



## SNRHA Annual Plan

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# FY 2019 Annual Plan

*Approved By SNRHA Board of Commissioners*

*June 21, 2018*

**TAB 1**

**Southern Nevada Regional Housing Authority  
FY2019 Annual Plan**

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**TAB 2**

**Southern Nevada Regional Housing Authority  
Agency Plan FY 2019**

**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), the 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. During the short time period in which the SNRHA has been in effect, the senior staff and Executive Director have begun the five year planning process, with the consultation of the Resident Advisory Board. By involving all stakeholders in various aspects of the planning process, the Authority has not only received valuable input from both the residents and the community but also from representatives from the City of Las Vegas, City of North Las Vegas, Clark County, and the City of Henderson.

**PURPOSE AND STRUCTURE OF THE AGENCY PLAN**

This Agency Plan contains the FY2019 Annual Plan which provides information regarding the establishment of goals, objectives, policies, and procedures required to achieve the Authority's overall missions. The Authority plans to update the five-Year Plan at least 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.

A.	PHA Information.
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>10/2018</b>            PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)            Number of Public Housing (PH) Units <b>2651</b> Number of Housing Choice Vouchers (HCVs) <b>11,279</b> Total Combined Units/Vouchers <b>13,930</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 <u>04/18/2018</u> 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. Cotrell 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 1, 2018</b> at 5:30pm. The written comments either received in writing prior to the Public Hearing or received at the Public Hearing are included under <b>Attachment – B6</b></p>

<input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) <b>Not Applicable</b>					
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 has been updated, however, at this time the Strategy for Addressing Housing Needs remains the same. **See Attachment B1a (Tab 4)**

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions**:  
Deconcentration Policies are included in the attachments. **See Attachment B1b (Tab 5)**

**Financial Resources**: All statistical Data has been updated, however, the Financial Resources remain the same.  
**See Attachment B1c (Tab 6)**

**Rent Determination**: Adjustments were made to the Payment Standards. **See Attachment B1d (Tab 7)**

**Operation and Management**: All Statistical Data has been updated, updates made as shown. All Policy Revisions and New Policies, including revisions to the HCV Admin Plan and ACOP, are included in the attachments. **See Attachment B1e (Tab 8)**

**Grievance Procedures**: No Changes have been made to the existing Grievance Procedures.

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

<p><b>B.1</b> (Cont.)</p>	<p><b><u>Community Service and Self-Sufficiency Programs:</u></b> Statistical Date, Provider Information and the FSS Action Plan have been updated. <b>See Attachment B1f (Tab 9)</b></p> <p><b><u>Safety and Crime Prevention:</u></b> No changes have been made to the current Safety and Crime Prevention Policies.</p> <p><b><u>Pet Policy:</u></b> No Changes have been made to the current Pet Policy.</p> <p><b><u>Asset Management:</u></b> No Changes have been made to the current Asset Management Plan.</p> <p><b><u>Substantial Deviation:</u></b> No changes have been made to the Substantial Deviation criteria.</p> <p><b><u>Significant Amendment/Modification:</u></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 Attachment B1b (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> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <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><u>Hope VI or Choice Neighborhoods:</u></b> SNRHA is planning to apply for Hope VI Revitalization or CNI grant in the Plan year. <b>See Attachment B2a (Tab 10)</b></p> <p><b><u>Mixed Finance Modernization or Development:</u></b> Please refer to Demolition and/or Disposition for proposed SNRHA Mixed Finance or Development Plans. <b>See Attachment B2b (Tab 11)</b></p> <p><b><u>Demolition and/or Disposition:</u></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 Attachment B2c (Tab 12)</b></p> <p><b><u>Designated Housing for Elderly and/or Disabled Families:</u></b> Currently, Harry Levy Gardens (NV208), James Down Towers (NV2-12), Espinoza Terrace (NV13-02), Lubertha Johnson (NV18-21), Rose Gardens (NV18-20), 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 Attachment B2d (Tab 13)</b></p> <p><b><u>Conversion of Public Housing to Tenant-Based Assistance:</u></b> There have been no changes to this plan for the upcoming fiscal year.</p> <p><b><u>Conversion of Public Housing to Project-Based Assistance under RAD:</u></b> The SNRHA continues with its efforts to convert more public housing assistance under the RAD Program. <b>See Attachment B2e (Tab 14)</b></p>

<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> SNRHA has revised its Public Housing Non-Smoking Policy in compliance with HUD’s Final Rule. <b>See Attachment B2f (Tab 8C)</b></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, but no new units have been added to the list. <b>See Attachment B2g (Tab 15)</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 Attachment B3 (Tab 16)</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 Attachment B4 (Tab 17)</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 Attachment B5 (Tab 18A)</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 Attachment B6 (Tab 18B)</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 Attachment B7 (Tab 16B)</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 3/8/2018. See Attachment C (Tab 19A)</b>  <b>See Capital Fund Program Five-Year Action Plan 2018-2022 and Annual Statement/Performance Evaluation Reports for 2018 / 2017 / 2016 / 2015. See Attachment C (Tab 19B)</b>



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	3	4
Income >30% but <=50% of AMI	40,695	5	5	4	3	3	4
Income >50% but <80% of AMI	69,759	5	4	3	3	3	3
Elderly	41,662	5	5	4	5	3	4
Families with Disabilities	38,907	5	5	4	5	3	4
White	70,640	5	4	3	2	3	3
Black	18,582	5	4	3	2	3	3
Hispanic	60,627	5	4	3	2	3	3
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s. Indicate year: 2006-2010
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA’s waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting list at their option.

<b>Section 8</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	2038		
Extremely low income <=30% AMI	1774	87%	
Very low income (>30% but <=50% AMI)	218	10.7%	
Low income (>50% but <80% AMI)	46	2.3%	
Families with children (<=17)	533	25.9%	
Elderly families (62+)	118	6.0%	
Families with Disabilities	1234	60%	
White	558	27.3%	
Black	1400	68.3%	
Asian	10	0.5%	
American Indian/Alaskan Native	13	0.6%	
Native Hawaiian/Other Pacific Islander	23	1.1%	
Hispanic or Latino	199	9.7%	

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

SSNRHA has closed the waiting list for the past 90 months. SNRHA plans to open the waiting list for Non-Elderly Disabled target funding population only.

<b>Public Housing</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	9831		
Extremely low income <=30% AMI	8747	89%	
Very low income (>30% but <=50% AMI)	904	9.2%	
Low income (>50% but <80% AMI)	180	1.8%	
Families with children	5248	53.4%	
Elderly families	954	9.7%	
Families with Disabilities	2040	20.8%	
White	2163	22%	
Black	6202	63.1%	
Asian	140	1.4%	
American Indian/Alaskan Native	156	1.6%	
Native Hawaiian/Other Pacific Islander	135	1.4%	
Hispanic or Latino	1397	14.2%	
<b>PHA</b>			
Characteristics by Bedroom Size (PH Only)			
0 BR	0	0%	
1BR	3893	39.6%	
2 BR	2993	30.4%	
3 BR	2157	22%	
4 BR	788	8%	
5 BR	0	0.0%	

The SNRHA Public Housing wait list is **currently** closed.

<b>Designated Housing</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	1073		
Extremely low income <=30% AMI	922	85.9%	
Very low income (>30% but <=50% AMI)	149	13.9%	
Low income (>50% but <80% AMI)	2	0.2%	
Families with children	36	3.4%	
Elderly families	632	58.9%	

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

Families with Disabilities	154	14.4%	
White	423	39.4%	
Black	417	38.9%	
Asian	65	6.1%	
American Indian/Alaskan Native	11	1%	
Native Hawaiian/Other Pacific Islander	10	0.9%	
Hispanic	193	17.5%	
<b>PHA</b>			
Characteristics by Bedroom Size (PH Only)			
1BR	1001	93.3%	
2 BR	72	6.7%	
3 BR	0	0.0%	
4 BR	0	0.0%	
5 BR	0	0.0%	

SNRHA's Designated wait list is currently closed.

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**

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

**OMB Approval No.  
(exp.)  
HUD-52828**

**PNA Summary**

Public Reporting Burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this collection of information is mandatory to obtain a benefit. The information requested does not lend itself to confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

HAName Southern Nevada Regional 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
<b>Total Preliminary Estimated Cost</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Component	Immediate Need	Years 1-5	Years 6-10	Years 11-15	Years 16-20	Total	Per Unit
Windows	\$ 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**

##### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

##### **Strategy 2: Increase the number of affordable housing units by:**

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

#### **Need: Specific Family Types: Families at or below 30% of median**

##### **Strategy 1: Target available assistance to families at or below 30 % of AMI**

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work

#### **Need: Specific Family Types: Families at or below 50% of median**

##### **Strategy 1: Target available assistance to families at or below 50% of AMI**

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work



## Strategy for Addressing Housing Needs

### **Need: Specific Family Types: The Elderly**

#### **Strategy 1: Target available assistance to the elderly:**

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available

### **Need: Specific Family Types: Families with Disabilities**

#### **Strategy 1: Target available assistance to Families with Disabilities:**

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities

### **Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

#### **Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Continuing implementation of the Limited English Proficiency Plan in conjunction with SNRHA's Affirmative Marketing Plan to ensure all eligible applicants/participants have equal access to all programs and services.

#### **Strategy 2: Conduct activities to affirmatively further fair housing**

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Develop marketing tools such as flyers and brochures to educate eligible applicants of available programs and resources.
- Participate in community activities that are likely to be attended by person who are LEP and minorities to promote programs and services.
- Develop a strong Public relations system which shall include radio and television appearances.

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

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

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
- 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

### *Strategy for Addressing Housing Needs*

- 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 operate up to seven (7) site-based waiting lists in the coming year. 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.

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

### (iv) Admissions Preferences

#### a. Income targeting:

- SNRHA plans to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30%.

#### b. Transfer policies:

Transfers take precedence over new admissions in the following instances:

- Emergencies (including VAWA)
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work, community safety)

#### c. Preferences

SNRHA 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.

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

### **(vi) Deconcentration and Income Mixing**

- 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.

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

### **(ii) Search Time**

SNRHA will give extensions on standard 60-day period to search for a unit, in the event the applicant can demonstrate an effort to find housing at the discretion of the PHA and as a reasonable accommodation for disabled applicants. Additionally, SNRHA shall issue vouchers to disabled participants for 90 days for their initial search. The SNRHA may extend an additional 30 days as a reasonable accommodation.

#### Income targeting

- SNRHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income

#### Preferences

SNRHA 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.

A





### ***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**



## **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.

**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 (FY2017)</b>		
a) Public Housing Operating Fund	\$14,397,250	Estimated for 2017
b) Public Housing Capital Fund	\$3,861,882	2017 Allocation (estimated)
b.1) RHF – Second 5-YR Increment	\$90,131	2017 Allocation (estimated)
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$104,987,063	Estimated for 2017
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$691,791 \$237,568 \$800,000 \$50,000	FSS 2017 ROSS-SC per year for 3 yrs. WIOA 2016-2017 NV DETR 2016-2017
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
FFY 16 – CFP NV01P018501-16	\$3,861,882	2016 Allocation
FFY 16 – CFP NV01R018502-16	\$90,131	2016 Allocation
FFY 15 – CFP NV39P018501-15	\$3,397,133	Revised 2015 Allocation.
FFY 15 – CFP NV39R018501-15	\$336,496	2015 Allocation
FFY 15 – CFP NV39R018502-15	\$173,119	2015 Allocation
FFY 14 – CFP NV39P018501-14	\$3,497,989	PH CFP
FFY 14 – CFP NV39R018501-14	\$410,238	CFP RHF-1 <sup>st</sup> 5YR Increment.
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
	\$5,980,700	
<b>4. Other income (list below)</b>		
Interest on general fund investments	\$61,800	
Non-dwelling rental income	\$0	

**Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other Income	\$229,849	
Management Fee (internal)	\$5,260,516	
<b>5. Non-federal sources</b> (list below)		
Homeownership Proceeds (as of 09/30/ 2016)	\$4,306,060	Homeownership & 5H to be used for new development
Disposition Proceeds	\$821,799	Proceed from sale of PHA units to be used for new development of PHA units
<b>Revised Total Resources</b>	\$152,455,829	Operations, Resident Programs and Capital needs and Replacement Housing

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

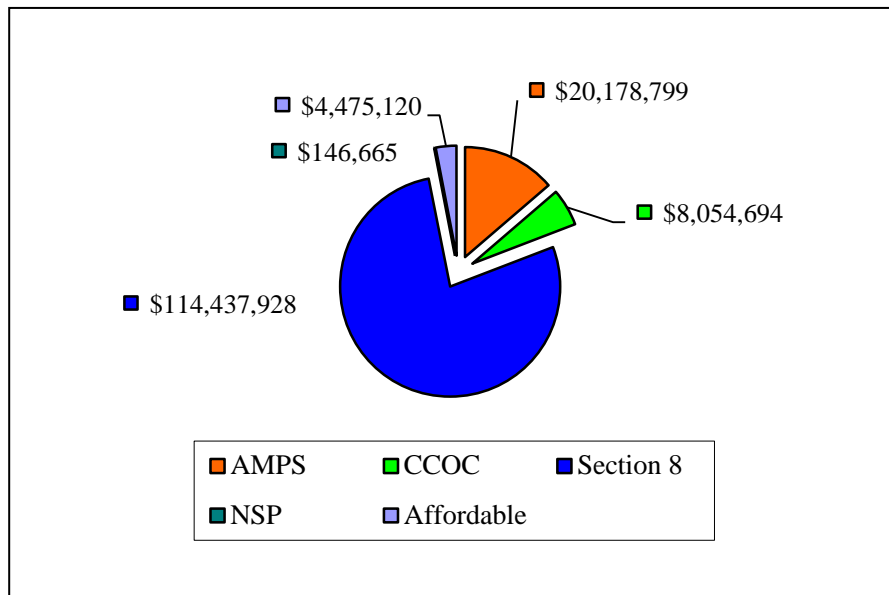
**Assessment of Financial Resources**

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 2018 Public Housing Operating Budget (FYE 09/30/18)
- FY 2018 Central Office Cost Center (FYE 09/30/18)
- FY 2018 Housing Choice Voucher Program Budget (FYE 09/30/18)
- FY 2018 Affordable Housing Budget (FYE 09/30/18)
- FY 2018 Neighborhood Stabilization Program (FYE 09/30/18)
- FFY 2018 Capital Fund Program Budget

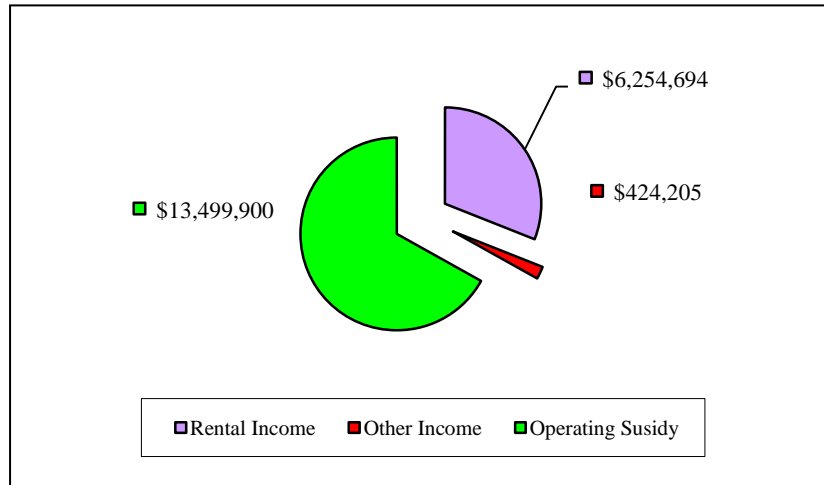
The following charts summarize the financial health of the Authority. Generally, operating funds are for the current fiscal year (PHA FYE 09/30/18) and special revenue funds are for the current federal fiscal year. The PHA is assuming that operating revenue for FY 2018 will remain constant.

**SUMMARY OF INCOME – AGENCY-WIDE  
FISCAL YEAR ENDING SEPTEMBER 30, 2018**



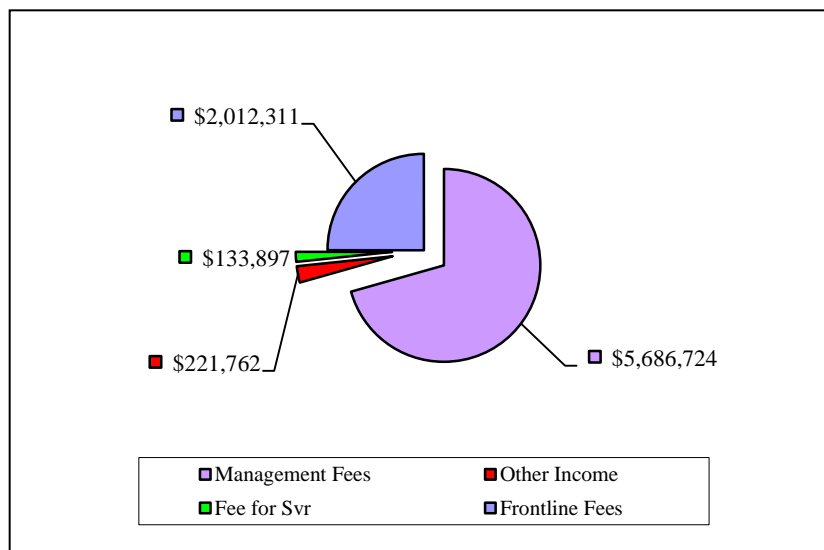
Based on FY 2018, operating budgets total \$. The Low Income Public Housing Program Asset Management Projects (AMPS) account for 14% and the Central Office Cost Center account for 5%, the Housing Choice Voucher Program accounts for 77%, the Affordable Housing Program accounts for 3%, and the Neighborhood 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 2018 program budgets.

**BREAKDOWN OF INCOME SOURCES – LOW RENT PUBLIC HOUSING PROGRAM - AMPS  
FISCAL YEAR ENDING SEPTEMBER 30, 2018**



Rental Income represents 31% of total LIPH receipts, Other Income (Includes amount from Interest for Other Programs) represents 2% of total LIPH receipts, and Operating Subsidy from HUD represents 67% of total LIPH –AMPS receipts.

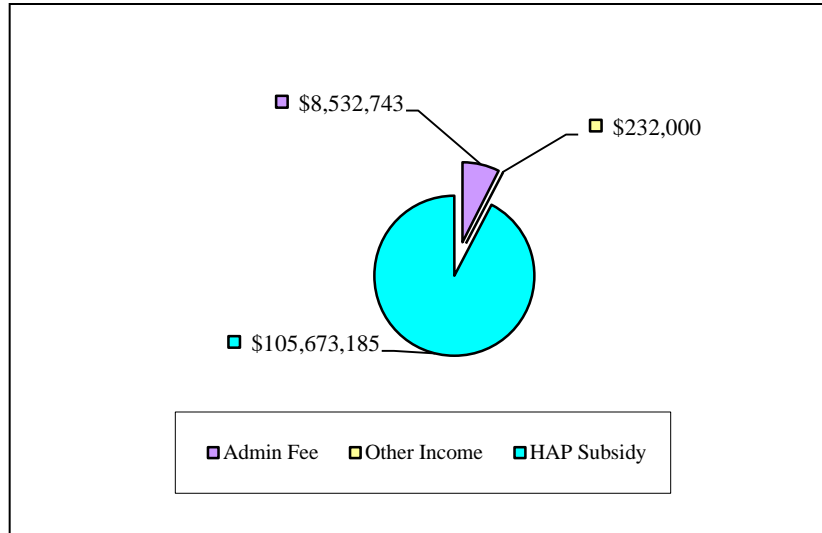
**BREAKDOWN OF INCOME SOURCES – CENTRAL OFFICE COST CENTER (CCOC)  
FISCAL YEAR ENDING SEPTEMBER 30, 2018**



Management Fees Income represents 70% 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 25% of total CCOC receipts.

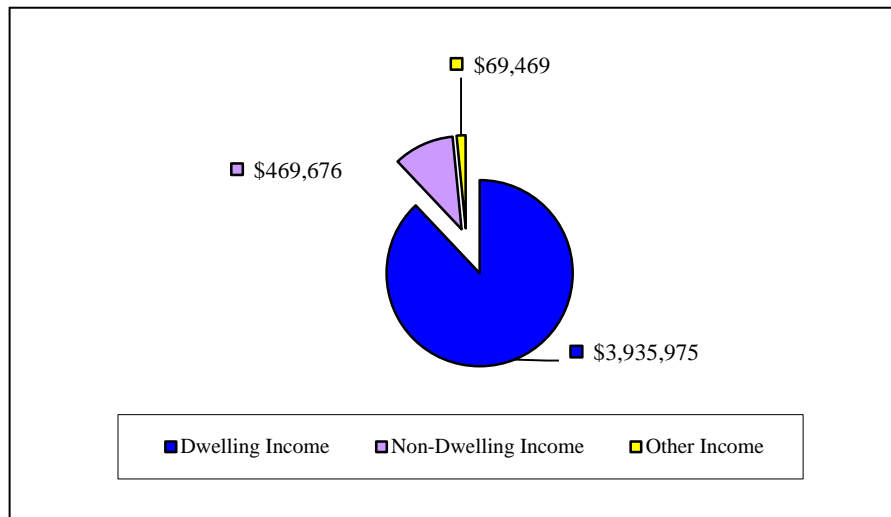


**BREAKDOWN OF INCOME SOURCES – HOUSING CHOICE VOUCHER PROGRAM  
FISCAL YEAR ENDING SEPTEMBER 30, 2018**



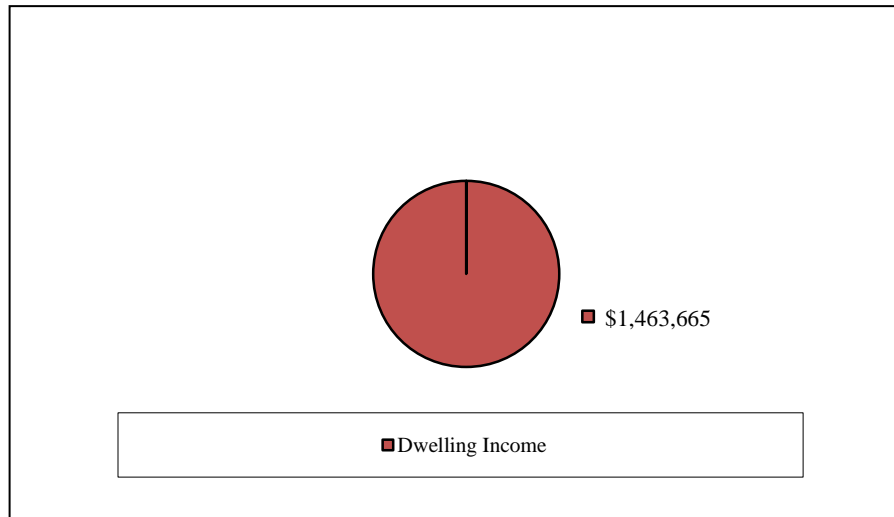
Administrative Fees represent 7.5% of total Housing Choice Voucher Program receipts, Other Income represents less than .2% of total Housing Choice Voucher receipts, and HAP Subsidy from HUD represents 92.3% of total Housing Choice Voucher Program receipts.

**BREAKDOWN OF INCOME SOURCES – AFFORDABLE HOUSING PROGRAM  
FISCAL YEAR ENDING SEPTEMBER 30, 2018**



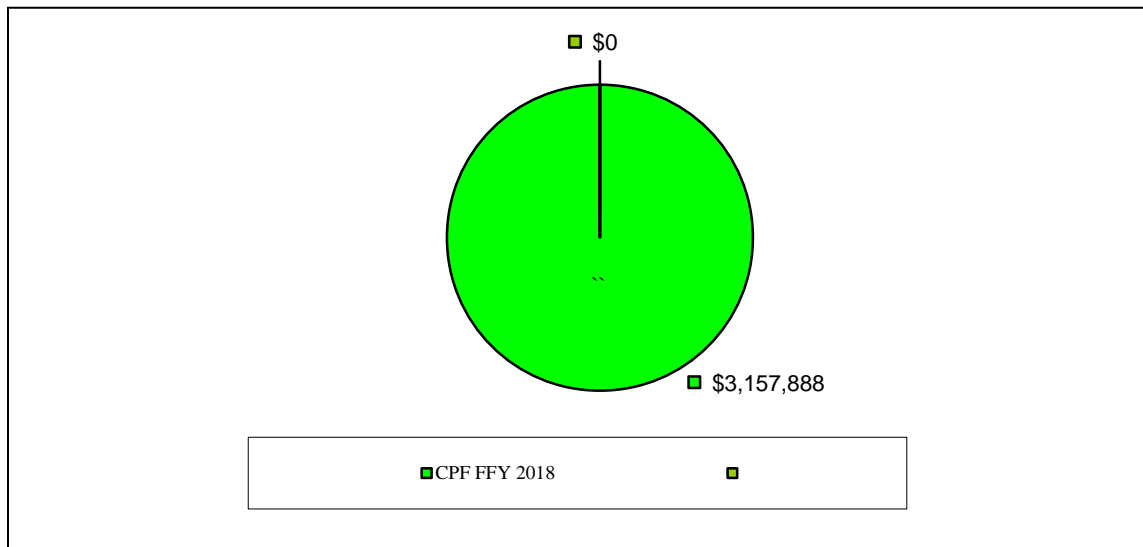
Dwelling Income represents 87.95% of total Affordable Housing receipts, Non-Dwelling Income represents 10.5% of total Affordable Housing receipts, and Other Income represents 1.55% of total Affordable Housing receipts.

**BREAKDOWN OF INCOME SOURCES – NEIGHBORHOOD STABILIZATION PROGRAM  
FISCAL YEAR ENDING SEPTEMBER 30, 2018**



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

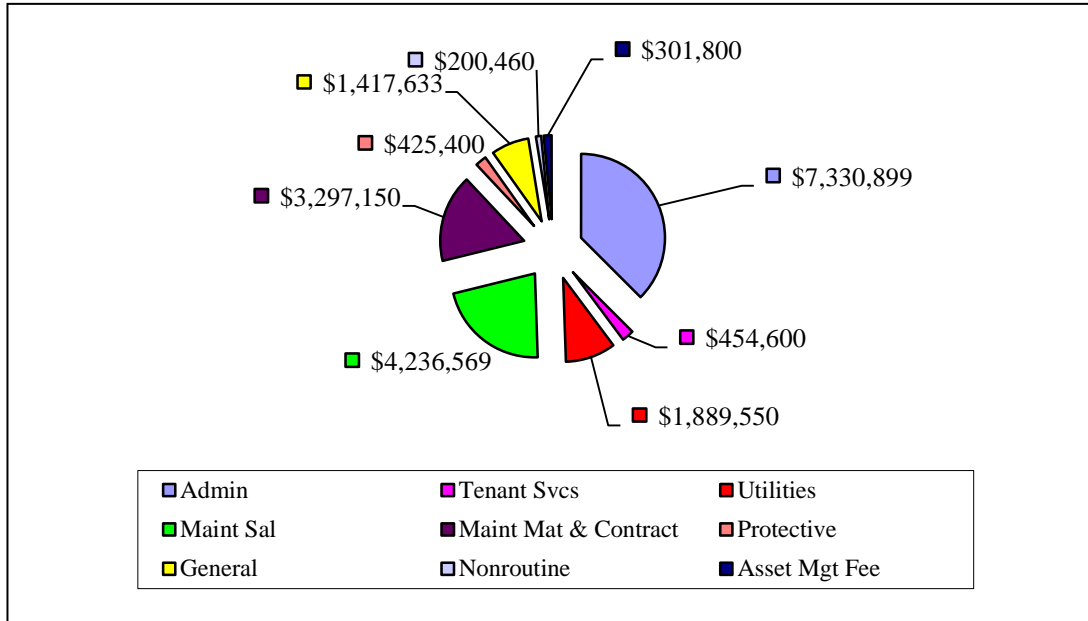
**INCOME FROM SPECIAL REVENUE FUNDS**



All special revenue funds are from HUD FFY 2018 and are awarded during the PHA’s FY 2018 based on budgets submitted with this plan. Of special revenue funds, the Capital Fund Program represents 100% of funding. Total special revenue funds are \$3,157,888 resulting in total agency income for FY 2018 of \$151,768,094.

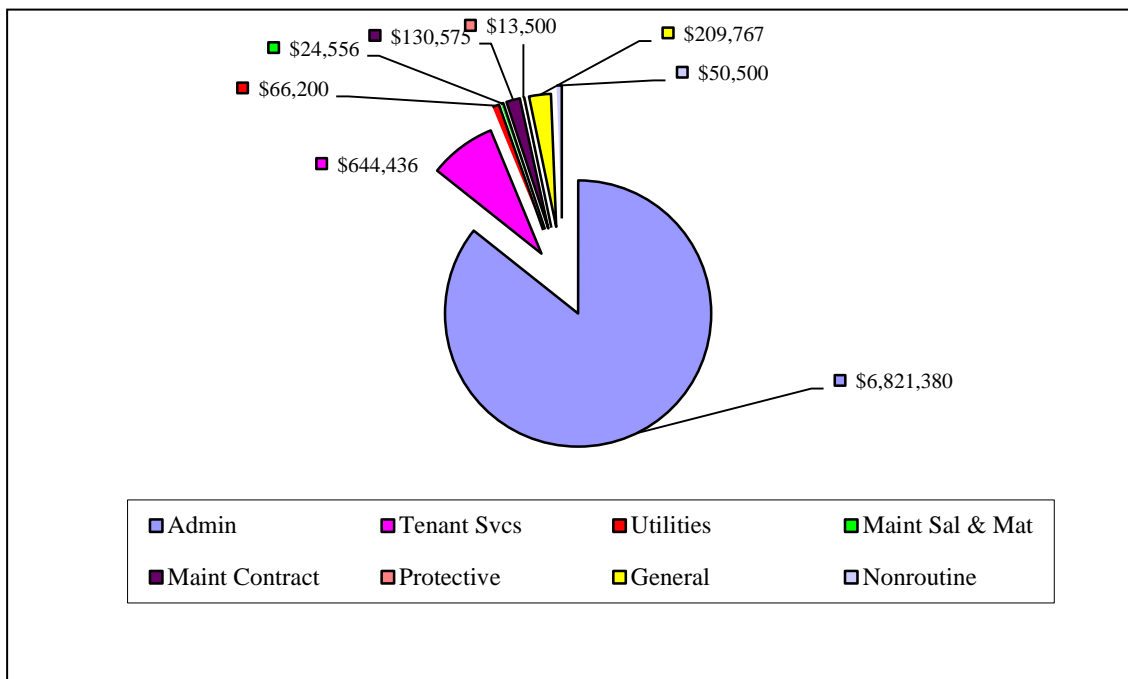
## Estimated Expenditures – Public Housing Program-AMPS

FISCAL YEAR ENDING SEPTEMBER 30, 2018



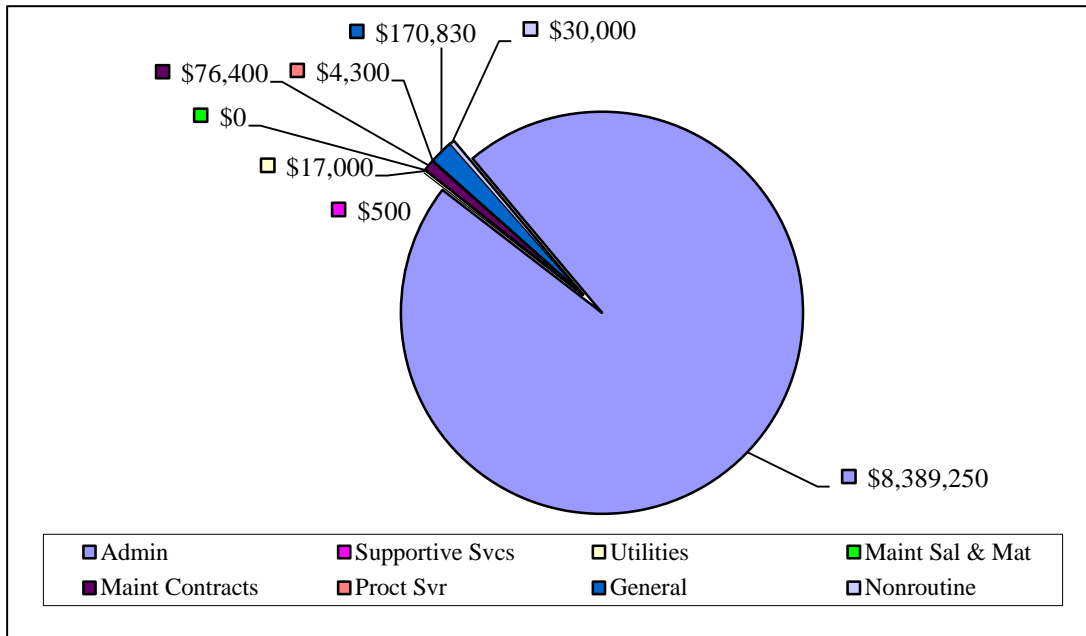
## Estimated Expenditures – Central Office Cost Center-COCC

FISCAL YEAR ENDING SEPTEMBER 30, 2018



## Estimated Expenditures – Housing Choice Voucher Program

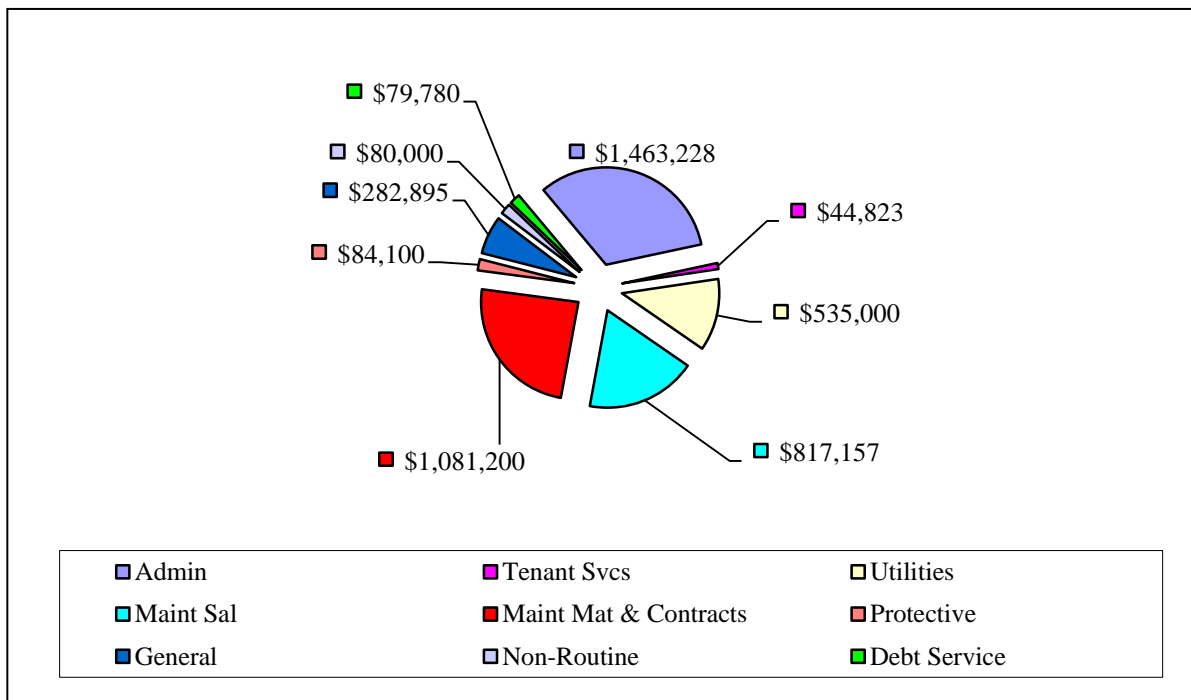
FISCAL YEAR ENDING SEPTEMBER 30, 2018



The above Housing Choice Voucher Program expenditures do not include \$105,673,185 in HAP Payments.

## Estimated Expenditures – Affordable Housing Program

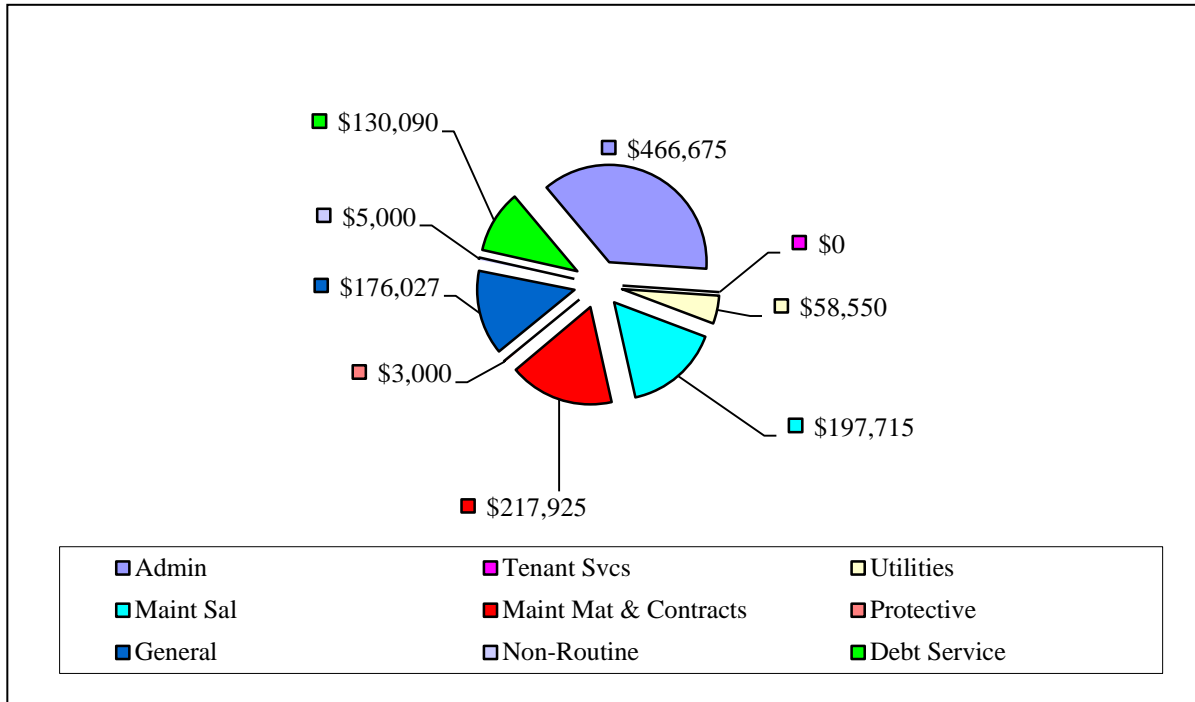
FISCAL YEAR ENDING SEPTEMBER 30, 2018



The above Affordable Housing expenditures are based on the FY 2018 budget.

# Estimated Expenditures – NEIGHBORHOOD STABILIZATION Program

FISCAL YEAR ENDING SEPTEMBER 30, 2018



The above Neighborhood Stabilization Program expenditures are based on the FY 2018 budget.

TAB 7

## Rent Determination

### **Public Housing**

#### **(i) Income Based Rent Policies**

The SNRHA has the following income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions:

- SNRHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the highest of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

#### **Minimum Rent**

- SNRHA has set the minimum rent at \$50.00 and have not adopted any discretionary minimum rent hardship exemption policies.

#### **Rents set at less than 30% than adjusted income**

- SNRHA does not plan to change rents at a fixed amount or percentage less than 30% of adjusted income, or have ceiling rents.

SNRHA does not have nor plan to have ceiling rents.

#### **Rent re-determinations:**

- SNRHA requires tenants to report changes in income or family composition, between income reexaminations, anytime the family experiences an income increase, such that the changes result in an adjustment to rent.

SNRHA does not plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year.

#### **(ii) Flat Rents**

SNRHA uses the following sources, to establish comparability, in setting the market-based flat rents:

- An amount no less than 80% of the applicable FMR established under 8 ( c ) of the U.S. Housing Act of 1937, in accordance with HUD Notice PIH 2014-07.

#### **(iii) Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

#### **Payment Standards**

Describe the voucher payment standards and policies.

## **Rent Determination**

The SNRHA's payment standards are at 107% of FMR.

If the payment standard is lower than FMR, why has the PHA selected this standard?  
(select all that apply) Not applicable

If the payment standard is higher than FMR, why has the PHA chosen this level?  
This payment standard was chosen in order to alleviate an undue burden to the families due to HUD's changes in the bedroom size utility allowance.

SNRHA reviews Payment Standards annually.

SNRHA considers in its assessment of the adequacy of its payment standard by reviewing both success rates of assisted families and rent burdens of assisted families.

### **(iv) Minimum Rent**

The minimum rent (TTP) for SNRHA is \$50.00. The total tenant payment is the **greatest** of:

- 30% of the adjusted monthly income
- 10% of the monthly income
- The minimum rent as established by SNRHA

The total tenant payment (TTP) does not include charges for excess utility consumption or other charges.

SNRHA recognizes that in some instances even the minimum rent may create a financial hardship for families. SNRHA will review all relevant circumstances brought to the SNRHA's attention regarding financial hardship as it applies to minimum rent. SNRHA's procedures and policies in regard to minimum rent financial hardships have been established as set forth by the QHWRA.



TAB 8

## 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	<b>2651</b>	<b>18.7%</b>
Section 8 Vouchers	<b>7388</b>	<b>7.4%</b>
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
VASH	<b>1419</b>	18.4%
NED	1576	4.6%
MAIN5	95	4.2%
FUP	365	9.3%
RAD PH	323	5.9%
PBV	118	7.6%
VASH/PBV	13	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 monthly 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

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Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language
1	12	1-II.D.	A	<p><b>1-II.D. APPLICABLE REGULATIONS</b></p> <p>Applicable regulations include:</p> <ul style="list-style-type: none"> <li>• 24 CFR Part 5: General Program Requirements</li> <li>• <u>24 CFR Part 8: Nondiscrimination</u></li> <li>• <u>24 CFR Part 35: Lead-Based Paint</u></li> <li>• <u>24 CFR Part 100: The Fair Housing Act</u></li> <li>• 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program</li> <li>• 24 CFR Part 100: Fair Housing</li> </ul> <p>Local rules that are made part of this Plan are intended to promote local housing objectives consistent with the intent of the federal housing legislation.</p>
1	13	1-II.D.	A	<p><b>1-III.B. CONTENTS OF THE PLAN [24 CFR 982.54]</b></p> <p>HUD regulations contain a list of what must be included in the administrative plan. SNRHA administrative plan must cover SNRHA policies on these subjects:</p> <p>...</p> <ul style="list-style-type: none"> <li>• Family absence from the dwelling unit (Chapter <del>5</del>12)</li> <li>• How to determine who remains in the program if a family breaks up (Chapter <del>7</del>3)</li> </ul>
2	15	2-II.J.	C	<p><b>2-II.J. DENIAL OR TERMINATION OF ASSISTANCE</b></p> <p>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)].</p> <p>When applicants with disabilities are denied assistance, the notice of denial must inform them of SNRHA’s informal review process and their right to request <del>a hearing</del> <b>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.</b></p>

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3	4	3-I.C.	A	<p><b>3-I.C. FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY</b>  <b>Family Break-up [24 CFR 982.315] ; Notice PIH 2017-08]</b></p>
3	8	3-I.L.	A	<p><b>3-I.L. ABSENT FAMILY MEMBERS</b>                      ...  <b>Absent Students</b>  <u>SNRHA Policy</u>                      When someone who has been considered a family member attends school <b>for higher education</b> away from home, the person will continue to be considered a family member unless information becomes available to SNRHA indicating that the student has established a separate household or the family declares that the student has established a separate household.</p>
3	9	3-I.L.	A	<p><b>ABSENT FAMILY MEMBERS</b>                      ...  <b>Absent Head, Spouse, or Co-head, <del>or other Adult</del>:</b> If a family is going to be away from their unit for <b>more than 30 calendar days they “must” receive “prior” written approval from SNRHA before leaving the unit. <del>The family must promptly notify SNRHA when the family is absent from the unit.</del></b>  <u>SNRHA Policy</u>                      An employed head, spouse, or co-head absent 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, <b>or</b></li> <li>• <b>SNRHA’s Certification form has been completed, or</b></li> <li>• the individual has been removed from the household as covered in VAWA.</li> </ul>

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3	10	3-I.M.	C	<p><b>LIVE-IN AIDE</b> <u>SNRHA Policy</u></p> <p>A Live-in Aide may only reside in the unit with the approval of SNRHA. A family’s request for a live-in aide must be made in writing or as an accommodation, can request staff assistance in completing a request as needed. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly (50-61), or disabled family member. <del>For continued approval, the family must submit a new, written request subject to SNRHA verification at each annual reexamination.</del></p> <p><del>In addition,</del>For continued approval, the family and live-in aide will be required to submit a certification stating that 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.</p>
3	12	3-II.A.	C	<p><b>Using Income Limits for Eligibility [24 CFR 982.201(b)]</b> ...</p> <p><u>SNRHA Policy</u> SNRHA will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were <del>issued a voucher by SNRHA</del> selected from SNRHA’s waiting list.</p>
3	16	3-II.E.	A	<p><b>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION [24 CFR 5.612 and FR 4/10/06, FR Notice 9/21/16]</b></p>
3	16	3-II.E.	C	<p><b>Definitions</b> In determining whether and how the new eligibility restrictions apply to a student, SNRHA will rely on the following definitions [FR Notice 4/10/06, <del>Page 18148,</del> FR Notice 9/21/16.]</p>

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3	17 & 18	3-II.E.	A	<p><b><i>Independent Student</i></b> ....</p> <p><u>SNRHA Policy</u></p> <p>To be considered an <i>independent student</i> according to the Department of Education, a student must meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>• <del>The individual is <b>Be</b> at least 24 years old by December 31 of the award year for which aid is sought.</del></li> <li>• <del>The individual is <b>Be</b> an orphan, in foster care, or a ward of the court <del>through the age of 18</del> at any time when the individual was 13 years of age or older.</del></li> <li>• <del>The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court or competent jurisdiction in the individual's state of legal residence.</del></li> <li>• <del>The individual is <b>Be</b> a veteran of the U.S. Armed Forces or is currently serving on active duty in the Armed Forces for other than training purposes.</del></li> <li>• <del>Have one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent.)</del></li> <li>• The individual is <b>Be</b> a graduate or professional student.</li> <li>• The individual is <b>Be</b> married.</li> <li>• The individual has one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent.)</li> <li>• The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth, or as unaccompanied, at risk of homelessness, and self-supporting by:             <ul style="list-style-type: none"> <li>• A local educational agency homeless liason</li> <li>• The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act or a designee of the director</li> <li>• A financial aid administrator</li> </ul> </li> </ul> <p><del>The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances</del></p> <p>...</p> <p><del>If SNRHA determines that an individual meets the definition of a <i>vulnerable youth</i> such a determination is all that is necessary to determine that the person is an <i>independent student</i> for the purposes of using only the student's income for determining eligibility for assistance.</del></p>

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3	26	3-III.G.	C	<p><b>3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]</b></p> <p>The Violence Against Women Reauthorization Act of <del>2005</del> 2013 (VAWA) and the HUD regulations at 24 CFR 5.2005(b) prohibits denial of admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.</p>
3	26	3-III.G.	A	<p><b>Notification</b></p> <p>VAWA 2013 expanded notification requirements to include the obligation for SNRHA to provide applicants who are denied assistance with a VAWA Notice of Occupancy Rights (form HUD-5380) and a Domestic Violence Certification Form (HUD-5382) at the time the applicant is denied.</p>
3	27 & 28	3-III.G.	C	<p><b>Notification and Victim Documentation</b></p> <p><u>SNRHA Policy</u></p> <p>SNRHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under SNRHA's policies.</p> <p>While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.</p> <p><del>Therefore, if SNRHA makes a determination to deny admission to an applicant family,</del> SNRHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.</p>
5	4	5-I.C.	D	<p><del>Under no circumstances can the entire family be absent from the unit for more than 180 calendar days. 24 CFR 982.312</del></p>



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5	4	5-I.C.	A	<p><b>Absent Students</b></p> <p><u>SNRHA Policy</u> When someone who has been considered a family member attends school <b>for higher education</b> away from home, the person will continue to be considered a family member unless information becomes available to SNRHA indicating that the student has established a separate household or the family declares that the student has established a separate household.</p> <p><i>Full time students who attend school away from the home will be treated in the following manner:</i> A student (other than head of household or spouse) who attends school <b>for higher education</b> 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 that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of Voucher size.</p>
5	5	5-I.C.	C	<p><u>SNRHA Policy</u> An employed head, <b>spouse</b>, or co-head absent from the unit <del>more than 180 consecutive calendar days due to employment</del> will continue to be considered a family member. <del>The absent head, spouse, or co-head</del> <del>The spouse</del> will be considered as part of the family and their income will count <del>even if they are not in the unit</del> “unless” the head of household certifies the spouse/<b>co-head</b> is no longer in the unit or contributing to the family. Failure to notify <del>staff</del> <b>SNRHA</b> in writing prior to the spouse/<b>co-head</b> returning to the unit, or within 10 calendar days of receiving any contribution to the household, shall result in termination of assistance.</p> <p>SNRHA Certification of Marital Status form certifies the spouse is not a member of the household, will not reside in the assisted unit, <del>nor</del> <b>will not</b> provide income to the family living in the assisted unit, and shall be signed by the head of household as applicable. Signing this form shall result in termination of assistance if any statement is found to be untrue.</p>

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5	7	5-I.C.	C	<p><b>Unauthorized Residents [24 CFR 551(h)(2)]</b>  <u>SNRHA Policy</u> ...                      In those cases where SNRHA has reason to believe that the family has an unauthorized resident in the assisted unit, a family must demonstrate that the person is not an unauthorized resident by submitting at least <del>one</del> <b>two (2)</b> of the following:</p> <ol style="list-style-type: none"> <li>1. A written notarized statement from the landlord</li> <li>2. A legible copy of the person's current driver's license, State identification, or vehicle registration which is current.</li> <li>3. A lease in their name at another address shall be the most prudent choice of evidence.</li> <li><del>4. Mail sent to the assisted unit may be considered as unauthorized occupancy.</del></li> </ol>
5	10	5-I.D.	C	<p><b><i>MINIMUM INCOME – Zero Income Interims</i></b>                      There is no minimum income requirement.</p> <p><u>SNRHA Policy</u>                      Families who report zero income are required to complete a written certification <del>every 180 calendar days</del> <b>annually</b> that will be verified with all federal, state and local agencies and other sources, as appropriate, including credit checks, to verify income sources, and an interim will be submitted to MTCS.</p>
5	11	5-I.D.	C	<p>SNRHA will also verify no other income has been received via third party verification <del>at the 180 calendar days interim</del> <b>annual re-examinations</b> being sent to such agencies as the unemployment department, welfare, and child support, and will perform credit checks to identify reoccurring payments.</p>
6	2	6-I.B.	A	<p><b>6-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS</b>  <b>HUD’s Verification Hierarchy [Notice PIH 2010-19]</b></p>
6	4	6-I.B.	C	<p><b>Written Third Party Verification: ...</b>                      SNRHA will require the last two (2) <del>or more</del> <b>current and consecutive</b> pay stubs...</p>
6	7	6-I.B.	C	<p><b>Requirements for Acceptable Documents</b>  <u>SNRHA Policy</u>                      Any documents used for verification must be the original (<del>not or</del> <b>not</b> photocopies) and generally must be dated within 60 calendar days of the date they are provided to SNRHA.</p>

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6	24	6-I.D.	C	<p><b>Live-In Aide</b> SNRHA Policy</p> <p>The approved voucher size would be adjusted, if required to accommodate a room for the live-in aide. <del>Each year SNRHA at annual recertification time shall re-verify the need for a 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.</del></p>
6	25	6-I.D.	C	<p><b><i>VERIFYING NON-FINANCIAL FACTORS [24 CFR 982.153(b) (15)]</i></b> <b>Verification of Legal Identity</b></p> <p><u>SNRHA Policy</u></p> <p>Verification of divorce or separation status will be a Certification of <del>Absent Spouse Marital Status</del> form being completed by the head of household or any other adult household member, unless the family wishes to submit a formal divorce or separation document from the courts.</p>
6	32	6-II.C.	C	<p><b><u>6-II.C. FAMILY RELATIONSHIPS</u></b></p> <p>Applicants and program participants are required to identify the relationship of each household member to the head of household. If an applicant list themselves as married and not list a spouse, they will still be required to submit a separation, divorce decree, or SNRHA's Certification of <del>Marital Status Absent Spouse</del> form. Definitions of the primary household relationships are provided in the Eligibility chapter.</p> <p><u>SNRHA Policy</u></p> <p>Other family relationships will be verified through birth certificates or other relevant documents.</p>

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6	32	6-II.C.	C	<p><b>Separation or Divorce</b></p> <p><u>SNRHA Policy</u></p> <p>SNRHA will require the family (head of household) to sign a Certification of <del>Absent Spouse Marital Status form</del> to document the divorce, or separation. The family may submit a <u>certified copy of a divorce decree, signed by a court officer, or a copy of a court-ordered maintenance or other court record</u> to document a separation.</p>
7	5	7-I.B.	A	<p><b>Briefing Packet [24 CFR 982.301(b)] ...</b></p> <ul style="list-style-type: none"> <li>• Reasonable Accommodation Notice</li> <li>• Ground for Termination of Assistance</li> <li>• Occupancy Specialist Contact Information</li> <li>• <del>Notice of Occupancy Rights</del></li> </ul>
7	6	7-I.B.	A	<p><b>Additional Items to be Included in the Briefing Packet</b></p> <p>In addition to items required by the regulations, SNRHA may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7]</p> <p><u>SNRHA Policy</u></p> <p>SNRHA will provide the following additional materials in the briefing packet:</p> <p><u>The HUD pamphlet on lead-based paint entitled <i>Protect Your Family from Lead in Your Home</i></u></p> <p>When SNRHA-owned units are available for lease, a written statement that the family has the right to select any eligible unit available for lease, and is not obligated to choose a SNRHA-owned unit.</p> <p>Information on how to fill out and file a housing discrimination complaint form.</p> <p>The publication <i>Things You Should Know (HUD-1140-OIG)</i> that explains the types of actions a family must avoid and the penalties for program abuse.</p> <p><del>-HUD Form-5380 domestic violence certification form and the form HUD's Form-5382 notice of occupancy rights, which contains information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking.</del></p>

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7	9	7-I.C.	A	<p><b>Family Obligations ...</b></p> <p><i>Move Briefing</i></p> <p>A move briefing will be held for participants who will be reissued a voucher to move and have given proper notice (written 30 day notice or 60 days if the participant have leases at tax credit properties <u>or in accordance to your lease agreement</u>) of intent to vacate to their landlord and SNRHA. This briefing includes incoming and outgoing portable families. SNRHA shall assist outgoing ports in identifying the correct staff at the PHA within the area that they are moving.</p> <p>...</p> <p>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 <u>504 Coordinator</u> 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.</p>
7	11	7-I.C.	C	<p><b>Expirations</b></p> <p>The Voucher is valid for a period of at least <u>sixty-ninety (90)</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 <u>sixty-ninety (90)</u> 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 <u>90-120</u> 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 <u>90-120</u> calendar day period. SNRHA will only 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 <u>150-180</u> days. This policy is consistent with the Executive Order 13217 "Community-Based Alternatives for Individuals with Disabilities."</p>
7	11	7-I.C.	C	<p><b>Suspensions</b></p> <p><u>If for any reason the RFTA/Unit is not approved, When a Request for Tenancy Approval (RFTA) is received,</u> SNRHA will deduct the number of calendar days remaining on the voucher from <del>that</del> <u>the date SNRHA receives the RFTA, is received by SNRHA.</u></p>



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7	12	7-I.C.	C	<p><b><i>Extensions</i></b></p> <p>SNRHA will extend the term of the voucher <del>for</del> up to <del>150-180</del> 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.</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. <del>SNRHA shall not issue extensions for more than 30 calendar days for port-in participants to ensure compliance with billing requirements established by HUD, unless as a reasonable accommodation for a disabled or elderly client.</del></p>
7	12	7-I.C.	C	<p><del>A final e</del><u>Extensions are is</u> -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 <u>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 sixty-ninety [90] calendar day period</u>); <del>and</del> <u>verification is required.</u> <del>OR</del></li> <li>• <u>The family was prevented from finding a unit due to- a disabled</u><del>ity</del> <u>family member ( accessibility requirements) or a larger sized unit,- (defined as four [4] or more bedrooms); requirement. The A documented</u> Search Record is part of the <del>required</del> <u>verification, as needed.</u></li> </ul> <p><b><i><u>Extensions for Port-in Participants</u></i></b></p> <p><u>Extensions for billable port-in participants are at the discretion of SNRHA.</u></p>
7	13	7-I.C.	C	<p><b><i>REMAINING MEMBER OF TENANT FAMILY – RETENTION OF VOUCHER [24 CFR 982.315]</i></b></p> <p><del>Household members such as live-in aides, foster children, and foster adults do not qualify as remaining members of a family. A live-in aide, by definition, is not a member of the family and will not be considered a remaining member of the Family.</del></p>

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7	14 & 15	7-II.B.	A  And  Removed Duplicate Paragraph	<p><b>7-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]</b></p> <ul style="list-style-type: none"> <li>• Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero or one-bedroom unit, as determined under SNRHA subsidy standards.</li> </ul> <p>SNRHA shall issue a larger voucher size due to additions of minors to the household of family members by birth, adoption, marriage, court-awarded custody, court awarded guardianship, or an assignment with verification from a social service agency. A social service agency is defined as a Department of Family Services. SNRHA will not increase the bedroom size for a participant when an adult (18 years old and older) is being added to the household, including if the adult to be added is a child of the head of household, <u>spouse</u>, or co-head, <u>with the exception of court-awarded custody/guardianship of an adult</u>.</p> <ul style="list-style-type: none"> <li>• SNRHA will consider those minor children of family members that are temporarily placed in foster care in determining the family unit size (voucher size).</li> <li>• When Department of Family Services (DFS) requires a larger size unit in order for the child/ren to be returned to the home, SNRHA will increase the voucher size as needed prior to the annual reexamination. However, the family may not move if they are in the initial term of their lease, and SNRHA will still not permit overcrowding.</li> </ul> <p><del>Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero or one-bedroom unit, as determined under SNRHA subsidy standards.</del></p>
7	17	7-II.C.		<p><b>EXCEPTIONS TO SUBSIDY STANDARDS</b></p> <p><u>SNRHA Policy</u></p> <p>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. <del>The family's continued need for an additional bedroom due to special medical equipment or a live-in aide must be re-verified at annual reexamination. For continued approval, the family will be required to submit a certification stating there's still a need for the live-in-aide and an additional bedroom due to special medical equipment.</del></p>

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7	18	7-II.E.	C	<p><b><u>7-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS</u></b></p> <p><b>Voucher Term [24 CFR 982.303]</b></p> <p>The initial term of a voucher must be at least <del>60</del><u>90</u> calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].</p> <p style="padding-left: 40px;"><u>SNRHA Policy</u></p> <p>The initial voucher term will be <del>60</del><u>90</u> calendar days. Elderly and disabled vouchers shall be issued for <del>90</del><u>120</u> calendar days with one (1) extension of 30 calendar days.</p> <p>The family must submit a RFTA and proposed lease within the <del>60</del><u>90</u> 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.</p> <p style="color: red;"><u>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.</u></p>
7	18	7-II.E.	D	<p><b>Extensions of Voucher Term [24 CFR 982.303(b)]</b></p> <p>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, <del>only once.</del></p>
7	19	7-II.E.	A	<p style="color: red;"><u>A final extension is permissible at the discretion of SNRHA up to a maximum of additional 30 calendar days for:</u></p> <ul style="list-style-type: none"> <li style="color: red;"><u>• 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] calendar day period) and verification is required. OR</u></li> <li style="color: red;"><u>• 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.</u></li> </ul>



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7	19	7-II.E.	D	<p><u><del>SNRHA Policy</del></u></p> <p><del>SNRHA will automatically approve one 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 60 calendar day time frame.</del></p> <p><del>SNRHA will approve one (1) additional 30 calendar day extension only in the following circumstances:</del></p> <p><del>It is necessary as a reasonable accommodation for a person with disabilities. It is necessary due to reasons beyond the family's control, as determined by SNRHA. The following is a list of extenuating circumstances that SNRHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</del></p> <ul style="list-style-type: none"> <li><del>• Serious illness or death in the immediate family</del></li> </ul>
7	20	7-II.E.	C	<p><b>Expiration of Voucher Term</b></p> <p><u>SNRHA Policy</u></p> <p>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 to reapply for assistance. If the RFTA that 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.</p> <p>Within <del>30 business</del> <b>two (2) business</b> days after the expiration of the voucher term or any extension, SNRHA will notify the family in writing that the voucher term has expired and their <del>application withdrawn</del> <b>voucher terminated</b>.</p>
7	21	7-II.E.	A	<p>SNRHA shall increase the voucher size for the addition of minors, <u>or court-awarded custody of an adult</u>, if the addition to the family warrants an increased voucher-size based on SNRHA's occupancy guidelines. Forms of acceptability by SNRHA:</p>

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8	7	8-I.E.	C	<p><b>8-I.E. SPECIAL REQUIREMENTS FOR CHILDREN WITH <del>ENVIRONMENTAL INTERVENTION</del><u>ELEVATED</u> BLOOD LEAD LEVEL [24 CFR 35.1225; <u>FR Notice 1/13/17</u>]</b></p> <p>If SNRHA is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provider, that a child of less than <u>six (6)</u> years of age, living in an HCV-assisted unit has been identified as having an <del>environmental intervention</del><u>elevated</u> blood lead level, SNRHA must complete <del>a risk assessment</del><u>an environmental investigation</u> of the dwelling unit. The risk assessment must be completed in accordance with program requirements, and the result of the risk assessment must be immediately provided to the owner of the dwelling unit. In cases where the public health department has already completed an evaluation of the unit, this information must be provided to the owner.</p>
8	8	8-II.A.	C	<p><i>Initial Inspections [24 CFR 982.401 (a)]</i></p> <p>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 <del>completed</del><u>scheduled</u> within ten (10) <del>calendar</del><u>business</u> days of receiving a complete 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) <del>calendar</del><u>business</u> 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.</p>
8	10	8-II.A.	C	<p><i>Reasonable Accommodation: Additional Bedrooms</i></p> <p>SNRHA will include a review of actual bedrooms <u>used</u> as part of the annual inspections <u>to verify</u> <del>an</del><u>for</u> additional <u>bedrooms</u> for medical equipment and live-in aides, <u>as well as</u> <del>to</del> confirm the continued need for a reasonable accommodation.</p>

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8	11	8-II.B.	C	<p><b>8-II.B. INITIAL HQS INSPECTION [24 CFR 982.401(a)]</b>  <b>Timing of Initial Inspections</b>  <u>SNRHA Policy</u></p> <p>SNRHA will <del>complete schedule</del> the initial inspection <del>and determine rent reasonableness; determine whether the unit satisfies HQS, and notify the owner and the family of the determination</del> within ten (10) <del>calendar-business</del> days of submission of the Request for Tenancy Approval (RFTA).</p>
8	12	8-II.B.	C	<p><b>Inspection Results and Re-inspections</b>  <u>SNRHA Policy</u></p> <p>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 violations. <del>If requested by the owner, the time frame for correcting the deficiencies may be extended by SNRHA for good cause. A supervisor must approve all extensions.</del> SNRHA will re-inspect the unit within three (3) business days of the date the owner notifies SNRHA that the required corrections have been made.</p> <p>If the time period for correcting the deficiencies <del>(or any SNRHA-approved extension)</del> has elapsed, or the unit fails HQS at the time of the re-inspection, SNRHA will notify the owner and the family <del>that</del> the unit has been rejected and <del>that</del> the family must search for another unit.</p>

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8	20	8-III.B.	D	<p><b><u>8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED</u></b></p> <p><b>Owner-initiated Rent Determinations</b></p> <p>SNRHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.</p> <p>The owner and family first negotiate the rent for a unit. SNRHA (or independent agency in the case of SNRHA-owned units) will assist the family with the negotiations upon request. Prior to the initial occupancy, SNRHA must determine whether the proposed rent is reasonable before a <u>HAP Contract</u> is signed. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family. <del>Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.</del></p>
8	20	8-III.B.	D	<p><b>SNRHA Policy</b></p> <p>SNRHA will determine whether the requested increase is reasonable within <del>five (5)</del><u>ten (10)</u> <u>business</u> days of receiving the request from the owner. The owner will be notified of the determination in writing.</p>
8	20	8-II.B.	C	<p><b>SNRHA Policy</b></p> <p><b>SNRHA- and HUD-Initiated Rent Reasonableness Determinations</b></p> <p>HUD requires SNRHA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a <del>five-ten (5)10</del> percent decrease in the <del>F</del><u>fair m</u>arket <del>R</del><u>r</u>ent that goes into effect at least 60 calendar days before the contract anniversary date. HUD also may direct SNRHA to make a determination at any other time. SNRHA may decide that a new determination of rent reasonableness is needed at any time.</p>
8	25	Exhibit 8-1	C	<p><b>Lead-Based Paint</b></p> <p>For units occupied by <del>environmental intervention</del><u>elevated</u> blood lead level (lead poisoned) children under six years of age, <del>a risk assessment</del><u>an environmental investigation</u> must be conducted (paid for by the PHA). If lead hazards are identified during the risk assessment, the owner must complete hazard reduction activities.</p>



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9	10	9-I.F.	A	<p><b>9-I.F. TENANCY APPROVAL [24 CFR 982.305]</b>  <u>SNRHA Policy</u>                      SNRHA will complete its <u>rent reasonable</u> determination <u>and schedule the initial inspection</u> within <u>ten (10)</u> business days of receiving all required information, <u>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.</u></p>
10	4 & 5	10-I.B.	C	<p><b>Restrictions on Elective Moves [24 CFR 982.354(c)]</b>                      Mutual rescissions will only be allowed <del>as a reasonable accommodation for a disabled family for elderly and disabled families which written third party verification of the need to relocate from a qualified professional provider. in which the</del> owner/manager <u>must</u> approve the move by signing a mutual rescission form. <u>A</u> after SNRHA approves the <u>mutual rescission, the participant will be issued a voucher. Mutual Rescissions will also be allowed as a Reasonable Accommodation for a disabled family. reasonable accommodation if they are willing to allow the move.</u> Owners or managers <del>with who</del> <u>have</u> leases with HCV participants (who are approved <u>VAWA Occupancy Right</u> clients) <u>must bifurcate the lease in compliance with Federal law.</u></p>
10	Many	29 times	C	<p><del>Notice PIH 2012-422016-09</del></p>
10	15	10-II.C.	A	<p><b>Initial Contact with Family</b>                      If the voucher issued to the family by the initial PHA has expired, the receiving SNRHA must contact the initial PHA to determine if it will extend the voucher [24 CFR 982.355 (c)(13)]. <u>An informal hearing is not required when a voucher has expired without the family leasing a unit.</u></p>

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10	19	10-II.C.	C	<p><b><i>Ongoing Notification Responsibilities</i></b>  <u>SNRHA Policy</u>                      SNRHA will send a copy of the updated HUD-50058 <u>and HUD-52665</u> by regular mail, <u>email, or fax at the same time SNRHA and owner are notified of the reexamination results, no later than ten (10) business days after the effective date of the reexamination.</u></p>
11	4	11-I.C.	A	<p><b>11-I.C. CONDUCTING ANNUAL REEXAMINATIONS</b>                      SNRHA will not increase the voucher size when adding other adults to the family that are 18 or older or children that are not foster youth <u>with the exception of court awarded custody of an adult.</u></p>
11	7	11-II.B.	A	<p><b>11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION</b>                      All changes must be reported <u>in writing</u> 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 <u>in writing</u> within 10 calendar days.</p>
11	7	11-II.B.	A	<p><b>New Family Members <u>Not</u> Requiring Approval</b>  <u>SNRHA Policy</u>                      The family must inform SNRHA of the birth, adoption or court-awarded custody of a child/<u>adult</u> within 10 calendar days and submit all required documents. Notifications must be done in writing.</p>
11	7 & 8	11-II.B.	A	<p><b>New Family and Household Members Requiring Approval</b>                      If an adult <u>is requested to be added to the household</u>, a criminal background check will be completed.  <hr/>                     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 <u>- except for court-awarded custody of an adult.</u></p>

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11	9	11-II.C.	C	<p><b>11-II.C. CHANGES AFFECTING INCOME OR EXPENSES</b>  <b>SNRHA-Initiated Interim Reexaminations</b>  <u>SNRHA Policy</u></p> <ul style="list-style-type: none"> <li>If the family has reported zero income, SNRHA will conduct an <b>interim-annual</b> reexamination <del>every 6 months</del> as long as the family continues to report that they have no income.</li> </ul> <p>SNRHA will also verify no other income has been received via third party verification at the <del>180-calendar day interim annual re-</del>examinations being sent to such agencies as the unemployment department, welfare, and child support, and will perform credit checks to identify reoccurring payments. EIV printouts will also be reviewed for all interim reexaminations.</p>
12	14	12-II.C.	C	<p><b>12-II.C. MANDATORY TERMINATION OF ASSISTANCE</b>  <b>Eviction [24 CFR 982.552(b)(2), Pub.L. 109-162]</b>  <u>SNRHA Policy</u></p> <p>A family will be considered <i>evicted</i> if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary.</p> <p>If a family moves after the owner has given the family an eviction notice, for serious or repeated lease violations, but before a legal eviction order has been issued, termination of assistance is not mandatory. However, SNRHA will determine whether the family has committed serious or repeated violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in Section 12-II.C. <del>and other factors as described in Sections 12-II.E.</del> SNRHA shall not issue a voucher to move if SNRHA has received a notice of proceeding for an eviction for 30 <u>calendar</u> days from the date of the notice. <u>If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have given a written 30 calendar days' notice to their property owner or manager.</u></p> <p><u>SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/manager shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have provided a written 30 calendar days' notice to their property owner or manager.</u></p>

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12	17	12-II.D.	C	<p><b>Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), <u>24 CFR 5.2005(c)</u> <del>Pub.L. 109-162</del>]</b></p> <p>HUD permits SNRHA to terminate assistance under a number of other circumstances. It is left to the discretion of SNRHA whether such circumstances in general warrant consideration for the termination of assistance. The Violence Against Women <del>Reauthorization Act of 2005 of 2013</del> explicitly prohibits SNRHA's from considering incidents or actual threatened domestic violence, dating violence, <u>sexual assault</u>, or stalking as reasons for terminating the assistance of a victim of such <del>violence abuse</del></p>
12	19	12-II.D.	C	<p><b><i>Family Absence from the Unit [24 CFR 982.312]</i></b></p> <p>The family may be absent from the unit for brief periods. SNRHA <del>must</del> <u>has</u> established a policy on how long the family may be absent from the assisted unit (<del>See Section 3-I.L.</del>). However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.</p>
12	28	12-III.F.	A	<p><b><u>12-III.F. TERMINATION NOTICE</u> [HCV GB, p. 15-7]</b></p> <p>...</p> <ul style="list-style-type: none"> <li>• <u>The family's right to an informal hearing as described in Chapter 14.</u></li> <li>• <u>SNRHA will also send form HUD-5382 and form HUD-5380 to the family with the termination notice.</u></li> </ul>
12	35	Exhibit 12-1	A	<p>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 <u>or adult</u>. The family must request SNRHA approval to add any other family member as an occupant of the unit.</p>
14	1	Intro.	C	<p><b><u>Part VII: Reporting and Record Keeping for Children with <del>Environmental Intervention</del> <u>Elevated Blood Lead Level</u></u></b>. This part describes SNRHA's responsibilities for reporting, data collection, and record keeping relative to children with <del>environmental intervention</del> <u>elevated</u> blood lead levels that are less than six years of age, and are receiving HCV assistance.</p>



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14	9	14-III.C.	A	<p><b>INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 983.555, Publ.L. 109-162]</b>                      ...Termination of assistance for a participant may include any or all of the following:</p> <ul style="list-style-type: none"> <li>• Refusing to enter into a HAP contract or approve a lease</li> <li>• Terminating housing assistance payments under an outstanding HAP contract</li> <li>• Refusing to process or provide assistance under portability procedures</li> <li>• Skipping – defined as a family who moves from the assisted unit without prior....</li> <li>• <b>Participant is currently Zero to HAP</b></li> </ul>
14	12 & 13	14-III.C.	D	<p><b><i>Pre-Hearing Right to Discovery</i></b></p> <p><u>SNRHA Policy</u></p> <p>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 business day prior to the scheduled hearing date</p> <p><del>SNRHA must be given an opportunity to examine at SNRHA offices before the hearing any family documents that are directly relevant to the hearing. Whenever a participant requests an informal hearing, SNRHA will automatically mail a letter to the participant requesting a copy of all documents that the participant intends to present or utilize at the hearing. The participant must make the documents available no later than 12:00 pm on the business day prior to the scheduled hearing date.</del></p>
14	14	14-III.C.	D	<p><b><i>Hearing Officer’s Decision [24 CFR 982.555(e)(6)]</i></b></p> <p>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. <del>A copy of the hearing decision must be furnished promptly to the family.</del></p>

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14	19	14-III.D.	C	<p><i><b>Representation and Interpretive Services</b></i></p> <p>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.</p> <p>The family is entitled to <del>arrange for an interpreter to attend the hearing, at the expense of the family, or SNRHA, as may be agreed upon by the two parties request an interpreter. Upon request, SNRHA will provide competent interpretation services, free of charge.</del></p>
14	27	14-V.C.	C	<p><b>Indicator 13: Lease-up</b>  <b>Maximum Points: 20 points</b></p> <ul style="list-style-type: none"> <li>• <del>This indicator shows whether the PHA enters HAP contracts for the number of units or funding reserved under ACC for at least one year. At least 98 percent of the number of SNRHA’s baseline voucher units in the ACC for the calendar year ending on or before SNRHA’s fiscal year, or whether SNRHA has expended at least 98 percent of its allocated budget authority for the same calendar year. SNRHA can receive 15 points if 95 to 97 percent of vouchers are leased or budget authority is utilized.</del></li> <li>• <del>Points are based on the percent of units leased during the last completed PHA fiscal year, or the percent of allocated budget authority that has been expended by the PHA, according to data reported to HUD via the PHA’s Voucher Management System (VMS) reporting. Utilization of vouchers and HAP expenditures as reported in the voucher management system (VMS) for the most recently completed calendar year.</del></li> </ul>

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14	28	14-IV.B	A	<p><b>Record Retention:</b>  <u>SNRHA must keep the last three (3) years of:</u></p> <ul style="list-style-type: none"> <li>• <u>The Form HUD-50058 and</u></li> <li>• <u>Supporting documentation during the term of each assisted lease, and for a period of at least three (3) years from the end of participation (EOP) date [24CFR 908.101.]</u></li> </ul>
14	29	14-VI.B.	A	<p><b>14-VI.B. RECORD RETENTION [24 CFR 982.158]</b></p> <p><u>SNRHA must keep confidential records of all emergency transfer requested by victims of domestic violence, dating violence, sexual assault, and stalking under the PHA's Emergency Transfer Plan, as well as the outcomes of such requests, and retain the records for a period of three (3) years [24 CFR 5.2002(e)(12)].</u></p>
14	30 & 31	14-VI.C.	<p>Moved Text</p> <p>From 14-34</p> <p>To 14-30</p>	<p><b>14-VI.C. RECORDS MANAGEMENT</b></p> <p><u><b>Copies of Documents Cost:</b></u></p> <p><u>The family shall be allowed to obtain a copy of any family documents in their file 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. Requests for copies of documents must be submitted in writing and SNRHA will have four (4) business days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payments must be made via a money order or cashier's check; or if from a legal representative, a check from the company shall be acceptable.</u></p>

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Housing Programs Department

Brenda R. Fonseca

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

14	31	Part VII	C	<p style="text-align: center;"><b>PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTIONELEVATED BLOOD LEAD LEVEL</b></p> <p><b><u>14-VII.A. OVERVIEW</u></b></p> <p>SNRHA has certain responsibilities relative to children with <b>environmental interventionelevated</b> blood lead levels that are receiving HCV assistance. The notification, verification, and hazard reduction requirements are discussed in Chapter 8. This part deals with the reporting requirements, and data collection and record keeping responsibilities SNRHA is subject to.</p> <p><b><u>14-VII.B. REPORTING REQUIREMENT [24 CFR 35.1225(e)]</u></b></p> <p>SNRHA must report the name and address of a child identified as having an <b>environmental interventionelevated</b> blood lead level to the public health department within 5 business days of being so notified by any other medical health care professional.</p> <p style="padding-left: 40px;"><u>SNRHA Policy</u></p> <p style="padding-left: 40px;">SNRHA will provide the public health department written notice of the name and address of any child identified as having an <b>environmental interventionelevated</b> blood lead level.</p> <p><b><u>14-VII.C. DATA COLLECTION AND RECORD KEEPING [24 CFR 35.1225(f)]</u></b></p> <p>At least quarterly, SNRHA must attempt to obtain from the public health department(s) with a similar area of jurisdiction, the names and/or addresses of children less than 6 years old with an identified <b>environmental interventionelevated</b> blood lead level.</p> <p>If SNRHA obtains names and addresses of <b>environmental interventionelevated</b> blood lead level children from the public health department(s), SNRHA must match this information with the names and addresses of families receiving HCV assistance, unless the public health department</p>
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Document:  Administrative Plan (HCV)     ACOP (PH)     Other

14	33	14	C	<p><b>14-IX.A. NOTIFICATION TO PARTICIPANTS [Pub.L. 109-162]</b></p> <p><del>SNRHA will also include in all assistance termination notices a statement explaining assistance termination protection provided by VAWA (see Section 12 II.E).</del></p> <p><u>A copy of the notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Addendum G)</u></p> <p><u>A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Addendum I)</u></p> <p><u>A copy of the PHA’s emergency transfer plan (Exhibit 16-3)</u></p> <p><u>A copy of HUD’s Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4)</u></p> <p><u>The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)</u></p> <p><u>Contact information for local victim advocacy groups or service providers</u></p>
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14	33	14-IX.B.	C	<p><b><u>14-IX.B. NOTIFICATION TO APPLICANTS</u></b></p> <p><b><u>SNRHA Policy</u></b></p> <p>SNRHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.</p> <p>The notice will explain the protections afforded under the law, inform each applicant of SNRHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.</p> <p><del>SNRHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (see section 3-III.G).</del></p> <p><del>A copy of the notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Addendum G)</del></p> <p><del>A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Addendum I)</del></p> <p><del>A copy of the PHA's emergency transfer plan (Exhibit 16-3)</del></p> <p><del>A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4)</del></p> <p><del>The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)</del></p> <p><del>Contact information for local victim advocacy groups or service providers</del></p>
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Document:  Administrative Plan (HCV)     ACOP (PH)     Other

14	34	14-IX.D.	C	<p><b><u>14-IX.D. CONFLICTING DOCUMENTATION [24 CFR 5.2007(e)]</u></b></p> <ul style="list-style-type: none"> <li>• In cases where the PHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described <b>above below</b> (forms 2 and 3). The PHA must honor any court orders issued to protect the victim or to address the distribution of property.</li> <li>• <b>PHA Policy</b></li> <li>• If presented with conflicting certification documents (two or more <b>forms versions of HUD-500665382 [See Addendum I]</b>) from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made.</li> </ul>
14	35	14-IX.E.	A	<ul style="list-style-type: none"> <li>• A completed, signed HUD –approved Certification Form (HUD-<del>5382-50066</del>) This form is available online at <a href="http://www.hud.gov/offices/adm/hudclips/">http://www.hud.gov/offices/adm/hudclips/</a> or See Addendum i-)</li> <li>• A statement from the victim service provider, attorney or medical professional who has helped the victim address incidents of domestic, dating violence, <b>sexual assault</b>, or stalking. The professional must state that he or she believes that the incidents of abuse are real. <b>Both the victim and the professional must sign the statement under penalty of perjury.</b></li> <li>• A police or court record, such as a protective order.</li> </ul>
15	24	15-VII.N.	A	<p>SNRHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy, <b>with the exception of failure to meet obligations under the Family Self-Sufficiency program as prohibited under the alternative requirements set forth in FR Notice 12-29-2014.-</b></p>

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16	9	16-II.G.	A	<p><b><u>16-II.G. CONFIDENTIAL AND HIGH PROFILE CASES</u></b>  <u>Confidential and high profile cases will be assigned to a member of the Housing Programs Management Staff. Such cases can include situations in which staff receive rental subsidy, have relatives under the program, or have an interest in a unit under contract. When a confidential or high profile case is identified, the file shall be reassigned in YARDI to management. All SNRHA staff must complete an “Employee Restricted Access” Form (aka Conflict of Interest Form) at onset of employment and anytime there is a change resulting in a conflict of interest.</u></p> <p><u>Staff will receive disciplinary action if they enter SNRHA’s YARDI system to access a file in which they have any affiliation.</u></p> <p><u>The following is the criteria to be utilized for identifying confidential and high profile cases:</u></p> <p><b><u>Confidential File:</u></b></p> <p><u>“A Confidential File is defined as the file of a SNRHA staff member or the family member of a SNRHA staff member or any file where a perceived conflict of interest may exist including having an interest in an assisted property.”</u></p> <p><b><u>High Profile Case:</u></b></p> <p><u>The participant has actively complained to HUD, the City Council, Fair Housing or local/state Representatives or has had a negative news media article. The file will be pulled for review and maintained by HP management until the incident is resolved.</u></p> <p><u>The participant has filed a law suit against SNRHA.</u></p>
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17	18	17-V.B.	C	<p><b>Term of HAP Contract [24 CFR 983.205]</b></p> <p>SNRHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than <del>fifteen</del><u>twenty (20)</u> years for HAP contracts entered into on or after June 30, 2008.</p> <p style="text-align: center;"><u>SNRHA Policy</u></p> <p>The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.</p> <p>Within one year before expiration of the HAP contract, SNRHA may extend the term of the contract for an additional term of up to <del>fifteen</del><u>twenty (20)</u> years if SNRHA determines an extension is appropriate to continue providing affordable housing for low-income families. The maximum term for all extensions is <del>fifteen</del><u>twenty (20)</u> years and is subject to the same limitations that an extension is appropriate to continue providing affordable housing for low-income families. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension.</p>
17	23	17-VI.C	R	<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>• <del>Landsman (Rental Assistance Demonstration [RAD] Program</del></li> <li>• <del>Vera Johnson B (Rental Assistance Demonstration [RAD] Program</del></li> </ul>
17	23	17-VI.C	A	<p>SNRHA will also establish and manage separate waiting lists for the following Rental Assistance Demonstration (RAD) Program conversion to PBV assistance properties:</p> <ul style="list-style-type: none"> <li>• Landsman (Rental Assistance Demonstration [RAD] Program</li> <li>• Vera Johnson B (Rental Assistance Demonstration [RAD] Program</li> <li>• Espinoza Terrave (Rental Assistance Demonstration [RAD] Program</li> <li>• Lubertha Johnson Estates (Rental Assistance Demonstration [RAD] Program</li> <li>• Marion D. Bennett Sr. Plaza (Rental Assistance Demonstration [RAD] Program</li> </ul>
17	31	17-VII.C	A	<p><u>Moves</u></p> <p>Families currently residing in PBV/RAD (Project Based/Rental Assistance) properties who are requesting an emergency transfer in accordance with the Violence Against Women Act (VAWA), and have completed and submitted the HUD 5382 “Certificaiton of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation” form along with any other requested documentation from SNRHA (i.e. Police Report, Temporary Protection Order, etc. ) may be eligible for an HCV Mobility Voucher, if available. If not available, SNRHA will look for other units within PBV/RAD properties for the family to be relocated.</p>
17	31	17-VII.C	A	<p><b>Choice Mobility Cap (Voucher Turnover Cap)</b></p> <p>SNRHA may restrict choice mobility vouchers to 75 percent of SNRHA’s tenant-based turnover vouchers annually.</p>

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17	34	17-VIII.B.	A	<p><b>Rent Increase / SNRHA Policy</b>  <b>RAD PBV:</b> Rent adjustments are made on the contract anniversary date for all RAD PBV units. Adjusted rents may not exceed the lower of the reasonable rent, or the contract rent increase by the Operating Cost Adjustment Factor (OCAF) as established by HUD except if the rent increase would result in a rent below the initial rent. Rents must not fall below the initial contract rent.</p>
17	34	17-VIII.B.	C	<p><b>When Rent Reasonable Determinations are Required</b>  SNRHA must redetermine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:</p> <ul style="list-style-type: none"> <li>There is a <u>five-ten (10)</u> percent or greater decrease in the published FMR in effect 60 calendar days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;</li> </ul>
18	3	PART I	C	<p><b>PROGRAM SIZE</b>  The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA) is <u>140-56</u> mandatory slots as of February <u>20162018</u>.</p> <p><b>ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:</b>  SNRHA owns <u>2,8822,629</u> Public Housing units and administers <u>11,013-284</u> Housing Choice Vouchers which together provide housing assistance to over <u>32,60035,365</u> residents. The FSS Program is open to all adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status, or national origin.</p>
18	5	8 times	C	<p><del>Director of</del> Supportive Services <del>Manager</del> (SSM)-<del>(DSS)</del></p>
18	7	Action Plan	C	<p><b>ACTION PLAN</b>  SNRHA's FSS Program Action Plan will govern the operation of the FSS Program. This plan shall be updated annually <u>as needed</u> and submitted <u>during SNRHA's submission of its Annual Plan. to HUD each January.</u></p>
GL	2	Glossary	A	<p><b><u>PBV</u>                      <u>Project Based Voucher</u></b>  <b><u>Section 8</u>                <u>See HOUSING CHOICE VOUCHER (HCV)</u></b></p>

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Addendum G	-	A	Added Addendum G – HUD-5380, Notice of Occupancy Rights	
Addendum H	-	A	Added Addendum H – HUD-5381, Emergency Transfer Plan - SNRHA	
Addendum I	-	A	Added Addendum I – HUD-5382, Certification	
All	All	27 times	A	... a victim of domestic violence, dating violence, <b>sexual assault</b> , or stalking.



## **1-III.D. APPLICABLE REGULATIONS**

Applicable regulations include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 35: Lead-Based Paint
- 24 CFR Part 100: The Fair Housing Act
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program
- 24 CFR Part 100: Fair Housing

Local rules that are made part of this Plan are intended to promote local housing objectives consistent with the intent of the federal housing legislation.

## **PART III: THE HCV ADMINISTRATIVE PLAN**

### **1-III.A. OVERVIEW AND PURPOSE OF THE PLAN**

The Administrative Plan is required by HUD. The purpose of the Administrative Plan is to establish policies for carrying out the program operations in a manner consistent with HUD requirements as well as local goals and objectives contained in SNRHA's agency plan. This Administrative Plan is a supporting document to the SNRHA agency plan, and is available for public review as required by CFR 24 Part 903.

This Administrative Plan is set forth to define SNRHA's local policies for operation of the housing programs in the context of federal laws and regulations. All issues related to Section 8-HCV Program not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices, and other applicable law. The policies in this administrative plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding.

SNRHA is responsible for complying with all changes in HUD regulations pertaining to the HCV program. If such changes conflict with this plan, HUD regulations will have precedence.

Administration of the HCV program and the functions and responsibilities of SNRHA staff shall be in compliance with SNRHA's personnel policy and HUD's Section 8-HCV regulations as well as all federal, state, and local fair housing laws and regulations.

### **1-III.B. CONTENTS OF THE PLAN [24 CFR 982.54]**

HUD regulations contain a list of what must be included in the administrative plan. SNRHA administrative plan must cover SNRHA policies on these subjects:

- Selection and admission of applicants from the SNRHA waiting list, including any SNRHA admission preferences, procedures for removing applicant names from the waiting list, and procedures for closing and reopening the SNRHA waiting list (Chapter 4)



- The issuing or the denying of vouchers, including SNRHA policy governing the voucher term and any extensions or suspensions of the voucher term. 'Suspension' means stopping the clock on the term of a family's voucher after the family submits a request for approval of the tenancy. If SNRHA decides to allow extensions or suspensions of the voucher term, SNRHA administrative plan must describe how SNRHA determines whether to grant extensions or suspensions and how SNRHA determines the length of any extension or suspension (Chapter 7).
- Any special rules for use of available funds when HUD provides funding to SNRHA for a special purpose (e.g., desegregation), including funding for specified families or a specified category of families (Chapter 4)
- Occupancy policies, including definition of what group of persons may qualify as a 'family', definition of when a family is considered to be 'continuously assisted'; standards for denying admission or terminating assistance based on criminal activity or alcohol abuse in accordance with 982.553 (Chapters 3 and 12)
- Encouraging the participation by owners of suitable units located outside areas of low income or minority concentration (Chapter 7)
- Assisting a family that claims that illegal discrimination has prevented the family from leasing a suitable unit (Chapter 2)
- Providing information about a family to prospective owners (Chapters 3 and 9)
- Disapproval of owners (Chapter 13)
- Subsidy standards (Chapter 5)
- Family absence from the dwelling unit (Chapter ~~5~~12)
- How to determine who remains in the program if a family breaks up (Chapter ~~7~~3)
- Informal review procedures for applicants (Chapter 14)
- Informal hearing procedures for participants (Chapter 14)
- The process for establishing and revising voucher payment standards (Chapter 16)
- The method of determining that rent to owner is a reasonable rent (initially and during the term of a HAP contract) (Chapter 8)
- Special policies concerning special housing types in the program (e.g., use of shared housing) (Chapter 15)
- Policies concerning payment by a family to SNRHA of amounts the family owes SNRHA (Chapter 16)
- Interim redeterminations of family income and composition (Chapter 11)
- Restrictions, if any, on the number of moves by a participant family (Chapter 10)
- Approval by the Board of Commissioners or other authorized officials to charge the administrative fee reserve (Chapter 1)



- SNRHA Plan provides information about self-evaluation, needs assessment, and transition plans.

The design, construction, or alteration of SNRHA facilities must conform to the Uniform Federal Accessibility Standards (UFAS). Newly-constructed facilities must be designed to be readily accessible to and usable by persons with disabilities. Alterations to existing facilities must be accessible to the maximum extent feasible, defined as not imposing an undue financial and administrative burden on the operations of the HCV program.

When issuing a voucher to a family that includes an individual with disabilities, SNRHA will 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 that the unit be restored to its original state at the family's expense when the family moves.

## **2-ILJ. 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 with disabilities are denied assistance, the notice of denial must inform them of SNRHA's informal review process and their right to request ~~a hearing~~, 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 that 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





### 3-I.C. FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY

#### Family Break-up [24 CFR 982.315] : **Notice PIH 2017-08**

SNRHA has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up. However, if a court determines the disposition of property between members of the assisted family in a divorce or separation decree, SNRHA is bound by the court's determination of which family members continue to receive assistance.

#### SNRHA Policy

When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may make a new application with a new application date if the waiting list is open.

If a family breaks up into two otherwise eligible families while receiving assistance, only one of the new families will continue to be assisted.

In the absence of a judicial decision, or an agreement among the original family members, the Admissions Manager or their designee will determine which family retains their placement on the waiting list, or will continue to receive assistance taking into consideration the following factors: (1) which family member applied as head of household (this will be given primary consideration); (2) the interest of any minor children, including custody arrangements; (3) the interest of any ill, elderly, or disabled family members; (4) any possible risks to family members as a result of domestic violence or criminal activity; and (5) the recommendations of social service professionals.

Documentation of these factors is the responsibility of the application families. If the families do not provide the documentation, they may be denied placement on the waiting list.

If there is a family break up of participants, only one of the new families will continue to receive assistance and that will be the head of household on the original application; unless, as a result of domestic violence which is reported and VAWA rules apply or judicial decision is provided to SNRHA.

#### Multiple Families in the Same Household

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

#### **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.



*Foster adults* are usually persons with disabilities, unrelated to the tenant family, who are unable to live alone [24 CFR 5.609].

The term *foster child* is not specifically defined by the regulations.

Foster children and foster adults that are living with an applicant or assisted family are considered household members but not family members. The income of foster children/adults is not counted in family annual income, and foster children/adults do not qualify for a dependent deduction [24 CFR 5.603; HUD-50058 IB, p. 13].

#### SNRHA Policy

A *foster child* is a child that is in the legal guardianship or custody of a state, county, or private adoption or foster care agency, yet is cared for by foster parents in their own homes, under some kind of short-term or long-term foster care arrangement with the custodial agency.

A foster child or foster adult may be allowed to reside in the unit if their presence would not result in a violation of HQS space standards according to 24 CFR 982.401.

Children that are temporarily absent from the home as a result of placement in foster care are discussed in Section 3-I.L.

### **3-I.L. ABSENT FAMILY MEMBERS**

Individuals may be absent from the family, either temporarily or permanently, for a variety of reasons including educational activities, placement in foster care, employment, illness, incarceration, and court order.

#### **Definitions of Temporarily and Permanently Absent**

##### SNRHA Policy

Generally an individual who is or is expected to be absent from the assisted unit for 180 consecutive calendar days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the assisted unit for more than 180 consecutive calendar days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below.

#### **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 that the student has established a separate household or the family declares that the student has established a separate household.

#### **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 whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member. 'Permanently removed' is defined as more than 365 calendar days. When any family member is absent for more than 30 calendar days, the head of household must notify SNRHA in writing within ten (10) calendar days of their departure and notify in writing when they return.

Failure, by the family, to report the absence of the children may result in termination from the program. The head of household is responsible for reporting this change in household composition in writing within 10 calendar days of the child(ren) being removed from the home.

### **Absent Head, Spouse, or Co-head, ~~or other Adult:~~**

If a family is going to be away from their unit for more than 30 calendar days they "must" receive "prior" written approval from SNRHA before leaving the unit.

~~The family must promptly notify SNRHA when the family is absent from the unit.~~

### SNRHA Policy

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

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

### 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 calendar days unless it is approved as a reasonable accommodation for medical treatments/care.

Family members absent for more than 180 days due to employment or active duty in the military shall be considered a family member and income will be considered.

### **Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]**

If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted [HCV GB, p. 5-22].

### SNRHA Policy



limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.

#### **Types of Low-Income Families [24 CFR 5.603(b)]**

*Low-income family.* A family whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.

*Very low-income family.* A family whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size.

*Extremely low-income family.* A family whose annual income does not exceed 30 percent of the median income for the area, adjusted for family size.

HUD may establish income ceilings higher or lower than 30, 50, or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.

#### **Using Income Limits for Eligibility [24 CFR 982.201(b)]**

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income-eligible, a family must be one of the following:

- An *extremely low-income* family.
- A *very low-income* family.
- A *low-income* family that has been "continuously assisted" under the 1937 Housing Act. A family is considered to be continuously assisted if the family is already receiving assistance under any 1937 Housing Act program at the time the family is admitted to the HCV program [24 CFR 982.4].

#### **SNRHA Policy**

SNRHA will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were ~~issued a voucher by~~ SNRHA-selected from SNRHA's waiting list.

- A *low-income* family that qualifies for voucher assistance as a non-purchasing household living in HOPE 1 (public housing homeownership), HOPE 2 (multifamily housing homeownership) developments, or other HUD-assisted multifamily homeownership programs covered by 24 CFR 248.173.
- A *low-income* or *moderate-income* family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract on eligible low-income housing as defined in 24 CFR 248.101.

HUD permits SNRHA to establish additional categories of low-income families that may be determined eligible. The additional categories must be consistent with SNRHA plan and the consolidated plans for local governments within SNRHA's jurisdiction.

#### **SNRHA Policy**



SNRHA must deny assistance to an applicant family if they do not meet the SSN disclosure, documentation and verification, and certification requirements contained in 24 CFR 5.216. SNRHA must terminate assistance of the entire family even if only one member of the family fails to provide required documentation for a social security number. Note: These requirements do not apply to noncitizens who do not content eligible immigration status.

### **3-III.D. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 5.230, HCV GB, p. 5-13]**

HUD requires each adult family member, and the head of household, spouse, or co-head, regardless of age, to sign form HUD-9886, Authorization for the Release of Information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance. Chapter 6 provides detailed information concerning the consent forms and verification requirements.

SNRHA must deny admission to the program if any member of the applicant family fails to sign and submit the consent forms for obtaining information in accordance with 24 CFR 5, Subparts B and F [24 CFR 982.552(b)(3)].

### **3-III.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION [24 CFR 5.612 and FR Notice 4/10/06, [FR Notice 9/21/16](#)]**

Section 327 of Public Law 109-115 and the implementing regulation at 24 CFR 5.612 established new restrictions related to the eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education.

If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, and does not have a dependent child, the student's eligibility must be examined along with the income eligibility of the student's parents. In these cases, both the student and the student's parents must be income eligible for the student to receive HCV assistance. If, however, a student in these circumstances is determined independent from his/her parents in accordance with SNRHA policy, the income of the student's parents will not be considered in determining the student's eligibility.

The new law does not apply to students who reside with parents who are applying to receive HCV assistance. It is limited to students who are seeking assistance on their own, separately from their parents.

#### **Definitions**

In determining whether and how the new eligibility restrictions apply to a student, SNRHA will rely on the following definitions [FR [Notice 4/10/06](#), p. 18148 [FR Notice 9/21/16](#)].

#### ***Dependent Child***

In the context of the student eligibility restrictions, *dependent child* means a dependent child of a student enrolled in an institution of higher education. The dependent child must also meet the definition of *dependent* in 24 CFR 5.603, which states that the dependent must be a member of the assisted family, other than the head of household or spouse, who is under 18 years of age, or



is a person with a disability, or is a full-time student. Foster children and foster adults are not considered dependents.

### ***Independent Student***

#### **SNRHA Policy**

SNRHA will consider a student “independent” from his or her parents and the parents’ income will not be considered when determining the student’s eligibility if the following four criterions are all met:

The individual/student is of legal contract age under state law.

The individual/student has established a household separate from his/her parents for at least one year prior to application for occupancy or the individual meets the U.S. Department of Education’s definition of independent student.

To be considered an *independent student* according to the Department of Education, a student must meet one or more of the following criteria:

~~Be~~The individual is at least 24 years old by December 31 of the award year for which aid is sought.

~~Be~~The individual is -an orphan, in foster care, or a ward of the court ~~through the age of 18~~at any time when the individual was 13 years of age or older.

~~The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court or competent jurisdiction in the individual’s state of legal residence.~~

~~Be~~The individual is a veteran of the U.S. Armed Forces ~~or is currently serving on active duty in the Armed Forces for other than training purposes.~~

~~Have one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent).~~

~~Be~~The individual is a graduate or professional student.

~~Be~~The individual is married.

~~The individual has one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent.)~~

~~The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth, or as unaccompanied, at risk of homelessness, and self-supporting by:~~

~~A local educational agency homeless liason~~



The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act or a designee of the director

A financial aid administrator

The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances

The individual/student was not claimed as a dependent by his/her parents pursuant to IRS regulations, as demonstrated on the parents' most recent tax forms.

The individual/student provides a certification of the amount of financial assistance that will be provided by his/her parents. This certification must be signed by the individual providing the support and must be submitted even if no assistance is being provided.

If SNRHA determines that an individual meets the definition of a vulnerable youth such a determination is all that is necessary to determine that the person is an independent student for the purposes of using only the student's income for determining eligibility for assistance.

SNRHA will verify that a student meets the above criteria in accordance with the policies in Section 6.

### ***Institution of Higher Education***

SNRHA will use the statutory definition under section 102 of the Higher Education Act of 1965 to determine whether a student is attending an *institution of higher education* (see Exhibit 3-2).

### ***Parents***

#### SNRHA Policy

For purposes of student eligibility restrictions, the definition of *parents* includes biological or adoptive parents, stepparents (as long as they are currently married to the biological or adoptive parent), and guardians (e.g., grandparents, aunt/uncle, godparents, etc).

### ***Veteran***

#### SNRHA Policy

A *veteran* is a person who served in the active military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable.





SNRHA to dispute the information within that 10 business day period, SNRHA will proceed with issuing the notice of denial of admission. A family that does not exercise their right to dispute the accuracy of the information prior to issuance of the official denial letter will still be given the opportunity to do so as part of the informal review process.

Notice requirements related to denying assistance to noncitizens are contained in Section 3-II.B.

Notice policies related to denying admission to applicants who may be victims of domestic violence, dating violence, sexual assault, or stalking are contained in Section 3-III.G.

### **3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]**

The Violence Against Women Reauthorization Act of ~~2005-2013~~ (VAWA) and the HUD regulations at 24 CFR 5.2005(b) prohibits denial of admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.
- Additionally, VAWA 2013, extends housing protections to survivors of sexual assault, adds “intimate partner” to the list of eligible relations covered in the definition of *domestic violence*.

#### **Notification**

VAWA 2013 expanded notification requirements to include the obligation for SNRHA to provide applicants who are denied assistance with a VAWA Notice of Occupancy Rights (form HUD-5380) and a Domestic Violence Certification Form (HUD-5382) at the time the applicant is denied.

#### **Definitions**

As used in VAWA:

- The term *bifurcate* means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members’ lease and occupancy rights are allowed to remain intact.
- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an



adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other person living in the household of that person and related to that person by blood and marriage.
- The term *sexual assault* means:
  - Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent

## Notification and Victim Documentation

### SNRHA Policy

SNRHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under SNRHA's policies.

While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough



information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.

~~Therefore, if SNRHA makes a determination to deny admission to an applicant family,~~ SNRHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

The documentation must include one of the following elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that 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. A police or court record documenting the actual or threatened abuse, or
- b. 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.
- c. The HUD VAWA Certification form.

The applicant must submit the required documentation with her or his request for an informal review (see section 14) or must request an extension in writing at that time. If the applicant so requests, SNRHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant SNRHA determines the family is eligible for assistance, no informal review will be scheduled and SNRHA will proceed with admission of the applicant family.

### **Perpetrator Removal or Documentation of Rehabilitation**

#### SNRHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, sexual assault, or stalking, SNRHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family





## **Absence of Any Member**

### **SNRHA Policy**

Any member of the household will be considered permanently absent if s/he is away from the unit for more than three (3) 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. If a family is going to be away from their unit for more than 30 calendar days they “must” receive “prior” written approval from SNRHA before leaving the unit.

*~~Under no circumstances can the entire family be absent from the unit for more than 180 calendar days. 24 CFR 982.312~~*

## **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 that the student has established a separate household or the family declares that 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 that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member 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, SNRHA will verify with the appropriate agency whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member. ‘Permanently removed’ is defined as more than 365 calendar days.

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



### SNRHA Policy

An employed head, spouse, or co-head absent from the unit ~~more than 180 consecutive calendar days due to employment~~ will continue to be considered a family member. ~~The absent head, spouse, or co-head~~Spouse will be considered as part of the family and their income will count ~~even if they are not in the unit~~ "unless" the head of household certifies ~~that~~ the spouse/co-head is no longer in the unit or contributing to the family. Failure to notify ~~staff~~ SNRHA in writing prior to the spouse/co-head returning to the unit, or within 10 calendar days of receiving any contribution to the household, shall result in termination of assistance.

SNRHA Certification of Marital Status form certifies the spouse is not a member of the household, will not reside in the assisted unit, ~~nor will not~~ provide income to the family living in the assisted unit, and shall be signed by the head of household as applicable. Signing this form shall result in termination of assistance if any statement is found to be untrue.

### **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 and request that the person not be considered a family member.

When an individual who has been counted as a family member is determined permanently absent, the family is eligible for the medical expense deduction only if the remaining head, spouse, or co-head qualifies as an elderly person or a person with disabilities.

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, SNRHA will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in "less" than 180 consecutive calendar days, the family member will not be considered permanently absent.

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**



If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, SNRHA will treat that adult as a visitor for the first 90 calendar days.

If, by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, the Voucher will be transferred to the caretaker.

If the appropriate agency cannot confirm the guardianship status of the caretaker, SNRHA will review the status at 30 calendar day intervals.

If custody or legal guardianship has not been awarded by the court, but the action is in process, SNRHA will secure verification from social services staff or the attorney as to the status.

If custody is awarded for a limited time in excess of stated period, SNRHA will state in writing that the transfer of the Voucher is for that limited time or as long as they have custody of the children. SNRHA will use discretion as deemed appropriate in determining any further assignment of the Voucher on behalf of the children.

The caretaker will be allowed to remain in the unit, as a visitor, until a determination of custody is made but this shall not exceed 120 calendar days.

SNRHA must receive court awarded guardianship or custody within 120 calendar days or must withdraw the assistance.

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.

In those cases where SNRHA has reason to believe that the family has an unauthorized resident in the assisted unit, a family must demonstrate that the person is not an unauthorized resident by submitting at least **two (2)** of the following:

1. A written notarized statement from the landlord
2. A legible copy of the person's current driver's license, State identification, or vehicle registration which is current.
3. A lease in their name at another address shall be the most prudent choice of evidence.

~~4. Mail sent to the assisted unit may be considered as unauthorized occupancy.~~



## **Using Enterprise Income Verification (EIV) to Project Income**

HUD requires the use of (EIV) verifications. EIV is “the verification of income, before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals” [VG, p. 7]. This will be used for elderly and disabled families with “fixed non-wage income”.

HUD allows SNRHA to use EIV information in conjunction with family-provided documents to anticipate income [EIV].

### SNRHA Policy:

Whenever possible, SNRHA will use HUD’s EIV system. When EIV is obtained and the family does not dispute the EIV employer data, SNRHA will use current tenant-provided documents to project annual income. When the tenant provided documents are pay stubs, SNRHA will make every effort to obtain the last four (4) consecutive pay stubs dated within the last 60 calendar days.

SNRHA will obtain written and/or oral third-party verification in accordance with the verification requirements and policy in Chapter 7 in the following cases:

- If EIV or other UIV data is not available,
- If the family disputes the accuracy of the EIV employer data, and/or
- If SNRHA determines additional information is needed.

In such cases, SNRHA will review and analyze current data to anticipate annual income. In all cases, the family file will be documented with a clear record of the reason for the decision, and a clear audit trail will be left as to how SNRHA annualized projected income.

## **Use of Historical Income Data**

When SNRHA cannot readily anticipate income (e.g., in cases of seasonal employment, unstable working hours, or suspected fraud), SNRHA will review historical income data for patterns of employment, paid benefits, and receipt of other income.

## ***MINIMUM INCOME – Zero Income Interims***

There is no minimum income requirement.

### SNRHA Policy

Families who report zero income are required to complete a written certification **every 180-calendar days annually** that will be verified with all federal, state and local agencies and other sources, as appropriate, including credit checks, to verify income sources, and an interim will be submitted to MTCS.

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 in writing. SNRHA will require a printout of utility bills for the past three (3)



consecutive months to be submitted at interim evaluations for participants claiming zero income. The average for the last three months of utility bill payments over the amount of the family's Utility Reimbursement Payment will be averaged, and annualized. The results analyzed to determine the possibility of un-reported or under-reported income, shall be counted as income.

When the amounts indicate that the family has received monies from outside sources or that an outside source has paid the family's bills on their behalf, SNRHA will call the family into an interview to discuss how the family has made the payments. When it is discovered that an outside source has provided money to the family, or has paid the bills on the family's behalf, SNRHA will send third party verification to the providing party to determine whether the income is sporadic or recurring in order to determine whether the amount is to be included in the family's annual income. SNRHA will also verify no other income has been received via third party verification at the ~~180-calendar-days~~ **interim annual re-examinations** being sent to such agencies as the unemployment department, welfare, and child support, and will perform credit checks to identify reoccurring payments.

If the family's expenses exceed their known income, SNRHA will make inquiry of the head of household as to the nature of the family's resources and terminate the family for fraud, or offer a repayment agreement when documented evidence indicates the family has unreported income, which includes receiving funds from other parties or individuals that has not been reported. Failure to enter into a repayment agreement and pay the required 25% within the established guidelines shall result in the termination of the subsidy. Only two (2) repayment agreements will ever be approved for any one HCV household. The second cannot be approved unless the first has been paid in full. Repeating this action after the 2<sup>nd</sup> violation of unreported income will result in termination from the HCV program.

### ***Known Changes in Income***

If SNRHA verifies an upcoming increase or decrease in income, annual income will be calculated by applying each income amount to the appropriate part of the 12-month period.

**Example:** An employer reports that a full-time employee who has been receiving \$6/hour will begin to receive \$6.25/hour in the eighth week after the effective date of the reexamination. In such a case the PHA would calculate annual income as follows:  $(\$6/\text{hour} \times 40 \text{ hours} \times 7 \text{ weeks}) + (\$6.25 \times 40 \text{ hours} \times 45 \text{ weeks})$ .

The family may present information that demonstrates that implementing a change before its effective date would create a hardship for the family. In such cases the PHA will calculate annual income using current circumstances and then require an interim reexamination when the change actually occurs. This requirement will be imposed even if SNRHA's policy in Chapter 11 does not require interim reexaminations for other types of changes.

## **5-I.E. EARNED INCOME**





## 6-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS

### HUD's Verification Hierarchy [\[Notice PIH 2010-19\]](#)

HUD authorizes SNRHA to use six methods to verify family information and specifies the circumstances in which each method will be used. In general HUD requires SNRHA to use the most reliable form of verification that is available and to document the reasons when SNRHA uses a lesser form of verification.

#### SNRHA Policy

**Upfront Income Verification (UIV):** The verification of income at admission or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals. HUD's **Enterprise Income Verification System (EIV)** is considered to be this method. This is currently not available for applicants.

SNRHA shall not verify income in accordance with the following Verification Hierarchy for fully excluded income such as Supplemental Nutrition Assistance Program (SNAP) benefits formerly known as food stamps. Document on file narratives shall not be required for fully excluded incomes to state why third party verification was not received. (PIH Notice-2013-4). Additionally, SNRHA shall not enter this income on section 7 of the HUD form 50058. SNRHA shall accept the participant's self-certification on the reexamination application of fully excluded income. SNRHA has the option of requiring additional verification, as needed.

SNRHA shall not follow the Verification Hierarchy below when completing annuals reexaminations for elderly or disabled families on "fixed" non-wage income.

SNRHA shall simplify the requirements associated with determining the annual income of participants on "fixed income- non-wage" when 100% of the family's income consists fixed income. SNRHA has opted to conduct streamlined reexaminations by recalculating of the family's income by applying any published cost of living adjustments to the previously verified income amount in compliance with PIH Notice 2013-03.

For the purpose of this policy, as noted in PIH 2013-03, fixed income includes income from:

1. Social Security payments including SSI and SSDI
2. Federal, State, local and private pensions plans; and
3. Other periodic payments from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic receipts that are of substantially the same amount from year to year.

**The Verification Hierarchy.** SNRHA shall begin with the highest level of verification techniques, except as noted in 6.I.B. PHAs are required to access the EIV system and obtain an Income Report for each household. SNRHA shall maintain the Income Report in the tenant's file along with the form HUD-50058 and other supporting documentation to support income and rent determinations for all mandatory annual reexaminations of family income and composition.



## **Verification Technique Definitions**

### **Third Party Verification Techniques**

**Upfront Income Verification (UIV) (Level 6/5):** The verification of income before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a number of individuals. It should be noted that the EIV system is available to all PHAs as a UIV technique. PHAs are encouraged to continue using other non-HUD UIV tools, such as The Work Number (an automated verification system) and state government databases, to validate tenant-reported income.

**Written Third Party Verification (Level 4):** An original or authentic document generated by a third party source dated either within the 60 calendar day period preceding the reexamination or PHA request date. Such documentation may be in the possession of the tenant (or applicant), and is commonly referred to as tenant-provided documents. It is the Department's position that such tenant-provided documents are written third party verification since these documents originated from a third party source. The PHA may, at its discretion, reject any tenant-provided documents and follow up directly with the source to obtain necessary verification of information.

Examples of acceptable tenant-provided documentation (generated by a third party source) include, but are not limited to: pay stubs, payroll summary report, and employer notice/letter of hire/termination, SSA benefit verification letter, bank statements, child support payment stubs, welfare benefit letters and/or printouts, and unemployment monetary benefit notices. Current acceptable tenant-provided documents must be used for income and rent determinations.

SNRHA shall require four (4) current and consecutive pay stubs for determining annual income for wages. For new income sources or if there is a decrease in earned income, SNRHA will require the last two (2) **or more** current and consecutive pay stubs or a new hire/updated letter with date of hire, wages, and hours. SNRHA 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 SNRHA's interview/determination or request date) is acceptable for confirming effective dates of income.

**Written Third Party Verification Form (Level 3):** Also, known as traditional third party verification. A standardized form to collect information from a third party source. The form is completed by the third party by hand (in writing or typeset). SNRHA shall send the form directly to the third party source by mail, fax, or email.

It is the Department's position that the administrative burden and risk associated with use of the traditional third party verification form may be reduced by PHAs relying on acceptable documents that are generated by a third party, but in the possession of and provided by the tenant (or applicant). Many documents in the possession of the tenant are derived from third



**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 must be the original (~~set~~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 consecutive pay stubs will be required when using EIV for annuals and two 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 consecutive pay stubs for determining annual income from wages. For new income sources or when two 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 that are 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 and must be 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 that 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:





Driver's license

U.S. passport

Department of Motor Vehicles Identification Card

Validated Sheriff Card

Military Identification

DMV Instructional ID

Clark County Health Card with valid photo ID

Veteran's ID with photo

An original Certificate of Birth is required for all minors. Other documents considered acceptable for the verification of legal identity for minors may be one or more of the following:

- Adoption papers
- Custody agreement
- School records
- Hospital Birth Certifications
- Passport
- Health and Human Services ID (foster children; adopted children)
- I-94

#### SNRHA Policy

Verification of divorce or separation status will be a Certification of ~~Absent-Spouse-Marital Status~~ form being completed by the head of household or any other adult household member, unless the family wishes to submit a formal divorce or separation document from the courts.

Verification of a separation may be a copy of court-ordered maintenance or other records.

A marriage certificate generally is required to verify that a couple is married.

In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g., by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax returns, or being a domestic partner as recognized in the State of Nevada (according to Senate Bill 283.)

#### ***Familial Relationships***

##### SNRHA Policy

Verification of guardianship is:

- Court-ordered assignment
- Verification from social services 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



SNRHA will instruct the family to obtain a duplicate card from the local Social Security Administration (SSA) office.

For individuals who are at least 62 years of age and/or disabled and are unable to submit the required documentation of their SSN within the initial 90 calendar day period, SNRHA will grant an additional 30 calendar days to provide documentation as a reasonable accommodation.

Social security numbers must be verified only once during continuously-assisted occupancy. For all members of the household the first and last name on the Legal documents provided must match the social security record.

If any adult family member obtains a SSN after admission to the program, the new SSN must be disclosed within 90 calendar days.

The social security numbers of household members, such as live-in aids, must be verified for the purpose of conducting criminal background checks.

## 6-IL.C. FAMILY RELATIONSHIPS

Applicants and program participants are required to identify the relationship of each household member to the head of household. If an applicant list themselves as married and not list a spouse, they will still be required to submit a separation, divorce decree, or SNRHA's Certification of **Marital Status Absent Spouse** form. Definitions of the primary household relationships are provided in the Eligibility chapter.

### SNRHA Policy

Other family relationships will be verified through birth certificates or other relevant documents.

### **Marriage**

#### SNRHA Policy

A marriage certificate generally is required to verify that a couple is married.

In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g., by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax returns).

### **Separation or Divorce**

#### SNRHA Policy

SNRHA will require the family (head of household) to sign a Certification of **Absent Spouse Marital Status form** to document the divorce, or separation. The family may submit a certified copy of a divorce decree, signed by a court officer, or a copy of a court-ordered maintenance or other court record to document a separation.



**Management Fees)**

- Terminations as a result of evictions for cause
- Requirements for reporting income and family composition changes between annual and form to report these changes
- Information on security deposits and legal referral services
- Exercising choice in residency
- Choosing a unit carefully and only after due consideration –must live in the unit for one year
- The Family Self-Sufficiency Program and Interest Form
- LEP Pamphlet
- Reasonable Accommodation Notice
- Ground for Termination of Assistance
- **Occupancy Specialist Contact Information**
- **Notice of Occupancy Rights**

If the PHA is located in a metropolitan FMR area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)].



- Information about the characteristics of these areas including job opportunities, schools, transportation and other services
- An explanation of how portability works, including a list of portability contact persons for neighboring PHAs including names, addresses, and telephone numbers

### **Additional Items to be Included in the Briefing Packet**

In addition to items required by the regulations, SNRHA may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7]

#### SNRHA Policy

SNRHA will provide the following additional materials in the briefing packet:

The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*

When SNRHA-owned units are available for lease, a written statement that the family has the right to select any eligible unit available for lease, and is not obligated to choose a SNRHA-owned unit.

Information on how to fill out and file a housing discrimination complaint form.

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.

-HUD Form-5380 domestic violence certification form and the form HUD's Form-5382 notice of occupancy rights, which contains information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking.

### **7-I.C. FAMILY OBLIGATIONS**

The obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. SNRHA must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

#### **Time Frames for Reporting Changes Required By Family Obligations**

##### SNRHA Policy

Unless otherwise noted below, when family obligations require the family to respond to a request or notify SNRHA of a change, notifying SNRHA of the request or change within 10 calendar days is considered prompt notice.

When a family is required to provide notice to SNRHA, the notice must be in writing.

#### **Family Obligations [24 CFR 982.551]**

Following is a listing of a participant family's obligations under the HCV program:



immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and SNRHA policies related to alcohol abuse

- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities [Form HUD-52646, Voucher].

### ***Move Briefing***

A move briefing will be held for participants who will be reissued a voucher to move and have given proper notice (written 30 day notice or 60 days if the participant have leases at tax credit properties **or in accordance to your lease agreement**) of intent to vacate to their landlord and SNRHA. This briefing includes incoming and outgoing portable families. SNRHA shall assist outgoing ports in identifying the correct staff at the PHA within the area that they are moving. Participants cannot exercise the portability right if they would be in violation of their lease or entered the program from a location other than Clark County and have not lived in SNRHA's jurisdiction for at least one year. SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/manager shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have 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 parties.

## ***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



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 ~~sixty-ninety (90)~~ sixty-ninety (90) 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 ~~sixty-ninety (90)~~ sixty-ninety (90) 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 ~~90-120~~ 90-120 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 ~~90-120~~ 90-120 calendar day period. SNRHA will only 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 ~~+50-180~~ +50-180 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. When a Request for Tenancy Approval (RFTA) is received, SNRHA will deduct the number of calendar days remaining on the voucher from that the date SNRHA receives the RFTA. is received by SNRHA.~~





### ***Extensions***

SNRHA will extend the term of the voucher ~~for~~ up to ~~150-180~~ 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. ~~SNRHA shall not issue extensions for more than 30 calendar days for port-in participants to ensure compliance with billing requirements established by HUD, unless as a reasonable accommodation for a disabled or elderly client.~~

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 e~~Extensions-are 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 sixty-ninety [90] 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), requirement. The-A documented Search Record is part of the required-verification, as needed.

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

~~Extensions for billable port-in participants are at the discretion of SNRHA.~~

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

Families who require additional assistance during their search may call SNRHA office to request assistance. 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 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 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. A live-in aide, by definition, is not a member of the family and will not be considered a remaining member of the Family.~~

In order for a minor child to continue to receive assistance as a remaining family member:

- The court has to have awarded emancipated minor status to the minor or
- SNRHA has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the child(ren) for an indefinite period. The adult must meet all eligibility requirements of the Housing Choice Voucher Program
- The Court has awarded custody of the minors to another adult who must meet all eligibility requirements of the Housing Choice Voucher Program
- Only one voucher will be issued in the case where award of children are given to more than one adult. The adult receiving the greater number of children will receive the voucher, if he/she meets all other program requirements. In the case of equal number of children and multiple parents or guardians, neither parent will receive the voucher unless a formal court decision is rendered and provided to SNRHA providing guidance for which adult is to receive the voucher.(See Chapter 5 regarding Caretaker for Children) A reduction in family size may require a reduction in the voucher family unit size.
- SNRHA shall conduct an overview briefing for new Head of Household regarding family obligations.

## **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**

### **7-II.A. OVERVIEW**

HUD guidelines require that SNRHA establish subsidy standards for the determination of family unit size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size selected by the family must be within the minimum unit size requirements of HUD's Housing Quality Standards. This Chapter explains the subsidy standards that will be used to determine the voucher size (family unit size) for various sized families when they are selected from the waiting list, as well as SNRHA's procedures when a family's size changes or a family selects a unit size that is different from the size of the voucher issued, voucher term, and to any extensions of the voucher term.





SNRHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards.

#### **7-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]**

For each family, SNRHA determines the appropriate number of bedrooms under SNRHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when SNRHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding
- The subsidy standards must be consistent with space requirements under the housing quality standards
- The subsidy standards must be applied consistently for all families of like size and composition
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family

Any live-in aide (approved by SNRHA to reside in the unit to care for a family member who is disabled) must be counted in determining the family unit size. Upon SNRHA approval of a request for the addition of a live-in aide, SNRHA shall notify participants that they have been approved for a live-in aide and that they must submit the name, SSN, and any other required information of their selection for screening. The proposed live-in aide must sign consent forms in order for SNRHA to conduct the screening. The live-in aide must be approved or disapproved within 30 calendar days of the requested reasonable accommodation request notice, unless SNRHA is awaiting verifications. The voucher allocation increase will be processed for the approved reasonable accommodation once the live-in aide is approved.

- Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero or one-bedroom unit, as determined under SNRHA subsidy standards.

SNRHA shall issue a larger voucher size due to additions of minors to the household of family members by birth, adoption, marriage, court-awarded custody, court awarded guardianship, or an assignment with verification from a social service agency. A social service agency is defined as a Department of Family Services. SNRHA will not increase the bedroom size for a participant when an adult (18 years old and older) is being added to the household, including if the adult to



be added is a child of the head of household, spouse, or co-head, with the exception of court-awarded custody/guardianship of an adult.

- SNRHA will consider those minor children of family members that are temporarily placed in foster care in determining the family unit size (voucher size).
- When Department of Family Services (DFS) requires a larger size unit in order for the child/ren to be returned to the home, SNRHA will increase the voucher size as needed prior to the annual reexamination. However, the family may not move if they are in the initial term of their lease, and SNRHA will still not permit overcrowding.

~~Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero or one bedroom unit, as determined under SNRHA subsidy standards.~~

### SNRHA Policy

SNRHA will assign one (1) bedroom for each two (2) persons within the household, except in the following circumstances:

Persons of the opposite sex (other than spouses) will be allocated a separate bedroom.

Foster children will be included in determining unit size only if they will be in the unit for more than 12 months.

Live-in aides will be allocated a separate bedroom. No additional bedrooms are provided for the attendant's family.

Space may be provided for a child who is away at school but who lives with the family during school recesses.

Space will not be provided for a family member, other than a spouse, who will be absent most of the time, such as a member who is away in the military.

A single pregnant woman with no family members must be treated as a two-person family.

Single person families shall be allocated a one (1) bedroom voucher.

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.



Prior to issuing any vouchers, SNRHA will determine whether it has sufficient funding in accordance with the policies in Chapter 16.

If SNRHA determines there is insufficient funding after a voucher has been issued, SNRHA may rescind the voucher and place the affected family back on the waiting list.

#### ***VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS [24 CFR 982.315]***

When a family assisted under the HCV program becomes divided into two otherwise eligible families (due to divorce, legal separation, or the division of the family)

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 ~~60~~90 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

##### **SNRHA Policy**

The initial voucher term will be ~~60~~90 calendar days. Elderly and disabled vouchers shall be issued for ~~90~~120 calendar days with one (1) extension of 30 calendar days.

The family must submit a RFTA and proposed lease within the ~~60~~90 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, ~~only once~~.



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] 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 Policy

~~SNRHA will automatically approve one 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 60 calendar day time frame.~~

~~SNRHA will approve one (1) additional 30 calendar day extension only in the following circumstances:~~

~~It is necessary as a reasonable accommodation for a person with disabilities. It is necessary due to reasons beyond the family's control, as determined by SNRHA. The following is a list of extenuating circumstances that SNRHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:~~

- ~~Serious illness or death in the immediate family~~

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 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 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 that the family reapply when SNRHA reopens its waiting list. Such a family does not become ineligible for the program on the grounds that 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 to reapply for assistance. If the RFTA that 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 ~~30-business-two~~ **(2) business** days after the expiration of the voucher term or any extension, SNRHA will notify the family in writing that the voucher term has expired and their ~~application-withdrawn~~ **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 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 that case the family must inform SNRHA within 10 calendar days in writing. Further, changes in household composition due to marriage must also be reported within 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 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 that would result 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 as of the anniversary date of the contract.

#### ***SNRHA ERROR IN DETERMINING VOUCHER SIZE***

If SNRHA errs in the bedroom size designation, the family will be issued a Voucher of the appropriate size so that the family is not penalized. At the next annual re-examination or move the family's voucher size shall be adjusted to the requirements of SNRHA's occupancy standards. If the err is found prior to the initial leasing, the voucher size shall be adjusted at that time. Changes to the family's voucher due to updated subsidy standards such as not increasing voucher sizes for new family members that are not by birth, marriage, adoption, or foster care, shall be grandfathered in. However, no new family members can be added to the family that are not in compliance with new policies. This includes adding children that are 18 and older back into the family. A larger voucher size shall not be issued.

#### **UNIT SIZE SELECTED [24 CFR 982.402(c)]**

The family may select a different size dwelling unit than that listed on the Voucher. There are three criteria to consider:

- **Subsidy Limitation:** The family unit size as determined for a family under SNRHA subsidy standard for a family assisted in the voucher program is based on SNRHA's adopted payment standards. The payment standard for a family shall be the lower of:



- Failure to maintain the unit and premises in decent and sanitary conditions which could result in potential health and/or safety concerns.
- Damages to the unit or premises caused by a household member or guest beyond normal wear and tear that result in HQS deficiencies.
- Tenant may be billed for the cost of repairs made by the owner that were determined to be caused by the family.

### **Owner Responsibilities**

The owner is responsible for all HQS violations not listed as a family responsibility above, even if the violation is caused by the family's living habits (e.g., vermin infestation). However, if the family's actions constitute a serious or repeated lease violation the owner may take legal action to evict the family.

Owners are responsible for conducting intermittent inspections to ensure HQS Standards are being met.

#### **SNRHA Policy**

Owners are not permitted to keep storage within the assisted unit including, but not limited to: garage, parking space, attics, basements, or other storage areas designed to be utilized by the occupants of the unit.

### **8-I.E. SPECIAL REQUIREMENTS FOR CHILDREN WITH ~~ENVIRONMENTAL INTERVENTION~~ELEVATED BLOOD LEAD LEVEL [24 CFR 35.1225; FR Notice 1/13/17]**

If SNRHA is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provider, that a child of less than six (6) years of age, living in an HCV-assisted unit has been identified as having an ~~environmental-intervention~~elevated blood lead level, SNRHA must complete ~~a risk assessment~~ an environmental investigation of the dwelling unit. The risk assessment must be completed in accordance with program requirements, and the result of the risk assessment must be immediately provided to the owner of the dwelling unit. In cases where the public health department has already completed an evaluation of the unit, this information must be provided to the owner.

Within 30 calendar days after receiving the risk assessment report from SNRHA, or the evaluation from the public health department, the owner is required to complete the reduction of identified lead-based paint hazards in accordance with the lead-based paint regulations [24 CFR 35.1325 and 35.1330]. If the owner does not complete the "hazard reduction", as required the dwelling unit is in violation of HQS and SNRHA will take action in accordance with Section 8-II.G.

Additionally, SNRHA shall submit a listing to Clark County Health Department of units under lease with children age six (6) and under to determine if any have been identified as having elevated blood lead levels. This assessment shall be completed quarterly and the results maintained for future audits.



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

If SNRHA determines that 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 the HAP contract in accordance with its policies.

### **SNRHA Policy**

A unit meets HQS space standard if the dwelling unit has at least one bedroom or living/sleeping room for each two 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 electrical outlet or two 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 ~~completed-scheduled~~ within ten (10) ~~calendar-business~~ days of receiving a complete 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) ~~calendar-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.





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 not less than 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 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 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 ~~complete-schedule~~ the initial inspection ~~and determine rent reasonableness-~~ ~~determine whether the unit satisfies HQS, and notify the owner and the family of the~~ ~~determination~~ within ten (10) ~~calendar-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 violations. ~~If requested by the owner, the time frame for correcting the deficiencies may be extended by SNRHA for good cause. A supervisor must approve all extensions.~~ SNRHA will re-inspect the unit within three (3) business days of the date the owner notifies SNRHA that the required corrections have been made.

If the time period for correcting the deficiencies ~~(or any SNRHA-approved extension)~~ has elapsed, or the unit fails HQS at the time of the re-inspection, SNRHA will notify the owner and the family ~~that~~ the unit has been rejected and ~~that~~ the family must search for another unit.

Following a failed re-inspection, the family may elect to submit a new Request for Tenancy Approval for the same unit if the family has not found another unit by the time the owner completes all repairs and the family continues to wish to live in the unit. The unit would be required to pass an inspection, a rent reasonableness determination is required, and a new lease and HAP Contract will need to be executed.

### Utilities

Generally, at initial lease-up the owner is responsible for demonstrating that all utilities are in working order including those utilities that the family will be responsible for paying.

#### SNRHA Policy

The utilities must be on at the time of the initial inspection. If they are not on, the inspection will be rescheduled.

#### SNRHA Policy

The stove and refrigerator must be in place regardless of whether the owner or the family is responsible to provide them.

## 8-II.C. ANNUAL HQS INSPECTIONS 24CFR 982.405-982.406. Notice PIH 2016-05]

### Scheduling the Inspection

Each unit under a HAP contract must have an annual inspection within twelve (12) months after the date of the previous annual or initial inspection.

The PHA will not rely on alternative inspection standards.

#### SNRHA Policy

If an adult (person 18 or older) cannot be present on the scheduled date, the family should request that SNRHA reschedule the inspection. If the family misses the first scheduled appointment without requesting a new inspection date, SNRHA will automatically schedule a second inspection. If the family misses two (2) scheduled inspections without SNRHA approval, SNRHA will consider the family to have violated its obligation to make the unit available for inspection. If the family is unable to be present but authorizes an adult representative to be present, and the adult presents valid photo ID, the inspection will be conducted.



## 8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED

### Owner-Initiated Rent Determinations

SNRHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.

The owner and family first negotiate the rent for a unit. SNRHA (or independent agency in the case of SNRHA-owned units) will assist the family with the negotiations upon request. Prior to the initial occupancy, SNRHA must determine whether the proposed rent is reasonable before a HAP Contract is signed. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family. ~~Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.~~

#### SNRHA Policy

After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. For rent increase requests after initial lease-up, SNRHA may request owners to provide information about the rents charged for other units on the premises, if the premises include more than four (4) units. In evaluating the proposed rents in comparison to other unassisted units on the premises SNRHA will consider unit size and length of tenancy in the other units.

SNRHA will determine whether the requested increase is reasonable within ~~five (5)~~ ten (10) business days of receiving the request from the owner. The owner will be notified of the determination in writing.

All rental increase adjustments must be received 60 calendar days prior to the anniversary date of the HAP contract and will be processed with the next annual recertification. Owners/managers who fail to submit at least 60 calendar days prior shall be denied their request for a rental increase for that year.

### SNRHA- and HUD-Initiated Rent Reasonableness Determinations

HUD requires SNRHA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a ~~five-ten (5/10)~~ percent decrease in the ~~F~~air ~~m~~arket ~~R~~ent that goes into effect at least 60 calendar days before the contract anniversary date. HUD also may direct SNRHA to make a determination at any other time. SNRHA may decide that a new determination of rent reasonableness is needed at any time.

#### SNRHA Policy

In addition to the instances described above, SNRHA will make a determination of rent reasonableness at any time after the initial occupancy period if: (1) SNRHA determines that the initial rent reasonableness determination was in error or (2) SNRHA determines that the information provided by the owner about the unit or other units on the same premises was incorrect.



### **Interior Air Quality**

The dwelling unit must be free of air pollutant levels that threaten the occupants' health. There must be adequate air circulation in the dwelling unit. Bathroom areas must have one openable window or other adequate ventilation. Any sleeping room must have at least one window. If a window was designed to be opened, it must be in proper working order.

### **Water Supply**

The dwelling unit must be served by an approved public or private water supply that is sanitary and free from contamination. Plumbing fixtures and pipes must be free of leaks and threats to health and safety.

### **Lead-Based Paint**

Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children less than six years of age, excluding zero bedroom dwellings. Owners must:

- Disclose known lead-based paint hazards to prospective tenants before the lease is signed,
- provide all prospective families with "Protect Your Family from Lead in Your Home",
- Stabilize deteriorated painted surfaces and conduct hazard reduction activities when identified by the PHA
- Notify tenants each time such an activity is performed
- Conduct all work in accordance with HUD safe practices
- As part of ongoing maintenance ask each family to report deteriorated paint.

For units occupied by ~~environmental-intervention~~elevated blood lead level (lead poisoned) children under six years of age, ~~a risk assessment~~an environmental investigation must be conducted (paid for by the PHA). If lead hazards are identified during the risk assessment, the owner must complete hazard reduction activities.

See HCV GB p. 10-15 for a detailed description of these requirements. For additional information on lead-based paint requirements see 24 CFR 35, Subparts A, B, M, and R.

### **Access**

Use and maintenance of the unit must be possible without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire.

### **Site and Neighborhood**

The site and neighborhood must be reasonably free from disturbing noises and reverberations, excessive trash or vermin, or other dangers to the health, safety, and general welfare of the occupants.

### **Sanitary Condition**

The dwelling unit and its equipment must be in sanitary condition and free of vermin and rodent infestation. The unit must have adequate barriers to prevent infestation.



982.306]; 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, including but not limited to negotiation 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, or by fax. SNRHA will not accept corrections over the phone.

If SNRHA determines that 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 that are 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 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 that 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 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 on and then Nevada laws and HUD regulations come into play.

SNRHA receives a written statement from the District Attorney's Office verifying that the participant has been placed under the witness protection or victim protection program;

Mutual rescissions will only be allowed ~~as a reasonable accommodation for a disabled family for elderly and disabled families which written third party verification of the need to relocate from a qualified professional provider, in which the~~ owner/manager ~~must~~



approves the move by signing a mutual rescission form. ~~A, 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, reasonable accommodation if they are willing to allow the move.~~ Owners or managers ~~with who have~~ leases with HCV participants (who are approved ~~VAWA Occupancy Right~~ clients) must bifurcate the lease in compliance with Federal law.

- The family must provide a written 30 day notice to the property owner/agent and SNRHA prior to moving from the unit. Failure to provide to both parties and receive approval from SNRHA prior to moving will lead to termination of their assistance;
- The owner has given the family a notice to vacate, has commenced an action to evict the family or has obtained a court judgment or other process allowing the owner to evict the family. If SNRHA receives a judgment which is not paid within the required timeframe or a summary of eviction, the family shall be terminated from the program even if they have moved to another unit. To lessen the impact of this occurrence and the negative impact to new owners, the family shall not be issued a voucher for 30 days of any notice served relating to a lease violation that is for cause.
- The family has given proper notice of lease termination (if the family has a right to terminate the lease on notice to owner) for owner breach or otherwise.

## 10-I.C. MOVING PROCESS

### Notification

If a family wishes to move to a new unit, the family must notify SNRHA and the owner before moving out of the 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), ~~Notice PHH-2012-422016-09~~]. The notices must be in writing [24 CFR 982.5].

### Approval

#### SNRHA Policy

Upon receipt of a family's notification that they wish to move, SNRHA will determine whether the move is approvable in accordance with the regulations and policies set forth in sections 10-I.A and 10-I.B. SNRHA will schedule an appointment with the family to come in to receive a moving packet or complete port out documents. SNRHA shall require families to provide a signed SNRHA 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



### **Responding to Initial PHA's Request [24 CFR 982.355(c)]**

The receiving PHA must respond via e-mail or other confirmed delivery method to the initial PHA's inquiry to determine whether the family's voucher will be billed or absorbed [(24 CFR 982.355(c)(3))]. If the receiving PHA informs the initial PHA that it will be absorbing the voucher, the receiving PHA cannot reverse its decision at a later date without consent of the initial PHA (24 CFR 982.355(c)(4)).[Notice PIH [2012-422016-09](#)].

#### **SNRHA Policy**

SNRHA will use e-mail, when possible, to notify the initial PHA whether it will administer or absorb the family's voucher.

### **Initial Contact with Family**

When a family moves into SNRHA's jurisdiction under portability, the family is responsible for promptly contacting SNRHA and complying with SNRHA's procedures for incoming portable families. The family's failure to comply may result in denial or termination of the receiving PHA's voucher [24 CFR 982.355 (c)(8)].

If the voucher issued to the family by the initial PHA has expired, the receiving SNRHA must contact the initial PHA to determine if it will extend the voucher [24 CFR 982.355 (c)(13)]. [An informal hearing is not required when a voucher has expired without the family leasing a unit.](#)

When a portable family requests assistance from SNRHA, SNRHA must promptly inform the initial PHA whether SNRHA will bill the initial PHA for assistance on behalf of the portable family or will absorb the family into its own program [24 CFR 982.355(c)(5)]. If SNRHA initially bills the initial PHA for the family's assistance, it may later decide to absorb the family into its own program [Notice PIH [2012-422016-09](#)]. (See later under "Absorbing a Portable Family" for more on this topic.)

#### **SNRHA Policy**

SNRHA will notify the initial PHA whether it intends to bill the receiving PHA on behalf of the portable family or absorb the family into its own program. SNRHA will absorb all incoming FSS Portability Participants, if funding is available (See Chapter 18 – Family Self Sufficiency).

If for any reason the receiving SNRHA refuses to process or provide assistance to a family under the portability procedures, the family must be given the opportunity for an informal review or hearing [Notice PIH [2012-422016-09](#)]. (For more on this topic, see later under "Denial or Termination of Assistance.")

### **Briefing**

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 [2012-422016-09](#)].

#### **SNRHA Policy**

SNRHA will require the family to attend a briefing. SNRHA will provide the family with a briefing packet (as described in Chapter 7) and, in an individual briefing, 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.





### ***Ongoing Notification Responsibilities [Notice PIH ~~2012-422016-09~~, HUD-52665]***

**Annual Reexamination.** SNRHA must send the initial PHA a copy of a portable family's updated form HUD-50058 after each annual reexamination for the duration of time SNRHA is billing the initial PHA on behalf of the family, regardless of whether there is a change in the billing amount.

#### **SNRHA Policy**

SNRHA will send a copy of the updated HUD-50058 by regular mail, email, or fax at the same time SNRHA and owner are notified of the reexamination results, no later than ten (10) business days after the effective date of the reexamination.

**Change in Billing Amount.** SNRHA is required to notify the initial PHA, using form the HUD Form -52665, of any change in the billing amount for the family as a result of:

- A change in the HAP amount (because of a reexamination, a change in the applicable payment standard, a move to another unit, etc.)
- An abatement or subsequent resumption of the HAP payments
- Termination of the HAP contract
- Payment of a damage/vacancy loss claim for the family
- Termination of the family from the program

The timing of the notice of the change in the billing amount should correspond with the notification to the owner and the family in order to provide the initial PHA with advance notice of the change. Under no circumstances should the notification be later than 10 business days following the effective date of the change in the billing amount.

### ***Late Payments [Notice PIH ~~2012-422016-09~~]***

If the initial PHA fails to make a monthly payment for a portable family by the fifth business day of the month, SNRHA must promptly notify the initial PHA in writing of the deficiency. The notice must identify the family, the amount of the billing payment, the date the billing payment was due, and the date the billing payment was received (if it arrived late). SNRHA must send a copy of the notification to the Office of Public Housing (OPH) in the HUD area office with jurisdiction over SNRHA. If the initial PHA fails to correct the problem by the second month following the notification, SNRHA may request by memorandum to the director of the OPH with jurisdiction over SNRHA that HUD transfer the unit in question. A copy of the initial notification and any subsequent correspondence between the PHAs on the matter must be attached. The receiving PHA must send a copy of the memorandum to the initial PHA. If the

OPH decides to grant the transfer, the billing arrangement on behalf of the family ceases with the transfer, but the initial PHA is still responsible for any outstanding payments due to SNRHA

### ***Overpayments [Notice PIH ~~2012-422016-09~~]***

In all cases where SNRHA has received billing payments for billing arrangements no longer in effect, SNRHA is responsible for returning the full amount of the overpayment (including the portion provided for administrative fees) to the initial PHA.



SNRHA will not increase the voucher size when adding other 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.

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

#### **11-I.D. DETERMINING ONGOING ELIGIBILITY OF CERTAIN STUDENTS [24 CFR 982.552(b)(5)]**

Section 327 of Public Law 109-115 established new restrictions on the ongoing eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education.

If a student enrolled in an institution of higher education is under the age of 24, is not a veteran, is not married, and does not have a dependent child, the student's eligibility must be reexamined along with the income eligibility of the student's parents on an annual basis. In these cases, both the student and the student's parents must be income eligible for the student to continue to receive HCV assistance. If, however, a student in these circumstances is determined independent from his or her parents in accordance with PHA policy, the income of the student's parents will not be considered in determining the student's ongoing eligibility.

Students who reside with parents in an HCV assisted unit are not subject to this provision. It is limited to students who are receiving assistance on their own, separately from their parents.

##### SNRHA Policy

During the annual reexamination process, SNRHA will determine the ongoing eligibility of each student who is subject to the eligibility restrictions in 24 CFR 5.612 by reviewing the student's individual income as well as the income of the student's parents. If the student has been determined "independent" from his/her parents based on the policies in Sections 3-II.E, the parents' income will not be reviewed.

If the student is no longer income eligible based on his/her own income or the income of his/her parents, the student's assistance will be terminated.

If the student continues to be income eligible based on his/her own income and the income of his/her parents (if applicable), SNRHA will process a reexamination in accordance with the policies in this chapter.

#### **11-I.E. EFFECTIVE DATES**

SNRHA must establish policies concerning the effective date of changes that result from an annual reexamination [24 CFR 982.516].

##### SNRHA Policy



interim will be processed. Changes will be effective the first of the month following the month in which SNRHA receives written notice of the change.

If necessary, the change will be processed retroactively to be effective the first of the month following the month of receipt of written notice of the change.

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 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.



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 PHA 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-IL.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because SNRHA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change. When a family reports a change, SNRHA may take different actions depending on whether the family reported the change voluntarily, or because it was required to do so.

### SNRHA-Initiated Interim Reexaminations

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 and conclusion of the 24-month eligibility period.
- If the family has reported zero income, SNRHA will conduct an ~~interim-annual~~ reexamination ~~every 6 months~~ as long as the family continues to report that they have no income.
- 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 in writing. SNRHA will require a printout of utility bills for the past 12 months to be submitted at interim evaluations for participants claiming zero income. The average for the last three months of utility bill payments over the amount of the family's Utility Reimbursement Payment, will be averaged, annualized and the results analyzed to determine the possibility of un-reported or under-reported income.
- When the amounts indicate that the family has received monies from outside sources, or that an outside source has paid the family's bills on their behalf, SNRHA will call the family into an interview to discuss how the family has made the payments. When it is discovered that an outside source has provided money to the family, or has paid the bills on the family's behalf, SNRHA will send third party verification to the providing party to verify whether the income is sporadic or recurring in order to determine whether the amount is to be included in the family's annual income. SNRHA will also verify no other income has been received via third party verification at the ~~180-calendar-day interim annual re-~~examinations being sent to such agencies as the unemployment department, welfare, and child support, and will perform credit checks to identify reoccurring payments. EIV printouts will also be reviewed for all interim reexaminations.

If the family's expenses exceed their known income, SNRHA will make inquiry of the head of household as to the nature of the family's resources and terminate the family for fraud, or offer a repayment agreement when documented evidence indicates the family





### SNRHA Policy

The request to terminate assistance should be made in writing and signed by the head of household, spouse, or co head. Before terminating the family's assistance, SNRHA will provide proper notice by notifying the family of the cancellation of assistance in writing. The owner/agent shall receive a 30 calendar day notice of cancellation of the contract, unless the family vacates the unit prior to the end of the month.

## **12-II.C. MANDATORY TERMINATION OF ASSISTANCE**

HUD requires SNRHA to terminate assistance in the following circumstances.

### **Eviction [24 CFR 982.552(b)(2), Pub.L. 109-162]**

SNRHA must terminate assistance whenever a family is evicted from a unit assisted under the HCV program for a serious or repeated violation of the lease. Incidents of actual or threatened violence, dating violence, sexual assault, or stalking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such ~~violence or stalking~~ abuse.

### SNRHA Policy

A family will be considered *evicted* if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary.

If a family moves after the owner has given the family an eviction notice, for serious or repeated lease violations, but before a legal eviction order has been issued, termination of assistance is not mandatory. However, SNRHA will determine whether the family has committed serious or repeated violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in Section 12-II.C. ~~and other factors as described in Sections 12-II.E.~~ SNRHA shall not issue a voucher to move if SNRHA has received a notice of proceeding for an eviction for 30 calendar days from the date of the notice. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have given a written 30 calendar days' notice to their property owner or manager.

SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/manager shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have provided a written 30 calendar days' notice to their property owner or manager.

Serious and repeated lease violations will include, but not be limited to:

- Nonpayment of rent,
- Disturbance of neighbors,
- Destruction of property,
- Living or housekeeping habits that cause damage to the unit or premises,
- Subleasing the unit,



*Drug-related criminal activity* is defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

*Violent criminal activity* means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

#### SNRHA Policy

SNRHA will terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.

SNRHA will consider all credible evidence, including but not limited to, any record of convictions of household members related to drug-related or violent criminal activity, and any eviction or notice to evict based on drug-related or violent criminal activity.

A record of arrest(s) will not be used as the basis for the termination or proof that the participant engaged in disqualifying criminal activity.

#### **Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c), Pub.L. 109-162]**

HUD permits SNRHA to terminate assistance under a number of other circumstances. It is left to the discretion of SNRHA whether such circumstances in general warrant consideration for the termination of assistance. The Violence Against Women ~~Reauthorization~~ Act ~~of 2005~~ of 2013 explicitly prohibits SNRHA's from considering incidents or actual threatened domestic violence, dating violence, sexual assault, or stalking as reasons for terminating the assistance of a victim of such ~~violence~~ abuse

#### SNRHA Policy

SNRHA **will not** terminate a family's assistance because of the family's failure to meet its obligations under the Family Self-Sufficiency or Welfare to Work program.

SNRHA **will** terminate a family's assistance if:

- The family has failed to comply with any family obligations under the program. See Exhibit 12-1 for a listing of family obligations and related SNRHA policies.
- Any family member has been evicted from federally-assisted housing in the last five (5) years.
- Any PHA has ever terminated assistance under the program for any member of the family within the last five (5) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.



- Other criminal activities that are listed within this document as reasons to deny admissions.

### ***Family Absence from the Unit [24 CFR 982.312]***

The family may be absent from the unit for brief periods. SNRHA must-has established a policy on how long the family may be absent from the assisted unit (See Section 3-I.L.); However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.

### **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-II.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 30 day notice to owner and SNRHA prior to moving.
- Fraud related to any Housing Program
- Failure to provide verifications within required timeframes





- The family's right to an informal hearing as described in Chapter 14.
- SNRHA will also send form HUD-5382 and form HUD-5380 to the family with the termination notice.

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 participants 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 that 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.



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).



## Chapter 14

### PROGRAM ADMINISTRATION

#### INTRODUCTION

This chapter discusses administrative policies and practices that are relevant to the activities covered in this plan. The policies are discussed in seven parts as described below:

Part I: Administrative Fee Reserve. This part describes SNRHA's policies with regard to oversight of expenditures from its administrative fee reserve.

Part II: Setting Program Standards and Schedules. This part describes what payment standards are, and how they are updated, as well as how utility allowances are established and revised.

Part III: Informal Reviews and Hearings. This part outlines the requirements and procedures for informal reviews and hearings, and for informal hearings regarding citizenship status.

Part IV: Owner or Family Debts to SNRHA. This part describes policies for recovery of monies SNRHA has overpaid on behalf of families, or to owners, and describes the circumstances under which the PHA will offer repayment agreements to owners and families. Also discussed are the consequences for failure to make payments in accordance with a repayment agreement.

Part V: Section 8 Management Assessment Program (SEMAP). This part describes what the SEMAP scores represent, how they are established, and how those scores affect SNRHA.

Part VI: Record-Keeping. All aspects of the program involve certain types of record-keeping. This part outlines the privacy rights of applicants and participants and record retention policies SNRHA will follow.

Part VII: Reporting and Record Keeping for Children with **Environmental InterventionElevated** Blood Lead Level. This part describes SNRHA's responsibilities for reporting, data collection, and record keeping relative to children with **environmental interventional** blood lead levels that are less than six years of age, and are receiving HCV assistance.

Part VIII: Determination of Insufficient Funding. This part describes SNRHA's policies for determining if there is sufficient funding to issue vouchers, to approve moves to higher cost units or areas, and to continue assistance for all participant families.

#### **PART I: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]**

SNRHA must maintain an administrative fee reserve for the program to pay program administrative expenses in excess of administrative fees paid by HUD for a SNRHA fiscal year. Since FFY 2004, the use of administrative fee reserves, called Unrestricted Net Position (UNP),



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 the recommendation 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 days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.

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.

All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family's file.

#### **14-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555, Pub.L. 109-162]**

SNRHA must offer an Informal Hearing for certain SNRHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to the SNRHA HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether SNRHA's decisions 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 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. Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a lease
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures
- Skipping –defined as a family who moves from the assisted unit without prior appropriate notice to the owner and the approval of SNRHA. This must be a written approval or proof of certified mailing if the owner cannot be reach or refusing to sign and the lease is now a month to month lease. SNRHA must also receive this notice and approve by issuances of a voucher prior to the move-
- Participant is currently Zero to HAP.

#### **Decisions Subject to Informal Hearing**



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 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 business day prior to the scheduled hearing date

~~SNRHA must be given an opportunity to examine at SNRHA offices before the hearing any family documents that are directly relevant to the hearing. Whenever a participant requests an informal hearing, SNRHA will automatically mail a letter to the participant~~





~~requesting a copy of all documents that the participant intends to present or utilize at the hearing. The participant must make the documents available no later than 12:00 pm on the business day 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

***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. ~~A copy of the hearing decision must be furnished promptly to the family.~~

### 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





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 ~~arrange for an interpreter to attend the hearing, at the expense of the family, or SNRHA, as may be agreed upon by the two parties 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 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.

**Indicator 9: Annual reexaminations****Maximum Points: 10**

- This indicator shows whether the PHA completes a reexamination for each participating family at least every 12 months.
- Points are based on the percent of reexaminations that are not overdue, according to data from PIC.

**Indicator 10: Correct tenant rent calculations****Maximum Points: 5**

- This indicator shows whether the PHA correctly calculates the family's share of the rent to owner.
- Points are based on the percent of correct calculations of family share of the rent, according to data from PIC.

**Indicator 11: Pre-contract HQS inspections****Maximum Points: 5**

- This indicator shows whether newly leased units pass HQS inspection on or before the effective date of the assisted lease and HAP contract.
- Points are based on the percent of newly leased units that passed HQS inspection prior to the effective date of the lease and HAP contract, according to data from PIC.

**Indicator 12: Annual HQS inspections****Maximum Points: 10**

- This indicator shows whether the PHA inspects each unit under contract at least annually.
- Points are based on the percent of annual HQS inspections of units under contract that are not overdue, according to data from PIC.

**Indicator 13: Lease-up****Maximum Points: 20 points**

- ~~This indicator shows whether the PHA enters HAP contracts for the number of units or funding reserved under ACC for at least one year. At least 98 percent of the number of SNRHA's baseline voucher units in the ACC for the calendar year ending on or before SNRHA's fiscal year, or whether SNRHA has expended at least 98 percent of its allocated budget authority for the same calendar year. SNRHA can receive 15 points if 95 to 97 percent of vouchers are leased or budget authority is utilized.~~
- ~~Points are based on the percent of units leased during the last completed PHA fiscal year, or the percent of allocated budget authority that has been expended by the PHA, according to data reported to HUD via the PHA's Voucher Management System (VMS) reporting. Utilization of vouchers and HAP expenditures as reported in the voucher management system (VMS) for the most recently completed calendar year.~~

**Indicator 14: Family self-sufficiency (FSS) enrollment and escrow account balances****Maximum Points: 10**

- Only applies to PHAs with mandatory FSS programs.



- This indicator shows whether the PHA has enrolled families in the FSS program as required, and measures the percent of current FSS participants that have had increases in earned income which resulted in escrow account balances.
- Points are based on the percent of mandatory FSS slots that are filled and the percent of families with escrow account balances, according to data from PIC.

#### **Success Rate of Voucher Holders**

##### **Maximum Points: 5**

- Only applies to PHAs that have received approval to establish success rate payment standard amounts, and isn't effective until the second full PHA fiscal year following the date of HUD approval of success rate payment standard amounts.
- This indicator shows whether voucher holders were successful in leasing units with voucher assistance.
- Points are based on the percent of families that were issued vouchers, and that became participants in the voucher program.

#### **Deconcentration Bonus Indicator**

##### **Maximum Points: 5**

- Submission of data for this indicator is mandatory for a PHA using one or more payment standard amount(s) that exceed(s) 100 percent of the published FMR set at the 50 percentile rent, starting with the second full PHA fiscal year following initial use of payment standard amounts based on the FMRs set at the 50<sup>th</sup> percentile.
- Additional points are available to PHAs that have jurisdiction in metropolitan FMR areas and that choose to submit the required data.
- Points are based on whether the data that is submitted meets the requirements for bonus points.

## **PART VI: RECORD KEEPING**

### **14-VI.A. OVERVIEW**

SNRHA must maintain complete and accurate accounts and other records for the program in accordance with HUD requirements, in a manner that permits a speedy and effective audit. All such records must be made available to HUD or the Comptroller General of the United States upon request.

In addition, SNRHA must ensure that all applicant and participant files are maintained in a way that protects an individual's privacy rights.

### **14-VI.B. RECORD RETENTION [24 CFR 982.158]**

SNRHA must keep the last three (3) years of:

- the Form HUD-50058 and
- supporting documentation during the term of each assisted lease, and for a period of at least three (3) years from the end of participation (EOP) date [24 CFR 908.101].<sup>[DL1]</sup>



In addition, SNRHA must keep the following records for at least three years:

- Records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants;
- An application from each ineligible family and notice that the applicant is not eligible;
- HUD-required reports;
- Unit inspection reports;
- Lead-based paint records as required by 24 CFR 35, Subpart B.
- Accounts and other records supporting SNRHA budget and financial statements for the program;
- Records to document the basis for SNRHA determination that rent to owner is a reasonable rent (initially and during the term of a HAP contract); and
- Other records specified by HUD.
- EIV print outs must be destroyed within 3 years of the date printed.

SNRHA must keep confidential records of all emergency transfer requested by victims of domestic violence, dating violence, sexual assault, and stalking under the PHA's Emergency Transfer Plan, as well as the outcomes of such requests, and retain the records for a period of three (3) years [24 CFR 5.2002(e)(12)].

If an informal hearing to establish a family's citizenship status is held, longer retention requirements apply for some types of documents. For specific requirements, see Section 14-III.D., Retention of Documents.

#### **14-VI.C. RECORDS MANAGEMENT**

SNRHA must maintain applicant and participant files and information in accordance with the regulatory requirements described below.

##### SNRHA Policy

All applicant and participant information will be kept in a secure location and access will be limited to authorized SNRHA staff.

SNRHA staff will not discuss personal family information 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 disciplinary action.

##### **Privacy Act Requirements [24 CFR 5.212 and Form-9886]**

The collection, maintenance, use, and dissemination of social security numbers (SSN), employer identification numbers (EIN), any information derived from these numbers, and income information of applicants and participants must be conducted, to the extent applicable, in compliance with the Privacy Act of 1974, and all other provisions of Federal, State, and local law.



Applicants and participants, including all adults in the household, are required to sign a consent form, HUD-9886, Authorization for Release of Information. This form incorporates the Federal Privacy Act Statement and describes how the information collected using the form may be used, and under what conditions HUD or the PHA may release the information collected.

### **Upfront Income Verification (UIV) Records**

In accessing UIV data through HUD's Enterprise Income Verification (EIV) System, SNRHA is required to adopt and follow specific security procedures to ensure that all EIV data is protected in accordance with Federal laws, regardless of the media on which the data is recorded (e.g. electronic, paper). These requirements are contained in the HUD issued document, *Enterprise Income Verification (EIV) System, Security Procedures for Upfront Income Verification data*.

#### SNRHA Policy

SNRHA has adopted and implemented EIV security procedures as required by HUD.

### **Criminal Records**

SNRHA may only disclose the criminal conviction records which SNRHA receives from a law enforcement agency to officers or employees of the PHA, or to authorized representatives of SNRHA who have a job-related need to have access to the information [24 CFR 5.903(e)].

SNRHA must establish and implement a system of records management that ensures that any criminal record received by SNRHA from a law enforcement agency is maintained confidentially, not misused or improperly disseminated, and destroyed, once the purpose for

which the record was requested has been accomplished, including expiration of the period for filing a challenge to the SNRHA action without institution of a challenge or final disposition of any such litigation [24 CFR 5.903(g)].

SNRHA must establish and implement a system of records management that ensures that any sex offender registration information received by SNRHA from a State or local agency is maintained confidentially, not misused or improperly disseminated, and destroyed, once the purpose for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the SNRHA action without institution of a challenge or final disposition of any such litigation. This requirement does not apply to information that is public information, or is obtained by a SNRHA other than under 24 CFR 5.905.

### **Medical/Disability Records**

SNRHA is not permitted to inquire about the nature or extent of a person's disability. SNRHA may not inquire about a person's diagnosis or details of treatment for a disability or medical condition. If SNRHA receives a verification document that provides such information, SNRHA should not place this information in the tenant file. The PHA should destroy the document.

#### Copies of Documents Cost:

The family shall be allowed to obtain a copy of any family documents in their file 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. Requests for copies of documents must be submitted in writing and SNRHA will have four (4) business days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payments must be made via a money order or cashier's check; or if from a legal representative, a check from the company shall be acceptable.

## **PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL-INTERVENTIONELEVATED BLOOD LEAD LEVEL**

### **14-VII.A. OVERVIEW**

SNRHA has certain responsibilities relative to children with environmental-interventionelevated blood lead levels that are receiving HCV assistance. The notification, verification, and hazard reduction requirements are discussed in Chapter 8. This part deals with the reporting requirements, and data collection and record keeping responsibilities SNRHA is subject to.

### **14-VII.B. REPORTING REQUIREMENT [24 CFR 35.1225(e)]**

SNRHA must report the name and address of a child identified as having an environmental-interventionelevated blood lead level to the public health department within 5 business days of being so notified by any other medical health care professional.

#### SNRHA Policy

SNRHA will provide the public health department written notice of the name and address of any child identified as having an environmental-interventionelevated blood lead level.

### **14-VII.C. DATA COLLECTION AND RECORD KEEPING [24 CFR 35.1225(f)]**

At least quarterly, SNRHA must attempt to obtain from the public health department(s) with a similar area of jurisdiction, the names and/or addresses of children less than 6 years old with an identified environmental-interventionelevated blood lead level.

If SNRHA obtains names and addresses of environmental-interventionelevated blood lead level children from the public health department(s), SNRHA must match this information with the names and addresses of families receiving HCV assistance, unless the public health department performs such a procedure. If a match occurs, SNRHA must carry out the notification, verification, and hazard reduction requirements discussed in Chapter 8, and the reporting requirement discussed above.

At least quarterly, SNRHA must also report an updated list of the addresses of units receiving assistance under the HCV program to the same public health department(s), unless the public health department(s) states that it does not wish to receive such a report.

#### SNRHA Policy



The notice will explain the protections afforded under the law, inform the participant of SNRHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

~~SNRHA will also include in all assistance termination notices a statement explaining assistance termination protection provided by VAWA (see Section 12 H.E).~~

~~A copy of the notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Addendum G)~~

~~A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Addendum I)~~

~~A copy of the PHA's emergency transfer plan (Exhibit 16-3)~~

~~A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4)~~

~~The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)~~

~~Contact information for local victim advocacy groups or service providers~~

#### **14-IX.B. NOTIFICATION TO APPLICANTS**

##### SNRHA Policy

SNRHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of SNRHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

~~SNRHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (see section 3-III.G).~~

~~A copy of the notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Addendum G)~~

~~A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Addendum I)~~

~~A copy of the PHA's emergency transfer plan (Exhibit 16-3)~~

~~A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4)~~

~~The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)~~

~~Contact information for local victim advocacy groups or service providers~~





#### 14-IX.C. NOTIFICATION TO OWNERS AND MANAGERS [Pub.L. 109-162]

VAWA requires SNRHA to notify owners and managers of their rights and responsibilities under this law.

##### SNRHA Policy

SNRHA may utilize any or all of the following means to notify owners and managers of their VAWA responsibilities:

- As appropriate in day to day interactions with owners and managers.
- Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.
- Signs in SNRHA lobby and/or mass mailings which include model VAWA certification forms.

#### 14-IX.D. CONFLICTING DOCUMENTATION [24 CFR 5.2007(e)]

- In cases where the PHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described **above below** (forms 2 and 3). The PHA must honor any court orders issued to protect the victim or to address the distribution of property.
- PHA Policy
- If presented with conflicting certification documents (two or more **forms versions of HUD-500665382 [See Addendum I]**) from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made.

#### 14-IX.E. CERTIFICATION OF DOMESTIC VIOLENCE, DATING **VIOLENCE**, **SEXUAL ASSAULT**, OR STALKING

If a participant asserts VAWA's protection, staff can ask the participant to certify that he or she is a victim of domestic violence, dating violence, **sexual assault** or stalking. You are not required to demand official documentation and may rely upon the victim's statement alone. SNRHA shall allow 14 days business days for the participant to submit their documentation. An extension of this timeline shall be provide up to another 10 calendar days if requested. A



participant can certify that he or she is a victim by providing any one of the following three documents:

- A completed, signed HUD –approved Certification Form (HUD-5382-50066.) This form is available online at <http://www.hud.gov/offices/adm/hudclips/> or See Addendum i-)
- A statement from the victim service provider, attorney or medical professional who has helped the victim address incidents of domestic, dating violence, sexual assault, or stalking. The professional must state that he or she believes that the incidents of abuse are real. **Both the victim and the professional must sign the statement under penalty of perjury.**
- A police or court record, such as a protective order.

#### Confidentiality:

SNRHA must keep confidential any information a tenant provides to certify that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking. This information cannot be entered into a shared data base or reveal it to outside entities unless:

- The participant provides written permission releasing the information.
- The information is required for use in an eviction proceeding, such as to evict the abuser.
- Release of the information is otherwise required by law.
- VAWA and Other Laws

VAWA does not replace any federal, state or local laws that provide greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

#### ~~Copies of Documents Cost:~~

~~The family shall be allowed to obtain a copy of any family documents in their file 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. Requests for copies of documents must be submitted in writing and SNRHA will have four (4) business days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payments must be made via a money order or cashier's check; or if from a legal representative, a check from the company shall be acceptable.~~



### 15-VII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

SNRHA may deny permission to move to a new unit with continued voucher assistance as follows:

- Lack of funding to provide continued assistance.
- At any time, SNRHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance.
- In accordance with SNRHA's policy regarding number of moves within a 12-month period.

SNRHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.

#### SNRHA Policy

For families participating in the homeownership option, requests to move will be approved and/or denied in accordance with SNRHA policies stated in Chapter 10.

SNRHA will not require additional counseling of any families who move with continued assistance.

### 15-VII.N. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]

At any time, SNRHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

SNRHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy, with the exception of failure to meet obligations under the Family Self-Sufficiency program as prohibited under the alternative requirements set forth in FR Notice 12-29-2014.-

SNRHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

#### SNRHA Policy

SNRHA will terminate a family's homeownership assistance if the family violates any of the homeowner obligations, as well as for any of the reasons listed in the Statement of Homeownership Obligation Housing Choice Voucher Homeownership Program. In making its decision to terminate homeownership assistance, SNRHA will consider alternatives as



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.

If HUD incurs costs on behalf of SNRHA related to the collection, these costs must be deducted from the amount retained by SNRHA.

SNRHA shall encourage its collection agency to place liens on properties for owners for owe debts that have not been paid after notice from SNRHA in compliance with Nevada laws.

### **16-ILG. CONFIDENTIAL AND HIGH PROFILE CASES**

Confidential and high profile cases will be assigned to a member of the Housing Programs Management Staff. Such cases can include situations in which staff receive rental subsidy, have relatives under the program, or have an interest in a unit under contract. When a confidential or high profile case is identified, the file shall be reassigned in YARDI to management. All SNRHA staff must complete an "Employee Restricted Access" Form (aka Conflict of Interest Form) at onset of employment and anytime there is a change resulting in a conflict of interest.

Staff will receive disciplinary action if they enter SNRHA's YARDI system to access a file in which they have any affiliation.

The following is the criteria to be utilized for identifying confidential and high profile cases:

#### **Confidential File:**

"A Confidential File is defined as the file of a SNRHA staff member or the family member of a SNRHA staff member or any file where a perceived conflict of interest may exist including having an interest in an assisted property."

#### **High Profile Case:**

The participant has actively complained to HUD, the City Council, Fair Housing or local/state Representatives or has had a negative news media article. The file will be pulled for review and maintained by HP management until the incident is resolved.

The participant has filed a law suit against SNRHA.



- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the resident;
- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The HAP contract term;
- The number of units in any project that will exceed the 25 percent per project cap, which will be set-aside for occupancy by qualifying families; and
- The initial rent to owner for the first 12 months of the HAP contract term.

#### **Execution of the HAP Contract [24 CFR 983.204]**

SNRHA may not enter into a HAP contract until each contract unit has been inspected and SNRHA has determined that the unit complies with the Housing Quality Standards (HQS). For existing housing, the HAP contract must be executed promptly after SNRHA selects the owner proposal and inspects the housing units. For newly constructed or rehabilitated housing the HAP contract must be executed after SNRHA has inspected the completed units and has determined that the units have been completed in accordance with the agreement to enter into HAP, and the owner furnishes all required evidence of completion.

#### **SNRHA Policy**

For existing housing, the HAP contract will be executed within 10 business days of SNRHA determining that all units pass HQS.

For rehabilitated or newly constructed housing, the HAP contract will be executed within 10 business days of SNRHA determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet HQS, and the owner has submitted all required evidence of completion.

#### **Term of HAP Contract [24 CFR 983.205]**

SNRHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than ~~fifteen~~twenty (20) years for HAP contracts entered into on or after June 30, 2008.

#### **SNRHA Policy**

The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.

Within one year before expiration of the HAP contract, SNRHA may extend the term of the contract for an additional term of up to ~~fifteen~~twenty (20) years if SNRHA determines an extension is appropriate to continue providing affordable housing for low-income families. The maximum term for all extensions is ~~fifteen~~twenty (20) years and is subject to the same limitations that an extension is appropriate to continue providing affordable housing for low-income families. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension.





Families currently residing in PBV/RAD (Project Based/Rental Assistance) properties who are requesting an emergency transfer in accordance with the Violence Against Women Act (VAWA), and have completed and submitted the HUD 5382 “Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation” form along with any other requested documentation from SNRHA (i.e. Police Report, Temporary Protection Order, etc.) may be eligible for an HCV Mobility Voucher, if available. If not available, SNRHA will look for other units within PBV/RAD properties for the family to be relocated.

If the family terminates the lease in accordance with these requirements, SNRHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a mobility voucher or other comparable tenant-based rental assistance. If a mobility voucher or other comparable tenant-based assistance is not immediately available upon termination of the family’s lease in the PBV unit, SNRHA must give the family priority to receive the next available opportunity for continued tenant-based assistance, when funding is available.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

#### **Choice Mobility Cap (Voucher Turnover Cap)**

SNRHA may restrict choice mobility vouchers to 75 percent of SNRHA’s tenant-based turnover vouchers annually.

#### **17-VII.D. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.261]**

SNRHA may not pay housing assistance under a PBV HAP contract for more than 25 percent of the number of dwelling units in a project unless the units are [24 CFR 983.56]:

- Specifically made available for elderly or disabled families; or
- Specifically made available for families receiving supportive services as defined by SNRHA. At least one member must be receiving at least one qualifying supportive service.

If a family at the time of initial tenancy is receiving and while the resident of an excepted unit has received Family Self-Sufficiency (FSS) supportive services or any other service as defined as defined by SNRHA and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

A family (or remaining members of a family) residing in an excepted unit that no longer meets the criteria for a “qualifying family” in connection with the 25 percent per project cap exception (e.g., the family does not successfully complete supportive services requirements, or due to a change in family composition the family is no longer elderly or disabled), must vacate the unit within a reasonable period of time established by SNRHA, and SNRHA must cease paying housing assistance payments on behalf of the non-qualifying family.

If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance



If an owner wishes to request an increase in the rent to owner from SNRHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by SNRHA. Rental increases must be submitted 60 calendar days prior to the anniversary date of the HAP contract for the participant.

SNRHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

#### SNRHA Policy

An owner's request for a rent increase must be submitted to SNRHA 60 calendar days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.

RAD PBV: Rent adjustments are made on the contract anniversary date for all RAD PBV units. Adjusted rents may not exceed the lower of the reasonable rent, or the contract rent increase by the Operating Cost Adjustment Factor (OCAF) as established by HUD except if the rent increase would result in a rent below the initial rent. Rents must not fall below the initial contract rent.

SNRHA may not approve and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS. The owner may not receive any retroactive increase of rent for any period of noncompliance.

#### ***Rent Decrease***

If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment.

#### ***Notice of Rent Change***

The rent to owner is redetermined by written notice by SNRHA to the owner specifying the amount of the redetermined rent. SNRHA notice of rent adjustment constitutes an amendment of the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

#### SNRHA Policy

SNRHA will provide the owner with at least 30 calendar days written notice of any change in the amount of rent to owner.

#### **SNRHA-owned Units [24 CFR 983.301(g)]**





the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

### SNRHA Policy

SNRHA will provide the owner with at least 30 calendar days written notice of any change in the amount of rent to owner.

### **SNRHA-owned Units [24 CFR 983.301(g)]**

For SNRHA-owned PBV units, the initial rent to owner and the annual redetermination of rent at the anniversary of the HAP contract are determined by the independent entity approved by HUD. SNRHA must use the rent to owner established by the independent entity.

### **17-VIII.C. REASONABLE RENT [24 CFR 983.303]**

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by SNRHA, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

#### **When Rent Reasonable Determinations are Required**

SNRHA must redetermine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a five-ten (10) percent or greater decrease in the published FMR in effect 60 calendar days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;
- SNRHA approves a change in the allocation of responsibility for utilities between the owner and the resident;
- The HAP contract is amended to substitute a different contract unit in the same project; or
- There is any other change that may substantially affect the reasonable rent.

#### **How to Determine Reasonable Rent**

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, SNRHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner.

#### ***Comparability Analysis***

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include unassisted units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by SNRHA. The comparability analysis may be performed by SNRHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.



then identified to promote successful attainment of these goals. Participants shall be required to attend a set number of self-help workshops and seminars. Failure to attend required sessions can result in termination of the FSS contract, unless failure to attend is for good cause and prior notice was provided. Goals of the FSS Program are achieved through:

- One-on-one counseling to emphasize the importance of education and training to increase earning potential
- Career and personal counseling to set realistic goals and timeframes
- Strategies that encourage employment, entrepreneurship, and homeownership
- Referrals to community support services
- Incentives and recognition for achievements (i.e. escrow savings account, achievement highlights in the agency newsletter, and/or other communication tools.)

### **PROGRAM MEASUREMENTS**

The FSS Program will measure the success of the families who participate in the program and achieve self-sufficiency or accomplish similar goals, by tracking:

- Family members who seek and maintain suitable-employment
- Family members who get higher paying jobs
- Family members who get the GED or higher educational degrees
- Family members who no longer are receiving welfare benefits

### **PROGRAM SIZE**

The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA) is ~~140-57~~ mandatory slots as of February ~~2016~~2018.

### **ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:**

SNRHA owns ~~2,882~~2,629 Public Housing units and administers 11,013-284 Housing Choice Vouchers which together provide housing assistance to over ~~32,600~~35,365 residents. The FSS Program is open to all adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status, or national origin.

### **SUPPORTIVE SERVICES NEEDS:**

The following represents some of the most needed supportive services for program participants:

- Education
- High School Equivalency Test (HiSET) preparation
- Postsecondary education preparation
- English as a second language (ESL)
- Computer training



## ASSURANCE OF NON-INTERFERENCE:

- The decision, by a family to participate, or not, in the FSS Program, will not affect their right to admission in the Public Housing or Housing Choice Voucher Programs, or their right to occupancy in accordance with their lease.

## FAMILY SELECTION PROCEDURES

In accordance with applicable federal regulations, families are selected without regard to race, color, religion, sex, sexual orientation, marital status, handicap, familial status or national origin.

SNRHA observes all federal regulations related to FSS participation for all applicants.

After lease-up or occupancy, the participant/resident who has expressed an interest in participating in the FSS program is placed on the applicable FSS waiting list until there are available FSS slots available.

Applicants shall be selected in order of the date they were placed on the Interest List and the date of next annual re-examination. For the voucher FSS program, preference will be given to HCV Program FSS Port-in participants; then to those PH residents receiving HCV assistance as a result of demolition of their PH developments; then to Foster Care Youth preference holders.

Applicants will be denied participation if:

- They were previous participants in FSS and previously received escrow, violated the family obligations under HCV, or lease violations under PH the programs.
- Have an unpaid debt to any PHA and does not have a current repayment agreement that is compliant.

Applicants will be notified of their status within 15 calendar days. Each eligible head of household will be notified in writing or other communication method requested by a participant with a disability and given a date/time for their initial FSS program orientation session. This session may be conducted individually or in a group.

For each program applicant deemed ineligible for FSS program participation, the written notice shall inform the family of reason(s) for denial with enough specificity to allow them the opportunity to provide specific written evidence of eligibility and inform them of their right to an informal review of the decision to be held conducted by the ~~Director of~~ Supportive Services Manager (SSM.)

Each family must complete a Pre-Assessment Form. The Pre-Assessment Form is a tool that will be used to establish a base level of need. It will be used, for case management purposes only, to determine the participant's level of education, job skills, prior work experience, and career interest and program readiness. It will not be used to screen-out any participant.

## Portability:

Portability members (Port-ins) from other FSS Programs will be welcomed into the SNRHA Family Self-Sufficiency Program, if open slots are available. If slots are not available, the family will be placed on the Interest Form List according to the date and time that the request was

... Director of Supportive Services (DSS) – Changed to Supportive Services Manager (SSM)...



- The participant must be compliant with the terms of the lease or Housing Assistance

Payment (HAP) agreement Family Obligations under the HCV program

- The HOH must have had an annual certification within the previous 120 days to begin the enrollment process.

## **ACTION PLAN**

SNRHA's FSS Program Action Plan will govern the operation of the FSS Program. This plan shall be updated annually as needed and submitted during SNRHA's submission of its Annual Plan to HUD each January.

## **INCREASING NUMBER OF WORKING FAMILIES**

In an effort to increase the number of working families within the agency's housing assistance programs, SNRHA will identify, mobilize, and link resources in a manner that will expand the Family Self-Sufficiency (FSS) Program to assist as many motivated and interested families as the program resources will accommodate.

SNRHA will implement this process as follows:

- Execute MOUs, if appropriate, with the initially targeted self-sufficiency partners, in order to have adequate services available to meet obligations to the motivated families as the families are selected for participation in the FSS program
- Develop and issue an FSS program booklet listing the basic program objectives, enrollment procedures, and primary service providers to all currently enrolled and interested families
- Coordinators shall identify resources to ensure families have tools to assist them in achieving their goals.

## **TARGETED SUPPORTIVE SERVICES TO BE PROVIDED**

The following forms of supportive services will be provided for the FSS Program participants through collaborative partnerships with area governmental, educational, and/or non-profit service providers:

- Childcare
- Transportation
- Remedial Education
- Secondary and Post-Secondary Education
- Job Readiness Training
- Jobs Referrals
- Homeownership Counseling

<b>MSA</b>	Metropolitan Statistical Area (established by the U.S. Census Bureau)
<b>MTCS</b>	Multi-family Tenant Characteristics System (now the Form HUD-50058 sub-module of the PIC system)
<b>MTW</b>	Moving to Work
<b>NOFA</b>	Notice of Funding Availability
<b>OIG</b>	Office of Inspector General
<b>OMB</b>	Office of Management and Budget
<b>PBV</b>	<b>Project Based Voucher</b>
<b>PHA</b>	Public Housing Agency
<b>PIC</b>	PIH Information Center
<b>PIH</b>	(HUD Office of) Public and Indian Housing
<b>PS</b>	Payment Standard
<b>QC</b>	Quality Control
<b>QHWRA</b>	Quality Housing and Work Responsibility Act of 1998 (also known as the Public Housing Reform Act)
<b>RAD</b>	Rental Assistance Demonstration
<b>REAC</b>	(HUD) Real Estate Assessment Center
<b>RFP</b>	Request for Proposals
<b>RFTA</b>	Request for Tenancy Approval
<b>RIGI</b>	Regional Inspector General for Investigation (handles fraud and program abuse matters for HUD at the regional office level)
<b>Section 8</b>	<b>See HOUSING CHOICE VOUCHER (HCV)</b>
<b>SEMAP</b>	Section Eight (8) Management Assessment Program
<b>SRO</b>	Single Room Occupancy
<b>SSA</b>	Social Security Administration
<b>SSI</b>	Supplemental Security Income
<b>TANF</b>	Temporary Assistance for Needy Families
<b>TBRA</b>	Tenant Based Rental Assistance
<b>TPV</b>	Tenant Protection Vouchers
<b>TR</b>	Tenant Rent
<b>TTP</b>	Total Tenant Payment
<b>UA</b>	Utility Allowance
<b>UIV</b>	Upfront Income Verification
<b>URP</b>	Utility Reimbursement Payment
<b>VASH</b>	Veteran Affairs Supportive Housing



## **Southern Nevada Regional Housing Authority**

### **Notice of Occupancy Rights Under the Violence Against Women Act<sup>1</sup>**



#### **To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that the Southern Nevada Regional Housing Authority (SNRHA) is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

#### **Protections for Applicants**

If you otherwise qualify for assistance under SNRHA, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

#### **Protections for Tenants**

If you are receiving assistance under SNRHA, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under SNRHA solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

#### **Removing the Abuser or Perpetrator from the Household**

SNRHA may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If SNRHA chooses to remove the abuser or perpetrator, SNRHA may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, SNRHA must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



In removing the abuser or perpetrator from the household, SNRHA must follow Federal, State, and local eviction procedures. In order to divide a lease, SNRHA may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

### **Moving to Another Unit**

Upon your request, SNRHA may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, SNRHA may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

**(2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

SNRHA will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

SNRHA's emergency transfer plan provides further information on emergency transfers, and SNRHA must make a copy of its emergency transfer plan available to you if you ask to see it.

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

SNRHA can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from SNRHA must be in writing, and SNRHA must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. SNRHA may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to SNRHA as documentation. It is your choice which of the following to submit if SNRHA asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.



- A complete HUD-approved certification form given to you by SNRHA with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that SNRHA has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, SNRHA does not have to provide you with the protections contained in this notice.

If SNRHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), SNRHA has the right to request that you provide third-party documentation within thirty (30) calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, SNRHA does not have to provide you with the protections contained in this notice.

### **Confidentiality**

SNRHA must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

SNRHA must not allow any individual administering assistance or other services on behalf of SNRHA (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

SNRHA must not enter your information into any shared database or disclose your information to any other entity or individual. SNRHA, however, may disclose the information provided if:

- You give written permission to SNRHA to release the information on a time limited basis.
- SNRHA needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires SNRHA or your landlord to release the information.

VAWA does not limit SNRHA's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

**Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, SNRHA cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if SNRHA can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If SNRHA can demonstrate the above, SNRHA should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

**Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

**Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **U.S. HUD San Francisco Regional Office – Region IX; One Sansome Street, Suite 1200; San Francisco, California 94104-4430.**

**For Additional Information**

You may view a copy of HUD's final VAWA rule at 24 CFR Parts 5, 91, 880, et al. Additionally, SNRHA must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact SafeNest by calling (702) 877-0133.

For help regarding an abusive relationship, you may call the **National Domestic Violence Hotline at 1-800-799-7233** or, for persons with hearing impairments, **1-800-787-3224 (TTY)**. You may also contact SafeNest by calling (702) 877-0133.

For tenants who are or have been victims of stalking seeking help may visit the **National Center for Victims of Crime's Stalking Resource Center** at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact SafeNest by calling (702) 877-0133.

Victims of stalking seeking help may contact SafeNest by calling (702) 877-0133.

**Attachment:** HUD-5382 form: "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation."



## **Southern Nevada Regional Housing Authority**



### **Emergency Transfer Plan for**

### **Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

#### **Emergency Transfers**

Southern Nevada Housing Authority (SNRHA) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),<sup>1</sup> SNRHA allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.<sup>2</sup>

The ability of SNRHA to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether SNRHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that Southern Nevada Regional Housing Authority is in compliance with VAWA.

#### **Eligibility for Emergency Transfers**

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

<sup>1</sup> Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

### **Emergency Transfer Request Documentation**

To request an emergency transfer, the tenant shall notify SNRHA's management office and submit a written request for a transfer. SNRHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under SNRHA's program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

### **Confidentiality**

Southern Nevada Regional Housing Authority will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives SNRHA written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program.

This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about SNRHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

### **Emergency Transfer Timing and Availability**

Southern Nevada Regional Housing Authority cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. SNRHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. SNRHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If SNRHA has no safe and available units for which a tenant who needs an emergency is eligible, SNRHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, SNRHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

### **Safety and Security of Tenants**

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohi.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

**Attachment:** Below are local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

**Safe Nest (Administrative Offices)**  
 2915 W. Charleston Blvd.,  
 Las Vegas, NV 89102  
 (702) 877-0133  
 (Provides Temporary assistance for domestic crisis.)

**Hotlines:**

**Safe Nest (Domestic Violence Hotline)**  
 (702) 646-4981

**S.A.F.E. House Domestic Violence**  
 (702) 564-3227 – Hotline

**Rape Crisis Hot Line**  
 1 (888) 366-1640

**Clark County Child Abuse/Neglect Hotline**  
 (702) 399-0081

**Shelters:**

**Catholic Charities**  
 1501 N. Las Vegas Blvd.  
 Las Vegas, NV 89101  
 (702) 382-0721

**Rescue Mission**  
 480 W. Bonanza  
 Las Vegas, NV 89106  
 (702) 382-1766

**Shade Tree (Women, Children, & pets only)**  
 1 W. Owens  
 North Las Vegas, NV 89030  
 (702) 385-0072



**Southern Nevada Regional Housing Authority**



**Purpose of Form:** The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of "domestic violence," "dating violence," "sexual assault," or "stalking" in HUD's regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_

2. Name of victim: \_\_\_\_\_

3. Your name (if different from victim's): \_\_\_\_\_

4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

5. Residence of victim: \_\_\_\_\_

6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

8. Date(s) and time(s) of incident(s) (if known): \_\_\_\_\_

9. Location of incident(s): \_\_\_\_\_

<p>In your own words, briefly describe the incident(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.



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**... a victim of domestic violence, dating violence, sexual assault, or stalking.**

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- Not approving a request for tenancy or refusing to enter into a HAP contract.
- Refusing to process a request for or to provide assistance under portability procedures.

### **Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), Pub.L. 109-162]**

HUD rules prohibit denial of program assistance to the program based on any of the following criteria:

- Age, disability, race, color, religion, sex, or national origin. (See Chapter 2 for additional information about fair housing and equal opportunity requirements.)
- Where a family lives prior to admission to the program.
- Where the family will live with assistance under the program. Although eligibility is not affected by where the family will live, there may be restrictions on the family's ability to move outside SNRHA's jurisdiction (See Chapter 10, Portability.)
- Whether members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.
- Whether the family includes children.
- Whether a family decides to participate in a family self-sufficiency program.
- Whether or not a qualified applicant has been a victim of domestic violence, dating violence, **sexual assault** or stalking

### **3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]**

HUD requires SNRHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits, but does not require, SNRHA to admit an otherwise-eligible family if the household member has completed a SNRHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).
- SNRHA determines that any household member is currently engaged in the use of illegal drugs.

#### SNRHA Policy

*Currently engaged in* is defined as any use of illegal drugs during the previous six months.

- SNRHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



SNRHA to dispute the information within that 10 business day period, SNRHA will proceed with issuing the notice of denial of admission. A family that does not exercise their right to dispute the accuracy of the information prior to issuance of the official denial letter will still be given the opportunity to do so as part of the informal review process.

Notice requirements related to denying assistance to noncitizens are contained in Section 3-II.B.

Notice policies related to denying admission to applicants who may be victims of domestic violence, dating violence, sexual assault, or stalking are contained in Section 3-III.G.

**3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING [Pub.L. 109-162]**

The Violence Against Women Reauthorization Act of ~~2005–2013~~ (VAWA) and the HUD regulations at 24 CFR 5.2005(b) prohibits denial of admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, sexual assault, -or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.
- Additionally, VAWA 2013, extends housing protections to survivors of sexual assault, adds “intimate partner” to the list of eligible relations covered in the definition of *domestic violence*.

**Notification**

VAWA 2013 expanded notification requirements to include the obligation for SNRHA to provide applicants who are denied assistance with a VAWA Notice of Occupancy Rights (form HUD-5380) and a Domestic Violence Certification Form (HUD-5382) at the time the applicant is denied.

**Definitions**

As used in VAWA:

- The term *bifurcate* means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members’ lease and occupancy rights are allowed to remain intact.
- The term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an

... a victim of domestic violence, dating violence, sexual assault, or stalking.



adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other person living in the household of that person and related to that person by blood and marriage.
- The term *sexual assault* means:
  - Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent

### Notification and Victim Documentation

#### SNRHA Policy

SNRHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under SNRHA's policies.

While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough

... a victim of domestic violence, dating violence, sexual assault, or stalking.





information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.

~~Therefore, if SNRHA makes a determination to deny admission to an applicant family,~~ SNRHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

The documentation must include one of the following elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that 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. A police or court record documenting the actual or threatened abuse, or
- b. 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.
- c. The HUD VAWA Certification form.

The applicant must submit the required documentation with her or his request for an informal review (see section 14) or must request an extension in writing at that time. If the applicant so requests, SNRHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant SNRHA determines the family is eligible for assistance, no informal review will be scheduled and SNRHA will proceed with admission of the applicant family.

### **Perpetrator Removal or Documentation of Rehabilitation**

#### SNRHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, sexual assault, or stalking, SNRHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family

... a victim of domestic violence, dating violence, sexual assault, or stalking.



provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

### **SNRHA Confidentiality Requirements**

All information provided to SNRHA regarding domestic violence, dating violence, sexual assault, or stalking, including the fact that an individual is a victim of such abuse, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

... a victim of domestic violence, dating violence, sexual assault, or stalking.





## Chapter 10

### MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

#### INTRODUCTION

Freedom of choice is a hallmark of the housing choice voucher (HCV) program. HUD regulations permit families to move with continued assistance to another unit within SNRHA's jurisdiction, or to a unit outside of SNRHA's jurisdiction under Portability procedures. The regulations also allow SNRHA the discretion to develop policies that define any limitations or restrictions on moves. This Chapter defines the procedures for moves, both within and outside of, SNRHA's jurisdiction, and the policies for restriction and limitations on moves.

Part I: Moving with Continued Assistance. This part covers the general rules that apply to all moves by a family assisted under SNRHA's HCV program, whether the family moves to another unit within SNRHA's jurisdiction or to a unit outside SNRHA's jurisdiction under portability.

Part II: Portability. This part covers the special rules that apply to moves by a family under portability, whether the family moves out of or into SNRHA's jurisdiction. This part also covers the special responsibilities that SNRHA has under portability regulations and procedures.

#### PART I: MOVING WITH CONTINUED ASSISTANCE

##### 10-I.A. ALLOWABLE MOVES

HUD lists five regulatory conditions and the statutory condition under VAWA in which an assisted family is allowed to move to a new unit with continued assistance. Permission to move is subject to the restrictions set forth in section 10-I.B.

- The family has a right to terminate the lease on notice to the owner (for the owner's breach or otherwise) and has given a notice of termination to the owner in accordance with the lease [24 CFR 982.314(b)(3)]. If the family terminates the lease on notice to the owner, the family must give SNRHA a copy of the notice at the same time [24 CFR 982.314(d)(1)]. SNRHA requires the family to provide staff with a signed Vacate Notice (60 days when the participant has a lease within a tax credit property).
- The Violence Against Women Reauthorization Act of 2005 provides that "a family may receive a voucher from a public housing agency and move to another jurisdiction under the tenant-based assistance program if the family has complied with all other obligations of the section 8 program and has moved out of the assisted dwelling unit in order to protect the health or safety of an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted dwelling unit" [Pub.L. 109-162]
- The lease for the family's unit has been terminated by mutual agreement of the owner and the family after the first year of the lease. [24 CFR 982.314(b)(1)(ii)].

... a victim of domestic violence, dating violence, sexual assault, or stalking.



### ***Insufficient Funding***

SNRHA may deny a family permission to move if SNRHA does not have sufficient funding for continued assistance [24 CFR 982.354(e)(1)].

#### **SNRHA Policy**

SNRHA will deny a family permission to move on grounds that SNRHA does not have sufficient funding for continued assistance if (a) the move is initiated by the family, not the owner or SNRHA; (b) SNRHA can demonstrate that the move will, in fact, result in higher subsidy costs; and (c) SNRHA can demonstrate that the move would result in the termination of other participants during the calendar years due to lack of HAP funds include HAP reserves. If this occurs, SNRHA must provide written notification to the

local HUD Office when it determines it is necessary to deny moves to a higher cost unit based on insufficient funding. The notification must include the following documentation:

1. A financial analysis that demonstrates insufficient funds are projected to meet the current calendar year projections of expenses. The projection must not include vouchers that have been issued but are yet under contract.
2. A statement certifying the PHA has ceased issuing vouchers and will not admit families from their waiting list while the limitations on moves to a higher cost unit is in place.
3. A copy of the PHA's policy stating how the PHA will address families who have been denied moves. The requirements of the policy are described below.

For moves within SNRHA's jurisdiction, a "higher cost unit" is defined as a unit in which the PHA would have to pay a higher subsidy amount due to an increase in the gross rent for the new unit. This policy applies to moves within SNRHA's jurisdiction as well as to moves outside its jurisdiction under portability.

#### ***Repayment Agreements***

SNRHA shall deny moves under portability if the participant owes a debt to SNRHA, even if they are under a repayment agreement, unless the balance is paid in full prior to the voucher being issued and portability documents being submitted to the receiving PHA.

#### ***Grounds for Denial or Termination of Assistance***

SNRHA has grounds for denying or terminating the family's assistance [24 CFR 982.314(e)(2)]. VAWA creates an exception to these restrictions for families who are otherwise in compliance with program obligations, but have moved to protect the health or safety of an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believed he or she was imminently threatened by harm from further violence if they remained in the unit. [Pub.L. 109-162]

#### **SNRHA Policy**

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.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



### SNRHA Policy

In determining whether or not to deny an applicant family permission to move under portability because SNRHA lacks sufficient funding or has grounds for denying assistance to the family, the initial SNRHA will follow the policies established in section 10-I.B of this chapter. If the PHA does deny the move due to insufficient funding, the PHA will notify HUD in writing within 10 business days of the PHA's determination to deny the move.

In addition, SNRHA may establish a policy denying the right to portability to nonresident applicants during the first 12 months after they are admitted to the program [24 CFR 982.353(c)].

### SNRHA Policy

If neither the head of household nor the spouse/co-head of an applicant family had a domicile (legal residence) in SNRHA's jurisdiction at the time the family's application for assistance was submitted, the family must live in SNRHA's jurisdiction with voucher assistance for at least 12 months before requesting portability.

SNRHA will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2).

### ***Participant Families***

The Initial SNRHA must not provide portable assistance for a participant if a family has moved out of its assisted unit in violation of the lease [24 CFR 982.353(b)]. VAWA creates an exception to this prohibition for families who are otherwise in compliance with program obligations but have moved to protect the health or safety of an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if they remained in the unit.

### SNRHA Policy

SNRHA will determine whether a participant family may move out of SNRHA's jurisdiction with continued assistance in accordance with the regulations and policies set forth here and in sections 10-L.A and 10-I.B of this chapter. SNRHA will notify the family of its determination in accordance with the approval policy set forth in section 10-I.C of this chapter.

### **Determining Income Eligibility**

#### ***Applicant Families***

An applicant family may lease a unit in a particular area under portability only if the family is income eligible for admission to the voucher program in that area [24 CFR 982.353(d)(3)]. The family must specify the area to which the family wishes to move [PIH Notice [2012-422016-09](#), 24 CFR 982.355(c)(1)].

The initial PHA is responsible for determining whether the family is income eligible in the area to which the family wishes to move [24 CFR 982.353(d)(1), 24CFR 982.355 (9)]. If the

... a victim of domestic violence, dating violence, sexual assault, or stalking.



- Denying or withdrawing a voucher
- Not approving a request for tenancy or refusing to enter into a HAP contract
- Refusing to process a request for or to provide assistance under portability procedures

**Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), Pub.L. 109-162]**

HUD rules prohibit denial of program assistance to the program based on any of the following criteria:

- Age, disability, race, color, religion, sex, or national origin. (See Chapter 2 for additional information about fair housing and equal opportunity requirements.)
- Where a family lives prior to admission to the program
- Where the family will live with assistance under the program. Although eligibility is not affected by where the family will live, there may be restrictions on the family's ability to move outside SNRHA's jurisdiction (See Chapter 10, Portability.)
- Whether members of the family are unwed parents, recipients of public assistance, or children born out of wedlock
- Whether the family includes children
- Whether a family decides to participate in a family self-sufficiency program
- Whether or not a qualified applicant has been a victim of domestic violence, dating violence, **sexual assault**, or stalking

**12-I.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]**

HUD requires SNRHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits, but does not require, SNRHA to admit an otherwise-eligible family if the household member has completed a SNRHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).
- SNRHA determines if any household member is currently engaged in the use of illegal drugs.

**SNRHA Policy**

*Currently engaged in* is defined as any use of illegal drugs during the previous six months.

- SNRHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member that has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing (including Public Housing, Section 8 Tenant-Based or Project-Based Units.)

... a victim of domestic violence, dating violence, sexual assault, or stalking.



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. The 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)(ff)]**

HUD permits PHAs to impose as a condition of admission, a requirement that family members who participated in or were culpable for an action or failure to act which results 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 that 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.

... a victim of domestic violence, dating violence, **sexual assault**, or stalking.





### SNRHA Policy

The request to terminate assistance should be made in writing and signed by the head of household, spouse, or co head. Before terminating the family's assistance, SNRHA will provide proper notice by notifying the family of the cancellation of assistance in writing. The owner/agent shall receive a 30 calendar day notice of cancellation of the contract, unless the family vacates the unit prior to the end of the month.

### **12-II.C. MANDATORY TERMINATION OF ASSISTANCE**

HUD requires SNRHA to terminate assistance in the following circumstances.

#### **Eviction [24 CFR 982.552(b)(2), Pub.L. 109-162]**

SNRHA must terminate assistance whenever a family is evicted from a unit assisted under the HCV program for a serious or repeated violation of the lease. Incidents of actual or threatened violence, dating violence, sexual assault, or stalking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such ~~violence or stalking abuse~~.

### SNRHA Policy

A family will be considered *evicted* if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary.

If a family moves after the owner has given the family an eviction notice, for serious or repeated lease violations, but before a legal eviction order has been issued, termination of assistance is not mandatory. However, SNRHA will determine whether the family has committed serious or repeated violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in Section 12-II.C, ~~and other factors as described in Sections 12-II.E.~~ SNRHA shall not issue a voucher to move if SNRHA has received a notice of proceeding for an eviction for 30 calendar days from the date of the notice.

SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/manager shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have provided a written 30 calendar days' notice to their property owner or manager.

Serious and repeated lease violations will include, but not be limited to:

- Nonpayment of rent,
- Disturbance of neighbors,
- Destruction of property,
- Living or housekeeping habits that cause damage to the unit or premises,
- Subleasing the unit,
- Criminal activity on or near the premises
- Failure to repay judgments in a previously assisted HCV unit.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



*Drug-related criminal activity* is defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

*Violent criminal activity* means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

#### SNRHA Policy

SNRHA will terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.

SNRHA will consider all credible evidence, including but not limited to, any record of convictions of household members related to drug-related or violent criminal activity, and any eviction or notice to evict based on drug-related or violent criminal activity.

A record of arrest(s) will not be used as the basis for the termination or proof that the participant engaged in disqualifying criminal activity.

#### **Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c)] Pub.L. 109-162]**

HUD permits SNRHA to terminate assistance under a number of other circumstances. It is left to the discretion of SNRHA whether such circumstances in general warrant consideration for the termination of assistance. The Violence Against Women ~~Reauthorization~~ Act ~~of 2005~~ of 2013 explicitly prohibits SNRHA's from considering incidents or actual threatened domestic violence, dating violence, sexual assault, or stalking as reasons for terminating the assistance of a victim of such violence abuse

#### SNRHA Policy

SNRHA will not terminate a family's assistance because of the family's failure to meet its obligations under the Family Self-Sufficiency or Welfare to Work program.

SNRHA will terminate a family's assistance if:

- The family has failed to comply with any family obligations under the program. See Exhibit 12-1 for a listing of family obligations and related SNRHA policies.
- Any family member has been evicted from federally-assisted housing in the last five (5) years.
- Any PHA has ever terminated assistance under the program for any member of the family within the last five (5) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

... a victim of domestic violence, dating violence, sexual assault, or stalking.





SNRHA will use the concept of the preponderance of the evidence as the standard for making all termination decisions.

*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.

#### **Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]**

SNRHA is permitted, but not required, to consider all relevant circumstances when determining whether a family's assistance should be terminated.

#### **SNRHA Policy**

SNRHA will consider the following facts and circumstances when making its decision to terminate assistance:

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

SNRHA will require the 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.

In the case of program abuse, the dollar amount of the overpaid assistance and whether or not a false certification was signed by the family or if the family signs a repayment agreement and pays the required down payment within the required timeframe.

#### **Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]**

If the family includes a person with disabilities, SNRHA's decision to terminate the family's assistance is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

#### **SNRHA Policy**

If a family indicates that the behavior of a family member with a disability is the reason for a proposed termination of assistance, SNRHA will determine whether the behavior is related to the disability. If so, upon the family's request, SNRHA will determine whether alternative measures are appropriate as a reasonable accommodation. SNRHA will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed termination of assistance. See Chapter 2 for a discussion of reasonable accommodation.

### **12-III.E. TERMINATING THE ASSISTANCE OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING VICTIMS AND PERPETRATORS [Pub.L. 109-162, Pub.L. 109-271]**

... a victim of domestic violence, dating violence, sexual assault, or stalking.



The Violence Against Women Reauthorization Act of 2005 (VAWA) provides that “criminal activity directly relating to domestic violence, dating violence, **sexual assault**, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control shall not be a cause for termination of assistance, tenancy, or occupancy rights if the 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 statement by the victim that provides the name of the perpetrator and certifies that 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 and 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 and supporting documentation within 14 calendar days, or the approved extension period, SNRHA may proceed with assistance termination.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



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.

### **Terminating the Assistance of a Domestic Violence Perpetrator**

Although VAWA provides assistance termination protection for victims of domestic violence, it does not provide protection for perpetrators. VAWA gives the PHA the explicit 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 terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant." This authority supersedes any local, state, or other federal law to the contrary. However, if SNRHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance [Pub. L. 109-271].

#### SNRHA Policy

When the actions of a participant or other family member (s) result in the SNRHA decision to terminate the family's assistance and another family member claims that the actions involve criminal acts of physical violence against family members or others, SNRHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification or supporting documentation are submitted within the required time frame, or any approved extension period, SNRHA will terminate the perpetrator's assistance. If the victim does not provide the certification and supporting documentation, as required, SNRHA will proceed with termination of the family's assistance.

If SNRHA can demonstrate an actual and imminent threat to other tenants 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.

### **SNRHA Confidentiality Requirements**

All information provided to SNRHA regarding domestic violence, dating violence, sexual assault, or stalking, including the fact that an individual is a victim of such ~~violence or stalking~~ abuse, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

### **12-III.F. TERMINATION NOTICE [HCV GB, p. 15-7]**

If a family's assistance is to be terminated, whether voluntarily or involuntarily, SNRHA must give the family and the owner written notice that specifies:

- The reasons for which assistance has been terminated.
- The effective date of the termination.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



## 12-III.G. HOW TERMINATION OF ASSISTANCE AFFECTS THE HAP CONTRACT AND LEASE

When the family's assistance is terminated, the lease and HAP contract terminate automatically [Form HUD-52641].

The owner may offer the family a separate unassisted lease [HCV GB, p. 15-8].

## PART IV: TERMINATION OF TENANCY BY THE OWNER

### 12-IV.A. OVERVIEW

Termination of an assisted tenancy is a matter between the owner and the family; SNRHA is not directly involved. However, the owner is under some constraints when terminating an assisted tenancy and the reasons for which a tenancy is terminated dictate whether assistance also will be terminated.

### 12-IV.B. GROUNDS FOR OWNER TERMINATION OF TENANCY [24 CFR 982.310 and Form HUD-52641-A, Tenancy Addendum, Pub.L. 109-162]

During the term of the lease, the owner is not permitted to terminate the tenancy except for serious or repeated violations of the lease, certain violations of state or local law, or other good cause.

#### Serious or Repeated Lease Violations

The owner is permitted to terminate the family's tenancy for serious or repeated violations of the terms and conditions of the lease, including failure to pay rent or other amounts due under the lease, except when the violations are related to incidents of actual or threatened domestic violence, dating violence, **sexual assault**, or stalking against that participant. This includes failure to pay rent or other amounts due under the lease. However, SNRHA's failure to make a HAP payment to the owner is not a violation of the lease between the family and the owner.

#### Violation of Federal, State, or Local Law

The owner is permitted to terminate the tenancy if a family member violates federal, state, or local law that imposes obligations in connection with the occupancy or use of the premises.

#### Criminal Activity or Alcohol Abuse

The owner may terminate tenancy during the term of the lease if any *covered person*, meaning any member of the household, a guest or another person under the tenant's control commits any of the following types of criminal activity (for applicable definitions see 24 CFR 5.100):

- Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);
- Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;
- Any violent criminal activity on or near the premises; or

... a victim of domestic violence, dating violence, sexual assault, or stalking.



- The effect of termination of tenancy on household members not involved in the offending activity;
- The demand for assisted housing by families who will adhere to lease responsibilities;
- The extent to which the leaseholder has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending action;
- The effect of the owner's action on the integrity of the program.

The owner may require a family to exclude a household member in order to continue to reside in the assisted unit, where that household member has participated in or been culpable for action or failure to act that warrants termination.

In determining whether to terminate tenancy for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the owner may consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U.S.C. 13661). For this purpose, the owner may require the tenant 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.

The owner's termination of tenancy actions must be consistent with the fair housing and equal opportunity provisions in 24 CFR 5.105.

An owner's decision to terminate tenancy for incidents related to domestic violence, dating violence, **sexual assault**, or stalking is limited by the Violence Against Women Reauthorization Act of 2005 (VAWA). (See Section 12-II.E.)

#### **12-IV.E. EFFECT OF TENANCY TERMINATION ON THE FAMILY'S ASSISTANCE**

If a termination is not due to a serious or repeated violation of the lease, and if SNRHA has no other grounds for termination of assistance, SNRHA may issue a new voucher so that the family can move with continued assistance (see Chapter 10).

**\*\*\* Exhibit 12-1 on next page \*\*\***

**... a victim of domestic violence, dating violence, sexual assault, or stalking.**





### 14-III.A. OVERVIEW

When SNRHA makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing.

SNRHA is required to include in their administrative plans, informal review procedures for applicants, and informal hearing procedures for participants [24 CFR 982.54(d)(12) and (13)].

### 14-III.B. INFORMAL REVIEWS

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program. Informal reviews are intended to provide a “minimum hearing requirement” [24 CFR 982.554], and need not be as elaborate as the informal hearing requirements. (Federal Register Volume 60, No. 127, p 36490).

#### Decisions Subject to Informal Review

SNRHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

- Denying listing 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
- Denial of assistance based on an unfavorable history that may be the result of domestic violence, dating violence, **sexual assault**, or stalking. (See Section 3-III.G.)

Informal reviews are *not* required for the following reasons [24 CFR 982.554(c)]:

- Discretionary administrative determinations by SNRHA
- General policy issues or class grievances
- A determination of the family unit size under the SNRHA subsidy standards
- A SNRHA determination not to grant approval of the tenancy
- A SNRHA determination that the unit is not in compliance with the HQS
- A SNRHA determination that the unit is not in accordance with the HQS due to family size or composition

#### SNRHA Policy

SNRHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing 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.

... a victim of domestic violence, dating violence, sexual assault, or stalking.





Circumstances for which SNRHA must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the SNRHA utility allowance schedule
- A determination of the family unit size under SNRHA's subsidy standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- 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 to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)]
- A determination to deny admission based on an unfavorable history that may be the result of domestic violence, dating violence, sexual assault, or stalking.
- A determination that the family is an ineligible student under the student rule provisions
- A determination that the family is not protected under the VAWA requirements.

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- Establishment of the SNRHA schedule of utility allowances for families in the program
- A SNRHA determination not to approve an extension or suspension of a voucher term
- A SNRHA determination not to approve a unit or tenancy
- A SNRHA determination that a unit selected by the applicant is not in compliance with the HQS
- A SNRHA determination that the unit is not in accordance with HQS because of family size
- A determination by SNRHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

#### SNRHA Policy

SNRHA will only offer participants the opportunity for an informal hearing when required to by the regulations.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



#### 14-IX.C. NOTIFICATION TO OWNERS AND MANAGERS [Pub.L. 109-162]

VAWA requires SNRHA to notify owners and managers of their rights and responsibilities under this law.

##### SNRHA Policy

SNRHA may utilize any or all of the following means to notify owners and managers of their VAWA responsibilities:

- As appropriate in day to day interactions with owners and managers.
- Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.
- Signs in SNRHA lobby and/or mass mailings which include model VAWA certification forms.

#### 14-IX.D. CONFLICTING DOCUMENTATION [24 CFR 5.2007(e)]

- In cases where the PHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described **above below** (forms 2 and 3). The PHA must honor any court orders issued to protect the victim or to address the distribution of property.
- PHA Policy
- If presented with conflicting certification documents (two or more **forms versions of HUD-500665382 [See Addendum I]**) from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made.

#### 14-IX.E. CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

If a participant asserts VAWA's protection, staff can ask the participant to certify that he or she is a victim of domestic violence, dating violence, **sexual assault**, or stalking. You are not required to demand official documentation and may rely upon the victim's statement alone. SNRHA shall allow 14 days business days for the participant to submit their documentation. An extension of this timeline shall be provide up to another 10 calendar days if requested. A

... a victim of domestic violence, dating violence, sexual assault, or stalking.



participant can certify that he or she is a victim by providing any one of the following three documents:

- A completed, signed HUD –approved Certification Form (HUD-5382-50066.) This form is available online at <http://www.hud.gov/offices/adm/hudclips/> or See Addendum i-)
- A statement from the victim service provider, attorney or medical professional who has helped the victim address incidents of domestic, dating violence, sexual assault, or stalking. The professional must state that he or she believes that the incidents of abuse are real. **Both the victim and the professional must sign the statement under penalty of perjury.**
- A police or court record, such as a protective order.

#### Confidentiality:

SNRHA must keep confidential any information a tenant provides to certify that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking. This information cannot be entered into a shared data base or reveal it to outside entities unless:

- The participant provides written permission releasing the information.
- The information is required for use in an eviction proceeding, such as to evict the abuser.
- Release of the information is otherwise required by law.
- VAWA and Other Laws

VAWA does not replace any federal, state or local laws that provide greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

#### ~~Copies of Documents Cost:~~

~~The family shall be allowed to obtain a copy of any family documents in their file 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. Requests for copies of documents must be submitted in writing and SNRHA will have four (4) business days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payments must be made via a money order or cashier's check, or if from a legal representative, a check from the company shall be acceptable.~~

... a victim of domestic violence, dating violence, sexual assault, or stalking.



## **1-III.D. APPLICABLE REGULATIONS**

Applicable regulations include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 35: Lead-Based Paint
- 24 CFR Part 100: The Fair Housing Act
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program
- 24 CFR Part 100: Fair Housing

Local rules that are made part of this Plan are intended to promote local housing objectives consistent with the intent of the federal housing legislation.

## **PART III: THE HCV ADMINISTRATIVE PLAN**

### **1-III.A. OVERVIEW AND PURPOSE OF THE PLAN**

The Administrative Plan is required by HUD. The purpose of the Administrative Plan is to establish policies for carrying out the program operations in a manner consistent with HUD requirements as well as local goals and objectives contained in SNRHA's agency plan. This Administrative Plan is a supporting document to the SNRHA agency plan, and is available for public review as required by CFR 24 Part 903.

This Administrative Plan is set forth to define SNRHA's local policies for operation of the housing programs in the context of federal laws and regulations. All issues related to Section 8-HCV Program not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices, and other applicable law. The policies in this administrative plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding.

SNRHA is responsible for complying with all changes in HUD regulations pertaining to the HCV program. If such changes conflict with this plan, HUD regulations will have precedence.

Administration of the HCV program and the functions and responsibilities of SNRHA staff shall be in compliance with SNRHA's personnel policy and HUD's Section 8-HCV regulations as well as all federal, state, and local fair housing laws and regulations.

### **1-III.B. CONTENTS OF THE PLAN [24 CFR 982.54]**

HUD regulations contain a list of what must be included in the administrative plan. SNRHA administrative plan must cover SNRHA policies on these subjects:

- Selection and admission of applicants from the SNRHA waiting list, including any SNRHA admission preferences, procedures for removing applicant names from the waiting list, and procedures for closing and reopening the SNRHA waiting list (Chapter 4)



- The issuing or the denying of vouchers, including SNRHA policy governing the voucher term and any extensions or suspensions of the voucher term. 'Suspension' means stopping the clock on the term of a family's voucher after the family submits a request for approval of the tenancy. If SNRHA decides to allow extensions or suspensions of the voucher term, SNRHA administrative plan must describe how SNRHA determines whether to grant extensions or suspensions and how SNRHA determines the length of any extension or suspension (Chapter 7).
- Any special rules for use of available funds when HUD provides funding to SNRHA for a special purpose (e.g., desegregation), including funding for specified families or a specified category of families (Chapter 4)
- Occupancy policies, including definition of what group of persons may qualify as a 'family', definition of when a family is considered to be 'continuously assisted'; standards for denying admission or terminating assistance based on criminal activity or alcohol abuse in accordance with 982.553 (Chapters 3 and 12)
- Encouraging the participation by owners of suitable units located outside areas of low income or minority concentration (Chapter 7)
- Assisting a family that claims that illegal discrimination has prevented the family from leasing a suitable unit (Chapter 2)
- Providing information about a family to prospective owners (Chapters 3 and 9)
- Disapproval of owners (Chapter 13)
- Subsidy standards (Chapter 5)
- Family absence from the dwelling unit (Chapter ~~5~~12)
- How to determine who remains in the program if a family breaks up (Chapter ~~7~~3)
- Informal review procedures for applicants (Chapter 14)
- Informal hearing procedures for participants (Chapter 14)
- The process for establishing and revising voucher payment standards (Chapter 16)
- The method of determining that rent to owner is a reasonable rent (initially and during the term of a HAP contract) (Chapter 8)
- Special policies concerning special housing types in the program (e.g., use of shared housing) (Chapter 15)
- Policies concerning payment by a family to SNRHA of amounts the family owes SNRHA (Chapter 16)
- Interim redeterminations of family income and composition (Chapter 11)
- Restrictions, if any, on the number of moves by a participant family (Chapter 10)
- Approval by the Board of Commissioners or other authorized officials to charge the administrative fee reserve (Chapter 1)



- SNRHA Plan provides information about self-evaluation, needs assessment, and transition plans.

The design, construction, or alteration of SNRHA facilities must conform to the Uniform Federal Accessibility Standards (UFAS). Newly-constructed facilities must be designed to be readily accessible to and usable by persons with disabilities. Alterations to existing facilities must be accessible to the maximum extent feasible, defined as not imposing an undue financial and administrative burden on the operations of the HCV program.

When issuing a voucher to a family that includes an individual with disabilities, SNRHA will 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 that the unit be restored to its original state at the family's expense when the family moves.

## **2-ILJ. 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 with disabilities are denied assistance, the notice of denial must inform them of SNRHA's informal review process and their right to request ~~a hearing~~, 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 that 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





### 3-I.C. FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY

#### Family Break-up [24 CFR 982.315] : **Notice PIH 2017-08**

SNRHA has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up. However, if a court determines the disposition of property between members of the assisted family in a divorce or separation decree, SNRHA is bound by the court's determination of which family members continue to receive assistance.

#### SNRHA Policy

When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may make a new application with a new application date if the waiting list is open.

If a family breaks up into two otherwise eligible families while receiving assistance, only one of the new families will continue to be assisted.

In the absence of a judicial decision, or an agreement among the original family members, the Admissions Manager or their designee will determine which family retains their placement on the waiting list, or will continue to receive assistance taking into consideration the following factors: (1) which family member applied as head of household (this will be given primary consideration); (2) the interest of any minor children, including custody arrangements; (3) the interest of any ill, elderly, or disabled family members; (4) any possible risks to family members as a result of domestic violence or criminal activity; and (5) the recommendations of social service professionals.

Documentation of these factors is the responsibility of the application families. If the families do not provide the documentation, they may be denied placement on the waiting list.

If there is a family break up of participants, only one of the new families will continue to receive assistance and that will be the head of household on the original application; unless, as a result of domestic violence which is reported and VAWA rules apply or judicial decision is provided to SNRHA.

#### Multiple Families in the Same Household

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

#### **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.



*Foster adults* are usually persons with disabilities, unrelated to the tenant family, who are unable to live alone [24 CFR 5.609].

The term *foster child* is not specifically defined by the regulations.

Foster children and foster adults that are living with an applicant or assisted family are considered household members but not family members. The income of foster children/adults is not counted in family annual income, and foster children/adults do not qualify for a dependent deduction [24 CFR 5.603; HUD-50058 IB, p. 13].

#### SNRHA Policy

A *foster child* is a child that is in the legal guardianship or custody of a state, county, or private adoption or foster care agency, yet is cared for by foster parents in their own homes, under some kind of short-term or long-term foster care arrangement with the custodial agency.

A foster child or foster adult may be allowed to reside in the unit if their presence would not result in a violation of HQS space standards according to 24 CFR 982.401.

Children that are temporarily absent from the home as a result of placement in foster care are discussed in Section 3-I.L.

### **3-I.L. ABSENT FAMILY MEMBERS**

Individuals may be absent from the family, either temporarily or permanently, for a variety of reasons including educational activities, placement in foster care, employment, illness, incarceration, and court order.

#### **Definitions of Temporarily and Permanently Absent**

##### SNRHA Policy

Generally an individual who is or is expected to be absent from the assisted unit for 180 consecutive calendar days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the assisted unit for more than 180 consecutive calendar days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below.

#### **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 that the student has established a separate household or the family declares that the student has established a separate household.

#### **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 whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member. 'Permanently removed' is defined as more than 365 calendar days. When any family member is absent for more than 30 calendar days, the head of household must notify SNRHA in writing within ten (10) calendar days of their departure and notify in writing when they return.

Failure, by the family, to report the absence of the children may result in termination from the program. The head of household is responsible for reporting this change in household composition in writing within 10 calendar days of the child(ren) being removed from the home.

### **Absent Head, Spouse, or Co-head, ~~or other Adult~~:**

If a family is going to be away from their unit for more than 30 calendar days they "must" receive "prior" written approval from SNRHA before leaving the unit.

~~The family must promptly notify SNRHA when the family is absent from the unit.~~

### SNRHA Policy

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

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

### 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 calendar days unless it is approved as a reasonable accommodation for medical treatments/care.

Family members absent for more than 180 days due to employment or active duty in the military shall be considered a family member and income will be considered.

### **Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]**

If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted [HCV GB, p. 5-22].

### SNRHA Policy



limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.

#### **Types of Low-Income Families [24 CFR 5.603(b)]**

*Low-income family.* A family whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.

*Very low-income family.* A family whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size.

*Extremely low-income family.* A family whose annual income does not exceed 30 percent of the median income for the area, adjusted for family size.

HUD may establish income ceilings higher or lower than 30, 50, or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.

#### **Using Income Limits for Eligibility [24 CFR 982.201(b)]**

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income-eligible, a family must be one of the following:

- An *extremely low-income* family.
- A *very low-income* family.
- A *low-income* family that has been "continuously assisted" under the 1937 Housing Act. A family is considered to be continuously assisted if the family is already receiving assistance under any 1937 Housing Act program at the time the family is admitted to the HCV program [24 CFR 982.4].

#### **SNRHA Policy**

SNRHA will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were ~~issued a voucher by~~ SNRHA-selected from SNRHA's waiting list.

- A *low-income* family that qualifies for voucher assistance as a non-purchasing household living in HOPE 1 (public housing homeownership), HOPE 2 (multifamily housing homeownership) developments, or other HUD-assisted multifamily homeownership programs covered by 24 CFR 248.173.
- A *low-income* or *moderate-income* family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract on eligible low-income housing as defined in 24 CFR 248.101.

HUD permits SNRHA to establish additional categories of low-income families that may be determined eligible. The additional categories must be consistent with SNRHA plan and the consolidated plans for local governments within SNRHA's jurisdiction.

#### **SNRHA Policy**



SNRHA must deny assistance to an applicant family if they do not meet the SSN disclosure, documentation and verification, and certification requirements contained in 24 CFR 5.216. SNRHA must terminate assistance of the entire family even if only one member of the family fails to provide required documentation for a social security number. Note: These requirements do not apply to noncitizens who do not content eligible immigration status.

### **3-ILD. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 5.230, HCV GB, p. 5-13]**

HUD requires each adult family member, and the head of household, spouse, or co-head, regardless of age, to sign form HUD-9886, Authorization for the Release of Information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance. Chapter 6 provides detailed information concerning the consent forms and verification requirements.

SNRHA must deny admission to the program if any member of the applicant family fails to sign and submit the consent forms for obtaining information in accordance with 24 CFR 5, Subparts B and F [24 CFR 982.552(b)(3)].

### **3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION [24 CFR 5.612 and FR Notice 4/10/06, [FR Notice 9/21/16](#)]**

Section 327 of Public Law 109-115 and the implementing regulation at 24 CFR 5.612 established new restrictions related to the eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education.

If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, and does not have a dependent child, the student's eligibility must be examined along with the income eligibility of the student's parents. In these cases, both the student and the student's parents must be income eligible for the student to receive HCV assistance. If, however, a student in these circumstances is determined independent from his/her parents in accordance with SNRHA policy, the income of the student's parents will not be considered in determining the student's eligibility.

The new law does not apply to students who reside with parents who are applying to receive HCV assistance. It is limited to students who are seeking assistance on their own, separately from their parents.

#### **Definitions**

In determining whether and how the new eligibility restrictions apply to a student, SNRHA will rely on the following definitions [FR [Notice 4/10/06](#), p. 18148 [FR Notice 9/21/16](#)].

#### ***Dependent Child***

In the context of the student eligibility restrictions, *dependent child* means a dependent child of a student enrolled in an institution of higher education. The dependent child must also meet the definition of *dependent* in 24 CFR 5.603, which states that the dependent must be a member of the assisted family, other than the head of household or spouse, who is under 18 years of age, or





is a person with a disability, or is a full-time student. Foster children and foster adults are not considered dependents.

### ***Independent Student***

#### **SNRHA Policy**

SNRHA will consider a student “independent” from his or her parents and the parents’ income will not be considered when determining the student’s eligibility if the following four criterions are all met:

The individual/student is of legal contract age under state law.

The individual/student has established a household separate from his/her parents for at least one year prior to application for occupancy or the individual meets the U.S. Department of Education’s definition of independent student.

To be considered an *independent student* according to the Department of Education, a student must meet one or more of the following criteria:

~~Be~~The individual is at least 24 years old by December 31 of the award year for which aid is sought.

~~Be~~The individual is -an orphan, in foster care, or a ward of the court through the age of 18 at any time when the individual was 13 years of age or older.

~~The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court or competent jurisdiction in the individual’s state of legal residence.~~

~~Be~~The individual is a veteran of the U.S. Armed Forces or is currently serving on active duty in the Armed Forces for other than training purposes.

~~Have one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent).~~

~~Be~~The individual is a graduate or professional student.

~~Be~~The individual is married.

~~The individual has one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent.)~~

~~The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth, or as unaccompanied, at risk of homelessness, and self-supporting by:~~

A local educational agency homeless liason





The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act or a designee of the director

A financial aid administrator

The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances

The individual/student was not claimed as a dependent by his/her parents pursuant to IRS regulations, as demonstrated on the parents' most recent tax forms.

The individual/student provides a certification of the amount of financial assistance that will be provided by his/her parents. This certification must be signed by the individual providing the support and must be submitted even if no assistance is being provided.

If SNRHA determines that an individual meets the definition of a vulnerable youth such a determination is all that is necessary to determine that the person is an independent student for the purposes of using only the student's income for determining eligibility for assistance.

SNRHA will verify that a student meets the above criteria in accordance with the policies in Section 6.

### ***Institution of Higher Education***

SNRHA will use the statutory definition under section 102 of the Higher Education Act of 1965 to determine whether a student is attending an *institution of higher education* (see Exhibit 3-2).

### ***Parents***

#### SNRHA Policy

For purposes of student eligibility restrictions, the definition of *parents* includes biological or adoptive parents, stepparents (as long as they are currently married to the biological or adoptive parent), and guardians (e.g., grandparents, aunt/uncle, godparents, etc).

### ***Veteran***

#### SNRHA Policy

A *veteran* is a person who served in the active military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable.



SNRHA to dispute the information within that 10 business day period, SNRHA will proceed with issuing the notice of denial of admission. A family that does not exercise their right to dispute the accuracy of the information prior to issuance of the official denial letter will still be given the opportunity to do so as part of the informal review process.

Notice requirements related to denying assistance to noncitizens are contained in Section 3-II.B.

Notice policies related to denying admission to applicants who may be victims of domestic violence, dating violence, sexual assault, or stalking are contained in Section 3-III.G.

### **3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]**

The Violence Against Women Reauthorization Act of ~~2005-2013~~ (VAWA) and the HUD regulations at 24 CFR 5.2005(b) prohibits denial of admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.
- Additionally, VAWA 2013, extends housing protections to survivors of sexual assault, adds “intimate partner” to the list of eligible relations covered in the definition of *domestic violence*.

#### **Notification**

VAWA 2013 expanded notification requirements to include the obligation for SNRHA to provide applicants who are denied assistance with a VAWA Notice of Occupancy Rights (form HUD-5380) and a Domestic Violence Certification Form (HUD-5382) at the time the applicant is denied.

#### **Definitions**

As used in VAWA:

- The term *bifurcate* means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members’ lease and occupancy rights are allowed to remain intact.
- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an



adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other person living in the household of that person and related to that person by blood and marriage.
- The term *sexual assault* means:
  - Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent

## Notification and Victim Documentation

### SNRHA Policy

SNRHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under SNRHA's policies.

While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough



information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.

~~Therefore, if SNRHA makes a determination to deny admission to an applicant family,~~ SNRHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

The documentation must include one of the following elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that 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. A police or court record documenting the actual or threatened abuse, or
- b. 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.
- c. The HUD VAWA Certification form.

The applicant must submit the required documentation with her or his request for an informal review (see section 14) or must request an extension in writing at that time. If the applicant so requests, SNRHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant SNRHA determines the family is eligible for assistance, no informal review will be scheduled and SNRHA will proceed with admission of the applicant family.

### **Perpetrator Removal or Documentation of Rehabilitation**

#### SNRHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, sexual assault, or stalking, SNRHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family



## **Absence of Any Member**

### **SNRHA Policy**

Any member of the household will be considered permanently absent if s/he is away from the unit for more than three (3) 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. If a family is going to be away from their unit for more than 30 calendar days they “must” receive “prior” written approval from SNRHA before leaving the unit.

*~~Under no circumstances can the entire family be absent from the unit for more than 180 calendar days. 24 CFR 982.312~~*

## **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 that the student has established a separate household or the family declares that 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 that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member 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, SNRHA will verify with the appropriate agency whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member. ‘Permanently removed’ is defined as more than 365 calendar days.

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





### SNRHA Policy

An employed head, spouse, or co-head absent from the unit ~~more than 180 consecutive calendar days due to employment~~ will continue to be considered a family member. ~~The absent head, spouse, or co-head~~Spouse will be considered as part of the family and their income will count ~~even if they are not in the unit~~ "unless" the head of household certifies ~~that~~ the spouse/co-head is no longer in the unit or contributing to the family. Failure to notify ~~staff~~ SNRHA in writing prior to the spouse/co-head returning to the unit, or within 10 calendar days of receiving any contribution to the household, shall result in termination of assistance.

SNRHA Certification of Marital Status form certifies the spouse is not a member of the household, will not reside in the assisted unit, ~~nor will not~~ provide income to the family living in the assisted unit, and shall be signed by the head of household as applicable. Signing this form shall result in termination of assistance if any statement is found to be untrue.

### **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 and request that the person not be considered a family member.

When an individual who has been counted as a family member is determined permanently absent, the family is eligible for the medical expense deduction only if the remaining head, spouse, or co-head qualifies as an elderly person or a person with disabilities.

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, SNRHA will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in "less" than 180 consecutive calendar days, the family member will not be considered permanently absent.

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**





If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, SNRHA will treat that adult as a visitor for the first 90 calendar days.

If, by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, the Voucher will be transferred to the caretaker.

If the appropriate agency cannot confirm the guardianship status of the caretaker, SNRHA will review the status at 30 calendar day intervals.

If custody or legal guardianship has not been awarded by the court, but the action is in process, SNRHA will secure verification from social services staff or the attorney as to the status.

If custody is awarded for a limited time in excess of stated period, SNRHA will state in writing that the transfer of the Voucher is for that limited time or as long as they have custody of the children. SNRHA will use discretion as deemed appropriate in determining any further assignment of the Voucher on behalf of the children.

The caretaker will be allowed to remain in the unit, as a visitor, until a determination of custody is made but this shall not exceed 120 calendar days.

SNRHA must receive court awarded guardianship or custody within 120 calendar days or must withdraw the assistance.

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.

In those cases where SNRHA has reason to believe that the family has an unauthorized resident in the assisted unit, a family must demonstrate that the person is not an unauthorized resident by submitting at least **two (2)** of the following:

1. A written notarized statement from the landlord
2. A legible copy of the person's current driver's license, State identification, or vehicle registration which is current.
3. A lease in their name at another address shall be the most prudent choice of evidence.

~~4. Mail sent to the assisted unit may be considered as unauthorized occupancy.~~



## **Using Enterprise Income Verification (EIV) to Project Income**

HUD requires the use of (EIV) verifications. EIV is “the verification of income, before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals” [VG, p. 7]. This will be used for elderly and disabled families with “fixed non-wage income”.

HUD allows SNRHA to use EIV information in conjunction with family-provided documents to anticipate income [EIV].

### SNRHA Policy:

Whenever possible, SNRHA will use HUD’s EIV system. When EIV is obtained and the family does not dispute the EIV employer data, SNRHA will use current tenant-provided documents to project annual income. When the tenant provided documents are pay stubs, SNRHA will make every effort to obtain the last four (4) consecutive pay stubs dated within the last 60 calendar days.

SNRHA will obtain written and/or oral third-party verification in accordance with the verification requirements and policy in Chapter 7 in the following cases:

- If EIV or other UIV data is not available,
- If the family disputes the accuracy of the EIV employer data, and/or
- If SNRHA determines additional information is needed.

In such cases, SNRHA will review and analyze current data to anticipate annual income. In all cases, the family file will be documented with a clear record of the reason for the decision, and a clear audit trail will be left as to how SNRHA annualized projected income.

## **Use of Historical Income Data**

When SNRHA cannot readily anticipate income (e.g., in cases of seasonal employment, unstable working hours, or suspected fraud), SNRHA will review historical income data for patterns of employment, paid benefits, and receipt of other income.

## ***MINIMUM INCOME – Zero Income Interims***

There is no minimum income requirement.

### SNRHA Policy

Families who report zero income are required to complete a written certification **every 180-calendar days annually** that will be verified with all federal, state and local agencies and other sources, as appropriate, including credit checks, to verify income sources, and an interim will be submitted to MTCS.

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 in writing. SNRHA will require a printout of utility bills for the past three (3)



consecutive months to be submitted at interim evaluations for participants claiming zero income. The average for the last three months of utility bill payments over the amount of the family's Utility Reimbursement Payment will be averaged, and annualized. The results analyzed to determine the possibility of un-reported or under-reported income, shall be counted as income.

When the amounts indicate that the family has received monies from outside sources or that an outside source has paid the family's bills on their behalf, SNRHA will call the family into an interview to discuss how the family has made the payments. When it is discovered that an outside source has provided money to the family, or has paid the bills on the family's behalf, SNRHA will send third party verification to the providing party to determine whether the income is sporadic or recurring in order to determine whether the amount is to be included in the family's annual income. SNRHA will also verify no other income has been received via third party verification at the ~~180-calendar-days~~ **interim annual re-examinations** being sent to such agencies as the unemployment department, welfare, and child support, and will perform credit checks to identify reoccurring payments.

If the family's expenses exceed their known income, SNRHA will make inquiry of the head of household as to the nature of the family's resources and terminate the family for fraud, or offer a repayment agreement when documented evidence indicates the family has unreported income, which includes receiving funds from other parties or individuals that has not been reported. Failure to enter into a repayment agreement and pay the required 25% within the established guidelines shall result in the termination of the subsidy. Only two (2) repayment agreements will ever be approved for any one HCV household. The second cannot be approved unless the first has been paid in full. Repeating this action after the 2<sup>nd</sup> violation of unreported income will result in termination from the HCV program.

### ***Known Changes in Income***

If SNRHA verifies an upcoming increase or decrease in income, annual income will be calculated by applying each income amount to the appropriate part of the 12-month period.

**Example:** An employer reports that a full-time employee who has been receiving \$6/hour will begin to receive \$6.25/hour in the eighth week after the effective date of the reexamination. In such a case the PHA would calculate annual income as follows:  $(\$6/\text{hour} \times 40 \text{ hours} \times 7 \text{ weeks}) + (\$6.25 \times 40 \text{ hours} \times 45 \text{ weeks})$ .

The family may present information that demonstrates that implementing a change before its effective date would create a hardship for the family. In such cases the PHA will calculate annual income using current circumstances and then require an interim reexamination when the change actually occurs. This requirement will be imposed even if SNRHA's policy in Chapter 11 does not require interim reexaminations for other types of changes.

## **5-I.E. EARNED INCOME**



## 6-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS

### HUD's Verification Hierarchy [\[Notice PIH 2010-19\]](#)

HUD authorizes SNRHA to use six methods to verify family information and specifies the circumstances in which each method will be used. In general HUD requires SNRHA to use the most reliable form of verification that is available and to document the reasons when SNRHA uses a lesser form of verification.

#### SNRHA Policy

**Upfront Income Verification (UIV):** The verification of income at admission or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals. HUD's **Enterprise Income Verification System (EIV)** is considered to be this method. This is currently not available for applicants.

SNRHA shall not verify income in accordance with the following Verification Hierarchy for fully excluded income such as Supplemental Nutrition Assistance Program (SNAP) benefits formerly known as food stamps. Document on file narratives shall not be required for fully excluded incomes to state why third party verification was not received. (PIH Notice-2013-4). Additionally, SNRHA shall not enter this income on section 7 of the HUD form 50058. SNRHA shall accept the participant's self-certification on the reexamination application of fully excluded income. SNRHA has the option of requiring additional verification, as needed.

SNRHA shall not follow the Verification Hierarchy below when completing annuals reexaminations for elderly or disabled families on "fixed" non-wage income.

SNRHA shall simplify the requirements associated with determining the annual income of participants on "fixed income- non-wage" when 100% of the family's income consists fixed income. SNRHA has opted to conduct streamlined reexaminations by recalculating of the family's income by applying any published cost of living adjustments to the previously verified income amount in compliance with PIH Notice 2013-03.

For the purpose of this policy, as noted in PIH 2013-03, fixed income includes income from:

1. Social Security payments including SSI and SSDI
2. Federal, State, local and private pensions plans; and
3. Other periodic payments from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic receipts that are of substantially the same amount from year to year.

**The Verification Hierarchy.** SNRHA shall begin with the highest level of verification techniques, except as noted in 6.I.B. PHAs are required to access the EIV system and obtain an Income Report for each household. SNRHA shall maintain the Income Report in the tenant's file along with the form HUD-50058 and other supporting documentation to support income and rent determinations for all mandatory annual reexaminations of family income and composition.



## **Verification Technique Definitions**

### **Third Party Verification Techniques**

**Upfront Income Verification (UIV) (Level 6/5):** The verification of income before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a number of individuals. It should be noted that the EIV system is available to all PHAs as a UIV technique. PHAs are encouraged to continue using other non-HUD UIV tools, such as The Work Number (an automated verification system) and state government databases, to validate tenant-reported income.

**Written Third Party Verification (Level 4):** An original or authentic document generated by a third party source dated either within the 60 calendar day period preceding the reexamination or PHA request date. Such documentation may be in the possession of the tenant (or applicant), and is commonly referred to as tenant-provided documents. It is the Department's position that such tenant-provided documents are written third party verification since these documents originated from a third party source. The PHA may, at its discretion, reject any tenant-provided documents and follow up directly with the source to obtain necessary verification of information.

Examples of acceptable tenant-provided documentation (generated by a third party source) include, but are not limited to: pay stubs, payroll summary report, and employer notice/letter of hire/termination, SSA benefit verification letter, bank statements, child support payment stubs, welfare benefit letters and/or printouts, and unemployment monetary benefit notices. Current acceptable tenant-provided documents must be used for income and rent determinations.

SNRHA shall require four (4) current and consecutive pay stubs for determining annual income for wages. For new income sources or if there is a decrease in earned income, SNRHA will require the last two (2) **or more** current and consecutive pay stubs or a new hire/updated letter with date of hire, wages, and hours. SNRHA 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 SNRHA's interview/determination or request date) is acceptable for confirming effective dates of income.

**Written Third Party Verification Form (Level 3):** Also, known as traditional third party verification. A standardized form to collect information from a third party source. The form is completed by the third party by hand (in writing or typeset). SNRHA shall send the form directly to the third party source by mail, fax, or email.

It is the Department's position that the administrative burden and risk associated with use of the traditional third party verification form may be reduced by PHAs relying on acceptable documents that are generated by a third party, but in the possession of and provided by the tenant (or applicant). Many documents in the possession of the tenant are derived from third





**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 must be the original (~~set~~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 consecutive pay stubs will be required when using EIV for annuals and two 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 consecutive pay stubs for determining annual income from wages. For new income sources or when two 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 that are 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 and must be 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 that 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:





Driver's license

U.S. passport

Department of Motor Vehicles Identification Card

Validated Sheriff Card

Military Identification

DMV Instructional ID

Clark County Health Card with valid photo ID

Veteran's ID with photo

An original Certificate of Birth is required for all minors. Other documents considered acceptable for the verification of legal identity for minors may be one or more of the following:

- Adoption papers
- Custody agreement
- School records
- Hospital Birth Certifications
- Passport
- Health and Human Services ID (foster children; adopted children)
- I-94

#### SNRHA Policy

Verification of divorce or separation status will be a Certification of ~~Absent-Spouse-Marital Status~~ form being completed by the head of household or any other adult household member, unless the family wishes to submit a formal divorce or separation document from the courts.

Verification of a separation may be a copy of court-ordered maintenance or other records.

A marriage certificate generally is required to verify that a couple is married.

In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g., by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax returns, or being a domestic partner as recognized in the State of Nevada (according to Senate Bill 283.)

#### ***Familial Relationships***

##### SNRHA Policy

Verification of guardianship is:

- Court-ordered assignment
- Verification from social services 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



SNRHA will instruct the family to obtain a duplicate card from the local Social Security Administration (SSA) office.

For individuals who are at least 62 years of age and/or disabled and are unable to submit the required documentation of their SSN within the initial 90 calendar day period, SNRHA will grant an additional 30 calendar days to provide documentation as a reasonable accommodation.

Social security numbers must be verified only once during continuously-assisted occupancy. For all members of the household the first and last name on the Legal documents provided must match the social security record.

If any adult family member obtains a SSN after admission to the program, the new SSN must be disclosed within 90 calendar days.

The social security numbers of household members, such as live-in aids, must be verified for the purpose of conducting criminal background checks.

## **6-IL.C. FAMILY RELATIONSHIPS**

Applicants and program participants are required to identify the relationship of each household member to the head of household. If an applicant list themselves as married and not list a spouse, they will still be required to submit a separation, divorce decree, or SNRHA's Certification of **Marital Status Absent Spouse** form. Definitions of the primary household relationships are provided in the Eligibility chapter.

### SNRHA Policy

Other family relationships will be verified through birth certificates or other relevant documents.

### **Marriage**

#### SNRHA Policy

A marriage certificate generally is required to verify that a couple is married.

In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g., by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax returns).

### **Separation or Divorce**

#### SNRHA Policy

SNRHA will require the family (head of household) to sign a Certification of **Absent Spouse Marital Status form** to document the divorce, or separation. The family may submit a certified copy of a divorce decree, signed by a court officer, or a copy of a court-ordered maintenance or other court record to document a separation.



**Management Fees)**

- Terminations as a result of evictions for cause
- Requirements for reporting income and family composition changes between annual and form to report these changes
- Information on security deposits and legal referral services
- Exercising choice in residency
- Choosing a unit carefully and only after due consideration –must live in the unit for one year
- The Family Self-Sufficiency Program and Interest Form
- LEP Pamphlet
- Reasonable Accommodation Notice
- Ground for Termination of Assistance
- **Occupancy Specialist Contact Information**
- **Notice of Occupancy Rights**

If the PHA is located in a metropolitan FMR area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)].



- Information about the characteristics of these areas including job opportunities, schools, transportation and other services
- An explanation of how portability works, including a list of portability contact persons for neighboring PHAs including names, addresses, and telephone numbers

### **Additional Items to be Included in the Briefing Packet**

In addition to items required by the regulations, SNRHA may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7]

#### SNRHA Policy

SNRHA will provide the following additional materials in the briefing packet:

The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*

When SNRHA-owned units are available for lease, a written statement that the family has the right to select any eligible unit available for lease, and is not obligated to choose a SNRHA-owned unit.

Information on how to fill out and file a housing discrimination complaint form.

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.

-HUD Form-5380 domestic violence certification form and the form HUD's Form-5382 notice of occupancy rights, which contains information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking.

### **7-I.C. FAMILY OBLIGATIONS**

The obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. SNRHA must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

#### **Time Frames for Reporting Changes Required By Family Obligations**

##### SNRHA Policy

Unless otherwise noted below, when family obligations require the family to respond to a request or notify SNRHA of a change, notifying SNRHA of the request or change within 10 calendar days is considered prompt notice.

When a family is required to provide notice to SNRHA, the notice must be in writing.

#### **Family Obligations [24 CFR 982.551]**

Following is a listing of a participant family's obligations under the HCV program:



immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and SNRHA policies related to alcohol abuse

- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities [Form HUD-52646, Voucher].

### ***Move Briefing***

A move briefing will be held for participants who will be reissued a voucher to move and have given proper notice (written 30 day notice or 60 days if the participant have leases at tax credit properties **or in accordance to your lease agreement**) of intent to vacate to their landlord and SNRHA. This briefing includes incoming and outgoing portable families. SNRHA shall assist outgoing ports in identifying the correct staff at the PHA within the area that they are moving. Participants cannot exercise the portability right if they would be in violation of their lease or entered the program from a location other than Clark County and have not lived in SNRHA's jurisdiction for at least one year. SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/manager shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have 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 parties.

### ***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



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 ~~sixty-ninety (90)~~ sixty-ninety (90) 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 ~~sixty-ninety (90)~~ sixty-ninety (90) 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 ~~90-120~~ 90-120 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 ~~90-120~~ 90-120 calendar day period. SNRHA will only 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 ~~+50-180~~ +50-180 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. When a Request for Tenancy Approval (RFTA) is received, SNRHA will deduct the number of calendar days remaining on the voucher from that the date SNRHA receives the RFTA. is received by SNRHA.~~





### ***Extensions***

SNRHA will extend the term of the voucher ~~for~~ up to ~~150-180~~ 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. ~~SNRHA shall not issue extensions for more than 30 calendar days for port-in participants to ensure compliance with billing requirements established by HUD, unless as a reasonable accommodation for a disabled or elderly client.~~

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 e~~Extensions-are 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 ~~sixty-ninety [90]~~ 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), requirement. The-A documented~~ Search Record is part of the ~~required~~-verification, as needed.

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

~~Extensions for billable port-in participants are at the discretion of SNRHA.~~

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

Families who require additional assistance during their search may call SNRHA office to request assistance. 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 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 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. A live-in aide, by definition, is not a member of the family and will not be considered a remaining member of the Family.~~

In order for a minor child to continue to receive assistance as a remaining family member:

- The court has to have awarded emancipated minor status to the minor or
- SNRHA has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the child(ren) for an indefinite period. The adult must meet all eligibility requirements of the Housing Choice Voucher Program
- The Court has awarded custody of the minors to another adult who must meet all eligibility requirements of the Housing Choice Voucher Program
- Only one voucher will be issued in the case where award of children are given to more than one adult. The adult receiving the greater number of children will receive the voucher, if he/she meets all other program requirements. In the case of equal number of children and multiple parents or guardians, neither parent will receive the voucher unless a formal court decision is rendered and provided to SNRHA providing guidance for which adult is to receive the voucher.(See Chapter 5 regarding Caretaker for Children) A reduction in family size may require a reduction in the voucher family unit size.
- SNRHA shall conduct an overview briefing for new Head of Household regarding family obligations.

## **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**

### **7-II.A. OVERVIEW**

HUD guidelines require that SNRHA establish subsidy standards for the determination of family unit size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size selected by the family must be within the minimum unit size requirements of HUD's Housing Quality Standards. This Chapter explains the subsidy standards that will be used to determine the voucher size (family unit size) for various sized families when they are selected from the waiting list, as well as SNRHA's procedures when a family's size changes or a family selects a unit size that is different from the size of the voucher issued, voucher term, and to any extensions of the voucher term.



SNRHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards.

#### **7-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]**

For each family, SNRHA determines the appropriate number of bedrooms under SNRHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when SNRHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding
- The subsidy standards must be consistent with space requirements under the housing quality standards
- The subsidy standards must be applied consistently for all families of like size and composition
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family

Any live-in aide (approved by SNRHA to reside in the unit to care for a family member who is disabled) must be counted in determining the family unit size. Upon SNRHA approval of a request for the addition of a live-in aide, SNRHA shall notify participants that they have been approved for a live-in aide and that they must submit the name, SSN, and any other required information of their selection for screening. The proposed live-in aide must sign consent forms in order for SNRHA to conduct the screening. The live-in aide must be approved or disapproved within 30 calendar days of the requested reasonable accommodation request notice, unless SNRHA is awaiting verifications. The voucher allocation increase will be processed for the approved reasonable accommodation once the live-in aide is approved.

- Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero or one-bedroom unit, as determined under SNRHA subsidy standards.

SNRHA shall issue a larger voucher size due to additions of minors to the household of family members by birth, adoption, marriage, court-awarded custody, court awarded guardianship, or an assignment with verification from a social service agency. A social service agency is defined as a Department of Family Services. SNRHA will not increase the bedroom size for a participant when an adult (18 years old and older) is being added to the household, including if the adult to



be added is a child of the head of household, spouse, or co-head, with the exception of court-awarded custody/guardianship of an adult.

- SNRHA will consider those minor children of family members that are temporarily placed in foster care in determining the family unit size (voucher size).
- When Department of Family Services (DFS) requires a larger size unit in order for the child/ren to be returned to the home, SNRHA will increase the voucher size as needed prior to the annual reexamination. However, the family may not move if they are in the initial term of their lease, and SNRHA will still not permit overcrowding.

~~Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero or one bedroom unit, as determined under SNRHA subsidy standards.~~

### SNRHA Policy

SNRHA will assign one (1) bedroom for each two (2) persons within the household, except in the following circumstances:

Persons of the opposite sex (other than spouses) will be allocated a separate bedroom.

Foster children will be included in determining unit size only if they will be in the unit for more than 12 months.

Live-in aides will be allocated a separate bedroom. No additional bedrooms are provided for the attendant's family.

Space may be provided for a child who is away at school but who lives with the family during school recesses.

Space will not be provided for a family member, other than a spouse, who will be absent most of the time, such as a member who is away in the military.

A single pregnant woman with no family members must be treated as a two-person family.

Single person families shall be allocated a one (1) bedroom voucher.

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.



Prior to issuing any vouchers, SNRHA will determine whether it has sufficient funding in accordance with the policies in Chapter 16.

If SNRHA determines there is insufficient funding after a voucher has been issued, SNRHA may rescind the voucher and place the affected family back on the waiting list.

### ***VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS [24 CFR 982.315]***

When a family assisted under the HCV program becomes divided into two otherwise eligible families (due to divorce, legal separation, or the division of the family)

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 ~~60~~90 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

#### **SNRHA Policy**

The initial voucher term will be ~~60~~90 calendar days. Elderly and disabled vouchers shall be issued for ~~90~~120 calendar days with one (1) extension of 30 calendar days.

The family must submit a RFTA and proposed lease within the ~~60~~90 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, ~~only once~~.





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] 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 Policy

~~SNRHA will automatically approve one 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 60 calendar day time frame.~~

~~SNRHA will approve one (1) additional 30 calendar day extension only in the following circumstances:~~

~~It is necessary as a reasonable accommodation for a person with disabilities. It is necessary due to reasons beyond the family's control, as determined by SNRHA. The following is a list of extenuating circumstances that SNRHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:~~

- ~~• Serious illness or death in the immediate family~~

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 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 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 that the family reapply when SNRHA reopens its waiting list. Such a family does not become ineligible for the program on the grounds that 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 to reapply for assistance. If the RFTA that 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 ~~30-business-two~~ **(2) business** days after the expiration of the voucher term or any extension, SNRHA will notify the family in writing that the voucher term has expired and their ~~application-withdrawn~~ **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 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 that case the family must inform SNRHA within 10 calendar days in writing. Further, changes in household composition due to marriage must also be reported within 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 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 that would result 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 as of the anniversary date of the contract.

#### ***SNRHA ERROR IN DETERMINING VOUCHER SIZE***

If SNRHA errs in the bedroom size designation, the family will be issued a Voucher of the appropriate size so that the family is not penalized. At the next annual re-examination or move the family's voucher size shall be adjusted to the requirements of SNRHA's occupancy standards. If the err is found prior to the initial leasing, the voucher size shall be adjusted at that time. Changes to the family's voucher due to updated subsidy standards such as not increasing voucher sizes for new family members that are not by birth, marriage, adoption, or foster care, shall be grandfathered in. However, no new family members can be added to the family that are not in compliance with new policies. This includes adding children that are 18 and older back into the family. A larger voucher size shall not be issued.

#### **UNIT SIZE SELECTED [24 CFR 982.402(c)]**

The family may select a different size dwelling unit than that listed on the Voucher. There are three criteria to consider:

- Subsidy Limitation: The family unit size as determined for a family under SNRHA subsidy standard for a family assisted in the voucher program is based on SNRHA's adopted payment standards. The payment standard for a family shall be the lower of:



- Failure to maintain the unit and premises in decent and sanitary conditions which could result in potential health and/or safety concerns.
- Damages to the unit or premises caused by a household member or guest beyond normal wear and tear that result in HQS deficiencies.
- Tenant may be billed for the cost of repairs made by the owner that were determined to be caused by the family.

### **Owner Responsibilities**

The owner is responsible for all HQS violations not listed as a family responsibility above, even if the violation is caused by the family's living habits (e.g., vermin infestation). However, if the family's actions constitute a serious or repeated lease violation the owner may take legal action to evict the family.

Owners are responsible for conducting intermittent inspections to ensure HQS Standards are being met.

#### **SNRHA Policy**

Owners are not permitted to keep storage within the assisted unit including, but not limited to: garage, parking space, attics, basements, or other storage areas designed to be utilized by the occupants of the unit.

### **8-I.E. SPECIAL REQUIREMENTS FOR CHILDREN WITH ~~ENVIRONMENTAL INTERVENTION~~ELEVATED BLOOD LEAD LEVEL [24 CFR 35.1225; FR Notice 1/13/17]**

If SNRHA is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provider, that a child of less than six (6) years of age, living in an HCV-assisted unit has been identified as having an ~~environmental-intervention~~elevated blood lead level, SNRHA must complete ~~a risk assessment~~ an environmental investigation of the dwelling unit. The risk assessment must be completed in accordance with program requirements, and the result of the risk assessment must be immediately provided to the owner of the dwelling unit. In cases where the public health department has already completed an evaluation of the unit, this information must be provided to the owner.

Within 30 calendar days after receiving the risk assessment report from SNRHA, or the evaluation from the public health department, the owner is required to complete the reduction of identified lead-based paint hazards in accordance with the lead-based paint regulations [24 CFR 35.1325 and 35.1330]. If the owner does not complete the "hazard reduction", as required the dwelling unit is in violation of HQS and SNRHA will take action in accordance with Section 8-II.G.

Additionally, SNRHA shall submit a listing to Clark County Health Department of units under lease with children age six (6) and under to determine if any have been identified as having elevated blood lead levels. This assessment shall be completed quarterly and the results maintained for future audits.



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

If SNRHA determines that 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 the HAP contract in accordance with its policies.

### **SNRHA Policy**

A unit meets HQS space standard if the dwelling unit has at least one bedroom or living/sleeping room for each two 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 electrical outlet or two 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 ~~completed-scheduled~~ within ten (10) ~~calendar-business~~ days of receiving a complete 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) ~~calendar-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.



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 not less than 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 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 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 ~~complete-schedule~~ the initial inspection ~~and determine rent reasonableness-determine whether the unit satisfies HQS, and notify the owner and the family of the determination~~ within ten (10) ~~calendar-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 violations. ~~If requested by the owner, the time frame for correcting the deficiencies may be extended by SNRHA for good cause. A supervisor must approve all extensions.~~ SNRHA will re-inspect the unit within three (3) business days of the date the owner notifies SNRHA that the required corrections have been made.

If the time period for correcting the deficiencies ~~(or any SNRHA-approved extension)~~ has elapsed, or the unit fails HQS at the time of the re-inspection, SNRHA will notify the owner and the family ~~that~~ the unit has been rejected and ~~that~~ the family must search for another unit.

Following a failed re-inspection, the family may elect to submit a new Request for Tenancy Approval for the same unit if the family has not found another unit by the time the owner completes all repairs and the family continues to wish to live in the unit. The unit would be required to pass an inspection, a rent reasonableness determination is required, and a new lease and HAP Contract will need to be executed.

### Utilities

Generally, at initial lease-up the owner is responsible for demonstrating that all utilities are in working order including those utilities that the family will be responsible for paying.

#### SNRHA Policy

The utilities must be on at the time of the initial inspection. If they are not on, the inspection will be rescheduled.

#### SNRHA Policy

The stove and refrigerator must be in place regardless of whether the owner or the family is responsible to provide them.

## 8-II.C. ANNUAL HQS INSPECTIONS 24CFR 982.405-982.406. Notice PIH 2016-05]

### Scheduling the Inspection

Each unit under a HAP contract must have an annual inspection within twelve (12) months after the date of the previous annual or initial inspection.

The PHA will not rely on alternative inspection standards.

#### SNRHA Policy

If an adult (person 18 or older) cannot be present on the scheduled date, the family should request that SNRHA reschedule the inspection. If the family misses the first scheduled appointment without requesting a new inspection date, SNRHA will automatically schedule a second inspection. If the family misses two (2) scheduled inspections without SNRHA approval, SNRHA will consider the family to have violated its obligation to make the unit available for inspection. If the family is unable to be present but authorizes an adult representative to be present, and the adult presents valid photo ID, the inspection will be conducted.





## 8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED

### Owner-Initiated Rent Determinations

SNRHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.

The owner and family first negotiate the rent for a unit. SNRHA (or independent agency in the case of SNRHA-owned units) will assist the family with the negotiations upon request. Prior to the initial occupancy, SNRHA must determine whether the proposed rent is reasonable before a HAP Contract is signed. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family. ~~Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.~~

#### SNRHA Policy

After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. For rent increase requests after initial lease-up, SNRHA may request owners to provide information about the rents charged for other units on the premises, if the premises include more than four (4) units. In evaluating the proposed rents in comparison to other unassisted units on the premises SNRHA will consider unit size and length of tenancy in the other units.

SNRHA will determine whether the requested increase is reasonable within ~~five (5)~~ ten (10) business days of receiving the request from the owner. The owner will be notified of the determination in writing.

All rental increase adjustments must be received 60 calendar days prior to the anniversary date of the HAP contract and will be processed with the next annual recertification. Owners/managers who fail to submit at least 60 calendar days prior shall be denied their request for a rental increase for that year.

### SNRHA- and HUD-Initiated Rent Reasonableness Determinations

HUD requires SNRHA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a ~~five-ten (5/10)~~ percent decrease in the ~~F~~air ~~m~~arket ~~R~~ent that goes into effect at least 60 calendar days before the contract anniversary date. HUD also may direct SNRHA to make a determination at any other time. SNRHA may decide that a new determination of rent reasonableness is needed at any time.

#### SNRHA Policy

In addition to the instances described above, SNRHA will make a determination of rent reasonableness at any time after the initial occupancy period if: (1) SNRHA determines that the initial rent reasonableness determination was in error or (2) SNRHA determines that the information provided by the owner about the unit or other units on the same premises was incorrect.



### **Interior Air Quality**

The dwelling unit must be free of air pollutant levels that threaten the occupants' health. There must be adequate air circulation in the dwelling unit. Bathroom areas must have one openable window or other adequate ventilation. Any sleeping room must have at least one window. If a window was designed to be opened, it must be in proper working order.

### **Water Supply**

The dwelling unit must be served by an approved public or private water supply that is sanitary and free from contamination. Plumbing fixtures and pipes must be free of leaks and threats to health and safety.

### **Lead-Based Paint**

Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children less than six years of age, excluding zero bedroom dwellings. Owners must:

- Disclose known lead-based paint hazards to prospective tenants before the lease is signed,
- provide all prospective families with "Protect Your Family from Lead in Your Home",
- Stabilize deteriorated painted surfaces and conduct hazard reduction activities when identified by the PHA
- Notify tenants each time such an activity is performed
- Conduct all work in accordance with HUD safe practices
- As part of ongoing maintenance ask each family to report deteriorated paint.

For units occupied by ~~environmental-intervention~~elevated blood lead level (lead poisoned) children under six years of age, ~~a risk assessment~~an environmental investigation must be conducted (paid for by the PHA). If lead hazards are identified during the risk assessment, the owner must complete hazard reduction activities.

See HCV GB p. 10-15 for a detailed description of these requirements. For additional information on lead-based paint requirements see 24 CFR 35, Subparts A, B, M, and R.

### **Access**

Use and maintenance of the unit must be possible without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire.

### **Site and Neighborhood**

The site and neighborhood must be reasonably free from disturbing noises and reverberations, excessive trash or vermin, or other dangers to the health, safety, and general welfare of the occupants.

### **Sanitary Condition**

The dwelling unit and its equipment must be in sanitary condition and free of vermin and rodent infestation. The unit must have adequate barriers to prevent infestation.



982.306]; 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, including but not limited to negotiation 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, or by fax. SNRHA will not accept corrections over the phone.

If SNRHA determines that 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 that are 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 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 that 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 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 on and then Nevada laws and HUD regulations come into play.

SNRHA receives a written statement from the District Attorney's Office verifying that the participant has been placed under the witness protection or victim protection program;

Mutual rescissions will only be allowed ~~as a reasonable accommodation for a disabled family for elderly and disabled families which written third party verification of the need to relocate from a qualified professional provider, in which the~~ owner/manager ~~must~~



approves the move by signing a mutual rescission form. ~~A, 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, reasonable accommodation if they are willing to allow the move.~~ Owners or managers ~~with who have~~ leases with HCV participants (who are approved ~~VAWA Occupancy Right~~ clients) must bifurcate the lease in compliance with Federal law.

- The family must provide a written 30 day notice to the property owner/agent and SNRHA prior to moving from the unit. Failure to provide to both parties and receive approval from SNRHA prior to moving will lead to termination of their assistance;
- The owner has given the family a notice to vacate, has commenced an action to evict the family or has obtained a court judgment or other process allowing the owner to evict the family. If SNRHA receives a judgment which is not paid within the required timeframe or a summary of eviction, the family shall be terminated from the program even if they have moved to another unit. To lessen the impact of this occurrence and the negative impact to new owners, the family shall not be issued a voucher for 30 days of any notice served relating to a lease violation that is for cause.
- The family has given proper notice of lease termination (if the family has a right to terminate the lease on notice to owner) for owner breach or otherwise.

## 10-I.C. MOVING PROCESS

### Notification

If a family wishes to move to a new unit, the family must notify SNRHA and the owner before moving out of the 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), ~~Notice PHH-2012-422016-09~~]. The notices must be in writing [24 CFR 982.5].

### Approval

#### SNRHA Policy

Upon receipt of a family's notification that they wish to move, SNRHA will determine whether the move is approvable in accordance with the regulations and policies set forth in sections 10-I.A and 10-I.B. SNRHA will schedule an appointment with the family to come in to receive a moving packet or complete port out documents. SNRHA shall require families to provide a signed SNRHA 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





### **Responding to Initial PHA's Request [24 CFR 982.355(c)]**

The receiving PHA must respond via e-mail or other confirmed delivery method to the initial PHA's inquiry to determine whether the family's voucher will be billed or absorbed [(24 CFR 982.355(c)(3))]. If the receiving PHA informs the initial PHA that it will be absorbing the voucher, the receiving PHA cannot reverse its decision at a later date without consent of the initial PHA (24 CFR 982.355(c)(4)).[Notice PIH [2012-422016-09](#)].

#### **SNRHA Policy**

SNRHA will use e-mail, when possible, to notify the initial PHA whether it will administer or absorb the family's voucher.

### **Initial Contact with Family**

When a family moves into SNRHA's jurisdiction under portability, the family is responsible for promptly contacting SNRHA and complying with SNRHA's procedures for incoming portable families. The family's failure to comply may result in denial or termination of the receiving PHA's voucher [24 CFR 982.355 (c)(8)].

If the voucher issued to the family by the initial PHA has expired, the receiving SNRHA must contact the initial PHA to determine if it will extend the voucher [24 CFR 982.355 (c)(13)]. [An informal hearing is not required when a voucher has expired without the family leasing a unit.](#)

When a portable family requests assistance from SNRHA, SNRHA must promptly inform the initial PHA whether SNRHA will bill the initial PHA for assistance on behalf of the portable family or will absorb the family into its own program [24 CFR 982.355(c)(5)]. If SNRHA initially bills the initial PHA for the family's assistance, it may later decide to absorb the family into its own program [Notice PIH [2012-422016-09](#)]. (See later under "Absorbing a Portable Family" for more on this topic.)

#### **SNRHA Policy**

SNRHA will notify the initial PHA whether it intends to bill the receiving PHA on behalf of the portable family or absorb the family into its own program. SNRHA will absorb all incoming FSS Portability Participants, if funding is available (See Chapter 18 – Family Self Sufficiency).

If for any reason the receiving SNRHA refuses to process or provide assistance to a family under the portability procedures, the family must be given the opportunity for an informal review or hearing [Notice PIH [2012-422016-09](#)]. (For more on this topic, see later under "Denial or Termination of Assistance.")

### **Briefing**

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 [2012-422016-09](#)].

#### **SNRHA Policy**

SNRHA will require the family to attend a briefing. SNRHA will provide the family with a briefing packet (as described in Chapter 7) and, in an individual briefing, 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.





### ***Ongoing Notification Responsibilities [Notice PIH ~~2012-422016-09~~, HUD-52665]***

**Annual Reexamination.** SNRHA must send the initial PHA a copy of a portable family's updated form HUD-50058 after each annual reexamination for the duration of time SNRHA is billing the initial PHA on behalf of the family, regardless of whether there is a change in the billing amount.

#### **SNRHA Policy**

SNRHA will send a copy of the updated HUD-50058 by regular mail, email, or fax at the same time SNRHA and owner are notified of the reexamination results, no later than ten (10) business days after the effective date of the reexamination.

**Change in Billing Amount.** SNRHA is required to notify the initial PHA, using form the HUD Form -52665, of any change in the billing amount for the family as a result of:

- A change in the HAP amount (because of a reexamination, a change in the applicable payment standard, a move to another unit, etc.)
- An abatement or subsequent resumption of the HAP payments
- Termination of the HAP contract
- Payment of a damage/vacancy loss claim for the family
- Termination of the family from the program

The timing of the notice of the change in the billing amount should correspond with the notification to the owner and the family in order to provide the initial PHA with advance notice of the change. Under no circumstances should the notification be later than 10 business days following the effective date of the change in the billing amount.

### ***Late Payments [Notice PIH ~~2012-422016-09~~]***

If the initial PHA fails to make a monthly payment for a portable family by the fifth business day of the month, SNRHA must promptly notify the initial PHA in writing of the deficiency. The notice must identify the family, the amount of the billing payment, the date the billing payment was due, and the date the billing payment was received (if it arrived late). SNRHA must send a copy of the notification to the Office of Public Housing (OPH) in the HUD area office with jurisdiction over SNRHA. If the initial PHA fails to correct the problem by the second month following the notification, SNRHA may request by memorandum to the director of the OPH with jurisdiction over SNRHA that HUD transfer the unit in question. A copy of the initial notification and any subsequent correspondence between the PHAs on the matter must be attached. The receiving PHA must send a copy of the memorandum to the initial PHA. If the

OPH decides to grant the transfer, the billing arrangement on behalf of the family ceases with the transfer, but the initial PHA is still responsible for any outstanding payments due to SNRHA

### ***Overpayments [Notice PIH ~~2012-422016-09~~]***

In all cases where SNRHA has received billing payments for billing arrangements no longer in effect, SNRHA is responsible for returning the full amount of the overpayment (including the portion provided for administrative fees) to the initial PHA.



SNRHA will not increase the voucher size when adding other 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.

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

#### **11-I.D. DETERMINING ONGOING ELIGIBILITY OF CERTAIN STUDENTS [24 CFR 982.552(b)(5)]**

Section 327 of Public Law 109-115 established new restrictions on the ongoing eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education.

If a student enrolled in an institution of higher education is under the age of 24, is not a veteran, is not married, and does not have a dependent child, the student's eligibility must be reexamined along with the income eligibility of the student's parents on an annual basis. In these cases, both the student and the student's parents must be income eligible for the student to continue to receive HCV assistance. If, however, a student in these circumstances is determined independent from his or her parents in accordance with PHA policy, the income of the student's parents will not be considered in determining the student's ongoing eligibility.

Students who reside with parents in an HCV assisted unit are not subject to this provision. It is limited to students who are receiving assistance on their own, separately from their parents.

##### SNRHA Policy

During the annual reexamination process, SNRHA will determine the ongoing eligibility of each student who is subject to the eligibility restrictions in 24 CFR 5.612 by reviewing the student's individual income as well as the income of the student's parents. If the student has been determined "independent" from his/her parents based on the policies in Sections 3-II.E, the parents' income will not be reviewed.

If the student is no longer income eligible based on his/her own income or the income of his/her parents, the student's assistance will be terminated.

If the student continues to be income eligible based on his/her own income and the income of his/her parents (if applicable), SNRHA will process a reexamination in accordance with the policies in this chapter.

#### **11-I.E. EFFECTIVE DATES**

SNRHA must establish policies concerning the effective date of changes that result from an annual reexamination [24 CFR 982.516].

##### SNRHA Policy



interim will be processed. Changes will be effective the first of the month following the month in which SNRHA receives written notice of the change.

If necessary, the change will be processed retroactively to be effective the first of the month following the month of receipt of written notice of the change.

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 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.



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 PHA 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-IL.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because SNRHA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change. When a family reports a change, SNRHA may take different actions depending on whether the family reported the change voluntarily, or because it was required to do so.

### SNRHA-Initiated Interim Reexaminations

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 and conclusion of the 24-month eligibility period.
- If the family has reported zero income, SNRHA will conduct an ~~interim-annual~~ reexamination ~~every 6 months~~ as long as the family continues to report that they have no income.
- 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 in writing. SNRHA will require a printout of utility bills for the past 12 months to be submitted at interim evaluations for participants claiming zero income. The average for the last three months of utility bill payments over the amount of the family's Utility Reimbursement Payment, will be averaged, annualized and the results analyzed to determine the possibility of un-reported or under-reported income.
- When the amounts indicate that the family has received monies from outside sources, or that an outside source has paid the family's bills on their behalf, SNRHA will call the family into an interview to discuss how the family has made the payments. When it is discovered that an outside source has provided money to the family, or has paid the bills on the family's behalf, SNRHA will send third party verification to the providing party to verify whether the income is sporadic or recurring in order to determine whether the amount is to be included in the family's annual income. SNRHA will also verify no other income has been received via third party verification at the ~~180-calendar-day interim annual re-~~examinations being sent to such agencies as the unemployment department, welfare, and child support, and will perform credit checks to identify reoccurring payments. EIV printouts will also be reviewed for all interim reexaminations.

If the family's expenses exceed their known income, SNRHA will make inquiry of the head of household as to the nature of the family's resources and terminate the family for fraud, or offer a repayment agreement when documented evidence indicates the family





### SNRHA Policy

The request to terminate assistance should be made in writing and signed by the head of household, spouse, or co head. Before terminating the family's assistance, SNRHA will provide proper notice by notifying the family of the cancellation of assistance in writing. The owner/agent shall receive a 30 calendar day notice of cancellation of the contract, unless the family vacates the unit prior to the end of the month.

## **12-II.C. MANDATORY TERMINATION OF ASSISTANCE**

HUD requires SNRHA to terminate assistance in the following circumstances.

### **Eviction [24 CFR 982.552(b)(2), Pub.L. 109-162]**

SNRHA must terminate assistance whenever a family is evicted from a unit assisted under the HCV program for a serious or repeated violation of the lease. Incidents of actual or threatened violence, dating violence, sexual assault, or stalking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such ~~violence or stalking~~ abuse.

### SNRHA Policy

A family will be considered *evicted* if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary.

If a family moves after the owner has given the family an eviction notice, for serious or repeated lease violations, but before a legal eviction order has been issued, termination of assistance is not mandatory. However, SNRHA will determine whether the family has committed serious or repeated violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in Section 12-II.C. ~~and other factors as described in Sections 12-II.E.~~ SNRHA shall not issue a voucher to move if SNRHA has received a notice of proceeding for an eviction for 30 calendar days from the date of the notice. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have given a written 30 calendar days' notice to their property owner or manager.

SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/manager shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have provided a written 30 calendar days' notice to their property owner or manager.

Serious and repeated lease violations will include, but not be limited to:

- Nonpayment of rent,
- Disturbance of neighbors,
- Destruction of property,
- Living or housekeeping habits that cause damage to the unit or premises,
- Subleasing the unit,





*Drug-related criminal activity* is defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

*Violent criminal activity* means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

#### SNRHA Policy

SNRHA will terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.

SNRHA will consider all credible evidence, including but not limited to, any record of convictions of household members related to drug-related or violent criminal activity, and any eviction or notice to evict based on drug-related or violent criminal activity.

A record of arrest(s) will not be used as the basis for the termination or proof that the participant engaged in disqualifying criminal activity.

#### **Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c), Pub.L. 109-162]**

HUD permits SNRHA to terminate assistance under a number of other circumstances. It is left to the discretion of SNRHA whether such circumstances in general warrant consideration for the termination of assistance. The Violence Against Women ~~Reauthorization Act of 2005~~ of 2013 explicitly prohibits SNRHA's from considering incidents or actual threatened domestic violence, dating violence, sexual assault, or stalking as reasons for terminating the assistance of a victim of such ~~violence~~ abuse.

#### SNRHA Policy

SNRHA **will not** terminate a family's assistance because of the family's failure to meet its obligations under the Family Self-Sufficiency or Welfare to Work program.

SNRHA **will** terminate a family's assistance if:

- The family has failed to comply with any family obligations under the program. See Exhibit 12-1 for a listing of family obligations and related SNRHA policies.
- Any family member has been evicted from federally-assisted housing in the last five (5) years.
- Any PHA has ever terminated assistance under the program for any member of the family within the last five (5) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.



- Other criminal activities that are listed within this document as reasons to deny admissions.

### ***Family Absence from the Unit [24 CFR 982.312]***

The family may be absent from the unit for brief periods. SNRHA must has established a policy on how long the family may be absent from the assisted unit (See Section 3-I.L.); However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.

### **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-II.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 30 day notice to owner and SNRHA prior to moving.
- Fraud related to any Housing Program
- Failure to provide verifications within required timeframes



- The family's right to an informal hearing as described in Chapter 14.
- SNRHA will also send form HUD-5382 and form HUD-5380 to the family with the termination notice.

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 participants 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 that 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.



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).



## Chapter 14

### PROGRAM ADMINISTRATION

#### INTRODUCTION

This chapter discusses administrative policies and practices that are relevant to the activities covered in this plan. The policies are discussed in seven parts as described below:

Part I: Administrative Fee Reserve. This part describes SNRHA's policies with regard to oversight of expenditures from its administrative fee reserve.

Part II: Setting Program Standards and Schedules. This part describes what payment standards are, and how they are updated, as well as how utility allowances are established and revised.

Part III: Informal Reviews and Hearings. This part outlines the requirements and procedures for informal reviews and hearings, and for informal hearings regarding citizenship status.

Part IV: Owner or Family Debts to SNRHA. This part describes policies for recovery of monies SNRHA has overpaid on behalf of families, or to owners, and describes the circumstances under which the PHA will offer repayment agreements to owners and families. Also discussed are the consequences for failure to make payments in accordance with a repayment agreement.

Part V: Section 8 Management Assessment Program (SEMAP). This part describes what the SEMAP scores represent, how they are established, and how those scores affect SNRHA.

Part VI: Record-Keeping. All aspects of the program involve certain types of record-keeping. This part outlines the privacy rights of applicants and participants and record retention policies SNRHA will follow.

Part VII: Reporting and Record Keeping for Children with Environmental Intervention Elevated Blood Lead Level. This part describes SNRHA's responsibilities for reporting, data collection, and record keeping relative to children with environmental intervention elevated blood lead levels that are less than six years of age, and are receiving HCV assistance.

Part VIII: Determination of Insufficient Funding. This part describes SNRHA's policies for determining if there is sufficient funding to issue vouchers, to approve moves to higher cost units or areas, and to continue assistance for all participant families.

#### **PART I: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]**

SNRHA must maintain an administrative fee reserve for the program to pay program administrative expenses in excess of administrative fees paid by HUD for a SNRHA fiscal year. Since FFY 2004, the use of administrative fee reserves, called Unrestricted Net Position (UNP),





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 the recommendation 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 days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.

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.

All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family's file.

#### **14-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555, Pub.L. 109-162]**

SNRHA must offer an Informal Hearing for certain SNRHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to the SNRHA HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether SNRHA's decisions 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 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. Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a lease
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures
- Skipping –defined as a family who moves from the assisted unit without prior appropriate notice to the owner and the approval of SNRHA. This must be a written approval or proof of certified mailing if the owner cannot be reach or refusing to sign and the lease is now a month to month lease. SNRHA must also receive this notice and approve by issuances of a voucher prior to the move-
- Participant is currently Zero to HAP.

#### **Decisions Subject to Informal Hearing**





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 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 business day prior to the scheduled hearing date

~~SNRHA must be given an opportunity to examine at SNRHA offices before the hearing any family documents that are directly relevant to the hearing. Whenever a participant requests an informal hearing, SNRHA will automatically mail a letter to the participant~~



~~requesting a copy of all documents that the participant intends to present or utilize at the hearing. The participant must make the documents available no later than 12:00 pm on the business day 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

### ***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. ~~A copy of the hearing decision must be furnished promptly to the family.~~

### 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



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 ~~arrange for an interpreter to attend the hearing, at the expense of the family, or SNRHA, as may be agreed upon by the two parties 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 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.

**Indicator 9: Annual reexaminations****Maximum Points: 10**

- This indicator shows whether the PHA completes a reexamination for each participating family at least every 12 months.
- Points are based on the percent of reexaminations that are not overdue, according to data from PIC.

**Indicator 10: Correct tenant rent calculations****Maximum Points: 5**

- This indicator shows whether the PHA correctly calculates the family's share of the rent to owner.
- Points are based on the percent of correct calculations of family share of the rent, according to data from PIC.

**Indicator 11: Pre-contract HQS inspections****Maximum Points: 5**

- This indicator shows whether newly leased units pass HQS inspection on or before the effective date of the assisted lease and HAP contract.
- Points are based on the percent of newly leased units that passed HQS inspection prior to the effective date of the lease and HAP contract, according to data from PIC.

**Indicator 12: Annual HQS inspections****Maximum Points: 10**

- This indicator shows whether the PHA inspects each unit under contract at least annually.
- Points are based on the percent of annual HQS inspections of units under contract that are not overdue, according to data from PIC.

**Indicator 13: Lease-up****Maximum Points: 20 points**

- ~~This indicator shows whether the PHA enters HAP contracts for the number of units or funding reserved under ACC for at least one year. At least 98 percent of the number of SNRHA's baseline voucher units in the ACC for the calendar year ending on or before SNRHA's fiscal year, or whether SNRHA has expended at least 98 percent of its allocated budget authority for the same calendar year. SNRHA can receive 15 points if 95 to 97 percent of vouchers are leased or budget authority is utilized.~~
- ~~Points are based on the percent of units leased during the last completed PHA fiscal year, or the percent of allocated budget authority that has been expended by the PHA, according to data reported to HUD via the PHA's Voucher Management System (VMS) reporting. Utilization of vouchers and HAP expenditures as reported in the voucher management system (VMS) for the most recently completed calendar year.~~

**Indicator 14: Family self-sufficiency (FSS) enrollment and escrow account balances****Maximum Points: 10**

- Only applies to PHAs with mandatory FSS programs.





- This indicator shows whether the PHA has enrolled families in the FSS program as required, and measures the percent of current FSS participants that have had increases in earned income which resulted in escrow account balances.
- Points are based on the percent of mandatory FSS slots that are filled and the percent of families with escrow account balances, according to data from PIC.

#### **Success Rate of Voucher Holders**

##### **Maximum Points: 5**

- Only applies to PHAs that have received approval to establish success rate payment standard amounts, and isn't effective until the second full PHA fiscal year following the date of HUD approval of success rate payment standard amounts.
- This indicator shows whether voucher holders were successful in leasing units with voucher assistance.
- Points are based on the percent of families that were issued vouchers, and that became participants in the voucher program.

#### **Deconcentration Bonus Indicator**

##### **Maximum Points: 5**

- Submission of data for this indicator is mandatory for a PHA using one or more payment standard amount(s) that exceed(s) 100 percent of the published FMR set at the 50 percentile rent, starting with the second full PHA fiscal year following initial use of payment standard amounts based on the FMRs set at the 50<sup>th</sup> percentile.
- Additional points are available to PHAs that have jurisdiction in metropolitan FMR areas and that choose to submit the required data.
- Points are based on whether the data that is submitted meets the requirements for bonus points.

## **PART VI: RECORD KEEPING**

### **14-VI.A. OVERVIEW**

SNRHA must maintain complete and accurate accounts and other records for the program in accordance with HUD requirements, in a manner that permits a speedy and effective audit. All such records must be made available to HUD or the Comptroller General of the United States upon request.

In addition, SNRHA must ensure that all applicant and participant files are maintained in a way that protects an individual's privacy rights.

### **14-VI.B. RECORD RETENTION [24 CFR 982.158]**

SNRHA must keep the last three (3) years of:

- the Form HUD-50058 and
- supporting documentation during the term of each assisted lease, and for a period of at least three (3) years from the end of participation (EOP) date [24 CFR 908.101].<sup>[DL1]</sup>





In addition, SNRHA must keep the following records for at least three years:

- Records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants;
- An application from each ineligible family and notice that the applicant is not eligible;
- HUD-required reports;
- Unit inspection reports;
- Lead-based paint records as required by 24 CFR 35, Subpart B.
- Accounts and other records supporting SNRHA budget and financial statements for the program;
- Records to document the basis for SNRHA determination that rent to owner is a reasonable rent (initially and during the term of a HAP contract); and
- Other records specified by HUD.
- EIV print outs must be destroyed within 3 years of the date printed.

SNRHA must keep confidential records of all emergency transfer requested by victims of domestic violence, dating violence, sexual assault, and stalking under the PHA's Emergency Transfer Plan, as well as the outcomes of such requests, and retain the records for a period of three (3) years [24 CFR 5.2002(e)(12)].

If an informal hearing to establish a family's citizenship status is held, longer retention requirements apply for some types of documents. For specific requirements, see Section 14-III.D., Retention of Documents.

#### **14-VI.C. RECORDS MANAGEMENT**

SNRHA must maintain applicant and participant files and information in accordance with the regulatory requirements described below.

##### SNRHA Policy

All applicant and participant information will be kept in a secure location and access will be limited to authorized SNRHA staff.

SNRHA staff will not discuss personal family information 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 disciplinary action.

##### **Privacy Act Requirements [24 CFR 5.212 and Form-9886]**

The collection, maintenance, use, and dissemination of social security numbers (SSN), employer identification numbers (EIN), any information derived from these numbers, and income information of applicants and participants must be conducted, to the extent applicable, in compliance with the Privacy Act of 1974, and all other provisions of Federal, State, and local law.



Applicants and participants, including all adults in the household, are required to sign a consent form, HUD-9886, Authorization for Release of Information. This form incorporates the Federal Privacy Act Statement and describes how the information collected using the form may be used, and under what conditions HUD or the PHA may release the information collected.

### **Upfront Income Verification (UIV) Records**

In accessing UIV data through HUD's Enterprise Income Verification (EIV) System, SNRHA is required to adopt and follow specific security procedures to ensure that all EIV data is protected in accordance with Federal laws, regardless of the media on which the data is recorded (e.g. electronic, paper). These requirements are contained in the HUD issued document, *Enterprise Income Verification (EIV) System, Security Procedures for Upfront Income Verification data*.

#### SNRHA Policy

SNRHA has adopted and implemented EIV security procedures as required by HUD.

### **Criminal Records**

SNRHA may only disclose the criminal conviction records which SNRHA receives from a law enforcement agency to officers or employees of the PHA, or to authorized representatives of SNRHA who have a job-related need to have access to the information [24 CFR 5.903(e)].

SNRHA must establish and implement a system of records management that ensures that any criminal record received by SNRHA from a law enforcement agency is maintained confidentially, not misused or improperly disseminated, and destroyed, once the purpose for

which the record was requested has been accomplished, including expiration of the period for filing a challenge to the SNRHA action without institution of a challenge or final disposition of any such litigation [24 CFR 5.903(g)].

SNRHA must establish and implement a system of records management that ensures that any sex offender registration information received by SNRHA from a State or local agency is maintained confidentially, not misused or improperly disseminated, and destroyed, once the purpose for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the SNRHA action without institution of a challenge or final disposition of any such litigation. This requirement does not apply to information that is public information, or is obtained by a SNRHA other than under 24 CFR 5.905.

### **Medical/Disability Records**

SNRHA is not permitted to inquire about the nature or extent of a person's disability. SNRHA may not inquire about a person's diagnosis or details of treatment for a disability or medical condition. If SNRHA receives a verification document that provides such information, SNRHA should not place this information in the tenant file. The PHA should destroy the document.

#### Copies of Documents Cost:

The family shall be allowed to obtain a copy of any family documents in their file 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. Requests for copies of documents must be submitted in writing and SNRHA will have four (4) business days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payments must be made via a money order or cashier's check; or if from a legal representative, a check from the company shall be acceptable.

## **PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL-INTERVENTIONELEVATED BLOOD LEAD LEVEL**

### **14-VII.A. OVERVIEW**

SNRHA has certain responsibilities relative to children with environmental-interventionelevated blood lead levels that are receiving HCV assistance. The notification, verification, and hazard reduction requirements are discussed in Chapter 8. This part deals with the reporting requirements, and data collection and record keeping responsibilities SNRHA is subject to.

### **14-VII.B. REPORTING REQUIREMENT [24 CFR 35.1225(e)]**

SNRHA must report the name and address of a child identified as having an environmental-interventionelevated blood lead level to the public health department within 5 business days of being so notified by any other medical health care professional.

#### SNRHA Policy

SNRHA will provide the public health department written notice of the name and address of any child identified as having an environmental-interventionelevated blood lead level.

### **14-VII.C. DATA COLLECTION AND RECORD KEEPING [24 CFR 35.1225(f)]**

At least quarterly, SNRHA must attempt to obtain from the public health department(s) with a similar area of jurisdiction, the names and/or addresses of children less than 6 years old with an identified environmental-interventionelevated blood lead level.

If SNRHA obtains names and addresses of environmental-interventionelevated blood lead level children from the public health department(s), SNRHA must match this information with the names and addresses of families receiving HCV assistance, unless the public health department performs such a procedure. If a match occurs, SNRHA must carry out the notification, verification, and hazard reduction requirements discussed in Chapter 8, and the reporting requirement discussed above.

At least quarterly, SNRHA must also report an updated list of the addresses of units receiving assistance under the HCV program to the same public health department(s), unless the public health department(s) states that it does not wish to receive such a report.

#### SNRHA Policy



The notice will explain the protections afforded under the law, inform the participant of SNRHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

~~SNRHA will also include in all assistance termination notices a statement explaining assistance termination protection provided by VAWA (see Section 12 H.E).~~

~~A copy of the notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Addendum G)~~

~~A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Addendum I)~~

~~A copy of the PHA's emergency transfer plan (Exhibit 16-3)~~

~~A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4)~~

~~The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)~~

~~Contact information for local victim advocacy groups or service providers~~

#### **14-IX.B. NOTIFICATION TO APPLICANTS**

##### SNRHA Policy

SNRHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of SNRHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

~~SNRHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (see section 3-III.G).~~

~~A copy of the notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Addendum G)~~

~~A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Addendum I)~~

~~A copy of the PHA's emergency transfer plan (Exhibit 16-3)~~

~~A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4)~~

~~The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)~~

~~Contact information for local victim advocacy groups or service providers~~



#### 14-IX.C. NOTIFICATION TO OWNERS AND MANAGERS [Pub.L. 109-162]

VAWA requires SNRHA to notify owners and managers of their rights and responsibilities under this law.

##### SNRHA Policy

SNRHA may utilize any or all of the following means to notify owners and managers of their VAWA responsibilities:

- As appropriate in day to day interactions with owners and managers.
- Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.
- Signs in SNRHA lobby and/or mass mailings which include model VAWA certification forms.

#### 14-IX.D. CONFLICTING DOCUMENTATION [24 CFR 5.2007(e)]

- In cases where the PHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described **above below** (forms 2 and 3). The PHA must honor any court orders issued to protect the victim or to address the distribution of property.
- PHA Policy
- If presented with conflicting certification documents (two or more **forms versions of HUD-500665382 [See Addendum I]**) from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made.

#### 14-IX.E. CERTIFICATION OF DOMESTIC VIOLENCE, DATING **VIOLENCE**, **SEXUAL ASSAULT**, OR STALKING

If a participant asserts VAWA's protection, staff can ask the participant to certify that he or she is a victim of domestic violence, dating violence, **sexual assault** or stalking. You are not required to demand official documentation and may rely upon the victim's statement alone. SNRHA shall allow 14 days business days for the participant to submit their documentation. An extension of this timeline shall be provide up to another 10 calendar days if requested. A





participant can certify that he or she is a victim by providing any one of the following three documents:

- A completed, signed HUD –approved Certification Form (HUD-5382-50066.) This form is available online at <http://www.hud.gov/offices/adm/hudclips/> or See Addendum i-)
- A statement from the victim service provider, attorney or medical professional who has helped the victim address incidents of domestic, dating violence, sexual assault, or stalking. The professional must state that he or she believes that the incidents of abuse are real. **Both the victim and the professional must sign the statement under penalty of perjury.**
- A police or court record, such as a protective order.

#### Confidentiality:

SNRHA must keep confidential any information a tenant provides to certify that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking. This information cannot be entered into a shared data base or reveal it to outside entities unless:

- The participant provides written permission releasing the information.
- The information is required for use in an eviction proceeding, such as to evict the abuser.
- Release of the information is otherwise required by law.
- VAWA and Other Laws

VAWA does not replace any federal, state or local laws that provide greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

#### ~~Copies of Documents Cost:~~

~~The family shall be allowed to obtain a copy of any family documents in their file 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. Requests for copies of documents must be submitted in writing and SNRHA will have four (4) business days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payments must be made via a money order or cashier's check; or if from a legal representative, a check from the company shall be acceptable.~~





### 15-VII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

SNRHA may deny permission to move to a new unit with continued voucher assistance as follows:

- Lack of funding to provide continued assistance.
- At any time, SNRHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance.
- In accordance with SNRHA's policy regarding number of moves within a 12-month period.

SNRHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.

#### SNRHA Policy

For families participating in the homeownership option, requests to move will be approved and/or denied in accordance with SNRHA policies stated in Chapter 10.

SNRHA will not require additional counseling of any families who move with continued assistance.

### 15-VII.N. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]

At any time, SNRHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

SNRHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy, with the exception of failure to meet obligations under the Family Self-Sufficiency program as prohibited under the alternative requirements set forth in FR Notice 12-29-2014.-

SNRHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

#### SNRHA Policy

SNRHA will terminate a family's homeownership assistance if the family violates any of the homeowner obligations, as well as for any of the reasons listed in the Statement of Homeownership Obligation Housing Choice Voucher Homeownership Program. In making its decision to terminate homeownership assistance, SNRHA will consider alternatives as



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.

If HUD incurs costs on behalf of SNRHA related to the collection, these costs must be deducted from the amount retained by SNRHA.

SNRHA shall encourage its collection agency to place liens on properties for owners for owe debts that have not been paid after notice from SNRHA in compliance with Nevada laws.

### **16-ILG. CONFIDENTIAL AND HIGH PROFILE CASES**

Confidential and high profile cases will be assigned to a member of the Housing Programs Management Staff. Such cases can include situations in which staff receive rental subsidy, have relatives under the program, or have an interest in a unit under contract. When a confidential or high profile case is identified, the file shall be reassigned in YARDI to management. All SNRHA staff must complete an "Employee Restricted Access" Form (aka Conflict of Interest Form) at onset of employment and anytime there is a change resulting in a conflict of interest.

Staff will receive disciplinary action if they enter SNRHA's YARDI system to access a file in which they have any affiliation.

The following is the criteria to be utilized for identifying confidential and high profile cases:

#### **Confidential File:**

"A Confidential File is defined as the file of a SNRHA staff member or the family member of a SNRHA staff member or any file where a perceived conflict of interest may exist including having an interest in an assisted property."

#### **High Profile Case:**

The participant has actively complained to HUD, the City Council, Fair Housing or local/state Representatives or has had a negative news media article. The file will be pulled for review and maintained by HP management until the incident is resolved.

The participant has filed a law suit against SNRHA.



- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the resident;
- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The HAP contract term;
- The number of units in any project that will exceed the 25 percent per project cap, which will be set-aside for occupancy by qualifying families; and
- The initial rent to owner for the first 12 months of the HAP contract term.

#### **Execution of the HAP Contract [24 CFR 983.204]**

SNRHA may not enter into a HAP contract until each contract unit has been inspected and SNRHA has determined that the unit complies with the Housing Quality Standards (HQS). For existing housing, the HAP contract must be executed promptly after SNRHA selects the owner proposal and inspects the housing units. For newly constructed or rehabilitated housing the HAP contract must be executed after SNRHA has inspected the completed units and has determined that the units have been completed in accordance with the agreement to enter into HAP, and the owner furnishes all required evidence of completion.

#### **SNRHA Policy**

For existing housing, the HAP contract will be executed within 10 business days of SNRHA determining that all units pass HQS.

For rehabilitated or newly constructed housing, the HAP contract will be executed within 10 business days of SNRHA determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet HQS, and the owner has submitted all required evidence of completion.

#### **Term of HAP Contract [24 CFR 983.205]**

SNRHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than ~~fifteen~~twenty (20) years for HAP contracts entered into on or after June 30, 2008.

#### **SNRHA Policy**

The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.

Within one year before expiration of the HAP contract, SNRHA may extend the term of the contract for an additional term of up to ~~fifteen~~twenty (20) years if SNRHA determines an extension is appropriate to continue providing affordable housing for low-income families. The maximum term for all extensions is ~~fifteen~~twenty (20) years and is subject to the same limitations that an extension is appropriate to continue providing affordable housing for low-income families. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension.



Families currently residing in PBV/RAD (Project Based/Rental Assistance) properties who are requesting an emergency transfer in accordance with the Violence Against Women Act (VAWA), and have completed and submitted the HUD 5382 “Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation” form along with any other requested documentation from SNRHA (i.e. Police Report, Temporary Protection Order, etc.) may be eligible for an HCV Mobility Voucher, if available. If not available, SNRHA will look for other units within PBV/RAD properties for the family to be relocated.

If the family terminates the lease in accordance with these requirements, SNRHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a mobility voucher or other comparable tenant-based rental assistance. If a mobility voucher or other comparable tenant-based assistance is not immediately available upon termination of the family’s lease in the PBV unit, SNRHA must give the family priority to receive the next available opportunity for continued tenant-based assistance, when funding is available.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

#### **Choice Mobility Cap (Voucher Turnover Cap)**

SNRHA may restrict choice mobility vouchers to 75 percent of SNRHA’s tenant-based turnover vouchers annually.

#### **17-VII.D. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.261]**

SNRHA may not pay housing assistance under a PBV HAP contract for more than 25 percent of the number of dwelling units in a project unless the units are [24 CFR 983.56]:

- Specifically made available for elderly or disabled families; or
- Specifically made available for families receiving supportive services as defined by SNRHA. At least one member must be receiving at least one qualifying supportive service.

If a family at the time of initial tenancy is receiving and while the resident of an excepted unit has received Family Self-Sufficiency (FSS) supportive services or any other service as defined as defined by SNRHA and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

A family (or remaining members of a family) residing in an excepted unit that no longer meets the criteria for a “qualifying family” in connection with the 25 percent per project cap exception (e.g., the family does not successfully complete supportive services requirements, or due to a change in family composition the family is no longer elderly or disabled), must vacate the unit within a reasonable period of time established by SNRHA, and SNRHA must cease paying housing assistance payments on behalf of the non-qualifying family.

If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance



If an owner wishes to request an increase in the rent to owner from SNRHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by SNRHA. Rental increases must be submitted 60 calendar days prior to the anniversary date of the HAP contract for the participant.

SNRHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

#### SNRHA Policy

An owner's request for a rent increase must be submitted to SNRHA 60 calendar days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.

RAD PBV: Rent adjustments are made on the contract anniversary date for all RAD PBV units. Adjusted rents may not exceed the lower of the reasonable rent, or the contract rent increase by the Operating Cost Adjustment Factor (OCAF) as established by HUD except if the rent increase would result in a rent below the initial rent. Rents must not fall below the initial contract rent.

SNRHA may not approve and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS. The owner may not receive any retroactive increase of rent for any period of noncompliance.

#### ***Rent Decrease***

If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment.

#### ***Notice of Rent Change***

The rent to owner is redetermined by written notice by SNRHA to the owner specifying the amount of the redetermined rent. SNRHA notice of rent adjustment constitutes an amendment of the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

#### SNRHA Policy

SNRHA will provide the owner with at least 30 calendar days written notice of any change in the amount of rent to owner.

#### **SNRHA-owned Units [24 CFR 983.301(g)]**





the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

### SNRHA Policy

SNRHA will provide the owner with at least 30 calendar days written notice of any change in the amount of rent to owner.

### **SNRHA-owned Units [24 CFR 983.301(g)]**

For SNRHA-owned PBV units, the initial rent to owner and the annual redetermination of rent at the anniversary of the HAP contract are determined by the independent entity approved by HUD. SNRHA must use the rent to owner established by the independent entity.

### **17-VIII.C. REASONABLE RENT [24 CFR 983.303]**

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by SNRHA, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

#### **When Rent Reasonable Determinations are Required**

SNRHA must redetermine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a five-ten (10) percent or greater decrease in the published FMR in effect 60 calendar days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;
- SNRHA approves a change in the allocation of responsibility for utilities between the owner and the resident;
- The HAP contract is amended to substitute a different contract unit in the same project; or
- There is any other change that may substantially affect the reasonable rent.

#### **How to Determine Reasonable Rent**

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, SNRHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner.

#### ***Comparability Analysis***

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include unassisted units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by SNRHA. The comparability analysis may be performed by SNRHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.





then identified to promote successful attainment of these goals. Participants shall be required to attend a set number of self-help workshops and seminars. Failure to attend required sessions can result in termination of the FSS contract, unless failure to attend is for good cause and prior notice was provided. Goals of the FSS Program are achieved through:

- One-on-one counseling to emphasize the importance of education and training to increase earning potential
- Career and personal counseling to set realistic goals and timeframes
- Strategies that encourage employment, entrepreneurship, and homeownership
- Referrals to community support services
- Incentives and recognition for achievements (i.e. escrow savings account, achievement highlights in the agency newsletter, and/or other communication tools.)

### **PROGRAM MEASUREMENTS**

The FSS Program will measure the success of the families who participate in the program and achieve self-sufficiency or accomplish similar goals, by tracking:

- Family members who seek and maintain suitable-employment
- Family members who get higher paying jobs
- Family members who get the GED or higher educational degrees
- Family members who no longer are receiving welfare benefits

### **PROGRAM SIZE**

The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA) is ~~140-57~~ mandatory slots as of February ~~2016~~2018.

### **ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:**

SNRHA owns ~~2,882~~2,629 Public Housing units and administers 11,013-284 Housing Choice Vouchers which together provide housing assistance to over ~~32,600~~35,365 residents. The FSS Program is open to all adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status, or national origin.

### **SUPPORTIVE SERVICES NEEDS:**

The following represents some of the most needed supportive services for program participants:

- Education
- High School Equivalency Test (HiSET) preparation
- Postsecondary education preparation
- English as a second language (ESL)
- Computer training



## ASSURANCE OF NON-INTERFERENCE:

- The decision, by a family to participate, or not, in the FSS Program, will not affect their right to admission in the Public Housing or Housing Choice Voucher Programs, or their right to occupancy in accordance with their lease.

## FAMILY SELECTION PROCEDURES

In accordance with applicable federal regulations, families are selected without regard to race, color, religion, sex, sexual orientation, marital status, handicap, familial status or national origin.

SNRHA observes all federal regulations related to FSS participation for all applicants.

After lease-up or occupancy, the participant/resident who has expressed an interest in participating in the FSS program is placed on the applicable FSS waiting list until there are available FSS slots available.

Applicants shall be selected in order of the date they were placed on the Interest List and the date of next annual re-examination. For the voucher FSS program, preference will be given to HCV Program FSS Port-in participants; then to those PH residents receiving HCV assistance as a result of demolition of their PH developments; then to Foster Care Youth preference holders.

Applicants will be denied participation if:

- They were previous participants in FSS and previously received escrow, violated the family obligations under HCV, or lease violations under PH the programs.
- Have an unpaid debt to any PHA and does not have a current repayment agreement that is compliant.

Applicants will be notified of their status within 15 calendar days. Each eligible head of household will be notified in writing or other communication method requested by a participant with a disability and given a date/time for their initial FSS program orientation session. This session may be conducted individually or in a group.

For each program applicant deemed ineligible for FSS program participation, the written notice shall inform the family of reason(s) for denial with enough specificity to allow them the opportunity to provide specific written evidence of eligibility and inform them of their right to an informal review of the decision to be held conducted by the ~~Director of~~ Supportive Services Manager (SSM.)

Each family must complete a Pre-Assessment Form. The Pre-Assessment Form is a tool that will be used to establish a base level of need. It will be used, for case management purposes only, to determine the participant's level of education, job skills, prior work experience, and career interest and program readiness. It will not be used to screen-out any participant.

## Portability:

Portability members (Port-ins) from other FSS Programs will be welcomed into the SNRHA Family Self-Sufficiency Program, if open slots are available. If slots are not available, the family will be placed on the Interest Form List according to the date and time that the request was

... Director of Supportive Services (DSS) – Changed to Supportive Services Manager (SSM)...



- The participant must be compliant with the terms of the lease or Housing Assistance

Payment (HAP) agreement Family Obligations under the HCV program

- The HOH must have had an annual certification within the previous 120 days to begin the enrollment process.

## **ACTION PLAN**

SNRHA's FSS Program Action Plan will govern the operation of the FSS Program. This plan shall be updated annually as needed and submitted during SNRHA's submission of its Annual Plan to HUD each January.

## **INCREASING NUMBER OF WORKING FAMILIES**

In an effort to increase the number of working families within the agency's housing assistance programs, SNRHA will identify, mobilize, and link resources in a manner that will expand the Family Self-Sufficiency (FSS) Program to assist as many motivated and interested families as the program resources will accommodate.

SNRHA will implement this process as follows:

- Execute MOUs, if appropriate, with the initially targeted self-sufficiency partners, in order to have adequate services available to meet obligations to the motivated families as the families are selected for participation in the FSS program
- Develop and issue an FSS program booklet listing the basic program objectives, enrollment procedures, and primary service providers to all currently enrolled and interested families
- Coordinators shall identify resources to ensure families have tools to assist them in achieving their goals.

## **TARGETED SUPPORTIVE SERVICES TO BE PROVIDED**

The following forms of supportive services will be provided for the FSS Program participants through collaborative partnerships with area governmental, educational, and/or non-profit service providers:

- Childcare
- Transportation
- Remedial Education
- Secondary and Post-Secondary Education
- Job Readiness Training
- Jobs Referrals
- Homeownership Counseling

<b>MSA</b>	Metropolitan Statistical Area (established by the U.S. Census Bureau)
<b>MTCS</b>	Multi-family Tenant Characteristics System (now the Form HUD-50058 sub-module of the PIC system)
<b>MTW</b>	Moving to Work
<b>NOFA</b>	Notice of Funding Availability
<b>OIG</b>	Office of Inspector General
<b>OMB</b>	Office of Management and Budget
<b>PBV</b>	<b>Project Based Voucher</b>
<b>PHA</b>	Public Housing Agency
<b>PIC</b>	PIH Information Center
<b>PIH</b>	(HUD Office of) Public and Indian Housing
<b>PS</b>	Payment Standard
<b>QC</b>	Quality Control
<b>QHWRA</b>	Quality Housing and Work Responsibility Act of 1998 (also known as the Public Housing Reform Act)
<b>RAD</b>	Rental Assistance Demonstration
<b>REAC</b>	(HUD) Real Estate Assessment Center
<b>RFP</b>	Request for Proposals
<b>RFTA</b>	Request for Tenancy Approval
<b>RIGI</b>	Regional Inspector General for Investigation (handles fraud and program abuse matters for HUD at the regional office level)
<b>Section 8</b>	<b>See HOUSING CHOICE VOUCHER (HCV)</b>
<b>SEMAP</b>	Section Eight (8) Management Assessment Program
<b>SRO</b>	Single Room Occupancy
<b>SSA</b>	Social Security Administration
<b>SSI</b>	Supplemental Security Income
<b>TANF</b>	Temporary Assistance for Needy Families
<b>TBRA</b>	Tenant Based Rental Assistance
<b>TPV</b>	Tenant Protection Vouchers
<b>TR</b>	Tenant Rent
<b>TTP</b>	Total Tenant Payment
<b>UA</b>	Utility Allowance
<b>UIV</b>	Upfront Income Verification
<b>URP</b>	Utility Reimbursement Payment
<b>VASH</b>	Veteran Affairs Supportive Housing



**Southern Nevada Regional Housing Authority**

**Notice of Occupancy Rights Under the Violence Against Women Act<sup>1</sup>**



**To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that the Southern Nevada Regional Housing Authority (SNRHA) is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

**Protections for Applicants**

If you otherwise qualify for assistance under SNRHA, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

**Protections for Tenants**

If you are receiving assistance under SNRHA, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under SNRHA solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

**Removing the Abuser or Perpetrator from the Household**

SNRHA may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If SNRHA chooses to remove the abuser or perpetrator, SNRHA may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, SNRHA must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

In removing the abuser or perpetrator from the household, SNRHA must follow Federal, State, and local eviction procedures. In order to divide a lease, SNRHA may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

### **Moving to Another Unit**

Upon your request, SNRHA may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, SNRHA may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

**(2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

SNRHA will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

SNRHA's emergency transfer plan provides further information on emergency transfers, and SNRHA must make a copy of its emergency transfer plan available to you if you ask to see it.

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

SNRHA can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from SNRHA must be in writing, and SNRHA must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. SNRHA may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to SNRHA as documentation. It is your choice which of the following to submit if SNRHA asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.



- A complete HUD-approved certification form given to you by SNRHA with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that SNRHA has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, SNRHA does not have to provide you with the protections contained in this notice.

If SNRHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), SNRHA has the right to request that you provide third-party documentation within thirty (30) calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, SNRHA does not have to provide you with the protections contained in this notice.

### **Confidentiality**

SNRHA must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

SNRHA must not allow any individual administering assistance or other services on behalf of SNRHA (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

SNRHA must not enter your information into any shared database or disclose your information to any other entity or individual. SNRHA, however, may disclose the information provided if:

- You give written permission to SNRHA to release the information on a time limited basis.
- SNRHA needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires SNRHA or your landlord to release the information.

VAWA does not limit SNRHA's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

**Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, SNRHA cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if SNRHA can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If SNRHA can demonstrate the above, SNRHA should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

**Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

**Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **U.S. HUD San Francisco Regional Office – Region IX; One Sansome Street, Suite 1200; San Francisco, California 94104-4430.**

**For Additional Information**

You may view a copy of HUD's final VAWA rule at 24 CFR Parts 5, 91, 880, et al. Additionally, SNRHA must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact SafeNest by calling (702) 877-0133.

For help regarding an abusive relationship, you may call the **National Domestic Violence Hotline at 1-800-799-7233** or, for persons with hearing impairments, **1-800-787-3224 (TTY)**. You may also contact SafeNest by calling (702) 877-0133.

For tenants who are or have been victims of stalking seeking help may visit the **National Center for Victims of Crime's Stalking Resource Center** at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact SafeNest by calling (702) 877-0133.

Victims of stalking seeking help may contact SafeNest by calling (702) 877-0133.

**Attachment:** HUD-5382 form: "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation."



## **Southern Nevada Regional Housing Authority**



### **Emergency Transfer Plan for**

### **Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

#### **Emergency Transfers**

Southern Nevada Housing Authority (SNRHA) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),<sup>1</sup> SNRHA allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.<sup>2</sup>

The ability of SNRHA to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether SNRHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that Southern Nevada Regional Housing Authority is in compliance with VAWA.

#### **Eligibility for Emergency Transfers**

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

<sup>1</sup> Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

### **Emergency Transfer Request Documentation**

To request an emergency transfer, the tenant shall notify SNRHA's management office and submit a written request for a transfer. SNRHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under SNRHA's program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

### **Confidentiality**

Southern Nevada Regional Housing Authority will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives SNRHA written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program.

This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about SNRHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

### **Emergency Transfer Timing and Availability**

Southern Nevada Regional Housing Authority cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. SNRHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. SNRHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If SNRHA has no safe and available units for which a tenant who needs an emergency is eligible, SNRHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, SNRHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

### **Safety and Security of Tenants**

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohi.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

**Attachment:** Below are local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

**Safe Nest (Administrative Offices)**  
 2915 W. Charleston Blvd.,  
 Las Vegas, NV 89102  
 (702) 877-0133  
 (Provides Temporary assistance for domestic crisis.)

**Hotlines:**

**Safe Nest (Domestic Violence Hotline)**  
 (702) 646-4981

**S.A.F.E. House Domestic Violence**  
 (702) 564-3227 – Hotline

**Rape Crisis Hot Line**  
 1 (888) 366-1640

**Clark County Child Abuse/Neglect Hotline**  
 (702) 399-0081

**Shelters:**

**Catholic Charities**  
 1501 N. Las Vegas Blvd.  
 Las Vegas, NV 89101  
 (702) 382-0721

**Rescue Mission**  
 480 W. Bonanza  
 Las Vegas, NV 89106  
 (702) 382-1766

**Shade Tree (Women, Children, & pets only)**  
 1 W. Owens  
 North Las Vegas, NV 89030  
 (702) 385-0072



**Southern Nevada Regional Housing Authority**



**Purpose of Form:** The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of "domestic violence," "dating violence," "sexual assault," or "stalking" in HUD's regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.



**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_
2. Name of victim: \_\_\_\_\_
3. Your name (if different from victim's): \_\_\_\_\_
4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_  
\_\_\_\_\_
5. Residence of victim: \_\_\_\_\_
6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_  
\_\_\_\_\_
7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_
8. Date(s) and time(s) of incident(s) (if known): \_\_\_\_\_  
\_\_\_\_\_
9. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s):


This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

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**... a victim of domestic violence, dating violence, sexual assault, or stalking.**

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- Not approving a request for tenancy or refusing to enter into a HAP contract.
- Refusing to process a request for or to provide assistance under portability procedures.

### **Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), Pub.L. 109-162]**

HUD rules prohibit denial of program assistance to the program based on any of the following criteria:

- Age, disability, race, color, religion, sex, or national origin. (See Chapter 2 for additional information about fair housing and equal opportunity requirements.)
- Where a family lives prior to admission to the program.
- Where the family will live with assistance under the program. Although eligibility is not affected by where the family will live, there may be restrictions on the family's ability to move outside SNRHA's jurisdiction (See Chapter 10, Portability.)
- Whether members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.
- Whether the family includes children.
- Whether a family decides to participate in a family self-sufficiency program.
- Whether or not a qualified applicant has been a victim of domestic violence, dating violence, **sexual assault** or stalking

### **3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]**

HUD requires SNRHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits, but does not require, SNRHA to admit an otherwise-eligible family if the household member has completed a SNRHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).
- SNRHA determines that any household member is currently engaged in the use of illegal drugs.

#### SNRHA Policy

*Currently engaged in* is defined as any use of illegal drugs during the previous six months.

- SNRHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



SNRHA to dispute the information within that 10 business day period, SNRHA will proceed with issuing the notice of denial of admission. A family that does not exercise their right to dispute the accuracy of the information prior to issuance of the official denial letter will still be given the opportunity to do so as part of the informal review process.

Notice requirements related to denying assistance to noncitizens are contained in Section 3-II.B.

Notice policies related to denying admission to applicants who may be victims of domestic violence, dating violence, sexual assault, or stalking are contained in Section 3-III.G.

**3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING [Pub.L. 109-162]**

The Violence Against Women Reauthorization Act of ~~2005–2013~~ (VAWA) and the HUD regulations at 24 CFR 5.2005(b) prohibits denial of admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, sexual assault, -or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.
- Additionally, VAWA 2013, extends housing protections to survivors of sexual assault, adds “intimate partner” to the list of eligible relations covered in the definition of *domestic violence*.

**Notification**

VAWA 2013 expanded notification requirements to include the obligation for SNRHA to provide applicants who are denied assistance with a VAWA Notice of Occupancy Rights (form HUD-5380) and a Domestic Violence Certification Form (HUD-5382) at the time the applicant is denied.

**Definitions**

As used in VAWA:

- The term *bifurcate* means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members’ lease and occupancy rights are allowed to remain intact.
- The term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an

... a victim of domestic violence, dating violence, sexual assault, or stalking.



adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other person living in the household of that person and related to that person by blood and marriage.
- The term *sexual assault* means:
  - Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent

### Notification and Victim Documentation

#### SNRHA Policy

SNRHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under SNRHA's policies.

While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough

... a victim of domestic violence, dating violence, sexual assault, or stalking.





information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.

~~Therefore, if SNRHA makes a determination to deny admission to an applicant family,~~ SNRHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

The documentation must include one of the following elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that 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. A police or court record documenting the actual or threatened abuse, or
- b. 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.
- c. The HUD VAWA Certification form.

The applicant must submit the required documentation with her or his request for an informal review (see section 14) or must request an extension in writing at that time. If the applicant so requests, SNRHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant SNRHA determines the family is eligible for assistance, no informal review will be scheduled and SNRHA will proceed with admission of the applicant family.

### **Perpetrator Removal or Documentation of Rehabilitation**

#### SNRHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, sexual assault, or stalking, SNRHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family

... a victim of domestic violence, dating violence, sexual assault, or stalking.



provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

### **SNRHA Confidentiality Requirements**

All information provided to SNRHA regarding domestic violence, dating violence, sexual assault, or stalking, including the fact that an individual is a victim of such abuse, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



## Chapter 10

### MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

#### INTRODUCTION

Freedom of choice is a hallmark of the housing choice voucher (HCV) program. HUD regulations permit families to move with continued assistance to another unit within SNRHA's jurisdiction, or to a unit outside of SNRHA's jurisdiction under Portability procedures. The regulations also allow SNRHA the discretion to develop policies that define any limitations or restrictions on moves. This Chapter defines the procedures for moves, both within and outside of, SNRHA's jurisdiction, and the policies for restriction and limitations on moves.

Part I: Moving with Continued Assistance. This part covers the general rules that apply to all moves by a family assisted under SNRHA's HCV program, whether the family moves to another unit within SNRHA's jurisdiction or to a unit outside SNRHA's jurisdiction under portability.

Part II: Portability. This part covers the special rules that apply to moves by a family under portability, whether the family moves out of or into SNRHA's jurisdiction. This part also covers the special responsibilities that SNRHA has under portability regulations and procedures.

#### PART I: MOVING WITH CONTINUED ASSISTANCE

##### 10-I.A. ALLOWABLE MOVES

HUD lists five regulatory conditions and the statutory condition under VAWA in which an assisted family is allowed to move to a new unit with continued assistance. Permission to move is subject to the restrictions set forth in section 10-I.B.

- The family has a right to terminate the lease on notice to the owner (for the owner's breach or otherwise) and has given a notice of termination to the owner in accordance with the lease [24 CFR 982.314(b)(3)]. If the family terminates the lease on notice to the owner, the family must give SNRHA a copy of the notice at the same time [24 CFR 982.314(d)(1)]. SNRHA requires the family to provide staff with a signed Vacate Notice (60 days when the participant has a lease within a tax credit property).
- The Violence Against Women Reauthorization Act of 2005 provides that "a family may receive a voucher from a public housing agency and move to another jurisdiction under the tenant-based assistance program if the family has complied with all other obligations of the section 8 program and has moved out of the assisted dwelling unit in order to protect the health or safety of an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted dwelling unit" [Pub.L. 109-162]
- The lease for the family's unit has been terminated by mutual agreement of the owner and the family after the first year of the lease. [24 CFR 982.314(b)(1)(ii)].

... a victim of domestic violence, dating violence, sexual assault, or stalking.



### ***Insufficient Funding***

SNRHA may deny a family permission to move if SNRHA does not have sufficient funding for continued assistance [24 CFR 982.354(e)(1)].

#### **SNRHA Policy**

SNRHA will deny a family permission to move on grounds that SNRHA does not have sufficient funding for continued assistance if (a) the move is initiated by the family, not the owner or SNRHA; (b) SNRHA can demonstrate that the move will, in fact, result in higher subsidy costs; and (c) SNRHA can demonstrate that the move would result in the termination of other participants during the calendar years due to lack of HAP funds include HAP reserves. If this occurs, SNRHA must provide written notification to the

local HUD Office when it determines it is necessary to deny moves to a higher cost unit based on insufficient funding. The notification must include the following documentation:

1. A financial analysis that demonstrates insufficient funds are projected to meet the current calendar year projections of expenses. The projection must not include vouchers that have been issued but are yet under contract.
2. A statement certifying the PHA has ceased issuing vouchers and will not admit families from their waiting list while the limitations on moves to a higher cost unit is in place.
3. A copy of the PHA's policy stating how the PHA will address families who have been denied moves. The requirements of the policy are described below.

For moves within SNRHA's jurisdiction, a "higher cost unit" is defined as a unit in which the PHA would have to pay a higher subsidy amount due to an increase in the gross rent for the new unit. This policy applies to moves within SNRHA's jurisdiction as well as to moves outside its jurisdiction under portability.

#### ***Repayment Agreements***

SNRHA shall deny moves under portability if the participant owes a debt to SNRHA, even if they are under a repayment agreement, unless the balance is paid in full prior to the voucher being issued and portability documents being submitted to the receiving PHA.

#### ***Grounds for Denial or Termination of Assistance***

SNRHA has grounds for denying or terminating the family's assistance [24 CFR 982.314(e)(2)]. VAWA creates an exception to these restrictions for families who are otherwise in compliance with program obligations, but have moved to protect the health or safety of an individual who is or has been a victim of domestic violence, dating violence, sexual assault, -or stalking, and who reasonably believed he or she was imminently threatened by harm from further violence if they remained in the unit. [Pub.L. 109-162]

#### **SNRHA Policy**

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.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



### SNRHA Policy

In determining whether or not to deny an applicant family permission to move under portability because SNRHA lacks sufficient funding or has grounds for denying assistance to the family, the initial SNRHA will follow the policies established in section 10-I.B of this chapter. If the PHA does deny the move due to insufficient funding, the PHA will notify HUD in writing within 10 business days of the PHA's determination to deny the move.

In addition, SNRHA may establish a policy denying the right to portability to nonresident applicants during the first 12 months after they are admitted to the program [24 CFR 982.353(c)].

### SNRHA Policy

If neither the head of household nor the spouse/co-head of an applicant family had a domicile (legal residence) in SNRHA's jurisdiction at the time the family's application for assistance was submitted, the family must live in SNRHA's jurisdiction with voucher assistance for at least 12 months before requesting portability.

SNRHA will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2).

### ***Participant Families***

The Initial SNRHA must not provide portable assistance for a participant if a family has moved out of its assisted unit in violation of the lease [24 CFR 982.353(b)]. VAWA creates an exception to this prohibition for families who are otherwise in compliance with program obligations but have moved to protect the health or safety of an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if they remained in the unit.

### SNRHA Policy

SNRHA will determine whether a participant family may move out of SNRHA's jurisdiction with continued assistance in accordance with the regulations and policies set forth here and in sections 10-L.A and 10-I.B of this chapter. SNRHA will notify the family of its determination in accordance with the approval policy set forth in section 10-I.C of this chapter.

### **Determining Income Eligibility**

#### ***Applicant Families***

An applicant family may lease a unit in a particular area under portability only if the family is income eligible for admission to the voucher program in that area [24 CFR 982.353(d)(3)]. The family must specify the area to which the family wishes to move [PIH Notice [2012-422016-09](#), 24 CFR 982.355(c)(1)].

The initial PHA is responsible for determining whether the family is income eligible in the area to which the family wishes to move [24 CFR 982.353(d)(1), 24CFR 982.355 (9)]. If the

... a victim of domestic violence, dating violence, sexual assault, or stalking.





- Denying or withdrawing a voucher
- Not approving a request for tenancy or refusing to enter into a HAP contract
- Refusing to process a request for or to provide assistance under portability procedures

**Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), Pub.L. 109-162]**

HUD rules prohibit denial of program assistance to the program based on any of the following criteria:

- Age, disability, race, color, religion, sex, or national origin. (See Chapter 2 for additional information about fair housing and equal opportunity requirements.)
- Where a family lives prior to admission to the program
- Where the family will live with assistance under the program. Although eligibility is not affected by where the family will live, there may be restrictions on the family's ability to move outside SNRHA's jurisdiction (See Chapter 10, Portability.)
- Whether members of the family are unwed parents, recipients of public assistance, or children born out of wedlock
- Whether the family includes children
- Whether a family decides to participate in a family self-sufficiency program
- Whether or not a qualified applicant has been a victim of domestic violence, dating violence, **sexual assault**, or stalking

**12-I.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]**

HUD requires SNRHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits, but does not require, SNRHA to admit an otherwise-eligible family if the household member has completed a SNRHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).
- SNRHA determines if any household member is currently engaged in the use of illegal drugs.

**SNRHA Policy**

*Currently engaged in* is defined as any use of illegal drugs during the previous six months.

- SNRHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member that has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing (including Public Housing, Section 8 Tenant-Based or Project-Based Units.)

... a victim of domestic violence, dating violence, sexual assault, or stalking.





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. The 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)(ff)]**

HUD permits PHAs to impose as a condition of admission, a requirement that family members who participated in or were culpable for an action or failure to act which results 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 that 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.

... a victim of domestic violence, dating violence, **sexual assault**, or stalking.



### SNRHA Policy

The request to terminate assistance should be made in writing and signed by the head of household, spouse, or co head. Before terminating the family's assistance, SNRHA will provide proper notice by notifying the family of the cancellation of assistance in writing. The owner/agent shall receive a 30 calendar day notice of cancellation of the contract, unless the family vacates the unit prior to the end of the month.

### **12-II.C. MANDATORY TERMINATION OF ASSISTANCE**

HUD requires SNRHA to terminate assistance in the following circumstances.

#### **Eviction [24 CFR 982.552(b)(2), Pub.L. 109-162]**

SNRHA must terminate assistance whenever a family is evicted from a unit assisted under the HCV program for a serious or repeated violation of the lease. Incidents of actual or threatened violence, dating violence, sexual assault, or stalking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such ~~violence or stalking abuse~~.

### SNRHA Policy

A family will be considered *evicted* if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary.

If a family moves after the owner has given the family an eviction notice, for serious or repeated lease violations, but before a legal eviction order has been issued, termination of assistance is not mandatory. However, SNRHA will determine whether the family has committed serious or repeated violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in Section 12-II.C, ~~and other factors as described in Sections 12-II.E.~~ SNRHA shall not issue a voucher to move if SNRHA has received a notice of proceeding for an eviction for 30 calendar days from the date of the notice.

SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/manager shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have provided a written 30 calendar days' notice to their property owner or manager.

Serious and repeated lease violations will include, but not be limited to:

- Nonpayment of rent,
- Disturbance of neighbors,
- Destruction of property,
- Living or housekeeping habits that cause damage to the unit or premises,
- Subleasing the unit,
- Criminal activity on or near the premises
- Failure to repay judgments in a previously assisted HCV unit.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



*Drug-related criminal activity* is defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

*Violent criminal activity* means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

#### SNRHA Policy

SNRHA will terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.

SNRHA will consider all credible evidence, including but not limited to, any record of convictions of household members related to drug-related or violent criminal activity, and any eviction or notice to evict based on drug-related or violent criminal activity.

A record of arrest(s) will not be used as the basis for the termination or proof that the participant engaged in disqualifying criminal activity.

#### **Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c)] Pub.L. 109-162**

HUD permits SNRHA to terminate assistance under a number of other circumstances. It is left to the discretion of SNRHA whether such circumstances in general warrant consideration for the termination of assistance. The Violence Against Women ~~Reauthorization~~ Act ~~of 2005~~ of 2013 explicitly prohibits SNRHA's from considering incidents or actual threatened domestic violence, dating violence, sexual assault, or stalking as reasons for terminating the assistance of a victim of such violence abuse

#### SNRHA Policy

SNRHA will not terminate a family's assistance because of the family's failure to meet its obligations under the Family Self-Sufficiency or Welfare to Work program.

SNRHA will terminate a family's assistance if:

- The family has failed to comply with any family obligations under the program. See Exhibit 12-1 for a listing of family obligations and related SNRHA policies.
- Any family member has been evicted from federally-assisted housing in the last five (5) years.
- Any PHA has ever terminated assistance under the program for any member of the family within the last five (5) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



SNRHA will use the concept of the preponderance of the evidence as the standard for making all termination decisions.

*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.

#### **Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]**

SNRHA is permitted, but not required, to consider all relevant circumstances when determining whether a family's assistance should be terminated.

#### **SNRHA Policy**

SNRHA will consider the following facts and circumstances when making its decision to terminate assistance:

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

SNRHA will require the 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.

In the case of program abuse, the dollar amount of the overpaid assistance and whether or not a false certification was signed by the family or if the family signs a repayment agreement and pays the required down payment within the required timeframe.

#### **Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]**

If the family includes a person with disabilities, SNRHA's decision to terminate the family's assistance is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

#### **SNRHA Policy**

If a family indicates that the behavior of a family member with a disability is the reason for a proposed termination of assistance, SNRHA will determine whether the behavior is related to the disability. If so, upon the family's request, SNRHA will determine whether alternative measures are appropriate as a reasonable accommodation. SNRHA will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed termination of assistance. See Chapter 2 for a discussion of reasonable accommodation.

### **12-III.E. TERMINATING THE ASSISTANCE OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING VICTIMS AND PERPETRATORS [Pub.L. 109-162, Pub.L. 109-271]**

... a victim of domestic violence, dating violence, sexual assault, or stalking.



The Violence Against Women Reauthorization Act of 2005 (VAWA) provides that “criminal activity directly relating to domestic violence, dating violence, **sexual assault**, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control shall not be a cause for termination of assistance, tenancy, or occupancy rights if the 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 statement by the victim that provides the name of the perpetrator and certifies that 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 and 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 and supporting documentation within 14 calendar days, or the approved extension period, SNRHA may proceed with assistance termination.

... a victim of domestic violence, dating violence, sexual assault, or stalking.





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.

### **Terminating the Assistance of a Domestic Violence Perpetrator**

Although VAWA provides assistance termination protection for victims of domestic violence, it does not provide protection for perpetrators. VAWA gives the PHA the explicit 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 terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant." This authority supersedes any local, state, or other federal law to the contrary. However, if SNRHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance [Pub. L. 109-271].

#### SNRHA Policy

When the actions of a participant or other family member (s) result in the SNRHA decision to terminate the family's assistance and another family member claims that the actions involve criminal acts of physical violence against family members or others, SNRHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification or supporting documentation are submitted within the required time frame, or any approved extension period, SNRHA will terminate the perpetrator's assistance. If the victim does not provide the certification and supporting documentation, as required, SNRHA will proceed with termination of the family's assistance.

If SNRHA can demonstrate an actual and imminent threat to other tenants 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.

### **SNRHA Confidentiality Requirements**

All information provided to SNRHA regarding domestic violence, dating violence, sexual assault, or stalking, including the fact that an individual is a victim of such ~~violence or stalking~~ abuse, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

### **12-III.F. TERMINATION NOTICE [HCV GB, p. 15-7]**

If a family's assistance is to be terminated, whether voluntarily or involuntarily, SNRHA must give the family and the owner written notice that specifies:

- The reasons for which assistance has been terminated.
- The effective date of the termination.

... a victim of domestic violence, dating violence, sexual assault, or stalking.





## 12-III.G. HOW TERMINATION OF ASSISTANCE AFFECTS THE HAP CONTRACT AND LEASE

When the family's assistance is terminated, the lease and HAP contract terminate automatically [Form HUD-52641].

The owner may offer the family a separate unassisted lease [HCV GB, p. 15-8].

## PART IV: TERMINATION OF TENANCY BY THE OWNER

### 12-IV.A. OVERVIEW

Termination of an assisted tenancy is a matter between the owner and the family; SNRHA is not directly involved. However, the owner is under some constraints when terminating an assisted tenancy and the reasons for which a tenancy is terminated dictate whether assistance also will be terminated.

### 12-IV.B. GROUNDS FOR OWNER TERMINATION OF TENANCY [24 CFR 982.310 and Form HUD-52641-A, Tenancy Addendum, Pub.L. 109-162]

During the term of the lease, the owner is not permitted to terminate the tenancy except for serious or repeated violations of the lease, certain violations of state or local law, or other good cause.

#### Serious or Repeated Lease Violations

The owner is permitted to terminate the family's tenancy for serious or repeated violations of the terms and conditions of the lease, including failure to pay rent or other amounts due under the lease, except when the violations are related to incidents of actual or threatened domestic violence, dating violence, **sexual assault**, or stalking against that participant. This includes failure to pay rent or other amounts due under the lease. However, SNRHA's failure to make a HAP payment to the owner is not a violation of the lease between the family and the owner.

#### Violation of Federal, State, or Local Law

The owner is permitted to terminate the tenancy if a family member violates federal, state, or local law that imposes obligations in connection with the occupancy or use of the premises.

#### Criminal Activity or Alcohol Abuse

The owner may terminate tenancy during the term of the lease if any *covered person*, meaning any member of the household, a guest or another person under the tenant's control commits any of the following types of criminal activity (for applicable definitions see 24 CFR 5.100):

- Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);
- Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;
- Any violent criminal activity on or near the premises; or

... a victim of domestic violence, dating violence, sexual assault, or stalking.



- The effect of termination of tenancy on household members not involved in the offending activity;
- The demand for assisted housing by families who will adhere to lease responsibilities;
- The extent to which the leaseholder has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending action;
- The effect of the owner's action on the integrity of the program.

The owner may require a family to exclude a household member in order to continue to reside in the assisted unit, where that household member has participated in or been culpable for action or failure to act that warrants termination.

In determining whether to terminate tenancy for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the owner may consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U.S.C. 13661). For this purpose, the owner may require the tenant 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.

The owner's termination of tenancy actions must be consistent with the fair housing and equal opportunity provisions in 24 CFR 5.105.

An owner's decision to terminate tenancy for incidents related to domestic violence, dating violence, sexual assault, or stalking is limited by the Violence Against Women Reauthorization Act of 2005 (VAWA). (See Section 12-II.E.)

#### **12-IV.E. EFFECT OF TENANCY TERMINATION ON THE FAMILY'S ASSISTANCE**

If a termination is not due to a serious or repeated violation of the lease, and if SNRHA has no other grounds for termination of assistance, SNRHA may issue a new voucher so that the family can move with continued assistance (see Chapter 10).

**\* \* \* Exhibit 12-1 on next page \* \* \***

**... a victim of domestic violence, dating violence, sexual assault, or stalking.**



### 14-III.A. OVERVIEW

When SNRHA makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing.

SNRHA is required to include in their administrative plans, informal review procedures for applicants, and informal hearing procedures for participants [24 CFR 982.54(d)(12) and (13)].

### 14-III.B. INFORMAL REVIEWS

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program. Informal reviews are intended to provide a “minimum hearing requirement” [24 CFR 982.554], and need not be as elaborate as the informal hearing requirements. (Federal Register Volume 60, No. 127, p 36490).

#### Decisions Subject to Informal Review

SNRHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

- Denying listing 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
- Denial of assistance based on an unfavorable history that may be the result of domestic violence, dating violence, **sexual assault**, or stalking. (See Section 3-III.G.)

Informal reviews are *not* required for the following reasons [24 CFR 982.554(c)]:

- Discretionary administrative determinations by SNRHA
- General policy issues or class grievances
- A determination of the family unit size under the SNRHA subsidy standards
- A SNRHA determination not to grant approval of the tenancy
- A SNRHA determination that the unit is not in compliance with the HQS
- A SNRHA determination that the unit is not in accordance with the HQS due to family size or composition

#### SNRHA Policy

SNRHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing 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.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



Circumstances for which SNRHA must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the SNRHA utility allowance schedule
- A determination of the family unit size under SNRHA's subsidy standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- 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 to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)]
- A determination to deny admission based on an unfavorable history that may be the result of domestic violence, dating violence, sexual assault, or stalking.
- A determination that the family is an ineligible student under the student rule provisions
- A determination that the family is not protected under the VAWA requirements.

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- Establishment of the SNRHA schedule of utility allowances for families in the program
- A SNRHA determination not to approve an extension or suspension of a voucher term
- A SNRHA determination not to approve a unit or tenancy
- A SNRHA determination that a unit selected by the applicant is not in compliance with the HQS
- A SNRHA determination that the unit is not in accordance with HQS because of family size
- A determination by SNRHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

#### SNRHA Policy

SNRHA will only offer participants the opportunity for an informal hearing when required to by the regulations.

... a victim of domestic violence, dating violence, sexual assault, or stalking.



#### 14-IX.C. NOTIFICATION TO OWNERS AND MANAGERS [Pub.L. 109-162]

VAWA requires SNRHA to notify owners and managers of their rights and responsibilities under this law.

##### SNRHA Policy

SNRHA may utilize any or all of the following means to notify owners and managers of their VAWA responsibilities:

- As appropriate in day to day interactions with owners and managers.
- Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.
- Signs in SNRHA lobby and/or mass mailings which include model VAWA certification forms.

#### 14-IX.D. CONFLICTING DOCUMENTATION [24 CFR 5.2007(e)]

- In cases where the PHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described **above below** (forms 2 and 3). The PHA must honor any court orders issued to protect the victim or to address the distribution of property.
- PHA Policy
- If presented with conflicting certification documents (two or more **forms versions of HUD-500665382 [See Addendum I]**) from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made.

#### 14-IX.E. CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

If a participant asserts VAWA's protection, staff can ask the participant to certify that he or she is a victim of domestic violence, dating violence, **sexual assault**, or stalking. You are not required to demand official documentation and may rely upon the victim's statement alone. SNRHA shall allow 14 days business days for the participant to submit their documentation. An extension of this timeline shall be provide up to another 10 calendar days if requested. A

... a victim of domestic violence, dating violence, sexual assault, or stalking.



participant can certify that he or she is a victim by providing any one of the following three documents:

- A completed, signed HUD –approved Certification Form (HUD-5382-50066.) This form is available online at <http://www.hud.gov/offices/adm/hudclips/> or See Addendum i-)
- A statement from the victim service provider, attorney or medical professional who has helped the victim address incidents of domestic, dating violence, sexual assault, or stalking. The professional must state that he or she believes that the incidents of abuse are real. **Both the victim and the professional must sign the statement under penalty of perjury.**
- A police or court record, such as a protective order.

#### Confidentiality:

SNRHA must keep confidential any information a tenant provides to certify that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking. This information cannot be entered into a shared data base or reveal it to outside entities unless:

- The participant provides written permission releasing the information.
- The information is required for use in an eviction proceeding, such as to evict the abuser.
- Release of the information is otherwise required by law.
- VAWA and Other Laws

VAWA does not replace any federal, state or local laws that provide greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

#### ~~Copies of Documents Cost:~~

~~The family shall be allowed to obtain a copy of any family documents in their file 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. Requests for copies of documents must be submitted in writing and SNRHA will have four (4) business days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payments must be made via a money order or cashier's check, or if from a legal representative, a check from the company shall be acceptable.~~

... a victim of domestic violence, dating violence, sexual assault, or stalking.



**B**

*FY2019 ANNUAL PLAN ACOP REVISIONS*

<i>CHAPTER</i>	<i>PAGE</i>	<i>SECTION</i>	<i>ADD / DELETE / CHANGE</i>	<i>PROPOSED LANGUAGE</i>
Entire Document	ALL		Change	All page numbers, revision dates, and section labels will be updated as appropriate.
TOC	ALL		Change	All page and Section numbers will be updated as appropriate.
2	25 - 37	K	Change	K. PROHIBITION AGAINST DENIAL OF ASSISTANCE/ <b>TERMINATION OF ASSISTANCE</b> TO VICTIMS OF DOMESTICE VIOLENCE, DATING VIOLENCE, <b>SEXUAL ASSAULT</b> AND STALKING [Pub.L. 109-162] <i>This entire section has been updated to Include Sexual Assault, intimate partner, Updated definitions, VAWA protections, Lease Bifurcation, and Confidentiality</i>
4	5-6	C	Change	Veteran preference for veteran as defined by State. .... 35 points <b>A Veteran as defined by the state of Nevada may submit an admissions application at any time for any Conventional Public Housing program whether the waiting list is open or closed. The Veteran must be the head, spouse, co-head or sole member of the household. At the time of eligibility, the Veteran must submit their DD214 or other official discharge documents from the Official Military Personnel File which show enlistment and discharge date, branch of service, social security number, birthdate, net active service and type of discharge. If the military documents are not submitted in accordance at the time of interview, the preference will be removed and the applicant will be placed back on the waiting list. In the case of a veteran who applies after the regular waitlist(s) are closed, if the above stated documents verifying the veteran preference are not submitted, the veteran’s name will be withdrawn from the waiting list. The veteran is entitled to request an Informal Review of that determination as described in Chapter GP (Grievance Procedure). The veteran may submit another admissions application.</b>
4	10	M	Add	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. <b>The purge will be performed in a program specific manner and will be conducted on a rotating basis....</b>
4	10	M	Change	If an applicant fails to respond within 14 calendar days, <del>she</del> <b>the applicant</b> will be removed from the waiting list.
7	3	I.B.	Add	Paragraph: <b>Income Exclusion under Temporary Census Employment</b> Pursuant to Section 24 CFR5.609....

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CHAPTER	PAGE	SECTION	ADD / DELETE / CHANGE	PROPOSED LANGUAGE
7	7-8	File Documentation	Add	Section Added: <b>File Documentation</b> Type of file required to demonstrate PHA compliance.....
7	7-8	File Documentation	Change	Change multiple occurrences of <del>PHA</del> to SNRHA
7	16	Self Certification	Add	<u>SNRHA Policy</u> Self-certification means an affidavit or notarized statement under penalty of perjury, and the signature on the affidavit must be witnessed by SNRHA staff. When SNRHA relies on tenant certification/self-declaration, SNRHA staff must document in the tenant file why third party verification was not available.
8	1	A	Delete	<b>Good Standing</b> <del>A resident will be considered to be in good standing.....Fulfilling community service requirements.</del>
8	2	A	Add	Good Standing: In order to be eligible for any intra or inter site transfer, the resident household must be a resident in "good standing", prior to being offered a new unit. The "good standing" requirement may be waived when SNRHA .....over twelve month term of the lease.
8	5	Emergency Transfers	Delete	<del>The SNRHA will require residents who are victims of.....The severity of the incident</del>
8	5-6	Emergency Transfers	Change	<b>Eligibility for Emergency Transfers</b> - SNRHA's Emergency Transfer Plan must allow tenants who are victims of domestic violence,..... as to what they may consider safe or what factors the victim considers unsafe. - A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for .....request for an emergency transfer.
8	6	Emergency Transfers	Add	<b>Confidentiality</b> SNRHA will keep confidential any information that the tenant submits in requesting an emergency transfer.... ....related to incidents of domestic violence, dating violence, sexual assault, or stalking.
8	6	Emergency Transfers	Add	<b>Emergency Transfer Timing and Availability</b> SNRHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. SNRHA will, however, act as quickly as possible.....that are attached to this plan.

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<i>CHAPTER</i>	<i>PAGE</i>	<i>SECTION</i>	<i>ADD / DELETE / CHANGE</i>	<i>PROPOSED LANGUAGE</i>
8	6	Emergency Transfers	Add	<b>Safety and Security of Tenants</b> Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.
9	11-12	N	Change	Deleted: <del>Properties with a suitable amount of space may elect to establish a Designated Smoking Area(s).....</del> Changed: <del>Three (3)</del> Four (4) violations of SNRHA's Smoke Free Policy may result in termination of the lease... acknowledge receipt of this Policy and Smoke-Free Lease Addendum..... <del>and/or next rent recertification.</del> Residents will be required to sign the Lease Addendum prior to the deadline for implementation.
12	7-8	H	Delete	<del><b>VICTIMS OF DOMESTIC VIOLENCE</b> SNRHA shall comply with the Violence Against Women and Department of Justice Reauthorization .....</del>
12	8	H	Add	New Section - <b>Lease Bifurcation and VAWA</b>
13	8	E	Change	<del>Affidavit of Summary Complaint</del> (1 copy) Affidavit/Complaint Summary for Eviction
13	8	E	Add	Copy of Lease
13	8	E	Delete	<del>The Director of Operations or designee will prepare the check in accordance with the request and forward it to the manager. The same day the check and eviction file are received from the Director of Operations or designee, the manager shall file the eviction with the court.</del>
13	8	E	Add	If the jurisdiction permits online court filing, the onsite manager will process the documentation in accordance with local laws. If this is not the case, the on site manager will manually process the forms in accordance with local laws.
15	1-25	ALL	Change	<b><i>This entire Chapter has been changed as attached.</i></b>
16	1	Introduction	Change	This Chapter describes HUD regulations and SNRHA policies related to the <del>conversion of Public Housing Properties to Rental Assistance Demonstration (RAD) program and the use of</del> Project Based Vouchers program in nine parts:
16	1	Background	Delete	<del>Background: RAD is authorized by the Consolidated and Further Continuing Appropriations Act.....its RAD Conversion properties.</del>

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<i>CHAPTER</i>	<i>PAGE</i>	<i>SECTION</i>	<i>ADD / DELETE / CHANGE</i>	<i>PROPOSED LANGUAGE</i>
16	20	Term of HAP	Change	SNRHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than <del>fifteen</del> <b>twenty</b> years... .....extend the term of the contract for an additional term of up to <del>fifteen</del> <b>twenty</b> years... The maximum term for all extensions is <del>fifteen</del> <b>twenty</b> years.....
16	37	16-VIII.C	Change	There is a <del>five</del> <b>ten</b> percent or greater decrease in the published FMR in effect 60 calendar days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;



The SNRHA acknowledges that a name check only may result in an inconclusive result without a positive fingerprint comparison. The results of an inconclusive name check will not be used to deny an applicant admission to housing.

If the channeling agency indicates to the SNRHA that there is a criminal history record indexed in the Interstate Identification Index which might belong to the applicant, the SNRHA must proceed to the FBI through the appropriate channel in order to verify whether the criminal record is in fact the applicant's. Should the applicant instead elect to withdraw their application, no further action will be necessary.

The SNRHA will request an FBI report on applicants who the local law enforcement or screening agency has indicated crimes may have been committed outside SNRHA jurisdiction. The SNRHA acknowledges that FBI reports may result in an inconclusive result requiring further documentation. The results of an inconclusive FBI report will not be used to deny an applicant admission to housing, but will require the applicant to provide further information and/or documentation.

#### **J. CONFIDENTIALITY OF CRIMINAL RECORDS**

The SNRHA will ensure that 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 will be housed in a locked file with access restricted to individuals responsible for such screening.

Misuse of the above information by any employee will be grounds for termination of employment. Penalties for misuse are contained in Personnel Policies.

If the family is determined eligible for initial or continued assistance, the SNRHA's copy of the criminal report shall be shredded within 30 days as soon as the information is no-longer needed for eligibility or continued assistance determination. Approvals of FBI screenings shall be good for 12 months from the date of the approval.

If the family's assistance is denied or terminated, the criminal record information shall be shredded immediately upon completion of the review or hearing procedures and a final decision has been made.

The SNRHA will document in the family's file that the family was denied admission or the tenancy was terminated due to findings in the Criminal History Report.

#### **Disclosure of Criminal Records to Family**

In the event SNRHA takes any adverse action based on a criminal conviction record, the applicant will be provided with a copy of the criminal record and an opportunity to dispute the record. Applicants will be provided an opportunity to dispute the record at an informal hearing. Tenants may contest such records at the court hearing in the case of evictions.

#### **K. PROHIBITION AGAINST DENIAL OF ASSISTANCE/TERMINATION OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING [Pub.L. 109-162]**

The Violence Against Women Reauthorization Act of ~~2005~~ **2013** (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a





victim of domestic violence, dating violence, **sexual assault** or stalking **regardless of sex, gender identity or sexual orientation and which must be applied consistent with all nondiscrimination and fair housing requirements**. Specifically, Section 607(2) of VAWA adds the following provision to Section 6 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the public housing program:

Every contract for contribution shall provide that...the public housing agency shall not deny admission to the community to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, **sexual assault** or stalking if the applicant otherwise qualifies for assistance or admission, and that nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, **sexual assault** or stalking.

**VAWA protections cover tenants and applicants. VAWA protections are not limited to women. Victims of domestic violence, dating violence, sexual assault or stalking are eligible for protections without regard to sex, gender identity, or sexual orientation. Victims cannot be discriminated against on the basis of any protected characteristics, including race, color, national origin, religion, sex, familial status, disability and age.**

### **Definitions**

As used in VAWA:

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse **or intimate partner** of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitates with the victim as a spouse or **intimate partner**, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **The term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency if interaction between the persons involved in the relationship.**
- **Sexual assault means any nonconsensual sexual act prescribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.**
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship



- ~~The term *stalking* means:~~
  - o ~~To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or~~
  - o ~~To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and~~
  - o ~~In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.~~
- Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for the person’s individual safety or
  - The safety of others or
  - Suffer substantial emotional distress.
- Actual and imminent threat refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include:
  - The duration of the risk
  - The nature and severity of the potential harm
  - The likelihood that the potential harm will occur
  - The length of time before the potential harm would occur
- Affiliated individual, with respect to an individual, means a spouse, parent, brother, sister or child of the individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody or control of that individual); or any individual, tenant or lawful occupant living in the household of that individual.
- Bifurcate means to divide a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable HUD-covered program and State or local law, such that certain tenants or lawful occupants can be evicted or removed and the remaining tenants or lawful occupants can continue to reside in the unit under the same lease requirements or as may be revised depending upon the eligibility for continued occupancy or the remaining tenants and lawful occupants.

~~C~~covered housing provider refers to the individual or entity under a covered housing program, and as defined by each program in its regulations, that has responsibility for the administration and/or oversight of VAWA protections and includes PHA’s, sponsors, owners, mortgagors, managers, State and local governments or agencies thereof, nonprofit or for-profit organizations or entities.

Who is Ineligible?



Guests, unassisted members, and live-in aides of the family are ineligible for VAWA protections that are available only to tenants ~~and participants~~.

As a reasonable accommodation, a tenant can request VAWA protections based on the grounds that the live-in aid is a victim of domestic violence, dating violence, sexual assault or stalking. In addition, other reasonable accommodations may be needed on a case-by-case basis.

In cases where a guest or unassisted member is a victim of domestic violence, dating violence, sexual assault or stalking, a tenant ~~participant~~ cannot be evicted or have assistance terminated on the basis of the domestic violence, dating violence, sexual assault or stalking of the guest or unassisted member.

Unassisted members who are also on the lease may qualify by way of the lease for VAWA protections at 24 CFR 5.2005(c).

Who is Eligible to Receive VAWA Protections?

VAWA protections cover tenants and assisted families, as defined under applicable program regulations. VAWA protections also cover applicants when they are applying for admission to a covered housing program. SNRHA may find instances of domestic violence, dating violence, sexual assault, or stalking against youth (those under the age of 18 years old) living in an assisted household for which the family may need to exercise VAWA protections to protect the youth victim. SNRHA will exercise the same documentation and confidentiality procedures in assisting a family in this situation. Please note, un-emancipated minors would not be eligible to sign leases under HUD programs. SNRHA may consider contacting child welfare or child protective services, or law enforcement, when a minor claims to be a victim of domestic violence, dating violence, sexual assault or stalking.

- ~~—The term *immediate family member* means, with respect to a person:~~
  - ~~o A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or~~
  - ~~o Any other person living in the household of that person and related to that person by blood and marriage.~~

### **Notification and Victim Documentation**

#### SNRHA Policy

~~The SNRHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under these policies. Therefore, if the SNRHA makes a determination to deny admission to an applicant family on the basis of an unfavorable history, the SNRHA will include with its notice of denial the Notice of Occupancy Rights under the Violence Against Women Act (HUD form 5380) and the Certification of Domestic Violence (HUD form 5382) and will offer the applicant the opportunity to provide documentation~~



~~affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking within fourteen (14) business days.~~

~~The documentation must include One of the following:~~

- ~~— A signed HUD Form 5382, statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking.~~
- ~~— A Record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.~~
- ~~— A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (Collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.~~
- ~~— Any other statement or evidence that SNRHA has agreed to accept.~~

~~If after reviewing the documentation provided by the applicant that SNRHA determines the family is eligible for assistance, no informal hearing will be scheduled and the SNRHA will proceed with the admission of the applicant family.~~

~~If SNRHA still determines the family to be ineligible, the family may request an informal hearing within ten (10) calendar days of the notification of final determination.~~

### **Determining VAWA protections, including whether an adverse factor is a “Direct Result: of domestic violence, dating violence, sexual assault or stalking”**

The VAWA Final Rule provides that an applicant for assistance or a tenant receiving assistance may not be denied admission to, denied assistance under, or evicted from housing on the basis or as a direct result of the fact that the applicant or tenant has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy. (See 24 CFR 5.2005(b)(1).)

In addition to prohibiting a denial, termination, or eviction based on the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, the VAWA Final Rule prohibits SNRHA from denying assistance or admission, or evicting a tenant based on an adverse factor, if the adverse factor is determined to be a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

An adverse factor refers to any factor that can be used as a basis for denying admission, terminating assistance, or evicting a tenant. However, if a denial or eviction is required by a federal statute, based on a particular adverse factor, SNRHA must comply with that statute, even if the adverse factor is a direct result of domestic violence, dating violence, sexual assault or stalking. For example, if the



applicant is subject to a lifetime registration requirement under a State sex offender registration program, SNRHA must comply with section 578 of the Quality Housing and Work Responsibility Act of 1998 and deny the applicant admission, even if the sex offense(s) were a direct result of the fact that the applicant was a victim of domestic violence, dating violence, sexual assault or stalking.

### **Examples of When Adverse Factors Might Be Direct Results of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

On the surface, adverse factors may appear unrelated to domestic violence, dating violence, sexual assault or stalking and may present legitimate reasons for denial or eviction. However, the presence of an adverse factor may be due to an underlying experience of domestic violence, dating violence, sexual assault, or stalking. Examples of “direct result” factors include but are not limited to poor credit history, poor rental history, criminal background and failure to pay rent.

### **How to determine if an Adverse Action is a Direct Result of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

To trigger the direct result analysis, it is the responsibility of the applicant or tenant to:

1. Inform SNRHA that they are a victim of domestic violence, dating violence, sexual assault, or stalking; and
2. Provide enough information for SNRHA to make a determination regarding the adverse factor they are claiming was a direct result of domestic violence, dating violence, sexual assault, or stalking.

After SNRHA receives this information, SNRHA will consider the individual’s statement and any possible supporting documentation in determining if an adverse factor was a direct result of domestic violence, dating violence, sexual assault, or stalking. If further information is necessary for this determination, SNRHA may request additional supporting documentation from the applicant or tenant. However, any request for additional documentation must:

- A. Be in accordance with SNRHA’s policies or practices,
- B. Not require evidence of the domestic violence, dating violence, sexual assault, or stalking other than as specified in 24 CFR 5.2007 , and
- C. Not violate the VAWA Final Rule’s confidentiality requirements or any other laws.

Note: Where an applicant or tenant fails to request VAWA protections, SNRHA is not independently required to identify whether adverse factors are the direct result of domestic violence, dating violence, sexual assault, or stalking.

If SNRHA believes any information is not clear, it should speak to the victim and try to clarify the information. After SNRHA has received the information from the tenant or applicant, and if necessary, clarified this information with the tenant or applicant, SNRHA must make an objectively reasonable determination, based on all the circumstances, whether the adverse factor is a direct result of the fact that the applicant or tenant/participant is a victim of domestic violence, dating violence, sexual assault, or stalking.

### **Notifications and Other Considerations**

SNRHA must notify the applicant or tenant if SNRHA finds that the denial or eviction is not on the basis or as a “direct result” of being a victim of domestic violence, dating violence, sexual assault, or stalking, and the applicant or tenant is thus denied admission to, or evicted from the housing. (See 24 CFR

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5.2005(b)(1.) An applicant or tenant that disagrees with the finding should use SNRHA's grievance procedures. The family may request an informal hearing within ten (10) calendar days of the notification of SNRHA's final determination.

If after reviewing the documentation provided by the applicant or tenant that SNRHA determines the family is eligible for assistance admission and/or continued assistance, ~~no informal hearing will be scheduled and the~~ SNRHA will proceed with the admission of the applicant family and or not terminate the tenant's assistance.

In the case of an eviction, SNRHA must comply with the prohibition in 5.2005(d)(2), which provides:

SNRHA must not subject the tenant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, or is affiliated with an individual who is or has been a victim of domestic violence, dating violence, sexual assault or stalking, to a more demanding standard than other tenants in determining whether to evict the tenant.

Therefore, even if the direct result prohibition does not apply, SNRHA cannot use that violation to evict a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, if SNRHA does not ordinarily terminate or evict tenants for that violation.

### **Certification and Documentation of Domestic Violence, Sexual Assault, Dating Violence Or Stalking**

The Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking form serves as a means of documenting the incident or incidents of Domestic Violence, Dating Violence, Sexual Assault or Stalking.

SNRHA must include The Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HUD form 5382) with the VAWA Notice of Occupancy Rights (HUD form 5380).

SNRHA will utilize Form HUD-5382 and it must be publicly available and provided upon request.

The HUD form-5382:

- Provides that VAWA 2013 protects applicants and tenants, from being evicted, denied assistance, based on act of domestic violence, dating violence, sexual assault, or stalking.
- Is an optional way for victims to comply with a written request for documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking for persons seeking VAWA protections.
- Provides that the victim or someone on the victim's behalf may complete the form.
- Explains the time period for responding to a written request for documentation.
- Describes the confidentiality protections under VAWA.
- Requires that the victim or someone filling out the form on the victim's behalf answer the questions and provide a brief description of the incident(s).
- Clarifies that the name of the accused perpetrator does not have to be provided if it is unknown to the victim or it cannot be provided safely.





- Clarifies that the date and time of incident should be completed only if known by the victim.
- Requires the victim or someone filling out the form on the victim's behalf to certify to the truth and accuracy of the information being provided, and explains that false information could be the basis for denial of admission, ~~termination of assistance~~, or eviction.
- Includes required public reporting burden information.
- Provides a list of alternative third-party documentation to satisfy a request by SNRHA for documentation

When practicable, SNRHA will advise applicants and tenants that when SNRHA receives a form submitted on their behalf, such submission will take the place of the applicants and tenants, submitting their own statement. Thus, applicants and tenants should ensure, to the extent possible, that the information is accurate and comprehensive.

The form HUD-5382, as required by 24 CFR 5.2005(a)(1)(ii), must be made available by SNRHA in multiple languages, consistent with SNRHA's LEP Policy. (See 24 CFR 5.2005(a)(3).) In addition, consistent with civil rights requirements, when obtaining information through the form SNRHA must take appropriate steps to ensure effective communication with applicants, tenants, and participants with disabilities through the use of appropriate auxiliary aids and services, such as large print and braille documents, readers, interpreters, and accessible electronic documents. SNRHA must also provide reasonable accommodations when necessary to allow applicants, and tenants with disabilities to equally benefit from VAWA protections; such as providing individualized assistance in completing forms.

The VAWA Notice of Occupancy Rights must be provided to adult applicants of public housing and each adult tenant of public housing no later than each of the following times:

For applicants:

- At the time the individual is provided admission and
- At the time the applicant is denied assistance or admission.

For tenants:

- With any PHA notification of eviction and
- By December 16, 2017, either during annual recertification or lease renewal process (as applicable). If there will be no recertification or lease renewal during the first year, through other means within the first year as determined by the SNRHA.

The VAWA Notice of Occupancy Rights must be made available in multiple languages, consistent with guidance issued by HUD in accordance with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency, signed August 11, 2000, and published in the Federal Register on August 16, 2000 (at 65 FR 50121) (HUD's LEP Guidance) (24 CFR 5.2005(a)(3)).

### **SNRHA Requesting Documentation**

If SNRHA chooses to request an individual to document their claim of domestic violence, dating violence, sexual assault, or stalking, SNRHA must make such request in writing. Simply providing the victim the form HUD-5382 does not constitute a written request for documentation, unless the form HUD5382 is



accompanied by a dated letter requesting documentation. The individual may satisfy this request by providing any one of the following documents as described under 24 CFR 5.2007(b)(1):

- A. Form HUD-5382;
- B. A document:
  - Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional or a mental health professional (collectively, “professional”) from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse;
  - Signed by the applicant or tenant; and
  - That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under the VAWA Final Rule, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or
- stalking under 24 CFR 5.2003; or
- C. A record of a Federal, State, tribal, territorial or local law enforcement agency (may include a police report), court, or administrative agency; or
- D. Any other statement or other evidence that SNRHA has agreed to accept.

SNRHA must accept any of the above items (a – c), as provided under 24 CFR 5.2007. For example, form HUD-5382 must be accepted in lieu of any of the third-party documents outlined above (b or c), if the individual chooses to self-certify to satisfy SNRHA’s request for documentation; and the submitted documentation does not contain conflicting information.

SNRHA has discretion to accept a statement or other evidence. Given the possible consequences to both the victim and the alleged perpetrator of domestic violence, dating violence, sexual assault, or stalking, it is important that any allegations made by one individual against another are made with the understanding that there are consequences if the allegations are false. In this regard, form HUD-5382 advises that the submission of false information may be a basis for denial of admission or eviction.

### **Time to Submit Documentation**

SNRHA will require submission of documentation within 14 business days after the date that the individual received the written request for documentation. (See 24 CFR 5.2007(a)(2).) However, SNRHA may extend this time period at its discretion. During the 14-business day period and any granted extensions of that time, no adverse actions, such as eviction or termination, can be taken against the individual requesting VAWA protection. For example, SNRHA must not schedule an eviction, grievance hearing, or informal hearing to take place during this time frame.

In determining whether to extend the 14-business day period, SNRHA may consider factors that may contribute to the victim’s inability to provide the documentation in a timely manner. These factors may include, but are not limited to: cognitive limitations, disabilities, limited English proficiency, absence from the unit due to hospitalization or time in an emergency shelter, administrative delays in obtaining police or court records, the danger of further violence, and the victim’s need to address health or safety issues. SNRHA will grant reasonable accommodations for persons with disabilities. Please also note that because of these factors, SNRHA might not be contacted by the victim with a request to extend the 14-business day period until after the 14-day period has passed.



## **Acknowledging Receipt of Documentation; Failure to Provide Documentation in a Timely Manner**

Once a victim provides documentation of domestic violence, dating violence, sexual assault, or stalking, SNRHA will acknowledge receipt of the documentation in a timely manner.

If the applicant or tenant fails to provide documentation that meets the criteria in 24 CFR 5.2007 within 14 business days after receiving the written request for that documentation, or within the designated extension period, nothing in VAWA Final Rule may be construed to limit the authority of SNRHA to:

- a. Deny admission;
- b. Evict the tenant, or a lawful occupant that commits a violation of a lease.

An individual's failure to timely provide documentation of domestic violence, dating violence, sexual assault, or stalking does not result in a waiver of the individual's right to challenge the denial of assistance or termination, nor does it preclude the individual's ability to raise an incident of domestic violence, dating violence, sexual assault, or stalking at eviction or termination proceedings. If SNRHA denies VAWA protections, the family may request an informal hearing within ten (10) calendar days of the notification of final determination.

## **Requests for Third Party Documentation of Victim Status**

When an applicant or tenant requests protection under VAWA, the VAWA Final Rule allows but does not require SNRHA to require the applicant or tenant to submit documentation of victim status, i.e., documentation showing the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking. However, the VAWA Final Rule prohibits a SNRHA from requiring the victim to provide third-party documentation of victim status, unless:

- More than one applicant or tenant provides documentation to show they are victims of domestic violence, dating violence, sexual assault or stalking, and the information in one person's documentation conflicts with the information in another person's documentation; or
- Submitted documentation contains information that conflicts with existing information already available to the PHA SNRHA or owner.

In these circumstances, the regulations at 24 CFR 5.2007(b)(2), allow SNRHA to require the applicant(s) or tenant(s) to submit third-party documentation that meets the criteria in 24 CFR 5.2007(b)(1)(ii), (b)(1)(iii), or (b)(1)(iv). According to the criteria, the applicant or tenant may submit any of the following to meet the third-party documentation request:

- a. A document:
  - Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional or a mental health professional (collectively, "professional") from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse;
  - Signed by the applicant or tenant; and
  - That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under the VAWA Final Rule, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under 24 CFR 5.2003; or



- b. A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency (for example, a police report) that documents the incident of domestic violence, dating violence, sexual assault, or stalking.
- c. At SNRHA’s discretion, a statement or other evidence provided by the applicant or tenant.

The applicant(s) or tenant(s) must be given 30 calendar days from the date of the request to provide such documentation. If an applicant or tenant responds with third-party documentation that meets the criteria above and supports the applicant or tenant’s VAWA request, SNRHA is prohibited from requiring further documentation of the applicant or tenant’s status as a victim of domestic violence, dating violence, sexual assault, or stalking. However, if an applicant or tenant does not submit any third-party documentation within the required time period or submits documentation that does not meet the criteria above, SNRHA may, but is not required to, accept that applicant or tenant’s assertion of victim status for the purpose of the VAWA protections.

For purposes of providing VAWA protections, satisfying the documentation requirements in section 24 CFR 5.2007(b)(2) resolves the question of whether the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking.

In the case of conflicting documentation between two tenants, if one tenant submits a court order addressing rights of access or control of the property (such as a protection order granting the victim exclusive possession of the unit), SNRHA must honor this court order.

When requesting third-party documentation, SNRHA will provide contact information for local domestic violence agencies so that the applicant(s) or tenant(s) can seek services and plan for their safety. SNRHA may also provide the applicant(s) or tenant(s) with contact information for local legal aid offices, which may be able to assist in providing appropriate referrals, obtaining restraining orders, and preparing for grievance hearings.

If SNRHA requests, but does not receive third-party documentation, SNRHA has the option to deny VAWA protections and must notify the applicant or tenant. If this results in a tenant(s) being evicted SNRHA must hold a separate informal grievance hearing for the tenant. When denying VAWA protections, SNRHA must ensure that it complies with PIH Notice 2015-19.

### **Documentation Conflicts with SNRHA**

An individual may satisfy a request for victim status documentation by submitting any document that meets the criteria for a document type under 24 CFR 5.2007(b)(1). SNRHA must accept the submitted documentation and is prohibited from seeking additional documentation of victim status, unless the submitted documentation does not meet the criteria in the VAWA Final Rule or the submitted documentation contains conflicting information, including conflicting claims between two parties, as described above.

SNRHA is prohibited from conducting further fact finding for the purpose of trying to verify the “validity” of an applicant or tenant’s victim status. For example, SNRHA is prohibited from conducting interviews with neighbors or employers to determine if the applicant or tenant is “really” a victim of domestic violence, dating violence, sexual assault or stalking. Doing so would be in violation of the documentation requirements of the VAWA Final Rule and may result in a violation of the victim confidentiality requirements of the VAWA Final Rule.

However, if SNRHA already has or regularly receives reliable information that conflicts with the



submitted documentation SNRHA may require third-party documentation of victim status, based on information outside of the submitted documentation. Examples of reliable information include surveillance footage, police report(s), and other verifiable information. This information must not be collected for the purpose of discrediting claims for VAWA protections, but may be collected for other legitimate reasons; such as addressing safety in the community. If the applicant or tenant subsequently does not submit third-party documentation, or only submits third-party documentation that contains conflicting information, the PHA or owner has the option to deny VAWA protections and must notify the applicant or tenant.

Given the possible consequences to both the victim and the alleged perpetrator of domestic violence, dating violence, sexual assault, or stalking, it is important that any allegations made by one individual against another are made with the understanding that there are consequences if the allegations are false. In this regard, form HUD-5382 advises that the submission of false information may be a basis for denial of admission, termination of assistance, or eviction.

### **Perpetrator Removal or Documentation of Rehabilitation**

#### **SNRHA Policy**

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, **sexual assault** or stalking, the SNRHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the public housing unit or (b) that the family provide documentation that the perpetrator has successfully completed rehabilitation and has had a clean criminal history for a minimum of one (1) year in accordance with Section K above.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has received assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed. The victim and perpetrator must also sign or attest to the documentation.

#### **Lease Bifurcation**

In accordance with 24 CFR 5.2009(a), SNRHA may choose to bifurcate a lease, or remove a household member or lawful occupant from a lease to evict, terminate occupancy rights, to such member(s) who engaged in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual.

Eviction, removal, termination of occupancy rights, must be effected in accordance with procedures prescribed by federal, state, or local laws for termination of leases. Court ordered eviction of the perpetrator pursuant to applicable laws results in the underlying lease becoming null and void once SNRHA regains possession of the unit. SNRHA would then execute a new lease with the victim.

In other words, SNRHA may divide your lease in order to evict the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking. SNRHA may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. A new lease would be executed with the eligible remaining tenants. On site management will assist the remaining tenants with this process.



## **SNRHA Confidentiality Requirements**

All information provided to the SNRHA regarding domestic violence, dating violence, **sexual assault**, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

Given the significant safety issues faced by victims of domestic violence, dating violence, sexual assault, or stalking, it is critical that SNRHA maintain the confidentiality and privacy of victims who seek protection under the VAWA Final Rule. Any information submitted to SNRHA under 24 CFR 5.2007, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking, must be maintained in confidence by SNRHA. (See 24 CFR 5.2007(c)).

- a. Employees of SNRHA must not have access to the information unless explicitly authorized by SNRHA for reasons that specifically call for the individuals to have access to such information under applicable Federal, State or local law; and
- b. SNRHA must not enter this information into a shared database, or disclose the information to any other entity or individual, except to the extent that disclosure is: 1) Requested or consented to in writing by the individual (victim) in a time limited release; (2) Required for the use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or (3) Otherwise required by applicable law.

## **L. PROHIBITED CRITERIA FOR DENIAL OF ADMISSION**

Applicants will NOT be rejected because they:

- Have no income;
- Are not employed;
- Do not participate in a job training program;
- Will not apply for various welfare or benefit programs;
- Have children;
- Have children born out of wedlock;
- Are on welfare;
- Are eligible students;
- Status as a domestic violence victim.

## **M. HEARINGS**

If information is revealed that would be grounds for the SNRHA to deny admission to the household and the person disputes the information, she/he shall be given an opportunity for an informal hearing according to the SNRHA's hearing procedures outlined in Chapter 12.





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 reference.

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 .....**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** for veteran as defined by State. .... **35 points**

*A Veteran as defined by the state of Nevada may submit an admissions application at any time for any Conventional Public Housing program whether the waiting list is open or closed. The Veteran must be the head, spouse, co-head or sole member of the household. At the time of eligibility, the Veteran must submit their DD214 or other official discharge documents from the Official Military Personnel File which show enlistment and discharge date, branch of service,*



social security number, birthdate, net active service and type of discharge. If the military documents are not submitted in accordance at the time of interview, the preference will be removed and the applicant will be placed back on the waiting list. In the case of a veteran who applies after the regular waitlist(s) are closed, if the above stated documents verifying the veteran preference are not submitted, the veteran’s name will be withdrawn from the waiting list.

The veteran is entitled to request an Informal Review of that determination as described in Chapter GP (Grievance Procedure).

The veteran may submit another admissions application.

**Disabled veteran** or family (defined as dependent 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

**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

**FINAL VERIFICATION OF PREFERENCES [24 CFR 5.415]**

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, SNRHA will obtain necessary verifications of preference at the interview and by third party verification.

**PREFERENCE DENIAL [24 CFR 5.415]**

If SNRHA denies a preference, SNRHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting with the Housing Programs Manager or Director of Housing Programs. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

**Treatment of Single Applicants**

Single applicants will be treated as any other eligible family on SNRHA waiting list.

**Pulling from the Wait List**

SNRHA shall utilize income targeting to meet HUD's requirements that 40% of admissions have income of less than 30% of minimum income. Elderly and disabled families are given the working preference as required by HUD regulations. All preferences claimed are verified at final eligibility determination. If preferences claimed cannot be verified, the applicant is returned to the appropriate placement on our waiting list and a written notice explaining this action is sent to the applicant.

Once SNRHA has met or exceeded the minimum 40% targeted Income requirement for new admissions of extremely low-income (<30% AMI) families, SNRHA to the extent possible, will select the remainder of its new admissions by targeting very-low income (<50% AMI) and low-income (<80% AMI) families. Compliance with the minimum 40% of extremely low-



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, ~~s/he~~ **the applicant** will be removed from 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. Failure to respond will result in removal from all waiting lists.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply within the prescribed period.

Notices will be made available in accessible format upon the request of a person with a disability. An extension to reply to the purge notification will be considered as an accommodation if requested by a person with a disability.

SNRHA allows a grace period of 7 calendar days after completion of the purge mailing. Applicants who respond during this grace period will not be withdrawn.

Applicants are notified with confirmation of SNRHA receipt of their application that they are responsible for notifying SNRHA within 10 calendar days, if they have a change of address.

#### **N. OFFER OF ACCESSIBLE UNITS**

SNRHA has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.



Examples of common fully excluded income categories that are verifiable through applicant or participant self-certification are:

- Supplemental Nutrition Assistance Program (SNAP) benefits, formerly known as food stamps.
- Income from a live-in aide.

For a complete list of income exclusions, see 24 CFR 5.609(c).

### **Income Exclusion under Temporary Census Employment**

Pursuant to Section 24 CFR 5.609 (c) (9), temporary non-recurring and sporadic income is not included when determining a family's annual income. Under this exclusion, SNRHA will exclude temporary income payments from the U.S. Census Bureau, defined as employment lasting no longer than one hundred eighty days per year and not culminating in permanent employment.

### **5. Partially Excluded Income:**

Income that is partially excluded means that only a certain portion of the income reported by the family qualifies to be excluded, while the remainder must be included when determining the family's annual income.

For partially excluded income, SNRHA is required to:

- Comply with HUD-prescribed verification requirements and all applicable regulations pertaining to
- the determination of annual income; and
- Report the income in Section 7 of the form HUD-50058.
- Examples of partially excluded income that are subject to regular verification requirements include:
- The Department of Veterans Affairs "Aid and Attendance" benefits – in accordance with 24 CFR 5.609(c)(4), these benefits may be excluded from income if they are used "specifically for, or in reimbursement of, the cost of medical expenses for any family member." Live-in or periodic medical assistance and services of doctors and health care professionals are among the services that may be counted as medical expenses. The SNRHA must verify the amount provided for aid and attendance medical expenses and the amount actually being used by the veteran for such expenses.

Any portion of the benefit not used for such expenses would continue to be counted as income by the SNRHA when determining the family's annual income.

- Earnings in excess of \$480 for full-time students 18 years old or older (24 CFR 5.609(c)(11) – in order to determine the amount of earnings to include in the calculation of the family's annual income, the SNRHA must verify the amount of employment income for these family members.

**The Verification Hierarchy.** SNRHA shall begin with the highest level of verification Techniques. PHAs are required to access the EIV system and obtain an Income Report for each household. The SNRHA shall maintain the Income Report in the tenant file along with the form HUD-50058 and other supporting documentation to support income and rent determinations for all mandatory annual reexaminations of family income and



compensation and social security benefits, and any other information that is verifiable using EIV by:

- a) Reviewing the EIV Income Report 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 tenant-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 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 that are 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 tenant disputes the EIV information and is unable to provide acceptable documentation to support his/her dispute
- b. When the PHA requires additional information that is 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

**File Documentation**

Type of file documentation required to demonstrate SNRHA compliance with mandated use of EIV as a third party source to verify tenant employment and income information (24 CFR 5.233(a)(2)(i)).

For each new admission (form HUD-50058 action type 1), the SNRHA is required to do the



following:

- a. Review the EIV Income Report to confirm/validate family-reported income within 120 days of PIC submission date; and
- b. Print and maintain a copy of the EIV Income Report in the tenant file; and
- c. Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.

For each historical adjustment (form HUD-50058 action type 14), the SNRHA is required to do the following:

- a. Review the EIV Report to confirm/validate family-reported income within 120 days of the PIC submission date; and
- b. Print and maintain a copy of the EIV Income Report in the tenant file; and
- c. Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.

For each interim reexamination (form HUD-50058 action type 3) of family income and composition, the SNRHA is required to have the following documentation in the tenant file: ICN Page when there is no household income discrepancy noted on the household's Income Discrepancy Report tab or Income Discrepancy Report. (PHA's have the discretion to print the EIV Income report, however, only the ICN page is required.)

## **Requirements for Acceptable Documents**

### SNRHA Policy

Any documents used for verification must be the original (not 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 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 days from the request date or 60 days prior to the annual recertification effective date. Four consecutive pay stubs will be required when using EIV for annuals and two 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 two pay stubs for determining annual income from wages. For new income sources or when two 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.





## Other documents noted in this Chapter as acceptable verification

Although these documents will be accepted, SNRHA will also mail third party verifications to the source; attempt upfront verification and use these documents only after there has been no response to the third party verification method.

SNRHA will accept faxed documents.

SNRHA will accept mail from the third party source.

SNRHA will accept hand carried documents from clients as long as they do not appear as altered and provide required documentation regarding wages.

SNRHA will not accept photocopies.

If third-party verification is received after documents have been accepted as provisional verification, and there is a discrepancy, SNRHA will attempt to contact the verification provider by telephone to resolve the discrepancy. If the attempt to resolve the discrepancy by telephone is unsuccessful, SNRHA will use the third party verification.

SNRHA will not delay the processing of an application beyond 30 calendar days, except due to screening for criminal history, because a third party information provider does not return the verification in a timely manner. The next steps in the verification process shall be attempted after 10 calendar days, unless the family has been given an extension.

### **Self-Certification/Self-Declaration**

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.

#### SNRHA Policy

Self-certification means an **affidavit or notarized** statement under penalty of perjury, and the signature **on the affidavit** must be witnessed by SNRHA staff. **When SNRHA relies on tenant certification/self-declaration, SNRHA staff must document in the tenant file why third party verification was not available.**

### **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 that differs 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**

#### ***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



# Southern Nevada Regional Housing Authority

## Chapter 8

### TRANSFER POLICY

#### INTRODUCTION

It is the policy of SNRHA to permit resident transfers, within and/or between SNRHA public housing communities for the following limited reasons:

- To abate dangerous and/or substandard living conditions;
- To abate emergency life-threatening living conditions caused by third-party criminal activity;
- To accommodate verified physical conditions caused by long-term illness and/or disability;
- To accommodate resident families that are determined to be over- or under-housed by virtue of their family size; and
- To promote homeownership, transfer of families to scattered sites
- To accommodate relocation due to modernization work, community safety

Each transfer request will be evaluated on a case-by-case basis, taking into consideration:

- The documentation that substantiates the reason for the request;
- Whether or not the resident is in good standing with SNRHA
- The availability of suitable alternative units.

SNRHA will not grant a transfer request solely to accommodate neighbors who "cannot get along."

Activities of residents that adversely affect the right of others to the peaceful enjoyment of their community will be treated as lease violations and may be considered cause for lease termination.

#### A. ELIGIBILITY FOR TRANSFER

In order to be determined eligible to receive a transfer, residents must submit the requested 3rd party documentation to SNRHA, to substantiate their request, and must be in good standing with SNRHA.

The type of documentation that must be submitted will vary, depending on the nature of the request.

#### Good Standing

~~A resident will be considered in good standing if he or she and/or household members have not had:~~

- ~~A history of delinquent rent payments, or~~
- ~~A history of community disturbance and/or unit destruction.~~

~~And have:~~

- ~~Maintain acceptable housekeeping standards~~
- ~~Fulfilling community service requirements~~



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**Good Standing:** In order to be eligible for any intra or inter site transfer, the resident household must be a resident in “good standing”, prior to be offered a new unit. The “good standing” requirement may be waived when SNRHA determines that the transfer is essential i.e. emergency, reasonable accommodations requests and for other good cause, including but not limited to over and under housed units.

In order to be determined a resident in good standing, the household must:

- Not have Four late payments of rent within a 12 month period, this will constitute a history of repeated late payments; in lieu of denial of a transfer, SNRHA shall reserve the right to collect an additional security deposit of \$150.00.
- Be compliant under repayment agreement that was initiated more than 12 months prior to the transfer request. If not compliant, the resident family will have to pay the balance in full prior to being transferred.
- Be complaint with the terms of the lease and any additional terms required to be added to the lease by Federal law. Violations of the lease must be documented by 30, 14, or 3 day Notice of lease violations. Residents will not be in good standing until all Notices are cured.
- Have entered into an agreement, before the expiration of the lease term for non-compliance of the customer service requirement. Residents will agree to comply by participating in an economic self-sufficiency program for or contributing to community services as many additional hours as the resident needs to comply in the aggregate with such requirement over the twelve month term of the lease.

### **Transfer List**

Resident families who are determined eligible to receive a transfer will be placed on a transfer waiting list in accordance with the date of transfer approval and reason for their transfer request. SNRHA will implement transfers in the priority order listed in the following table.

Inappropriately housed resident families who are determined eligible to receive a transfer will be placed on the transfer waiting list at the time of annual certification.

### **Priority of Transfers**

Approved transfers shall be accomplished in the following priority order:



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### Emergency Transfers due to Third Party Criminal Activity

SNRHA will consider transfer requests from resident families who have been victims of life-threatening criminal activity committed by third parties or who have witnessed serious criminal activity and agreed to testify on behalf of the State at a criminal proceeding.

Families who request a unit transfer due to third-party criminal activity may be required to submit verifiable documentation evidencing one or all of the following:

- Police reports and/or police statements detailing the incident in question
- Eyewitness statements describing the incident in question
- Confirmatory letters from the Victim Witness Protection Unit, Rape Crisis Center or similarly recognized entity
- Medical reports from a licensed health care provider
- Subpoena or other written contacts from the Clark County District Attorney or U.S. Attorney

~~SNRHA will require residents who are victims of domestic violence to certify their victim status and the names of their abusers on HUD Form 5382, which should include either:~~

- ~~• A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit; OR~~
- ~~• A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premise during the 90-calendar-day period preceding the tenant's request for an emergency transfer.~~

~~All documentation submitted shall remain confidential and shall be reviewed and evaluated by the Designated SNRHA Staff only. Transfer requests due to third-party criminal activity shall be evaluated on a case-by-case basis, by consideration of the following criteria:~~

- ~~The availability of a suitable alternative unit~~
- ~~The documentation describing/verifying the incident~~
- ~~The severity of the incident~~

### Eligibility for Emergency Transfers

~~SNRHA's Emergency Transfer Plan must allow tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to make an internal emergency transfer under VAWA when a safe unit is immediately available. A victim determines whether the unit is safe. HUD encourages all PHA's to engage the victim in a conversation as to what they may consider safe or what factors the victim considers unsafe.~~

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L, is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. ~~If the tenant is a victim of sexual assault, the tenant may~~



## Southern Nevada Regional Housing Authority

~~also be eligible to transfer if the assault occurred on the premises within the 90-calendar day period preceding a request for an emergency transfer.~~

In the case of sexual assault, the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of request for transfer (24 CFR 5.2005 (e)(2)).

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

### **Confidentiality**

SNRHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives SNRHA written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about SNRHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

### **Emergency Transfer Timing and Availability**

SNRHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. SNRHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. SNRHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If SNRHA has no safe and available units for which the tenant who needs an emergency transfer is eligible, SNRHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, SNRHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

### **Safety and Security of Tenants**

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.



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Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrims.org/our-programs/stalking-resource-center>.

**Notification:** If approved, the family will be notified that:

A unit has been designated;

They must execute a new lease and move within five (5 days) of receipt of the notice, and

If they refuse to accept the unit, they must execute a waiver of their emergency transfer request.

### **Emergency Transfers Initiated or Confirmed by Law Enforcement**

If the emergency transfer request is initiated or confirmed by authorized law enforcement officials, SNRHA may take the following action to maintain the confidentiality of the request and subsequent transfer:

By-passing the regular transfer occupancy function and/or staff;

Maintaining the resident family's file separate from other resident files; and

Concealing and/or changing the identity of the resident family's file.

### **Emergency Transfers due to Hazardous Unit Conditions**

A transfer due to hazardous unit conditions is mandatory. It may be initiated at any time by SNRHA or the resident family or both, after detection of a unit condition that poses a threat to the health and safety of the resident family. A hazardous unit condition is one that arises from:

Substantial fire damage;

Life-threatening fungus as determined by a Clark County Health District Official and/or a licensed hazardous waste consultant;

Exposed electrical wiring;

Defective ventilation;

Inadequate plumbing, heating and/or cooling that will require long-term repair;

Other serious conditions identified by SNRHA Maintenance Department that require long-term repair.

**Notification:** If at least one of the foregoing conditions is found to exist, SNRHA shall immediately notify the resident family or families affected and advise them, in writing, as follows:





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.
- ~~Properties with a suitable amount of space may elect to establish a Designated Smoking Area(s) that is at least 25 feet or more from any building.~~

#### 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. ~~Three~~ **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.**

#### Smoke-Free Apartments:

The premises listed below has already been designated as a smoke-free living environments:

- Lubertha Johnson Estates Senior Development

With 45 days written notice and a signed lease addendum for all current residents, future properties will be designated smoke free by no later than ~~July 1~~ **July 30**, 2018.

**Residents, staff and guests are prohibited from smoking on these properties owned and managed by SNRHA, including the apartment rented by the resident, the building in which the dwelling unit is located, and all common areas and administrative buildings, inside and outside the building up to 25 feet from each building and ~~50~~ **25** feet from the building's entry.**

#### The Southern Nevada Regional Housing Authority Not a Guarantor of Smoke-Free Environment

The adoption of a smoke free living environment and the mandate to designate all Public



Housing properties as smoke-free, does not make SNRHA a guarantor of resident's health or of the smoke free condition of the resident's apartment and common areas. However, SNRHA shall take reasonable steps to enforce the smoke-free terms of its leases and to make the property smoke-free. SNRHA will post smoke free properties with "No Smoking" signs inside and outside the buildings and may, at its sole option, consider designating smoking areas at any or all of the properties.

### **Smoking on the Property as a Lease Violation**

If a resident smells tobacco smoke anywhere in the building, they should report this to the office as soon as possible. Management will seek the source of the smoke and take appropriate action. A resident will be in violation of his/her lease if the resident or any guest is determined to be smoking on SNRHA property. ~~Three (3)~~ **Four (4)** violations of SNRHA's Smoke Free Policy may result in eviction. All applicants/residents acknowledge receipt of this Policy and Smoke-Free Lease Addendum in writing at the time of application ~~and/or next rent recertification~~. **Residents will be required to sign the Lease Addendum prior to the deadline for implementation.**

## **O. INSPECTIONS OF PUBLIC HOUSING UNITS**

### **Initial Inspections**

The SNRHA and the family will inspect the premises prior to occupancy of the unit in order to determine the condition of the unit and equipment in the unit. A copy of the initial inspection, signed by the SNRHA and the tenant, will be kept in the unit file and tenant file.

### **Vacate Inspections**

The management staff will perform a move-out inspection when the family vacates the unit, and will encourage the family to participate in the move-out inspection.

The purpose of this inspection is to determine necessary maintenance and whether there are damages that exceed normal wear and tear. The SNRHA will determine if there are tenant caused damages to the unit. Tenant caused damages may affect part or all of the family's security deposit. Documentation, including pictures of tenant caused damages will be maintained in tenant file.

The move-out inspection also assists the SNRHA in determining the time and extent of the preparation and repairs necessary to make the unit ready for the next tenant.

### **Annual Inspections**

The SNRHA will inspect all units annually using HUD-required standards. All inspections will include a check of all smoke alarms to ensure proper working order. Pictures of any damages and/or housekeeping problems may be taken. At each annual inspection, staff will verify that the additional room is still being used for medical equipment or live-in aide.

Residents who "fail" the inspection due to housekeeping or tenant-caused damages will be given 10 calendar days to correct noted items and placed on a schedule of 30, 60, and 90 day inspections conducted to ensure lease compliance. Failure to comply with



Evictions for criminal activity will continue, through the lock out phase, although the family may have moved from the unit.

Eviction information is to be entered into the Data Information System currently being used by the SNRHA.

Records for persons whose leases were terminated for any reason will be kept by the SNRHA for 5 (five) years, according to SNRHA's record retention policy. Records of residents owing a balance will be retained until the balance has been paid. The SNRHA will report adverse information on residents who have voluntarily or involuntarily terminated participation in the program to HUD's national repository. This information will include any debts owed to the SNRHA or adverse action, including not limited to, criminal activity, fraud, lease violations, damages to the unit, etc. This information will be available to HUD employees, PHA employees, and contractors of HUD and PHA's.

#### **G. TERMINATIONS DUE TO INELIGIBLE IMMIGRATION STATUS**

[24 CFR 5.514]

Families who were participants on June 19, 1995, but are ineligible for continued assistance due to the ineligible immigration status of all members of the family, or because a "mixed" family chooses not to accept proration of assistance, were eligible for temporary deferral of termination of assistance to permit the family additional time for transition to affordable housing.

Deferrals may have been granted for intervals not to exceed six months, up to an aggregate maximum of three years for deferrals granted prior to 11/29/96.

However, due to the timeframe applicable to the deferral period, current families are no longer eligible for deferral of termination of assistance.

If the SNRHA determines that a family member has knowingly permitted an ineligible individual to reside in the family's unit on a permanent basis, the family's assistance will be terminated for 24 months. This provision does not apply to a family if the eligibility of the ineligible individual was considered in calculating any prorating of assistance provided for the family.

#### **H. ~~VICTIMS OF DOMESTIC VIOLENCE~~**

~~SNRHA shall comply with the Violence Against Women and Department of Justice Reauthorization Act of 2005.~~

~~Selection: An applicant or participant that is or has been a victim of domestic violence, dating violence, or stalking is not appropriate basis for denial of program assistance or denial of admission of an otherwise qualified applicant.~~

~~Lease Terms Regarding Terminations: An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the "victim" or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy or occupancy rights of the victims of such violence.~~

~~Termination of Assistance/Eviction: Criminal activities directly relating to domestic violence, dating violence, or stalking engaged in by member of a tenant's household or any guest or~~



~~other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that domestic violence, dating violence or stalking.~~

~~SNRHA shall terminate assistance to remove a lawful occupant or tenant who engages in criminal acts of violence to family members or others without terminating assistance of victimized lawful occupants.~~

~~The victim MUST complete a certification of his/her status as a victim of domestic violence, dating violence or stalking identifying the person committing the crime, in order to qualify for protection implemented in the statute and provide for the confidentiality of that certification. Once HUD issues the afore referenced form, the victim requesting protection must complete the form within 14 business days after the SNRHA staff request such certification. Until such form is provided by HUD, SNRHA shall accept letters from the DA office, documents signed by an attorney, medical professional, victim service center from which the victim has sought assistance to address domestic violence, dating violence, sexual assault, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation; or producing a Federal, State, tribal, territorial or local police or court record.~~

~~Information provided by the victim pursuant to the certification shall be retained in confidence and not entered into any shared database nor provided to any related entity except when the disclosure is: consented to by the individual in writing, required for use in eviction proceedings, or otherwise required by law.~~

## **H. LEASE BIFURCATION AND VAWA**

In accordance with 24 CFR 5.2009(a), SNRHA may choose to bifurcate a lease, or remove a household member from a lease to evict, remove, terminate occupancy rights to such member who engage in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual. For mixed families, if the perpetrator was the eligible tenant, SNRHA will provide the tenants that are not eligible a period of thirty calendar days from the date of bifurcation of the lease to:

1. Establish eligibility for the same program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease;
2. Establish eligibility under another covered housing program;
3. Find alternative housing.

A mixed family is defined as a family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration. On site management will assist remaining residents in this process.



contact the finance department immediately to discuss plans for payment.

In addition, the Finance Department shall prepare a notice to the local Credit Bureau informing it of the identity of the vacated resident and the amount owed.

### **Use of Outside Collection Sources**

If after thirty (30) days the Accounting Department's attempts to collect from the vacated resident have been unsuccessful, the account may be turned over to the Collection Agency designated by the SNRHA to collect vacated accounts.

### **Write-Offs of Uncollected Vacated Accounts**

After the above collection efforts have been taken to collect vacated accounts have been taken, they shall be written off in accordance with the SNRHA's Write-Off Policy.

## **E. EVICTIONS FOR NON-PAYMENT**

### **Applicability**

All residents that have not paid their rents/charges in full by the expiration of the 14-day and/or 30-day notice shall be processed for eviction. The only exceptions are those residents that have valid, up-to-date repayment agreements in force.

### **Preparation of Documents**

On the day after the expiration of the applicable 14-day or 30-day notice period, the manager shall review the accounts of all delinquent residents. The files of those residents that have not paid in full shall be pulled and the manager shall prepare the following documentation for the eviction of each delinquent resident:

- ~~Affidavit of Summary Complaint-Affidavit/Complaint Summary for Eviction~~ (1 copy)
- Complaint for Summary Eviction (2 copies)
- Notice to the Constable (1 copy)
- ~~Copy of Lease~~
- Copies of notices to the delinquent resident
- Verification of method of service of the notices, e.g. certificates of mailing/posting/personal service

These documents shall be sent to the Director of Operations or designee not later than one (1) day after the expiration of the 14- or 30-day notice.

### **Filing the Eviction Papers**

~~The Director of Operations or designee will prepare the check in accordance with the request and forward it to the manager. The same day the check and eviction file are received from the Director of Operations or designee, the manager shall file the eviction with the court.~~

If the jurisdiction permits online court filing, the onsite manager will process the documentation in accordance with local laws. If this is not the case, the on site manager will manually process the forms in accordance with local laws.



## Chapter 15

### FAMILY SELF-SUFFICIENCY STATEMENT OF POLICIES

#### **PURPOSE:**

~~The purpose of the Family Self-Sufficiency Program (FSS) is to promote the development of local strategies to coordinate the use of Housing Choice Voucher (HCV) and Public Housing (PH) assistance with public and private resources to enable eligible families to achieve economic independence and self-sufficiency. Approximately 85% of the public housing/HCV participants are between the ages of 18-49; the majority of the FSS population emanates from this resident pool. Over 90% of the represented households are single parent families, requiring, on the average, a two-bedroom unit.~~

~~FSS is a program designed to promote employment and increase savings among families living in public housing or receiving rental subsidies through the Housing Choice Voucher Program. The greatest potential for breaking the cycle of poverty will be achieved when FSS participants work to advance their formal education, job training skills, and/or current level of employment. The three main features of the FSS Program are: (1) Case Management; (2) delivery of the services; (3) the creation of an Escrow Account. The Southern Nevada Regional Housing Authority (SNRHA) is the successor agency for the former Clark County Housing Authority, the Las Vegas Housing Authority, and the North Las Vegas Housing Authority and as such has operated a FSS Program since 1995.~~

~~The local FSS Program is intended to serve as a catalyst for families to accept responsibility for themselves as they move toward achieving economic independence and self-sufficiency through the full utilization of resources made available through the Program Coordinating Committee (PCC).~~

~~In implementing its *Family Self-Sufficiency (FSS) Program*, SNRHA) is committed to providing the highest quality of housing and related non-housing services to its FSS Program Participants. Such non-housing services will take the form of a wide range of *supportive services* directly related to promoting the *economic self-sufficiency* of program participants. To encourage participants to reach their fullest economic potential, the SNRHA will link community supportive services with an individual's educational, job training and job placement goals. Goal setting will be facilitated by the FSS staff.~~

~~The FSS Coordinator will work with each participant to identify barriers in order to develop the Individual Training and Service plan.~~

#### **15.1. BENEFITS OF OPERATING A FSS PROGRAM:**





~~An aggressive and innovative FSS program will yield numerous, positive benefits such as:~~

- ~~• A direct increase in the number of working families—participants who initially received welfare benefits now are required to seek and maintain employment in order to stay in the program.~~
- ~~• A reduction of under-employed families—participants who may have lacked the necessary job skills to reach economic independence now have employable skills.~~
- ~~• Encourage good working relationships with local service providers and other community agencies for the benefit of the program participants.~~
- ~~• Help the PHA obtain additional federal and non-federal funding.~~

### ~~15.1. A. GOALS AND OBJECTIVES:~~

~~The overall goal of the FSS Program is to assist and motivate low-income individuals and families by working together to overcome barriers, build self-esteem, and establish obtainable goals. The objective of the FSS Program is to reduce dependence of low-income families on welfare assistance, HCV and public housing assistance, and/or any other federal, state, or local rental or homeownership subsidies.~~

~~In order to obtain self-sufficiency, participating families are introduced to individualized case management where obstacles are identified so that suitable goals can be set. Appropriate services are then identified to promote successful attainment of these goals. Participants are encouraged and/or required to attend a set number of self-help workshops and seminars.~~

~~Goals of the FSS Program are achieved through:~~

- ~~• One-on-one counseling to emphasize the importance of education and training to increase earning potential;~~
- ~~• Career and personal counseling to set realistic goals and timeframes;~~
- ~~• Incentives and recognition for achievements (i.e. escrow savings account, achievement highlights in the SNRHA's newsletter and/or other communication tools);~~
- ~~• Referrals to community support services; and~~
- ~~• Strategies that encourage employment, entrepreneurship, and homeownership~~

### ~~15.1.B. PROGRAM MEASUREMENTS:~~

~~The FSS Program will measure the success of the families who participate in the program and achieve self-sufficiency or accomplish similar goals, by the following:~~

- ~~• Family members who obtain their first job,~~
- ~~• Family members who get higher paying jobs,~~
- ~~• Family members who get the GED or higher educational degrees, and~~
- ~~• Family members who no longer receiving welfare benefits.~~



### ~~15.1.C. ESTIMATE OF POTENTIAL PARTICIPANTS:~~

~~SNRHA owns 2,870 Public Housing units and administers 10,752 Housing Choice Vouchers which together provide housing assistance to over 32,600 residents. The FSS Program is open to all adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status, or national origin.~~

### ~~15.1.D. PROGRAM SIZE:~~

~~The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA) is 328 mandatory slots; 17 open mandatory PH slots and 196 voluntary slots (as of January 1, 2015.)~~

### ~~15.H. FSS Policy – FSS Action Plan~~

~~It is the policy of the SNRHA to employ all reasonable means to identify the economic self-sufficiency needs of its program participants and to actively pursue those internal and external resources integral to breaking the cycle of family dependency on governmental assistance and necessary for sustaining family self-sufficiency.~~

~~The local Family Self-Sufficiency (FSS) program will complement the objectives of the federal and state welfare reform programs with the overriding objective to move FSS participants from welfare to work and with the ability to sustain economic self-sufficiency within five (5) years.~~

~~One of the primary objectives of the local program is to increase opportunities for homeownership for program participants. Accordingly, the FSS program will focus on participant's economic development and the supportive services directly related to preparing the family for income-generating (e.g., employment, home-based businesses) opportunities leading to long-term self-sufficiency. This component will include, but not be limited to credit counseling, credit repair and home ownership counseling.~~

~~Family economic development will be accomplished through a coordinated program of *training, education and supportive services* that promote family opportunities to participate in income generation programs and services. It is anticipated that the vast majority of services and programs will be provided by a wide range of local service providers in the public and private sectors. The targeted service providers will become a part of the Program Coordinating Committee (PCC) with the SNRHA.~~

~~The Program Coordinating Committee (PCC), which meets on a quarterly basis, provides for networking opportunities between coordinators and providers. It is the intent of this agency to maximize the use of local resources, while minimizing to the greatest extent feasible, the time~~



~~and financial demands of our service provider/partners.~~

### ~~15.II.A. — ACTION PLAN~~

~~The SNRHA's FSS Program Action Plan will govern the operation of the FSS Program. This plan shall be update annually and submitted to HUD each January.~~

### ~~15.II.B. — FSS ADMINISTRATIVE GOALS~~

#### ~~3.1 — Staff Assistance to Participants~~

~~The program goal is to develop and implement a successful FSS Program. This program will prepare families for economic self-sufficiency by providing them with assistance through family case management which will link them to educational advancement opportunities; basic/remedial education; job skills training; job placement; and/or other linkages to supportive services.~~

### ~~15.II.C. — Increasing Number of Working Families~~

~~In an effort to increase the number of working families within the agency's housing assistance programs, the SNRHA will *identify, mobilize and link resources* in a manner that will expand the Family Self-Sufficiency (FSS) Program to assist as many motivated and interested families as the program resources will accommodate.~~

~~The SNRHA will implement this process as follows:~~

~~Execute MOUs with the initially targeted self-sufficiency partners, in order to have adequate services available to meet obligations to the motivated families as the families are selected for participation in the HCV FSS program.;~~

~~Develop and issue a FSS program booklet listing the basic program objectives, enrollment procedures and primary service providers to all currently enrolled and interested families;~~

### ~~15.II.D. — Targeted Supportive Services to Be Provided FSS Participants~~

~~The following forms of supportive services will be provided for the FSS Program participants through collaborative partnerships with area governmental, educational and/or non-profit service providers:~~

- ~~1. — Childcare~~
- ~~2. — Transportation~~
- ~~3. — Remedial Education~~



- ~~4. Secondary and Post-Secondary Education~~
- ~~5. Job Readiness Training~~
- ~~6. Jobs Referrals~~
- ~~7. Homeownership Counseling~~
- ~~8. Credit Counseling/Credit Repair~~
- ~~9. Referrals to local supportive services; i.e. welfare; LIHEA; SSA and Medicaid~~

#### ~~15.H.E. — INCENTIVES TO ENCOURAGE PARTICIPATION~~

~~SNRHA offers many incentives to encourage FSS Program participation, including the following:~~

- ~~• Individual case management~~
- ~~• Quarterly Meetings~~
- ~~• Links to community resources
  - ~~○ career assessment~~
  - ~~○ job skills/training~~
  - ~~○ financial management~~
  - ~~○ credit repair services~~~~
- ~~• Escrow account credits~~
- ~~• Homeownership opportunities~~

#### ~~15.H.F. — ASSURANCE OF NON-INTERFERENCE~~

~~If a family decides not to participate in the FSS Program, that decision will not affect the family's right to admission in the Public Housing or HCV Programs.~~

#### ~~15.H.G. — PROGRAM COORDINATING COMMITTEE~~

##### ~~(PCC) Role of the Program Coordinating Committee (PCC)~~

~~The Southern Nevada Regional Housing Authority (SNRHA) shall form a Program Coordinating Committee.~~

~~The Program Coordinating Committee (PCC) will assist in both providing AND securing commitments of public and private resources for the successful operation of the program. The committee will be composed of a cross section of service providers, sponsors of skills-based training, employers, program participants and SNRHA staff.~~



### **~~Targeted PCC Membership~~**

~~The PCC membership will include the following:~~

- ~~• A Housing Choice Voucher (HCV) participant who has currently or previously received public aid and who has successfully completed or is currently enrolled in a self-sufficiency or welfare-to-work related program and is in compliance with their program obligations;~~
- ~~• A PH program participant who has currently or previously received public aid and who has successfully completed or is currently enrolled in a self-sufficiency or welfare-to-work related program and is in compliance with program obligations;~~
- ~~• SNRHA FSS staff members;~~
- ~~• Representatives from area units of local government (Las Vegas, Clark County, N. Las Vegas, Henderson);~~
- ~~• Representatives which administer the JTPA (Job Training Partnership Act) and JOBS (Job Opportunities and Basic Skills Training Program): PIC and Urban League; Nevada Work Force Investment.~~
- ~~• Representatives from area employers~~
- ~~• Representatives from a private employment agencies~~
- ~~• Representatives from local post-secondary educational institutions~~
- ~~• Representatives from local welfare agency~~
- ~~• A representative from Culinary Training Institute~~
- ~~• Child care providers~~
- ~~• A representative from all SNRHA Onsite Service Providers~~

### **~~15.III. FAMILY SELF-SUFFICIENCY PARTICIPANT RECRUITMENT AND SELECTION CRITERIA~~**



### **Family Notification:**

### **FAMILY SELECTION PROCEDURES:**

~~In accordance with applicable federal regulations, families are selected without regard to race, color, religion, sex, handicap, familial status or national origin.~~

~~SNRHA will also observe all federal regulations related to FSS participation for all~~

~~applicants. The family members must:~~

- ~~• Be a current participant and in good standing with the SNRHA Public Housing Program~~
- ~~• Be the Head of Household (HH) on the lease~~

~~SNRHA will use multiple methods to inform and recruit minority and non-minority program participants. Promotional materials are distributed to program participants and to applicants who are near completion of the lease-up process. These materials may include flyers, posters, FSS Brochure, and Interest Form. These materials will highlight program information and incentives.~~

~~All potential program participants will be provided with an FSS interest form to complete. Additional outreach will be done through the Section 8 Tenant Informer Newsletter and program brochures, which will be available in all SNRHA lobbies.~~

~~Participant Selection: Eligible participants will be placed on the FSS Interest List. Applicants shall be selected in order of the date they were placed on the waiting list and the date of next annual re-examination. If the FSS program is at capacity, the order of preference will be to HCV Program FSS port in participants, then to those PH residents receiving HCV assistance as a result of demolition of their PH developments, and then to Foster Care Youth voucher holders.~~

~~One or more program orientation sessions will be held depending upon the level of written interest/response received. Each such orientation will be facilitated by an FSS Coordinator.~~

### **Family Intake Procedures:**

~~After lease-up or occupancy, the potential participant will be placed on the FSS Interest list until there are slots available.~~

~~Applicants will be denied participation if:~~





- ~~They were previous participants in FSS and received an escrow distribution or violated the family obligations under the program~~
- ~~Have an unpaid debt to any PHA~~

~~Each eligible Head of Household (Head of Household) will be notified, within 15 days, in writing or other communication method as requested by a participant with a disability. The Head of Household will be given an appointment for their initial FSS Orientation session. These sessions may be conducted individually or in a group setting.~~

~~For each program applicant deemed ineligible for FSS program participation, the written notice shall inform the family of reason (s) for denial with enough specificity to allow them the opportunity to provide specific written evidence of eligibility and inform them of their right to an informal review of the decision to be held conducted by the housing manager.~~

~~Each family must complete a Pre-Assessment Form. The Pre-Assessment Form is a tool that will be used to establish a base level of need. It will be used, for case management purposes only, to determine the participant's level of education, job skills, prior work experience, career interest and program readiness. It will not be used to screen out any participant.~~

#### ~~15.IV. FSS PROGRAM ENROLLMENT~~

##### ~~**Nondiscrimination in FSS Program Recruitment, Selection and Services**~~

~~The SNRHA will not discriminate against applicants for or participants of its *Family Self-Sufficiency (FSS)* program because of their race, education level, age, job history or performance, credit rating, marital status, number of children, skills or developmental disabilities.~~

##### ~~**Initial Intake Activities:**~~

~~Upon written notice of program acceptance, the participant will be scheduled for a meeting with the FSS Coordinator or Designee to set goals, objectives and tasks.~~

~~During the meeting the FSS Coordinator will describe the:~~

- ~~education/jobs training programs and terms of participation for each program;~~
- ~~available supportive services and terms for participation;~~
- ~~"binding obligations" of the family through the *FSS Contract of Participation*;~~

~~The participant and the FSS coordinators will jointly develop the participant's Individual~~



### ~~Training and Service Plan (ITSP):~~

~~The Intake folder shall include at least the following forms of data:~~

- ~~• Needs Assessment~~
- ~~• Recent HUD-50058 to begin the enrollment process.~~
- ~~• Be in compliance with family obligations~~
- ~~• Participant Goal Setting Worksheet/ITSP~~
- ~~• Copies of any existing service agreements (e.g., school registration, childcare, etc.)~~
- ~~• Contract of Participation Form with the ITSP~~

### ~~Developing the Individual Training and Service Plan (ITSP)~~

~~The ITSP will identify the economic self-sufficiency and supportive service partners necessary to assist the participant in achieving their established program goals. The ITSP will include, but not necessarily be limited to, the following forms of information:~~

- ~~• Final and Interim Goal(s)~~
- ~~• Applicable Service Providers~~
- ~~• Targeted start/end date for each service and/or action steps~~
- ~~• Description of any known/anticipated barriers to timely and successful completion~~
- ~~• Range of solutions to perceived barriers/obstacles~~
- ~~• Targeted dates for progress meetings with the Coordinator~~

~~During this meeting, the Coordinator will also prepare the:~~

- ~~• Contract of Participation~~
- ~~• Service Provider Referral~~

### ~~15.V. Contract Execution~~

~~After the initial activities have been completed, the FSS Head of Household will be required to sign the FSS Contract of Participation (HUD Form 52650).~~

~~The Contract of Participation (CoP) will set forth the terms and conditions of participation in the FSS Program. It also includes the rights and responsibilities of the FSS family and the SNRHA.~~

~~The ITSP will be an attachment to the FSS Contract. If the FSS participants are receiving benefits under the Temporary Assistance to Needy Families (TANF) program, the SNRHA shall establish a goal that the family will become independent from TANF assistance at least~~



~~one (1) year before the expiration of the term of the CoP. The CoP provides that one of the obligations of the FSS family is to comply with the terms of all housing program requirements.~~

~~It is the responsibility of the FSS Coordinator to review, with the participant, the CoP and the ITSP in its entirety.~~

~~During this meeting, the participant will have the opportunity to amend any portion of the ITSP with the concurrence of the FSS Coordinator. Should the proposed changes substantially alter the participant's goals in a manner that controverts the program objectives and/or the original selection criteria the Coordinator must advise the participant of the perceived problem(s). Alternatively, should the FSS Coordinator determine that the participant is no longer committed to the objectives of the FSS program the FSS Coordinator may terminate the enrollment process. All terminations must be made in writing. The family must be advised of the procedures for obtaining an informal hearing under the applicable housing program.~~

~~The participant and FSS Coordinator will jointly execute the Contract of Participation. The original of the Contract, and any applicable attachments, will be maintained in the participant folder. The FSS Coordinator must complete the 50058 FSS Addendum. At the close of this meeting, the participant will be provided with copies of the:~~

- ~~• Service Provider Referral Letters (original with copies to file)~~
- ~~• Contract of Participation and ITSP (copy)~~
- ~~• Escrow Worksheet if applicable (copy)~~

#### ~~15.V.A. Employment and Education Requirements~~

~~At any time the Head of Household is not enrolled in an approved jobs training or educational program, the participant shall be required under the Contract of Participation to seek and maintain suitable employment of at least 20+ hours per week. To *seek employment* means to provide evidence that he or she is actively completing/submitted job applications, participating in job interviews, and/or soliciting job leads. The participant must complete and submit the *Documentation of Search Form* and submit monthly to the FSS Coordinator.~~

~~Determination of a participant's employability shall be based on skills, education, prior work experience and or jobs training, as well as the perceived level of work opportunities based on individual attributes.~~

~~Alternatively, a participant may be enrolled in an educational program that is expected to result in the award of a diploma, certificate or degree. For anything other than remedial/basic education, the FSS participant must provide evidence that they are enrolled full-time in accordance with the institution's requirements for full-time status for day~~



~~students. The participant may also be required to periodically provide evidence that they are continually enrolled throughout the calendar year.~~

~~Summarily, the FSS participant must be employed or in school/jobs training on a full time basis, or evidence a combination of school and work.~~

~~Participants must attend a FSS Support Group once every six month.~~

~~SNRHA and the FSS participant must mutually agree to modify the Contract of Participation. However, no approvals for change of head of household shall be approved unless it is due to the death of the head of household as identified at the time of signed the COP or as a reasonable accommodation approved by SNRHA's 504 Coordinator.~~

### ~~15.V.B. Contract Term~~

~~The Contract of Participation (COP) shall provide that each FSS participant will be required to fulfill their FSS obligations in not more than five (5) years after the effective date of the contract. This COP is a binding, five year agreement between the Head of Household and the Southern Nevada Regional Housing Authority. This COP must:~~

- ~~a. Help develop the Individual Training & Service Plan (ITSP).~~
- ~~b. List interim and final goals—one of which must be that all family members are off welfare assistance and remain independent for at least one year before contract expires, including any extensions.~~
- ~~c. Include “seek and maintain suitable employment” clause which includes employment, interviews, and other activities related to job search. (An employment counselor will determine the definition of ‘suitable employment’ for occupations outside the norm.)~~
- ~~d. Include baseline information— income, rent, and employment status.~~

~~The COP will be discussed in detail with interested family members, prior to being signed by the Head of Household; however, the family must be in compliance with all lease terms and conditions.~~

~~Other household members, 18 or older, may enroll in FSS at any time during the program. These household members will be required to work one-on-one with the FSS Coordinator to develop and sign their own ITSP.~~

~~During the term of the COP, changes may be made to the ITSP and/or change of the FSS designated Head of Household by written request. The FSS Coordinator will forward the request as appropriate. Once the decision has been made, the Coordinator will respond in writing.~~



~~The participant will have ten (10) days, to appeal the decision to the FSS Program Supervisor or designee. The participant shall have the opportunity to present written or oral objections.~~

### Case Files

~~The FSS Coordinator will maintain an individual case file on each FSS participant. The file will contain the following documents:~~

- ~~• Contract of Participation~~
- ~~• ITSP(s)~~
- ~~• Interest Form, FSS Pre-assessment & Assessment Forms~~
- ~~• Escrow Calculation and Tracking Forms~~
- ~~• Documentation of program participation~~
- ~~• Case notes detailing each contact with the participating family~~
- ~~• Extension and other related forms and letters~~
- ~~• Referral letters and other relevant correspondence~~
- ~~• Termination forms~~

### ~~15.V.C. Escrow Account Management~~

~~Escrow accounts are maintained on each participant who is earning escrow. The escrow calculation allocates monthly savings amounts for each family, based on increases in their rent due to increased earned income (salary and wages).~~

~~The annual or interim recertification exam determines when and how much change there will be to the Total Tenant Payment (the tenant's portion of the rent and utilities), which will then result in changes to the escrow accruals.~~

~~(Special Notice: HUD approved income exclusions {earned income disallowance} will affect the FSS escrow account accruals.)~~

~~In an effort to maximize investment earnings, FSS escrow funds are combined and placed in a HUD approved investment instruments. The interest paid on the actual investment will be credited to the individual FSS escrow accounts at least annually.~~

~~The participant will receive an escrow statement annually. This report will include the current monthly escrow credit along with the total escrow and interest accrual to date. These annual escrow reports serve both as a way to measure progress and as a motivator for pursuing self-sufficiency goals.~~

### ~~Interim Escrow Withdrawals~~

#### Interim Escrow Withdrawals



~~A Head of Household may be permitted to withdraw escrow funds for program and/or supportive services expenses such as completion of higher education, job training or start-up expenses for new business,<sup>1</sup> however, the participant must:~~

- ~~➤ Not owe a debt to SNRHA (unless the participant is current with a repayment agreement)~~
- ~~➤ Be in program compliance with both FSS and housing~~
- ~~➤ Submit a written request for and documentation of the need to the FSS Coordinator~~
- ~~➤ Attend one FSS Support Group within previous 12 months~~
- ~~➤ Be actively pursuing FSS goals and meeting regularly with the FSS Coordinator~~
- ~~➤ Use the escrow funds for purposes of meeting program goals only; otherwise the participant may be terminated from the FSS program~~
- ~~➤ Other resources have been investigated and used whenever possible~~

**Special Notices:**

~~Interim disbursements due to extenuating circumstances must be approved by the Director of Supportive Services.~~

~~Disbursements will not be made for transportation unless the participant is employed.~~

~~All written requests for interim disbursements will be submitted to the Director of Supportive Services, after the FSS Coordinator has reviewed the request, determined the adequacy of documentation and the level of need. The Director of Supportive Services may approve or deny the request, based on the submission, according to federal guidelines.~~

~~The FSS Coordinator will inform the participant of the request results.~~

- ~~● If the request is approved, the interim escrow distribution check will be prepared within five (5) days. Within thirty (30) days after the escrow funds are received, the participant must provide documentation that the funds were used for the stated purpose. If proper documentation for the use of the funds is not received, the participants must return all funds receive. If funds are not returned, the participant will be terminated from the FSS Program.~~
- ~~● If the request is denied, the FSS Coordinator will mail, to the participant, a written notification highlighting the reason(s) for denial.~~

**~~15.V.D. Contract Extension (for Good Cause)~~**

~~The SNRHA shall, in writing, extend the term of the Contract of Participation on a finding of good cause. The extension may be granted. Only one extension shall be granted per~~

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<sup>1</sup> The withdrawal is limited to one within a 12-month period. No duplicate disbursements will be honored except in the case of education. The escrow withdrawal cannot exceed 50% of total escrow except for homeownership expense, which cannot exceed 90% of total escrow.





~~participant and it shall be for 24 months. The family must make a written (or other method of communication as required for disabled participants) request for the extension specifically stating the grounds for the extension.~~

~~Good Cause is shall be defined to mean circumstances beyond the control of the FSS family such as a serious illness or loss of employment by the head of household. These circumstances must be verified by third party methods. The participant must have demonstrated active participation and progress in the FSS program.~~

~~Approved extension of the Contract of Participation will entitle the FSS family to continue to have amounts credited to the FSS family's account. Extension will be granted by FSS Coordinator with the Director of Housing Programs or Housing Programs Manager's approval. There is no grievance process available when an extension is denied.~~

#### ~~15.V.E. —————~~ **Contract Modifications**

~~The SNRHA and the FSS participant must mutually agree to modify the Contract of Participation.~~

~~However, no approvals for change of head of household shall be approved unless it is due to the death of the head of household as identified at the time of sign the COP.~~

~~The COP must be modified in writing with respect to changes to the participant's individual training and supportive service plan, the FSS contract, and/or the designated head of the family.~~

~~If an FSS service partner fails to deliver the supportive services pledged pursuant to a participant's ITSP, the SNRHA shall make a good faith effort to obtain the same or similar services from another agency. If the agency is unable to obtain like services for the participant the housing manager and participant shall determine whether the absence of the services will substantially impair the participant's ability to advance their stated FSS goals and/or to achieve economic self-sufficiency. If the absence of certain services will severely impact the participant's ability to achieve their original goals, the FSS Coordinator is authorized to assist the family in modifying the ITSP, removing any contract obligation of the participant to receive unavailable services and revising, as appropriate, the contract terms.~~

#### ~~15.VI. —————~~ **Penalties for Failure to Meet or Exceed the Contract Terms**

~~The FSS Coordinator shall clearly explain that violations or non-compliance with the provisions of the Contract of Participation, which includes full compliance with the applicable housing program shall result in one or more penalties to include: termination of participation in the FSS program, reduction or forfeiture of escrow account.~~



## **15.VII. PROGRAM ACCOUNTABILITY AND REPORTING**

### **Service Partner Follow-Up**

Service providers will be asked to complete and return the bottom portion of the *FSS Referral Form* when the family has completed their initial intake activities with the service partner. The FSS Coordinator must contact any participant who fails to initially utilize the service provider(s) within 30 days of the initial date of referral or within referral timeframe.

Service providers will be encouraged to contact the FSS Coordinator when the participant fails to follow through or encounters obstacles to service or program completion.

### **15.VII.A. Participant Accountability**

FSS participants are required to meet with their assigned case manager on a monthly basis for the first three months of program activity. Thereafter, the Coordinator and participant will meet on a quarterly basis. If there are problems or if the Coordinator suspects non-compliance the participant may be required to meet on a monthly basis.

The participant's progress will be charted on their Individual Training and Service Plan (*ITSP*). The *ITSP* will serve as a worksheet for tracking progress in the areas of *education, job skills training, jobs placement, transportation, childcare, etc.* Any necessary revisions to the *ITSP* will be made as a result of the progress (or lack thereof) documented through the *ITSP*. New referrals and/or adjustments in interim goals may also occur.

Attendance at the scheduled meetings are mandatory. Failure to maintain two or more appointments within the first six months is grounds for termination from the program. Only the Director of Supportive Services may grant a waiver.

### **15.VII.B. Successful Completion of the Program**

Successful completion of the FSS Program occurs at any time during the FSS term, if the following conditions are met, and the participant has

- Achieved his/her personal goals stated on the FSS CoP; and
  - Certifies in writing that family members have not received welfare cash assistance during the previous twelve consecutive months;
- or—
- 30% of the family's monthly adjusted income equals or is greater than the Fair

Market Rent amount for the unit size for which the family qualifies.

The FSS Head of Household must complete established Contract goals in order to



~~successfully graduate, but will not be disadvantaged if other adult family members with Individual Training & Service Plans fail to complete their goals.~~

~~FSS participants may successfully complete the program in less than the five-year Contract term, if they have met all other requirements. Successful program graduates are not required to leave subsidized housing.~~

~~The full balance of escrow, less any outstanding debt to SNRHA that exists at that time, will be given to the successful participant four to six weeks after the effective date of program completion.~~

~~There are no restrictions on the use of the escrow funds, and the U.S. Internal Revenue Service has ruled that these funds are not subject to federal income tax.~~

#### **~~15.VII.C. Annual Escrow Reports~~**

~~The FSS Coordinator shall prepare and mail the participant their *FSS Annual Report* annually. The annual report will include:~~

- ~~• participant's balance at the start of the reporting period~~
- ~~• amount of rent payment that was credited to the FSS account during the reporting period~~
- ~~• any deductions made from the account for amounts due the agency before interest is distributed~~
- ~~• amount of interest earned on the account during the year~~
- ~~• total in the account at the end of the reporting period~~

#### **~~15.VIII. HUD Reporting~~**

~~The SNRHA will submit a report to HUD regarding the FSS Program. This report is entitled the FSS Action Plan and shall contain the following information:~~

- ~~1) A description of the activities carried out under the program.~~
- ~~2) A description of the effectiveness of the program in assisting families to achieve economic independence and self-sufficiency.~~
- ~~3) A description of the effectiveness of the program in coordinating resources of the community to assist families to achieve economic independence and self-sufficiency.~~
- ~~4) Any recommendations by the SNRHA on the appropriate local PCC~~



~~for legislative or administrative action that would improve the FSS.~~

~~The Annual report is due to HUD on or before **January 30**.~~

~~The HUD 50058 FSS Addendum will be prepared as part of the initial enrollment and annual recertification process and electronically submitted to HUD the month following the close of the initial or annual certification.~~

#### **15.IX. TENANT PAYMENTS AND ESCROW CREDITS AND DISBURSEMENTS**

~~The FSS credit shall be computed as follows:~~

- ~~1) The FSS credit shall be the lesser of 30% of monthly adjusted income minus the family rent, which is obtained by disregarding any increases in earned income, from the effective date or the contract of participation; and~~
- ~~2) The current family rent less the family rent as of the effective date of the contract of participation.~~

~~For FSS participants who are *low income* (but not very low income), the FSS credit shall be the amount determined in accordance with the formula above, but which shall not exceed the amount computed for 50% of median income.~~

~~FSS participants whose adjusted annual income exceeds the low income limit shall not be entitled to any FSS credit.~~

~~The SNRHA shall not make any additional credits to the FSS family's escrow account when the family has completed the CoP, when the CoP is terminated or declared null and void, or when the family has a zero Housing Assistance Payment (HAP).~~

#### **15.X. TERMINATION OF THE FSS CONTRACT OF PARTICIPATION**

##### **15.X.A. Mutual consent of the parties**

~~When the SNRHA and family agree that the FSS program ceases to meet the needs of the family, the FSS contract may be terminated. This must be indicated in writing and signed by both the Head of Household and a representative of the SNRHA. Any amount in the family's FSS escrow account will be returned to the appropriate housing program funds.~~

~~The family may reapply after one year from the date of terminations, being based on availability of space in the program. However, priority for participation will be to those who have not previously participated in the program.~~



## ~~Failure or refusal of the FSS participant to honor the terms of the contract~~

### ~~18.X.B. ——— Expiration of the contract term, and any extension thereof~~

~~When the contract period ends, including any extensions granted, whether or not requirements have been met, the current contract will expire. Any amount in the family's FSS escrow account will be forfeited.~~

### ~~15.X.C. ——— Voluntary withdrawal from the program~~

~~A participant may elect to withdraw from the FSS program without penalty at any time during participation in the program. Any amount in the family's FSS escrow account will be forfeited.~~

### ~~15.X.D. ——— By other such act as deemed inconsistent with the objectives of the FSS program~~

~~This includes, but is not limited to, fraud, illegal activities or any activity that would normally result in eviction from public housing community or termination of the HCV voucher. Any amount in the family's FSS escrow account will be forfeited.~~

### ~~15.X.E. ——— By operation of law~~

~~Excerpt from HUD 2014 FSS Program NOFA:~~

~~5 b. **FSS Program Termination Due to Reduced Funding.** There are no statutory or regulatory provisions that allow for the wholesale termination of an existing FSS program. Loss of funding for the FSS coordinator position does not relieve the PHA of its contractual obligation to families already under FSS contract.~~

### ~~15.XI. ——— Terminations:~~

#### ~~Failure to Meet Contract Obligations/ Involuntary Terminations~~

~~The following actions are considered failure of the FSS participant to meet its obligations under the contract of participation *without good cause*, including the failure of a program participant to comply with the contract requirements because the family has moved outside of the jurisdiction of the SNRHA~~

- ~~—Eviction from public housing unit; loss of HCV voucher~~
- ~~—Failure to complete activities on the Individual Training and Service plan on a repeated basis, as well as failure to attend appointments with FSS Coordinator;~~
- ~~—Failure to meet requirements for graduation within the five (5) year term of the program or~~
- ~~—an approved extension;~~



~~—Failure to complete 12 months of participation prior to porting out~~

~~The family's FSS escrow account will be forfeited, however, the family may re-apply to the FSS Program after a minimum twelve months unless otherwise approved by the Director of Supportive Services.~~

#### ~~15.XII. Achievement of Self-Sufficiency by the family/Completion of the contract~~

~~The family completes its CoP when thirty percent (30%) of the family's monthly adjusted income equals or exceeds the published Fair Market Rent (FMR) for the size unit for which the FSS family qualifies based on the agency's subsidy standards. The CoP will be considered completed and the family's participation in the FSS program will be concluded on this basis even though the contract term, including any extension thereof, has not expired, and the participant(s) subject to an *ITSP* have not completed all the activities set forth in their plans. No escrow will accumulate once the family's income exceeds 30% FMR~~

#### ~~**Nonecompliance:**~~

~~Each participant is expected to maintain compliance with the terms of the Contract of Participation and to consistently progress toward his/her stated goals.~~

~~Nonecompliance is defined as, the participant's refusal or neglect to consistently progress toward his/her stated goals or the refusal or neglect to accept employment.~~

#### ~~**Good Cause**~~

~~*Good cause* is defined as those reasons, which are acceptable as valid grounds for periodic nonecompliance with the contract, including the refusal to accept employment. The duration and number of instances of noncompliance will be evaluated in determining appropriate action. Reasons constituting *good cause*, include but are not necessarily limited to:~~

##### ~~1) **Short-term illness**~~

~~This includes illness of the contracted participant or other family member requiring the presence of the contracted participant. If the duration of the illness is more than thirty (30) days, a review will be conducted to determine if the existing contract should be terminated, with the possibility of later reinstatement.~~

##### ~~2) **Inadequate/unavailable child care**~~

~~If the problem is long-term or frequent, the SNRHA may recommend alternative childcare options through the local child care management agency.~~

##### ~~3) **Transportation problems**~~

~~This includes breakdown or disruption in transportation arrangements with no ready access to alternative transportation.~~





~~4) **Supportive services problems**~~

~~This includes a breakdown of disruption in established support services, other than childcare or transportation with no ready access to alternative services.~~

~~5) **Conflicting demands**~~

~~This includes individuals who miss appointments or fail to attend an activity because of job interviews, court appearance, or employment during the time the activity occurs. It also includes individuals for who participation in an activity would result in loss of employment.~~

~~6) **Personal or family crisis**~~

~~This includes any kind of crisis or household emergency that interferes with participation, such as death of a family member, or other justifiable circumstances.~~

~~7) **Time Constraints**~~

~~Selected activity requires more than forty hours per week~~

~~8) **Component becomes unavailable/inappropriate**~~

~~Participant has been referred to or is participating with a FSS program provider and for reasons beyond the ability of the participant to prevent or control; their participation is terminated or program policy changes thereby disqualifying the individual.~~

~~9) **Employment discrimination**~~

~~The employment, offer of employment, educational or jobs training opportunity is limited or denied on the sole basis of FSS activity discriminates in terms of age, sex, race, religion, ethnic origin, or handicapping condition.~~

~~10) **Net Loss of Income**~~

~~Accepting a job that would result in a net loss of income for a household. Net loss is determined by assessing the total earnings, unearned income and cash assistance less work-related expenses such as transportation, one-time cost of tools, uniforms, etc. If the resulting amount is less than that prior to accepting the job, good cause may be found.~~

~~**Transitional Supportive Services**~~

~~The SNHRA may continue to offer supportive services to former FSS family who have successfully completed the CoP.~~

~~**15.XIII. COUNSELING AND CORRECTIVE ACTION STANDARDS**~~



### **Informal Conference**

In the event it is determined by the SNRHA that the participant is not in compliance with their contract of participation and/or has refused or neglected to consistently progress toward his/her stated goals, the participant will be issued a *written program warning* and given the opportunity to discuss the charge of noncompliance in an *informal conference* with the FSS Coordinator and to explain the reasons for his/her actions.

If it is found that the reason(s) for noncompliance are for *good cause*, a record will be made of the facts and circumstances surrounding the noncompliance. The participant will be counseled regarding the situation and will be issued a *written FSS Counseling Statement* that indicates the participant may continue provided the participant complies with the specific terms of the Counseling Statement. If the participant continues and fails to modify his/her conduct to meet compliance requirements, the participant will be subject to written formal corrective action. The initial counseling session will be conducted by the assigned FSS Coordinator.

If it is found that the reasons for noncompliance are not for good cause or that the participant has failed to take corrective action(s) within the timeframe stated in their *FSS Counseling Statement*, the SNRHA will take the following corrective action measures:

### **Corrective Action Measures**

Within three (3) days of determining that the participant's reasons for **continued noncompliance** are not for good cause, or that the participant has failed or neglected to modify his/her conduct after issuance of the Counseling Statement, the SNRHA will issue a *Notice of Intent to Terminate FSS Services/Contract of Participation* to the participant. This notice shall provide for a 30-day opportunity to cure the problem(s) by submitting third party (or other documentation as requested by the agency) that the problem(s) have been rectified. The initial and follow-up Notices will include, but not necessarily be limited to the following information:

- a. — Description of the act(s) of noncompliance;
- b. — Actions the participant must take to resume compliance
- c. — Requisite time frames for documenting corrective action;
- d. — A statement of the participant's right to explain the reasons for noncompliance;
- e. — Consequences of noncompliance if good cause is not shown by the participant;
- f. — The method of response required and the date by which it is to be received;
- g. — The participant's right to request a modification to the contract and/or meet with the SNRHA's Director of Operations or their FSS Coordinator;
- h. — The participant's right to request an informal hearing of the decisions;
- i. — A statement that the participant's immediate and continued consistent



- ~~compliance will end corrective action.~~
- ~~j. A copy of the grievance policy or informal hearing process and a form to request an informal hearing~~

#### **15.XIV. FSS HEARING PROCEDURES FOR PARTICIPANT TERMINATION**

~~The FSS participant must respond to the *Notice of Intent to terminate FSS Services/Contract of participation* within ten (10) days by requesting an informal hearing as outlined in the approved SNRHA grievance procedure.~~

~~If the participant does not respond to the Notice of Noncompliance and/or fails to present acceptable proof of compliance or to request the *hearing* in the time frame prescribed, the participant will be terminated as of the dates stated in the Termination Notice. As a result of termination of participation in the FSS program:~~

- ~~1. All money in escrow is forfeited;~~
- ~~2. The family will forfeit the FSS slot availability;~~
- ~~3. The individual terminated will not be eligible to reapply for participation for a period of one year following termination.~~

~~If the participant requests a hearing all termination action will be stayed until a decision has been rendered by the Director of Supportive Services.~~

#### **15.XV. THE FSS FAMILY ESCROW ACCOUNT**

~~The SNRHA shall maintain all FSS participant escrow accounts in accordance with HUD's regulations for recording program accounts.~~

~~During the term of the Contract of Participation, the SNRHA shall periodically credit payments, but not less than annually, to each participants escrow account.~~

~~The SNRHA will issue an annual report to each FSS participant on the status of their escrow account.~~

~~Any investment income for funds in the FSS escrow will be prorated and credited to each participant's account at the end of the period for which the investment income is credited.~~

~~If the FSS participant has not paid the family's contribution towards rent during the month in which such payment was due, or the other amounts, if any, due under the Public Housing lease and/or amounts due the SNRHA under the HCV program (e.g., repayment agreement); the balance in the account shall be reduced by that amount before prorating/calculating the interest income earned.~~



If the family is a HCV program port in and the SNRHA absorbs the family, the initial PHA must send the funds in the family's escrow account to the SNRHA to administer.

A family in the SNRHA HCV program may port out to the jurisdiction of a receiving PHA as long as the FSS participant has been in the SNRHA's program for at least 12 months, and as long as the receiving PHA has an FSS program and will accept the family.

If the receiving PHA has an FSS Program and will accept/absorb the family, then the receiving PHA will execute a new contract for the remaining time on the initial Contract. SNRHA will send the family's escrow funds to the receiving PHA and will close the contract at SNRHA.

If the receiving PHA does not have an FSS Program, then the family forfeits their FSS escrow account.

#### **15.XVI. COMPLETION OF THE CONTRACT OF PARTICIPATION**

The Contract of Participation is completed when one of the following occurs:

- 1) The FSS family has fulfilled all of its obligations under the contract on or before the expiration of the term of the contract, or
- 2) Thirty percent (30%) of the monthly adjusted income equals or exceeds the published existing fair market rent for the size of the unit for which the family qualifies under the SNRHA subsidy standard, and the FSS head certifies that all family members are welfare free and have been for a one-year period.
- 3) The family leaves the HCV program or vacates the public housing units.

#### **15.XVII. DISBURSEMENT OF THE FSS ESCROW ACCOUNT**

##### **Eligibility for Disbursement**

When the SNRHA determines that the FSS family has fulfilled its obligations under the CoP, prior to the expiration of the contract term, and the Head of Household submits a certification that to the best of his or her knowledge and belief no family member is receiving welfare benefits and all family members have been welfare free for the 12-month period preceding the date of the family certification (Must be verified by FSS Coordinator) the amount in the FSS escrow account for that family, in excess of any amount owed to the SNRHA, shall be approved for payment to the Head of Household.



~~If the SNRHA determines the FSS family has fulfilled certain interim goals established in its Contract of Participation and needs a portion of the escrow account funds for purposes consistent with the CoP, such as completion of education, job training, or to meet startup expenses necessary in creation of a small business, the SNRHA at its sole option, may disburse a portion of the funds from the family's escrow account to assist with expenses. (See 15.V.C.—Interim Escrow Withdrawals)~~

### **Disbursement Procedures**

~~When an FSS Participant becomes eligible for amounts held in an Escrow account, before disbursement of the funds to the family, the following will occur:~~

- ~~1) — The Coordinator will verify the welfare free status of all family members, then will prepare and submit a Request for Escrow Release.~~
- ~~2) — The FSS Coordinator will complete an audit of the program requirements and escrow account within five (5) working days from the date of the request;~~
- ~~3) — The Occupancy Specialist will provide a certification that the participant — is in compliance with the terms of their HCV or public housing program..~~
- ~~4) — The FSS Coordinator will prepare an adjustment slip indicating the total of eligible funds to be released.~~
- ~~5) — The following documents will be forwarded to the Resident Program Coordinator (FSS program supervisor) for final review and approval:
  - ~~— FSS Participant file, including audit and final adjustment slip;~~
  - ~~— Family Certification~~
  - ~~— Program Compliance Certification~~
  - ~~— FSS Program Completion Certification~~~~

~~FSS staff will submit the approved adjustment slip to the accounting department for final disbursement. No disbursement of escrow funds will be made without an adjustment slip that has been approved by the FSS Program Supervisor.~~

### **15. XVIII. — SNRHA Actions When Participant Successfully Completes the Contract of Participation.**

~~The FSS participant shall be scheduled to meet with their Coordinator within ten working days of the determination that they have successfully completed the terms of their CoP. Graduates shall be presented with a Certificate of Completion~~



### **Staff Reporting on FSS Graduates**

The FSS Coordinator shall prepare a *personal report* on each graduate to be made a part of the SNRHA Board and PCC reporting packet. This report should include:

- 1) ~~Name and age of graduate~~
- 2) ~~Start and end date of FSS program participation~~
- 3) ~~Summary of major program achievements (e.g., GED completion, graduation from the Culinary Union training program, etc.)~~
- 4) ~~Family plans for use of escrow funds (e.g., home purchase)~~
- 5) ~~Current and future plans for employment and/or continued education or training~~

**PURPOSE:** The purpose of the U.S. Department of Housing and Urban Development's (HUD) Family Self Sufficiency Program (FSS) is to promote the development of local strategies to coordinate the use of housing assistance with public and private resources to enable eligible families to achieve economic independence and self-sufficiency. The Southern Nevada Regional Housing Authority's (SNRHA) FSS Program is designed to promote employment opportunities and increase asset building among families living in assisted housing. The three main features of the FSS Program are: (1) case management; (2) delivery of services; (3) the creation of an escrow account.

SNRHA runs a combined Public Housing (PH), HCV, and Project based Rental Assistance Demonstration (RAD), FSS program and there is one Action Plan governing all.

### **BENEFITS OF OPERATING A VOLUNTARY FSS PROGRAM:**

An aggressive and innovative FSS program will yield numerous, positive benefits such as: increases in:

- the number of working families enrolled in the FSS program
- earned income which directly results in a reduction of rental subsidy
- resident self-sufficiency through knowledge of community resources
- families' earning capacity which will strengthen community

### **PROGRAM COORDINATING COMMITTEE (PCC):**

The purpose of the SNRHA PCC is to obtain and provide resources to address the challenges of the families enrolled in SNRHA self-sufficiency programs. SNRHA will have letters of agreement or will enter into Memorandums of Understanding (MOU) with community partners to provide services/resources to our participants.

PCC membership is composed of a cross section of service providers, sponsors of skills-based





training, community partners, employers, FSS program participants and SNRHA staff. In alliance with HUD's requirement, SNRHA's PCC membership shall include the following:

- A (PH) resident and a (HCV) participant who has currently or previously received public assistance and has successfully completed or is currently enrolled in a self-sufficiency or welfare-to-work related program and is in compliance with these program obligations
- SNRHA FSS and ROSS (Resident Opportunities and Self-Sufficiency) Coordinators

SNRHA's PCC also includes representatives from:

- Local agencies which administer employment and training programs
- area employers
- private employment agencies
- financial institutions
- local post-secondary educational institutions
- local welfare agency
- Child care providers
- the non-profit sector
- 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 College of Southern Nevada.

### **GOALS AND OBJECTIVES:**

SNRHA's FSS program goals are to work local partners to develop a comprehensive program to reduce barriers that prevent self-sufficiency and empower them to obtain employment that pays a living wage; and be free from TANF assistance excluding kinship care.

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 to set realistic goals and timeframes
- 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
- Higher educational level
- Decrease in government assistance

## **PROGRAM SIZE:**

SNRHA will operate a minimum program size of 425 including 56 mandatory slots as of February 28, 2018; others are voluntary. As the mandatory size decreases, the voluntary size will increase.

## **ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:**

2592

SNRHA owns Public Housing units, has 323 Rental Assistance Demonstration (RAD) units and administers 11,284 Housing Choice Vouchers which together provide housing assistance to over 35,000 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.

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.

## **SUPPORTIVE SERVICES NEEDS:**

The following represents some of the most needed supportive services for program participants:

- Education
  - High School Equivalency Test (HiSET) preparation
  - Postsecondary education preparation
  - English as a second language (ESL)
  - Computer skills training
- Life Skills
  - Domestic Violence awareness and prevention
  - Home management
  - Self-enrichment



- Child care
- Parenting and child development
- Transportation
- Work – Life balance
- Time management
  
- Financial Literacy
  - Credit counseling
  - Budgeting
  - Asset building
  - Debt management
  - Homebuyer education
  - Banking
  
- Employment
  - Skills assessment
  - Vocational training
  - Resume building
  - Effective job search
  - Interview skills and techniques
  - Job placement and retention
  
- Health
  - Affordable health care
  - Social services
  - Addiction prevention
  - Mental health
  - Vision and dental
  - Wellness

### **INCENTIVES TO ENCOURAGE PARTICIPATION:**

SNRHA offers many incentives to encourage FSS Program participation, including the following services:

- Individual case management
- Links to community resources
- Escrow account credits
- Homeownership opportunities

### **ASSURANCE OF NON-INTERFERENCE:**

The decision, by family, to participate or not in the FSS Program, will not affect their right to admission in the Public Housing or Housing Choice Voucher programs, or their right to occupancy in accordance with their lease.



## **FAMILY SELECTION PROCEDURES:**

In accordance with applicable federal regulations, families are selected without regard to race, color, religion, sex, handicap, familial status, or national origin. SNRHA observes all federal regulations related to FSS participation for all applicants.

The HOH must sign the COP before other family members can participate.

All program participants 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 and will include Saturday and/or evening
- 

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 or not.
- 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, and career interests. It will not be used to screen-out any participant.

## **METHOD FOR IDENTIFICATION OF SUPPORTIVE SERVICE NEEDS:**

The FSS Coordinator will provide ongoing coordination and encouragement to the FSS family. A critical factor in the provision of case management services is regular communication between



the Coordinators and their assigned families. All newly enrolled participants are strongly encouraged to meet with their Coordinator monthly, for the first three (3) months and quarterly thereafter. Assessment of the participant's needs and their ongoing progress continues throughout the length of the FSS participation. Employment and career development plans are made based on the assessment.

### **CONTRACT OF PARTICIPATION:**

The Contract of Participation (COP) will be discussed in detail with eligible family members, prior to being signed by the HOH. Other household members, 18 or older, may enroll in the FSS Program at any time. These household members will be required to work one-on-one with the FSS Coordinator to develop and sign their own Individual Training and Service Plan (ITSP).

The enrollment process is complete once the HOH and the FSS Coordinator sign the COP.

The COP must include:

- a. Baseline information – annual income, earned income and Total Tenant Payment (TTP) for PH residents and 30% of monthly adjusted income for HCV participants
- b. ITSP which includes:
  - a. Final goals, one of which must be to maintain employment for a minimum of 90 consecutive days immediately preceding completion of the program
  - b. Interim goals, one of which must be that all family members are TANF (excluding child only) free, for at least 12 consecutive months before the contract expires

During the term of the COP, changes may be made to the final goals within the first four years of the original contract date, or unless there is an approved reasonable accommodation.

- Changes to ITSP - The FSS Coordinator will assist the client with changes.
- Changes to designated HOH - SNRHA Management will make the determination to accept or reject the proposed HOH change.

The FSS participant has a right to grieve any negative decision(s) and may appeal within ten (10) calendar days. The participant shall have the opportunity to present written or oral objections to the Supportive Services Manager (SSM).

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### Case Files

The FSS Coordinator will maintain a case file for each FSS participant. The file will contain the following documents:

- Contract of Participation
- ITSP(s)
- Interest form, FSS pre-assessment & assessment forms



- Escrow calculations and tracking forms
- Documentation of program participation
- Case notes detailing each contact with the participating family
- Extension and other related forms and letters
- Referral letters and other relevant correspondence
- Termination forms
- Other required forms, notices and correspondence

### Escrow Account Management

Escrow accounts are to be maintained for each family who has earned escrow credits. The escrow calculation allocates monthly savings amounts for each family, based on increases in their rent due to increases in their earned income.

The annual or interim recertification exam determines when and how much change there will be to the tenant's portion of the rent which will then result in changes to the escrow accruals.

FSS escrow funds are combined and placed in a HUD-approved investment instruments. The interest paid on the actual investment will be credited to the individual FSS escrow accounts 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, 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. Supportive Services Manager **SSM** has final approval.





The FSS Coordinator will inform the participant of the request results.

- If the request is approved, the interim escrow distribution check will be prepared within 10 business days.
- Within 10 business days after the escrow funds are received, the participant must provide documentation/receipt(s).
- Failure to provide documentation/receipts, participant will be terminated from the FSS program.
- If the request is denied, the FSS Coordinator will mail, to the participant, a written notification stating the reason(s) for denial.
- There is no appeal process for interim disbursement requests

### Program Extensions

Contract extensions may be approved, up to two years, for active FSS participants under the following conditions:

- The participant demonstrates active participation and progress in the FSS program;
- FSS Contract goals have not all been met, but can realistically be reached within the extension period;
- Goals which have not been met due to circumstance beyond the control of the participant
- More time is needed for the participant to be free from welfare cash assistance for 12 continuous months.
- Involuntary job loss

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 FSS COP, if the following conditions are met, and the participant:

- has obtained and maintained suitable employment for a minimum of 90 consecutive days immediately preceding completion of the program
- has 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 an 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 SSM

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 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 DSS.

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 Admissions and Continued Occupancy Plan**

SNRHA recognizes that the implementation of this FSS Action Plan is a dynamic process, which may need to incorporate changes/revisions to current policies and procedures to be an effective working tool for staff.

SNRHA will review HUD FSS regulations and PIH notices as needed, to ensure that the FSS Action Plan is consistent. Any necessary changes will be made to SNRHA policy as appropriate.



## Chapter 16

### RENTAL ASSISTANCE DEMONSTRATION (RAD) / PROJECT-BASED VOUCHERS

#### INTRODUCTION

This chapter describes HUD regulations and SNRHA policies related to the ~~conversion of Public Housing Properties to Rental Assistance Demonstration (RAD) program and the use of Project Based Vouchers program~~ in nine parts:

#### **Background:**

~~RAD is authorized by the Consolidated and Further Continuing Appropriations Act of 2012 (Pub.L.No. 112-55, approved November 18, 2011) as amended by the Consolidated Appropriations Act, 2014 (Public Law 113-76, approved January 17, 2014) and the Consolidated and further Continuing Appropriations Act, 2015 (Public Law 113-235, approved December 6, 2014) collectively, the “RAD Statue”.~~

~~The first Component of RAD allows projects funded under the public housing program to convert their assistance to long-term, project-based Section 8 rental assistance contracts. Under this component of RAD, public housing agencies (PHAs) may choose between two forms of Section 8 Housing Assistance Payment (HAP) contracts: project-based vouchers (PBVs) or project-based rental assistance (PBRA). SNRHA has chosen to utilize project-based vouchers (PBVs) for its RAD conversion properties.~~

Part I: General Requirements. This part describes general provisions of the PBV program including maximum budget authority requirements, relocation requirements, and equal opportunity requirements.

Part II: PBV Owner Proposals. This part includes policies related to the submission and selection of owner proposals for PBV assistance. It describes the factors the SNRHA will consider when selecting proposals, the type of housing that is eligible to receive PBV assistance, the cap on assistance at projects receiving PBV assistance, subsidy layering requirements, site selection standards, and environmental review requirements.

Part III: Dwelling Units. This part describes requirements related to housing quality standards, the type and frequency of inspections, and housing accessibility for persons with disabilities.

Part IV: Rehabilitated and Newly Constructed Units. This part describes requirements and policies related to the development and completion of rehabilitated and newly constructed housing units that will be receiving PBV assistance.

Part V: Housing Assistance Payments Contract. This part discusses HAP contract requirements and policies including the execution, term, and termination of the HAP contract. In addition, it describes how the HAP contract may be amended and identifies provisions that may be added to the HAP contract at the SNRHA’s discretion.



- The number of units in any project that will exceed the 25 percent per project cap, which will be set-aside for occupancy by qualifying families; and
- The initial rent to owner for the first 12 months of the HAP contract term.

### **Execution of the HAP Contract [24 CFR 983.204]**

The SNRHA may not enter into a HAP contract until each contract unit has been inspected and the SNRHA has determined that the unit complies with the Housing Quality Standards (HQS). For existing housing, the HAP contract must be executed promptly after the SNRHA selects the owner proposal and inspects the housing units. For newly constructed or rehabilitated housing the HAP contract must be executed after the SNRHA has inspected the completed units and has determined that the units have been completed in accordance with the agreement to enter into HAP, and the owner furnishes all required evidence of completion.

#### SNRHA Policy

For existing housing, the HAP contract will be executed within 10 business days of the SNRHA determining that all units pass HQS.

For rehabilitated or newly constructed housing, the HAP contract will be executed within 10 business days of the SNRHA determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet HQS, and the owner has submitted all required evidence of completion.

### **Term of HAP Contract [24 CFR 983.205]**

SNRHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than ~~fifteen~~ **twenty** years for HAP contracts entered into on or after June 30, 2008.

#### SNRHA Policy

The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.

Within one year before expiration of the HAP contract, the SNRHA may extend the term of the contract for an additional term of up to ~~fifteen~~ **twenty** years if the SNRHA determines an extension is appropriate to continue providing affordable housing for low-income families. The maximum term for all extensions is ~~fifteen~~ **twenty** years and is subject to the same limitations that an extension is appropriate to continue providing affordable housing for low-income families. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension.

#### SNRHA Policy

When determining whether or not to extend an expiring PBV contract, the SNRHA will consider several factors including, but not limited to:

The cost of extending the contract and the amount of available budget authority;

The condition of the contract units;



## **16-VIII.C. REASONABLE RENT [24 CFR 983.303]**

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by SNRHA, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

### **When Rent Reasonable Determinations are Required**

The SNRHA must re-determine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a ~~five~~ **ten** percent or greater decrease in the published FMR in effect 60 calendar days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;
- The SNRHA approves a change in the allocation of responsibility for utilities between the owner and the tenant;
- The HAP contract is amended to substitute a different contract unit in the same project; or
- There is any other change that may substantially affect the reasonable rent.

### **How to Determine Reasonable Rent**

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, the SNRHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner.

#### ***Comparability Analysis***

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include unassisted units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by the SNRHA. The comparability analysis may be performed by SNRHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.

#### **SNRHA-owned Units**

For SNRHA-owned units, the amount of the reasonable rent must be determined by an independent agency approved by HUD in accordance with PBV program requirements. The independent entity must provide a copy of the determination of reasonable rent for SNRHA-owned units to the SNRHA and to the HUD field office where the project is located.

#### **Owner Certification of Reasonable Rent**

By accepting each monthly housing assistance payment, the owner certifies that the rent to owner is not more than rent charged by the owner for other comparable unassisted units in the



C

## **N. SMOKE FREE HOUSING**

HUD in its Final Rule has mandated that ALL Public Housing and mixed finance developments be Smoke Free effective within eighteen months (24 CFR 965 and 966). SNRHA must implement their Smoke Free policies, barring the use of prohibited tobacco products in all public housing and administrative office buildings, public housing offices, day care centers, community centers, common areas, and laundry rooms assisted under the U.S. Housing Act of 1937, other than assistance under section 8 of the 1937 Act. (collectively, “restricted areas”). The Rule does not prohibit smoking by residents; rather it requires that residents and guests who smoke do so at least 25 feet 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.
- ~~Properties with a suitable amount of space may elect to establish a Designated Smoking Area(s) that is at least 25 feet or more from any building.~~

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.
- ~~Three~~ **Four (4)** violations of SNRHA Smoke Free Policy may result in termination of the lease and eviction.

### **Smoke-Free Apartments:**

The premises listed below has already been designated as a smoke-free living environments:

- Lubertha Johnson Estates Senior Development

With 45 days written notice and a signed lease addendum for all current residents, future properties will be designated smoke free by no later than **July 1 30**, 2018.

~~Residents, staff and guests are prohibited from smoking on these properties owned and managed by SNRHA, including the apartment rented by the resident, the building in which the dwelling unit is located, and all common areas and administrative buildings and outside the building up to 25 feet from each building and 25 feet from the buildings entry.~~

## **The Southern Nevada Regional Housing Authority Not a Guarantor of Smoke-Free Environment**

The adoption of a smoke free living environment and the ~~efforts mandate~~ to designate ~~a property all~~ **Public Housing properties** as smoke-free, does not make SNRHA a guarantor of resident's health or of the smoke free condition of the resident's apartment and common areas. However, SNRHA shall take reasonable steps to enforce the smoke-free terms of its leases and to make the property smoke-free. SNRHA will post smoke free properties with "No Smoking" signs inside and outside the buildings ~~and may, at its sole option, consider designating smoking areas at any or all of the properties.~~

### **Smoking on the Property as a Lease Violation**

If a resident smells tobacco smoke anywhere in the building, they should report this to the office as soon as possible. Management will seek the source of the smoke and take appropriate action. A resident will be in violation of his/her lease if the resident or any guest is determined to be smoking on SNRHA property. ~~Three (3)~~ **Four (4)** violations of SNRHA's Smoke Free Policy may result in eviction. All applicants/residents acknowledge receipt of this Policy and Smoke-Free Lease Addendum in writing at the time of application ~~and/or next rent recertification.~~ **Residents will be required to sign the Lease Addendum prior to the deadline for implementation.**

D



## **SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY MAINTENANCE SERVICE POLICY**

The telephone number for maintenance work order requests, including emergency, routine, after hours, weekends, and holidays is:

**(702) 477-3100**

Requests for daily maintenance work will be taken between 8:00 a.m. through 5:00 p.m., Monday through Friday (except holidays). The following is the priority of response for maintenance repairs:

### **EMERGENCY REPAIRS TO BE COMPLETED OR A TEMPORARY REPAIR MADE TO MAKE SAFE WITHIN 24 HOURS.**

### **AN EMERGENCY IS WHEN THERE IS IMMINENT DANGER TO PERSONAL SAFETY OR THE SECURITY OF THE PROPERTY.**

- Gas Odor or Gas Leaks
- Fire – must leave apartment and call 911 FIRST
- Uncontrolled plumbing leaks or plumbing breaks/floods
- Total loss of water
- Inability to flush toilet – due to blockage
- Total loss of gas or electrical supply
- Total loss of heating anytime the temperature is below 55 degrees
- Total loss of cooling anytime the temperature exceeds 90 degrees
- Fire alarm/smoke detector faults
- Broken windows (glass) or any door or window that cannot be opened or secured
- Inoperative or Stuck Elevator
- Inoperative refrigerator if not cooling or if leaking
- Major roof leaks
- Health and Safety UPCS deficiencies
- Natural disasters

### **URGENT REPAIRS TO BE COMPLETED OR A TEMPORARY REPAIR MADE TO MAKE SAFE WITHIN THREE WORKING DAYS.**

### **AN URGENT REPAIR IS WHEN THERE IS A POTENTIAL DANGER TO PERSONAL SAFETY OR THE SECURITY OF THE PROPERTY IF IGNORED.**

- Partial loss of electrical power
- Partial loss of water supply
- Blocked sink, shower or bath
- Minor roof leaks
- Faulty refrigerators



# SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY MAINTENANCE SERVICE POLICY (CONT.)

**ROUTINE REPAIRS ARE RESPONDED TO WITHIN TEN (10) WORKING DAYS.**

**A ROUTINE REPAIR IS WHEN THERE IS NO DANGER TO PERSONAL SAFETY OR THE SECURITY OF THE PROPERTY IN THE NEAR FUTURE.**

\*\*\*\*\*

Lock-outs and lock changes will not be considered an emergency at any time; however will be responded to upon request. All immediate lock changes will be subject to a \$25.00 dollar service charge. A picture ID will be required and these requests are taken through the Management Office during normal operating hours. Requests after 5:00 pm, weekends and holidays will be taken through the After Hours Service, and need verification residency by the Property/Asset Manager.

If maintenance responds to an “emergency” and it is found not to be an “emergency” a charge based on the appropriate labor rate will be applied to the account of the resident for time used by maintenance.

## OVERTIME LABOR RATES

<b>CLASSIFICATION TITLE</b>	<b>15 Minutes</b>	<b>30 Minutes</b>	<b>45 Minutes</b>	<b>60 Minutes</b>
<b>Maintenance Mechanic</b>	18.75	37.50	56.25	75.00



E

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
RESIDENT COUNCIL BOARD MEMBERS  
March 29, 2018**

❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

**ARCHIE GRANT PARK RESIDENT COUNCIL  
1720 SEARLES AVE LAS VEGAS, NV 89101  
PHONE: 702-922-6207 FAX: 702-922-6220  
MEETING: 2<sup>ND</sup> SATURDAY @ 1:00 P.M.  
EMAIL: [archiegrant1720@gmail.com](mailto:archiegrant1720@gmail.com)**

President  
1<sup>st</sup> VP  
2<sup>nd</sup> VP  
Secretary

**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.  
\*\*INTERIM**

**ELECTIONS: 3/29/18**

**President	Donna McKinnon	900 S. Brush St. # 357	Phone: 661-802-1815
Secretary	Lisa Curtis	900 S. Brush St. # 235	Phone: 702-826-9060
** Treasurer	Judith Clinton	900 S. Brush St. # 413	Phone: 702-313-4667
Sgt@Arms	Annette Goddins	900 S. Brush St. # 233	Phone: 702-538-3633
Parliamentarian			

Marion Bennett Plaza  
1818 Balzar  
Las Vegas, NV 89106  
Phone 702-477-3270  
Meetings: 2<sup>nd</sup> Monday @ 1:00 pm

[LutherClark57@hotmail.com](mailto:LutherClark57@hotmail.com) - President  
[BettyBoop4299@gmail.com](mailto:BettyBoop4299@gmail.com) - Treasurer

President	Luther Clark	1818 Balzar #203	Phone: 816-4948
Secretary	Eddie Barnes	1818 Balzar #124	Phone: 912-7047
Treasurer	Betty Bailey	1818 Balzar #208	Phone: 403-4583
Vice President	Dave Hernandez	1818 Balzar #218	Phone: 630-6005
Sgt @ Arms	Patricia Vivar	1818 Balzar #119	Phone: 758-1230

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**RESIDENT COUNCIL BOARD MEMBERS**

**March 29, 2018**

❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

<b>ESPINOZA TERRACE RESIDENT COUNCIL</b> <b>171 W. VAN WAGENEN WAY HENDERSON, NV 89015</b> <b>PHONE: N/A FAX: N/A</b> <b>MEETING: 3<sup>RD</sup> WEDNESDAY @ 2:00 P.M.</b> <b>Email: <a href="mailto:meras@mybluelight.com">meras@mybluelight.com</a></b>			
President	Janice Loretz	171 W. Van Wagenen # 5E	Phone:912-6785
Vice President	Robert Calhoun	171 W. Van Wagenen #14F	
Treasurer	Virginia Dela Pena	171 W. Van Wagenen # 1D	Phone:328-6664
Secretary	Dotty Smith	171 W. Van Wagenen # 1C	Phone: 417-4433
Alternate	Angela Franklin	171 W. Van Wagenen # 11D	Phone: 265-4119
Alternate	Sharon Davis	171 W. Van Wagenen # 13B	Phone: 542-7556
Sunshine			

<b>HARRY LEVY GARDENS RESIDENT COUNCIL</b> <b>2525 WASHINGTON, APT 126 LAS VEGAS, NV 89106</b> <b>PHONE: 922-6166 FAX 922-6109</b> <b>MEETING: 2<sup>ND</sup> WEDNESDAY @ 1:00 P.M.</b> <b>EMAIL: <a href="mailto:HLGRCB@yahoo.com">HLGRCB@yahoo.com</a></b>			
President	Donna Vitale	2525 Washington, Apt 312	Phone: 343-3874
1 <sup>st</sup> Vice	Giovanna Wilyama	2525 Washington, Apt 229	Phone: 775-502-5635
2 <sup>nd</sup> Vice	Jeanette Jones	2525 Washington, Apt	
Treasurer	Kathleen McKenzie	2525 Washington, Apt 146	Phone: 264-0467
Secretary	Otis Tramble	2525 Washington, Apt 252	Phone: 337-7852
Sgt. @ Arms	Linda Lightner	2525 Washington, Apt 315	Phone: 619-9630
Parliamentarian	Marcelyn Johnson	2525 Washington, Apt 302	Phone:510-927-1872

Hullum Homes/Jones Gardens 1750 Marion Drive Las Vegas, NV 89115 702-477-3255			
<a href="mailto:RhenettaOBelcher@gmail.com">RhenettaOBelcher@gmail.com</a>			
President	Rhenetta Belcher	1750 Marion Dr. #24A	Phone: 702-701-2660
Vice-Pres	June Jackson	1750 Marion Dr. #26B	Phone: 702-754-6122
Secretary	Genette Jones	1750 Marion Dr #26D	Phone: 702-810-1319
Treasurer	Elaine Harper	1750 Marion Dr #18B	Phone: 702-582-2291
Sgt @ Arms	Jocelyn Canzoneri	4980 E. Owens Ave #13B	Phone
<a href="mailto:ElaineHarper1975@yahoo.com">ElaineHarper1975@yahoo.com</a>			

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**RESIDENT COUNCIL BOARD MEMBERS**

**March 29, 2018**

❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

James Down Towers  
5000 – Alta Drive  
Las Vegas, NV 89107  
702-477-3245  
Meeting: 3<sup>rd</sup> Wednesday @ 2:00 pm

[hamlinvanessa@yahoo.com](mailto:hamlinvanessa@yahoo.com)

President	Vanessa Hamlin	5000 Alta Drive #143	Phone: 702-771-6504
1 <sup>st</sup> V.P	Mark Matulis	5000 Alta Drive #124	Phone: 702-589-6066
Secretary	James Sarkoff	5000 Alta Drive #440	Phone: 702-604-7211
Treasurer	Jasmine Guo	5000 Alta Drive #208	Phone: 702-292-8904
Sgt @ Arms	Rudy Guarino	5000 Alta Drive #104	Phone:

**COUNCIL INACTIVE – NO OFFICERS**

**Lubertha Johnson Estates Resident Council**  
**3900 Perry Street, Las Vegas, NV 89122**  
**Phone: 922-7601 – Fax: 922-7712; LJEResidentcouncil@yahoo.com**  
**Meetings: Last Thursday monthly - 2:00 pm**

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

**ROSE GARDEN RESIDENT COUNCIL**  
**1632 YALE STREET NLV, NV 89030**  
**PHONE: 272-2170 FAX: N/A**  
**[rosegardenssecretary2@gmail.com](mailto:rosegardenssecretary2@gmail.com) (est. 4/2017)**  
**Meeting: 3<sup>rd</sup> Wednesday @ 4:00 p.m.**

<u>President</u>	St. Claire Haywood	1632 Yale # 217	Phone: 708-227-1646
Secretary	Dorcas Davis	1632 Yale #225	Phone: 702-685-2581
Treasurer	Edna Williams	1632 Yale #132	Phone: 702-504-5267
Parliamentarian	Bernice Gay	1632 Yale #235	<u>Phone: 702-544-5689</u>
Sgt @ Arms	Caryalon Sanders	1632 Yale St. #218	Phone: 702-409-3264

**March 29, 2018**

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**RESIDENT COUNCIL BOARD MEMBERS**

**March 29, 2018**

❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

**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)**

**249-5158**

Chair	<u>Donna Vetterol</u>	<u>2901 Schaffer Cir #11C</u>	<u>Phone: 953-9798</u>
Co-chair			
Treasurer	Richard Gines	2901 Schaffer Cir #2C	Phone: 998-6644
Secretary	Beverly Odom	2901 Schaffer Cir # 2B	Phone:
Sunshine	Mike Clifton	2901 Schaffer Cir. #9D	Phone: 812-2529
Alternate	Jim Hoyt	2901 Schaffer Cir #9C	Phone: 696-1872
Alternate			

**SHERMAN GARDENS RESIDENT COUNCIL  
1708 CURRAN WAY LAS VEGAS, NV 89106**

**PHONE: 631-9155 FAX: 631-9347**

**MEETING: 3<sup>RD</sup> FRIDAY @ 1:30 P.M.**

**Email: [shermangardens1708@gmail.com](mailto:shermangardens1708@gmail.com)**

President	<u>Fred Bousley</u>	<u>1801 J St #101</u>	<u>Phone: 372-2923</u>
1 <sup>st</sup> VP	Janetta Baker	1801 J St. #221	Phone: 619-1270
Secretary	Monique Budd	1801 J. St #214	Phone:
Treasurer	Loyce Norfleet	1737 Curran Way	Phone: 237-0710
Parliamentarian:	Rashad Daniels	1701 J St # 228	Phone:

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**RESIDENT COUNCIL BOARD MEMBERS**

**March 29, 2018**

❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

***Resident Advisory Board***

***1700 Foremaster, Apt B 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	Theresa Tippens	1013 E. Webb, N. Las Vegas, NV 89030, 580-5991
Vice-Chairman		
Secretary		
Member		
Member		
Treasurer	Christina Johnson	2289 Sierra Sunrise , Las Vegas, NV 89156 – 845-4890
Member	Isadore Miller	619 McKnight Dr, #4, Las Vegas, NV 89101 886-9646
Member	Fred Bousley	1801 –J St #213, Las Vegas, NV 89106, 372-2923

**RAB members e-mail addresses:**

Theresa Tippens - [tdavisplus6@gmail.com](mailto:tdavisplus6@gmail.com)

Christina Johnson - [chrysteena702@gmail.com](mailto:chrysteena702@gmail.com)

Isadore Miller – [isadorem63@gmail.com](mailto:isadorem63@gmail.com)

Fred Bousley - [Federick65Bousley65@gmail.com](mailto:Federick65Bousley65@gmail.com)



TAB 9

**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	762	As requested	Individual developments	PH
Youth Career Skills Training	120	Recruitment	Service Coordinator	BOTH
Dress for Success– to provide clothes for participants scheduled for job interviews	60	As requested	FSS Coordinators and Supportive Service Coordinators	BOTH
Continuing Education	55	As requested	FSS Program referral and Supportive	BOTH

			Services Coordinators	
Debt Management	350	As requested	FSS Program and Supportive Services Coordinator referral	BOTH
Utility/Rental Assistance	200	As requested	FSS Program referral and Supportive Services Coordinator	Local Residents
Pro Bono Legal Services	17	As requested	Senior Law/Nevada Legal Services/Clark County Pro Bono/State Bar of NV Lawyers	BOTH
Health Services	87	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 2017
Public Housing and HCV	55	403

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

A



# FAMILY SELF SUFFICIENCY

## ACTION PLAN

Approved by the SNRHA Board of Commissioners ~~June 15, 2017~~

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

Supportive Services Department

5390 E. Flamingo Road · Las Vegas, NV 89122

www.snrha.org

**FAMILY SELF-SUFFICIENCY PROGRAM ACTION PLAN**

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**PURPOSE:**

The purpose of the U.S. Department of Housing and Urban Development’s (HUD) Family Self Sufficiency Program (FSS) is to promote the development of local strategies to coordinate the use of housing assistance with public and private resources to enable eligible families to achieve economic independence and self-sufficiency. The Southern Nevada Regional Housing Authority’s (SNRHA) FSS Program is designed to promote employment opportunities and increase asset building among families living in assisted housing. The three main features of the FSS Program are: (1) case management; (2) delivery of ~~the~~ services; (3) the creation of an escrow account.

SNRHA runs a combined Public Housing (PH), ~~and~~ HCV, ~~and~~ Project based Rental Assistance Demonstration (RAD), FSS program and there is one Action Plan governing ~~both~~ all.

**BENEFITS OF OPERATING A VOLUNTARY FSS PROGRAM:**

An aggressive and innovative FSS program will yield numerous, positive benefits such as: ~~increases in:~~

- ~~A direct increase in~~ the number of working families enrolled in the FSS program
- ~~An increase in~~ earned income which directly results in a reduction of rental subsidy
- ~~An increase~~ resident self-sufficiency through knowledge of community resources
- ~~Increases~~ families’ earning capacity which will strengthen community

**PROGRAM COORDINATING COMMITTEE (PCC):**

The purpose of the SNRHA PCC is to obtain and provide resources to address the challenges of the ~~FSS~~ families ~~enrolled in SNRHA self-sufficiency programs~~. SNRHA will have letters of agreement or will enter into Memorandums of Understanding (MOU) with community partners to provide services/resources to our participants.

PCC membership is composed of a cross section of service providers, sponsors of skills-based training, community partners, employers, FSS program participants and SNRHA staff. In alliance with HUD’s requirement, SNRHA’s PCC membership shall include the following:

- A ~~Public Housing~~ (PH) resident and a ~~Housing Choice Voucher~~ (HCV) participant who has currently or previously received public assistance and has successfully completed or is currently enrolled in a self-sufficiency or welfare-to-work related program and is in compliance with these program obligations
- SNRHA FSS ~~and ROSS (Resident Opportunities and Self-Sufficiency)~~ Coordinators

SNRHA’s PCC also includes ~~representatives from:~~

- Local agency ~~ies~~ ~~representatives~~ which administer employment and training programs
- ~~Representatives from~~ area employers
- ~~Representatives from~~ private employment agencies
- ~~Representatives from~~ financial institutions
- ~~Representatives from~~ local post-secondary educational institutions
- ~~Representatives from~~ local welfare agency

- Child care providers
- ~~Representatives from~~ the non-profit sector
- ~~All~~ Onsite Service Providers ~~(at least one representative from each provider)~~

### **CERTIFICATION OF COORDINATION:**

The development and retention of viable, extensive partnerships with the public and private sector are paramount to the success of the FSS Program. SNRHA will coordinate and partner with entities ~~e.g. such as~~ the Department of Welfare and ~~Social Supportive~~ Services (DWSS), Workforce Innovations and Opportunities Act (WIOA) funded partners, College of Southern Nevada, ~~etc.~~

### **GOALS AND OBJECTIVES:**

SNRHA's ~~Family Self Sufficiency (FSS)~~ program goals are to work with ~~welfare agencies, schools, businesses, and other~~ local partners to develop a comprehensive program to reduce barriers that prevent self-sufficiency ~~gives participating FSS family members the skills and experience to~~ and enable empower them to obtain employment that pays a living wage, and be free from TANF ~~government~~ assistance ~~excluding kinship care. and reduce barriers that would prevent self-sufficiency e.g. such as lack of educational credentials, transportation, child care, etc.~~

~~In order to obtain self-sufficiency, Participating families are introduced to receive individualized case management which includes: where obstacles are identified so that suitable goals can be set. Appropriate services are then identified to promote successful attainment of these goals. Participants are encouraged to attend a number of self-help workshops and seminars coordinated by SNRHA.~~

~~Goals of the FSS Program are achieved through:~~

- 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 ~~by SNRHA FSS Coordinators and community partners~~ to set realistic goals and timeframes
- Strategies that encourage employment, entrepreneurship, and homeownership
- Referrals to community support services
- Incentives and recognition for achievements ~~(i.e. escrow savings account, achievement highlights in the agency newsletter and/or other communication tools)~~
- 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 ~~and achieve self-sufficiency, or accomplish similar goals,~~ by tracking:

- ~~Family members who seek and maintain~~ Suitable employment defined as work

reasonably related to an individual's skills, qualifications and training **which provides a living wage.**

- ~~Family members who get higher paying jobs~~ **Increases in earned income**
- ~~Family members who get a GED or Higher educational level degrees~~
- ~~Family members who no longer receive welfare benefits~~ **Decrease in government assistance**

### **PROGRAM SIZE:**

SNRHA will operate a minimum program size of ~~up to 4525, of which including 99 56~~ **mandatory slots are mandatory** as of ~~January 31, 2017~~ **February 28, 2018**; ~~the all~~ others are voluntary. As the mandatory size decreases, the voluntary size will increase.

### **ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:**

~~The Housing Authority~~ **SNRHA** owns ~~2651~~ **2592** Public Housing units, has 323 Rental Assistance Demonstration (RAD0) units and administers ~~11,775~~ **11,284** Housing Choice Vouchers which together provide housing assistance to over 35,000 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 ~~4525~~.

The FSS Program is open to ~~all~~ **all** 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.

### **SUPPORTIVE SERVICES NEEDS:**

The following represents some of the most needed supportive services for program participants:

- Education
  - High School Equivalency Test (HiSET) preparation
  - Postsecondary education preparation
  - English as a second language (ESL)
  - Computer **skills** training
- Life Skills
  - Domestic Violence awareness and prevention
  - Home management
  - Self-enrichment
  - Child care
  - Parenting and child development
  - Transportation
  - **Work – Life balance**
  - **Time management**

- Financial Literacy
  - Credit counseling
  - Budgeting
  - Asset building
  - Debt management
  - Homebuyer education
  - **Banking**
  
- Employment
  - **Skills assessment**
  - Vocational training
  - Resume building
  - Effective job search
  - Interview skills and techniques
  - Job placement and retention
  
- **Healthcare**
  - Affordable health care
  - Social services
  - Addiction prevention
  - **Mental health**
  - **Vision and dental**
  - **Wellness**

**INCENTIVES TO ENCOURAGE PARTICIPATION:**

SNRHA offers many incentives to encourage FSS Program participation, including the following services:

- Individual case management
- Links to community resources
- Escrow account credits
- Homeownership opportunities

**ASSURANCE OF NON-INTERFERENCE:**

The decision, by family, to participate or not in the FSS Program, will not affect their right to admission in the Public Housing or Housing Choice Voucher programs, or their right to occupancy in accordance with their lease.

**FAMILY SELECTION PROCEDURES:**

In accordance with applicable federal regulations, families are selected without regard to race, color, religion, sex, handicap, familial status, or national origin. SNRHA observes all federal regulations related to FSS participation for all applicants.

The HOH must sign the COP before other family members can participate.

All program participants must be ~~A~~ 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, ~~FSS~~-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, ~~annually~~, to all eligible households
- FSS presentations may be conducted during any resident informational sessions
- FSS Orientation sessions ~~are~~ will be held ~~twice a month~~ as needed based on program enrollment and staffing and will include Saturday and/or evening sessions ~~-including at least one Saturday each quarter~~

The FSS application process is as follows:

- The HOH must submit an interest form
- FSS Coordinators will verify the **eligibility** status of the resident
- Eligible HOH will be invited ~~and must attend~~ to an orientation session, ~~if not, the family will be removed from the Interest List. The orientation sessions will be held at various times on at least two different days, per month~~
- During the orientation session, detailed program information will be shared to assist the HOH in making the decision to participate **or not**.
- 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, and career interests ~~program readiness~~. It will not be used to screen-out any participant.

#### **METHOD FOR IDENTIFICATION OF SUPPORTIVE SERVICE NEEDS:**

The FSS Coordinator will provide ongoing coordination and encouragement to the FSS family. A critical factor in the provision of case management services is regular communication between the Coordinators and their assigned families. All newly enrolled participants are strongly encouraged to meet with their Coordinator monthly, for the first three (3) months and quarterly thereafter. Assessment of the participant's needs and their ongoing progress continues throughout the length of the FSS ~~participation Contract of Participation (COP)~~. Employment and career development plans are made based on the assessment.

## CONTRACT OF PARTICIPATION:

The **Contract of Participation** (COP) will be discussed in detail with eligible family members, prior to being signed by the HOH. Other household members, 18 or older, may enroll in the FSS Program at any time. These household members will be required to work one-on-one with the FSS Coordinator to develop and sign their own Individual Training and Service Plan (ITSP).

The enrollment process is complete once the HOH and the FSS Coordinator sign the COP.

The COP must include:

- a. Baseline information – annual income, earned income and Total Tenant Payment (TTP) for **Public Housing PH** residents and 30% of monthly adjusted income for HCV participants
- b. ITSP **which includes:**
  - a. Final goals, one of which must be to maintain employment for a minimum of 90 consecutive days immediately preceding completion of the program
  - b. Interim goals, one of which must be that all family members are TANF (excluding child only) free, for at least 12 consecutive months before the contract expires
  - ~~c. ne of which must be that all family members receiving are TANF free, excluding kinship care, are off no longer receiving cash welfare assistance and remain independent for at least 12 consecutive months before the contract expires~~
  - ~~d. The “seek and maintain suitable employment” clause which includes employment, interviews, and other activities related to job search. A determination of suitable employment shall be made by SNRHA based on the skills, education, and job training of the HOH and based on the available job opportunities within the jurisdiction served by SNRHA~~

During the term of the COP, changes may be made to the **ITSP final goals** within the first four years of the original contract date, or unless there is an approved reasonable accommodation.

- Changes to ITSP - The FSS Coordinator will assist the client with changes.
- Changes to designated HOH - ~~PH Management or HCV~~ SNRHA Management **staff** will make the determination to accept or reject the proposed HOH change.

The FSS participant has a right to grieve any negative decision(s) and may appeal within ten (10) calendar days. The participant shall have the opportunity to present written or oral objections to the ~~Director of Supportive Services~~. **Supportive Services Manager (SSM)**.

---

### Case Files

The FSS Coordinator will maintain a **family** case file for each FSS participant. The file will contain the following documents:

- Contract of Participation
- ITSP(s)



- Interest form, FSS pre-assessment & assessment forms
- Escrow calculations and tracking forms
- Documentation of program participation
- Case notes detailing each contact with the participating family
- Extension and other related forms and letters
- Referral letters and other relevant correspondence
- Termination forms
- Other required forms, notices and correspondence

### Escrow Account Management

Escrow accounts are to be maintained for each family who has earned escrow credits. The escrow calculation allocates monthly savings amounts for each family, based on increases in their rent due to increases in their earned income.

The annual or interim recertification exam determines when and how much change there will be to the ~~Total Tenant Payment~~ (the tenant's portion of the rent ~~and utilities~~), which will then result in changes to the escrow accruals.

~~(Special Notice: HUD approved income exclusions will affect the FSS escrow account accruals.)~~

FSS escrow funds are combined and placed in a HUD-approved investment instruments. The interest paid on the actual investment will be credited to the individual FSS escrow accounts 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, and transportation (only to maintain employment) purposes only.~~<sup>1</sup> ~~program and/or supportive services expenses such as completion of higher education, job training or start-up expenses for new business,~~<sup>1</sup> however, the participant must:

- Have exhausted all other resources
- Not owe a debt to SNRHA (unless the participant is current with a repayment agreement)
- Be in program compliance with both FSS and SNRHA
- Submit a written request and documentation of the need to the FSS Coordinator
- 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)

---

1 . The escrow withdrawal ~~cannot~~ exceed 20% of total escrow amount, except for homeownership expense, which cannot exceed 90% of total ~~cannot~~ escrow. ~~In addition for a disbursement for transportation the participant must contribute at least 15% of the total cost~~

All written requests for interim disbursements will be submitted to the Director of Supportive Services, after the FSS Coordinator and the Resident Program Coordinator (RPC) have reviewed the request, to determine the adequacy of documentation and the level of need. ~~The Director of Supportive Services~~ **Manager (DSS)-SSM** has final approval.

The FSS Coordinator will inform the participant of the request results.

- If the request is approved, the interim escrow distribution check will be prepared within 10 business days.
- Within 10 business days after the escrow funds are received, the participant must provide documentation/receipt(s).
- Failure to provide documentation/receipts, participant will be terminated from the FSS program.
- If the request is denied, the FSS Coordinator will mail, to the participant, a written notification stating the reason(s) for denial.
- There is no appeal process for interim disbursement requests

### Program Extensions

Contract extensions may be approved, up to two years, for active FSS participants under the following conditions:

- The participant demonstrates active participation and progress in the FSS program;
- FSS Contract goals have not all been met, but can realistically be reached within the extension period;
- Goals which have not been met due to circumstance beyond the control of the participant ~~—loss of employment, medical issues, death in the family, etc.~~
- More time is needed for the participant to be free from welfare cash assistance for 12 continuous months.
- **Involuntary job loss**

To request a program extension, the FSS participant must submit a written request to the FSS Coordinator. The written request must include the reason(s) for requesting the extension. To determine if an extension is warranted, the FSS Coordinator will review the request, program compliance and progress with the participant.

The FSS Coordinator will submit to the RPC, a written recommendation for review. The RPC will submit same to the **DSS 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 FSS COP, if the following conditions are met, and the participant:

- has obtained **and maintained** suitable employment **for a minimum of 90 consecutive days immediately preceding completion of the program**

- has achieved his/her personal goals stated on the FSS ~~COP~~; **ITSP** and
- SNRHA has certified that family members have not received welfare cash assistance during the previous twelve consecutive months;  
- or -
- 30% of an **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 ~~DSS~~. **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 SSM**

The FSS escrow account will be forfeited. The family may re-apply to the FSS Program after a minimum of twelve months unless otherwise approved by the ~~DSS~~. **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 DSS.

If the participant does not agree with the decision of the ~~DSS-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 working tool for staff.

SNRHA will review HUD FSS regulations and PIH notices as needed, to ensure that the FSS Action Plan is consistent. Any necessary changes will be made to SNRHA policy as appropriate.

**TAB 10**

## **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 210 - **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)



**TAB 11**

## **Mixed Finance Modernization or Development**

Please refer to the following Demolition and/or Disposition Section for proposed SNRHA's Mixed Finance or Development Plans.

Following the Ernie Cragin Terrace (ECT) Master Plan the SNRHA is planning to submit 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 (80) 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 7.73 acres. Approximately 1.5 acres fronting Bonanza Road or Harris Street will be available for future construction of a civic building.

The proposed unit mix will be 20-1 bedroom units, 40 2-bedroom units and 20 3-bedroom units which includes 25 public housing at <30% AMI, 27 project based vouchers (12 at <30% & 15 at <50% AMI), 24 tax credits (14 at <50% & 10 at <60% AMI) and 4 unrestrictive apartments targeted to low-income families continuing on their path to self-sufficiency.

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 will apply for \$1.5 mil in Home Funds from the City of Las Vegas in May 2018. The 9% Low Income Housing Tax Credit Application is due May 2018.

**TAB 12**

**Demolition and/or Disposition**

As a result of the Authority’s extensive redevelopment activities, several of the Authority’s family developments are included as considerations for demolition and/or disposition. It is not expected that all developments be demolished or disposed of, however, revitalization efforts continue to increase and any of all remaining family developments may be considered during the fiscal year. The SNRHA is considering all Public Housing Properties for Demolition or Disposition through Mixed Finance or Conversion under the Rental Assistance Demonstration Program. 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 and Espinoza Terrace NV018007404 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. Additional in 2015 SNRHA submitted a RAD Portfolio Application for the majority of its properties as indicated below.

**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>Rose Gardens</b> 1b. Development (project) number: <b>AMP 403</b> (former AMP 320) (NV39P007003)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>RAD Application Approved</b>
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>120</b>
6. Coverage of action: <b>Partial AMP</b>
7. Timeline for activity: <b>Projected start date: 2016 - Projected end date: 2018</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>
5. Number of units affected: <b>125 [RAD Application affects 59 units]</b>
6. Coverage of action: <b>Partial or Total AMP</b>
7. Timeline for activity: <b>Projected start date: TBA Projected end date: TBA</b>

**Demolition and/or Disposition**

<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>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Lubertha Johnson</b>
1b. Development (project) number: <b>AMP 401 (NV39P0181321)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>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>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>James Down Towers</b>
1b. Development (project) number: <b>AMP 402 (NV39P002012)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>Part of 2<sup>nd</sup> Group Portfolio RAD Application submitted 2015</b>
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. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Sartini Plaza</b>
1b. Development (project) number: <b>AMP 402 (NV39P002021)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>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>220</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

**Demolition and/or Disposition**

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Sartini Plaza Annex</b>
1b. Development (project) number: <b>AMP 402 (NV39P002046)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>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>39</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Harry Levy Gardens</b>
1b. Development (project) number: <b>AMP 403 (NV39P002008)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>Part of 2<sup>nd</sup> Group Portfolio RAD Application submitted 2015</b>
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>150</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Aida Brents</b>
1b. Development (project) number: <b>AMP 403 (NV39P002024)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>Part of 2<sup>nd</sup> Group Portfolio RAD Application submitted 2015</b>
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>24</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Espinoza Terrace</b>
1b. Development (project) number: <b>AMP 404 (NV39P013002)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>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>100</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

**Demolition and/or Disposition**

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Hampton Court</b>
1b. Development (project) number: <b>AMP 404</b> (NV39P013005)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process or CNI application</b>
3. Application status: <b>Part of 2<sup>nd</sup> Group Portfolio RAD Application submitted 2015</b>
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>100</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Schaffer Heights</b>
1b. Development (project) number: <b>AMP 404</b> (NV39P013009)
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>
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>75</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Otto Merida Desert Villas</b>
1b. Development (project) number: <b>AMP 405</b> (NV39P002048)
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>Simmons Manor</b>
1b. Development (project) number: <b>AMP 406</b> (NV39P013020)
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>
4. Date application planned for submission: <b>2015</b>
5. Number of units affected: <b>61</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>



**Demolition and/or Disposition**

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Ernie Cragin Terrace</b>
1b. Development (project) number: <b>AMP 406</b> (NV39P002004b)
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>40</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Vera Johnson A</b>
1b. Development (project) number: <b>AMP 412</b> (NV39P002022a)
2. Activity type: <b>Demolition and/or Disposition through -Mixed Finance process</b>
3. Application status: <b>-Mixed Finance Application Approved</b>
4. Date application planned for submission: <b>2016</b>
5. Number of units affected: <b>76</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>2017</b> Projected end date:- <b>2018</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Hullum Homes</b>
1b. Development (project) number: <b>AMP 407</b> (NV39P013007)
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>59</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Jones Gardens</b>
1b. Development (project) number: <b>AMP 407</b> (NV39P013010)
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>90</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

**Demolition and/or Disposition**

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Marble Manor</b> 1b. Development (project) number: <b>AMP 407</b> (NV39P002001/02/03a/04a)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>235</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Marble Manor Annex</b> 1b. Development (project) number: <b>AMP 408</b> (NV39P002003b)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>20</b>
6. Coverage of action: Partial AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Sites-Henderson</b> 1b. Development (project) number: <b>AMP 409</b> (NV39P013016)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>31</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Sites</b> 1b. Development (project) number: <b>AMP 409</b> (NV39P013016)
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>99 + 31</b>
6. Coverage of action: Partial or Total AMP
7. 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>Scattered Sites</b> 1b. Development (project) number: <b>AMP 409 (NV39P002046)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>155</b>
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: <b>TBA</b> Projected end date: <b>TBA</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Sites</b> 1b. Development (project) number: <b>AMP 409 (NV39P002047)</b>
2. Activity type: <b>Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process</b>
3. Application status: <b>TBA</b>
4. Date application planned for submission: <b>TBA</b>
5. Number of units affected: <b>7</b>
6. Coverage of action: 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> <li>• NV39P002013 [Vacant Land: APN 139-25-410-039/040/041. Acreage 7.73]</li> </ul>
7. Timeline for activity: <b>Disposition of Vacant Land through Mixed Finance process</b> Projected start date: <b>Est 2018</b> Projected end date: <b>Est. 2020</b>

**TAB 13**



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

MAY 09 2018

Amparo Gamazo  
Interim Executive Director  
Southern Nevada Regional Housing Authority  
340 N 11<sup>th</sup> Street  
Las Vegas, NV 89101

Dear Ms. Gamazo:

This letter is in response to the Southern Nevada Regional Housing Authority's (SNRHA) request to renew its Designated Housing Plan (Plan) approved on May 17, 2011, with a subsequent 2-year extension beginning on May 19, 2018. The San Francisco Field Office received a request to further extend the Plan on April 16, 2018. The Renewal Plan as submitted included the old, incorrect PIC number for Bennett Plaza (NV018002401), instead of the new correct PIC number (NV018002413). This detail has been corrected as indicated by the Renewal Plan noted below:

#### Elderly Population Designation

Development Name	Development Number	Bedroom Type Proposed for Designation			Total Units Proposed for Designation	Total Public Housing Units
		0 - BR	1 - BR	2 - BR		
Espinoza Terrace	NV018002404	60	36	4	100	100
Levy Gardens	NV018002403	46	102	2	150	150
James Down Towers	NV018002402	0	198	2	200	200
Lubertha Johnson (Perry Plaza)	NV018002401	0	89	23	112	112
Rose Gardens	NV018002403	60	60	0	120	120
Sartini Plaza	NV018002402	0	218	2	220	220
Bennett Plaza	NV018002413	0	16	0	16	65
<b>Total</b>		166	719	33	918	

### Mixed Population Designation

Development Name	Development Number	Bedroom Type Proposed for Designation			Total Units Proposed for Designation	Total Public Housing Units
		0 - BR	1 - BR	2 - BR		
Bennett Plaza	NV018002413	0	44	5	49	65
<b>Total</b>		0	44	5	49	65

The Plan was reviewed in accordance with the requirements of Section 7 of the United States Housing Act, as amended, and Notice PIH 2007-01 (HA).

Based on the information available to us, the renewal Plan is approved. The Plan will be in effect for 2 years from the day following the expiration of the current Plan, May 19, 2020. Prior to the expiration of the 2-year period, the SNRHA may submit written requests for an additional 2-year extension.

If you have any questions, please feel free to contact Trevor Auser, Portfolio Management Specialist, at (415) 489-6453.

The Department wishes the SNRHA continued success in implementing its Designated Housing Plan.

Sincerely,



Gerard Windt  
Director  
Office of Public Housing

TAB 14



**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

**FY2019 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.

**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<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>
<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.

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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 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 multi-purpose 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.

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Through the RAD program the development will be preserved in the long term for a new generation of families in need of decent, safe and affordable housing.

**Project Description**

Biegger Estates (former AMP 406)  
5701 Missouri St. #35, Las Vegas, NV 89122  
APN#: 161-28-603-001 (11 acres)

RAD Conversion Update: 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. The SNRHA will self-develop this project.

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>

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.

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.

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.

**Conversion of Public Housing (RAD)**

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**Estimated Project Schedule**

RAD Application: March 2015 (actual)  
 NHD 9% LIHTC Application: May 2015 (actual)  
 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> <u>Yes Proposed Location:</u> <b>1731 Yale Street.</b> <b>NLV, NV. 89030</b> <b>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>

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<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion:</b>	<b>Change in Number of Units per Bedroom Type and Why?</b>
Studio/Efficiency	60	0	
One Bedroom	60	102	Unit Reconfiguration
Two Bedroom	0	18	Unit Reconfiguration
Three Bedroom	0	0	
Four Bedroom	0	0	
Five Bedroom	0	0	
Six Bedroom	0	0	
<b>Total:</b>	<b>120</b>	<b>120</b>	
(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: December 2018  
 Full Occupancy: March 2019

**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

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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 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  
 Construction Completion: September 2019  
 Full Occupancy: November 2019

**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)



**Conversion of Public Housing (RAD)**

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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.

The SNRHA will initially move forward with the RAD conversion of the properties that do not require any capital improvement due to the age of construction and/or due to recent modernization therefore; relocation will not be required at these properties.

These 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>2018</b>	

**Conversion of Public Housing (RAD)**

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<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>
<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>		<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 2012 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>2018</b>	

**Conversion of Public Housing (RAD)**

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<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>
<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>		<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 2010 under the Federal Low-Income Public Housing Mixed Finance Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>2018</b>	

## **Conversion of Public Housing (RAD)**

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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,
- 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.

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.

Funds sources includes but are not limited to:

- o Tax-Exempt bonds supported by project-based rental assistance
- o Federal Low Income Housing Tax Credit (LIHTC), from State of Nevada
- o Public Housing Capital Funds (CFP) including Replacement Housing Factor (RHF) Funds from HUD
- o Federal Home Loan Bank of San Francisco (FHLB SF) Affordable Housing Program
- o HOME Funds from applicable jurisdictions and Clark County
- o SNRHA Operating Reserves and/or Development Funds

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:

**Conversion of Public Housing (RAD)**

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<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>
<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>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>	
Total:	<b>125</b>	<b>125</b>	
<u>(If Performing a Transfer of Assistance)</u>		<b>N/A</b>	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<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>	
<u>Property Information:</u>		<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>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	

**Conversion of Public Housing (RAD)**

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<b>DEVELOPMENT # 5 - AMP 407</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>HULLUM HOMES</b>	<b>NV018013007</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>4980 E. Owens Ave. Las Vegas, NV 89115</b>	<b>1982</b>	<b>140-20-804-006</b>	<b>4.36</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>59</b>	<b>FAMILY</b>	<b>FAMILY</b>	<b>\$84,789.49</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>42</b>	<b>42</b>	
Three Bedroom	<b>13</b>	<b>13</b>	
Four Bedroom	<b>4</b>	<b>4</b>	
<b>Total:</b>	<b>59</b>	<b>59</b>	
<u>(If Performing a Transfer of Assistance)</u>		<b>N/A</b>	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for units in the first groups of construction.</b>	
<u>Property Information:</u>		<b>The property was constructed in 1982 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	

**Conversion of Public Housing (RAD)**

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<b>DEVELOPMENT # 6 - AMP 407</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>JONES GARDENS</b>	<b>NV018013010</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>1750 Marion Drive, Las Vegas, NV 89115</b>	<b>1984</b>	<b>140-20-801-001</b>	<b>8.56</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>90</b>	<b>FAMILY</b>	<b>FAMILY</b>	<b>\$129,339.90</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>60</b>	<b>60</b>	
Three Bedroom	<b>22</b>	<b>22</b>	
Four Bedroom	<b>8</b>	<b>8</b>	
<b>Total:</b>	<b>90</b>	<b>90</b>	
<u>(If Performing a Transfer of Assistance)</u>		<b>N/A</b>	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for units in the first groups of construction.</b>	
<u>Property Information:</u>		<b>The property was constructed in 1982 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	



**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<b>Development # 7 - AMP 402</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>SARTINI PLAZA &amp; SARTINI PLAZA ANNEX</b>	<b>NV018002303</b>	<b>PBV</b>	<b>No</b>
<u>Address 1</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>900 Brush Street, Las Vegas, NV 89107</b>	<b>1983</b>	<b>138-36-801-003</b>	<b>4.33</b>
<u>Address2</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>5200 Alpine Place, Las Vegas, NV 89107</b>	<b>1984</b>	<b>138-36-801-004</b>	<b>4.39</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>259</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>\$305,531.94</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>254</b>	<b>254</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>259</b>	<b>259</b>	
<u>(If Performing a Transfer of Assistance)</u>		<b>N/A</b>	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for units in the first groups of construction.</b>	
<u>Property Information:</u>		<b>The properties were constructed in early 1980s under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	

**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<b>Development # 8 - AMP 406</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>ERNIE CRAGIN TERRACE</b>	<b>NV018002304</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>2900 Valley Street, Las Vegas, NV 89101</b>	<b>1965</b>	<b>139-36-402-016</b>	<b>5.11</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>40</b>	<b>FAMILY</b>	<b>FAMILY</b>	<b>\$49,548.00</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>7</b>	<b>7</b>	
Two Bedroom	<b>18</b>	<b>18</b>	
Three Bedroom	<b>13</b>	<b>13</b>	
Four Bedroom	<b>2</b>	<b>2</b>	
<b>Total:</b>	<b>40</b>	<b>40</b>	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for units in the first groups of construction.</b>	
<u>Property Information:</u>		<b>The property was constructed in 1965 under the Federal Low-Income Public Housing Program. Last Comprehensive Modernization completed in 2003.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	

RAD Portfolio Second Group: 1) Schaffer Heights (AMP 404), 2) Aida Brents (AMP 403),

**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

3) Levy Gardens (AMP 403), 4) James Down Towers (AMP 402), 5) Hampton Court (Amp 404), 6) John Simmons Manor (AMP 406) and 7) Sherman Gardens Annex (AMP 408) totaling 564 public housing units.

RAD application for the properties listed in the RAD Portfolio Second Group will be under review and consideration for submission late 2019.

<b>Development # 1 - AMP 404</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>SCHAFFER HEIGHTS</b>	<b>NV018013009</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>2901 Schaffer Cir. Las Vegas, NV 89121</b>	<b>1983</b>	<b>162-12-415-009</b>	<b>6.15</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>75</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>\$95,250.00</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>70</b>	<b>70</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>75</b>	<b>75</b>	
<u>(If Performing a Transfer of Assistance):</u>		<b>N/A</b>	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for first group of construction.</b>	
<u>Property Information:</u>		<b>The property was constructed in 1983 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBA</b>	

**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<b>Development # 2 - AMP 403</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>AIDA BRENTS</b>	<b>NV018002024</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>2120 Vegas Drive, Las Vegas, NV 89106</b>	<b>1984</b>	<b>139-20-802-008</b>	<b>1.74</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>24</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>\$27,750.48</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>24</b>	<b>24</b>	
Two Bedroom	<b>0</b>	<b>0</b>	
Three Bedroom	<b>0</b>	<b>0</b>	
Four Bedroom	<b>0</b>	<b>0</b>	
<b>Total:</b>	<b>24</b>	<b>24</b>	
<u>(If Performing a Transfer of Assistance)</u>		<b>N/A</b>	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for first group of construction.</b>	
<u>Property Information:</u>		<b>The property was constructed in 1984 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBA</b>	

**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<b>Development # 3 - AMP 403</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>HARRY LEVY GARDENS</b>	<b>NV018002008</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>2525 W. Washington, Las Vegas NV 89106</b>	<b>1968</b>	<b>139-29-702-004</b>	<b>4.58</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>150</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>\$173,440.50</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>46</b>	<b>46</b>	<b>No changes on No. of Units or Bdrm Type</b>
One Bedroom	<b>102</b>	<b>102</b>	
Two Bedroom	<b>2</b>	<b>2</b>	
Three Bedroom	<b>0</b>	<b>0</b>	
Four Bedroom	<b>0</b>	<b>0</b>	
<b>Total:</b>	<b>150</b>	<b>150</b>	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for first group of construction.</b>	
<u>Property Information:</u>		<b>The property was constructed in 1968 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBA</b>	

**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<b>Development # 4 - AMP 402</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>JAMES DOWNS TOWERS</b>	<b>NV018002012</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>5000 W. Alta Dr. Las Vegas, NV. 89107</b>	<b>1972</b>	<b>138-36-601-007</b>	<b>5.28</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>200</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>\$235,932.00</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>198</b>	<b>198</b>	
Two Bedroom	<b>2</b>	<b>2</b>	
Three Bedroom	<b>0</b>	<b>0</b>	
Four Bedroom	<b>0</b>	<b>0</b>	
<b>Total:</b>	<b>200</b>	<b>200</b>	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for first group of construction.</b>	
<u>Property Information:</u>		<b>The property was constructed in 1972 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	

**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<b>Development # 5 - AMP 404</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>HAMPTON COURT</b>	<b>NV018013005</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>1030 Center St. Henderson, NV 89015</b>	<b>1969</b>	<b>179-08-601-003</b>	<b>4.93</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>100</b>	<b>FAMILY</b>	<b>FAMILY</b>	<b>\$127,000.00</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>14</b>	<b>14</b>	<b>No changes on No. of Units or Bdrm Type</b>
One Bedroom	<b>20</b>	<b>20</b>	
Two Bedroom	<b>30</b>	<b>30</b>	
Three Bedroom	<b>36</b>	<b>36</b>	
Four Bedroom	<b>0</b>	<b>0</b>	
<b>Total:</b>	<b>100</b>	<b>100</b>	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary relocation [on-site or off-site] required for first group of construction.</b>	
<u>Property Information:</u>		<b>The property was constructed in 1969 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	



**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<b>Development # 6 - AMP 406</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>JOHN SIMMONS MANOR</b>	<b>NV018013020</b>	<b>PBV</b>	<b>No</b>
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>5385 Austin John Ct. Las Vegas, NV 89122</b>	<b>2002</b>	<b>161-16-402-004</b>	<b>4.78</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>61</b>	<b>FAMILY</b>	<b>FAMILY</b>	<b>\$75,560.70</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>4</b>	<b>4</b>	
<b>Total:</b>	<b>61</b>	<b>61</b>	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary Relocation Required only for all residents</b>	
<u>Property Information:</u>		<b>The property was constructed in 2002 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	

**Conversion of Public Housing (RAD)**

**ATTACHMENT B2.e**

<b>Development # 7 - AMP 408</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>SHERMAN GARDENS ANNEX</b>	<b>NV018002006a</b>	<b>PBV</b>	<b>No</b>
<u>Address 1</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
<b>909 Doolittle St. Las Vegas, NV 89106</b>	<b>1965</b>	<b>139-21-803-002</b>	<b>16.86</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>154</b>	<b>FAMILY</b>	<b>FAMILY</b>	<b>\$219,312.64</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>24</b>	<b>24</b>	
Two Bedroom	<b>56</b>	<b>56</b>	
Three Bedroom	<b>58</b>	<b>58</b>	
Four Bedroom	<b>16</b>	<b>16</b>	
<b>Total:</b>	<b>154</b>	<b>154</b>	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		<b>Acquisition with Rehabilitation</b>	
<u>Type of Relocation:</u>		<b>Temporary Relocation Required only for all residents</b>	
<u>Property Information:</u>		<b>The property was constructed in 1965 under the Federal Low-Income Public Housing Program.</b>	
<u>Anticipated RAD Conversion:</u>		<b>TBD</b>	

TAB 15

## 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 2017– CFP 2022</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. Estimated timeframe 2016-2018</b>					
313	222001	1200 E HARRIS # 1	Comprehensive Modernization	11/22/17	1
313	222002	1200 E HARRIS # 2	Comprehensive Modernization		1
313	222003	1210 E HARRIS # 1	Comprehensive Modernization		1
313	222004	1210 E HARRIS # 2	Comprehensive Modernization		1
313	222005	1220 E HARRIS # 1	Comprehensive Modernization		1
313	222006	1220 E HARRIS # 2	Comprehensive Modernization	11/22/17	1
313	222007	1300 E HARRIS # 1	Comprehensive Modernization	12/15/17	1
313	222008	1300 E HARRIS # 2	Comprehensive Modernization		1
313	222009	1300 E HARRIS # 3	Comprehensive Modernization		1
313	222010	1300 E HARRIS # 4	Comprehensive Modernization		1
313	222011	1300 E HARRIS # 5	Comprehensive Modernization		1
313	222012	1300 E HARRIS # 6	Comprehensive Modernization		1
313	222013	1300 E HARRIS # 7	Comprehensive Modernization		1
313	222014	1300 E HARRIS # 8	Comprehensive Modernization		1
313	222015	1300 E HARRIS # 9	Comprehensive Modernization		1
313	222016	1300 E HARRIS # 10	Comprehensive Modernization	12/15/17	1
313	222017	1310 E HARRIS # 1	Comprehensive Modernization	12/20/17	1
313	222018	1310 E HARRIS # 2	Comprehensive Modernization		1
313	222019	1310 E HARRIS # 3	Comprehensive Modernization		1
313	222020	1310 E HARRIS # 4	Comprehensive Modernization		1
313	222021	1310 E HARRIS # 5	Comprehensive Modernization		1
313	222022	1310 E HARRIS # 6	Comprehensive Modernization		1
313	222023	1310 E HARRIS # 7	Comprehensive Modernization		1
313	222024	1310 E HARRIS # 8	Comprehensive Modernization		1
313	222025	1310 E HARRIS # 9	Comprehensive Modernization		1
313	222026	1310 E HARRIS # 10	Comprehensive Modernization	12/20/17	1
313	222027	1400 E HARRIS # 1	Comprehensive Modernization	02/15/18	1
313	222028	1400 E HARRIS # 2	Comprehensive Modernization		1

**Units with Approved Vacancies for Modernization**

313	222029	1400 E HARRIS # 3	Comprehensive Modernization		1
313	222030	1400 E HARRIS # 4	Comprehensive Modernization		1
313	222031	1400 E HARRIS # 5	Comprehensive Modernization		1
313	222032	1400 E HARRIS # 6	Comprehensive Modernization		1
313	222033	1400 E HARRIS # 7	Comprehensive Modernization		1
313	222034	1400 E HARRIS # 8	Comprehensive Modernization		1
313	222035	1400 E HARRIS # 9	Comprehensive Modernization		1
313	222036	1400 E HARRIS # 10	Comprehensive Modernization	02/15/18	1
313	222037	1420 E HARRIS # 1	Comprehensive Modernization		1
313	222038	1420 E HARRIS # 2	Comprehensive Modernization		1
313	222039	1420 E HARRIS # 3	Comprehensive Modernization		1
313	222040	1420 E HARRIS # 4	Comprehensive Modernization		1
313	222041	1420 E HARRIS # 5	Comprehensive Modernization		1
313	222042	1420 E HARRIS # 6	Comprehensive Modernization		1
313	222043	1420 E HARRIS # 7	Comprehensive Modernization		1
313	222044	1420 E HARRIS # 8	Comprehensive Modernization		1
313	222045	1420 E HARRIS # 9	Comprehensive Modernization		1
313	222046	1420 E HARRIS # 10	Comprehensive Modernization	04/13/18	1
313	222047	1500 E HARRIS # 1	Comprehensive Modernization		1
313	222048	1500 E HARRIS # 2	Comprehensive Modernization		1
313	222049	1500 E HARRIS # 3	Comprehensive Modernization		1
313	222050	1500 E HARRIS # 4	Comprehensive Modernization		1
313	222051	1500 E HARRIS # 5	Comprehensive Modernization		1
313	222052	1500 E HARRIS # 6	Comprehensive Modernization		1
313	222053	1500 E HARRIS # 7	Comprehensive Modernization		1
313	222054	1500 E HARRIS # 8	Comprehensive Modernization		1
313	222055	1500 E HARRIS # 9	Comprehensive Modernization		1
313	222056	1500 E HARRIS # 10	Comprehensive Modernization	04/26/18	1
313	222057	1600 E HARRIS # 1	Comprehensive Modernization		1
313	222058	1600 E HARRIS # 2	Comprehensive Modernization		1
313	222059	1600 E HARRIS # 3	Comprehensive Modernization		1
313	222060	1600 E HARRIS # 4	Comprehensive Modernization		1
313	222061	1600 E HARRIS # 5	Comprehensive Modernization		1
313	222062	1600 E HARRIS # 6	Comprehensive Modernization		1
313	222063	1600 E HARRIS # 7	Comprehensive Modernization		1
313	222064	1600 E HARRIS # 8	Comprehensive Modernization		1
313	222065	1600 E HARRIS # 9	Comprehensive Modernization		1
313	222066	1600 E HARRIS # 10	Comprehensive Modernization	06/25/18	1
313	222067	1610 E HARRIS # 1	Comprehensive Modernization		1
313	222068	1610 E HARRIS # 2	Comprehensive Modernization		1
313	222069	1610 E HARRIS # 3	Comprehensive Modernization		1

### Units with Approved Vacancies for Modernization

313	222070	1610 E HARRIS # 4	Comprehensive Modernization		1
313	222071	1610 E HARRIS # 5	Comprehensive Modernization		1
313	222072	1610 E HARRIS # 6	Comprehensive Modernization		1
313	222073	1610 E HARRIS # 7	Comprehensive Modernization		1
313	222074	1610 E HARRIS # 8	Comprehensive Modernization		1
313	222075	1610 E HARRIS # 9	Comprehensive Modernization		1
313	222076	1610 E HARRIS # 10	Comprehensive Modernization	<u>07/16/18</u>	1
					<b>76</b>

AMP	Unit	Unit Address	Scope Of work	Estimated Completion	Count
<b>SCATTERED SITE UNITS</b> - A/E & Energy Consultants Contracts will be required. Work to be completed in phases and as permitted by funding.					
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
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

### Units with Approved Vacancies for Modernization

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.	2030	1
316	01868W	1868 WINTERWOOD	Modernization/Energy Upg.	2030	1
316	01881C	1881 CORVETTE	Modernization/Energy Upg.	2030	1
316	01901T	1901 TURTLE ROCK 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
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



### Units with Approved Vacancies for Modernization

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
409	02363S	2363 SABROSO	Modernization/Energy Upg.	2030	1

### Units with Approved Vacancies for Modernization

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.	2030	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.	2030	1
310	226010	4449 COOL VALLY DR	Modernization/Energy Upg.	2030	1
310	226011	2624 DEMETRIUS AVE	Modernization/Energy Upg.	2030	1
310	226014	17 MINNESOTA STREET	Modernization/Energy Upg.	2030	1
310	226015	1532 ARTHUR AV	Modernization/Energy Upg.	2030	1
310	226017	3624 PARK OLIVER DR	Modernization/Energy Upg.	2030	1
310	226018	4044 LA BREA CT	Modernization/Energy Upg.	2030	1
310	226024	1001 NEWPORT ST	Modernization/Energy Upg.	2030	1

### 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 BROWNDER	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>Rose Gardens - Rental Assistance Demonstration (RAD) Program application or Mixed Finance application to be submitted 2015. Approved 2016. Construction NTP Date: 2017. Anticipated Completion: 2018</b>					
403	730101	1632 YALE ST # 101	Redevelopment	2018	1
403	730102	1632 YALE ST # 102	Redevelopment	2018	1
403	730103	1632 YALE ST # 103	Redevelopment	2018	1
403	730104	1632 YALE ST # 104	Redevelopment	2018	1
403	730105	1632 YALE ST # 105	Redevelopment	2018	1
403	730106	1632 YALE ST # 106	Redevelopment	2018	1
403	730107	1632 YALE ST # 107	Redevelopment	2018	1
403	730108	1632 YALE ST # 108	Redevelopment	2018	1
403	730109	1632 YALE ST # 109	Redevelopment	2018	1
403	730110	1632 YALE ST # 110	Redevelopment	2018	1
403	730111	1632 YALE ST # 111	Redevelopment	2018	1
403	730112	1632 YALE ST # 112	Redevelopment	2018	1
403	730113	1632 YALE ST # 113	Redevelopment	2018	1
403	730114	1632 YALE ST # 114	Redevelopment	2018	1
403	730115	1632 YALE ST # 115	Redevelopment	2018	1
403	730116	1632 YALE ST # 116	Redevelopment	2018	1
403	730117	1632 YALE ST # 117	Redevelopment	2018	1
403	730118	1632 YALE ST # 118	Redevelopment	2018	1
403	730119	1632 YALE ST # 119	Redevelopment	2018	1
403	730120	1632 YALE ST # 120	Redevelopment	2018	1
403	730121	1632 YALE ST # 121	Redevelopment	2018	1
403	730122	1632 YALE ST # 122	Redevelopment	2018	1
403	730123	1632 YALE ST # 123	Redevelopment	2018	1
403	730124	1632 YALE ST # 124	Redevelopment	2018	1
403	730125	1632 YALE ST # 125	Redevelopment	2018	1
403	730126	1632 YALE ST # 126	Redevelopment	2018	1
403	730127	1632 YALE ST # 127	Redevelopment	2018	1
403	730128	1632 YALE ST # 128	Redevelopment	2018	1
403	730129	1632 YALE ST # 129	Redevelopment	2018	1
403	730130	1632 YALE ST # 130	Redevelopment	2018	1

### Units with Approved Vacancies for Modernization

403	730131	1632 YALE ST # 131	Redevelopment	2018	1
403	730132	1632 YALE ST # 132	Redevelopment	2018	1
403	730133	1632 YALE ST # 133	Redevelopment	2018	1
403	730134	1632 YALE ST# 134	Redevelopment	2018	1
403	730135	1632 YALE ST # 135	Redevelopment	2018	1
403	730136	1632 YALE ST #136	Redevelopment	2018	1
403	730137	1632 YALE ST # 137	Redevelopment	2018	1
403	730138	1632 YALE ST # 138	Redevelopment	2018	1
403	730139	1632 YALE ST # 139	Redevelopment	2018	1
403	730140	1632 YALE ST # 140	Redevelopment	2018	1
403	730201	1632 YALE ST # 201	Redevelopment	2018	1
403	730202	1632 YALE ST # 202	Redevelopment	2018	1
403	730203	1632 YALE ST # 203	Redevelopment	2018	1
403	730204	1632 YALE ST # 204	Redevelopment	2018	1
403	730205	1632 YALE ST # 205	Redevelopment	2018	1
403	730206	1632 YALE ST # 206	Redevelopment	2018	1
403	730207	1632 YALE ST # 207	Redevelopment	2018	1
403	730208	1632 YALE ST # 208	Redevelopment	2018	1
403	730209	1632 YALE ST # 209	Redevelopment	2018	1
403	730210	1632 YALE ST # 210	Redevelopment	2018	1
403	730211	1632 YALE ST # 211	Redevelopment	2018	1
403	730212	1632 YALE ST # 212	Redevelopment	2018	1
403	730213	1632 YALE ST # 213	Redevelopment	2018	1
403	730214	1632 YALE ST # 214	Redevelopment	2018	1
403	730215	1632 YALE ST # 215	Redevelopment	2018	1
403	730216	1632 YALE ST # 216	Redevelopment	2018	1
403	730217	1632 YALE ST # 217	Redevelopment	2018	1
403	730218	1632 YALE ST # 218	Redevelopment	2018	1
403	730219	1632 YALE ST # 219	Redevelopment	2018	1
403	730220	1632 YALE ST # 220	Redevelopment	2018	1
403	730221	1632 YALE ST # 221	Redevelopment	2018	1
403	730222	1632 YALE ST # 222	Redevelopment	2018	1
403	730223	1632 YALE ST # 223	Redevelopment	2018	1
403	730224	1632 YALE ST # 224	Redevelopment	2018	1
403	730225	1632 YALE ST # 225	Redevelopment	2018	1
403	730226	1632 YALE ST # 226	Redevelopment	2018	1
403	730227	1632 YALE ST # 227	Redevelopment	2018	1
403	730228	1632 YALE ST # 228	Redevelopment	2018	1
403	730229	1632 YALE ST # 229	Redevelopment	2018	1
403	730230	1632 YALE ST # 230	Redevelopment	2018	1
403	730231	1632 YALE ST # 231	Redevelopment	2018	1

### Units with Approved Vacancies for Modernization

403	730232	1632 YALE ST # 232	Redevelopment	2018	1
403	730233	1632 YALE ST # 233	Redevelopment	2018	1
403	730234	1632 YALE ST# 234	Redevelopment	2018	1
403	730235	1632 YALE ST # 235	Redevelopment	2018	1
403	730236	1632 YALE ST # 236	Redevelopment	2018	1
403	730237	1632 YALE ST # 237	Redevelopment	2018	1
403	730238	1632 YALE ST # 238	Redevelopment	2018	1
403	730239	1632 YALE ST # 239	Redevelopment	2018	1
403	730240	1632 YALE ST # 240	Redevelopment	2018	1
403	730301	1632 YALE ST # 301	Redevelopment	2018	1
403	730302	1632 YALE ST # 302	Redevelopment	2018	1
403	730303	1632 YALE ST # 303	Redevelopment	2018	1
403	730304	1632 YALE ST # 304	Redevelopment	2018	1
403	730305	1632 YALE ST # 305	Redevelopment	2018	1
403	730306	1632 YALE ST # 306	Redevelopment	2018	1
403	730307	1632 YALE ST # 307	Redevelopment	2018	1
403	730308	1632 YALE ST # 308	Redevelopment	2018	1
403	730309	1632 YALE ST # 309	Redevelopment	2018	1
403	730310	1632 YALE ST # 310	Redevelopment	2018	1
403	730311	1632 YALE ST # 311	Redevelopment	2018	1
403	730312	1632 YALE ST # 312	Redevelopment	2018	1
403	730313	1632 YALE ST # 313	Redevelopment	2018	1
403	730314	1632 YALE ST # 314	Redevelopment	2018	1
403	730315	1632 YALE ST # 315	Redevelopment	2018	1
403	730316	1632 YALE ST # 316	Redevelopment	2018	1
403	730317	1632 YALE ST # 317	Redevelopment	2018	1
403	730318	1632 YALE ST # 318	Redevelopment	2018	1
403	730319	1632 YALE ST # 319	Redevelopment	2018	1
403	730320	1632 YALE ST # 320	Redevelopment	2018	1
403	730321	1632 YALE ST # 321	Redevelopment	2018	1
403	730322	1632 YALE ST # 322	Redevelopment	2018	1
403	730323	1632 YALE ST # 323	Redevelopment	2018	1
403	730324	1632 YALE ST # 324	Redevelopment	2018	1
403	730325	1632 YALE ST # 325	Redevelopment	2018	1
403	730326	1632 YALE ST # 326	Redevelopment	2018	1
403	730327	1632 YALE ST # 327	Redevelopment	2018	1
403	730328	1632 YALE ST # 328	Redevelopment	2018	1
403	730329	1632 YALE ST # 329	Redevelopment	2018	1
403	730330	1632 YALE ST # 330	Redevelopment	2018	1
403	730331	1632 YALE ST # 331	Redevelopment	2018	1
403	730332	1632 YALE ST # 332	Redevelopment	2018	1

### Units with Approved Vacancies for Modernization

403	730333	1632 YALE ST # 333	Redevelopment	2018	1
403	730334	1632 YALE ST# 334	Redevelopment	2018	1
403	730335	1632 YALE ST # 335	Redevelopment	2018	1
403	730336	1632 YALE ST # 336	Redevelopment	2018	1
403	730337	1632 YALE ST # 337	Redevelopment	2018	1
403	730338	1632 YALE ST # 338	Redevelopment	2018	1
403	730339	1632 YALE ST # 339	Redevelopment	2018	1
403	730340	1632 YALE ST # 340	Redevelopment	2018	1
					<b>120</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	2019	1
404	00ET1B	171 VAN WAGENEN #1B	Comprehensive Modernization	2019	1
404	00ET1C	171 VAN WAGENEN #1C	Comprehensive Modernization	2019	1
404	00ET1D	171 VAN WAGENEN #1D	Comprehensive Modernization	2019	1
404	00ET2A	171 VAN WAGENEN #2A	Comprehensive Modernization	2019	1
404	00ET2B	171 VAN WAGENEN #2B	Comprehensive Modernization	2019	1
404	00ET2C	171 VAN WAGENEN #2C	Comprehensive Modernization	2019	1
404	00ET2D	171 VAN WAGENEN #2D	Comprehensive Modernization	2019	1
404	00ET2E	171 VAN WAGENEN #2E	Comprehensive Modernization	2019	1
404	00ET2F	171 VAN WAGENEN #2F	Comprehensive Modernization	2019	1
404	00ET3A	171 VAN WAGENEN #3A	Comprehensive Modernization	2019	1
404	00ET3B	171 VAN WAGENEN #3B	Comprehensive Modernization	2019	1
404	00ET3C	171 VAN WAGENEN #3C	Comprehensive Modernization	2019	1
404	00ET3D	171 VAN WAGENEN #3D	Comprehensive Modernization	2019	1
404	00ET3E	171 VAN WAGENEN #3E	Comprehensive Modernization	2019	1
404	00ET3F	171 VAN WAGENEN #3F	Comprehensive Modernization	2019	1
404	00ET4A	171 VAN WAGENEN #4A	Comprehensive Modernization	2019	1
404	00ET4B	171 VAN WAGENEN #4B	Comprehensive Modernization	2019	1
404	00ET4C	171 VAN WAGENEN #4C	Comprehensive Modernization	2019	1
404	00ET4D	171 VAN WAGENEN #4D	Comprehensive Modernization	2019	1
404	00ET4E	171 VAN WAGENEN #4E	Comprehensive Modernization	2019	1
404	00ET4F	171 VAN WAGENEN #4F	Comprehensive Modernization	2019	1
404	00ET5A	171 VAN WAGENEN #5A	Comprehensive Modernization	2019	1
404	00ET5B	171 VAN WAGENEN #5B	Comprehensive Modernization	2019	1
404	00ET5C	171 VAN WAGENEN #5C	Comprehensive Modernization	2019	1

### Units with Approved Vacancies for Modernization

404	00ET5D	171 VAN WAGENEN #5D	Comprehensive Modernization	2019	1
404	00ET5E	171 VAN WAGENEN #5E	Comprehensive Modernization	2019	1
404	00ET5F	171 VAN WAGENEN #5F	Comprehensive Modernization	2019	1
404	00ET6A	171 VAN WAGENEN #6A	Comprehensive Modernization	2019	1
404	00ET6B	171 VAN WAGENEN #6B	Comprehensive Modernization	2019	1
404	00ET6C	171 VAN WAGENEN #6C	Comprehensive Modernization	2019	1
404	00ET6D	171 VAN WAGENEN #6D	Comprehensive Modernization	2019	1
404	00ET7A	171 VAN WAGENEN #7A	Comprehensive Modernization	2019	1
404	00ET7B	171 VAN WAGENEN #7B	Comprehensive Modernization	2019	1
404	00ET7C	171 VAN WAGENEN #7C	Comprehensive Modernization	2019	1
404	00ET7D	171 VAN WAGENEN #7D	Comprehensive Modernization	2019	1
404	00ET9A	171 VAN WAGENEN #9A	Comprehensive Modernization	2019	1
404	00ET9B	171 VAN WAGENEN #9B	Comprehensive Modernization	2019	1
404	00ET9C	171 VAN WAGENEN #9C	Comprehensive Modernization	2019	1
404	00ET9D	171 VAN WAGENEN #9D	Comprehensive Modernization	2019	1
404	00ET9E	171 VAN WAGENEN #9E	Comprehensive Modernization	2019	1
404	00ET9F	171 VAN WAGENEN #9F	Comprehensive Modernization	2019	1
404	0ET10A	171 VAN WAGENEN #10A	Comprehensive Modernization	2019	1
404	0ET10B	171 VAN WAGENEN #10B	Comprehensive Modernization	2019	1
404	0ET10C	171 VAN WAGENEN #10C	Comprehensive Modernization	2019	1
404	0ET10D	171 VAN WAGENEN #10D	Comprehensive Modernization	2019	1
404	0ET10E	171 VAN WAGENEN #10E	Comprehensive Modernization	2019	1
404	0ET10F	171 VAN WAGENEN #10F	Comprehensive Modernization	2019	1
404	0ET11A	171 VAN WAGENEN #11A	Comprehensive Modernization	2019	1
404	0ET11B	171 VAN WAGENEN #11B	Comprehensive Modernization	2019	1
404	0ET11C	171 VAN WAGENEN #11C	Comprehensive Modernization	2019	1
404	0ET11D	171 VAN WAGENEN #11D	Comprehensive Modernization	2019	1
404	0ET11E	171 VAN WAGENEN #11E	Comprehensive Modernization	2019	1
404	0ET11F	171 VAN WAGENEN #11F	Comprehensive Modernization	2019	1
404	0ET12A	171 VAN WAGENEN #12A	Comprehensive Modernization	2019	1
404	0ET12B	171 VAN WAGENEN #12B	Comprehensive Modernization	2019	1
404	0ET12C	171 VAN WAGENEN #12C	Comprehensive Modernization	2019	1
404	0ET12D	171 VAN WAGENEN #12D	Comprehensive Modernization	2019	1
404	0ET12E	171 VAN WAGENEN #12E	Comprehensive Modernization	2019	1
404	0ET12F	171 VAN WAGENEN #12F	Comprehensive Modernization	2019	1
404	0ET13A	171 VAN WAGENEN #13A	Comprehensive Modernization	2019	1
404	0ET13B	171 VAN WAGENEN #13B	Comprehensive Modernization	2019	1
404	0ET13C	171 VAN WAGENEN #13C	Comprehensive Modernization	2019	1
404	0ET13D	171 VAN WAGENEN #13D	Comprehensive Modernization	2019	1
404	0ET13E	171 VAN WAGENEN #13E	Comprehensive Modernization	2019	1
404	0ET13F	171 VAN WAGENEN #13F	Comprehensive Modernization	2019	1

### Units with Approved Vacancies for Modernization

404	0ET14A	171 VAN WAGENEN #14A	Comprehensive Modernization	2019	1
404	0ET14B	171 VAN WAGENEN #14B	Comprehensive Modernization	2019	1
404	0ET14C	171 VAN WAGENEN #14C	Comprehensive Modernization	2019	1
404	0ET14D	171 VAN WAGENEN #14D	Comprehensive Modernization	2019	1
404	0ET14E	171 VAN WAGENEN #14E	Comprehensive Modernization	2019	1
404	0ET14F	171 VAN WAGENEN #14F	Comprehensive Modernization	2019	1
404	0ET15A	171 VAN WAGENEN #15A	Comprehensive Modernization	2019	1
404	0ET15B	171 VAN WAGENEN #15B	Comprehensive Modernization	2019	1
404	0ET15C	171 VAN WAGENEN #15C	Comprehensive Modernization	2019	1
404	0ET15D	171 VAN WAGENEN #15D	Comprehensive Modernization	2019	1
404	0ET16A	171 VAN WAGENEN #16A	Comprehensive Modernization	2019	1
404	0ET16B	171 VAN WAGENEN #16B	Comprehensive Modernization	2019	1
404	0ET16C	171 VAN WAGENEN #16C	Comprehensive Modernization	2019	1
404	0ET16D	171 VAN WAGENEN #16D	Comprehensive Modernization	2019	1
404	0ET17A	171 VAN WAGENEN #17A	Comprehensive Modernization	2019	1
404	0ET17B	171 VAN WAGENEN #17B	Comprehensive Modernization	2019	1
404	0ET17C	171 VAN WAGENEN #17C	Comprehensive Modernization	2019	1
404	0ET17D	171 VAN WAGENEN #17D	Comprehensive Modernization	2019	1
404	0ET17E	171 VAN WAGENEN #17E	Comprehensive Modernization	2019	1
404	0ET17F	171 VAN WAGENEN #17F	Comprehensive Modernization	2019	1
404	0ET18A	171 VAN WAGENEN #18A	Comprehensive Modernization	2019	1
404	0ET18B	171 VAN WAGENEN #18B	Comprehensive Modernization	2019	1
404	0ET18C	171 VAN WAGENEN #18C	Comprehensive Modernization	2019	1
404	0ET18D	171 VAN WAGENEN #18D	Comprehensive Modernization	2019	1
404	0ET18E	171 VAN WAGENEN #18E	Comprehensive Modernization	2019	1
404	0ET18F	171 VAN WAGENEN #18F	Comprehensive Modernization	2019	1
404	0ET19A	171 VAN WAGENEN #19A	Comprehensive Modernization	2019	1
404	0ET19B	171 VAN WAGENEN #19B	Comprehensive Modernization	2019	1
404	0ET19C	171 VAN WAGENEN #19C	Comprehensive Modernization	2019	1
404	0ET19D	171 VAN WAGENEN #19D	Comprehensive Modernization	2019	1
404	0ET20A	171 VAN WAGENEN #20A	Comprehensive Modernization	2019	1
404	0ET20B	171 VAN WAGENEN #20B	Comprehensive Modernization	2019	1
404	0ET20C	171 VAN WAGENEN #20C	Comprehensive Modernization	2019	1
404	0ET20D	171 VAN WAGENEN #20D	Comprehensive Modernization	2019	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
406	206830	89 29TH	Comprehensive Modernization	2021-2026	1
406	206831	91 29TH	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

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>

<p><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</b></p>						
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
407	00HH7D	4980 E OWENS AVE	7D	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

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>

<p><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</b></p>						
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
407	00JG2B	1750 MARION DR	2B	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

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
407	0JG15A	1750 MARION DR	15A	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

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
						<b>90</b>

### Units with Approved Vacancies for Modernization

**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**

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
401	205221	1601 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205222	1601 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205223	1605 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205224	1605 GRAGSON	140	Minimum Upgrades	2021-2026	1
401	205225	1605 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205226	1605 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205227	1609 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205228	1609 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205229	1609 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205230	1609 GRAGSON	140	Minimum Upgrades	2021-2026	1
401	205231	1613 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205232	1613 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205233	1613 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205234	1613 GRAGSON	140	Minimum Upgrades	2021-2026	1
401	205235	1617 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205236	1617 GRAGSON	140	Minimum Upgrades	2021-2026	1
401	205237	1617 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205238	1617 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205239	1701 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205240	1701 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205241	1701 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205242	1701 GRAGSON	140	Minimum Upgrades	2021-2026	1
401	205243	1705 GRAGSON	140	Minimum Upgrades	2021-2026	1
401	205244	1705 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205245	1705 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205246	1705 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205247	1709 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205248	1709 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205249	1709 GRAGSON	140	Minimum Upgrades	2021-2026	1
401	205250	1709 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205251	1713 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205252	1713 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205253	1717 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205254	1717 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205255	1717 GRAGSON	140	Minimum Upgrades	2021-2026	1
401	205256	1717 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205257	1721 GRAGSON	110	Minimum Upgrades	2021-2026	1
401	205258	1721 GRAGSON	120	Minimum Upgrades	2021-2026	1
401	205259	1721 GRAGSON	130	Minimum Upgrades	2021-2026	1
401	205260	1721 GRAGSON	140	Minimum Upgrades	2021-2026	1

**Units with Approved Vacancies for Modernization**

401	205261	1600 SEARLES	110	Minimum Upgrades	2021-2026	1
401	205262	1600 SEARLES	120	Minimum Upgrades	2021-2026	1
401	205263	1604 SEARLES	110	Minimum Upgrades	2021-2026	1
401	205264	1604 SEARLES	120	Minimum Upgrades	2021-2026	1
401	205265	1604 SEARLES	130	Minimum Upgrades	2021-2026	1
401	205266	1604 SEARLES	140	Minimum Upgrades	2021-2026	1
401	205267	1608 SEARLES	120	Minimum Upgrades	2021-2026	1
401	205268	1608 SEARLES	130	Minimum Upgrades	2021-2026	1
401	205269	1608 SEARLES	140	Minimum Upgrades	2021-2026	1
401	205270	1608 SEARLES	110	Minimum Upgrades	2021-2026	1
401	205271	1612 SEARLES	140	Minimum Upgrades	2021-2026	1
401	205272	1612 SEARLES	110	Minimum Upgrades	2021-2026	1
401	205273	1612 SEARLES	120	Minimum Upgrades	2021-2026	1
401	205274	1612 SEARLES	130	Minimum Upgrades	2021-2026	1
401	205275	1616 SEARLES	110	Minimum Upgrades	2021-2026	1
401	205276	1616 SEARLES	140	Minimum Upgrades	2021-2026	1
401	205277	1616 SEARLES	130	Minimum Upgrades	2021-2026	1
401	205278	1616 SEARLES	120	Minimum Upgrades	2021-2026	1
401	205279	1700 SEARLES		Minimum Upgrades	2021-2026	1
401	205280	1601 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205281	1601 SEARLES	D	Comprehensive Modernization	2021-2026	1
401	205282	1601 SEARLES	C	Comprehensive Modernization	2021-2026	1
401	205283	1601 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205284	1605 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205285	1605 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205286	1605 SEARLES	D	Comprehensive Modernization	2021-2026	1
401	205287	1605 SEARLES	C	Comprehensive Modernization	2021-2026	1
401	205288	1609 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205289	1609 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205290	1609 SEARLES	C	Comprehensive Modernization	2021-2026	1
401	205291	1609 SEARLES	D	Comprehensive Modernization	2021-2026	1
401	205292	1613 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205293	1613 SEARLES	D	Comprehensive Modernization	2021-2026	1
401	205294	1613 SEARLES	C	Comprehensive Modernization	2021-2026	1
401	205295	1613 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205296	1701 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205297	1701 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205298	1705 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205299	1705 SEARLES	D	Comprehensive Modernization	2021-2026	1
401	205300	1705 SEARLES	C	Comprehensive Modernization	2021-2026	1
401	205301	1705 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205302	1709 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205303	1709 SEARLES	C	Comprehensive Modernization	2021-2026	1



**Units with Approved Vacancies for Modernization**

401	205304	1709 SEARLES	D	Comprehensive Modernization	2021-2026	1
401	205305	1709 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205306	1713 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205307	1713 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205308	1721 SEARLES	A	Comprehensive Modernization	2021-2026	1
401	205309	1721 SEARLES	B	Comprehensive Modernization	2021-2026	1
401	205310	1721 SEARLES	C	Comprehensive Modernization	2021-2026	1
401	205311	1721 SEARLES	D	Comprehensive Modernization	2021-2026	1
401	205312	1600 FOREMASTER	D	Comprehensive Modernization	2021-2026	1
401	205313	1600 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205314	1600 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205315	1600 FOREMASTER	C	Comprehensive Modernization	2021-2026	1
401	205316	1604 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205317	1604 FOREMASTER	C	Comprehensive Modernization	2021-2026	1
401	205318	1604 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205319	1604 FOREMASTER	D	Comprehensive Modernization	2021-2026	1
401	205320	1608 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205321	1608 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205322	1608 FOREMASTER	C	Comprehensive Modernization	2021-2026	1
401	205323	1608 FOREMASTER	D	Comprehensive Modernization	2021-2026	1
401	205324	1612 FOREMASTER	D	Comprehensive Modernization	2021-2026	1
401	205325	1612 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205326	1612 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205327	1612 FOREMASTER	C	Comprehensive Modernization	2021-2026	1
401	205328	1616 FOREMASTER	D	Comprehensive Modernization	2021-2026	1
401	205329	1616 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205330	1616 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205331	1616 FOREMASTER	C	Comprehensive Modernization	2021-2026	1
401	205332	1700 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205333	1700 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205334	1704 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205335	1704 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205336	1704 FOREMASTER	C	Comprehensive Modernization	2021-2026	1
401	205337	1704 FOREMASTER	D	Comprehensive Modernization	2021-2026	1
401	205338	1708 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205339	1708 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205340	1708 FOREMASTER	D	Comprehensive Modernization	2021-2026	1
401	205341	1708 FOREMASTER	C	Comprehensive Modernization	2021-2026	1
401	205342	1712 FOREMASTER	C	Comprehensive Modernization	2021-2026	1
401	205343	1712 FOREMASTER	B	Comprehensive Modernization	2021-2026	1
401	205344	1712 FOREMASTER	A	Comprehensive Modernization	2021-2026	1
401	205345	1712 FOREMASTER	D	Comprehensive Modernization	2021-2026	1
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## Units with Approved Vacancies for Modernization

**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**

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
402	221138	900 S. BRUSH ST 138	Comprehensive Modernization	2021-2026	1
402	221139	900 S. BRUSH ST 139	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

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
402	221241	900 S. BRUSH ST	241	Comprehensive Modernization	2021-2026	1
402	221242	900 S. BRUSH ST	242	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

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
402	221324	900 S. BRUSH ST	324	Comprehensive Modernization	2021-2026	1
402	221325	900 S. BRUSH ST	325	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

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
402	221407	900 S. BRUSH ST	407	Comprehensive Modernization	2021-2026	1
402	221408	900 S. BRUSH ST	408	Comprehensive Modernization	2021-2026	1

**Units with Approved Vacancies for Modernization**

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
402	221450	900 S. BRUSH ST	450	Comprehensive Modernization	2021-2026	1
402	221451	900 S. BRUSH ST	451	Comprehensive Modernization	2021-2026	1



**Units with Approved Vacancies for Modernization**

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 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
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
402	221027	5200 ALPINE PL	27	Comprehensive Modernization	2021-2026	1
402	221028	5200 ALPINE PL	28	Comprehensive Modernization	2021-2026	1



**Units with Approved Vacancies for Modernization**

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
404	00SH7B	2901 SCHAFFER CIR	7B	Comprehensive Modernization	2023-2026	1
404	00SH7C	2901 SCHAFFER CIR	7C	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
404	0SH18B	2901 SCHAFFER CIR	18B	Comprehensive Modernization	2023-2026	1
404	0SH18C	2901 SCHAFFER CIR	18C	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
403	208349	2525 W. WASHINGTON	104	Comprehensive Modernization	2023-2026	1
403	208350	2525 W. WASHINGTON	105	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
403	208392	2525 W. WASHINGTON	201	Comprehensive Modernization	2023-2026	1
403	208393	2525 W. WASHINGTON	202	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
403	208435	2525 W. WASHINGTON	244	Comprehensive Modernization	2023-2026	1
403	208436	2525 W. WASHINGTON	245	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
403	208478	2525 W. WASHINGTON	335	Comprehensive Modernization	2023-2026	1
403	208479	2525 W. WASHINGTON	336	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

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

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**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
402	212517	5000 W. ALTA DR.	122	Comprehensive Modernization	2023-2026	1
402	212518	5000 W. ALTA DR.	123	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

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
402	212560	5000 W. ALTA DR.	217	Comprehensive Modernization	2023-2026	1
402	212561	5000 W. ALTA DR.	218	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
402	212603	5000 W. ALTA DR.	308	Comprehensive Modernization	2023-2026	1
402	212604	5000 W. ALTA DR.	309	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
402	212646	5000 W. ALTA DR.	351	Comprehensive Modernization	2023-2026	1
402	212647	5000 W. ALTA DR.	352	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
402	212689	5000 W. ALTA DR.	442	Comprehensive Modernization	2023-2026	1
402	212690	5000 W. ALTA DR.	443	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
404	00HC4A	1030 CENTER ST	4A	Comprehensive Modernization	2023-2026	1
404	00HC4B	1030 CENTER ST	4B	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
404	00HC8D	1030 CENTER ST	8D	Comprehensive Modernization	2023-2026	1
404	00HC8E	1030 CENTER ST	8E	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

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
406	0JS011	5385 AUSTIN JOHN COURT 11	Comprehensive Modernization	2023-2026	1
406	0JS012	5385 AUSTIN JOHN COURT 12	Comprehensive Modernization	2023-2026	1



**Units with Approved Vacancies for Modernization**

406	0JS013	5385 AUSTIN JOHN COURT	13	Comprehensive Modernization	2023-2026	1
406	0JS014	5385 AUSTIN JOHN COURT	14	Comprehensive Modernization	2023-2026	1
406	0JS015	5385 AUSTIN JOHN COURT	15	Comprehensive Modernization	2023-2026	1
406	0JS016	5385 AUSTIN JOHN COURT	16	Comprehensive Modernization	2023-2026	1
406	0JS017	5385 AUSTIN JOHN COURT	17	Comprehensive Modernization	2023-2026	1
406	0JS018	5385 AUSTIN JOHN COURT	18	Comprehensive Modernization	2023-2026	1
406	0JS019	5385 AUSTIN JOHN COURT	19	Comprehensive Modernization	2023-2026	1
406	0JS020	5385 AUSTIN JOHN COURT	20	Comprehensive Modernization	2023-2026	1
406	0JS021	5385 AUSTIN JOHN COURT	21	Comprehensive Modernization	2023-2026	1
406	0JS022	5385 AUSTIN JOHN COURT	22	Comprehensive Modernization	2023-2026	1
406	0JS023	5385 AUSTIN JOHN COURT	23	Comprehensive Modernization	2023-2026	1
406	0JS024	5385 AUSTIN JOHN COURT	24	Comprehensive Modernization	2023-2026	1
406	0JS025	5385 AUSTIN JOHN COURT	25	Comprehensive Modernization	2023-2026	1
406	0JS026	5385 AUSTIN JOHN COURT	26	Comprehensive Modernization	2023-2026	1
406	0JS027	5385 AUSTIN JOHN COURT	27	Comprehensive Modernization	2023-2026	1
406	0JS028	5385 AUSTIN JOHN COURT	28	Comprehensive Modernization	2023-2026	1
406	0JS029	5385 AUSTIN JOHN COURT	29	Comprehensive Modernization	2023-2026	1
406	0JS030	5385 AUSTIN JOHN COURT	30	Comprehensive Modernization	2023-2026	1
406	0JS031	5385 AUSTIN JOHN COURT	31	Comprehensive Modernization	2023-2026	1
406	0JS032	5385 AUSTIN JOHN COURT	32	Comprehensive Modernization	2023-2026	1
406	0JS033	5385 AUSTIN JOHN COURT	33	Comprehensive Modernization	2023-2026	1
406	0JS034	5385 AUSTIN JOHN COURT	34	Comprehensive Modernization	2023-2026	1
406	0JS035	5385 AUSTIN JOHN COURT	35	Comprehensive Modernization	2023-2026	1
406	0JS036	5385 AUSTIN JOHN COURT	36	Comprehensive Modernization	2023-2026	1
406	0JS037	5385 AUSTIN JOHN COURT	37	Comprehensive Modernization	2023-2026	1
406	0JS038	5385 AUSTIN JOHN COURT	38	Comprehensive Modernization	2023-2026	1
406	0JS039	5385 AUSTIN JOHN COURT	39	Comprehensive Modernization	2023-2026	1
406	0JS040	5385 AUSTIN JOHN COURT	40	Comprehensive Modernization	2023-2026	1
406	0JS041	5385 AUSTIN JOHN COURT	41	Comprehensive Modernization	2023-2026	1
406	0JS042	5385 AUSTIN JOHN COURT	42	Comprehensive Modernization	2023-2026	1
406	0JS043	5385 AUSTIN JOHN COURT	43	Comprehensive Modernization	2023-2026	1
406	0JS044	5385 AUSTIN JOHN COURT	44	Comprehensive Modernization	2023-2026	1
406	0JS045	5385 AUSTIN JOHN COURT	45	Comprehensive Modernization	2023-2026	1
406	0JS046	5385 AUSTIN JOHN COURT	46	Comprehensive Modernization	2023-2026	1
406	0JS047	5385 AUSTIN JOHN COURT	47	Comprehensive Modernization	2023-2026	1
406	0JS048	5385 AUSTIN JOHN COURT	48	Comprehensive Modernization	2023-2026	1
406	0JS049	5385 AUSTIN JOHN COURT	49	Comprehensive Modernization	2023-2026	1
406	0JS050	5385 AUSTIN JOHN COURT	50	Comprehensive Modernization	2023-2026	1
406	0JS051	5385 AUSTIN JOHN COURT	51	Comprehensive Modernization	2023-2026	1
406	0JS052	5385 AUSTIN JOHN COURT	52	Comprehensive Modernization	2023-2026	1
406	0JS053	5385 AUSTIN JOHN COURT	53	Comprehensive Modernization	2023-2026	1
406	0JS054	5385 AUSTIN JOHN COURT	54	Comprehensive Modernization	2023-2026	1
406	0JS055	5385 AUSTIN JOHN COURT	55	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

406	0JS056	5385 AUSTIN JOHN COURT	56	Comprehensive Modernization	2023-2026	1
406	0JS057	5385 AUSTIN JOHN COURT	57	Comprehensive Modernization	2023-2026	1
406	0JS058	5385 AUSTIN JOHN COURT	58	Comprehensive Modernization	2023-2026	1
406	0JS059	5385 AUSTIN JOHN COURT	59	Comprehensive Modernization	2023-2026	1
406	0JS060	5385 AUSTIN JOHN COURT	60	Comprehensive Modernization	2023-2026	1
406	0JS061	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
408	261571	821 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261572	819 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
408	261614	904 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261615	906 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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
408	261657	1739 CURRAN WAY	Comprehensive Modernization	2023-2026	1
408	261658	1731 H STREET	Comprehensive Modernization	2023-2026	1

**Units with Approved Vacancies for Modernization**

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 DOOLITTE 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
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### Units with Approved Vacancies for Modernization

<b>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</b>						
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
408	214754	1701 J ST	222	Comprehensive Modernization	2025-2028	1

**Units with Approved Vacancies for Modernization**

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

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## Units with Approved Vacancies for Modernization

<b>Villa Capri:</b> 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
408	215977	1801 J ST	#205	Comprehensive Modernization	2025-2028	1

**Units with Approved Vacancies for Modernization**

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

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**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
408	231709	1714 MARTIN L. KING	Comprehensive Modernization	2025-2028	1

**Units with Approved Vacancies for Modernization**

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

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**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
407	201032	915 GERSON		Comprehensive Modernization	2025-2028	1

**Units with Approved Vacancies for Modernization**

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
407	201075	919 MORGAN		Comprehensive Modernization	2025-2028	1

**Units with Approved Vacancies for Modernization**

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
407	202118	805 LEVY		Comprehensive Modernization	2025-2028	1

### Units with Approved Vacancies for Modernization

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
407	202161	1217 DOWN WAY		Comprehensive Modernization	2025-2028	1



**Units with Approved Vacancies for Modernization**

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
407	202204	818 M		Comprehensive Modernization	2025-2028	1



**Units with Approved Vacancies for Modernization**

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 16**

**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 <b>Dora LaGrande</b>		Title <b>Board Chairman</b>	
Signature 		Date <b>6/21/18</b>	

FY2019

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 10/1/2018, 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\_\_

Annual PHA Plan for Fiscal Years 2018 - 2019

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>Dora LaGrande</b>	Title  <b>Board Chairman</b>
Signature 	Date <b>6/21/18</b>

**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, Kristin Cooper, the Manager, Clark County Community Resources Mgt.  
*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*

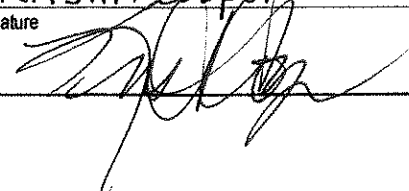
is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
 Impediments (AI) to Fair Housing Choice of the  
County of Clark Nevada  
*Local Jurisdiction Name*

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.

*The Southern Nevada Regional Housing Authority Plan is consistent with Clark County's Consolidated  
 Plan and the AI in that it addresses the ongoing need for affordable housing in Southern Nevada.  
 The PHA Plan includes Rental Assistance Demonstration (RAD) projects in collaboration with Clark Co.  
 Rose Gardens and Espinosa Terrace have been outlined as Clark Co HOME Consortium projects and will  
 provide affordable senior housing. SNRHA preserves affordable housing and improves  
 existing housing and provides housing opportunities for a variety of residents.*

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
<i>Kristin Cooper</i>	<i>Manager, Community Resources Mgt.</i>
Signature	Date
	<i>4/18/2018</i>

**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, Kathi Thomas-Gibson, the Acting Director  
*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.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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
Kathi Thomas-Gibson	Acting Director, Office of Community Services
	June 6, 2018

C

**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)

SNRHA FY2019 Annual Plan

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

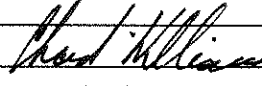


Date (mm/dd/yyyy)

06/21/2018

### DISCLOSURE OF LOBBYING ACTIVITIES

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:		<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> <i>(If individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(Including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and 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 that \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: Chad Williams Title: Executive Director Telephone No.: (702) 477-3110      Date: 06-21-2018	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**TAB 17**

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

**MANAGEMENT'S DISCUSSION & ANALYSIS**  
**AND AUDITED FINANCIAL STATEMENTS**

**FISCAL YEAR ENDED SEPTEMBER 30, 2017**



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

**REPORT ON EXAMINATION  
OF FINANCIAL STATEMENTS  
AND SUPPLEMENTAL INFORMATION**

**FISCAL YEAR ENDED SEPTEMBER 30, 2017**



**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 Southern Nevada Regional Housing Authority as of and for the year ended September 30, 2017, and the related notes to the 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 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.

***Opinion***

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Southern Nevada Regional Housing Authority, as of September 30, 2017, 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***

The financial statements include the discretely presented financial statements of Landsman Family, LLC, Vera Johnson B, LP and Biegger Estates, LLC as of December 31, 2016. These financial statements were audited by other auditors whose reports expressed an unmodified opinion on those statements.

### ***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 Schedule 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 27, 2018 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.*

Rector, Reeder & Lofton, P.C.  
Certified Public Accountants

Lawrenceville, Georgia  
June 27, 2018

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

**MANAGEMENT'S DISCUSSION & ANALYSIS**

**FISCAL YEAR ENDED SEPTEMBER 30, 2017**

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2017**

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, 2017.

**FINANCIAL HIGHLIGHTS AND CONCLUSIONS**

At September 30, 2017, total assets were \$189,832,488, deferred outflow of resources were \$3,733,373, total liabilities were \$40,712,387, and deferred inflow of resources were \$11,926,742; thus total net position was \$140,926,732. Total revenues and expenses were \$151,454,696 and \$154,777,914, respectively.

**SNRHA Properties Under RAD Conversion Complete in 2016**

**Vera Johnson B –**

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 (SNRHA). The property was awarded \$1MIL in 2014 9% Low Income Housing Tax Credits and \$1MIL in HOME Funds for its substantial rehabilitation.

The SNRHA submitted December 2013 a RAD application for Vera Johnson Manor B (AMR 214)



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 SNRHA 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 SNRHA is partnering with Nevada HAND for this project.

Vera Johnson Manor B is the fourth public housing preservation venture by the SNRHA and its non-profit subsidiary, Affordable Housing Program, Inc.

The 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 with the balance capital funds from SNRHA and

The SNRHA 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 2016. Financials closed in May 2016. Construction completion anticipated July 2017. The SNRHA 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 SNRHA.

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 SNRHA 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.

Biegger Estates is the fifth public housing preservation venture by the SNRHA and its non-profit subsidiary, Affordable Housing Program, Inc.

**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**

	<u>2017</u>	<u>2016</u>	<u>Total Change</u>	<u>% Change</u>
Current Assets	\$ 28,360,080	\$ 22,054,542	\$ 6,305,538	28.59%
Capital Assets	129,627,231	140,510,106	(10,882,875)	-7.75%
Noncurrent Assets	31,845,177	32,823,272	(978,095)	-2.98%
Deferred Outflows	3,733,373	5,143,855	(1,410,482)	-27.42%
<b>Total Assets &amp; Deferred Outflows</b>	<b><u>\$ 193,565,861</u></b>	<b><u>\$ 200,531,775</u></b>	<b><u>\$ (6,965,914)</u></b>	-3.47%
Current Liabilities	\$ 3,837,324	\$ 4,201,714	\$ (364,390)	-8.67%
Noncurrent Liabilities	36,875,063	43,913,697	(7,038,634)	-16.03%
<b>Total Liabilities</b>	<b><u>40,712,387</u></b>	<b><u>48,115,411</u></b>	<b><u>(7,403,024)</u></b>	-15.39%
<b>Deferred Inflows</b>	<b><u>11,926,742</u></b>	<b><u>3,733,439</u></b>	<b><u>8,193,303</u></b>	219.46%
Net investment in capital assets	126,751,839	137,494,601	(10,742,762)	-7.81%
Restricted	7,613,960	5,691,181	1,922,779	33.79%
Unrestricted	6,560,933	5,497,143	1,063,790	19.35%
<b>Total Net Position</b>	<b><u>140,926,732</u></b>	<b><u>148,682,925</u></b>	<b><u>(7,756,193)</u></b>	-5.22%
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<b><u>\$ 193,565,861</u></b>	<b><u>\$ 200,531,775</u></b>	<b><u>\$ (6,965,914)</u></b>	-3.47%

Total Assets and Deferred Outflows decreased by \$6,965,914 or 3.47%. This decrease is due to the disposition of assets for the conversion of Vera Johnson A to a Mixed Finance Project and the removal of equipment based on a physical inventory. Depreciation expense of \$9,796,477 was also a contributing factor due to the aging of housing assets. Other Noncurrent Assets decreased by \$978,095 or 2.98%, which is due to the creation of an allowance account for debt held in the blended component units for the Senior Apartments. This is offset with an associated liability account. Capital Assets also decreased by \$10,882,875 or 7.75% due to the aforementioned disposal of assets for Vera Johnson A, along with an aging housing stock. Current Assets increased by \$6,305,538 or 28.59% due mainly to an increase in cash and investments of \$6,234,843 or 31.71%.

Total Liabilities decreased by \$7,403,024 or 15.39%, primarily due to a decrease in accrued pension liability of \$6,358,331 or 19.38% 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 increased during the year from \$3,733,439 to \$11,926,742, an increase of \$8,193,303 or 219.46%. This is due to the recognition of swap derivatives included in debt held by SNRHA; along with and a significant increase in the deferred pension inflow data.

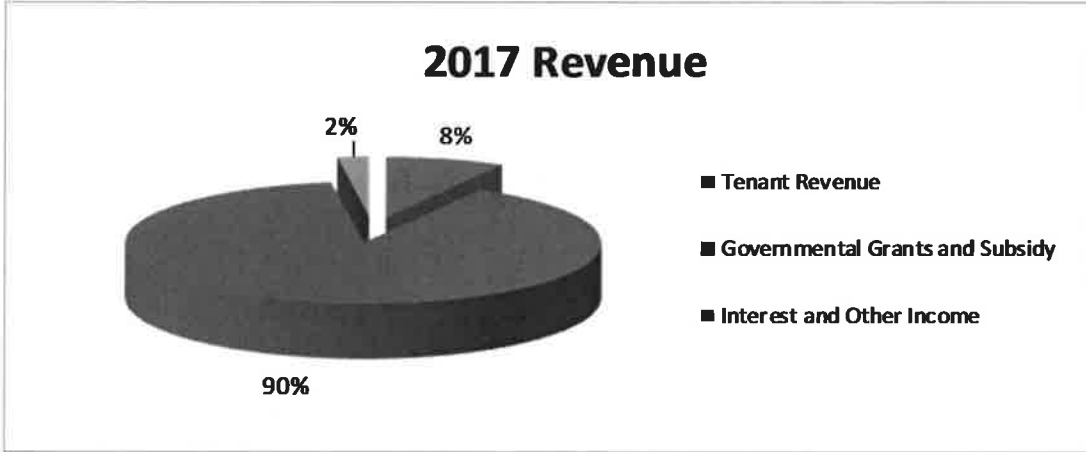
Total Net Position decreased by \$7,756,193 or 5.22%. Table II, below, provides a statement of these results.

**Southern Nevada Regional Housing Authority**  
**Comparative Statement of Revenues, Expenses and Changes in Net Position**  
**Table II**

	<b>2017</b>	<b>2016</b>	<b>Total Change</b>	<b>% Change</b>
Tenant Revenue	\$ 12,314,131	\$ 11,910,546	\$ 403,585	3.39%
Governmental Grants and Subsidy	135,724,947	132,565,398	3,159,549	2.38%
Interest Income	21,000	110,622	(89,622)	-81.02%
Other Income	3,394,618	12,240,721	(8,846,103)	-72.27%
<b>Total Revenue</b>	<b>151,454,696</b>	<b>156,827,287</b>	<b>(5,372,591)</b>	<b>-3.43%</b>
Administration	15,378,029	16,773,178	(1,395,149)	-8.32%
Tenant Services	2,584,263	2,717,692	(133,429)	-4.91%
Utilities	3,158,577	3,135,049	23,528	0.75%
Maintenance	11,077,558	11,699,240	(621,682)	-5.31%
Protective services	552,282	533,037	19,245	3.61%
Interest expense	228,646	328,987	(100,341)	-30.50%
General expense	3,693,410	4,267,240	(573,830)	-13.45%
Housing Assistance Payments	108,308,672	104,728,655	3,580,017	3.42%
Depreciation	9,796,477	10,190,279	(393,802)	-3.86%
<b>Total Expenses</b>	<b>154,777,914</b>	<b>154,373,357</b>	<b>404,557</b>	<b>0.26%</b>
Change in Net Position	(3,323,218)	2,453,930	(5,777,148)	-235.42%
Prior Period Adjustment	(4,432,975)	-	(4,432,975)	-100.00%
Beginning Net Position	148,682,925	146,228,995	2,453,930	1.68%
<b>Ending Net Position</b>	<b>\$ 140,926,732</b>	<b>\$ 148,682,925</b>	<b>\$ (7,756,193)</b>	<b>-5.22%</b>

**REVENUES**

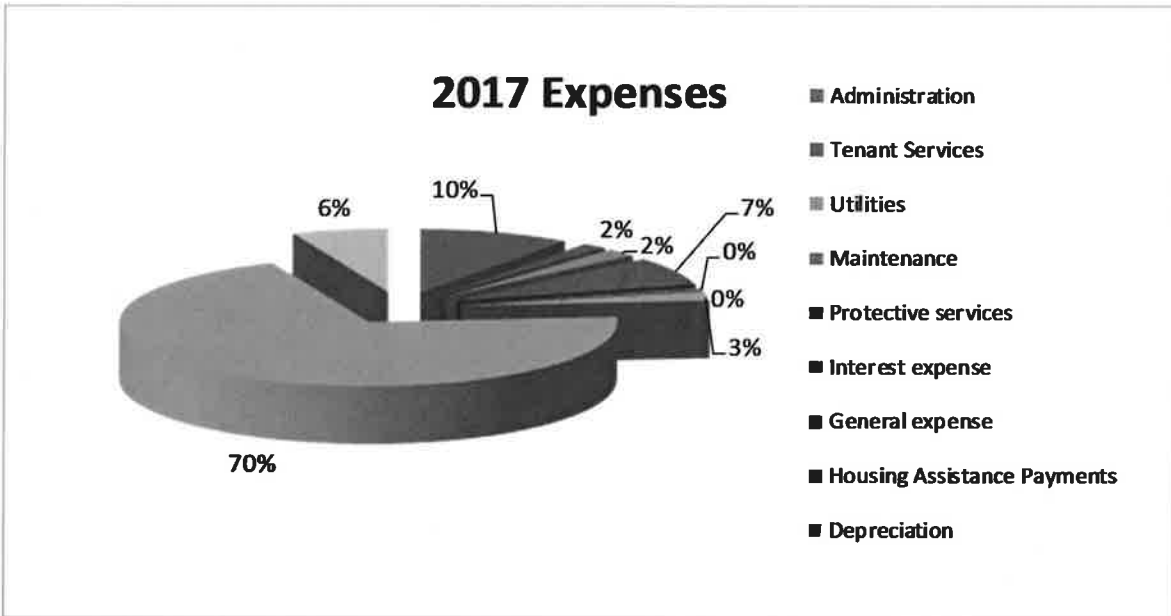
In reviewing the Statement of Revenues, Expenses, and Changes in Net Position, you will find that 90% of the Authority's revenues are derived from grants from the Department of Housing and Urban Development and other governmental agencies. The Authority receives revenue from tenants for dwelling rental charges and miscellaneous charges of 8% of total revenue. Other Revenue including interest from investments comprises the remaining 2%.



Total Revenue decreased by \$5,372,591 or 3.43%. The largest decrease was in other income of \$8,846,103 or 72.27%, which was primarily due to the prior year gain on disposition of land and assets to Biegger Estates and Vera Johnson B developments and a lesser amount of developer fees earned in the current year. The increase in tenant revenue of \$403,585 or 3.39% helped to somewhat offset this decrease.

#### EXPENSES

Total Expenses remained relatively unchanged during the year, increasing by only \$404,557 or 0.26%.



Administrative expenses decreased by \$1,395,149 or 8.32%. This was due to a decrease in salary and benefits of \$1,692,748 or 12.78% due mostly to vacant salary positions and decreases in employee benefits due to the net change in the pension liability. There were increases in office expenses of \$177,717 or 12.23%, legal expenses of \$97,529 or 30.55%, and other administrative expenses of \$64,514 or 4.48%. Tenant services decreased by \$133,429 or 4.91% due to decreased activities during the year. Utilities expense increased only slightly by \$23,528 or 0.75%. Maintenance expense decreased by \$621,682 or 5.31%, primarily due to a decrease in labor and benefits of \$653,465 or 10.46% due to decreases in

employee benefits as a result of the net change in the pension liability. Protective services increased by \$19,245 or 3.61%. General expenses decreased by \$573,830 or 13.45%. Other general expenses decreased by \$149,073 or 7.76% mainly due to fewer payments for the NSP program in Business Activities. Compensated absences expense decreased by \$357,797 or 44.34% due to fewer hours taken during the period. Bad debt expense decreased by \$161,878 or 37.91% due to fewer write offs during the year. These decreases were offset by increases in insurance premiums of \$74,655 or 8.53% and PILOT expense of \$20,263 or 8.54%. Interest expense decreased by \$100,341 or 30.50% due to decreased debt principal held during the year. HAP expense increased by \$3,580,017 or 3.42% due to increased utilization. Depreciation expense decreased by \$393,802 or 3.86%.

## CAPITAL ASSETS

At September 30, 2017 the Authority had invested \$129,627,231 in various capital assets as listed in the following schedule.

**Southern Nevada Regional Housing Authority**  
**Comparative Statement of Capital Assets**  
**Table III**

	2017	2016	Total Change	% Change
Land	\$ 21,097,259	\$ 21,495,459	\$ (398,200)	-1.85%
Buildings & improvements	273,997,406	275,810,041	(1,812,635)	-0.66%
Infrastructure	4,095,181	4,095,181	-	0.00%
Equipment	4,516,747	5,309,322	(792,575)	-14.93%
Construction in Progress	-	-	-	0.00%
Accumulated Depreciation	(174,079,362)	(166,199,897)	(7,879,465)	4.74%
<b>Total Capital Assets</b>	<b>\$ 129,627,231</b>	<b>\$ 140,510,106</b>	<b>\$ (10,882,875)</b>	<b>-7.75%</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 9/30/2016	Adjustments	Payments/ Decreases	Balance 9/30/2017	Current Portion
Mortgage Note Payable - Wells Fargo	\$ 1,874,098	\$ -	\$ (188,810)	\$ 1,685,288	\$ 200,250
Operating Note - Wells Fargo	986,406	-	(64,720)	921,686	69,240
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	100,600	-	(51,797)	48,803	48,803
Home Rental Income Fund	230,817	-	(11,202)	219,615	12,078
Promissory Note - City National Bank	1,000,000	-	-	1,000,000	-
Accrued Interest - Senator Apts I & II	746,341	(746,341)	-	-	-
	<u>\$ 8,638,262</u>	<u>\$ (746,341)</u>	<u>\$ (316,529)</u>	<u>\$ 7,575,392</u>	<u>\$ 330,371</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 2017 prorated funding level was 93.10% compared to the prior year of 90.21%, which is an increase of 3.20%. The 2018 prorated operating subsidy funding level is anticipated to be approximately 93.27%. The funding proration for the Housing Assistance Payment (HAP) 2017 was 97.00%; whereas the Administrative Fee proration was 77%. The HCV's funding for 2018 is at 99.75% for HAP, but the Administrative Fee proration remains at 76%. 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, 2017**

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
Las Vegas, NV

**STATEMENT OF NET POSITION**

**September 30, 2017**

**ASSETS**

	<b><u>PRIMARY GOVERNMENT</u></b>	<b><u>COMPONENT UNIT</u></b>	<b><u>TOTAL (Memorandum Only)</u></b>
<b><u>Current Assets</u></b>			
Cash & cash equivalents - unrestricted	\$ 12,952,665	\$ 1,493,596	\$ 14,446,261
Cash & cash equivalents - restricted	10,542,183	959,169	11,501,352
Investments - unrestricted	2,400,235	-	2,400,235
Investments - restricted	-	-	-
Accounts receivable	1,340,869	137,258	1,478,127
Notes receivable	-	-	-
Prepaid expenses	203,035	4,639	207,674
Inventories	921,093	-	921,093
	<u>28,360,080</u>	<u>2,594,662</u>	<u>30,954,742</u>
<b><u>Noncurrent Assets</u></b>			
Notes receivable	29,361,931	-	29,361,931
Other assets	2,483,246	3,671,969	6,155,215
Investment in joint ventures	-	-	-
	<u>31,845,177</u>	<u>3,671,969</u>	<u>35,517,146</u>
<b>Capital Assets</b>			
Land	21,097,259	766,489	21,863,748
Buildings	258,013,179	40,734,213	298,747,392
Improvements	15,984,227	-	15,984,227
Furniture & equipment	4,516,747	1,155,917	5,672,664
Infrastructure	4,095,181	3,125,252	7,220,433
	<u>303,706,593</u>	<u>45,781,871</u>	<u>349,488,464</u>
Less: Accumulated depreciation	<u>(174,079,362)</u>	<u>(1,991,319)</u>	<u>(176,070,681)</u>
Total Capital Assets	<u>129,627,231</u>	<u>43,790,552</u>	<u>173,417,783</u>
	<u>161,472,408</u>	<u>47,462,521</u>	<u>208,934,929</u>
Deferred Outflow of Resources	3,733,373	-	3,733,373
	<u>3,733,373</u>	<u>-</u>	<u>3,733,373</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 193,565,861</u></b>	<b><u>\$ 50,057,183</u></b>	<b><u>\$ 243,623,044</u></b>

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



**LIABILITIES & NET POSITION**

	<u>PRIMARY GOVERNMENT</u>	<u>COMPONENT UNIT</u>	<u>TOTAL (Memorandum Only)</u>
<b><u>Current Liabilities</u></b>			
Accounts payable	\$ 1,673,244	\$ 2,212,276	\$ 3,885,520
Accrued liabilities	697,638	277,010	974,648
Unearned revenue	115,781	52,719	168,500
Long term debt - current portion	330,371	102,961	433,332
Tenant security deposits/escrow deposits	1,020,290	84,625	1,104,915
	<u>3,837,324</u>	<u>2,729,591</u>	<u>6,566,915</u>
<b><u>Noncurrent Liabilities</u></b>			
Accrued compensated absences	1,887,287	-	1,887,287
Long term debt	3,545,021	30,786,885	34,331,906
Accrued pension liability	26,449,939	-	26,449,939
Other noncurrent liabilities	1,292,816	3,750,433	5,043,249
Loan liability - non current	3,700,000	-	3,700,000
	<u>36,875,063</u>	<u>34,537,318</u>	<u>71,412,381</u>
<b>TOTAL LIABILITIES</b>	<u>40,712,387</u>	<u>37,266,909</u>	<u>77,979,296</u>
<b>DEFERRED INFLOW OF RESOURCES</b>	<u>11,926,742</u>	<u>-</u>	<u>11,926,742</u>
<b><u>NET POSITION</u></b>			
Net Investment in Capital Assets	126,751,839	12,900,706	139,652,545
Restricted	7,613,960	874,544	8,488,504
Unrestricted	6,560,933	(984,976)	5,575,957
	<u>140,926,732</u>	<u>12,790,274</u>	<u>153,717,006</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES &amp; NET POSITION</b>	<u>\$ 193,565,861</u>	<u>\$ 50,057,183</u>	<u>\$ 243,623,044</u>

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
Las Vegas, NV

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

	<b>PRIMARY GOVERNMENT</b>	<b>COMPONENT UNIT</b>	<b>TOTAL (Memorandum Only)</b>
<b><u>Operating Revenues</u></b>			
Dwelling rent	\$ 12,314,131	\$ 2,017,994	\$ 14,332,125
Governmental grants & subsidy	135,547,580	-	135,547,580
Other income	4,162,706	-	4,162,706
<b>Total Operating Revenues</b>	<b>152,024,417</b>	<b>2,017,994</b>	<b>154,042,411</b>
<b><u>Operating Expenses</u></b>			
Administration	15,378,029	606,523	15,984,552
Tenant services	2,584,263	7,171	2,591,434
Utilities	3,158,577	242,224	3,400,801
Maintenance & operations	11,077,558	355,511	11,433,069
Protective services	552,282	23,722	576,004
General expense	3,693,410	240,850	3,934,260
Housing assistance payments	108,308,672	-	108,308,672
Depreciation expense	9,796,477	1,104,015	10,900,492
<b>Total Operating Expense</b>	<b>154,549,268</b>	<b>2,580,016</b>	<b>157,129,284</b>
<b>Net Operating Income/(Loss)</b>	<b>(2,524,851)</b>	<b>(562,022)</b>	<b>(3,086,873)</b>
<b><u>Nonoperating Revenues/(Expenses)</u></b>			
Investment & mortgage income	21,000	65	21,065
Interest expense	(228,646)	(1,073,218)	(1,301,864)
Amortization of loan fees	-	(12,739)	(12,739)
Gain/(Loss) on disposition of assets	(768,088)	-	(768,088)
<b>Net Nonoperating Revenues/(Expenses)</b>	<b>(975,734)</b>	<b>(1,085,892)</b>	<b>(2,061,626)</b>
<b>Net Income/(Loss) before capital contributions</b>	<b>(3,500,585)</b>	<b>(1,647,914)</b>	<b>(5,148,499)</b>
Capital grants/capital contributions	177,367	7,365,411	7,542,778
<b>Increase/(Decrease) in Net Position</b>	<b>(3,323,218)</b>	<b>5,717,497</b>	<b>2,394,279</b>
Prior Period Adjustment	(4,432,975)	1,777,027	(2,655,948)
Total Net Position - beginning	148,682,925	5,295,750	153,978,675
<b>Total Net Position - ending</b>	<b>\$ 140,926,732</b>	<b>\$ 12,790,274</b>	<b>\$ 153,717,006</b>

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

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

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

	<u>PRIMARY</u> <u>GOVERNMENT</u>	<u>COMPONENT</u> <u>UNIT</u>	<u>TOTAL</u> <u>(Memorandum</u> <u>Only)</u>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
Receipts from customers and users	\$ 16,476,837	\$ 2,017,994	\$ 18,494,831
Governmental grants & subsidy - operations	135,547,580	-	135,547,580
Payments to suppliers	(18,413,797)	(1,459,984)	(19,873,781)
Payments for housing assistance	(108,308,672)	-	(108,308,672)
Payments to employees	(20,016,702)	(459,603)	(20,476,305)
	<u>5,285,246</u>	<u>98,407</u>	<u>5,383,653</u>
NET CASH PROVIDED/(USED) FROM OPERATING ACTIVITIES			
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>			
Investments redeemed for cash	3,249,668	-	3,249,668
Proceeds from other noncurrent assets	643,095	-	643,095
Proceeds from notes receivable	335,000	-	335,000
Interest received	21,000	65	21,065
	<u>4,248,763</u>	<u>65</u>	<u>4,248,828</u>
NET CASH PROVIDED/(USED) FROM INVESTING ACTIVITIES			
<b><u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</u></b>			
Grant revenue - capital grants	177,367	-	177,367
Acquisition of capital assets - capital grant program	(177,367)	-	(177,367)
Acquisition of capital assets - Public Housing	(105,816)	-	(105,816)
Acquisition of capital assets - business activities	(19,176)	-	(19,176)
Acquisition of capital assets - COCC	(42,876)	-	(42,876)
Acquisition of capital assets - HCV	(53,954)	-	(53,954)
Acquisition of capital assets - State and Local	(248,190)	-	(248,190)
Acquisition of capital assets - DCU	-	(11,312,282)	(11,312,282)
Capital contributions received	-	7,365,411	7,365,411
Proceeds from notes payable - net	(316,529)	6,893,423	6,576,894
Proceeds from disposition of capital assets	965,689	-	965,689
Interest paid	(228,646)	(1,073,218)	(1,301,864)
	<u>(49,498)</u>	<u>1,873,334</u>	<u>1,823,836</u>
NET CASH PROVIDED/(USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES			
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	9,484,511	1,971,806	11,456,317
CASH AND CASH EQUIVALENTS AT BEGINNING OF PERIOD	<u>14,010,337</u>	<u>480,959</u>	<u>14,491,296</u>
CASH AND CASH EQUIVALENTS AT END OF PERIOD	<u>\$ 23,494,848</u>	<u>\$ 2,452,765</u>	<u>\$ 25,947,613</u>

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

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

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

	<b><u>PRIMARY GOVERNMENT</u></b>	<b><u>COMPONENT UNIT</u></b>	<b><u>TOTAL (Memorandum Only)</u></b>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
Net Income/(Loss) from operations	\$ (2,524,851)	\$ (562,022)	\$ (3,086,873)
Adjustments to reconcile net loss to net cash provided by operating activities:			
Depreciation & amortization	9,796,477	1,104,015	10,900,492
Decrease (Increase) in accounts receivable	(145,703)	517,450	371,747
Decrease (Increase) in prepaid expenses	7,747	(2,175,292)	(2,167,545)
Decrease (Increase) in inventory	67,261	-	67,261
Increase (Decrease) in accounts payable	(366,817)	(720)	(367,537)
Increase (Decrease) in accrued liabilities	273,728	1,166,236	1,439,964
Increase (Decrease) in unearned revenue	(37,389)	(7,103)	(44,492)
Increase (Decrease) in other noncurrent liabilities	154,627	-	154,627
Increase (Decrease) in deferred outflows, inflows, and pension liabilities	(1,187,521)	-	(1,187,521)
Increase (Decrease) in security/trust deposits	(752,313)	55,843	(696,470)
<b>NET CASH PROVIDED/(USED) FROM OPERATING ACTIVITIES</b>	<b>\$ 5,285,246</b>	<b>\$ 98,407</b>	<b>\$ 5,383,653</b>

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**

**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, 2017. 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, 2017**  
(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.

**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.

**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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**6. Basis of Presentation: (Cont'd)**

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.

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.



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**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.

**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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**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.

**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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**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.

**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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**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.

**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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**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, 2017 was \$25,895,083, and the bank balance was \$25,386,005.

**Cash and Cash Equivalents**

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

September 30, 2017, Cash and cash equivalents of the primary government and discrete component units are presented in the basic financial statements as of September 30, 2017 as follows:

	<u>Primary Government</u>	<u>Component Units</u>
	Cash and	Cash and
	<u>Cash Equivalents</u>	<u>Cash Equivalents</u>
Unrestricted	\$ 12,952,665	\$ 1,493,596
Restricted	<u>10,542,183</u>	<u>959,169</u>
Total	<u>\$ 23,494,848</u>	<u>\$ 2,452,765</u>

**Investments**

The investments as of September 30, 2017 was \$2,400,235, which consisted of securities in the Bank of New York Mellon funds which are all invested in Federal Home Loan Mortgage Corporation.

**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.

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**NOTE B - CASH, CASH EQUIVALENTS, AND INVESTMENTS: (Cont'd)**

**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, 2017, 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, 2017, investments in Federal Home Loan Mortgage Corporation notes represented approximately 70 percent of total investments.

***Restricted cash and cash equivalents at September 30, 2017, were as follows:***

Security deposit funds	\$ 1,020,290
FSS escrow funds	1,292,816
Modernization	5,695,494
Current liabilities	42,522
HAP equity	<u>2,491,061</u>
	<u>\$ 10,542,183</u>

**NOTE C - ACCOUNTS RECEIVABLE:**

Accounts receivable, including all applicable allowances for uncollectible accounts at September 30, 2017, consisted of the following:

	Primary Government
Tenants (net of allowance of \$72,091)	\$ 155,002
A/R - HUD	137,311
Other government agencies	414,438
A/R - miscellaneous (net of allowance of \$716,253)	421,564
Accrued interest receivable	32,828
Fraud (net of allowance of \$1,527,749)	<u>179,726</u>
	<u>\$ 1,340,869</u>

Note: The above receivable balance excludes \$4,930,222 of interfund receivables that have been eliminated as a result of financial statement consolidation.

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**SEPTEMBER 30, 2017**  
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**NOTE D - 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, 2017 was \$6,455,329.

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, 2017 is \$2,641,000 and \$6,715,321.



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**NOTES TO FINANCIAL STATEMENTS**  
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(Continued)

**NOTE D - NOTES RECEIVABLE: (Cont'd)**

**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, 2017 is \$3,700,000 and \$810,281.

**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, 2017 is \$5,000,000 and \$700,000.

As of September 30, 2017, the cumulative note receivable principal balances totaled \$29,361,931, with total accrued interest of \$3,607,319, for which all was reduced by an allowance equal to the accrued interest.

As of September 30, 2017, notes receivable consisted of the following:

Description	Interest rate	Issue date	Maturity	10/1/2016	Additions	Receipts	9/30/2017
<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	-	(335,000)	2,641,000
Seller's Note 2	3.32%	12/5/2013	4/1/2055	6,715,321	-	-	6,715,321
<b>Vera Johnson B LP</b>							
Acquisition Note	4.00%	4/1/2015	3/31/2070	3,700,000	-	-	3,700,000
Vera Johnson B LP-GAP	0.00%	4/1/2015	4/30/2070	810,281	-	-	810,281
<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
Accrued interest on notes receivable				2,924,251	683,068	-	3,607,319
Less: allowance for accrued interest				(2,924,251)	(683,068)	-	(3,607,319)
Total notes receivable				\$ 29,696,931	\$ -	\$ (335,000)	\$ 29,361,931

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**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
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**NOTE E - PREPAID EXPENSES & INVENTORY:**

Prepaid expenses and inventory at September 30, 2017, consisted of the following:

	Primary Government
Prepaid insurance and other assets	\$ 203,035
Inventory	921,092
	\$ 1,124,127

**NOTE F - OTHER NONCURRENT ASSETS:**

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, 2017 was \$110,393.

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, 2017 was \$2,197,623.

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 \$175,230 for construction costs as of September 30, 2017.

As of September 30, 2017, other noncurrent assets consisted of the following:

***Primary Government***

Construction advances	\$ 285,623
Developer fees	2,197,623
	\$ 2,483,246

***Component Units – Discretely Presented***

Prepaid Ground Lease	\$ 3,404,668
Intangible assets, net of accumulated amortization	267,301
	\$ 3,671,969

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, 2016 was \$1,318,788. 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, 2016 was \$2,085,880.

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**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE G - CAPITAL ASSETS:**

Changes in capital assets of the primary government consisted of the following as of September 30, 2017:

	Balance at 9/30/2016	Additions/ Increases	Dispositions/ Decreases	Balance at 9/30/2017
<b>Enterprise Activities</b>				
<b>Capital assets not being depreciated:</b>				
Land	\$ 21,495,459	\$ 12,600	\$ (410,800)	\$ 21,097,259
Construction in progress	-	-	-	-
<b>Total capital assets not being depreciated</b>	<u>21,495,459</u>	<u>12,600</u>	<u>(410,800)</u>	<u>21,097,259</u>
Buildings & improvements	279,905,222	412,957	(2,225,592)	278,092,587
Furniture & equipment	5,309,322	221,822	(1,014,397)	4,516,747
<b>Total capital assets being depreciated</b>	<u>285,214,544</u>	<u>634,779</u>	<u>(3,239,989)</u>	<u>282,609,334</u>
Buildings & improvements	(161,721,345)	(9,522,531)	292,122	(170,951,754)
Furniture & equipment	(4,478,552)	(273,946)	1,624,890	(3,127,608)
<b>Total accumulated depreciation</b>	<u>(166,199,897)</u>	<u>(9,796,477)</u>	<u>1,917,012</u>	<u>(174,079,362)</u>
<b>Net Book Value</b>	<u>\$ 140,510,106</u>			<u>\$ 129,627,231</u>

The following activities affected Capital Assets during the audit period:

Opening balance at October 1, 2016	\$ 140,510,106
Acquisition of Capital Assets – Capital Fund Program	177,367
Acquisition of Capital Assets – Public Housing Operations	105,816
Acquisition of Capital Assets – COCC operations	42,876
Acquisition of Capital Assets – Business Activities operations	19,176
Acquisition of Capital Assets – HCV	53,954
Acquisition of Capital Assets – State & Local	248,190
Dispositions, net	(1,733,777)
Depreciation expense	<u>(9,796,477)</u>
<b>Balance at September 30, 2017</b>	<u>\$ 129,627,231</u>

Changes in capital assets of the discretely presented component units consisted of the following as of December 31, 2016:

	Balance at 12/31/2015	Additions/ Increases	Dispositions/ Transfers	Balance at 12/31/2016
<b>Capital assets not being depreciated:</b>				
Land	\$ 766,587	\$ -	\$ (98)	\$ 766,489
Construction in progress	4,068,209	-	(4,068,209)	-
<b>Total capital assets not being depreciated</b>	<u>4,834,796</u>	<u>-</u>	<u>(4,068,307)</u>	<u>766,489</u>
Infrastructure & Land improvements	774,421	2,350,831	-	3,125,252
Buildings & improvements	25,674,457	10,991,449	4,068,307	40,734,213
Furniture & equipment	487,541	668,376	-	1,155,917
<b>Total capital assets being depreciated</b>	<u>26,936,419</u>	<u>14,010,656</u>	<u>4,068,307</u>	<u>45,015,382</u>
<b>Total accumulated depreciation</b>	<u>(887,304)</u>	<u>(1,104,015)</u>	<u>-</u>	<u>(1,991,319)</u>
<b>Total capital assets being depreciated</b>	<u>26,049,115</u>			<u>43,024,063</u>
<b>Capital assets, net</b>	<u>\$ 30,883,911</u>			<u>\$ 43,790,552</u>

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**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE H - ACCOUNTS PAYABLE:**

Accounts payable at September 30, 2017, consisted of the following:

	Primary Government	Component Units
Vendors and contractors payable	\$ 897,160	\$ 2,212,276
Accounts payable - HUD	70,402	-
PILOT	705,682	-
Tenant security deposits	<u>1,020,290</u>	<u>84,625</u>
	<u>\$ 2,693,534</u>	<u>\$ 2,296,901</u>

Note: The above payables balance excludes \$4,930,222 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, 2017:

	Primary Government	Component Units
Accrued wages & fringes	\$ 536,191	\$ -
Accrued compensated absences - current portion	45,656	-
Accrued interest payable	-	15,905
Noncurrent debt - current portion	330,371	102,961
Unearned revenue	115,781	52,719
Other current liabilities	<u>115,791</u>	<u>261,105</u>
	<u>\$ 1,143,790</u>	<u>\$ 432,690</u>

**NOTE J - OTHER NONCURRENT LIABILITIES:**

Other noncurrent liabilities – other consisted of the following as of September 30, 2017:

	Primary Government	Component Units
FSS Escrow Liability	\$ 1,292,816	\$ -
Developer fee payable	-	3,750,433
Accrued compensated absences - noncurrent	1,887,287	-
Accrued pension & OPEB liability	<u>26,449,939</u>	<u>-</u>
	<u>\$ 29,630,042</u>	<u>\$ 3,750,433</u>

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**NOTE J - OTHER NONCURRENT LIABILITIES: (Cont'd)**

The following is a summary of the primary government activity for the year:

	Balance at September 30, 2016	Increases	Decreases	Balance at September 30, 2017	Current Portion
FSS Escrow Liability	\$ 1,138,189	\$ 643,982	\$ (489,355)	\$ 1,292,816	\$ -
Compensated absences	2,058,382	449,087	(574,526)	1,932,943	45,656
Net pension liability	<u>32,808,270</u>	<u>-</u>	<u>(6,358,331)</u>	<u>26,449,939</u>	<u>-</u>
	<u>\$ 36,004,841</u>	<u>\$ 1,093,069</u>	<u>\$ (7,422,212)</u>	<u>\$ 29,675,698</u>	<u>\$ 45,656</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, 2017, is presented below.

	Balance 9/30/2016	Adjustments	Payments/ Decreases	Balance 9/30/2017	Current Portion
Mortgage Note Payable - Wells Fargo	\$ 1,874,098	\$ -	\$ (188,810)	\$ 1,685,288	\$ 200,250
Operating Note - Wells Fargo	986,406	-	(64,720)	921,686	69,240
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	100,600	-	(51,797)	48,803	48,803
Home Rental Income Fund	230,817	-	(11,202)	219,615	12,078
Promissory Note - City National Bank	1,000,000	-	-	1,000,000	-
Accrued Interest - Senator Apts I & II	746,341	(746,341)	-	-	-
	<u>\$ 8,638,262</u>	<u>\$ (746,341)</u>	<u>\$ (316,529)</u>	<u>\$ 7,575,392</u>	<u>\$ 330,371</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, 2017). The note is secured by a deed of trust on Robert Gordon Plaza. Total interest expense associated with this note for the year was \$59,833. The outstanding balance at September 30, 2017 is \$921,686.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
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**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
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**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, 2017, multiplied by the positive or negative differential from the fixed rate of 6.77%. As of September 30, 2017, the fair value of the interest rate swap obligation was \$170,628, a decrease of \$86,637 during the year. Additionally, a prior period adjustment of \$257,265 was posted to Deferred Inflows to record this liability that was not recognized previously.

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 \$16,180 at September 30, 2017). The note is secured by a deed of trust. Total interest expense associated with this note for the year was \$137,537. The outstanding balance at September 30, 2017, is \$1,685,288.

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, 2017, multiplied by the positive or negative differential from the fixed rate of 5.26. As of September 30, 2017, the fair value of the interest rate swap obligation was \$505,425, a decrease of \$251,497 during the year. Additionally, a prior period adjustment of \$756,922 was posted to Deferred Inflows to record this liability that was not recognized previously.

**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.

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**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 note payable with Key Government Finance (Home Rental income fund) requires monthly payments of \$745 which includes both principal and interest. The loan bears interest at 7.55% and matures on June 1, 2029. The loan was used to acquire a new phone system and is unsecured. The balance of the notes payable at September 30, 2017 is \$48,803.

**Home Rental Income Fund:** The Authority entered into an agreement with Key Government Finance, Inc. for a loan of \$254,795 at 2.87% per annum for a new phone system. The note is payable by the Authority and is unsecured. The monthly payment is \$4,286 including principal and interest. Final maturity date is anticipated for August 1, 2018. The remaining balance at September 30, 2017 is \$219,615.

**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	\$	330,371	\$	33,260	\$	363,631
2020		281,742		29,978		311,720
2021		290,760		27,199		317,959
2022		334,347		22,521		356,868
2023		401,216		18,017		419,233
2024-2028		2,708,208		74,473		2,782,681
Thereafter		<u>3,228,748</u>		<u>10,098</u>		<u>3,238,846</u>
	\$	<u>7,575,392</u>	\$	<u>215,546</u>	\$	<u>7,790,938</u>



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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(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, 2016:

	Balance 12/31/2015	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2016	Current Portion
Building Loan Agreement - PNC Bank	\$ 3,960,890	\$ -	\$ (142,116)	\$ 3,818,774	\$ 35,834
HOME Loan - City of Henderson	100,000	-	(2,596)	97,404	-
SNRHA Sellers Note	2,976,000	-	(6,853)	2,969,147	-
SNRHA Note	5,715,317	-	(15,465)	5,699,852	-
AHP Note	1,000,000	-	(3,249)	996,751	-
	<u>\$ 13,752,207</u>	<u>\$ -</u>	<u>\$ (170,279)</u>	13,581,928	<u>\$ 35,834</u>
Interest payable - long term				<u>982,992</u>	
Total notes and mortgages payable				<u>\$ 14,564,920</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, 2016, the outstanding loan balance was \$5,699,852.

**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, 2016:

	Balance 12/31/2015	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2016	Current Portion
Mortgage payable, net	\$ -	\$ 2,060,417	\$ -	\$ 2,060,417	\$ 67,127
SNRHA authority note	810,285	-	(112,730)	697,555	-
SNRHA acquisition note	3,700,000	-	-	3,700,000	-
Nevada HAND, Inc.	410,332	579,668	-	990,000	-
	<u>\$ 4,920,617</u>	<u>\$ 2,640,085</u>	<u>\$ (112,730)</u>	7,447,972	<u>\$ 67,127</u>
Interest payable - long term				<u>301,533</u>	
Total notes and mortgages payable				<u>\$ 7,749,505</u>	

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(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, 2016, the balance outstanding was \$2,060,417.

**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, 2016, the balance outstanding was \$697,555.

**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, 2016, the balance outstanding was \$3,700,000. As of December 31, 2016, the accrued interest was \$267,503.

**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, 2016, the balance outstanding was \$990,000. As of December 31, 2016, accrued interest was \$34,030.

Notes and mortgages payable for **Biegger Estates, LLC**, consist of the following as of December 31, 2016:

	Balance 12/31/2015	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2016	Current Portion
Chase Loan, net	\$ -	\$ 2,873,395	\$ (109,779)	\$ 2,763,616	\$ -
SNRHA gap note	-	700,000	(5,072)	694,928	-
SNRHA seller note	-	5,000,000	(18,996)	4,981,004	-
	<u>\$ -</u>	<u>\$ 8,573,395</u>	<u>\$ (133,847)</u>	<u>8,439,548</u>	<u>\$ -</u>
Interest payable - long term				<u>135,873</u>	
Total notes and mortgages payable				<u>\$ 8,575,421</u>	

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
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**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)**

**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, 2016 was \$2,763,616.

**Notes payable- SNVRHA gap note:** On 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 \$10,873, of which \$3,417 was capitalized to fixed assets. As of December 31, 2016, the accrued interest was \$10,873 and the balance of the note was \$694,928.

**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 \$125,000, of which \$39,277 was capitalized to fixed assets. As of December 31, 2016, the accrued interest was \$125,000 and the balance of the note was \$4,981,004.

**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. The amount due was \$2,350,000.

**Vera Johnson B, LP - Developer fee payable:** 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, 2016 was \$1,266,193. As of December 31, 2016, the outstanding developer fee of \$803,875 remained payable.

**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, 2016, the outstanding developer fee of \$596,558 remained payable.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**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, 2017:

	Primary Government	Component Units	Total
Modernization	\$ 5,122,899	\$ -	\$ 5,122,899
Housing Choice Vouchers - HAP Equity	2,491,061	-	2,491,061
Security deposits	-	-	-
Other reserves	-	753,299	753,299
Replacement reserves	-	71,450	71,450
Insurance/MIP escrows	-	49,795	49,795
	\$ 7,613,960	\$ 874,544	\$ 8,488,504

**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, 2017, 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, 2017 consists of the following items:

Landsman Family, LLC - Ground Lease - Note F	\$ 1,318,788
Biegger Estates, LLC - Ground Lease - Note F	2,085,880
Wells Fargo - Interest Swap Agreement - Note K	170,628
Wells Fargo - Interest Swap Agreement - Note K	505,425
Accrued pension obligation - Note R	7,846,021
	\$ 11,926,742

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**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.

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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)**

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, 2017 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 \$26,449,939 was measured as of June 30, 2017, 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%
Payroll Growth	5.00%
Investment rate of return	7.50%
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, 2017 funding actuarial valuation

**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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)**

Significant actuarial assumptions employed by the actuary for funding purposes as of June 30, 2017 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 2017 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, 2017 are summarized in the following table.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long Term Expected Rate of Return</u>
Domestic Equity	42%	5.50%
International Equity	18%	5.75%
Domestic Fixed Income	30%	25.00%
Private Markets	10%	6.80%

As of June 30, 2017, 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 2017 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.



**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
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**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)**

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	\$ 39,984,923	\$ 26,449,939	\$ 15,208,923

*Pension expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

For the year ended September 30, 2017, the Authority recognized pension expense of \$965,407. At September 30, 2017, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between actual and expected experience	\$ -	\$ 1,735,651
Changes in assumptions	1,754,702	-
Difference between projected and actual earnings on pension plan investments	171,734	-
Changes in proportion differences between employer contributions and proportionate share of contributions	1,038,037	6,110,370
Difference between actual and expected contributions	-	-
Contributions paid subsequent to the measurement date - FY 2017	768,900	-
<b>Total</b>	<b>\$ 3,733,373</b>	<b>\$ 7,846,021</b>

The \$768,900 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:

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)**

Year Ended June 30:	Amount recognized in Pension Expense as an increase or (decrease) to Pension Expense
2019	\$ (813,591)
2020	\$ (813,591)
2021	\$ (813,591)
2022	\$ (813,591)
2023	\$ (813,591)
2024	\$ (813,593)
thereafter	\$ -

**Additional Financial and Actuarial Information**

Additional financial and actuarial information with respect to the System can be found in the Nevada PERS' 2017 Comprehensive Annual Financial Report available online at [www.nvpers.org](http://www.nvpers.org) or by contacting the System at (775) 687-4200.

**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 90% 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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**  
(Continued)

**NOTE U - PRIOR PERIOD ADJUSTMENTS:**

**Primary Government**

For the Year Ended September 30, 2017, there were prior period adjustments of \$(4,432,975). Of this amount, \$(2,100,000) was the recognition of a prepaid land lease with Biegger Estates and \$(1,318,788) for Landsman Family, LLC which are included under Note F and Note I. Additionally, there was \$(1,014,187) for the recognition of swap agreements on debt held by the housing authority. More information can be found under Note K.

**Discretely Presented Component Units**

Prior period adjustments are made up of the net equity inclusion of the Vera Johnson B, LP as of the beginning of the year in the amount of \$1,777,027. This was omitted from the prior year due to the entity being in initial development and audited financial statements being unable.

**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, 2017, 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.

**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 27, 2018 (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 its first fiscal year end as noted in the financials.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**  
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**SINGLE AUDIT SECTION**

**FISCAL YEAR ENDED SEPTEMBER 30, 2017**



**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 Southern Nevada Regional Housing Authority, as of and for the year ended September 30, 2017, 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 27, 2018. Our report includes a reference to other auditors who audited the financial statements of Landsman Family, LLC, Vera Johnson B, LP and Biegger Estates, LLC as of December 31, 2016, 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, P.C.*

Rector, Reeder & Lofton, PC  
Certified Public Accountants

Lawrenceville, Georgia  
June 27, 2018



## 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, 2017. 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, 2017.



## 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, P.C.*

Rector, Reeder & Lofton, PC  
Certified Public Accountants

Lawrenceville, Georgia  
June 27, 2018

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

***STATUS OF PRIOR AUDIT FINDINGS***

The prior audit report for the period ended September 30, 2016, contained two formal audit findings. The current status of these findings is as follows:

**Finding No. 2016-001 – Controls over materials inventory – Significant Deficiency**

**Condition & cause**

Inventory is maintained decentralized from the main office and kept at the individual sites. Per staff interviews all maintenance employees and site managers have access to this inventory. For the Fiscal year 2016 inventory conducted as part of the year-end close revealed that \$210,282 of items in stock could not be adequately accounted for. These items consisted of the following:

**Current Status:**

The current inventory for the period ended September 30, 2017 showed a variance of \$130,970.43 which is similar to the variance the year before. The Housing Authority has implemented new controls; however, a current count of items that were on hand as of March 5, 2018 were not in agreement with the inventory count in the computer system. As a result of three site visits we determined that some improvement has been made, but the decentralization of the warehouse has resulted in the potential for control deficiencies at certain sites. We have conducted a follow up review of internal controls over maintenance materials as of April 30<sup>th</sup> and May 1, 2018 and have concluded that although there are deficiencies ***this finding has been cleared***. This review was more comprehensive in nature and covered more material sites. There exists a system of controls which may lead to some inventory variances in the future, but we have recommended certain steps and procedures to improve controls. These are noted in the management letter to the Board of Commissioners.

**Finding No. 2016-002 – Capital Asset Deficiencies – Other Matters – Significant Deficiency**

**Public Housing Program - CFDA # 14.850, Grant Year 2016**

**Condition & cause**

Upon review of the detailed listing of capital assets and equipment we determined that the Housing Authority has not conducted an inventory of equipment or personal property assets within the last two years. When analyzing and testing certain equipment and improvement items we randomly selected a total of \$274,341.55 in capital assets, and of this amount \$81,524.19 was either not identifiable or not located. The Housing Authority has not maintained the detailed capital asset schedule in such a way that easily facilitates the annual or bi-annual inventory of equipment to determine that the asset has been safeguarded and retained by the agency. Because of the inadequate descriptions on the depreciation and capital asset schedule, we were unable to satisfy ourselves that certain capital assets actually existed.

**Current Status:**

Although there are a few items which need to be brought into agreement with the detailed inventory, the Housing Authority has performed a complete inventory of nonexpendable equipment and has written off certain assets that were not located or were disposed of. **This finding is considered cleared.**

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

**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: **Unmodified**

Any audit findings disclosed that are required to be reported under 2 CFR §200.516(a)? **No**

Identification of major programs:

-CFDA #14.850	Public and Indian Housing
-CFDA #14.871	Section 8 Housing Choice Vouchers

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

Low Risk Auditee under 2 CFR §200.520? **No**

**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, 2017**

**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**FINANCIAL DATA SUBMISSION SUMMARY  
NET POSITION ACCOUNTS  
September 30, 2017**

<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	\$ 2,699,509	\$ 1,493,596	\$ 530,218	\$ 7,124,850	\$ 0	\$ 2,598,088
Cash - restricted - modernization	0	0	0	0	0	0
Cash - other restricted	573,119	874,544	0	5,356,179	0	3,550,073
Cash - restricted current liabilities	0	0	0	0	0	5,603
Cash - tenant security deposits	387,302	84,625	0	632,988	0	0
<b>Total Cash</b>	<b>3,659,930</b>	<b>2,452,765</b>	<b>530,218</b>	<b>13,114,017</b>	<b>0</b>	<b>6,153,764</b>
Accounts and notes receivables:						
Accounts receivable - PHA projects	0	0	0	0	0	474,238
Accounts receivable - HUD	0	0	0	32,851	56,961	0
Accounts receivable - other government	0	0	0	10,177	0	0
Accounts receivable - miscellaneous	3,072	105,535	0	20,329	0	608,196
Accounts receivable - tenants rents	55,451	31,723	0	171,642	0	0
Allowance for doubtful accounts - tenants	(10,848)	0	0	(61,243)	0	0
Allowance for doubtful accounts - other	(1,013)	0	0	0	0	(704,672)
Notes receivable - current	0	0	0	0	0	0
Fraud recovery	0	0	0	0	0	1,707,475
Allowance for doubtful accounts - fraud	0	0	0	0	0	(1,527,749)
Accrued interest receivable	1,770	0	0	20,968	0	10,090
<b>Total receivables - net</b>	<b>48,432</b>	<b>137,258</b>	<b>0</b>	<b>194,724</b>	<b>56,961</b>	<b>567,578</b>
Current investments:						
Investments - unrestricted	0	0	0	1,683,071	0	717,164
Investments - restricted	0	0	0	0	0	0
Prepaid expenses and other assets	26,152	4,639	0	120,732	0	28,264
Inventories	267,087	0	0	609,424	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	1,362,881	347,360	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>4,001,601</b>	<b>2,594,662</b>	<b>1,893,099</b>	<b>16,069,328</b>	<b>56,961</b>	<b>7,466,770</b>
<b>NONCURRENT ASSETS:</b>						
Capital Assets:						
Land	2,981,984	766,489	0	17,886,856	0	0
Buildings	48,198,213	40,734,213	0	205,272,652	0	0
Furniture & equipment - dwelling	0	0	0	0	0	0
Furniture & equipment - admin	374,728	1,155,917	0	1,780,806	0	486,556
Improvements	0	0	0	14,681,101	0	1,238,468
Construction in process	0	3,125,252	0	0	0	0
Infrastructure	664,005	0	0	3,431,176	0	0
Accumulated depreciation	(21,265,950)	(1,991,319)	0	(146,627,016)	0	(708,853)
<b>Total capital assets - net</b>	<b>30,952,980</b>	<b>43,790,552</b>	<b>0</b>	<b>96,425,575</b>	<b>0</b>	<b>1,016,171</b>
Notes receivable - noncurrent	1,723,800	0	7,450,000	19,855,372	0	332,759
Other assets	0	3,671,969	2,197,623	285,623	0	0
Investment in joint ventures	0	0	0	0	0	0
<b>TOTAL NONCURRENT ASSETS</b>	<b>32,676,780</b>	<b>47,462,521</b>	<b>9,647,623</b>	<b>116,566,570</b>	<b>0</b>	<b>1,348,930</b>
<b>DEFERRED OUFLOW OF RESOURCES</b>	<b>381,880</b>	<b>0</b>	<b>0</b>	<b>1,448,600</b>	<b>0</b>	<b>1,038,847</b>
<b>TOTAL ASSETS &amp; DEFERRED OUFLOW OF RESOURCES</b>	<b>\$ 37,060,261</b>	<b>\$ 50,057,183</b>	<b>\$ 11,540,722</b>	<b>\$ 134,084,498</b>	<b>\$ 56,961</b>	<b>\$ 9,854,547</b>

Resident Opportunity and Supportive Services 14.870	Supportive Housing for Persons with Disabilities 14.181	HOME Investment Partnerships Program 14.239	Workforce 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	14,446,261
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	10,353,915
0	36,919	0	0	0	0	0	0	42,522
0	0	0	0	0	0	0	0	1,104,915
<u>0</u>	<u>36,919</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,947,613</u>
0	0	0	0	0	0	0	0	474,238
44,739	0	0	0	0	2,760	0	0	137,311
0	0	0	137,343	266,918	0	0	0	414,438
0	9,785	783	0	19,030	0	2,384	0	769,114
0	0	0	0	0	0	0	0	258,816
0	0	0	0	0	0	0	0	(72,091)
0	(9,785)	(783)	0	0	0	0	0	(716,253)
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	1,707,475
0	0	0	0	0	0	0	0	(1,527,749)
0	0	0	0	0	0	0	0	32,828
<u>44,739</u>	<u>0</u>	<u>0</u>	<u>137,343</u>	<u>285,948</u>	<u>2,760</u>	<u>2,384</u>	<u>0</u>	<u>1,478,127</u>
0	0	0	0	0	0	0	0	2,400,235
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	27,887	0	207,674
0	0	0	0	0	0	44,582	0	921,093
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	16,447	0	3,203,534	(4,930,222)	0
<u>44,739</u>	<u>36,919</u>	<u>0</u>	<u>137,343</u>	<u>302,395</u>	<u>2,760</u>	<u>3,278,387</u>	<u>(4,930,222)</u>	<u>30,954,742</u>
0	0	0	0	12,600	0	215,819	0	21,863,748
0	0	0	0	235,584	0	4,306,730	0	298,747,392
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	1,874,657	0	5,672,664
0	0	0	0	0	0	64,658	0	15,984,227
0	0	0	0	0	0	0	0	3,125,252
0	0	0	0	0	0	0	0	4,095,181
0	0	0	0	0	0	(5,477,543)	0	(176,070,681)
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>248,184</u>	<u>0</u>	<u>984,321</u>	<u>0</u>	<u>173,417,783</u>
0	0	0	0	0	0	0	0	29,361,931
0	0	0	0	0	0	0	0	6,155,215
0	0	0	0	0	0	0	0	0
0	0	0	0	248,184	0	984,321	0	208,934,929
0	0	0	0	0	0	864,046	0	3,733,373
<u>\$ 44,739</u>	<u>\$ 36,919</u>	<u>\$ 0</u>	<u>\$ 137,343</u>	<u>\$ 550,579</u>	<u>\$ 2,760</u>	<u>\$ 5,126,754</u>	<u>\$ (4,930,222)</u>	<u>\$ 243,623,044</u>

**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**FINANCIAL DATA SUBMISSION SUMMARY  
NET POSITION ACCOUNTS  
September 30, 2017**

<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	148,299	2,212,276	0	603,324	0	62,435
Accrued salaries/payroll withholding	57,497	0	0	176,747	18,209	130,169
Accrued compensated absences	0	0	0	41,505	0	2,980
Accrued interest payable	0	15,905	0	0	0	0
Accounts payable - HUD PHA programs	0	0	0	0	0	33,483
Accounts payable - other gov.	0	0	0	700,079	0	5,603
Tenant security deposits	387,302	84,625	0	632,988	0	0
Unearned revenue	42,251	52,719	0	37,953	0	100
Current portion of L-T debt - capital	281,568	102,961	0	48,803	0	0
Current portion of L-T debt - operating	0	0	0	0	0	0
Other current liabilities	864	168,378	0	17,009	0	1,479
Accrued liabilities - other	0	92,727	0	0	0	94,896
Interprogram (due to)	3,881,767	0	0	585,176	38,752	0
Loan liability - current	0	0	0	0	0	0
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,799,548</b>	<b>2,729,591</b>	<b>0</b>	<b>2,843,584</b>	<b>56,961</b>	<b>331,145</b>
<b>NONCURRENT LIABILITIES:</b>						
Long-term debt, net of current - capital	2,545,021	30,786,885	0	0	0	0
Long-term debt, net of current - operating	0	0	0	1,000,000	0	0
Accrued comp. absences - long term	231,961	0	0	771,541	0	430,578
Loan liability - noncurrent	0	0	3,700,000	0	0	0
Accrued pension & OPEB liabilities	2,688,982	0	0	10,262,888	0	7,359,939
Noncurrent liabilities - other	0	3,750,433	524	233,280	0	1,059,012
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>5,465,964</b>	<b>34,537,318</b>	<b>3,700,524</b>	<b>12,267,709</b>	<b>0</b>	<b>8,849,529</b>
<b>TOTAL LIABILITIES</b>	<b>10,265,512</b>	<b>37,266,909</b>	<b>3,700,524</b>	<b>15,111,293</b>	<b>56,961</b>	<b>9,180,674</b>
<b>DEFERRED INFLOW OF RESOURCES</b>	<b>1,469,043</b>	<b>0</b>	<b>0</b>	<b>6,449,016</b>	<b>0</b>	<b>2,183,229</b>
<b>NET POSITION:</b>						
Net Investment in Capital Assets	28,126,391	12,900,706	0	96,376,772	0	1,016,171
Restricted	0	874,544	0	5,122,899	0	2,491,061
Unrestricted	(2,800,685)	(984,976)	7,840,198	11,024,518	0	(5,016,588)
<b>TOTAL NET POSITION</b>	<b>25,325,706</b>	<b>12,790,274</b>	<b>7,840,198</b>	<b>112,524,189</b>	<b>0</b>	<b>(1,509,356)</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 37,060,261</b>	<b>\$ 50,057,183</b>	<b>\$ 11,540,722</b>	<b>\$ 134,084,498</b>	<b>\$ 56,961</b>	<b>\$ 9,854,547</b>



Resident Opportunity and Supportive Services 14.870	Supportive Housing for Persons with Disabilities 14.181	HOME Investment Partnerships Program 14.239	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	\$ 0
516	0	0	193	6,720	0	75,673	0	3,109,436
4,243	0	0	14,235	1,326	0	133,765	0	536,191
0	0	0	0	0	0	1,171	0	45,656
0	0	0	0	0	0	0	0	15,905
0	36,919	0	0	0	0	0	0	70,402
0	0	0	0	0	0	0	0	705,682
0	0	0	0	0	0	0	0	1,104,915
0	0	0	0	35,477	0	0	0	168,500
0	0	0	0	0	0	0	0	433,332
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	1,543	0	189,273
0	0	0	0	0	0	0	0	187,623
39,980	0	0	122,915	258,872	2,760	0	(4,930,222)	0
0	0	0	0	0	0	0	0	0
<u>44,739</u>	<u>36,919</u>	<u>0</u>	<u>137,343</u>	<u>302,395</u>	<u>2,760</u>	<u>212,152</u>	<u>(4,930,222)</u>	<u>6,566,915</u>
0	0	0	0	0	0	0	0	33,331,906
0	0	0	0	0	0	0	0	1,000,000
0	0	0	0	0	0	453,207	0	1,887,287
0	0	0	0	0	0	0	0	3,700,000
0	0	0	0	0	0	6,138,130	0	26,449,939
0	0	0	0	0	0	0	0	5,043,249
0	0	0	0	0	0	6,591,337	0	71,412,381
<u>44,739</u>	<u>36,919</u>	<u>0</u>	<u>137,343</u>	<u>302,395</u>	<u>2,760</u>	<u>6,803,489</u>	<u>(4,930,222)</u>	<u>77,979,296</u>
0	0	0	0	0	0	1,825,454	0	11,926,742
0	0	0	0	248,184	0	984,321	0	139,652,545
0	0	0	0	0	0	0	0	8,488,504
0	0	0	0	0	0	(4,486,510)	0	5,575,957
0	0	0	0	248,184	0	(3,502,189)	0	153,717,006
<u>\$ 44,739</u>	<u>\$ 36,919</u>	<u>\$ 0</u>	<u>\$ 137,343</u>	<u>\$ 550,579</u>	<u>\$ 2,760</u>	<u>\$ 5,126,754</u>	<u>\$ (4,930,222)</u>	<u>\$ 243,623,044</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, 2017**

<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	\$ 5,845,574	\$ 2,002,721	\$ 0	\$ 5,757,374	\$ 0	\$ 0
Tenant revenue - other	294,255	15,273	0	416,928	0	0
Total tenant revenue	<u>6,139,829</u>	<u>2,017,994</u>	<u>0</u>	<u>6,174,302</u>	<u>0</u>	<u>0</u>
HUD PHA grants - operating	0	0	0	15,735,932	555,860	117,467,433
HUD PHA grants - capital	0	0	0	177,367	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	58,785	0	0	0	0	0
Other government grants	0	0	0	0	0	0
Investment income - unrestricted	409	0	26	15,376	0	5,189
Mortgage interest income	0	0	0	0	0	0
Proceeds from disposition of assets held for sale	0	0	0	0	0	0
Fraud Income	0	0	0	0	0	71,172
Other revenue	930,691	7,365,411	1,210,503	540,406	0	1,071,181
Gain/(loss) on disposition	514,363	0	0	(1,296,994)	0	6,108
Investment income - restricted	0	65	0	0	0	0
<b>TOTAL REVENUES</b>	<u>\$ 7,644,077</u>	<u>\$ 9,383,470</u>	<u>\$ 1,210,529</u>	<u>\$ 21,346,389</u>	<u>\$ 555,860</u>	<u>\$ 118,621,083</u>
<b>EXPENSES:</b>						
<b>Administrative</b>						
Administrative salaries	\$ 584,218	\$ 268,725	\$ 0	\$ 1,705,998	\$ 0	\$ 3,327,831
Auditing fees	17,004	7,030	0	48,052	0	14,029
Management fees	696,672	0	0	2,356,837	0	1,098,919
Bookkeeping fees	92,980	0	0	223,143	0	1,012,260
Advertising & marketing	2,425	1,419	0	0	0	0
Employee benefits - administrative	199,145	43,418	0	486,221	0	1,107,597
Office expense	74,853	42,464	0	237,208	0	539,135
Legal expense	18,380	2,361	0	247,662	0	68,851
Travel expense	14,776	1,806	0	14,352	0	29,529
Allocated overhead	0	0	0	0	0	0
Other operating - administrative	207,303	239,300	0	2,326,052	0	396,659
Total Administrative Expense	<u>1,907,756</u>	<u>606,523</u>	<u>0</u>	<u>7,645,525</u>	<u>0</u>	<u>7,594,810</u>
Asset management fee	0	0	0	306,360	0	0
<b>Tenant Services</b>						
Tenant services - salaries	28,497	0	0	261,268	297,286	230,001
Relocation costs	0	0	0	25,189	0	0
Employee benefits - tenant services	11,501	0	0	90,635	225,068	0
Other tenant services	22,544	7,171	0	30,017	0	1,254
Total Tenant Services	<u>62,542</u>	<u>7,171</u>	<u>0</u>	<u>407,109</u>	<u>522,354</u>	<u>231,255</u>
<b>Utilities</b>						
Water	323,052	160,766	0	1,049,328	0	0
Electricity	135,469	11,715	0	671,835	0	14,447
Gas	5,932	2,608	0	94,024	0	0
Sewer	221,961	67,135	0	563,117	0	1,675
Other utilities	0	0	0	0	0	0
Employee benefits - utilities	0	0	0	0	0	0
Total Utilities Expense	<u>686,414</u>	<u>242,224</u>	<u>0</u>	<u>2,378,304</u>	<u>0</u>	<u>16,122</u>

Resident Opportunity and Supportive Services 14.870	Supportive Housing for Persons with Disabilities 14.181	HOME Investment Partnerships Program 14.239	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	\$ 13,605,669
0	0	0	0	0	0	0	0	726,456
0	0	0	0	0	0	0	0	14,332,125
221,486	701,500	0	0	0	6,261	0	0	134,688,472
0	0	0	0	0	0	0	0	177,367
0	0	0	0	0	0	4,099,891	(4,099,891)	0
0	0	0	0	0	0	306,360	(306,360)	0
0	0	0	0	0	0	1,322,135	(1,322,135)	0
0	0	0	0	0	0	2,066,192	(2,066,192)	0
0	0	0	0	0	0	0	(58,785)	0
0	0	0	586,540	266,918	0	5,650	0	859,108
0	0	0	0	0	0	0	0	21,000
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	71,172
0	0	0	0	0	0	338,753	0	11,456,945
0	0	0	0	0	0	8,435	0	(768,088)
0	0	0	0	0	0	0	0	65
\$ 221,486	\$ 701,500	\$ 0	\$ 586,540	\$ 266,918	\$ 6,261	\$ 8,147,416	\$ (7,853,363)	\$ 160,838,166
\$ 0	\$ 42,619	\$ 0	\$ 0	\$ 8,064	\$ 0	\$ 3,042,429	\$ 0	\$ 8,979,884
0	0	0	0	0	0	8,165	0	94,280
0	0	0	0	0	0	0	(4,152,428)	0
0	0	0	0	0	0	0	(1,328,383)	0
0	0	0	0	0	0	80,228	0	84,072
0	17,048	0	0	0	0	1,032,136	0	2,885,565
11,742	0	0	0	0	0	767,730	0	1,673,132
0	0	0	0	0	0	81,841	0	419,095
6,879	0	0	0	0	0	36,190	0	103,532
0	0	0	0	0	0	0	0	0
570	0	0	0	1,750	0	639,550	(2,066,192)	1,744,992
19,191	59,667	0	0	9,814	0	5,688,269	(7,547,003)	15,984,552
0	0	0	0	0	0	0	(306,360)	0
142,661	0	0	397,789	0	2,869	383,687	0	1,744,058
0	0	0	0	0	0	0	0	25,189
59,384	589	0	125,105	0	925	155,553	0	668,760
250	0	0	61,248	2,200	2,467	26,276	0	153,427
202,295	589	0	584,142	2,200	6,261	565,516	0	2,591,434
0	0	0	0	0	0	33,860	0	1,567,006
0	0	0	0	0	0	40,034	0	873,500
0	0	0	0	0	0	1,041	0	103,605
0	0	0	0	0	0	2,802	0	856,690
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	77,737	0	3,400,801

**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, 2017**

<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	909,367	124,966	0	3,266,182	0	3,298
Materials	311,851	77,595	0	1,040,986	0	44,141
Employee benefit contributions	311,899	22,494	0	1,079,665	0	1,350
Garbage & trash removal contracts	149,734	26,592	0	369,218	0	0
Heating & cooling contracts	5,227	818	0	78,867	0	0
Snow removal contracts	0	0	0	0	0	0
Elevator maintenance contracts	0	0	0	38,043	0	0
Landscape & grounds contracts	128,784	10,246	0	281,919	0	0
Unit turnaround contracts	0	4,717	0	0	0	0
Electrical contracts	1,192	2,278	0	23,388	0	0
Plumbing contracts	25,391	2,024	0	100,288	0	0
Extermination contracts	48,065	3,182	0	389,857	0	0
Janitorial contracts	6,549	12,840	0	26,730	0	0
Routine maintenance contracts	365,970	0	0	982,813	0	0
Contract costs - other	53,947	67,759	0	256,813	0	43,304
<b>Total Ordinary Maintenance &amp; Operation</b>	<b>2,317,976</b>	<b>355,511</b>	<b>0</b>	<b>7,934,769</b>	<b>0</b>	<b>92,093</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	53,282	23,722	0	483,224	0	3,575
<b>Total Protective Services</b>	<b>53,282</b>	<b>23,722</b>	<b>0</b>	<b>483,224</b>	<b>0</b>	<b>3,575</b>
<b>Insurance Premiums</b>						
Property insurance	118,677	63,535	0	313,241	0	635
Liability insurance	35,829	0	0	129,849	0	78,419
Workmen's compensation	0	3,666	0	0	0	0
Insurance - other	40,755	0	0	124,316	0	63,260
<b>Total Insurance Premiums</b>	<b>195,261</b>	<b>67,201</b>	<b>0</b>	<b>567,406</b>	<b>0</b>	<b>142,314</b>
<b>General Expenses</b>						
Other general expense	99,393	138,897	60	1,219,189	0	129,484
Compensated absences	24,803	0	0	154,184	33,506	67,596
Payments in lieu of taxes	0	33,415	0	257,423	0	0
Bad debt - tenant rents	75,958	1,337	0	189,221	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>200,154</b>	<b>173,649</b>	<b>60</b>	<b>1,820,017</b>	<b>33,506</b>	<b>197,080</b>
<b>Financial Expenses</b>						
Interest expense - mortgage payable	226,436	0	0	0	0	0
Interest expense - notes payable	159	1,073,218	0	672	0	707
Amortization - issuance costs	0	12,739	0	0	0	0
<b>Total Financial Expenses</b>	<b>226,595</b>	<b>1,085,957</b>	<b>0</b>	<b>672</b>	<b>0</b>	<b>707</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>5,649,980</b>	<b>2,561,958</b>	<b>60</b>	<b>21,543,386</b>	<b>555,860</b>	<b>8,277,956</b>
<b>EXCESS OPERATING REVENUE</b>	<b>1,994,097</b>	<b>6,821,512</b>	<b>1,210,469</b>	<b>(196,997)</b>	<b>0</b>	<b>110,343,127</b>

Resident Opportunity and Supportive Services 14.870	Supportive Housing for Persons with Disabilities 14.181	HOME Investment Partnerships Program 14.239	Other Federal Program 1	State/Local	Housing Counselling Assistance Program 14.169	Central Office Cost Center	Elimination	TOTAL
0	0	0	0	0	0	13,781	0	4,317,594
0	0	0	0	0	0	49,794	0	1,524,367
0	0	0	0	0	0	5,493	0	1,420,841
0	0	0	0	0	0	26,374	0	571,918
0	0	0	0	0	0	14,418	0	99,330
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	38,043
0	0	0	0	0	0	1,985	0	422,934
0	0	0	0	0	0	0	0	4,717
0	0	0	0	0	0	0	0	26,858
0	0	0	0	0	0	2,491	0	130,194
0	0	0	0	0	0	565	0	441,669
0	0	0	0	0	0	0	0	46,119
0	0	0	0	0	0	37,667	0	1,386,450
0	0	0	0	6,720	0	17,738	0	446,281
0	0	0	0	6,720	0	170,246	0	10,877,315
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	12,201	0	576,004
0	0	0	0	0	0	12,201	0	576,004
0	0	0	0	0	0	1,463	0	497,551
0	0	0	0	0	0	0	0	244,097
0	0	0	0	0	0	1,026	0	4,692
0	0	0	0	0	0	42,359	0	270,690
0	0	0	0	0	0	44,848	0	1,017,030
0	6,757	0	0	0	0	317,009	0	1,910,789
0	0	0	2,398	0	0	166,600	0	449,087
0	0	0	0	0	0	0	0	290,838
0	0	0	0	0	0	0	0	266,516
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	6,757	0	2,398	0	0	483,609	0	2,917,230
0	0	0	0	0	0	0	0	226,436
0	0	0	0	0	0	672	0	1,075,428
0	0	0	0	0	0	0	0	12,739
0	0	0	0	0	0	672	0	1,314,603
221,486	67,013	0	586,540	18,734	6,261	7,043,098	(7,853,363)	38,678,969
0	634,487	0	0	248,184	0	1,104,318	0	122,159,197

**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, 2017**

<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	24,370	0	0	454,544	0	0
Casualty losses	20,687	0	0	32,694	0	3,510
Housing assistance payments	0	0	0	0	0	106,736,071
Portability HAP expense	0	0	0	0	0	938,114
Depreciation expense	1,415,509	1,104,015	0	8,154,008	0	54,057
<b>Total Other Expenses</b>	<u>1,460,566</u>	<u>1,104,015</u>	<u>0</u>	<u>8,641,246</u>	<u>0</u>	<u>107,731,752</u>
<b>TOTAL EXPENSES</b>	<u>\$ 7,110,546</u>	<u>\$ 3,665,973</u>	<u>\$ 60</u>	<u>\$ 30,184,632</u>	<u>\$ 555,860</u>	<u>\$ 116,009,708</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 533,531</u>	<u>\$ 5,717,497</u>	<u>\$ 1,210,469</u>	<u>\$ (8,838,243)</u>	<u>\$ 0</u>	<u>\$ 2,611,375</u>
Transfer of funds	0	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	(1,014,187)	1,777,027	0	(3,418,788)	0	0
<b>Beginning Net Position</b>	<u>25,806,362</u>	<u>5,295,750</u>	<u>6,629,729</u>	<u>124,781,220</u>	<u>0</u>	<u>(4,120,731)</u>
<b>Ending 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>Administrative Fund Equity</b>	-	-	-	-	-	(4,000,417)
<b>Housing Choice Voucher Equity</b>	-	-	-	-	-	2,491,061
<b>Units Available</b>	12,828	2,544	-	31,763	-	135,408
<b>Units Leased</b>	12,397	2,544	-	30,844	-	134,968

Resident Opportunity and Supportive Services 14.870	Supportive Housing for Persons with Disabilities 14.181	HOME Investment Partnerships Program 14.239	Other Federal Program 1	State/Local	Housing Counseling Assistance Program 14.169	Central Office Cost Center	Elimination	TOTAL
0	0	0	0	0	0	9,888	0	488,802
0	0	0	0	0	0	10,061	0	66,952
0	634,487	0	0	0	0	0	0	107,370,558
0	0	0	0	0	0	0	0	938,114
0	0	0	0	0	0	172,903	0	10,900,492
0	634,487	0	0	0	0	192,852	0	119,764,918
<u>\$ 221,486</u>	<u>\$ 701,500</u>	<u>\$ 0</u>	<u>\$ 586,540</u>	<u>\$ 18,734</u>	<u>\$ 6,261</u>	<u>\$ 7,235,950</u>	<u>\$ (7,853,363)</u>	<u>\$ 158,443,887</u>
<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 248,184</u>	<u>\$ 0</u>	<u>\$ 911,466</u>	<u>\$ 0</u>	<u>\$ 2,394,279</u>
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	0	0	(2,655,948)
0	0	0	0	0	0	(4,413,655)	0	153,978,675
<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 248,184</u>	<u>\$ 0</u>	<u>\$ (3,502,189)</u>	<u>\$ 0</u>	<u>\$ 153,717,006</u>
-	-	-	-	-	-	-	-	(4,000,417)
-	-	-	-	-	-	-	-	2,491,061
-	1,140	-	-	-	-	-	-	183,683
-	1,027	-	-	-	-	-	-	181,780



**Southern Nevada Regional Housing Authority  
Las Vegas, Nevada**

**FINANCIAL DATA SUBMISSION SUMMARY  
NET POSITION ACCOUNTS - AMPs  
September 30, 2017**

<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>ASSETS:</b>								
<b>CURRENT ASSETS:</b>								
<b>Cash:</b>								
Cash - unrestricted	\$ 0	\$ 98,016	\$ 116,089	\$ 1,674,756	\$ 210,658	\$ 330,862	\$ 83,516	\$ 320,283
Cash - restricted - modernization	0	0	0	0	0	0	0	0
Cash - other restricted	0	1,302	1,133	0	0	17,925	120	4,879
Cash - restricted current liabilities	0	0	0	0	0	0	0	0
Cash - tenant security deposits	0	13,693	46,520	84,568	58,075	70,578	0	35,533
<b>Total Cash</b>	<b>0</b>	<b>113,011</b>	<b>163,742</b>	<b>1,759,324</b>	<b>268,733</b>	<b>419,365</b>	<b>83,636</b>	<b>360,695</b>
<b>Accounts and notes receivables:</b>								
Accounts receivable - PHA projects	0	0	0	0	0	0	0	0
Accounts receivable - HUD	0	0	365	0	690	798	0	27,568
Accounts receivable - other government	10,177	0	0	0	0	0	0	0
Accounts receivable - miscellaneous	0	903	316	2,805	787	2,397	0	946
Accounts receivable - tenants rents	0	6,741	3,252	13,509	3,915	23,269	0	10,391
Allowance for doubtful accounts - tenants	0	(816)	(161)	(10,128)	(232)	(1,003)	0	(4,652)
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	0	0	0	0
Accrued interest receivable	0	0	0	0	0	0	0	0
<b>Total receivables - net</b>	<b>10,177</b>	<b>6,828</b>	<b>3,772</b>	<b>6,186</b>	<b>5,160</b>	<b>25,461</b>	<b>0</b>	<b>34,253</b>
<b>Current investments:</b>								
Investments - unrestricted	0	0	0	0	0	0	0	0
Investments - restricted	0	0	0	0	0	0	0	0
Prepaid expenses and other assets	0	2,638	3,015	3,769	3,392	3,392	0	2,261
Inventories	0	23,021	39,140	110,945	36,575	77,550	0	68,111
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>10,177</b>	<b>145,498</b>	<b>209,669</b>	<b>1,880,224</b>	<b>313,860</b>	<b>525,768</b>	<b>83,636</b>	<b>465,320</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	894,600
Buildings	0	15,432,780	37,437,899	10,028,601	21,770,050	18,008,198	0	9,845,344
Furniture & equipment - dwelling	0	0	0	0	0	0	0	0
Furniture & equipment - admin	6,460	7,025	81,148	179,464	296,200	145,659	0	230,192
Improvements	326,022	59,827	264,496	2,101,489	1,469,595	2,571,242	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	(136,987)	(10,712,176)	(18,860,940)	(8,010,620)	(18,486,731)	(15,345,251)	(1,716,998)	(6,325,622)
<b>Total capital assets - net</b>	<b>1,148,180</b>	<b>8,138,420</b>	<b>19,992,903</b>	<b>5,564,594</b>	<b>5,421,920</b>	<b>6,004,553</b>	<b>1,777,417</b>	<b>5,251,362</b>
Notes receivable - noncurrent	0	0	0	0	0	0	0	5,700,000
Other assets	0	0	0	0	0	0	0	175,230
Investment in joint ventures	0	0	0	0	0	0	0	0
<b>TOTAL NONCURRENT ASSETS</b>	<b>1,148,180</b>	<b>8,138,420</b>	<b>19,992,903</b>	<b>5,564,594</b>	<b>5,421,920</b>	<b>6,004,553</b>	<b>1,777,417</b>	<b>11,126,592</b>
Deferred Outflow of Resources	0	10,459	122,341	172,037	158,135	156,695	0	140,048
<b>TOTAL ASSETS &amp; DEFERRED OUTFLOW OF RESOURCES</b>	<b>\$ 1,158,357</b>	<b>\$ 8,294,377</b>	<b>\$ 20,324,913</b>	<b>\$ 7,616,855</b>	<b>\$ 5,899,915</b>	<b>\$ 6,687,016</b>	<b>\$ 1,861,053</b>	<b>\$ 11,731,960</b>

	<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>
\$	971,991	\$ 903,620	\$ 818,982	\$ 0	\$ 0	\$ 0	\$ 0	\$ 267,910	\$ 448,070	\$ 880,097	\$ 7,124,850
	0	0	0	0	0	0	0	0	0	0	0
	28,093	55,283	914,377	0	13,049	5,010	0	0	8,948	4,306,060	5,356,179
	0	0	0	0	0	0	0	0	0	0	0
	97,242	74,801	111,130	0	5,152	1,839	12,020	4,353	17,484	0	632,988
	<u>1,097,326</u>	<u>1,033,704</u>	<u>1,844,489</u>	<u>0</u>	<u>18,201</u>	<u>6,849</u>	<u>12,020</u>	<u>272,263</u>	<u>474,502</u>	<u>5,186,157</u>	<u>13,114,017</u>
	0	0	0	0	0	0	0	0	0	0	0
	3,383	0	0	0	0	0	0	0	47	0	32,851
	0	0	0	0	0	0	0	0	0	0	10,177
	2,580	3,032	5,725	0	0	0	349	0	489	0	20,329
	28,949	37,502	37,677	0	0	1,563	455	0	4,419	0	171,642
	(1,496)	(19,004)	(21,508)	0	0	(709)	0	0	(1,534)	0	(61,243)
	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
	0	0	0	0	0	0	0	0	0	20,968	20,968
	<u>33,416</u>	<u>21,530</u>	<u>21,894</u>	<u>0</u>	<u>0</u>	<u>854</u>	<u>804</u>	<u>0</u>	<u>3,421</u>	<u>20,968</u>	<u>194,724</u>
	0	0	0	0	0	0	0	0	0	1,683,071	1,683,071
	0	0	0	0	0	0	0	0	0	0	0
	4,522	4,145	2,638	0	0	1,884	1,131	0	0	87,945	120,732
	116,308	78,337	39,844	0	0	0	11,380	0	8,213	0	609,424
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	4,560	7,800	335,000	0	0	347,360
	<u>1,251,572</u>	<u>1,137,716</u>	<u>1,908,865</u>	<u>0</u>	<u>18,201</u>	<u>14,147</u>	<u>33,135</u>	<u>607,263</u>	<u>486,136</u>	<u>6,978,141</u>	<u>16,069,328</u>
	602,195	509,173	5,539,476	0	0	958,313	99,124	38,900	0	1,544,716	17,886,856
	39,799,277	2,930,733	39,356,882	0	0	0	9,090,540	0	0	1,572,348	205,272,652
	0	0	0	0	0	0	0	0	0	0	0
	216,679	152,231	217,361	0	11,585	22,064	0	0	0	214,738	1,780,806
	2,137,803	1,076,195	3,371,358	0	0	0	0	0	0	696,226	14,681,101
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	3,431,176
	(34,863,731)	(2,505,696)	(24,696,436)	0	(11,585)	(10,052)	(3,619,108)	0	0	(1,325,083)	(146,627,016)
	<u>7,892,223</u>	<u>2,162,636</u>	<u>23,788,641</u>	<u>0</u>	<u>0</u>	<u>970,325</u>	<u>5,570,556</u>	<u>38,900</u>	<u>0</u>	<u>2,702,945</u>	<u>96,425,575</u>
	0	0	0	0	4,510,285	0	0	9,356,317	0	288,770	19,855,372
	0	0	0	0	0	0	0	110,393	0	0	285,623
	0	0	0	0	0	0	0	0	0	0	0
	<u>7,892,223</u>	<u>2,162,636</u>	<u>23,788,641</u>	<u>0</u>	<u>4,510,285</u>	<u>970,325</u>	<u>5,570,556</u>	<u>9,505,610</u>	<u>0</u>	<u>2,991,715</u>	<u>116,566,570</u>
	217,929	190,438	207,591	0	0	50,011	22,916	0	0	0	1,448,600
\$	<u>9,361,724</u>	<u>3,490,790</u>	<u>25,905,097</u>	<u>0</u>	<u>4,528,486</u>	<u>1,034,483</u>	<u>5,626,607</u>	<u>10,112,873</u>	<u>486,136</u>	<u>9,969,856</u>	<u>134,084,498</u>

Southern Nevada Regional Housing Authority  
Las Vegas, Nevada

FINANCIAL DATA SUBMISSION SUMMARY  
NET POSITION ACCOUNTS - AMPs  
September 30, 2017

<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>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	3,037	33,530	29,532	112,970	51,112	38,039	0	25,180
Accrued salaries/payroll withholding	0	5,891	18,167	21,162	18,999	22,883	0	13,057
Accrued compensated absences	0	3,240	1,080	2,160	3,240	16,665	0	2,160
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	16,119	89,778	242,989	114,497	0	0	17,842
Tenant security deposits	0	13,693	46,520	84,568	58,075	70,578	0	35,533
Unearned revenue	0	2,394	396	13,272	206	835	0	1,352
Current portion of L-T debt - capital borrowings	0	0	0	0	0	0	0	0
Other current liabilities	0	41	195	296	249	1,163	0	1,302
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)	300,624	0	8,165	0	690	798	0	26,735
<b>TOTAL CURRENT LIABILITIES</b>	<b>303,661</b>	<b>74,908</b>	<b>193,833</b>	<b>477,417</b>	<b>247,068</b>	<b>150,961</b>	<b>0</b>	<b>123,161</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	68,065	38,889	56,370	66,692	95,708	0	52,674
Accrued pension & OPEB liabilities	0	74,101	866,748	1,218,833	1,120,335	1,110,135	0	992,198
Noncurrent liabilities - other	0	1,302	1,133	0	0	17,925	120	4,879
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>0</b>	<b>143,468</b>	<b>906,770</b>	<b>1,275,203</b>	<b>1,187,027</b>	<b>1,223,768</b>	<b>120</b>	<b>1,049,751</b>
<b>TOTAL LIABILITIES</b>	<b>303,661</b>	<b>218,376</b>	<b>1,100,603</b>	<b>1,752,620</b>	<b>1,434,095</b>	<b>1,374,729</b>	<b>120</b>	<b>1,172,912</b>
Deferred inflow of Resources	0	21,980	257,106	361,551	332,331	329,307	0	2,380,205
<b>NET POSITION:</b>								
Net Investment in Capital Assets	1,148,180	8,138,420	19,992,903	5,564,594	5,421,920	6,004,553	1,777,417	5,251,362
Restricted	0	0	0	0	0	0	0	0
Unrestricted	(293,484)	(84,399)	(1,025,699)	(61,910)	(1,294,431)	(1,021,573)	83,516	2,927,481
<b>TOTAL NET POSITION</b>	<b>854,696</b>	<b>8,054,021</b>	<b>18,967,204</b>	<b>5,502,684</b>	<b>4,127,489</b>	<b>4,982,980</b>	<b>1,860,933</b>	<b>8,178,843</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</b>	<b>\$ 1,158,357</b>	<b>\$ 8,294,377</b>	<b>\$ 20,324,913</b>	<b>\$ 7,616,855</b>	<b>\$ 5,893,915</b>	<b>\$ 6,687,016</b>	<b>\$ 1,861,053</b>	<b>\$ 11,731,960</b>

<u>NVD18002407</u>	<u>NVD18002408</u>	<u>NVD18002409</u>	<u>NVD18002410</u>	<u>NVD18002411</u>	<u>NVD18002412</u>	<u>NVD18002413</u>	<u>NVD18013003</u>	<u>NVD18013016</u>	<u>Other Project</u>	<u>TOTAL</u>
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
65,339	64,163	32,803	0	49	6,970	10,458	0	1,595	128,547	603,324
29,540	23,713	20,570	0	0	0	1,929	0	47	789	176,747
3,240	3,240	4,320	0	0	1,080	1,080	0	0	0	41,505
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
63,474	50,439	70,574	0	0	8,665	25,702	0	0	0	700,079
97,242	74,801	111,130	0	5,152	1,839	12,020	4,353	17,484	0	632,988
2,692	1,800	14,178	0	0	9	84	0	735	0	37,953
0	0	0	0	0	0	0	0	0	48,803	48,803
588	10,274	338	0	0	10	38	2,415	100	0	17,009
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
3,383	0	0	0	64,567	148,896	31,271	0	47	0	585,176
<u>265,498</u>	<u>228,430</u>	<u>253,913</u>	<u>0</u>	<u>69,768</u>	<u>167,469</u>	<u>82,582</u>	<u>6,768</u>	<u>20,008</u>	<u>178,139</u>	<u>2,843,584</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
127,761	161,120	65,633	0	0	15,543	23,086	0	0	0	771,541
1,543,961	1,349,196	1,470,714	0	0	354,312	162,355	0	0	0	10,262,888
<u>28,093</u>	<u>55,283</u>	<u>97,538</u>	<u>0</u>	<u>13,049</u>	<u>5,010</u>	<u>0</u>	<u>0</u>	<u>8,948</u>	<u>0</u>	<u>233,280</u>
<u>1,699,815</u>	<u>1,565,599</u>	<u>1,633,885</u>	<u>0</u>	<u>13,049</u>	<u>374,865</u>	<u>185,441</u>	<u>1,000,000</u>	<u>8,948</u>	<u>0</u>	<u>12,267,709</u>
<u>1,965,313</u>	<u>1,794,029</u>	<u>1,887,798</u>	<u>0</u>	<u>82,817</u>	<u>542,334</u>	<u>268,023</u>	<u>1,006,768</u>	<u>28,956</u>	<u>178,139</u>	<u>15,111,293</u>
<u>457,996</u>	<u>400,222</u>	<u>436,268</u>	<u>0</u>	<u>0</u>	<u>105,101</u>	<u>48,161</u>	<u>1,318,788</u>	<u>0</u>	<u>0</u>	<u>6,449,016</u>
7,892,223	2,162,636	23,788,641	0	0	970,325	5,570,556	38,900	0	2,654,142	96,376,772
0	0	816,839	0	0	0	0	0	0	4,306,060	5,122,899
<u>(953,808)</u>	<u>(866,097)</u>	<u>(1,024,449)</u>	<u>0</u>	<u>4,445,669</u>	<u>(583,277)</u>	<u>(260,133)</u>	<u>7,748,417</u>	<u>457,180</u>	<u>2,831,515</u>	<u>11,024,518</u>
<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>
\$ <u>9,361,724</u>	\$ <u>3,490,790</u>	\$ <u>25,905,097</u>	\$ <u>0</u>	\$ <u>4,528,486</u>	\$ <u>1,034,483</u>	\$ <u>5,626,607</u>	\$ <u>10,112,873</u>	\$ <u>486,136</u>	\$ <u>9,969,856</u>	\$ <u>134,084,498</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, 2017**

Account Description	NV018002305	NV01802310	NV018002401	NV018002402	NV018002403	NV018002404	NV018002405	NV018002406
<b>REVENUES:</b>								
Net tenant rental revenue	\$ 0	\$ 119,094	\$ 519,723	\$ 1,249,911	\$ 802,450	\$ 649,785	\$ 0	\$ 228,562
Tenant revenue - other	0	8,327	12,841	23,574	23,245	41,082	0	30,047
Total tenant revenue	0	127,421	532,564	1,273,485	825,695	690,867	0	258,609
HUD PHA grants - operating	0	270,916	1,371,985	2,002,997	1,299,731	1,600,146	348,487	1,376,060
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	2,640	9,363	150,194	9,352	0	25,055	1,780	197,831
Gain/(loss) on disposition	0	0	0	100	2,850	583	0	3,199
Investment income - restricted	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$ 2,640</b>	<b>\$ 407,700</b>	<b>\$ 2,054,743</b>	<b>\$ 3,285,934</b>	<b>\$ 2,128,276</b>	<b>\$ 2,316,651</b>	<b>\$ 350,267</b>	<b>\$ 1,835,699</b>
<b>EXPENSES:</b>								
<b>Administrative</b>								
Administrative salaries	\$ 0	\$ 22,438	\$ 169,655	\$ 218,144	\$ 187,762	\$ 168,905	\$ 251	\$ 215,285
Auditing fees	0	1,018	4,260	7,542	5,448	4,125	1,177	2,483
Management fees	0	34,058	561,392	340,389	216,141	205,041	0	133,708
Bookkeeping fees	0	4,050	20,835	40,478	25,703	24,383	0	8,760
Advertising & marketing	0	0	0	0	0	0	0	0
Employee benefits - administrative	0	7,683	59,493	76,058	64,968	56,560	97	28,782
Office expense	0	12,769	18,423	24,242	22,992	22,996	104	13,147
Legal expense	0	0	154,694	0	3,171	0	0	83,673
Travel expense	0	0	4,027	1,797	2,112	626	0	0
Allocated overhead	0	0	0	0	0	0	0	0
Other operating - administrative	0	38,230	244,123	270,275	210,774	497,019	0	136,980
Total Administrative Expense	0	120,246	1,236,902	978,925	739,071	979,655	1,629	622,818
Asset management fee	0	5,520	36,240	55,080	35,280	33,000	0	16,680
<b>Tenant Services</b>								
Tenant services - salaries	0	1,834	35,966	84,377	50,175	34,035	2,275	2,873
Relocation costs	0	0	0	0	0	0	0	24,215
Employee benefits - tenant services	0	0	14,924	34,819	20,255	18,434	0	0
Other tenant services	0	0	0	4,023	4,174	3,959	0	2,462
Total Tenant Services	0	1,834	50,890	123,219	74,604	56,428	2,275	29,550
<b>Utilities</b>								
Water	26,404	25,377	90,002	105,802	59,869	150,302	0	22,927
Electricity	0	712	42,360	203,255	205,079	36,861	0	16,639
Gas	0	250	5,007	31,134	32,478	1,784	0	0
Sewer	0	11,446	44,773	100,137	73,587	62,789	0	17,921
Other utilities	0	0	0	0	0	0	0	0
Employee benefits - utilities	0	0	0	0	0	0	0	0
Total Utilities Expense	26,404	37,785	182,142	440,328	371,013	251,736	0	57,487
<b>Ordinary Maintenance &amp; Operation</b>								
Labor	514	77,456	220,619	330,376	335,806	357,170	0	195,748
Materials	0	16,500	48,860	83,481	66,893	87,874	0	50,306
Employee benefit contributions	239	29,591	69,859	106,764	108,735	119,210	0	47,367
Garbage & trash removal contracts	3,469	10,181	28,271	42,608	30,511	30,563	0	16,199
Heating & cooling contracts	0	0	0	49,627	29,240	0	0	0
Snow removal contracts	0	0	0	0	0	0	0	0
Elevator maintenance contracts	0	0	15,134	12,339	8,889	0	0	0
Landscape & grounds contracts	2,900	4,894	39,104	47,665	36,928	41,848	0	10,958
Unit turnaround contracts	0	0	0	0	0	0	0	0
Electrical contracts	0	2,725	633	3,196	815	131	0	394
Plumbing contracts	0	4,355	7,516	26,867	5,369	2,181	0	11,365
Extermination contracts	0	2,535	13,996	144,525	70,203	18,605	0	10,336
Janitorial contracts	0	1,200	0	0	13,480	1,432	0	1,062
Routine maintenance contracts	0	35,989	41,129	175,660	80,103	73,737	0	9,699
Contract costs - other	0	2,356	31,439	70,482	23,313	13,398	0	9,197
Total Ordinary Maintenance & Operation	7,122	187,782	516,560	1,093,590	810,285	746,149	0	362,631
<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	53,171	43,801	63,861	36,920	0	1,084
Total Protective Services	0	0	53,171	43,801	63,861	36,920	0	1,084

<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>
\$ 660,497	\$ 504,910	\$ 624,291	\$ 0	\$ 0	\$ 57,544	\$ 200,157	\$ 0	\$ 140,450	\$ 0	\$ 5,757,374
118,218	84,926	59,148	0	0	6,242	9,278	0	0	0	416,928
778,715	589,836	683,439	0	0	63,786	209,435	0	140,450	0	6,174,302
2,534,224	2,205,620	1,628,790	0	147,973	428,713	248,928	0	271,362	0	15,735,932
177,367	0	0	0	0	0	0	0	0	0	177,367
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
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
0	0	0	0	0	0	0	0	0	15,376	15,376
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
9,060	3,307	35,038	0	3,273	2,492	1,537	80,681	6,965	1,838	540,406
100	0	9,193	0	0	(1,322,975)	0	0	0	9,956	(1,296,994)
0	0	0	0	0	0	0	0	0	0	0
\$ 3,499,466	\$ 2,798,763	\$ 2,356,460	\$ 0	\$ 151,246	\$ (827,984)	\$ 459,900	\$ 80,681	\$ 418,777	\$ 27,170	\$ 21,346,389
\$ 225,350	\$ 164,083	\$ 144,105	\$ 0	\$ 533	\$ 80,497	\$ 63,612	\$ 0	\$ 45,378	\$ 0	\$ 1,705,998
7,745	5,322	5,342	0	0	1,868	1,169	0	553	0	48,052
284,509	218,474	217,339	0	24,723	48,879	36,423	0	35,761	0	2,356,837
33,833	25,980	25,845	0	0	3,248	5,775	0	4,253	0	223,143
0	0	0	0	0	0	0	0	0	0	0
75,086	52,641	47,884	0	263	0	0	0	16,706	0	486,221
31,443	24,245	50,801	0	0	7,454	6,105	0	2,487	0	237,208
0	0	5,611	0	0	513	0	0	0	0	247,662
300	1,400	2,890	0	0	1,200	0	0	0	0	14,352
0	0	0	0	0	0	0	0	0	0	0
318,659	342,227	169,462	0	1,879	14,197	53,102	76	28,549	500	2,326,052
976,925	834,372	669,279	0	27,398	157,856	166,186	76	133,687	500	7,645,525
46,080	37,680	35,040	0	0	0	0	0	5,760	0	306,360
12,397	12,702	13,686	0	0	2,868	6,315	0	1,765	0	261,268
0	0	0	0	974	0	0	0	0	0	25,189
0	0	0	0	0	0	2,203	0	0	0	90,635
2,537	7,423	5,339	0	0	100	0	0	0	0	30,017
14,934	20,125	19,025	0	974	2,968	8,518	0	1,765	0	407,109
269,727	141,286	120,109	0	0	16,938	20,334	0	251	0	1,049,328
43,045	55,471	6,398	0	0	3,020	58,525	0	92	378	671,835
6,330	2,510	2,053	0	0	654	11,824	0	0	0	94,024
68,504	82,878	71,414	0	0	12,806	16,862	0	0	0	563,117
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
387,606	282,145	199,974	0	0	33,418	107,545	0	343	378	2,378,304
570,577	508,799	376,317	0	222	150,545	43,554	0	98,479	0	3,266,182
273,976	203,378	132,065	0	0	33,522	18,679	0	23,117	2,335	1,040,986
195,388	177,037	121,888	0	48	52,423	12,344	0	38,772	0	1,079,665
78,557	47,913	64,351	0	0	7,073	7,401	0	1,058	1,063	369,218
0	0	0	0	0	0	0	0	0	0	78,867
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	1,681	0	0	0	38,043
28,788	20,400	27,729	0	0	2,008	9,328	0	4,014	5,355	281,919
0	0	0	0	0	0	0	0	0	0	0
9,445	0	6,049	0	0	0	0	0	0	0	23,388
15,905	1,211	21,402	0	0	0	0	0	4,117	0	100,288
41,490	49,822	18,541	0	0	7,707	4,478	0	7,619	0	389,857
3,051	1,900	3,220	0	0	500	0	0	0	885	26,730
190,480	115,831	184,973	0	0	15,663	27,459	0	32,090	0	982,813
19,858	55,159	7,961	0	0	5,179	15,757	0	2,714	0	256,813
1,427,515	1,181,450	964,496	0	270	274,620	140,681	0	211,980	9,638	7,934,769
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
125,954	73,230	0	0	0	1,232	28,971	0	0	55,000	483,224
125,954	73,230	0	0	0	1,232	28,971	0	0	55,000	483,224

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, 2017**

<u>Account Description</u>	<u>NV018002305</u>	<u>NV018002310</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	7,683	24,439	17,775	26,476	27,074	0	8,750
Liability insurance	0	2,123	10,077	17,995	11,564	11,469	2,591	5,089
Workmen's compensation	0	0	0	0	0	0	0	0
Insurance - other	0	11,383	8,184	4,171	10,819	18,512	0	12,700
Other general expense	0	8,732	144,586	0	0	5,146	313,233	235,383
Compensated absences	0	0	6,721	0	31,899	36,980	0	0
Payments in lieu of taxes	0	8,419	33,893	81,004	43,210	0	0	7,331
Bad debt - tenant rents	0	3,609	3,190	9,585	9,082	3,167	0	18,880
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>41,949</u>	<u>231,090</u>	<u>130,530</u>	<u>133,050</u>	<u>102,348</u>	<u>315,824</u>	<u>288,133</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>33,526</u>	<u>395,116</u>	<u>2,306,995</u>	<u>2,865,473</u>	<u>2,227,164</u>	<u>2,206,236</u>	<u>319,728</u>	<u>1,378,383</u>
<b>EXCESS OPERATING REVENUE</b>	<u>(30,886)</u>	<u>12,584</u>	<u>(252,252)</u>	<u>420,461</u>	<u>(98,888)</u>	<u>110,415</u>	<u>30,539</u>	<u>457,316</u>
<b>Other Expenses</b>								
Extraordinary maintenance	0	4,516	0	32,417	190,674	18,506	0	79,263
Casualty losses	0	1,863	0	10,206	3,537	1,051	0	0
Housing assistance payments	0	0	0	0	0	0	0	0
Depreciation expense	21,735	429,081	1,561,416	589,362	477,913	671,731	171,559	413,509
<b>Total Other Expenses</b>	<u>21,735</u>	<u>435,460</u>	<u>1,561,416</u>	<u>631,985</u>	<u>672,124</u>	<u>691,288</u>	<u>171,559</u>	<u>492,772</u>
<b>TOTAL EXPENSES</b>	<u>\$ 55,261</u>	<u>\$ 830,576</u>	<u>\$ 3,868,411</u>	<u>\$ 3,497,458</u>	<u>\$ 2,899,288</u>	<u>\$ 2,897,524</u>	<u>\$ 491,287</u>	<u>\$ 1,871,155</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ (52,621)</u>	<u>\$ (422,876)</u>	<u>\$ (1,813,668)</u>	<u>\$ (211,524)</u>	<u>\$ (771,012)</u>	<u>\$ (580,873)</u>	<u>\$ (141,020)</u>	<u>\$ (35,456)</u>
Transfer of funds	0	0	0	0	0	0	0	0
Transfer of equity	0	0	(5,939,712)	0	0	0	0	(2,076,030)
Prior period adjustments	0	0	0	0	0	0	0	(2,100,000)
<b>Beginning Net Position</b>	<u>907,317</u>	<u>8,476,897</u>	<u>26,720,584</u>	<u>5,714,208</u>	<u>4,898,501</u>	<u>5,563,853</u>	<u>2,001,953</u>	<u>12,390,329</u>
<b>Ending 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>Units Available</b>	-	552	2,793	5,496	3,504	3,300	720	1,631
<b>Units Leased</b>	-	540	2,727	5,385	3,403	3,251	708	1,564



<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>
36,906	53,895	63,133	0	14,377	9,461	16,147	4,162	0	2,963	313,241
17,851	14,602	15,760	0	5,212	3,538	2,535	4,312	0	5,131	129,849
0	0	0	0	0	0	0	0	0	0	0
22,592	12,681	16,834	0	6,152	96	58	38	0	96	124,316
27,174	28,550	91,519	0	133,142	224,200	0	0	7,524	0	1,219,189
5,324	40,083	3,352	0	0	29,825	0	0	0	0	154,184
19,801	26,080	26,021	0	0	2,403	9,261	0	0	0	257,423
35,058	76,449	27,941	0	0	0	203	0	2,057	0	189,221
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
164,706	252,340	244,560	0	158,883	269,523	28,204	8,512	9,581	8,190	2,387,423
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	672	672
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	672	672
3,143,720	2,681,342	2,132,374	0	187,525	739,617	480,105	8,588	363,116	74,378	21,543,386
355,746	117,421	224,086	0	(36,279)	(1,567,601)	(20,205)	72,093	55,661	(47,208)	(196,997)
19,254	73,626	23,912	0	0	12,376	0	0	0	0	454,544
574	10,914	581	0	0	920	3,048	0	0	0	32,694
0	0	0	0	0	0	0	0	0	0	0
1,186,049	196,898	1,540,157	0	0	108,085	606,036	0	0	180,477	8,154,008
1,205,877	281,438	1,564,650	0	0	121,381	609,084	0	0	180,477	8,641,246
\$ 4,349,597	\$ 2,962,780	\$ 3,697,024	\$ 0	\$ 187,525	\$ 860,998	\$ 1,089,189	\$ 8,588	\$ 363,116	\$ 254,855	\$ 30,184,632
\$ (850,131)	\$ (164,017)	\$ (1,340,564)	\$ 0	\$ (36,279)	\$ (1,688,982)	\$ (629,289)	\$ 72,093	\$ 55,661	\$ (227,685)	\$ (8,838,243)
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	2,076,030	5,939,712	0	0	0	0
0	0	0	0	0	0	0	(1,318,788)	0	0	(3,418,788)
7,788,546	1,460,556	24,921,595	0	4,481,948	0	0	9,034,012	401,519	10,019,402	124,781,220
\$ 6,938,415	\$ 1,296,539	\$ 23,581,031	\$ 0	\$ 4,445,669	\$ 387,048	\$ 5,310,423	\$ 7,787,317	\$ 457,180	\$ 9,791,717	\$ 112,524,189
4,572	3,708	3,504	-	208	419	780	-	576	-	31,763
4,475	3,404	3,446	-	208	396	770	-	567	-	30,844

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

**SCHEDULE OF EXPENDITURES OF FEDERAL FINANCIAL AWARDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

	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	\$ 14,351,295
Public Housing Capital Fund Program	B - Nonmajor	14.872	1,562,004
Resident Opportunity and Supportive Services	B - Nonmajor	14.870	221,486
<b>Section 8 Housing Assistance Program:</b>			
Supportive Housing for Persons with Disabilities	B - Nonmajor	14.181	701,500
Housing Counseling Assistance Program	B - Nonmajor	14.169	6,261
Section 8 Housing Choice Voucher	A - Major	14.871	117,467,433
<b>Family Self Sufficiency - Combined Program:</b>			
PIH Family Self-Sufficiency Program	B - Nonmajor	14.896	555,860
<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	586,540
<b>TOTAL FEDERAL FINANCIAL AWARDS</b>			<b>\$ 135,452,379</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, 2017**

**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, 2017.

**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, 2017.
- The Authority had no loans or loan guarantees to be disclosed as of September 30, 2017.
- 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, 2017.
- The Authority maintains the following limits of insurance as of September 30, 2017:

Property	\$ 337,461,613
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.

**TAB 18**

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, in partnership with City of North Las Vegas, is planning to submit in upcoming years a CNI Implementation grant application to revitalize and address the redevelopment needs of the North Las Vegas Urban Core Neighborhood, which includes the Rose Gardens Senior Public Housing and Buena Vista Springs communities.

The SNRHA will continue to explore CNI planning as well as, implementation grant to address some of the redevelopment needs of the neighborhood of Sherman Gardens, Sherman Gardens Annex and Villa Capri sites.

The SNRHA is planning to submit in upcoming years a tax credit application to develop Phase II of Bennett Plaza and may utilize Replacement Housing Factor (RHF) Funds, adding 35 additional public housing units. The SNRHA may self-develop or partner with a developer for this project.

Under the Rental Assistance Demonstration the SNRHA converted 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.**

The SNRHA in March 2015 submitted a RAD application for Biegger Estates (AMP 406)-and received a Conditional Housing Assistance Payment (CHAP) agreement in July 2015. The SNRHA submitted in May 2015 a 9% Tax Credit Application for the Rehabilitation of all 119 units at this site and received an allocation in July 2015. Financing closed May 2016. Construction is scheduled in phases with an estimated completion within 13 months from the notice to proceed date or June 2017. SNRHA self-develop this project. The construction for all dwelling units was completed in June 2017 and 100% lease-up as of June 2017. Substantial completion issued for all common buildings and site activities issued November 2017.

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 has 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. Financing closed in October 2017 with construction starting October 2017 and expected completion December 2018.

In 2015 the 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 844 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 completed May 2018 to complete RAD Conversion for these three properties.

In 2015 SNRHA submitted Espinoza Terrace (AMP 404) as part of the First Group of its RAD portfolio application. The CHAP was received March 2017. The SNRHA is planning to submit in FY 2017 a 9% Tax Credit Application for the Re-development of all 100 senior units. The project has received HOME Funds allocation in the amount of \$1MIL from Clark County and \$750K from City of Henderson. The SNRHA will self-develop this project. Architect and General Contractor selected for design and construction of Espinoza Terrace. Financing anticipated to close in July 2018 with construction beginning in July 2019 and completing September 2019.

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 in progress with thirty-six of the seventy-six units having been completed and occupied by March 2018. Construction scheduled to be completed for the entire property and units 100% leased by July 2018.

Enhance the SNRHA's Scattered Site Homeownership Program as lender options are available.

The 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 on July 2016.

SNRHA also owns other several 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 SNRHA is planning to submit in 2018 a 9% Low Income Housing Tax Credit 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 (80) 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. The proposed unit mix will be 20 1-bedroom units, 40 2-bedroom units and 20 3-bedroom units which includes 25 public housing at <30% AMI, 27 project based vouchers (12 at <30% & 15 at <50% AMI), 24 tax credits (14 at <50% & 10 at <60% AMI) and 4 unrestricted apartments targeted to low-income families continuing on their path to self-sufficiency. 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 will apply for \$1.5 mil in Home Funds from the City of Las Vegas in May 2018. The 9% Low Income Housing Tax Credit Application is due May 2018.



City of Henderson as the lead applicant and the SNRHA as the participant are planning to submit in 2018 a Choice Neighborhood Planning and Action Grant (CNI) application to create a Transformation Plan for a target area, which includes the Hampton Court public housing property (AMP 404) and the surrounding neighborhood.

**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 have been incorporated into the changes made with the exception of those indicated by an asterisk (\*\*) if any.**

**SNRHA - FY2019AP**

- 1 - From: Executive Office  
Date: May 3, 2018  
Subject: The City of Henderson in collaboration with the SNRHA will be submitting a CNI Planning and Action plan grant planning application early June 2018 therefore, please see our comment to the FY2019 Agency Plan, to be to included but not limited to:

**Attachment B2a-HOPEVI-Neighborhood Choice:**

Page 1 of a, after last bullet, please add: “ Hampton Court AMP404 (NV 1309)”

**Attachment B2c-Demolition-Disposition**

Page 4 of 8, under Hampton Court Demolition/Demolition Activity Description box, item 2, please add: “or CNI Application”

**Attachment B5-Progress Report**

Page 3 of 5, end of the page, please add: “City of Henderson as the lead applicant and the SNRHA as the participant are planning to submit in 2018 a Choice Neighborhood Planning and Action Grant (CNI) application to create a Transformation Plan for a target area, which includes the Hampton Court public housing property (AMP 404) and the surrounding neighborhood.”

- 2 - From: Housing Programs Management  
Date: June 1, 2018  
Subject: Administrative Plan – Update to Chapter 14, Page 28, Section 14-VI.B, Record Retention:  
**ADD:**  
SNRHA must keep the last three (3) years of:
- The Form HUD-50058 and
  - Supporting documentation during the term of each assisted lease, and for a period of at least three (3) years from the end of participation (EOP) date [24 CFR 908.101]

- 3- From: Housing Programs Management  
Date: June 1, 2018  
Subject: Administrative Plan – Update to Chapter 17, Page 23, Section 17-VI.C, SNRHA Policy:

Under: SNRHA will establish and manage separate waiting lists for individual projects or building that is receiving PBV assistance. SNRHa currently has waiting lists for the following PBV projects:

**REMOVE:**

- ~~Landsman (Rental Assistance Demonstration [RAD] Program~~
- ~~Vera Johnson B (Rental Assistance Demonstration [RAD] Program~~

Under: SNRHA will also establish and manage separate waiting lists for the following Rental Assistance Demonstration (RAD) Program conversion to PBV assistance properties:

**ADD:**

- Landsman (Rental Assistance Demonstration [RAD] Program
- Vera Johnson B (Rental Assistance Demonstration [RAD] Program

**Public Comments Received: *Please note that all comments received have been incorporated into the changes made with the exception of those indicated by an asterisk (\*\*) if any.***

- Espinoza Terrace (Rental Assistance Demonstration [RAD] Program
- Lubertha Johnson Estates (Rental Assistance Demonstration [RAD] Program
- Marion D. Bennett Sr. Plaza (Rental Assistance Demonstration [RAD] Program

4- From: Housing Program Management

Date: June 1, 2018

Subject: Southern Nevada Regional Housing Authority and HUD-5381, Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and SNRHA's Administrative Plan, Chapter 17-31, Section 17-VII.C. Moves

**ADD:**

Families currently residing in PBV/RAD (Project Based/Rental Assistance) properties who are requesting an emergency transfer in accordance with the Violence Against Women Act (VAWA), and have completed and submitted the HUD 5382 "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation" form along with any other requested documentation from SNRHA (i.e. Police Report, Temporary Protection Order, etc.) may be eligible for an HCV Mobility Voucher, if available. If not available, SNRHA will look for other units within PBV/RAD properties for the family to be relocated.

5 - From: Housing Program Management

Date: June 1, 2018

Subject: SNRHA's Administrative Plan, Chapter 17-31, Section 17-VII.C. Moves

**ADD:**

Choice Mobility Cap (Voucher Turnover Cap)

SNRHA shall restrict choice mobility vouchers to 75 percent of the SNRHA's tenant-based turnover vouchers annually.

6 - From: Housing Program Management

Date: June 1, 2018

Subject: SNRHA's Administrative Plan, Chapter 17-34, Section 17-VIII.B. Rent Limits

Under: Rent Increase / SNRHA Policy

**ADD:**

RAD PBV: Rent adjustments are made on the contract anniversary date for all RAD PBV units. Adjusted rent may not exceed the lower of the reasonable rent, or the contract rent increase by the Operating Cost Adjustment Factor (OCAF) as established by HUD except if the rent increase would result in a rent below the initial rent. Rents must not fall below the initial contract rent.

7 - From: Operations Management

Date: June 1, 2018

Subject: Annual Plan Tab 8, Operations and Management, Attachment B1e-i, Section Bi)

**CHANGE:**

Add period after the word infestations and add "...on an as needed basis in conjunction with resident cooperation..." after the word aggressively.

**Public Comments Received: Please note that all comments received have been incorporated into the changes made with the exception of those indicated by an asterisk (\*\*) if any.**

- Additionally, SNRHA has a monthly 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.

8- From: Operations Management

Date: June 1, 2018

Subject: ACOP Chapter 2, Section K, pages 25 – 28

CHANGE:

Pg. 25 - The Violence Against Women Reauthorization Act of ~~2005~~ **2013** (VAWA)

Pg. 26 - Victims cannot be discriminated against on the basis of any protected characteristics,

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim,

Pg. 27 - Covered housing provider refers to the individual or entity

- and/or oversight of VAWA protections and

Pg. 28 - protections that are available only to tenants ~~and participants~~.

- a tenant/participant cannot be evicted or have

- Who is Eligible to Receive VAWA Protections?

- VAWA protections cover tenants and assisted families, as defined under applicable program regulations. VAWA protections also cover applicants when they are applying for admission to a covered housing program. SNRHA may find instances of domestic violence, dating violence, sexual assault, or stalking against youth (those under the age of 18 years old) living in an assisted household for which the family may need to exercise VAWA protections to protect the youth victim. SNRHA will exercise the same documentation and confidentiality procedures in assisting a family in this situation. Please note, un- emancipated minors would not be eligible to sign leases under HUD programs. SNRHA may consider contacting child welfare or child protective services, or law enforcement, when a minor claims to be a victim of domestic violence, dating violence, sexual assault or stalking.

9 - From: Operations Management

Date: June 1, 2018

Subject: ACOP Chapter 2, Section K, pages 32, Notifications and Other Considerations

ADD:

At beginning of first paragraph:

SNRHA must notify the applicant or tenant if SNRHA finds that the denial or eviction is not

CHANGE:

End of second paragraph:

- SNRHA will proceed with the admission of the applicant family **and or not terminate...**

ADD:

First sentence after the second paragraph:

- The VAWA Notice of Occupancy Rights must be provided **to adult applicants of public housing and each adult tenant of public housing** no later than each of the following times

10 - From: Operations Management

Date: June 1, 2018

Subject: ACOP Chapter 2, Section K, Page 34, Requests for Third Party Documentation of Victim Status, second bullet

**Public Comments Received: *Please note that all comments received have been incorporated into the changes made with the exception of those indicated by an asterisk (\*\*) if any.***

CHANGE:

- Submitted documentation contains information that conflicts with existing information already available to the ~~PHA~~ SNRHA or owner.

11 - From: Operations Management  
Date: June 1, 2018  
Subject: ACOP Chapter 2, Section K, page 36, Lease Bifurcation

CHANGE:

In first paragraph:

- such member(s) who engagedd in criminal activity directly

ADD:

After second paragraph:

- In other words, SNRHA may divide your lease in order to evict the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking. SNRHA may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. A new lease would be executed with the eligible remaining tenants. On site management will assist the remaining tenants with this process.

12 - From: Operations Management  
Date: June 1, 2018  
Subject: ACOP Chapter 2, Section K, pages 36-37, SNRHA Confidentiality Requirements

DELETE:

~~All information provided to the SNRHA regarding domestic violence, dating violence, sexual assault, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.~~

ADD:

Given the significant safety issues faced by victims of domestic violence, dating violence, sexual assault, or stalking, it is critical that SNRHA maintain the confidentiality and privacy of victims who seek protection under the VAWA Final Rule. Any information submitted to SNRHA under 24 CFR 5.2007, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking, must be maintained in confidence by SNRHA. (See 24 CFR 5.2007(c)).

- Employees of SNRHA must not have access to the information unless explicitly authorized by SNRHA for reasons that specifically call for the individuals to have access to such information under applicable Federal, State or local law; and
- SNRHA must not enter this information into a shared database, or disclose the information to any other entity or individual, except to the extent that disclosure is: 1) Requested or consented to in writing by the individual (victim) in a time limited release; (2) Required for the use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or (3) Otherwise required by applicable law.



**Public Comments Received: Please note that all comments received have been incorporated into the changes made with the exception of those indicated by an asterisk (\*\*) if any.**

13 - From: Operations Management  
Date: June 1, 2018  
Subject: ACOP Chapter 4, Section C, pages 4-5, Waiting List Preferences  
ADD:

Under Veterans Preference:

**Veteran preference** for veteran as defined by State. .... **35 points**

- A Veteran as defined by the state of Nevada may submit an admissions application at any time for any Conventional Public Housing program whether the waiting list is open or closed. The Veteran must be the head, spouse, co-head or sole member of the household. At the time of eligibility, the Veteran must submit their DD214 or other official discharge documents from the Official Military Personnel File which show enlistment and discharge date, branch of service, social security number, birthdate, net active service and type of discharge. If the military documents are not submitted in accordance at the time of interview, the preference will be removed and the applicant will be placed back on the waiting list. In the case of a veteran who applies after the regular waitlist(s) are closed, if the above stated documents verifying the veteran preference are not submitted, the veteran's name will be withdrawn from the waiting list.
- The veteran is entitled to request an Informal Review of that determination as described in Chapter GP (Grievance Procedure).
- The veteran may submit another admissions application.

14 - From: Operations Management  
Date: June 1, 2018  
Subject: ACOP Chapter 7, pages 7 and 8, File Documentation  
CHANGE:

- Change multiple occurrences of PHA to SNRHA

15 - From: Operations Management  
Date: June 1, 2018  
Subject: ACOP Chapter 8, Section B, pages 5 and 6, Emergency Transfers  
CHANGE:

Under Eligibility for Emergency Transfers

- SNRHA's Emergency Transfer Plan must allow tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to make an internal emergency transfer under VAWA when a safe unit is immediately available. A victim determines whether the unit is safe. HUD encourages al PHA's to engage the victim in a conversation as to what they may consider safe or what factors the victim considers unsafe.
- A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L, is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. ~~If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the assault occurred on the premises within the 90 calendar day period preceding a request for an emergency transfer.~~

**Public Comments Received: *Please note that all comments received have been incorporated into the changes made with the exception of those indicated by an asterisk (\*\*)* if any.**

- In the case of sexual assault, the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of request for transfer (24 CFR 5.2005 (e)(2)).

16 - From: Operations Management

Date: June 1, 2018

Subject: ACOP Chapter 9, Section N, Page 11, Smoke Free Housing

ADD:

Under failure to comply with Smoke Free Policy:

- Residents may request grievance hearings in accordance SNRHA's policy.

CHANGE:

Under Smoke Free Apartments:

- ...dwelling unit is located, and all common areas and administrative buildings, ~~inside~~ and outside the building up to 25 feet from each building and ~~50~~ 25 feet from the building's entry.

17 - From: Operations Management

Date: June 1, 2018

Subject: ACOP Chapter 12, Section H, page 8, Lease Bifurcation and VAWA

ADD:

After 3<sup>rd</sup> bullet:

- A mixed family is defined as a family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration. On site management will assist remaining residents in this process.

C



# SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

DATE: June 21, 2018

TO: **Chairman Dora LaGrande**



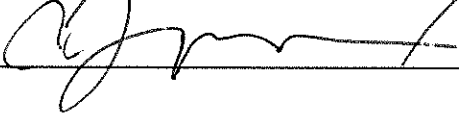
FROM: Resident Advisory Board (RAB) Members

RE: SNRHA 5-Year Plan

We, the members of the Resident Advisory Board (RAB), have reviewed the proposed revisions to the Southern Nevada Regional Housing Authority Annual Agency Plan for **FY2019**. We have had the opportunity to ask questions, review all of the proposed changes, and have submitted comments as needed.

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

Please contact Theresa Tippens, RAB President (702) 580-5991 if you require additional information.

	<i>PRINT NAME</i>	<i>SIGNATURE</i>
1	Theresa Tippens	
2	FRED Bousley	
3	Christina Johnson	
4		
5		
6		
7		
8		
9		
10		

Cc: Amparo Gamazo, Interim Executive Director

D

**RESOLUTION NO. SNRHA-93**

**APPROVAL OF RESOLUTION NO. SNRHA-93  
OF THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY'S  
FY2019 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**, one of the changes in the QHWRA is a 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;

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

**WHEREAS**, the Authority held a Public Hearing on June 1, 2018, 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:**

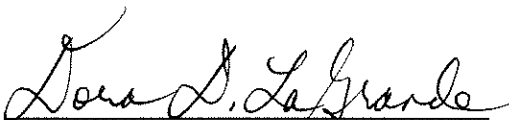
Section 1: That the Board of Commissioners does hereby approve the adoption of the Southern Nevada Regional Housing Authority's update to the Annual Agency Plan as required under the Quality Housing and Work Responsibility Act of 1998.

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 21<sup>st</sup> day of June, 2018.**

BY:



Dora D. LaGrande  
Chairperson

ATTEST:



Chad Williams  
Executive Director/Secretary

TAB 19



## **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 NV01P018501-18
- The Capital Fund Performance and Evaluation (P&E) Reports as of **03/31/17** are provided as attachments to the PHA Plan as follows:
  - CFP NV01P018501-17
  - CFP NV01P018501-16
  - CFP NV39P018501-15
- Annual Statement Capital Fund Grant (Grant Number NV01P018501-18). Total estimated funds of \$3,157,888.00. The SNRHA will be utilizing portion of this Grant for the Marion Bennet, Lubertha Johnson, Otto Merida RAD and Wardelle Townhouse Mixed Finance Project.
- Performance and Evaluation Reports for open grants as of March 31, 2017. These include:
  - 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.
  - FFY 2015
    - CFP NV39P018501-15 – Total funds of \$3,397,133. The SNRHA will be utilizing the funds already allocated for Vera Johnson A in this grant for the Mixed Finance Conversion.
- Capital Fund Grants closed between **March 2017** and **February 2018** are as follows:
  - FFY 2017
    - CFP NV39P018501-14 – Total funds of \$3,497,989.
  - FFY 2018
    - RHF 1st 5YR Inc./CFP NV39R018501-14. Total funds of \$410,238.
    - RHF 1st 5YR Inc./CFP NV39R018501-15. Total funds of \$336,496.
    - RHF 2nd 5YR Inc./CFP NV39R018502-15. Total funds of \$173,119.
    - RHF 2nd 5YR Inc./CFP NV01R018502-16. Total funds of \$90,131.00.

## **Statement of Capital Improvements**

### **C.1 Capital Improvements:**

#### **Capital Fund Financing Program (CFFP).**

The SNRHA is considering to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements

The Five Year Plan of the Capital Fund Grant includes work items amounts based on funding allocation received February 2016 for FFY 2016 Capital Funds and Replacement Housing Factor (RHF) Funds.

The Five Year Action Plan has been updated to provide the estimated reduction of the CFP allocation FY2016-FY2019 2017 as the result of the proposed conversions under RAD.

See HUD Form- 50075.2 approved by HUD on **03/08/2018**.

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](http://www.hud.gov)  
[espanol.hud.gov](http://espanol.hud.gov)

March 8, 2018

Ms. Amparo Gamazo  
Interim Executive Director  
Southern Nevada Regional Housing Authority  
Post Office Box 1897  
Las Vegas, NV 89125

Re: PHA Annual Plan Amendment Approval – Southern Nevada Regional Housing Authority  
FYB 2017

Dear Ms. Gamazo:

This letter is to inform you that the Southern Nevada Regional Housing Authority's Amended Annual Plan (Plan) submission for the PHA Fiscal Year (FY) 2017 beginning October 1, 2017, is approved. The Plan approved is **version 1**, submitted via email to HUD on January 16, 2018. 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.

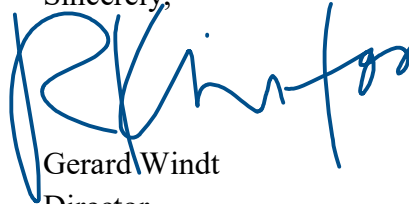
Your approved Plan and all required attachments and documents must be made available for review and inspection at the principal office of the PHA during normal business hours. Once posted, your plan will remain on display until your next Plan (whether next year's plan or an intervening significant amendment or modification) is submitted and is approved by HUD.

Please note 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; 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 read "Gerard Windt". The signature is fluid and cursive, with a large initial "G" and a long, sweeping tail.

Gerard Windt

Director

Office of Public Housing



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

Ms. Amparo Gamazo  
Interim Executive Director  
Southern Nevada Regional Housing Authority  
Post Office Box 1897  
Las Vegas, NV 89125

SEP 27 2017

Re: PHA Plan Approval – Southern Nevada Regional Housing Authority FYB 2017

Dear Ms. Gamazo:

This letter is to inform you that the Southern Nevada Regional Housing Authority's 5-Year & Annual Plan (Plan) submission for the PHA Fiscal Year (FY) 2017 beginning October 1, 2017, 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 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; 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 black ink, appearing to read "Gerard Windt", with a long horizontal stroke extending to the right.

Gerard Windt  
Director  
Office of Public Housing

**B**





**Capital Fund Program (CFP)**

**Five-Year Action Plan**

**FY 2018 – FY 2022**

# Capital Fund Program Five-Year Action Plan

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

<b>Part I: Summary</b>						
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Locality (City/County & State): <b>Las Vegas/Clark/Nevada</b>			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No.:</b>	
A.	Development Number and Name	Work Statement for Year 1 FFY: <b>2017 2018</b>	Work Statement for Year 2 FFY: <b>2018 2019</b>	Work Statement for Year 3 FFY: <b>2019 2020</b>	Work Statement for Year 4 FFY: <b>2020 2021</b>	Work Statement for Year 5 FFY: <b>2021 2022</b>
B.	Physical Improvements Subtotal	Annual Statement	\$ 2,219,410	\$ 2,007,236	\$ 1,999,542	\$ 1,999,542
C.	Management Improvements		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
D.	PHA-Wide Non-Dwelling Structure and Equipment		\$ 50,000	\$ 145,000	\$ 45,000	\$ 45,000
E.	Administration		\$ 294,893	\$ 294,893	\$ 294,893	\$ 294,893
F.	Other: Fees & Cost		\$ 334,630	\$ 451,804	\$ 559,498	\$ 559,498
G.	Operations					
H.	Demolition					
I.	Replacement Reserve					
J.	Mod Used for Development					
K.	Total CFP Funds					
L.	Total Non-CFP funds					
M.	<b>Grand Total</b>		<b>\$ 2,948,933</b>	<b>\$ 2,948,933</b>	<b>\$ 2,948,933</b>	<b>\$ 2,948,933</b>

~~RAD-Reduction-Rose-Gardens      RAD-Reduction-Espinoza-Terrace~~

RHF 1st Inc.-Development	(included in CFP DDTF)	(included in CFP DDTF)	(included in CFP DDTF)	(included in CFP DDTF)	(included in CFP DDTF)
RHF 2nd Inc. Development- Est.	<b>\$90,131.00</b>	<b>\$90,131.00</b>	<b>\$90,131.00</b>	<b>\$90,131.00</b>	<b>\$90,131.00</b>
	(included in CFP DDTF)	(included in CFP DDTF)	(included in CFP DDTF)	(included in CFP DDTF)	(included in CFP DDTF)

**NOTES:** ~~Vera Johnson B RAD conversion reduction of \$11,893.00 for CFP 2016 allocation. Bigger Estates RAD conversion reduction of \$91,842 for CFP 2016 allocation & Rose Gardens RAD conversion anticipates a reduction of \$123,840 for CFP 2018 allocation and Espinoza Terrace RAD conversion anticipates a reduction of \$85,115.21 for CFP 2019 allocation.~~ It is anticipated that CFP 2018 funds will be reduced by approximately \$474,758 as a result of RAD conversions of Rose Gardens \$138,752 plus Espinoza \$127,000 plus Bennett Plaza \$57,795 plus Lubertha Johnson \$97,862 plus Otto Merida \$54,348.

~~FINAL~~ Original CFP Five-Year Action Plan EPIC 07.07.17 03.22.18

# Capital Fund Program Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 08/30/2011

<b>Part II: Supporting Pages - Physical Needs Work Statement (s)</b>						
Work Statement for Year 1 FFY: 2017 2018	Work Statement for Year 2 FFY: 2018-2019			Work Statement for Year 3 FFY: 2019 2020		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<del>RAD Portfolio Conversion - Group 1 (new item)</del>					
	<del>Mixed Finance/New Construction - (new item)</del>		\$ 550,000	<del>RAD Portfolio Conversion - Group 1 (new item)</del>		\$ 250,000
	<del>Wardelle Townhouses Project - Former ECT-210 AMP305)</del>					
Annual Statement	<b>AMP 310/316-Scattered Sites</b>			<b>AMP 310/316-Scattered Sites</b>		
	Energy Upgrades/Mod- Phase I-12 Units)		\$ 610,205	Energy Upgrades/Mod- Phase I-12Units)		\$ 619,118
	Relocation		\$ 12,000	Relocation		\$ 12,000
	<b>Sub-Total</b>		\$ 622,205	<b>Sub-Total</b>		\$ 631,118
	<b>AMP 409--Scattered Sites</b>			<b>AMP 409-Scattered Sites</b>		
	Energy Upgrades/Mod- Phase I-12 Units)		\$ 610,205	Energy Upgrades/Mod- Phase I-12Units)		\$ 619,118
	Relocation		\$ 12,000	Relocation		\$ 12,000
	<b>Sub-Total</b>		\$ 622,205	<b>Sub-Total</b>		\$ 631,118
	<b>The following work is intended to be performed with Force Account &amp; Section 3 Residents</b>			<b>The following work is intended to be performed with Force Account &amp; Section 3 Residents</b>		
	Playground Upgrades		\$ -	Playground Upgrades		\$ -
	Energy Star Appliances		\$ 25,000	Energy Star Appliances		\$ 25,000
	Door Upgrades i.e. mail slot upg, autocontrol install, screens doors install		\$ -	Misc. Site Work & Ext./Int. Units Upg.		\$ -
	Misc. Site Work & Ext./Int. Units Upg.		\$ -	autocontrol install, screens doors install		\$ 70,000
	Exterior Painting of Properties potion of (AMP407)		\$ 100,000	Exterior Painting of Properties potion of (AMP407)		\$ 50,000
	Parking Lots & Ext. Lighting Upgrades portion of (AMP407)		\$ 100,000	Parking Lots & Ext. Lighting Upgrades portion of (AMP407)		\$ 50,000
	Roofing Upgrades (AMP407 &AMP408)		\$ 200,000	Windows Replacement		\$ -
	<b>Sub-Total</b>		\$ 425,000	Roofing Upgrades (AMP408)		\$ 300,000
	<b>PHA Wide</b>			<b>Sub-Total</b>		\$ 495,000
	Non-Dwelling Units Upgrades (AMP404)			<b>PHA Wide</b>		
	Non-Dwelling Equipment		\$ 50,000	Non-Dwelling Units Upgrades (AMP407)		\$ 45,000
	<b>Sub-Total</b>		\$ 50,000	Non-Dwelling Equipment		\$ 100,000
	<b>Subtotal of Estimated Costs</b>		\$ 2,269,410.00	<b>Sub-Total</b>		\$ 145,000
				<b>Subtotal of Estimated Costs</b>		\$ 2,152,235.72

# Capital Fund Program Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 08/30/2011

<b>Part II: Supporting Pages - Physical Needs Work Statement (s)</b>						
Work Statement for Year 1 FFY: <del>2017</del> 2018	Work Statement for Year 4 FFY: <del>2020</del> 2021			Work Statement for Year 5 FFY: <del>2021</del> 2022		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
	<b>RAD Portfolio Conversion - Group 1 (new item)</b>		<b>\$ 250,000</b>	<b>RAD Portfolio Conversion - Group 1</b>		<b>\$ 275,000</b>
Annual Statement	<b>AMP 310/316-Scattered Sites</b>			<b>AMP 310/316-Scattered Sites</b>		
	Energy Upgrades/Mod- Phase I-12Units)		\$ 647,771	Energy Upgrades/Mod- Phase I-12Units)		\$ 647,771
	Relocation		\$ 12,000	Relocation		\$ 12,000
	<b>Sub-Total</b>		<b>\$ 659,771</b>	<b>Sub-Total</b>		<b>\$ 659,771</b>
	<b>AMP 409--Scattered Sites</b>			<b>AMP 409-Scattered Sites</b>		
	Energy Upgrades/Mod- Phase I-12Units)		\$ 647,771	Energy Upgrades/Mod- Phase I-12Units)		\$ 647,771
	Relocation		\$ 12,000	Relocation		\$ 12,000
	<b>Sub-Total</b>		<b>\$ 659,771</b>	<b>Sub-Total</b>		<b>\$ 659,771</b>
	<b>PHA Wide - Remaining from FY2019</b>			<b>PHA Wide - Remaining from FY2019</b>		
	<b>The following work is intended to be performed with Force Account &amp; Section 3 Residents</b>			<b>The following work is intended to be performed with Force Account &amp; Section 3 Residents</b>		
	Playground Upgrades		\$ -	Playground Upgrades		\$ -
	Energy Star Appliances		\$ 25,000	Energy Star Appliances		\$ 25,000
	Misc. Site Work & Ext./Int. Units Upg.		\$ 30,000	Misc. Site Work & Ext./Int. Units Upg.		\$ 30,000
	Door Upgrades i.e. mail slot upg, autocontrol install, screens doors install		\$ -	Boilers/Chillers/Generators Upgrades (AMP402&AMP403)		\$ 100,000
	Desert Landscaping -portion of (AMP407)		\$ 100,000	Desert Landscaping -portion of (AMP407)		\$ 100,000
	Parking Lots & Ext. Lighting Upgrades portion of (AMP407)		\$ 100,000	Parking Lots & Ext. Lighting Upgrades portion of (AMP407)		\$ 100,000
	Perimeter wall height increase (AMP404)		\$ 50,000	Perimeter wall height increase (AMP404)		\$ 50,000
	Roof Upgs (AMP408)		\$ 100,000			
	Upg. Tricon/Access Control System (AMP402)		\$ 25,000			
	<b>Sub-Total</b>		<b>\$ 430,000</b>	<b>Sub-Total</b>		<b>\$ 405,000</b>
	<b>PHA Wide</b>		\$ -	<b>PHA Wide</b>		\$ -
	Non-Dwelling Units Upgrades (AMP407)		\$ 45,000	Non-Dwelling Units Upgrades (AMP407)		\$ 45,000
	Non-Dwelling Equipment		\$ -	Non-Dwelling Equipment		\$ -
	<b>Sub-Total</b>		<b>\$ 45,000</b>	<b>Sub-Total</b>		<b>\$ 45,000</b>
	<b>Subtotal of Estimated Costs</b>		<b>\$ 2,044,542.00</b>	<b>Subtotal of Estimated Costs</b>		<b>\$ 2,044,542.00</b>

# Capital Fund Program Five-Year Action Plan

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

<b>Part III: Supporting Pages - Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY: 2017 2018	Work Statement for Year 2 FFY: 2018 2019		Work Statement for Year 3 FFY: 2019 2020	
	Development Number/Name/General Description of Major Work Categories	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Estimated Cost
See Annual Statement	Operations	\$ -	Operations	\$ -
	Resident/Staff Training	\$ 25,000	Resident/Staff Training	\$ 25,000
	IT Infrastructure	\$ 25,000	IT Infrastructure	\$ 25,000
	Central Office Cost-10% max. <b>new est.budget allocation</b>	\$ 294,893	Central Office Cost-10% max. <b>[increased by \$21,334]</b>	\$ 294,893
	Const. Mgmt. Inspection Services <b>[reduced by \$1,455]</b>	\$ 189,084	Const. Mgmt. Inspection Services <b>[reduced by \$7,997]</b>	\$ 190,539
	A/E Design Services-Scattered Sites	\$ 50,000	A/E Design Services-Scattered Sites	\$ 100,000
	A/E Design Serv./Professional Fees & Cost- PHA Wide	\$ 95,546	A/E Design Serv./Professional Fees & Cost- PHA Wide	\$ 136,265
	Hazardous Materials Consultant <b>[reduced by \$25,000]</b>	\$ -	Hazardous Materials Consultant	\$ 25,000
	<b>Subtotal of Estimated Cost</b>	<b>\$ 679,523</b>	<b>Subtotal of Estimated Cost</b>	<b>\$ 796,697</b>

Work Statement for Year 1 FFY: 2017 2018	Work Statement for Year 4 FFY: 2020 2021		Work Statement for Year 5 FFY: 2021 2022	
	Development Number/Name/General Description of Major Work Categories	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Estimated Cost
See Annual Statement	Operations	\$ -	Operations	\$ -
	Resident/Staff Training	\$ 25,000	Resident/Staff Training	\$ 25,000
	IT Infrastructure	\$ 25,000	IT Infrastructure	\$ 25,000
	Central Office Cost-10% max. <b>[increased by \$29,846]</b>	\$ 294,893	Central Office Cost-10% max.	\$ 294,893
	Const. Mgmt. Inspection Services <b>[reduced by \$6,393]</b>	\$ 192,143	Construction Management Inspection Services	\$ 192,143
	A/E Design Services-Scattered Sites	\$ 100,000	A/E Design Services-Scattered Sites	\$ 100,000
	A/E Design Serv./Professional Fees & Cost- PHA Wide	\$ 172,355	A/E Design Serv./Professional Fees & Cost- PHA Wide	\$ 172,355
	Hazardous Materials Consultant	\$ 25,000	Hazardous Materials Consultant	\$ 25,000
	Green PNA Audit Services <b>[new item]</b>	\$ 70,000	Green PNA Audit Services	\$ 70,000
	<b>Subtotal of Estimated Cost</b>	<b>\$ 904,391</b>	<b>Subtotal of Estimated Cost</b>	<b>\$ 904,391</b>



## **Capital Fund Program (CFP)**

**FY 2018**

**Draft**

<b>Part 1: Summary</b>					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV01P018501-18 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2018</b>
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements	\$50,000.00	\$0.00	\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$315,788.00	\$0.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$411,100.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$248,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$1,850,000.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$69,000.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$50,000.00	\$0.00		
13	1475 Nondwelling Equipment	\$150,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$14,000.00	\$0.00	\$0.00	\$0.00
17	1499 Development Activities <sup>4</sup>				

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

**Draft**

<b>Part 1: Summary</b>					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV01P018501-18 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2018</b>
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
19a	1503 - RAD Conversion	\$0.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	<b>\$3,157,888.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Cost				
24	Amount of line 20 Related to Security - Hard Cost				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

By: Amparo Gamazo, Interim Executive Director

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



*Draft*

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV01P018501-18</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2018</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>	
<b>PHA Wide</b>	Management Improvement	1408						
	IT System Upg.			\$25,000.00	\$0.00	\$0.00	\$0.00	
	Resident/ Staff Training			\$25,000.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Central Office Cost	1410		\$315,788.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$315,788.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>PHA Wide</b>	Construction Admin Services	1430		\$191,100.00	\$0.00	\$0.00	\$0.00	
	Roofing Consultant	1430		\$0.00	\$0.00	\$0.00	\$0.00	
	A/E Design Services	1430		\$155,000.00	\$0.00	\$0.00	\$0.00	
	Hazardous Materials Consultant	1430		\$25,000.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$371,100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Work intended to be performed through Force Account and Section 3 Residents</b>	Misc Site Work Repairs	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Playground & Safety Surface Upg.	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Desert Landscaping	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Parking Lots Upgrades	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Misc. Interior/Exterior Repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	Vacancy Reduction	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	Exterior Painting	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report

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

*Draft*

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> <b>Southern Nevada Regional Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>NV01P018501-18</b> CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant:</b> <b>2018</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>PHA Wide</b>	Dwelling Equip.-Energy Star Appliances.	1465		\$50,000.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Non-Dwelling Units Upgrades (AMP404)	1470		\$50,000.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Non-Dwelling Equipment	1475		\$150,000.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Levy/Downs/Sartini AMP402&amp;AMP403</b>	Elevators Upgrades	1460		\$600,000.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Aida/ShermanAnnex AMP403&amp;AMP408</b>	Roofing Replacement	1460		\$240,000.00				
	<b>SUB-TOTAL</b>			<b>\$240,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Jones Gardens AMP407</b>	Site Upgs.Parking Lots Upg.	1450		\$200,000.00	\$0.00	\$0.00	\$0.00	
	UnitsUpg-Windows/Ext.Paint/Roofing	1460		\$500,000.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$700,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Hampton Court AMP404</b>	Unit Upg-2nd Floor Decking Upgs.	1460		\$100,000.00				
				<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

*Draft*

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV01P018501-18</b> CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant: <b>2018</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>Scattered Sites</b>	A/E Design & Consulting Services	1430		\$16,000.00	\$0.00	\$0.00	\$0.00	
<b>AMP 310</b>	SiteUpgs.-Landscape-Xeriscape	1450		\$19,200.00	\$0.00	\$0.00	\$0.00	
	Units Upg Ext. Energy Upg (est.4 units)	1460		\$114,800.00	\$0.00	\$0.00	\$0.00	
	Units Upg Int. Energy Upg (est. 4 units)	1460		\$49,200.00	\$0.00	\$0.00	\$0.00	
	Appliances - Energy Star	1465		\$7,600.00	\$0.00	\$0.00	\$0.00	
	Relocation	1495.1		\$5,600.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$212,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Scattered Sites</b>	A/E Design & Consulting Services	1430		\$12,000.00	\$0.00	\$0.00	\$0.00	
<b>AMP 316</b>	SiteUpgs.-Landscape-Xeriscape	1450		\$14,400.00	\$0.00	\$0.00	\$0.00	
	Units Upg Ext. Energy Upg (est. 3 units)	1460		\$86,100.00	\$0.00	\$0.00	\$0.00	
	Units Upg Int. Energy Upg (est. 3 units)	1460		\$36,900.00	\$0.00	\$0.00	\$0.00	
	Appliances - Energy Star	1465		\$5,700.00	\$0.00	\$0.00	\$0.00	
	Relocation	1495.1		\$4,200.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$159,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Scattered Sites</b>	A/E Design & Consulting Services	1430		\$12,000.00	\$0.00	\$0.00	\$0.00	
<b>AMP 409</b>	SiteUpgs.-Landscape-Xeriscape	1450		\$14,400.00	\$0.00	\$0.00	\$0.00	
	Units Upg Ext. Energy Upg (est. 3 units)	1460		\$86,100.00	\$0.00	\$0.00	\$0.00	
	Units Upg Int. Energy Upg (est. 3 units)	1460		\$36,900.00	\$0.00	\$0.00	\$0.00	
	Appliances - Energy Star	1465		\$5,700.00	\$0.00	\$0.00	\$0.00	
	Relocation	1495.1		\$4,200.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$159,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>TOTAL</b>			<b>\$3,157,888.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

*Draft*

<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b> Capital Fund Program No: <b>NV01P018501-18</b>					Federal FFY of Grant: <b>2018</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
	Estimated		Estimated		
Mgmt Improvement	08/16/20		08/17/22		
Administration	08/16/20		08/17/22		
Fees & Cost	08/16/20		08/17/22		
Site Improvement	08/16/20		08/17/22		
Dwelling Structure	08/16/20		08/17/22		
Dwelling Equipment	08/16/20		08/17/22		
Relocation	08/16/20		08/17/22		

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



## **Capital Fund Program (CFP)**

**FY 2017**

<b>Part 1: Summary</b>					
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: <b>NV01P018501-17</b> Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2017</b>
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 02 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/18 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements	\$60,000.00	\$60,000.00	\$8,809.50	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$315,788.00	\$315,788.00	\$315,788.00	\$157,896.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$424,694.00	\$424,694.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$248,000.00	\$248,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$1,251,406.00	\$1,251,406.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$44,000.00	\$50,000.00	\$13,869.25	\$13,869.25
12	1470 Nondwelling Structures	\$50,000.00	\$67,791.73	\$67,791.13	\$35,404.46
13	1475 Nondwelling Equipment	\$150,000.00	\$150,000.00	\$0.00	\$0.00
14	1485 Demolition	\$500,000.00	\$500,000.00	\$0.00	\$0.00
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$114,000.00	\$90,208.27	\$0.00	\$0.00
17	1499 Development Activities <sup>4</sup>				

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

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: <b>NV01P018501-17</b> Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval <b>2017</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 02 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/18 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
19a	1503 - RAD Conversion	\$0.00	\$0.00	\$0.00	\$0.00	
20	Amount of Annual Grant: (sum of lines 2-19)	<b>\$3,157,888.00</b>	<b>\$3,157,888.00</b>	<b>\$406,257.88</b>	<b>\$207,169.71</b>	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b>			<b>Signature of Public Housing Director</b>		<b>Date</b>	
Date			Date		Date	

By: Amparo Gamazo, Interim Executive Director

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

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV01P018501-17</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2017</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>	
<b>PHA Wide</b>	Management Improvement	1408						
	IT System Upg.			\$50,000.00	\$50,000.00	\$7,200.00	\$0.00	
	Resident/ Staff Training			\$10,000.00	\$10,000.00	\$1,609.50	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$60,000.00</b>	<b>\$60,000.00</b>	<b>\$8,809.50</b>	<b>\$0.00</b>	
	Central Office Cost	1410		\$315,788.00	\$315,788.00	\$315,788.00	\$157,896.00	
	<b>SUB-TOTAL</b>			<b>\$315,788.00</b>	<b>\$315,788.00</b>	<b>\$315,788.00</b>	<b>\$157,896.00</b>	
<b>PHA Wide</b>	Construction Admin Services	1430		\$198,210.00	\$198,210.00	\$0.00	\$0.00	
	Roofing Consultant	1430		\$0.00	\$0.00	\$0.00	\$0.00	
	A/E Design Services	1430		\$141,484.00	\$141,484.00	\$0.00	\$0.00	
	Hazardous Materials Consultant	1430		\$25,000.00	\$25,000.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$364,694.00</b>	<b>\$364,694.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Work intended to be performed through Force Account and Section 3 Residents</b>	Misc Site Work Repairs	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Playground & Safety Surface Upg.	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Desert Landscaping	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Parking Lots Upgrades	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Misc. Interior/Exterior Repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	Vacancy Reduction	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	Exterior Painting	1460		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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



<b>Part II: Supporting Pages</b>								
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV01P018501-17</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2017</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>PHA Wide</b>	Dwelling Equip.-Energy Star Appliances.	1465		\$25,000.00	\$50,000.00	\$13,869.25	\$13,869.25	increased
	<b>SUB-TOTAL</b>			<b>\$25,000.00</b>	<b>\$50,000.00</b>	<b>\$13,869.25</b>	<b>\$13,869.25</b>	
	Non-Dwelling Units Upgrades (AMP407)	1470		\$50,000.00	\$67,791.73	\$67,791.13	\$35,404.46	increased
	<b>SUB-TOTAL</b>			<b>\$50,000.00</b>	<b>\$67,791.73</b>	<b>\$67,791.13</b>	<b>\$35,404.46</b>	
	Non-Dwelling Equipment	1475		\$150,000.00	\$150,000.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Espinoza Terrace AMP 404 RAD</b>	A/E Design Services	1430		\$0.00	\$0.00	\$0.00	\$0.00	
	Site Upgs.CompMod (portion of)	1450		\$0.00	\$248,000.00	\$0.00	\$0.00	increased
	Units Upg CompMod (portion of)	1460		\$741,406.00	\$1,251,406.00	\$0.00	\$0.00	inc. org. to match EPIC
	Relocation	1495.1		\$100,000.00	\$90,208.27	\$0.00	\$0.00	reduced
	<b>SUB-TOTAL</b>			<b>\$841,406.00</b>	<b>\$1,589,614.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Jones Gardens AMP 407</b>	A/E Design Services	1430		\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	Site Upgs.Parking Lots Upg.	1450		\$200,000.00	\$0.00	\$0.00	\$0.00	reduced
	UnitsUpg-Windows/Ext.Paint/Roofing	1460		\$0.00	\$0.00	\$0.00	\$0.00	reduced to match EPIC
	<b>SUB-TOTAL</b>			<b>\$210,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Hampton Court AMP 404</b>	A/E Design Services	1430		\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	Unit Upg-2nd Floor Decking Upgs.	1460		\$100,000.00	\$0.00	\$0.00	\$0.00	reduced
	<b>SUB-TOTAL</b>			<b>\$110,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV01P018501-17</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2017</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>Scattered Sites</b>	A/E Design & Consulting Services	1430		\$16,000.00	\$16,000.00	\$0.00	\$0.00	
<b>AMP 310</b>	SiteUpgs.-Landscape-Xeriscape	1450		\$19,200.00	\$0.00	\$0.00	\$0.00	reduced
	Units Upg Ext. Energy Upg (est.4 units)	1460		\$114,800.00	\$0.00	\$0.00	\$0.00	reduced
	Units Upg Int. Energy Upg (est. 4 units)	1460		\$49,200.00	\$0.00	\$0.00	\$0.00	reduced
	Appliances - Energy Star	1465		\$7,600.00	\$0.00	\$0.00	\$0.00	reduced
	Relocation	1495.1		\$5,600.00	\$0.00	\$0.00	\$0.00	reduced
	<b>SUB-TOTAL</b>			<b>\$212,400.00</b>	<b>\$16,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Scattered Sites</b>	A/E Design & Consulting Services	1430		\$12,000.00	\$12,000.00	\$0.00	\$0.00	
<b>AMP 316</b>	SiteUpgs.-Landscape-Xeriscape	1450		\$14,400.00	\$0.00	\$0.00	\$0.00	reduced
	Units Upg Ext. Energy Upg (est. 3 units)	1460		\$86,100.00	\$0.00	\$0.00	\$0.00	reduced
	Units Upg Int. Energy Upg (est. 3 units)	1460		\$36,900.00	\$0.00	\$0.00	\$0.00	reduced
	Appliances - Energy Star	1465		\$5,700.00	\$0.00	\$0.00	\$0.00	reduced
	Relocation	1495.1		\$4,200.00	\$0.00	\$0.00	\$0.00	reduced
	<b>SUB-TOTAL</b>			<b>\$159,300.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Scattered Sites</b>	A/E Design & Consulting Services	1430		\$12,000.00	\$12,000.00	\$0.00	\$0.00	
<b>AMP 409</b>	SiteUpgs.-Landscape-Xeriscape	1450		\$14,400.00	\$0.00	\$0.00	\$0.00	reduced
	Units Upg Ext. Energy Upg (est. 3 units)	1460		\$86,100.00	\$0.00	\$0.00	\$0.00	reduced
	Units Upg Int. Energy Upg (est. 3 units)	1460		\$36,900.00	\$0.00	\$0.00	\$0.00	reduced
	Appliances - Energy Star	1465		\$5,700.00	\$0.00	\$0.00	\$0.00	reduced
	Relocation	1495.1		\$4,200.00	\$0.00	\$0.00	\$0.00	reduced
	<b>SUB-TOTAL</b>			<b>\$159,300.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Rose Gardens</b>	Demolition	1485		\$500,000.00	\$500,000.00	\$0.00	\$0.00	
<b>TOTAL</b>				<b>\$3,157,888.00</b>	<b>\$3,157,888.00</b>	<b>\$406,257.88</b>	<b>\$207,169.71</b>	

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

<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b> Capital Fund Program No: <b>NV01P018501-17</b>					Federal FFY of Grant: <b>2017</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
	Estimated		Estimated		
Mgmt Improvement	08/16/19		08/16/21		
Administration	08/16/19		08/16/21		
Fees & Cost	08/16/19		08/16/21		
Site Improvement	08/16/19		08/16/21		
Dwelling Structure	08/16/19		08/16/21		
Dwelling Equipment	08/16/19		08/16/21		
Relocation	08/16/19		08/16/21		

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



**Capital Fund Program (CFP)**

**FY 2016**

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV01P018501-16 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval  <b>2016</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 07 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2018 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$60,000.00	\$60,000.00	\$5,617.00	\$3,607.00	\$54,383.00
4	1410 Administration (may not exceed 10% of line 21)	\$386,188.00	\$386,188.00	\$386,188.00	\$386,188.00	\$0.00
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$636,050.68	\$636,050.68	\$611,050.68	\$427,008.81	\$209,041.87
8	1440 Site Acquisition					
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$503,290.02	\$503,290.02	\$0.00	\$0.00	\$503,290.02
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	\$63,246.00	\$63,246.00	\$16,695.60	\$16,695.60	\$46,550.40
17	1499 1504 RAD Pre-Development Activities <sup>4</sup>	\$2,119,372.30	\$2,119,372.30	\$2,119,372.30	\$2,119,372.30	\$0.00

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

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: <b>NV01P018501-16</b> Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval  <b>2016</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 07 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2018 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
19a	1503 - RAD Conversion	\$93,735.00	\$93,735.00	\$93,735.00	\$93,735.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	<b>\$3,861,882.00</b>	<b>\$3,861,882.00</b>	<b>\$3,232,658.58</b>	<b>\$3,046,606.71</b>	<b>\$813,265.29</b>
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>		<b>Date</b>

By: Amparo Gamazo, Interim Executive Director

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

<b>Part II: Supporting Pages</b>									
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV01P018501-16</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2016</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Funds Balance	Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>		
<b>PHA Wide</b>	Management Improvement	1408							
	IT System Upg.			\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	
	Resident/ Staff Training			\$10,000.00	\$10,000.00	\$5,617.00	\$3,607.00	\$4,383.00	
	<b>SUB-TOTAL</b>			<b>\$60,000.00</b>	<b>\$60,000.00</b>	<b>\$5,617.00</b>	<b>\$3,607.00</b>	<b>\$54,383.00</b>	
	Central Office Cost	1410		\$386,188.00	\$386,188.00	\$386,188.00	\$386,188.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$386,188.00</b>	<b>\$386,188.00</b>	<b>\$386,188.00</b>	<b>\$386,188.00</b>	<b>\$0.00</b>	
<b>PHA Wide</b>	Construction Admin Services	1430		\$148,536.00	<b>\$119,536.00</b>	\$119,536.00	\$0.00	\$119,536.00	reduced
	Roofing Consultant	1430		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	A/E Design Services	1430		\$325,012.00	<b>\$354,012.00</b>	\$354,012.00	\$350,196.35	\$3,815.65	increased
	Hazardous Materials Consultant	1430		\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	
	<b>SUB-TOTAL</b>			<b>\$498,548.00</b>	<b>\$498,548.00</b>	<b>\$473,548.00</b>	<b>\$350,196.35</b>	<b>\$148,351.65</b>	
<b>Work intended to be performed through Force Account and Section 3 Residents</b>	Misc Site Work Repairs	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Playground & Safety Surface Upg.	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Desert Landscaping	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Parking Lots Upgrades	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Misc. Interior/Exterior Repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Vacancy Reduction	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Exterior Painting	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report

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

<b>Part II: Supporting Pages</b>									
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV01P018501-16</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2016</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Funds Balance	Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>		
<b>PHA Wide</b>	Dwelling Equip.-Energy Star Appliances.	1465		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Non-Dwelling Units Upgrades	1470		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Non-Dwelling Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Vera A AMP 406</b>	A/E Design Services	1430		\$137,502.68	\$137,502.68	\$137,502.68	\$76,812.46	\$60,690.22	
	Site Upgs.CompMod (portion of)	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Units Upg CompMod (portion of)	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Relocation	1495.1		\$63,246.00	\$63,246.00	\$16,695.60	\$16,695.60	\$46,550.40	
	<b>SUB-TOTAL</b>			<b>\$200,748.68</b>	<b>\$200,748.68</b>	<b>\$154,198.28</b>	<b>\$93,508.06</b>	<b>\$107,240.62</b>	
<b>Rose Gardens AMP 403</b>	Units-New Const. (RAD Conversion)	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	RAD Pre-Development Activities	1504		\$2,119,372.30	\$2,119,372.30	\$2,119,372.30	\$2,119,372.30	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$2,119,372.30</b>	<b>\$2,119,372.30</b>	<b>\$2,119,372.30</b>	<b>\$2,119,372.30</b>	<b>\$0.00</b>	
<b>Espinoza Terrace AMP 404</b>	Units CompMod (RAD Conversion)	1460		\$503,290.02	\$503,290.02	\$0.00	\$0.00	\$503,290.02	
	<b>SUB-TOTAL</b>			<b>\$503,290.02</b>	<b>\$503,290.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$503,290.02</b>	
<b>RAD Conversion</b>	Biegger Estates	1503		\$81,842.00	\$81,842.00	\$81,842.00	\$81,842.00	\$0.00	
	Vera Johnson Manor B			\$11,893.00	\$11,893.00	\$11,893.00	\$11,893.00	\$0.00	
	PIC Dev. No. NV			\$93,735.00	\$93,735.00	\$93,735.00	\$93,735.00	\$0.00	
	<b>TOTAL</b>			<b>\$3,861,882.00</b>	<b>\$3,861,882.00</b>	<b>\$3,232,658.58</b>	<b>\$3,046,606.71</b>	<b>\$813,265.29</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report

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



<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b> Capital Fund Program No: <b>NV01P018501-16</b>					Federal FFY of Grant: <b>2016</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvement	04/12/19		04/12/21		Per HUD approved EOD & EED extension dated 03/13/18
Administration	04/12/19		04/12/21		
Fees & Cost	04/12/19		04/12/21		
Site Improvement	04/12/19		04/12/21		
Dwelling Structure	04/12/19		04/12/21		
Dwelling Equipment	04/12/19		04/12/21		
Relocation	04/12/19		04/12/21		

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



**Capital Fund Program (CFP)**

**FY 2015**

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: NV39P018501-15 Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval  <b>2015</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 09 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2018 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$339,713.30	\$339,713.30	\$339,713.30	\$339,713.30	\$0.00
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$429,115.49	\$429,115.49	\$429,115.49	\$319,013.34	\$110,102.15
8	1440 Site Acquisition					
9	1450 Site Improvement	\$65,604.59	\$65,604.59	\$65,604.59	\$61,264.98	\$4,339.61
10	1460 Dwelling Structures	\$58,542.92	\$58,542.92	\$58,542.92	\$58,542.92	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	\$73,978.00	\$73,978.00	\$53,883.39	\$53,883.39	\$20,094.61
17	1499 1504 RAD Pre-Development Activities <sup>4</sup>	\$2,430,178.70	\$2,430,178.70	\$2,430,178.70	\$2,430,178.70	\$0.00

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

<b>Part 1: Summary</b>						
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Grant No: <b>NV39P018501-15</b> Replacement Housing Factor Fund No: Date of CFFP:			FFY of Grant: FFY of Grant Approval  <b>2015</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement (revision no: 09 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2018 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	Balance
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
19a	1503 - RAD Conversion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	<b>\$3,397,133.00</b>	<b>\$3,397,133.00</b>	<b>\$3,377,038.39</b>	<b>\$3,262,596.63</b>	<b>\$134,536.37</b>
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Cost					
24	Amount of line 20 Related to Security - Hard Cost					
25	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>		<b>Date</b>

By: Amparo Gamazo, Interim Executive Director

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

**Expires 6/30/2017**

<b>Part II: Supporting Pages</b>									
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV39P018501-15</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2015</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>		Funds Balance
<b>PHA Wide</b>	Management Improvement	1408							
	IT System Upg.			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Resident/ Staff Training			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	Central Office Cost	1410		\$339,713.30	\$339,713.30	\$339,713.30	\$339,713.30	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$339,713.30</b>	<b>\$339,713.30</b>	<b>\$339,713.30</b>	<b>\$339,713.30</b>	<b>\$0.00</b>	
<b>PHA Wide</b>	Construction Admin Services	1430		\$143,825.00	\$167,784.00	\$167,784.00	\$57,681.85	\$110,102.15	increased
	Roofing Consultant	1430		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	A/E Design Services	1430		\$99,101.00	\$99,101.00	\$99,101.00	\$99,101.00	\$0.00	
	Hazardous Materials Consultant	1430		\$50,000.00	\$26,041.00	\$26,041.00	\$26,041.00	\$0.00	reduced
	<b>SUB-TOTAL</b>			<b>\$292,926.00</b>	<b>\$292,926.00</b>	<b>\$292,926.00</b>	<b>\$182,823.85</b>	<b>\$110,102.15</b>	
<b>Work intended to be performed through Force Account and Section 3 Residents</b>	Misc Site Work Repairs	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Playground & Safety Surface Upg.	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Desert Landscaping	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Parking Lots Upgrades	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Misc. Interior/Exterior Repairs	1460		\$58,542.92	\$58,542.92	\$58,542.92	\$58,542.92	\$0.00	
	Vacancy Reduction	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Exterior Painting	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$58,542.92</b>	<b>\$58,542.92</b>	<b>\$58,542.92</b>	<b>\$58,542.92</b>	<b>\$0.00</b>	

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

Expires 6/30/2017

<b>Part II: Supporting Pages</b>									
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV39P018501-15</b> CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: <b>2015</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Funds Balance	Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated	Funds Expended <sup>2</sup>		
<b>PHA Wide</b>	Dwelling Equip.-Energy Star Appliances.	1465		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	reduced
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Rose Gardens</b>	A/E Design Services	1430		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>AMP 403</b>	Site Upgs.CompMod (portion of)	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>RAD</b>	Units Upg CompMod (portion of)	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Relocation	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>RAD Pre-Development</b>	<b>1504</b>		\$81,340.28	\$81,340.28	\$81,340.28	\$81,340.28	\$0.00	
	<b>RAD Pre-Development</b>	<b>1504</b>		\$2,348,838.42	\$2,348,838.42	\$2,348,838.42	\$2,348,838.42	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$2,430,178.70</b>	<b>\$2,430,178.70</b>	<b>\$2,430,178.70</b>	<b>\$2,430,178.70</b>	<b>\$0.00</b>	
<b>Vera A</b>	A/E Design Services	1430		\$136,189.49	\$136,189.49	\$136,189.49	\$136,189.49	\$0.00	
<b>AMP 406</b>	Site Upgs.CompMod (portion of)	1450		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Mixed Finance</b>	Units Upg CompMod (portion of)	1460		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Relocation	1495.1		\$48,219.21	\$50,690.80	\$30,596.19	\$30,596.19	\$20,094.61	slightly increase
	<b>SUB-TOTAL</b>			<b>\$184,408.70</b>	<b>\$186,880.29</b>	<b>\$136,189.49</b>	<b>\$166,785.68</b>	<b>\$20,094.61</b>	
<b>Marble Manor</b>	Laterals Replacement	1450		\$65,604.59	\$65,604.59	\$65,604.59	\$61,264.98	\$4,339.61	
<b>AMP 407</b>	<b>SUB-TOTAL</b>			<b>\$65,604.59</b>	<b>\$65,604.59</b>	<b>\$65,604.59</b>	<b>\$61,264.98</b>	<b>\$4,339.61</b>	
<b>Biegger Estates</b>	RAD Conversion	1503		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>AMP 406</b>	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Vera B</b>	Relocation	1495.1		\$25,758.79	\$23,287.20	\$23,287.20	\$23,287.20	\$0.00	slightly reduced
<b>AMP411</b>				<b>\$25,758.79</b>	<b>\$23,287.20</b>	<b>\$23,287.20</b>	<b>\$23,287.20</b>	<b>\$0.00</b>	
<b>Mixed Finance</b>									
	<b>TOTAL</b>			<b>\$3,397,133.00</b>	<b>\$3,397,133.00</b>	<b>\$3,346,442.20</b>	<b>\$3,262,596.63</b>	<b>\$134,536.37</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report

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

<b>Part III: Implementation Schedule</b>					
PHA Name: <b>Southern Nevada Regional Housing Authority</b> Capital Fund Program No: <b>NV39P018501-15</b>					Federal FFY of Grant: <b>2015</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvement	09/14/20		09/14/22		Per HUD approved EOD & EED extension dated 08/25/17
Administration	09/14/20		09/14/22		
Fees & Cost	09/14/20		09/14/22		
Site Improvement	09/14/20		09/14/22		
Dwelling Structure	09/14/20		09/14/22		
Dwelling Equipment	09/14/20		09/14/22		
Relocation	09/14/20		09/14/22		

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