

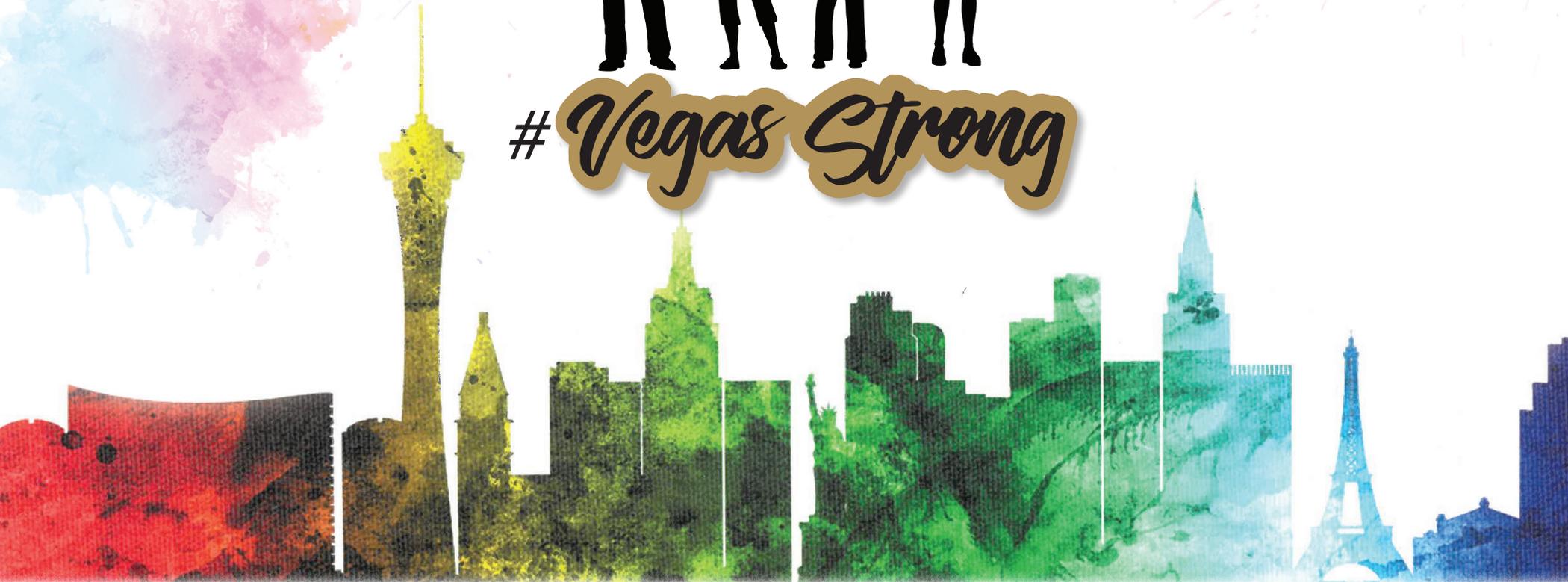


Southern Nevada Regional Housing Authority

Housing Choice Voucher Department



#VegasStrong



Empowering families and improving the quality of life...one household at a time.



Greetings Tenants and Landlords,

The Southern Nevada Regional Housing Authority (SNRHA) is an agency committed to ensuring all individuals in our Housing Choice Voucher (HCV) Programs receive the best customer service whether you are a tenant or landlord. The HCV Program is the nation's future in delivering secure affordable housing options for working-class families while simultaneously providing reliable supplemental rental income for landlords.

The dedicated staff implementing our Housing Programs are rated one of the highest performers in the nation. They are public servants who have dedicated their careers to the success of our tenants achieving economic self-sufficiency. However, at the same time, tenants need to take individual responsibility to advance their own lives so they can phase out of our HCV programs thus allowing others in need of these same services, currently on the waiting list, to use these programs.

At SNRHA, we have Supportive Services Programs that can help our tenants achieve economic prosperity through gainful employment or start their own businesses. I would encourage our tenants to apply for positions at SNRHA or start a company where you may become a contractor to our agency.

If you, as a tenant, use this blessed opportunity to excel in life, there will be no boundaries you will be unable to overcome - towards your personal and professional achievements - that can improve your gateway towards a bright future. The only obstacles in your pursuit of happiness are the ones you self-impose.

We also understand tenants require decent, safe, and quality affordable housing units when they use their housing choice vouchers. It will be hard for tenants to focus on planning their future success if their living conditions are troubled. Therefore, it is the responsibility of our participating landlords to ensure tenants' units receive proper maintenance and maintain HUD required housing quality standards.

It is also essential that tenants are not pressured into providing landlords with illegal side payments, and tenants do not voluntarily offer unlawful side payments to landlords. The payment and acceptance of illegal side payments is a severe infraction for our HCV Program and will be quickly dealt with including a referral to the HUD Inspector General's Office for criminal prosecution.

As the Southern Nevada region grows in population and housing costs continue to rise faster than anywhere in the nation, we at SNRHA have a critical responsibility to protect the performance of our HCV Programs to provide all those in need with decent, safe, and affordable housing options. We can only do this with our tenants and landlords working together to ensure the proper usage and compliance of this program. We at SNRHA are here to help you achieve that success.

I look forward to the coming program year where I can hear all about your achievements as tenants, and best practices as landlords.

Sincerely,
Chad Williams

JANUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Martin Luther King Jr. Day	22	23	24	25	26
27	28	29	30	31		

Southern Nevada Regional Housing Authority

Limited English Proficiency (LEP) Plan

What is it? Most individuals living in the United States read, write, understand, and speak English. However, there are many for whom English is not their primary language. For Limited English Proficiency (LEP) persons this can be a barrier in accessing important benefits, services, and exercising important rights. Federally funded programs and activities comply with these applicable responsibilities. If you require translation or interpretations, please advise our staff.

Slovenčina
Ελληνικά
Italiano
English
español
Français
Magyar
Pilipino
Polska
Latina



Informal Hearing Process

If the Housing Authority sends a “Notice of Termination of Assistance” to you, the notice will contain a brief explanation of the reason(s) for the termination of housing assistance. You have ten (10) calendar days from the date of the notice to request an informal hearing if you disagree with the notice.

Your request for an informal hearing must be made in writing and delivered to the Southern Nevada Regional Housing Authority (SNRHA) either in person or by first class mail, by the close of the business day, no later than ten (10) calendar days from the date of SNRHA’s decision or Notice of Termination of Assistance. SNRHA will schedule and send written notice of the informal hearing to the family within ten (10) calendar days of the family’s request. At the hearing, you will be given an opportunity to present written and/or oral objections.

The hearing office will notify you of the final decision and provide a brief explanation for the decision no later than ten (10) calendar days after the hearing.

You may request an Informal Hearing to discuss any of the following:

- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under SNRHA policy and HUD rules.
- A determination of the family’s annual or adjusted income, and the use of such income to compute the housing assistance payment.
- A determination to terminate assistance for a participant family because of the family’s actions or failure to act.
- A determination of the family unit size under SNRHA’s subsidy standards.
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the SNRHA utility allowance schedule.

REASONABLE ACCOMMODATION

Southern Nevada Regional Housing Authority will not discriminate because of race, color, religion, age, national origin, disability, familial status or sexual orientation. If you feel you have a Fair Housing Complaint, please contact HUD at 1-800-669-9777 or TTY 1-800-927-9275. The Equal Access to Housing in HUD Program Regardless of actual or perceived Sexual Orientation, Gender Identity, or Marital Status in compliance with Final Rule, published in the Federal Register August 2014. SNRHA will comply with 24 CFR Parts 5, 91, 880, et al. Violence Against Women Act Conforming Amendments.

Our agency provides reasonable accommodations to elderly or disabled applicants and participants to ensure programs and services are accessible. If you need a reasonable

accommodation, please submit your request in writing to: SNRHA, P.O. Box 1897, Las Vegas, NV 89125, Attention: 504 Officer.

You may contact our agency for additional assistance in making your request by calling (702) 477-3113. If you have a Live-in Aide, you are required to notify your caseworker in writing immediately if the Live-in Aide leaves or you no longer have the need.

Additionally, notify your caseworker in writing if you are no longer using a room approved for medical equipment. We are here to assist everyone in ensuring our program is fully accessible.

FEBRUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Valentine's Day	15	16
17	18 Presidents' Day	19	20	21	22	23
24	25 Saviours' Day	26	27	28		

What's Included in Rent? Rental Fees (Structure/House –v- Tenant-Usage Expense)

Separate Non-Lease Agreements between Owner and Tenant -

[24 CFR 982.451(b)(4)].

Owners may not demand or accept any rent payment from the family in excess of the rent to the owner minus SNRHA's housing assistance payments (HAP) to the owner.

The owner may not charge the tenant extra amounts for items customarily included in rent in the locality, or provided at no additional cost to unsubsidized tenants in the premises [24 CFR 982.510(c)].

SNRHA Policy

SNRHA permits owners and families to execute separate, non-lease agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease.

Any items, appliances, or other services that are customarily provided to unassisted families as part of the dwelling lease with those families, or are permanently installed in the dwelling unit must be included in the dwelling lease for the assisted family. These items, appliances or services cannot be placed under a separate non-lease agreement between the owner and family.

Side payments for additional rent, or for items, appliances or services customarily provided to unassisted families as part of the dwelling lease for those families, are prohibited. **Accepting side payments shall result in termination of the HAP Contract and termination of the family's assistance.**

Any items, appliances, or other services that are not customarily provided to unassisted families as part of the dwelling lease with those families, are not permanently installed in the dwelling unit and where the family has the sole option of not utilizing the item, appliance or service, may be included in a separate non-lease agreement between the owner and the family.

The family is not liable and cannot be held responsible under the terms of the assisted dwelling lease for any charges pursuant to a separate non-lease agreement between the owner and the family. Non-payment of any charges pursuant to a separate non-lease agreement between the owner and the family cannot be a cause for eviction or termination of tenancy under the terms of the assisted dwelling lease.

Separate non-lease agreements that involve additional items, appliances or other services may be considered amenities offered by the owner and may be taken into consideration when determining the reasonableness of the rent for the property.

Leasing Tips:

Southern Nevada Regional Housing Authority (SNRHA) is appreciative of owners/agents who participate in the Housing Choice Voucher (HCV) program. Together, in partnership with you, we have created the following tips to make the leasing process smoother and avoid delays:

- Complete SNRHA forms provided by the potential tenant in their entirety.
 1. Do this even if you have previously completed the forms for another tenant.
 2. Ensure you list the actual number of bedrooms on the Request for Tenancy Approval (RFTA.)
 3. DO NOT enter the voucher size in that field.
 4. For multi-units, please complete information for nonsubsidized 'like' units in your rent roll.



If you fax us the documents, please ensure "you have referenced the potential tenant's name" so that it can get to the correct caseworker. **The Request for Tenancy Approval cannot be faxed.** The following items are helpful hints to have a successful RFTA submission:

- When submitting payee information, checks must be pre-printed with the account holder information. This name must also be consistent with the Direct Deposit Authorization, W-9, and 1099 Instructions.
 - Provide a signed lease between yourself and the tenant. The lease term dates should be left blank as we will enter the effective date (which will be the passed HQS Inspection date.) We will mail you a copy with the executed Housing Assistance Payment (HAP) Contract.
 - Ensure the unit is ready to be inspected. The unit cannot pass the inspection without utilities turned on with an operating stove and refrigerator in place.
 - It is the responsibility of the owner/agent to screen potential tenants for tenancy.
 - You cannot submit a lease with fees for Home Owner Association (HOA) fees or pool fees.
- SNRHA must approve and execute a new HAP Contract as required by HUD if:
- Owner and Tenant make changes in tenant or owner responsibilities for utilities and/or appliances, and
 - If the family moves to a new unit, even if the tenant moves to a different unit in the same building or complex.

If at any time you are uncertain about how a change may affect your current HAP contract, please do not hesitate to contact SNRHA. Thank you.

MARCH 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Ash Wednesday	7	8	9
10 Daylight Savings Time Begins (Spring Forward)	11	12	13	14	15	16
17 St. Patrick's Day	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Southern Nevada Regional Housing Authority

Owner Responsibilities:

- Screen families who apply to determine suitability as renters.
- Comply with Fair Housing laws.
- Maintain the housing unit by making necessary repairs.
- Comply with the terms of the HAP Contract.
- Collect the rent due from the family and comply with and enforce the lease.
- Provide SNRHA with copies of all notices served to the tenant, including any judgements or summary of evictions.
- Do not sign a 'side payment agreement.'

Family Responsibilities:

Provide SNRHA with complete and accurate information.

- Locate the unit and submit all required documents for processing "prior" to the voucher expiration date.
- Pay required deposits to owners.
- Attend all required appointments, including allowing staff to inspect the unit annually.
- Abide by the terms of the lease.
- Pay rent on time and maintain and take care of the housing unit.
- Provide any appliances that are not furnished by the owner.
- Ensure utilities are paid that are not furnished by the owner.
- Be responsible for damages to the unit or premises beyond normal wear and tear.
- Abide by HUD's Family Obligations and any other program requirements of SNRHA.
- Do not move any unauthorized persons into the unit.
- Do not move from the unit before providing a written 30-day notice to the owner and SNRHA.
- Do not make any side-payments to owners.



Annual Activities

Annual Recertification

HUD requires that all families be reviewed annually to determine continued program eligibility and the appropriate amount of assistance. This process is called the annual "recertification." Approximately nine months after you are first approved for assistance, you will receive a recertification letter and packet from the Housing Authority. It is important that you promptly complete and return your packet and all requested information by the deadline. If you fail to return the requested information by the deadline, you will be notified that your assistance will be terminated. It is important that you attend your meeting and bring all members of the family 18 and older. Elderly and disabled clients are allowed to mail in their packets.

Annual Inspection

The Housing Authority must inspect your housing unit at least annually. Approximately eight months after you are first approved for assistance, you will be notified by letter of the date and time of your annual inspection. It is your responsibility to make sure that the head of household, spouse, or another individual 18 or older is available to allow the inspector to enter the premises. You must cooperate to avoid an interruption in or termination of your housing assistance. The inspector may not be able to answer questions regarding your case. You should contact your assigned housing representative to report changes in your situation or to ask questions about your case.



Side Payments to Owners/Agents are Prohibited!

Unfortunately, the amount of assistance SNRHA provides will not always match the amount a landlord would like to receive for a particular property. This means after the final rent offer is made, owners will have to make the best business decision whether or not to accept the proposed rent that is determined "reasonable" by the housing authority.

What an owner "cannot" do is ask the tenant to make up the difference between the HCV Program rent determination and the owner's requested rent amount. This is considered a side payment, and is illegal under the Federal False Claims Act. Violating this law can result in penalties ranging between \$5,500 and \$11,000 per occurrence. Owners who disagree with SNRHA's rent determination are free to rent their property through other means, or if affordability is an issue, find a tenant with a higher income.

Here at SNRHA's Housing Choice Voucher (HCV) Program, we would like to cultivate a positive relationship with both owners and participants. However, we must always be sure to operate under the federal guidelines that govern our program.

Participants are also held accountable. If you agree to make side-payments to your owner and it is later discovered, you will be terminated from the HCV Program.

If any owner or manager suggests this don't take the risk of losing your assistance. Contact your caseworker immediately.

The owner may not charge or accept (from the family or any other source) any payment for rent of the unit in addition to the rent to owner noted in the Housing Assistance Payment (HAP) contract. This also applies to any update to that contract (via "change notices") from SNRHA. Rent to owner includes all housing services, maintenance, utilities, and appliances to be provided and paid by the owner in accordance with the lease. Please be reminded that once the contract is signed, you cannot change who is responsible for paying utilities without SNRHA conducting a new inspection and completing a new HAP contract per HUD regulations.

Owners cannot charge separately for items such as Home Owners Association (HOA) fees, landscaping, or pool services. These would be considered a side-payment.

APRIL 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 April Fool's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Tax Day	16	17	18	19	20
21 Easter Sunday	22 Earth Day	23	24	25	26	27
28	29	30				

Southern Nevada Regional Housing Authority

Moving Procedures

Before you move, you must notify the Housing Authority and the owner in compliance with state law and the lease. The Housing Authority must approve your move in advance and will not transfer your assistance more than once in a 12-month period.

Follow these steps to transfer your assistance:

- After your lease term and with Housing Authority approval, give your owner an advance thirty to sixty (30-60) day written notice as required by State law and your lease. Call your housing representative for an appointment to turn in your notice.
- If your owner gives you notice to move, send a copy to your housing representative right away. The Housing Authority does not advise on tenant-landlord law. If you believe your notice is unreasonable and you intend to not comply with the notice, you should seek legal advice and notify the Housing Authority of your intention.
- Make sure all of your belongings are removed from your unit by the end of the notice period.
- Leave the unit clean and in good condition.
- Never allow yourself to be evicted because you will lose your assistance.

Deciding Where You Want To Live.

As you search for suitable housing, try to select a place that meets your family's needs because you must remain at the new location at least one year. Here are some suggestions to consider:

- **Schools.** If you have school-aged children, consider the various school districts that are available, as well as the distance from the housing unit to the school.
- **Safety.** Consider the neighborhood and its surroundings. Avoid high crime areas.
- **Work.** Consider the distance between your workplace and the location of the housing unit.
- **Child Care.** Consider child care availability in the area of the housing unit. If you work, what is the distance between the housing unit, the child care provider, and your work location?
- **Public Transportation.** If you do not have a vehicle, what is the access to public transportation in the area of the housing unit?

- **Premises and Neighborhood.** Is there a place for children to play outside safely? Is the unit in a high crime area?
- **Is this Move Affordable?** Have you considered the financial cost associated with moving?

What is the general condition of the neighborhood? Are you close to essential services (e.g., medical, police, fire)? Is there adequate parking for you and your guests? Is the area/building well lit at night? What is the neighborhood like on weekends?

New Unit

- Pay the full security deposit and your portion of the rent to your new owner.
- All moving costs and utility hookup charges are your responsibility.
- The initial lease period must be for a minimum of one (1) year.
- The Housing Authority will not transfer your assistance more than once in a 12-month period, so make sure that you are willing to stay at least one (1) year.
- The Housing Authority cannot begin assistance on a new unit until it passes inspection and executes a contract with the owner. If you move into a unit before this is done, you are responsible for full rent until the unit is approved. In addition, the HAP starts the day the unit passes inspection.
- You cannot pay more than 40% of your monthly adjusted income toward your portion of rent at the initial move in.

Portability. Portability is the HUD term for the ability to move outside your housing agency's jurisdiction with continued rental assistance. You can usually use your voucher across town or anywhere in the United States that has a housing authority to accept your voucher. The Housing Authority may limit moves under portability, so contact your housing representative regarding the portability feature.

Facts About Portability. Keep in mind that different housing authorities may have different policies and deadlines. Different housing authorities may have different voucher payment standards and utility allowances that could affect the amount you pay for rent. You may also receive a different size voucher based on the new housing authority's occupancy standards.

As a new admission to the program, you may find you are

not eligible for assistance in another jurisdiction due to different income limits. It is important that you find this out before you take advantage of portability. If any extension is needed, the new agency will provide it IF their policy allows extensions.

Portability and FSS. If you are participating in a Family Self-Sufficiency (FSS) program, make sure you discuss your move with your housing representative. If you cannot fulfill your FSS obligations in the new location, your FSS contract may be terminated and you may lose your escrow balance.

Vacate Notice

Participants: Please be advised SNRHA requires all participants under the Housing Choice Voucher Program to submit a "Vacate Notice" in order to move from one unit to another. These notices are located in the lobby; 380 N. Maryland Pkwy., Las Vegas, NV 89101; during regular business hours Monday thru Thursday from 8:00am – 5:00 pm. You can also download the Vacate Notice from our website at www.snrha.org.

TO BE ELIGIBLE TO MOVE, YOU MUST LIVE IN THE UNIT FOR "ONE" (1) YEAR AND YOU CANNOT BE IN THE PROCESS OF EVICTION FOR LEASE VIOLATIONS.

If your owner lives out of state you must either fax, mail, or email the "Vacate Notice" to him/her. This form should be signed by both tenant and owner/manager. If your owner refuses to sign and you have lived in the unit for one year, mail the form via certified mail. Provide a copy of the "Vacate Notice" along with proof of mailing to your caseworker after seven (7) calendar days. You must contact your caseworker for an appointment to submit the "Vacate Notice" and proof of mailing in order to receive moving paperwork. If you sign a new lease for another year, you will be required to stay in the unit for another year. Please follow these steps to ensure a smooth transition from one unit to another unless the owner releases the participant from the lease after the first year.

If you call your case manager for an appointment and you do not receive a return call by the next business day, please call and ask to speak with the team leader. Please make sure you leave your full name and a phone number.

Please note: If your owner has refused to sign the Vacate Notice for cause (lease violations) our office cannot process the Vacate Notice using the certified mail receipt.

MAY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 Ramadan Begins Cinco de Mayo	6 National Nurses' Day	7 Teacher's Day	8	9	10	11
12 Mother's Day	13	14	15	16	17	18 Armed Forces Day
19	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	

Southern Nevada Regional Housing Authority

Grounds For Termination

Grounds for termination include, but are not limited to, violation of any items set forth in this section or the sections on Zero Tolerance for crime, drugs, drug trafficking, gangs, and/or property damage.

The Housing Authority may deny program assistance for an applicant, or terminate program assistance for a participant, for any of the reasons listed below:

- If the family violates any HUD family obligations;
- If any member of the family has ever been evicted from any public housing program;
- If any member of the family participates in illegal drug or violent criminal activity, including sexual offenses;
- If any member of the family commits fraud, bribery, or any other corrupt or criminal acts in connection with any federal housing program;
- If the family currently owes any money to the Housing Authority or another Housing Authority in connection with Section 8 or Public Housing Programs;
- If the family breaches an agreement with the Housing Authority to pay amounts owed to a Housing Authority, or amounts paid to an owner by a Housing Authority;
- If the family engaged in or threatened abusive or violent behavior toward Housing Authority personnel;
- If there are serious or repeated violations of the lease;
- If the family fails to pay or withholds its portion of the rent for any reason;
- If the family fails to enter into a repayment agreement or fails to meet the terms of the agreement.
- If the family fails to report changes in income or family composition.



Jamieeka Brewer
Housing Choice
Voucher Supervisor



Angela Yenchek
Associate Deputy Director of
Housing Programs

Welcome to our Management Team

Zero Tolerance of Property Damage

The Southern Nevada Regional Housing Authority maintains a policy of zero tolerance for property damage. Any intentional, careless, or reckless damage by you, your guests, or your family to your Section 8 rental unit will not be tolerated. As a participant in the Section 8 Housing Choice Voucher (HCV) Program, you must agree to support the Housing Authority's zero tolerance policy. For your part, you are required to:

- Maintain the residence in a clean and sanitary condition at all times;
- Teach young children to help care for and value the home they live in; and
- Avoid and prevent any use of the unit by you, your family, or guests that could result in damage to the residence.
- Note: If an owner receives a judgement for damages, even if you have moved to a new unit, your voucher will be terminated if you fail to pay the amount within 30 days.

Participants will be responsible for paying the costs of any damage (beyond normal wear and tear) and may be terminated from the Section 8 HCV Program as a result of causing or allowing property damage and/or failing to promptly pay for damages. Participants must allow the landlord to make repairs at reasonable times and upon reasonable notice.

Housing Choice Voucher (HCV) Regulations authorize a public housing authority to terminate benefits when a family engages in or threatens abusive or violent behavior toward the authority's personnel [24 CFR § 982.552(c)(1)(ix.)]

JUNE 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Eid al-Fitr Holiday	4	5	6	7	8
9	10	11	12	13	14 Flag Day	15
16 Father's Day	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Program Review and Tenant Integrity Program

The Southern Nevada Regional Housing Authority administers a Compliance Review and Tenant Integrity Program. The purpose of the program is to assure that public funds are paid on behalf of qualified and eligible participants. Compliance staff investigates suspected program abuse or misconduct.

In addition to conducting investigations into suspected program abuse, conferences are conducted with participants suspected of violating program requirements. These conferences reinforce the housing assistance participants' obligation to comply with program regulations. Compliance staff conducts independent inspections and random audits of housing assistance files. Confirmation and verification of participant information and housing quality standards is obtained by visual inspection of units and file examination.

It is important that you understand that all information provided to the Housing Authority must be true and complete and is subject to additional review by Compliance staff. You should understand the purpose of the Compliance Review and Tenant Integrity Program. You must agree to cooperate with any required verifications, inspections, and/or conferences. Do not risk losing your Section 8 rental assistance by providing false, incomplete, and/or inaccurate information on your application and recertification forms.

Fraud – In the Housing Choice Voucher (HCV) Department

What is considered Fraud?

- Not reporting that the head of household's significant other/life partner is living in the unit
- Not reporting everyone living in the unit, even if they are just "staying there"
- Not reporting a family member has started work or has unreported income like an undeclared in-home childcare business (A home-based business is allowed as long as the tenant has declared the income from it.)
- Not reporting children who have left home
- Not reporting the correct marital status of any approved household member
- Renting out the assisted unit, or a bedroom in the assisted unit, to someone else
- Falsifying documents or signatures
- Requesting to remove approved household members to avoid paying a higher portion of rent, but the household member remains in the unit after removal by the PHA
- Allowing convicted felons and/or a parolee to reside in your unit unauthorized by the PHA

If you commit fraud while receiving assistance from a housing program, you could be:

- Required to repay all overpaid rental assistance you received
- Terminated and/or evicted from an assisted unit
- Fined up to \$10,000.00
- Imprisoned for up to five (5) years
- Prohibited from receiving future assistance
- Subject to State and local government penalties

If you have reason to believe any fraudulent activity is taking place in connection with any of SNRHA's housing programs, report the matter immediately to SNRHA. All complaints must be submitted in writing with documented proof, if available. There are three (3) ways to report the alleged fraudulent activity:

Mail: SNRHA
Attention: Fraud Investigations-HCV
P.O. Box 1897
Las Vegas, NV 89125-1897

Fax: (702) 366-0078
Attention: Fraud Investigations-HCV

Email: Section8fraud@sivrha.org

SNRHA will follow-up on all reports of program violations. Please provide as much information as possible when reporting fraud such as the unit address, and the name(s) of the individuals involved. Without significant information, SNRHA may be unable to investigate the allegation.

The information you provide is strictly confidential. Due to federal and state law, SNRHA cannot comment on actions taken after an allegation is reported; however, we assure you all allegations will be reviewed to determine whether fraud is taking place and the appropriate penalties should fraudulent activity be proven.

We encourage and appreciate your support in this matter.



JULY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Southern Nevada Regional Housing Authority



REMINDERS:

1. Landlord Portal-

- a. Landlords can create a profile to review their accounts or locate forms at www.snvrha.org and follow these links:

2. Abatements-

- a. Effective the 1st of the month following the failed re-inspection.
- b. The landlord may request a re-inspection before the last day of the abatement month (also known as: The Corrective Period.)
- c. Participants may still request to move once the unit is in abatement.

3. Extension Request-

- a. A request for extension must be received within seven (7) calendar days of the date of the Default Notice.
- b. The request can be faxed to 702-922-6949.

4. Request for Rent Adjustment (RFRA)-

- a. A request for rent adjustment can be requested after the first year of the lease.
- b. The request must be submitted on form H0138- Request for Rent Adjustment which can be found on the landlord portal.
- c. The request must be at least 60 days prior to the effective date of the SNRHA HAP Contract anniversary date (not lease date).
- d. The request will be denied if not received 60 days prior to the effective date of the anniversary date.

e. Did you know when you request a Rent Increase the increase may be incurred by the participant?

5. Fraud (Side Payments)-

- a. The landlord cannot increase the rent without having approval from SNRHA.
- b. The landlord may not accept and the participant may not pay more than the portion of rent stated on the Notice of Rent Payment.
- c. Any side payments received by the landlord is considered fraud and the landlord will be barred from participating in the HCV Program.

Low Cost, No Cost Energy Savers

Keep the hot sun out of your home during the heat of the day by shutting blinds and window curtains on the sunny side of your home.

- Using fans in conjunction with your air conditioner will help circulate the air and will make the house seem cooler.
- Adjust your thermostat by 10 degrees when you are going out for the day or overnight. It is estimated that you can save approximately 10% on your energy bill!
- Change air conditioner filters regularly to help your system run more efficiently.
- Lower the temperature on your water heater to 120 degrees. Chances are you will not notice the difference in temperature and you will save on your bill! Also, if you are going away for a few days, set your water heater to "vacation" mode. This will keep your water heater from heating 30 or 40 gallons of water over and over while no one is home to use it. When you return home, set the temperature back to 120 degrees.
- Always fill both the dishwasher and clothes washer to full loads to save on gas and electric bills.

**The Inspections Department:
(702) 477-3453**



AUGUST 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10 Eid al-Adha Holiday
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Southern Nevada Regional Housing Authority



SNRHA Landlord Portal

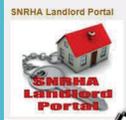


To view posted HAP Payments:

Register for SNRHA's Landlord Portal

www.snrha.org

FOR CHANGES IN OWNERSHIP / MANAGEMENT:



Left Menu – Scroll Down
Click Here to Access

✓ Transfer of Ownership

✓ Transfer of Management

Video Instructions

Home Change Request Information Register **Help**



Available on the Portal's "Help" Tab

Paperwork can ONLY be submitted via this Landlord Portal.
You can no longer submit paperwork through e-mail,
US Postal Service, or fax.

Changes of Ownership/Management

The Changes of Ownership/Management (COOM) system provides a service to property owners who need to make a change of ownership or change of management for their property when they are leasing through HUD's Housing Choice Voucher Program. If you should have any questions regarding this matter, please call (702) 477-3442. Thank you for your interest in our HCV Program.

Owner Change of Address

SNRHA must receive in writing all requests for change of address for owners, agents, property managers, etc. (known as vendors.) All rent subsidies (a.k.a. Housing Assistance Payments [HAP]) paid on behalf of HCV participants under the associated tax ID number (SSN or EIN) will be updated with the new address for correspondence and 1099 purposes.

Please fax an updated W-9 form to the Finance Department at (702) 922-6620 or fax to the HCV Department at (702) 922-6929.

Returned Mail from Owner

Owners MUST notify SNRHA of their new addresses within 14 calendar days by faxing an updated W-9 form to reflect the new address. Please ensure you sign, date, and provide a phone number. Any returned mail to SNRHA will result in HAP payments automatically placed on hold until a written notice (that is signed & dated) is provided.

The owner's current address will be compared to the subsidized unit's address. The owner must have a different address than the assisted unit. Failure to notify SNRHA in writing of change of address may result in placing the vendor's direct deposit of HAP assistance on hold until such information is provided. SNRHA is required by law to provide all vendors with a 1099 each January and cannot comply with this federal law without updated addresses.

Please fax the updated W-9 with the new address to
(702) 922-6620.

SEPTEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6	7
8 National Grandparents Day	9	10	11 Patriot Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 Rosh Hashana Begins	30					

Southern Nevada Regional Housing Authority

What is Section 3?

Economic Opportunities for Low- and Very Low-Income Persons

The United States Congress mandates the Section 3 Policy. Section 3 of the Housing Act of 1968, as amended (12 U.S.C. 1701 u) (Section 3) requires the Southern Nevada Regional Housing Authority (SNRHA), through its contractors, to provide employment, training, and contracting opportunities to the greatest extent possible, to low-income and low-skilled persons, particularly individuals who are recipients of government-funded housing assistance.

Job and Job Training Opportunities

SNRHA maintains a Job Bank Referral Program to connect residents with jobs and job training opportunities resulting from the expenditure of federal funds subject to the Section 3 mandate.

The Job Bank connects employers under contract with SNRHA with qualified program participants interested in obtaining employment. When available, positions vary but most opportunities are in construction, maintenance, security and administration. The Job Bank Application is available online at www.snrha.org.

For more information on Section 3 please contact Laura Morgan at (702) 477-3181 or lmorgan@snvrha.org.

Join the Family Self-Sufficiency Program!

- Are you willing to set goals and work hard to achieve them?*
- Are you serious about earning more money?*
- Are you willing to seek and maintain employment?*

If you answered **YES** to these questions, consider joining the Family Self-Sufficiency (FSS) Program today!

FSS is a voluntary, work-based program that provides resources, encouragement and motivation to its program participants. FSS Coordinators are available to help you establish and reach your long-term goals as well as to obtain financial independence and economic self-sufficiency.

- FSS delivers one-on-one case management support to help each participant achieve goals related to employment, education, finances and home ownership
- FSS offers resources from and referrals to many community partners and service providers
- FSS provides an opportunity to put cash into your special savings account (called an escrow account) to reward you if you increase your earned income and successfully complete the program.

If you are interested in joining the FSS Program, please contact us online at <http://www.snrha.org/family-self-sufficiency.htm> or **(702) 477-3180**.



OCTOBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 Yom Kippur	9	10	11	12
13	14 Columbus Day	15	16	17	18	19
20	21	22	23	24	25 Nevada Day	26
27	28	29	30	31 Halloween		



Veteran Outreach OWNERS/MANAGERS:

Our community is in need of additional owners/managers who are willing to rent units to Veterans who have Section 8 –Veteran Affairs Supportive Housing (VASH) Vouchers. VASH vouchers are just like regular Section 8 / Housing Choice Vouchers (HCV) except they can only be issued to Veterans who were discharged with other than Non-Honorable discharges. This means they have served our country. Now, we need to provide a helping hand to ensure our eligible Vets have safe, decent, and sanitary housing. Some Vets may have poor or no rental history and/or bad credit.

Does this mean they won't be great tenants now that they have a VASH voucher? NO! One of the reasons why is the relationship navigator (VA caseworkers) who are assigned to assist each Veteran under the VASH program, even after they have leased! This will ensure Vets who require intervention are successful renters and have that support. You can contact the assigned VA caseworker if there is ever a concern.

For every Veteran out there, there is hope! Let's show them the Las Vegas Community cares by agreeing to relax some of your screening criteria to lease up our Vets. We have about 126 Vets at this time that need housing. Please list your units with the Southern Nevada Regional Housing Authority by:

- 1) Going to our website at www.snvrha.org and click on Quicklinks / Landlords / Landlord Listing / Online Services
- 2) List via www.GoSection8.com .

On behalf of our Vets, your support is appreciated!

FROM OUR HOUSING PROGRAM MANAGEMENT TEAM

As many of you gather with family and friends during the holidays, it has been our pleasure to partner with Owners and Agencies to provide you with safe, decent, sanitary, and affordable housing. This is a reminder we were not meant to go through life alone and it is a blessing to have each other.

Southern Nevada is forever changing, we have a National Hockey Team (Go Vegas Golden Knights!!), a Women's National Basketball Team (Go Las Vegas Aces!!) and soon we will have a National Football Team (Go Raiders!!!) bringing new jobs and opportunities into our community. We at the Southern Nevada Regional Housing Authority are excited for the vast opportunities that will be available to you and eager to apply those changes to your housing needs.

In the upcoming year, we will strive to retain the rating of a "High Performer" by providing you with excellent customer service and working with you to ensure your housing needs are met.

Together, we can make a difference by continuing to provide safe, decent, and sanitary housing for our families throughout our community. Let's communicate and strive to work toward this common goal.

-Housing Programs Management

NOVEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 Daylight Savings Time Ends (Fall Back)	4	5	6	7	8	9
10	11 Veterans Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving Day	29	30

Owners/Agents • Lease Enforcement It's Your Responsibility!

Rent: Ensure you collect your portion of rent each month. This is required according to the Housing Assistance Payment (HAP) Contract Tenancy Addendum.

Enforce Your Lease: You are 'required' by HUD to enforce your lease. The Housing Authority cannot enforce a lease. However, we will enforce the Housing Assistance Payment (HAP) contract which may also disallow your participation as a future owner for repeated failure to enforce your lease with your tenant.

Utilities: This means ensuring utilities for which you are responsible are paid. If you become aware that utilities are off which are the tenant's responsibility and in compliance with your lease, you must notify the tenant and SNRHA staff immediately. The lease violation must be corrected. All parties only have 24 hours to reinstate utilities that are disconnected for non-payment. If the utilities are the owner's responsibility, failure to reinstate will result in cancellation of the HAP contract. If the utilities are the responsibility of the tenant, termination of the tenant's participation will result.

Reminder: No side-payments are allowed.

Notices: Always ensure all notices served to your tenant are immediately submitted via fax to our office at 702-922-6929.

Maintenance: You are required to ensure your unit remains in good repair. If your tenant notifies you that there is a repair required in your unit, please ensure the matter is addressed as soon as possible. This will ensure your unit does not go into abated status. **Abated HAP cannot be recouped, EVEN AFTER REPAIRS ARE MADE.** All non-life threatening deficiencies must be corrected within 30 days to avoid cancellation of the HAP contract.



Reporting Procedures

You must report changes in writing to your housing representative at the Housing Authority offices at 380 N. Maryland Parkway, Las Vegas, NV 89101. You may also fax the information directly to your housing representative at (702) 922-6929. Please ensure you include your full name, phone number, and the participant's name (or client number) on all faxes.

All calls are to be returned within 24 business hours. If you do not receive a return call within 24 hours, call (702) 477-3100 and ask for a supervisor. We are here to serve you.

Family Obligations

- Pay your portion of the rent and utility bills on time
- Provide and maintain appliances as agreed on the lease
- Maintain the dwelling in the best possible condition
- Repair any damages caused by your household within

thirty (30) days or, in the event the damage is life-threatening, within 24 hours. Damages beyond normal wear and tear caused by any member of your household, or any of your guests, are your responsibility.

Read the back of your voucher for all HUD family obligations.

DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Posadas Begins	17	18	19	20	21
22 Hanukkah Begins	23	24 Christmas Eve	25 Christmas Day Feliz Navidad	26 Kwanzaa Begins	27	28
29	30	31 New Year's Eve				

Southern Nevada Regional Housing Authority



Housing Choice Voucher (HCV) Staff



Adam Harvison702-477-3458	Dennys Galvez702-477-3447	Paula Corvalan702-477-3413
Aldo Lopez-Linarez.....702-477-3461	Destiny Corpuz.....702-477-3428	ReNea Kessock.....702-477-3454
Amanda Madsen702-477-3444	Ebony Bell702-477-3456	Ricardo Villalta.....702-477-3459
Andrea Kinsey702-477-3448	Ileana Hampton702-477-3435	Roberta Diaz-Mendez...702-477-3457
Andria Robinson702-477-3401	James Willis.....702-477-3421	Sabrina Rhone.....702-477-3416
Angela Yenchek.....702-477-3434	Jamieka Brewer.....702-477-3412	Sally Pelham.....702-477-3411
Avelinia August.....702-477-3432	Jocelyne Reyna.....702-477-3401	Sharon Payne.....702-477-3433
Belem Miranda-Carter ..702-477-3401	Johnell Amble702-477-3437	Shawana Carroll702-477-3403
Brittany Jones.....702-477-3402	Kennetta Johnson.....702-477-3452	Shayla Borner.....702-477-3445
Celeste Lopez.....702-477-3209	LaToya Lewis.....702-477-3427	Shayna Davis702-477-3440
Cheryl Petas702-477-3430	Laura Guzman.....702-477-3426	Sherri-Lei Sam Fong702-477-3438
Dawn Leo702-477-3410	Linda Avila702-477-3420	Susan Suiter702-477-3446
Debbie Vega.....702-477-3424	Michael Iglesias.....702-477-3441	Timika Jenkins.....702-477-3463
Deborah Whitfield702-477-3450	Michele Taliaferro702-477-3422	Viridiana Gonzalez702-477-3429
Delphine Cobb.....702-477-3439	Patricia Davis.....702-477-3423	William Rejincos702-477-3425

Income Limits and Payment Standards:

The Income Limits and Payment Standards were approved by the Board of Commissioners. The information below has also been updated on the www.snrha.org website. Note: the payment standard is not the rent you can request. It is the maximum subsidy that can be paid on behalf of a participant. The participant can rent a unit for more than their voucher size but their portion of rent cannot exceed 40% of their adjusted (meaning after HUD deductions) annual income. Clients are given an estimated range to seek a unit as it relates to this factor. This asking rent also has to be determined as reasonable. Staff at SNRHA will determine if the asking rent is reasonable by conducting a "rent reasonable" test of like/similar units with same amenities within a two (2) mile radius are leased or available to unassisted families. More information is available on our website including our HCV Owner's Handbook at www.snrha.org.



Southern Nevada Regional Housing Authority

FAIR MARKET RENT (FMR)									
	0/BR	1/BR	2/BR	3/BR	4/BR	5/BR	6/BR	7/BR	8/BR
Effective 10/1/2018 - FMR	\$ 652	\$ 791	\$ 979	\$1,416	\$ 1,717	\$ 1,975	\$ 2,232	\$ 2,490	\$ 2,747

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
	3/1/2018	\$ 687	\$ 843	\$ 1,041	\$1,530	\$ 1,824	\$ 2,098	\$ 2,371	\$ 2,645	\$ 2,919
	3/1/2019	\$ 697	\$ 846	\$ 1,048	\$1,530	\$ 1,837	\$ 2,113	\$ 2,388	\$ 2,663	\$ 2,939

Median Income	64,800	INCOME LIMITS FOR HCV AND PH PROGRAMS															
FAMILY SIZE	Effective	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
LOW (PH) 80%	4/1/2018	39,250	44,850	50,450	56,050	60,550	65,050	69,550	74,000	78,450	82,950	87,450	91,900	96,400	100,900	105,350	109,850
VERY LOW 50%	4/1/2018	24,550	28,050	31,550	35,050	37,900	40,700	43,500	46,300	49,100	51,900	54,700	57,500	60,300	63,100	65,900	68,700
EXTREMELY LOW 30%	4/1/2018	14,750	16,850	20,780	25,100	29,420	33,740	38,060	42,380	46,560	50,740	54,700	57,500	60,300	63,100	65,900	68,700



Frequently Used Numbers



Income Limits & Payment Standards



Phone: (702) 477-3100



PO Box 1897
Las Vegas, NV 89125-1897

Southern Nevada Regional Housing Authority



Southern Nevada Regional Housing Authority
P. O. Box 1897
Las Vegas, NV 89125

PRESORTED
STANDARD
U.S. POSTAGE
PAID
PERMIT #1584

Barbara Bush



6-8-1925
to
4-17-2018

“Never lose sight of the fact that the most important yardstick of your success will be how you treat other people – your family, friends, and coworkers, and even strangers you meet along the way.”

-Barbara (Pierce) Bush

AaBbCc

BARBARA BUSH FOUNDATION
FOR FAMILY LITERACY

Barbara Bush Foundation for
Family Literacy



**24-HOUR
CRISIS LINE**

702-646-4981
800-486-7282

Maya Angelou



4-4-1928
to
5-28-2014

“Just like moons
and like suns,
With the certainty
of tides,
Just like hopes
springing high,
Still I’ll rise.”

-Maya Angelou



“Still I Rise”

Southern Nevada Regional Housing Authority