

Portability Briefing

Moving To Our Jurisdiction

Southern Nevada Regional Housing Authority



Welcome

- Thank you for joining our Portability Briefing (Moving To Our Jurisdiction). This is also known as our PORT-IN Briefing.
- Please '**Mute**' your phone while we wait for others who are joining this briefing.
- We will begin shortly.

Welcome

- In a moment, we will conduct attendance for this briefing.
- When your name is called, please unmute your phone and acknowledge with the facilitator you're on the line.
- Then place your phone back on **'Mute.'**

Welcome

- We kindly ask everyone to remain on '**Mute**' until the end of this briefing ...
- and... to save any questions you may have until the end.

Welcome

- After this briefing, and during your Port-In Process, if you have any questions, please be sure to contact your caseworker.
- Documents will follow with your SNRHA's caseworker's name and contact information.



Attendance

- Now let's take attendance for this Portability Briefing (Moving To Our Jurisdiction.)



How The Program Works

- The Section 8 Housing Choice Voucher (HCV) Program is the federal government's major program for assisting very low-income families (including the elderly and the disabled) to afford decent, safe, and sanitary affordable housing in the private market.

How The Program Works

- Housing assistance is provided on behalf of the individual or family.
- Participants are able to find their own housing including single-family homes, town houses, and apartments.
- The participant is free to choose any housing type that meets the requirements of the program...

How The Program Works

...as long as the unit meets the United States Housing and Urban Development's (HUD)

- Housing Quality Standards (HQS) (Initial Inspection) and
- A Rent Reasonableness test...

How The Program Works

- Housing Choice Vouchers are administered locally by Public Housing Agencies (PHAs). The PHAs receive federal funds from HUD to administer the voucher program.
- A family who is issued a voucher is responsible for finding a suitable housing unit of their choice where the owner agrees to rent under the program...

How The Program Works

- Rental units must meet minimum standards of health and safety as determined by the Southern Nevada Regional Housing Authority (SNRHA)
- A housing subsidy is paid directly to the owner on behalf of the participating family
- The family is responsible for paying the difference between the actual rent charged by the owner and the amount subsidized by the program.

Family Responsibilities

- When the family's unit is approved and the Housing Assistance Payment (HAP) contract is executed, the family must follow the rules in order to continue participating in the HCV Program.

Family Responsibilities



The family must:

- Supply any information the PHA or HUD determines to be necessary including evidence of citizenship or eligible immigration status and information for use in a regularly scheduled re-examination or interim re-examination of family income and composition...

Family Responsibilities



The family must:

- Disclose and verify social security numbers and sign and submit consent forms for obtaining information
- Supply any information requested by the PHA to verify the family is living in a unit or information related to family absence from the unit...

Family Responsibilities



The family must:

- Promptly notify the PHA in writing when the family is away from the unit for an extended period of time in accordance with PHA policies
- Allow the PHA to inspect the unit at reasonable times and after reasonable notice...

Family Responsibilities



The family must:

- Notify the PHA and the owner in writing before moving out of the unit or terminating the lease
- Use the assisted unit for residence by the family. The unit must be the family's only residence
- Promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child...

Family Responsibilities



The family must:

- Request PHA written approval to add any other family member as an occupant of the unit
- Promptly notify the PHA in writing if any family member no longer lives in the unit
- Give the PHA a copy of any owner eviction notice...

Family Responsibilities



The family must:

- Pay utility bills and provide & maintain any appliances the owner is not required to provide under the lease
- Any information the family supplies must be true and complete.

Family Responsibilities

The family (including each family member) must not:

- Own or have any interest in the unit
- Commit any serious or repeated violation of the lease
- Commit fraud, bribery or any other corrupt or criminal act in connection with the program...

Family Responsibilities

The family (including each family member) must not:

- Engage in abuse of alcohol, drug-related criminal activity, violent criminal activity, or other criminal activity that threatens the health, safety, or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises...

Family Responsibilities



The family (including each family member) must not:

- Sublease the unit, assign the lease, or transfer the unit
- Receive HCV housing assistance while receiving another housing subsidy for the same unit or a different unit under any other Federal, State, or local housing assistance Program...

Family Responsibilities



The family (including each family member) must not:

- Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises
- Cannot sign a 'Side-Payment Agreement' with the Owner...

Family Responsibilities



The family (including each family member) must not:

- Receive HCV program housing 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 the unit would provide reasonable accommodation for a family member who is a person with disabilities.

Owner Responsibilities



The Owner (or Landlord) must:

- Screen families who apply to determine suitability as renters
- Comply with Fair Housing laws
- Maintain the housing unit by making necessary repairs...

Owner Responsibilities



The Owner (or Landlord) must:

- Comply with the terms of the HAP Contract (between the Owner and the PHA)
- Collect rent due from the family and comply with and enforce the lease...

Owner Responsibilities



The Owner (or Landlord) must:

- Provide the PHA with copies of all notices served to the participant, including any judgements or summary of evictions.

Owner Responsibilities



The owner must not:

- Violate the Fair Housing Act or other Federal equal opportunity requirements
- Cannot be a parent, child, grandparent, grandchild, sister, or brother of any family member...

Owner Responsibilities



The owner must not:

- Violate obligations under a Housing Assistance Payment contract under Section 8 of the 1937 Act (42 U.S.C. 1437f)
- Cannot engage in drug related criminal activity or any violent criminal activity...

Owner Responsibilities



The owner must not:

- Commit fraud, bribery, or any other corrupt act in connection with any federal housing program...

Owner Responsibilities



The owner:

Cannot have a history or practice of:

- Non-compliance with HQS
- Renting units that fail to meet housing codes
- Cannot sign a 'Side-Payment Agreement' with HCV Participants.

Fair Housing Amendment Act

The Fair Housing Act declares that it is national policy to provide fair housing throughout the United States and prohibits specific kinds of discriminatory acts regarding housing if the discrimination is based on race, color, religion, age, sexual orientation, marital status, disability, familial status, or national origin.

Title VI of the Civil Rights Act

In accordance with Title VI of the Civil Rights Act of 1964, it is illegal to discriminate against any person on the grounds of race, color, or national origin in any program or activity receiving Federal financial assistance.

If you Feel Your Rights Have Been Violated...

- Write HUD a letter or telephone the HUD Hotline. You have one year after an alleged violation to file a complaint

HUD-Fair Housing and Equal
Opportunity (FHEO)

One Samsome St., Ste. 1200

San Francisco, CA 94104

- Phone: 1-800-347-3739
- TTY: 1-415-436-6594

or...

If you Feel Your Rights Have Been Violated...

- Obtain a copy of HUD's

“Are You a Victim of Housing
Discrimination”

brochure and complaint form to review,
complete, and submit to HUD.

Go to:

http://www.snvrha.org/fh_hcvforms.html

Leasing a Unit

- The family may select and lease a unit in neighborhoods of your choice that best meet your families' requirements
- Research schools, transportation routes, medical facilities and hospitals, and parks
- Check the area's crime rate before leasing your unit (702) 385-5555...

Leasing a Unit

- Remember, the unit you select is your choice but you will be required to live there for one full year before you can move again, so shop wisely
- Make informed choices when choosing your new unit...

Leasing a Unit

- Drive through neighborhoods where you want to live, noting any available rental housing
- Follow-up on “For Rent” notices posted on billboards, churches and/or local businesses
- Check apartment or house listings in newspapers...

Leasing a Unit

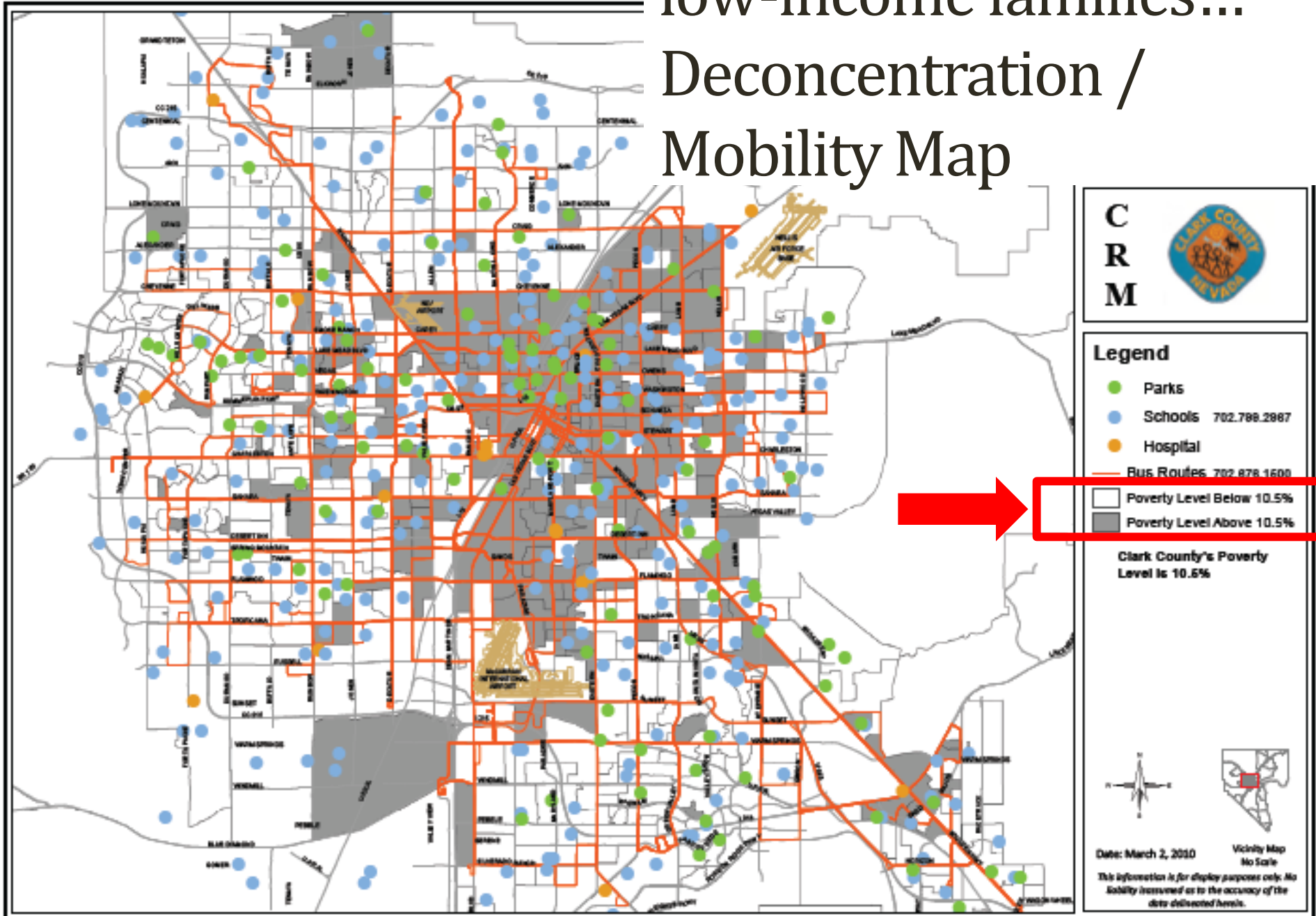
- Many local stores have free apartment guides which list apartment and condo rentals
- Use www.GoSection8.com for a listing of units. The service is free!
- Call 702-477-3100 and ask for a Landlord List to be emailed to you – or a copy is available in our lobby and updated weekly...

Leasing a Unit

- Make sure if you give anyone a deposit, you get something in writing stating the terms of the deposit being returned if they do not lease to you for any reason.

Leasing a Unit

Areas that do not have a high concentration of low-income families...
Deconcentration / Mobility Map



Leasing a Unit

- This “Deconcentration/Mobility Brochure” is available on our webpage...

http://www.snvrha.org/fh_hcvforms.html



Leasing a Unit

- This map has Clark County's poverty impacted areas highlighted.
- Remember you may utilize your voucher to lease a unit in any area of Clark County *(or anywhere in the United States)* you choose...

Leasing a Unit

- Ensure you make an informed choice when choosing your new unit.
- Again, you will be required to live in the unit you select for one year.
- Be sure to do research!

How Portability Works

What is Portability?

- The ability of a family, under the Housing Choice Voucher (HCV) Program, to move from one Housing Authority Jurisdiction (area) to another Housing Authority's Jurisdiction...

How Portability Works

Who can Participate?

- Housing Choice Voucher (HCV) holders are eligible to participate.
 1. The HCV holder may move anywhere in the United States where there is a Housing Authority administering a tenant-based program.
 2. Applicants **MUST** lease-up in the Initial Public Housing Authority's (IPHA) jurisdiction for **ONE YEAR** as long as they resided in the HA jurisdiction at the time of application...

How Portability Works

To Use your Portability Option...

- Contact your (IPHA) caseworker if you want to move to another location.
- Your caseworker will assist you in completing a 'Request for Portability' form and provide you with additional information...

How Portability Works

The following HUD requirements are for an HCV Program Participant Family who wish to move.

The family may move to a new unit if:

- 1. Assisted lease for an old unit has terminated (for no cause), including termination because the Housing Authority has terminated the HAP contract due to Owner's Breach...**

How Portability Works

The following HUD requirements
are for an
HCV Program Participant Family
who wishes to move.

The family may move to a new unit if:

2. Owner has:

- a. Given Tenant Notice to Vacate**
- b. Commenced an action to evict the Tenant**

Note: If the eviction is approved by a court process allowing Owner to evict Tenant, the voucher assistance may be terminated...

How Portability Works

The following HUD requirements are for an HCV Program Participant Family who wishes to move.

The family may move to a new unit if:

3. Tenant has given notice of lease termination (if Tenant has the right to terminate lease with notice to Owner) with a valid vacate notice and copy the Housing Authority...

How Portability Works

The following HUD requirements are for an HCV Program Participant Family who wishes to move.

The family may move to a new unit if:

4. The assisted unit has been foreclosed and the required notice has been provided.

How Portability Works

If the family terminates the lease with notice to the Owner,

**THE FAMILY MUST GIVE
THE HOUSING AUTHORITY
A COPY OF THE NOTICE.**

How Portability Works

SNRHA may not discourage the family from choosing to live anywhere in the PHA jurisdiction, or outside the PHA jurisdiction under portability procedures, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order.

How Portability Works

Portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process may affect the family's assistance...

How Portability Works

- HUD provides Fair Market Rents in a chart explaining the rate within SNRHA's jurisdiction
- The Payment Standard for the HCV Program shows the amount of the voucher based on bedroom size allocated to the family.
- The Median Income only pertains to Port-In families coming off the waitlist.
- Go to our website @ www.snvrha.org and search for the current Payment Standards chart.

How Portability Works



Payment Standards

FAIR MARKET RENT (FMR)

	0/BR	1/BR	2/BR	3/BR	4/BR	5/BR	6/BR	7/BR	8/BR
Effective 3-1-2021 - FMR	\$ 780	\$ 937	\$ 1,143	\$1,636	\$ 1,977	\$ 2,274	\$ 2,570	\$ 2,867	\$ 3,163

PAYMENT STANDARD FOR THE VOUCHER PROGRAM

AGENCY	EFF. DATE	0/BR	1/BR	2/BR	3/BR	4/BR	5/BR	6/BR	7/BR	8/BR
	3/1/2019	\$ 697	\$ 846	\$ 1,048	\$1,530	\$ 1,837	\$ 2,113	\$ 2,388	\$ 2,663	\$ 2,939
	3/1/2020	\$ 767	\$ 931	\$ 1,153	\$1,683	\$ 2,021	\$ 2,324	\$ 2,627	\$ 2,929	\$ 3,233

Median Income

\$ 70,800

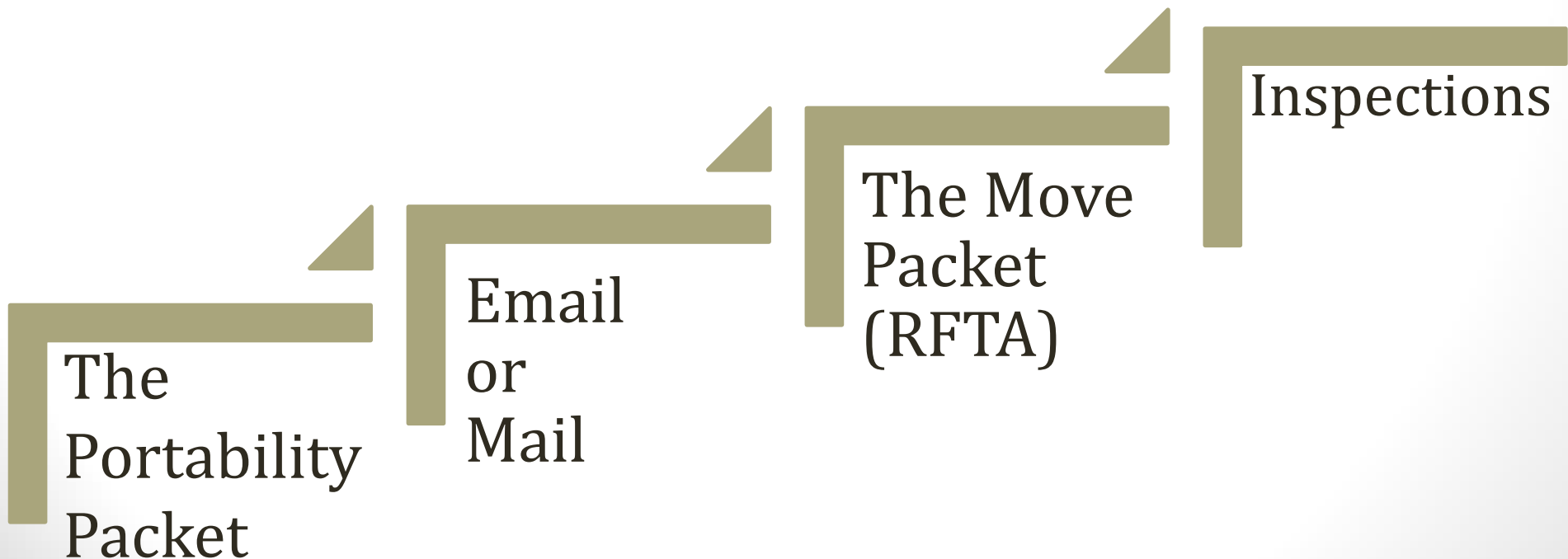
INCOME LIMITS FOR HCV

FAMILY SIZE	Effective	1	2	3	4	5	6	7	8
LOW (PH) 80%	4/1/2020	42,000	48,000	54,000	60,000	64,800	69,600	74,400	79,200
VERY LOW 50%	4/1/2020	26,250	30,000	33,750	37,500	40,500	43,500	46,500	49,500
EXTREMELY LOW 30%	4/1/2020	15,750	18,000	21,720	26,200	30,680	35,160	39,640	44,120

Effective Communication

- If you require a different form of communication other than written English (such as a foreign language, braille, or larger print) please advise SNRHA staff.

- In addition to any paperwork your Initial Housing Authority requires...
- Southern Nevada Regional Housing Authority (SNRHA) requires four (4) steps before moving into your new unit in Southern Nevada:



1. The Portability Packet

- If you haven't already, go online and obtain our 'Portability Packet'
- Download & Print this document from our website:

www.snvrha.org

Or Search Forms:

http://www.snvrha.org/re_hcvforms.html

1. The Portability Packet

- Carefully read, review, sign, and date these pages.
- Within four (4) business days, return your completed 'Portability Packet' to your SNRHA caseworker by email, mail, or using our drop box at our building...
 - We are located at 380 N. Maryland Pkwy., Las Vegas, NV 89101

1. The Portability Packet

- All adults living in your household (age 18 and older) will also need to sign and date these pages.

2. Email / Mail

- After this briefing, we will once again conduct a roll-call and ask if you have any questions.
- At that time, we will obtain your ‘COMMUNICATION’ preference:
 - Email (we have on file), or
 - Mail (we will confirm your mailing address on a separate phone call to you in the next 48 hours)...

2. Email / Mail

- The following documents will be sent to you within 48 hours of the conclusion of this Portability Briefing:
 - Declaration 214 Status (Citizenship Status)
 - Voucher
 - 'How to Determine Rent' Form

These documents are required to be signed and returned to SNRHA (along with the Portability Packet) within four (4) business days

2. Email / Mail

Declaration 214 Status

- **All adults in the household:** You are required to complete this certification of citizenship paperwork
- **Minors in the household:** the parent/guardian of each minor must complete the Declaration 214 Status form for each minor.

2. Email / Mail

Voucher

- A Voucher will be individually prepared and sent to you and will include:
 - Expiration Date
 - Bedroom Size

2. Email / Mail

Voucher

- Be aware of your expiration date!
- If your voucher expires, your Housing Assistance will terminate



2. Email / Mail

Voucher Suspension

- The Voucher suspension begins when the family submits the “Request for Tenancy Approval” (RFTA) packet and ends when the family is notified in writing of the denial of the tenancy by using the “Notice of Cancellation of RFTA” form.
- The participant will receive the tolling days back on their voucher – should they need to find another rental unit.

2. Email / Mail

How to Request an Extension

- A family may request more time to search for a suitable unit by submitting the 'Family Request for Extension' form.
- The written request must be received by or before the expiration date on the voucher.
- The extension is for an additional 30 days.

2. Email / Mail

Payment Standards

- The PHA establishes payment standards by bedroom size.
- Payment Standards are the maximum monthly assistance payment for a family assisted on the voucher program before deducting the Total Tenant Payment (TTP) for the family...

2. Email / Mail

Payment Standards

- The Total Tenant Payment (TTP) is the minimum amount the family will pay toward rent and utilities and is calculated using a statutory formula and family income information...

2. Email / Mail

Payment Standards

- To calculate TTP, PHAs convert:
annual adjusted income and
annual income
to:
monthly adjusted income and
monthly income
by dividing the annual figures by 12...

2. Email / Mail

Payment Standards

- The TTP is the greater of:
 - 30 % of monthly adjusted income,
 - 10 % of monthly income,
- Or
- The \$50.00 minimum rent.

2. Email / Mail

‘How to Determine Rent’ form

- An overview of your Voucher Value

This form will tell you:

- How many bedrooms are on your voucher
- The amount of rent you should be considering (Section A: Rent to Owner)...

2. Email / Mail

- A Cover Sheet will accompany these documents.
- The 'Portability Information Needed for Lease-Up' (Cover Letter) will have your caseworker's information:
 - ✓ Their Name,
 - ✓ Telephone Number, and
 - ✓ Their Email Address

2. Email / Mail

- If you have any changes, you're required to report those changes to your caseworker within 10 calendar days.
- Your caseworker may request information from you regarding those changes...

2. Email / Mail

- These documents being emailed/mailed to you must be returned with the Portability Packet and submitted to your caseworker.
- You can mail it back in, email your caseworker, or drop it off in our drop box.

3. The Move Packet (*RFTA*)

- SNRHA's Move Packet is available online @ www.snvrha.org
- **“H077 Request for Tenancy Approval (RFTA) Packet”**
- You may also ask your caseworker for a RFTA packet when dropping off your Portability Packet...

3. The Move Packet (*RFTA*)

- While out looking for a unit to move into, once you find a suitable unit, provide the RFTA Packet to your potential Landlord (aka Owner).
- Once the RFTA packet is completed, it must be turned-into our office.
- This will be forwarded to your caseworker...

3. The Move Packet (RFTA)

Reminder...

- Be aware of your expiration date ... as the RFTA packet must be received before your voucher expires!



3. The Move Packet (*RFTA*)

- Once the RFTA packet is received, SNRHA has **10 business days** to schedule an initial inspection with your potential Landlord.
- Please be patient as your paperwork is processed within SNRHA's departments.

4. Inspections

- SNRHA's Inspections follow HUD's Housing Quality Standards (HQS).
- Once we receive your potential landlord's RFTA Packet (Step 3), we will review all documents to ensure you are renting a unit within HUD's Rent Reasonableness determination...

4. Inspections

- Once all paperwork is received and you have met your requirements, our HQS department will contact the owner and schedule an inspection.
- The owner/agent should be at the unit at the time we conduct the initial inspection...

4. Inspections

- If you want to know when your inspection is scheduled, communicate with your landlord.
- Once the unit “Passes” the HQS initial inspection, you could obtain the keys to the unit and move in!
- This is when SNRHA initiates the Housing Assistance Payments (HAP) to the owner.

COVID-19

In an effort to establish and maintain a safe and healthy work environment for all employees and protect the families we serve, during this COVID-19 pandemic, we ask our clients to contact their caseworkers by phone, email, fax, mail any documents... or use our drop-box at our office building.

Conclusion

- During your Port-In Process, if you have any questions, please be sure to contact your caseworker.
- Please remain on '**Mute**' and wait your turn as we go through roll-call again...

Conclusion

- You can ask any questions at that time.
- Please identify your preferred method of **COMMUNICATION**.
 - Email (we have on file), or
 - Mail (we will confirm your mailing address on a separate phone call to you in the next 48 hours.)

Roll Call



That concludes our Portability Briefing!

Roll Call



Reminder: Go online:

www.snvrha.org

- Get “Portability Packet”
- Get “RFTA” Move Packet
- Deconcentration/Mobility Brochure
- Are You a Victim of Housing Discrimination Brochure
- Payment Standard Chart