after the close of business on the 10<sup>th</sup> day of the month. If the 10<sup>th</sup> does not fall on a business day, the due date is the close of business on the first business day after the 10<sup>th</sup>.

**Non-Payment**

SNRHA Policy

The agreement will be in default when one payment is delinquent after the 10<sup>th</sup> of the month, and the family's assistance will be terminated unless SNRHA receives the balance of the Repayment Agreement in full within 14 calendar days of the date on the notice of default. Partial payments shall be accepted to pay off debt but shall not prevent termination.

If the payment is not received by the due date of the delinquency notice, it will be considered a breach of the agreement and SNRHA will terminate assistance upon written notification to the family.

**No Offer of Repayment Agreement**

SNRHA Policy

SNRHA will not enter into a repayment agreement if there is already a repayment agreement in place with the family or owner OR if the family has had two previous repayment agreements.

**WRITING OFF DEBTS**





## Chapter 16

### PROGRAM INTEGRITY

#### INTRODUCTION

SNRHA is committed to ensuring that subsidy funds made available to SNRHA are spent in accordance with HUD requirements.

This chapter covers HUD and SNRHA policies designed to prevent, detect, investigate, and resolve instances of program abuse or fraud. It also describes the actions that will be taken in the case of unintentional errors and omissions.

Part I: Preventing, Detecting, and Investigating Errors and Program Abuse. This part presents SNRHA policies related to preventing, detecting, and investigating errors and program abuse.

Part II: Corrective Measures and Penalties. This part describes the corrective measures SNRHA must and may take when errors or program abuses are found.

#### PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE

##### 16-I.A. PREVENTING ERRORS AND PROGRAM ABUSE

###### SNRHA Policy

SNRHA anticipates that the vast majority of families, owners, and SNRHA employees intend to and will comply with program requirements and make reasonable efforts to avoid errors.

To ensure that SNRHA's HCV program is administered effectively and according to the highest ethical and legal standards, SNRHA will employ a variety of techniques to ensure that both errors and intentional program abuse are rare.

- SNRHA will discuss program compliance and integrity issues during the voucher briefing sessions described in Chapter 7
- SNRHA will provide each applicant and participant with the publication *Things You Should Know (HUD-1140-OIG)* that explains the types of actions a family must avoid and the penalties for program abuse
- SNRHA will place a warning statement about the penalties for fraud (as described in the False Statement Act, U.S.C. 1001 and 1010) on key PHA forms and form letters that request information from a family or owner
- SNRHA staff will be required to review and explain the contents of all HUD-SNRHA required forms prior to requesting family member signatures. if any member require further clarification.
- SNRHA will provide each SNRHA employee with the necessary trainformationning on program rules and the organization's standards of conduct and ethics.



For purposes of this chapter ~~the term error refers to an unintentional error or omission. Program abuse or fraud refers to a single act or pattern of actions that constitute a false statement, omission, or concealment of a substantial fact, made with the intent to deceive or mislead. fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Fraud and abuse by a participant or applicant therefore, may constitute an intentional misrepresentation of income, assets, and allowances, or intentional misrepresentation of income, assets, and allowances, or intentional misrepresentation of family composition or initiating and participating in bribes or other illegal activities. Intentional may mean a claim that a participant or applicant knows or has reason to know is false, fictitious, or fraudulent. Knows or has reason to know may mean a person acts in deliberate ignorance of the truth or acts in reckless disregard of the truth or falsity of the claim or statement.~~

### 16-I.B. DETECTING ERRORS AND PROGRAM ABUSE

In addition to taking steps to prevent errors and program abuse, SNRHA will use a variety of activities to detect errors and program abuse. These systems shall include quality control systems above the SEMAP requirements as well as the use of HUD's EIV reports to identify unreported income.

#### Quality Control and Analysis of Data

Under the Section 8 Management Assessment Program (SEMAP), HUD requires SNRHA to review a random sample of tenant records annually to determine if the records conform to program requirements and to conduct quality control inspections of a sample of units to ensure HQS compliance [24 CFR, Part 985]. (See Chapter 14 for additional information about SEMAP requirements).

#### SNRHA Policy

In addition to the SEMAP quality control requirements, SNRHA will employ a variety of methods to detect errors and program abuse.

~~SNRHA will routinely use available sources of up-front income verification to compare with family-provided information.~~

~~At each annual reexamination, current information provided by the family will be compared to information provided at the last annual reexamination to identify inconsistencies and incomplete information.~~

~~SNRHA will compare family-reported income and expenditures to detect possible unreported income.~~**Quality Control File Reviews**

Prior to initial certification, and at the completion of all subsequent recertification's, each family file will be reviewed. Such reviews may include, but are not limited to:

- Changes in reported Social Security Numbers or dates of birth.
- Authenticity of file documents.
- Ratio between reported income and expenditures.





- Review of signatures for consistency with previously signed file documents.
- Assurance that verification of all income and deduction is present.
- Verification Hierarchy steps were followed when actions were processed.
- Use of HUD EIV
- Credit Bureau Inquiries (may also be used when an allegation is received by SNRHA wherein unreported income sources are disclosed or when a family's expenditures exceed his/her reported income, and no plausible explanation is given).

In addition to the required SEMAP documentation, supervisory staff or their designee will audit tenant files annually as follows:

- At least 75-50% of interim and annual reexaminations, initial port-in files, and initial lease up's within SNRHA jurisdiction
- At least 75-50 % of new applicationsadmissions

### **Independent Audits and HUD Monitoring**

OMB Circular A-133 requires all PHAs that expend \$500,000 or more in federal awards annually to have an independent audit (IPA). In addition, HUD conducts periodic on-site and automated monitoring of PHA activities and notifies the PHA of errors and potential cases of program abuse.

#### SNRHA Policy

SNRHA will use the results reported in any IPA or HUD monitoring reports to identify potential program abuses and to assess the effectiveness of SNRHA's error detection and abuse prevention efforts.

### **Individual Reporting of Possible Errors and Program Abuse**

#### SNRHA Policy

SNRHA will encourage staff, program participants, and the public to report possible program abuse.

## **16-I.C. INVESTIGATING ERRORS AND PROGRAM ABUSE**

### **When SNRHA Will Investigate**

#### SNRHA Policy

SNRHA will review all referrals, specific allegations, complaints, and tips from any source including other agencies, companies, and individuals, to determine if they warrant investigation. In order for SNRHA to investigate, the allegation should include the address of the suspected violator and must contain at least one independently-verifiable item of information, such as the name of an employer or the name of an unauthorized household member.



SNRHA will investigate inconsistent information related to the family that is identified through file reviews and the verification process.

SNRHA may investigate using Non-HQS inspections form to document unauthorized person living in assisted units and participants that have skipped. SNRHA may conduct a postal verification by sending a certified letter with a return receipt to the assisted address in the name of the unauthorized person as an investigation method.

### **Consent to Release of Information [24 CFR 982.516]**

SNRHA may investigate possible instances of error or abuse using all available PHA and public records. If necessary, SNRHA will require HCV families to give consent to the release of additional information.

### **Analysis and Findings**

#### SNRHA Policy

SNRHA will base its evaluation on a preponderance of the evidence collected during its investigation.

*Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence that as a whole shows that the fact sought to be proved is more probable than not. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence

For each investigation SNRHA will determine (1) whether an error or program abuse has occurred, (2) whether any amount of money is owed to SNRHA, and (3) what corrective measures or penalties will be assessed.

### **Consideration of Remedies**

All errors and instances of program abuse must be corrected prospectively. Whether SNRHA will enforce other corrective actions and penalties depends upon the nature of the error or program abuse.

#### SNRHA Policy

In the case of family-caused errors or program abuse, SNRHA will take into consideration (1) the seriousness of the offense and the extent of participation or culpability of individual family members, (2) any special circumstances surrounding the case, (3) any mitigating circumstances related to the disability of a family member, (4) the effects of a particular remedy on family members who were not involved in the offense.

In the case of owner-caused errors or program abuse, SNRHA will take into consideration (1) the seriousness of the offense, (2) the length of time since the violation has occurred, and (3) the effects of a particular remedy on family members who were not involved in the offense.





In the case of staff caused errors or program abuse, SNRHA will take into consideration (1) the seriousness of the offense, (2) the length of time since the violation has occurred, and (3) the effects it may have on the agency, program participant, or HUD.

## Notice and Appeals

### SNRHA Policy

If evidence of program abuse is found, SNRHA will inform the relevant party in writing of its findings and remedies within 10 business days of the conclusion of the investigation. The notice will include (1) a description of the error or program abuse, (2) the basis on which SNRHA determined the error or program abuses, (3) the remedies to be employed, ~~and~~ (4) the family's right to appeal the results through the informal review or hearing process, if applicable (see Chapter 14); and (5) the staff member rights per the Collective Bargaining Agreement. (see Chapter 14).

## PART II: CORRECTIVE MEASURES AND PENALTIES

If as a result of its assessment the PHA determines the family, owner, or PHA employee has abused the program, the PHA must take immediate actions to remedy the situation. The PHA may at any time deny program assistance to an applicant or terminate program assistance for a participant if any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program. The PHA's actions will vary, depending upon the extent and nature of the abuse. The PHA must determine that a preponderance of evidence demonstrates that the action taken by the family, owner, property management company, or employee was willful and intentional, in order to terminate assistance on the basis of fraud or abuse.

## 16-II.A. SUBSIDY UNDER- OR OVERPAYMENTS

A subsidy under- or overpayment includes (1) an incorrect housing assistance payment to the owner, (2) an incorrect family share established for the family, and (3) an incorrect utility reimbursement to a family.

### Corrections

Whether the incorrect subsidy determination is an overpayment or underpayment of subsidy, SNRHA must promptly correct the HAP, family share, and any utility reimbursement prospectively. Except, if a higher bedroom size voucher is issued in error (during a family's initial lease-up, ReHAP, or move) the family will not be penalized. The family's correct voucher size will be adjusted at their next annual examination or if the family moves.

### SNRHA Policy

Increases in the family share will be implemented only after the family has received at least 30 days' notice.

Any decreases in family share will become effective the first of the month following the discovery of the error.

## Reimbursement



- Use of a false name or the use of falsified, forged, or altered documents
- Intentional misreporting of family information or circumstances (e.g. income, family composition)
- Omitted facts that were obviously known by a family member (e.g., not reporting employment income)
- Admission of program abuse by an adult family member
- Any ownership interest in the assisted unit

SNRHA may determine other actions to be program abuse based upon a preponderance of the evidence, as defined earlier in this chapter.

### **Penalties for Program Abuse**

In the case of program abuse caused by a family SNRHA may, at its discretion, impose any of the following remedies.

- SNRHA may require the family to repay excess subsidy amounts paid by SNRHA, as described earlier in this section
- SNRHA may require, as a condition of receiving or continuing assistance, that a culpable family member not reside in the unit. See policies in Chapter 3 (for applicants) and Chapter 12 (for participants)
- SNRHA may deny or terminate the family's assistance following the policies set forth in Chapter 3 and Chapter 12 respectively
- SNRHA may refer the family for state or federal criminal prosecution as described in section 16-II.E.

### **16-II.C. OWNER-CAUSED ERROR OR PROGRAM ABUSE**

Owner requirements that are part of the regular process of offering, leasing, and maintaining a unit (e.g., HQS compliance, fair housing) are addressed in the appropriate chapters of this plan. This section focuses on errors and program abuse by owners.

An incorrect subsidy determination caused by an owner generally would be the result of an incorrect owner statement about the characteristics of the assisted unit (e.g., the number of bedrooms, which utilities are paid by the family). It also includes accepting duplicate housing assistance payments for the same unit in the same month, or after a family no longer resides in the unit.

#### **Owner Reimbursement to SNRHA**

In all cases of overpayment of subsidy caused by the owner, the owner must repay to SNRHA any excess subsidy received. SNRHA may recover overpaid amounts by withholding housing assistance payments due for subsequent months, or if the debt is large, SNRHA may allow the owner to pay in installments over a period of time [HCV GB p. 22-13].

#### SNRHA Policy





In cases where the owner has received excess subsidy, SNRHA will require the owner to repay the amount owed in accordance with the policies in Section 14-IV.B.

### **Prohibited Owner Actions**

An owner participating in the HCV program must not:

- Make any false statement to the PHA [Title 18 U.S.C. Section 1001].
- Commit fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program [24 CFR 982.453(a)(3)] including:

#### SNRHA Policy

Any of the following will be considered evidence of owner program abuse:

- Charging the family rent above or below the amount specified by SNRHA
- Charging a security deposit other than that specified in the family's lease
- Charging the family for services that are provided to unassisted tenants at no extra charge
- Knowingly accepting housing assistance payments for any month(s) after the family has vacated the unit
- Knowingly accepting incorrect or excess housing assistance payments
- Offering bribes or illegal gratuities to SNRHA Board of Commissioners, employees, contractors, or other SNRHA representatives
- Offering payments or other incentives to an HCV family as an inducement for the family to make false or misleading statements to SNRHA
- Residing in the unit with an assisted family
- Committing sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2.
- Retaliating against any applicant or participant reporting/alleging sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2.

### **Remedies and Penalties**

When SNRHA determines that the owner has committed program abuse, the PHA may take any of the following actions:

- Require the owner to repay excess housing assistance payments, as discussed earlier in this section and in accordance with the policies in Chapter 14.
- Terminate the HAP contract (See Chapter 12).
- Bar the owner from future participation in any SNRHA programs for five (5) years.
- Refer the case to state or federal officials for criminal prosecution as described in section 16-II.E.



## 16-II.D. SNRHA-CAUSED ERRORS OR PROGRAM ABUSE

The responsibilities and expectations of SNRHA staff with respect to normal program administration are discussed throughout this plan. This section specifically addresses actions of a SNRHA staff member that are considered errors or program abuse related to the HCV program. Additional standards of conduct may be provided in SNRHA personnel policy.

SNRHA-caused incorrect subsidy determinations include (1) failing to correctly apply HCV rules regarding family composition, income, assets, and expenses, (2) assigning the incorrect voucher size to a family, and (3) errors in calculation.

### Repayment to SNRHA

Neither a family nor an owner is required to repay an overpayment of subsidy if the error or program abuse is caused by SNRHA staff [HCV GB. 22-12].

### SNRHA Reimbursement to Family or Owner

SNRHA must reimburse a family for any underpayment of subsidy, regardless of whether the underpayment was the result of staff-caused error or owner program abuse. Funds for this reimbursement must come from SNRHA's administrative fee reserves [HCV GB p. 22-12].

### Prohibited Activities

#### SNRHA Policy

Any of the following will be considered evidence of program abuse by SNRHA staff:

- Failing to comply with any HCV program requirements for personal gain
- Failing to comply with any HCV program requirements as a result of a conflict of interest relationship with any applicant, participant, owner, property management company, or any vendor doing business with SNRHA or owner
- Seeking or accepting anything of material value from applicants, participating families, vendors, owners, contractors, or other persons who provide services or materials to SNRHA
- Conducting SNRHA business without authorization or approval from management in writing
- Failure to follow HUD's verification hierarchy
- Intentionally calculating total tenant payment or housing assistance payments incorrectly
- Intentionally making incorrect income determinations of family eligibility, including certifying as eligible otherwise ineligible applicants, coaching applicants to falsify documents, or changing an applicant's position on the waiting list
- Willful passing of units not meeting HQS and/or local standards
- Disclosing confidential or proprietary information to outside parties
- Gaining profit as a result of insider knowledge of SNRHA activities, policies, or practices





- Misappropriating or misusing HCV funds
- Destroying, concealing, removing, or inappropriately using any records related to the HCV program
- Committing any other corrupt or criminal act in connection with any federal housing program

### **Possible Remedies for Abuse by Employees**

If the PHA determines that any employee has abused the program, it must take whatever action is appropriate under its personnel policies and law. Actions may include putting the employee on probation, giving the employee a poor performance evaluation, requiring the employee to take leave without pay, terminating the employee, and/or filing a criminal complaint.

### **16-II.E. CRIMINAL PROSECUTION**

#### SNRHA Policy

When SNRHA determines that program abuse by an owner, family, or SNRHA staff member has occurred and the amount of overpaid subsidy meets or exceeds the threshold for prosecution under local or state law, SNRHA will refer the matter to the appropriate entity for prosecution. When the amount of overpaid assistance meets or exceeds the federal threshold, the case will also be referred to the HUD Office of Inspector General (OIG).

Other criminal violations related to the HCV program will be referred to the appropriate local, state, or federal entity.

### **16-II.F. FRAUD AND PROGRAM ABUSE RECOVERIES**

SNRHA may retain a portion of program fraud losses that SNRHA recovers from a family or owner through litigation, court order, or a repayment agreement [24 CFR 982.163].

SNRHA must be the principal party initiating or sustaining the action to recover amounts due from tenants and owners/management companies that are due as a result of fraud and abuse. 24 CFR 792.202 permits the PHA to retain the greater of:

- 50 percent of the amount it actually collects from a judgment, litigation (including settlement of a lawsuit) or an administrative repayment agreement, or
- Reasonable and necessary costs that SNRHA incurs related to the collection including costs of investigation, legal fees, and agency collection fees.

The family must be afforded the opportunity for an informal hearing in accordance with requirements in 24 CFR 982.555.



### **17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]**

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. SNRHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by SNRHA. If SNRHA chooses to offer a separate waiting list for PBV assistance, 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, SNRHA may use a single waiting list for 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

SNRHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. SNRHA currently has waiting lists for the following PBV projects:

- Juan Garcia Gardens
- Coronado Drive Senior Housing
- Patriots Place Apartments
- Allegiance Apartments

#### **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)
- Espinoza Terrace (Rental Assistance Demonstration [RAD] Program)
- Landsman (Rental Assistance Demonstration [RAD] Program)
- Vera Johnson B (Rental Assistance Demonstration [RAD] Program)
- Lubertha Johnson Estates (Rental Assistance Demonstration [RAD] Program)
- Marion D. Bennett Sr. Plaza (Rental Assistance Demonstration [RAD] Program)
- Archie Grant (Rental Assistance Demonstration [RAD] Program)

### **17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]**

Applicants who will occupy units with PBV assistance must be selected from SNRHA's waiting list. SNRHA may establish selection criteria or preferences for occupancy of particular PBV units. 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 SNRHA's tenant-based and project-based voucher programs during SNRHA's 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, SNRHA must first refer families who require such features to the owner.





- Onsite Service Providers

#### **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. SNRHA will coordinate and partner with entities such as the Department of Welfare and Supportive Services (DWSS), Workforce Innovation and Opportunity Act (WIOA) funded partners, and various educational and training institutions.

#### **GOALS AND OBJECTIVES:**

SNRHA's FSS program goals are to work with local partners to develop a comprehensive program to reduce barriers that prevent self-sufficiency and empower participants to obtain employment that pays a living wage and be free from TANF (excluding child only) assistance.

Participating families receive individualized case management which includes:

- One-on-one counseling with SNRHA FSS Coordinators to emphasize the importance of education and training to increase earning potential
- Mandatory financial literacy education
- Career and personal case management
- Strategies that encourage employment, entrepreneurship, and homeownership
- Referrals to community support services
- Incentives and recognition for achievements
- Participants are encouraged to attend a number of self-help workshops and seminars

#### **PROGRAM MEASUREMENTS:**

The FSS Program will measure the successes of families who participate in the program by tracking:

- Suitable employment defined as work reasonably related to an individual's skills, qualifications and training which provides a living wage.
- Increases in earned income
- Increases in education level
- Decrease in government assistance

#### **PROGRAM SIZE:**

SNRHA will operate a minimum program size of ~~425~~ 450 voluntary slots, including ~~27~~ mandatory slots as of February 28, 2019. As the mandatory size decreases, the voluntary size will increase.

#### **ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:**

SNRHA owns ~~2431~~ 2,129 Public Housing units, has ~~551~~ 850 Rental Assistance Demonstration (RAD) units and administers ~~11,593~~ 11,983 Housing Choice Vouchers which together provide housing assistance to over 35,500 residents. Of these numbers, the estimate of eligible FSS families who can reasonably be expected to receive supportive services under the FSS program, based on available and anticipated Federal, tribal, State, local, and private resource are approximately ~~425~~ 450.

The FSS Program is open to adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status or national origin. SNRHA does not wish to operate a joint FSS program with other PHAs.



### **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 Head of Household (HOH) must sign the FSS Contract of Participation (COP) before other family members can participate.

The program participant must be a current SNRHA resident/participant, 18 years or older.

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, brochures, and interest forms. 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 to all eligible households
- FSS presentations may be conducted during any resident informational sessions
- FSS Orientation sessions will be held as needed based on program enrollment and staffing levels

The FSS application process is as follows:

- The HOH must submit an interest form
- FSS Coordinators will verify the eligibility status of the resident
- Eligible HOH will be invited to an orientation session,
- 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.

Families who have successfully participated in SNRHA's Resident Opportunities and Self-Sufficiency (ROSS) Program will be given preference and receive streamlined enrollment for FSS. ~~enrollment.~~

### **METHOD FOR IDENTIFICATION OF SUPPORTIVE SERVICE NEEDS:**

The FSS Coordinator will provide ongoing coordination and encouragement to the FSS family. A





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 participant's portion of the rent, which may result in changes to the escrow accruals.

FSS escrow funds are combined and placed in HUD-approved investment instruments. The interest paid on the actual investment will be credited to the individual FSS escrow accounts annually. The participant will receive an escrow statement annually. This statement will include the current monthly escrow credit along with the total escrow from beginning to ending balance and total interest accrual.

### Interim Escrow Withdrawals

A HOH may be permitted to withdraw escrow funds for professional testing, professional license, homeownership, **deposit to move from public housing to the private sector**, and transportation (only to maintain employment) purposes only<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
- 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 Supportive Services Manager SMM 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

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<sup>1</sup> The escrow withdrawal cannot exceed 20% of total escrow amount, except for homeownership expense, which cannot exceed 90% of total escrow balance. In addition for a disbursement for transportation the participant must contribute at least 15% of the total cost



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
- 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 SSM 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 COP, if the following conditions are met, and the participant:

- **Has a HS diploma or equivalent unless an exception is approved by the SSM and RPC.**
- Has obtained suitable employment and achieved his/her personal goals stated on the FSS ITSP and
- SNRHA has certified that family members have not received welfare cash assistance during the previous twelve consecutive months;

- or -

- 30% of a Housing Choice Voucher family's monthly adjusted income equals or is greater than the Fair Market Rent amount for the unit size for which the family qualifies.

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 SSM





### Involuntary

Reasons for involuntary termination from the FSS program include:

- ❖ Adverse loss of housing assistance
- ❖ Failure to fulfill responsibilities under the COP
- ❖ An act occurs that is inconsistent with the purpose of the FSS program including but not limited to: committing fraud; failure to report changes in household composition and/or income with the timeframes set forth in the Administrative Plan and ACOP, and other reoccurring acts/behaviors as determined by the RPC and SMM

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 **SMM-SSM**.

### 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 Supportive Services Manager (SSM).

If the participant does not agree with the decision of the SSM, 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, under the following conditions:

- 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.
- The participant is in compliance with the previous housing authority's FSS program
- Final goals can be attained by the time remaining on the COP
- SNRHA receives a valid signed COP and ITSP from the previous housing authority
- The participant signs a FSS COP with SNRHA within 120 days of lease up within SNRHA jurisdiction

A new COP will be executed for the remaining time of the initial Contract using the beginning income and family rent figures on the COP from the previous housing authority.

### **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

**Economic Self-Sufficiency Program.** Any program designed to encourage, assist, train or facilitate the economic independence of assisted families, or to provide work for such families. Can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as treatment for drug abuse or mental health treatment). Includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). Also see 24 CFR §5.603(c).

**Elderly family.** A family whose head, co-head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

**Elderly Person.** An individual who is at least 62 years of age.

**Eligible Family (Family).** A family that is income eligible and meets the other requirements of the Act and Part 5 of 24 CFR.

**Employer Identification Number (EIN).** The nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation.

**Evidence of citizenship or eligible status.** The documents which must be submitted as evidence of citizenship or eligible immigration status. (See 24 CFR §5.508(b).)

**Extremely Low Income Family.** A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30 percent of median income if HUD finds such variations are necessary due to unusually high or low family incomes. (24 CFR 5.603)

**Facility.** All or any portion of buildings, structures, equipment, roads, walks, parking lots, rolling stock or other real or personal property or interest in the property.

**Fair Housing Act.** Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988.

**Fair market rent (FMR).** The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. See periodic publications in the Federal Register in accordance with 24 CFR Part 888.

**Family.** Includes but is not limited to the following, and can be further defined in PHA policy.

- A family with or without children (the temporary absence of a child from the home due to placement in foster care is not considered in determining family composition and family size)
- An elderly family or a ~~near~~non-elderly family
- A displaced family
- The remaining member of a tenant family
- A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

**Family rent to owner.** In the voucher program, the portion of rent to owner paid by the family.



**Lease.** A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA.

**Live-in aide.** A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- Is determined to be essential to the care and well-being of the persons;
- Is not obligated for the support of the persons; and
- Would not be living in the unit except to provide the necessary supportive services.

**Local Preference.** A preference used by the PHA to select among applicant families.

**Low Income Family.** A family whose income does not exceed 80% of the median income for the area as determined by HUD with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80% for areas with unusually high or low incomes.

**Manufactured home.** A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS. A special housing type: see §982.620 and §982.621.

**Manufactured home space.** In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See §982.622 to §982.624.

**Medical expenses.** Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. (A deduction for elderly or disabled families only.) These allowances are given when calculating adjusted income for medical expenses in excess of 3% of annual income.

**Minor.** A member of the family household other than the family head or spouse, who is under 18 years of age.

**Mixed family.** A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

**Monthly adjusted income.** One twelfth of adjusted income.

**Monthly income.** One twelfth of annual income.

**Mutual housing.** Included in the definition of “cooperative.”

**National.** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

**~~Near~~Non-elderly family.** A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

**Tenant.** The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

**Tenant rent to owner.** See “Family rent to owner”.

**Term of Lease.** The amount of time a tenant agrees in writing to live in a dwelling unit.

**Total Tenant Payment (TTP).** The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

**Unit.** Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero (0) bedrooms to six (6) bedrooms.

**Up-front Income Verification (UIV).** Up-front income verification refers to the PHA’s use of the verification tools available from independent sources that maintain computerized information about earnings and benefits.

**Utility allowance.** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

**Utility reimbursement.** In the voucher program, the portion of the housing assistance payment which exceeds the amount of rent to owner.

**Utility hook-up charge.** In a manufactured home space rental: Costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

**Very Low Income Family.** A low-income family whose annual income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes. This is the income limit for the housing choice voucher program.

**Veteran.** A person who has served in the active military or naval service of the United States at any time and who shall have been discharged or released therefrom under conditions other than dishonorable.

**Violence Against Women Reauthorization Act (VAWA) of 2013.** Prohibits denying admission to the program to an otherwise qualified applicant or terminating assistance on the basis that the applicant or program participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

**Violent criminal activity.** Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

**Voucher (Housing Choice Voucher).** A document issued by a PHA to a family selected for admission to the housing choice voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states obligations of the family under the program.

**Voucher holder.** A family holding a voucher with an unexpired term (search time).



**B**

*FY2020 ANNUAL PLAN ACOP REVISIONS*

<i>CHAPTER</i>	<i>PAGE</i>	<i>SECTION</i>	<i>ADD / DELETE / CHANGE</i>	<i>PROPOSED LANGUAGE</i>
2	22	F	Delete	<del>Persons with outstanding warrants or pending charges are barred from admission until the warrants or pending charges have been satisfied or dismissed by the issuing legal jurisdiction. Applicant must provide documentation within 30 days of notification to prevent denial of assistance.</del>
2	22	F	Add	Persons with pending charges are barred from admission until the pending charges have been satisfied or dismissed by the issuing legal jurisdiction. Applicants must provide documentation within 30 days of notification to prevent denial of assistance.
2	23	F	Add	Persons with outstanding warrants are barred from the program for the same period of time for the crime for which the warrant was issued. (i.e. burglary, person would be barred for a three year period.)
3	3	D	Add	The applicant may be interviewed in person, a packet sent through mail or a virtual interview.
3	3	D	Change	<del>bring</del> provide
3	3	D	Add	The client may also have the option available of completing and signing the required documents electronically.
3	3	D	Add	or applicant may have the option of completing the necessary forms electronically.
4	4	B	Delete	<del>Ferrace, Designated Elderly Development, Henderson Otto Merida Desert Villas, Family Development, Las Vegas Landsman Gardens, Family development, Henderson Vera Johnson B, Family Development, Las Vegas. Biegger Estates, Family Development, Las Vegas Rose Gardens, Designated Elderly Development, Las Vegas Vera Johnson Manor A, Family Development, Las Vegas</del>



**FY2020 ANNUAL PLAN ACOP REVISIONS**

CHAPTER	PAGE	SECTION	ADD / DELETE / CHANGE	PROPOSED LANGUAGE
4	5	C	Add	<p><i>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 up to 150 referrals per year from Clark County Social Services.....60 points. Unit offers to applicants referred for this preference will be made as follows: for every 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.</i></p>
4	11	O	Delete	<p><b><i>SNRHA Incentives for Higher Income Families</i></b></p> <p><del><i>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 an SNRHA specified lower income development, 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.</i></del></p> <p><del><i>In addition, SNRHA will target homeownership opportunities to higher income families moving into lower income communities.</i></del></p>
4	13	T	Add	<p><i>o Bennett Plaza, Las Vegas, NV</i></p> <p><i>o Archie Grant Park, Las Vegas, NV</i></p>

*FY2020 ANNUAL PLAN ACOP REVISIONS*

<i>CHAPTER</i>	<i>PAGE</i>	<i>SECTION</i>	<i>ADD / DELETE / CHANGE</i>	<i>PROPOSED LANGUAGE</i>
6	17	U	Add	minus the utility allowance. <u>Otto Merida and Vera Johnson “A” Maximum Rent Methodology</u> Otto Merida and Vera Johnson “A” developments have both Low Income Housing Tax Credits (“LIHTC”) and public housing residents. Instead of flat rents, these properties utilize maximum rents. The maximum rents are determined by HUD’s income/rent limits that are published annually. The annual changes in utility allowance also affect the rents. The max rent units are not set based upon the tenant’s actual income but upon the area median income (AMI). The percentage of the AMI utilized depends on the type of unit the resident rents. For Otto Merida, the set asides are 30%, 45% and 60% AMI units. Vera Johnson “A” has 30%, 35%, 45% and 50% AMI units. The set aside identifies each residential unit that must be rent restricted as well as the maximum annual income for residents in these units. The utility allowances are furnished from SNRHA annually to these properties. The utility allowance costs are the cost associated with normal household usage. Please note, cable and telephone services are excluded from the utility allowance calculation
7	31-35 41-43	II.B	Add	Entire section updated to include new regulatory changes per PIH Notice 2019-09 and PIH 2018-24. See attached changes.
8	9	D	Add	On Site Transfers for Over/Under Housed Families at Otto Merida and Vera Johnson A Otto Merida and Vera Johnson A will maintain a separate, internal transfer waitlist for families who are determined to be over/under housed at time of annual recertification. Otto Merida will adhere to a 2:1 ratio for transfers and Vera Johnson A will adhere to a 4:1 ratio for transfers. Families who transfer due to being over/under housed must qualify for the transfer unit under the LITC income guidelines established at each site.
9	7	G	Change	The SNRHA may permit installment payments of security when a new tenant demonstrates a financial hardship to the satisfaction of the SNRHA. The Authority may allow for <del>one-quarter</del> one-third of the required deposit at the time of admission and the remainder to be paid with additional equal payments for a <del>three</del> two month period. The full deposit must be paid within <del>120</del> 90 days of initial occupancy
9	11	N	Delete	<del>•—Smoking of Marijuana (medical or otherwise) is prohibited in Public Housing or any federally-assisted property.</del>



*FY2020 ANNUAL PLAN ACOP REVISIONS*

<i>CHAPTER</i>	<i>PAGE</i>	<i>SECTION</i>	<i>ADD / DELETE / CHANGE</i>	<i>PROPOSED LANGUAGE</i>
9	11	N	<i>Add</i>	<p>MARIJUANA Regardless of the purpose of legalization under state law (medical or recreational), the use of marijuana in any form, is illegal under The Controlled Substance Act (CSA) and therefore is an illegal controlled substance under Section 577 of the Quality Housing and Work Responsibility Act (QHWRA). This pertains to PHA’s and to all owners and operators of other federally subsidized properties. HUD’s Memorandum “Use of Marijuana in Multifamily Assisted Properties”</p> <p>acknowledged that various states have legalized marijuana for “medicinal purposes” and that some states have broadened that to include recreational use. However, they still cite the illegal use in any form under the Controlled Substance Act stating:</p> <ul style="list-style-type: none"> <li>• Owners must deny admission to assisted housing for any household with a member determined to be illegally using a controlled substance.</li> <li>• Owners may not establish lease provisions or policies that affirmatively permit occupancy by any member of a household who uses marijuana.</li> <li>• Owners must establish policies which allow the termination of tenancy of any household member who is illegally using marijuana, and cannot have a provision that allows to preserve a tenancy in cases of medical marijuana use that seems harmless and is not disturbing others.</li> </ul>
11	Pg 5-7	B	<i>Add</i>	Annual recertification section updated to include new regulatory changes from HOTMA 2016. See attached documents.
12	4	D	Add	or delivered by a licensed process server.
12	4	D	Remove	<del>The SNRHA shall notify the Post Office that mail should no longer be delivered to the person who was evicted for criminal activity, including drug-related criminal activity.</del>
13	1	A	Change	<del>\$20.00 late fee</del> 5% late fee of the monthly rental amount (not to exceed \$20.00)
13	2	A	Change	<del>\$20.00</del> 5% late fee of the monthly rental amount (not to exceed \$20.00)
16	23	16	Change	<b>Espinoza, Vera Johnson “B” , Marion D. Bennett Sr. Plaza</b>
Addendum 3	All	All	Change	Entire document updated. See attached policy.



Domestic violence (first and second offense)

Disorderly house

Possession of drugs not to be introduced into interstate commerce

Abuse and neglect of children (first offense, if no physical injury resulted to child)

Harassment/stalking

Trespassing

DUI – 1<sup>st</sup> or 2<sup>nd</sup> offense Violation

of a protective order Resist a police officer

### **Probation and Parole**

Even if a person has been incarcerated and has now been released on probation or parole, they cannot be admitted into public housing unless a year has passed since the completion of their probation or parole. If the only sentence was probation or parole, a year must have elapsed, without incident, since its completion to be considered eligible for housing, regardless of the type of probation imposed.

A person who is released from incarceration with no probation or parole requirement would have to operate on the outside for one year with no convictions for the prohibited activities as listed in the one year bar in order to be considered for admission.

A person who has been convicted of any crime involving bodily injury would not be considered for admission until a year has passed since full repaying of the social debt, including probation or parole. This section (probation and parole) applies to continued occupancy also for PH residents.

### ***Other Criminal Convictions***

Applicants, incoming clients under portability and/or members of their household who have criminal convictions, for offenses other than those referenced above, shall be barred from admission for the time periods listed and must demonstrate that they have not incurred any new convictions for a minimum period of one (1) year from the completion of their sentence.

For purpose of this section, the “completion of sentence” shall mean the date of discharge from parole and/or probation or, in the case of a sentence that did not impose parole or probation, the date of release from prison/jail or the date of completion of court-ordered community service and/or final payment of court-ordered fines/restitution.

~~Persons with outstanding warrants or pending charges are barred from admission until the warrants or pending charges have been satisfied or dismissed by the issuing legal jurisdiction. Applicant must provide documentation within 30 days of notification to prevent denial of assistance.~~

Persons with pending charges are barred from admission until the pending charges have been satisfied or dismissed by the issuing legal jurisdiction. Applicants must provide





documentation within 30 days of notification to prevent denial of assistance.

Persons with outstanding warrants are barred from the program for the same period of time for the crime for which the warrant was issued. (i.e. burglary, person would be barred for a three year period.)

### ***DENIAL FOR ACTION/INACTION BY THE APPLICANT***

The SNRHA **will not** deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) or the Welfare to Work Voucher Program.

The SNRHA **will** deny assistance to an applicant family if:

The family does not provide information that the SNRHA or HUD determines is necessary in determining program eligibility.

The family does not provide complete and true information to the SNRHA.

If any family member has been evicted from federally assisted housing in the last five years.

Fails to meet eligibility requirements concerning individuals enrolled at an institution of higher education as noted in 24 CFR 5.612

Has made fraudulent misrepresentation on his/her application for assistance.

The family failed to disclose and verify social security numbers and submit and sign consent forms for obtaining information.

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

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 may be considered abusive or violent behavior.

*Threatening* refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.



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 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 applicant may be interviewed in person, a packet sent through mail or a virtual interview.** The letter will notify the applicant of an application interview and request the applicant to **bring provide** 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 a full 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. **The client may also have the option available of completing and signing the required documents electronically.**

- 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 a 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 **or applicant may have the option of completing the necessary forms electronically.**

SNRHA will mail the full application packet to the applicant if needed as a reasonable accommodation for a person with a disability.

#### **Requirement to Attend Interview**

The SNRHA utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other SNRHA services or programs which may be available.

All adult family members must attend the interview and sign the housing application. Exceptions may be made for adult students attending school out of state or for members for





### **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.

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.

SNRHA will monitor its system of site-based waiting list annually to assure that racial steering does not occur. If SNRHA annual analysis of its site-based waiting list indicates that a pattern of racial steering is or may be occurring, SNRHA will take corrective action.

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. SNRHA will make this assessment based on MTCS data.

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~~

~~Landsman Gardens, Family development, Henderson~~

~~Vera Johnson B, Family Development, Las Vegas.~~

~~Biegger Estates, Family Development, Las Vegas~~

~~Rose Gardens, Designated Elderly Development, Las Vegas~~

~~Vera Johnson Manor A, Family Development, Las Vegas~~

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 establish the order of placement on the waiting list. Every applicant must meet SNRHA Selection Criteria as defined in this policy.

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, SNRHA will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by SNRHA to verify their preference and, if verified, 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 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 SNRHA adopts any local preference.

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 up to 150 referrals per year from Clark County Social Service.....60 points. Unit offers to applicants referred for this preference will be made as follows: for every 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 at the equivalent of minimum wage, 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**

**Veteran Preference defined by the State of Nevada:** A Veteran/Disabled Veteran may submit an admissions application at any time for any housing program, whether the waiting list is open or closed – with the exception of the Housing Choice Voucher Program. The Veteran/Disabled Veteran must be the head, spouse, or co-head member of the household. At the time of eligibility, the Veteran/Disabled Veteran must submit their DD214 (or other official discharge documents from the Official Military Personnel File) which shows enlistment date, discharge dates, branch of service, social security number, birthdate, net active service, and type of discharge. If the military documents are not submitted accordingly, the Veteran’s/Disabled Veteran’s name will be withdrawn from the waiting list.....**35 points**





available for the applicant. This requirement will be a provision of the lease agreement. SNRHA will pay all reasonable and customary costs associated with the relocation of the non-disabled family.

The Authority will make modifications to the unit in keeping with the Section 504 Transition Plan as the need arises and until the agency determines that an adequate number of units have been rehabilitated in numbers sufficient to evidence compliance with the Plan

See Chapter 9.

## **O. PLAN FOR UNIT OFFERS**

SNRHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is to offer the family at the top of the waiting list for the appropriate bedroom size and unit type the oldest available unit five days prior to target-ready date.

Unit offers to promote income targeting are made in accordance with HUD regulations of the oldest eligible certified family to the appropriate bedroom size of the oldest ready and available unit. Once SNRHA has met the 40% targeted income requirement for new admissions of extremely low-income families, SNRHA will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

### **Number of Offers - One Offer**

SNRHA will make one offer on an appropriate unit. If the offer is rejected or the applicant fails to execute a lease within the required timeframes, the applicant will be withdrawn from our waiting list. Exceptions are incorrect unit offers and/or offers to non-disabled families of accessible units, or other “good cause” reason. The applicant shall be informed of this in writing.

### **~~SNRHA Incentives for Higher Income Families~~**

~~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 an SNRHA-specified lower income development, 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.~~

~~In addition, SNRHA will target homeownership opportunities to higher income families moving into lower income communities.~~

## **P. CHANGES PRIOR TO UNIT OFFER**

### **Applicants with a Change in Family Size or Status**

Applicants must report changes in income, family composition, and address within ten (10) calendar days of the change prior to eligibility and after final eligibility. If the family did not report the change within the required time frame, the family will be withdrawn and determined ineligible and offered an opportunity for informal hearing.

Properly reported changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. SNRHA shall not lease a unit to a family



protection from a law enforcement agency. The reasons must be specific. Refusals due to the location of the unit alone are not considered to be good cause.

- A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household member, or a live-in aide necessary to care for the principal household member.
- The family is offered a unit which is handicap accessible, but there is no member of the family that need accessibility features in the unit. The unit is inappropriate for the applicant's disabilities

### **S. REFUSAL OF OFFER**

If the unit offered is inappropriate for the applicant's disabilities or if a non-disabled family is offered an accessible unit, the family will retain their position on the waiting list.

If the unit offered is refused for other reasons, SNRHA will follow the applicable policy as listed in Section O, Plan for Unit Offers, and Section Q, Applicant Status after Final Offer.

### **T. SPECIAL PROGRAMS**

SNRHA will administer a HUD, RAD (Rental Assistance Demonstration) program at the following properties:

- Landsman Gardens, Henderson, Nevada.
- Vera Johnson B, Las Vegas, Nevada
- Biegger Estates, Las Vegas, Nevada
- Rose Gardens, North Las Vegas, Nevada
- Espinoza Terrace, Henderson, Nevada
- Bennett Plaza, Las Vegas, NV
- Archie Grant Park, Las Vegas, NV

**See Chapter 16 for RAD/PBV information.**





Within 120 days in advance of the annual reexamination, the family will be sent a form from SNRHA, on which the family will indicate whether they choose flat rent or income-based rent. The SNRHA form will state what the flat rent would be, and an estimate, based on current information, what the family's income-based rent would be.

If the family indicates they choose flat rent, the form will be retained in the tenant file.

If the family indicates they choose income-based rent, a reexamination appointment will be scheduled according to SNRHA policy.

#### **U. SNRHA'S FLAT RENT METHODOLOGY**

SNRHA has set a flat rent for each bedroom size within the SNRHA's public housing inventory, based on 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 **minus the utility allowance.**

##### **Otto Merida and Vera Johnson "A" Maximum Rent Methodology**

**Otto Merida and Vera Johnson "A" developments have both Low Income Housing Tax Credits ("LIHTC") and public housing residents.**

**Instead of flat rents, these properties utilize maximum rents. The maximum rents are determined by HUD's income/rent limits that are published annually. The annual changes in utility allowance also affect the rents. The max rent units are not set based upon the tenant's actual income but upon the area median income (AMI). The percentage of the AMI utilized depends on the type of unit the resident rents. For Otto Merida, the set asides are 30%, 45% and 60% AMI units. Vera Johnson "A" has 30%, 35%, 45% and 50% AMI units. The set aside identifies each residential unit that must be rent restricted as well as the maximum annual income for residents in these units.**

**The utility allowances are furnished from SNRHA annually to these properties. The utility allowance costs are the cost associated with normal household usage. Please note, cable and telephone services are excluded from the utility allowance calculation.**



**II.A. VERIFICATION OF LEGAL IDENTITY**

SNRHA Policy

SNRHA will require families to furnish verification of legal identity for each household member.

Verification of Legal Identity for Adults	Verification of Legal Identity for Children
Driver's license U.S. passport. Department of Motor Vehicles Identification Card Validated Sheriff Card Military ID DMV Instructional ID Clark County Heath Card with valid photo ID Veteran's ID with photo Certificate of Birth Naturalization papers Government Issued Identification	Certificate of birth Adoption papers Custody agreement School records Hospital Birth Certifications Passport Health and Human Services ID (foster children; adopted children) I-94

If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

**II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216 , 5.218 and 5.233]**

HUD uses the SSN (along with the name and date of birth) of an individual to validate that person's identity, obtain employment and income information via computer matching programs, and ensure duplicate assistance is not being paid. These uses allow HUD, program administrators, and auditors to determine compliance with program requirements, as well as determine the eligibility and level of assistance a family is eligible to receive and reduce improper payments, and to prevent fraud waste and abuse in HUD rental assistance programs.

Under HUD regulations at 24 CFR §§ 5.216 and §5.233, SNRHA is required to use the EIV system to reduce administrative and subsidy payment errors. In accordance with this, SNRHA's

- a. Use EIV's Identity Verification report for effective making, corrective action implementation, and reporting activities;
- b. Will to minimize erroneous subsidy payments on behalf of families who have not complied with the required SSN disclosure and documentation requirements;
- c. Use EIV to validate and/or verify tenant-reported social security benefits; and
- d. Provide accurate and reliable information to HUD in the Inventory Management System Public and Indian Housing Information Center (IMS/PIC).





Every family member must provide documentation of a valid social security number (SSN) unless they are a non-citizen or non-eligible immigrant.

### SNRHA Policy

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.
- 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, SNRHA will grant an additional 60 calendar days to provide documentation.
- For placement of Foster **Children and Foster Adults**, an official letter or document from the state, county, or local child placement agency indicating the foster child's name and social security number.

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.

### **SSN Disclosure**

In accordance with 24 CFR §5.216, applicants and participants (including each member of the household and including, live-in aides, foster children, and foster adults) are required to disclose his/her SSA-assigned SSN, with the exception of the following individuals:

- a. Those individuals who do not contend to have eligible immigration status (individuals who may be unlawfully present in the United States) **and** have not been assigned an SSN. These individuals in most instances would not be eligible for a SSN.
  - i. A family that consists of a single household member (including a pregnant individual) who does not have eligible U.S. citizenship or eligible immigration status is **not eligible** for housing assistance and cannot be housed.
  - ii. A family that consists of two or more household members **and at least one** household member that has eligible U.S. citizenship or eligible immigration status, is classified as a mixed family, and **is eligible** for prorated assistance in accordance



with 24 CFR §5.520. SNRHA may **not** deny assistance to mixed families due to nondisclosure of an SSN by an individual who does not contend to have eligible immigration status.

**Note:** Financial assistance may only be provided to individuals with eligible immigration status in accordance with 42 USC §1436a, which is generally evidenced by the individual providing his/her Green Card (Form I-551 – U.S. Permanent Residence Card) or other documentation approved by the Department of Homeland Security for noncitizens with refugee or asylum status.

- b. Existing program participants, who as of January 31, 2010, were 62 years of age or older (born on or before January 31, 1948). This exemption continues even if the individual moves to a new public housing assisted unit.

Disclosure of SSNs is considered information subject to the Federal Privacy Act (5 USC §552a, as amended). In accordance with 24 CFR §5.212, the collection, maintenance, use, and dissemination of SSNs, any information derived from SSNs and income information must be conducted, to the extent applicable, in compliance with that Act and all other provisions of Federal, State, and local laws.

An individual who previously declared to have eligible immigration or eligible citizenship status may **not** change his/her declaration to no longer contend to have eligible immigration status to avoid compliance with the SSN disclosure and documentation requirements or penalties associated with noncompliance of these requirements.

### **SSN Documentation**

SNRHA must request the applicant and participant (including each member of the household), who are not exempt under Paragraph 5 of this notice, to provide documentation of each disclosed SSN. Acceptable evidence of the SSN consists of:

- a. An original SSN card issued by SSA;
- b. An original SSA-issued document, which contains the name and SSN of the individual;  
or
- c. An original document issued by a Federal, State, or local government agency, which contains the name and SSN of the individual.

It should be noted that most (if not all) individuals who are lawfully present in the U.S. have been assigned an SSN. Many existing laws require the disclosure of the SSN for various purposes. All applicants and participants, including each member of the household (with the exception of those individuals noted above are required to disclose his/her SSA-assigned SSN.

The SSA issues three types of social security cards depending on an individual's citizen or noncitizen status and whether or not a noncitizen is authorized by the Department of Security (DHS) to work in the United States. They include:





- a. The first type of card shows the individual's name and SSN only. This is the card most people have and reflects the fact that the holder can work in the U.S. without restriction. SSA issues this card to:
  - i. U.S. Citizens; or
  - ii. Noncitizens lawfully admitted to the United States for permanent residence and noncitizens with DHS permission to work permanently in the United States (i.e., refugees and asylees).
- b. The second type of card bears, in addition to the individual's name and SSN, the legend: **"NOT VALID FOR EMPLOYMENT."** SSA issues this card to lawful noncitizens who do not have DHS permission to work and are required by law to provide an SSN to obtain general assistance benefits that they already have qualified for.
- c. The third type of card bears, in addition to the individual's name and SSN, the legend **"VALID FOR WORK ONLY WITH DHS AUTHORIZATION."** SSA issues this card to people with DHS permission to work temporarily in the United States. SSA verifies all noncitizens' documents with DHS before an SSN card is issued to a noncitizen.

### **Rejection of Documentation**

The SNRHA may reject documentation of the SSN provided by the applicant or participant for only the following reasons:

- a. The document is not an original document; or
- b. The original document has been altered, mutilated, or is no legible; or
- c. The document appears to be a forged document (i.e., does not appear to be authentic).

The SNRHA should explain to the applicant or participant, the reason(s) the document is not acceptable and request the individual to obtain acceptable documentation of the SSN and submit it to SNRHA within a specified time.

### **Addition of a New Household Member**

When a participant requests to add a new household member, who is at least six years of age or is under the age of six and has an SSA-assigned SSN, to the family, the participant must disclose the SSA-assigned SSN and provide the SNRHA with the documents as previously noted at the time of such request, or at the time of processing the interim or annual reexamination of family income and/or composition. If the family is unable to provide the required documentation of the SSN, the SNRHA shall not add the new household member to the family composition until the family provides such documentation. The SNRHA is not authorized to generate an ALT ID for the affected household member.

When a participant requests to add a new household member, who is under the age of six and does not have an SSA-assigned SSN, the participant must disclose the SSA-assigned SSN and provide the SNRHA with the documents referenced previously within 90 calendar days of the



child being added to the household.

If the family is unable to disclose and provide evidence of the SSN within 90 calendar days, the SNRHA is required to grant the family an additional 90-day period to comply with the SSN disclosure and documentation requirement, **only if** the SNRHA determines the family was unable to comply with the requirements due to circumstances that could not have reasonably been foreseen and were outside the control of the family. Examples include but are not limited to: delayed processing of SSN application by SSA, natural disaster, fire, death in family, etc.

The child is to be included as part of the assisted household and is entitled to all the benefits of being a household member during the allotted time for the family to comply with the SSN disclosure and documentation requirements. The SNRHA is required to generate an ALT ID as previously noted. Upon expiration of the provided time period, if the family has not complied with the SSN disclosure and documentation requirements, the SNRHA **must** terminate the entire family's tenancy or assistance, or both.

### **Penalties for Failure to Disclose and/or Provide Documentation of the SSN**

In accordance with 24 CFR §5.218, the following penalties apply for noncompliance with the SSN disclosure and documentation requirements:

- a. **Applicants.** The SNRHA must deny the eligibility of an assistance applicant if s/he (including each member of the household required to disclose his/her SSN) does not disclose a SSN and/or provide documentation of such SSN. However, if the family is otherwise eligible to participate in the program, the family may maintain his/her position on the waiting list for the time determined by SNRHA. The SNRHA should prescribe in its policies, the maximum time the family may remain on the waiting list, pending disclosure of requested information. If all household members have not disclosed their SSN at the time a unit becomes available, the SNRHA must offer the available unit to the next eligible applicant family on the waiting list.

### **Individuals without an assigned SSN**

It is not uncommon for certain individuals to not have a SSA-assigned SSN. Below is a listing of such individuals, which is not all inclusive:

- a. U.S. newborn children (eligible citizens – these individuals will be issued an SSN upon SSA confirmation of birth)
- b. Noncitizens lawfully present in the U.S. (ineligible noncitizens – these individuals will be issued an SSN confirmation of the individual's DHS documentation or confirmation that the individual is required by law to provide and SSN to receive general assistance benefits that they already have qualified for.
- c. Noncitizens unlawfully present in the U.S. (ineligible noncitizens – typically, these individuals cannot be assigned an SSN.

SNRHA will use the Public and Indian Information Center (PIC) Tenant ID Management Tool





The family is required to report any other income received in lieu of earnings. The family will be required to report when the income starts again. At that time an interim will be conducted to add the income back into the family budget.

### **III.B. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS Social Security/SSI Benefits**

#### SNRHA Policy

To verify the SS/SSI benefits of applicants, SNRHA will request a current (dated within the last 60 days) SSA benefit verification letter from each family member that receives social security benefits. If the family is unable to provide the document(s), the PHA will ask the family to request a benefit verification letter by either calling SSA at 1- 800-772-1213, or by requesting it from [www.ssa.gov](http://www.ssa.gov). Once the applicant has received the benefit verification letter they will be required to provide it to SNRHA.

To verify the SS/SSI benefits of participants, SNRHA will obtain information about social security/SSI benefits through the HUD EIV System or the Tenant Assessment Subsystem (TASS). If benefit information is not available in HUD systems, SNRHA will request a current SSA benefit verification letter from each family member that receives social security benefits. If the family is unable to provide the document(s) the PHA will ask the family to request a benefit verification letter by either calling SSA at 1- 800-772-1213, or by requesting it from [www.ssa.gov](http://www.ssa.gov). Once the participant has received the benefit verification letter they will be required to provide it to SNRHA.

### **III.C. ASSETS AND INCOME FROM ASSETS**

#### **Treatment of ABLE Accounts in HUD-Assisted Programs**

The Achieving Better Life Experience (ABLE) Act (P.L. 113-295.) was signed into law on December 19, 2014. The ABLE Act allows States to establish and maintain a program under which contributions may be made to a tax-advantaged ABLE savings account to provide for the qualified disability expenses of the designated beneficiary of the account. The designated beneficiary must be a person with disabilities, whose disability began prior to his or her 26<sup>th</sup> birthday and who meets the statutory eligibility requirements.

#### **Definition of Terms**

- A. *ABLE account* means an account established for the benefit of an eligible individual, maintained under a qualified ABLE program.
- B. *Contribution* is the deposit of funds into an ABLE account.
- C. *Designated beneficiary* is the eligible individual who established and owns the ABLE account.
- D. *Distribution* is the withdrawal or issuance of funds from an ABLE account.



## **Treatment of ABLE account in HUD programs**

Section 103 of the ABLE Act mandates that an individual's ABLE account (specifically, its account balance, contributions to the account, and distributions from the account) is excluded /disregarded when determining the designated beneficiary's eligibility and continued occupancy under certain federal means-tested programs.

Individuals have to be income eligible to receive assistance under HUD programs. Annual income is defined as the anticipated total income from all sources received by every family member which are not specifically excluded in 24 CFR 5.609(c). The ABLE Act creates a federally mandated exclusion for ABLE accounts applicable to HUD programs, in determining a family's income, HUD will exclude amounts in the individual's ABLE account pursuant to 24 CFR 5.609(c)(17). The entire value of the individual's ABLE account will be excluded from the household's assets. This means actual or imputed interest on the ABLE account balance will not be counted as income. Distributions from the ABLE account are also not considered income. All wage income received, regardless of which account the money is paid to, is included as income.

For example:

### **Contributions made by the designated beneficiary**

If the beneficiary has a portion of his/her wages directly deposited into his/her ABLE account, then all wage income received, regardless of which account the money is paid to, is included as income. *Pre-tax employer contributions to an ABLE account (that are not deducted from wages) are excluded.* If the designated beneficiary subsequently deposits any amount previously included as income into his/her ABLE account, that deposited amount must not be included in the household's asset calculation or counted as income again when the beneficiary receives a distribution from the account.

### **Contributions made by others directly into the ABLE account**

If someone other than the designated beneficiary contributes directly to the ABLE account, that contribution will not be counted as income to the designated beneficiary.

If a relative provides a recurring gift of \$100 per month directly to the beneficiary, the recurring gift would be counted as income. If a relative deposits the \$100 recurring monthly gift directly into the ABLE account, then it will not be counted as income. Note: Any person can contribute to an ABLE account. However, the Internal Revenue Service (IRS) limits the total annual contributions that any ABLE account can receive from all sources for a given calendar year.

### **Rollovers from existing ABLE accounts**





Rollovers from existing ABLÉ accounts to the designated beneficiary's ABLÉ account are not counted as income to the designated beneficiary.

### **Verification:**

In accordance with program requirements at 24 CFR 5.240(c), SNRHA will verify the amount held in the ABLÉ account. The information verified will be:

- The name of the designated beneficiary; and
- The State ABLÉ program administering the account to verify that the account qualifies as an ABLÉ account.

### **Assets Disposed of for Less than Fair Market Value**

The family must certify whether any assets have been disposed of for less than fair market value in the preceding two years. SNRHA needs to verify only those certifications that warrant documentation.

#### SNRHA Policy

SNRHA will verify the value of assets disposed of only if:

- SNRHA does not already have a reasonable estimation of its value from previously collected information, or
- The amount reported by the family in the certification appears obviously in error. Example 1: An elderly participant reported a \$10,000 certificate of deposit at the last annual reexamination and SNRHA verified this amount. Now the person reports that she has given this \$10,000 to her son. SNRHA has a reasonable estimate of the value of the asset; therefore, re-verification of the value of the asset is not necessary.

Example 2: A family member has disposed of its 1/4 share of real property located in a desirable area and has valued her share at approximately \$5,000. Based upon market conditions, this declaration does not seem realistic. Therefore, SNRHA will verify the value of this asset.

### **III.D. NET INCOME FROM RENTAL PROPERTY**

#### SNRHA Policy

The family must provide:

A current executed lease for the property that shows the rental amount or certification from the current tenant.

A self-certification from the family members engaged in the rental of property providing an estimate of expenses for the coming year and the most recent IRS



## Southern Nevada Regional Housing Authority

When the transfer is authorized, the resident family shall be notified of the identity of the transfer unit and that they are required to accept the dwelling unit within three (3) calendar days and lease the unit within two (2) calendar days after accepting the unit.

The resident can receive an extension of up to an additional seven (7) calendar days, at SNRHA's discretion, subject to documented evidence of an undue hardship on the family.

Examples of undue hardship include but are not limited to:

- Death in the immediate family

- Jury duty

- Hospitalization

- Verified medical reasons

- A new disability which makes the new unit unsuitable for the family's housing needs

- Inability to obtain the resources to execute the move

Any extension must be approved by the Director of Operations or designee.

### **On Site Transfers for Over/Under Housed Families at Otto Merida and Vera Johnson A**

Otto Merida and Vera Johnson A will maintain a separate, internal transfer waitlist for families who are determined to be over/under housed at time of annual recertification. Otto Merida will adhere to a 2:1 ratio for transfers and Vera Johnson A will adhere to a 4:1 ratio for transfers. Families who transfer due to being over/under housed must qualify for the transfer unit under the LITC income guidelines established at each site.

### **Resident Refusal of the Transfer Unit**

The resident may decline the transfer unit for good and reasonable cause. Such cause shall be considered sufficient if:

- The unit does not provide adequate accessibility, or

- The unit will not have the required effect of accommodating the family size.

The Director of Operations shall determine if the unit refusal is for good cause. If the resident declines the unit without good cause, SNRHA shall assign the unit to another family and void the request for transfer if generated by the family.

If the resident refuses the transfer unit when the reason for the transfer is an emergency, under/over housed or abatement, a 30-day notice will be issued. The unit will be reassigned and the transfer will be voided.

Residents who currently reside in a senior designated property that requests a transfer and are offered a unit located in a non-senior designated property have a right to refuse the unit and will not be withdrawn and can continue to be on the transfer list unit such unit requested becomes available.

### **Transfer Procedures**

The Development Manager and resident will participate in a pre-transfer inspection to determine damages prior to transfer and the charges made part of the new lease.

The resident and SNRHA shall enter into a new lease agreement for the transfer unit.





### **Security Deposit Amounts**

New tenants must pay a security deposit to the SNRHA at the time of leasing the unit.

The Security Deposits for Public Housing will be based on bedroom size as follows:

- Efficiency Unit: \$200.00
- One Bedroom Unit: \$200.00
- Two Bedroom Unit \$250.00
- Three Bedroom Unit \$300.00
- Four Bedroom Unit \$350.00
- Five Bedroom Unit \$400.00

Scattered Site units will be required to pay an additional \$100 deposit for lawn or yard maintenance for which they are responsible for under terms of their lease.

### **Transfer of Security Deposit**

If a resident transfers, the original security deposit may be refunded to the resident less any charges for unpaid rent or damages beyond normal wear and tear. The resident must then pay the required deposit for the new unit. The resident will be responsible for payment of any additional security deposits as outlined in this policy. The tenant will also be further billed for any maintenance or other charges beyond the security deposit.

The SNRHA may permit installment payments of security when a new tenant demonstrates a financial hardship to the satisfaction of the SNRHA. The Authority may allow for ~~one-quarter~~ **one-third** of the required deposit at the time of admission and the remainder to be paid with additional equal payments for a ~~three~~ **two** month period. The full deposit must be paid within ~~120~~ **90** days of initial occupancy.

The Security Deposit will be returned, less any applicable charges, to the tenant after move-out, if the following conditions are met:

- There is no unpaid rent and/or charges for which the resident is liable under the lease or as a result of breaching the lease.
- The dwelling unit and all equipment are left clean, and all trash and debris have been removed by the family.
- There is no breakage or damage beyond that expected from normal wear and use.
- Tenant gave the required 30 calendar days advance written notice of intent to vacate and all keys issued have been returned to the management office when the family vacates the dwelling unit.

The Security Deposit may not be used to pay charges during the tenant's occupancy.



away from the buildings.

- Prohibited Tobacco products are defined as items that involve the ignition and burning of tobacco leaves, such as cigarettes, cigars, pipes, and water pipes (also known as hookahs).
- ~~Smoking of Marijuana (medical or otherwise) is prohibited in Public Housing or any federally assisted property.~~

## MARIJUANA

Regardless of the purpose of legalization under state law (medical or recreational), the use of marijuana in any form, is illegal under The Controlled Substance Act (CSA) and therefore is an illegal controlled substance under Section 577 of the Quality Housing and Work Responsibility Act (QHWRA). This pertains to PHA's and to all owners and operators of other federally subsidized properties.

HUD's Memorandum "Use of Marijuana in Multifamily Assisted Properties" acknowledged that various states have legalized marijuana for "medicinal purposes" and that some states have broadened that to include recreational use. However, they still cite the illegal use in any form under the Controlled Substance Act stating:

- Owners must deny admission to assisted housing for any household with a member determined to be illegally using a controlled substance.
- Owners may not establish lease provisions or policies that affirmatively permit occupancy by any member of a household who uses marijuana.
- Owners must establish policies which allow the termination of tenancy of any household member who is illegally using marijuana, and cannot have a provision that allows to preserve a tenancy in cases of medical marijuana use that seems harmless and is not disturbing others.

## ENDS (Electronic Nicotine Delivery Systems)

The use of ENDS in public housing is not prohibited. SNRHA will allow the use of ENDS within the unit, but prohibits ENDS in all common areas.

HUD does not consider addiction to nicotine or smoking to be a disability. Reasonable Accommodations will not be approved to allow smoking in restricted areas, but other reasonable accommodation requests to allow easier access to smoking areas will be approved for persons with disabilities.

Failure to comply with the Smoke Free Policy may result in:

- Increased Inspection Frequency. Upon issuance of a written warning from management and/or a documented complaint, the PAH will increase the frequency of unit inspections for a suspected policy violator.
- Termination of Tenancy/Eviction. A tenant shall be in violation of their lease if the resident or any guest is determined to be smoking in violation of the policy. **Four (4)** violations of SNRHA Smoke Free Policy may result in termination of the lease and eviction.
- Residents may request grievance hearings in accordance SNRHA's policy.





residents claiming zero income.

### **Verification of Information**

All information which affects the families continued eligibility for the program, and the family's Total Tenant Payment (TTP) will be verified in accordance with the verification procedures and guidelines described in this Policy. Verifications used for recertification must be less than 120 days old on the effective date of the recertification. All verifications will be placed in the file, which has been established for the family.

When the information has been verified, it will be analyzed to determine:

The continued eligibility of the resident as a *family* or as the *remaining member* of a family;

The unit size required by the family;

The amount of rent the family should pay.

### **Changes in the Tenant Rent**

If there is any change in rent, including change in family's choice in rent, the lease will be amended, or a new lease will be executed, or a Notice of Rent Adjustment will be issued [24 CFR 966.4(c) & (o)].

#### **Tenant Rent Increases**

If tenant rent increases, a 30 day notice will be mailed to the family prior to the family's annual recertification date.

If less than 30 days are remaining before the family's annual recertification date, the tenant rent increase will be effective on the first of the second month following the thirty day notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the recertification processing, there will be a retroactive increase in rent to the family's annual recertification date.

#### **Tenant Rent Decreases**

If tenant rent decreases, it will be effective on the family's annual recertification date.

If the family causes a delay so that the processing of the recertification is not complete by the family's annual recertification date, rent change will be effective on the first day of the month following completion of the recertification processing by the SNRHA.

If tenant rent decreases and the change occurred within a month prior to the Recertification appointment, but the family did not report the change as an interim Adjustment, the decrease will be effective on the recertification anniversary date.

The Housing Opportunity through Modernization Act of 2016 ("HOTMA"). HOTMA amends the U.S. Housing Act. Section 103 of HOTMA sets the maximum amount of annual adjusted income for continued occupancy in public housing at 120% of area median income, which the Secretary **can adjust the over income limit due to prevailing levels of construction costs or unusually high or low family incomes, vacancy rates or rental cost.**



### **Definition of Over-Income**

The new language in section 16(a)(5) of the 1937 Act sets the over-income limit at 120 percent of the AMI.

HUD currently calculates three declining ranges of income eligibility for the public housing program: low-, very low-, and extremely low-income limits. The VLI limit was selected because it is calculated for every FMR area and, in certain areas, factors in several adjustments to better align income limits with program requirements. Since VLI is preliminarily calculated as 50 percent of the estimated AMI for the family, in most cases multiplying it by 2.4, would result in a figure matching 120 percent.

The final over-income limit should then be compared to the family's adjusted income and as with the existing ranges of income eligibility, the new over-income limits will also be tiered by family size. HUD's income limits were developed by HUD's Office of Policy Development and Research and are updated annually. Information about HUD's income limits and HUD's methodology for adjusting income limits as part of the income limit calculation can be found at <https://www.huduser.gov/portal/datasets/il.html>.

### **Documentation, Notification, and Tracking**

*Documentation.* Once a PHA has completed updates to its ACOP and, if necessary, its PHA plan, and the SNRHA discovers through an annual reexamination or an interim reexamination that a family's income exceeds the applicable over-income limit, the SNRHA must document that the family exceeds the threshold and make a note in the tenant file to compare it with the family's income a year later. The form HUD-50058 actions that would trigger the two-year grace period are: '2 = Annual Reexamination' and '3 = Interim Reexamination.' SNRHA is required to begin tracking these actions once a family's income exceeds the applicable over-income limit.

*Written Notifications/Tracking 2-Year Grace Periods.* If one year after the initial over-income finding, the family's income continues to exceed the over-income limit, the PHA must provide written notification to the family. This notification must inform the family that their income has exceeded the over-income limit for one year, and if the family's income continues to exceed the over-income limit for the next 12 consecutive months, the family will be subject to either a higher rent or termination based on the PHA's policies. If the initial over-income determination was made during an interim reexamination, SNRHA must conduct a second interim income reexamination on that date one year later. However, if SNRHA discovers through an annual or interim reexamination that a previously over-income family has income that is now below the over-income limit, the family is no longer subject to these provisions. A previously over-income family would be entitled to a new two-year grace period if the family's income once again exceeds the over-income limit.

SNRHA must ensure that all notices and communications are provided in a manner that is





effective for persons with hearing, visual, and other disabilities.

*Terminations and Higher Rent Payments.* Twelve months after the second consecutive over-income finding, if the family is still over-income, the family is subject to termination or higher rental payments. As previously stated, HUD will provide additional information and guidelines for SNRHA to set alternative rents for over-income families that the SNRHA has allowed to remain in public housing, and any other guidance regarding this provision in a forthcoming notice.

Families not permitted to stay must have their tenancy terminated no later than six months after the second over-income finding.

### **Technical Assistance**

Additional questions should be directed to the local Public Housing Field Office Director. Contact information and locations of these offices are available on HUD's website at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/about/focontacts](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/about/focontacts).

### **Paperwork Reduction Act**

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0230. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

After a family's income has exceeded 120% of the area median income for two consecutive years, a public housing agency must terminate the family's tenancy within six months of the second income determination or charge the family a monthly rent equal to the greater of (1) the applicable Fair Market Rent (FMR); or (2) the amount of monthly subsidy for the unit including amount from the operating and capital fund as determined by regulations.

This will begin September 1, 2019.

### **REPORTING INTERIM CHANGES**

Families must report all changes in household composition and increases in income/assets in writing within 10 calendar days to the SNRHA between Annual Recertifications. This includes additions due to birth, adoption and court-awarded custody. The family must obtain SNRHA approval prior to all other additions to the household.

When there is a change in head of household or a new adult household member is added, the head of household will complete an application for continued occupancy – personal declaration or update form and recertify-revify, using the same procedures the SNRHA staff would use for an annual recertification, except for effective dates of changes.



has found to be a fugitive. A fugitive is a person who is fleeing to avoid prosecution and/or incarceration for a felony crime or is fleeing to avoid prosecution or incarceration for violating a condition of probation or parole, imposed by State or Federal law.

Violation(s) of the SNRHA Firearms Policy. See ACOP Addendum FP

Other good cause. "Other good cause" means other lease violations and/or conduct not specifically referenced herein that has a serious impact upon the safety, health and/or peaceful enjoyment of the residents of a SNRHA public housing community. Where there is a finding of good cause for termination, such action will not be taken unless there is evidence that the tenant has received prior written notice that continued action or inaction of the nature stated in the warning notice would be considered as other good cause for termination of tenancy, excepting terminations due to drug-related criminal activity.

#### **D. NOTIFICATION REQUIREMENTS**

The SNRHA's written Notice of Lease Termination will state the specific reason for the proposed termination, the date that the termination will take place, and it will offer the resident all of the rights and protections afforded by the regulations and this policy. (See Grievance Procedure.)

Notices of lease termination shall be in writing and delivered to tenant or adult member of the household and sent by first class mail properly addressed to tenant with certificate of mailing **or delivered by a licensed process server.**

The notice shall contain a statement describing the resident's right to meet with the manager to determine whether a reasonable accommodation would eliminate the need for a lease termination.

#### **Timing of the Notice**

If the SNRHA terminates the lease, written notice will be given as follows:

At least 14 calendar days prior to termination in the case of failure to pay rent;

A reasonable time, defined in the lease as three calendar days, considering the seriousness of the situation when the health or safety of other residents or SNRHA employees, vendors or contractors are threatened;

At least 30 days prior to termination in all other cases.

~~The SNRHA shall notify the Post Office that mail should no longer be delivered to the person who was evicted for criminal activity, including drug-related criminal activity.~~

In any instance where the SNRHA is aware that the head of a tenant family is visually-impaired the SNRHA will tender all such notices in a visually-accessible format. This may consist of a termination notice in Braille or in large typeface of 18 points of greater. Alternatively, the Authority may provide a "reader" and a witness that applicable notices have been read to a visually-impaired person.

In any instance where the SNRHA is aware that the head of a tenant family does not speak





## Chapter 13

### RENT AND DEBT COLLECTION PROCEDURES

#### **INTRODUCTION**

This procedure sets forth the steps to be carried out by (SNRHA) staff to accomplish the goals of the Rent Collection Policy. It is designed to be used in conjunction with other SNRHA policies and procedures (which are referenced herein).

The rent collection performance of their developments shall be considered as a significant aspect of all management staff's performance appraisals. Rent collection is a key indicator of management competence. Specific rent collection goals may be made a part of the management staff's performance standards.

#### **A. COLLECTING RENT**

##### **Due Dates**

*Rent* - Rent is due and payable on the first calendar day of the month. If the first day of the month falls on a weekend or holiday, the rent shall be due and payable on the first business day following that weekend or holiday. Residents are to be kept informed of this due date through:

- Posting the rent collection policy and any related notices.

- Briefing in orientations for new residents.

- Meetings with residents who are having difficulty paying rent on time.

- Periodic notices sent directly to residents.

*Other Charges* - Any charges other than rent and late fees shall become due and payable on the first day of the second month following the date the charge was incurred by the resident and at least 14 days after the resident has been properly notified of the charge by the SNRHA.

##### Due Dates for Tenants on Alternate Monetary Disbursement Schedule (SSI/SSA/SSDI)

Tenants may receive regular recurring monthly payments from the Social Security Administration that are not received on or by the 5<sup>th</sup> of the month. Tenants may request an alternate due date which is consistent with the date at which they receive their check upon verification of an AMDS. In these cases there is no grace period. A 14 day notice which will include a ~~\$20.00 late fee~~ **5% late fee of the monthly rental amount (not to exceed \$20.00)**, will be issued the first business day following the date upon which the rent due date was agreed upon. A written notification shall be signed by the tenant acknowledging the due date and terms. Failure to meet the designated date 4 or more times during a calendar year will result in termination of the agreement. In this case rent will automatically become due on the 1<sup>st</sup> of each month forward. In no case will an arrangement be made which will cause rent to be due beyond the last day of the month.

##### **Grace Period**

Rent and other charges are considered delinquent if they have not been received by the close of business on the fifth calendar day after the rental due date. If the fifth day of the month falls on a Weekend or Holiday, the rent shall be considered delinquent by the close of business on the



first business day following that weekend or holiday.

### **Late Penalties/Charges**

*Late Fee* - The Accounting Department shall post a charge of ~~\$20.00~~ **5% late fee of the monthly rental amount (not to exceed \$20.00)** to the resident's account if rent is delinquent. Rent will not be accepted without payment of the posted late fee. Exceptions to late fee penalties may be considered in the event of medical emergencies, verifiable fraud, identity theft, or other verifiable unanticipated hardships.

If the late payment is made on behalf of the resident through protective payment or other vendor payment by an authorized agency, and the late payment is not the fault of the resident, the late fee shall be forgiven:

Accounts of residents whose rent is paid through payroll deductions or vendor payments shall be flagged by managers on the resident ledgers and in the residents' files.

If the delay is not the fault of the resident, prepare an adjustment removing the \$20.00 late fee;

*Returned Check Fee* - A returned check fee of \$40.00 will be posted to the resident's account for returned checks. In addition, management will require that payments are made by money order or cashier's check for the next 12 month period. If a resident pays with a returned check, the finance staff shall flag the resident's account. Management shall notify staff that they are not to accept personal checks from that resident for the appropriate period of time. A written notice shall be provided to the resident to advise that personal checks may no longer be accepted for the prescribed time period. If such a resident subsequently offers to pay with a personal check, the payment shall be refused and that resident shall be instructed to obtain a money order or cashier's check and return with the payment.

*Court Costs and Attorney Fees* - If a delinquency has to be referred to an attorney or the courts for collection or eviction, the appropriate charge, as established by the SNRHA, will be posted to the resident's account.

### **Acceptable Forms and Locations for Payment of Rent and Other Charges**

Only the full amount of rent and/or charges will be accepted. No partial payments will be accepted unless they are made in accordance with a valid, up-to-date repayment agreement. Depending on the location of payment, residents may pay their rent by check, or money order. Third party personal checks are not acceptable for the payment of rent or charges. Rent in the proper amount and form will be accepted at the following locations:

SNRHA residents may pay rent in person at the community office responsible for the management of their housing unit. They may also deposit their rent in the secure drop box at that management office, if a drop box is available. Only checks and money orders will be accepted at the management offices or drop boxes.

ACH: A resident may request an automated withdrawal from their bank account by





selection preference and 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)]**

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

SNRHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. SNRHA currently has waiting lists for the following PBV projects:

**Juan Garcia**

**Coronado**

**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)**

**Espinoza Terrace (Rental Assistance Demonstration [RAD] Program)**

**Landsman (Rental Assistance Demonstration [RAD] Program)**

**Vera Johnson "B" (Rental Assistance Demonstration [RAD] Program)**

**Lubertha Johnson Estates (Rental Assistance Demons [RAD] Program)**

**Marion D. Bennett Sr. Plaza (Rental Assistance Demon [RAD] Program)**

**Archie Grant (Rental Assistance Demonstration [RAD] Program)**

**Patriot Place (Rental Assistance Demonstration [RAD] Program)**

**Allegiance (Rental Assistance Demonstration [RAD] Program)**



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



### I. OVERVIEW

When SNRHA makes a decision that has a negative impact on a family, the family is often entitled to dispute the decision. For applicants, the dispute takes the form of an informal review; for participants, or for applicants denied admissions because of citizenship issues, the dispute takes the form of an informal hearing. For public housing and Rental Assistance Demonstration (RAD) residents the dispute can be a multi-step process involving an informal settlement meeting and if needed a formal hearing.

### II. SNRHA GRIEVANCE PROCEDURE SUMMARY:

The Southern Nevada Regional Housing Authority (SNRHA) Grievance Policy and Procedure is available to all applicants, participants and residents of the following SNRHA Housing Program:

- Conventional Public Housing Program
- Section 8 Housing Choice Voucher Program
- Rental Assistance Demonstration (RAD) Program
- Project Based Voucher Program

The purpose of the SNRHA Grievance Procedure is to provide applicants, participants and residents an opportunity for a hearing and/or due process review of SNRHA decisions that adversely affect their housing assistance.

### III. DEFINITIONS:

For the purpose of the SNRHA Grievance Policy and Procedure, the following definitions shall be applicable:

**Adverse Action** means a decision made by SNRHA to terminate or deny housing assistance to a family.

**Applicant** means a family who requests SNRHA housing assistance by submitting an application for housing to the following housing program(s) but is not yet a participant or resident:

- Conventional Public Housing
- Section 8 Housing Choice Voucher Program
- Rental Assistance Demonstration (RAD) Program
- Project Based Voucher Program

**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.

**Business Days** means days that SNRHA is open for business. This does not include weekends or holidays.

**Calendar Days** means consecutive days on the calendar including weekends and holidays.





## SNRIIA GRIEVANCE POLICY AND PROCEDURE



**Conventional Public Housing Program** means federally subsidized housing owned and managed by SNRHA.

**Decision** means a written determination of a Grievance prepared by the SNRHA Hearing Officer.

**Denial** means a refusal affecting a person's eligibility status.

**Dispute** means to question the validity or truth of an administrative action taken by SNRHA.

**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 Choice Voucher Program participant.

**Formal Hearing** means an impartial review of a grievance and all related oral and documentary evidence, conducted by an impartial third party designated by SNRHA.

**Grievance** means a dispute submitted by a SNRHA applicant, participant or resident about a SNRHA decision that adversely affects the family's housing assistance or eligibility thereof.

**Grievant** means an applicant, public housing resident, Section 8 Housing Choice Voucher participant or Rental Assistance Demonstration tenant who submits the dispute referenced in the paragraph above.

**Hearing** means an impartial review of a grievance and all related oral and documentary evidence, conducted by an impartial third party designated by SNRHA.

**HUD** means the Department of Housing and Urban Development.

**Informal Hearing** means an informal process conducted by the Hearing Officer or designated person to review oral and documentary evidence pertinent to the facts and issues raised when a Section 8 Housing Choice Voucher participant disputes an adverse action which has been taken or is proposed to be taken by SNRHA.

**Informal Review** means a review of a grievance and all related oral and documentary evidence, of the decision that gave rise to the grievance, conducted by the SNRHA official, a designee, or Hearing Officer, in consultation with the grievant.

**Informal Settlement** means a written agreement between a SNRHA Asset Manager and a Public Housing Resident or a Property Manager and a Rental Assistance Demonstration (RAD) tenant that resolves a grievance without a formal hearing.

**Involuntarily Displaced** means having to move from a residence through no fault of your own.

**Live-In Aide** means a person who resides with a disabled household member, whose sole purpose is to provide 24 hour/7 day a week care for the disabled household member and who would not otherwise be living in the assisted unit. A Live-In Aide is not considered a member of the resident family even if the person is a relative of the family, and has no right to retain the assistance of the disabled household member.



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



**Participant** means a family in the Section 8 Housing Choice Voucher Program that holds a valid voucher issued by 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.

**Preponderance of Evidence** means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole, shows that the fact sought to be proven is more probable than not. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

**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.**

**Section 8 Housing Choice Voucher (HCV) Program** means federally assisted housing program administered through the SNRHA and where landlords own the units in the private sector.

**SNRHA** means the Southern Nevada Regional Housing Authority.

**Substandard Housing** means a unit that is not livable according to HUD definition.

**Tenant** means adult persons listed on a lease who live in a SNRHA Rental Assistance Demonstration (RAD) housing unit; 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.**

**Unit** means a residential space for the private use of a family.

### IV. GRIEVANCE PROCEDURES

#### A. INFORMAL REVIEWS

Informal Reviews are provided for program applicants. The Informal Review is intended to provide a “minimum hearing requirement” and need not be as elaborate as Informal or Formal Hearings. The Informal Review will be conducted by the Hearing Officer or designated person selected by SNRHA, depending on the program.

#### **Decisions Subject to Informal Review**

SNRHA must give an applicant the opportunity for an informal review of a decision denying assistance. Denial of assistance may include any of all of the following:

- Denying listing on a SNRHA waiting list
- Withdrawal from a SNRHA waiting list
- Denying a claim for a federal preference





## SNRIIA GRIEVANCE POLICY AND PROCEDURE



- Denial of assistance based on an unfavorable history that may be the result of domestic violence dating violence, sexual assault or stalking
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures

Informal Reviews are **not** required for the following reasons:

- Discretionary administrative determinations by SNRHA
- General Policy issues or class grievances
- A determination of the family unit size under the SNRHA occupancy or subsidy standards
- A determination not to grant approval of tenancy
- A determination that the unit is not in compliance with HQS or UPCS standards
- A determination that the unit is not in accordance with the HQS due to family size or composition.

### 1. Notification to the Applicant

SNRHA must give an applicant prompt notice of a decision denying assistance. The notification must be provided to the applicant in writing, detailing the following:

- a. The basis for the determination.
- b. The procedures to request an informal review of the determination. An informal review request form shall be included with the notification.

### 2. Informal Review Request Procedures

An applicant may request an informal review if they are determined ineligible for the following reasons:

- Undeliverable mail
  - Unsuitability as a tenant
  - Unfavorable criminal history report
  - Unfavorable management report
  - Non-responsive to SNRHA requests, notices or appointments
- a. The applicant must submit a written request for an informal review of the determination within ten (10) calendar days of the date of the notification. The request for the informal review shall be submitted to the department that issued the notice. In the case of waiting list ineligibility, the request would be submitted to:  
SNRHA Admissions Department  
5390 East Flamingo Road  
Las Vegas, Nevada 89122
  - b. Upon receipt of the request, the Department Head or his/her designee shall review the request and the applicant's file to determine if the notification is in accordance with HUD regulations and SNRHA Policy.
    - If the Department Head or his/her designee determines that the notification of ineligibility was in error, the file will be reinstated and no informal review will be required.



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



- If the Department Head or his/her designee determines that no errors have been made, a hearing packet will be forwarded to the hearing office for processing. The hearing packet must include the following:
  1. The notice of ineligibility
  2. The application for assistance
  3. Any documentary evidence to be presented at the informal review appointment.
  4. A cover sheet with the client name, client number, the program, a description of the determination.

### 3. The Informal Review Meeting Notification

Upon receipt of the hearing packet, the Hearing Officer shall review the packet and determine whether the determination of ineligibility and the request for an informal review has been made in accordance with SNRHA Policy.

- If the Hearing Officer determines that the determination of ineligibility was not in accordance with HUD regulations or SNRHA Policy, the Department will be notified that an error has been made with instructions to reinstate the applicant's file.
- If the Hearing Officer determines that the request for an informal review has not been made in accordance with SNRHA Policy, the Hearing Officer will send a notice of denial of the informal review request with an explanation of why the request has been denied.
- If the Hearing Officer determines that the notification of ineligibility and the request for an informal review comply with regulations and policies, an appointment for the informal review will be scheduled within ten (10) business days of receipt of the hearing packet.
- A written notice of the appointment will be mailed to the address the client indicated on the informal review request form or the last known address, if no address is provided. The appointment letter must include the following:
  - Client name
  - Client number
  - Appointment date and time
  - Appointment location
  - Grievant Rights and Responsibilities
- A copy of the appointment letter will be forwarded to the referring department.

### 4. Informal Review Meeting

The Hearing Officer 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 or a department designee who has been apprised of the determination and the reasons for the determination. The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.





## SNRIIA GRIEVANCE POLICY AND PROCEDURE



### 5. Presentation of Evidence

During the Informal Review:

- The SNRHA official responsible for making the ineligibility determination or his/her designee shall be required to provide the regulatory and/or policy basis for the determination at issue together with any related documentary evidence,
- The applicant and/or his/her authorized representative shall be afforded the opportunity to present related documentary and/or oral evidence which discounts, disproves, disputes or otherwise mitigates the basis for the ineligibility determination.

### 6. The Informal Review Decision Notification

Within ten (10) business days of the date of the Informal Review Meeting, the Hearing Officer or his/her designee shall notify the applicant and/or his/her authorized representative, in writing, of the Informal Review Decision.

### 7. The Informal Review Decision

The person conducting the review is responsible for making the final decision as to whether assistance should be granted or denied. In rendering a decision, the Hearing Officer will evaluate whether or not the grounds for denial were stated factually in the notice, the validity of the grounds for the denial, the validity of the evidence and whether the facts prove the grounds for the denial. The Informal Review Decision shall be prepared by the Hearing Officer or his/her designee and shall clearly state the following:

- The date of the Informal Review Meeting
- The names of person in attendance
- The decision
- The applicable policy and/or regulatory provisions
- A statement 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 and Urban Development  
Office of Fair Housing and Equal Opportunity

One Sansome St.

San Francisco, CA 94104

(800) 424-8590

(800) 424-8529 (TDD)

If the family fails to appear for their informal review, the denial of admissions will stand and the family will be so notified. Failure to appear for in person Informal Review appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered **failure to appear**.

### B. INFORMAL SETTLEMENT MEETING

Residents/Tenants of the Conventional Public Housing or Rental Assistance Demonstration (RAD) Programs who are notified of a decision that adversely affects the



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



resident's rights, duties, welfare or status as a Resident/Tenant may submit a Grievance in writing to the 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 request must be personally presented to the management office with jurisdiction for the unit in which the grievant resides within ten (10) calendar days. Upon written receipt from a resident/tenant, the Manager shall schedule a meeting with the grievant to discuss the issues presented by the Notice of Adverse Action. The purpose of the meeting is to determine whether the Grievance can be resolved without a Formal hearing.

The Manager will review the request, schedule and conduct the meeting within ten (10) calendar days.

The grievant will be given written notice of the appointment. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time
- Appointment location
- Grievant rights and responsibilities

The meeting may be held in person at a location specified in the appointment letter or may be held telephonically or via a secure internet platform.

The Manager and resident/tenant will discuss the grievance informally; an attempt will be made to settle the grievance informally, by discussion, without a hearing.

If the grievant does not request a Grievance within ten (10) calendar days of the Notice of Adverse Action, the disposition of the action shall become final. Failure to request a hearing shall not constitute a waiver by the grievant of his/her right to contest the action in disposing of the grievance in an appropriate judicial proceeding.

The grievant may not skip the Informal Settlement Meeting in order to request a Formal Hearing.

### 2- Informal Settlement Meeting Summary

The Manager shall prepare a written summary of the meeting discussion setting forth the following:

- The date of the Settlement Meeting
- 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 the request form)





## SNRIIA GRIEVANCE POLICY AND PROCEDURE



The written summary shall be prepared and provided to the Grievant within five (5) business days of the date of the meeting. A copy of the letter must be mailed to the grievant with proof of mailing via certificate of mail.

If the Grievant is not satisfied with the results of the Informal Settlement of Grievance meeting, the grievant may request a Formal Hearing, in writing, within ten (10) calendar days.

### C. 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 Formal Hearing is a formal process conducted by the Hearing Officer to review oral and documentary evidence pertinent to the facts and issues raised when a resident/tenant disputes an adverse action, which has been taken or is proposed to be taken by the SNRHA or the Manager.

#### 1 - Hearing Request

The grievant may request a hearing by submitting a written hearing request to the Manager or SNRHA Central Office at SNRHA Hearing Office 340 N. 11<sup>th</sup> Street Las Vegas, NV 89101, within ten (10) calendar days of the date of the written Informal Settlement Meeting Summary.

If the grievant does not request a formal hearing within ten (10) calendar days of the Informal Settlement Summary, the disposition of the grievance shall become final. Failure to request a formal hearing shall not constitute a waiver by the grievant of his/her right to contest 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 the adverse action violates the resident/tenant's lease or other rule or regulation, as well as the resident/tenant's rights, duties, welfare or status.

Notwithstanding scheduling conflicts, the formal hearing shall be scheduled and conducted within ten (10) business days of the date the Hearing Officer receives the hearing request.

The grievant shall be given written notice of the appointment. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time
- Appointment location
- Grievant Rights and Responsibilities

The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



### 2 - Hearing Procedure

The Formal Hearing shall be conducted by an impartial, third-party, Hearing Officer, designated by SNRHA. The Formal 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 management and allowed to copy any documents in their file at a cost of \$1.00 per page after the first twenty-five (25) pages. 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/tenant. Requests for copies of documents must be submitted in writing and SNRHA will have four 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. Payment must be by money order or cashier's check; or if 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 management at the time of the 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 Management's witnesses on whose testimony or information management will 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 management.***
- Failure to appear at the Formal Hearing, without prior notification and approval may result in dismissal of the Grievance. Failure to appear for in person Formal Hearing appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered ***failure to appear.***

### 3 Formal Hearing Decision

The Formal 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 may ask the family for additional information or documentation and/or might adjourn the hearing to reconvene at a later date, before reaching a decision, but must render a decision within ten (10) business days of the initial hearing regardless of the request for additional information.

Within ten (10) business days of the date of the hearing, the Hearing Officer shall prepare a written decision that sets forth the following:





## SNRHA GRIEVANCE POLICY AND PROCEDURE



- ***Hearing Information***
  - The date, time and location of the hearing
  - The names of the parties and their representatives in attendance at the hearing
  - The name of the Hearing Officer
  
- ***Background***
  - A brief, impartial statement of the reason for the hearing
  
- ***Summary of the Evidence***
  - The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.
  
- ***Finding of Facts***
  - The hearing officer will include all findings of fact, based on a preponderance of evidence.
  
- ***Conclusion***
  - The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of evidence. This conclusion will result in a determination of whether these facts uphold the Proposed action.
  
- ***Order***
  - The hearing officers written decision letter will include a statement of whether the proposed action is upheld or overturned. If it is overturned, the hearing officer will instruct management to restore the grievant's program status.

The decision of the Hearing Officer is binding on management unless:

- The grievance does not concern SNRHA/management actions or failure to act, or that it did not concern a decision that adversely affected the Grievant's lease, rights, rules, duties, welfare or status; or
- A determination is made that the Hearing Officer's decision violates the requirements of the Annual contributions Contract between SNRHA and HUD; or
- For matters in which SNRHA is not required to provide an opportunity for a hearing; or
- Decisions that exceed the authority of the hearing officer; or
- Decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State, or Local laws, requirements of the annual contribution contract between SNRHA and HUD.

The decision of the Hearing Officer or a member of the Board of Commissioners in favor of SNRHA or which denies the relief requested by the grievant shall not constitute a waiver of, nor affect in any manner, the Grievant's right to institute legal action against SNRHA in a court of



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



competent jurisdiction regarding the subject matter of the Grievance. The Grievant may utilize due process through the Court.

### 4 – Hearing Decisions Regarding Eviction

A decision of the Hearing Officer 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 may not violate:

- Local, State or Federal law;
- Resident's lease;
- SNRHA rules of regulations;
- SNRHA Annual Contribution Contract with the Federal Government; or
- Federal regulations applicable to SNRHA

When the Hearing Officer affirms the SNRHA decision to terminate the Grievant's tenancy, SNRHA/management 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's Decision.

In no event shall the notice to vacate be issued prior to the decision of the Hearing Officer having been mailed or delivered to the grievant.

### D. 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 housing community; or
- Proposed termination of tenancy due to drug-related criminal activity on or off the housing premises.

The expedited hearing procedure shall be listed on all 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 within twenty-four (24) hours after service of the notice to request that the procedure be expedited.

- Upon notification by the manager, the Hearing Officer will schedule the Expedited Hearing to take place within three business days.
- The Hearing Officer will create an appointment letter, which the manager will hand deliver to the resident or post on the resident's door. The Hearing Officer will also send a copy by regular mail via the United States Postal Service.
- After completion of the Expedited Hearing, the Hearing Officer will render a decision within three (3) business days.
- A copy of the decision letter will be forwarded to the manager and the original will be mailed to the resident by regular mail via the United States Postal Service.





## SNRIIA GRIEVANCE POLICY AND PROCEDURE



- The manager may hand deliver a copy of the letter to the resident in order to expedite the notice to the resident.

### E. INFORMAL HEARINGS FOR PARTICIPANTS

SNRHA must offer an Informal Hearing for certain SMNRHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to the HCV program and is currently assisted in the program. The purpose of the Informal Hearing is to consider whether SNRHA's determination related to the family's circumstances were in accordance with the law, HUD regulations and SNRHA policies.

SNRHA is not permitted to terminate a family's assistance until the time allowed for the family to request an Informal Hearing has elapsed and any requested hearing has been completed. SNRHA will provide a thirty (30) day notice or more prior to termination unless the family has been confirmed as a skip or a deceased person. This shall provide adequate time for the participant to request a hearing and a hearing to be scheduled. Deceased clients with no eligible remaining family member shall have the contract terminated the last day of the month in which the death occurred.

#### 1- Informal Hearing Request

The grievant may request a hearing by submitting a written hearing request to the HCV Department at 380 N. Maryland Pkwy Las Vegas, NV 89101 or SRHA Central Office at SNRHA Hearing Office 340 N. 11<sup>th</sup> Street Las Vegas, NV 89101, within ten (10) calendar days of the date of notice of adverse action.

If the grievant does not request an informal hearing within ten (10) calendar days of the notice of adverse action, the notice of adverse action shall become final. Failure to request an informal hearing shall not constitute a waiver by the grievant of his/her right to contest 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 the adverse action violates the participant's rights, duties, welfare or status.

Notwithstanding scheduling conflicts, the informal hearing shall be scheduled and conducted within ten (10) business days of the date the Hearing Officer receives the hearing request.

The grievant shall be given written notice of the appointment. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



- Appointment location
- Grievant Rights and Responsibilities

The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.

### 2- Informal Hearing Procedure

The Informal Hearing shall be conducted by an impartial, third-party, Hearing Officer, designated by SNRHA. The Informal 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 management and allowed to copy any documents in their file at a cost of \$1.00 per page after the first twenty-five (25) pages. 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/tenant. Requests for copies of documents must be submitted in writing and SNRHA will have four 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. Payment must be by money order or cashier's check; or if 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 management at the time of the 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's witnesses on whose testimony or information SNRHA will 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 SNRHA.***
- Failure to appear at the Informal Hearing, without prior notification and approval may result in dismissal of the Grievance. Failure to appear for in person Informal Hearing appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered ***failure to appear.***

### 3- Informal Hearing Decision

The Informal 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.

The Hearing Officer may ask the family for additional information or documentation





## SNRHA GRIEVANCE POLICY AND PROCEDURE



and/or might adjourn the hearing to reconvene at a later date, before reaching a decision, but must render a decision within ten (10) business days of the initial hearing regardless of the request for additional information.

Within ten (10) business days of the date of the hearing, the Hearing Officer shall prepare a written decision that sets forth the following:

- ***Hearing Information***
  - The date, time and location of the hearing
  - The names of the parties and their representatives in attendance at the hearing
  - The name of the Hearing Officer
- ***Background***
  - A brief, impartial statement of the reason for the hearing
- ***Summary of the Evidence***
  - The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.
- ***Finding of Facts***
  - The hearing officer will include all findings of fact, based on a preponderance of evidence.
- ***Conclusion***
  - The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of evidence. This conclusion will result in a determination of whether these facts uphold the Proposed action.
- ***Order***
  - The hearing officer's written decision letter will include a statement of whether the proposed action is upheld or overturned. If it is overturned, the hearing officer will instruct management to restore the grievant's program status.

The decision of the Hearing Officer is binding on SNRHA unless:

- The grievance does not concern SNRHA actions or failure to act, or that it did not concern a decision that adversely affected the Grievant's lease, rights, rules, duties, welfare or status; or
- A determination is made that the Hearing Officer's decision violates the requirements of the Annual Contributions Contract between SNRHA and HUD; or
- For matters in which SNRHA is not required to provide an opportunity for a hearing; or



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



- Decisions that exceed the authority of the hearing officer; or
- Decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State, or Local laws, requirements of the annual contribution contract between SNRHA and HUD.

The decision of the Hearing Officer or a member of the Board of Commissioners in favor of SNRHA or which denies the relief requested by the grievant shall not constitute a waiver of, nor affect in any manner, the Grievant's right to institute legal action against SNRHA in a court of competent jurisdiction regarding the subject matter of the Grievance.

The Grievant may utilize due process through the Court.

### F. HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an Informal Hearing, **not** an Informal Review.

Assistance to a family may not be delayed, denied or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the SNRHA hearing is pending, but assistance to an applicant may be delayed pending completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the SNRHA informal hearing process, does not preclude the family from exercising the right, that may be otherwise available, to seek redress directly through judicial procedures.

The notice of denial or termination of assistance for noncitizens must advise the family:

- That assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination.
- The family may be eligible for proration of assistance.
- In the case of an HCV participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518]
- That the family has the right to request an appeal to the USCIS of the results of the secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an Informal Hearing with SNRHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the Informal Hearing process.

#### 1- USCIS Appeal Process [24 CFR 5.514(e)]

When SNRHA receives notification that the USCIS secondary verification failed to confirm





## SNRIIA GRIEVANCE POLICY AND PROCEDURE



eligible immigration status, SNRHA must notify the family of the results of the USCIS verification within ten (10) calendar days.

The family will have thirty (30) calendar days from the date of the notification to request an appeal of the USCIS results.

The request for appeal must be made by the family in writing directly to the USCIS.

The family must provide SNRHA with a copy of the written request for appeal and the proof of mailing.

### **2- Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request SNRHA provide a hearing.

The request for a hearing must be made either within thirty (30) calendar days of the date of the SNRHA notice of denial, or within thirty (30) calendar days of the USCIS appeal decision.

### **3- Informal Hearing Officer**

SNRHA must provide an informal hearing before an impartial individual, other than the person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. SNRHA has a designated Hearing Officer who will conduct such hearings.

### **4- Evidence**

The family must be provided the opportunity to examine and copy at the family's expense, and at a reasonable time in advance of the hearing, any documents in the possession of SNRHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

- The family shall be afforded the opportunity to review all related documentary evidence maintained by management and allowed to copy any documents in their file at a cost of \$1.00 per page after the first twenty-five (25) pages. 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/tenant. Requests for copies of documents must be submitted in writing and SNRHA will have four 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. Payment must be by money order or cashier's check; or if from a legal representative, a check from the company shall be acceptable.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of



## SNRIIA GRIEVANCE POLICY AND PROCEDURE



evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by SNRHA, and to confront and cross-examine all witnesses on whose testimony or information SNRHA relies.

### **5- Representation and Interpreter Services**

Family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to request an interpreter. Upon request, SNRHA will provide competent interpretation services, free of charge.

### **6- Recording of the Hearing**

The family is entitled to have the hearing recorded by audiotape at their expense.

- HUD's Final Rules dated March 8, 2-16, entitled "Streamlining Administrative Regulations for Public Housing/Housing Choice Voucher Final Rule", states the hearing officer must maintain a log of all hearings. HUD shall provide the details of that log at a future date and SNRHA shall ensure compliance. HUD has also clarified that any party may obtain a copy of the hearing transcript *at their own expense*. Therefore, SNRHA shall ensure all hearings are recorded.

### **7- Hearing Decisions**

SNRHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within ten (10) business days of the date of the informal hearing. The decision must state the basis for the decision.

The Hearing Officer's decision will be binding on SNRHA unless SNRHA's Board of Commissioners determines that:

- The grievance does not concern PHA actions or failure to act in accordance with or involving the grievant's rights, duties, welfare or status; or
- The decision of the Hearing Officer is contrary to applicable Federal, State, Local laws, HUD regulations or requirements of the Annual Contribution contract between HUD and SNRHA.

A decision by the hearing officer or a member of the Board of Commissioners in favor of SNRHA or which denies the relief requested by the Grievant in whole or in part will not constitute a waiver of, nor affect in any manner, any rights the grievant may have to a judicial review in any judicial proceeding, which may thereafter be brought in this matter,

Per HUD's Final Rule, hearings may not be postponed more than five (5) business days and all parties must be advised.





## SNRIIA GRIEVANCE POLICY AND PROCEDURE



### **8- Informal Hearing Procedures for Residents [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request SNRHA provide a hearing. The request must be made wither within thirty (30) calendar days of the notice of termination, or within thirty (30) calendar days of the USCIS appeal decision.

For the Informal Hearing procedures that apply to resident families whose assistance is being terminated based on immigration status, see Sections E3 through E8 above.

### **9- Retention of Documents [24 CFR 5.514(h)]**

SNRHA must retain the for a minimum of five (5) years the following documents that may have been submitted to SNRHA by the family, or provided to SNRHA as part of the USCIS appeal or the SNRHA Informal Hearing process:

- The application of assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an Informal Hearing
- The final Informal Hearing decision

C



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
RESIDENT COUNCIL BOARD MEMBERS  
May 20, 2020**

**AIDA BRENTS RESIDENT COUNCIL  
2120 VEGAS DRIVE, LAS VEGAS, NV 89108  
PHONE: 702-477-3220  
MEETINGS: 1<sup>ST</sup> WEDNESDAY @2:00 PM**

**NOT AN ACTIVE COUNCIL AS OF 9/16/19**

PRESIDENT  
VICE PRES  
SECRETARY  
TREASURER  
SGT.@ARMS

**ARCHIE GRANT PARK RESIDENT COUNCIL**  
**RAD PROPERTY 1720 SEARLES AVE LAS VEGAS, NV 89101**  
**PHONE: 702-922-6207 FAX: 702-922-6220**  
**MEETING: 3<sup>RD</sup> WEDNESDAY 2:00 P.M.**  
**EMAIL: [archiegrant1720@gmail.com](mailto:archiegrant1720@gmail.com)**

<u>President</u>	Cherlon Hilt	1601 Searles #C	Phone: 702-583-1647
<u>Secretary</u>	Ava Norman	1609 Searles #C	Phone: 702-237-4953
<u>Treasurer</u>	Cecelia Harper	1604 Searles #140	Phone: 702-309-8599

**ARTHUR SARTINI RESIDENT COUNCIL**  
**900 S. BRUSH, LAS VEGAS, NV 89107**  
**PHONE: 922-6410 FAX: 922-6413**  
**MEETING 2<sup>ND</sup> MONDAY @ 4:00 P.M.**

President	Steve Bishop	5200 Alpine PL #1	Phone: 702-689-8672
1 <sup>st</sup> Vice President	Jackie Chester	5200 Alpine PL #26	Phone: 702-612-7370
2 <sup>nd</sup> Vice President	Madonna Little	900 S. Brush St. #302	Phone: 702609-0383
Secretary	Elizabeth Ideker	900 S. Brush St. # 239	Phone: 702-870-2763
Treasurer	Norman Freedman	900 S. Brush St. # 443	Phone: 702-325-2110

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**RESIDENT COUNCIL BOARD MEMBERS**  
**May 20, 2020**

Marble Manor Resident Council  
916 McWilliams  
Las Vegas, NV 89106  
Phone: 477-3275  
Meeting: 2<sup>nd</sup> Thursday  
912 Gerson (Marble Community Center)

**NOT AN ACTIVE COUNCIL AS OF 2/26/20**

President  
Vice President  
Secretary  
Treasurer

Marion Bennett Plaza  
1818 Balzar  
Las Vegas, NV 89106  
Phone 702-477-3270  
Meetings: 2<sup>nd</sup> Monday @ 1:00 PM

**ELECTIONS SCHEDULED 04/15/20**

President  
Secretary  
Treasurer  
Sgt. @ Arms

**HARRY LEVY GARDENS RESIDENT COUNCIL**  
**2525 WASHINGTON, APT 126 LAS VEGAS, NV 89106**  
**PHONE: 922-6166 FAX 922-6109**  
**MEETING: 2<sup>ND</sup> WEDNESDAY @ 1:00 P.M.**  
**EMAIL: [HLGRCB@yahoo.com](mailto:HLGRCB@yahoo.com)**

President	Jeanette Jones Francois	2525 Washington, Apt 219	Phone: 702-272-6415
1 <sup>st</sup> Vice	Marilyn Carthen	2525 Washington Apt 231	Phone: 702-902-7116
Treasurer	Theresa O'dell	2525 Washington, Apt 242	Phone: 702-496-5560
Secretary	Mary Magdalene Rhodes	2525 Washington, Apt 405	Phone: 702-771-9278
Sgt. @ Arms	Johnny Martin	2525 Washington Apt 124	Phone: 702-601-5962



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
RESIDENT COUNCIL BOARD MEMBERS  
May 20, 2020**

Hullum Homes/Jones Gardens  
1750 Marion Drive  
Las Vegas, NV 89115  
702-477-3255  
Meetings: 1<sup>st</sup> Thursday @ 12 Noon

President	Natassia Bousley	1750 Marion Dr. #26C	Phone: 702-624-7273
Vice-Pres	Tammie Daniels	4980 E. Owens Ave. #1D	Phone: 702-769-9669
Secretary	June Jackson	1750 Marion Dr. #268	Phone: 702-531-2988
Treasurer	Genette Jones	1750 Marion Dr #26D	Phone: 702-810-1319

James Down Towers  
5000 – Alta Drive  
Las Vegas, NV 89107  
702-477-3245  
Meeting: 2nd Wednesday @ 2:00 pm

**NOT AN ACTIVE COUNCIL**

**THIRD & FINAL nomination MEETING scheduled  
3/18/20**

**SCHAFFER HEIGHTS RESIDENT COUNCIL  
2901 SCHAFFER CIRCLE LAS VEGAS, NV 89121  
PHONE: 702.258.1012 FAX: N/A  
MEETING: 2<sup>ND</sup> THURSDAY @ 2:00 P.M.**

**Email: [schafferresidentcouncil@yahoo.com](mailto:schafferresidentcouncil@yahoo.com)**

**NOT AN ACTIVE COUNCIL –AS OF FEBRUARY 20, 2020**

Chair

Co-chair

Secretary

Sunshine

Alternate

Alternate

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
RESIDENT COUNCIL BOARD MEMBERS  
May 20, 2020**

**SHERMAN GARDENS RESIDENT COUNCIL  
1708 CURRAN WAY LAS VEGAS, NV 89106**

**PHONE: 631-9155 FAX: 631-9347**

**MEETING: 3RD THURSDAY @ 1:30 P.M.**

**Email: [shermangardens1708@gmail.com](mailto:shermangardens1708@gmail.com)**

**NOT AN ACTIVE COUNCIL**

**INTEREST LTRS BEING SENT FOR A NOMINATION ON APRIL 14, 2020**

President  
1<sup>st</sup> VP  
Secretary  
Treasurer  
Parliamentarian:

***Resident Advisory Board***

***916 McWilliams (Marble Manor)***

***LAS VEGAS, NV 89101***

***Phone: 702.633.0920 Fax: 702.633.0921***

***Bi-monthly Meeting: 2<sup>nd</sup> Tuesday @ 2:00 p.m.***

***Email: [SNRHA.RAB.12@yahoo.com](mailto:SNRHA.RAB.12@yahoo.com)***

Chairperson:

Vice-Chairman Fred Bousley 945 Allure Drive, Las Vegas, NV 89128 702-372-2923

Secretary

Treasurer Christina Johnson 2289 Sierra Sunrise, Las Vegas, NV 89156 702-845-4890

Member

Member

Member Steve Bishop 900 S. Brush #1, LVNV 89107 702-689-8672

Member Jackie Chester 5200 Alpine Pl.#26, 89107 702-612-7370

Member

Member

Member Jeanette J. Francois 2525 W. Washington #219, LVNV 89106 702-272-6415

Member Marilyn Carthen 2525 W. Washington #231 LVNV 89106 702-902-7116

Member Natassia Bousley 1750 Marion Dr #26C, LVNV 89115 702-624-7273

Member Tammie Daniels 4980 E. Owens Ave #1D, LVNV 89115 702-769-9669

Member

Member

Member

Member-at-large

**RAB members e-mail addresses:**

Christina Johnson - [chrysteena702@gmail.com](mailto:chrysteena702@gmail.com)

Fred Bousley - [Federick65Bousley65@gmail.com](mailto:Federick65Bousley65@gmail.com)



**D**



## SNRHA GRIEVANCE POLICY AND PROCEDURE



### I. OVERVIEW

When SNRHA makes a decision that has a negative impact on a family, the family is often entitled to dispute the decision. For applicants, the dispute takes the form of an informal review; for participants, or for applicants denied admissions because of citizenship issues, the dispute takes the form of an informal hearing. For public housing and Rental Assistance Demonstration (RAD) residents the dispute can be a multi-step process involving an informal settlement meeting and if needed a formal hearing.

### II. SNRHA GRIEVANCE PROCEDURE SUMMARY:

The Southern Nevada Regional Housing Authority (SNRHA) Grievance Policy and Procedure is available to all applicants, participants and residents of the following SNRHA Housing Program:

- Conventional Public Housing Program
- Section 8 Housing Choice Voucher Program
- Rental Assistance Demonstration (RAD) Program
- Project Based Voucher Program

The purpose of the SNRHA Grievance Procedure is to provide applicants, participants and residents an opportunity for a hearing and/or due process review of SNRHA decisions that adversely affect their housing assistance.

### III. DEFINITIONS:

For the purpose of the SNRHA Grievance Policy and Procedure, the following definitions shall be applicable:

**Adverse Action** means a decision made by SNRHA to terminate or deny housing assistance to a family.

**Applicant** means a family who requests SNRHA housing assistance by submitting an application for housing to the following housing program(s) but is not yet a participant or resident:

- Conventional Public Housing
- Section 8 Housing Choice Voucher Program
- Rental Assistance Demonstration (RAD) Program
- Project Based Voucher Program

**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.

**Business Days** means days that SNRHA is open for business. This does not include weekends or holidays.

**Calendar Days** means consecutive days on the calendar including weekends and holidays.





## SNRHA GRIEVANCE POLICY AND PROCEDURE



**Conventional Public Housing Program** means federally subsidized housing owned and managed by SNRHA.

**Decision** means a written determination of a Grievance prepared by the SNRHA Hearing Officer.

**Denial** means a refusal affecting a person's eligibility status.

**Dispute** means to question the validity or truth of an administrative action taken by SNRHA.

**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 Choice Voucher Program participant.

**Formal Hearing** means an impartial review of a grievance and all related oral and documentary evidence, conducted by an impartial third party designated by SNRHA.

**Grievance** means a dispute submitted by a SNRHA applicant, participant or resident about a SNRHA decision that adversely affects the family's housing assistance or eligibility thereof.

**Grievant** means an applicant, public housing resident, Section 8 Housing Choice Voucher participant or Rental Assistance Demonstration tenant who submits the dispute referenced in the paragraph above.

**Hearing** means an impartial review of a grievance and all related oral and documentary evidence, conducted by an impartial third party designated by SNRHA.

**HUD** means the Department of Housing and Urban Development.

**Informal Hearing** means an informal process conducted by the Hearing Officer or designated person to review oral and documentary evidence pertinent to the facts and issues raised when a Section 8 Housing Choice Voucher participant disputes an adverse action which has been taken or is proposed to be taken by SNRHA.

**Informal Review** means a review of a grievance and all related oral and documentary evidence, of the decision that gave rise to the grievance, conducted by the SNRHA official, a designee, or Hearing Officer, in consultation with the grievant.

**Informal Settlement** means a written agreement between a SNRHA Asset Manager and a Public Housing Resident or a Property Manager and a Rental Assistance Demonstration (RAD) tenant that resolves a grievance without a formal hearing.

**Involuntarily Displaced** means having to move from a residence through no fault of your own.

**Live-In Aide** means a person who resides with a disabled household member, who's sole purpose is to provide 24 hour/7 day a week care for the disabled household member and who would not otherwise be living in the assisted unit. A Live-In Aide is not considered a member of the resident family even if the person is a relative of the family, and has no right to retain the assistance of the disabled household member.



## SNRHA GRIEVANCE POLICY AND PROCEDURE



**Participant** means a family in the Section 8 Housing Choice Voucher Program that holds a valid voucher issued by 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.

**Preponderance of Evidence** means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole, shows that the fact sought to be proven is more probable than not. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

**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.**

**Section 8 Housing Choice Voucher (HCV) Program** means federally assisted housing program administered through the SNRHA and where landlords own the units in the private sector.

**SNRHA** means the Southern Nevada Regional Housing Authority.

**Substandard Housing** means a unit that is not livable according to HUD definition.

**Tenant** means adult persons listed on a lease who live in a SNRHA Rental Assistance Demonstration (RAD) housing unit; 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.**

**Unit** means a residential space for the private use of a family.

### IV. GRIEVANCE PROCEDURES

#### A. INFORMAL REVIEWS

Informal Reviews are provided for program applicants. The Informal Review is intended to provide a “minimum hearing requirement” and need not be as elaborate as Informal or Formal Hearings. The Informal Review will be conducted by the Hearing Officer or designated person selected by SNRHA, depending on the program.

#### **Decisions Subject to Informal Review**

SNRHA must give an applicant the opportunity for an informal review of a decision denying assistance. Denial of assistance may include any of all of the following:

- Denying listing on a SNRHA waiting list
- Withdrawal from a SNRHA waiting list
- Denying a claim for a federal preference





## SNRHA GRIEVANCE POLICY AND PROCEDURE



- Denial of assistance based on an unfavorable history that may be the result of domestic violence dating violence, sexual assault or stalking
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures

Informal Reviews are **not** required for the following reasons:

- Discretionary administrative determinations by SNRHA
- General Policy issues or class grievances
- A determination of the family unit size under the SNRHA occupancy or subsidy standards
- A determination not to grant approval of tenancy
- A determination that the unit is not in compliance with HQS or UPCS standards
- A determination that the unit is not in accordance with the HQS due to family size or composition.

### 1. Notification to the Applicant

SNRHA must give an applicant prompt notice of a decision denying assistance. The notification must be provided to the applicant in writing, detailing the following:

- a. The basis for the determination.
- b. The procedures to request an informal review of the determination. An informal review request form shall be included with the notification.

### 2. Informal Review Request Procedures

An applicant may request an informal review if they are determined ineligible for the following reasons:

- Undeliverable mail
  - Unsuitability as a tenant
  - Unfavorable criminal history report
  - Unfavorable management report
  - Non-responsive to SNRHA requests, notices or appointments
- a. The applicant must submit a written request for an informal review of the determination within ten (10) calendar days of the date of the notification. The request for the informal review shall be submitted to the department that issued the notice. In the case of waiting list ineligibility, the request would be submitted to:  
SNRHA Admissions Department  
5390 East Flamingo Road  
Las Vegas, Nevada 89122
  - b. Upon receipt of the request, the Department Head or his/her designee shall review the request and the applicant's file to determine if the notification is in accordance with HUD regulations and SNRHA Policy.
    - If the Department Head or his/her designee determines that the notification of ineligibility was in error, the file will be reinstated and no informal review will be required.



## SNRHA GRIEVANCE POLICY AND PROCEDURE



- If the Department Head or his/her designee determines that no errors have been made, a hearing packet will be forwarded to the hearing office for processing. The hearing packet must include the following:
  1. The notice of ineligibility
  2. The application for assistance
  3. Any documentary evidence to be presented at the informal review appointment.
  4. A cover sheet with the client name, client number, the program, a description of the determination.

### 3. The Informal Review Meeting Notification

Upon receipt of the hearing packet, the Hearing Officer shall review the packet and determine whether the determination of ineligibility and the request for an informal review has been made in accordance with SNRHA Policy.

- If the Hearing Officer determines that the determination of ineligibility was not in accordance with HUD regulations or SNRHA Policy, the Department will be notified that an error has been made with instructions to reinstate the applicant's file.
- If the Hearing Officer determines that the request for an informal review has not been made in accordance with SNRHA Policy, the Hearing Officer will send a notice of denial of the informal review request with an explanation of why the request has been denied.
- If the Hearing Officer determines that the notification of ineligibility and the request for an informal review comply with regulations and policies, an appointment for the informal review will be scheduled within ten (10) business days of receipt of the hearing packet.
- A written notice of the appointment will be mailed to the address the client indicated on the informal review request form or the last known address, if no address is provided. The appointment letter must include the following:
  - Client name
  - Client number
  - Appointment date and time
  - Appointment location
  - Grievant Rights and Responsibilities
- A copy of the appointment letter will be forwarded to the referring department.

### 4. Informal Review Meeting

The Hearing Officer 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 or a department designee who has been apprised of the determination and the reasons for the determination. The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.





## SNRHA GRIEVANCE POLICY AND PROCEDURE



### 5. Presentation of Evidence

During the Informal Review:

- The SNRHA official responsible for making the ineligibility determination or his/her designee shall be required to provide the regulatory and/or policy basis for the determination at issue together with any related documentary evidence,
- The applicant and/or his/her authorized representative shall be afforded the opportunity to present related documentary and/or oral evidence which discounts, disproves, disputes or otherwise mitigates the basis for the ineligibility determination.

### 6. The Informal Review Decision Notification

Within ten (10) business days of the date of the Informal Review Meeting, the Hearing Officer or his/her designee shall notify the applicant and/or his/her authorized representative, in writing, of the Informal Review Decision.

### 7. The Informal Review Decision

The person conducting the review is responsible for making the final decision as to whether assistance should be granted or denied. In rendering a decision, the Hearing Officer will evaluate whether or not the grounds for denial were stated factually in the notice, the validity of the grounds for the denial, the validity of the evidence and whether the facts prove the grounds for the denial. The Informal Review Decision shall be prepared by the Hearing Officer or his/her designee and shall clearly state the following:

- The date of the Informal Review Meeting
- The names of person in attendance
- The decision
- The applicable policy and/or regulatory provisions
- A statement 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 and Urban Development  
Office of Fair Housing and Equal Opportunity

One Sansome St.  
San Francisco, CA 94104  
(800) 424-8590  
(800) 424-8529 (TDD)

If the family fails to appear for their informal review, the denial of admissions will stand and the family will be so notified. Failure to appear for in person Informal Review appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered **failure to appear**.

### B. INFORMAL SETTLEMENT MEETING

Residents/Tenants of the Conventional Public Housing or Rental Assistance Demonstration (RAD) Programs who are notified of a decision that adversely affects the



## SNRHA GRIEVANCE POLICY AND PROCEDURE



resident's rights, duties, welfare or status as a Resident/Tenant may submit a Grievance in writing to the 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 request must be personally presented to the management office with jurisdiction for the unit in which the grievant resides within ten (10) calendar days. Upon written receipt from a resident/tenant, the Manager shall schedule a meeting with the grievant to discuss the issues presented by the Notice of Adverse Action. The purpose of the meeting is to determine whether the Grievance can be resolved without a Formal hearing.

The Manager will review the request, schedule and conduct the meeting within ten (10) calendar days.

The grievant will be given written notice of the appointment. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time
- Appointment location
- Grievant rights and responsibilities

The meeting may be held in person at a location specified in the appointment letter or may be held telephonically or via a secure internet platform.

The Manager and resident/tenant will discuss the grievance informally; an attempt will be made to settle the grievance informally, by discussion, without a hearing.

If the grievant does not request a Grievance within ten (10) calendar days of the Notice of Adverse Action, the disposition of the action shall become final. Failure to request a hearing shall not constitute a waiver by the grievant of his/her right to contest the action in disposing of the grievance in an appropriate judicial proceeding.

The grievant may not skip the Informal Settlement Meeting in order to request a Formal Hearing.

### 2- Informal Settlement Meeting Summary

The Manager shall prepare a written summary of the meeting discussion setting forth the following:

- The date of the Settlement Meeting
- 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 the request form)





## SNRHA GRIEVANCE POLICY AND PROCEDURE



The written summary shall be prepared and provided to the Grievant within five (5) business days of the date of the meeting. A copy of the letter must be mailed to the grievant with proof of mailing via certificate of mail.

If the Grievant is not satisfied with the results of the Informal Settlement of Grievance meeting, the grievant may request a Formal Hearing, in writing, within ten (10) calendar days.

### **C. 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 Formal Hearing is a formal process conducted by the Hearing Officer to review oral and documentary evidence pertinent to the facts and issues raised when a resident/tenant disputes an adverse action, which has been taken or is proposed to be taken by the SNRHA or the Manager.

#### **1 - Hearing Request**

The grievant may request a hearing by submitting a written hearing request to the Manager or SNRHA Central Office at SNRHA Hearing Office 340 N. 11<sup>th</sup> Street Las Vegas, NV 89101, within ten (10) calendar days of the date of the written Informal Settlement Meeting Summary.

If the grievant does not request a formal hearing within ten (10) calendar days of the Informal Settlement Summary, the disposition of the grievance shall become final. Failure to request a formal hearing shall not constitute a waiver by the grievant of his/her right to contest 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 the adverse action violates the resident/tenant's lease or other rule or regulation, as well as the resident/tenant's rights, duties, welfare or status.

Notwithstanding scheduling conflicts, the formal hearing shall be scheduled and conducted within ten (10) business days of the date the Hearing Officer receives the hearing request.

The grievant shall be given written notice of the appointment. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time
- Appointment location
- Grievant Rights and Responsibilities

The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.



## SNRHA GRIEVANCE POLICY AND PROCEDURE



### 2 - Hearing Procedure

The Formal Hearing shall be conducted by an impartial, third-party, Hearing Officer, designated by SNRHA. The Formal 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 management and allowed to copy any documents in their file at a cost of \$1.00 per page after the first twenty-five (25) pages. 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/tenant. Requests for copies of documents must be submitted in writing and SNRHA will have four 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. Payment must be by money order or cashier's check; or if 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 management at the time of the 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 Management's witnesses on whose testimony or information management will 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 management.***
- Failure to appear at the Formal Hearing, without prior notification and approval may result in dismissal of the Grievance. Failure to appear for in person Formal Hearing appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered ***failure to appear.***

### 3 Formal Hearing Decision

The Formal 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 may ask the family for additional information or documentation and/or might adjourn the hearing to reconvene at a later date, before reaching a decision, but must render a decision within ten (10) business days of the initial hearing regardless of the request for additional information.

Within ten (10) business days of the date of the hearing, the Hearing Officer shall prepare a written decision that sets forth the following:





## SNRHA GRIEVANCE POLICY AND PROCEDURE



- ***Hearing Information***
  - The date, time and location of the hearing
  - The names of the parties and their representatives in attendance at the hearing
  - The name of the Hearing Officer
- ***Background***
  - A brief, impartial statement of the reason for the hearing
- ***Summary of the Evidence***
  - The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.
- ***Finding of Facts***
  - The hearing officer will include all findings of fact, based on a preponderance of evidence.
- ***Conclusion***
  - The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of evidence. This conclusion will result in a determination of whether these facts uphold the Proposed action.
- ***Order***
  - The hearing officers written decision letter will include a statement of whether the proposed action is upheld or overturned. If it is overturned, the hearing officer will instruct management to restore the grievant's program status.

The decision of the Hearing Officer is binding on management unless:

- The grievance does not concern SNRHA/management actions or failure to act, or that it did not concern a decision that adversely affected the Grievant's lease, rights, rules, duties, welfare or status; or
- A determination is made that the Hearing Officer's decision violates the requirements of the Annual contributions Contract between SNRHA and HUD; or
- For matters in which SNRHA is not required to provide an opportunity for a hearing; or
- Decisions that exceed the authority of the hearing officer; or
- Decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State, or Local laws, requirements of the annual contribution contract between SNRHA and HUD.

The decision of the Hearing Officer or a member of the Board of Commissioners in favor of SNRHA or which denies the relief requested by the grievant shall not constitute a waiver of, nor affect in any manner, the Grievant's right to institute legal action against SNRHA in a court of



## SNRHA GRIEVANCE POLICY AND PROCEDURE



competent jurisdiction regarding the subject matter of the Grievance. The Grievant may utilize due process through the Court.

### 4 – Hearing Decisions Regarding Eviction

A decision of the Hearing Officer 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 may not violate:

- Local, State or Federal law;
- Resident's lease;
- SNRHA rules of regulations;
- SNRHA Annual Contribution Contract with the Federal Government; or
- Federal regulations applicable to SNRHA

When the Hearing Officer affirms the SNRHA decision to terminate the Grievant's tenancy, SNRHA/management 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's Decision.

In no event shall the notice to vacate be issued prior to the decision of the Hearing Officer having been mailed or delivered to the grievant.

### D. 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 housing community; or
- Proposed termination of tenancy due to drug-related criminal activity on or off the housing premises.

The expedited hearing procedure shall be listed on all 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 within twenty-four (24) hours after service of the notice to request that the procedure be expedited.

- Upon notification by the manager, the Hearing Officer will schedule the Expedited Hearing to take place within three business days.
- The Hearing Officer will create an appointment letter, which the manager will hand deliver to the resident or post on the resident's door. The Hearing Officer will also send a copy by regular mail via the United States Postal Service.
- After completion of the Expedited Hearing, the Hearing Officer will render a decision within three (3) business days.
- A copy of the decision letter will be forwarded to the manager and the original will be mailed to the resident by regular mail via the United States Postal Service.





## SNRHA GRIEVANCE POLICY AND PROCEDURE



- The manager may hand deliver a copy of the letter to the resident in order to expedite the notice to the resident.

### E. INFORMAL HEARINGS FOR PARTICIPANTS

SNRHA must offer an Informal Hearing for certain SMNRHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to the HCV program and is currently assisted in the program. The purpose of the Informal Hearing is to consider whether SNRHA's determination related to the family's circumstances were in accordance with the law, HUD regulations and SNRHA policies.

SNRHA is not permitted to terminate a family's assistance until the time allowed for the family to request an Informal Hearing has elapsed and any requested hearing has been completed. SNRHA will provide a thirty (30) day notice or more prior to termination unless the family has been confirmed as a skip or a deceased person. This shall provide adequate time for the participant to request a hearing and a hearing to be scheduled. Deceased clients with no eligible remaining family member shall have the contract terminated the last day of the month in which the death occurred.

#### 1- Informal Hearing Request

The grievant may request a hearing by submitting a written hearing request to the HCV Department at 380 N. Maryland Pkwy Las Vegas, NV 89101 or SRHA Central Office at SNRHA Hearing Office 340 N. 11<sup>th</sup> Street Las Vegas, NV 89101, within ten (10) calendar days of the date of notice of adverse action.

If the grievant does not request an informal hearing within ten (10) calendar days of the notice of adverse action, the notice of adverse action shall become final. Failure to request an informal hearing shall not constitute a waiver by the grievant of his/her right to contest 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 the adverse action violates the participant's rights, duties, welfare or status.

Notwithstanding scheduling conflicts, the informal hearing shall be scheduled and conducted within ten (10) business days of the date the Hearing Officer receives the hearing request.

The grievant shall be given written notice of the appointment. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time



## SNRHA GRIEVANCE POLICY AND PROCEDURE



- Appointment location
- Grievant Rights and Responsibilities

The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.

### 2- Informal Hearing Procedure

The Informal Hearing shall be conducted by an impartial, third-party, Hearing Officer, designated by SNRHA. The Informal 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 management and allowed to copy any documents in their file at a cost of \$1.00 per page after the first twenty-five (25) pages. 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/tenant. Requests for copies of documents must be submitted in writing and SNRHA will have four 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. Payment must be by money order or cashier's check; or if 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 management at the time of the 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's witnesses on whose testimony or information SNRHA will 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 SNRHA.***
- Failure to appear at the Informal Hearing, without prior notification and approval may result in dismissal of the Grievance. Failure to appear for in person Informal Hearing appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered ***failure to appear.***

### 3- Informal Hearing Decision

The Informal 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.

The Hearing Officer may ask the family for additional information or documentation





## SNRHA GRIEVANCE POLICY AND PROCEDURE



and/or might adjourn the hearing to reconvene at a later date, before reaching a decision, but must render a decision within ten (10) business days of the initial hearing regardless of the request for additional information.

Within ten (10) business days of the date of the hearing, the Hearing Officer shall prepare a written decision that sets forth the following:

- ***Hearing Information***
  - The date, time and location of the hearing
  - The names of the parties and their representatives in attendance at the hearing
  - The name of the Hearing Officer
- ***Background***
  - A brief, impartial statement of the reason for the hearing
- ***Summary of the Evidence***
  - The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.
- ***Finding of Facts***
  - The hearing officer will include all findings of fact, based on a preponderance of evidence.
- ***Conclusion***
  - The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of evidence. This conclusion will result in a determination of whether these facts uphold the Proposed action.
- ***Order***
  - The hearing officer's written decision letter will include a statement of whether the proposed action is upheld or overturned. If it is overturned, the hearing officer will instruct management to restore the grievant's program status.

The decision of the Hearing Officer is binding on SNRHA unless:

- The grievance does not concern SNRHA actions or failure to act, or that it did not concern a decision that adversely affected the Grievant's lease, rights, rules, duties, welfare or status; or
- A determination is made that the Hearing Officer's decision violates the requirements of the Annual Contributions Contract between SNRHA and HUD; or
- For matters in which SNRHA is not required to provide an opportunity for a hearing; or



## SNRHA GRIEVANCE POLICY AND PROCEDURE



- Decisions that exceed the authority of the hearing officer; or
- Decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State, or Local laws, requirements of the annual contribution contract between SNRHA and HUD.

The decision of the Hearing Officer or a member of the Board of Commissioners in favor of SNRHA or which denies the relief requested by the grievant shall not constitute a waiver of, nor affect in any manner, the Grievant's right to institute legal action against SNRHA in a court of competent jurisdiction regarding the subject matter of the Grievance.

The Grievant may utilize due process through the Court.

### F. HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an Informal Hearing, **not** an Informal Review.

Assistance to a family may not be delayed, denied or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the SNRHA hearing is pending, but assistance to an applicant may be delayed pending completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the SNRHA informal hearing process, does not preclude the family from exercising the right, that may be otherwise available, to seek redress directly through judicial procedures.

The notice of denial or termination of assistance for noncitizens must advise the family:

- That assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination.
- The family may be eligible for proration of assistance.
- In the case of an HCV participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518]
- That the family has the right to request an appeal to the USCIS of the results of the secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an Informal Hearing with SNRHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the Informal Hearing process.

#### 1- USCIS Appeal Process [24 CFR 5.514(e)]

When SNRHA receives notification that the USCIS secondary verification failed to confirm





## SNRHA GRIEVANCE POLICY AND PROCEDURE



eligible immigration status, SNRHA must notify the family of the results of the USCIS verification within ten (10) calendar days.

The family will have thirty (30) calendar days from the date of the notification to request an appeal of the USCIS results.

The request for appeal must be made by the family in writing directly to the USCIS.

The family must provide SNRHA with a copy of the written request for appeal and the proof of mailing.

### **2- Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request SNRHA provide a hearing.

The request for a hearing must be made either within thirty (30) calendar days of the date of the SNRHA notice of denial, or within thirty (30) calendar days of the USCIS appeal decision.

### **3- Informal Hearing Officer**

SNRHA must provide an informal hearing before an impartial individual, other than the person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. SNRHA has a designated Hearing Officer who will conduct such hearings.

### **4- Evidence**

The family must be provided the opportunity to examine and copy at the family's expense, and at a reasonable time in advance of the hearing, any documents in the possession of SNRHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

- The family shall be afforded the opportunity to review all related documentary evidence maintained by management and allowed to copy any documents in their file at a cost of \$1.00 per page after the first twenty-five (25) pages. 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/tenant. Requests for copies of documents must be submitted in writing and SNRHA will have four 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. Payment must be by money order or cashier's check; or if from a legal representative, a check from the company shall be acceptable.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of



## SNRHA GRIEVANCE POLICY AND PROCEDURE



evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by SNRHA, and to confront and cross-examine all witnesses on whose testimony or information SNRHA relies.

### 5- Representation and Interpreter Services

Family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to request an interpreter. Upon request, SNRHA will provide competent interpretation services, free of charge.

### 6- Recording of the Hearing

The family is entitled to have the hearing recorded by audiotape at their expense.

- HUD's Final Rules dated March 8, 2-16, entitled "Streamlining Administrative Regulations for Public Housing/Housing Choice Voucher Final Rule", states the hearing officer must maintain a log of all hearings. HUD shall provide the details of that log at a future date and SNRHA shall ensure compliance. HUD has also clarified that any party may obtain a copy of the hearing transcript *at their own expense*. Therefore, SNRHA shall ensure all hearings are recorded.

### 7- Hearing Decisions

SNRHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within ten (10) business days of the date of the informal hearing. The decision must state the basis for the decision.

The Hearing Officer's decision will be binding on SNRHA unless SNRHA's Board of Commissioners determines that:

- The grievance does not concern PHA actions or failure to act in accordance with or involving the grievant's rights, duties, welfare or status; or
- The decision of the Hearing Officer is contrary to applicable Federal, State, Local laws, HUD regulations or requirements of the Annual Contribution contract between HUD and SNRHA.

A decision by the hearing officer or a member of the Board of Commissioners in favor of SNRHA or which denies the relief requested by the Grievant in whole or in part will not constitute a waiver of, nor affect in any manner, any rights the grievant may have to a judicial review in any judicial proceeding, which may thereafter be brought in this matter,

Per HUD's Final Rule, hearings may not be postponed more than five (5) business days and all parties must be advised.





## SNRHA GRIEVANCE POLICY AND PROCEDURE



### **8- Informal Hearing Procedures for Residents [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request SNRHA provide a hearing. The request must be made wither within thirty (30) calendar days of the notice of termination, or within thirty (30) calendar days of the USCIS appeal decision.

For the Informal Hearing procedures that apply to resident families whose assistance is being terminated based on immigration status, see Sections E3 through E8 above.

### **9- Retention of Documents [24 CFR 5.514(h)]**

SNRHA must retain the for a minimum of five (5) years the following documents that may have been submitted to SNRHA by the family, or provided to SNRHA as part of the USCIS appeal or the SNRHA Informal Hearing process:

- The application of assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an Informal Hearing
- The final Informal Hearing decision

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**F**



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**COVID-19 Policy Lease Addendum**

This addendum dated: \_\_\_\_\_ will become a part of the DWELLING LEASE between the Southern Nevada Regional Housing Authority (Owner) and on behalf of the Tenant Family headed by: \_\_\_\_\_ for the following described unit

\_\_\_\_\_.

Residents are encouraged to self-report exposure or a positive case of COVID-19. SNRHA may post a general notice encouraging residents who are experiencing symptoms consistent with COVID-19 or have been in contact with someone with COVID-19, or have recently traveled to certain areas to refrain from contact with other residents and/or employees and contact a health care provider.

The SNRHA has implemented health and safety protocols for residents consistent with the CDC (Center for Disease Control and Prevention) or state or local public health officials recommended for individuals who have visited specified locations, are experiencing COVID-19 or someone who displays COVID-19 influenza symptoms. For example, SNRHA may minimize the number of staff members who have face-to-face interactions with residents who have confirmed or suspected COVID-19, ensure that those staff follow recommended precautions for preventing spread, and advise that those with higher risk of severe illness from COVID-19 not to have close contact with residents who have confirmed or suspected of having COVID-19.

To mitigate or prevent the risk of transmission, SNRHA, with the affected resident’s permission, will install a HEPA-filtered fan within their unit, and it will remain in operation for the length of the illness or quarantine. In addition, SNRHA will follow all state and local health department guidance as well as the CDC’s COVID-19 communication resources.

The SNRHA may ask residents certain questions to help assess potential health risks either before or immediately upon arrival in the management office of a resident including:

1. Have you traveled recently?
2. Do you have any symptoms right now? Cough? Fever? Shortness of breath?
3. In the last 14 days, have you had contact with someone with, or under investigation for COVID-19, or who are ill with a respiratory illness?

However, SNRHA will not deny residents that self-report COVID-19 or are suspected positive COVID-19 access to SNRHA services. The Fair Housing Act and other federal laws prohibit the eviction, turning away or harassment of a person in housing because they are profiled, on the basis of race, national origin or other protected class, to be associated with COVID-19.

**ACKNOWLEDGEMENT:**

The Head of Household, and his/her adult household members, whose signature appears below, acknowledges that they each have read the provisions of this lease addendum, or that the provision of this lease addendum has been read to them, and each understands and agrees to each provision.

_____	_____	_____
HEAD OF HOUSEHOLD	PRINT NAME	DATE
_____	_____	_____
OTHER ADULT MEMBER	PRINT NAME	DATE
_____	_____	_____
HOUSING AUTHORITY REPRESENTATIVE	PRINT NAME	DATE

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# PUBLIC HOUSING HOUSE RULES

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## SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

The following policies and general rules are compiled herein for the benefit of all **Public Housing residents**. Some of the information below can be readily found in the Lease Agreement or accompanying attachments and is reprinted herein solely for convenience. Other rules or policies, such as “Maintenance Emergencies Defined” and similar topics are not discussed in detail in the Lease, but instead refer to this document commonly called “House Rules.”

Residents agree to abide by the House Rules and receipt of the rules is acknowledged in the lease agreement and by the signature page attached. These standards will be applied fairly and uniformly to all Residents. Failure to abide by the House Rules is a violation of the lease terms and can result in eviction.

### SPECIAL EXTERMINATION SERVICES

Normally you will not have problems with cockroaches, fleas, ticks, ants and other pests, if you follow good sanitation practices. However, in the event that your apartment becomes infested, SNRHA will spray it for you. Please note the following:

- a. Routine Pest Control is scheduled periodically during the year. (General notice will be given in advance.)
- b. If you need extermination services, call your Management Office.
- c. For trees, shrubs, and weeds in the public areas that have become infested, please contact your Management office.
- d. If you suspect that there are Africanized bees in or around your home, please contact Maintenance.
- e. If you suspect Bed Bugs in your home, please notify your Management Office immediately.

### NEW RESIDENT ORIENTATION

All adult household members are required to attend a New Resident Orientation session within the first 90 days of residency. Failure to attend the Orientation may be grounds for termination of the Lease.

The purpose of the Orientation will be to familiarize all new residents with rules, regulations, policies, and procedures pertinent to successful occupancy in SNRHA’s programs. The Lease, House Rules, maintenance policies, housekeeping, Community Service requirement and Earned Income Disallowance will be among the topics reviewed at Orientation.

Existing residents may be required to attend the orientation, as directed by their Asset Manager, as a condition of continued occupancy if lease violations have occurred.

### RENT PAYMENTS

In accordance with terms of your lease, the full rent for the month is due and payable in advance, or on the first day of the month. All rents are to be paid no later than the 5<sup>th</sup> day of the month at the assigned Management Office.





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## PUBLIC HOUSING HOUSE RULES

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Please note the following:

- a. A resident who cannot pay rent when due because of circumstances beyond their control (such as late receipt of public assistance or TANF, social security or pension checks) should contact the Management Office immediately, or no later than the 5<sup>th</sup> day of the month to make payment arrangements. Late charges will be assessed, but making these arrangements in advance may save court costs associated with an eviction notice, and may preclude your being locked out for non-payment of rent.
- b. Delinquency Charges. Charges for late payment of rent will be assessed as follows:
  1. If rent is not paid by the fifth (5<sup>th</sup>) day of the month, a charge of ~~\$40.00~~ **5% of the monthly rental amount (not to exceed \$20.00)** will be assessed.
  2. Residents who have not their paid rent by the fifth (5<sup>th</sup>) day of the month will receive an appropriate “Notice to Pay Rent or Quit.” If no response is received by the end of the “Notice” period, it will be necessary to file an action for possession of the premises in Justice Court. Additional charges will be assessed to cover the court and constable fees involved in this process.
  3. Delinquency charges will not be assessed on account balances for anything other than rent.
- c. In the event of an eviction for non-payment of rent and/or other charges due, no payment may be accepted by SNRHA, its agents or employees, for charges due (including rent, late fees, maintenance charges, etc.) except when payment is for full balance due. **Partial payments will NOT be accepted.** Payment must be by certified check or money order only.
- d. Bad check Charges. A returned check charge equal to the greater of \$40.00 or the fee charged by the bank will be assessed for any check received as payment of rent and/or other charges that is returned unpaid due to insufficient funds or for any other related reason. If such occurs, SNRHA will no longer accept checks from that resident and future payments must be by certified check or money order only.

### **SPECIAL EVENTS AND COMMUNITY ROOMS:**

- a. Residents planning special events that are conducted outside the dwelling unit **require prior approval** from SNRHA and any equipment must be removed immediately after the event (example: birthday parties).
- b. If the development offers the availability of a community room for a resident’s **special event**, rules regarding the use, sign up and access to the room will be posted at the respective development and must be approved by the Resident Council (if applicable) prior to scheduling the event.
- c. To be eligible to use the community room for a special event, the residents’ account must be in good standing (no past due charges of any kind, no evictions pending).
- d. No alcoholic beverages are allowed to be distributed, accessible, and or consumed.
- e. Residents must follow all posted rules in Community Rooms that are open and available to all residents.
- f. Glass bottles and containers or metal cans are prohibited outside of the community room.



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## PUBLIC HOUSING HOUSE RULES

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### **RESIDENT RESPONSIBILITIES FOR GROUNDS MAINTENANCE, SANITATION, AND PARKING**

- a. Lawns. Residents are requested to assist by not riding bicycles, walking, or running through plantings or flowerbeds; use sidewalks. Residents are held responsible for their children. Children are not to dig holes, scatter rocks, or otherwise disturb lawns, shrubbery, trees or sprinkler systems. In addition, it is the responsibility of residents to report to the office any destruction by other residents and their families or guests that they witness.
- b. Sprinkler Heads. Please do not place storage boxes, toys, barbecues, etc. over sprinkler heads. This keeps the sprinkler from covering the lawn area it is designed to serve.
- c. Outside Storage. Residents may **NOT** store items such as old furniture, car or truck parts or tires, used appliances, or items that constitute a fire hazard or threat to health and/or safety in or near patios, entry doors or yard areas. This does not prohibit the keeping of bicycles, tricycles, toys, patio furniture, etc. Any prohibited items, as listed above, not removed within a reasonable time after notice is given to the resident, will be removed and charges for the removal will be assessed to the resident. Kiddy pools will be removed if not emptied and properly stored after use; they may not be left outside overnight.
- d. Handling Garbage, Trash, Old Furniture, Etc. Each resident shall use the refuse containers provided by SNRHA. No refuse, trash, or garbage shall be disposed of in any manner other than by placing it in the container provided. No rocks, dirt, large pieces of wood, scrap metal or similar objects shall be placed in the containers.
  1. Regular refuse collection service is provided twice weekly by the appropriate refuse company at no cost to the resident. It is your responsibility to take care of your own rubbish and garbage as stated in your lease. Please follow these guidelines concerning your garbage and trash:
    - a. Place only garbage and trash in the container.
    - b. Wrap all wet garbage or place it in a sack.
    - c. All trash must be disposed of inside a trash bag. No loose trash inside dumpsters.
    - d. Do not allow your children to play inside the dumpsters, as this could result in serious injuries.
    - e. Any mattresses or sofas need to be cut-up and destroyed prior to putting inside or near the trash receptacle.
    - f. Days of pick-up are \_\_\_\_\_ and \_\_\_\_\_.
  2. Any persons found guilty of starting a fire in or near a container will be charged the cost of repair or replacement of the container, and will be subject to eviction.



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## PUBLIC HOUSING HOUSE RULES

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- e. Removal of Large Items. The disposal company will not pick up large items such as old furniture, appliances, large rugs, mattresses, etc. Please call maintenance department will remove of these items at no charge.
- f. Automobiles, Parking, Etc.
1. Inoperable, Unregistered, Unlicensed, Dismantled Vehicles, Etc. Residents may not keep vehicles on the development unless they are properly licensed, registered and in an operable condition. Vehicles which do not display current licenses and/or which are in an inoperable condition (such as flat tires, broken windows, leaking fluids, etc.) will be towed at the vehicle owner's expense. No repairs, oil changes, or any other work may be done to vehicles on SNRHA property.
  2. Prohibited Parking Areas. No vehicles are to be parked in the following areas:
    - a. Fire hydrants: Spaces are marked off with red paint and signs. Vehicles parked in these areas are subject to removal, with no further notice, at the cost of the resident.
    - b. Handicapped Parking: Spaces are marked off and lined, generally in blue, with signage indicating the space is reserved for handicapped parking only. Any vehicle parked in Handicapped Parking must clearly display registered/licensed handicap sticker/plates/signage as issued by the Department of Motor Vehicles.
    - c. Refuse/Trash Containers: Spaces are marked with red paint. Do not park in front of containers. Garbage cannot be collected if the truck cannot get to the containers.
    - d. Powered Cycles (Motorcycles, Scooters, Mopeds): All powered cycles of any type, size, style or model must be parked in a designated parking area only. No parking on lawns or on sidewalks.

### **3. Recreational Vehicles (RV's) and Motor Homes**

**SNRHA prohibits these types of vehicles to be parked and/or stored within SNRHA parking lots. These vehicles must be parked on city or county designated streets.**

### **GENERAL REQUIREMENTS**

- a. Noise. In consideration of others, residents and their guests should not make any unnecessary loud or disturbing noises, particularly in the evening and during the night. Singing, playing on a musical instrument, loud operation of a radio, television, stereo, carpet shampoo machines, etc. should not be disturbing to others. Shouting, yelling, fighting, boisterous conduct of any kind is prohibited when disturbing to other residents.
- b. Curfew. All children under the age of 18 must adhere to curfew hours of 10:00 pm to 6:00 am.
- c. Flammable Materials and Space Heaters. The storage or use of gasoline or solvents or other flammable materials in or around apartments is prohibited. Residents must exercise caution with respect to children playing with matches or lighters. Space heaters are only permitted with management's approval.
- d. Doors. Apartment doors must be locked during your absence. Management will not be responsible for articles missing from the apartment. Always carry your key when going out. Residents locking themselves out after regular working hours will be charged a fee according to the Sales and Service Schedule of Charges. **Residents are not permitted to have their own locks on any doors (inside or outside)**. SNRHA must be able to gain access for routine maintenance, inspection purposes, and in the event of any emergency. Use of personal locks is grounds for lease termination.





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## PUBLIC HOUSING HOUSE RULES

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- e. Alterations, Changes to Exterior or Interior.
  - 1. Residents are not to make repairs or alterations or install any equipment to the interior or exterior of the unit without the prior written consent of SNRHA, including and not limited to security bars, screen doors, satellite dishes, storage sheds, etc.
  - 2. Residents are not to alter the apartment through use of paneling, wallpaper, contact paper, carpeting, built-in shelving, room dividers, etc., which are attached to any wall, floor, shelves, drawers, or ceiling surfaces. Only those items that are freestanding and not attached may be used, such as freestanding shelves, lamps, and other items which do not damage the walls or other surfaces.
- f. TV Antennas, Satellite Dishes. All apartments have been pre-wired for cable TV, with one or more outlets. Therefore, there is no need to erect an additional antenna. Satellite dishes may be installed at the expense of the resident after permission has been obtained from SNRHA. You **must request written permission** through the Management Office to schedule installation of the service, as our staff will provide installation instructions which meet SNRHA standards and local code requirements. Under no circumstances may a satellite dish be located on the roof.
- g. Congregating, Disturbances, Gang Members. Group drinking and congregating outside of your unit which creates a disturbance of the peaceful enjoyment of the premises, permitting known gang members or gang activity to occur within or around your unit, will be cause for lease termination and eviction.
- h. No alcoholic beverages are allowed to be distributed, accessible, and/or consumed outside of the residents unit and no open glass bottles or containers containing alcohol are allowed in any common area of the property. No smoking of marijuana is allowed anywhere on or around any SNRHA property under any circumstances.
- i. Negligent, Intentional, or Malicious Acts. Such actions which adversely affect the health, safety, or quiet enjoyment of any resident, staff, or visitor to the premises, or which result in damages to the premises or any part thereof will be cause for lease termination and eviction.

**The House Rules are not inclusive of all Southern Nevada Regional Housing Authorities rules, regulations, policies, and practices. The House Rules are supplemental to the Lease Agreement. For response to a specific question you may have about your occupancy, please see your Asset Manager.**

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Head of Household

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Date

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SNRHA Representative

---

Date



H



## **STATEMENT OF POLICY – RESIDENT COMMISSIONER SELECTION**

### **A. PURPOSE**

This document contains the Southern Nevada Regional Housing Authority's (SNRHA) Resident Commissioner Selection policies and the supporting procedures. The purpose of the policies is to:

- Ensure Resident Commissioner selection process is fair and unbiased;
- Promote resident participation in the selection of a Resident Commissioner;
- Fulfill the requirements of the HUD regulations found in 24 CFR 964.415, and;
- Fulfill the requirements of the State of Nevada statute found in NRS 315.7809

### **B. RESPONSIBILITY AND AUTHORITY**

1) The appointment of the Board of Commissioners Resident member is mandated by 24 CFR 964.415 and is confirmed by the SNRHA Board of Commissioners. Per NRS 315.7809, the Board shall consist of four (4) Resident Commissioners to serve on behalf of tenants and must be selected as follows:

- One commissioner who serves on behalf of tenants of the county that participates in the regional authority, appointed by the governing body of the county;
- One commissioner who serves on behalf of tenants of the largest city in the county that participates in the regional authority, appointed by the governing body of that city;
- One commissioner who serves on behalf of tenants of the second largest city in the county that participates in the regional authority, appointed by the governing body of that city;
- One commissioner who serves on behalf of tenants of the third largest city in the county that participates in the regional authority, appointed by the governing body of that city

2) Established for SNRHA by the Board of Commissioners' action, and periodically amended, the Resident Commissioner Selection policies comply in all respects with state and federal law and regulations. SNRHA's Board of Commissioners must review and approve subsequent changes and amendments to these policies.

### **C. ELIGIBILITY**

1) A person eligible to serve as a Resident Board Member is one who:

- Is directly assisted by SNRHA as a Public Housing or Housing Choice Voucher Resident and who resides in the county or city from which he or she is appointed;





**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS, 340 N. 11<sup>TH</sup> ST., LAS VEGAS, NV 89101**



- Whose name appears on the lease;
  - Who is eighteen years of age or older;
  - Who has not received formal notice that eviction/**termination** proceedings have commenced and are pending;
  - Who has continuously remained in good standing with all selected SNRHA Programs.
- 2) A Resident Commissioner Member who is no longer directly assisted by Southern Nevada Regional Housing Authority is no longer an “eligible resident.” If a Resident Board Member ceases to be directly assisted by Southern Nevada Regional Housing Authority, he or she must be replaced;
- 3) Resident Board Member’s term of office shall be four (4) years per NRS 315.7809.

**D. NOMINATION AND APPOINTMENT PROCESS**

When a Resident Board Member vacancy occurs, the ~~Supportive Services Department conducts a nomination and~~ appointment process for ~~the~~ filling of the vacancy **will be** as follows:

- The SNRHA Board Commissioner Chairperson will notify the Executive Director or Deputy Executive Director of the vacancy, who in turn will notify the Department Directors;
- Housing Choice Voucher Programs (HCVP) and Public Housing (PH) Directors will be notified that the **application appointment** process is beginning; ~~and will request names of verifiers of resident applications within their departments. Verifiers determine if the applicant pool is lease compliant~~
- An IT work order request will be submitted to obtain a distribution list of all resident names and addresses within the vacated jurisdiction;
- ~~Resident Advisory Board (RAB) members will be notified of the need to conduct interviews and are required to attend a mandatory training orientation to ensure knowledge of candidate requirements and related statutes;~~
- ~~Notices and applications, in English and Spanish, will go out to all tenants within the vacated jurisdiction with a deadline for submission;~~
- Department staff ~~will process applications and submit to~~ **in** HCVP and PH **staff check** for verification of lease compliance;
- Once verified, eligible **applicants candidates** will receive notice of **eligibility and if interested**, mandatory orientation to ensure knowledge of duties, expectations and commitment of appointment. ~~Upon completion, they will receive an interview date and time;~~
- ~~RAB members will conduct interviews of all eligible candidates using a scoring tool;~~
- Once **interviews orientations** are completed, a certified selection list and backup documentation of candidates will be forwarded to the Board Commissioner Chair for review;
- ~~The Board Chair will then establish an Ad Hoc Committee to determine the selected candidate;~~



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS, 340 N. 11<sup>TH</sup> ST., LAS VEGAS, NV 89101**



- ~~Once the candidate is selected,~~The Board Chair will forward the **list of eligible candidates for recommended** Resident Commissioner to the appropriate jurisdiction; ~~In the event that a jurisdiction wishes to interview the top candidates themselves, the Board Chair will forward their recommendation along with the list of the other candidates that was received;~~
- Upon notification from the jurisdiction, the Board of Commissioners will orientate and seat the selected Resident Commissioner.

TAB 8



**Community Service and Self Sufficiency Programs.**

**A. PHA Coordination with the Welfare (TANF) Agency**

- (i) Cooperative agreements:  
SNRHA may be entering into a cooperative agreement with the TANF Agency, to share information and/or target supportive services.
- (ii) SNRHA has coordinated the following efforts with the TANF agency:
  - a. Information sharing regarding mutual clients (for rent determinations and otherwise)
  - ~~b. Community Work Experience Program (CWEP) which allows NEON participants the opportunity to gain onsite training and practical work experience~~

**B. Services and programs offered to residents and participants**

**(i). Self-Sufficiency Policies**

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 Otto Merida Desert Villas (also known as 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:

<b>Services and Programs</b>				
<b>Program Name &amp; Description (including location, if appropriate)</b>	<b>Est. Size</b>	<b>Allocation Method (waiting list/random selection/specific criteria/other)</b>	<b>Access (development office / PHA main office / other provider name)</b>	<b>Eligibility (PH or HCV participants or both)</b>
Transportation	<del>762</del> 635	As requested	Individual developments	PH
<del>Youth Career Skills Training</del>	<del>10</del>	<del>Recruitment</del>	<del>Service Coordinator</del>	<del>BOTH</del>
Dress for Success– to provide clothes for participants scheduled for job interviews	<del>60</del> 48	As requested	FSS Coordinators and Supportive Service Coordinators	BOTH
Continuing Education	<del>55</del> 65	As requested	FSS Program referral and Supportive	BOTH

			Services Coordinators	
Debt Management	<del>350</del> 421	As requested	FSS Program and Supportive Services Coordinator referral	BOTH
Utility/Rental Assistance	<del>200</del> 271	As requested	FSS Program referral and Supportive Services Coordinator	Local Residents
Pro Bono Legal Services	<del>17</del> 15	As requested	Senior Law/Nevada Legal Services/Clark County Pro Bono/State Bar of NV Lawyers	BOTH
Health Services	<del>87</del> 51	As requested	Behavioral Health; Optometry, General Medicine	Residents

(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 2018
Public Housing and HCV	<del>55</del> 0	421

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.

TAB 9



## **Hope VI or Choice Neighborhoods (CNI)**

SNRHA has not received a HOPE VI revitalization grant however; our agency is planning to apply for a HOPE VI Revitalization or CNI grant in the Plan year for the following:

- Ernie Cragin Terrace **AMP 305** (NV 209 - **vacant lot**)
- Ernie Cragin Terrace **AMP 305** (NV 213 - **vacant lot**)
- Sherman Gardens Annex **AMP 408** (NV206a)
- Sherman Gardens **AMP 408** (NV214)
- Villa Capri **AMP 408** (NV 215)
- Hampton Court AMP404 (NV 1309)
- Marble Manor AMP407 (NV201/202a/203a/204a)
- Marble Manor Annex AMP408 (NV 203b)

**TAB 10**

## Mixed Finance Modernization or Development

Please refer to the following Demolition and/or Disposition Section for proposed SNRHA's Mixed Finance or Development Plans.

~~The SNRHA submitted a 2018 a 9% Low Income Housing Tax Credits Application and a Mixed-Finance Proposal to HUD to develop one of the vacant lots. A reservation of Low Income Housing Tax Credits (LIHTC) was awarded by the State of Nevada Housing Division in the amount of \$1 mil.~~

The ~~proposed~~ Wardelle Street Townhouses Project ~~entails the financing for the~~ is under new construction of ~~approximately (80)~~ (57) family units, and a Clubhouse/Management Office/Maintenance Building ~~to be~~ located on a portion of the site of the former Ernie Cragin Terrace (NV210/AMP305 portion of) public housing development located at the corner of Wardelle and Bonanza APN Nos 139-25-410-039 / 139-25-410-040 / 139-25-410-041 totaling 7.737 acres. ~~The parcels were subdivided from three to two parcels by the City of Las Vegas and assigned a new address of 700 Wardelle Street consisting of parcels APN 139-25-405-011 (6.47 acres) and 139-25-405-012 (1.3 acres). Approximately~~ The additional 1.3 acres fronting Bonanza Road ~~or Harris~~ Street will be available for ~~the~~ future construction. ~~of T~~he Strong Start Academy at Wardelle Street which is an Early Childhood Education Center that will be developed by the City of Las Vegas to ~~provides~~ services to the families at the Wardelle Street Townhouses and local community.

The ~~proposed~~ unit mix will be 24-1 bedroom units, 23 2-bedroom units and 10 3-bedroom units which includes 20 public housing at <30% AMI, and 37 project based vouchers (9 at <30% & 28 at <50% AMI). ~~The creation of t~~These townhomes will help meet the need for affordable housing in the City of Las Vegas and will complement the City's proposed ~~plan for an~~ early childhood educational facility and the County's new East Las Vegas Branch public library, both on adjacent parcels. ~~The proposed Wardelle Street townhomes~~ They will also serve as a stimulus for other developments in the vicinity and promote a more vibrant neighborhood environment. SNRHA will self-develop this project.

The project was awarded \$1 mil in HOME Funds from Clark County ~~in February 2018~~ and ~~will be awarded~~ \$1.5 mil in Home Funds from the City of Las Vegas. ~~in May 2018-2019. The project is scheduled to begin construction in late June 2019.~~

~~The State of Nevada issued a second round of Tax Credits in August of 2018. The SNRHA submitted an application for the redevelopment of 125 units at Archie Grant Park. A reservation of Low Income Housing Tax Credits (LIHTC) was awarded by the State of Nevada Housing Division in the amount of \$1 mil. The property had previously received a CHAP for a RAD Conversion which is scheduled to occur August 2019.~~

Archie Grant Park is undergoing a Comprehensive Rehabilitation of the 66 units on the northern parcel of the development. The units will be completely stripped replacing all electrical and plumbing infrastructure, roofing, hvac, windows, all appliances and fixtures and interior & exterior painting. New underground water and sewer, landscaping, fencing and the majority of the sidewalks will also be replaced. The 59 units on the southern parcel were upgraded in 2007 but will receive new roofing, hvac units, exterior painting and interior repairs as needed.

The site is located in a governmentally determined Opportunity Zone, a new investment program to spur economic development in economically-distressed communities under the Tax Cuts and Jobs Act of 2017.



## **Mixed Finance Modernization or Development**

An agreement was signed with Brinshore Development to develop the 35 acres of the Marble Manor project under a mixed-finance, mixed-used development.

Ernie Cragin Terrace 28<sup>th</sup> & Sunrise

**TAB 11**

**Demolition and/or Disposition**

As a result of the Authority’s extensive redevelopment activities, several of the Authority’s family developments were included as considerations for demolition and/or disposition. Landsman Gardens – NV018013003 and Biegger Estates – NV018013406 have been disposed as part of the Rental Assistance Demonstration (RAD) Program process. Vera Johnson B – NV018002411 originally disposed as part of the Mixed Finance has converted under RAD Program process. Rose Gardens – NV018007403 has been disposed of as part of the RAD Program Conversion and the Old Rose Gardens building is slated for demolition. Espinoza Terrace NV018007404 is to be disposed as part of the RAD Program Conversion. Vera Johnson Manor “A” - NV018002412 to be disposed as part of the Mixed Finance process. Archie Grant Park NV018007401 is to be disposed as part of the RAD Program Conversion.

The SNRHA is considering several Public Housing Properties for Demolition or Disposition through Mixed Finance sources. A Request For Qualifications was issued March 2019 to solicit a Master Developer for the Mixed Income Redevelopment of Marble Manor. The selected developer will be responsible for providing a vision of a mixed financed, mixed-income development of the Marble Manor site creating a diverse community incorporated into the surrounding neighborhood. The vision should include strengthening the economic vitality of the area, supporting the functions of daily life including education, recreation, retail and community facilities as well as compliment the goals of the City of Las Vegas Hundred Plan and Vision 2045 Plan for the Historic Westside. The developer will select a consultants, contractor and professional design team as well as identify various sources of public/private financing for the redevelopment. **Upon Board Approval in February 2020, The SNRHA entered into a Memorandum of Understanding for planning and redevelopment activities prior to entering into a Master Developer Agreement.**

The SNRHA, in March 2019, returned the Chaps for Arthur Sartini Plaza & Annex NV018002402, Ernie Cragin Annex NV018002406, Hullum Homes NV018002407 and Jones Gardens NV018002407.

**SNRHA has submitted or will be submitting Demolition/Disposition application for the following public housing properties:**

<b>Demolition/Disposition Activity Description</b>
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: <b>Projected start date: TBD- Projected end date: TBD</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Archie Grant</b> 1b. Development (project) number: <b>AMP 401</b> (NV39P002005)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>Part of 1<sup>st</sup> Group Portfolio RAD Application submitted 2015</b>
4. Date application planned for submission: <b>2015</b>



**Demolition and/or Disposition**

5. Number of units affected: <b>125 [RAD Application affects 59 units]</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <del>August 2019</del> <b>October 2020</b> Projected end date: <del>September</del> <b>December</b> 2020

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Marion Bennett Plaza</b>
1b. Development (project) number: <b>AMP 413 (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>Part of 1<sup>st</sup> Group Portfolio RAD Application submitted 2015</b>
4. Date application planned for submission: <b>2015</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>Rad Conversion Commitment Received March 2019</b> Projected end date: <del>July 2019</del> <b>November 2019</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>Part of 1<sup>st</sup> Group Portfolio RAD Application submitted 2015</b>
4. Date application planned for submission: <b>2015</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>Rad Conversion Commitment Received April 2019</b> Projected end date: <del>July 2019</del> <b>November 2019</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>Part of 2<sup>nd</sup> Group Portfolio RAD Application submitted 2015</b> RFP solicited for General Contractor
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>200</b>
6. Coverage of action: Partial or Total AMP
7. RFP issued February 2019 to select General Contractor/Construction Manager to provide development consultation and construction services for comprehensive rehabilitation.
8. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

**Demolition and/or Disposition**

<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>Part of 1<sup>st</sup> Group Portfolio RAD Application submitted 2015</b>
4. Date application planned for submission: <b>2015</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>Marble Manor</b>
1b. Development (project) number: <b>AMP 407 (NV39P002001/02/03a/04a)</b>
2. Activity type: <b>Demolition and/or Disposition or Mixed Finance/Mixed Income development 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>Former Ernie Cragin Terrace</b>
1b. Development (project) number: <b>Former AMP 305 (NV39P002009/010/013)</b>
2. Activity type: <b>Demolition and/or Disposition through a Mixed Finance process</b>
3. Application status: <b>#DDA0003322 Approved 05/18/2009. Demolition completed 2010. Disposition of vacant land: TBD</b>
4. Date application planned for submission: <b>08/2008; Amended 03/2016</b>
5. Number of units affected: <b>251</b>
6. Coverage of action: Demolition: <b>Total AMP - demolition completed 2010</b> Disposition Vacant Land: <b>Partial or Total</b>
<ul style="list-style-type: none"> <li>• NV39P002009 [Vacant Land: APN139-36-3002-005. Acreage 6.05]</li> <li>• NV39P002010 [Vacant Land: APN 139-36-210-004. Acreage 9.01]</li> </ul>
7. NV39P002013 [Vacant Land: APN 139-25-410-039/040/041. Acreage 7.73] – disposition application submitted March 2019 to develop Wardelle Street Townhouses LLC est. July 2019
8. Timeline for activity: <b>Disposition of Vacant Land through Mixed Finance process</b> Projected start date: <b>Est TBD</b> Projected end date: <b>Est. TBD</b>

**TAB 12**





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

February 11, 2020

U.S. Department of Housing and Urban Development  
 Office of Public Housing  
 Attn: Trevor Auser  
 One Sansome Street, Suite 1200  
 San Francisco, CA 94104-4430

Dear Mr. Auser:

Pursuant to HUD Notice PIH 2005-2, Requirements for Designation of Public Housing Projects, and in accordance with the requirements of Section 10 of the Housing Opportunities Program Extension Act of 1996, the Southern Nevada Regional Housing Authority is requesting a two-year extension of its Designation Plan.

The following designated properties have been converted to RAD PBV and removed from the Public Housing portfolio:

Elderly Population Designation							
Bedroom Type							
Development Name	Old Development Number	New AMP Number	0-BR	1-BR	2-BR	Total Units Designated	Total Units in Development
Espinoza Terrace	NV018013002	NV018002404	60	36	4	100	100
Lubertha Johnson	NV018013021	NV018002401	0	89	23	112	112
Rose Gardens	NV018007001	NV018002403	60	60	0	120	120
Bennett Plaza	NV018002316	NV018002401	0	16	0	16	65
<b>Total</b>			<b>120</b>	<b>201</b>	<b>27</b>	<b>348</b>	<b>397</b>

Mixed Population Designation							
Bedroom Type							
Development Name	Old Development Number	New AMP Number	0-BR	1-BR	2-BR	Total Units Designated	Total Units in Development
Bennett Plaza	NV018002316	NV018002401	0	44	5	49	65
<b>Total</b>			<b>0</b>	<b>44</b>	<b>5</b>	<b>49</b>	<b>65</b>



At this time, the elderly units remaining in the Public Housing portfolio are as follows:

Elderly Population Designation							
Bedroom Type							
Development Name	Old Development Number	New AMP Number	0-BR	1-BR	2-BR	Total Units Designated	Total Units in Development
Levy Gardens	NV002000306	NV018002403	46	102	2	150	150
James Down Towers	NV018022307	NV018002402	0	198	2	200	200
Sartini Plaza	NV018002303	NV018002402	0	218	2	220	220
<b>Total</b>			<b>46</b>	<b>518</b>	<b>6</b>	<b>570</b>	<b>570</b>

Based on the U.S. Department of Housing and Urban Development's (HUD's) statutory requirements, this Plan was in effect for five (5) years, expiring on May 19, 2020. At this time, pursuant to PIH Notice 2005-2, Section X, entitled Renewal of Plan, SNRHA requests a renewal of the Plan for an additional two-year period from May 19, 2020 to May 19, 2022.

These three (3) elderly-only properties were originally designated and continue to be elderly designated, because of the continued demand for the units by elderly only families. Other factors contributing to SNRHA's decision includes the availability of Personal Care Assistants, shopping services, social clubs and events, housecleaning assistance, referrals, and meals on wheels. The availability and accessibility of these services is a significant factor in services promoting and fulfilling the service needs of elderly families.

Based on the above, SNRHA respectfully requests that the Plan to Designate Housing for the above-mentioned developments within the Public Housing portfolio be extended for two years expiring on May 19, 2022.

Please contact Ava Mitchell-Crew, Director of Operations at 5390 E. Flamingo Rd., Las Vegas, NV 89122 with any questions and/or requests for additional information.

Respectfully,

Chad Williams, Executive Director  
Southern Nevada Regional Housing Authority

cc: Ava Mitchell-Crew, Director of Operations  
Southern Nevada Regional Housing Authority

Tamara Thomas, Las Vegas Field Office Director  
Department of Housing and Urban Development

TAB 13



**Conversion of Public Housing (RAD)**

**ATTACHMENT**

**FY2020 2021 ANNUAL PLAN**

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

The SNRHA is amending its Annual 2018 PHA Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD) Portfolio Application for Group I. As a result, the SNRHA will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices.

Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17 and any successor Notices. These resident rights, participation, waiting list and grievance procedures are listed in the beginning of this document. Additionally, the SNRHA certifies that it is currently compliant with all fair housing and civil rights requirements.

Please be aware that upon conversion, the Authority’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that SNRHA may also borrow funds to address their capital needs. The SNRHA will also be contributing Operating Reserves in the estimated amount of \$1MIL and/or Capital Funds in the estimated amount of \$6MIL towards these new conversions. The SNRHA currently has **no** debt under the Capital Fund Financing Program or under an Energy Performance Contract.

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 conversion comply and will continue to comply with all applicable site selection and neighborhood review standards and all appropriate procedures have been and will continue to be followed.

Below please find a table listing each of the provisions affecting residents’ rights, participation, waiting list and grievance procedures. The table lists 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-3 and Notice H 2016-17; PIH2016-17</b>	<b>Project Based Rental Assistance (PBRA) Requirements (Section 1.7 of PIH Notice 2012-32, REV-3 and Notice H 2016-17; PIH2016-17</b>
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**Conversion of Public Housing (RAD)**

**ATTACHMENT**

<b>Tenant Protections Under Notice H 2016-17; PIH 2016-17</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
11. When Total Tenant Payment Exceeds Gross Rent	11. When Total Tenant Payment Exceeds Gross Rent
<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” (former AMP 410)  
503 North Lamb Blvd., Las Vegas, NV 89110  
APN#: 140-31-501-017 (9.46 acres)

RAD Conversion Update: In 2016 the SNRHA converted Vera Johnson Manor B, a 112-unit family public housing development located in the City of Las Vegas, Nevada, to Project Based Section 8 under the Rental Assistance Demonstration Program. Vera Johnson Manor B initially closed in 2015 as a Mixed Finance Transaction. Construction was completed in May 2016 and the property reached 100% lease-up in June 2016. After construction was completed 104 public housing units were converted to RAD in November 2016. The SNRHA partnered with Nevada HAND for this project.

Financing for Vera Johnson Manor B includes equity from the sale of 9% Low Income Housing Tax Credits issued through the Nevada Housing Division, SNRHA public housing capital funds and HOME funds from the City of Las Vegas.

The property renovations included comprehensive modernization of all 112 family units [104 Public

## **Conversion of Public Housing (RAD)**

### **ATTACHMENT**

Housing Units plus 8 HOME Units] and complete site upgrades. The comprehensive modernization work included high energy-efficiency standards, high efficiency heating and cooling equipment, EnergyStar appliances, low-E argon thermal pane windows, high R- value wall and attic insulation, ceiling fans, and automatic timer thermostat controls. The development also promotes water conservation with extensive xeriscaping landscape. The work also included the construction of a new single story community/administrative building containing a large multipurpose room, warming kitchen, classrooms, a computer lab, a library/reading room, leasing office, and space for supportive service providers 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.

#### **Project Description**

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

RAD Conversion Update: In 2014 the SNRHA converted Landsman Gardens, a 100-unit family public housing development located in the Valley View neighborhood of Henderson, Nevada, to Project Based Section 8 under the Rental Assistance Demonstration Program. 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 reached 100% lease-up March 2015.

Financing for Landsman Gardens included 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, Affordable Housing Program (AHP) funds from the Federal Home Loan Bank of San Francisco, sponsored by City National Bank and grant funds from Wells Fargo Housing Foundation.

The property renovations included a comprehensive modernization of all of the units, The comprehensive modernization work included high energy-efficiency standards, high efficiency heating and cooling equipment, EnergyStar appliances, low-E argon thermal pane windows, high R- value wall and attic insulation, ceiling fans, and automatic timer thermostat controls. The development also promotes water conservation with extensive xeriscaping landscape. The work also included the upgrades of the community/administrative building containing a large multipurpose room, warming kitchen, classrooms, a computer lab, a library/reading room, leasing office, and space for supportive service providers 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 as it 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.



**Conversion of Public Housing (RAD)**

**ATTACHMENT**

**Project Description**

Biegger Estates (former AMP 406)  
5701 Missouri St. #35, Las Vegas, NV 89122  
APN#: 161-28-603-001 (11 acres)

RAD Conversion Update: In 2017 the SNRHA converted Biegger Estates, a 119-unit family public housing development located in Clark County, Nevada, to Project Based Section 8 under the Rental Assistance Demonstration Program. Financing for Biegger Estates included equity from the sale of 9% Low Income Housing Tax Credits issued through the Nevada Housing Division and SNRHA public housing capital funds. Construction was completed in phases with the final phase completed in June 2017 and reached 100% lease-up June 2017. The SNRHA self-develop this project.

~~In March 2015 the SNRHA submitted a RAD application for Biegger Estates (AMP 406) for conversion of assistance to Project Based Voucher (PBV) under RAD. The Conditional Housing Assistance Payment (CHAP) agreement was received July 2015. On May 2015 the SNRHA submitted 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.~~

Biegger Estates was constructed in 1985 and opened in 1986 as the 8th family housing development of the former Clark County Housing Authority. The 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 the 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>

No changes to the number of units or the bedroom distribution of the units occurred as part of the conversion.

The property renovations included comprehensive modernization of all 119 family units and complete site upgrades. The comprehensive modernization work included high energy-efficiency standards, high efficiency heating and cooling equipment, EnergyStar appliances, low-E argon thermal pane windows, high R- value wall and attic insulation, ceiling fans, and automatic timer thermostat controls. The development also promotes water conservation with extensive xeriscaping landscape. The work also included the upgrades to the maintenance shop and the community/administrative building containing a multipurpose room, warming kitchen, a computer lab, a library/reading room, leasing office, and space for supportive service providers 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.

**Estimated Project Schedule**

RAD Application: March 2015 (actual)  
NHD 9% LIHTC Application: May 2015 (actual)

**Conversion of Public Housing (RAD)**

**ATTACHMENT**

Construction Start: May 2016 (actual)  
 Construction Completion: July 2017 (actual)  
 Full Occupancy: July 2017 (actual)

**Project Description**

Rose Gardens (AMP 403)  
 1632 Yale Street, North Las Vegas, NV 89030  
 APN #: 139-22-810-041 (3.85 acres)

RAD Conversion Update: In March 2015 the SNRHA submitted a RAD application for Rose Gardens (AMP403) receiving a Conditional Housing Assistance Payment (CHAP) agreement in July 2015 for conversion of assistance to Project Based Voucher (PBV) under RAD. The SNRHA submitted in FY 2016 a Bond/4% Tax Credit Application for the re-development of all 120 units (off-site). The SNRHA partnered with NV HAND for this project.

Rose Gardens was constructed in 1972 and acquired and opened in 1975, as the second senior housing development of the former City of North Las Vegas Housing Authority. Currently Rose Gardens has an Elderly Population Designation. The property consists of 2 three-story low rise elevator style structures 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>

The unit numbers will not change however; the bedroom distribution of the units will change as follows: 70%-85%-1Bdrm units [approx. 600 sq. ft.] and 15%-30% 2Bdrm units [approx. 775 sq. ft.] as part of the conversion.

<u>Name of Public Housing Project:</u>  <b>ROSE GARDENS</b>	<u>PIC Development ID:</u>  <b>NV018007001</b>	<u>Conversion type (i.e., PBV or PBRA):</u>  <b>PBV</b>	<u>Transfer of Assistance:</u> Yes Proposed Location: <b>1731 Yale Street. NLV, NV. 89030 APN: 139-22-801-002</b> <u>No. of Units</u> <b>Transferring: 120</b>
<u>Total Units:</u>  <b>120</b>	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>  <b>Senior</b>	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.):</u> <b>Senior</b>	<u>Capital Fund allocation of Development:</u>  <b>\$112,549.27</b>
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion:</u>	<u>Change in Number of Units per Bedroom Type and Why?</u>
Studio/Efficiency	60	0	

**Conversion of Public Housing (RAD)**

**ATTACHMENT**

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 which was 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. We propose to relocate the tenants into the new building once the construction is complete at the new location and then demolish the existing Rose Gardens structure; 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 (actual)  
Bond 4% LIHTC Application: July 2016 (actual)  
Construction Start: October 2017 (actual)  
Construction Completion: November 2018 (actual)  
Full Occupancy: January 2019 (actual)

**Project Description**

Espinoza Terrace (AMP 404)  
171 West Van Wagenen Street, Henderson, NV 89015  
APN #: 179-18-401-003 (10.68 acres)

RAD Conversion Update: In 2015 the SNRHA submitted Espinoza Terrace (AMP 404) as part of the first group of its RAD portfolio application. The CHAP was received in March 2017. The SNRHA submitted in FY 2017 a 9% Tax Credit Application for the re-development of all 100 senior units. The project has received HOME Funds allocations in the amount of \$1MIL from Clark County and \$750K from the City of Henderson. Financing is anticipated to close in March 2018 with construction completion in April 2019. The SNRHA will self-develop this project.

Espinoza Terrace entails the acquisition/rehabilitation of an existing 100-unit low-income senior development located in Henderson, NV. The property was constructed in 1973 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:

- o To remove hazardous lead- and asbestos-containing materials and bring the units up to modern standards including new plumbing, wiring, cabinets, countertops, sinks, tubs and



**Conversion of Public Housing (RAD)**

**ATTACHMENT**

vanities, painting, flooring and appliances;

- o To increase the living area within the units by small bump-outs to exterior walls and/or re-purposing of storage space;
- o To meet and/or exceed energy conservation requirements as detailed in Section 12 of the 2017 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;
- o To increase site security and “defensible space” through landscaping and improved site lighting; and,
- o 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.

Espinoza Terrace was constructed in 1973 and consists of 19 single-story wood frame buildings with stucco exteriors on a 10.68-acre site. The roofs are gable style with asphalt shingles. The unit mix in the 19 residential buildings is as follows:

No. of PH Units	Bdrm Distribution	Existing SF	Proposed SF
60	0 Bedroom/1 Bathroom	388 SF	466 SF
36	1 Bedroom/1 Bathroom	547 SF	600 SF
4	2 Bedroom/1 Bathroom	677 SF	692 SF
<b>100</b>		<b>45,680 SF</b>	<b>52,328 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 (actual) NHD 9% LIHTC Application: May 2017  
Construction Start: July 2018 (actual)  
Construction Completion: ~~December 2019~~ **January 2020 (actua**  
Full Occupancy: ~~January 2020~~ **June 2020**

**Next Group of RAD Applications:** Our RAD portfolio application was approved at the 08/21/15 SNRHA Board of Commissioners meeting and was submitted to HUD on 11/05/15. Properties included are as follows

RAD Portfolio First Group: 1) Otto Merida (AMP405), 2) Lubertha Johnson (AMP 401), 3) Bennett Plaza (AMP 401), 4) Espinoza Terrace (AMP 404), 5) Hullum Homes (AMP 407), 6) Jones Gardens (AMP 407), 7) Sartini Plaza (AMP 402) and 8) Sartini Annex (AMP 402), 9) Archie Grant (South Parcel) (AMP 401) and 10) Ernie Cragin Terrace (AMP 406) totaling 844 public housing units.

RAD Portfolio First Group Update: In 2015 the SNRHA submitted the First Group of its RAD portfolio application. The CHAP was received on August 24, 2017 and we received an extension from HUD through August 2018. Below, please find specific information related to the Public Housing Developments selected for RAD Portfolio Group 1.

**Conversion of Public Housing (RAD)**

**ATTACHMENT**

The SNRHA will initially move forward with the RAD conversion of the properties that do not require any capital improvement due to the aged of construction and/or due to recent modernization therefore; relocation will not be required at these properties. The SNRHA returned the CHAPS for the following properties in March 2015: Hullum Homes, Jones Gardens, Sartini Plaza, Sartini Annex, and Ernie Cragin Terrace. Archie Grant Park was revised to include both parcels.

The status of the remaining properties are as follows:

<b>DEVELOPMENT # 1 - AMP 405</b>			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>
<b>OTTO MERIDA DESERT VILLAS</b>	<b>NV018002315</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>3901 East Charleston, Las Vegas, NV 89104</b>	<b>2007</b>	<b>140-31-402-001</b>	<b>8.13</b>
<u>Total Units:</u>	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u>	<u>2017 Capital Fund allocation of Development:</u>
<b>60</b>	<b>FAMILY</b>	<b>FAMILY</b>	<b>\$54,384.00</b>
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in No. of Units per Bdrm Type and Why?</u>
Studio/Efficiency	<b>0</b>	<b>0</b>	<b>No changes on No. of Units or Bdrm. Type</b>
One Bedroom	<b>0</b>	<b>0</b>	
Two Bedroom	<b>27</b>	<b>27</b>	
Three Bedroom	<b>30</b>	<b>30</b>	
Four Bedroom	<b>3</b>	<b>3</b>	
<b>Total:</b>	<b>60</b>	<b>60</b>	
<u>(If Performing a Transfer of Assistance):</u>		<b>N/A</b>	
<u>RAD Conversion Type:</u>		<b>Acquisition with no Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>No Relocation Required</b>	
<u>Property Information:</u>		<b>The property was constructed in 2007 under the Federal Low-Income Public Housing Mixed Finance Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBA</b>	

<b>DEVELOPMENT # 2 - AMP 401</b>			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>

**Conversion of Public Housing (RAD)**

**ATTACHMENT**

<b>LUBERTHA JOHNSON ESTATES</b>	<b>NV018013021</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>3900 E. Perry Street, Las Vegas, NV 89122</b>	<b>2012</b>	<b>161-16-401-006</b>	<b>6.35</b>
<u>Total Units:</u>	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u>	<u>2017 Capital Fund allocation of Development:</u>
<b>112</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>\$97,862.24</b>
<u>Bedroom Type</u>	<u>Number of Units Pre- Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in No. of Units per Bdrm Type and Why?</u>
Studio/Efficiency	<b>0</b>	<b>0</b>	<b>No changes on No. of Units or Bdrm Type</b>
One Bedroom	<b>89</b>	<b>89</b>	
Two Bedroom	<b>23</b>	<b>23</b>	
Three Bedroom	<b>0</b>	<b>0</b>	
Four Bedroom	<b>0</b>	<b>0</b>	
<b>Total:</b>	<b>112</b>	<b>112</b>	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		<b>Acquisition with no Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>No Relocation Required</b>	
<u>Property Information:</u>		<b>The property was constructed in 2012 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>July 2019 November 2019</b>	

<b>DEVELOPMENT # 3 - AMP 413</b>			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>
<b>MARION BENNETT PLAZA</b>	<b>NV018002316</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>



**Conversion of Public Housing (RAD)**

**ATTACHMENT**

<b>1818 Balzar Avenue, Las Vegas, NV 89106</b>	<b>2010</b>	<b>139-21-102-008</b>	<b>4.38</b>
<u>Total Units:</u>	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u>	<u>2017 Capital Fund allocation of Development:</u>
<b>65</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>\$56,795.05</b>
<u>Bedroom Type</u>	<u>Number of Units Pre- Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in No. of Units per Bdrm Type and Why?</u>
Studio/Efficiency	<b>0</b>	<b>0</b>	<b>No changes on No. of Units or Bdrm. Type</b>
One Bedroom	<b>60</b>	<b>60</b>	
Two Bedroom	<b>5</b>	<b>5</b>	
Three Bedroom	<b>0</b>	<b>0</b>	
Four Bedroom	<b>0</b>	<b>0</b>	
<b>Total:</b>	<b>65</b>	<b>65</b>	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		<b>Acquisition with no Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>No Relocation Required</b>	
<u>Property Information:</u>		<b>The property was constructed in 2010 under the Federal Low-Income Public Housing Mixed Finance Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>July 2019 November 2019</b>	

SNRHA will also be working on the next group of RAD conversions. Due to the age of construction these groups of properties will require significant rehabilitation. The goal of the rehabilitation includes but is not limited to:

- o To remove hazardous lead-and-asbestos-containing materials and bring the units up to modern standards including new plumbing, wiring, cabinets, countertops, sinks, tubs and vanities, painting, flooring and appliances;
- o To increase the living area within units, as permitted, by small bump-outs to exterior walls and/or re-purposing storage space;
- o To meet and/or exceed energy conservation requirements as detailed in the current 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;
- o To increase site security and “defensible space” through landscaping and improved site lighting; and,

**Conversion of Public Housing (RAD)**

**ATTACHMENT**

- 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.

SNRHA has been looking at several financing options in order to maximize benefits to the tenants as well as to the SNRHA.

SNRHA will be using public and private affordable housing financing resources to fund the planned upgrades to the properties to continue to improve them without converting to RAD.

Funds sources includes but are not limited to:

- Tax-Exempt bonds supported by project-based rental assistance
- Federal Low Income Housing Tax Credit (LIHTC), from State of Nevada
- Public Housing Capital Funds (CFP) including Replacement Housing Factor (RHF) Funds from HUD
- Federal Home Loan Bank of San Francisco (FHLB SF) Affordable Housing Program
- HOME Funds from applicable jurisdictions and Clark County
- SNRHA Operating Reserves and/or Development Funds
- Private Activity Bonds
- Other funding sources in the banking industry

The SNRHA may self-develop or partner with a developer for some or all of these projects.

The construction work will be completed in phases. The first group of residents may be temporarily relocated off-site. The following group of residents will then be relocated to a newly renovated unit that meets the family’s needs.

These properties are as follows:

<b>DEVELOPMENT # 4 - AMP 401</b>			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>
<b>ARCHIE GRANT PARK</b>	<b>NV018002302</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>1720/1721 Searles Ave. Las Vegas, NV 89101</b>	<b>1963</b>	<b>139-26-102-008 139-26-201-005</b>	<b>13.14</b>
<u>Total Units:</u>	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u>	<u>2017 Capital Fund allocation of Development:</u>
<b>125</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>\$109,221.25</b>

**Conversion of Public Housing (RAD)**

**ATTACHMENT**

Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in No. of Units per Bdrm Type and Why?
Studio/Efficiency	<b>40</b>	<b>40</b>	<b>No changes on No. of Units or Bdrm Type</b>
One Bedroom	<b>72</b>	<b>72</b>	
Two Bedroom	<b>13</b>	<b>13</b>	
Three Bedroom	<b>0</b>	<b>0</b>	
Four Bedroom	<b>0</b>	<b>0</b>	
<b>Total:</b>	<b>125</b>	<b>125</b>	
(If Performing a Transfer of Assistance)	N/A		
RAD Conversion Type:	<b>Acquisition with Rehabilitation</b>		
Type of Relocation:	<b>Temporary relocation [on-site or off-site] required for first group of construction for the 66 units located at 1720 Searles Ave. [APN 139-26-102-008]</b>		
Property Information:	<b>The property was constructed in 1963 under the Federal Low-Income Public Housing Program. In 2007 comprehensive modernization was completed in the 59 units located at 1721 Searles Ave. [APN 139-26-201-005]</b>		
Anticipated RAD Conversion:	<b><del>August 2019</del> <b>October 2019</b></b>		



TAB 14

## Units with Approved Vacancies for Modernization

The following information updates the agency plan to provide detailed information regarding 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 2018– CFP 2023</b>					
AMP No.	Unit Number	Unit Address	Scope of Work	Estimated Completion	Count
<b>Vera Johnson A: A/E Contract presented at the December 2014 Board Meeting. A/E Design completed in 2015. SNRHA proceeding with a 9% Tax Credit application May 2016 to assist with the financing of the construction and will be disposing the property through a Mixed Finance process. Completed August 2018.</b>					

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>					
409	00200F	200 FULLERTON AVE	Modernization/Energy Upg.	2030	1
409	00212F	212 FULLERTON AVE	Modernization/Energy Upg.	2030	1
409	00220F	220 FULLERTON AVE	Modernization/Energy Upg.	2030	1
409	00234F	234 FULLERTON AVE	Modernization/Energy Upg.	2030	1
409	00235C	235 CONCHO DR	Modernization/Energy Upg.	2030	1
409	00247F	247 FULLERTON AVE	Modernization/Energy Upg.	2030	1
409	00248W	248 WINONA CT	Modernization/Energy Upg.	2030	1
409	00251W	251 WINONA DR	Modernization/Energy Upg.	2030	1
409	00369M	369 MANZANITA STREET	Modernization/Energy Upg.	2030	1
409	00408D	408 DAFFODIL DR	Modernization/Energy Upg.	2030	1
409	00424D	424 DAFFODIL DR	Modernization/Energy Upg.	2030	1
409	00428B	428 BOTTLE BRUSH WAY	Modernization/Energy Upg.	2030	1
409	00447B	447 BELL AVE	Modernization/Energy Upg.	2030	1
409	00450C	450 CRESTWAY RD	Modernization/Energy Upg.	2030	1
409	00452C	452 CRESTWAY RD	Modernization/Energy Upg.	2030	1
409	00467B	467 BELL AVE	Modernization/Energy Upg.	2030	1
409	00508D	508 DUTCHMAN AVE	Modernization/Energy Upg.	2030	1
409	00518H	518 HOLICK AVE	Modernization/Energy Upg.	2030	1
409	00525B	525 BARRET	Modernization/Energy Upg.	2030	1
409	00529Z	529 ZUBER AVE	Modernization/Energy Upg.	2030	1
409	00531H	531 HOLICK AVE	Modernization/Energy Upg.	2030	1
409	00536V	536 VAN DORNUM	Modernization/Energy Upg.	2030	1
409	00548R	548 ROLLY STREET	Modernization/Energy Upg.	2030	1
409	00937M	937 MAJOR	Modernization/Energy Upg.	2030	1

**Units with Approved Vacancies for Modernization**

409	01003D	1003 DRIFTWOOD CT	Modernization/Energy Upg.	2030	1
409	01006B	1006 BROOKSIDE CT	Modernization/Energy Upg.	2030	1
409	01015T	1015 TIMBERLINE CT	Modernization/Energy Upg.	2030	1
409	01453P	1453 PRICE STREET	Modernization/Energy Upg.	2030	1
409	01601C	1601 CHESTNUT STREET	Modernization/Energy Upg.	2030	1
409	01713C	1713 CHESTNUT STREET	Modernization/Energy Upg.	2030	1
409	01728C	1728 CARITA	Modernization/Energy Upg.	2030	1
					<b>31</b>
316	00501B	501 BASTANCHURY AVE	Modernization/Energy Upg.	2030	1
316	00533H	533 HOLICK AVE	Modernization/Energy Upg.	2030	1
316	00549E	549 ENGEL AVE	Modernization/Energy Upg.	2030	1
316	01003W	1003 WOODSIDE CT	Modernization/Energy Upg.	2030	1
316	01449P	1449 PRICE STREET	Modernization/Energy Upg.	2030	1
316	01833M	1833 MARGARITA	Modernization/Energy Upg.	2030	1
316	01931R	1931 RED SAND CT	Modernization/Energy Upg.	2030	1
316	01940D	1940 DUNNAM STREET	Modernization/Energy Upg.	2030	1
316	01941D	1941 DUNNAM STREET	Modernization/Energy Upg.	2030	1
					<b>9</b>
316	00138P	138 PARRISH	Modernization/Energy Upg.	2030	1
316	00489B	489 BATTLE MOUNTAIN	Modernization/Energy Upg.	2030	1
316	01325N	1325 NAY COURT	Modernization/Energy Upg.	2030	1
316	01388C	1388 CHRISTY LANE	Modernization/Energy Upg.	12/2020	1
316	01868W	1868 WINTERWOOD	Modernization/Energy Upg.	2030	1
316	01881C	1881 CORVETTE	Modernization/Energy Upg.	2030	1
316	01901T	1901 TURLEROCK ST	Modernization/Energy Upg.	2030	1
316	01933S	1933 SPINDRIFT CT	Modernization/Energy Upg.	2030	1
316	02262S	2262 SABROSO	Modernization/Energy Upg.	2030	1
316	02860B	2860 BEACONFALLS	Modernization/Energy Upg.	2030	1
316	03620W	3620 WALNUT	Modernization/Energy Upg.	2030	1
316	03624W	3624 WHISPERING NTV	Modernization/Energy Upg.	2030	1
316	03680N	3680 NEW HORIZON	Modernization/Energy Upg.	2030	1
316	03828K	3828 KELLOGG	Modernization/Energy Upg.	2030	1
316	03874J	3874 JONTUE	Modernization/Energy Upg.	2030	1
316	03876K	3876 KELLOGG	Modernization/Energy Upg.	2030	1
316	03908T	3908 TATIANA	Modernization/Energy Upg.	2030	1
316	03909J	3909 JONTUE	Modernization/Energy Upg.	2030	1
316	03950W	3950 WOODSIDE	Modernization/Energy Upg.	2030	1
316	03987G	3987 GULLIVER	Modernization/Energy Upg.	2030	1
316	04041B	4041 BRIGHT STAR	Modernization/Energy Upg.	2030	1
316	04089S	4089 STUDIO	Modernization/Energy Upg.	2030	1
316	04282P	4282 PARAMOUNT	Modernization/Energy Upg.	2030	1
316	04347B	4347 BORATKO	Modernization/Energy Upg.	2030	1



**Units with Approved Vacancies for Modernization**

316	04372S	4372 SHALIMAR	Modernization/Energy Upg.	2030	1
316	04439M	4439 MICHIGAN	Modernization/Energy Upg.	2030	1
316	04469F	4469 FABERGE	Modernization/Energy Upg.	2030	1
316	04658A	4658 ALEXANDER	Modernization/Energy Upg.	2030	1
316	04673B	4673 BUMBLEBEE CIR	Modernization/Energy Upg.	2030	1
316	05365S	5365 SIGNET COURT	Modernization/Energy Upg.	2030	1
316	05469E	5469 EASTBROOK	Modernization/Energy Upg.	2030	1
316	05606B	5606 BIG SEA	Modernization/Energy Upg.	2030	1
316	05632G	5632 GAZEBO WAY	Modernization/Energy Upg.	2030	1
316	05723F	5723 FORSYTHE DRIVE	Modernization/Energy Upg.	2030	1
316	05750B	5750 BLUE SEA	Modernization/Energy Upg.	2030	1
316	05819E	5819 EMERALD CANYON	Modernization/Energy Upg.	2030	1
316	06380P	6380 PINEHILL	Modernization/Energy Upg.	2030	1
316	06871J	6871 JUDSON AVE.	Modernization/Energy Upg.	2030	1
316	06880A	6880 ARROYO	Modernization/Energy Upg.	2030	1
					<b>39</b>
409	00049P	49 PARRISH	Modernization/Energy Upg.	2030	1
409	00066P	66 PARRISH	Modernization/Energy Upg.	2030	1
409	00436L	436 LINN LANE	Modernization/Energy Upg.	2030	1
409	00732B	732 BETTY LANE	Modernization/Energy Upg.	2030	1
409	01173C	1173 CHRISTY LANE	Modernization/Energy Upg.	2030	1
409	01253E	1253 EBBETTS PASS	Modernization/Energy Upg.	2030	1
409	01288C	1288 CHRISTY LANE	Modernization/Energy Upg.	2030	1
409	01320P	1320 PLEASANT BROOK	Modernization/Energy Upg.	2030	1
409	01373B	1373 BRADHURST	Modernization/Energy Upg.	2030	1
409	01488C	1488 CHRISTY LANE	Modernization/Energy Upg.	2030	1
409	01502M	1502 MAPLE LEAF	Modernization/Energy Upg.	2030	1
409	01527C	1527 CHRISTY LANE	Modernization/Energy Upg.	2030	1
409	01608S	1608 STARRIDGE WAY	Modernization/Energy Upg.	2030	1
409	01678S	1678 STARRIDGE	Modernization/Energy Upg.	2030	1
409	01687C	1687 CHRISTY LANE	Modernization/Energy Upg.	2030	1
409	01688L	1688 LABRADOR DRIVE	Modernization/Energy Upg.	2030	1
409	01831S	1831 SKYWOOD	Modernization/Energy Upg.	2030	1
409	01838V	1838 VENALYNNE	Modernization/Energy Upg.	2030	1
409	01877C	1877 CORVETTE	Modernization/Energy Upg.	2030	1
409	01910C	1910 CITROEN	Modernization/Energy Upg.	2030	1
409	01956P	1956 PASADENA	Modernization/Energy Upg.	2030	1
409	02091B	2091 BOWSTRING DRIVE	Modernization/Energy Upg.	2030	1
409	02253S	2253 SIERRA SUNRISE	Modernization/Energy Upg.	2030	1
409	02289S	2289 SIERRA SUNRISE	Modernization/Energy Upg.	2030	1
409	02296S	2296 SIERRA SUNRISE	Modernization/Energy Upg.	2030	1
409	02334S	2334 SABROSO	Modernization/Energy Upg.	2030	1
409	02339S	2339 SABROSO	Modernization/Energy Upg.	2030	1

**Units with Approved Vacancies for Modernization**

409	02363S	2363 SABROSO	Modernization/Energy Upg.	2030	1
409	02429P	2429 PINE CREEK	Modernization/Energy Upg.	2030	1
409	02459P	2459 PINE CREEK	Modernization/Energy Upg.	2030	1
409	02551O	2551 OAK GLEN WAY	Modernization/Energy Upg.	2030	1
409	02580O	2580 OAK GLEN WAY	Modernization/Energy Upg.	2030	1
409	02751S	2751 SANDY LANE	Modernization/Energy Upg.	2030	1
409	02823P	2823 PISCES	Modernization/Energy Upg.	2030	1
409	03250R	3250 RIO GRANDE	Modernization/Energy Upg.	2030	1
409	03624S	3624 SAN FRANCISCO	Modernization/Energy Upg.	2030	1
409	03651B	3651 BRIARCLIFF	Modernization/Energy Upg.	2030	1
409	03664L	3664 LONE OAK	Modernization/Energy Upg.	2030	1
409	03744B	3744 BRIARCLIFF	Modernization/Energy Upg.	2030	1
409	03754B	3754 BRIARCLIFF	Modernization/Energy Upg.	2030	1
409	03761G	3761 GEIST	Modernization/Energy Upg.	2030	1
409	03780K	3780 KELLOGG	Modernization/Energy Upg.	2030	1
409	03877K	3877 KELLOGG	Modernization/Energy Upg.	2030	1
409	03884L	3884 LINCOLN	Modernization/Energy Upg.	2030	1
409	03896T	3896 TATIANA	Modernization/Energy Upg.	2030	1
409	03915J	3915 JONTUE	Modernization/Energy Upg.	2030	1
409	03926S	3926 STEINBECK	Modernization/Energy Upg.	2030	1
409	03934J	3934 JONTUE	Modernization/Energy Upg.	2030	1
409	03951L	3951 LINCOLN	Modernization/Energy Upg.	2030	1
409	03964W	3964 WHITEHORSE	Modernization/Energy Upg.	2030	1
409	03974B	3974 BADILLO	Modernization/Energy Upg.	2030	1
409	03992L	3992 LINCOLN	Modernization/Energy Upg.	2030	1
409	04149S	4149 STUDIO	Modernization/Energy Upg.	2030	1
409	04187B	4187 BORATKO	Modernization/Energy Upg.	2030	1
409	04190S	4190 STUDIO	Modernization/Energy Upg.	2030	1
409	04201C	4201 CALIMESA	Modernization/Energy Upg.	2030	1
409	04230S	4230 STUDIO	Modernization/Energy Upg.	2030	1
409	04237B	4237 BORATKO	Modernization/Energy Upg.	2030	1
409	04249W	4249 WENDY LANE	Modernization/Energy Upg.	2030	1
409	04251C	4251 CALIMESA	Modernization/Energy Upg.	2030	1
409	04254T	4254 TOLKIEN	Modernization/Energy Upg.	2030	1
409	04270S	4270 STUDIO	Modernization/Energy Upg.	2030	1
409	04292P	4292 PARAMOUNT	Modernization/Energy Upg.	2030	1
409	04336F	4336 FABERGE	Modernization/Energy Upg.	2030	1
409	04343F	4343 FABERGE	Modernization/Energy Upg.	2030	1
409	04399W	4399 WENDY	Modernization/Energy Upg.	2030	1
409	04409F	4409 FABERGE	Modernization/Energy Upg.	2030	1
409	04427F	4427 FAIRMONT CIRCLE	Modernization/Energy Upg.	2030	1
409	04469M	4469 MICHIGAN	Modernization/Energy Upg.	2030	1

### Units with Approved Vacancies for Modernization

409	04496P	4496 PUREZA	Modernization/Energy Upg.	2030	1
409	04747I	4747 IMPERIAL	Modernization/Energy Upg.	07/2018	1
409	05225S	5225 SANDSTONE	Modernization/Energy Upg.	2030	1
409	05241G	5241 GAINSMILL ST	Modernization/Energy Upg.	2030	1
409	05260B	5260 BLOSSOM	Modernization/Energy Upg.	2030	1
409	05307W	5307 WELLESLEY	Modernization/Energy Upg.	2030	1
409	05308P	5308 PLAINVIEW	Modernization/Energy Upg.	2030	1
409	05330P	5330 PLAINFIELD	Modernization/Energy Upg.	2030	1
409	05347S	5347 SIGNET CT	Modernization/Energy Upg.	2030	1
409	05360S	5360 SIGNET CT.	Modernization/Energy Upg.	2030	1
409	05421E	5421 EASTBROOK	Modernization/Energy Upg.	2030	1
409	05423P	5423 POMEROY CIRCLE	Modernization/Energy Upg.	2030	1
409	05459R	5459 REQUA	Modernization/Energy Upg.	2030	1
409	05503W	5503 WHITE CAP	Modernization/Energy Upg.	2030	1
409	05526B	5526 BLUE SEA	Modernization/Energy Upg.	2030	1
409	05545W	5545 WHITE CAP	Modernization/Energy Upg.	2030	1
409	05607B	5607 BIG SEA	Modernization/Energy Upg.	2030	1
409	05611B	5611 BIG SEA	Modernization/Energy Upg.	2030	1
409	05661O	5661 ODESSA	Modernization/Energy Upg.	2030	1
409	05671W	5671 WHITE CAP	Modernization/Energy Upg.	2030	1
409	05714B	5714 BALLINGER	Modernization/Energy Upg.	2030	1
409	05721O	5721 ODESSA	Modernization/Energy Upg.	2030	1
409	05756B	5756 BLUE SEA	Modernization/Energy Upg.	2030	1
409	06360P	6360 PINE HILL ST	Modernization/Energy Upg.	2030	1
409	06368P	6368 PINEHILL	Modernization/Energy Upg.	2030	1
409	06382D	6382 DALLASWOOD LN	Modernization/Energy Upg.	2030	1
409	06752T	6752 TIFFOLLO	Modernization/Energy Upg.	2030	1
409	06777A	6777 ARROYO	Modernization/Energy Upg.	2030	1
409	06781L	6781 LA RONDA	Modernization/Energy Upg.	2030	1
409	07325V	7325 VIREO DR	Modernization/Energy Upg.	2030	1
					<b>99</b>
310	226005	3933 NEW HOPE WAY	Modernization/Energy Upg.	2030	1
310	226006	2933 BRADY AV	Modernization/Energy Upg.	09/2020	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



### Units with Approved Vacancies for Modernization

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
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

## Units with Approved Vacancies for Modernization

					<b>17</b>
409	246001	2309 BRISTOL VIEW	Modernization/Energy Upg.	2030	1
409	246002	1020 BIRD SPRINGS	Modernization/Energy Upg.	2030	1
409	246003	7133 LARKVALE	Modernization/Energy Upg.	2030	1
409	246004	3213 TERRA BELLA	Modernization/Energy Upg.	2030	1
409	246005	1232 SILVER PROSPECT	Modernization/Energy Upg.	2030	1
409	246006	505 LIGHT BEAM	Modernization/Energy Upg.	2030	1
409	246007	736 LINCOLN	Modernization/Energy Upg.	2030	1
409	246008	7289 GOLDEN STAR	Modernization/Energy Upg.	2030	1
409	246009	3809 VALLEY FORGE	Modernization/Energy Upg.	2030	1
409	246010	9313 CHILLY POND	Modernization/Energy Upg.	2030	1
409	246011	409 TOBLER	Modernization/Energy Upg.	2030	1
409	246012	4116 HAZELRIDGE	Modernization/Energy Upg.	2030	1
409	246013	4832 MONTEBELLO	Modernization/Energy Upg.	2030	1
409	246014	4128 COMPASS ROSE	Modernization/Energy Upg.	2030	1
409	246015	2328 BRISTOL BRUSH	Modernization/Energy Upg.	2030	1
409	246016	1445 LILAC BREEZE	Modernization/Energy Upg.	2030	1
409	246017	6512 RAIN FOREST	Modernization/Energy Upg.	2030	1
409	246018	9144 GREEN FROST DRIVE	Modernization/Energy Upg.	2030	1
409	246019	5517 TINCUP DRIVE	Modernization/Energy Upg.	2030	1
409	246020	2245 FLORISSANT DRIVE	Modernization/Energy Upg.	2030	1
409	246021	5321 LAMBROOK DRIVE	Modernization/Energy Upg.	2030	1
409	246022	6724 CHEHALIS CIRCLE	Modernization/Energy Upg.	2030	1
409	246023	4216 ESTABAN CT	Modernization/Energy Upg.	2030	1
409	246024	7624 VELVET CANYON	Modernization/Energy Upg.	2030	1
409	246025	1913 HARVEST DRIVE	Modernization/Energy Upg.	2030	1
409	246026	6545 LEMITAR DRIVE	Modernization/Energy Upg.	2030	1
409	246027	3217 POINT LOBOS DRIVE	Modernization/Energy Upg.	2030	1
409	246028	8244 WILLETA AVE	Modernization/Energy Upg.	2030	1
409	246029	9124 BUCKSPRINGS DRIVE	Modernization/Energy Upg.	2030	1
409	246030	501 LIGHT BEAM	Modernization/Energy Upg.	2030	1
409	246031	2304 BRISTOL BRUSH WAY	Modernization/Energy Upg.	2030	1
409	246032	2808 WHISTLING VINE	Modernization/Energy Upg.	2030	1
409	246033	7937 COPPER CANYON ROAD	Modernization/Energy Upg.	2030	1
409	246034	7433 SAYBROOK POINT DRIVE	Modernization/Energy Upg.	2030	1
409	246035	8352 COVE LANDING	Modernization/Energy Upg.	2030	1
409	246036	8100 SICKLE LANE	Modernization/Energy Upg.	2030	1
409	246037	917 ROCKAWAY	Modernization/Energy Upg.	2030	1
409	246038	9149 SPARKLEWOOD COURT	Modernization/Energy Upg.	2030	1
409	246039	1233 SILVER PROSPECT	Modernization/Energy Upg.	2030	1

### Units with Approved Vacancies for Modernization

409	246040	529 CROFT WAY	Modernization/Energy Upg.	2030	1
409	246041	4145 COMPASS ROSE WAY	Modernization/Energy Upg.	2030	1
409	246042	732 TAFT COURT	Modernization/Energy Upg.	2030	1
409	246043	3209 TERRA BELLA	Modernization/Energy Upg.	2030	1
409	246044	9178 JEWEL CRYSTAL COURT	Modernization/Energy Upg.	2030	1
409	246045	6320 COPPER FIELD	Modernization/Energy Upg.	2030	1
409	246046	109 LUCY THOMPSON	Modernization/Energy Upg.	2030	1
409	246047	709 MARIE FENLON DRIVE	Modernization/Energy Upg.	2030	1
409	246048	3229 POINT LOBOS DRIVE	Modernization/Energy Upg.	2030	1
409	246049	4241 TIMPANI DRIVE	Modernization/Energy Upg.	2030	1
409	246050	6309 GREYHAWK AVENUE	Modernization/Energy Upg.	2030	1
409	246051	5517 LIVERPOOL	Modernization/Energy Upg.	2030	1
409	246052	7412 LATTIMORE	Modernization/Energy Upg.	2030	1
409	246053	4037 HAZELRIDGE	Modernization/Energy Upg.	2030	1
409	246054	6225 BURNT HILLS DRIVE	Modernization/Energy Upg.	2030	1
409	246055	4116 BROWNDDEER	Modernization/Energy Upg.	2030	1
409	246056	4120 HAZELRIDGE	Modernization/Energy Upg.	2030	1
409	246057	6517 CAPRICORN	Modernization/Energy Upg.	2030	1
409	246058	2328 REDDON CIRCLE	Modernization/Energy Upg.	2030	1
409	246059	1721 VILLA VISTA WAY	Modernization/Energy Upg.	2030	1
409	246060	9305 Dancing Daffodil	Modernization/Energy Upg.	2030	1
409	246061	4540 ARROWROOT AVE	Modernization/Energy Upg.	2030	1
409	246062	1313 LUCIA DRIVE	Modernization/Energy Upg.	2030	1
409	246063	4009 BROADRIVER	Modernization/Energy Upg.	2030	1
409	246064	6329 CARMEN BLVD	Modernization/Energy Upg.	2030	1
409	246065	2213 WILHELMINA	Modernization/Energy Upg.	2030	1
409	246066	8249 WILLETA AVE	Modernization/Energy Upg.	2030	1
409	246067	8004 MOUNT ROYAL COURT	Modernization/Energy Upg.	2030	1
409	246068	4233 TIMPANI DRIVE	Modernization/Energy Upg.	2030	1
409	246069	1437 BLUSHING BRIDE ST	Modernization/Energy Upg.	2030	1
409	246070	4056 HAZELRIDGE	Modernization/Energy Upg.	2030	1
409	246071	416 SARAJANE LANE	Modernization/Energy Upg.	2030	1
409	246072	628 THRUSH DRIVE	Modernization/Energy Upg.	2030	1
409	246073	9161 SPARKLEWOOD	Modernization/Energy Upg.	2030	1
409	246074	7504 CRYSTAL ISLE WAY	Modernization/Energy Upg.	2030	1
409	246075	7209 LONESOME CIRCLE	Modernization/Energy Upg.	2030	1
409	246076	3512 GOLDEN PEDAL	Modernization/Energy Upg.	2030	1
409	246077	6596 SOCORRO DRIVE	Modernization/Energy Upg.	2030	1
409	246078	1828 NAVAJO LAKE WAY	Modernization/Energy Upg.	2030	1
409	246079	2713 COFFEE POT COURT	Modernization/Energy Upg.	2030	1
409	246080	6708 PAINTED CANYON COURT	Modernization/Energy Upg.	2030	1



### Units with Approved Vacancies for Modernization

409	246081	1833 VILLA VISTA WAY	Modernization/Energy Upg.	2030	1
409	246082	5428 KETTERING PLACE	Modernization/Energy Upg.	2030	1
409	246083	2820 WHISTLING VINES	Modernization/Energy Upg.	2030	1
409	246084	6368 CANYON DAWN	Modernization/Energy Upg.	2030	1
409	246085	449 WARMSIDE DRIVE	Modernization/Energy Upg.	2030	1
409	246086	4016 COMPASS ROSE WAY	Modernization/Energy Upg.	2030	1
409	246087	2809 WINDSTORM AVE	Modernization/Energy Upg.	2030	1
409	246088	8332 SAN GRAIL CT	Modernization/Energy Upg.	2030	1
409	246089	7417 SAYBROOK POINT DRIVE	Modernization/Energy Upg.	2030	1
409	246090	6700 SHEFFIELD	Modernization/Energy Upg.	2030	1
409	246091	3901 PROCLAMATION PLACE	Modernization/Energy Upg.	2030	1
409	246092	3328 HYANNIS CIR	Modernization/Energy Upg.	2030	1
409	246093	1305 LITTLE DIPPER ST	Modernization/Energy Upg.	2030	1
409	246094	6336 GREYHAWK AVE	Modernization/Energy Upg.	2030	1
409	246095	6604 LEMITAR	Modernization/Energy Upg.	2030	1
409	246097	1300 SunPoint Drive	Modernization/Energy Upg.	2030	1
409	246098	7748 BROTHERS BAY CT	Modernization/Energy Upg.	2030	1
409	246099	1880 ANN GRETA DR	Modernization/Energy Upg.	2030	1
409	246100	6912 DELOREAN CIRCLE	Modernization/Energy Upg.	2030	1
409	246101	6376 VIOLET BLOSSOM DRIVE	Modernization/Energy Upg.	2030	1
409	246102	4404 NARIT DRIVE	Modernization/Energy Upg.	2030	1
409	246103	6825 SHEFFIELD DR	Modernization/Energy Upg.	2030	1
409	246104	7717 PARAKEET AVE	Modernization/Energy Upg.	2030	1
409	246105	6253 SPANISH MOSS	Modernization/Energy Upg.	2030	1
409	246106	208 COCONUT GROVE	Modernization/Energy Upg.	2030	1
409	246107	8440 STAPLETON AVE	Modernization/Energy Upg.	2030	1
409	246108	7820 TOMICH AVE	Modernization/Energy Upg.	2030	1
409	246109	3429 Trilogy Dr	Modernization/Energy Upg.	2030	1
409	246110	1344 WHEATLAND WY	Modernization/Energy Upg.	2030	1
409	246111	7000 CORNFLOWER DR	Modernization/Energy Upg.	2030	1
409	246112	1125 CORAL ISLE	Modernization/Energy Upg.	2030	1
409	246113	1961 COSTELLO	Modernization/Energy Upg.	2030	1
409	246114	8200 Carmen	Modernization/Energy Upg.	2030	1
409	246115	7708 VELVET CANYON AVE	Modernization/Energy Upg.	2030	1
409	246116	9304 JUMPIN JUNIPER AVE	Modernization/Energy Upg.	2030	1
409	246117	9352 RED ROSE AVE	Modernization/Energy Upg.	2030	1
409	246118	907 VANTAGE POINT ROAD	Modernization/Energy Upg.	2030	1
409	246119	6732 THEUS CIRCLE	Modernization/Energy Upg.	2030	1
409	246120	6936 MANISTEE COURT	Modernization/Energy Upg.	2030	1
409	246121	1708 Golden Sky Drive	Modernization/Energy Upg.	2030	1
409	246122	3405 MISTY EVENING STREET	Modernization/Energy Upg.	2030	1

## Units with Approved Vacancies for Modernization

409	246123	6609 OUIDA WAY	Modernization/Energy Upg.	2030	1
409	246124	5505 LIVERPOOL	Modernization/Energy Upg.	2030	1
409	246125	4132 GLENFIELD CIRCLE	Modernization/Energy Upg.	2030	1
409	246126	6532 Wild River	Modernization/Energy Upg.	2030	1
409	246127	6217 Caprino Avenue	Modernization/Energy Upg.	2030	1
409	246128	6644 Messenger	Modernization/Energy Upg.	2030	1
409	246129	7137 Village Shore	Modernization/Energy Upg.	2030	1
409	246130	7124 Desert Clover	Modernization/Energy Upg.	2030	1
409	246131	9513 Sweet Sage Avenue	Modernization/Energy Upg.	2030	1
409	246132	4433 MOSSY ROCK COURT	Modernization/Energy Upg.	2030	1
409	246133	1408 DRESDEN DOLL	Modernization/Energy Upg.	2030	1
409	246134	6741 BREMERTON CR	Modernization/Energy Upg.	2030	1
409	246135	4116 Talavera Court	Modernization/Energy Upg.	2030	1
409	246136	4124 TALAVERA COURT	Modernization/Energy Upg.	2030	1
409	246137	5521 CLEARY COURT	Modernization/Energy Upg.	2030	1
409	246138	2020 JADE HILLS COURT	Modernization/Energy Upg.	2030	1
409	246139	6220 LA MADRE WAY	Modernization/Energy Upg.	2030	1
409	246140	1201 RAINBOW MEADOWS DRIV	Modernization/Energy Upg.	2030	1
409	246141	5320 RANCHER AVENUE	Modernization/Energy Upg.	2030	1
409	246142	9512 Fox Forest Ave	Modernization/Energy Upg.	2030	1
409	246143	532 RIVER BED STREET	Modernization/Energy Upg.	2030	1
409	246144	5101 YELLOW DAWN	Modernization/Energy Upg.	2030	1
409	246145	6568 SWEETZER WAY	Modernization/Energy Upg.	2030	1
409	246146	7005 BALLROOM COURT	Modernization/Energy Upg.	2030	1
409	246147	5708 ROYAL CASTLE LANE	Modernization/Energy Upg.	2030	1
409	246148	7257 CREST PEAK AVENUE	Modernization/Energy Upg.	2030	1
409	246149	5701 GRAND ENTRIES DRIVE	Modernization/Energy Upg.	2030	1
409	246150	8524 LAST POINT AVENUE	Modernization/Energy Upg.	2030	1
409	246151	6600 WOODSWORTH AVENUE	Modernization/Energy Upg.	2030	1
409	246152	8133 HYDRA LANE	Modernization/Energy Upg.	2030	1
409	246153	6653 PROSPECT CLAIM COURT	Modernization/Energy Upg.	2030	1
409	246154	4521 Soda Ash Ave	Modernization/Energy Upg.	2030	1
409	246155	4572 MORNING JEWEL AVENUE	Modernization/Energy Upg.	2030	1
409	246156	1236 LUCKY GOLD COURT	Modernization/Energy Upg.	2030	1
					<b>155</b>
409	247001	2712 RISING LEGEND WAY	Modernization/Energy Upg.	2030	1
409	247002	2349 HEATHER MEADOWS COURT	Modernization/Energy Upg.	2030	1
409	247003	1425 HELEN BELLE DRIVE	Modernization/Energy Upg.	2030	1
409	247004	740 CONCRETE COURT	Modernization/Energy Upg.	2030	1
409	247005	4801 LINKWOOD DRIVE	Modernization/Energy Upg.	2030	1

### Units with Approved Vacancies for Modernization

409	247006	4568 ROSS AVE	Modernization/Energy Upg.	2030	1
409	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>Espinoza Terrace – Rental Assistance Demonstration (RAD) Program application submitted 2015. Anticipated approval 2016. CHAP Received March 2017. Estimated Construction NTP Date: 2018. Anticipated Completion: 2019</b>					
404	00ET1A	171 VAN WAGENEN #1A	Comprehensive Modernization	<b>04/2019</b>	1
404	00ET1B	171 VAN WAGENEN #1B	Comprehensive Modernization		1
404	00ET1C	171 VAN WAGENEN #1C	Comprehensive Modernization		1
404	00ET1D	171 VAN WAGENEN #1D	Comprehensive Modernization		1
404	00ET2A	171 VAN WAGENEN #2A	Comprehensive Modernization		1
404	00ET2B	171 VAN WAGENEN #2B	Comprehensive Modernization		1
404	00ET2C	171 VAN WAGENEN #2C	Comprehensive Modernization		1
404	00ET2D	171 VAN WAGENEN #2D	Comprehensive Modernization		1
404	00ET2E	171 VAN WAGENEN #2E	Comprehensive Modernization		1
404	00ET2F	171 VAN WAGENEN #2F	Comprehensive Modernization		1
404	00ET3A	171 VAN WAGENEN #3A	Comprehensive Modernization		1
404	00ET3B	171 VAN WAGENEN #3B	Comprehensive Modernization		1
404	00ET3C	171 VAN WAGENEN #3C	Comprehensive Modernization		1
404	00ET3D	171 VAN WAGENEN #3D	Comprehensive Modernization		1
404	00ET3E	171 VAN WAGENEN #3E	Comprehensive Modernization		1
404	00ET3F	171 VAN WAGENEN #3F	Comprehensive Modernization		1
404	00ET4A	171 VAN WAGENEN #4A	Comprehensive Modernization		1
404	00ET4B	171 VAN WAGENEN #4B	Comprehensive Modernization		1
404	00ET4C	171 VAN WAGENEN #4C	Comprehensive Modernization		1
404	00ET4D	171 VAN WAGENEN #4D	Comprehensive Modernization		1
404	00ET4E	171 VAN WAGENEN #4E	Comprehensive Modernization		1
404	00ET4F	171 VAN WAGENEN #4F	Comprehensive Modernization		1
404	00ET5A	171 VAN WAGENEN #5A	Comprehensive Modernization		1
404	00ET5B	171 VAN WAGENEN #5B	Comprehensive Modernization	1	
404	00ET5C	171 VAN WAGENEN #5C	Comprehensive Modernization	<b>04/2019</b>	1



### Units with Approved Vacancies for Modernization

404	00ET5D	171 VAN WAGENEN #5D	Comprehensive Modernization	<b>04/2019</b>	1
404	00ET5E	171 VAN WAGENEN #5E	Comprehensive Modernization		1
404	00ET5F	171 VAN WAGENEN #5F	Comprehensive Modernization	<b>04/2019</b>	1
404	00ET6A	171 VAN WAGENEN #6A	Comprehensive Modernization	<b>06/2019</b>	1
404	00ET6B	171 VAN WAGENEN #6B	Comprehensive Modernization		1
404	00ET6C	171 VAN WAGENEN #6C	Comprehensive Modernization		1
404	00ET6D	171 VAN WAGENEN #6D	Comprehensive Modernization		1
404	00ET7A	171 VAN WAGENEN #7A	Comprehensive Modernization		1
404	00ET7B	171 VAN WAGENEN #7B	Comprehensive Modernization		1
404	00ET7C	171 VAN WAGENEN #7C	Comprehensive Modernization		1
404	00ET7D	171 VAN WAGENEN #7D	Comprehensive Modernization	<b>06/2019</b>	1
404	00ET9A	171 VAN WAGENEN #9A	Comprehensive Modernization	<b>08/2019</b>	1
404	00ET9B	171 VAN WAGENEN #9B	Comprehensive Modernization		1
404	00ET9C	171 VAN WAGENEN #9C	Comprehensive Modernization		1
404	00ET9D	171 VAN WAGENEN #9D	Comprehensive Modernization		1
404	00ET9E	171 VAN WAGENEN #9E	Comprehensive Modernization		1
404	00ET9F	171 VAN WAGENEN #9F	Comprehensive Modernization		1
404	0ET10A	171 VAN WAGENEN #10A	Comprehensive Modernization		1
404	0ET10B	171 VAN WAGENEN #10B	Comprehensive Modernization		1
404	0ET10C	171 VAN WAGENEN #10C	Comprehensive Modernization		1
404	0ET10D	171 VAN WAGENEN #10D	Comprehensive Modernization		1
404	0ET10E	171 VAN WAGENEN #10E	Comprehensive Modernization		1
404	0ET10F	171 VAN WAGENEN #10F	Comprehensive Modernization		1
404	0ET11A	171 VAN WAGENEN #11A	Comprehensive Modernization		1
404	0ET11B	171 VAN WAGENEN #11B	Comprehensive Modernization		1
404	0ET11C	171 VAN WAGENEN #11C	Comprehensive Modernization		1
404	0ET11D	171 VAN WAGENEN #11D	Comprehensive Modernization		1
404	0ET11E	171 VAN WAGENEN #11E	Comprehensive Modernization		1
404	0ET11F	171 VAN WAGENEN #11F	Comprehensive Modernization		1
404	0ET12A	171 VAN WAGENEN #12A	Comprehensive Modernization		1
404	0ET12B	171 VAN WAGENEN #12B	Comprehensive Modernization	1	
404	0ET12C	171 VAN WAGENEN #12C	Comprehensive Modernization	1	
404	0ET12D	171 VAN WAGENEN #12D	Comprehensive Modernization	1	
404	0ET12E	171 VAN WAGENEN #12E	Comprehensive Modernization	1	
404	0ET12F	171 VAN WAGENEN #12F	Comprehensive Modernization	<b>08/2019</b>	1
404	0ET13A	171 VAN WAGENEN #13A	Comprehensive Modernization	<b>10/2019</b>	1
404	0ET13B	171 VAN WAGENEN #13B	Comprehensive Modernization		1
404	0ET13C	171 VAN WAGENEN #13C	Comprehensive Modernization		1
404	0ET13D	171 VAN WAGENEN #13D	Comprehensive Modernization		1
404	0ET13E	171 VAN WAGENEN #13E	Comprehensive Modernization		1
404	0ET13F	171 VAN WAGENEN #13F	Comprehensive Modernization	<b>10/2019</b>	1

### Units with Approved Vacancies for Modernization

404	0ET14A	171 VAN WAGENEN #14A	Comprehensive Modernization	<b>11/2019</b>	1
404	0ET14B	171 VAN WAGENEN #14B	Comprehensive Modernization		1
404	0ET14C	171 VAN WAGENEN #14C	Comprehensive Modernization		1
404	0ET14D	171 VAN WAGENEN #14D	Comprehensive Modernization		1
404	0ET14E	171 VAN WAGENEN #14E	Comprehensive Modernization		1
404	0ET14F	171 VAN WAGENEN #14F	Comprehensive Modernization		1
404	0ET15A	171 VAN WAGENEN #15A	Comprehensive Modernization		1
404	0ET15B	171 VAN WAGENEN #15B	Comprehensive Modernization		1
404	0ET15C	171 VAN WAGENEN #15C	Comprehensive Modernization		1
404	0ET15D	171 VAN WAGENEN #15D	Comprehensive Modernization		1
404	0ET16A	171 VAN WAGENEN #16A	Comprehensive Modernization		1
404	0ET16B	171 VAN WAGENEN #16B	Comprehensive Modernization		1
404	0ET16C	171 VAN WAGENEN #16C	Comprehensive Modernization		1
404	0ET16D	171 VAN WAGENEN #16D	Comprehensive Modernization	<b>11/2019</b>	1
404	0ET17A	171 VAN WAGENEN #17A	Comprehensive Modernization	<b>01/2020</b>	1
404	0ET17B	171 VAN WAGENEN #17B	Comprehensive Modernization		1
404	0ET17C	171 VAN WAGENEN #17C	Comprehensive Modernization		1
404	0ET17D	171 VAN WAGENEN #17D	Comprehensive Modernization		1
404	0ET17E	171 VAN WAGENEN #17E	Comprehensive Modernization		1
404	0ET17F	171 VAN WAGENEN #17F	Comprehensive Modernization		1
404	0ET18A	171 VAN WAGENEN #18A	Comprehensive Modernization		1
404	0ET18B	171 VAN WAGENEN #18B	Comprehensive Modernization		1
404	0ET18C	171 VAN WAGENEN #18C	Comprehensive Modernization		1
404	0ET18D	171 VAN WAGENEN #18D	Comprehensive Modernization		1
404	0ET18E	171 VAN WAGENEN #18E	Comprehensive Modernization		1
404	0ET18F	171 VAN WAGENEN #18F	Comprehensive Modernization		1
404	0ET19A	171 VAN WAGENEN #19A	Comprehensive Modernization		1
404	0ET19B	171 VAN WAGENEN #19B	Comprehensive Modernization		1
404	0ET19C	171 VAN WAGENEN #19C	Comprehensive Modernization		1
404	0ET19D	171 VAN WAGENEN #19D	Comprehensive Modernization		1
404	0ET20A	171 VAN WAGENEN #20A	Comprehensive Modernization	1	
404	0ET20B	171 VAN WAGENEN #20B	Comprehensive Modernization	1	
404	0ET20C	171 VAN WAGENEN #20C	Comprehensive Modernization	1	
404	0ET20D	171 VAN WAGENEN #20D	Comprehensive Modernization	<b>01/2020</b>	1
					<b>100</b>

## Units with Approved Vacancies for Modernization

<b>Ernie Cragin Terrace: Rental Assistance Demonstration (RAD) Program application submitted 2015 as part of the Portfolio RAD Application Group 1. CHAP received 2017 an extended by 12 months. Estimated Securing all Financing and Construction NTP Date: 2020-2023. Anticipated Completion: 2021-2026</b>					
AMP No.	Unit No.	Unit Address	Scope of Work	Estimated Completion	Count
406	206796	90 29TH	Comprehensive Modernization	2021-2026	1
406	206797	88 29TH	Comprehensive Modernization	2021-2026	1
406	206798	2904 VALLEY	Comprehensive Modernization	2021-2026	1
406	206799	2900 VALLEY	Comprehensive Modernization	2021-2026	1
406	206800	2840 VALLEY	Comprehensive Modernization	2021-2026	1
406	206801	2838 VALLEY	Comprehensive Modernization	2021-2026	1
406	206802	2836 VALLEY	Comprehensive Modernization	2021-2026	1
406	206803	2834 VALLEY	Comprehensive Modernization	2021-2026	1
406	206804	2832 VALLEY	Comprehensive Modernization	2021-2026	1
406	206805	2830 VALLEY	Comprehensive Modernization	2021-2026	1
406	206806	2828 VALLEY	Comprehensive Modernization	2021-2026	1
406	206807	2826 VALLEY	Comprehensive Modernization	2021-2026	1
406	206808	2824 VALLEY	Comprehensive Modernization	2021-2026	1
406	206809	2822 VALLEY	Comprehensive Modernization	2021-2026	1
406	206810	2818 VALLEY	Comprehensive Modernization	2021-2026	1
406	206811	2816 VALLEY	Comprehensive Modernization	2021-2026	1
406	206812	2814 VALLEY	Comprehensive Modernization	2021-2026	1
406	206813	2812 VALLEY	Comprehensive Modernization	2021-2026	1
406	206814	2810 VALLEY	Comprehensive Modernization	2021-2026	1
406	206815	2808 VALLEY	Comprehensive Modernization	2021-2026	1
406	206816	2806 VALLEY	Comprehensive Modernization	2021-2026	1
406	206817	2804 VALLEY	Comprehensive Modernization	2021-2026	1
406	206818	81 28TH	Comprehensive Modernization	2021-2026	1
406	206819	83 28TH	Comprehensive Modernization	2021-2026	1
406	206820	89 28TH	Comprehensive Modernization	2021-2026	1
406	206821	91 28TH	Comprehensive Modernization	2021-2026	1
406	206822	2803 VALLEY	Comprehensive Modernization	2021-2026	1
406	206823	2805 VALLEY	Comprehensive Modernization	2021-2026	1
406	206824	2804 MALTA	Comprehensive Modernization	2021-2026	1
406	206825	2802 MALTA	Comprehensive Modernization	2021-2026	1
406	206826	2817 VALLEY	Comprehensive Modernization	2021-2026	1
406	206827	2819 VALLEY	Comprehensive Modernization	2021-2026	1
406	206828	2821 VALLEY	Comprehensive Modernization	2021-2026	1
406	206829	2823 VALLEY	Comprehensive Modernization	2021-2026	1



**Units with Approved Vacancies for Modernization**

406	206830	89 29TH	Comprehensive Modernization	2021-2026	1
406	206831	91 29TH	Comprehensive Modernization	2021-2026	1
406	206832	2820 MALTA	Comprehensive Modernization	2021-2026	1
406	206833	2818 MALTA	Comprehensive Modernization	2021-2026	1
406	206834	2816 MALTA	Comprehensive Modernization	2021-2026	1
406	206835	2814 MALTA	Comprehensive Modernization	2021-2026	1
					<b>40</b>

**Hullum Homes: Rental Assistance Demonstration (RAD) Program application submitted 2015 as part of the Portfolio RAD Application Group 1. CHAP received 2017 an extended by 12 months. Estimated Securing all Financing and Construction NTP Date: 2020-2023. Anticipated Completion: 2021-2026**

AMP No.	Unit No.	Unit Address	Scope of Work	Estimated Completion	Count
407	00HH1A	4980 E OWENS AVE 1A	Comprehensive Modernization	2021-2026	1
407	00HH1B	4980 E OWENS AVE 1B	Comprehensive Modernization	2021-2026	1
407	00HH1C	4980 E OWENS AVE 1C	Comprehensive Modernization	2021-2026	1
407	00HH1D	4980 E OWENS AVE 1D	Comprehensive Modernization	2021-2026	1
407	00HH1E	4980 E OWENS AVE 1E	Comprehensive Modernization	2021-2026	1
407	00HH2A	4980 E OWENS AVE 2A	Comprehensive Modernization	2021-2026	1
407	00HH2B	4980 E OWENS AVE 2B	Comprehensive Modernization	2021-2026	1
407	00HH2C	4980 E OWENS AVE 2C	Comprehensive Modernization	2021-2026	1
407	00HH2D	4980 E OWENS AVE 2D	Comprehensive Modernization	2021-2026	1
407	00HH2E	4980 E OWENS AVE 2E	Comprehensive Modernization	2021-2026	1
407	00HH3A	4980 E OWENS AVE 3A	Comprehensive Modernization	2021-2026	1
407	00HH3B	4980 E OWENS AVE 3B	Comprehensive Modernization	2021-2026	1
407	00HH3C	4980 E OWENS AVE 3C	Comprehensive Modernization	2021-2026	1
407	00HH3D	4980 E OWENS AVE 3D	Comprehensive Modernization	2021-2026	1
407	00HH4A	4980 E OWENS AVE 4A	Comprehensive Modernization	2021-2026	1
407	00HH4B	4980 E OWENS AVE 4B	Comprehensive Modernization	2021-2026	1
407	00HH4C	4980 E OWENS AVE 4C	Comprehensive Modernization	2021-2026	1
407	00HH4D	4980 E OWENS AVE 4D	Comprehensive Modernization	2021-2026	1
407	00HH5A	4980 E OWENS AVE 5A	Comprehensive Modernization	2021-2026	1
407	00HH5B	4980 E OWENS AVE 5B	Comprehensive Modernization	2021-2026	1
407	00HH5C	4980 E OWENS AVE 5C	Comprehensive Modernization	2021-2026	1
407	00HH5D	4980 E OWENS AVE 5D	Comprehensive Modernization	2021-2026	1
407	00HH5E	4980 E OWENS AVE 5E	Comprehensive Modernization	2021-2026	1
407	00HH6A	4980 E OWENS AVE 6A	Comprehensive Modernization	2021-2026	1
407	00HH6B	4980 E OWENS AVE 6B	Comprehensive Modernization	2021-2026	1
407	00HH6C	4980 E OWENS AVE 6C	Comprehensive Modernization	2021-2026	1
407	00HH7A	4980 E OWENS AVE 7A	Comprehensive Modernization	2021-2026	1
407	00HH7B	4980 E OWENS AVE 7B	Comprehensive Modernization	2021-2026	1
407	00HH7C	4980 E OWENS AVE 7C	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

407	00HH7D	4980 E OWENS AVE	7D	Comprehensive Modernization	2021-2026	1
407	00HH7E	4980 E OWENS AVE	7E	Comprehensive Modernization	2021-2026	1
407	00HH8A	4980 E OWENS AVE	8A	Comprehensive Modernization	2021-2026	1
407	00HH8B	4980 E OWENS AVE	8B	Comprehensive Modernization	2021-2026	1
407	00HH8C	4980 E OWENS AVE	8C	Comprehensive Modernization	2021-2026	1
407	00HH9A	4980 E OWENS AVE	9A	Comprehensive Modernization	2021-2026	1
407	00HH9B	4980 E OWENS AVE	9B	Comprehensive Modernization	2021-2026	1
407	0HH10A	4980 E OWENS AVE	10A	Comprehensive Modernization	2021-2026	1
407	0HH10B	4980 E OWENS AVE	10B	Comprehensive Modernization	2021-2026	1
407	0HH10C	4980 E OWENS AVE	10C	Comprehensive Modernization	2021-2026	1
407	0HH10D	4980 E OWENS AVE	10D	Comprehensive Modernization	2021-2026	1
407	0HH10E	4980 E OWENS AVE	10E	Comprehensive Modernization	2021-2026	1
407	0HH10F	4980 E OWENS AVE	10F	Comprehensive Modernization	2021-2026	1
407	0HH11A	4980 E OWENS AVE	11A	Comprehensive Modernization	2021-2026	1
407	0HH11B	4980 E OWENS AVE	11B	Comprehensive Modernization	2021-2026	1
407	0HH11C	4980 E OWENS AVE	11C	Comprehensive Modernization	2021-2026	1
407	0HH11D	4980 E OWENS AVE	11D	Comprehensive Modernization	2021-2026	1
407	0HH11E	4980 E OWENS AVE	11E	Comprehensive Modernization	2021-2026	1
407	0HH12A	4980 E OWENS AVE	12A	Comprehensive Modernization	2021-2026	1
407	0HH12B	4980 E OWENS AVE	12B	Comprehensive Modernization	2021-2026	1
407	0HH12C	4980 E OWENS AVE	12C	Comprehensive Modernization	2021-2026	1
407	0HH12D	4980 E OWENS AVE	12D	Comprehensive Modernization	2021-2026	1
407	0HH13A	4980 E OWENS AVE	13A	Comprehensive Modernization	2021-2026	1
407	0HH13B	4980 E OWENS AVE	13B	Comprehensive Modernization	2021-2026	1
407	0HH13C	4980 E OWENS AVE	13C	Comprehensive Modernization	2021-2026	1
407	0HH13D	4980 E OWENS AVE	13D	Comprehensive Modernization	2021-2026	1
407	0HH13E	4980 E OWENS AVE	13E	Comprehensive Modernization	2021-2026	1
407	0HH14A	4980 E OWENS AVE	14A	Comprehensive Modernization	2021-2026	1
407	0HH14B	4980 E OWENS AVE	14B	Comprehensive Modernization	2021-2026	1
407	0HH14C	4980 E OWENS AVE	14C	Comprehensive Modernization	2021-2026	1
						<b>59</b>

**Jones Gardens: Rental Assistance Demonstration (RAD) Program application submitted 2015 as part of the Portfolio RAD Application Group 1. CHAP received 2017 an extended by 12 months. Estimated Securing all Financing and Construction NTP Date: 2020-2023. Anticipated Completion: 2021-2026**

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
407	00JG1A	1750 MARION DR	1A	Comprehensive Modernization	2021-2026	1
407	00JG1B	1750 MARION DR	1B	Comprehensive Modernization	2021-2026	1
407	00JG1C	1750 MARION DR	1C	Comprehensive Modernization	2021-2026	1
407	00JG1D	1750 MARION DR	1D	Comprehensive Modernization	2021-2026	1
407	00JG2A	1750 MARION DR	2A	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

407	00JG2B	1750 MARION DR	2B	Comprehensive Modernization	2021-2026	1
407	00JG2C	1750 MARION DR	2C	Comprehensive Modernization	2021-2026	1
407	00JG3A	1750 MARION DR	3A	Comprehensive Modernization	2021-2026	1
407	00JG3B	1750 MARION DR	3B	Comprehensive Modernization	2021-2026	1
407	00JG3C	1750 MARION DR	3C	Comprehensive Modernization	2021-2026	1
407	00JG4A	1750 MARION DR	4A	Comprehensive Modernization	2021-2026	1
407	00JG4B	1750 MARION DR	4B	Comprehensive Modernization	2021-2026	1
407	00JG4C	1750 MARION DR	4C	Comprehensive Modernization	2021-2026	1
407	00JG4D	1750 MARION DR	4D	Comprehensive Modernization	2021-2026	1
407	00JG5A	1750 MARION DR	5A	Comprehensive Modernization	2021-2026	1
407	00JG5B	1750 MARION DR	5B	Comprehensive Modernization	2021-2026	1
407	00JG5C	1750 MARION DR	5C	Comprehensive Modernization	2021-2026	1
407	00JG5D	1750 MARION DR	5D	Comprehensive Modernization	2021-2026	1
407	00JG6A	1750 MARION DR	6A	Comprehensive Modernization	2021-2026	1
407	00JG6B	1750 MARION DR	6B	Comprehensive Modernization	2021-2026	1
407	00JG6C	1750 MARION DR	6C	Comprehensive Modernization	2021-2026	1
407	00JG6D	1750 MARION DR	6D	Comprehensive Modernization	2021-2026	1
407	00JG7A	1750 MARION DR	7A	Comprehensive Modernization	2021-2026	1
407	00JG7B	1750 MARION DR	7B	Comprehensive Modernization	2021-2026	1
407	00JG7C	1750 MARION DR	7C	Comprehensive Modernization	2021-2026	1
407	00JG8A	1750 MARION DR	8A	Comprehensive Modernization	2021-2026	1
407	00JG8B	1750 MARION DR	8B	Comprehensive Modernization	2021-2026	1
407	00JG8C	1750 MARION DR	8C	Comprehensive Modernization	2021-2026	1
407	00JG9A	1750 MARION DR	9A	Comprehensive Modernization	2021-2026	1
407	00JG9B	1750 MARION DR	9B	Comprehensive Modernization	2021-2026	1
407	00JG9C	1750 MARION DR	9C	Comprehensive Modernization	2021-2026	1
407	0JG10A	1750 MARION DR	10A	Comprehensive Modernization	2021-2026	1
407	0JG10B	1750 MARION DR	10B	Comprehensive Modernization	2021-2026	1
407	0JG10C	1750 MARION DR	10C	Comprehensive Modernization	2021-2026	1
407	0JG10D	1750 MARION DR	10D	Comprehensive Modernization	2021-2026	1
407	0JG11A	1750 MARION DR	11A	Comprehensive Modernization	2021-2026	1
407	0JG11B	1750 MARION DR	11B	Comprehensive Modernization	2021-2026	1
407	0JG11C	1750 MARION DR	11C	Comprehensive Modernization	2021-2026	1
407	0JG12A	1750 MARION DR	12A	Comprehensive Modernization	2021-2026	1
407	0JG12B	1750 MARION DR	12B	Comprehensive Modernization	2021-2026	1
407	0JG12C	1750 MARION DR	12C	Comprehensive Modernization	2021-2026	1
407	0JG12D	1750 MARION DR	12D	Comprehensive Modernization	2021-2026	1
407	0JG13A	1750 MARION DR	13A	Comprehensive Modernization	2021-2026	1
407	0JG13B	1750 MARION DR	13B	Comprehensive Modernization	2021-2026	1
407	0JG13C	1750 MARION DR	13C	Comprehensive Modernization	2021-2026	1
407	0JG14A	1750 MARION DR	14A	Comprehensive Modernization	2021-2026	1
407	0JG14B	1750 MARION DR	14B	Comprehensive Modernization	2021-2026	1
407	0JG14C	1750 MARION DR	14C	Comprehensive Modernization	2021-2026	1



**Units with Approved Vacancies for Modernization**

407	0JG15A	1750 MARION DR	15A	Comprehensive Modernization	2021-2026	1
407	0JG15B	1750 MARION DR	15B	Comprehensive Modernization	2021-2026	1
407	0JG15C	1750 MARION DR	15C	Comprehensive Modernization	2021-2026	1
407	0JG15D	1750 MARION DR	15D	Comprehensive Modernization	2021-2026	1
407	0JG16A	1750 MARION DR	16A	Comprehensive Modernization	2021-2026	1
407	0JG16B	1750 MARION DR	16B	Comprehensive Modernization	2021-2026	1
407	0JG17A	1750 MARION DR	17A	Comprehensive Modernization	2021-2026	1
407	0JG17B	1750 MARION DR	17B	Comprehensive Modernization	2021-2026	1
407	0JG17C	1750 MARION DR	17C	Comprehensive Modernization	2021-2026	1
407	0JG17D	1750 MARION DR	17D	Comprehensive Modernization	2021-2026	1
407	0JG18A	1750 MARION DR	18A	Comprehensive Modernization	2021-2026	1
407	0JG18B	1750 MARION DR	18B	Comprehensive Modernization	2021-2026	1
407	0JG18C	1750 MARION DR	18C	Comprehensive Modernization	2021-2026	1
407	0JG19A	1750 MARION DR	19A	Comprehensive Modernization	2021-2026	1
407	0JG19B	1750 MARION DR	19B	Comprehensive Modernization	2021-2026	1
407	0JG19C	1750 MARION DR	19C	Comprehensive Modernization	2021-2026	1
407	0JG20A	1750 MARION DR	20A	Comprehensive Modernization	2021-2026	1
407	0JG20B	1750 MARION DR	20B	Comprehensive Modernization	2021-2026	1
407	0JG20C	1750 MARION DR	20C	Comprehensive Modernization	2021-2026	1
407	0JG20D	1750 MARION DR	20D	Comprehensive Modernization	2021-2026	1
407	0JG21A	1750 MARION DR	21A	Comprehensive Modernization	2021-2026	1
407	0JG21B	1750 MARION DR	21B	Comprehensive Modernization	2021-2026	1
407	0JG21C	1750 MARION DR	21C	Comprehensive Modernization	2021-2026	1
407	0JG22A	1750 MARION DR	22A	Comprehensive Modernization	2021-2026	1
407	0JG22B	1750 MARION DR	22B	Comprehensive Modernization	2021-2026	1
407	0JG22C	1750 MARION DR	22C	Comprehensive Modernization	2021-2026	1
407	0JG22D	1750 MARION DR	22D	Comprehensive Modernization	2021-2026	1
407	0JG23A	1750 MARION DR	23A	Comprehensive Modernization	2021-2026	1
407	0JG23B	1750 MARION DR	23B	Comprehensive Modernization	2021-2026	1
407	0JG23C	1750 MARION DR	23C	Comprehensive Modernization	2021-2026	1
407	0JG24A	1750 MARION DR	24A	Comprehensive Modernization	2021-2026	1
407	0JG24B	1750 MARION DR	24B	Comprehensive Modernization	2021-2026	1
407	0JG24C	1750 MARION DR	24C	Comprehensive Modernization	2021-2026	1
407	0JG24D	1750 MARION DR	24D	Comprehensive Modernization	2021-2026	1
407	0JG25A	1750 MARION DR	25A	Comprehensive Modernization	2021-2026	1
407	0JG25B	1750 MARION DR	25B	Comprehensive Modernization	2021-2026	1
407	0JG25C	1750 MARION DR	25C	Comprehensive Modernization	2021-2026	1
407	0JG25D	1750 MARION DR	25D	Comprehensive Modernization	2021-2026	1
407	0JG26A	1750 MARION DR	26A	Comprehensive Modernization	2021-2026	1
407	0JG26B	1750 MARION DR	26B	Comprehensive Modernization	2021-2026	1
407	0JG26C	1750 MARION DR	26C	Comprehensive Modernization	2021-2026	1
407	0JG26D	1750 MARION DR	26D	Comprehensive Modernization	2021-2026	1

## Units with Approved Vacancies for Modernization

<b>Archie Grant Park: Rental Assistance Demonstration (RAD) Program application submitted 2015 as part of the Portfolio RAD Application Group 1. CHAP received 2017 an extended by 12 months. Estimated Securing all Financing and Construction NTP Date: 2020-2023. Anticipated Completion: 2021-2026</b>						
AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
401	205221	1601 GRAGSON	110	Minimum Upgrades	10/2020	1
401	205222	1601 GRAGSON	120	Minimum Upgrades		1
401	205223	1605 GRAGSON	110	Minimum Upgrades		1
401	205224	1605 GRAGSON	140	Minimum Upgrades		1
401	205225	1605 GRAGSON	120	Minimum Upgrades		1
401	205226	1605 GRAGSON	130	Minimum Upgrades		1
401	205227	1609 GRAGSON	110	Minimum Upgrades		1
401	205228	1609 GRAGSON	120	Minimum Upgrades		1
401	205229	1609 GRAGSON	130	Minimum Upgrades		1
401	205230	1609 GRAGSON	140	Minimum Upgrades		1
401	205231	1613 GRAGSON	110	Minimum Upgrades		1
401	205232	1613 GRAGSON	120	Minimum Upgrades		1
401	205233	1613 GRAGSON	130	Minimum Upgrades		1
401	205234	1613 GRAGSON	140	Minimum Upgrades		1
401	205235	1617 GRAGSON	110	Minimum Upgrades		1
401	205236	1617 GRAGSON	140	Minimum Upgrades		1
401	205237	1617 GRAGSON	130	Minimum Upgrades		1
401	205238	1617 GRAGSON	120	Minimum Upgrades		1
401	205239	1701 GRAGSON	130	Minimum Upgrades		1
401	205240	1701 GRAGSON	120	Minimum Upgrades	10/2020	1
401	205241	1701 GRAGSON	110	Minimum Upgrades		1
401	205242	1701 GRAGSON	140	Minimum Upgrades		1
401	205243	1705 GRAGSON	140	Minimum Upgrades		1
401	205244	1705 GRAGSON	110	Minimum Upgrades		1
401	205245	1705 GRAGSON	120	Minimum Upgrades		1
401	205246	1705 GRAGSON	130	Minimum Upgrades		1
401	205247	1709 GRAGSON	120	Minimum Upgrades		1
401	205248	1709 GRAGSON	130	Minimum Upgrades		1
401	205249	1709 GRAGSON	140	Minimum Upgrades		1
401	205250	1709 GRAGSON	110	Minimum Upgrades		1
401	205251	1713 GRAGSON	110	Minimum Upgrades		1
401	205252	1713 GRAGSON	120	Minimum Upgrades		1
401	205253	1717 GRAGSON	120	Minimum Upgrades		1
401	205254	1717 GRAGSON	130	Minimum Upgrades		1
401	205255	1717 GRAGSON	140	Minimum Upgrades		1
401	205256	1717 GRAGSON	110	Minimum Upgrades		1
401	205257	1721 GRAGSON	110	Minimum Upgrades		1
401	205258	1721 GRAGSON	120	Minimum Upgrades		1
401	205259	1721 GRAGSON	130	Minimum Upgrades	10/2020	1

**Units with Approved Vacancies for Modernization**

401	205260	1721 GRAGSON	140	Minimum Upgrades	<b>10/2020</b>	1
401	205261	1600 SEARLES	110	Minimum Upgrades	<b>10/2020</b>	1
401	205262	1600 SEARLES	120	Minimum Upgrades		1
401	205263	1604 SEARLES	110	Minimum Upgrades		1
401	205264	1604 SEARLES	120	Minimum Upgrades		1
401	205265	1604 SEARLES	130	Minimum Upgrades		1
401	205266	1604 SEARLES	140	Minimum Upgrades		1
401	205267	1608 SEARLES	120	Minimum Upgrades		1
401	205268	1608 SEARLES	130	Minimum Upgrades		1
401	205269	1608 SEARLES	140	Minimum Upgrades		1
401	205270	1608 SEARLES	110	Minimum Upgrades		1
401	205271	1612 SEARLES	140	Minimum Upgrades		1
401	205272	1612 SEARLES	110	Minimum Upgrades		1
401	205273	1612 SEARLES	120	Minimum Upgrades		1
401	205274	1612 SEARLES	130	Minimum Upgrades		1
401	205275	1616 SEARLES	110	Minimum Upgrades		1
401	205276	1616 SEARLES	140	Minimum Upgrades		1
401	205277	1616 SEARLES	130	Minimum Upgrades		1
401	205278	1616 SEARLES	120	Minimum Upgrades		1
401	205279	1700 SEARLES		Minimum Upgrades	<b>10/2020</b>	1
401	205280	1601 SEARLES	<b>A110</b>	Comprehensive Modernization	<b>12/2020</b>	1
401	205281	1601 SEARLES	<b>D140</b>	Comprehensive Modernization		1
401	205282	1601 SEARLES	<b>E130</b>	Comprehensive Modernization		1
401	205283	1601 SEARLES	<b>B120</b>	Comprehensive Modernization		1
401	205284	1605 SEARLES	<b>B120</b>	Comprehensive Modernization		1
401	205285	1605 SEARLES	<b>A110</b>	Comprehensive Modernization		1
401	205286	1605 SEARLES	<b>D140</b>	Comprehensive Modernization		1
401	205287	1605 SEARLES	<b>E130</b>	Comprehensive Modernization		1
401	205288	1609 SEARLES	<b>A110</b>	Comprehensive Modernization		1
401	205289	1609 SEARLES	<b>B120</b>	Comprehensive Modernization		1
401	205290	1609 SEARLES	<b>E130</b>	Comprehensive Modernization		1
401	205291	1609 SEARLES	<b>D140</b>	Comprehensive Modernization		1
401	205292	1613 SEARLES	<b>A110</b>	Comprehensive Modernization		1
401	205293	1613 SEARLES	<b>D140</b>	Comprehensive Modernization		1
401	205294	1613 SEARLES	<b>E130</b>	Comprehensive Modernization		1
401	205295	1613 SEARLES	<b>B120</b>	Comprehensive Modernization		1
401	205296	1701 SEARLES	<b>A110</b>	Comprehensive Modernization		1
401	205297	1701 SEARLES	<b>B120</b>	Comprehensive Modernization	<b>12/2020</b>	1
401	205298	1705 SEARLES	<b>A110</b>	Comprehensive Modernization	<b>05/2020</b>	1
401	205299	1705 SEARLES	<b>D140</b>	Comprehensive Modernization		1
401	205300	1705 SEARLES	<b>E130</b>	Comprehensive Modernization		1
401	205301	1705 SEARLES	<b>B120</b>	Comprehensive Modernization		1
401	205302	1709 SEARLES	<b>B120</b>	Comprehensive Modernization	<b>05/2020</b>	1



**Units with Approved Vacancies for Modernization**

401	205303	1709 SEARLES	€130	Comprehensive Modernization	05/2020	1
401	205304	1709 SEARLES	Đ140	Comprehensive Modernization		1
401	205305	1709 SEARLES	A110	Comprehensive Modernization		1
401	205306	1713 SEARLES	B120	Comprehensive Modernization		1
401	205307	1713 SEARLES	A110	Comprehensive Modernization		1
401	205308	1721 SEARLES	A110	Comprehensive Modernization		1
401	205309	1721 SEARLES	B120	Comprehensive Modernization		1
401	205310	1721 SEARLES	€130	Comprehensive Modernization	05/2020	1
401	205311	1721 SEARLES	Đ140	Comprehensive Modernization	05/2020	1
401	205312	1600 FOREMASTER	Đ140	Comprehensive Modernization	09/2020	1
401	205313	1600 FOREMASTER	A110	Comprehensive Modernization		1
401	205314	1600 FOREMASTER	B120	Comprehensive Modernization		1
401	205315	1600 FOREMASTER	€130	Comprehensive Modernization		1
401	205316	1604 FOREMASTER	B120	Comprehensive Modernization		1
401	205317	1604 FOREMASTER	€130	Comprehensive Modernization		1
401	205318	1604 FOREMASTER	A110	Comprehensive Modernization		1
401	205319	1604 FOREMASTER	Đ140	Comprehensive Modernization		1
401	205320	1608 FOREMASTER	A110	Comprehensive Modernization		1
401	205321	1608 FOREMASTER	B120	Comprehensive Modernization		1
401	205322	1608 FOREMASTER	€130	Comprehensive Modernization		1
401	205323	1608 FOREMASTER	Đ140	Comprehensive Modernization	09/2020	1
401	205324	1612 FOREMASTER	Đ140	Comprehensive Modernization	08/2020	1
401	205325	1612 FOREMASTER	A110	Comprehensive Modernization		1
401	205326	1612 FOREMASTER	B120	Comprehensive Modernization		1
401	205327	1612 FOREMASTER	€130	Comprehensive Modernization	08/2020	1
401	205328	1616 FOREMASTER	Đ140	Comprehensive Modernization	09/2020	1
401	205329	1616 FOREMASTER	A110	Comprehensive Modernization		1
401	205330	1616 FOREMASTER	B120	Comprehensive Modernization		1
401	205331	1616 FOREMASTER	€130	Comprehensive Modernization	09/2020	1
401	205332	1700 FOREMASTER	B120	Comprehensive Modernization	06/2020	1
401	205333	1700 FOREMASTER	A110	Comprehensive Modernization	06/2020	1
401	205334	1704 FOREMASTER	A110	Comprehensive Modernization	09/2020	1
401	205335	1704 FOREMASTER	B120	Comprehensive Modernization		1
401	205336	1704 FOREMASTER	€130	Comprehensive Modernization		1
401	205337	1704 FOREMASTER	Đ140	Comprehensive Modernization	09/2020	1
401	205338	1708 FOREMASTER	B120	Comprehensive Modernization	06/2020	1
401	205339	1708 FOREMASTER	A110	Comprehensive Modernization		1
401	205340	1708 FOREMASTER	Đ140	Comprehensive Modernization		1
401	205341	1708 FOREMASTER	€130	Comprehensive Modernization		1
401	205342	1712 FOREMASTER	€130	Comprehensive Modernization		1
401	205343	1712 FOREMASTER	B120	Comprehensive Modernization		1
401	205344	1712 FOREMASTER	A110	Comprehensive Modernization		1
401	205345	1712 FOREMASTER	Đ140	Comprehensive Modernization	06/2020	1

## Units with Approved Vacancies for Modernization

<b>Sartini Plaza: Rental Assistance Demonstration (RAD) Program application submitted 2015 as part of the Portfolio RAD Application Group 1. CHAP received 2017 an extended by 12 months. Estimated Securing all Financing and Construction NTP Date: 2020-2023. Anticipated Completion: 2021-2026</b>						
AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
402	221101	900 S. BRUSH ST	101	Comprehensive Modernization	2021-2026	1
402	221102	900 S. BRUSH ST	102	Comprehensive Modernization	2021-2026	1
402	221103	900 S. BRUSH ST	103	Comprehensive Modernization	2021-2026	1
402	221104	900 S. BRUSH ST	104	Comprehensive Modernization	2021-2026	1
402	221105	900 S. BRUSH ST	105	Comprehensive Modernization	2021-2026	1
402	221106	900 S. BRUSH ST	106	Comprehensive Modernization	2021-2026	1
402	221107	900 S. BRUSH ST	107	Comprehensive Modernization	2021-2026	1
402	221108	900 S. BRUSH ST	108	Comprehensive Modernization	2021-2026	1
402	221109	900 S. BRUSH ST	109	Comprehensive Modernization	2021-2026	1
402	221110	900 S. BRUSH ST	110	Comprehensive Modernization	2021-2026	1
402	221111	900 S. BRUSH ST	111	Comprehensive Modernization	2021-2026	1
402	221112	900 S. BRUSH ST	112	Comprehensive Modernization	2021-2026	1
402	221113	900 S. BRUSH ST	113	Comprehensive Modernization	2021-2026	1
402	221114	900 S. BRUSH ST	114	Comprehensive Modernization	2021-2026	1
402	221115	900 S. BRUSH ST	115	Comprehensive Modernization	2021-2026	1
402	221116	900 S. BRUSH ST	116	Comprehensive Modernization	2021-2026	1
402	221117	900 S. BRUSH ST	117	Comprehensive Modernization	2021-2026	1
402	221118	900 S. BRUSH ST	118	Comprehensive Modernization	2021-2026	1
402	221119	900 S. BRUSH ST	119	Comprehensive Modernization	2021-2026	1
402	221120	900 S. BRUSH ST	120	Comprehensive Modernization	2021-2026	1
402	221121	900 S. BRUSH ST	121	Comprehensive Modernization	2021-2026	1
402	221122	900 S. BRUSH ST	122	Comprehensive Modernization	2021-2026	1
402	221123	900 S. BRUSH ST	123	Comprehensive Modernization	2021-2026	1
402	221124	900 S. BRUSH ST	124	Comprehensive Modernization	2021-2026	1
402	221125	900 S. BRUSH ST	125	Comprehensive Modernization	2021-2026	1
402	221126	900 S. BRUSH ST	126	Comprehensive Modernization	2021-2026	1
402	221127	900 S. BRUSH ST	127	Comprehensive Modernization	2021-2026	1
402	221128	900 S. BRUSH ST	128	Comprehensive Modernization	2021-2026	1
402	221129	900 S. BRUSH ST	129	Comprehensive Modernization	2021-2026	1
402	221130	900 S. BRUSH ST	130	Comprehensive Modernization	2021-2026	1
402	221131	900 S. BRUSH ST	131	Comprehensive Modernization	2021-2026	1
402	221132	900 S. BRUSH ST	132	Comprehensive Modernization	2021-2026	1
402	221133	900 S. BRUSH ST	133	Comprehensive Modernization	2021-2026	1
402	221134	900 S. BRUSH ST	134	Comprehensive Modernization	2021-2026	1
402	221135	900 S. BRUSH ST	135	Comprehensive Modernization	2021-2026	1
402	221136	900 S. BRUSH ST	136	Comprehensive Modernization	2021-2026	1
402	221137	900 S. BRUSH ST	137	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

402	221138	900 S. BRUSH ST	138	Comprehensive Modernization	2021-2026	1
402	221139	900 S. BRUSH ST	139	Comprehensive Modernization	2021-2026	1
402	221140	900 S. BRUSH ST	140	Comprehensive Modernization	2021-2026	1
402	221201	900 S. BRUSH ST	201	Comprehensive Modernization	2021-2026	1
402	221202	900 S. BRUSH ST	202	Comprehensive Modernization	2021-2026	1
402	221203	900 S. BRUSH ST	203	Comprehensive Modernization	2021-2026	1
402	221204	900 S. BRUSH ST	204	Comprehensive Modernization	2021-2026	1
402	221205	900 S. BRUSH ST	205	Comprehensive Modernization	2021-2026	1
402	221206	900 S. BRUSH ST	206	Comprehensive Modernization	2021-2026	1
402	221207	900 S. BRUSH ST	207	Comprehensive Modernization	2021-2026	1
402	221208	900 S. BRUSH ST	208	Comprehensive Modernization	2021-2026	1
402	221209	900 S. BRUSH ST	209	Comprehensive Modernization	2021-2026	1
402	221210	900 S. BRUSH ST	210	Comprehensive Modernization	2021-2026	1
402	221211	900 S. BRUSH ST	211	Comprehensive Modernization	2021-2026	1
402	221212	900 S. BRUSH ST	212	Comprehensive Modernization	2021-2026	1
402	221213	900 S. BRUSH ST	213	Comprehensive Modernization	2021-2026	1
402	221214	900 S. BRUSH ST	214	Comprehensive Modernization	2021-2026	1
402	221215	900 S. BRUSH ST	215	Comprehensive Modernization	2021-2026	1
402	221216	900 S. BRUSH ST	216	Comprehensive Modernization	2021-2026	1
402	221217	900 S. BRUSH ST	217	Comprehensive Modernization	2021-2026	1
402	221218	900 S. BRUSH ST	218	Comprehensive Modernization	2021-2026	1
402	221219	900 S. BRUSH ST	219	Comprehensive Modernization	2021-2026	1
402	221220	900 S. BRUSH ST	220	Comprehensive Modernization	2021-2026	1
402	221221	900 S. BRUSH ST	221	Comprehensive Modernization	2021-2026	1
402	221222	900 S. BRUSH ST	222	Comprehensive Modernization	2021-2026	1
402	221223	900 S. BRUSH ST	223	Comprehensive Modernization	2021-2026	1
402	221224	900 S. BRUSH ST	224	Comprehensive Modernization	2021-2026	1
402	221225	900 S. BRUSH ST	225	Comprehensive Modernization	2021-2026	1
402	221226	900 S. BRUSH ST	226	Comprehensive Modernization	2021-2026	1
402	221227	900 S. BRUSH ST	227	Comprehensive Modernization	2021-2026	1
402	221228	900 S. BRUSH ST	228	Comprehensive Modernization	2021-2026	1
402	221229	900 S. BRUSH ST	229	Comprehensive Modernization	2021-2026	1
402	221230	900 S. BRUSH ST	230	Comprehensive Modernization	2021-2026	1
402	221231	900 S. BRUSH ST	231	Comprehensive Modernization	2021-2026	1
402	221232	900 S. BRUSH ST	232	Comprehensive Modernization	2021-2026	1
402	221233	900 S. BRUSH ST	233	Comprehensive Modernization	2021-2026	1
402	221234	900 S. BRUSH ST	234	Comprehensive Modernization	2021-2026	1
402	221235	900 S. BRUSH ST	235	Comprehensive Modernization	2021-2026	1
402	221236	900 S. BRUSH ST	236	Comprehensive Modernization	2021-2026	1
402	221237	900 S. BRUSH ST	237	Comprehensive Modernization	2021-2026	1
402	221238	900 S. BRUSH ST	238	Comprehensive Modernization	2021-2026	1
402	221239	900 S. BRUSH ST	239	Comprehensive Modernization	2021-2026	1
402	221240	900 S. BRUSH ST	240	Comprehensive Modernization	2021-2026	1



**Units with Approved Vacancies for Modernization**

402	221241	900 S. BRUSH ST	241	Comprehensive Modernization	2021-2026	1
402	221242	900 S. BRUSH ST	242	Comprehensive Modernization	2021-2026	1
402	221243	900 S. BRUSH ST	243	Comprehensive Modernization	2021-2026	1
402	221244	900 S. BRUSH ST	244	Comprehensive Modernization	2021-2026	1
402	221245	900 S. BRUSH ST	245	Comprehensive Modernization	2021-2026	1
402	221246	900 S. BRUSH ST	246	Comprehensive Modernization	2021-2026	1
402	221247	900 S. BRUSH ST	247	Comprehensive Modernization	2021-2026	1
402	221248	900 S. BRUSH ST	248	Comprehensive Modernization	2021-2026	1
402	221249	900 S. BRUSH ST	249	Comprehensive Modernization	2021-2026	1
402	221250	900 S. BRUSH ST	250	Comprehensive Modernization	2021-2026	1
402	221251	900 S. BRUSH ST	251	Comprehensive Modernization	2021-2026	1
402	221252	900 S. BRUSH ST	252	Comprehensive Modernization	2021-2026	1
402	221253	900 S. BRUSH ST	253	Comprehensive Modernization	2021-2026	1
402	221254	900 S. BRUSH ST	254	Comprehensive Modernization	2021-2026	1
402	221255	900 S. BRUSH ST	255	Comprehensive Modernization	2021-2026	1
402	221256	900 S. BRUSH ST	256	Comprehensive Modernization	2021-2026	1
402	221257	900 S. BRUSH ST	257	Comprehensive Modernization	2021-2026	1
402	221258	900 S. BRUSH ST	258	Comprehensive Modernization	2021-2026	1
402	221259	900 S. BRUSH ST	259	Comprehensive Modernization	2021-2026	1
402	221260	900 S. BRUSH ST	260	Comprehensive Modernization	2021-2026	1
402	221301	900 S. BRUSH ST	301	Comprehensive Modernization	2021-2026	1
402	221302	900 S. BRUSH ST	302	Comprehensive Modernization	2021-2026	1
402	221303	900 S. BRUSH ST	303	Comprehensive Modernization	2021-2026	1
402	221304	900 S. BRUSH ST	304	Comprehensive Modernization	2021-2026	1
402	221305	900 S. BRUSH ST	305	Comprehensive Modernization	2021-2026	1
402	221306	900 S. BRUSH ST	306	Comprehensive Modernization	2021-2026	1
402	221307	900 S. BRUSH ST	307	Comprehensive Modernization	2021-2026	1
402	221308	900 S. BRUSH ST	308	Comprehensive Modernization	2021-2026	1
402	221309	900 S. BRUSH ST	309	Comprehensive Modernization	2021-2026	1
402	221310	900 S. BRUSH ST	310	Comprehensive Modernization	2021-2026	1
402	221311	900 S. BRUSH ST	311	Comprehensive Modernization	2021-2026	1
402	221312	900 S. BRUSH ST	312	Comprehensive Modernization	2021-2026	1
402	221313	900 S. BRUSH ST	313	Comprehensive Modernization	2021-2026	1
402	221314	900 S. BRUSH ST	314	Comprehensive Modernization	2021-2026	1
402	221315	900 S. BRUSH ST	315	Comprehensive Modernization	2021-2026	1
402	221316	900 S. BRUSH ST	316	Comprehensive Modernization	2021-2026	1
402	221317	900 S. BRUSH ST	317	Comprehensive Modernization	2021-2026	1
402	221318	900 S. BRUSH ST	318	Comprehensive Modernization	2021-2026	1
402	221319	900 S. BRUSH ST	319	Comprehensive Modernization	2021-2026	1
402	221320	900 S. BRUSH ST	320	Comprehensive Modernization	2021-2026	1
402	221321	900 S. BRUSH ST	321	Comprehensive Modernization	2021-2026	1
402	221322	900 S. BRUSH ST	322	Comprehensive Modernization	2021-2026	1
402	221323	900 S. BRUSH ST	323	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

402	221324	900 S. BRUSH ST	324	Comprehensive Modernization	2021-2026	1
402	221325	900 S. BRUSH ST	325	Comprehensive Modernization	2021-2026	1
402	221326	900 S. BRUSH ST	326	Comprehensive Modernization	2021-2026	1
402	221327	900 S. BRUSH ST	327	Comprehensive Modernization	2021-2026	1
402	221328	900 S. BRUSH ST	328	Comprehensive Modernization	2021-2026	1
402	221329	900 S. BRUSH ST	329	Comprehensive Modernization	2021-2026	1
402	221330	900 S. BRUSH ST	330	Comprehensive Modernization	2021-2026	1
402	221331	900 S. BRUSH ST	331	Comprehensive Modernization	2021-2026	1
402	221332	900 S. BRUSH ST	332	Comprehensive Modernization	2021-2026	1
402	221333	900 S. BRUSH ST	333	Comprehensive Modernization	2021-2026	1
402	221334	900 S. BRUSH ST	334	Comprehensive Modernization	2021-2026	1
402	221335	900 S. BRUSH ST	335	Comprehensive Modernization	2021-2026	1
402	221336	900 S. BRUSH ST	336	Comprehensive Modernization	2021-2026	1
402	221337	900 S. BRUSH ST	337	Comprehensive Modernization	2021-2026	1
402	221338	900 S. BRUSH ST	338	Comprehensive Modernization	2021-2026	1
402	221339	900 S. BRUSH ST	339	Comprehensive Modernization	2021-2026	1
402	221340	900 S. BRUSH ST	340	Comprehensive Modernization	2021-2026	1
402	221341	900 S. BRUSH ST	341	Comprehensive Modernization	2021-2026	1
402	221342	900 S. BRUSH ST	342	Comprehensive Modernization	2021-2026	1
402	221343	900 S. BRUSH ST	343	Comprehensive Modernization	2021-2026	1
402	221344	900 S. BRUSH ST	344	Comprehensive Modernization	2021-2026	1
402	221345	900 S. BRUSH ST	345	Comprehensive Modernization	2021-2026	1
402	221346	900 S. BRUSH ST	346	Comprehensive Modernization	2021-2026	1
402	221347	900 S. BRUSH ST	347	Comprehensive Modernization	2021-2026	1
402	221348	900 S. BRUSH ST	348	Comprehensive Modernization	2021-2026	1
402	221349	900 S. BRUSH ST	349	Comprehensive Modernization	2021-2026	1
402	221350	900 S. BRUSH ST	350	Comprehensive Modernization	2021-2026	1
402	221351	900 S. BRUSH ST	351	Comprehensive Modernization	2021-2026	1
402	221352	900 S. BRUSH ST	352	Comprehensive Modernization	2021-2026	1
402	221353	900 S. BRUSH ST	353	Comprehensive Modernization	2021-2026	1
402	221354	900 S. BRUSH ST	354	Comprehensive Modernization	2021-2026	1
402	221355	900 S. BRUSH ST	355	Comprehensive Modernization	2021-2026	1
402	221356	900 S. BRUSH ST	356	Comprehensive Modernization	2021-2026	1
402	221357	900 S. BRUSH ST	357	Comprehensive Modernization	2021-2026	1
402	221358	900 S. BRUSH ST	358	Comprehensive Modernization	2021-2026	1
402	221359	900 S. BRUSH ST	359	Comprehensive Modernization	2021-2026	1
402	221360	900 S. BRUSH ST	360	Comprehensive Modernization	2021-2026	1
402	221401	900 S. BRUSH ST	401	Comprehensive Modernization	2021-2026	1
402	221402	900 S. BRUSH ST	402	Comprehensive Modernization	2021-2026	1
402	221403	900 S. BRUSH ST	403	Comprehensive Modernization	2021-2026	1
402	221404	900 S. BRUSH ST	404	Comprehensive Modernization	2021-2026	1
402	221405	900 S. BRUSH ST	405	Comprehensive Modernization	2021-2026	1
402	221406	900 S. BRUSH ST	406	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

402	221407	900 S. BRUSH ST	407	Comprehensive Modernization	2021-2026	1
402	221408	900 S. BRUSH ST	408	Comprehensive Modernization	2021-2026	1
402	221409	900 S. BRUSH ST	409	Comprehensive Modernization	2021-2026	1
402	221410	900 S. BRUSH ST	410	Comprehensive Modernization	2021-2026	1
402	221411	900 S. BRUSH ST	411	Comprehensive Modernization	2021-2026	1
402	221412	900 S. BRUSH ST	412	Comprehensive Modernization	2021-2026	1
402	221413	900 S. BRUSH ST	413	Comprehensive Modernization	2021-2026	1
402	221414	900 S. BRUSH ST	414	Comprehensive Modernization	2021-2026	1
402	221415	900 S. BRUSH ST	415	Comprehensive Modernization	2021-2026	1
402	221416	900 S. BRUSH ST	416	Comprehensive Modernization	2021-2026	1
402	221417	900 S. BRUSH ST	417	Comprehensive Modernization	2021-2026	1
402	221418	900 S. BRUSH ST	418	Comprehensive Modernization	2021-2026	1
402	221419	900 S. BRUSH ST	419	Comprehensive Modernization	2021-2026	1
402	221420	900 S. BRUSH ST	420	Comprehensive Modernization	2021-2026	1
402	221421	900 S. BRUSH ST	421	Comprehensive Modernization	2021-2026	1
402	221422	900 S. BRUSH ST	422	Comprehensive Modernization	2021-2026	1
402	221423	900 S. BRUSH ST	423	Comprehensive Modernization	2021-2026	1
402	221424	900 S. BRUSH ST	424	Comprehensive Modernization	2021-2026	1
402	221425	900 S. BRUSH ST	425	Comprehensive Modernization	2021-2026	1
402	221426	900 S. BRUSH ST	426	Comprehensive Modernization	2021-2026	1
402	221427	900 S. BRUSH ST	427	Comprehensive Modernization	2021-2026	1
402	221428	900 S. BRUSH ST	428	Comprehensive Modernization	2021-2026	1
402	221429	900 S. BRUSH ST	429	Comprehensive Modernization	2021-2026	1
402	221430	900 S. BRUSH ST	430	Comprehensive Modernization	2021-2026	1
402	221431	900 S. BRUSH ST	431	Comprehensive Modernization	2021-2026	1
402	221432	900 S. BRUSH ST	432	Comprehensive Modernization	2021-2026	1
402	221433	900 S. BRUSH ST	433	Comprehensive Modernization	2021-2026	1
402	221434	900 S. BRUSH ST	434	Comprehensive Modernization	2021-2026	1
402	221435	900 S. BRUSH ST	435	Comprehensive Modernization	2021-2026	1
402	221436	900 S. BRUSH ST	436	Comprehensive Modernization	2021-2026	1
402	221437	900 S. BRUSH ST	437	Comprehensive Modernization	2021-2026	1
402	221438	900 S. BRUSH ST	438	Comprehensive Modernization	2021-2026	1
402	221439	900 S. BRUSH ST	439	Comprehensive Modernization	2021-2026	1
402	221440	900 S. BRUSH ST	440	Comprehensive Modernization	2021-2026	1
402	221441	900 S. BRUSH ST	441	Comprehensive Modernization	2021-2026	1
402	221442	900 S. BRUSH ST	442	Comprehensive Modernization	2021-2026	1
402	221443	900 S. BRUSH ST	443	Comprehensive Modernization	2021-2026	1
402	221444	900 S. BRUSH ST	444	Comprehensive Modernization	2021-2026	1
402	221445	900 S. BRUSH ST	445	Comprehensive Modernization	2021-2026	1
402	221446	900 S. BRUSH ST	446	Comprehensive Modernization	2021-2026	1
402	221447	900 S. BRUSH ST	447	Comprehensive Modernization	2021-2026	1
402	221448	900 S. BRUSH ST	448	Comprehensive Modernization	2021-2026	1
402	221449	900 S. BRUSH ST	449	Comprehensive Modernization	2021-2026	1



**Units with Approved Vacancies for Modernization**

402	221450	900 S. BRUSH ST	450	Comprehensive Modernization	2021-2026	1
402	221451	900 S. BRUSH ST	451	Comprehensive Modernization	2021-2026	1
402	221452	900 S. BRUSH ST	452	Comprehensive Modernization	2021-2026	1
402	221453	900 S. BRUSH ST	453	Comprehensive Modernization	2021-2026	1
402	221454	900 S. BRUSH ST	454	Comprehensive Modernization	2021-2026	1
402	221455	900 S. BRUSH ST	455	Comprehensive Modernization	2021-2026	1
402	221456	900 S. BRUSH ST	456	Comprehensive Modernization	2021-2026	1
402	221457	900 S. BRUSH ST	457	Comprehensive Modernization	2021-2026	1
402	221458	900 S. BRUSH ST	458	Comprehensive Modernization	2021-2026	1
402	221459	900 S. BRUSH ST	459	Comprehensive Modernization	2021-2026	1
402	221460	900 S. BRUSH ST	460	Comprehensive Modernization	2021-2026	1
						<b>220</b>

**Sartini Plaza Annex: Rental Assistance Demonstration (RAD) Program application submitted 2015 as part of the Portfolio RAD Application Group I. CHAP received 2017 an extended by 12 months. Estimated Securing all Financing and Construction NTP Date: 2020-2023. Anticipated Completion: 2021-2026**

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
402	221001	5200 ALPINE PL	01	Comprehensive Modernization	2021-2026	1
402	221002	5200 ALPINE PL	02	Comprehensive Modernization	2021-2026	1
402	221003	5200 ALPINE PL	03	Comprehensive Modernization	2021-2026	1
402	221004	5200 ALPINE PL	04	Comprehensive Modernization	2021-2026	1
402	221005	5200 ALPINE PL	05	Comprehensive Modernization	2021-2026	1
402	221006	5200 ALPINE PL	06	Comprehensive Modernization	2021-2026	1
402	221007	5200 ALPINE PL	07	Comprehensive Modernization	2021-2026	1
402	221008	5200 ALPINE PL	08	Comprehensive Modernization	2021-2026	1
402	221009	5200 ALPINE PL	09	Comprehensive Modernization	2021-2026	1
402	221010	5200 ALPINE PL	10	Comprehensive Modernization	2021-2026	1
402	221011	5200 ALPINE PL	11	Comprehensive Modernization	2021-2026	1
402	221012	5200 ALPINE PL	12	Comprehensive Modernization	2021-2026	1
402	221013	5200 ALPINE PL	13	Comprehensive Modernization	2021-2026	1
402	221014	5200 ALPINE PL	14	Comprehensive Modernization	2021-2026	1
402	221015	5200 ALPINE PL	15	Comprehensive Modernization	2021-2026	1
402	221016	5200 ALPINE PL	16	Comprehensive Modernization	2021-2026	1
402	221017	5200 ALPINE PL	17	Comprehensive Modernization	2021-2026	1
402	221018	5200 ALPINE PL	18	Comprehensive Modernization	2021-2026	1
402	221019	5200 ALPINE PL	19	Comprehensive Modernization	2021-2026	1
402	221020	5200 ALPINE PL	20	Comprehensive Modernization	2021-2026	1
402	221021	5200 ALPINE PL	21	Comprehensive Modernization	2021-2026	1
402	221022	5200 ALPINE PL	22	Comprehensive Modernization	2021-2026	1
402	221023	5200 ALPINE PL	23	Comprehensive Modernization	2021-2026	1
402	221024	5200 ALPINE PL	24	Comprehensive Modernization	2021-2026	1
402	221025	5200 ALPINE PL	25	Comprehensive Modernization	2021-2026	1
402	221026	5200 ALPINE PL	26	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

402	221027	5200 ALPINE PL	27	Comprehensive Modernization	2021-2026	1
402	221028	5200 ALPINE PL	28	Comprehensive Modernization	2021-2026	1
402	221029	5200 ALPINE PL	29	Comprehensive Modernization	2021-2026	1
402	221030	5200 ALPINE PL	30	Comprehensive Modernization	2021-2026	1
402	221031	5200 ALPINE PL	31	Comprehensive Modernization	2021-2026	1
402	221032	5200 ALPINE PL	32	Comprehensive Modernization	2021-2026	1
402	221033	5200 ALPINE PL	33	Comprehensive Modernization	2021-2026	1
402	221034	5200 ALPINE PL	34	Comprehensive Modernization	2021-2026	1
402	221035	5200 ALPINE PL	35	Comprehensive Modernization	2021-2026	1
402	221036	5200 ALPINE PL	36	Comprehensive Modernization	2021-2026	1
402	221037	5200 ALPINE PL	37	Comprehensive Modernization	2021-2026	1
402	221038	5200 ALPINE PL	38	Comprehensive Modernization	2021-2026	1
402	221039	5200 ALPINE PL	39	Comprehensive Modernization	2021-2026	1
						<b>39</b>

**Schaffer Heights: Rental Assistance Demonstration (RAD) Program application to be submitted 2019 as part of the Portfolio RAD Application Group 2. CHAP anticipated 2020. Estimated Securing all Financing and Construction NTP Date: 2023-2026. Anticipated Completion: 2024-2029**

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
404	00SH1A	2901 SCHAFFER CIR	1A	Comprehensive Modernization	2023-2026	1
404	00SH1B	2901 SCHAFFER CIR	1B	Comprehensive Modernization	2023-2026	1
404	00SH1C	2901 SCHAFFER CIR	1C	Comprehensive Modernization	2023-2026	1
404	00SH1D	2901 SCHAFFER CIR	1D	Comprehensive Modernization	2023-2026	1
404	00SH2A	2901 SCHAFFER CIR	2A	Comprehensive Modernization	2023-2026	1
404	00SH2B	2901 SCHAFFER CIR	2B	Comprehensive Modernization	2023-2026	1
404	00SH2C	2901 SCHAFFER CIR	2C	Comprehensive Modernization	2023-2026	1
404	00SH2D	2901 SCHAFFER CIR	2D	Comprehensive Modernization	2023-2026	1
404	00SH3A	2901 SCHAFFER CIR	3A	Comprehensive Modernization	2023-2026	1
404	00SH3B	2901 SCHAFFER CIR	3B	Comprehensive Modernization	2023-2026	1
404	00SH3C	2901 SCHAFFER CIR	3C	Comprehensive Modernization	2023-2026	1
404	00SH3D	2901 SCHAFFER CIR	3D	Comprehensive Modernization	2023-2026	1
404	00SH4A	2901 SCHAFFER CIR	4A	Comprehensive Modernization	2023-2026	1
404	00SH4B	2901 SCHAFFER CIR	4B	Comprehensive Modernization	2023-2026	1
404	00SH4C	2901 SCHAFFER CIR	4C	Comprehensive Modernization	2023-2026	1
404	00SH4D	2901 SCHAFFER CIR	4D	Comprehensive Modernization	2023-2026	1
404	00SH5A	2901 SCHAFFER CIR	5A	Comprehensive Modernization	2023-2026	1
404	00SH5B	2901 SCHAFFER CIR	5B	Comprehensive Modernization	2023-2026	1
404	00SH5C	2901 SCHAFFER CIR	5C	Comprehensive Modernization	2023-2026	1
404	00SH5D	2901 SCHAFFER CIR	5D	Comprehensive Modernization	2023-2026	1
404	00SH6A	2901 SCHAFFER CIR	6A	Comprehensive Modernization	2023-2026	1
404	00SH6B	2901 SCHAFFER CIR	6B	Comprehensive Modernization	2023-2026	1
404	00SH6C	2901 SCHAFFER CIR	6C	Comprehensive Modernization	2023-2026	1
404	00SH6D	2901 SCHAFFER CIR	6D	Comprehensive Modernization	2023-2026	1
404	00SH7A	2901 SCHAFFER CIR	7A	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

404	00SH7B	2901 SCHAFFER CIR	7B	Comprehensive Modernization	2023-2026	1
404	00SH7C	2901 SCHAFFER CIR	7C	Comprehensive Modernization	2023-2026	1
404	00SH7D	2901 SCHAFFER CIR	7D	Comprehensive Modernization	2023-2026	1
404	00SH8A	2901 SCHAFFER CIR	8A	Comprehensive Modernization	2023-2026	1
404	00SH8B	2901 SCHAFFER CIR	8B	Comprehensive Modernization	2023-2026	1
404	00SH8C	2901 SCHAFFER CIR	8C	Comprehensive Modernization	2023-2026	1
404	00SH8D	2901 SCHAFFER CIR	8D	Comprehensive Modernization	2023-2026	1
404	00SH9A	2901 SCHAFFER CIR	9A	Comprehensive Modernization	2023-2026	1
404	00SH9B	2901 SCHAFFER CIR	9B	Comprehensive Modernization	2023-2026	1
404	00SH9C	2901 SCHAFFER CIR	9C	Comprehensive Modernization	2023-2026	1
404	00SH9D	2901 SCHAFFER CIR	9D	Comprehensive Modernization	2023-2026	1
404	0SH10A	2901 SCHAFFER CIR	10A	Comprehensive Modernization	2023-2026	1
404	0SH10B	2901 SCHAFFER CIR	10B	Comprehensive Modernization	2023-2026	1
404	0SH10C	2901 SCHAFFER CIR	10C	Comprehensive Modernization	2023-2026	1
404	0SH10D	2901 SCHAFFER CIR	10D	Comprehensive Modernization	2023-2026	1
404	0SH11A	2901 SCHAFFER CIR	11A	Comprehensive Modernization	2023-2026	1
404	0SH11B	2901 SCHAFFER CIR	11B	Comprehensive Modernization	2023-2026	1
404	0SH11C	2901 SCHAFFER CIR	11C	Comprehensive Modernization	2023-2026	1
404	0SH11D	2901 SCHAFFER CIR	11D	Comprehensive Modernization	2023-2026	1
404	0SH12A	2901 SCHAFFER CIR	12A	Comprehensive Modernization	2023-2026	1
404	0SH12B	2901 SCHAFFER CIR	12B	Comprehensive Modernization	2023-2026	1
404	0SH12C	2901 SCHAFFER CIR	12C	Comprehensive Modernization	2023-2026	1
404	0SH12D	2901 SCHAFFER CIR	12D	Comprehensive Modernization	2023-2026	1
404	0SH13A	2901 SCHAFFER CIR	13A	Comprehensive Modernization	2023-2026	1
404	0SH13B	2901 SCHAFFER CIR	13B	Comprehensive Modernization	2023-2026	1
404	0SH13C	2901 SCHAFFER CIR	13C	Comprehensive Modernization	2023-2026	1
404	0SH13D	2901 SCHAFFER CIR	13D	Comprehensive Modernization	2023-2026	1
404	0SH14A	2901 SCHAFFER CIR	14A	Comprehensive Modernization	2023-2026	1
404	0SH14B	2901 SCHAFFER CIR	14B	Comprehensive Modernization	2023-2026	1
404	0SH14C	2901 SCHAFFER CIR	14C	Comprehensive Modernization	2023-2026	1
404	0SH15A	2901 SCHAFFER CIR	15A	Comprehensive Modernization	2023-2026	1
404	0SH15B	2901 SCHAFFER CIR	15B	Comprehensive Modernization	2023-2026	1
404	0SH15C	2901 SCHAFFER CIR	15C	Comprehensive Modernization	2023-2026	1
404	0SH15D	2901 SCHAFFER CIR	15D	Comprehensive Modernization	2023-2026	1
404	0SH16A	2901 SCHAFFER CIR	16A	Comprehensive Modernization	2023-2026	1
404	0SH16B	2901 SCHAFFER CIR	16B	Comprehensive Modernization	2023-2026	1
404	0SH16C	2901 SCHAFFER CIR	16C	Comprehensive Modernization	2023-2026	1
404	0SH16D	2901 SCHAFFER CIR	16D	Comprehensive Modernization	2023-2026	1
404	0SH17A	2901 SCHAFFER CIR	17A	Comprehensive Modernization	2023-2026	1
404	0SH17B	2901 SCHAFFER CIR	17B	Comprehensive Modernization	2023-2026	1
404	0SH17C	2901 SCHAFFER CIR	17C	Comprehensive Modernization	2023-2026	1
404	0SH17D	2901 SCHAFFER CIR	17D	Comprehensive Modernization	2023-2026	1
404	0SH18A	2901 SCHAFFER CIR	18A	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

404	0SH18B	2901 SCHAFFER CIR	18B	Comprehensive Modernization	2023-2026	1
404	0SH18C	2901 SCHAFFER CIR	18C	Comprehensive Modernization	2023-2026	1
404	0SH18D	2901 SCHAFFER CIR	18D	Comprehensive Modernization	2023-2026	1
404	0SH19A	2901 SCHAFFER CIR	19A	Comprehensive Modernization	2023-2026	1
404	0SH19B	2901 SCHAFFER CIR	19B	Comprehensive Modernization	2023-2026	1
404	0SH19C	2901 SCHAFFER CIR	19C	Comprehensive Modernization	2023-2026	1
404	0SH19D	2901 SCHAFFER CIR	19D	Comprehensive Modernization	2023-2026	1
						<b>75</b>

**Aida Brents: Rental Assistance Demonstration (RAD) Program application to be submitted 2019 as part of the Portfolio RAD Application Group 2. CHAP anticipated 2020. Estimated Securing all Financing and Construction NTP Date: 2023-2026. Anticipated Completion: 2024-2029**

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
403	224001	2120 VEGAS DRIVE	1	Comprehensive Modernization	2023-2026	1
403	224002	2120 VEGAS DRIVE	2	Comprehensive Modernization	2023-2026	1
403	224003	2120 VEGAS DRIVE	3	Comprehensive Modernization	2023-2026	1
403	224004	2120 VEGAS DRIVE	4	Comprehensive Modernization	2023-2026	1
403	224005	2120 VEGAS DRIVE	5	Comprehensive Modernization	2023-2026	1
403	224006	2120 VEGAS DRIVE	6	Comprehensive Modernization	2023-2026	1
403	224007	2120 VEGAS DRIVE	7	Comprehensive Modernization	2023-2026	1
403	224008	2120 VEGAS DRIVE	8	Comprehensive Modernization	2023-2026	1
403	224009	2120 VEGAS DRIVE	9	Comprehensive Modernization	2023-2026	1
403	224010	2120 VEGAS DRIVE	10	Comprehensive Modernization	2023-2026	1
403	224011	2120 VEGAS DRIVE	11	Comprehensive Modernization	2023-2026	1
403	224012	2120 VEGAS DRIVE	12	Comprehensive Modernization	2023-2026	1
403	224013	2120 VEGAS DRIVE	13	Comprehensive Modernization	2023-2026	1
403	224014	2120 VEGAS DRIVE	14	Comprehensive Modernization	2023-2026	1
403	224015	2120 VEGAS DRIVE	15	Comprehensive Modernization	2023-2026	1
403	224016	2120 VEGAS DRIVE	16	Comprehensive Modernization	2023-2026	1
403	224017	2120 VEGAS DRIVE	17	Comprehensive Modernization	2023-2026	1
403	224018	2120 VEGAS DRIVE	18	Comprehensive Modernization	2023-2026	1
403	224019	2120 VEGAS DRIVE	19	Comprehensive Modernization	2023-2026	1
403	224020	2120 VEGAS DRIVE	20	Comprehensive Modernization	2023-2026	1
403	224021	2120 VEGAS DRIVE	21	Comprehensive Modernization	2023-2026	1
403	224022	2120 VEGAS DRIVE	22	Comprehensive Modernization	2023-2026	1
403	224023	2120 VEGAS DRIVE	23	Comprehensive Modernization	2023-2026	1
403	224024	2120 VEGAS DRIVE	24	Comprehensive Modernization	2023-2026	1
						<b>24</b>

**Harry Levy Gardens: Rental Assistance Demonstration (RAD) Program application to be submitted 2019 as part of the Portfolio RAD Application Group 2. CHAP anticipated 2020. Estimated Securing all Financing and Construction NTP Date: 2023-2026. Anticipated Completion: 2024-2029**

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
403	208346	2525 W. WASHINGTON	101	Comprehensive Modernization	2023-2026	1
403	208347	2525 W. WASHINGTON	102	Comprehensive Modernization	2023-2026	1
403	208348	2525 W. WASHINGTON	103	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

403	208349	2525 W. WASHINGTON	104	Comprehensive Modernization	2023-2026	1
403	208350	2525 W. WASHINGTON	105	Comprehensive Modernization	2023-2026	1
403	208351	2525 W. WASHINGTON	106	Comprehensive Modernization	2023-2026	1
403	208352	2525 W. WASHINGTON	107	Comprehensive Modernization	2023-2026	1
403	208353	2525 W. WASHINGTON	108	Comprehensive Modernization	2023-2026	1
403	208354	2525 W. WASHINGTON	109	Comprehensive Modernization	2023-2026	1
403	208355	2525 W. WASHINGTON	110	Comprehensive Modernization	2023-2026	1
403	208356	2525 W. WASHINGTON	111	Comprehensive Modernization	2023-2026	1
403	208357	2525 W. WASHINGTON	112	Comprehensive Modernization	2023-2026	1
403	208358	2525 W. WASHINGTON	113	Comprehensive Modernization	2023-2026	1
403	208359	2525 W. WASHINGTON	114	Comprehensive Modernization	2023-2026	1
403	208360	2525 W. WASHINGTON	115	Comprehensive Modernization	2023-2026	1
403	208361	2525 W. WASHINGTON	116	Comprehensive Modernization	2023-2026	1
403	208362	2525 W. WASHINGTON	117	Comprehensive Modernization	2023-2026	1
403	208363	2525 W. WASHINGTON	118	Comprehensive Modernization	2023-2026	1
403	208364	2525 W. WASHINGTON	119	Comprehensive Modernization	2023-2026	1
403	208365	2525 W. WASHINGTON	120	Comprehensive Modernization	2023-2026	1
403	208366	2525 W. WASHINGTON	121	Comprehensive Modernization	2023-2026	1
403	208367	2525 W. WASHINGTON	122	Comprehensive Modernization	2023-2026	1
403	208368	2525 W. WASHINGTON	123	Comprehensive Modernization	2023-2026	1
403	208369	2525 W. WASHINGTON	124	Comprehensive Modernization	2023-2026	1
403	208370	2525 W. WASHINGTON	125	Comprehensive Modernization	2023-2026	1
403	208371	2525 W. WASHINGTON	126	Comprehensive Modernization	2023-2026	1
403	208372	2525 W. WASHINGTON	127	Comprehensive Modernization	2023-2026	1
403	208373	2525 W. WASHINGTON	128	Comprehensive Modernization	2023-2026	1
403	208374	2525 W. WASHINGTON	129	Comprehensive Modernization	2023-2026	1
403	208375	2525 W. WASHINGTON	130	Comprehensive Modernization	2023-2026	1
403	208376	2525 W. WASHINGTON	131	Comprehensive Modernization	2023-2026	1
403	208377	2525 W. WASHINGTON	132	Comprehensive Modernization	2023-2026	1
403	208378	2525 W. WASHINGTON	133	Comprehensive Modernization	2023-2026	1
403	208379	2525 W. WASHINGTON	134	Comprehensive Modernization	2023-2026	1
403	208380	2525 W. WASHINGTON	135	Comprehensive Modernization	2023-2026	1
403	208381	2525 W. WASHINGTON	136	Comprehensive Modernization	2023-2026	1
403	208382	2525 W. WASHINGTON	137	Comprehensive Modernization	2023-2026	1
403	208383	2525 W. WASHINGTON	138	Comprehensive Modernization	2023-2026	1
403	208384	2525 W. WASHINGTON	139	Comprehensive Modernization	2023-2026	1
403	208385	2525 W. WASHINGTON	140	Comprehensive Modernization	2023-2026	1
403	208386	2525 W. WASHINGTON	141	Comprehensive Modernization	2023-2026	1
403	208387	2525 W. WASHINGTON	142	Comprehensive Modernization	2023-2026	1
403	208388	2525 W. WASHINGTON	143	Comprehensive Modernization	2023-2026	1
403	208389	2525 W. WASHINGTON	144	Comprehensive Modernization	2023-2026	1
403	208390	2525 W. WASHINGTON	145	Comprehensive Modernization	2023-2026	1
403	208391	2525 W. WASHINGTON	146	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

403	208392	2525 W. WASHINGTON	201	Comprehensive Modernization	2023-2026	1
403	208393	2525 W. WASHINGTON	202	Comprehensive Modernization	2023-2026	1
403	208394	2525 W. WASHINGTON	203	Comprehensive Modernization	2023-2026	1
403	208395	2525 W. WASHINGTON	204	Comprehensive Modernization	2023-2026	1
403	208396	2525 W. WASHINGTON	205	Comprehensive Modernization	2023-2026	1
403	208397	2525 W. WASHINGTON	206	Comprehensive Modernization	2023-2026	1
403	208398	2525 W. WASHINGTON	207	Comprehensive Modernization	2023-2026	1
403	208399	2525 W. WASHINGTON	208	Comprehensive Modernization	2023-2026	1
403	208400	2525 W. WASHINGTON	209	Comprehensive Modernization	2023-2026	1
403	208401	2525 W. WASHINGTON	210	Comprehensive Modernization	2023-2026	1
403	208402	2525 W. WASHINGTON	211	Comprehensive Modernization	2023-2026	1
403	208403	2525 W. WASHINGTON	212	Comprehensive Modernization	2023-2026	1
403	208404	2525 W. WASHINGTON	213	Comprehensive Modernization	2023-2026	1
403	208405	2525 W. WASHINGTON	214	Comprehensive Modernization	2023-2026	1
403	208406	2525 W. WASHINGTON	215	Comprehensive Modernization	2023-2026	1
403	208407	2525 W. WASHINGTON	216	Comprehensive Modernization	2023-2026	1
403	208408	2525 W. WASHINGTON	217	Comprehensive Modernization	2023-2026	1
403	208409	2525 W. WASHINGTON	218	Comprehensive Modernization	2023-2026	1
403	208410	2525 W. WASHINGTON	219	Comprehensive Modernization	2023-2026	1
403	208411	2525 W. WASHINGTON	220	Comprehensive Modernization	2023-2026	1
403	208412	2525 W. WASHINGTON	221	Comprehensive Modernization	2023-2026	1
403	208413	2525 W. WASHINGTON	222	Comprehensive Modernization	2023-2026	1
403	208414	2525 W. WASHINGTON	223	Comprehensive Modernization	2023-2026	1
403	208415	2525 W. WASHINGTON	224	Comprehensive Modernization	2023-2026	1
403	208416	2525 W. WASHINGTON	225	Comprehensive Modernization	2023-2026	1
403	208417	2525 W. WASHINGTON	226	Comprehensive Modernization	2023-2026	1
403	208418	2525 W. WASHINGTON	227	Comprehensive Modernization	2023-2026	1
403	208419	2525 W. WASHINGTON	228	Comprehensive Modernization	2023-2026	1
403	208420	2525 W. WASHINGTON	229	Comprehensive Modernization	2023-2026	1
403	208421	2525 W. WASHINGTON	230	Comprehensive Modernization	2023-2026	1
403	208422	2525 W. WASHINGTON	231	Comprehensive Modernization	2023-2026	1
403	208423	2525 W. WASHINGTON	232	Comprehensive Modernization	2023-2026	1
403	208424	2525 W. WASHINGTON	233	Comprehensive Modernization	2023-2026	1
403	208425	2525 W. WASHINGTON	234	Comprehensive Modernization	2023-2026	1
403	208426	2525 W. WASHINGTON	235	Comprehensive Modernization	2023-2026	1
403	208427	2525 W. WASHINGTON	236	Comprehensive Modernization	2023-2026	1
403	208428	2525 W. WASHINGTON	237	Comprehensive Modernization	2023-2026	1
403	208429	2525 W. WASHINGTON	238	Comprehensive Modernization	2023-2026	1
403	208430	2525 W. WASHINGTON	239	Comprehensive Modernization	2023-2026	1
403	208431	2525 W. WASHINGTON	240	Comprehensive Modernization	2023-2026	1
403	208432	2525 W. WASHINGTON	241	Comprehensive Modernization	2023-2026	1
403	208433	2525 W. WASHINGTON	242	Comprehensive Modernization	2023-2026	1
403	208434	2525 W. WASHINGTON	243	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

403	208435	2525 W. WASHINGTON	244	Comprehensive Modernization	2023-2026	1
403	208436	2525 W. WASHINGTON	245	Comprehensive Modernization	2023-2026	1
403	208437	2525 W. WASHINGTON	246	Comprehensive Modernization	2023-2026	1
403	208438	2525 W. WASHINGTON	247	Comprehensive Modernization	2023-2026	1
403	208439	2525 W. WASHINGTON	248	Comprehensive Modernization	2023-2026	1
403	208440	2525 W. WASHINGTON	249	Comprehensive Modernization	2023-2026	1
403	208441	2525 W. WASHINGTON	250	Comprehensive Modernization	2023-2026	1
403	208442	2525 W. WASHINGTON	251	Comprehensive Modernization	2023-2026	1
403	208443	2525 W. WASHINGTON	252	Comprehensive Modernization	2023-2026	1
403	208444	2525 W. WASHINGTON	301	Comprehensive Modernization	2023-2026	1
403	208445	2525 W. WASHINGTON	302	Comprehensive Modernization	2023-2026	1
403	208446	2525 W. WASHINGTON	303	Comprehensive Modernization	2023-2026	1
403	208447	2525 W. WASHINGTON	304	Comprehensive Modernization	2023-2026	1
403	208448	2525 W. WASHINGTON	305	Comprehensive Modernization	2023-2026	1
403	208449	2525 W. WASHINGTON	306	Comprehensive Modernization	2023-2026	1
403	208450	2525 W. WASHINGTON	307	Comprehensive Modernization	2023-2026	1
403	208451	2525 W. WASHINGTON	308	Comprehensive Modernization	2023-2026	1
403	208452	2525 W. WASHINGTON	309	Comprehensive Modernization	2023-2026	1
403	208453	2525 W. WASHINGTON	310	Comprehensive Modernization	2023-2026	1
403	208454	2525 W. WASHINGTON	311	Comprehensive Modernization	2023-2026	1
403	208455	2525 W. WASHINGTON	312	Comprehensive Modernization	2023-2026	1
403	208456	2525 W. WASHINGTON	313	Comprehensive Modernization	2023-2026	1
403	208457	2525 W. WASHINGTON	314	Comprehensive Modernization	2023-2026	1
403	208458	2525 W. WASHINGTON	315	Comprehensive Modernization	2023-2026	1
403	208459	2525 W. WASHINGTON	316	Comprehensive Modernization	2023-2026	1
403	208460	2525 W. WASHINGTON	317	Comprehensive Modernization	2023-2026	1
403	208461	2525 W. WASHINGTON	318	Comprehensive Modernization	2023-2026	1
403	208462	2525 W. WASHINGTON	319	Comprehensive Modernization	2023-2026	1
403	208463	2525 W. WASHINGTON	320	Comprehensive Modernization	2023-2026	1
403	208464	2525 W. WASHINGTON	321	Comprehensive Modernization	2023-2026	1
403	208465	2525 W. WASHINGTON	322	Comprehensive Modernization	2023-2026	1
403	208466	2525 W. WASHINGTON	323	Comprehensive Modernization	2023-2026	1
403	208467	2525 W. WASHINGTON	324	Comprehensive Modernization	2023-2026	1
403	208468	2525 W. WASHINGTON	325	Comprehensive Modernization	2023-2026	1
403	208469	2525 W. WASHINGTON	326	Comprehensive Modernization	2023-2026	1
403	208470	2525 W. WASHINGTON	327	Comprehensive Modernization	2023-2026	1
403	208471	2525 W. WASHINGTON	328	Comprehensive Modernization	2023-2026	1
403	208472	2525 W. WASHINGTON	329	Comprehensive Modernization	2023-2026	1
403	208473	2525 W. WASHINGTON	330	Comprehensive Modernization	2023-2026	1
403	208474	2525 W. WASHINGTON	331	Comprehensive Modernization	2023-2026	1
403	208475	2525 W. WASHINGTON	332	Comprehensive Modernization	2023-2026	1
403	208476	2525 W. WASHINGTON	333	Comprehensive Modernization	2023-2026	1
403	208477	2525 W. WASHINGTON	334	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

403	208478	2525 W. WASHINGTON	335	Comprehensive Modernization	2023-2026	1
403	208479	2525 W. WASHINGTON	336	Comprehensive Modernization	2023-2026	1
403	208480	2525 W. WASHINGTON	337	Comprehensive Modernization	2023-2026	1
403	208481	2525 W. WASHINGTON	338	Comprehensive Modernization	2023-2026	1
403	208482	2525 W. WASHINGTON	339	Comprehensive Modernization	2023-2026	1
403	208483	2525 W. WASHINGTON	340	Comprehensive Modernization	2023-2026	1
403	208484	2525 W. WASHINGTON	341	Comprehensive Modernization	2023-2026	1
403	208485	2525 W. WASHINGTON	342	Comprehensive Modernization	2023-2026	1
403	208486	2525 W. WASHINGTON	343	Comprehensive Modernization	2023-2026	1
403	208487	2525 W. WASHINGTON	344	Comprehensive Modernization	2023-2026	1
403	208488	2525 W. WASHINGTON	345	Comprehensive Modernization	2023-2026	1
403	208489	2525 W. WASHINGTON	346	Comprehensive Modernization	2023-2026	1
403	208490	2525 W. WASHINGTON	347	Comprehensive Modernization	2023-2026	1
403	208491	2525 W. WASHINGTON	348	Comprehensive Modernization	2023-2026	1
403	208492	2525 W. WASHINGTON	349	Comprehensive Modernization	2023-2026	1
403	208493	2525 W. WASHINGTON	350	Comprehensive Modernization	2023-2026	1
403	208494	2525 W. WASHINGTON	351	Comprehensive Modernization	2023-2026	1
403	208495	2525 W. WASHINGTON	352	Comprehensive Modernization	2023-2026	1

**150**

**James Down Towers: Rental Assistance Demonstration (RAD) Program application to be submitted 2019 as part of the Portfolio RAD Application Group 2. CHAP anticipated 2020. Estimated Securing all Financing and Construction NTP Date: 2023-2026. Anticipated Completion: 2024-2029**

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
402	212496	5000 W. ALTA DR.	101	Comprehensive Modernization	2023-2026	1
402	212497	5000 W. ALTA DR.	102	Comprehensive Modernization	2023-2026	1
402	212498	5000 W. ALTA DR.	103	Comprehensive Modernization	2023-2026	1
402	212499	5000 W. ALTA DR.	104	Comprehensive Modernization	2023-2026	1
402	212500	5000 W. ALTA DR.	105	Comprehensive Modernization	2023-2026	1
402	212501	5000 W. ALTA DR.	106	Comprehensive Modernization	2023-2026	1
402	212502	5000 W. ALTA DR.	107	Comprehensive Modernization	2023-2026	1
402	212503	5000 W. ALTA DR.	108	Comprehensive Modernization	2023-2026	1
402	212504	5000 W. ALTA DR.	109	Comprehensive Modernization	2023-2026	1
402	212505	5000 W. ALTA DR.	110	Comprehensive Modernization	2023-2026	1
402	212506	5000 W. ALTA DR.	111	Comprehensive Modernization	2023-2026	1
402	212507	5000 W. ALTA DR.	112	Comprehensive Modernization	2023-2026	1
402	212508	5000 W. ALTA DR.	113	Comprehensive Modernization	2023-2026	1
402	212509	5000 W. ALTA DR.	114	Comprehensive Modernization	2023-2026	1
402	212510	5000 W. ALTA DR.	115	Comprehensive Modernization	2023-2026	1
402	212511	5000 W. ALTA DR.	116	Comprehensive Modernization	2023-2026	1
402	212512	5000 W. ALTA DR.	117	Comprehensive Modernization	2023-2026	1
402	212513	5000 W. ALTA DR.	118	Comprehensive Modernization	2023-2026	1
402	212514	5000 W. ALTA DR.	119	Comprehensive Modernization	2023-2026	1
402	212515	5000 W. ALTA DR.	120	Comprehensive Modernization	2023-2026	1
402	212516	5000 W. ALTA DR.	121	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

402	212517	5000 W. ALTA DR.	122	Comprehensive Modernization	2023-2026	1
402	212518	5000 W. ALTA DR.	123	Comprehensive Modernization	2023-2026	1
402	212519	5000 W. ALTA DR.	124	Comprehensive Modernization	2023-2026	1
402	212520	5000 W. ALTA DR.	125	Comprehensive Modernization	2023-2026	1
402	212521	5000 W. ALTA DR.	126	Comprehensive Modernization	2023-2026	1
402	212522	5000 W. ALTA DR.	127	Comprehensive Modernization	2023-2026	1
402	212523	5000 W. ALTA DR.	128	Comprehensive Modernization	2023-2026	1
402	212524	5000 W. ALTA DR.	129	Comprehensive Modernization	2023-2026	1
402	212525	5000 W. ALTA DR.	130	Comprehensive Modernization	2023-2026	1
402	212526	5000 W. ALTA DR.	131	Comprehensive Modernization	2023-2026	1
402	212527	5000 W. ALTA DR.	132	Comprehensive Modernization	2023-2026	1
402	212528	5000 W. ALTA DR.	133	Comprehensive Modernization	2023-2026	1
402	212529	5000 W. ALTA DR.	134	Comprehensive Modernization	2023-2026	1
402	212530	5000 W. ALTA DR.	135	Comprehensive Modernization	2023-2026	1
402	212531	5000 W. ALTA DR.	136	Comprehensive Modernization	2023-2026	1
402	212532	5000 W. ALTA DR.	137	Comprehensive Modernization	2023-2026	1
402	212533	5000 W. ALTA DR.	138	Comprehensive Modernization	2023-2026	1
402	212534	5000 W. ALTA DR.	139	Comprehensive Modernization	2023-2026	1
402	212535	5000 W. ALTA DR.	140	Comprehensive Modernization	2023-2026	1
402	212536	5000 W. ALTA DR.	141	Comprehensive Modernization	2023-2026	1
402	212537	5000 W. ALTA DR.	142	Comprehensive Modernization	2023-2026	1
402	212538	5000 W. ALTA DR.	143	Comprehensive Modernization	2023-2026	1
402	212539	5000 W. ALTA DR.	144	Comprehensive Modernization	2023-2026	1
402	212540	5000 W. ALTA DR.	145	Comprehensive Modernization	2023-2026	1
402	212541	5000 W. ALTA DR.	146	Comprehensive Modernization	2023-2026	1
402	212542	5000 W. ALTA DR.	147	Comprehensive Modernization	2023-2026	1
402	212543	5000 W. ALTA DR.	148	Comprehensive Modernization	2023-2026	1
402	212544	5000 W. ALTA DR.	201	Comprehensive Modernization	2023-2026	1
402	212545	5000 W. ALTA DR.	202	Comprehensive Modernization	2023-2026	1
402	212546	5000 W. ALTA DR.	203	Comprehensive Modernization	2023-2026	1
402	212547	5000 W. ALTA DR.	204	Comprehensive Modernization	2023-2026	1
402	212548	5000 W. ALTA DR.	205	Comprehensive Modernization	2023-2026	1
402	212549	5000 W. ALTA DR.	206	Comprehensive Modernization	2023-2026	1
402	212550	5000 W. ALTA DR.	207	Comprehensive Modernization	2023-2026	1
402	212551	5000 W. ALTA DR.	208	Comprehensive Modernization	2023-2026	1
402	212552	5000 W. ALTA DR.	209	Comprehensive Modernization	2023-2026	1
402	212553	5000 W. ALTA DR.	210	Comprehensive Modernization	2023-2026	1
402	212554	5000 W. ALTA DR.	211	Comprehensive Modernization	2023-2026	1
402	212555	5000 W. ALTA DR.	212	Comprehensive Modernization	2023-2026	1
402	212556	5000 W. ALTA DR.	213	Comprehensive Modernization	2023-2026	1
402	212557	5000 W. ALTA DR.	214	Comprehensive Modernization	2023-2026	1
402	212558	5000 W. ALTA DR.	215	Comprehensive Modernization	2023-2026	1
402	212559	5000 W. ALTA DR.	216	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

402	212560	5000 W. ALTA DR.	217	Comprehensive Modernization	2023-2026	1
402	212561	5000 W. ALTA DR.	218	Comprehensive Modernization	2023-2026	1
402	212562	5000 W. ALTA DR.	219	Comprehensive Modernization	2023-2026	1
402	212563	5000 W. ALTA DR.	220	Comprehensive Modernization	2023-2026	1
402	212564	5000 W. ALTA DR.	221	Comprehensive Modernization	2023-2026	1
402	212565	5000 W. ALTA DR.	222	Comprehensive Modernization	2023-2026	1
402	212566	5000 W. ALTA DR.	223	Comprehensive Modernization	2023-2026	1
402	212567	5000 W. ALTA DR.	224	Comprehensive Modernization	2023-2026	1
402	212568	5000 W. ALTA DR.	225	Comprehensive Modernization	2023-2026	1
402	212569	5000 W. ALTA DR.	226	Comprehensive Modernization	2023-2026	1
402	212570	5000 W. ALTA DR.	227	Comprehensive Modernization	2023-2026	1
402	212571	5000 W. ALTA DR.	228	Comprehensive Modernization	2023-2026	1
402	212572	5000 W. ALTA DR.	229	Comprehensive Modernization	2023-2026	1
402	212573	5000 W. ALTA DR.	230	Comprehensive Modernization	2023-2026	1
402	212574	5000 W. ALTA DR.	231	Comprehensive Modernization	2023-2026	1
402	212575	5000 W. ALTA DR.	232	Comprehensive Modernization	2023-2026	1
402	212576	5000 W. ALTA DR.	233	Comprehensive Modernization	2023-2026	1
402	212577	5000 W. ALTA DR.	234	Comprehensive Modernization	2023-2026	1
402	212578	5000 W. ALTA DR.	235	Comprehensive Modernization	2023-2026	1
402	212579	5000 W. ALTA DR.	236	Comprehensive Modernization	2023-2026	1
402	212580	5000 W. ALTA DR.	237	Comprehensive Modernization	2023-2026	1
402	212581	5000 W. ALTA DR.	238	Comprehensive Modernization	2023-2026	1
402	212582	5000 W. ALTA DR.	239	Comprehensive Modernization	2023-2026	1
402	212583	5000 W. ALTA DR.	240	Comprehensive Modernization	2023-2026	1
402	212584	5000 W. ALTA DR.	241	Comprehensive Modernization	2023-2026	1
402	212585	5000 W. ALTA DR.	242	Comprehensive Modernization	2023-2026	1
402	212586	5000 W. ALTA DR.	243	Comprehensive Modernization	2023-2026	1
402	212587	5000 W. ALTA DR.	244	Comprehensive Modernization	2023-2026	1
402	212588	5000 W. ALTA DR.	245	Comprehensive Modernization	2023-2026	1
402	212589	5000 W. ALTA DR.	246	Comprehensive Modernization	2023-2026	1
402	212590	5000 W. ALTA DR.	247	Comprehensive Modernization	2023-2026	1
402	212591	5000 W. ALTA DR.	248	Comprehensive Modernization	2023-2026	1
402	212592	5000 W. ALTA DR.	249	Comprehensive Modernization	2023-2026	1
402	212593	5000 W. ALTA DR.	250	Comprehensive Modernization	2023-2026	1
402	212594	5000 W. ALTA DR.	251	Comprehensive Modernization	2023-2026	1
402	212595	5000 W. ALTA DR.	252	Comprehensive Modernization	2023-2026	1
402	212596	5000 W. ALTA DR.	301	Comprehensive Modernization	2023-2026	1
402	212597	5000 W. ALTA DR.	302	Comprehensive Modernization	2023-2026	1
402	212598	5000 W. ALTA DR.	303	Comprehensive Modernization	2023-2026	1
402	212599	5000 W. ALTA DR.	304	Comprehensive Modernization	2023-2026	1
402	212600	5000 W. ALTA DR.	305	Comprehensive Modernization	2023-2026	1
402	212601	5000 W. ALTA DR.	306	Comprehensive Modernization	2023-2026	1
402	212602	5000 W. ALTA DR.	307	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

402	212603	5000 W. ALTA DR.	308	Comprehensive Modernization	2023-2026	1
402	212604	5000 W. ALTA DR.	309	Comprehensive Modernization	2023-2026	1
402	212605	5000 W. ALTA DR.	310	Comprehensive Modernization	2023-2026	1
402	212606	5000 W. ALTA DR.	311	Comprehensive Modernization	2023-2026	1
402	212607	5000 W. ALTA DR.	312	Comprehensive Modernization	2023-2026	1
402	212608	5000 W. ALTA DR.	313	Comprehensive Modernization	2023-2026	1
402	212609	5000 W. ALTA DR.	314	Comprehensive Modernization	2023-2026	1
402	212610	5000 W. ALTA DR.	315	Comprehensive Modernization	2023-2026	1
402	212611	5000 W. ALTA DR.	316	Comprehensive Modernization	2023-2026	1
402	212612	5000 W. ALTA DR.	317	Comprehensive Modernization	2023-2026	1
402	212613	5000 W. ALTA DR.	318	Comprehensive Modernization	2023-2026	1
402	212614	5000 W. ALTA DR.	319	Comprehensive Modernization	2023-2026	1
402	212615	5000 W. ALTA DR.	320	Comprehensive Modernization	2023-2026	1
402	212616	5000 W. ALTA DR.	321	Comprehensive Modernization	2023-2026	1
402	212617	5000 W. ALTA DR.	322	Comprehensive Modernization	2023-2026	1
402	212618	5000 W. ALTA DR.	323	Comprehensive Modernization	2023-2026	1
402	212619	5000 W. ALTA DR.	324	Comprehensive Modernization	2023-2026	1
402	212620	5000 W. ALTA DR.	325	Comprehensive Modernization	2023-2026	1
402	212621	5000 W. ALTA DR.	326	Comprehensive Modernization	2023-2026	1
402	212622	5000 W. ALTA DR.	327	Comprehensive Modernization	2023-2026	1
402	212623	5000 W. ALTA DR.	328	Comprehensive Modernization	2023-2026	1
402	212624	5000 W. ALTA DR.	329	Comprehensive Modernization	2023-2026	1
402	212625	5000 W. ALTA DR.	330	Comprehensive Modernization	2023-2026	1
402	212626	5000 W. ALTA DR.	331	Comprehensive Modernization	2023-2026	1
402	212627	5000 W. ALTA DR.	332	Comprehensive Modernization	2023-2026	1
402	212628	5000 W. ALTA DR.	333	Comprehensive Modernization	2023-2026	1
402	212629	5000 W. ALTA DR.	334	Comprehensive Modernization	2023-2026	1
402	212630	5000 W. ALTA DR.	335	Comprehensive Modernization	2023-2026	1
402	212631	5000 W. ALTA DR.	336	Comprehensive Modernization	2023-2026	1
402	212632	5000 W. ALTA DR.	337	Comprehensive Modernization	2023-2026	1
402	212633	5000 W. ALTA DR.	338	Comprehensive Modernization	2023-2026	1
402	212634	5000 W. ALTA DR.	339	Comprehensive Modernization	2023-2026	1
402	212635	5000 W. ALTA DR.	340	Comprehensive Modernization	2023-2026	1
402	212636	5000 W. ALTA DR.	341	Comprehensive Modernization	2023-2026	1
402	212637	5000 W. ALTA DR.	342	Comprehensive Modernization	2023-2026	1
402	212638	5000 W. ALTA DR.	343	Comprehensive Modernization	2023-2026	1
402	212639	5000 W. ALTA DR.	344	Comprehensive Modernization	2023-2026	1
402	212640	5000 W. ALTA DR.	345	Comprehensive Modernization	2023-2026	1
402	212641	5000 W. ALTA DR.	346	Comprehensive Modernization	2023-2026	1
402	212642	5000 W. ALTA DR.	347	Comprehensive Modernization	2023-2026	1
402	212643	5000 W. ALTA DR.	348	Comprehensive Modernization	2023-2026	1
402	212644	5000 W. ALTA DR.	349	Comprehensive Modernization	2023-2026	1
402	212645	5000 W. ALTA DR.	350	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

402	212646	5000 W. ALTA DR.	351	Comprehensive Modernization	2023-2026	1
402	212647	5000 W. ALTA DR.	352	Comprehensive Modernization	2023-2026	1
402	212648	5000 W. ALTA DR.	401	Comprehensive Modernization	2023-2026	1
402	212649	5000 W. ALTA DR.	402	Comprehensive Modernization	2023-2026	1
402	212650	5000 W. ALTA DR.	403	Comprehensive Modernization	2023-2026	1
402	212651	5000 W. ALTA DR.	404	Comprehensive Modernization	2023-2026	1
402	212652	5000 W. ALTA DR.	405	Comprehensive Modernization	2023-2026	1
402	212653	5000 W. ALTA DR.	406	Comprehensive Modernization	2023-2026	1
402	212654	5000 W. ALTA DR.	407	Comprehensive Modernization	2023-2026	1
402	212655	5000 W. ALTA DR.	408	Comprehensive Modernization	2023-2026	1
402	212656	5000 W. ALTA DR.	409	Comprehensive Modernization	2023-2026	1
402	212657	5000 W. ALTA DR.	410	Comprehensive Modernization	2023-2026	1
402	212658	5000 W. ALTA DR.	411	Comprehensive Modernization	2023-2026	1
402	212659	5000 W. ALTA DR.	412	Comprehensive Modernization	2023-2026	1
402	212660	5000 W. ALTA DR.	413	Comprehensive Modernization	2023-2026	1
402	212661	5000 W. ALTA DR.	414	Comprehensive Modernization	2023-2026	1
402	212662	5000 W. ALTA DR.	415	Comprehensive Modernization	2023-2026	1
402	212663	5000 W. ALTA DR.	416	Comprehensive Modernization	2023-2026	1
402	212664	5000 W. ALTA DR.	417	Comprehensive Modernization	2023-2026	1
402	212665	5000 W. ALTA DR.	418	Comprehensive Modernization	2023-2026	1
402	212666	5000 W. ALTA DR.	419	Comprehensive Modernization	2023-2026	1
402	212667	5000 W. ALTA DR.	420	Comprehensive Modernization	2023-2026	1
402	212668	5000 W. ALTA DR.	421	Comprehensive Modernization	2023-2026	1
402	212669	5000 W. ALTA DR.	422	Comprehensive Modernization	2023-2026	1
402	212670	5000 W. ALTA DR.	423	Comprehensive Modernization	2023-2026	1
402	212671	5000 W. ALTA DR.	424	Comprehensive Modernization	2023-2026	1
402	212672	5000 W. ALTA DR.	425	Comprehensive Modernization	2023-2026	1
402	212673	5000 W. ALTA DR.	426	Comprehensive Modernization	2023-2026	1
402	212674	5000 W. ALTA DR.	427	Comprehensive Modernization	2023-2026	1
402	212675	5000 W. ALTA DR.	428	Comprehensive Modernization	2023-2026	1
402	212676	5000 W. ALTA DR.	429	Comprehensive Modernization	2023-2026	1
402	212677	5000 W. ALTA DR.	430	Comprehensive Modernization	2023-2026	1
402	212678	5000 W. ALTA DR.	431	Comprehensive Modernization	2023-2026	1
402	212679	5000 W. ALTA DR.	432	Comprehensive Modernization	2023-2026	1
402	212680	5000 W. ALTA DR.	433	Comprehensive Modernization	2023-2026	1
402	212681	5000 W. ALTA DR.	434	Comprehensive Modernization	2023-2026	1
402	212682	5000 W. ALTA DR.	435	Comprehensive Modernization	2023-2026	1
402	212683	5000 W. ALTA DR.	436	Comprehensive Modernization	2023-2026	1
402	212684	5000 W. ALTA DR.	437	Comprehensive Modernization	2023-2026	1
402	212685	5000 W. ALTA DR.	438	Comprehensive Modernization	2023-2026	1
402	212686	5000 W. ALTA DR.	439	Comprehensive Modernization	2023-2026	1
402	212687	5000 W. ALTA DR.	440	Comprehensive Modernization	2023-2026	1
402	212688	5000 W. ALTA DR.	441	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

402	212689	5000 W. ALTA DR.	442	Comprehensive Modernization	2023-2026	1
402	212690	5000 W. ALTA DR.	443	Comprehensive Modernization	2023-2026	1
402	212691	5000 W. ALTA DR.	444	Comprehensive Modernization	2023-2026	1
402	212692	5000 W. ALTA DR.	445	Comprehensive Modernization	2023-2026	1
402	212693	5000 W. ALTA DR.	446	Comprehensive Modernization	2023-2026	1
402	212694	5000 W. ALTA DR.	447	Comprehensive Modernization	2023-2026	1
402	212695	5000 W. ALTA DR.	448	Comprehensive Modernization	2023-2026	1
						<b>200</b>

**Hampton Court: Rental Assistance Demonstration (RAD) Program application to be submitted 2019 as part of the Portfolio RAD Application Group 2. CHAP anticipated 2020. Estimated Securing all Financing and Construction NTP Date: 2023-2026. Anticipated Completion: 2024-2029**

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
404	00HC1A	1030 CENTER ST	1A	Comprehensive Modernization	2023-2026	1
404	00HC1B	1030 CENTER ST	1B	Comprehensive Modernization	2023-2026	1
404	00HC1C	1030 CENTER ST	1C	Comprehensive Modernization	2023-2026	1
404	00HC1D	1030 CENTER ST	1D	Comprehensive Modernization	2023-2026	1
404	00HC1E	1030 CENTER ST	1E	Comprehensive Modernization	2023-2026	1
404	00HC1F	1030 CENTER ST	1F	Comprehensive Modernization	2023-2026	1
404	00HC1G	1030 CENTER ST	1G	Comprehensive Modernization	2023-2026	1
404	00HC1H	1030 CENTER ST	1H	Comprehensive Modernization	2023-2026	1
404	00HC1I	1030 CENTER ST	1I	Comprehensive Modernization	2023-2026	1
404	00HC1J	1030 CENTER ST	1J	Comprehensive Modernization	2023-2026	1
404	00HC2A	1030 CENTER ST	2A	Comprehensive Modernization	2023-2026	1
404	00HC2B	1030 CENTER ST	2B	Comprehensive Modernization	2023-2026	1
404	00HC2C	1030 CENTER ST	2C	Comprehensive Modernization	2023-2026	1
404	00HC2D	1030 CENTER ST	2D	Comprehensive Modernization	2023-2026	1
404	00HC2E	1030 CENTER ST	2E	Comprehensive Modernization	2023-2026	1
404	00HC2F	1030 CENTER ST	2F	Comprehensive Modernization	2023-2026	1
404	00HC2G	1030 CENTER ST	2G	Comprehensive Modernization	2023-2026	1
404	00HC2H	1030 CENTER ST	2H	Comprehensive Modernization	2023-2026	1
404	00HC2I	1030 CENTER ST	2I	Comprehensive Modernization	2023-2026	1
404	00HC2J	1030 CENTER ST	2J	Comprehensive Modernization	2023-2026	1
404	00HC3A	1030 CENTER ST	3A	Comprehensive Modernization	2023-2026	1
404	00HC3B	1030 CENTER ST	3B	Comprehensive Modernization	2023-2026	1
404	00HC3C	1030 CENTER ST	3C	Comprehensive Modernization	2023-2026	1
404	00HC3D	1030 CENTER ST	3D	Comprehensive Modernization	2023-2026	1
404	00HC3E	1030 CENTER ST	3E	Comprehensive Modernization	2023-2026	1
404	00HC3F	1030 CENTER ST	3F	Comprehensive Modernization	2023-2026	1
404	00HC3G	1030 CENTER ST	3G	Comprehensive Modernization	2023-2026	1
404	00HC3H	1030 CENTER ST	3H	Comprehensive Modernization	2023-2026	1
404	00HC3I	1030 CENTER ST	3I	Comprehensive Modernization	2023-2026	1
404	00HC3J	1030 CENTER ST	3J	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

404	00HC4A	1030 CENTER ST	4A	Comprehensive Modernization	2023-2026	1
404	00HC4B	1030 CENTER ST	4B	Comprehensive Modernization	2023-2026	1
404	00HC4C	1030 CENTER ST	4C	Comprehensive Modernization	2023-2026	1
404	00HC4D	1030 CENTER ST	4D	Comprehensive Modernization	2023-2026	1
404	00HC4E	1030 CENTER ST	4E	Comprehensive Modernization	2023-2026	1
404	00HC4F	1030 CENTER ST	4F	Comprehensive Modernization	2023-2026	1
404	00HC4G	1030 CENTER ST	4G	Comprehensive Modernization	2023-2026	1
404	00HC4H	1030 CENTER ST	4H	Comprehensive Modernization	2023-2026	1
404	00HC4I	1030 CENTER ST	4I	Comprehensive Modernization	2023-2026	1
404	00HC4J	1030 CENTER ST	4J	Comprehensive Modernization	2023-2026	1
404	00HC5A	1030 CENTER ST	5A	Comprehensive Modernization	2023-2026	1
404	00HC5B	1030 CENTER ST	5B	Comprehensive Modernization	2023-2026	1
404	00HC5C	1030 CENTER ST	5C	Comprehensive Modernization	2023-2026	1
404	00HC5D	1030 CENTER ST	5D	Comprehensive Modernization	2023-2026	1
404	00HC5E	1030 CENTER ST	5E	Comprehensive Modernization	2023-2026	1
404	00HC5F	1030 CENTER ST	5F	Comprehensive Modernization	2023-2026	1
404	00HC5G	1030 CENTER ST	5G	Comprehensive Modernization	2023-2026	1
404	00HC5H	1030 CENTER ST	5H	Comprehensive Modernization	2023-2026	1
404	00HC5I	1030 CENTER ST	5I	Comprehensive Modernization	2023-2026	1
404	00HC5J	1030 CENTER ST	5J	Comprehensive Modernization	2023-2026	1
404	00HC6A	1030 CENTER ST	6A	Comprehensive Modernization	2023-2026	1
404	00HC6B	1030 CENTER ST	6B	Comprehensive Modernization	2023-2026	1
404	00HC6C	1030 CENTER ST	6C	Comprehensive Modernization	2023-2026	1
404	00HC6D	1030 CENTER ST	6D	Comprehensive Modernization	2023-2026	1
404	00HC6E	1030 CENTER ST	6E	Comprehensive Modernization	2023-2026	1
404	00HC6F	1030 CENTER ST	6F	Comprehensive Modernization	2023-2026	1
404	00HC6G	1030 CENTER ST	6G	Comprehensive Modernization	2023-2026	1
404	00HC6H	1030 CENTER ST	6H	Comprehensive Modernization	2023-2026	1
404	00HC6I	1030 CENTER ST	6I	Comprehensive Modernization	2023-2026	1
404	00HC6J	1030 CENTER ST	6J	Comprehensive Modernization	2023-2026	1
404	00HC7A	1030 CENTER ST	7A	Comprehensive Modernization	2023-2026	1
404	00HC7B	1030 CENTER ST	7B	Comprehensive Modernization	2023-2026	1
404	00HC7C	1030 CENTER ST	7C	Comprehensive Modernization	2023-2026	1
404	00HC7D	1030 CENTER ST	7D	Comprehensive Modernization	2023-2026	1
404	00HC7E	1030 CENTER ST	7E	Comprehensive Modernization	2023-2026	1
404	00HC7F	1030 CENTER ST	7F	Comprehensive Modernization	2023-2026	1
404	00HC7G	1030 CENTER ST	7G	Comprehensive Modernization	2023-2026	1
404	00HC7H	1030 CENTER ST	7H	Comprehensive Modernization	2023-2026	1
404	00HC7I	1030 CENTER ST	7I	Comprehensive Modernization	2023-2026	1
404	00HC7J	1030 CENTER ST	7J	Comprehensive Modernization	2023-2026	1
404	00HC8A	1030 CENTER ST	8A	Comprehensive Modernization	2023-2026	1
404	00HC8B	1030 CENTER ST	8B	Comprehensive Modernization	2023-2026	1
404	00HC8C	1030 CENTER ST	8C	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

404	00HC8D	1030 CENTER ST	8D	Comprehensive Modernization	2023-2026	1
404	00HC8E	1030 CENTER ST	8E	Comprehensive Modernization	2023-2026	1
404	00HC8F	1030 CENTER ST	8F	Comprehensive Modernization	2023-2026	1
404	00HC8G	1030 CENTER ST	8G	Comprehensive Modernization	2023-2026	1
404	00HC8H	1030 CENTER ST	8H	Comprehensive Modernization	2023-2026	1
404	00HC8I	1030 CENTER ST	8I	Comprehensive Modernization	2023-2026	1
404	00HC8J	1030 CENTER ST	8J	Comprehensive Modernization	2023-2026	1
404	00HC9A	1030 CENTER ST	9A	Comprehensive Modernization	2023-2026	1
404	00HC9B	1030 CENTER ST	9B	Comprehensive Modernization	2023-2026	1
404	00HC9C	1030 CENTER ST	9C	Comprehensive Modernization	2023-2026	1
404	00HC9D	1030 CENTER ST	9D	Comprehensive Modernization	2023-2026	1
404	00HC9E	1030 CENTER ST	9E	Comprehensive Modernization	2023-2026	1
404	00HC9F	1030 CENTER ST	9F	Comprehensive Modernization	2023-2026	1
404	00HC9G	1030 CENTER ST	9G	Comprehensive Modernization	2023-2026	1
404	00HC9H	1030 CENTER ST	9H	Comprehensive Modernization	2023-2026	1
404	00HC9I	1030 CENTER ST	9I	Comprehensive Modernization	2023-2026	1
404	00HC9J	1030 CENTER ST	9J	Comprehensive Modernization	2023-2026	1
404	0HC10A	1030 CENTER ST	10A	Comprehensive Modernization	2023-2026	1
404	0HC10B	1030 CENTER ST	10B	Comprehensive Modernization	2023-2026	1
404	0HC10C	1030 CENTER ST	10C	Comprehensive Modernization	2023-2026	1
404	0HC10D	1030 CENTER ST	10D	Comprehensive Modernization	2023-2026	1
404	0HC10E	1030 CENTER ST	10E	Comprehensive Modernization	2023-2026	1
404	0HC10F	1030 CENTER ST	10F	Comprehensive Modernization	2023-2026	1
404	0HC10G	1030 CENTER ST	10G	Comprehensive Modernization	2023-2026	1
404	0HC10H	1030 CENTER ST	10H	Comprehensive Modernization	2023-2026	1
404	0HC10I	1030 CENTER ST	10I	Comprehensive Modernization	2023-2026	1
404	0HC10J	1030 CENTER ST	10J	Comprehensive Modernization	2023-2026	1
						<b>100</b>

**Simmons Manor: Rental Assistance Demonstration (RAD) Program application to be submitted 2019 as part of the Portfolio RAD Application Group 2. CHAP anticipated 2020. Estimated Securing all Financing and Construction NTP Date: 2023-2026. Anticipated Completion: 2024-2029**

AMP No.	Unit No.	Unit Address	Scope of Work	Estimated Completion	Count
406	0JS001	5385 AUSTIN JOHN COURT 1	Comprehensive Modernization	2023-2026	1
406	0JS002	385 AUSTIN JOHN COURT 2	Comprehensive Modernization	2023-2026	1
406	0JS003	5385 AUSTIN JOHN COURT 3	Comprehensive Modernization	2023-2026	1
406	0JS004	5385 AUSTIN JOHN COURT 4	Comprehensive Modernization	2023-2026	1
406	0JS005	5385 AUSTIN JOHN COURT 5	Comprehensive Modernization	2023-2026	1
406	0JS006	5385 AUSTIN JOHN COURT 6	Comprehensive Modernization	2023-2026	1
406	0JS007	5385 AUSTIN JOHN COURT 7	Comprehensive Modernization	2023-2026	1
406	0JS008	5385 AUSTIN JOHN COURT 8	Comprehensive Modernization	2023-2026	1
406	0JS009	5385 AUSTIN JOHN COURT 9	Comprehensive Modernization	2023-2026	1
406	0JS010	5385 AUSTIN JOHN COURT 10	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

406	OJS011	5385 AUSTIN JOHN COURT	11	Comprehensive Modernization	2023-2026	1
406	OJS012	5385 AUSTIN JOHN COURT	12	Comprehensive Modernization	2023-2026	1
406	OJS013	5385 AUSTIN JOHN COURT	13	Comprehensive Modernization	2023-2026	1
406	OJS014	5385 AUSTIN JOHN COURT	14	Comprehensive Modernization	2023-2026	1
406	OJS015	5385 AUSTIN JOHN COURT	15	Comprehensive Modernization	2023-2026	1
406	OJS016	5385 AUSTIN JOHN COURT	16	Comprehensive Modernization	2023-2026	1
406	OJS017	5385 AUSTIN JOHN COURT	17	Comprehensive Modernization	2023-2026	1
406	OJS018	5385 AUSTIN JOHN COURT	18	Comprehensive Modernization	2023-2026	1
406	OJS019	5385 AUSTIN JOHN COURT	19	Comprehensive Modernization	2023-2026	1
406	OJS020	5385 AUSTIN JOHN COURT	20	Comprehensive Modernization	2023-2026	1
406	OJS021	5385 AUSTIN JOHN COURT	21	Comprehensive Modernization	2023-2026	1
406	OJS022	5385 AUSTIN JOHN COURT	22	Comprehensive Modernization	2023-2026	1
406	OJS023	5385 AUSTIN JOHN COURT	23	Comprehensive Modernization	2023-2026	1
406	OJS024	5385 AUSTIN JOHN COURT	24	Comprehensive Modernization	2023-2026	1
406	OJS025	5385 AUSTIN JOHN COURT	25	Comprehensive Modernization	2023-2026	1
406	OJS026	5385 AUSTIN JOHN COURT	26	Comprehensive Modernization	2023-2026	1
406	OJS027	5385 AUSTIN JOHN COURT	27	Comprehensive Modernization	2023-2026	1
406	OJS028	5385 AUSTIN JOHN COURT	28	Comprehensive Modernization	2023-2026	1
406	OJS029	5385 AUSTIN JOHN COURT	29	Comprehensive Modernization	2023-2026	1
406	OJS030	5385 AUSTIN JOHN COURT	30	Comprehensive Modernization	2023-2026	1
406	OJS031	5385 AUSTIN JOHN COURT	31	Comprehensive Modernization	2023-2026	1
406	OJS032	5385 AUSTIN JOHN COURT	32	Comprehensive Modernization	2023-2026	1
406	OJS033	5385 AUSTIN JOHN COURT	33	Comprehensive Modernization	2023-2026	1
406	OJS034	5385 AUSTIN JOHN COURT	34	Comprehensive Modernization	2023-2026	1
406	OJS035	5385 AUSTIN JOHN COURT	35	Comprehensive Modernization	2023-2026	1
406	OJS036	5385 AUSTIN JOHN COURT	36	Comprehensive Modernization	2023-2026	1
406	OJS037	5385 AUSTIN JOHN COURT	37	Comprehensive Modernization	2023-2026	1
406	OJS038	5385 AUSTIN JOHN COURT	38	Comprehensive Modernization	2023-2026	1
406	OJS039	5385 AUSTIN JOHN COURT	39	Comprehensive Modernization	2023-2026	1
406	OJS040	5385 AUSTIN JOHN COURT	40	Comprehensive Modernization	2023-2026	1
406	OJS041	5385 AUSTIN JOHN COURT	41	Comprehensive Modernization	2023-2026	1
406	OJS042	5385 AUSTIN JOHN COURT	42	Comprehensive Modernization	2023-2026	1
406	OJS043	5385 AUSTIN JOHN COURT	43	Comprehensive Modernization	2023-2026	1
406	OJS044	5385 AUSTIN JOHN COURT	44	Comprehensive Modernization	2023-2026	1
406	OJS045	5385 AUSTIN JOHN COURT	45	Comprehensive Modernization	2023-2026	1
406	OJS046	5385 AUSTIN JOHN COURT	46	Comprehensive Modernization	2023-2026	1
406	OJS047	5385 AUSTIN JOHN COURT	47	Comprehensive Modernization	2023-2026	1
406	OJS048	5385 AUSTIN JOHN COURT	48	Comprehensive Modernization	2023-2026	1
406	OJS049	5385 AUSTIN JOHN COURT	49	Comprehensive Modernization	2023-2026	1
406	OJS050	5385 AUSTIN JOHN COURT	50	Comprehensive Modernization	2023-2026	1
406	OJS051	5385 AUSTIN JOHN COURT	51	Comprehensive Modernization	2023-2026	1
406	OJS052	5385 AUSTIN JOHN COURT	52	Comprehensive Modernization	2023-2026	1
406	OJS053	5385 AUSTIN JOHN COURT	53	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

406	OJS054	5385 AUSTIN JOHN COURT	54	Comprehensive Modernization	2023-2026	1
406	OJS055	5385 AUSTIN JOHN COURT	55	Comprehensive Modernization	2023-2026	1
406	OJS056	5385 AUSTIN JOHN COURT	56	Comprehensive Modernization	2023-2026	1
406	OJS057	5385 AUSTIN JOHN COURT	57	Comprehensive Modernization	2023-2026	1
406	OJS058	5385 AUSTIN JOHN COURT	58	Comprehensive Modernization	2023-2026	1
406	OJS059	5385 AUSTIN JOHN COURT	59	Comprehensive Modernization	2023-2026	1
406	OJS060	5385 AUSTIN JOHN COURT	60	Comprehensive Modernization	2023-2026	1
406	OJS061	5385 AUSTIN JOHN COURT	61	Comprehensive Modernization	2023-2026	1
						<b>61</b>

**Sherman Gardens Annex: Rental Assistance Demonstration (RAD) Program application to be submitted 2019 as part of the Portfolio RAD Application Group 2. CHAP anticipated 2020. Estimated Securing all Financing and Construction NTP Date: 2023-2026. Anticipated Completion: 2024-2029**

AMP No.	Unit No.	Unit Address	Scope of Work	Estimated Completion	Count
408	261536	1111 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261537	1109 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261538	1107 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261539	1105 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261540	1103 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261541	1101 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261542	1027 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261543	1025 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261544	1023 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261545	1021 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261546	1019 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261547	1017 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261548	1015 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261549	1013 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261550	1011 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261551	1009 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261552	1007 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261553	1005 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261554	1003 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261555	1001 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261562	915 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261563	913 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261564	911 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261565	909 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261566	907 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261567	905 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261568	903 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261569	901 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261570	823 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

408	261571	821 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261572	819 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261573	817 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261574	815 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261575	813 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261576	811 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261577	809 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261578	807 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261579	805 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261580	1617 H STREET	Comprehensive Modernization	2023-2026	1
408	261581	1619 H STREET	Comprehensive Modernization	2023-2026	1
408	261582	1701 H STREET	Comprehensive Modernization	2023-2026	1
408	261583	1703 H STREET	Comprehensive Modernization	2023-2026	1
408	261584	1705 H STREET	Comprehensive Modernization	2023-2026	1
408	261585	1707 H STREET	Comprehensive Modernization	2023-2026	1
408	261586	1711 H STREET	Comprehensive Modernization	2023-2026	1
408	261587	1713 H STREET	Comprehensive Modernization	2023-2026	1
408	261588	1715 H STREET	Comprehensive Modernization	2023-2026	1
408	261589	1717 H STREET	Comprehensive Modernization	2023-2026	1
408	261590	1719 H STREET	Comprehensive Modernization	2023-2026	1
408	261591	1721 H STREET	Comprehensive Modernization	2023-2026	1
408	261592	1736 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261593	1734 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261594	1732 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261595	1730 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261596	1718 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261597	1716 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261598	1714 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261599	1712 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261600	1710 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261601	1708 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261602	1706 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261603	1704 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261604	806 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261605	804 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261606	1703 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261607	1701 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261608	818 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261609	820 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261610	822 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261611	824 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261612	900 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261613	902 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

408	261614	904 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261615	906 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261616	908 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261617	910 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261618	1000 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261619	1002 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261620	1004 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261621	1006 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261622	1008 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261623	1010 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261624	1012 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261625	1014 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261626	1016 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261627	1018 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261628	1019 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261629	1017 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261630	1013 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261631	1011 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261632	1003 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261633	1001 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261634	923 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261635	921 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261636	919 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261637	917 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261638	915 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261639	913 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261640	911 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261641	909 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261642	907 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261643	905 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261644	1707 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261645	1705 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261646	1715 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261647	1717 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261648	1719 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261649	1721 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261650	1723 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261651	1725 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261652	1727 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261653	1731 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261654	1733 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261655	1735 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261656	1737 CURRAN WAY	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

408	261657	1739 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261658	1731 H STREET	Comprehensive Modernization	2023-2026	1
408	261659	1733 H STREET	Comprehensive Modernization	2023-2026	1
408	261660	1735 H STREET	Comprehensive Modernization	2023-2026	1
408	261661	1737 H STREET	Comprehensive Modernization	2023-2026	1
408	261662	805 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261663	807 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261664	809 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261665	811 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261666	813 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261667	815 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261668	901 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261669	903 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261670	905 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261671	907 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261672	909 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261673	911 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261674	1001 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261675	1003 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261676	1005 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261677	1007 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261678	1009 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261679	1011 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261680	1106 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261681	1104 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261682	1102 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261683	1100 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261684	1018 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261685	1016 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261686	1014 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261687	1012 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261688	1010 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261689	1008 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261690	1006 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261691	1004 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261692	1002 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261693	1000 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261694	906 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261695	904 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
					<b>154</b>

## Units with Approved Vacancies for Modernization

**Sherman Gardens:** These projects are being identified as developments that will require rehabilitation construction in the future for preservation. Estimated Securing all Financing and Construction NTP Date: 2025-2028. Anticipated Completion: 2026-2031

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
408	214716	1701 J ST	140	Comprehensive Modernization	2025-2028	1
408	214717	1701 J ST	139	Comprehensive Modernization	2025-2028	1
408	214718	1701 J ST	138	Comprehensive Modernization	2025-2028	1
408	214719	1701 J ST	137	Comprehensive Modernization	2025-2028	1
408	214720	1701 J ST	136	Comprehensive Modernization	2025-2028	1
408	214721	1701 J ST	135	Comprehensive Modernization	2025-2028	1
408	214722	1701 J ST	134	Comprehensive Modernization	2025-2028	1
408	214723	1701 J ST	133	Comprehensive Modernization	2025-2028	1
408	214724	1701 J ST	240	Comprehensive Modernization	2025-2028	1
408	214725	1701 J ST	239	Comprehensive Modernization	2025-2028	1
408	214726	1701 J ST	238	Comprehensive Modernization	2025-2028	1
408	214727	1701 J ST	237	Comprehensive Modernization	2025-2028	1
408	214728	1701 J ST	236	Comprehensive Modernization	2025-2028	1
408	214729	1701 J ST	235	Comprehensive Modernization	2025-2028	1
408	214730	1701 J ST	234	Comprehensive Modernization	2025-2028	1
408	214731	1701 J ST	233	Comprehensive Modernization	2025-2028	1
408	214732	1701 J ST	132	Comprehensive Modernization	2025-2028	1
408	214733	1701 J ST	131	Comprehensive Modernization	2025-2028	1
408	214734	1701 J ST	130	Comprehensive Modernization	2025-2028	1
408	214735	1701 J ST	129	Comprehensive Modernization	2025-2028	1
408	214736	1701 J ST	128	Comprehensive Modernization	2025-2028	1
408	214737	1701 J ST	127	Comprehensive Modernization	2025-2028	1
408	214738	1701 J ST	232	Comprehensive Modernization	2025-2028	1
408	214739	1701 J ST	231	Comprehensive Modernization	2025-2028	1
408	214740	1701 J ST	230	Comprehensive Modernization	2025-2028	1
408	214741	1701 J ST	229	Comprehensive Modernization	2025-2028	1
408	214742	1701 J ST	228	Comprehensive Modernization	2025-2028	1
408	214743	1701 J ST	227	Comprehensive Modernization	2025-2028	1
408	214744	1701 J ST	126	Comprehensive Modernization	2025-2028	1
408	214745	1701 J ST	124	Comprehensive Modernization	2025-2028	1
408	214746	1701 J ST	124	Comprehensive Modernization	2025-2028	1
408	214747	1701 J ST	123	Comprehensive Modernization	2025-2028	1
408	214748	1701 J ST	122	Comprehensive Modernization	2025-2028	1
408	214749	1701 J ST	121	Comprehensive Modernization	2025-2028	1
408	214750	1701 J ST	226	Comprehensive Modernization	2025-2028	1
408	214751	1701 J ST	225	Comprehensive Modernization	2025-2028	1
408	214752	1701 J ST	224	Comprehensive Modernization	2025-2028	1
408	214753	1701 J ST	223	Comprehensive Modernization	2025-2028	1



**Units with Approved Vacancies for Modernization**

408	214754	1701 J ST	222	Comprehensive Modernization	2025-2028	1
408	214755	1701 J ST	221	Comprehensive Modernization	2025-2028	1
408	214756	1701 J ST	115	Comprehensive Modernization	2025-2028	1
408	214757	1701 J ST	116	Comprehensive Modernization	2025-2028	1
408	214758	1701 J ST	117	Comprehensive Modernization	2025-2028	1
408	214759	1701 J ST	118	Comprehensive Modernization	2025-2028	1
408	214760	1701 J ST	119	Comprehensive Modernization	2025-2028	1
408	214761	1701 J ST	120	Comprehensive Modernization	2025-2028	1
408	214762	1701 J ST	215	Comprehensive Modernization	2025-2028	1
408	214763	1701 J ST	216	Comprehensive Modernization	2025-2028	1
408	214764	1701 J ST	217	Comprehensive Modernization	2025-2028	1
408	214765	1701 J ST	218	Comprehensive Modernization	2025-2028	1
408	214766	1701 J ST	219	Comprehensive Modernization	2025-2028	1
408	214767	1701 J ST	220	Comprehensive Modernization	2025-2028	1
408	214768	1701 J ST	109	Comprehensive Modernization	2025-2028	1
408	214769	1701 J ST	110	Comprehensive Modernization	2025-2028	1
408	214770	1701 J ST	111	Comprehensive Modernization	2025-2028	1
408	214771	1701 J ST	112	Comprehensive Modernization	2025-2028	1
408	214772	1701 J ST	113	Comprehensive Modernization	2025-2028	1
408	214773	1701 J ST	114	Comprehensive Modernization	2025-2028	1
408	214774	1701 J ST	209	Comprehensive Modernization	2025-2028	1
408	214775	1701 J ST	210	Comprehensive Modernization	2025-2028	1
408	214776	1701 J ST	211	Comprehensive Modernization	2025-2028	1
408	214777	1701 J ST	212	Comprehensive Modernization	2025-2028	1
408	214778	1701 J ST	213	Comprehensive Modernization	2025-2028	1
408	214779	1701 J ST	214	Comprehensive Modernization	2025-2028	1
408	214780	1701 J ST	101	Comprehensive Modernization	2025-2028	1
408	214781	1701 J ST	102	Comprehensive Modernization	2025-2028	1
408	214782	1701 J ST	103	Comprehensive Modernization	2025-2028	1
408	214783	1701 J ST	104	Comprehensive Modernization	2025-2028	1
408	214784	1701 J ST	105	Comprehensive Modernization	2025-2028	1
408	214785	1701 J ST	106	Comprehensive Modernization	2025-2028	1
408	214786	1701 J ST	107	Comprehensive Modernization	2025-2028	1
408	214787	1701 J ST	108	Comprehensive Modernization	2025-2028	1
408	214788	1701 J ST	201	Comprehensive Modernization	2025-2028	1
408	214789	1701 J ST	202	Comprehensive Modernization	2025-2028	1
408	214790	1701 J ST	203	Comprehensive Modernization	2025-2028	1
408	214791	1701 J ST	204	Comprehensive Modernization	2025-2028	1
408	214792	1701 J ST	205	Comprehensive Modernization	2025-2028	1
408	214793	1701 J ST	206	Comprehensive Modernization	2025-2028	1
408	214794	1701 J ST	207	Comprehensive Modernization	2025-2028	1
408	214795	1701 J ST	208	Comprehensive Modernization	2025-2028	1

## Units with Approved Vacancies for Modernization

80

**Villa Capri:** These projects are being identified as developments that will require rehabilitation construction in the future for preservation. Estimated Securing all Financing and Construction NTP Date: 2025-2028. Anticipated Completion: 2026-2031

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
408	215939	1801 J ST	#125	Comprehensive Modernization	2025-2028	1
408	215940	1801 J ST	#126	Comprehensive Modernization	2025-2028	1
408	215941	1801 J ST	#127	Comprehensive Modernization	2025-2028	1
408	215942	1801 J ST	#103	Comprehensive Modernization	2025-2028	1
408	215943	1801 J ST	#102	Comprehensive Modernization	2025-2028	1
408	215944	1801 J ST	#101	Comprehensive Modernization	2025-2028	1
408	215945	1801 J ST	#106	Comprehensive Modernization	2025-2028	1
408	215946	1801 J ST	#105	Comprehensive Modernization	2025-2028	1
408	215947	1801 J ST	#104	Comprehensive Modernization	2025-2028	1
408	215948	1801 J ST	#109	Comprehensive Modernization	2025-2028	1
408	215949	1801 J ST	#108	Comprehensive Modernization	2025-2028	1
408	215950	1801 J ST	#107	Comprehensive Modernization	2025-2028	1
408	215951	1801 J ST	#112	Comprehensive Modernization	2025-2028	1
408	215952	1801 J ST	#111	Comprehensive Modernization	2025-2028	1
408	215953	1801 J ST	#110	Comprehensive Modernization	2025-2028	1
408	215954	1801 J ST	#115	Comprehensive Modernization	2025-2028	1
408	215955	1801 J ST	#114	Comprehensive Modernization	2025-2028	1
408	215956	1801 J ST	#113	Comprehensive Modernization	2025-2028	1
408	215957	1801 J ST	#118	Comprehensive Modernization	2025-2028	1
408	215958	1801 J ST	#117	Comprehensive Modernization	2025-2028	1
408	215960	1801 J ST	#116	Comprehensive Modernization	2025-2028	1
408	215961	1801 J ST	#121	Comprehensive Modernization	2025-2028	1
408	215962	1801 J ST	#120	Comprehensive Modernization	2025-2028	1
408	215963	1801 J ST	#119	Comprehensive Modernization	2025-2028	1
408	215964	1801 J ST	#122	Comprehensive Modernization	2025-2028	1
408	215965	1801 J ST	#123	Comprehensive Modernization	2025-2028	1
408	215966	1801 J ST	#124	Comprehensive Modernization	2025-2028	1
408	215967	1801 J ST	#128	Comprehensive Modernization	2025-2028	1
408	215968	1801 J ST	#129	Comprehensive Modernization	2025-2028	1
408	215969	1801 J ST	#130	Comprehensive Modernization	2025-2028	1
408	215970	1801 J ST	#225	Comprehensive Modernization	2025-2028	1
408	215971	1801 J ST	#226	Comprehensive Modernization	2025-2028	1
408	215972	1801 J ST	#227	Comprehensive Modernization	2025-2028	1
408	215973	1801 J ST	#203	Comprehensive Modernization	2025-2028	1
408	215974	1801 J ST	#202	Comprehensive Modernization	2025-2028	1
408	215975	1801 J ST	#201	Comprehensive Modernization	2025-2028	1
408	215976	1801 J ST	#206	Comprehensive Modernization	2025-2028	1

**Units with Approved Vacancies for Modernization**

408	215977	1801 J ST	#205	Comprehensive Modernization	2025-2028	1
408	215978	1801 J ST	#204	Comprehensive Modernization	2025-2028	1
408	215979	1801 J ST	#209	Comprehensive Modernization	2025-2028	1
408	215980	1801 J ST	#208	Comprehensive Modernization	2025-2028	1
408	215981	1801 J ST	#207	Comprehensive Modernization	2025-2028	1
408	215982	1801 J ST	#212	Comprehensive Modernization	2025-2028	1
408	215983	1801 J ST	#211	Comprehensive Modernization	2025-2028	1
408	215984	1801 J ST	#210	Comprehensive Modernization	2025-2028	1
408	215985	1801 J ST	#215	Comprehensive Modernization	2025-2028	1
408	215986	1801 J ST	#214	Comprehensive Modernization	2025-2028	1
408	215987	1801 J ST	#213	Comprehensive Modernization	2025-2028	1
408	215988	1801 J ST	#218	Comprehensive Modernization	2025-2028	1
408	215989	1801 J ST	#217	Comprehensive Modernization	2025-2028	1
408	215990	1801 J ST	#216	Comprehensive Modernization	2025-2028	1
408	215991	1801 J ST	#221	Comprehensive Modernization	2025-2028	1
408	215992	1801 J ST	#220	Comprehensive Modernization	2025-2028	1
408	215993	1801 J ST	#219	Comprehensive Modernization	2025-2028	1
408	215994	1801 J ST	#222	Comprehensive Modernization	2025-2028	1
408	215995	1801 J ST	#223	Comprehensive Modernization	2025-2028	1
408	215996	1801 J ST	#224	Comprehensive Modernization	2025-2028	1
408	215997	1801 J ST	#228	Comprehensive Modernization	2025-2028	1
408	215998	1801 J ST	#229	Comprehensive Modernization	2025-2028	1
408	215999	1801 J ST	#230	Comprehensive Modernization	2025-2028	1

<b>60</b>

**Marble Manor Annex:** These projects are being identified as developments that will require rehabilitation construction in the future for preservation. Estimated Securing all Financing and Construction NTP Date: 2025-2028. Anticipated Completion: 2026-2031

AMP No.	Unit No.	Unit Address	Scope of Work	Estimated Completion	Count
408	231696	1612 MARTIN L. KING	Comprehensive Modernization	2025-2028	1
408	231697	1614 MARTIN L. KING	Comprehensive Modernization	2025-2028	1
408	231698	1616 MARTIN L KING	Comprehensive Modernization	2025-2028	1
408	231699	1618 MARTIN L KING	Comprehensive Modernization	2025-2028	1
408	231700	1620 MARTIN L. KING	Comprehensive Modernization	2025-2028	1
408	231701	1622 MARTIN L. KING	Comprehensive Modernization	2025-2028	1
408	231702	1700 MARTIN L. KING	Comprehensive Modernization	2025-2028	1
408	231703	1702 MARTIN L. KING	Comprehensive Modernization	2025-2028	1
408	231704	1704 MARTIN L. KING	Comprehensive Modernization	2025-2028	1
408	231705	1706 MARTIN L KING	Comprehensive Modernization	2025-2028	1
408	231706	1708 MARTIN L.KING	Comprehensive Modernization	2025-2028	1
408	231707	1710 MARTIN L. KING	Comprehensive Modernization	2025-2028	1
408	231708	1712 MARTIN L. KING	Comprehensive Modernization	2025-2028	1



**Units with Approved Vacancies for Modernization**

408	231709	1714 MARTIN L. KING		Comprehensive Modernization	2025-2028	1
408	231710	1716 MARTIN L. KING		Comprehensive Modernization	2025-2028	1
408	231711	1718 MARTIN L. KING		Comprehensive Modernization	2025-2028	1
408	231712	1720 MARTIN L. KING		Comprehensive Modernization	2025-2028	1
408	231713	1722 MARTIN L. KING		Comprehensive Modernization	2025-2028	1
408	231714	1445 WYATT AVENUE		Comprehensive Modernization	2025-2028	1
408	231715	1441 WYATT AVENUE		Comprehensive Modernization	2025-2028	1

20

**Marble Manor:** These projects are being identified as developments that will require rehabilitation construction in the future for preservation. Estimated Securing all Financing and Construction NTP Date: 2023-2026. Anticipated Completion: 2024-2029

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
407	201001	800 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201002	802 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201003	804 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201004	806 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201005	900 McWilliams		Comprehensive Modernization	2025-2028	1
407	201006	902 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201007	904 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201008	906 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201009	908 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201010	910 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201011	912 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201012	914 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201013	916 McWilliams		Comprehensive Modernization	2025-2028	1
407	201014	918 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201015	920 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201016	922 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	201017	800 GERSON		Comprehensive Modernization	2025-2028	1
407	201018	801 GERSON		Comprehensive Modernization	2025-2028	1
407	201019	802 GERSON		Comprehensive Modernization	2025-2028	1
407	201020	803 GERSON		Comprehensive Modernization	2025-2028	1
407	201021	804 GERSON		Comprehensive Modernization	2025-2028	1
407	201022	805 GERSON		Comprehensive Modernization	2025-2028	1
407	201023	806 GERSON		Comprehensive Modernization	2025-2028	1
407	201024	807 GERSON		Comprehensive Modernization	2025-2028	1
407	201025	901 GERSON		Comprehensive Modernization	2025-2028	1
407	201026	903 GERSON		Comprehensive Modernization	2025-2028	1
407	201027	905 GERSON		Comprehensive Modernization	2025-2028	1
407	201028	907 GERSON		Comprehensive Modernization	2025-2028	1
407	201029	909 GERSON		Comprehensive Modernization	2025-2028	1
407	201030	911 GERSON		Comprehensive Modernization	2025-2028	1
407	201031	913 GERSON		Comprehensive Modernization	2025-2028	1

**Units with Approved Vacancies for Modernization**

407	201032	915 GERSON		Comprehensive Modernization	2025-2028	1
407	201033	916 GERSON		Comprehensive Modernization	2025-2028	1
407	201034	917 GERSON		Comprehensive Modernization	2025-2028	1
407	201035	918 GERSON		Comprehensive Modernization	2025-2028	1
407	201036	919 GERSON		Comprehensive Modernization	2025-2028	1
407	201037	920 GERSON		Comprehensive Modernization	2025-2028	1
407	201038	921 GERSON		Comprehensive Modernization	2025-2028	1
407	201039	922 GERSON		Comprehensive Modernization	2025-2028	1
407	201040	923 Gerson		Comprehensive Modernization	2025-2028	1
407	201041	801 GRANT		Comprehensive Modernization	2025-2028	1
407	201042	802 GRANT		Comprehensive Modernization	2025-2028	1
407	201043	803 GRANT		Comprehensive Modernization	2025-2028	1
407	201044	804 GRANT		Comprehensive Modernization	2025-2028	1
407	201045	805 GRANT		Comprehensive Modernization	2025-2028	1
407	201046	807 GRANT		Comprehensive Modernization	2025-2028	1
407	201047	808 GRANT		Comprehensive Modernization	2025-2028	1
407	201048	809 GRANT		Comprehensive Modernization	2025-2028	1
407	201049	810 GRANT		Comprehensive Modernization	2025-2028	1
407	201050	811 GRANT		Comprehensive Modernization	2025-2028	1
407	201051	812 GRANT		Comprehensive Modernization	2025-2028	1
407	201052	813 GRANT		Comprehensive Modernization	2025-2028	1
407	201053	814 GRANT		Comprehensive Modernization	2025-2028	1
407	201054	815 GRANT		Comprehensive Modernization	2025-2028	1
407	201055	815 H ST		Comprehensive Modernization	2025-2028	1
407	201056	817 H ST		Comprehensive Modernization	2025-2028	1
407	201057	819 H ST		Comprehensive Modernization	2025-2028	1
407	201058	821 H ST		Comprehensive Modernization	2025-2028	1
407	201059	814 I ST		Comprehensive Modernization	2025-2028	1
407	201060	816 I St		Comprehensive Modernization	2025-2028	1
407	201061	818 I ST		Comprehensive Modernization	2025-2028	1
407	201062	820 I ST		Comprehensive Modernization	2025-2028	1
407	201063	925 I ST		Comprehensive Modernization	2025-2028	1
407	201064	927 I ST		Comprehensive Modernization	2025-2028	1
407	201065	904 MORGAN		Comprehensive Modernization	2025-2028	1
407	201066	906 MORGAN		Comprehensive Modernization	2025-2028	1
407	201067	908 MORGAN		Comprehensive Modernization	2025-2028	1
407	201068	910 MORGAN		Comprehensive Modernization	2025-2028	1
407	201069	912 MORGAN		Comprehensive Modernization	2025-2028	1
407	201070	914 MORGAN		Comprehensive Modernization	2025-2028	1
407	201071	915 MORGAN		Comprehensive Modernization	2025-2028	1
407	201072	916 MORGAN		Comprehensive Modernization	2025-2028	1
407	201073	917 MORGAN		Comprehensive Modernization	2025-2028	1
407	201074	918 MORGAN		Comprehensive Modernization	2025-2028	1

### Units with Approved Vacancies for Modernization

407	201075	919 MORGAN		Comprehensive Modernization	2025-2028	1
407	201076	920 MORGAN		Comprehensive Modernization	2025-2028	1
407	201077	921 MORGAN		Comprehensive Modernization	2025-2028	1
407	201078	922 MORGAN		Comprehensive Modernization	2025-2028	1
407	201079	924 MORGAN		Comprehensive Modernization	2025-2028	1
407	201080	926 MORGAN		Comprehensive Modernization	2025-2028	1
407	201081	928 MORGAN		Comprehensive Modernization	2025-2028	1
407	201082	930 MORGAN		Comprehensive Modernization	2025-2028	1
407	201083	801 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201084	803 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201085	805 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201086	807 Washington		Comprehensive Modernization	2025-2028	1
407	201087	903 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201088	905 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201089	907 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201090	909 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201091	911 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201092	913 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201093	915 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201094	917 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201095	919 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201096	921 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201097	923 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201098	925 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201099	927 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	201100	929 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202101	1101 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202102	1105 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202103	1111 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202104	1115 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202105	840 J ST		Comprehensive Modernization	2025-2028	1
407	202106	836 J ST		Comprehensive Modernization	2025-2028	1
407	202107	1114 MORGAN		Comprehensive Modernization	2025-2028	1
407	202108	1110 MORGAN		Comprehensive Modernization	2025-2028	1
407	202109	1104 MORGAN		Comprehensive Modernization	2025-2028	1
407	202110	1100 MORGAN		Comprehensive Modernization	2025-2028	1
407	202111	824 LEVY		Comprehensive Modernization	2025-2028	1
407	202112	820 LEVY		Comprehensive Modernization	2025-2028	1
407	202113	816 LEVY		Comprehensive Modernization	2025-2028	1
407	202114	810 LEVY		Comprehensive Modernization	2025-2028	1
407	202115	804 LEVY		Comprehensive Modernization	2025-2028	1
407	202116	800 LEVY		Comprehensive Modernization	2025-2028	1
407	202117	801 LEVY		Comprehensive Modernization	2025-2028	1



**Units with Approved Vacancies for Modernization**

407	202118	805 LEVY		Comprehensive Modernization	2025-2028	1
407	202119	811 LEVY		Comprehensive Modernization	2025-2028	1
407	202120	815 LEVY		Comprehensive Modernization	2025-2028	1
407	202121	819 LEVY		Comprehensive Modernization	2025-2028	1
407	202122	823 LEVY		Comprehensive Modernization	2025-2028	1
407	202123	1115 MORGAN		Comprehensive Modernization	2025-2028	1
407	202124	1119 MORGAN		Comprehensive Modernization	2025-2028	1
407	202125	820 J ST		Comprehensive Modernization	2025-2028	1
407	202126	816 J ST		Comprehensive Modernization	2025-2028	1
407	202127	814 J St		Comprehensive Modernization	2025-2028	1
407	202128	810 J St		Comprehensive Modernization	2025-2028	1
407	202129	804 J ST		Comprehensive Modernization	2025-2028	1
407	202130	800 J ST		Comprehensive Modernization	2025-2028	1
407	202131	801 J ST		Comprehensive Modernization	2025-2028	1
407	202132	807 J ST		Comprehensive Modernization	2025-2028	1
407	202133	811 J ST		Comprehensive Modernization	2025-2028	1
407	202134	813 J ST		Comprehensive Modernization	2025-2028	1
407	202135	821 J ST		Comprehensive Modernization	2025-2028	1
407	202136	825 J ST		Comprehensive Modernization	2025-2028	1
407	202137	827 J ST		Comprehensive Modernization	2025-2028	1
407	202138	833 J ST		Comprehensive Modernization	2025-2028	1
407	202139	837 J ST		Comprehensive Modernization	2025-2028	1
407	202140	839 J ST		Comprehensive Modernization	2025-2028	1
407	202141	1209 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202142	1213 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202143	1215 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202144	1217 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202145	1221 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202146	1223 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202147	1225 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202148	833 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202149	831 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202150	829 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202151	825 DOWN WAY		Comprehensive Modernization	2023-2026	1
407	202152	823 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202153	821 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202154	817 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202155	1233 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202156	1231 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202157	1229 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202158	1225 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202159	1221 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202160	1219 DOWN WAY		Comprehensive Modernization	2025-2028	1

### Units with Approved Vacancies for Modernization

407	202161	1217 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202162	1232 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202163	1230 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202164	1228 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202165	1226 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202166	1224 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202167	1222 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202168	1220 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202169	1216 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202170	800 REED		Comprehensive Modernization	2025-2028	1
407	202171	804 REED		Comprehensive Modernization	2025-2028	1
407	202172	806 REED		Comprehensive Modernization	2025-2028	1
407	202173	808 REED		Comprehensive Modernization	2025-2028	1
407	202174	810 REED		Comprehensive Modernization	2025-2028	1
407	202175	812 REED		Comprehensive Modernization	2025-2028	1
407	202176	816 REED		Comprehensive Modernization	2025-2028	1
407	202177	818 REED		Comprehensive Modernization	2025-2028	1
407	202178	1216 REED		Comprehensive Modernization	2025-2028	1
407	202179	1220 REED		Comprehensive Modernization	2025-2028	1
407	202180	1222 REED		Comprehensive Modernization	2025-2028	1
407	202181	1224 REED		Comprehensive Modernization	2025-2028	1
407	202182	1226 REED		Comprehensive Modernization	2025-2028	1
407	202183	1228 REED		Comprehensive Modernization	2025-2028	1
407	202184	1227 REED		Comprehensive Modernization	2025-2028	1
407	202185	1225 REED		Comprehensive Modernization	2025-2028	1
407	202186	1223 REED		Comprehensive Modernization	2025-2028	1
407	202187	1221 REED		Comprehensive Modernization	2025-2028	1
407	202188	1219 REED		Comprehensive Modernization	2025-2028	1
407	202189	1217 REED		Comprehensive Modernization	2025-2028	1
407	202190	1216 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202191	1218 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202192	1220 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202193	1222 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202194	1224 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202195	1226 DOWN WAY		Comprehensive Modernization	2025-2028	1
407	202196	1300 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202197	804 M		Comprehensive Modernization	2025-2028	1
407	202198	806 M		Comprehensive Modernization	2025-2028	1
407	202199	808 M		Comprehensive Modernization	2025-2028	1
407	202200	810 M		Comprehensive Modernization	2025-2028	1
407	202201	812 M		Comprehensive Modernization	2025-2028	1
407	202202	814 M		Comprehensive Modernization	2025-2028	1
407	202203	816 M		Comprehensive Modernization	2025-2028	1

### Units with Approved Vacancies for Modernization

407	202204	818 M		Comprehensive Modernization	2025-2028	1
407	202205	1301 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202206	1307 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202207	1309 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202208	1315 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202209	1317 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202210	1321 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202211	1325 WASHINGTON		Comprehensive Modernization	2025-2028	1
407	202212	1320 Morgan		Comprehensive Modernization	2025-2028	1
407	202213	1316 Morgan St		Comprehensive Modernization	2025-2028	1
407	202214	1312 MORGAN		Comprehensive Modernization	2025-2028	1
407	202215	1310 MORGAN		Comprehensive Modernization	2025-2028	1
407	202216	1306 MORGAN		Comprehensive Modernization	2025-2028	1
407	202217	1300 MORGAN		Comprehensive Modernization	2025-2028	1
407	202218	815 M		Comprehensive Modernization	2025-2028	1
407	202219	817 M		Comprehensive Modernization	2025-2028	1
407	202220	1311 MORGAN		Comprehensive Modernization	2025-2028	1
407	202221	1315 MORGAN		Comprehensive Modernization	2025-2028	1
407	202222	828 N		Comprehensive Modernization	2025-2028	1
407	202223	824 N		Comprehensive Modernization	2025-2028	1
407	202224	820 N		Comprehensive Modernization	2025-2028	1
407	202225	816 N		Comprehensive Modernization	2025-2028	1
407	202226	812 N		Comprehensive Modernization	2025-2028	1
407	202227	808 N		Comprehensive Modernization	2025-2028	1
407	202228	804 N		Comprehensive Modernization	2025-2028	1
407	202229	800 N		Comprehensive Modernization	2025-2028	1
407	202230	1314 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202231	1310 MCWILLIAMS		Comprehensive Modernization	2025-2028	1
407	202232	805 M		Comprehensive Modernization	2025-2028	1
407	202233	809 M		Comprehensive Modernization	2025-2028	1
407	202234	811 M		Comprehensive Modernization	2025-2028	1
407	202235	813 M		Comprehensive Modernization	2025-2028	1
						<b>235</b>



TAB 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

**Scott Black**

Title

**Board Chairman**

Signature

Date

FY2021

form HUD-50077-CR (1/2009)  
OMB Approval No. 2577-0226

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 10/1/2020, 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\_\_\_\_ - 20\_\_\_\_  
 X Annual PHA Plan for Fiscal Years 20**20** - 20**21**

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>Scott Black</b>	Title  <b>Board Chairman</b>
Signature	Date

**B**



**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

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

I, \_\_\_\_\_, the \_\_\_\_\_  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the  
**Southern Nevada Regional Housing Authority**

\_\_\_\_\_  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the  
**City of Las Vegas**

\_\_\_\_\_  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

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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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

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

I, \_\_\_\_\_, the \_\_\_\_\_  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the  
**Southern Nevada Regional Housing Authority**

\_\_\_\_\_  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the  
**County of Clark Nevada**

\_\_\_\_\_  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

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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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C



# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046

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

(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: <u>Chad Williams</u> Title: <u>Executive Director</u> Telephone No.: <u>(702) 477-3100</u> Date: <u>9/03/2020</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

# Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

Southern Nevada Regional Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Funds & Capital Fund Program & 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 sub recipients 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

Chad Williams

Title

Executive Director

Signature

Date (mm/dd/yyyy)

09/03/2020

TAB 16



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

**MANAGEMENT'S DISCUSSION & ANALYSIS**  
**AND AUDITED FINANCIAL STATEMENTS**

**FISCAL YEAR ENDED SEPTEMBER 30, 2018**

## TABLE OF CONTENTS

	<b>Page</b>
Unmodified Opinions on Basic Financial Statements Accompanied by Required Supplementary Information and Other Information – State or Local Governmental Entity	1-2
Management’s Discussion & Analysis	3-9
<b>FINANCIAL STATEMENTS</b>	
Statement of Net Position	10
Statement of Revenues, Expenses, & Changes in Net Position	11
Statement of Cash Flows	12-13
Notes to Financial Statements	14-43
<b>SINGLE AUDIT SECTION</b>	
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	44-45
Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance	46-47
Status of Prior Audit Findings	48
Schedule of Findings and Questioned Costs	48
<b>SUPPLEMENTAL INFORMATION</b>	
Financial Data Submission Summary – Net Position Accounts	49-50
Financial Data Submission Summary – Revenues, Expenses, & Changes in Net Position Accounts	51-53
Financial Data Schedule – Net Position Accounts - AMPs	54-55
Financial Data Schedule – Revenues, Expenses, & Changes in Net Position Accounts - Combined Schedule - AMPs	56-57
Schedule of Expenditures of Federal Financial Awards	58
Notes to Schedule of Expenditures of Federal Awards	59
<b>SUPPLEMENTAL INFORMATION</b>	
<b>SPECIAL REPORTS</b>	
Statement and Certification of Actual Capital Fund Program Costs Phase NV39P018501-15	60
Statement and Certification of Actual Capital Fund Program Costs Phase NV39R018501-14	61

Statement and Certification of Actual Capital Fund Program Costs Phase NV39R018501-15	62
Statement and Certification of Actual Capital Fund Program Costs Phase NV39R018502-15	63
Statement and Certification of Actual Capital Fund Program Costs Phase NV39R018502-16	64



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

**REPORT ON EXAMINATION  
OF FINANCIAL STATEMENTS  
AND SUPPLEMENTAL INFORMATION**

**FISCAL YEAR ENDED SEPTEMBER 30, 2018**



**UNMODIFIED OPINIONS ON BASIC FINANCIAL STATEMENTS ACCOMPANIED BY REQUIRED SUPPLEMENTARY INFORMATION  
AND OTHER INFORMATION – STATE OR LOCAL GOVERNMENTAL ENTITY**

*INDEPENDENT AUDITOR'S REPORT*

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

San Francisco Regional Office  
Public Housing Division  
One Sansome Street, Suite 1200  
San Francisco, CA 94104

**Report on Financial Statements**

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Southern Nevada Regional Housing Authority as of and for the year ended September 30, 2018, 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.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of Landsman Family, LLC, Vera Johnson B, LP, Biegger Estates, LLC and Vera Johnson A Family, LLC, which represent 23.38 percent of total consolidated assets and 5.36 percent of total revenues of the Southern Nevada Regional Housing Authority. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for of Landsman Family, LLC, Vera Johnson B, LP, Biegger Estates, LLC and Vera Johnson A Family, LLC, is based solely on the report of the other auditors. 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 the *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 of 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 auditor's 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 auditor considers 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 reasonable basis for our audit opinions.

## **Opinions**

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Southern Nevada Regional Housing Authority, as of September 30, 2018, and the respective changes in financial position and, where appropriate, cash flows for the year then ended in conformity 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 Management's Discussion and Analysis, as listed in the table of contents, should 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 inquires 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 procedure did not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary and Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements of the Southern Nevada Regional Housing Authority. The accompanying Schedule of Expenditures of Federal Awards as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as the Financial Data Schedules and Special Reports required by the U.S. Department of Housing and Urban Development, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.

This 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2019 on our consideration of the Housing Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of the testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of 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.



Rector, Reeder & Lofton, P.C.  
Certified Public Accountants

Lawrenceville, Georgia  
June 25, 2019



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

**MANAGEMENT'S DISCUSSION & ANALYSIS**

**FISCAL YEAR ENDED SEPTEMBER 30, 2018**

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2018**

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, 2018.

**FINANCIAL HIGHLIGHTS AND CONCLUSIONS**

At September 30, 2018, total assets were \$194,807,973, deferred outflow of resources were \$5,691,301, total liabilities were \$44,353,514, and deferred inflow of resources were \$10,838,138; thus total net position was \$145,307,622. Total revenues and expenses were \$158,051,612 and \$157,356,734, respectively.

**Southern Nevada Regional Housing Authority – RAD Conversion**

The Appropriations Act of 2012, Public Law 112-55, approved a new Rental Assistance Demonstration (RAD) program to public housing authorities which addresses the need for a backlog of capital improvement needs for these developments. The public assistance through subsidy and capital fund program is converted to a project-based Section 8 rental assistance contract. Consequently, SNRHA is acquiring a minority interest in certain tax credit ventures, which reduces the stock of public housing but maintains the same baseline for affordable housing units. The Housing Authority has converted certain asset managed properties to this program as follows:

**Vera Johnson B LP:**

Vera Johnson Manor "B" Mixed-Finance project entails the acquisition/rehabilitation of an existing 112-unit 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 (SNVRHA). The property was awarded \$1MIL in 2014 9% Low Income Housing Tax Credits and \$1MIL in HOME Funds for its substantial rehabilitation. The SNVRHA submitted December 2013 a RAD application for Vera Johnson Manor B (AMP 314) anticipating a Conditional Housing Assistance Payment (CHAP) agreement issuance by January 2014. However; the CHAP was received April 2015. In an effort to preserve the HOME Funds and Tax Credit Allocations, the SNVRHA proceeded with a Mixed Finance Proposal as an Interim Plan for closing mid-April 2015. Construction was completed May 2016 with a RAD conversion anticipated October 2016. The SNVRHA is partnering with Nevada HAND for this project.

**Biegger Estates, LLC:**

Biegger Estates RAD project entails the acquisition/rehabilitation of an existing 119-unit low-income family development located in Las Vegas, NV. The property was constructed in 1985 under the Federal Low-Income Public Housing program and is owned and operated by the Southern Nevada Regional Housing Authority (SNVRHA). The property was awarded \$1MIL in 2015 9% Low Income Housing Tax Credits for its substantial rehabilitation. The SNVRHA submitted March 2015 a RAD application for Biegger Estates and received a Conditional Housing Assistance Payment (CHAP) agreement July 2015. The RAD Conversion Commitment (RCC) was received March 2017. Financials closed in May 2016. Construction completion anticipated July 2017. The SNVRHA self-developed this project.

The project financing for Biegger Estates includes equity from the sale of 9% Low Income Housing Tax Credits issued through the Nevada Housing Division and operating funds and public housing capital funds from SNVRHA. The property renovations include comprehensive modernization of all 119 family units and complete site upgrades. The renovation work includes high energy-efficiency standards, as well as, water conservation measures in the units and site with extensive xeriscaping landscape. The work also includes upgrades to their community/administrative building which contain a multi-purpose room and warming kitchen, a computer lab, a library/reading area, exercise room, leasing office. The administrative building also contains space where the SNVRHA and local supportive service organizations will provide a variety of programs to residents such as after-school activities for youth, financial literacy, and resource referrals to nutrition/wellness programs and to promote self-sufficiency.

**Vera Johnson A Family, LLC:**

On May 31, 2016, the Housing Authority received approval for the inventory removal and RAD conversion of 119 units of low-income housing. The property improvements have been transferred to Vera Johnson A Family, LLC, a for-profit partnership entity, for approximately \$2.64 million. The Housing Authority has maintained a minority interest in this property with a first right of refusal and corresponding land lease. Vera Johnson A Family, LLC was incorporated on August 19, 2016 to rehabilitate and operate a 76-unit apartment project known as Vera Johnson Manor A. Equity contributions of \$9,005,099 are required to fund this development and an estimated \$7.9 million in tax credits will be received by the investor over the ten-year credit award. The property contains a ground lease effective May 1, 2017.

**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.

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



**Southern Nevada Regional Housing Authority**  
**Comparative Statement of Net Position**  
**Table I**

	<b>2018</b>	<b>2017</b>	<b>Total Change</b>	<b>% Change</b>
Current Assets	\$ 31,991,091	\$ 28,360,080	\$ 3,631,011	12.80%
Capital Assets	121,098,113	129,627,231	(8,529,118)	-6.58%
Noncurrent Assets	41,718,769	31,845,177	9,873,592	31.00%
Deferred Outflows	5,691,301	3,733,373	1,957,928	52.44%
<b>Total Assets &amp; Deferred Outflows</b>	<b>\$ 200,499,274</b>	<b>\$ 193,565,861</b>	<b>\$ 6,933,413</b>	3.58%
Current Liabilities	\$ 4,979,504	\$ 3,837,324	\$ 1,142,180	29.77%
Noncurrent Liabilities	39,374,010	36,875,063	2,498,947	6.78%
<b>Total Liabilities</b>	<b>44,353,514</b>	<b>40,712,387</b>	<b>3,641,127</b>	8.94%
<b>Deferred Inflows</b>	<b>10,838,138</b>	<b>11,926,742</b>	<b>(1,088,604)</b>	-9.13%
Net investment in capital assets	118,550,661	126,751,839	(8,201,178)	-6.47%
Restricted	6,882,102	7,613,960	(731,858)	-9.61%
Unrestricted	19,874,859	6,560,933	13,313,926	202.93%
<b>Total Net Position</b>	<b>145,307,622</b>	<b>140,926,732</b>	<b>4,380,890</b>	3.11%
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<b>\$ 200,499,274</b>	<b>\$ 193,565,861</b>	<b>\$ 6,933,413</b>	3.58%

Total Assets and Deferred Outflows increased by \$6,933,413 or 3.58%. This increase is due to multiple factors. Current assets increased by \$3,631,011 or 12.80%, primarily due to an increase in cash and investments of \$3,642,105 or 14.06%. Noncurrent assets increased by \$9,873,592 or 31.00%, primarily due to an increase in Notes Receivables of \$12,664,195; along with repayments of \$2,965,121. The Authority entered into new notes with Vera Johnson A LP, Espinoza Terrace, and Rose Gardens Senior LP. More detailed information can be found in Note E in the Notes to the Financial Statements. Deferred Outflows increased during the year from \$3,733,373 to \$5,691,301, an increase of \$1,957,928 or 52.44%. These increases were offset by a decrease in Capital Assets of \$8,529,118 or 6.58%. The decrease in Capital Assets was also due to disposition of units under the RAD program.

Total Liabilities increased by \$3,641,127 or 8.94%. Current Liabilities increased by \$1,142,180 or 29.77%. This was primarily due to increases in accounts payable of \$392,776 or 23.18% and accrued liabilities of \$808,914 or 119.53%, which are due to timing differences at year-end. Noncurrent liabilities increased by \$2,498,947 or 6.78%, which is primarily due to an increase in accrued pension liability of \$2,858,357 or 10.81% due to a change in assumptions in the long-term pension liability published for this fiscal year. The details of this liability are found in the accompanying Notes to the Financial Statements.

Deferred Inflows decreased during the year from \$11,926,742 to \$10,838,138, a decrease of \$1,088,604 or 9.13%. This is due to the change in swap derivatives included in debt held by SNRHA; along with and a significant decrease in the deferred pension inflow data.

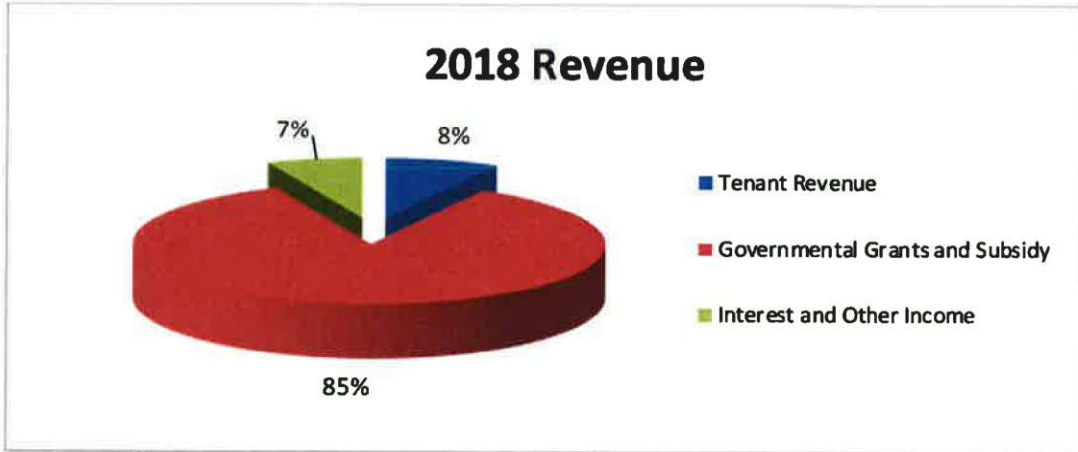
Total Net Position increased by \$4,380,890 or 3.11%. Table II, below, provides a statement of these results.

**Southern Nevada Regional Housing Authority**  
**Comparative Statement of Revenues, Expenses and Changes in Net Position**  
**Table II**

	<b>2018</b>	<b>2017</b>	<b>Total Change</b>	<b>% Change</b>
Tenant Revenue	\$ 12,456,748	\$ 12,314,131	\$ 142,617	1.16%
Governmental Grants and Subsidy	135,192,732	135,724,947	(532,215)	-0.39%
Interest Income	602,205	21,000	581,205	2767.64%
Other Income	9,799,927	3,394,618	6,405,309	188.69%
<b>Total Revenue</b>	<b>158,051,612</b>	<b>151,454,696</b>	<b>6,596,916</b>	<b>4.36%</b>
Administration	15,719,159	15,378,029	341,130	2.22%
Tenant Services	2,382,663	2,584,263	(201,600)	-7.80%
Utilities	3,160,165	3,158,577	1,588	0.05%
Maintenance	12,284,852	11,077,558	1,207,294	10.90%
Protective Services	532,552	552,282	(19,730)	-3.57%
Interest Expense	203,764	228,646	(24,882)	-10.88%
General Expense	4,153,495	3,693,410	460,085	12.46%
Housing Assistance Payments	109,457,671	108,308,672	1,148,999	1.06%
Depreciation	9,462,413	9,796,477	(334,064)	-3.41%
<b>Total Expenses</b>	<b>157,356,734</b>	<b>154,777,914</b>	<b>2,578,820</b>	<b>1.67%</b>
Change in Net Position	694,878	(3,323,218)	4,018,096	-120.91%
Prior Period Adjustment	3,686,012	(4,432,975)	8,118,987	-183.15%
Beginning Net Position	140,926,732	148,682,925	(7,756,193)	-5.22%
<b>Ending Net Position</b>	<b>\$ 145,307,622</b>	<b>\$ 140,926,732</b>	<b>\$ 4,380,890</b>	<b>3.11%</b>

## REVENUES

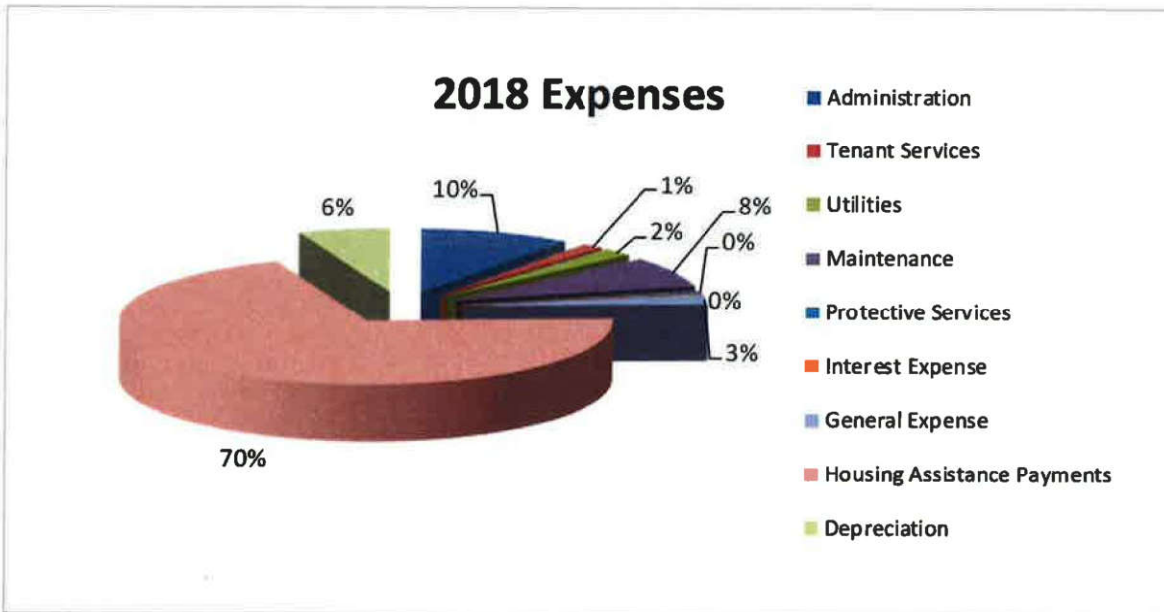
In reviewing the Statement of Revenues, Expenses, and Changes in Net Position, you will find that 85% of the Authority's revenues are derived from grants from the Department of Housing and Urban Development and other governmental agencies. The Authority receives revenue from tenants for dwelling rental charges and miscellaneous charges of 8% of total revenue. Other Revenue including interest from investments comprises the remaining 7%.



Total Revenue increased by \$6,596,916 or 4.36%. The largest increase was in other income of \$6,405,309 or 188.69%, which was primarily due to an increase in Port-In HAP Revenue. Interest income also increased by \$581,205 or 2767.64% primarily due to Mortgage Interest Income of \$520,828 in the Low Rent Public Housing Program.

**EXPENSES**

Total Expenses increased by \$2,578,820 or 1.67%.



Administrative expenses increased by \$341,130 or 2.22%. This was due to an increase in salaries and benefits of \$909,078 or 7.87% primarily due to a net change in the pension liability. Office expenses also increased by \$226,855 or 13.91%. These increases were offset by decreases in advertising and marketing of \$40,388 or 48.86%, legal expenses of \$139,939 or 33.58%, travel expenses of \$4,820 or 4.74%, and other administrative expenses of \$614,656 or 40.82%. Tenant services decreased by \$201,600 or 7.80% due to decreased activities during the year. Utilities expense increased slightly by \$1,588 or 0.05%. Maintenance expense increased by \$1,207,294 or 10.90%, primarily due to increases in extraordinary



maintenance of \$1,037,921 or 212.34% and casualty losses of \$113,329 or 169.27%. These increases are related to costs incurred for nonroutine physical needs on projects being converted to mixed finance. Protective services decreased by \$19,730 or 3.57%. General expenses increased by \$460,085 or 12.46%. Insurance premiums increased by \$93,130 or 9.80%. Other general expenses increased by \$332,509 or 18.77% mainly due transfer of operating subsidy to new mixed finance projects. Compensated absences expense increased by \$18,016 or 4.01%. PILOT expense increased by \$4,622 or 1.80%. Bad debt expense increased by \$11,808 or 4.45%. Interest expense decreased by \$24,882 or 10.88% due to decreased debt principal held during the year. HAP expense increased by \$1,148,999 or 1.06%. Depreciation expense decreased by \$334,064 or 3.41% due to the disposition of assets converted to RAD program.

## CAPITAL ASSETS

At September 30, 2018, the Authority had invested \$121,098,113 in various capital assets as listed in the following schedule.

**Southern Nevada Regional Housing Authority  
Comparative Statement of Capital Assets  
Table III**

	2018	2017	Total Change	% Change
Land	\$ 21,111,434	\$ 21,097,259	\$ 14,175	0.07%
Buildings & improvements	270,834,478	273,997,406	(3,162,928)	-1.15%
Infrastructure	4,095,181	4,095,181	-	0.00%
Equipment	4,126,121	4,516,747	(390,626)	-8.65%
Construction in Progress	-	-	-	0.00%
Accumulated Depreciation	(179,069,101)	(174,079,362)	(4,989,739)	2.87%
<b>Total Capital Assets</b>	<b>\$ 121,098,113</b>	<b>\$ 129,627,231</b>	<b>\$ (8,529,118)</b>	<b>-6.58%</b>

## LONG-TERM DEBT ACTIVITY

The chart below illustrates the changes in debt for the period:

**Southern Nevada Regional Housing Authority  
Long-term Debt  
Table IV**

	Balance 9/30/2017	Adjustments	Payments/ Decreases	Balance 9/30/2018	Current Portion
Mortgage Note Payable - Wells Fargo	\$ 1,685,288	\$ -	\$ (199,380)	\$ 1,485,908	\$ 210,120
Operating Note - Wells Fargo	921,686	-	(67,679)	854,007	67,680
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	360,000	-	-	360,000	-
Note Payable - Phone Loan	48,803	-	(48,803)	-	-
Home Rental Income Fund	219,615	-	(12,078)	207,537	13,022
Promissory Note - City National Bank	1,000,000	-	-	1,000,000	-
	<u>\$ 7,575,392</u>	<u>\$ -</u>	<u>\$ (327,940)</u>	<u>\$ 7,247,452</u>	<u>\$ 290,822</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 2018 prorated funding level was 93.39% compared to the prior year of 93.10%, which is an increase of 0.29%. The 2019 prorated operating subsidy funding level is anticipated to be approximately 97.62%. The funding proration for the Housing Assistance Payment (HAP) 2018 was 99.75%; whereas the Administrative Fee proration was 80.62%. The HCV's funding for 2019 is at 99.50% for HAP, but the Administrative Fee proration remains at 79%. Overall, HUD's funding had been consistently lower than 100% 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 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.

## **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

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

**AUDITED FINANCIAL STATEMENTS**

**FISCAL YEAR ENDED SEPTEMBER 30, 2018**



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

**STATEMENT OF NET POSITION**  
**September 30, 2018**

**ASSETS**

	<u>PRIMARY GOVERNMENT</u>	<u>COMPONENT UNIT</u>	<u>TOTAL (Memorandum Only)</u>
<b><u>Current Assets</u></b>			
Cash & cash equivalents - unrestricted	\$ 15,330,590	\$ 1,292,261	\$ 16,622,851
Cash & cash equivalents - restricted	9,720,653	1,660,538	11,381,191
Investments - unrestricted	4,485,945	-	4,485,945
Investments - restricted	-	-	-
Accounts receivable	1,525,873	196,708	1,722,581
Notes receivable	-	-	-
Prepaid expenses	196,121	47,477	243,598
Inventories	731,909	-	731,909
	<u>31,991,091</u>	<u>3,196,984</u>	<u>35,188,075</u>
<b><u>Noncurrent Assets</u></b>			
Notes receivable	39,396,001	-	39,396,001
Other noncurrent assets	2,322,768	3,721,268	6,044,036
Investment in joint ventures	-	-	-
	<u>41,718,769</u>	<u>3,721,268</u>	<u>45,440,037</u>
<b>Capital Assets</b>			
Land	21,111,434	851,869	21,963,303
Buildings	255,356,258	44,020,211	299,376,469
Improvements	15,478,220	-	15,478,220
Furniture & equipment	4,126,121	1,867,463	5,993,584
Infrastructure	4,095,181	11,077,314	15,172,495
	<u>300,167,214</u>	<u>57,816,857</u>	<u>357,984,071</u>
Less: Accumulated depreciation	(179,069,101)	(3,568,947)	(182,638,048)
Total Capital Assets	<u>121,098,113</u>	<u>54,247,910</u>	<u>175,346,023</u>
Total Noncurrent Assets	<u>162,816,882</u>	<u>57,969,178</u>	<u>220,786,060</u>
Deferred Outflow of Resources	<u>5,691,301</u>	<u>-</u>	<u>5,691,301</u>
<b>TOTAL ASSETS</b>	<u>\$ 200,499,274</u>	<u>\$ 61,166,162</u>	<u>\$ 261,665,436</u>

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

**LIABILITIES & NET POSITION**

	<b>PRIMARY GOVERNMENT</b>	<b>COMPONENT UNIT</b>	<b>TOTAL (Memorandum Only)</b>
<b><u>Current Liabilities</u></b>			
Accounts payable	\$ 1,847,245	\$ 356,710	\$ 2,203,955
Accrued liabilities	1,725,327	3,646,353	5,371,680
Unearned revenue	191,314	27,894	219,208
Long term debt - current portion	290,822	70,594	361,416
Tenant security deposits/escrow deposits	924,796	126,349	1,051,145
Total Current Liabilities	4,979,504	4,227,900	9,207,404
<b><u>Noncurrent Liabilities</u></b>			
Accrued compensated absences	1,708,515	-	1,708,515
Long term debt	3,256,630	37,227,699	40,484,329
Accrued pension liability	29,308,296	-	29,308,296
Other noncurrent liabilities	1,400,569	3,032,237	4,432,806
Loan liability - non current	3,700,000	-	3,700,000
Total Noncurrent Liabilities	39,374,010	40,259,936	79,633,946
TOTAL LIABILITIES	44,353,514	44,487,836	88,841,350
DEFERRED INFLOW OF RESOURCES	10,838,138	-	10,838,138
<b><u>NET POSITION</u></b>			
Net Investment in Capital Assets	118,550,661	54,177,316	172,727,977
Restricted	6,882,102	1,539,007	8,421,109
Unrestricted	19,874,859	(39,037,997)	(19,163,138)
TOTAL NET POSITION	145,307,622	16,678,326	161,985,948
<b>TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES &amp; NET POSITION</b>	<b>\$ 200,499,274</b>	<b>\$ 61,166,162</b>	<b>\$ 261,665,436</b>

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

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

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

	<u>PRIMARY GOVERNMENT</u>	<u>COMPONENT UNIT</u>	<u>TOTAL (Memorandum Only)</u>
<b><u>Operating Revenues</u></b>			
Dwelling rent	\$ 12,456,748	\$ 2,956,541	\$ 15,413,289
Governmental grants & subsidy	135,092,776	-	135,092,776
Other income	10,345,429	(1,378,217)	8,967,212
<b>Total Operating Revenues</b>	<u>157,894,953</u>	<u>1,578,324</u>	<u>159,473,277</u>
<b><u>Operating Expenses</u></b>			
Administration	15,719,159	541,872	16,261,031
Tenant services	2,382,663	3,659	2,386,322
Utilities	3,160,165	334,709	3,494,874
Maintenance & operations	12,284,852	726,436	13,011,288
Protective services	532,552	55,487	588,039
General expense	4,153,495	367,998	4,521,493
Housing assistance payments	109,457,671	-	109,457,671
Depreciation expense	9,462,413	1,590,821	11,053,234
<b>Total Operating Expense</b>	<u>157,152,970</u>	<u>3,620,982</u>	<u>160,773,952</u>
<b>Net Operating Income/(Loss)</b>	<u>741,983</u>	<u>(2,042,658)</u>	<u>(1,300,675)</u>
<b><u>Nonoperating Revenues/(Expenses)</u></b>			
Investment & mortgage income	602,205	633	602,838
Interest expense	(203,764)	(1,422,277)	(1,626,041)
Amortization of loan fees	-	(13,057)	(13,057)
Gain/(Loss) on disposition of assets	(545,502)	-	(545,502)
<b>Net Nonoperating Revenues/(Expenses)</b>	<u>(147,061)</u>	<u>(1,434,701)</u>	<u>(1,581,762)</u>
<b>Net Income/(Loss) before capital contributions</b>	594,922	(3,477,359)	(2,882,437)
Capital grants/capital contributions	<u>99,956</u>	<u>7,365,411</u>	<u>7,465,367</u>
<b>Increase/(Decrease) in Net Position</b>	694,878	3,888,052	4,582,930
Prior Period Adjustment	3,686,012	0	3,686,012
Total Net Position - beginning	<u>140,926,732</u>	<u>12,790,274</u>	<u>153,717,006</u>
<b>Total Net Position - ending</b>	<u>\$ 145,307,622</u>	<u>\$ 16,678,326</u>	<u>\$ 161,985,948</u>

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



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

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

	<b>PRIMARY GOVERNMENT</b>	<b>COMPONENT UNIT</b>	<b>TOTAL (Memorandum Only)</b>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
Receipts from customers and users	\$ 22,802,177	\$ 1,578,324	\$ 24,380,501
Governmental grants & subsidy - operations	135,092,776	-	135,092,776
Payments to suppliers	(16,550,372)	(81,085)	(16,631,457)
Payments for housing assistance	(109,457,671)	-	(109,457,671)
Payments to employees	(20,748,885)	(595,669)	(21,344,554)
	<u>11,138,025</u>	<u>901,570</u>	<u>12,039,595</u>
<b>NET CASH PROVIDED/(USED) FROM OPERATING ACTIVITIES</b>			
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>			
Purchase of investments	(2,085,710)	-	(2,085,710)
Proceeds from other noncurrent assets	160,478	-	160,478
Issuance of notes receivable	(6,348,058)	-	(6,348,058)
Interest received	602,205	65	602,270
	<u>(7,671,085)</u>	<u>65</u>	<u>(7,671,020)</u>
<b>NET CASH PROVIDED/(USED) FROM INVESTING ACTIVITIES</b>			
<b><u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</u></b>			
Grant revenue - capital grants	99,956	-	99,956
Acquisition of capital assets - capital grant program	(99,956)	-	(99,956)
Acquisition of capital assets - Public Housing	(188,023)	-	(188,023)
Acquisition of capital assets - business activities	(1,104,322)	-	(1,104,322)
Acquisition of capital assets - COCC	(89,164)	-	(89,164)
Acquisition of capital assets - HCV	(36,897)	-	(36,897)
Acquisition of capital assets - DCU	-	(12,034,986)	(12,034,986)
Capital contributions received	-	7,365,411	7,365,411
Proceeds/(Payments) on mortgage & notes	(327,940)	5,690,251	5,362,311
Proceeds from disposition of capital assets	39,565	-	39,565
Interest paid	(203,764)	(1,422,277)	(1,626,041)
	<u>(1,910,545)</u>	<u>(401,601)</u>	<u>(2,312,146)</u>
<b>NET CASH PROVIDED/(USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	1,556,395	500,034	2,056,429
CASH AND CASH EQUIVALENTS AT BEGINNING OF PERIOD	<u>23,494,848</u>	<u>2,452,765</u>	<u>25,947,613</u>
CASH AND CASH EQUIVALENTS AT END OF PERIOD	<u>\$ 25,051,243</u>	<u>\$ 2,952,799</u>	<u>\$ 28,004,042</u>

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

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

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

	<b>PRIMARY GOVERNMENT</b>	<b>COMPONENT UNIT</b>	<b>TOTAL (Memorandum Only)</b>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
Net Income/(Loss) from operations	\$ 741,983	\$ (2,042,658)	\$ (1,300,675)
Adjustments to reconcile net loss to net cash provided by operating activities:			
Depreciation & amortization	9,462,413	1,590,821	11,053,234
Decrease (Increase) in accounts receivable	(185,004)	59,450	(125,554)
Decrease (Increase) in prepaid expenses	6,914	92,137	99,051
Decrease (Increase) in inventory	189,184	-	189,184
Increase (Decrease) in accounts payable	174,001	(1,855,566)	(1,681,565)
Increase (Decrease) in accrued liabilities	848,917	3,040,487	3,889,404
Increase (Decrease) in unearned revenue	75,533	(24,825)	50,708
Increase (Decrease) in other noncurrent liabilities	107,753	-	107,753
Increase (Decrease) in deferred outflows, inflows, and pension liabilities	(188,175)	-	(188,175)
Increase (Decrease) in security/trust deposits	(95,494)	41,724	(53,770)
	<u>11,138,025</u>	<u>901,570</u>	<u>12,039,595</u>
<b>NET CASH PROVIDED/(USED) FROM OPERATING ACTIVITIES</b>	<b>\$ 11,138,025</b>	<b>\$ 901,570</b>	<b>\$ 12,039,595</b>

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

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY:**

**1. Introduction:**

The Southern Nevada Regional Housing Authority (the Authority or SNVRHA) 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.

**2. Organization:**

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.

**3. Reporting Entity:**

The accompanying combined financial statements include the accounts of all Authority operations for the year ended September 30, 2018. 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.

**4. Discretely Presented Component Units:**

**Landsman Family, LLC** was formed on December 5, 2013 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.



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**4. Discretely Presented Component Units: (Cont'd)**

**Vera Johnson B, LP** was formed on January 28, 2015 as a Nevada Limited Partnership under the laws of the State of Nevada, for the purpose of acquiring, owning, operating and financing a 112 units of rental housing project known as Vera Johnson B Manor (the project). The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the managing member, Vera Johnson B, 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.

**Biegger Estates, LLC** was formed on May 2, 2016 as a Nevada limited liability company under the laws of the State of Nevada, for the purpose of acquiring, owning, operating and financing a 119 units of rental housing project known as Biegger Estates (the project). The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the managing member, Biegger Estates 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.

**Vera Johnson A Family, LLC** was formed on August 19, 2016 to rehabilitate and operate a 76-unit apartment project known as Vera Johnson A Manor. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the managing member, Vera Johnson A 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.

**5. 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**  
**Las Vegas, Nevada**

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**6. Basis of Presentation:**

The financial statements of the Authority have been prepared in conformity with Generally Accepted Accounting Principles (GAAP). The following summary of the more significant accounting policies is presented to assist the reader in interpreting these financial statements, and should be viewed as an integral part of this report.

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.

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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**6. Basis of Presentation: (Cont'd)**

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 standalone financial statements for the component units are not prepared.

**7. Basis of Accounting and Measurement Focus:**

Basis of Accounting – The Housing Board uses the accrual basis of accounting in all its funds. Under this method, revenues are recorded when earned, and expenses are recorded when liabilities are incurred, regardless of when the related cash flow takes place.

Basis of Presentation – The financial statements of the Housing Board are presented from a fund perspective. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Housing Board functions. The fund is a separate accounting entity with a self-balancing set of accounts. The accounting and financial reporting method applied by a fund is determined by the fund's measurement focus. The accounting objectives are determination of net income, financial position, and cash flows.

All assets and liabilities associated with the financial activities are included on the Statement of Net Position. Proprietary fund equity is segregated into three broad components: Net investment in capital assets, Restricted, and Unrestricted. The Housing Board uses the following fund:

Enterprise fund – This type of fund is reported using an economic resources measurement focus. Additionally, it is used to account for operations that are financed and operated in a manner similar to private businesses where a fee is charged to external users for services provided.

**8. Revenues and Expenses:**

SNVRHA distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with SNVRHA's principal ongoing operations. The principal operating revenues of SNVRHA are charges to tenants for rent and various grants and subsidies. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Subsidies received from HUD or other grantor agencies for operating purposes, are recorded as operating revenue in the operating statement while capital grant funds are added to the net position below the non-operating revenue and expense.

**9. Encumbrances:**

Encumbrances represent commitments related to unperformed contracts for goods and services. The Housing Board does not utilize encumbrance accounting.



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**10. Budgets:**

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.

**11. Inventories:**

Inventories are recorded at cost using the first in, first out (FIFO) method. If inventory falls below cost due to damage, deterioration or obsolescence, SNVRHA establishes an allowance for obsolete inventory. In accordance with the consumption method, inventory is expensed when items are actually placed in service.

**12. Capital Assets and Depreciation:**

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.

**13. Collection Losses:**

Collection losses on accounts receivable are expensed, in the appropriate Fund, using the specific write-off method.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**14. 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.

**15. 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.

**16. 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.

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.

**17. 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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**18. Inter-program Receivables and Payables:**

Inter-program receivables/payables are all either current assets or current liabilities and are the result of the use of the Revolving Fund as the common paymaster for costs of the Authority. Cash settlements are made periodically and all inter-program balances net to zero. These inter-program receivables and payables have been eliminated in preparation of the basic financial statements. The detail by program can be found in the Financial Data Schedule of Net Position.

**19. Allowance for Doubtful Accounts:**

Tenant receivables are reported net of an allowance for doubtful accounts. Management's estimate of the allowance is based on historical collection experience and a review of the current status of tenant accounts receivable. It is reasonably possible that management's estimate of the allowance will change over time.

**20. Prepaid Expenses:**

Prepaid expenses represent payments made to vendors for goods or services that will benefit periods beyond the current year end.

**21. Intangible Assets:**

According to the most recent Government Accounting Standards Board pronouncement all financing costs for the Southern Nevada Regional Housing Authority have been written off and expensed currently. Consequently, there is no amounts amortized during the year.

**22. Capitalized Interest:**

Interest expense on notes and bonds, net of interest income on related debt proceeds is capitalized during the project development period through the date of full availability. Only the interest associated specifically with debt used to construct physical structures is capitalized.

**23. Restricted Net Position:**

Certain assets may be classified as restricted on the statement of net position as their use is restricted by contracts or agreements with outside third parties and lending institutions. Restricted Net Position also includes funds for tenant security deposits restricted for application to unpaid tenant accounts or for refund to tenants.

**24. Grants and Contributions:**

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.



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**25. Unearned Revenue:**

Unearned revenue is recorded when the Authority receives funds in advance of when it has a complete legal claim to them, as when grant monies are received prior to meeting all eligibility requirements and/or the occurrence of qualifying expenditures. In this case, unearned revenue is recorded at a liability on the Statement of Net Position. Later, in subsequent periods, when both the revenue recognition criteria are met and/or when SNVRHA has complete legal claim to the resources, the liability for unearned revenue is removed from the Statement of Net Position, and revenue is then recognized.

**26. New Pronouncements:**

There were no new pronouncements implemented in the current fiscal year.

**NOTE B - 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 investments as of September 30, 2018 was \$29,537,188, and the bank balance was \$30,897,529.

**Cash and Cash Equivalents**

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

September 30, 2018, Cash and cash equivalents of the primary government and discrete component units are presented in the basic financial statements as of September 30, 2018 as follows:

	<u>Primary Government</u>	<u>Component Units</u>
	Cash and <u>Cash Equivalents</u>	Cash and <u>Cash Equivalents</u>
Unrestricted	\$ 19,816,535	\$ 1,292,261
Restricted	<u>9,720,653</u>	<u>1,660,538</u>
Total	<u>\$ 29,537,188</u>	<u>\$ 2,952,799</u>

**Investments**

The investments as of September 30, 2018 was \$4,485,945, which consisted of securities in the Bank of New York Mellon funds which are all invested in Federal Home Loan Mortgage Corporation.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE B - CASH, CASH EQUIVALENTS, AND INVESTMENTS: (Cont'd)**

**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.

**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, 2018, 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, 2018, investments in Federal Home Loan Mortgage Corporation notes represented approximately 62 percent of total investments.

***Restricted cash and cash equivalents at September 30, 2018, were as follows:***

Security deposit funds	\$ 924,796
FSS escrow funds	1,400,569
Modernization	5,626,817
Current liabilities	14,228
HAP equity	<u>1,754,243</u>
	<u>\$ 9,720,653</u>

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE C - ACCOUNTS RECEIVABLE:**

Accounts receivable, including all applicable allowances for uncollectible accounts at September 30, 2018, consisted of the following:

	Primary Government	Component Units
Tenants (net of allowance of \$46,463)	\$ 122,808	\$ 196,708
A/R - HUD	140,059	-
Other government agencies	348,240	-
A/R - miscellaneous (net of allowance of \$776,366)	661,448	-
Accrued interest receivable	21,665	-
Fraud (net of allowance of \$1,972,106)	231,653	-
	<u>\$ 1,525,873</u>	<u>\$ 196,708</u>

Note: The above receivable balance excludes \$4,597,636 of interfund receivables that have been eliminated as a result of financial statement consolidation.

**NOTE D - PREPAID EXPENSES, INVENTORY AND OTHER ASSETS:**

Prepaid expenses, inventory and other assets at September 30, 2018, consisted of the following:

	Primary Government	Component Units
Prepaid insurance and other assets	\$ 196,121	\$ 47,477
Inventory	731,909	-
	<u>\$ 928,030</u>	<u>\$ 47,477</u>

**NOTE E - 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. The balance of these Notes Receivable at September 30, 2018 was \$6,455,329.



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE E - NOTES RECEIVABLE: (Cont'd)**

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.

**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 I. The Corporation then lent the funds to the Senator Richard Bryan Limited Partnership. The loans accrue interest at 4.8% 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, \$693,000 in HOME funds and \$977,000 in low income housing tax funds (LIHTF) to be used for the construction of the Senator Richard Bryan Apartments II. The Corporation then lent the funds to the Senator Richard Bryan Limited Partnership. The loans accrue interest at 4.8% 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.

**Landsman Family, LLC** was formed on December 5, 2013 to rehabilitate and operate a 100-unit multifamily project known as Landsman Gardens Apartments. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On December 5, 2013 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 3.32% and no payments of principal will be due on or before April 1, 2055. The balance of these notes receivable at September 30, 2018 is \$2,976,000 and \$6,380,317.

**Vera Johnson B LP** was formed on January 28, 2015 to rehabilitate and operate a 112-unit multifamily project known as Vera Johnson B Manor. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On April 1, 2015 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 4.00% and 0.00% respectively with no payments of principal will be due on or before March 2, 2070. The balance of these notes receivable at September 30, 2018 is \$1,880,160 and \$0.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE E - NOTES RECEIVABLE: (Cont'd)**

***Biegger Estates LP*** was formed on May 2, 2016 to rehabilitate and operate a 119-unit multifamily project known as Biegger Estates. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On May 2, 2016 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 3.75% and 2.33% respectively with no payments of principal will be due on or before May 31, 2051. The balance of these notes receivable at September 30, 2018 is \$5,000,000 and \$700,000.

***Vera Johnson A Family, LLC*** was formed on August 19, 2016 to rehabilitate and operate a 76-unit apartment project known as Vera Johnson A Manor. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On March 1, 2017 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 4.50% with no payments of principal will be due on or before December 31, 2072. The balance of these notes receivable at September 30, 2018 is \$2,649,083 and \$600,000.

***Espinoza Terrace, LLC*** was formed on October 21, 2017 to rehabilitate and operate a 100-unit apartment project known as Espinoza Terrace. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On July 1, 2018 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 0.00% and 4.10% respectively with no payments of principal will be due on or before July 1, 2068. The balance of these notes receivable at September 30, 2018 is \$1,193,881 and \$1,966,696.

***Rose Gardens Senior LP*** was formed on September 27, 2016 to rehabilitate and operate a 120-unit apartment project known as Rose Gardens Senior Apartments. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On October 1, 2017 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 1.00% and 2.55% respectively with no payments of principal will be due on or before December 31, 2052. The balance of these notes receivable at September 30, 2018 is \$5,559,535 and \$695,000.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE E - NOTES RECEIVABLE: (Cont'd)**

As of September 30, 2018, the cumulative note receivable principal balances totaled \$39,396,001, with total accrued interest of \$4,207,070, for which all was reduced by an allowance equal to the accrued interest. Notes receivable consisted of the following:

Description	Interest rate	Issue date	Maturity	10/1/2017	Additions	Receipts	9/30/2018
<b>Honolulu Street LLC</b>							
First leasehold loan	4.68%	3/1/2006	3/1/2061	\$ 212,359	\$ -	\$ -	\$ 212,359
Second leasehold loan	4.68%	3/1/2006	3/1/2061	1,511,441	-	-	1,511,441
Third leasehold loan	1.00%	3/1/2006	3/1/2061	3,750,000	-	-	3,750,000
Fourth leasehold loan, Section 8 Reserves	1.00%	7/30/2008	8/1/2062	332,759	-	-	332,759
Fifth leasehold loan, Scat Sites Fund	4.83%	7/9/2008	1/1/2061	288,770	-	-	288,770
Federal Home Loan	1.00%	9/10/2007	9/10/2062	360,000	-	-	360,000
<b>SRB Apartments</b>							
Senator apartments I	4.80%	2/15/2006	2/15/2036	1,670,000	-	-	1,670,000
Senator apartments II	4.80%	1/16/2008	1/16/2038	1,670,000	-	-	1,670,000
<b>Landsman Family LLC</b>							
Seller's Note 1	3.32%	12/5/2013	4/1/2055	2,976,000	-	-	2,976,000
Seller's Note 2	3.32%	12/5/2013	4/1/2055	6,715,317	-	(335,000)	6,380,317
<b>Vera Johnson B LP</b>							
Acquisition Note	4.00%	4/1/2015	3/31/2070	3,700,000	-	(1,819,840)	1,880,160
Vera Johnson B LP - GAP	0.00%	4/1/2015	4/30/2070	810,285	-	(810,285)	-
<b>Biegger Estates LLP</b>							
Acquisition Note	3.75%	5/2/2016	5/31/2051	5,000,000	-	-	5,000,000
Biegger Estates LLP - GAP	2.33%	5/2/2016	5/31/2051	700,000	-	-	700,000
<b>Vera Johnson A LP</b>							
Acquisition Note	4.50%	3/1/2017	12/31/2072	-	2,649,083	-	2,649,083
Vera Johnson A LP - GAP	4.50%	3/1/2017	12/31/2072	-	600,000	-	600,000
<b>Espinoza Terrace</b>							
Bridge Promissory Note	0.00%	7/1/2018	7/1/2068	-	1,193,881	-	1,193,881
Espinoza - GAP	4.10%	7/1/2018	7/1/2068	-	1,966,696	-	1,966,696
<b>Rose Gardens Senior LP</b>							
Acquisition Note	2.55%	10/1/2017	12/31/2052	-	-	-	-
Rose Garden - Third Loan	1.00%	10/1/2017	12/31/2052	-	5,559,535	-	5,559,535
Rose Garden - Ground Lease					695,000	-	695,000
Accrued interest on notes receivable				3,340,016	867,054	-	4,207,070
Less: allowance for accrued interest				(3,340,016)	(867,054)	-	(4,207,070)
Total notes receivable				\$ 29,696,931	\$ 12,664,195	\$ (2,965,125)	\$ 39,396,001



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE F - OTHER NONCURRENT ASSETS:**

***Primary Government***

The Authority advanced funds to Landsman Family LLC, a Nevada Limited Liability Company that was formed on December 5, 2013 to rehabilitate and operate a 100-unit multifamily project, to pay for construction costs. The outstanding balance does not bear any interest and is payable out of available cash flow. The amount due as of September 30, 2018 was \$5,417.

Biegger Estates, LLC was formed on May 2, 2016 as a Nevada limited liability company under the laws of the State of Nevada, for the purpose of acquiring, owning, operating and financing a 119 units of rental housing project known as Biegger Estates. The Housing Authority has advanced the project \$184,964 for construction costs as of September 30, 2018.

On September 24, 2015 Landsman Family, LLC entered into a Developer Agreement with Affordable Housing Program, Inc. (AHP), an affiliate of the Authority. Pursuant to the Agreement, AHP will earn a total development fee of \$2,350,000 for services relating to the development of the Project. The developer fee does not accrue interest and shall be payable out of available cash flow. The amount due as of September 30, 2018 was \$1,933,037.

On March 1, 2017 Vera Johnson A Family, LLC entered into a Developer Agreement with the Southern Nevada Regional Housing Authority and Affordable Housing Program, Inc. (AHP), an affiliate of the Authority. Pursuant to the Agreement, the Housing Authority will earn a total development fee of \$633,750 for services relating to the development of the Project. As of September 30, 2018, there is an amount receivable of \$199,350 from this development.

***Component Units – Discretely Presented***

Prepaid Ground Lease includes \$1,360,000 from Landsman Family, LLC for the period of December 5, 2013 to December 4, 2112 and is amortized over the 99-year lease period, in an annual amount of \$13,737. The balance at December 31, 2017 was \$1,305,051. Additionally, there is a \$2,100,000 Ground Lease from Biegger Estates, LLC for the period of May 2, 2016 to May 31, 2115 and is amortized over the 99-year lease period, in an annual amount of \$21,212. The balance at December 31, 2017 was \$2,088,998.

As of September 30, 2018, other noncurrent assets consisted of the following:

	Primary Government	Component Units
Construction advances - Landsman	\$ 5,417	\$ -
Construction advances - Biegger Estates	184,964	-
Developer Fee - Landsman Family	1,933,037	-
Developer Fee - Vera Johnson A	199,350	-
Prepaid Ground Lease - Landsman Family	-	1,305,051
Prepaid Ground Lease - Biegger Estates	-	2,088,998
Intangible assets, net accumulated amortization	-	327,219
	<u>\$ 2,322,768</u>	<u>\$ 3,721,268</u>

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE G - CAPITAL ASSETS:**

Changes in capital assets of the primary government consisted of the following as of September 30, 2018:

	Balance at 9/30/2017	Additions/ Increases	Dispositions/ Adjustments	Balance at 9/30/2018
<b>Enterprise Activities</b>				
<b>Capital assets not being depreciated:</b>				
Land	\$ 21,097,259	\$ 14,175	\$ -	\$ 21,111,434
Construction in progress	-	-	-	-
<b>Total capital assets not being depreciated</b>	<u>21,097,259</u>	<u>14,175</u>	<u>-</u>	<u>21,111,434</u>
Buildings & improvements	278,092,587	1,049,612	(4,212,540)	274,929,659
Furniture & equipment	4,516,747	454,575	(845,201)	4,126,121
<b>Total capital assets being depreciated</b>	<u>282,609,334</u>	<u>1,504,187</u>	<u>(5,057,741)</u>	<u>279,055,780</u>
Buildings & improvements	(170,951,754)	(9,210,486)	3,671,359	(176,490,881)
Furniture & equipment	(3,127,608)	(251,927)	801,315	(2,578,220)
<b>Total accumulated depreciation</b>	<u>(174,079,362)</u>	<u>(9,462,413)</u>	<u>4,472,674</u>	<u>(179,069,101)</u>
<b>Net Book Value</b>	<u>\$ 129,627,231</u>			<u>\$ 121,098,113</u>

The following activities affected Capital Assets during the audit period:

Opening balance at October 1, 2017	\$ 129,627,231
Acquisition of Capital Assets - Capital Fund Program	99,956
Acquisition of Capital Assets - Public Housing operations	188,023
Acquisition of Capital Assets - COCC operations	89,164
Acquisition of Capital Assets - Business Activities operations	1,104,322
Acquisition of Capital Assets - Housing Choice Voucher	36,897
Dispositions, net	(585,067)
Depreciation expense	<u>(9,462,413)</u>
Balance at September 30, 2018	<u>\$ 121,098,113</u>

Changes in capital assets of the discretely presented component units consisted of the following as of December 31, 2017:

	Balance at 12/31/2016	Additions/ Increases	Dispositions/ Adjustments	Balance at 12/31/2017
<b>Capital assets not being depreciated:</b>				
Land	\$ 766,489	\$ 85,380	\$ -	\$ 851,869
Construction in progress	-	2,271,264	-	2,271,264
<b>Total capital assets not being depreciated</b>	<u>766,489</u>	<u>2,356,644</u>	<u>-</u>	<u>3,123,133</u>
Infrastructure & Land improvements	3,125,252	5,680,798	-	8,806,050
Buildings & improvements	40,734,213	3,285,998	-	44,020,211
Furniture & equipment	1,155,917	711,546	-	1,867,463
<b>Total capital assets being depreciated</b>	<u>45,015,382</u>	<u>9,678,342</u>	<u>-</u>	<u>54,693,724</u>
<b>Total accumulated depreciation</b>	<u>(1,991,319)</u>	<u>(1,590,821)</u>	<u>13,193</u>	<u>(3,568,947)</u>
<b>Total capital assets being depreciated</b>	<u>43,024,063</u>			<u>51,124,777</u>
<b>Capital assets, net</b>	<u>\$ 43,790,552</u>			<u>\$ 54,247,910</u>

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE H - ACCOUNTS PAYABLE:**

Accounts payable at September 30, 2018, consisted of the following:

	Primary Government	Component Units
Vendors and contractors payable	\$ 885,122	\$ 356,710
Accounts payable - HUD	14,040	-
PILOT	948,083	-
Tenant security deposits	<u>924,796</u>	<u>126,349</u>
	<u>\$ 2,772,041</u>	<u>\$ 483,059</u>

Note: The above payables balance excludes \$4,597,636 of interfund receivables that have been eliminated as a result of financial statement consolidation.

**NOTE I - ACCRUED LIABILITIES & OTHER CURRENT LIABILITIES:**

Other current liabilities consisted of the following as of September 30, 2018:

	Primary Government	Component Units
Accrued wages & fringes	\$ 1,332,136	\$ -
Accrued compensated absences - current portion	153,521	-
Accrued interest payable	-	1,882,854
Other accrued liabilities	-	1,562,301
Noncurrent debt - current portion	290,822	70,594
Unearned revenue	191,314	27,894
Other current liabilities	<u>239,670</u>	<u>201,198</u>
	<u>\$ 2,207,463</u>	<u>\$ 3,744,841</u>

**NOTE J - OTHER NONCURRENT LIABILITIES:**

Other noncurrent liabilities – other consisted of the following as of September 30, 2018:

	Primary Government	Component Units
FSS Escrow Liability	\$ 1,400,569	\$ -
Developer fee payable	-	3,032,237
Accrued compensated absences - noncurrent	1,708,515	-
Accrued pension & OPEB liability	<u>29,308,296</u>	<u>-</u>
	<u>\$ 32,417,380</u>	<u>\$ 3,032,237</u>



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE J - OTHER NONCURRENT LIABILITIES: (Cont'd)**

The following is a summary of the primary government activity for the year:

	Balance at	Increases	Decreases	Balance at	Current
FSS Escrow Liability	\$ 1,292,816	\$ 778,296	\$ (670,543)	\$ 1,400,569	\$ -
Compensated absences	1,932,943	467,103	(538,010)	1,862,036	153,521
Net pension liability	<u>26,449,939</u>	<u>2,858,357</u>	<u>-</u>	<u>29,308,296</u>	<u>-</u>
	<u>\$ 29,675,698</u>	<u>\$ 4,103,756</u>	<u>\$ (1,208,553)</u>	<u>\$ 32,570,901</u>	<u>\$ 153,521</u>

**NOTE K - LONG-TERM DEBT - Primary Government:**

A summary of changes of the primary government's long-term debt for the year ended September 30, 2018, is presented below.

	Balance 9/30/2017	Adjustments	Payments/ Decreases	Balance 9/30/2018	Current Portion
Mortgage Note Payable - Wells Fargo	\$ 1,685,288	\$ -	\$ (199,380)	\$ 1,485,908	\$ 210,120
Operating Note - Wells Fargo	921,686	-	(67,679)	854,007	67,680
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	360,000	-	-	360,000	-
Note Payable - Phone Loan	48,803	-	(48,803)	-	-
Home Rental Income Fund	219,615	-	(12,078)	207,537	13,022
Promissory Note - City National Bank	<u>1,000,000</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>	<u>-</u>
	<u>\$ 7,575,392</u>	<u>\$ -</u>	<u>\$ (327,940)</u>	<u>\$ 7,247,452</u>	<u>\$ 290,822</u>

***Wells Fargo Bank (Business Activities- Affordable Housing Program)***

On May 16, 2007, the Southern Nevada Regional Housing Authority entered into an agreement to fund two promissory notes with Wells Fargo Bank for a total of up to \$5,800,000 to refinance an existing note and provide construction funds for the expansion of Robert Gordon Plaza and Rulon Earl mobile home parks:

Note 1 - The note bears interest at a variable rate of the 30-day LIBOR rate plus 1.25% (interest rate was 6.98% at August 14, 2006 with monthly principal payments of \$2,880 commencing in May 2007 and increasing to \$10,330 upon maturity in May 2027 (monthly principal payments were \$5,640 at September 30, 2018). The note is secured by a deed of trust on Robert Gordon Plaza. Total interest expense associated with this note for the year was \$61,664. The outstanding balance at June 30, 2018 is \$854,007.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE K - LONG-TERM DEBT – Primary Government: (Cont'd)**

Southern Nevada Regional Housing Authority has entered into an interest rate swap agreement with an original notional amount of \$1,420,526 that limits the variable interest cash flow exposure on the loan for a period of twenty years from the date issued, with a maturity date of May 16, 2027. Under the interest rate swap agreement, Southern Nevada Housing Authority, LLC pays or receives on a monthly basis an amount based on the notional amount, \$921,686 at September 30, 2018, multiplied by the positive or negative differential from the fixed rate of 6.77%. As of September 30, 2018, the fair value of the interest rate swap obligation was \$101,362, a decrease of \$69,202 during the year.

Note 2 - The note bears interest at a variable rate of the 30-day LIBOR rate plus 1.25% (interest rate was 6.98% at August 14, 2006) with monthly principal payments of \$2,880 commencing in May 2007 and increasing to \$10,330 upon maturity in May 2027 (monthly principal payments were \$17,050 at September 30, 2018). The note is secured by a deed of trust. Total interest expense associated with this note for the year was \$83,902. The outstanding balance at September 30, 2018, is \$1,485,908.

Southern Nevada Regional Housing Authority has entered into an interest rate swap agreement with an original notional amount of \$4,200,000 that limits the variable interest cash flow exposure on the loan for a period of twenty years from the date issued, with a maturity date of February 16, 2028. Under the interest rate swap agreement, Southern Nevada Housing Authority, LLC pays or receives on a monthly basis an amount based on the notional amount, \$2,731,100 at September 30, 2018, multiplied by the positive or negative differential from the fixed rate of 5.26. As of September 30, 2018, the fair value of the interest rate swap obligation was \$305,323, a decrease of \$200,102 during the year.

**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 I. The Corporation then lent the funds to the Senator Richard Bryan Limited Partnership. The loans bear interest at 4.8%. 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, \$693,000 in HOME funds and \$977,000 in low income housing tax funds (LIHTF) to be used for the construction of the Senator Richard Bryan Apartments II. The Corporation then lent the funds to the Senator Richard Bryan Limited Partnership. The loans bear interest at 4.8%. 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**  
Las Vegas, Nevada

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE K - LONG-TERM DEBT – Primary Government: (Cont’d)**

**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 – Phone Loan:** 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 \$4,501 including principal and interest. Final maturity date was August 30, 2018. The remaining balance at September 30, 2018 is \$0.

**Home Rental Income Fund:** The promissory notes payable of \$335,000 was issued on April 16, 1999 with Citibank and requires monthly payments of \$2,353.85, which includes both principal and interest. The loan bears interest at 7.55% and matures on June 1, 2029. The remaining balance at September 30, 2018 is \$207,537.

**Promissory Note – City National Bank:** On October 1, 2015 the Authority entered into a loan agreement with City National Bank (formally the Federal Home Loan Bank of San Francisco) for \$1,000,000 to be used for the rehabilitation of Landsman Gardens Apartments. The Authority then lent the funds to Landsman Family LLC. The loan is non-interest bearing and no payments of principal will be due on or before September 30, 2055 so long as the property is maintained as low-income and is in compliance with the Federal Home Loan Bank Affordable Housing Program. No payment shall be required on the maturity date if no default or breach has occurred and is continuing under this Note for the retention period commencing on the date of completion of the Project as determined by the FHLB in its discretion and ending fifteen (15) years after same date.

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

		<u>Principal</u>		<u>Interest</u>		<u>Payment</u>
2019	\$	290,822	\$	29,978	\$	320,800
2020		312,900		28,161		341,061
2021		331,397		26,512		357,909
2022		350,940		24,566		375,506
2023		371,716		22,303		394,019
2024-2028		889,677		44,484		934,161
Thereafter		<u>4,700,000</u>		<u>10,111</u>		<u>4,710,111</u>
	\$	<u>7,247,452</u>	\$	<u>186,114</u>	\$	<u>7,433,566</u>



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE L - LONG-TERM DEBT – Discretely Presented Component Units:**

Notes and mortgages payable for *Landsman Family, LLC*, consist of the following as of December 31, 2017:

	Balance 12/31/2016	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2017	Current Portion
Building Loan Agreement - PNC Bank	\$ 3,818,774	\$ -	\$ (33,006)	\$ 3,785,768	\$ 37,631
HOME Loan - City of Henderson	97,404	335,068	-	432,472	-
SNRHA Sellers Note	2,969,147	583	-	2,969,730	-
SNRHA Note	5,699,852	-	(335,000)	5,364,852	-
AHP Note	996,751	235	-	996,986	-
	<u>\$ 13,581,928</u>	<u>\$ 335,886</u>	<u>\$ (368,006)</u>	<u>13,549,808</u>	<u>\$ 37,631</u>
Interest payable - long term				<u>1,297,228</u>	
Total notes and mortgages payable				<u>\$ 14,847,036</u>	

**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.

**Southern Nevada Regional Housing Authority Seller Note:** The loan for \$2,976,000 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. The Seller Note is due and payable from Surplus Cash.

**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. The Seller Note is due and payable from Surplus Cash. As of December 31, 2017, the outstanding loan balance was \$5,364,852.

**Southern Nevada Regional Housing Authority AHP Note:** The loan for \$1,000,000 bears no interest and matures on September 30, 2055. The loan is secured by an acquisition deed of trust on the property referred to as Landsman Garden Apartments. The Seller Note is due and payable from Surplus Cash.

Notes and mortgages payable for *Vera Johnson B, LP*, consist of the following as of December 31, 2017:

	Balance 12/31/2016	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2017	Current Portion
Mortgage payable, net	\$ 2,060,417	\$ -	\$ (23,502)	\$ 2,036,915	\$ 32,963
SNRHA authority note	697,555	-	(697,555)	-	-
SNRHA acquisition note	3,700,000	-	(1,819,840)	1,880,160	-
Nevada HAND, Inc.	990,000	10,000	-	1,000,000	-
	<u>\$ 7,447,972</u>	<u>\$ 10,000</u>	<u>\$ (2,540,897)</u>	<u>4,917,075</u>	<u>\$ 32,963</u>
Interest payable - long term				<u>96,396</u>	
Total notes and mortgages payable				<u>\$ 5,013,471</u>	

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)**

**Mortgage Payable:** Pursuant to the Amended and Restated Loan Agreement dated November 23, 2016, JPMorgan Chase Bank, N.A. agreed to convert a portion of the construction loan into a permanent loan in the amount of \$2,200,000. The loan bears an interest rate at 5.14% annually. Interest and principal payments of \$12,100 are due monthly. Pursuant to the loan agreement, the loan is secured by the Deed of Trust. The loan shall mature on November 21, 2034. As of December 31, 2017, the balance outstanding was \$2,036,915.

**Note Payable - SNVRHA authority note:** Pursuant to the Authority Note dated April 1, 2015, Southern Nevada Regional Housing Authority, an affiliate of the General Partner, loaned \$810,285 to the Partnership. The loan bears no interest and is payable from net cash flow as defined in the Partnership Agreement. The loan shall mature on April 30, 2070. As of December 31, 2017, the balance was satisfied in full.

**Note Payable - SNVRHA authority acquisition note:** Pursuant to the Authority Acquisition Note dated April 1, 2015, Southern Nevada Regional Housing Authority loaned \$3,700,000 to the Partnership. The loan accrues and compounds annually at four percent interest. Pursuant to the Authority Loan Omnibus Amendment dated November 22, 2016, the interest rate was amended to seven percent. Annual interest and principal payments will be made from available cash flow. Any remaining unpaid principal and interest shall be due and payable in full on March 31, 2070. As of December 31, 2017, the balance outstanding was \$1,880,160. As of December 31, 2017, the accrued interest was \$11,539.

**Note payable - Nevada HAND, Inc.:** During 2015, Nevada HAND, Inc., received funds from the City of Las Vegas (the "City") in the amount of \$1,000,000. Pursuant to the Promissory Note for HOME Funds dated April 1, 2015, Nevada HAND, Inc. loaned \$1,000,000 of HOME funds to the Partnership. The note is secured by the deed of trust of the Project. The loan bears compounding interest at 4%. The maturity date of the loan shall December 31, 2071. Payments of principal and interest will be made from available cash flow. As of December 31, 2017, the balance outstanding was \$1,000,000. As of December 31, 2017, accrued interest was \$75,258.

Notes and mortgages payable for **Biegger Estates, LLC**, consist of the following as of December 31, 2017:

	Balance 12/31/2016	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2017	Current Portion
Chase Loan, net	\$ 2,763,616	\$ 6,225,073	\$ -	\$ 8,988,689	\$ -
SNRHA gap note	694,928	60	-	694,988	-
SNRHA seller note	4,981,004	-	-	4,981,004	-
	<u>\$ 8,439,548</u>	<u>\$ 6,225,133</u>	<u>\$ -</u>	<u>14,664,681</u>	<u>\$ -</u>
Interest payable - long term				<u>373,235</u>	
Total notes and mortgages payable				<u>\$ 15,037,916</u>	

**Notes payable - Chase:** On May 2, 2016, the Company entered into a fixed rate note in the amount of \$2,250,000 (the "Fixed Rate Loan") and a variable rate note in the amount of \$10,400,000 (the "Variable Rate Loan") (collectively, the "Chase Loan") with JPMorgan Chase Bank, N.A. ("Chase"). The Chase Loan is secured by a deed of trust on the Project and the balance as of December 31, 2017 was \$8,988,689.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)**

**Notes payable - SNVRHA gap note:** Ori May 2, 2016, the Company entered into a loan agreement with the Southern Nevada Regional Housing Authority ("SNVRHA"), an affiliate of the Managing Member, in the amount of \$700,000 (the "Gap Note"). The Gap Note bears interest at a rate of 2.33% per annum, compounded annually. The Gap Note is secured by a deed of trust on the Project and matures on May 31, 2051. Commencing on May 2, 2016, annual payments of interest shall be payable only to the extent available from cash flow, as defined in the Operating Agreement. For the Period, interest expense was \$16,595, of which \$1,188 was capitalized to fixed assets. As of December 31, 2017, the accrued interest was \$27,468 and the balance of the note was \$694,988.

**Notes payable - SNVRHA seller note:** On May 2, 2016, the Company entered into a loan agreement with SNVRHA in the amount of \$5,000,000 (the "Seller Note"). The Seller Note bears interest at a rate of 3.75% per annum, compounded annually. The Seller Note is secured by a deed of trust on the Project and matures on May 31, 2051. Commencing on May 2, 2016, annual payments of interest shall be payable only to the extent available from cash flow, as defined in the Operating Agreement. For the Period, interest expense was \$192,544, of which \$13,722 was capitalized to fixed assets. As of December 31, 2017, the accrued interest was \$317,544 and the balance of the note was \$4,981,004.

Notes and mortgages payable for *Vera Johnson A Family, LLC*, consist of the following as of December 31, 2017:

	Balance 12/31/2016	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2017	Current Portion
JPMC Note	\$ -	\$ 948,849	\$ -	\$ 948,849	\$ -
SNRHA Loans	-	3,217,880	-	3,217,880	-
	<u>\$ -</u>	<u>\$ 4,166,729</u>	<u>\$ -</u>	4,166,729	<u>\$ -</u>
Interest payable - long term				115,995	
Total notes and mortgages payable				<u>\$ 4,282,724</u>	

**Notes payable - JPMC:** On March 27, 2017, the Company obtained a construction loan from JPMorgan Chase Bank, N.A. ("JPMC") in the amount of \$6,266,274 (the "Construction Loan"). This loan bears interest at prime minus 1.15% per annum and matures on September 27, 2018. The loan is secured by a deed of trust on the Project. During the period, interest expense was \$3,842, of which \$2,918 was capitalized to fixed assets. As of December 31, 2017, the balance was \$948,849 and accrued interest was \$2,632.

**Notes payable - SNRHA Loans:** On March 1, 2017, the Company entered into a loan agreement with SNRHA in the amount of \$600,000 (the "Gap Note") which bears interest at 4.5% per annum, compounded annually. The Company also entered into a second loan agreement with SNRHA in the amount of \$2,649,083 (the "Acquisition Note") which bears interest at 4.5% per annum, compounded annually. The Gap Note and Acquisition Note (collectively, the "SNRHA Loans") are secured by a deed of trust on the Project and mature on December 31m 2071. For the period, interest expense on the SNRHA Loans was \$113,116, of which \$49,005 was capitalized to fixed assets. As of December 31, 2017, the balance was \$3,217,880 and accrued interest was \$113,363.



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE M - OTHER NONCURRENT LIABILITIES - Discretely Presented Component Units:**

**Landsman Family, LLC - Developer Fee:** On September 24, 2015 Landsman Family, LLC entered into a Developer Agreement with Affordable Housing Program, Inc. (AHP), an affiliate of the Authority. Pursuant to the Agreement, AHP will earn a total development fee of \$2,350,000 for services relating to the development of the Project. The developer fee does not accrue interest and shall be payable out of available cash flow. As of December 31, 2017, the outstanding developer fee of \$1,706,041 remained payable.

**Vera Johnson B, LP - Developer Fee:** Pursuant to the Development Fee Agreement dated April 1, 2015, Nevada HAND, Inc., an affiliate of the General Partner, will receive a developer fee of \$1,266,193. Any outstanding principal balance of the developer fee shall bear no interest. A portion of the fee is to be paid from capital contributions according to the schedule provided in the Partnership Agreement and the remainder is to be paid out of available cash flow as defined in the Partnership Agreement. The total development fee earned as of December 31, 2017 was \$1,266,193. As of December 31, 2017, the developer fee was paid in full.

**Biegger Estates, LLC - Developer Fee:** On May 2, 2016 the Company entered into a Developer Agreement with Affordable Housing Program, Inc. (AHP), an affiliate of the Authority. Pursuant to the Agreement, AHP will earn a total development fee of \$1,400,000 for services relating to the development and oversight of the Project. The developer fee does not accrue interest and shall be payable out of available cash flow. As of December 31, 2017, the outstanding developer fee of \$1,060,396 remained payable.

**Vera Johnson A Family, LLC - Developer Fee:** Pursuant to the Operating Agreement, the Company shall pay SNRHA and Affordable Housing Program, Inc. ("AHP"), affiliates of the Managing Member, a development fee in the amount of \$845,000. The development fee shall be paid 75% to NRHA and 25% to AHP for their development services rendered in connection with the construction of the Project. As of December 31, 2017, a developer fee in the amount of \$422,500 was capitalized to fixed assets and \$265,800 remained payable.

**NOTE N - RESTRICTIONS AND DESIGNATION ON NET POSITION:**

The Authority has cash and cash equivalents restricted by grantors and lending agencies for specified programs. These funds are temporarily restricted until used for the program purpose for the time period required by the grant or the program purpose as specified by the lender. The designation and restrictions on Net Position was for the following purposes at September 30, 2018:

	<u>Primary Government</u>	<u>Component Units</u>	<u>Total</u>
Modernization	\$ 5,127,859	\$ -	\$ 5,127,859
Housing Choice Vouchers - HAP Equity	1,754,243	-	1,754,243
Other reserves	-	1,338,282	1,338,282
Replacement reserves	-	134,259	134,259
Insurance/MIP escrows	-	66,466	66,466
	<u>\$ 6,882,102</u>	<u>\$ 1,539,007</u>	<u>\$ 8,421,109</u>

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE O - RISK MANAGEMENT:**

The Housing Board is exposed to various risks of losses related to torts; theft or, damage to, and destruction of assets; error and omissions; injuries to employees; and natural disasters. Claims liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. There were no claims in excess of commercial coverage during the previous three years. These losses include an estimate of claims that have been incurred but not reported. At September 30, 2018, there were no liabilities to be reported.

**NOTE P - 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 Q - DEFERRED INFLOW:**

The Deferred Inflow as of September 30, 2018 consists of the following items:

Landsman Family, LLC - Ground Lease - Note F	\$ 1,305,051
Biegger Estates, LLC - Ground Lease - Note F	2,064,700
Rose Garden - Ground Lease - Note E	695,000
Wells Fargo - Interest Swap Agreement - Note K	101,362
Wells Fargo - Interest Swap Agreement - Note K	305,323
Accrued pension obligation - Note R	<u>6,366,702</u>
	\$ <u>10,838,138</u>

**NOTE R - EMPLOYEES RETIREMENT PLAN:**

**Plan Description**

The Authority contributes to 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. The System is administered to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earnings capacities have been removed or substantially impaired by age or disability.

**Benefits Provided**

Benefits, as required by the Nevada Revised Statutes (NRS or statute), are determined by the number of years of accredited service at time of retirement and the member's highest average compensation in any 36 consecutive months with special provisions for members entering the System on or after January 1, 2010. Benefit payments to which participants or their beneficiaries may be entitled under the plan include pension benefits, disability benefits, and survivor benefits.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**

(Continued)

**NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)**

Monthly benefit allowances for members are computed as 2.5% of average compensation for each accredited year of service prior to July 1, 2001. For service earned on and after July 1, 2001, this multiplier is 2.67% of average compensation. For members entering the System on or after January 1, 2010, there is a 2.5% multiplier. The System offers several alternatives to the unmodified service retirement allowance which, in general, allow the retired employee to accept a reduced service retirement allowance payable monthly during his or her lifetime and various optional monthly payments to a named beneficiary after his or her death. Post-retirement increases are provided by authority of NRS 286.575-.579.

**Contributions**

The Authority, for establishing and amending the obligation to make contributions and member contribution rates, is set by statute. New hires, in agencies which did not elect the Employer-Pay Contribution (EPC) plan prior to July 1, 1983, have the option of selecting one of two contribution plans. Contributions are shared equally by employer and employee. Employees can take a reduced salary and have contributions made by the employer (EPC) or can make contributions by a payroll deduction matched by the employer.

The System's basic funding policy provides for periodic contributions at a level pattern of cost as a percentage of salary throughout an employee's working lifetime in order to accumulate sufficient assets to pay benefits when due.

The System receives an actuarial valuation on an annual basis indicating the contribution rates required to fund the System on an actuarial reserve basis. Contributions actually made are in accordance with the required rates established by the Nevada Legislature. These statutory rates are increased/decreased pursuant to NRS 286.421 and 286.450.

The actuary funding method used is the Entry Age Normal Cost Method. It is intended to meet the funding objective and result in a relatively level long-term contributions requirement as a percentage of salary.

For the fiscal year ended June 30, 2018 the Statutory Employer/employee matching rate was 14.57% for Regular and the Employer-pay contribution (EPC) rate was 28.02%.

**Net Pension Liability**

The Authority's net pension liability (NPL) of \$29,308,296 was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The net pension liability is allocated among all employers which includes the State and participating agencies.

**Actuarial Assumptions**

Inflation rate	2.75%	Investment rate of return	7.50%
Payroll Growth	5.00%	Productivity pay increase	0.50%
Projected salary increases	Regular: 4.25% to 9.15%, depending on services, rates include inflation and productivity increases		
Consumer Price Index	2.75%		
Other assumptions	Same as those used in the June 30, 2018 funding actuarial valuation		



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)**

**Actuarial Cost Method**

The Entry Age Normal actuarial funding method is used to determine costs. Under this funding method, the total employer contribution rate consists of two elements: the normal cost rate and the unfunded actuarial liability (UAL) rate.

The individual entry age normal method is used to determine liabilities. Under the individual entry age normal method, a normal cost rate is calculated for each employee. This rate is determined by taking the value, as of age at entry into the plan, of the member's projected future benefits, and dividing it by the value, also as of the member's entry age, of his or her expected future salary. The normal cost for each employee is the product of his or her pay and his or her normal cost rate. The normal cost for the group is the sum of the normal costs for all members.

Experience gains and losses, i.e. decreases or increases in liabilities and/or in assets when actual experience differs from the actuarial assumptions, affect the unfunded actuarial accrued liability.

**Asset Valuation Method**

The actuarial valuation employs a technique for determining the actuarial value of assets which dampens the swing in the market value. The specific technique adopted in this valuation is a 5-year smoothed market.

**Amortization**

The net pension liability of the System is amortized over separate 30-year period amortization layers based on the valuations during which each separate layer previously established.

Significant actuarial assumptions employed by the actuary for funding purposes as of June 30, 2018 are as follows:

*Investment Rate of Return* – 7.50% per annum, compounded annually including 2.75% for inflation.

*Salary Increases, Merit and Inflation* – 4.25% to 9.15% per year.

*Mortality Rates* – For active members and non-disabled retirees, the RP2000 Tables projected forward to 2018 using Scale AA are used; for all recipients of disability benefits, the Revenue Ruling 96-7 Disabled Mortality Table for Males and Females is used.

The long-term expected rate of return on pension plan assets was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major class of assets. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2018 are summarized in the following table.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)**

Asset Class	Target Allocation	Long Term Expected Rate of Return
Domestic Equity	42%	6.60%
International Equity	18%	7.37%
Domestic Fixed Income	30%	36.00%
Private Markets	10%	varies

As of June 30, 2018, PERS' long-term inflation assumption was 2.75%.

***Discount Rate***

The discount rate used to measure the collective total pension liability was 7.50% for 2018 for the System. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer and non-employer entity contributions will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following presents the Authority's proportionate share of the net pension liability calculated using the discount rate of 7.50%, as well as what the Authority share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1.0% Decrease (6.50%)	Current Discount Rate (7.50%)	1.0% Increase (8.50%)
PERS' Net Pension Liability	\$ 44,693,965	\$ 29,308,296	\$ 16,523,701

***Pension expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

For the year ended September 30, 2018, the Authority recognized pension expense of \$1,291,858. At September 30, 2018, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)**

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between actual and expected experience	\$ -	\$ 1,360,408
Changes in assumptions	1,544,362	-
Difference between projected and actual earnings on pension plan investments	918,147	139,536
Changes in proportion differences between employer contributions and proportionate share of contributions	2,582,824	4,866,758
Difference between actual and expected contributions	-	-
Contributions paid subsequent to the measurement date - FY 2017	645,968	-
Total	\$ 5,691,301	\$ 6,366,702

The \$645,968 reported as deferred outflows of resources related to pensions resulting from the Authority contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended September 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30:	Amount recognized in Pension Expense as an increase or (decrease) to Pension Expense
2019	\$ (220,228)
2020	\$ (220,228)
2021	\$ (220,228)
2022	\$ (220,228)
2023	\$ (220,228)
2024	\$ (220,228)
thereafter	\$ -

**Additional Financial and Actuarial Information**

Additional financial and actuarial information with respect to the System can be found in the Nevada PERS' 2018 Comprehensive Annual Financial Report available online at [www.nvpers.org](http://www.nvpers.org) or by contacting the System at (775) 687-4200.



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**  
(Continued)

**NOTE S - IMPAIRMENT OF CAPITAL ASSETS:**

GASB Statement No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, establishes accounting and financial reporting standards for impairment of capital assets. Under the provisions of the statement, prominent events or changes in circumstances affecting capital assets are required to be evaluated to determine whether impairment of a capital asset has occurred. Impaired capital assets that will no longer be used should be reported at the lower of carrying value or fair value. Impairment of capital assets with physical damage generally should be measured using the restoration cost approach, which uses the estimated cost to restore the capital asset to identify the portion of the historical cost of the capital asset that should be written-off. No such impairment loss was incurred during the current year.

**NOTE T - ECONOMIC DEPENDENCY:**

The Housing Board received approximately 85% of its revenue from HUD. If the amount of revenue received from HUD falls below critical levels, The Housing Board's operating reserves could be adversely affected. Both the Housing Board Owned Housing Program and the Section 8 Program are economically dependent on annual contributions and grants from HUD.

**NOTE U - PRIOR PERIOD ADJUSTMENTS:**

**Primary Government**

**Low Rent Program – AMP 404**

Beginning net position of the Authority as of September 30, 2017 was restated for prior period adjustments. The net position increased by \$436,929. The adjustment principally related to the reclassification of Capital Fund Program costs that were a source to fund the Espinoza Terrace's, a RAD conversion project, Authority Gap promissory note.

**Low Rent Program – AMP 412**

Beginning net position of the Authority as of September 30, 2017 was restated for prior period adjustments. The net position increased by \$3,249,083. The adjustment principally related to the recording of notes receivable for Vera Johnson Manor A's, a LIHTC mixed finance project, Authority Gap and Acquisition notes, dated March 1, 2017.

**NOTE V - COMMITMENTS & CONTINGENCIES:**

The Authority is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Claims liabilities are reported when it is probably that a loss has occurred and the amount of that loss can be reasonably estimated. At September 30, 2018, there were no contingent liabilities to be reported. The entity is subject to possible examinations made by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refunds by the entity to federal grantors and/or program beneficiaries. There were no examinations conducted during the current year.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**

(Continued)

**NOTE W - SUBSEQUENT EVENTS:**

Events that occur after the statement of net position date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the statement of net position are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the statement of net position date require disclosure in the accompanying notes. Management evaluated the activity of the SNVRHA through June 25, 2019 (the date the financial statements were available to be issued) and concluded that there are no additional items that need to be addressed.

**NOTE X - SUPPLEMENTARY INFORMATION:**

The supplementary information has been included in order to show the financial statements of the Housing Board on the GAAP basis of accounting but in the format of the HUD Handbook 7476.3, *Audit Guide*. This is due to the fact that some supplementary information is reviewed by the field office and provides greater detail concerning the operations of the Housing Board.

**NOTE Y - PARTNERSHIP CAPITAL CONTRIBUTIONS:**

The Discretely Presented Component Unit had a partnership capital contribution of \$7,365,411 during this fiscal year end as noted in the financials.

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

**SINGLE AUDIT SECTION**

**FISCAL YEAR ENDED SEPTEMBER 30, 2018**





**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**

*INDEPENDENT AUDITOR'S REPORT*

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

San Francisco Regional Office  
Public Housing Division  
One Sansome Street, Suite 1200  
San Francisco, CA 94104

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 business-type activities and the aggregate discretely presented component units of the Southern Nevada Regional Housing Authority, as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Southern Nevada Regional Housing Authority's basic financial statements, and have issued our report thereon dated June 25, 2019. Our report includes a reference to other auditors who audited the financial statements of Landsman Family, LLC, Vera Johnson B, LP, Biegger Estates, LLC and Vera Johnson A Family, LLC, as of December 31, 2017, as described in our report on the Authority's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

**Internal Control Over Financial Reporting**

Management of the Southern Nevada Regional Housing Authority is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit of the financial statements, we considered the Housing 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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing 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 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 Southern Nevada Regional Housing 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 the 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 results of that testing, and not to provide an opinion on the effectiveness of the entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
Rector, Reeder & Lofton, PC  
Certified Public Accountants

Lawrenceville, Georgia  
June 25, 2019



## REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE

### INDEPENDENT AUDITOR'S REPORT

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

San Francisco Regional Office  
Public Housing Division  
One Sansome Street, Suite 1200  
San Francisco, CA 94104

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

We have audited the Southern Nevada Regional Housing Authority's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Southern Nevada Regional Housing Authority's major federal programs for the year ended September 30, 2018. The Southern Nevada Regional Housing Authority's major federal programs are identified in the summary of auditor's 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 each of its major federal programs.

#### Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Southern Nevada Regional Housing 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 the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) 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 Southern Nevada Regional Housing 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 on the Southern Nevada Regional Housing Authority's compliance with those requirements.

#### Opinion on Each Major Federal Program

In our opinion, the Southern Nevada Regional Housing Authority complied, in all material respects, with the 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, 2018.



## Report on Internal Control Over Compliance

The management of the Southern Nevada Regional Housing 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 Southern Nevada Regional Housing Authority's internal control over compliance with the types of requirements that could have a direct and material effect on a 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 Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), 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 Housing 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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 results of that testing based on the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Accordingly, this report is not suitable for any other purpose.

  
Rector, Reeder & Lofton, PC  
Certified Public Accountants

Lawrenceville, Georgia  
June 25, 2019

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

**STATUS OF PRIOR AUDIT FINDINGS**

The prior audit report for the period ended September 30, 2017 contained no formal audit findings.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Section I – Summary of Auditor’s Results:**

**Financial Statements**

Type of report issued on the financial statements:	<b>Unmodified</b>
Internal control over financial reporting:	
Material weakness(es) identified?	<b>No</b>
Significant deficiency(ies) identified not considered to be material weaknesses?	<b>None reported</b>
Noncompliance material to the financial statements noted?	<b>No</b>

**Federal Awards**

Internal controls over major programs:	
Material weakness(es) identified?	<b>No</b>
Significant deficiency(ies) identified not considered to be material weaknesses?	<b>None reported</b>

Type of report issued on the compliance for major programs:	<b>Unmodified</b>
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Any audit findings disclosed that are required to be reported under 2 CFR §200.516(a)?	<b>No</b>
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Identification of major programs:	
-CFDA #14.850	Public and Indian Housing
-CFDA #14.871	Section 8 Housing Choice Vouchers
-CFDA #14.872	Public Housing Capital Fund Program

Dollar threshold used to distinguish between Type A and Type B programs:	<b>\$3,000,000</b>
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Low Risk Auditee under 2 CFR §200.520?	<b>No</b>
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**Section II – Findings related to the Financial Statements required to be reported in accordance with GAGAS**

*(None noted)*

**Section III – Federal Award Findings and Questioned Costs**

*(None noted)*

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

**SUPPLEMENTAL INFORMATION**

**FISCAL YEAR ENDED SEPTEMBER 30, 2018**



**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**FINANCIAL DATA SUBMISSION SUMMARY  
NET POSITION ACCOUNTS  
September 30, 2018**

<u>Account Description</u>	Business Activities	Component Unit Discretely Presented	Blended Component Unit	Public and Indian Housing 14.850	PIH Family Self-Sufficiency Program 14.896	Section 8 Housing Choice Vouchers 14.871
<b>ASSETS:</b>						
<b>CURRENT ASSETS:</b>						
Cash:						
Cash - unrestricted	\$ 0	\$ 1,292,261	\$ 2,000,582	\$ 9,751,512	\$ 0	\$ 3,297,698
Cash - restricted - modernization	0	0	0	0	0	0
Cash - other restricted	498,958	1,539,007	0	5,402,323	0	2,880,348
Cash - restricted current liabilities	0	0	0	0	0	0
Cash - tenant security deposits	390,140	121,531	0	534,656	0	0
<b>Total Cash</b>	<b>889,098</b>	<b>2,952,799</b>	<b>2,000,582</b>	<b>15,688,491</b>	<b>0</b>	<b>6,178,046</b>
Accounts and notes receivables:						
Accounts receivable - PHA projects	0	0	0	0	0	614,504
Accounts receivable - HUD	0	0	0	128,912	0	0
Accounts receivable - other government	0	0	0	13,195	169,878	0
Accounts receivable - miscellaneous	4,798	0	0	17,189	0	674,860
Accounts receivable - tenants rents	85,091	196,708	0	84,180	0	0
Allowance for doubtful accounts - tenants	(19,091)	0	0	(27,372)	0	0
Allowance for doubtful accounts - other	0	0	0	0	0	(765,351)
Notes receivable - current	0	0	0	0	0	0
Fraud recovery	0	0	0	30,270	0	2,173,489
Allowance for doubtful accounts - fraud	0	0	0	0	0	(1,972,106)
Accrued interest receivable	212	0	0	14,851	0	6,602
<b>Total receivables - net</b>	<b>71,010</b>	<b>196,708</b>	<b>0</b>	<b>261,225</b>	<b>169,878</b>	<b>731,998</b>
Current investments:						
Investments - unrestricted	0	0	0	3,293,585	0	1,192,360
Investments - restricted	0	0	0	0	0	0
Prepaid expenses and other assets	10,994	47,477	2,660	123,669	0	29,444
Inventories	184,514	0	0	513,221	0	0
Allowance for obsolete inventories	0	0	0	0	0	0
Assets held for sale	0	0	0	0	0	0
Interprogram due from	0	0	1,539,010	0	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>1,155,616</b>	<b>3,196,984</b>	<b>3,542,252</b>	<b>19,880,191</b>	<b>169,878</b>	<b>8,131,848</b>
<b>NONCURRENT ASSETS:</b>						
Capital Assets:						
Land	3,008,759	851,869	0	17,886,856	0	0
Buildings	49,418,855	44,020,211	0	201,630,673	0	0
Furniture & equipment - dwelling	0	391,709	0	0	0	0
Furniture & equipment - admin	478,026	1,475,754	0	1,506,145	0	458,674
Improvements	0	0	0	14,175,094	0	1,238,468
Construction in process	0	2,271,264	0	0	0	0
Infrastructure	664,005	8,806,050	0	3,431,176	0	0
Accumulated depreciation	(22,621,385)	(3,568,947)	0	(150,401,404)	0	(708,869)
<b>Total capital assets - net</b>	<b>30,948,260</b>	<b>54,247,910</b>	<b>0</b>	<b>88,228,540</b>	<b>0</b>	<b>988,273</b>
Notes receivable - noncurrent	1,723,800	0	7,450,000	29,889,442	0	332,759
Other assets	199,350	3,721,268	1,933,037	190,381	0	0
Investment in joint ventures	0	0	0	0	0	0
<b>TOTAL NONCURRENT ASSETS</b>	<b>32,871,410</b>	<b>57,969,178</b>	<b>9,383,037</b>	<b>118,308,363</b>	<b>0</b>	<b>1,321,032</b>
<b>DEFERRED OUFLOW OF RESOURCES</b>	<b>710,137</b>	<b>0</b>	<b>0</b>	<b>2,035,294</b>	<b>0</b>	<b>1,684,935</b>
<b>TOTAL ASSETS &amp; DEFERRED OUFLOW OF RESOURCES</b>	<b>\$ 34,737,163</b>	<b>\$ 61,166,162</b>	<b>\$ 12,925,289</b>	<b>\$ 140,223,848</b>	<b>\$ 169,878</b>	<b>\$ 11,137,815</b>

Resident Opportunity and Supportive Services 14.870	Mainstream Vouchers 14.879	Workforce Other Federal Program 1	State/Local	Housing Counseling Assistance Program 14.169	Central Office Cost Center	Elimination	TOTAL
\$ 0	\$ 0	\$ 0	\$ 82,704	\$ 0	\$ 198,094	\$ 0	\$ 16,622,851
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	10,320,636
0	14,228	0	0	0	0	0	14,228
0	0	0	0	0	0	0	1,046,327
0	14,228	0	82,704	0	198,094	0	28,004,042
0	0	0	0	0	0	0	614,504
0	0	0	0	11,147	0	0	140,059
26,016	0	139,151	0	0	0	0	348,240
0	11,015	0	14,979	0	100,469	0	823,310
0	0	0	0	0	0	0	365,979
0	0	0	0	0	0	0	(46,463)
0	(11,015)	0	0	0	0	0	(776,366)
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	2,203,759
0	0	0	0	0	0	0	(1,972,106)
0	0	0	0	0	0	0	21,665
26,016	0	139,151	14,979	11,147	100,469	0	1,722,581
0	0	0	0	0	0	0	4,485,945
0	0	0	0	0	0	0	0
0	0	0	0	0	29,354	0	243,598
0	0	0	0	0	34,174	0	731,909
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	3,058,626	(4,597,636)	0
26,016	14,228	139,151	97,683	11,147	3,420,717	(4,597,636)	35,188,075
0	0	0	0	0	215,819	0	21,963,303
0	0	0	0	0	4,306,730	0	299,376,469
0	0	0	0	0	0	0	391,709
0	0	0	0	0	1,683,276	0	5,601,875
0	0	0	0	0	64,658	0	15,478,220
0	0	0	0	0	0	0	2,271,264
0	0	0	0	0	0	0	12,901,231
0	0	0	0	0	(5,337,443)	0	(182,638,048)
0	0	0	0	0	933,040	0	175,346,023
0	0	0	0	0	0	0	39,396,001
0	0	0	0	0	0	0	6,044,036
0	0	0	0	0	0	0	0
0	0	0	0	0	933,040	0	220,786,060
0	0	0	0	0	1,260,935	0	5,691,301
\$ 26,016	\$ 14,228	\$ 139,151	\$ 97,683	\$ 11,147	\$ 5,614,692	\$ (4,597,636)	\$ 261,665,436

**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**FINANCIAL DATA SUBMISSION SUMMARY  
NET POSITION ACCOUNTS  
September 30, 2018**

<u>Account Description</u>	Business Activities	Component Unit Discretely Presented	Blended Component Unit	Public and Indian Housing 14.850	PIH Family Self-Sufficiency Program 14.896	Section 8 Housing Choice Vouchers 14.871
<b>LIABILITIES AND NET POSITION:</b>						
<b>LIABILITIES:</b>						
<b>CURRENT LIABILITIES:</b>						
Cash overdraft	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Accounts payable < 90 days	136,934	356,710	0	509,251	0	207,323
Accrued salaries/payroll withholding	67,707	0	448,409	462,732	19,977	151,243
Accrued compensated absences	7,557	0	0	10,842	0	93,150
Accrued interest payable	0	1,882,854	0	0	0	0
Accounts payable - HUD PHA programs	0	0	0	0	0	0
Accounts payable - other gov.	0	0	0	724,964	0	223,119
Tenant security deposits	390,140	126,349	0	534,656	0	0
Unearned revenue	49,188	27,894	0	26,210	0	177
Current portion of L-T debt - capital	290,822	70,594	0	0	0	0
Current portion of L-T debt - operating	0	0	0	0	0	0
Other current liabilities	194	201,198	0	239,476	0	0
Accrued liabilities - other	0	1,562,301	0	0	0	0
Interprogram (due to)	1,733,006	0	0	2,454,910	149,901	0
Loan liability - current	0	0	0	0	0	0
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,675,548</b>	<b>4,227,900</b>	<b>448,409</b>	<b>4,963,041</b>	<b>169,878</b>	<b>675,012</b>
<b>NONCURRENT LIABILITIES:</b>						
Long-term debt, net of current - capital	2,256,630	37,227,699	0	0	0	0
Long-term debt, net of current - operating	0	0	0	1,000,000	0	0
Accrued comp. absences - long term	239,212	0	0	688,194	0	372,598
Loan liability - noncurrent	0	0	3,700,000	0	0	0
Accrued pension & OPEB liabilities	3,656,959	0	0	10,481,103	0	8,676,846
Noncurrent liabilities - other	0	3,032,237	0	274,464	0	1,126,105
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>6,152,801</b>	<b>40,259,936</b>	<b>3,700,000</b>	<b>12,443,761</b>	<b>0</b>	<b>10,175,549</b>
<b>TOTAL LIABILITIES</b>	<b>8,828,349</b>	<b>44,487,836</b>	<b>4,148,409</b>	<b>17,406,802</b>	<b>169,878</b>	<b>10,850,561</b>
<b>DEFERRED INFLOW OF RESOURCES</b>	<b>1,201,124</b>	<b>0</b>	<b>0</b>	<b>6,341,549</b>	<b>0</b>	<b>1,884,893</b>
<b>NET POSITION:</b>						
Net Investment in Capital Assets	28,400,808	54,177,316	0	88,228,540	0	988,273
Restricted	0	1,539,007	0	5,127,859	0	1,754,243
Unrestricted	(3,693,118)	(39,037,997)	8,776,880	23,119,098	0	(4,340,155)
<b>TOTAL NET POSITION</b>	<b>24,707,690</b>	<b>16,678,326</b>	<b>8,776,880</b>	<b>116,475,497</b>	<b>0</b>	<b>(1,597,639)</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 34,737,163</b>	<b>\$ 61,166,162</b>	<b>\$ 12,925,289</b>	<b>\$ 140,223,848</b>	<b>\$ 169,878</b>	<b>\$ 11,137,815</b>



Resident Opportunity and Supportive Services 14.870	Mainstream Vouchers 14.879	Other Federal Program 1	State/Local	Housing Counseling Assistance Program 14.169	Central Office Cost Center	Elimination	TOTAL
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
1,397	188	233	0	0	29,796	0	1,241,832
6,134	0	15,448	3,109	1,078	156,299	0	1,332,136
0	0	0	0	0	41,972	0	153,521
0	0	0	0	0	0	0	1,882,854
0	14,040	0	0	0	0	0	14,040
0	0	0	0	0	0	0	948,083
0	0	0	0	0	0	0	1,051,145
0	0	0	115,739	0	0	0	219,208
0	0	0	0	0	0	0	361,416
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	440,868
0	0	0	0	0	0	0	1,562,301
18,485	0	123,470	107,795	10,069	0	(4,597,636)	0
0	0	0	0	0	0	0	0
<u>26,016</u>	<u>14,228</u>	<u>139,151</u>	<u>226,643</u>	<u>11,147</u>	<u>228,067</u>	<u>(4,597,636)</u>	<u>9,207,404</u>
0	0	0	0	0	0	0	39,484,329
0	0	0	0	0	0	0	1,000,000
0	0	0	0	0	408,511	0	1,708,515
0	0	0	0	0	0	0	3,700,000
0	0	0	0	0	6,493,388	0	29,308,296
0	0	0	0	0	0	0	4,432,806
0	0	0	0	0	6,901,899	0	79,633,946
<u>26,016</u>	<u>14,228</u>	<u>139,151</u>	<u>226,643</u>	<u>11,147</u>	<u>7,129,966</u>	<u>(4,597,636)</u>	<u>88,841,350</u>
0	0	0	0	0	1,410,572	0	10,838,138
0	0	0	0	0	933,040	0	172,727,977
0	0	0	0	0	0	0	8,421,109
0	0	0	(128,960)	0	(3,858,886)	0	(19,163,138)
0	0	0	(128,960)	0	(2,925,846)	0	161,985,948
<u>\$ 26,016</u>	<u>\$ 14,228</u>	<u>\$ 139,151</u>	<u>\$ 97,683</u>	<u>\$ 11,147</u>	<u>\$ 5,614,692</u>	<u>\$ (4,597,636)</u>	<u>\$ 261,665,436</u>

**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**FINANCIAL DATA SUBMISSION SUMMARY  
REVENUES, EXPENSES, AND CHANGES IN NET POSITION ACCOUNTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

<u>Account Description</u>	Business Activities	Component Unit Discretely Presented	Blended Component Unit	Public and Indian Housing 14,850	PIH Family Self-Sufficiency Program 14,896	Section 8 Housing Choice Vouchers 14,871
<b>REVENUES:</b>						
Net tenant rental revenue	\$ 5,833,985	\$ 2,942,924	\$ 0	\$ 6,018,795	\$ 0	\$ 0
Tenant revenue - other	279,660	13,617	0	324,308	0	0
Total tenant revenue	6,113,645	2,956,541	0	6,343,103	0	0
HUD PHA grants - operating	0	0	0	22,269,433	550,187	109,806,128
HUD PHA grants - capital	0	0	0	99,956	0	0
Management fee	0	0	0	0	0	0
Asset management fee	0	0	0	0	0	0
Bookkeeping fee	0	0	0	0	0	0
Front line service fee	0	0	0	0	0	0
Other fees	57,822	0	0	0	0	0
Other government grants	0	0	0	0	0	0
Investment income - unrestricted	1,823	14	8	52,470	0	27,076
Mortgage interest income	0	0	0	520,828	0	0
Proceeds from disposition of assets held for sale	0	0	0	0	0	0
Fraud income	0	0	0	99	0	196,312
Other revenue	1,020,703	5,987,194	1,385,194	418,704	0	7,068,933
Gain/(loss) on disposition	9,007	0	0	(585,067)	0	3,895
Investment income - restricted	0	619	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$ 7,203,000</b>	<b>\$ 8,944,368</b>	<b>\$ 1,385,202</b>	<b>\$ 29,119,526</b>	<b>\$ 550,187</b>	<b>\$ 117,102,344</b>
<b>EXPENSES:</b>						
<b>Administrative</b>						
Administrative salaries	\$ 593,571	\$ 170,018	\$ 0	\$ 1,599,027	\$ 0	\$ 3,518,365
Auditing fees	17,244	7,980	0	54,151	0	12,501
Management fees	691,104	156,190	0	2,188,844	0	1,019,978
Bookkeeping fees	92,020	0	0	212,238	0	985,770
Advertising & marketing	0	1,186	0	0	0	0
Employee benefits - administrative	213,237	36,922	0	593,285	0	1,262,277
Office expense	111,112	40,974	0	399,864	0	527,921
Legal expense	48,962	5,618	0	25,600	0	22,075
Travel expense	4,818	643	0	23,376	0	12,166
Allocated overhead	0	0	0	0	0	0
Other operating - administrative	126,968	122,341	51	2,255,376	0	316,894
Total Administrative Expense	1,899,036	541,872	51	7,351,761	0	7,677,947
Asset management fee	0	0	0	228,280	0	0
<b>Tenant Services</b>						
Tenant services - salaries	25,812	0	0	195,694	388,901	112,840
Relocation costs	0	0	0	34,754	0	0
Employee benefits - tenant services	10,892	0	0	73,497	161,286	0
Other tenant services	26,220	3,659	0	26,314	0	500
Total Tenant Services	62,924	3,659	0	330,259	550,187	113,340
<b>Utilities</b>						
Water	325,718	153,056	0	1,069,578	0	0
Electricity	135,901	13,807	0	636,354	0	15,548
Gas	6,109	2,060	0	106,071	0	0
Sewer	228,333	50,545	0	545,966	0	1,696
Other utilities	0	115,241	0	0	0	0
Employee benefits - utilities	0	0	0	0	0	0
Total Utilities Expense	696,061	334,709	0	2,357,969	0	17,244

Resident Opportunity and Supportive Services 14.870	Mainstream Vouchers 14.879	Other Federal Program 1	State/Local	Housing Counseling Assistance Program 14.169	Central Office Cost Center	Elimination	TOTAL
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 14,795,704
0	0	0	0	0	0	0	617,585
0	0	0	0	0	0	0	15,413,289
209,848	697,342	0	0	17,286	0	0	133,550,224
0	0	0	0	0	0	0	99,956
0	0	0	0	0	3,848,247	(3,848,247)	0
0	0	0	0	0	228,280	(228,280)	0
0	0	0	0	0	1,283,885	(1,283,885)	0
0	0	0	0	0	2,299,334	(2,299,334)	0
0	0	0	0	0	0	(57,822)	0
0	0	543,299	999,253	0	0	0	1,542,552
0	0	0	0	0	0	0	81,391
0	0	0	0	0	0	0	520,828
0	0	0	0	0	0	0	0
0	1,132	0	0	0	0	0	197,543
0	0	0	55	0	254,297	0	16,135,080
0	0	0	0	0	26,663	0	(545,502)
0	0	0	0	0	0	0	619
<u>\$ 209,848</u>	<u>\$ 698,474</u>	<u>\$ 543,299</u>	<u>\$ 999,308</u>	<u>\$ 17,286</u>	<u>\$ 7,940,706</u>	<u>\$ (7,717,568)</u>	<u>\$ 166,995,980</u>

\$ 0	\$ 53,446	\$ 0	\$ 72,241	\$ 0	\$ 3,290,820	\$ 0	\$ 9,297,488
0	0	0	0	0	8,354	0	100,230
0	0	0	0	0	0	(3,899,926)	156,190
0	0	0	0	0	0	(1,290,028)	0
0	0	0	2,025	0	40,240	0	43,451
0	21,752	0	29,390	0	1,214,973	0	3,371,836
7,866	0	0	2,075	0	808,685	0	1,898,497
0	0	0	0	0	180,158	0	282,413
170	0	0	778	0	55,598	0	97,549
0	0	0	0	0	0	0	0
812	0	0	4,090	4,877	481,302	(2,299,334)	1,013,377
<u>8,848</u>	<u>75,198</u>	<u>0</u>	<u>110,599</u>	<u>4,877</u>	<u>6,080,130</u>	<u>(7,489,288)</u>	<u>16,261,031</u>
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(228,280)</u>	<u>0</u>
140,419	344	367,510	0	7,860	402,666	0	1,642,046
0	0	0	0	0	0	0	34,754
59,681	0	129,075	0	3,024	166,799	0	604,254
900	0	32,007	2,760	1,525	11,383	0	105,268
<u>201,000</u>	<u>344</u>	<u>528,592</u>	<u>2,760</u>	<u>12,409</u>	<u>580,848</u>	<u>0</u>	<u>2,386,322</u>
0	0	0	0	0	43,261	0	1,591,613
0	0	0	0	0	40,692	0	842,302
0	0	0	0	0	2,136	0	116,376
0	0	0	0	0	2,802	0	829,342
0	0	0	0	0	0	0	115,241
0	0	0	0	0	0	0	0
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>88,891</u>	<u>0</u>	<u>3,494,874</u>



**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**FINANCIAL DATA SUBMISSION SUMMARY  
REVENUES, EXPENSES, AND CHANGES IN NET POSITION ACCOUNTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

<u>Account Description</u>	Business Activities	Component Unit Discretely Presented	Blended Component Unit	Public and Indian Housing 14,850	PIH Family Self-Sufficiency Program 14,896	Section 8 Housing Choice Vouchers 14,871
<b>Ordinary Maintenance &amp; Operation</b>						
Labor	915,282	367,127	0	3,053,015	0	4,403
Materials	489,913	61,098	0	1,033,184	0	34,471
Employee benefit contributions	330,014	21,602	0	1,108,717	0	1,707
Garbage & trash removal contracts	138,645	37,215	0	391,947	0	0
Heating & cooling contracts	14,503	2,470	0	132,827	0	0
Snow removal contracts	0	0	0	0	0	0
Elevator maintenance contracts	0	0	0	39,889	0	0
Landscape & grounds contracts	122,044	25,055	0	309,709	0	0
Unit turnaround contracts	0	8,632	0	0	0	0
Electrical contracts	24,295	3,607	0	29,254	0	0
Plumbing contracts	37,081	4,574	0	166,297	0	0
Extermination contracts	33,924	4,080	0	276,081	0	0
Janitorial contracts	87,508	10,829	0	196,274	0	0
Routine maintenance contracts	324,926	0	0	761,488	0	0
Contract costs - other	44,560	180,147	0	196,083	0	52,119
<b>Total Ordinary Maintenance &amp; Operation</b>	<b>2,562,695</b>	<b>726,436</b>	<b>0</b>	<b>7,694,765</b>	<b>0</b>	<b>92,700</b>
<b>Protective Services</b>						
Protective services - salaries	0	0	0	0	0	0
Employee benefits - protective services	0	0	0	0	0	0
Other protective services - contract costs	66,489	55,487	0	435,764	0	8,884
<b>Total Protective Services</b>	<b>66,489</b>	<b>55,487</b>	<b>0</b>	<b>435,764</b>	<b>0</b>	<b>8,884</b>
<b>Insurance Premiums</b>						
Property insurance	144,832	115,776	0	346,222	0	1,240
Liability insurance	28,944	0	0	82,976	0	42,470
Workmen's compensation	0	3,696	0	0	0	0
Insurance - other	61,359	0	0	191,629	0	80,765
<b>Total Insurance Premiums</b>	<b>235,135</b>	<b>119,472</b>	<b>0</b>	<b>620,827</b>	<b>0</b>	<b>124,475</b>
<b>General Expenses</b>						
Other general expense	791,450	230,368	448,469	715,392	0	135,881
Compensated absences	69,803	0	0	111,157	0	116,424
Payments in lieu of taxes	0	14,734	0	262,045	0	0
Bad debt - tenant rents	75,673	3,424	0	201,259	0	0
Bad debt - mortgages	0	0	0	0	0	0
Bad debt - other	0	0	0	0	0	0
Severance expense	0	0	0	0	0	0
<b>Total General Expenses</b>	<b>936,926</b>	<b>248,526</b>	<b>448,469</b>	<b>1,289,853</b>	<b>0</b>	<b>252,305</b>
<b>Financial Expenses</b>						
Interest expense - mortgage payable	203,060	1,107,155	0	0	0	0
Interest expense - notes payable	51	315,122	0	214	0	225
Amortization - issuance costs	0	13,057	0	0	0	0
<b>Total Financial Expenses</b>	<b>203,111</b>	<b>1,435,334</b>	<b>0</b>	<b>214</b>	<b>0</b>	<b>225</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>6,662,377</b>	<b>3,465,495</b>	<b>448,520</b>	<b>20,309,692</b>	<b>550,187</b>	<b>8,287,120</b>
<b>EXCESS OPERATING REVENUE</b>	<b>540,623</b>	<b>5,478,873</b>	<b>936,682</b>	<b>8,809,834</b>	<b>0</b>	<b>108,815,224</b>

Resident Opportunity and Supportive Services 14.870	Mainstream Vouchers 14.879	Other Federal Program 1	State/Local	Housing Counseling Assistance Program 14.169	Central Office Cost Center	Elimination	TOTAL
0	0	0	0	0	21,764	0	4,361,591
0	0	0	1,980	0	74,070	0	1,694,716
0	0	0	0	0	9,630	0	1,471,670
0	0	0	345	0	22,682	0	590,834
0	0	0	0	0	29,785	0	179,585
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	39,889
0	0	0	0	0	0	0	456,808
0	0	0	0	0	0	0	8,632
0	0	0	0	0	0	0	57,156
0	0	0	0	0	18	0	207,970
0	0	0	1,760	0	625	0	316,470
0	0	0	0	0	19,696	0	314,307
0	0	0	0	0	27,370	0	1,113,784
0	0	0	6,067	0	11,896	0	490,872
0	0	0	10,152	0	217,536	0	11,904,284
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	5,469	0	15,946	0	588,039
0	0	0	5,469	0	15,946	0	588,039
0	0	0	0	0	6,277	0	614,347
0	0	11,793	0	0	352	0	166,535
0	0	0	0	0	1,480	0	5,176
0	0	0	0	0	42,620	0	376,373
0	0	11,793	0	0	50,729	0	1,162,431
0	3,717	0	0	0	9,492	0	2,334,769
0	0	2,914	0	0	166,805	0	467,103
0	0	0	0	0	0	0	276,779
0	0	0	0	0	0	0	280,356
0	0	0	0	0	0	0	0
0	0	0	55	0	0	0	55
0	0	0	0	0	0	0	0
0	3,717	2,914	55	0	176,297	0	3,359,062
0	0	0	0	0	0	0	1,310,215
0	0	0	0	0	214	0	315,826
0	0	0	0	0	0	0	13,057
0	0	0	0	0	214	0	1,639,098
209,848	79,259	543,299	129,035	17,286	7,210,591	(7,717,568)	40,195,141
0	619,215	0	870,273	0	730,115	0	126,800,839

Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

**FINANCIAL DATA SUBMISSION SUMMARY  
REVENUES, EXPENSES, AND CHANGES IN NET POSITION ACCOUNTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

<u>Account Description</u>	Business Activities	Component Unit Discretely Presented	Blended Component Unit	Public and Indian Housing 14.850	PIH Family Self-Sufficiency Program 14.896	Section 8 Housing Choice Vouchers 14.871
<b>Other Expenses</b>						
Extraordinary maintenance	1,027,706	0	0	485,690	0	0
Casualty losses	21,126	0	0	158,898	0	257
Housing assistance payments	0	0	0	0	0	102,319,002
Portability HAP expense	0	0	0	0	0	6,519,454
Depreciation expense	1,357,224	1,590,821	0	7,899,950	0	64,794
<b>Total Other Expenses</b>	<u>2,406,056</u>	<u>1,590,821</u>	<u>0</u>	<u>8,544,538</u>	<u>0</u>	<u>108,903,507</u>
<b>TOTAL EXPENSES</b>	<u>\$ 9,068,433</u>	<u>\$ 5,056,316</u>	<u>\$ 448,520</u>	<u>\$ 28,854,230</u>	<u>\$ 550,187</u>	<u>\$ 117,190,627</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ (1,865,433)</u>	<u>\$ 3,888,052</u>	<u>\$ 936,682</u>	<u>\$ 265,296</u>	<u>\$ 0</u>	<u>\$ (88,283)</u>
Transfer of funds	1,247,417	0	0	0	0	0
Special Item - OPEB	0	0	0	0	0	0
Capital contributions	0	0	0	0	0	0
Prior period adjustments	0	0	0	3,686,012	0	0
<b>Beginning Net Position</b>	<u>25,325,706</u>	<u>12,790,274</u>	<u>7,840,198</u>	<u>112,524,189</u>	<u>0</u>	<u>(1,509,356)</u>
<b>Ending Net Position</b>	<u>\$ 24,707,690</u>	<u>\$ 16,678,326</u>	<u>\$ 8,776,880</u>	<u>\$ 116,475,497</u>	<u>\$ 0</u>	<u>\$ (1,597,639)</u>
<b>Administrative Fund Equity</b>	-	-	-	-	-	<b>(3,351,882)</b>
<b>Housing Choice Voucher Equity</b>	-	-	-	-	-	<b>1,754,243</b>
<b>Units Available</b>	<b>12,828</b>	<b>4,884</b>	-	<b>30,966</b>	-	<b>134,268</b>
<b>Units Leased</b>	<b>12,269</b>	<b>4,238</b>	-	<b>29,900</b>	-	<b>131,436</b>



Resident Opportunity and Supportive Services 14.870	Mainstream Vouchers 14.879	Other Federal Program 1	State/Local	Housing Counseling Assistance Program 14.169	Central Office Cost Center	Elimination	TOTAL
0	0	0	0	0	13,327	0	1,526,723
0	0	0	0	0	0	0	180,281
0	619,215	0	0	0	0	0	102,938,217
0	0	0	0	0	0	0	6,519,454
0	0	0	0	0	140,445	0	11,053,234
0	619,215	0	0	0	153,772	0	122,217,909
<b>\$ 209,848</b>	<b>\$ 698,474</b>	<b>\$ 543,299</b>	<b>\$ 129,035</b>	<b>\$ 17,286</b>	<b>\$ 7,364,363</b>	<b>\$ (7,717,568)</b>	<b>\$ 162,413,050</b>
<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 870,273</b>	<b>\$ 0</b>	<b>\$ 576,343</b>	<b>\$ 0</b>	<b>\$ 4,582,930</b>
0	0	0	(1,247,417)	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	3,686,012
0	0	0	248,184	0	(3,502,189)	0	153,717,006
<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (128,960)</b>	<b>\$ 0</b>	<b>\$ (2,925,846)</b>	<b>\$ 0</b>	<b>\$ 161,985,948</b>
-	-	-	-	-	-	-	(3,351,882)
-	-	-	-	-	-	-	1,754,243
-	1,140	-	-	-	-	-	184,086
-	1,047	-	-	-	-	-	178,890

Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

**FINANCIAL DATA SUBMISSION SUMMARY**  
**NET POSITION ACCOUNTS - AMPs**  
**September 30, 2018**

Account Description	NVO18002305	NVO1802310	NVO18002401	NVO18002402	NVO18002403	NVO18002404	NVO18002405	NVO18002406
<b>ASSETS:</b>								
<b>CURRENT ASSETS:</b>								
<b>Cash:</b>								
Cash - unrestricted	\$ 0	\$ 195,899	\$ 214,087	\$ 1,333,279	\$ 272,675	\$ 917	\$ 84,209	\$ 0
Cash - restricted - modernization	0	0	0	0	0	0	0	0
Cash - other restricted	0	0	3,011	0	0	22,913	1,056	1,809
Cash - restricted current liabilities	0	0	0	0	0	0	0	0
Cash - tenant security deposits	0	11,990	42,664	75,178	47,297	37,761	0	26,122
<b>Total Cash</b>	<b>0</b>	<b>207,889</b>	<b>259,762</b>	<b>1,408,457</b>	<b>319,972</b>	<b>61,591</b>	<b>85,265</b>	<b>27,931</b>
<b>Accounts and notes receivables:</b>								
Accounts receivable - PHA projects	0	0	0	0	0	0	0	0
Accounts receivable - HUD	86,204	1,119	9,788	3,450	5,220	9,316	0	6,362
Accounts receivable - other government	13,195	0	0	0	0	0	0	0
Accounts receivable - miscellaneous	0	380	1,167	847	280	1,583	0	1,174
Accounts receivable - tenants rents	0	4,887	1,405	3,888	787	6,752	0	2,767
Allowance for doubtful accounts - tenants	0	(2,829)	(223)	(1,143)	(81)	(604)	0	(808)
Allowance for doubtful accounts - other	0	0	0	0	0	0	0	0
Notes receivable - current	0	0	0	0	0	0	0	0
Fraud recovery	0	0	0	0	321	4,168	0	5,274
Accrued interest receivable	0	0	0	0	0	0	0	0
<b>Total receivables - net</b>	<b>99,399</b>	<b>3,557</b>	<b>12,137</b>	<b>7,042</b>	<b>6,527</b>	<b>21,215</b>	<b>0</b>	<b>14,769</b>
<b>Current investments:</b>								
Investments - unrestricted	0	81,863	89,464	557,142	113,947	0	35,190	0
Investments - restricted	0	0	0	0	0	0	0	0
Prepaid expenses and other assets	0	2,748	3,141	3,926	3,533	3,533	0	2,356
Inventories	0	32,610	32,992	65,680	29,794	47,326	0	42,071
Allowance for obsolete inventories	0	0	0	0	0	0	0	0
Interprogram due from	0	0	0	0	0	0	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>99,399</b>	<b>328,667</b>	<b>397,496</b>	<b>2,042,247</b>	<b>473,773</b>	<b>133,665</b>	<b>120,455</b>	<b>87,127</b>
<b>NONCURRENT ASSETS:</b>								
<b>Capital Assets:</b>								
Land	952,685	3,350,964	1,070,300	1,265,660	372,806	624,705	63,239	1,852,913
Buildings	0	15,432,780	37,437,899	10,028,601	21,770,050	14,301,668	0	9,845,344
Furniture & equipment - dwelling	0	0	0	0	0	0	0	0
Furniture & equipment - admin	0	29,888	65,869	202,306	159,375	68,135	0	99,442
Improvements	326,022	59,827	264,496	2,101,489	1,469,595	2,065,235	0	606,848
Construction in process	0	0	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0	3,431,176	0
Accumulated depreciation	(152,262)	(11,139,232)	(20,414,157)	(8,597,062)	(18,825,193)	(12,174,003)	(1,888,557)	(6,661,536)
<b>Total capital assets - net</b>	<b>1,126,445</b>	<b>7,734,227</b>	<b>18,424,407</b>	<b>5,000,994</b>	<b>4,946,633</b>	<b>4,885,740</b>	<b>1,605,858</b>	<b>5,743,011</b>
Notes receivable - noncurrent	0	0	0	0	6,254,535	3,160,577	0	5,700,000
Other assets	0	0	0	0	0	0	0	184,964
Investment in joint ventures	0	0	0	0	0	0	0	0
<b>TOTAL NONCURRENT ASSETS</b>	<b>1,126,445</b>	<b>7,734,227</b>	<b>18,424,407</b>	<b>5,000,994</b>	<b>11,201,168</b>	<b>8,046,317</b>	<b>1,605,858</b>	<b>11,627,975</b>
<b>Deferred Outflow of Resources</b>	<b>0</b>	<b>75,463</b>	<b>196,816</b>	<b>246,442</b>	<b>212,719</b>	<b>151,252</b>	<b>0</b>	<b>145,755</b>
<b>TOTAL ASSETS &amp; DEFERRED OUTFLOW OF RESOURCES</b>	<b>\$ 1,225,844</b>	<b>\$ 8,138,357</b>	<b>\$ 19,018,719</b>	<b>\$ 7,289,683</b>	<b>\$ 11,887,660</b>	<b>\$ 8,331,294</b>	<b>\$ 1,726,313</b>	<b>\$ 11,860,857</b>

NV018002407	NV018002408	NV018002409	NV018002410	NV018002411	NV018002412	NV018002413	NV018013003	NV018013016	Other Project	TOTAL
\$ 874,267	\$ 706,977	\$ 428,366	\$ 0	\$ 2,080,817	\$ 164,654	\$ 0	\$ 237,748	\$ 500,998	\$ 2,656,619	\$ 9,751,512
0	0	0	0	0	0	0	0	0	0	0
52,366	36,505	942,852	0	8,397	7,038	0	0	20,316	4,306,060	5,402,323
0	0	0	0	0	0	0	0	0	0	0
93,961	71,807	98,074	0	0	0	11,850	0	17,952	0	534,656
1,020,594	815,289	1,469,292	0	2,089,214	171,692	11,850	237,748	539,266	6,962,679	15,688,491
0	0	0	0	0	0	0	0	0	0	0
2,019	3,357	0	0	0	0	0	0	2,077	0	128,912
0	0	0	0	0	0	0	0	0	0	13,195
5,227	999	3,834	0	0	0	556	0	1,142	0	17,189
18,358	10,789	31,349	0	0	0	1,068	0	2,130	0	84,180
(2,422)	(2,749)	(15,831)	0	0	0	(56)	0	(626)	0	(27,372)
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
9,407	8,142	2,958	0	0	0	0	0	0	0	30,270
0	0	0	0	0	0	0	0	0	14,851	14,851
32,589	20,538	22,310	0	0	0	1,568	0	4,723	14,851	261,225
365,244	291,265	178,919	0	869,543	68,806	0	98,342	209,360	334,500	3,293,585
0	0	0	0	0	0	0	0	0	0	0
4,711	4,319	2,356	0	0	0	1,178	0	393	91,475	123,669
95,208	83,537	60,316	0	0	0	13,449	0	10,238	0	513,221
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
1,518,346	1,214,948	1,733,193	0	2,958,757	240,498	28,045	336,090	763,980	7,403,505	19,880,191
602,195	509,173	5,539,476	0	0	0	99,124	38,900	0	1,544,716	17,886,856
39,863,828	2,930,733	39,356,882	0	0	0	9,090,540	0	0	1,572,348	201,630,673
0	0	0	0	0	0	0	0	0	0	0
254,620	216,665	255,617	0	0	0	34,664	0	0	119,564	1,506,145
2,137,803	1,076,195	3,371,358	0	0	0	0	0	0	696,226	14,175,094
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	3,431,176
(35,996,719)	(2,745,200)	(26,229,133)	0	0	0	(4,225,144)	0	0	(1,353,206)	(150,401,404)
6,861,727	1,987,566	22,294,200	0	0	0	4,999,184	38,900	0	2,579,648	88,228,540
0	0	0	0	1,880,160	3,249,083	0	9,356,317	0	288,770	29,889,442
0	0	0	0	0	0	0	5,417	0	0	190,381
0	0	0	0	0	0	0	0	0	0	0
6,861,727	1,987,566	22,294,200	0	1,880,160	3,249,083	4,999,184	9,400,634	0	2,868,418	118,308,363
368,863	330,588	253,642	0	0	0	34,295	0	19,459	0	2,035,294
\$ 8,748,936	\$ 3,533,102	\$ 24,281,035	\$ 0	\$ 4,838,917	\$ 3,489,581	\$ 5,061,524	\$ 9,736,724	\$ 783,439	\$ 10,271,923	\$ 140,223,848



Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

FINANCIAL DATA SUBMISSION SUMMARY  
NET POSITION ACCOUNTS - AMPs  
September 30, 2018

Account Description	NVD18002305	NVD1802310	NVD18002401	NVD18002402	NVD18002403	NVD18002404	NVD18002405	NVD18002406
<b>LIABILITIES AND NET POSITION:</b>								
<b>LIABILITIES:</b>								
<b>CURRENT LIABILITIES:</b>								
Cash overdraft	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Accounts payable < 90 days	17,244	14,540	30,873	100,430	36,353	38,596	0	19,042
Accrued salaries/payroll withholding	0	6,612	19,125	17,961	19,052	17,928	0	10,443
Accrued compensated absences	0	1,135	861	757	1,135	1,135	0	1,135
Accrued Interest payable	0	0	0	0	0	0	0	0
Accounts payable - HUD PHA programs	0	0	0	0	0	0	0	0
Accounts payable - other gov.	0	20,434	93,750	231,458	124,094	0	0	21,139
Tenant security deposits	0	11,990	42,664	75,178	47,297	37,761	0	26,122
Unearned revenue	0	764	602	7,571	992	1,886	0	1,260
Current portion of L-T debt - capital borrowings	0	0	0	0	0	0	0	0
Other current liabilities	0	0	0	38	0	917	0	1,152
Accrued liabilities - other	0	0	0	0	0	0	0	0
Loan liability - current	0	0	0	0	0	0	0	0
Interprogram (due to)	415,740	0	0	0	0	1,061,385	0	898,689
<b>TOTAL CURRENT LIABILITIES</b>	<b>432,984</b>	<b>55,475</b>	<b>187,895</b>	<b>433,393</b>	<b>228,923</b>	<b>1,159,608</b>	<b>0</b>	<b>978,982</b>
<b>NONCURRENT LIABILITIES:</b>								
Long-term debt, net of current - capital	0	0	0	0	0	0	0	0
Long-term debt, net of current - operating	0	0	0	0	0	0	0	0
Accrued comp. absences - long term	0	66,293	38,481	38,195	78,046	84,251	0	62,942
Accrued pension & OPEB liabilities	0	388,614	1,013,542	1,269,101	1,095,431	778,897	0	750,589
Noncurrent liabilities - other	0	0	3,011	0	0	22,913	1,056	1,809
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>0</b>	<b>454,907</b>	<b>1,055,034</b>	<b>1,307,296</b>	<b>1,173,477</b>	<b>886,061</b>	<b>1,056</b>	<b>815,340</b>
<b>TOTAL LIABILITIES</b>	<b>432,984</b>	<b>510,382</b>	<b>1,242,929</b>	<b>1,740,689</b>	<b>1,402,400</b>	<b>2,045,669</b>	<b>1,056</b>	<b>1,794,322</b>
Deferred Inflow of Resources	0	84,419	220,174	275,689	932,963	169,202	0	2,227,720
<b>NET POSITION:</b>								
Net Investment in Capital Assets	1,126,445	7,734,227	18,424,407	5,000,994	4,946,633	4,885,740	1,605,858	5,743,011
Restricted	0	0	0	0	0	0	0	0
Unrestricted	(333,585)	(190,671)	(868,791)	272,311	4,605,664	1,230,623	119,399	2,095,804
<b>TOTAL NET POSITION</b>	<b>792,860</b>	<b>7,543,556</b>	<b>17,555,616</b>	<b>5,273,305</b>	<b>9,552,297</b>	<b>6,116,363</b>	<b>1,725,257</b>	<b>7,838,815</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</b>	<b>\$ 1,225,844</b>	<b>\$ 8,138,357</b>	<b>\$ 19,018,719</b>	<b>\$ 7,289,683</b>	<b>\$ 11,887,660</b>	<b>\$ 8,331,234</b>	<b>\$ 1,726,313</b>	<b>\$ 11,860,857</b>

	<u>NVO18002407</u>	<u>NVO18002408</u>	<u>NVO18002409</u>	<u>NVO18002410</u>	<u>NVO18002411</u>	<u>NVO18002412</u>	<u>NVO18002413</u>	<u>NVO18013003</u>	<u>NVO18013016</u>	<u>Other Project</u>	<u>TOTAL</u>
\$	0	0	0	0	0	0	0	0	0	0	0
	55,527	56,712	53,108	0	49	0	5,685	0	12,081	69,011	509,251
	24,596	34,082	16,612	0	0	0	2,671	0	4,282	289,368	462,732
	1,135	1,135	1,513	0	0	0	881	0	0	0	10,842
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	57,672	71,280	79,530	0	0	0	25,607	0	0	0	724,964
	93,961	71,807	98,074	0	0	0	11,850	0	17,952	0	534,656
	3,075	3,339	6,682	0	0	0	39	0	0	0	26,210
	0	0	0	0	0	0	0	0	0	0	0
	234	9,979	155	0	0	0	0	2,415	0	224,586	239,476
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	79,096	0	0	0	2,454,910
	<u>236,200</u>	<u>248,334</u>	<u>255,674</u>	<u>0</u>	<u>49</u>	<u>0</u>	<u>125,829</u>	<u>2,415</u>	<u>34,315</u>	<u>582,965</u>	<u>4,963,041</u>
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	1,000,000	0	0	1,000,000
	99,184	135,971	64,751	0	0	0	20,080	0	0	0	688,194
	1,899,520	1,702,424	1,306,170	0	0	0	176,608	0	100,207	0	10,481,103
	<u>52,366</u>	<u>36,505</u>	<u>121,053</u>	<u>0</u>	<u>8,397</u>	<u>7,038</u>	<u>0</u>	<u>0</u>	<u>20,316</u>	<u>0</u>	<u>274,464</u>
	<u>2,051,070</u>	<u>1,874,900</u>	<u>1,491,974</u>	<u>0</u>	<u>8,397</u>	<u>7,038</u>	<u>196,688</u>	<u>1,000,000</u>	<u>120,523</u>	<u>0</u>	<u>12,443,761</u>
	<u>2,287,270</u>	<u>2,123,234</u>	<u>1,747,648</u>	<u>0</u>	<u>8,446</u>	<u>7,038</u>	<u>322,517</u>	<u>1,002,415</u>	<u>154,838</u>	<u>582,965</u>	<u>17,406,802</u>
	<u>412,636</u>	<u>369,820</u>	<u>283,742</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>38,365</u>	<u>1,305,051</u>	<u>21,768</u>	<u>0</u>	<u>6,341,549</u>
	6,861,727	1,987,566	22,294,200	0	0	0	4,999,184	38,900	0	2,579,648	88,228,540
	0	0	821,799	0	0	0	0	0	0	4,306,060	5,127,859
	<u>(812,697)</u>	<u>(947,518)</u>	<u>(866,354)</u>	<u>0</u>	<u>4,830,471</u>	<u>3,482,543</u>	<u>(298,542)</u>	<u>7,390,358</u>	<u>606,833</u>	<u>2,803,250</u>	<u>23,119,098</u>
	<u>6,049,030</u>	<u>1,040,048</u>	<u>22,249,645</u>	<u>0</u>	<u>4,830,471</u>	<u>3,482,543</u>	<u>4,700,642</u>	<u>7,429,258</u>	<u>606,833</u>	<u>9,688,958</u>	<u>116,475,497</u>
\$	<u>8,748,936</u>	<u>3,533,102</u>	<u>24,281,035</u>	<u>0</u>	<u>4,838,917</u>	<u>3,489,581</u>	<u>5,061,524</u>	<u>9,736,724</u>	<u>783,439</u>	<u>10,271,923</u>	<u>140,223,848</u>

Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

**FINANCIAL DATA SUBMISSION SUMMARY  
REVENUES, EXPENSES, AND CHANGES IN  
NET POSITION ACCOUNTS - COMBINED SCHEDULE - AMP'S  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

Account Description	NV018002305	NV01802310	NV018002401	NV018002402	NV018002403	NV018002404	NV018002405	NV018002406
<b>REVENUES:</b>								
Net tenant rental revenue	\$ 0	\$ 108,080	\$ 535,267	\$ 1,257,156	\$ 829,919	\$ 640,643	\$ 0	\$ 260,164
Tenant revenue - other	0	2,788	10,845	44,589	20,033	16,695	0	19,170
Total tenant revenue	0	110,868	546,112	1,301,745	849,952	657,338	0	279,334
HUD PHA grants - operating	86,204	273,127	1,273,978	2,055,770	6,927,419	3,186,092	357,263	917,698
HUD PHA grants - capital	0	0	0	0	0	0	0	0
Management fee	0	0	0	0	0	0	0	0
Asset management fee	0	0	0	0	0	0	0	0
Bookkeeping fee	0	0	0	0	0	0	0	0
Front line service fee	0	0	0	0	0	0	0	0
Other government grants	0	0	0	0	0	0	0	0
Investment income - unrestricted	0	0	0	0	0	0	0	0
Mortgage interest income	0	0	0	0	0	0	0	0
Fraud income	0	0	0	0	0	0	0	0
Other revenue	3,018	6,983	255,770	12,781	10,233	19,192	0	36,886
Gain/(loss) on disposition	0	1,041	(12,712)	1,805	0	(547,021)	0	(56,408)
Investment income - restricted	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$ 89,222</b>	<b>\$ 392,019</b>	<b>\$ 2,063,148</b>	<b>\$ 3,372,101</b>	<b>\$ 7,787,604</b>	<b>\$ 3,315,601</b>	<b>\$ 357,263</b>	<b>\$ 1,177,510</b>
<b>EXPENSES:</b>								
<b>Administrative</b>								
Administrative salaries	\$ 0	\$ 2,766	\$ 186,096	\$ 207,759	\$ 182,347	\$ 205,987	\$ 0	\$ 144,130
Auditing fees	0	854	8,223	6,954	5,060	5,038	1,099	3,046
Management fees	0	34,642	491,206	334,619	214,351	197,565	0	138,059
Bookkeeping fees	0	4,118	20,850	39,773	25,478	23,858	0	8,565
Advertising & marketing	0	0	0	0	0	0	0	0
Employee benefits - administrative	0	1,161	69,782	77,244	68,050	79,586	0	54,726
Office expense	0	18,594	41,983	46,581	49,519	44,403	0	24,607
Legal expense	0	0	18,762	0	4,487	0	0	1,367
Travel expense	0	0	8,125	2,608	1,856	3,504	0	861
Allocated overhead	0	0	0	0	0	0	0	0
Other operating - administrative	86,204	23,230	182,236	287,879	182,885	303,365	0	118,886
<b>Total Administrative Expense</b>	<b>86,204</b>	<b>85,365</b>	<b>1,027,263</b>	<b>1,003,417</b>	<b>734,033</b>	<b>863,306</b>	<b>1,099</b>	<b>494,247</b>
Asset management fee	0	5,520	0	55,080	0	31,000	0	12,120
<b>Tenant Services</b>								
Tenant services - salaries	0	1,188	31,251	59,325	45,132	32,316	704	688
Relocation costs	0	0	0	0	0	0	0	34,754
Employee benefits - tenant services	0	0	12,942	25,718	19,242	12,988	0	0
Other tenant services	0	8	101	8,765	5,228	3,061	0	1,266
<b>Total Tenant Services</b>	<b>0</b>	<b>1,196</b>	<b>44,294</b>	<b>93,808</b>	<b>69,602</b>	<b>48,365</b>	<b>704</b>	<b>36,708</b>
<b>Utilities</b>								
Water	30,176	33,791	97,640	124,928	68,049	144,488	0	26,320
Electricity	1,241	114	41,655	193,678	189,859	32,889	0	16,265
Gas	0	44	4,422	41,211	36,300	1,570	0	494
Sewer	0	11,595	45,147	101,441	82,787	58,833	0	18,024
Other utilities	0	0	0	0	0	0	0	0
Employee benefits - utilities	0	0	0	0	0	0	0	0
<b>Total Utilities Expense</b>	<b>31,417</b>	<b>45,544</b>	<b>188,864</b>	<b>461,258</b>	<b>376,995</b>	<b>237,780</b>	<b>0</b>	<b>61,103</b>
<b>Ordinary Maintenance &amp; Operation</b>								
Labor	0	158,189	236,345	309,211	284,787	347,331	0	236,593
Materials	0	33,612	61,581	128,917	64,295	85,521	0	89,985
Employee benefit contributions	0	56,517	81,160	110,973	101,075	135,107	0	89,769
Garbage & trash removal contracts	5,302	8,127	28,852	57,600	37,513	32,542	0	15,632
Heating & cooling contracts	0	0	0	93,167	33,640	0	0	0
Snow removal contracts	0	0	0	0	0	0	0	0
Elevator maintenance contracts	0	0	10,286	14,083	12,377	0	0	0
Landscape & grounds contracts	6,400	5,575	50,150	49,658	39,740	60,222	0	9,920
Unit turnaround contracts	0	0	0	0	0	0	0	0
Electrical contracts	0	0	195	17,272	1,334	0	0	0
Plumbing contracts	0	15,520	15,702	8,887	3,386	3,535	0	32,547
Extermination contracts	0	2,819	19,353	67,051	53,774	23,868	0	7,205
Janitorial contracts	0	0	12,345	43,126	39,238	10,538	0	7,617
Routine maintenance contracts	0	30,388	31,238	93,811	16,380	45,467	0	51,810
Contract costs - other	0	2,825	20,320	58,854	21,801	5,204	0	6,557
<b>Total Ordinary Maintenance &amp; Operation</b>	<b>11,702</b>	<b>313,572</b>	<b>567,527</b>	<b>1,052,610</b>	<b>709,340</b>	<b>749,335</b>	<b>0</b>	<b>547,635</b>
<b>Protective Services</b>								
Protective services - salaries	0	0	0	0	0	0	0	0
Employee benefits - protective services	0	0	0	0	0	0	0	0
Other protective services	0	0	51,673	65,850	68,677	33,349	0	1,597
<b>Total Protective Services</b>	<b>0</b>	<b>0</b>	<b>51,673</b>	<b>65,850</b>	<b>68,677</b>	<b>33,349</b>	<b>0</b>	<b>1,597</b>





Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

**FINANCIAL DATA SUBMISSION SUMMARY  
REVENUES, EXPENSES, AND CHANGES IN  
NET POSITION ACCOUNTS - COMBINED SCHEDULE - AMP's  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

<u>Account Description</u>	<u>NV018002305</u>	<u>NV01802310</u>	<u>NV018002401</u>	<u>NV018002402</u>	<u>NV018002403</u>	<u>NV018002404</u>	<u>NV018002405</u>	<u>NV018002406</u>
<b>General Expenses</b>								
Property insurance	0	6,180	24,669	17,286	27,458	31,328	0	17,540
Liability insurance	0	960	7,066	11,877	8,306	8,583	0	6,083
Workmen's compensation	0	0	0	0	0	0	0	0
Insurance - other	0	914	19,061	17,890	17,360	22,415	0	14,397
Other general expense	0	0	1,043	0	0	0	319,577	276,552
Compensated absences	0	0	21,655	4,012	35,813	2,942	0	1,973
Payments in lieu of taxes	0	12,015	32,753	66,880	52,684	0	0	6,406
Bad debt - tenant rents	0	1,317	5,736	13,496	6,778	10,135	0	1,968
Bad debt - mortgages	0	0	0	0	0	0	0	0
Bad debt - other	0	0	0	0	0	0	0	0
Severance expense	0	0	0	0	0	0	0	0
<b>Total General Expenses</b>	<u>0</u>	<u>21,386</u>	<u>111,983</u>	<u>131,441</u>	<u>148,399</u>	<u>75,403</u>	<u>319,577</u>	<u>324,919</u>
<b>Financial Expenses</b>								
Interest expense - mortgage payable	0	0	0	0	0	0	0	0
Interest expense - notes payable	0	0	0	0	0	0	0	0
Amortization - issuance costs	0	0	0	0	0	0	0	0
<b>Total Financial Expenses</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL OPERATING EXPENSE</b>	<u>129,323</u>	<u>472,583</u>	<u>1,991,604</u>	<u>2,863,464</u>	<u>2,107,046</u>	<u>2,038,538</u>	<u>321,380</u>	<u>1,478,329</u>
<b>EXCESS OPERATING REVENUE</b>	<u>(40,101)</u>	<u>(80,564)</u>	<u>71,544</u>	<u>508,637</u>	<u>5,680,558</u>	<u>1,277,063</u>	<u>35,883</u>	<u>(300,819)</u>
<b>Other Expenses</b>								
Extraordinary maintenance	0	820	8,747	141,876	74,005	8,818	0	5,722
Casualty losses	0	0	0	0	11,457	0	0	3,077
Housing assistance payments	0	0	0	0	0	0	0	0
Depreciation expense	21,735	429,081	1,552,184	590,492	480,936	571,791	171,559	406,647
<b>Total Other Expenses</b>	<u>21,735</u>	<u>429,901</u>	<u>1,560,931</u>	<u>732,368</u>	<u>566,398</u>	<u>580,609</u>	<u>171,559</u>	<u>415,446</u>
<b>TOTAL EXPENSES</b>	<u>\$ 151,058</u>	<u>\$ 902,484</u>	<u>\$ 3,552,535</u>	<u>\$ 3,595,832</u>	<u>\$ 2,673,444</u>	<u>\$ 2,619,147</u>	<u>\$ 492,939</u>	<u>\$ 1,893,775</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ (61,836)</u>	<u>\$ (510,465)</u>	<u>\$ (1,489,387)</u>	<u>\$ (223,731)</u>	<u>\$ 5,114,160</u>	<u>\$ 696,454</u>	<u>\$ (135,676)</u>	<u>\$ (716,265)</u>
Transfer of funds	0	0	70,000	0	305,000	0	0	0
Transfer of equity	0	0	7,799	(5,648)	5,648	0	0	376,237
Prior period adjustments	0	0	0	0	0	436,929	0	0
<b>Beginning Net Position</b>	<u>854,696</u>	<u>8,054,021</u>	<u>18,967,204</u>	<u>5,502,684</u>	<u>4,127,489</u>	<u>4,982,980</u>	<u>1,860,933</u>	<u>8,178,843</u>
<b>Ending Net Position</b>	<u>\$ 792,860</u>	<u>\$ 7,543,556</u>	<u>\$ 17,555,616</u>	<u>\$ 5,273,305</u>	<u>\$ 9,552,297</u>	<u>\$ 6,116,363</u>	<u>\$ 1,725,257</u>	<u>\$ 7,838,815</u>
<b>Units Available</b>	-	552	2,784	5,496	3,492	3,100	720	1,175
<b>Units Leased</b>	-	549	2,720	5,291	3,373	2,981	709	1,142

<u>NV018002407</u>	<u>NV018002408</u>	<u>NV018002409</u>	<u>NV018002410</u>	<u>NV018002411</u>	<u>NV018002412</u>	<u>NV018002413</u>	<u>NV018013003</u>	<u>NV018013016</u>	<u>Other Project</u>	<u>TOTAL</u>
28,731	74,134	63,018	0	28,040	0	16,790	1,003	10,045	0	346,222
13,626	9,532	9,856	0	3,623	0	1,682	214	1,568	0	82,976
0	0	0	0	0	0	0	0	0	0	0
29,578	22,513	40,630	0	3,558	0	1,802	27	1,484	0	191,629
0	0	0	0	112,730	5,490	0	0	0	0	715,392
410	26,095	18,257	0	0	0	0	0	0	0	111,157
14,273	37,651	31,294	0	0	0	8,089	0	0	0	262,045
72,303	61,309	17,261	0	0	0	3,423	0	7,533	0	201,259
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
<u>158,921</u>	<u>231,234</u>	<u>180,316</u>	<u>0</u>	<u>147,951</u>	<u>5,490</u>	<u>31,786</u>	<u>1,244</u>	<u>20,630</u>	<u>0</u>	<u>1,910,680</u>
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	214	214
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	214	214
<u>3,294,518</u>	<u>2,641,935</u>	<u>2,130,469</u>	<u>0</u>	<u>148,172</u>	<u>7,646</u>	<u>446,920</u>	<u>1,284</u>	<u>236,267</u>	<u>214</u>	<u>20,309,692</u>
<u>271,666</u>	<u>165,002</u>	<u>346,078</u>	<u>0</u>	<u>384,802</u>	<u>234,661</u>	<u>13,646</u>	<u>16,941</u>	<u>161,121</u>	<u>63,716</u>	<u>8,809,834</u>
11,483	200,649	13,370	0	0	0	8,732	0	11,468	0	485,690
2,934	30,470	110,100	0	0	0	860	0	0	0	158,898
0	0	0	0	0	0	0	0	0	0	0
1,146,634	202,386	1,553,994	0	0	0	606,036	0	0	166,475	7,899,950
<u>1,161,051</u>	<u>433,505</u>	<u>1,677,464</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>615,628</u>	<u>0</u>	<u>11,468</u>	<u>166,475</u>	<u>8,544,538</u>
\$ 4,455,569	\$ 3,075,440	\$ 3,807,933	\$ 0	\$ 148,172	\$ 7,646	\$ 1,062,548	\$ 1,284	\$ 247,735	\$ 166,689	\$ 28,854,230
\$ (889,385)	\$ (268,503)	\$ (1,331,386)	\$ 0	\$ 384,802	\$ 234,661	\$ (601,982)	\$ 16,941	\$ 149,653	\$ (102,759)	\$ 265,296
0	0	0	0	0	0	0	(375,000)	0	0	0
0	12,012	0	0	0	(388,249)	(7,799)	0	0	0	0
0	0	0	0	0	3,249,083	0	0	0	0	3,686,012
<u>6,938,415</u>	<u>1,296,539</u>	<u>23,581,031</u>	<u>0</u>	<u>4,445,669</u>	<u>387,048</u>	<u>5,310,423</u>	<u>7,787,317</u>	<u>457,180</u>	<u>9,791,717</u>	<u>112,524,189</u>
\$ 6,049,030	\$ 1,040,048	\$ 22,249,645	\$ 0	\$ 4,830,471	\$ 3,482,543	\$ 4,700,642	\$ 7,429,258	\$ 606,833	\$ 9,688,958	\$ 116,475,497
4,548	3,684	3,504	-	-	555	780	-	576	-	30,966
4,457	3,366	3,462	-	-	519	766	-	565	-	29,900



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

**SCHEDULE OF EXPENDITURES OF FEDERAL FINANCIAL AWARDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

	Type	Federal CFDA #	Expenditures
<b><u>FEDERAL GRANTOR</u></b>			
<b><u>U.S. DEPARTMENT OF HOUSING &amp; URBAN DEVELOPMENT:</u></b>			
<b>Public Housing:</b>			
Public and Indian Housing	A - Major	14.850	\$ 14,171,960
Public Housing Capital Fund Program	A - Major	14.872	8,197,429
Resident Opportunity and Supportive Services	B - Nonmajor	14.870	209,848
<b>Section 8 Housing Assistance Program:</b>			
Mainstream Vouchers	B - Nonmajor	14.879	697,342
Housing Counseling Assistance Program	B - Nonmajor	14.169	17,286
Section 8 Housing Choice Voucher	A - Major	14.871	109,806,128
<b>Family Self Sufficiency - Combined Program:</b>			
PIH Family Self-Sufficiency Program	B - Nonmajor	14.896	550,187
<b><u>U.S. DEPARTMENT OF LABOR:</u></b>			
<b><u>State/Local Financial Pass-Through Assistance</u></b>			
Other Federal Program: Workforce Investment Act	B - Nonmajor	17.259	543,299
<b>TOTAL FEDERAL FINANCIAL AWARDS</b>			<b>\$ 134,193,479</b>
<b>Threshold for Type A &amp; Type B</b>			<b>\$ 3,000,000</b>

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

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

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

**NOTE A - BASIS OF PRESENTATION:**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Authority and is presented on the full accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Uniform Guidance.

**NOTE B - SUB-RECIPIENTS:**

The Authority provided no federal awards to sub-recipients during the fiscal year ending September 30, 2018.

**NOTE C - DISCLOSURE OF OTHER FORMS OF ASSISTANCE:**

- The Authority received no federal awards of non-monetary assistance that are required to be disclosed for the year ended September 30, 2018.
- The Authority had no loans or loan guarantees to be disclosed as of September 30, 2018.
- The auditee did not elect to use the 10% de minimis cost rate.
- There were no federally restricted endowment funds required to be disclosed for the fiscal year ended September 30, 2018.
- The Authority maintains the following limits of insurance as of September 30, 2018:

Property	\$ 357,655,240
Equipment Breakdown	\$ 100,000,000
Flood	\$ 250,000
Liability	\$ 2,000,000
Public Officials	\$ 1,000,000
Worker Compensation	Statutory
Employee Practice	\$ 1,000,000

Settled claims have not exceeded the above limits over the past three years.

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

**SUPPLEMENTAL INFORMATION**  
**SPECIAL REPORTS**

**FISCAL YEAR ENDED SEPTEMBER 30, 2018**



**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND PROGRAM COSTS  
September 30, 2018**

**PHASE NV39P018501-15**

1 The Actual Capital Fund Program Costs of NV39P018501-15 are as follows:

Funds Approved	\$ 3,391,311
Funds Expended	<u>3,391,311</u>
Excess of Funds Approved	\$ <u><u>-</u></u>
Funds Advanced	\$ 3,391,311
Funds Expended	<u>3,391,311</u>
Excess of Funds Advanced	\$ <u><u>-</u></u>

- 2 Audit period additions totaled \$2,533,946.84 and accordingly were audited by Rector, Reeder & Lofton, P.C.
- 3 The distribution of costs by major cost accounts as shown on the Final Statement of Modernization Cost dated June 1, 2018, accompanying the Actual Modernization Cost Certificate submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.

**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND PROGRAM COSTS  
September 30, 2018**

**PHASE NV39R018501-14**

1 The Actual Capital Fund Program Costs of NV39R018501-14 are as follows:

Funds Approved	\$ 410,238
Funds Expended	<u>410,238</u>
Excess of Funds Approved	<u>\$ -</u>
Funds Advanced	\$ 410,238
Funds Expended	<u>410,238</u>
Excess of Funds Advanced	<u>\$ -</u>

- 2 Audit period additions were \$410,238.00 and accordingly were audited by Rector, Reeder & Lofton, P.C.
- 3 The distribution of costs by major cost accounts as shown on the Final Statement of Modernization Cost dated February 9, 2018, accompanying the Actual Modernization Cost Certificate submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.

**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND PROGRAM COSTS  
September 30, 2018**

**PHASE NV39R018501-15**

1 The Actual Capital Fund Program Costs of NV39R018501-15 are as follows:

Funds Approved	\$ 336,496
Funds Expended	<u>336,496</u>
Excess of Funds Approved	<u>\$ -</u>
Funds Advanced	\$ 336,496
Funds Expended	<u>336,496</u>
Excess of Funds Advanced	<u>\$ -</u>

- 2 Audit period additions were \$336,496.00 and accordingly were audited by Rector, Reeder & Lofton, P.C.
- 3 The distribution of costs by major cost accounts as shown on the Final Statement of Modernization Cost dated February 9, 2018, accompanying the Actual Modernization Cost Certificate submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.



**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND PROGRAM COSTS  
September 30, 2018**

**PHASE NV39R018502-15**

- 1 The Actual Capital Fund Program Costs of NV39R018502-15 are as follows:

Funds Approved	\$	173,119
Funds Expended		<u>173,119</u>
Excess of Funds Approved	\$	<u><u>-</u></u>
Funds Advanced	\$	173,119
Funds Expended		<u>173,119</u>
Excess of Funds Advanced	\$	<u><u>-</u></u>

- 2 Audit period additions were \$173,119.00 and accordingly were audited by Rector, Reeder & Lofton, P.C.
- 3 The distribution of costs by major cost accounts as shown on the Final Statement of Modernization Cost dated February 9, 2018, accompanying the Actual Modernization Cost Certificate submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.

**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND PROGRAM COSTS  
September 30, 2018**

**PHASE NV39R018502-16**

- 1 The Actual Capital Fund Program Costs of NV39R018502-16 are as follows:

Funds Approved	\$ 90,131
Funds Expended	<u>90,131</u>
Excess of Funds Approved	<u>\$ -</u>
Funds Advanced	\$ 90,131
Funds Expended	<u>90,131</u>
Excess of Funds Advanced	<u>\$ -</u>

- 2 Audit period additions were \$90,131.00 and accordingly were audited by Rector, Reeder & Lofton, P.C.
- 3 The distribution of costs by major cost accounts as shown on the Final Statement of Modernization Cost dated February 9, 2018, accompanying the Actual Modernization Cost Certificate submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.

TAB 17



A

## ***Progress Report.***

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

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 was 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. CNI Transformation Plan was submitted February 2017 The Transformation Plan was approved by HUD in April 2017.

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 the following properties;

**2014: Landsman Gardens a 100-unit family public housing development in the Valley View neighborhood of Henderson, Nevada converted 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.**

**2016: Vera Johnson Manor B ("Vera B") a 112-unit family public housing development located in City of Las Vegas, Nevada converted to Project Based Section 8. Vera B initially closed in 2015 as a Mixed Finance Transaction. The construction was completed May 2016 and 100% units lease-up as of June 2016. Vera B converted after construction completion to RAD 104 public housing units in November 2016. The SNRHA partnered with Nevada HAND for this project.**

**2017: Biegger Estates a 119-unit family public housing development located in Clark County, Nevada converted to Project Based Section 8. The construction for all dwelling units was completed in June 2017 and 100% units lease-up in June 2017. All common buildings and site activities were completed by November 2017. The SNRHA self-developed this project.**

**2018: Additionally, in March 2015 the SNRHA submitted a RAD application for Rose Gardens and received a Conditional Housing Assistance Payment (CHAP) agreement in July 2015. SNRHA also submitted in FY 2016 a Bond/4% Tax Credit Application for the Re-development of all 120 units (on-site or off-site). The project received HOME Funds allocation in the amount of \$1MIL from Clark County and \$500K from City of North Las Vegas. The-SNRHA partnered with Nevada HAND for this project. Construction started in November 2017 and was completed in November 2018. All residents of the former Rose Gardens moved in by December 2018 and the building was completely occupied by January 2019.**

**2018: Espinoza Terrace a 100-unit senior public housing development located in Henderson, Nevada converted to Project Based Section 8. The construction for all dwelling units was completed in January 2020 and 95% of the units have been leased-up as of June 2020. All common buildings and site activities were completed by January 2020. The SNRHA self-developed this project.**

In 2015 SNRHA also submitted a RAD portfolio application for several of their public housing inventory.

- First Group includes: 1) Otto Merida (AMP405), 2) Lubertha Johnson (AMP401), 3) Bennett Plaza (AMP401), 4) Hullum Homes (AMP407), 5) Jones Gardens (AMP407), 6) Sartini Plaza (AMP402) & 7) Sartini Annex (AMP402), 8) Archie Grant (South Parcel) (AMP401) and 9) Ernie Cragin Terrace (AMP406) totaling 725 public housing units.
- Second Group includes: 1) Schaffer Heights (AMP404), 2) Aida Brents (AMP403), 3) Levy Gardens (403), 4) James Down Towers (AMP402), 5) Hampton Court (AMP404), 6) Simmons (AMP406) and 7) Sherman Gardens Annex (AMP408) totaling 564 public housing units.
- CHAP approved September 2017 for the First Group. An additional 6-month extension was requested for inventory removal for Hullum Homes, Jones Gardens, Sartini Plaza, Sartini Annex, Archie Grant Park and Ernie Cragin Terrace. Extension was approved through August 2018. Permanent financing for Otto Merida, Lubertha Johnson and Bennett Plaza expected to be **was** completed ~~May 2018~~ **November 2019** to complete RAD Conversion for these **two** ~~three~~ properties.

CHAPs were returned to HUD for the first group of units in March 2019.

In 2015 SNRHA submitted Archie Grant Park' south parcel (AMP 401) as part of the First Group of its RAD portfolio application. The CHAP was received March 2017. The SNRHA submitted in FY 2019 a 9% Tax Credit Application for the Re-development of all 125 senior units (north and south parcels). The project has received HOME Funds allocation in the amount of \$1MIL from Clark County and applied for \$500K from City of Las Vegas. Architect has been selected for the design drawing and documents for the development. Finance ~~closed~~ ~~closing is anticipated July 2019~~ **October 2019** with construction ~~starting~~ ~~scheduled to start August 2019~~ **October 2019** and construction completion by ~~October~~ **December 2020**. The SNRHA will self-develop this project.

Additionally, in 2016 SNRHA submitted a Mixed Finance application for Vera Johnson Manor A (AMP 406). SNRHA also submitted in FY 2016 a 9% Tax Credit Application and received the allocation for the Re-development of all 76 units. Financing closed March 27, 2017 SNRHA will self-develop this project. Construction was completed for entire property and units 100% leased by September 2018.

Enhance SNRHA's Scattered Site Homeownership Program as lender options are available.

SNRHA jointly with the City of Las Vegas will continue 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 years 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]. The Library District in partnership with the city completed a land swap with the SNRHA vacant parcel located at 28<sup>th</sup> Street & Bonanza (Parcel 2) and Library District vacant parcel located at 28<sup>th</sup> and Sunrise in July 2016.

SNRHA also owns several other acres of vacant land across the Las Vegas Valley; some are good candidates for new mixed-income and replacement housing. A number of parcels are also the sites of former public housing that has been demolished. SNRHA continues to evaluate best and final use for these assets including redevelopment and/or sale and/or lease of some of these vacant properties in order to bolster finances of the agency. SNRHA is also considering the sale or lease of approximately 1 acre of vacant land at the corner of Bonanza and Honolulu Street for future commercial use.

Following the Ernie Cragin Terrace (ECT) Master Plan the SNRHA submitted in 2018 a 9% Low Income Housing Tax Credits Application and a Mixed-Finance Proposal to HUD to develop one of the vacant lots. The proposed Wardelle Street Townhouses Project entails the financing for the new construction of approximately (57) family units, and a Community Center/Management Office/Maintenance Building to be located on a portion of the site of the former Ernie Cragin Terrace



(NV210/AMP305portion off) public housing development located at the corner of Wardelle and Bonanza APN Nos 139-25-410-039/139-25-410-040 /139-25-410-041 totaling 7.73 acres. Approximately 1.5 acres fronting Bonanza Road or Harris Street will be available for future construction of a civic building of the Strong Start Academy at Wardelle which will be constructed and managed by the City of Las Vegas. The proposed unit mix will be 24-1 bedroom units, 23 2-bedroom units and 10 3-bedroom units which includes 20 public housing at <30% AMI, and 37 project based vouchers (9 at <30% & 28 at <50% AMI). The creation of these townhomes will help meet the need for affordable housing in the City of Las Vegas and will complement the City's proposed plan for an early childhood educational facility and the County's new East Las Vegas Branch public library, both on adjacent parcels. The proposed Wardelle Street townhomes will serve as a stimulus for other developments in the vicinity and promote a more vibrant neighborhood environment. SNRHA will self-develop this project. The project was selected to receive \$1 mil in HOME Funds from Clark County in February 2018 and \$1.5 mil in Home Funds from the City of Las Vegas schedule for May 2019. The 9% Low Income Housing Tax Credit Application was approved November 2018. Construction is ~~scheduled to begin July 2019~~ **began January 2020 and completed by September 2020 is scheduled for completion January 2021.**

City of Henderson as the lead applicant submitted in 2018 a Choice Neighborhood Planning and Action Grant (CNI) application to create a Transformation Plan for the Valley View Opportunity Site, which includes the Hampton Court public housing property (AMP 404) and the surrounding neighborhood. The application was not approved by HUD.

**The SNRHA is exploring the possibility of developing a mixed-financed, mixed-income family housing development on the 9.1 acres of land at the vacant lot located at 28<sup>th</sup> & Cedar.**

**SNRHA received Board of Commissioner Approval in February 2020 for a Memorandum of Understanding to partner with Brinshore Development LLC to govern the agency's planning and redevelopment activity prior to entering into a Master Development Agreement for the Marble Manor public housing community.**

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

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.**

The Authority sold Fifty seven (57) public housing scattered site units under its Public Housing Homeownership Program in FY03, FY04, FY05, FY06, FY07, FY08, and FY2012. Additionally, forty-six (46) Section 8 Housing Choice Voucher Homeowners are under contract.

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

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.**

As of February 28, 2017, the FSS program had 91 mandatory slots. All other slots are voluntary.

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 135 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 entered 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.**

**SNRHA Continues to evaluate its 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 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.**



**B**

**Public Comments Received: *Please note that all comments received by the end of the Public Comment Period have been listed here.***

***SNRHA - FY2021AP***

1 - From:  
Date:  
Subject:  
  
SNRHA Response:

2 - From:  
Date:  
Subject:  
  
SNRHA Response:

3- From:  
Date:  
Subject:  
  
SNRHA Response:

4- From:  
Date:  
Subject:  
  
SNRHA Response:

5 - From:  
Date:  
Subject:  
  
SNRHA Response:

6 - From:  
Date:  
Subject:  
  
SNRHA Response:

7 - From:  
Date:  
Subject:  
  
SNRHA Response:

8 - From:  
Date:  
Subject:  
  
SNRHA Response:

C





# SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

DATE: \_\_\_\_\_

TO: **Chairman** \_\_\_\_\_

FROM: Resident Advisory Board (RAB) Members

RE: SNRHA **FY2021** Annual 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 **FY2021**. We have had the opportunity to ask questions, review the proposed changes, and have submitted comments as needed.

	Print Name	Signature
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Cc: Chad Williams, Executive Director

**D**

**RESOLUTION NO. SNRHA-\_\_\_\_\_**

**APPROVAL OF RESOLUTION NO. SNRHA-\_\_\_\_\_  
OF THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY'S  
FY2021 ANNUAL AGENCY PLAN UPDATE**

**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**, HUD has approved an extended deadline of October 15, 2020 for the requirement that the Authority prepare and submit an Annual Agency Plan to the U.S. Department of Housing and Urban Development 75 days before the end of each Federal Fiscal year due to the COVID-19 pandemic;

**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 September 3, 2020, 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 17th day of September, 2020.**

BY: \_\_\_\_\_  
Scott Black  
Chairperson

ATTEST: \_\_\_\_\_  
Chad Williams  
Executive Director/Secretary



TAB 18

## Statement of Capital Improvements

Even though the new Capital Fund Rule effective November 25, 2013 decouples de Capital Fund forms from the larger PHA Plan submission; the SNRHA will complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant as part of their Agency Plan Annual Plan process.

- The Capital Fund Program Annual Statement are provided as an attachment to the PHA Plan as follows:
  - CFP NV01P018501- ~~19-20~~
- The Capital Fund Performance and Evaluation (P&E) Reports as of ~~03/31/17~~ **06/11/2020** are provided as attachments to the PHA Plan as follows:
  - **CFP NV01P018501-19**
  - CFP NV01P018501-18
  - CFP NV01P018501-17
  - CFP NV01P018501-16
- Annual Statement Capital Fund Grant (Grant Number NV01P018501-~~19~~ **20**). Total ~~estimated~~ funds of \$4,889,270 **4,578,936.29**. The SNRHA will be utilizing portion of this Grant for the ~~Archie Grant Park~~, Otto Merida RAD and ~~Wardelle Townhouse~~ **possible 28<sup>th</sup> & Cedar and Marble Manor Mixed Finance Projects**.
- Performance and Evaluation Reports for open grants as of ~~March 31, 2017~~ **06/11/2020**. These include:
  - **FFY 2019**
    - **Annual Statement Capital Fund Grant (Grant Number NV01P018501-19). Total funds of \$4,703,273.00 The SNRHA will be utilizing portion of this Grant for the Archie Grant Park RAD Conversion and Wardelle Street Townhouses Mixed Finance Project.**
  - **FFY 2018**
    - Annual Statement Capital Fund Grant (Grant Number NV01P018501-18). Total funds of \$4,889,270.00 The SNRHA will be utilizing portion of this Grant for the Espinoza RAD Conversion and Wardelle Street Townhouses Mixed Finance Project.
    -
  - **FFY 2017**
    - Annual Statement Capital Fund Grant (Grant Number NV01P018501-17). Total funds of \$3,157,888.00 The SNRHA will be utilizing portion of this Grant for the Espinoza RAD Conversion.
  - **FFY 2016**
    - CFP NV01P018501-16 – Total funds of \$3,861,882.00. SNRHA will be utilizing this Grant for the Vera Johnson “A” Mixed Finance conversion and for the Rose Gardens RAD Conversion and a portion for Biegger Estates for the RAD Conversion.

➤ ~~Capital Fund Grants closed between March 2018 and February 2019~~ are as follows:

## Statement of Capital Improvements

~~o~~ FFY 2015

~~▪~~ CFP NV39P018501-15 Total funds of \$3,397,133.

### C.1 Capital Improvements:

The Five Year Action Plan has been updated to provide the estimated reduction of the CFP allocation FY2016-FY2020 as the result of the proposed conversions under RAD.

See HUD Form- 50075.2 approved by HUD on ~~09/06/2018~~. **06/11/2020**



A



U.S. Department of Housing and Urban Development  
San Francisco Regional Office - Region IX  
One Sansome Street, Suite 1200  
San Francisco, California 94104-4430  
www.hud.gov  
espanol.hud.gov

Mr. Chad Williams  
Executive Director  
Southern Nevada Regional Housing Authority  
P.O. Box 1897  
Las Vegas, NV 89125

SEP 06 2018

Re: PHA Plan Approval – Southern Nevada Regional Housing Authority FYB 2018

Dear Mr. Williams:

This letter is to inform you that the Southern Nevada Regional Housing Authority's Annual Plan (Plan) submission for the PHA Fiscal Year (FY) 2018 beginning October 1, 2018, is approved. The Plan approved is **version 1**. This approval of the Plan submission does not constitute an endorsement of the strategies and policies outlined in the Plan. In providing assistance to families under programs covered by this Plan, the Southern Nevada Regional Housing Authority will comply with the rules, standards, and policies established in its Plan, as provided in 24 CFR §903 and other applicable regulations.

Your approved Plan and all required attachments and documents must be made available for review and inspection at the principal office of the PHA during normal business hours. Once posted, your plan will remain on display until your next Plan (whether next year's plan or an intervening significant amendment or modification) is submitted and is approved by HUD.

Please note that a housing authority has the option to schedule one public hearing to address several changes to its approved Plan. Changes that require public hearing include: PHA Plan Significant Amendments; changes due to Demolition/Disposition; Homeownership; use of Capital Funds; Capital Fund Financing; proposed New Development or Mixed Finance projects; implementation of Rental Assistance Demonstration (RAD) Program; and Flat Rents policies.

In a separate correspondence you will be notified of the procedures necessary to finalize the fund obligation process for this fiscal year's Capital Fund Award(s). Until the obligation process for these funds is finalized, they will not be available for drawdown.

If you have any questions regarding your PHA Plan or the information in this letter, please contact Trevor Auser, Portfolio Management Specialist, at (415) 489-6453.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Gerard Windt', written in a cursive style.

Gerard Windt  
Director  
Office of Public Housing



Internal HUD Distribution:						
9APH	Official PHA Agency Plan File:	2018 PHA Plan—Southern Nevada Regional Housing Authority				
9APH	Chron					
9APH	Originator	Trevor Auser Portfolio Management Specialist (415) 489-6453				
9APH	<i>WILSON</i>	Choose an item.				
Identification Lines:						
File Name: File: J: / Reading - Jose Team/SNRHA – PHA Plan – FYB 2018 Annual Plan Approval Letter - 309						
Correspondence Code	Originator	Concurrence	Concurrence	Concurrence	Concurrence	Concurrence
Name	Trev or Auser	G. Windt				
Date	8/31/2018					

Official Record Copy

U.S. Department of Housing and Urban Development  
Previous edition is obsolete.

form HUD-713.1 (02/03)

**AutoFill Information**

Addressee Mr. Chad Williams  
 PHA Name: Southern Nevada Regional Housing Authority  
 PHA Address: P.O. Box 1897  
 FY Month October 1,  
 FYB: 2018  
 Plan Type: Annual Plan  
 Version #: 1  
 Staff: Trevor Auser  
 Position Portfolio Management Specialist  
 Phone: (415) 489-6453  
 Team: Jose

**B**

Capital Fund Program - Five-Year Action Plan

Status: Approved Approval Date: 06/11/2020 Approved By: EPIC SYSTEM

Part I: Summary						
PHA Name: Southern Nevada Regional Housing Authority		Locality (City/County & State)				
PHA Number: NV018		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revised 5-Year Plan (Revision No: )				
A.	Development Number and Name	Work Statement for Year 1 2018	Work Statement for Year 2 2019	Work Statement for Year 3 2020	Work Statement for Year 4 2021	Work Statement for Year 5 2022
	AUTHORITY-WIDE	\$4,875,386.00	\$4,061,121.00	\$3,269,318.00	\$1,823,792.00	\$1,948,792.00
	LUBERTHA JOHNSON ESTATES (PERRY PLAZA)	\$13,884.00				
	SCATTERED SITES (NV018002310)		\$395,551.00		\$659,771.00	\$659,771.00
	SCATTERED SITES (NV018002409)		\$123,000.00		\$659,771.00	\$659,771.00
	FAMILY 2 (NV018002407)		\$123,601.00	\$978,975.00	\$245,000.00	\$245,000.00
	FAMILY 3 (NV018002408)			\$342,000.00	\$100,000.00	
	HENDERSON (NV018002404)				\$50,000.00	\$50,000.00
	ELDERLY WEST 1 (NV018002402)				\$25,000.00	



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$4,875,386.00
ID0002	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration / Central Office Costs		\$488,927.00
ID0003	Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	Construction Administrative Fees and Costs		\$366,716.00
ID0004	Management Improvements(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving, Non-Dwelling Site Work (1480)-Landscape)	IT System upgrades and training		\$50,000.00
ID0005	Dwelling Structures(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	Elevator and generator upgrades, window replacement, exterior painting, roof repair/replacement, flooring upgrades, interior and exterior energy upgrades, HVAC and heating upgrades		\$557,100.00
ID0011	Development Activities(Dwelling Unit-Development (1480)-New Construction)	Mixed-finance development of vacant land at Wardelle Street		\$3,412,643.00
	LUBERTHA JOHNSON ESTATES (PERRY PLAZA) (NY018013021)			\$13,884.00

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>		<b>2018</b>		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0068	RAD Conversion Initial Year Deposit(RAD (1503))	Initial deposit for Lubertha Johnson		\$13,884.00
	Subtotal of Estimated Cost			\$4,889,270.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year 2		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$4,061,121.00
ID0001	Management Improvements(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Staff Training)	IT System Upgrades and Resident/Staff Training		\$35,000.00
ID0006	Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	Energy Star Appliances PHA Wide		\$90,000.00
ID0015	Relocation Costs(Contract Administration (1480)-Relocation)	Relocation costs in connection with various Scattered Sites upgrades AMP 310/316/409		\$24,000.00
ID0025	Roofing Upgrades(Dwelling Unit-Exterior (1480)-Roofs)	Roofing upgrades at 407 and 408		\$200,000.00
ID0026	Non-dwelling Equipment PHA Wide(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Non-dwelling equipment		\$50,000.00
ID0064	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration / Central Office Costs		\$470,327.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		2	2019	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0065	Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	Construction Administrative Fees and Costs		\$381,100.00
ID0066	RAD Conversions(RAD (1503))	Archie Grant		\$46,485.00
ID0067	RAD Closings(RAD Investment Activity (1504))	Archie Grant		\$301,399.00
ID0069	DWELLING STRUCTURES(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Interior (1480)-Bathroom. Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodies,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signages,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Stripping,Dwelling Unit-Site Work (1480)-	Interior and exterior painting, roofing, HVAC and heating upgrades/replacement, decking upgrades/repairs, elevator repair/replacement, generator repair/replacement, electrical upgrades, plumbing, cabinets,	1	\$2,120,975.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2019				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0070	SITE IMPROVEMENTS(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat)	Energy upgrades, parking lot repair/upgrades, exterior lighting repair/upgrades		\$291,835.00
ID0071	NON-DWELLING UPGRADES(Non-Dwelling Exterior (1480)-Balconies and Railings, Non-Dwelling Exterior (1480)-Canopies, Non-Dwelling Exterior (1480)-Doors, Non-Dwelling Exterior (1480)-Foundation, Non-Dwelling Exterior (1480)-Gutters - Downspouts, Non-Dwelling Exterior (1480)-Landings and Railings, Non-Dwelling Exterior (1480)-Lighting, Non-Dwelling Exterior (1480)-Mail Facilities, Non-Dwelling Exterior (1480)-Other, Non-Dwelling Exterior (1480)-Paint and Caulking, Non-Dwelling Exterior (1480)-Roofs, Non-Dwelling Exterior (1480)-Siding, Non-Dwelling Exterior (1480)-Soffits, Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes, Non-Dwelling Exterior (1480)-Tuck Pointing, Non-Dwelling Exterior (1480)-Windows, Non-Dwelling Interior (1480)-Administrative Building, Non-Dwelling Interior (1480)-Appliances, Non-Dwelling Interior (1480)-Common Area Bathrooms, Non-Dwelling Interior (1480)-Common Area Finishes, Non-Dwelling Interior (1480)-Common Area Flooring, Non-Dwelling Interior (1480)-Common Area Kitchens, Non-Dwelling Interior (1480)-Common Area Painting, Non-Dwelling Interior (1480)-Common Area Washers, Non-Dwelling Interior (1480)-Community Building, Non-Dwelling Interior (1480)-Doors, Non-Dwelling Interior (1480)-Electrical, Non-Dwelling Interior (1480)-Laundry Areas, Non-Dwelling Interior (1480)-Mechanical, Non-Dwelling Interior (1480)-Other, Non-Dwelling Interior (1480)-Plumbing, Non-Dwelling Interior (1480)-Security, Non-Dwelling Interior (1480)-Shop, Non-Dwelling Interior (1480)-Storage Area, Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving, Non-Dwelling Site Work (1480)-Curb and Gutter, Non-Dwelling Site Work (1480)-Dumpster and Enclosures, Non-Dwelling Site Work (1480)-Fence Painting, Non-Dwelling Site Work (1480)-Fencing, Non-Dwelling Site Work (1480)-Landscape, Non-Dwelling Site Work (1480)-Lighting, Non-Dwelling Site Work (1480)-Playground Areas - Equipment, Non-Dwelling Site Work (1480)-Signage, Non-Dwelling Site Work (1480)-Site Utilities, Non-Dwelling Site Work (1480)-Storm SCATTERED SITES (NV018002310)	Non-dwelling upgrades PHA wide		\$50,000.00
ID0016	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports - Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior	Energy upgrades / modernization of various scattered sites A-MPs 310 and 316		\$395,551.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year		2019	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity
	(1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) SCATTERED SITES (NV018002409)		
ID0017	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carpports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) FAMILY 2 (NV018002407)	Energy upgrades / modernization of various scattered sites	\$123,000.00
			\$123,601.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		2	2019		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0023	Exterior Painting of Properties(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Exterior painting of a portion of our properties AMP 407			\$23,601.00
ID0024	Exterior Lighting and Parking Lot Upgrades(Not-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Exterior lighting and parking lot upgrades at a portion of our properties AMP 407			\$100,000.00
	Subtotal of Estimated Cost				\$4,703,273.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)		2020		
Work Statement for Year 3		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0027	AUTHORITY-WIDE (NAWASD)  RAD Portfolio Conversion - Group 1 (Dwelling Unit-Development (1480)-New Construction,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Development (1480)-Site Acquisition,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Unit upgrades for multiple properties and/or new construction		\$3,269,318.00
ID0029	Energy Upgrades / Modernization Scattered Sites(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carpoms -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Energy upgrades and modernization of various Scattered Site units AMP 310/316		\$215,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains)			
ID0032	Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	Energy Star Appliances PHA Wide		\$25,000.00
ID0033	Interior and Exterior Dwelling Structure Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodore,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck Pointing,Dwelling Unit-Exterior (1480)-Windows)	Elevator repair/replacement, HVAC/Heating repair/replacement, window replacement, painting and other upgrades at AMP 402 and 403		\$1,444,189.00
ID0072	MANAGEMENT IMPROVEMENT(Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other,Management Improvement (1408)-RMC Costs,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	IT System upgrades, training		\$35,000.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year 3 2020					
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
ID0073	ADMINISTRATION(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Central Cost Center		\$459,029.00	
ID0074	FEES AND COSTS(Contract Administration (1480)-Other Fees and Costs)	Construction Administration, A&E Services and Consultants		\$391,100.00	
ID0075	SITE IMPROVEMENTS(Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage) FAMILY 2 (NV018002407)	Exterior lighting, landscaping and other upgrades PHA wide		\$200,000.00	
ID0035	Exterior Upgrades(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Window, roofing, HVAC/Heating and exterior painting at AMP 407		\$978,975.00	
	FAMILY 3 (NV018002408)			\$342,000.00	
ID0036	Exterior Upgrades(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior	Window and other upgrades at AMP 408		\$342,000.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)			
Work Statement for Year		2020	
3	Development Number/Name	General Description of Major Work Categories	Quantity
Identifier			Estimated Cost
	Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)- Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)- Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit- Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit- Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows)		
	Subtotal of Estimated Cost		\$4,590,293.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year 4		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$1,823,792.00
ID0039	RAD Portfolio Conversion - Group 1 (Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	Unit upgrades for multiple properties		\$1,768,792.00
ID0044		Energy Star Appliances PHA Wide		\$25,000.00
ID0045	Interior and Exterior Unit Upgrades(Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking)	Various interior and exterior upgrades and screen door installations, door upgrades, mail slot upgrades PHA Wide		\$30,000.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		4	2021		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0040	SCATTERED SITES (NV018002310)	Energy Upgrades / modernization of various scattered sites AMP 310/316			\$659,771.00
ID0041	SCATTERED SITES (NV018002409)	Relocation in connection with the energy upgrades and modernization of various Scattered Site units AMP 310/316			\$12,000.00
ID0042	SCATTERED SITES Relocation(Contract Administration (1480)-Relocation)	Relocation in connection with the energy upgrades and modernization of various Scattered Site units AMP 409			\$12,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0043	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) FAMILY 2 (NV018002407)	Energy upgrades / modernization of various scattered sites AMP 409		\$647,771.00
ID0046	Desert Landscaping(Dwelling Unit-Site Work (1480)-Landscape)	Desert landscaping of a portion of AMP 407		\$100,000.00
ID0047	Parking Lot and Exterior Lighting Upgrades(Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Parking lot and exterior lighting upgrades at a portion of AMP 407		\$100,000.00
ID0051	Non-dwelling Units Upgrades(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling	Non-dwelling units upgrades at AMP 407		\$45,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	(1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage			\$50,000.00
ID0048	HENDERSON (NV018002404)	Increase the perimeter wall height(Dwelling Unit-Site Work (1480)-Fencing)	Increase of the perimeter wall height at AMP 404	\$50,000.00
	FAMILY 3 (NV018002408)			\$100,000.00
ID0049	Roofing Upgrades(Dwelling Unit-Exterior (1480)-Roofs)	Roofing upgrades at AMP 408		\$100,000.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		4	2021	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ELDERLY WEST 1 (NV018002402)			\$25,000.00
ID0050	Upgrades to Access Control System(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Upgrade Tricon/Access Control System at AMP 402		\$25,000.00
	Subtotal of Estimated Cost			\$3,563,334.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		5	2022	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			
ID0052	RAD Portfolio Conversion - Group 1 (Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Unit upgrades for multiple properties		\$1,793,792.00
ID0057	Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	Energy Star Appliances PHA Wide		\$25,000.00
ID0038	Interior and Exterior Unit Upgrades(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking)	Various interior and exterior upgrades and screen door installations, door upgrades, mail slot upgrades PHA Wide		\$30,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		5	2022	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0059	Boilers/Chillers/Generators Upgrades(Nor-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Central Chiller,Non-Dwelling Construction - Mechanical (1480)-Generator)	Boiler, Chiller, Generator upgrades at AMP 402 and 403		\$100,000.00
ID0053	SCATTERED SITES (NV018002310)	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc.Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports - Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Energy upgrades / modernization of various scattered sites AMP 310/316	\$647,771.00
ID0054	SCATTERED SITES (NV018002409)	Relocation in connection with the energy upgrades and modernization of various Scattered Site units AMP 310/316		\$12,000.00
				\$659,771.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2022	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0055	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings- etc.,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports - Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Energy upgrades / modernization of various scattered sites AMP 409		\$647,771.00
ID0056	Scattered Sites Relocation(Contract Administration (1480)-Relocation)	Relocation in connection with the energy upgrades and modernization of various Scattered Site units AMP 409		\$12,000.00
	FAMILY 2 (NV018002407)			\$245,000.00
ID0060	Desert Landscaping(Dwelling Unit-Site Work (1480)-Landscape)	Desert landscaping of a portion of AMP 407		\$100,000.00
ID0061	Parking Lot and Exterior Lighting Upgrades(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Lighting)	Parking lot and exterior lighting upgrades at a portion of AMP 407		\$100,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		5	2022		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0063	Non-dwelling Units Upgrades(Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Softies)	Non-dwelling units upgrades at AMP 407			\$45,000.00
	HENDERSON (NV018002404)				\$50,000.00
ID0062	Increase the perimeter wall height(Dwelling Unit-Site Work (1480)-Fencing)	Increase of the perimeter wall height at AMP 404			\$50,000.00
	Subtotal of Estimated Cost				\$3,563,334.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2018	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
Housing Authority Wide		
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$488,927.00
Fees & Costs(Contract Administration (1480)-Other Fees and Costs)		\$366,716.00
Management Improvements(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Landscape)		\$50,000.00
Dwelling Structures(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)		\$557,100.00
Development Activities(Dwelling Unit-Development (1480)-New Construction)		\$3,412,643.00
Subtotal of Estimated Cost		\$4,875,386.00



Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2019	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
Housing Authority Wide		
	Management Improvements(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Staff Training)	\$35,000.00
	Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	\$90,000.00
	Relocation Costs(Contract Administration (1480)-Relocation)	\$24,000.00
	Roofing Upgrades(Dwelling Unit-Exterior (1480)-Roofs)	\$200,000.00
	Non-dwelling Equipment PHA Wide(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$50,000.00
	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$470,327.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	2019	
Development Number/Name	Estimated Cost	
General Description of Major Work Categories		
Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	\$381,100.00	
RAD Conversions(RAD (1503))	\$46,485.00	
RAD Closings(RAD Investment Activity (1504))	\$301,399.00	
DWELLING STRUCTURES(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-	\$2,120,975.00	
SITE IMPROVEMENTS(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat)	\$291,835.00	
NON-DWELLING UPGRADES(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells	\$50,000.00	
Subtotal of Estimated Cost	\$4,061,121.00	

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)	
Work Statement for Year	2020
3	
Development Number/Name	Estimated Cost
General Description of Major Work Categories	
Housing Authority Wide	
RAD Portfolio Conversion - Group 1(Dwelling Unit-Development (1480)-New Construction,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Development (1480)-Site Acquisition,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),	\$500,000.00
Energy Upgrades / Modernization Scattered Sites(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundatious,Dwelling Unit-Exterior (1480)-Gutters -	\$215,000.00
Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	\$25,000.00
Interior and Exterior Dwelling Structure Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-	\$1,444,189.00
MANAGEMENT IMPROVEMENT(Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other,Management Improvement (1408)-RMC Costs,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$35,000.00
ADMINISTRATION(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$459,029.00



Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2020	
3		
Development Number/Name	General Description of Major Work Categories	Estimated Cost
FEEES AND COSTS(Contract Administration (1480)-Other Fees and Costs)		\$391,100.00
SITE IMPROVEMENTS(Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)		\$200,000.00
Subtotal of Estimated Cost		\$3,269,318.00



