



SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

ANNUAL PLAN

FY2024

**Approved by the Southern Nevada Regional Housing Authority
Board of Commissioners on June 29, 2023.**

**Approved by the U.S. Department of Housing and Urban
Development on August 14, 2023.**



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**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
FY2024 ANNUAL AGENCY PLAN**

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**Southern Nevada Regional Housing Authority
Annual Agency Plan FY2024**

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Executive Summary of the Annual PHA Plan

OVERVIEW

To realize its vision Southern Nevada Regional Housing Authority conducts its business in an open manner, soliciting partners who share its values, maintain high standards, are sensitive to cultural meshing, understand the need to provide economic opportunity, and believe in empowering people to achieve self-sufficiency. As a premier leader in Southern Nevada for quality housing for all people, Southern Nevada Regional Housing Authority constantly seeks innovative ways to provide its services and to be a model steward of the public trust. Since its formation on January 1, 2011, Southern Nevada Regional Housing Authority has served the population of Clark County, including the cities of Las Vegas, North Las Vegas, and Henderson, Nevada. 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 local government representatives.

PURPOSE AND STRUCTURE OF THE AGENCY PLAN

This Agency Plan contains the FY2024 Annual Plan, which provides information regarding the establishment of goals, objectives, policies, and procedures required to achieve the Authority's overall mission. The Authority plans to update the Five-Year Plan at least once every five years or more as deemed appropriate during the annual planning process.

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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 Choice Neighborhood Initiatives (CNI), Rental Assistance Demonstration (RAD) Program, Low Income Housing Tax Credits (LIHTC), ARPA Funds, Section 18 RAD Blend, Faircloth-to-RAD Conversions, various bonds types and other leveraging options as identifies in HUD's Transforming and Repositioning 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) Planning 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 was approved for a CNI Grant to create a Transformation Plan for the Historic Westside of Las Vegas with its Marble Manor Development. The SNRHA will continue to explore CNI and other mix finance option planning as well as, implementation grant to address some of the redevelopment needs of the remaining developments in the neighborhood , Sherman Gardens, Sherman Gardens Annex and Villa Capri sites.

The SNRHA is having discussions with Clark County to provide funding for Phase II of Marion Bennett project renaming the new development the Senator Joe Neal Senior Apartments. The SNRHA was awarded \$3.15 million dollars from the Clark County Community Housing Fund to develop the new units.

Under the Rental Assistance Demonstration the SNRHA converted the following properties;

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

2016: Vera Johnson Manor B ("Vera B") a 112-unit family public housing development located in City of Las Vegas, Nevada converted to Project Based Section 8. Vera B initially closed in 2015 as a Mixed Finance Transaction. The construction was completed May 2016 and 100% units lease-up as of June 2016. Vera B converted after construction completion to RAD 104 public housing units in November 2016. The SNRHA partnered with Nevada HAND for this project.

2017: Biegger Estates a 119-unit family public housing development located in Clark County, Nevada converted to Project Based Section 8. The construction for all dwelling units was completed in June 2017 and 100% units lease-up in June 2017. All common buildings and site activities were completed by November 2017. The SNRHA self-developed this project.

2018: Additionally, in March 2015 the SNRHA submitted a RAD application for Rose Gardens and received a Conditional Housing Assistance Payment (CHAP) agreement in July 2015. SNRHA also submitted in FY 2016 a Bond/4% Tax Credit Application for the Re-development of all 120 units (on-site or off-site). The project received HOME Funds allocation in the amount of \$1MIL from Clark County and \$500K from City of North Las Vegas. The-SNRHA partnered with Nevada HAND for this project. Construction started in November 2017 and was completed in November 2018. All residents of the former Rose Gardens moved in by December 2018 and the building was completely occupied by January 2019.

2018: Espinoza Terrace a 100-unit senior public housing development located in Henderson, Nevada converted to Project Based Section 8. The construction for all dwelling units was completed in January 2020 and 94% of the units have been leased-up as June 2020. All common buildings and site activities were completed by January 2020. The SNRHA self-developed this project.

2020: Archie Grant Park a 125-unit senior public housing development located in Las Vegas, Nevada converted to Project Based Section 8. The construction for all dwelling units was completed in March 2021 and 100% of the units have been leased-up as April 2021. The S NRHA self-developed this project.

In 2015 SNRHA also submitted a RAD portfolio application for several of their public housing inventory.

- **First Group includes:** 1)Otto Merida (AMP405), 2)Lubertha Johnson (AMP401), 3)Bennett Plaza (AMP401), 4)Hullum Homes (AMP407), 5)Jones Gardens (AMP407), 6)Sartini Plaza (AMP402) & 7)Sartini Annex (AMP402), 8)Archie Grant (South Parcel) (AMP401) and 9)Ernie Cragin Terrace (AMP406) totaling 725 public housing units.
- **Second Group includes:** 1) Schaffer Heights (AMP404), 2) Aida Brents (AMP403), 3) Levy Gardens (403), 4) James Down Towers (AMP402), 5) Hampton Court (Amp404), 6) Simmons (AMP406) and 7) Sherman Gardens Annex (AMP408) totaling 564 public housing units.
- **CHAP approved September 2017 for the First Group.** An additional 6-month extension was requested for inventory removal for Hullum Homes, Jones Gardens, Sartini Plaza, Sartini Annex, Archie Grant Park and Ernie Cragin Terrace. Extension was approved through August 2018. Lubertha Johnson and Marion Bennet were converted to RAD in November 2019. These properties do not have investors and are managed by the SNRHA's Affordable Housing Program. The SNRHA will be exploring their right to first refusal for other LIHTC projects that have reached or are nearing syndication timeframe. The authority's goal is to add these developments under its Affordable Housing Programs, Inc and manage them under its Affordable Housing Program.

CHAPs were returned to HUD for the first and second group of units in March 2019. The Authority was approved for a CHAP for the 200-unit James Down Towers Senior Development in November 2021 and is in the process of converting the development utilizing 4% LIHTC and a Tax-Exempt Bond from the City of Las Vegas. An architect has been selected and over 50% of the design documents have been completed. The SNRHA is currently completing the investor due diligence process. A General Contractor has been selected, and the HUD Transaction Manager has been assigned. Construction is scheduled to begin in the 50 units located in the Southeast Tower of the building. All residents have been relocated either off-property or into other vacant units within the building. Twenty-seven (27) residents were able to relocate next door in the newly developed Decatur Commons Complex with two (2) residents utilizing Housing Choice Vouchers and twenty-five (25) residents who were selected in a lottery, held at James Down Towers, to relocate to the Project Based Vouchers that were awarded to the property. The SNRHA requested and received the authorization from the HUD Office of Recapitalization to award the Project-Based Vouchers and relocate the residents. The remaining James Down Towers residents will not have to leave the building during construction. Project Based The development is scheduled to convert and begin construction in May 2023.

A 9% LIHTC application is being prepared for the 59-unit Hullum Homes Family Development. The CHAP was awarded September 2022. Architectural drawings are currently under review by the Clark County building department. General Contractor bid has been accepted. HUD Transaction manager has been assigned and investor due diligence calls are in process. Resident Meeting for relocation update scheduled for April 2023.

Enhance SNRHA's Scattered Site Homeownership Program as lender options are available.
Energy Upgrades are being completed on Scattered Site Homes that need major repairs.
Two additional units have been added for Energy Upgrades this year.

SNRHA jointly with the City of Las Vegas will continue evaluating the future of the two vacant lots located in the general area of Bonanza and 28th Street [former public housing Ernie Cragin Terrace (ECT) Sites NV210 & NV213] and the proposed use to improve marketability of future housing in this area of the City.

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 [28th Street & Cedar]. The Library District in partnership with the city completed a land swap with the SNRHA vacant parcel located at 28th Street & Bonanza (Parcel 2) and Library District vacant parcel located at 28th and Sunrise in July 2016. The SNRHA is exploring the possibility of developing a mixed-financed mixed-income family housing development on the 9.1 acres of vacant land located at 28th & Cedar.

SNRHA also owns several other acres of vacant land across the Las Vegas Valley; some are good candidates for new mixed-income and replacement housing. A number of parcels are also the sites of former public housing that has been demolished. SNRHA continues to evaluate best and final use for these assets including redevelopment and/or sale and/or lease of some of these vacant properties in order to bolster finances of the agency. SNRHA is also considering the sale or lease of approximately 1 acre of vacant land at the corner of Bonanza and Honolulu Street for future commercial use.

Following the Ernie Cragin Terrace (ECT) Master Plan the SNRHA submitted in 2018 a 9% Low Income Housing Tax Credits Application and a Mixed-Finance Proposal to HUD to develop one of the vacant lots. The proposed Wardelle Street Townhouses Project entails the financing for the new construction of approximately (57) family units, and a Community Center/Management Office/Maintenance Building to be located on a portion of the site of the former Ernie Cragin Terrace.

(NV210/AMP305portion off) public housing development located at the corner of Wardelle and Bonanza APN Nos 139-25-410-039/139-25-410-040 /139-25-410-041 totaling 7.73 acres. Approximately 1.5 acres fronting Bonanza Road or Harris Street will be available for future construction of the Strong Start Academy at Wardelle which will be constructed and managed by the City of Las Vegas. The proposed unit mix will be 24-1 bedroom units, 23 2-bedroom units and 10 3-bedroom units which includes 20 public housing at <30% AMI, and 37 project based vouchers (9 at <30% & 28 at <50% AMI), The creation of these townhomes will help meet the need for affordable housing in the City of Las Vegas and will complement the City's proposed plan for an early childhood educational facility and the County's new East Las Vegas Branch public library, both on adjacent parcels. The proposed Wardelle Street townhomes will serve as a stimulus for other developments in the vicinity and promote a more vibrant neighborhood environment. SNRHA will self-develop this project. The project was selected to receive \$1 mil in HOME Funds from Clark County in February 2018 and \$1.5 mil in Home Funds from the City of Las Vegas schedule for July 2020. The 9% Low Income Housing Tax Credit Application was approved November 2018. Construction began January 2020 and completed February 2021. Construction for the Wardelle Street Townhouses completion date was February 2021. The project consists of 20 Public Housing Units and 37 Project Based Voucher Units including Physical Accessible and Hearing-Impaired units. As of April 2021, 100% of the units were leased up. The project closed financing for the permanent loan in August 2022 and is scheduled for its final equity draw April 2023.

SNRHA received Board of Commissioner Approval in February 2020 of a Memorandum of Understanding to partner with Brinshore Development LLC to govern the agency's for planning and redevelopment activity prior to entering into a Master Development Agreement for the Marble Manor public housing community.

The agency received a commitment award of \$67 million of Home Means Nevada (HMN) Funds and \$7.65 million in Clark County Community Housing (CHF) Funds. The HMN funds will be used to develop new units on the vacant parcels at Duncan and Edwards, 5.15 acres, (family housing), Old Rose Gardens, 5.85 acres (senior housing), 28th & Sunrise, 6.05 acres (family housing) Bennett Plaza Phase II, 1.3 acre (senior housing) and preservation rehabilitation of the one hundred (100) unit Janice Brooks Bay Affordable Housing development. All of these projects are scheduled to utilize Faircloth-to-RAD for final conversion. The CHF funds will serve as Gap Financing for the Bennett Plaza Phase II new development and major rehabilitation of systems at Arthur Sartini Plaza.

HUD has provided various strategies to allow public housing to reposition its inventory. The authority is exploring the option to reposition all or a portion of its Scattered Site Homes under Section 18 repositioning. This conversion would allow the authority to convert the homes under Section, sale older homes on the open market. The authority would also be able to continue its Home Ownership Program for qualified enrolled in Family Self Sufficiency Program.

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.

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

As of January 1, 2022, the FSS program had 0 mandatory slots and 500 voluntary slots.

The Authority continues to develop partnerships with local service providers, training resources, and educational institutions with the goal of making self-sufficiency available to all residents and participants. Year to date, we have established partnerships with a total of 95 community agencies participating. 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 continues to expand its Community Partners program with public, private, and faith-based agencies.

Five-Year Goal: Increase affordable housing resources.

SNRHA Continues to evaluate its portfolio for redevelopment opportunities.

SNRHA completed a PNA in February 2022 to be used to 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.

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Annual PHA Plan <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: 03/31/2024
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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, including changes to these policies, 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. The 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 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, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 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 exceed 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: <u>Southern Nevada Regional Housing Authority (SNRHA)</u> PHA Code: <u>NV018</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/1/2023</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>1929</u> Number of Housing Choice Vouchers (HCVs) <u>12598</u> Total Combined Units/Vouchers <u>14527</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. SUMMARY OF RESIDENT/STAFF/PUBLIC CONSULTATION AND INPUT </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. A meeting with the Resident Advisory Board (RAB) was 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 05/08/2023 in accordance with the first advertisement of the Public Hearing. A copy of the PHA Plan and associated documents were/are available to view on our website www.snrha.org , 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: <ul style="list-style-type: none"> - Howard Cannon Center at 340 North 11th Street, Las Vegas, NV 89101. - W.F. Cottrell Administration Building at 5390 East Flamingo Rd., Las Vegas, NV 89122. - Housing Programs at 380 North Maryland Pkwy., Las Vegas, NV 89101. </p> <p> The comment period ended with a Public Hearing held at the Howard Cannon Center Board Chambers located at 340 North 11th Street, Las Vegas, NV 89101, on Monday, June 26 at 5:00 pm. No written comments were received prior to the Public Hearing or received at the Public Hearing. – Tab 17 </p>

<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) Not Applicable					
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. Plan Elements

B.1 Revision of Existing 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: Statistical Data and Strategy for Addressing Housing Needs has been updated. **See Tab-5**

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions: Deconcentration Policies have been updated. **See Tab-6**

Financial Resources: Statistical Data has been updated. **See Tab-7**

Operation and Management: Statistical Data has been updated. All Policy Revisions, including HCV Admin Plan and ACOP, are included in the attachments. **See Tab-8**

(c) The PHA must submit its Deconcentration Policy for Field Office review.
See Tab - 6

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Designated Housing for Elderly and/or Disabled Families.
- Conversion of Public Housing to Tenant-Based Assistance.
- Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- Occupancy by Over-Income Families.
- Occupancy by Police Officers.
- Non-Smoking Policies.

	<input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers. <input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (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. <u>Mixed Finance Modernization or Development:</u> Please refer to Demolition and/or Disposition for proposed SNRHA Mixed Finance or Development Plans. See Tab – 9 <u>Demolition and/or Disposition:</u> 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. See Tab – 10 <u>Designated housing for Elderly and/or Disabled Families:</u> Currently, Harry Levy Gardens (NV208) and Arthur Sartini Plaza (NV2-21) are covered under an existing Allocation Plan as designated for the elderly only. See Tab – 11 <u>Conversion of Public Housing to Project-Based Assistance under RAD:</u> The SNRHA continues with its efforts to convert more public housing assistance under the RAD Program. See Tab – 12 <u>Occupancy by Over-Income Families:</u> Revisions have been made to the ACOP to address Over-Income Families in accordance with HUD guidance and regulations. See Tab – 8b <u>Units with Approved Vacancies for Modernization:</u> Statuses have been updated. See Tab - 13
B.3	Progress Report. Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan. See Tab – 3
B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. See HUD Form-50075.2 approved by HUD on 9/6/2018. See Tab – 16A See Capital Fund Program Five-Year Action Plan 2018-2022 2019-2023 and Annual Statement/Performance Evaluation Reports for 2019/2018/2017/2016. See Tab – 16B
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, please describe:
C. Other Document and/or Certification Requirements.	
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) 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.
C.2	Certification by State or Local Officials. Form HUD 50077-SL , <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. See Tab – 14B
C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.

Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
See Tab - 14

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

(a) Did the public challenge any elements of the Plan?

Y N

If yes, include Challenged Elements.

C.5 Troubled PHA.

(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?
Y N N/A

(b) If yes, please describe:

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing (AFFH).

Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal: HUD form 50077 has been submitted. See Tab - 14
<u>Describe fair housing strategies and actions to achieve the goal</u>

Fair Housing Goal:
<u>Describe fair housing strategies and actions to achieve the goal</u>

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

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

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

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

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

B. Plan Elements. All PHAs must complete this section.

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

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

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

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

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

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

Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. (24 CFR §903.7(e))

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

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

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of ([24 CFR §903.7\(l\)](#)). Provide a description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. ([24 CFR §903.7\(l\)](#))

Safety and Crime Prevention (VAWA). Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. ([24 CFR §903.7\(m\)](#)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Asset Management. State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. ([24 CFR §903.7\(q\)](#))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

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

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

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

HOPE VI or Choice Neighborhoods. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD’s website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. ([Notice PIH 2011-47](#))

Mixed Finance Modernization or Development. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA’s last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission; **5)** the number of units affected and; **6)** expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. ([24 CFR §903.7\(i\)\(C\)](#))

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

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

Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.505\)](#) (24 CFR 903.7(b))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21 and Notice PIH-2017-03. \(24 CFR §903.7\(e\)\)](#)

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

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

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

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

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154 or 24 CFR 5.160(a)(3) as applicable; (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

C.5 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark “yes,” and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark “no.” If the PHA is not troubled, mark “N/A.” ([24 CFR §903.9](#))

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless , the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works 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. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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

Public reporting burden for this information collection is estimated to average 7.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

TAB 5

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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	Units	Accessibility	Size	Location
Income <= 30% of AMI	46,784	5	5	5	5	4	5
Income >30% but <=50% of AMI	47,964	5	5	5	5	4	5
Income >50% but <80% of AMI	75,413	5	5	4	5	3	4
Elderly	49,965	5	5	5	5	3	5
Families with Disabilities	89,983	5	5	5	5	4	5
White	89,552	5	5	4	5	3	3
Black	36,362	5	5	4	5	3	3
Hispanic	55,981	5	5	4	5	3	3

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

- Consolidated Plan of the Jurisdiction/s. Indicate year: 2020 – 2024
- 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 lists. 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 lists at their option.

Section 8			
	# of families	% of total families	Annual Turnover
Waiting list total	5286		
Extremely low income <=30% AMI	607	11.5%	
Very low income (>30% but <=50% AMI)	116	2.2%	
Low income (>50% but <80% AMI)	38	0.7%	
Families with children (<=17)	2507	47.4%	
Elderly families (62+)	342	6.5%	
Families with Disabilities	1038	19.6%	
White	1199	22.7%	
Black	4143	78.4%	
Asian	502	9.5%	
American Indian/Alaskan Native	65	1%	
Native Hawaiian/Other Pacific Islander	71	1.1%	
Hispanic or Latino	585	11.1%	

Statement of Housing Needs and Strategy for Addressing Housing Needs

Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	16196		
Extremely low income <=30% AMI	10747	95.4%	
Very low income (>30% but <=50% AMI)	770	6.8%	
Low income (>50% but <80% AMI)	58	0.5%	
Families with children	1987	12.3%	
Elderly families	1268	7.8%	
Families with Disabilities	3661	22.6%	
White	3254	20.1%	
Black	11087	68.5%	
Asian	193	1.2%	
American Indian/Alaskan Native	219	1.4%	
Native Hawaiian/Other Pacific Islander	197	1.2%	
Hispanic or Latino	1922	11.9%	
PHA			
Characteristics by Bedroom Size (PH Only)			
0 BR	0	0%	
1BR	4408	27.2%	
2 BR	7105	43.9%	
3 BR	3933	24.3%	
4 BR			
5 BR	0	0.0%	

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

Designated Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	1909		
Extremely low income <=30% AMI	1526	79.9%	
Very low income (>30% but <=50% AMI)	337	17.7%	
Low income (>50% but <80% AMI)	37	1.9%	
Families with children	7	0.4%	
Elderly families	933	48.9%	
Families with Disabilities	1031	54.0%	
White	748	39.2%	
Black	940	49.2%	

Statement of Housing Needs and Strategy for Addressing Housing Needs

Asian	95	7.2%	
American Indian/Alaskan Native	35	1.8%	
Native Hawaiian/Other Pacific Islander	15	0.9%	
Hispanic	269	14.1%	
PHA			
Characteristics by Bedroom Size (PH Only)			
1BR	1203	63.0%	
2 BR	706	37.0%	
3 BR	0	0.0%	
4 BR	0	0.0%	
5 BR	0	0.0%	

SNRHA's designated wait list is currently closed, with the exception of veterans who can apply at any time.

Attached is the Executive Summary of Preliminary Costs form, HUD-52828, from the December 2016 Physical Needs Assessment (PNA) conducted by The Nelrod Company.

Modernization, Replacement Housing, and other development 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.

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**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
Totals		\$ 10,295,005.09	\$ 57,320,749.86	\$ 41,187,317.76	\$ 38,598,142.47	\$ 50,775,642.22	\$ 198,176,857.41	\$ 77,503.66

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

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

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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:

- Employing effective maintenance and management policies to minimize the number of public housing units off-line
- Reducing turnover time for vacated public housing units
- Reducing time to renovate public housing units
- Seeking replacement of public housing units lost to inventory through mixed finance development
- Seeking replacement of public housing units lost to inventory through Section 8 replacement housing resources
- Maintaining or increasing Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintaining or increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintaining or increasing Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies
- Developing HUD FY22 Choice Neighborhood Initiative Transformation Plan with the City of Las Vegas and Neighborhood Partners for the Historic Westside, with the opportunity to receive an Implementation Plan and funding to create a Master Planned Community on the Marble Manor site. Continuing to support the City of Las Vegas and Community Partners/Stakeholders HUNDRED Plan in Action strategy sessions to address increasing public and affordable housing in conjunction with the Historic Westside Development plans
- Utilizing State of Nevada HOME Means Nevada and Clark County Community Housing Funds to develop new affordable housing and preserve aging affordable housing.

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

- Applying for additional Section 8 units should they become available
- Leveraging affordable housing resources in the community through the creation of mixed-finance housing
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance.
- Pursuing opportunities, including new construction, available under HUD's Faircloth-to-RAD Conversions
- Continuing to pursue partnerships with affordable housing developers to increase the amount of affordable housing units throughout the valley

Strategy for Addressing Housing Needs

- Partnering with developers in Southern Nevada by providing project-based vouchers to build affordable and supportive housing

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

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

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

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

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

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the Section 8 program to owners outside of areas of poverty /minority concentrations

Strategy for Addressing Housing Needs

- 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 a person who is LEP and minorities to promote programs and services.
- Develop a strong public relations system which may include radio and television appearances.

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups

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

The Authority continues to incorporate an assessment of specific needs 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.

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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, 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: a Community-wide list
 - Site-based waiting lists for designated communities through a 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 operates one (1) site-based waiting list for public housing. All site-based wait lists were previously HUD-approved. Families may be on all open lists for which they qualify.
- d. Interested persons may obtain more information about, and sign up to be on the site-based waiting lists, at the following location:
 - PHA main administrative offices

(iii) Assignment

Applicants will be given one vacant unit choice before they are withdrawn from the wait list. The exception to this policy would be if the applicant was offered an incorrect unit for their needs or in the case of a reasonable accommodation request.

(iv) Admissions Preferences

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

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

Transfers take precedence over new admissions in the following instances:

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

SNRHA has established the following preferences for admission to public housing (other than the 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
 - Non-Public Housing Over-Income (NPOI) family.

SNRHA does use income targeting preferences for waitlist selection.

(v) Occupancy

- a. Applicants and residents can use the following reference materials to obtain information about the rules of occupancy of public housing:
 - The PHA-resident lease
 - The PHA's Admissions and Continued Occupancy policy
 - PHA briefing seminars or written materials
- b. Residents must notify the SNRHA of changes in family composition in the following circumstance:
 - In writing within 10 calendar days, anytime a change in income or family composition occurs.

(vi) Deconcentration and Income Mixing

- 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.

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

- 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 of (and??) 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)
 - Hullum Homes AMP 407 (NV 1307)
 - Jones Gardens AMP 407 (NV 1310)
 - Schaffer Heights AMP 404
 - Harry Levy Gardens AMP 403
 - Arthur Sartini Plaza Annex AMP 402
 - Wardelle Townhomes AMP 414
 - 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 016, AMP 406, AMP 408, AMP 310.

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 requests 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, the 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 they have no pending evictions for unpaid debts.

Applications for admissions are done through the PHA’s main office via telephone.

(ii) Search Time

SNRHA will give extensions on the 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.

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

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 the 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.

TAB 7

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Financial Resources

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY2021)		
a) Public Housing Operating Fund	\$12,752,683	Estimated for 2022
b) Public Housing Capital Fund	\$6,048,424	2023 Allocation
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$124,154,043	Estimated for 2022
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$1,079,064	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
FFY22 – CFP NV01P018501-22	\$5,980,891	2022 Allocation
FFY21 – CFP NV01P018501-21	\$4,839,376	2021 Allocation
FFY20 – CFP NV01P018501-20	\$4,590,293	2020 Allocation
FFY19 – CFP NV01P018501-19	\$4,703,273	2019 Allocation
FFY18 – CFP NV01P018501-18	\$4,889,270	Revised 2018 Allocation
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
	\$5,772,850	
4. Other income (list below)		
Interest on general fund investments	\$76,850	
Non-dwelling rental income	\$695,729	
Other Income	\$315,995	
Management Fee (internal)	\$6,228,098	
5. Non-federal sources (list below)		

Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Housing Choice Voucher Pre-2003	\$2,214,360	Any housing-related resources
Disposition Proceed/Developer Fees	\$6,676,328	Proceed from sale of PHA units to be used for the development of new and rehabilitation of PHA units
Revised Total Resources	\$183,827,588	Operations, Resident Programs and Capital needs and Replacement Housing

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

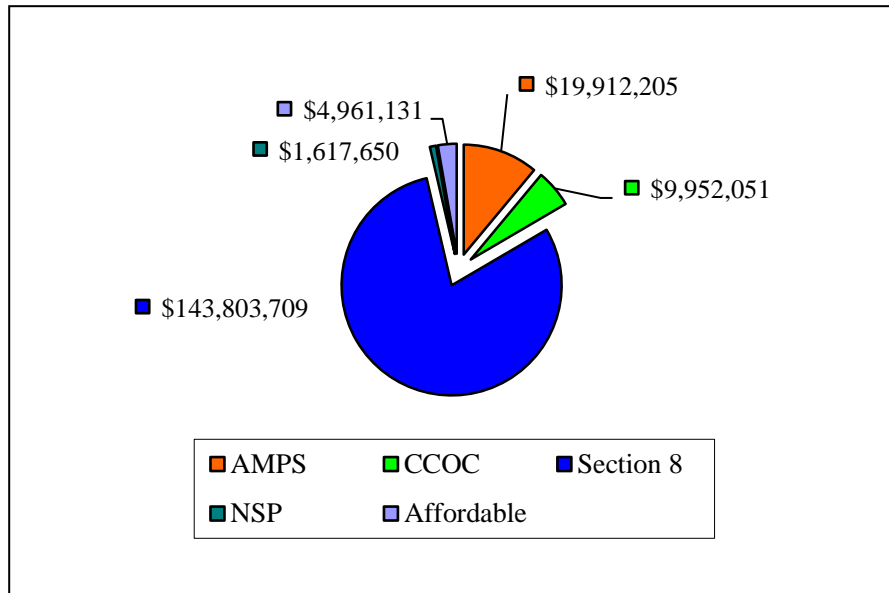
Assessment of Financial Resources

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 2023 Public Housing Operating Budget (FYE 09/30/23)
- FY 2023 Central Office Cost Center (FYE 09/30/23)
- FY 2023 Housing Choice Voucher Program Budget (FYE 09/30/23)
- FY 2023 Affordable Housing Budget (FYE 09/30/23)
- FY 2023 Neighborhood Stabilization Program (FYE 09/30/23)
- FFY 2023 Capital Fund Program Budget

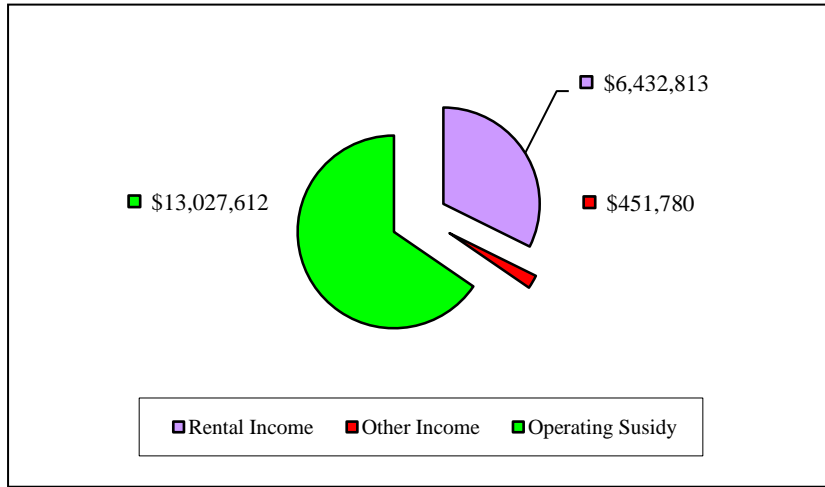
The following charts summarize the financial health of the Authority. Generally, operating funds are for the current fiscal year (PHA FYE 09/30/23) and special revenue funds are for the current federal fiscal year. The PHA is assuming that operating revenue for FY 2023 will remain constant.

**SUMMARY OF INCOME – AGENCY-WIDE
FISCAL YEAR ENDING SEPTEMBER 30, 2023**



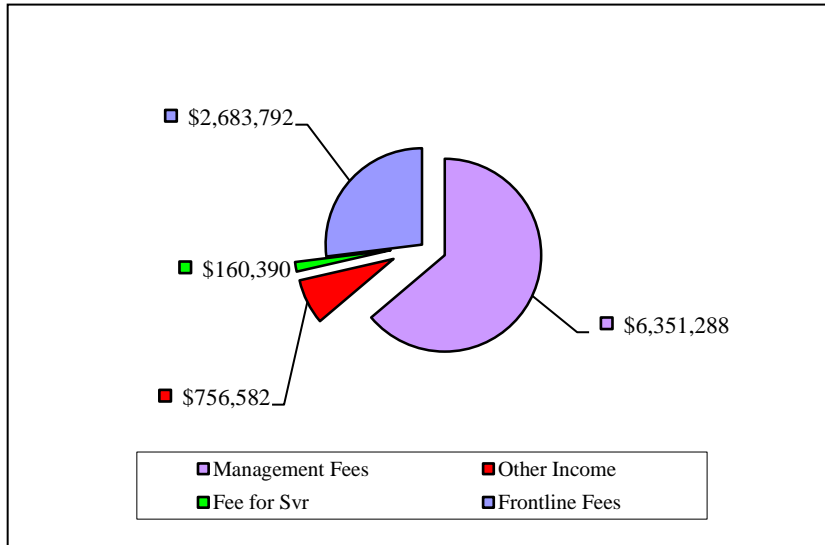
Based on FY 2023, operating budgets total \$180,246,746. The Low Income Public Housing Program Asset Management Projects (AMPS) account for 11% and the Central Office Cost Center account for 6%, the Housing Choice Voucher Program accounts for 80%, the Affordable Housing Program accounts for 2%, and the 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 2023 program budgets.

**BREAKDOWN OF INCOME SOURCES – LOW RENT PUBLIC HOUSING PROGRAM - AMPS
FISCAL YEAR ENDING SEPTEMBER 30, 2022**



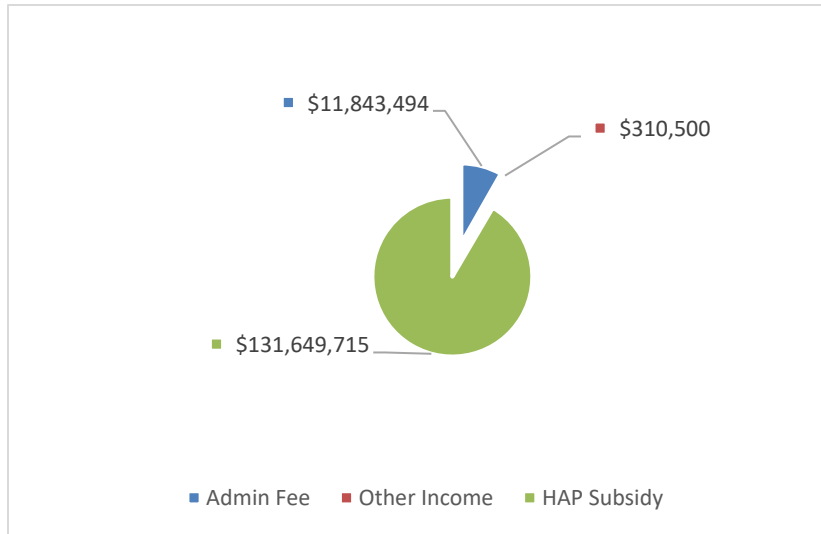
Rental Income represents 32% of total LIPH receipts, Other Income (Includes amount from Interest for Other Programs) represents 2% of total LIPH receipts, and Operating Subsidy from HUD represents 66% of total LIPH –AMPS receipts.

**BREAKDOWN OF INCOME SOURCES – CENTRAL OFFICE COST CENTER (CCOC)
FISCAL YEAR ENDING SEPTEMBER 30, 2023**



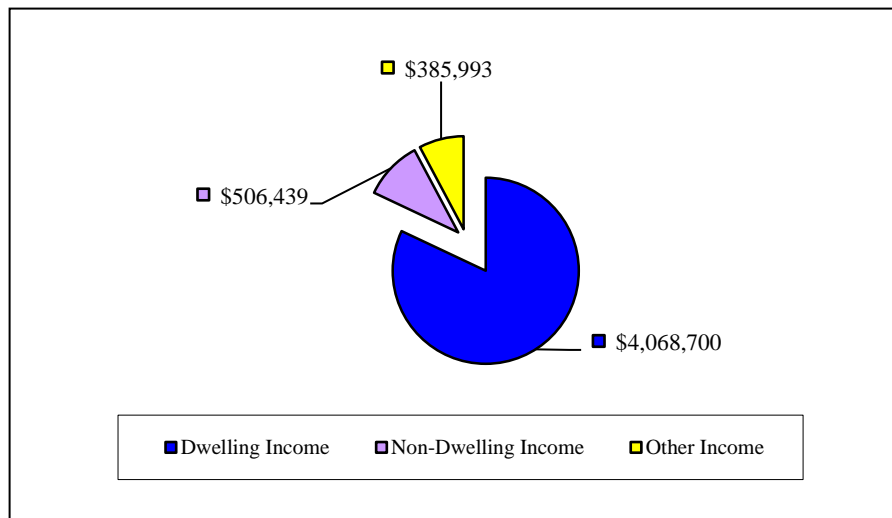
Management Fees Income represents 64% of total Central Office Cost Center (CCOC) receipt, Other Income (includes interest income and other income) represents 7% of total CCOC receipts, Fee for Service income totals 2%, and Frontline income represents 27% of total CCOC receipts.

**BREAKDOWN OF INCOME SOURCES – HOUSING CHOICE VOUCHER PROGRAM
FISCAL YEAR ENDING SEPTEMBER 30, 2022**



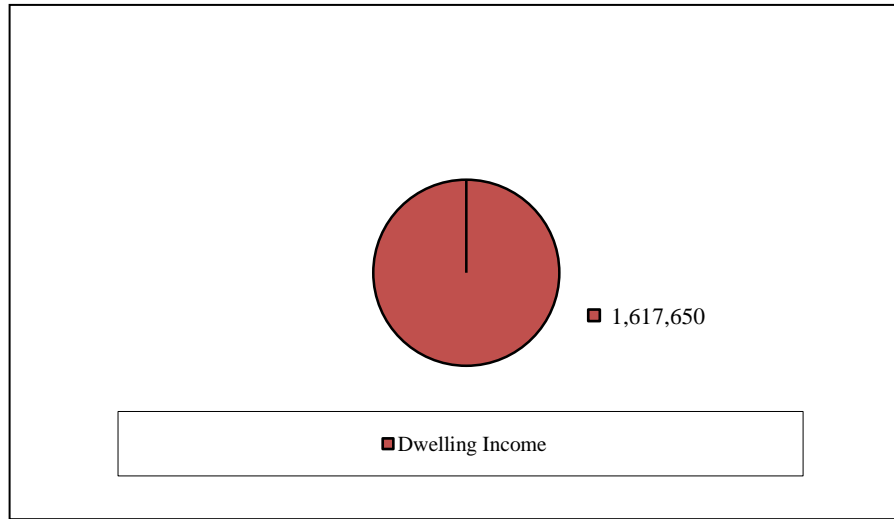
Administrative Fees represent 8% of total Housing Choice Voucher Program receipts, Other Income represents less than 1% of total Housing Choice Voucher receipts, and HAP Subsidy from HUD represents 91% of total Housing Choice Voucher Program receipts.

**BREAKDOWN OF INCOME SOURCES – AFFORDABLE HOUSING PROGRAM
FISCAL YEAR ENDING SEPTEMBER 30, 2023**



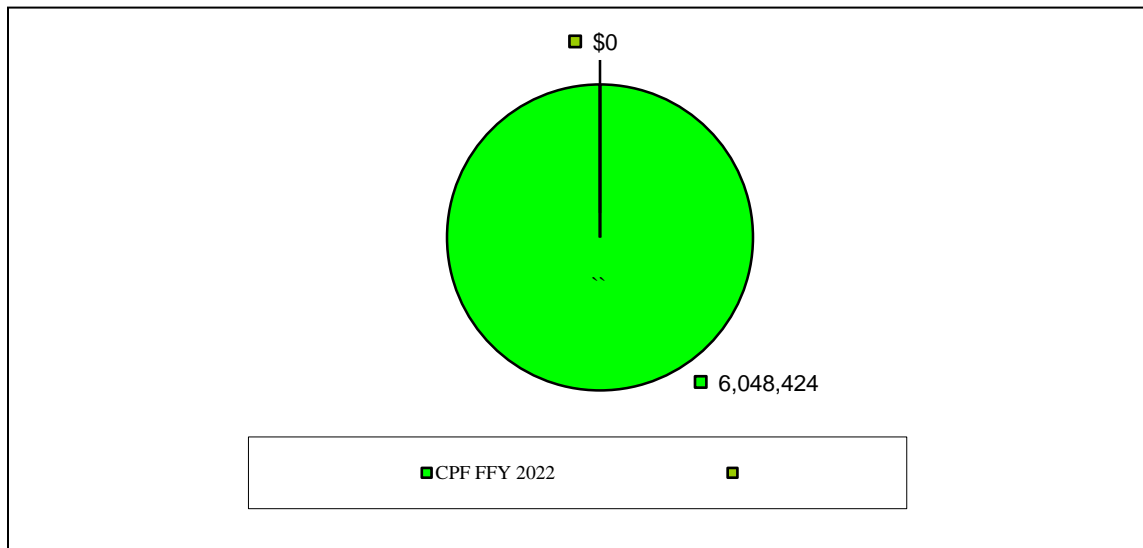
Dwelling Income represents 82% of total Affordable Housing receipts, Non-Dwelling Income represents 10% of total Affordable Housing receipts, and Other Income represents 8% of total Affordable Housing receipts.

**BREAKDOWN OF INCOME SOURCES – NEIGHBORHOOD STABILIZATION PROGRAM
FISCAL YEAR ENDING SEPTEMBER 30, 2023**



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

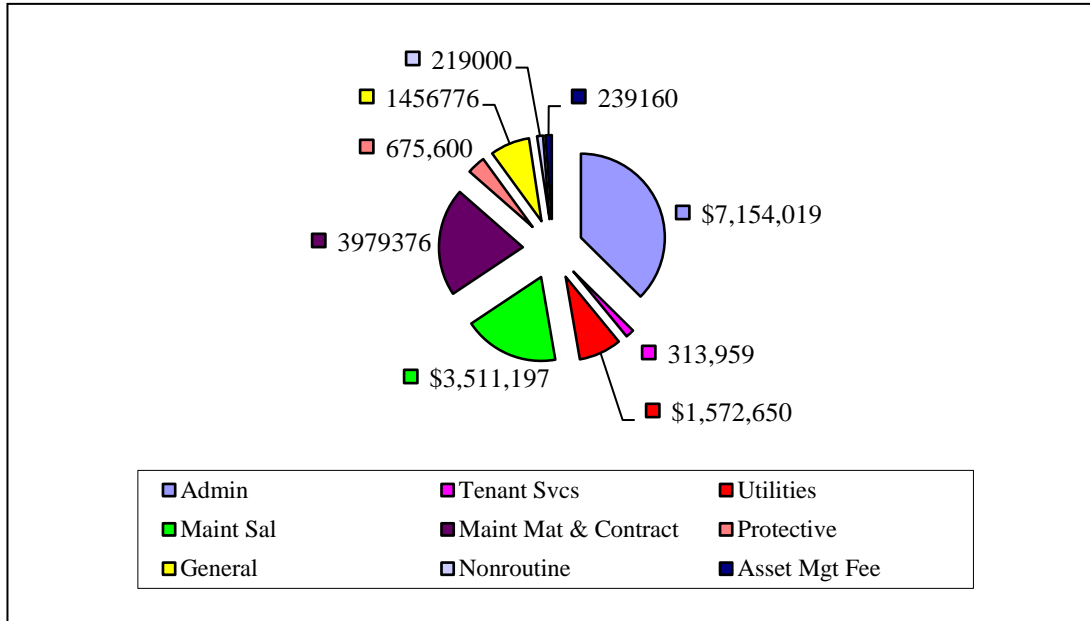
INCOME FROM SPECIAL REVENUE FUNDS



All special revenue funds are from HUD FFY 2023 and are awarded during the PHA’s FY 2023 based on budgets submitted with this plan. Of special revenue funds, the Capital Fund Program represents 100% of funding. Total special revenue funds are \$6,048,424 resulting in total agency income for FY 2023 of \$186,295,170

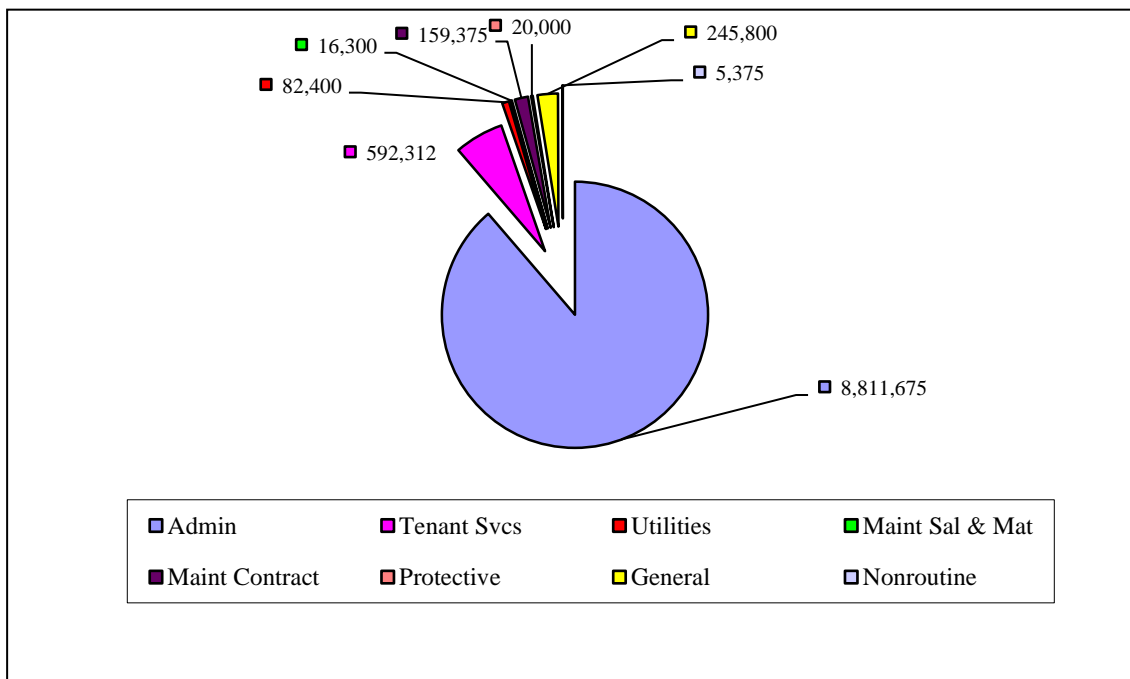
Estimated Expenditures – Public Housing Program-AMPS

FISCAL YEAR ENDING SEPTEMBER 30, 2023



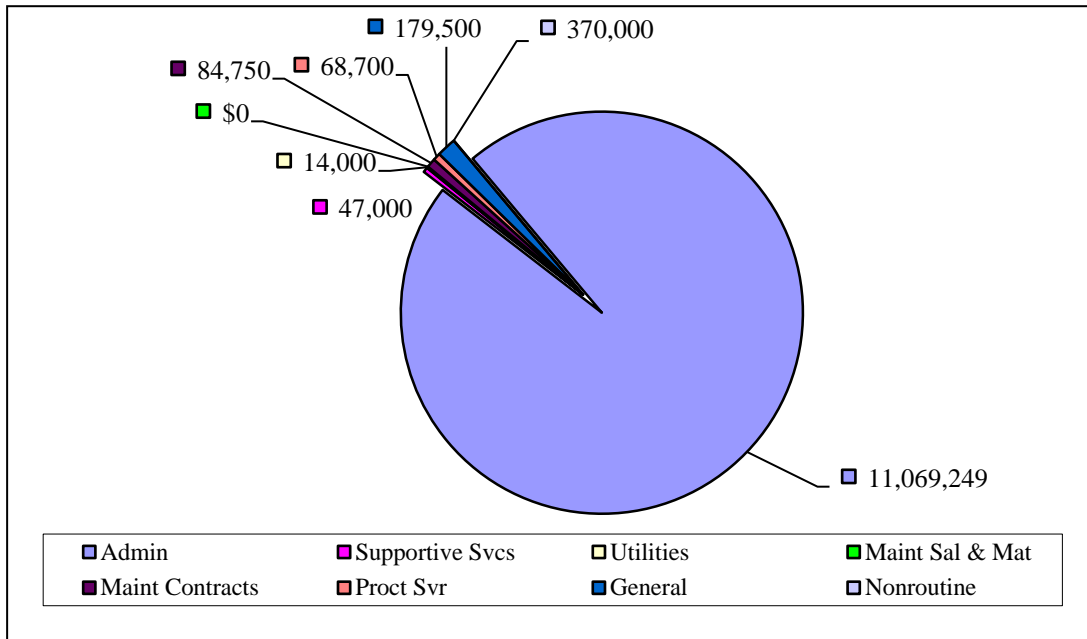
Estimated Expenditures – Central Office Cost Center-COCC

FISCAL YEAR ENDING SEPTEMBER 30, 2023



Estimated Expenditures – Housing Choice Voucher Program

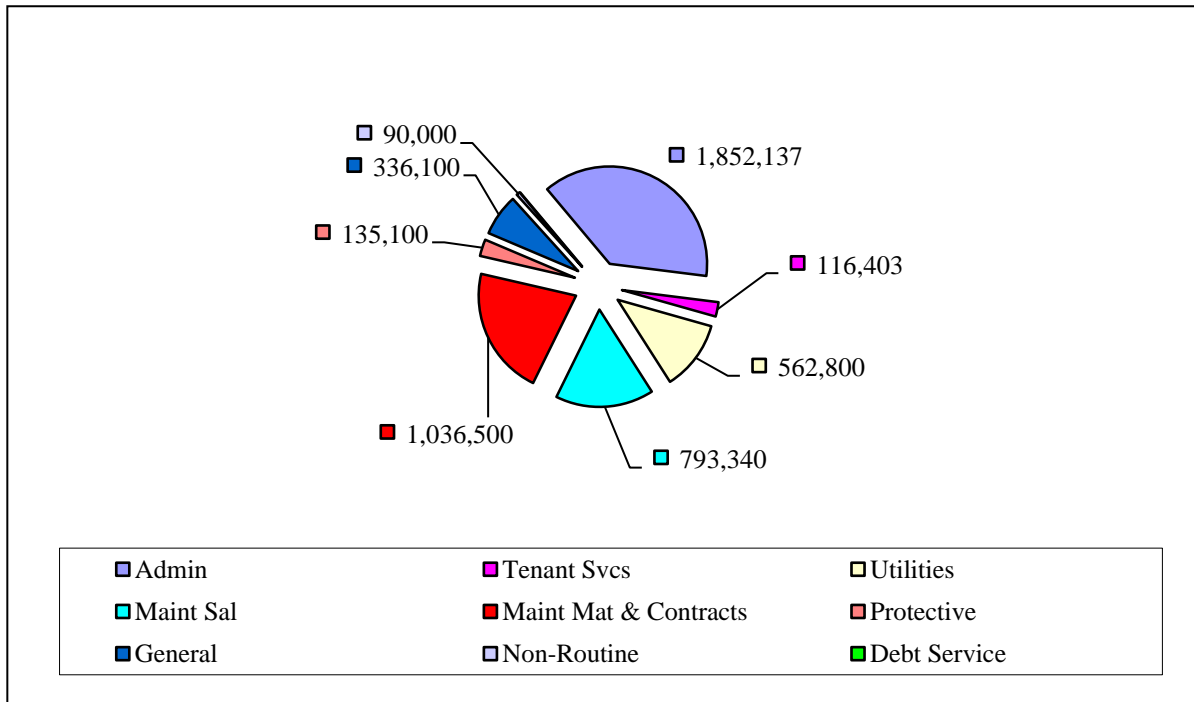
FISCAL YEAR ENDING SEPTEMBER 30, 2023



The above Housing Choice Voucher Program expenditures do not include \$131,649,914 in HAP Payments.

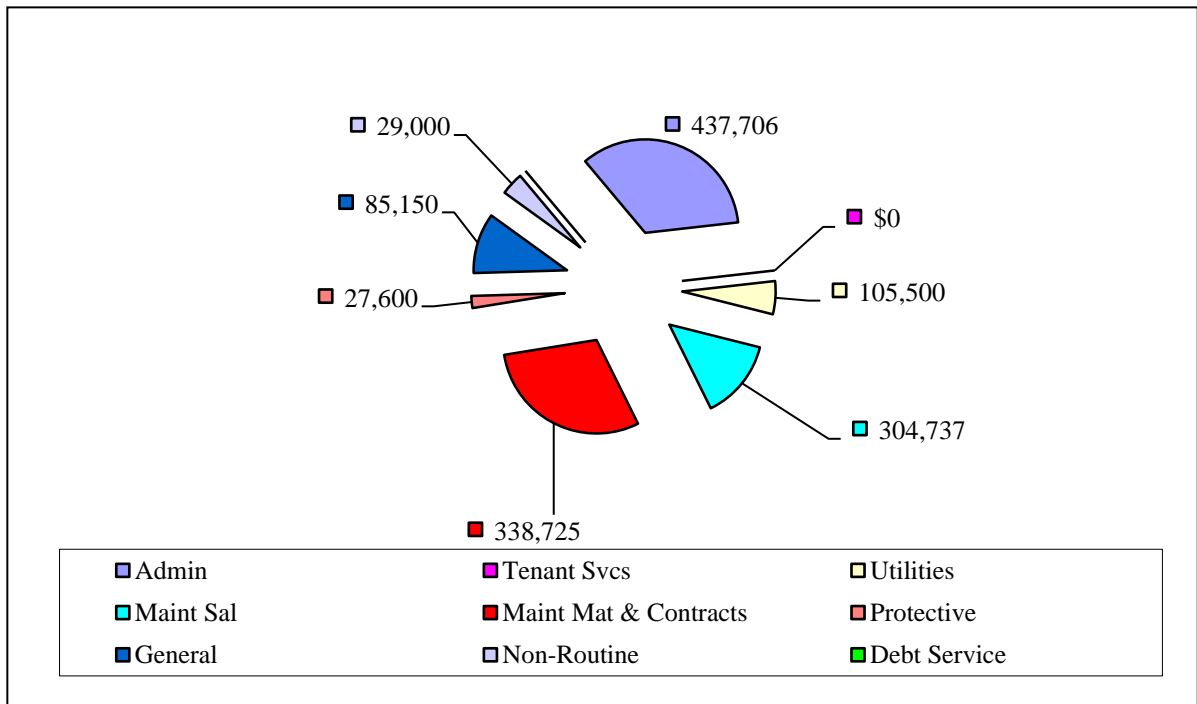
Estimated Expenditures – Affordable Housing Program

FISCAL YEAR ENDING SEPTEMBER 30, 2023



The above Affordable Housing expenditures are based on the FY 2023 budget.

Estimated Expenditures – NEIGHBORHOOD STABILIZATION Program
FISCAL YEAR ENDING SEPTEMBER 30, 2023



The above Neighborhood Stabilization Program expenditures are based on the FY 2023 budget.

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FY2024 ANNUAL PLAN REVISIONS

October 25, 2023 Southern Nevada Regional Housing Authority

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

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
2	6	24 CFR 100.204	D	<p><u>SNRHA Policy</u></p> <p>Applicants / participants who believe they have been subject to unlawful discrimination may notify SNRHA in writing. SNRHA will attempt to remedy discrimination complaints made against SNRHA.</p>	
2	9	2-II.D.	A/D	<p>If SNRHA finds the requested accommodation creates an undue administrative and financial burden, or would violate a federal regulation or statute, SNRHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person. An undue administrative burden is one that requires a fundamental alteration of the essential functions of SNRHA (i.e. waiving a family obligation.).</p>	
4	6	4-II.C.	A/D	<ul style="list-style-type: none"> A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term A non-purchasing family residing in a HOPE 1 or HOPE 2 project A family admitted due to a special funding allocation which does not require waiting list placement such as Mainstream Voucher, Welfare to Work or Designated, Family Unification Vouchers, Former Foster Youth vouchers, and Relocation Vouchers. <p>Applicants, who are admitted under Special Admissions, rather than from the waiting list, are identified by codes in the automated system. Additionally, project based participants who are eligible to receive a tenant-based voucher after one year of tenancy shall be provided with a voucher without placement on SNRHA’s waiting list, if funding is available and if they have provided proper notice to their management company and meet other eligibility requirements, including being in compliance with their lease and family obligations.</p> <p>HUD directs a family applying for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program SNRHA operates if 1) the other programs’ waiting lists are open, and 2) the family is qualified for the other programs.</p>	
4	9	4.II.G.	D	<p style="padding-left: 40px;">1. eligible will be maintained for three years.</p>	

FY2024 ANNUAL PLAN REVISIONS

October 25, 2023 Southern Nevada Regional Housing Authority

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

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
				<p>2. All applicants on the waiting list will be maintained in order of selection, according to preference, date, and time of application receipt. All applicants with equal preference will be maintained by date and time sequence.</p>	
4	9	4.II.H		<p><u>SNRHA Policy</u></p> <p>When the Authority projects funding is available, families will be selected from the pre-application waiting list in their order of preference sequence, time, and date of application. Selections made for income targeting or targeted funding will be made as appropriate. When required, staff may skip clients on its waiting list to achieve its income targeting requirements for admission.</p>	
4	12	4-II.K.	A/D	<p>The waiting list will be updated as needed to ensure all applicants and applicant information is current and timely.</p> <p>The waiting list will be purged bi-annually by a mailing to all applicants to ensure the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.</p>	
4	18	4.III.F	A/D	<p>SNRHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list SNRHA is required to use targeted funding to assist only those families who meet the specified criteria SNRHA is not permitted to skip down the waiting list to a family who can afford to be subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].</p>	
4	19	4-III.G.	C	<p>Format with Bulletpoints.</p> <p>SNRHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:</p>	

FY2024 ANNUAL PLAN REVISIONS

October 25, 2023 Southern Nevada Regional Housing Authority

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

Chapter	Page	Section	Add (A) Delete (D) Change (C)	Proposed Language	(x) if proposed change requires training
				<ul style="list-style-type: none"> Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview Who is required to attend the interview Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation Other documents and information that should be brought to the interview 	
4	19	4-III.H.	D	<p><u>SNRHA Policy</u></p> <p>Families selected from the waiting list are required to participate in an eligibility interview.</p> <p>The head of household, the spouse/co-head, and all adult members must attend the interview together. However, if either the head of household or the spouse/co-head or other adult misses the appointment, one additional appointment shall be scheduled. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are signed.</p>	
4	20	4-III.I	A/D	<p><u>SNRHA Policy</u></p> <p>If SNRHA determines the family is ineligible, SNRHA will send written notification of the ineligibility determination within 10 calendar days of the determination. The notice will specify the reasons for the ineligible status and will inform the family of its right to request an informal review (Chapter 14.)</p>	
5	7	5.I.C	A/D	<p>PG. 5.7 Temporary Guardianship: SNRHA Policy</p> <p>SNRHA shall require participants who are requesting to add family members that are minors and who are not their children by birth, foster care, court awarded custody or court awarded guardianship to provide proof of income for the care of the child such as TANF payment</p> <p>or other support, if any income is being received by an adult for the care of the child.</p> <p>School record (if the child is of school age,) must be provided to document the subsidized</p>	X

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				residence as the record of enrollment for the child(ren.) 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: <ul style="list-style-type: none"> • Court Ordered Assignment • Verification from Social Service Agency SNRHA shall not approve additions for any reason if it will result in overcrowding as defined in HUD regulations.	
7	2	7-I-B	D	The purpose of the briefing is to explain how the program works and the documents in the Voucher holder's packet to families so they are fully informed about the program. This will not only provide knowledge of the program but also enable participants to utilize the program to their full advantage. It will also prepare applicants to discuss leasing options with potential owners and property managers.	
7	3	24 CFR 982.301 (a)	A/D	<ul style="list-style-type: none"> • For families living in high-poverty census tracts, an explanation of the advantages of moving to areas outside of high-poverty concentrations. All families attending the briefing will receive an explanation of the advantages of moving to areas outside of high-poverty concentrations • For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance. 	
7	4	24 CFR 982.301 (b)	D	<ul style="list-style-type: none"> • The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy and submitting the completed packet for lease-up. 	
7	5	24 CFR 982.301 (b)	A/D	<ul style="list-style-type: none"> • Side-payments are prohibited • Terminations as a result of evictions for cause. • Requirements for reporting income and family composition changes between the annual recertifications • Information on security deposits and legal referral services. 	
7	7	24 CFR 982.551	A/D	<u>SNRHA Policy</u>	

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				<p>Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit. When a court awards damages to the landlord, the tenant must make financial restitution to the landlord within 30 calendar days of the date on the notice or by the date(s) specified in the court awarded notice. The PHA shall mail a copy of any court judgments to the tenant when provided by the owner. If the tenant fails to pay within 30 calendar days or by the date(s) specified in the court awarded notice, the tenant’s voucher shall be terminated.</p>	
7	8	24 CFR 982.551	A/D	<ul style="list-style-type: none"> • If SNRHA has given approval, a live-in aide may reside in the unit. SNRHA has the discretion to adopt reasonable policies concerning residency by 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 adults, and live-in aides, see Chapter 2 and Chapter 11 (Section II.B) • The family must not sublease the unit, assign the lease, or transfer the unit <u>SNRHA Policy</u> 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 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. <u>SNRHA Policy</u> 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 by the 30th Day of the extended absence. 	
7	9	24 CFR 982.551	A	<p>Moves</p> <p>Participants will be reissued a voucher to move once they provide a valid Vacate Notice or have a valid move approved by SNRHA. This includes participants moving within our jurisdiction and participants porting out. SNRHA shall assist outgoing ports in identifying the correct PHA within the area they are moving. Participants cannot exercise the portability right if they would be in violation of their lease or entered the program from a location other than Clark County and have not lived in SNRHA’s jurisdiction for at least one (1) year unless they are considered to be a VAWA victim. SNRHA shall not issue a voucher to the participant if any form of an eviction notice “for cause” has been served and submitted to SNRHA. The owner/agent shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have provided a</p>	

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				<p>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.</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 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.</p> <p>Owner Briefing</p> <p>Briefings are held for owners as needed to market the Section 8 Housing Choice Voucher Program. Prospective owners are also welcome. The purpose of the briefing is to assure successful owner participation in the program. The briefing covers the responsibilities and roles of the three (3) parties to include the housing authority, the owne/agent, and the participant</p>	
7	10 11	24 CFR 982.313	A/D	<p>The owner is not required to - but may – collect a two (2) months security deposit from the tenant.</p> <p>The owner may collect a security deposit from the tenant family that does not exceed –two month’s contract rent, which has been private market practice. If the owner collects less than two (2) 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</p>	
7	11	24 CFR 982.313	D	<p>The Voucher is valid for a period of at least 120 calendar days from the date of issuance. The family must submit a Request for Tenancy Approval (RFTA) within the 120calendar day period unless an extension has been granted by SNRHA prior to the expiration date on the voucher. An additional 30 calendar day extension may be requested if a unit is not located within the 120 calendar day period. SNRHA will provide an additional extension of another 30 calendar days as a reasonable accommodation.</p>	
7	15	7-II.B.	A/D	<ul style="list-style-type: none"> ○ Foster children will be included in determining unit size, ○ Live-in aides will be allocated a separate bedroom. No additional bedrooms are provided for the attendant’s family. 	

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				<p>For example: One (1) bedroom shall be assigned for the head/spouse or head and co-head. For any other person in the household SNRHA shall issue two (2) persons per bedroom. Opposite sexes (except the head/spouse or co-head) shall receive separate bedrooms regardless of age or generations. Additions of adults or adults and their children shall not result in additional bedroom size increases nor will they be allowed if the results will cause overcrowding.</p>	
7	17	7-II.E.	A/D	<p><u>SNRHA Policy</u> The initial voucher term will be 120 calendar days. The family must submit a completed RFTA packet within the 120 calendar day period unless SNRHA grants an extension. 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 120 calendar day time frame. SNRHA will provide an additional extension of another 30 calendar days as a reasonable accommodation for disabled families.</p>	
7	21	7-II.E.	D	<p><i>SNRHA ERROR IN DETERMINING VOUCHER SIZE</i></p> <p>If a higher bedroom size voucher is issued in error (during a family’s initial lease-up, ReHAP (move),) the family will not be penalized. The family’s correct voucher size will be adjusted at their next annual examination or if the family moves.</p>	
8	15	8-II.F.	A/D	<p>SNRHA Policy</p> <p>SNRHA will conduct a re-inspection immediately following the end of the corrective period, or any SNRHA approved extension. SNRHA will accept self-certifications for non-life threatening deficiencies from the owner in lieu of a physical re-inspection.</p> <p>For 24-hour violations, the owner is responsible for making corrections within 24 hours of the PHA’s notice. The PHA will reinspect the unit within 24 hours or the next business day if the reinspection falls on a weekend or holiday.</p> <p>Generally, the PHA will perform a physical reinspection for non-life-threatening violations. However, when non-life-threatening violations are identified, the PHA may accept an owner certification that the repairs were made as long as it is received within the correction period or any approved extension.</p>	

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				<p>The family and owner will be given reasonable notice of the re-inspection appointment. If the deficiencies have not been corrected by the time of the re-inspection, SNRHA will send a Notice of Abatement and Notice of Cancellation of Contract to the owner, or in the case of family caused violations, a Notice of Termination to the family, in accordance with SNRHA policies. If SNRHA is unable to gain entry to the unit in order to conduct the scheduled re-inspection, SNRHA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family’s assistance in accordance with Chapter 12.</p>	
9	9	9-I.E.	A/D	<p>SNRHA Review of Lease SNRHA will review the dwelling lease for compliance with all applicable requirements. SNRHA Policy If the dwelling lease is incomplete or incorrect, SNRHA will notify the family and the owner of the deficiencies. Missing and corrected lease information will only be accepted as hard copies, in-person, by mail, or by fax. SNRHA will not accept missing and corrected information over the phone. The lease must be signed by both parties and the effective date shall be the date the unit passes HQS inspection or the date the tenant takes possession after a passed HQS inspection (whichever is later). Possession shall be defined as having keys or access to keys (i.e. via a lock box).</p>	
9	11	9-I.G.	A/D	<p>SNRHA Policy The owner and the assisted family will execute the dwelling lease and the owner must provide a copy to SNRHA after the completion of the pass inspection. The owner and SNRHA will execute the HAP contract. SNRHA will not execute a HAP contract until the owner has submitted an IRS form W-9. SNRHA will ensure the owner receives a copy of the executed HAP contract. SNRHA shall accept electronic signatures on HAP contracts and transfer of ownership/management documents.</p>	
10	16	10-II.B.	A/D	<p>SNRHA Policy For any family moving into its jurisdiction under portability, SNRHA will not conduct a new reexamination of family income and composition. However, SNRHA will not delay issuing the family a voucher for this reason. Nor will SNRHA delay approving</p>	

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				a unit for the family until the reexamination process is complete unless the family is an applicant and SNRHA cannot otherwise confirm the family is income eligible for admission to the program in the area where the unit is located.	
11	2	11-I.B.	D	SCHEDULING ANNUAL REEXAMINATIONS SNRHA will schedule annual reexamination effective dates to coincide with the family’s anniversary date.	
12	19	12-II.D.	D	<ul style="list-style-type: none"> Failure to report income (including funds provided for paying utilities after an interim for zero income has been completed). 	
11	8-9	11-II.B.	C	<p>New language to Policy New Family and Household Members Requiring approval. PG 11.7 - 11.9: Families must request SNRHA’s approval to add a new family member, live-in aide, foster child, or foster adult in writing. This includes any person not on the lease who is expected to stay in the unit for more than 30 consecutive days, or 60 cumulative days, within a twelve month period, and therefore no longer qualifies as a “guest.” Requests must be made in writing and approved by SNRHA prior to the individual moving in the unit. SNRHA will not approve the addition of a new family or household member unless the individual meets the PHA’s eligibility criteria (see Chapter 3). SNRHA will not approve the addition of a foster child or foster adult if it will cause a violation of HQS space standards.</p> <p>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.</p> <p>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 14 calendar days.</p> <p>* All changes in family composition must be approved by SNRHA and the landlord / property owner prior to the individual moving in the unit. All changes in family composition (not requiring prior approval by SNRHA) must be reported to SNRHA within 14 calendar days or the next day the agency is open after the 14th calendar day.</p>	X

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				<p>*SNRHA will only approve the addition of an adults for the following reasons:</p> <ul style="list-style-type: none"> • Due to marriage or marital-type relationship, or • An adult child due to recent discharge from the military, or • An adult child or a parent due to a disability; or • The biological parent of a minor child. <p>*Except for additions of adults as mentioned above, additions of other adults to the household may be approved no more than once in a twelve-month period from the last recertification effective date.</p> <p>* SNRHA will allow for a one time exemption for single adult children previously removed from a household to be placed back into the household. In order to add adult children, the individual must meet the following criteria, and where applicable and outlined in chapter three.</p> <ul style="list-style-type: none"> * Been removed from the household one calendar year or less • Be between the ages of 18-26 <p>In order to add the adult, the individual must meet the criteria, where applicable, outlined in Chapter 3 * Eligibility for admission and verified as outlined in Chapter Six.</p> <p>All changes must be reported in writing within 14 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 participant’s file, but will not conduct an interim reexamination.</p>	
11	7	11-II.B.	C	<p>11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION:</p> <p>SNRHA will conduct interim reexaminations to account for changes in income when</p> <ul style="list-style-type: none"> • the family requests SNRHA to do so, • there is a change in the family composition <p>Increases in income will be processed at the next annual reexamination except for the following families:</p>	

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				<ul style="list-style-type: none"> • 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 <p>In the above cases, SNRHA will process the interim to be effective the first of the month following 30 calendar day notice. SNRHA will note the information in the participant's file.</p>	
13	3	13-I.B	A/D	<p><u>SNRHA Policy</u></p> <p>Owners that wish to indicate their willingness to lease a unit to an eligible HCV family or to help the HCV family find a unit must notify SNRHA via affordablehousing.com website. Landlords may input new listing via the internet at SNRHA.org at any time. SNRHA shall not refer any client to any one owner. The family must select their unit</p>	
13	3	13-I.B.	A/D	<p><u>SNRHA POLICY</u></p> <p>SNRHA also requires the owner to submit the following documents:</p> <ul style="list-style-type: none"> • A copy of the owner's proposed dwelling lease, which must be signed and submitted to SNRHA after a passed HQS Inspection; • A completed Statement of Property Ownership/Authorization for Direct Deposit with a voided check or deposit slip; • Recorded deed; and • W-9 or W-8ECI. 	
13	6	13-I.D.	A	<p>b. A Familial Relationship exists between the owner and Prospective Tenant: SNRHA must disapprove the Housing Choice Voucher Program participation of an owner when, through verifiable evidence, SNRHA determines that the Owner is seeking to lease his/her unit to his/her individually or as a beneficiary of a trust or his/her joint tenant or tenant in common. According to the HCV Guidebook, prohibited owner-family relationships include parent, child, grandparent, grandchild, sister, or brother of any member of the assisted family.</p>	

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				SNRHA will waive this restriction only through an approval as a Reasonable Accommodation for a family member who is person with a disability.	
13	6	13-I.D.	A/D	c. Resident Ownership SNRHA must disapprove the Housing Choice Voucher Program participation of an Owner unless SNRHA determines that the Owner is a program participant seeking approval through SNRHA's Homeownership Program	
13	6	13-I.D	A/D	The owner has participated in any drug-related criminal activity or violent criminal activity d. The owner has a history or practice of non-compliance with the HQS in the HCV program for units leased, or with applicable housing standards for units or leased under any other federal housing program which has resulted in three (3) units being abated resulting in terminations of HAP contracts for non-compliance.	
13	7/ 8	13-I.D.	A/D	The owner owes a past debt that is outstanding with SNRHA. The debt must be paid in full prior to entering into a new contract if the owner is not receiving subsidy for any other assisted units	
13	8	13-I.D.	A/D	Any waiver request submitted by SNRHA include [HCV Guidebook HAP Contracts pp 4-5	
13	14	24 CFR 982.451 (a) (5)		SNRHA is not required to pay a late payment penalty if HUD determines that the payment is late for reasons beyond the PHA's control. In addition, late payment penalties are not required if SNRHA intentionally delays, abates or denies payment as a remedy to an owner breach of the HAP contract [HCV Guidebook p. 11-7].	
14	7	PART III	A	I. OVERVIEW When SNRHA makes a decision that has a negative impact on a family, the family is often entitled to dispute the decision. For applicants, the dispute takes the form of an informal review; for participants, or for applicants denied admissions because of citizenship issues, the dispute takes the form of an informal hearing. For public housing and Rental Assistance Demonstration (RAD) residents the dispute can be a multi-step process involving an informal settlement meeting and if needed a formal hearing. SNRHA will only offer the opportunity for an informal review, informal hearing or formal hearing when required to do so by regulation.	

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14	15	D2	A	<ul style="list-style-type: none"> Failure to appear at the Formal Hearing, without prior notification and approval may result in dismissal of the Grievance and the Intended Action being upheld. Failure to appear for in person Formal Hearing appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered <u>failure to appear</u>. 	
14	17	D3	D	The decision of the Hearing Officer in favor of SNRHA or which denies the relief requested by the grievant shall not constitute a waiver of, nor affect in any manner, the Grievant’s right to institute legal action against SNRHA in a court of competent jurisdiction regarding the subject matter of the Grievance. The Grievant may utilize due process through the Court.	
14	19	E2	A	Failure to appear at the Informal Hearing, without prior notification and approval may result in dismissal of the Grievance and the Intended Action being upheld. Failure to appear for in person Informal Hearing appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered	
16	4	16.I.B	C	<p>Sample Methodology see attached: SNRHA Policy</p> <p>"In addition to the required SEMAP documentation, supervisory staff or their designee will audit tenant files each month for completed transactions.</p> <p>SNVRHA will conduct 100% QC for all HAP Contracts</p> <p>The sample size selected for SEMAP QC will be according to the following method:</p> <p>Interims, port ins and annual recertification's.</p> <p>New Admissions: QC and 90-day reviews</p> <p>Universe Minimum number of files or records to be sampled</p> <p>50 or less = 5 files</p> <p>51-600 = 5 files plus 1 for each 50 (or part of 50) over 50</p>	

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				601-2000 = 16 files plus 1 for each 100 (or part of 100) over 600 Over 2000 = 30 files plus 1 for each 200 (or part of 200) over 2000	
16	5	16.II.A	C	<u>SNRHA Policy</u> Increases in the family share will be implemented only after the family has received at least 30 days' notice. Any decreases in family share will become effective the first of the month following the reported change upon discovery of the error.	
16	8	16-II.C.	A	<ul style="list-style-type: none"> • Familial relationship between the owner and a member of the assisted household 	
16	9	16-II.D.	A	Intentionally making incorrect Income determinations of family eligibility, including certifying as eligible otherwise ineligible applicants, coaching applicants and/or participants, falsify documents, or changing an applicant's position on the waiting list	
16	9	16-11.D.	A/D	SNRHA Reimbursement to Family or Owner SNRHA must reimburse the owner for any underpayment of subsidy, regardless of whether the underpayment was the result of staff-caused error or owner program abuse. SNRHA will only reimburse the family for an underpayment of subsidy for staff caused errors or owner program abuse if the family no longer resides in the unit of occurrence. Funds for this reimbursement must come from SNRHA's administrative fee reserves [HCV GB p. 22-12].	
16	9	16-II.D.	A	<ul style="list-style-type: none"> • Willful passing of units not meeting HQS and/or local standards • Disclosing confidential or proprietary information to outside parties • Falsification of records or documentation, includes paper and electronic • Gaining profit as a result of insider knowledge of SNRHA activities, policies, or practices 	

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16	11	16-II.G.	A	<p>16-II.G. 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. In some cases, SNRHA may transfer the case(s) to another PHA to administer the voucher through a Memorandum of Understanding. 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.</p>	
17	2	17..I.A	C	<p>SNRHA Policy SNRHA will operate a project-based voucher program using up to 30 percent of its budget authority for project-based assistance.</p>	
17	13	17.II.D	C	<p><i>High-rise Elevator Projects for Families with Children [24 CFR 983.53(b)]</i> SNRHA may use high-rise elevator buildings for families with children if it makes a determination that there is no practical alternative. SNRHA may make this initial determination for its projectbased voucher program, in whole or in part, and need not review each project on a case-by-case basis. SNRHA Policy SNRHA will use high-rise elevator projects for families with children.</p> <p><i>High-rise Elevator Projects for Families with Children [24 CFR 983.53(b)]</i> SNRHA may use high-rise elevator buildings for families with children if it makes a determination that there is no practical alternative. SNRHA may make this initial determination for its project-based voucher program, in whole or in part, and need not review each project on a case-by-case basis. SNRHA Policy SNRHA will use high-rise elevator projects for families with children.</p>	
17	16	17.II.F	C	<p>PBV Percentage Limitation Covered projects do not count against the maximum amount of assistance a PHA may utilize for the PBV program, which under the standard PBV program is between 20 and 30 percent of the authorized units allocated to a PHA under the HCV program. To implement this provision, HUD is waiving</p>	

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				section 8(o)(13)(B) of the 1937 Act as well as 24 CFR 983.6.	
17	38	17-VII.C.	A/D	Choice Mobility Cap (Voucher Turnover Cap) SNRHA may restrict choice mobility vouchers to 25 percent of SNRHA’s tenant-based turnover vouchers annually.	



accommodations may be necessary to afford persons with disabilities equal opportunity to use and enjoy a dwelling unit, including public and common use areas (see regulation for further requirements and guidance.)

Providing Information to Families and Owners

SNRHA must take steps to ensure families and owners are fully aware of all applicable civil rights laws. As part of the briefing process, SNRHA must provide information to HCV applicant families about civil rights requirements and the opportunity to rent in a broad range of neighborhoods [24 CFR 982.301.] The Housing Assistance Payments (HAP) contract informs owners of the requirement not to discriminate against any person because of race, color, religion, sex, national origin, age, familial status, or disability in connection with the contract.

Discrimination Complaints

If an applicant / participant believes any family member has been discriminated against by SNRHA or an owner, the family should advise SNRHA. SNRHA should make every reasonable attempt to determine whether the applicant's / participant's assertions have merit and take any warranted corrective action. In addition, SNRHA is required to provide the applicant / participant with information about how to file a discrimination complaint [24 CFR 982.304].

Upon receipt of a housing discrimination complaint, the PHA is required to:

- Provide written notice of the complaint to those alleged and inform the complainant that such notice was made
- Investigate the allegations and provide the complainant and those alleged with findings and either a proposed corrective action or an explanation of why corrective action is not warranted
- Keep records of all complaints, investigations, notices, and corrective actions [Notice PIH 2014-20]

SNRHA Policy

Applicants / participants who believe they have been subject to unlawful discrimination may notify SNRHA in writing.

SNRHA will attempt to remedy discrimination complaints made against SNRHA.

SNRHA will provide a copy of a discrimination complaint form to the complainant and provide them with information on how to complete and submit the form to HUD's Office of Fair Housing and Equal Opportunity (FHEO.)



To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) they are a person with a disability under the following ADA definition:

- A physical or mental impairment that substantially limits one or more of the major life activities of an individual;
 - A record of such impairment; or
 - Being regarded as having such an impairment

Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 5.403(a), individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. An individual whose drug or alcohol addiction is a material factor to their disability is excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

Once the person's status as a qualified person with a disability is confirmed, SNRHA will require a professional third party (competent to make the assessment) provide written verification the person needs the specific accommodation due to their disability, and the change is required for them to have equal access to the housing program.

If SNRHA finds the requested accommodation creates an undue administrative and financial burden, or would violate a federal regulation or statute, SNRHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person. An undue administrative burden is one that requires a fundamental alteration of the essential functions of SNRHA (i.e. waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on SNRHA.

Requests for reasonable accommodations not requiring monetary assistance from SNRHA to implement or require staff to provide services over-and-above their duties (home visits would be considered within said duties) would not require SNRHA's 504 Officer's Approval. All other requests will be reviewed and approved by SNRHA's 504 Officer or their designee.

If a request is denied, SNRHA will provide a written decision to the person requesting the accommodation within 20 business days. In addition, if a person is denied the accommodation or feels the alternative suggestions are inadequate, they may request an informal review to review SNRHA's decision. Copies of all reasonable accommodation requests and their outcome shall be forwarded to the 504 Coordinator for tracking purposes and additional follow-up, if required.

Reasonable accommodation will be made for persons with a disability requiring an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.



SNRHA maintains separate records of these admissions and shall code them on any waiting list if entered. The waiting list may or may not have to be opened to serve these families as directed by HUD.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian housing project
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project
- For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990
- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project
- A family admitted due to a special funding allocation which does not require waiting list placement such as Mainstream Voucher, Welfare to Work or Designated, Family Unification Vouchers, Former Foster Youth Vouchers and Relocation Vouchers.

Applicants, who are admitted under Special Admissions, rather than from the waiting list, are identified by codes in the automated system. Additionally, project based participants who are eligible to receive a tenant-based voucher after one year of tenancy shall be provided with a voucher without placement on SNRHA's waiting list, if funding is available and if they have provided proper notice to their management company and meet other eligibility requirements, including being in compliance with their lease and family obligations.

HUD directs a family applying for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program SNRHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

4-II.D. OTHER HOUSING ASSISTANCE [24 CFR 982.205(b)]

Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

SNRHA may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

- Refuse to list the applicant on SNRHA waiting list for tenant-based assistance



The full application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by a person with a disability. Staff shall provide such assistance or the family may elect to have another individual with power of attorney complete their documents. Applicants will then be interviewed by SNRHA's staff to review the information on the full application form. Verification of disability as it relates to 504, Fair Housing, or ADA reasonable accommodation will be requested at this time. The full application will also include questions asking all applicants whether reasonable accommodations are required and information shall be provided to instruct applicants on how to request this accommodation. These reasonable accommodation brochures are available in the Admissions lobby.

4.II.G. MANAGEMENT OF THE WAITING LIST

SNRHA will administer its waiting list as required by 24 CFR 982.204, 982.206, 982.207, and 982.158.

SNRHA Policy

The waiting list will be maintained in accordance with the following guidelines:

1. Records providing income, racial, ethnic, gender, and disability status data on program applicants will be maintained for three years.
2. An application from each ineligible family and a notice the applicant is not eligible will be maintained for three years.
3. All applicants on the waiting list will be maintained in order of selection, according to preference, date and time of application receipt. All applicants with equal preference will be maintained by date and time sequence.
4. Disabled applicant families will be identified as such on the waiting lists.

4.II.H. TIME OF SELECTION

SNRHA Policy

When the Authority projects funding is available, families will be selected from the pre-application waiting list in their order of preference sequence, time and date of application. Selections made for income targeting or targeted funding will be made as appropriate. When required, staff may skip clients on its waiting list to achieve its income targeting requirements for admission.

SNRHA shall select applicants from its waiting list in such a way as to ensure 75% of the applicants admitted to the Housing Choice Voucher Program during any fiscal year are at or below the Extremely Low Income (ELI) limit—30% of the median income for the Metropolitan Statistical Area- at the time of admission. To ensure this requirement is met, SNRHA may skip non- Very Low-Income families on the waiting list in order to select ELI families.



Families will be selected to attend their briefing from the applicant pool verified as certified eligible to participate in the Housing Choice Voucher Program.

4-III.G. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, SNRHA must notify the family.

SNRHA Policy

SNRHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
- Who is required to attend the interview
- Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation
- Other documents and information that should be brought to the interview

If a notification letter is returned to SNRHA, the family will be removed from the waiting list. A notice of denial (see Chapters 3 and 12) will be sent to the family's address of record, as well as to any known alternate address.

4-III.H. THE APPLICATION INTERVIEW

HUD recommends SNRHA obtain the information and documentation needed to make an eligibility determination through a private interview [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

SNRHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household, the spouse/co-head, and all adult members must attend the interview together. However, if either the head of household or the spouse/co-head or other adult misses the appointment, one additional appointment shall be scheduled. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are signed.

The interview will be conducted only if the head of household or spouse/co-head provides appropriate documentation of legal identity. (Chapter 6 has a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained (within 14 calendar days).



The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, SNRHA will provide the family with a written list of items that must be submitted within 14 calendar days.

Any required documents or information the family is unable to provide at the interview must be provided within 14 calendar days of the interview (Chapter 6 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible non-citizen status.) If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For Limited English Proficient (LEP) applicants, SNRHA will provide translation services in accordance with SNRHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact SNRHA in advance of the interview to schedule a new appointment. Applicants who fail to attend scheduled interviews without SNRHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. The file may be reinstated if the family was out of town or hospitalized on the day of the interview and provides proof to SNRHA. A notice of denial will be issued in accordance with policies contained in Chapters 3 and 12.

4-III.I. COMPLETING THE APPLICATION PROCESS

SNRHA must verify all information provided by the family (see Chapter 6.) Based on verified information, SNRHA must make a final determination of eligibility (see Chapters 3 and 12) and must confirm the family qualifies for any special admission, targeted admission, or selection preference affecting the order in which the family was selected from the waiting list.

SNRHA Policy

If SNRHA determines the family is ineligible, SNRHA will send written notification of the ineligibility determination within 10 calendar days of the determination. The notice will specify the reasons for the ineligible status and will inform the family of its right to request an informal review (Chapter 14.)

If a family fails to qualify for any criteria affecting the order in which it was selected from the waiting list [e.g. targeted funding, extremely low-income; preference(s)], the family will be returned to its original position on the waiting list. SNRHA will notify the family in writing it has been returned to the waiting list, and will specify the reasons for it.



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. Verification of residence from another government entity
5. Most recent IRS tax transcript
6. Current pay-stub (dated within the last 60 days)
7. Auto Insurance Verification and/or Department of Motor Vehicle (DMV) Registration

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the household and SNRHA will terminate assistance since prior approval was not requested for the addition.

Minors and College Students:

SNRHA Policy

Minors and college students who were part of the family but who now live away from home during the school year **and** are no longer on the lease may visit for up to 90 days per year.

Reporting Absences to SNRHA

SNRHA Policy

If a family member leaves the household, the family must report this change to SNRHA, in writing, within 10 calendar days of the change and certify the member is temporarily absent or if the household member is to be removed.

SNRHA will conduct an interim evaluation for changes which affect the Total Tenant Payment in accordance with the interim policy.

Temporary Guardianship:

SNRHA Policy

SNRHA shall require participants who are requesting to add family members that are minors and who are not their children by birth, foster care, court awarded custody or court awarded guardianship to provide proof of income for the care of the child such as TANF payment or other support, if any income is being received by an adult for the care of the child. School record (if the child is of school age,) must be provided to document the subsidized residence as the record of enrollment for the child(ren.) 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 shall not approve additions for any reason if it will result in overcrowding as defined in HUD regulations.

5.I.D. ANTICIPATING ANNUAL INCOME

SNRHA is required to count all income “anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date” [24 CFR 5.609(a)(2).] The exception to this will be for elderly and disabled families with “fixed non-waged income.” Policies related to anticipating annual income are provided below.

Basis of Annual Income Projection

SNRHA generally will use current circumstances to determine anticipated income for the coming 12-month period. HUD authorizes SNRHA to use other than current circumstances to anticipate income when:

- An imminent change in circumstances is expected [HCV GB, p. 5-17]
- It is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income) [24 CFR 5.609(d)]
- SNRHA believes past income is the best available indicator of expected future income [24 CFR 5.609(d)]

SNRHA Policy

When SNRHA cannot readily anticipate income based upon current circumstances (e.g., in the case of seasonal employment, unstable working hours, or suspected fraud), SNRHA will review and analyze historical data for patterns of employment, paid benefits, and receipt of other income and use the results of this analysis to establish annual income. Anytime current circumstances are not used to project annual income, a clear rationale for the decision will be documented in the file. In all such cases the family may present information and documentation to SNRHA to show why the historic pattern does not represent the family’s anticipated income. SNRHA shall also use pass fixed income (non-wages) for elderly or disabled clients along with EIV and any posted increases.

When Annual Income cannot be anticipated for a full twelve months, SNRHA may average known sources of income that vary to compute an annual income.

If there are bonuses or overtime which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

If, by averaging, an estimate can be made for those families whose income fluctuates from month to month; this estimate will be used so as to reduce the number of interim adjustments.

Using Enterprise Income Verification (EIV) to Project Income



HUD regulations require SNRHA conduct mandatory briefings for applicant families. The briefing provides a broad description of owner and family responsibilities, explains SNRHA's procedures, and includes instructions on how to lease a unit. This part describes how oral briefings will be conducted, specifies what written information will be provided to families, and lists the family's obligations under the program.

ISSUANCE OF VOUCHERS [24 CFR 982.204(d), 982.54(d) (2)]

When funding is available, SNRHA will issue Vouchers to applicants whose eligibility has been determined. The number of Vouchers issued will be designed to ensure SNRHA stays as close as possible to 100 percent lease-up and maximizes SNRHA annual budget authority. SNRHA performs a monthly calculation manually to determine whether applications can be processed, the number of Vouchers that can be issued, and to what extent SNRHA can over-issue (issue more Vouchers than the budget allows to achieve lease-up because some families will not lease.)

SNRHA may over-issue Vouchers only to the extent necessary to meet leasing goals. If SNRHA finds it is over-leased, it must adjust future issuance of Vouchers in order not to exceed the ACC budget limitations over the fiscal year.

7-I.B. BRIEFING [24 CFR 982.301]

SNRHA must provide the family an oral briefing and provide a briefing packet containing written information about the program. Families may be briefed individually or in groups. At the briefing, SNRHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

SNRHA Policy

Briefings will be conducted in group or individual meetings. Families who attend group briefings and still have the need for individual assistance will be referred to their assigned Occupancy Specialist.

Briefings will be conducted in English. Briefings will also be conducted in Spanish, as requested prior to the briefing date and time and may be one-on-one. As noted in the policy on individuals who are Limited English Proficient, if any eligible population group grows enough, briefings will be conducted (and material provided) in those other languages. See LEP policy in Chapter 2 and Addendum B.

The purpose of the briefing is to explain how the program works and the documents in the Voucher holder's packet to families so they are fully informed about the program. This will not only provide knowledge of the program but also enable participants to utilize the program to their full advantage. It will also prepare applicants to discuss leasing options with potential owners and property managers.



SNRHA will not issue a Voucher to a family unless the household representative attends a briefing and signs the Voucher. The voucher will only be signed by the head-of-household (HoH) or spouse (SNRHA must have a copy of the marriage certificate on file in order for the spouse to sign) or person with power of attorney for the HoH (SNRHA must have a copy of the power of attorney on file.) Applicants who provide prior notice of inability to attend a briefing will automatically be scheduled for the next briefing. SNRHA will conduct additional or individual briefings for families with verified disabilities at their home, upon request by the family, if required as a reasonable accommodation.

Notification and Attendance

SNRHA Policy

Families will be notified of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date and time of the scheduled briefing.

All returned mail will be checked against the full application to verify if a secondary address is listed, and if so the letter will be sent to that address. If the notice is returned by the post office and there is no second address, the applicant will be withdrawn and their name will not be placed back on the waiting list.

Applicants who fail to attend a scheduled briefing will automatically be scheduled for a final briefing. SNRHA will notify the family of the date and time of the final scheduled briefing. Applicants who fail to attend two (2) scheduled briefings, without SNRHA approval, will be denied assistance.

Oral Briefing [24 CFR 982.301(a)]

Each briefing must provide information on the following subjects:

- How the Housing Choice Voucher program works
- Family and owner responsibilities
- Where the family can lease a unit, including renting a unit inside or outside SNRHA's jurisdiction
- For families eligible under portability, an explanation of portability. SNRHA cannot discourage eligible families from moving under portability. All families attending the briefing receive portability information and requirements.
- For families living in high-poverty census tracts, an explanation of the advantages of moving to areas outside of high-poverty concentrations. All families attending the briefing will receive an explanation of the advantages of moving to areas outside of high-poverty concentrations.
- For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance.

SNRHA Policy

When SNRHA-owned units are available for lease, SNRHA will inform the family during the oral briefing that the family has the right to select any eligible unit available for lease, and is not obligated to choose a SNRHA-owned unit.



Briefing Packet [24 CFR 982.301(b)]

If the family includes a person with disabilities, SNRHA will ensure compliance with CFR 8.6 to ensure effective communication. Additionally, persons who qualify for Mainstream Voucher and said vouchers are available, shall be issued that voucher type.

Documents and information provided in the briefing packet must include the following:

- The term of the voucher and SNRHA’s policies on any extensions or suspensions of the term (Tolling.) If SNRHA allows extensions, the packet must explain how the family can request an extension and provide the form.
- A description of the method used to calculate the housing assistance payment for a family, including how SNRHA determines the payment standard for a family, how SNRHA determines total tenant payment for a family, and information on the payment standard and utility allowance schedule.
- An explanation of how SNRHA determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit. For a family that qualifies to lease a unit outside SNRHA jurisdiction under portability procedures, the information must include an explanation of how portability works and a list of contacts.
- The HUD-required tenancy addendum and lease requirements.
- The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy and submitting the completed packet for lease-up.
- A statement of SNRHA policy on providing information about families to prospective owners.
- SNRHA occupancy standards including when and how exceptions are made.
- The HUD brochure on how to select a unit and/or the HUD brochure “A Good Place to Live” on how to select a unit that complies with HQS.
- Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form. SNRHA will also include the pamphlet “Fair Housing: It’s Your Right.”
- A list of landlords or other parties willing to lease to assisted families or help families find units, especially outside areas of poverty or minority concentration. This list identifies units that have been stated as being accessible by the owners.
- Helpful Hints Brochure –How to Keep Your Section 8 Assistance.
- The family obligations under the program.
- The grounds on which SNRHA may terminate assistance for a participant family because of family action or failure to act.
- SNRHA informal hearing procedures including when SNRHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.



- Informational packet including an explanation of how portability works, including a list of neighboring housing agencies with the names, address and telephone number of a portability contact person at each for use by families who move under portability.
- Expanding Housing Opportunities [24 CFR 985.3(g).]
- A map showing areas representing various income levels of the jurisdiction and surrounding areas for the purpose of expanding housing opportunities for families.
- Information regarding SNRHA's outreach program which assists families who are interested in, or experiencing difficulty in obtaining available housing units in areas outside of minority concentration locations.
- Procedures for notifying SNRHA and/or HUD of program abuses such as side payments, extra charges, violation of tenant rights, and owner's failure to repair.
- Resource Guide –which include contacts to assist disabled persons with accessible unit modifications and deposits as well as service providers for all low-income families within our community.
- Side-payments are prohibited
- Terminations as a result of evictions for cause.
- Requirements for reporting income and family composition changes between the annual recertifications
- 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 (1) 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.



- Any information supplied by the family must be true and complete
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest

SNRHA Policy

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit. When a court awards damages to the landlord, the tenant must make financial restitution to the landlord within 30 calendar days of the date on the notice or by the date(s) specified in the court awarded notice. The PHA shall mail a copy of any court judgments to the tenant when provided by the owner. If the tenant fails to pay within 30 calendar days or by the date(s) specified in the court awarded notice, the tenant's voucher shall be terminated.

- The family must allow SNRHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan
- The family must not commit any serious or repeated violation of the lease

SNRHA Policy

SNRHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction, or an owner's notice to evict.

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 causes damages to the unit or premises and/or criminal activity. Generally, the criterion to be used is whether the reason for the eviction was through no fault of the tenant or guests.

The family must notify SNRHA and the owner before moving out of the unit or terminating the lease.

SNRHA Policy

The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to SNRHA at the same time the owner is notified.

- The family must promptly give SNRHA a copy of any owner eviction notice
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence
- The composition of the assisted family residing in the unit must be approved by SNRHA. The family must promptly notify SNRHA in writing of the birth, adoption, or court-awarded custody of a child within ten (10) calendar days. The family must request SNRHA approval to add any other family member as an occupant of the unit, including a new spouse

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 2.



- The family must promptly notify SNRHA in writing if any family member no longer lives in the unit, within ten (10) calendar days
- If SNRHA has given approval, a live-in aide may reside in the unit. SNRHA has the discretion to adopt reasonable policies concerning residency by 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 adults, and live-in aides, see Chapter 2 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 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 by the 30th day of the extended absence.

- 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)
- 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)
- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and SNRHA policies related to drug-related and violent criminal activity
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and SNRHA policies related to alcohol abuse
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that



approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities [Form HUD-52646, Voucher.]

Moves

Participants will be reissued a voucher to move once they provide a valid Vacate Notice or have a valid move approved by SNRHA. This includes participants moving within our jurisdiction and participants porting out. SNRHA shall assist outgoing ports in identifying the correct PHA within the area they are moving. Participants cannot exercise the portability right if they would be in violation of their lease or entered the program from a location other than Clark County and have not lived in SNRHA's jurisdiction for at least one (1) year unless they are considered to be a VAWA victim. SNRHA shall not issue a voucher to the participant if any form of an eviction notice "for cause" has been served and submitted to SNRHA. The owner/agent shall have no more than 30 calendar days to submit a court order summary of judgment to SNRHA. If SNRHA does not receive this document within 30 calendar days of the notice to vacate, the family shall be issued a voucher, if they have provided a written 30 calendar days-notice to their property owner or manager. The family's assistance may still be terminated if a summary of judgment is received even after they have moved or been issued a voucher to move, as SNRHA shall consider the summary of eviction for cause as documentation of a serious lease violation.

Program participants with disabilities who need to move to a new unit for reasons related to their disability must first receive approval from SNRHA's 504 Coordinator which shall be verified by their doctor or other professional medical provider. Then additional approval from the owner as documented by the owner/manager signing a mutual rescission form shall be required. If such permission is obtained, SNRHA will permit the family to move.

Owner Briefing

Briefings are held for owners as needed to market the Section 8 Housing Choice Voucher Program. Prospective owners are also welcome. The purpose of the briefing is to assure successful owner participation in the program. The briefing covers the responsibilities and roles of the three (3) parties to include the housing authority, the owner/agent, and the participant

ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION

SNRHA is committed to providing its Housing Choice Voucher participants with the broadest possible range of housing choices. At the briefing, families are provided information to search for housing in non-impacted areas. Non-impacted area is defined as census tracts within Clark County that are neither poverty-impacted areas nor areas of racial concentration and identified by Clark County and HUD's voluntary compliance agreement (VCA.).

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



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

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

The assistance provided to such families may include:

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

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

ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION

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

(See Chapter 2 regarding Fair Housing and Reasonable Accommodation)

SECURITY DEPOSIT REQUIREMENTS [24 CFR 982.313]

Leases Effective on or after October 2, 1995

The owner is not required to - but may - collect a two (2) month security deposit from the tenant.

The owner may collect a security deposit from the tenant family that does not exceed two month's contract rent, which has been private market practice. If the owner collects less than two (2) 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 120 calendar days from the date of issuance. The family must submit a Request for Tenancy Approval (RFTA) within the 120 calendar day period unless an extension has been granted by SNRHA prior to the expiration date on the voucher. An additional 30 calendar day extension may be requested if a unit is not located within the 120 calendar day period. SNRHA will provide an additional extension of another 30 calendar days as a reasonable accommodation.

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

Suspensions

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

Extensions

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

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

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

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



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 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 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.

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.
- 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 will reference the following chart in determining the appropriate voucher size for a family:



<i>GUIDELINES FOR DETERMINING VOUCHER SIZE</i>	
The lowest bedroom size to comply with two persons per bedroom shall apply regardless of age.	
Voucher Size	Persons in Household (Minimum – Maximum)
0 Bedroom	1-1
1 Bedroom	1-2
2 Bedrooms	2-4
3 Bedrooms	3-6
4 Bedrooms	5-8
5 Bedrooms	7-10
6 Bedrooms	10-12

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

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

- Court Ordered Assignment
- Verification from Social Service Agency

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



SNRHA Policy

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 (2) 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 120 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a).]

SNRHA Policy

The initial voucher term will be 120 calendar days.

The family must submit a completed RFTA packet within the 120 calendar day period unless SNRHA grants an extension.

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 120 calendar day time frame.

SNRHA will provide an additional extension of another 30 calendar days as a reasonable accommodation for disabled families.

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.



voucher at their annual recertification date. The HAP shall be cancelled as of the annual reexamination date of the contract, or when the family moves.

SNRHA ERROR IN DETERMINING VOUCHER SIZE

If a higher bedroom size voucher is issued in error (during a family's initial lease-up, ReHAP, (move),) the family will not be penalized. The family's correct voucher size will be adjusted at their next annual examination or if the family moves.

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 adults that are 18 years 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 (3) 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:
 - The payment standard amount for the family unit size or
 - The payment standard amount for the unit size rented by the family
- **Utility Allowance**: The utility allowance used to calculate the gross rent is based on the lower of the voucher size or the unit the family selects, regardless of the size authorized on the family's Voucher.
- **Housing Quality Standards (HQS)**: The standards allow two (2) persons per living/sleeping room and permit maximum occupancy levels (assuming a living room is used as a living/sleeping area) as shown in the table in section 7.II.B. The levels may be exceeded if a room in addition to bedrooms and living room is used for sleeping.



default date and approved by the Housing Quality Standards (HQS) Supervisor, HQS Inspector, and/or Housing Programs (HP) Management.

Re-inspections

SNRHA Policy

SNRHA will conduct a re-inspection immediately following the end of the corrective period, or any SNRHA approved extension. SNRHA will accept self-certifications for non-life-threatening deficiencies from the owner in lieu of a physical re-inspection.

For 24-hour violations, the owner is responsible for making corrections within 24 hours of the PHA's notice. The PHA will reinspect the unit within 24 hours or the next business day if the reinspection falls on a weekend or holiday.

Generally, the PHA will perform a physical reinspection for non-life-threatening violations. However, when non-life-threatening violations are identified, the PHA may accept an owner certification that the repairs were made as long as it is received within the correction period or any approved extension.

The family and owner will be given reasonable notice of the re-inspection appointment. If the deficiencies have not been corrected by the time of the re-inspection, SNRHA will send a Notice of Abatement and Notice of Cancellation of Contract to the owner, or in the case of family caused violations, a Notice of Termination to the family, in accordance with SNRHA policies. If SNRHA is unable to gain entry to the unit in order to conduct the scheduled re-inspection, SNRHA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.

8-II.G. ENFORCING OWNER COMPLIANCE [24 CFR 982.405; 982.453]

If the owner fails to maintain the dwelling unit in accordance with HQS (as stated above in 8-I.B), SNRHA must take prompt and vigorous action to enforce the owner obligations.

HAP Abatement

If an owner fails to correct HQS deficiencies by the time specified by SNRHA, HUD requires SNRHA to abate housing assistance payments "no later" than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)].

No retroactive payments will be made to the owner for the period of time the rent was abated. Owner rents are not abated as a result of HQS failures that are the family's responsibility.

SNRHA Policy

SNRHA will make all HAP abatements effective the first of the following month from the date of the abatement notice if repairs are not made no later than the day/time of the scheduled re-inspection, unless there is an approved written extension by SNRHA management staff prior to the due date. SNRHA will inspect abated units within three (3)



unit and where the family has the sole option of not utilizing the item, appliance or service, may be included in a separate non-lease agreement between the owner and the family.

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

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

SNRHA Review of Lease

SNRHA will review the dwelling lease for compliance with all applicable requirements.

SNRHA Policy

If the dwelling lease is incomplete or incorrect, SNRHA will notify the family and the owner of the deficiencies. Missing and corrected lease information will only be accepted as hard copies, in-person, by mail, or by fax. SNRHA will not accept missing and corrected information over the phone. The lease must be signed by both parties and the effective date shall be the date the unit passes HQS inspection or the date the tenant takes possession after a passed HQS inspection (whichever is later). Possession shall be defined as having keys or access to keys (i.e. via a lock box).

Because the initial leasing process is time-sensitive, SNRHA will attempt to communicate with the owner and family by phone, fax, or email. SNRHA will use mail when the parties can't be reached by phone, fax, or email.

SNRHA is permitted, but is not required, to review the lease to determine if the lease complies with State and local law and is permitted to decline to approve the tenancy if SNRHA determines the lease does not comply with State or local law [24 CFR 982.308(c)]

SNRHA Policy

SNRHA will not review the owner's lease for compliance with state/local law but shall review to ensure the lease matches the RFTA and is in compliance with the HAP contract which requires content for appliances and utilities.

9-I.F. TENANCY APPROVAL [24 CFR 982.305]

After receiving the family's Request for Tenancy Approval, with proposed dwelling lease, SNRHA must promptly notify the family and owner whether the assisted tenancy is approved.

Prior to approving the assisted tenancy and execution of a HAP contract, SNRHA must ensure all required actions and determinations, discussed in Part I of this chapter have been completed.

These actions include ensuring the unit is eligible; the unit has been inspected by SNRHA and meets the Housing Quality Standards (HQS); the lease offered by the owner is approvable and



SNRHA is permitted to execute a HAP contract even if the current funding availability does not extend for the full term of the HAP contract.

SNRHA must make a best effort to ensure the HAP contract is executed as soon as possible once the unit passes initial inspection. Regardless, the HAP contract must be executed no later than 60 calendar days from the beginning of the lease term.

SNRHA may not pay any housing assistance payment to the owner until the HAP contract has been executed. If the HAP contract is executed during the period of 60 calendar days from the beginning of the lease term, SNRHA will pay housing assistance payments after execution of the HAP contract (in accordance with the terms of the HAP contract), to cover the portion of the lease term before execution of the HAP contract (a maximum of 60 days).

Any HAP contract executed after the 60 day period is void, and SNRHA may not pay any housing assistance payment to the owner.

SNRHA Policy

The owner and the assisted family will execute the dwelling lease and the owner must provide a copy to SNRHA after the completion of the pass inspection.

The owner and SNRHA will execute the HAP contract. SNRHA will not execute a HAP contract until the owner has submitted an IRS form W-9. SNRHA will ensure the owner receives a copy of the executed HAP contract.

SNRHA shall accept electronic signatures on HAP contracts and transfer of ownership/management documents.

See Chapter 13 for a discussion of the HAP contract and contract provisions.

9-I.H. CHANGES IN LEASE OR RENT [24 CFR 982.308]

If the tenant and the owner agree to any changes in the lease, such changes must be in writing, and the owner must immediately give SNRHA a copy of such changes. The lease, including any changes, must remain in accordance with the requirements of this chapter.

Generally, SNRHA approval of tenancy and execution of a new HAP contract are not required for changes in the lease. However, under certain circumstances, voucher assistance in the unit shall not be continued unless SNRHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner. These circumstances include:

- Changes in lease requirements governing tenant or owner responsibilities for utilities or appliances.
- Changes in lease provisions governing the term of the lease.
- The family moves to a new unit, even if the unit is in the same building or complex.

In these cases, if the HCV assistance is to continue, the family must submit a new Request for Tenancy Approval (RFTA) along with a new dwelling lease containing the altered terms. A new tenancy must then be approved in accordance with this chapter.



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 which 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 which 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 which 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 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 "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)].

SNRHA Policy

If the family and the owner mutually agree to terminate the lease for the family’s unit after the first year of the lease, SNRHA must be provided a valid vacate notice.. Mutual Recisions will only be allowed for a reasonable accommodation for a disabled family and SNRHA must receive written third party verification of the need to relocate from a qualified professional provider. The manager/owner must also agree with this move if during the first year of the lease after SNRHA 504 Officer approves the accommodation. VAWA moves are also covered with Mutual Recisions. Bifurcation of the lease is required by law for VAWA participants. Additionally, the person who is the “documented” victim of the violence, even if they are not the head (meaning they are co-head), shall receive the voucher if the family is spilt as a result of a VAWA action. The person shall be terminated who commits the violent act shall be removed from the household by termination from the program. Only one voucher shall be issued.

- SNRHA has terminated the HAP contract for the family’s unit for the owner’s breach [24 CFR 982.354(b)(1)(i)].
- SNRHA determines the family’s current unit does not meet the HQS space standards because of an increase in family size or a change in family composition. In such cases, SNRHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for the family, SNRHA must terminate the HAP contract for the family’s old unit in accordance with the HAP contract terms and must notify both the family and the owner of the termination. The HAP contract terminates at the end of the calendar month that follows the calendar month in which SNRHA gives notice to the owner. [24 CFR 982.403(a) and (c)]
- The participant has been evicted by the courts.
- In compliance with 24CFR 982.311 (2), SNRHA shall allow overlapping HAP payments when a participant family moves from an assisted unit with continued assistance. The term of the assisted lease for the new unit may begin during the month family moves out of the first assisted unit. Overlapping of the last HAP payment for the month when the family moves out of the old unit and the first assistance payment for the new unit, is not considered to constitute a duplicate housing subsidy.

10-I.B. RESTRICTIONS ON MOVES

A family’s right to move is generally contingent upon the family’s compliance with program requirements [24 CFR 982.1(b)(2)]. HUD specifies two conditions under which a SNRHA may deny a family permission to move and two ways in which a SNRHA may restrict moves by a family.



Denial of Moves

HUD regulations permit SNRHA to deny a family permission to move under the following conditions:

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 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 the move will, in fact, result in higher subsidy costs; and (c) SNRHA can demonstrate 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 demonstrating insufficient funds are projected to meet the current calendar year projections of expenses. The projection must not include vouchers 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 unless the participant is moving under VAWA or Reasonable Accommodation.

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.

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.

The family has not received a notice of cancellation from the Housing Authority.

However, in addition, if the calculations reveal the subsidy amount to be paid to the new owner on behalf of the family would be zero AND the family has been zero to HAP for six consecutive months prior to the effective date of the new contract, SNRHA would not render any assistance should the family proceed with the move.

Restrictions on Elective Moves [24 CFR 982.354(c)]

HUD regulations permit SNRHA to prohibit any elective move by a participant family during the family's initial lease term. They also permit SNRHA to prohibit more than one elective move by a participant family during any 12-month period.

SNRHA Policy

SNRHA will deny a family permission to make an elective move during the family's initial lease term. This policy applies to moves within or outside of SNRHA's jurisdiction.

SNRHA will also deny a family permission to make more than one elective move during any 12-month period. This policy applies to all assisted families residing in SNRHA's jurisdiction.

SNRHA will consider exceptions to these policies for the following reasons:

To protect the health or safety of a family member (e.g., lead-based paint hazards, domestic violence).

The unit becomes in violation of HQS and the contract is terminated as a result of said violations;

Due to the sale of the unit and if the new owner does not wish to continue the contract; (unless the new owner request to continue the HAP and signs the required forms) or the unit was foreclosed, in which case Nevada laws and HUD regulations come into play.



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

Mutual rescissions will be allowed for elderly and disabled families in which the owner/manager approves the move by signing a mutual rescission form. After SNRHA approves the mutual rescission, the participant will be issued a voucher. Mutual Rescissions will also be allowed as a Reasonable Accommodation for a disabled family. Owners or managers who have leases with HCV participants (who are approved Occupancy Right clients) must bifurcate the lease in compliance with Federal law.

- The family must provide a written valid Vacate Notice to the property owner/agent and SNRHA prior to moving from the unit. Failure to provide to both parties and receive approval from SNRHA prior to moving will lead to termination of their assistance;
- The owner has given the family a Vacate Notice, has commenced an action to evict the family, or has obtained a court judgment or other process allowing the owner to evict the family. If SNRHA receives a judgment which is not paid within the required timeframe or a summary of eviction, the family shall be terminated from the program even if they have moved to another unit.
- 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 of contract.

10-I.C. MOVING PROCESS

Notification

If a family wishes to move to a new unit, the family must notify SNRHA and the owner before moving out of the assisted unit or terminating the lease on notice to the owner [24 CFR 982.354(d)(2)]. If the family wishes to move to a unit outside SNRHA's jurisdiction under portability, the notice to SNRHA must specify the area where the family wishes to move [24 CFR 982.354(d)(2)2016-09]. The notices must be in writing [24 CFR 982.5].

Approval

SNRHA Policy

Upon receipt of a family's notification they wish to move, SNRHA will determine whether the move is approvable in accordance with the regulations and policies set forth in sections 10-I.A and 10-I.B. SNRHA will schedule an appointment with the family to come in to receive a moving packet or complete port out documents. SNRHA shall require families to provide a signed SNRHA Vacate Notice which is signed by the family and owner/manager. If the owner refuses to sign the Vacate Notice (60 days for tax credit properties) Intent Form and the participant has completed the first year of the lease and has not signed a new lease for an additional year, the participant shall send the notice via certified mail and provide staff with a copy of proof of mailing before a moving voucher can be issued. The Vacate Notice must be signed and dated by both parties with an effective date. An extension of this notice must also be signed and dated by both parties and submitted to SNRHA.



Reexamination of Family Income and Composition

SNRHA Policy

For families approved to move to a new unit within SNRHA's jurisdiction, SNRHA will perform a new annual reexamination in accordance with the policies set forth in Chapter 11 of this plan. However, the receiving PHA may not delay issuing the family a voucher or otherwise delay approval of a unit until those processes are completed. The PHA may take subsequent action (e.g., recalculating the HAP payment based on updated income information; terminating the family's participation in the program due to criminal background or failing to disclose necessary information) against the family based on the results.

Voucher Issuance and Briefing

SNRHA Policy

Families approved to move to a new unit within SNRHA's jurisdiction, SNRHA will issue a new voucher within 10 calendar days of SNRHA's written approval to move. No briefing is required for these families. However, staff will remind them of move requirements when the voucher is issued to move. SNRHA will follow the policies set forth in Chapter 7 on voucher term, extension, and expiration. If a family does not locate a new unit within the term of the voucher and any extensions, the family may remain in its current unit with continued voucher assistance if the owner agrees and SNRHA approves. Otherwise, the family will lose its assistance.

For families moving into or families approved to move out of the SNRHA's jurisdiction under portability, SNRHA will follow the policies set forth in Part II of this chapter.

Housing Assistance Payments [24 CFR 982.311(d)]

When a family moves out of an assisted unit, SNRHA may not make any housing assistance payment to the owner for any month **after** the month the family moves out.

If a participant family moves from an assisted unit with continued tenant-based assistance, the term of the lease for the new unit may begin during the month the family moves out of the previous unit. Overlap of the housing assistance payment (for the previous unit and the new unit) is not considered to constitute a duplicative housing subsidy.

Notice Requirements

Briefing sessions emphasize the family's responsibility to give the owner and SNRHA proper written notice of any intent to move.

The family must give the owner the required number of days' notice of their intent to vacate as specified in the lease in writing or a written notice when not specified in the lease. The family must give a copy to SNRHA simultaneously utilizing SNRHA's "Vacate Notice." This notice must be signed by both parties; or if the owner refuses to sign, the participant can provide SNRHA proof of their attempts to notify their owner by submitting a copy of their mailed Vacate Notice and a



copy of their certified mail receipt. Therefore, the family must be otherwise eligible to move and a moving voucher will be issued.

A move within the same building or project, or between buildings owned by the same owner, will be processed like any other move.

Zero HAP Families Who Wish to Move [24 CFR 982.455]

A participant who is not receiving any subsidy, but whose HAP contract is still in force, may request a voucher to move to a different unit. SNRHA shall issue a voucher to move unless it has grounds to deny assistance under the program regulations. However, if SNRHA determines no subsidy would be paid at the new unit, SNRHA may refuse to enter into a HAP contract on behalf of the family.

SNRHA Policy

If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy will be paid at the unit to which the family requests to move, SNRHA will not enter into a HAP contract on behalf of the family for the new unit.

PART II: PORTABILITY

10-II.A. OVERVIEW

Within the limitations of the regulations and this plan, a participant family or an applicant family issued a voucher has the right to use tenant-based voucher assistance to lease a unit anywhere in the United States providing the unit is located within the jurisdiction of a PHA administering a tenant-based voucher program [24 CFR 982.353(b)]. The process by which a family obtains a voucher from one PHA and uses it to lease a unit in the jurisdiction of another

PHA is known as portability. The first PHA is called the **initial PHA**. The second is called the **receiving PHA**.

The receiving PHA has the option of administering the family's voucher for the initial PHA or absorbing the family into its own program. Under the first option, the receiving PHA bills the initial PHA for the family's housing assistance payments and the fees for administering the family's voucher. Under the second option, the receiving PHA pays for the family's assistance out of its own program funds, and the initial PHA has no further relationship with the family.

The same PHA commonly acts as the initial PHA for some families and as the receiving PHA for others. Each role involves different responsibilities. The PHA will follow the rules and policies in section 10-II.B when it is acting as the initial PHA for a family. It will follow the rules and policies in section 10-II.C when it is acting as the receiving PHA for a family.

In administering portability, the initial PHA and the receiving PHA must comply with financial procedures required by HUD, including the use of HUD-required forms [24 CFR 982.355(e)(5)].



PHAs must also comply with billing and payment deadlines, HUD may reduce an administrative fee to an initial or receiving PHA if the PHA does not comply with HUD portability requirements [24 CFR 982.355 (e)(7)].

SNRHA shall not deny a victim of domestic violence eligible under VAWA the access to portability.

According to HUD Final Rule on Streamlining Portability, published March 28, 2012, and revised August 20, 2015 (effective September 21, 2015); the following applies to the entire HCV program and is not limited to families exercising portability:

Mandatory Voucher Suspension: The rule requires suspension or “tolling” of the voucher term upon a family’s submission of a Request for Tenancy Approval (RFTA.) Under the current rule, suspension is optional. The mandatory suspension begins when the family submits the RFTA and ends when the family is notified in writing of the denial of the tenancy by using the Notice of Cancellation of RFTA form.

Briefing Requirements: The final rule requires the benefits of living in low-poverty census tracts must be explained to all families, including those who currently live in higher poverty areas. The required explanation of how portability works must now be given to all families, not just those who are eligible to exercise portability on initial voucher issuance.

HUD’s Final Rule indicates the major changes to existing portability requirements and processes include:

Notification of Insufficient Funding: The rule adds a requirement that PHA’s must notify the HUD field office within 10 business days of denying a move under portability due to insufficient funding.

Voucher Term: The voucher issued by the Receiving PHA (RHA) must have an expiration date at least 30 days after the expiration date of the voucher issued by the Initial PHA (IHA.) While the RHA may provide additional search time according to its existing policies, the billing deadline of 90 days after the expiration of the IHA’s voucher remains in effect.

Administrative Fees: The final rule provides the administrative fee for portability is the lesser of 80 percent of the IHA’s administrative fee (prorated if applicable) or 100 percent of the RHA’s administrative fee. In no event will the RHA receive more than its own administrative fee.

Rescreening: The preamble to the rule states RHAs “should be allowed” to apply their own screening standards to incoming portable families, and information on how rescreening may affect a family’s assistance should be included in the briefing packet. HUD did not make any regulatory changes supporting this guidance. SNRHA shall rescreen all incoming portability clients in accordance with its screening Policies.

10-II.B. INITIAL PHA ROLE

Allowable Moves under Portability

A family may move with voucher assistance only to an area where there is at least one (1) PHA administering a voucher program [24 CFR 982.353(b)]. If there is more than one (1) PHA in the area, the initial PHA provides the family with the contact information for the receiving PHAs



serving the area, and the family selects the receiving PHA. The family must inform the initial PHA which PHA it has selected. If the family prefers not to select the receiving PHA, the initial PHA will select the receiving PHA on behalf of the family (24 CFR 982.255(b)).

Applicant families issued vouchers as well as participant families may qualify to lease a unit outside SNRHA's jurisdiction under portability. The initial PHA, in accordance with HUD regulations and PHA policy, determines whether a family qualifies.

Applicant Families

Under HUD regulations, most applicant families qualify to lease a unit outside the PHA's jurisdiction under portability. However, HUD gives SNRHA discretion to deny a portability move by an applicant family for the same two reasons it may deny any move by a participant family: insufficient funding and grounds for denial or termination of assistance. If a PHA intends to deny a family permission to move under portability due to insufficient funding, the PHA must notify HUD within 10 business days of the determination to deny the move [24 CFR 982.355(e)].

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, 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 of 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 PHA 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-I.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 2016-09, 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 applicant family is not income eligible in that area, the PHA must inform the family they may not move with continued assistance [PIH Notice 2016-092016-09].

Participant Families

The income eligibility of a participant family is not redetermined if the family moves to a new jurisdiction under portability [24 CFR 982.353(d)(2)].

Reexamination of Family Income and Composition

No new reexamination of family income and composition is required for an applicant family.

SNRHA Policy

For a participant family approved to move out of its jurisdiction under portability, SNRHA generally will conduct a reexamination of family income and composition only if the family's annual reexamination must be completed on or before the initial billing deadline specified on form HUD-52665, Family Portability Information.

SNRHA will make any exceptions to this policy necessary to remain in compliance with HUD regulations.

SNRHA shall inform the receiving PHA of the incoming port family and confirm if they are absorbing or billing and shall send all required documents including an EIV. The EIV shall be sent in a confidential envelop.

Briefing

The regulations and policies on briefings set forth in Chapter 7 of this plan require SNRHA to provide information on portability to all applicant families qualifying to lease a unit outside SNRHA's jurisdiction under the portability procedures. Therefore, no special briefing is required for these families.

SNRHA Policy

No formal briefing will be required for a participant family wishing to move outside SNRHA's jurisdiction under portability. However, SNRHA will provide the family with



the same oral and written explanation of portability it provides to applicant families selected for admission to the program (see Chapter 7).

SNRHA will provide the name, address, and phone of the contact for the PHA in the jurisdiction to which they wish to move. If there is more than one (1) PHA with jurisdiction over the area to which the family wishes to move, the PHA will advise the family that the family must select the receiving PHA and notify the initial PHA of which receiving PHA was selected.

SNRHA will advise the family they will be under the RHA's policies and procedures, including screening, subsidy standards, voucher extension policies, and payment standards.

Voucher Issuance and Term

An applicant family has no right to portability until after the family has been issued a voucher [24 CFR 982.353(b)]. In issuing vouchers to applicant families, SNRHA will follow the regulations and procedures set forth in Chapter 7. A new voucher is not required for portability purposes.

SNRHA Policy

For families approved to move under portability, SNRHA will issue a new voucher within 10 calendar days of SNRHA's receiving a Vacate or other written notice which is approvable to port out.

The term of the voucher will be 120 calendar days.

If the family moving under portability is living in a unit where HAP has been abated because of the failure to complete the HQS repairs, or the client previously vacated their unit due to unsafe condition, the voucher issuance date will be the effective date of that action.

Voucher Extensions and Expiration

SNRHA Policy

SNRHA will **not approve** extensions of a voucher issued to an applicant or a participant's family porting out of SNRHA's jurisdiction except under the following circumstances: (a) the family decides to return to the initial PHA's jurisdiction and search for a unit there and their voucher has not expired, or (b) the family decides to search for a unit in a third PHA's jurisdiction and their voucher has not expired. In such cases, the policies on voucher extensions set forth in Chapter 7, section 7-II.E, of this plan will apply, including the requirement that the family apply for an extension in writing prior to the expiration of the initial voucher term.

To receive or continue receiving assistance under the initial PHA's voucher program, a family moving to another PHA's jurisdiction under portability must be under HAP contract in the receiving PHA's jurisdiction within 90 calendar days following the expiration date of the initial PHA's voucher term (including any extensions). (See below under "Initial Billing Deadline" for one exception to this policy.)



Initial Contact with the Receiving PHA

After approving a family's request to move under portability, the initial PHA must promptly notify the receiving PHA via email or other confirmed delivery method to expect the family [24 CFR 982.355(c)(3), 24 CFR 9682.355(c)(7)]. The initial PHA must also advise the family how to contact and request assistance from the receiving PHA [24 CFR 982.355(c)(6)].

SNRHA Policy

Because the portability process is time-sensitive, SNRHA will notify the receiving PHA by fax to expect the family. The initial PHA will also ask the receiving PHA to provide any information the family may need upon arrival, including the name, fax, email and telephone number of the staff person responsible for business with incoming portable families and procedures related to appointments for voucher issuance. SNRHA will pass this information along to the family. SNRHA will also ask for the name, address, telephone number, fax and email of the person responsible for processing the billing information.

Sending Documentation to the Receiving PHA

SNRHA is required to send the receiving PHA the following documents:

- Form HUD-52665, Family Portability Information, with Part I filled out [Notice PIH 2016-09]
- A copy of the family's voucher [Notice PIH 2016-09]
- A copy of the family's most recent form HUD-50058, Family Report, or, if necessary in the case of an applicant family, family and income information in a format similar to that of form HUD-50058 [24 CFR 982.355(c)(7), Notice PIH 2016-09]
- Copies of the income verifications backing up the form HUD-50058 [24 CFR 982.355(c)(7), Notice PIH 2016-09] and EIV printout in a confidential envelop.
- Notification to confirm if the PHA is billing or absorbing.

SNRHA Policy

In addition to these documents, SNRHA will provide the following information, if available, to the receiving PHA:

- Last EIV print out
- Social security numbers (SSNs)
- Documentation of SSNs for all family members
- Documentation of legal identity
- Documentation of citizenship or eligible immigration status
- Documentation of participation in the earned income disallowance (EID) benefit
- Documentation of participation in a family self-sufficiency (FSS) program

SNRHA will notify the family in writing regarding any information provided to the receiving PHA [HCV GB, p. 13-3].



Initial Billing Deadline [Notice PIH 2016-09, Letter to Executive Directors 9-15-15]

The deadline for submission of initial billing is 90 calendar days following the expiration date of the voucher issued to the family by the initial PHA. If the initial PHA does not receive a billing notice by the deadline and does not intend to honor a late billing submission, it must contact the receiving PHA to determine the status of the family. If the receiving PHA reports the family is not yet under HAP contract, the initial PHA may refuse to accept a late billing submission. If the receiving PHA reports the family is under HAP contract and the receiving PHA cannot absorb the family, the initial PHA must accept a late billing submission; however, it may report to HUD the receiving PHA's failure to comply with the deadline.

SNRHA Policy

If SNRHA has not received an initial billing notice from the receiving PHA within 90 days of expiration of the IHA's voucher, it will contact the receiving PHA via by phone, fax, or e-mail. If the PHA reports the family is not yet under HAP contract, the PHA will inform the receiving PHA that it will not honor a late billing submission and will return any subsequent billings it receives on behalf of the family. SNRHA will send the receiving PHA a written confirmation of its decision by mail.

SNRHA will allow an exception to this policy if the family includes a person with disabilities and the late billing is a result of a reasonable accommodation granted to the family by the receiving PHA.

Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2016-09]

If the receiving PHA is administering the family's voucher, the receiving PHA bills the initial PHA for housing assistance payments and administrative fees. When reimbursing for administrative fees, the initial PHA must promptly reimburse the receiving PHA for the lesser of 80 percent of the initial PHA ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee for each program unit under contract on the first day of the month for which the receiving PHA is billing the initial PHA under portability. If the administrative fees are prorated for the HCV program, the proration will apply to the amount of the administrative fee for which the receiving PHA may bill [24 CFR 982.355(e)(2)].

The initial PHA is responsible for making billing payments in a timely manner. The first billing amount is due within 30 calendar days after the initial PHA receives Part II of form HUD-52665 from the receiving PHA. Subsequent payments must be **received** by the receiving PHA no later than the fifth business day of each month. The payments must be provided in a form and manner the receiving PHA is able and willing to accept.

The initial PHA may not terminate or delay making payments under existing portability billing arrangements as a result of over-leasing or funding shortfalls. The PHA must manage its tenant-based program in a manner that ensures it has the financial ability to provide assistance for families moving out of its jurisdiction under portability and are not absorbed by receiving PHAs as well as for families remaining within its jurisdiction.

SNRHA Policy



SNRHA will mail monthly checks to make payments unless the receiving PHA notifies SNRHA of their direct deposit information.

Annual Updates of Form HUD-50058

If SNRHA is being billed on behalf of a portable family, it should receive an updated form the HUD form-50058 each year from the receiving PHA. If SNRHA fails to receive an updated 50058 by the family's annual reexamination date, the initial PHA should contact the receiving PHA to verify the status of the family.

Subsequent Family Moves

Within the Receiving PHA's Jurisdiction [24 CFR 314(e)(1), Notice PIH 2005-1]

The initial PHA has the authority to deny subsequent moves by portable families whom it is assisting under portability billing arrangements if it does not have sufficient funding for continued assistance.

SNRHA Policy

If SNRHA determines it must deny moves on the grounds it lacks sufficient funding (see section 10-I.B), it will notify all receiving PHAs with which it has entered into portability billing arrangements that they, too, must deny moves to higher cost units by portable families from SNRHA's jurisdiction.

SNRHA will allow exceptions to this policy for purposes of reasonable accommodation of a family member who is a person with disabilities.

Outside the Receiving PHA's Jurisdiction [Notice PIH 2016-09]

If the initial PHA is assisting a portable family under a billing arrangement and the family subsequently decides to move out of the receiving PHA's jurisdiction, the initial PHA is responsible for issuing the family a voucher while the family is either being assisted or has a voucher from the receiving PHA and, if the family wishes to port to another jurisdiction, sending form HUD-52665 and supporting documentation to the new receiving PHA. Any extensions of the initial PHA voucher necessary to allow the family additional search-time to return to the initial PHA's jurisdiction or to move to another jurisdiction would be at the discretion of the initial PHA.

Denial or Termination of Assistance [24 CFR 982.355(c)(17)]

At any time, either the initial PHA or the receiving PHA may make a determination to deny or terminate assistance with the family in accordance with 24 CFR 982.552 and 24 CFR 982.553. (For SNRHA policies on denial and termination, see Chapters 3 and 12, respectively.)

10-II.C. RECEIVING PHA ROLE

If a family has a right to lease a unit in the receiving PHA's jurisdiction under portability, the receiving PHA must provide assistance for the family [24 CFR 982.355(10)]. HUD may determine in certain instances a PHA is not required to accept incoming portable families,



such as a PHA in a declared disaster area. However, the PHA must have approval in writing from HUD before refusing any incoming portable families [24 CFR 982.355(b)].

Administration of the voucher must be in accordance with the receiving PHA's policies. This requirement also applies to policies of Moving to Work agencies. The receiving PHA procedures and preferences for selection among eligible applicants do not apply to the family, and the receiving PHA waiting list is not used [24 CFR 982.355(c)(10)].

The family's unit, or voucher, size is determined in accordance with the subsidy standards of the receiving PHA [24 CFR 982.355(c)(12)], and the receiving PHA's policies on extensions of the voucher term apply [24 CFR 982.355 (c)(14)].

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 2016-09].

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 PHA 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 2016-09]. (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 PHA 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 2016-09]. (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 2016-09].

SNRHA Policy

SNRHA will schedule the family to attend a briefing. SNRHA will provide the family with a briefing packet (as described in Chapter 7) and will orally inform the family about the PHA’s payment and subsidy standards, procedures for requesting approval of a unit, the unit inspection process, and the leasing process.

SNRHA will allow a one-on-one (1-on-1) briefing as a reasonable accommodation which must be requested in writing from the applicant/participant and approved by SNRHA’s HP management. This also applies for clients needing LEP for languages other than a language provided by staff at general briefings.

Income Eligibility [PIH Notice 2016-09]

SNRHA does not redetermine eligibility for a portable family already receiving assistance in the initial PHA’s voucher program [24 CFR 982.355(c)(9)]. If the receiving PHA opts to conduct a new reexamination for a current participant family, the receiving PHA may not delay issuing the family a voucher or otherwise delay approval of a unit [24 CFR 982.355(c)(11)].

SNRHA Policy

For any family moving into its jurisdiction under portability, SNRHA will not conduct a new reexamination of family income and composition. However, SNRHA will not delay issuing the family a voucher for this reason. Nor will SNRHA delay approving a unit for the family until the reexamination process is complete unless the family is an applicant and SNRHA cannot otherwise confirm the family is income eligible for admission to the program in the area where the unit is located.

SNRHA will rely upon any verification provided by the initial PHA to the extent they (a) accurately reflect the family’s current circumstances and (b) were obtained within the last 120 calendar days. Any new information may be verified by documents provided by the family and adjusted, if necessary, when third-party verification is received. Criminal screening will be conducted but shall not delay the lease-up process of port-ins.



Voucher Issuance

When a family moves into its jurisdiction under portability, SNRHA is required to issue the family a voucher [24 CFR 982.355(c)(613)]. The family must submit a request for tenancy approval to SNRHA during the term of the receiving PHA's voucher [24 CFR 982.355(c)(15)].

Timing of Voucher Issuance

HUD expects the receiving PHA issue the voucher within two weeks after receiving the family's paperwork from the initial PHA if the information is in order, the family has contacted the receiving PHA, and the family complies with the receiving PHA's procedures [Notice PIH 2016-09].

SNRHA Policy

When family ports into its jurisdiction, SNRHA will issue the family a voucher based on the paperwork provided by the initial PHA unless the family's paperwork from the initial PHA is incomplete, the family's voucher from the initial PHA has expired or the family does not comply with SNRHA's procedures. SNRHA will update the family's information when verification has been completed.

Voucher Term

The term of SNRHA's voucher may not expire before 30 calendar days from the expiration date of the initial PHA's voucher [24 CFR 982.355(c)(13)].

SNRHA Policy

SNRHA's voucher will expire 30 calendar days from the expiration date of the initial PHA's voucher.

Voucher Extensions [24 CFR 982.355(c)(14), Notice 2016-09]

Once the receiving PHA issues the portable family a voucher, the receiving PHA's policies on extensions of the voucher term apply. The receiving PHA must inform the initial PHA of any extension granted to the term of the voucher. It must also bear in mind the billing deadline provided by the initial PHA. Unless willing and able to absorb the family, SNRHA should ensure any voucher expiration date would leave sufficient time to process a request for tenancy approval, execute a HAP contract, and deliver the initial billing to the initial PHA.

SNRHA Policy

SNRHA generally will not extend the term of the voucher it issues to an incoming portable family unless the PHA plans to absorb the family into its own program, in which case it will follow the policies on voucher extension set forth in section 7-II.E.

SNRHA will consider an exception to this policy as a reasonable accommodation to a person with disabilities (see Chapter 2).

Voucher Suspensions [24 CFR 982.303, 24 CFR 982.355(c)(15)]

If the family submits a request for tenancy approval during the term of the receiving PHA's



voucher, the PHA must suspend the term of that voucher. The term of the voucher stops 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 [24 CFR 982.4(b)] (see Section 7-II.E).

Notifying the Initial PHA

SNRHA must promptly notify the initial PHA if the family has leased an eligible unit under the program or if the family fails to submit a request for tenancy approval for an eligible unit within the term of the receiving PHA's voucher [24 CFR 982.355(c)(8)]. SNRHA is required to use Part II of form HUD-52665, Family Portability Information, for this purpose [Notice PIH 2016-09]. (For more on this topic and the deadline for notification, see below under "Administering a Portable Family's Voucher.")

If an incoming portable family ultimately decides not to lease in the jurisdiction of SNRHA but instead wishes to return to the initial PHA's jurisdiction or to search in another jurisdiction, SNRHA must refer the family back to the initial PHA. In such a case the voucher of record for the family is once again the voucher originally issued by the initial PHA. Any extension of search time provided by SNRHA's voucher is only valid for the family's search in SNRHA's jurisdiction. [Notice PIH 2016-09]

Administering a Portable Family's Voucher

Portability Billing [24 CFR 982.355(e)]

To cover assistance for a portable family not absorbed, the receiving PHA bills the initial PHA for housing assistance payments and administrative fees. The amount of the housing assistance payment for a portable family in the receiving PHA's program is determined in the same manner as for other families in the receiving PHA's program.

The receiving PHA may bill the initial PHA for the lesser of 80 percent of the initial PHA's ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee for each program unit under contract on the first day of the month for which the receiving PHA is billing the initial PHA under portability. If the administrative fees are prorated for the HCV program, the proration will apply to the amount of the administrative fee for which the receiving PHA may bill (i.e., the receiving PHA may bill for the lesser of 80 percent of the initial PHA's prorated ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee).

If both PHAs agree, the PHAs may negotiate a different amount of reimbursement.

SNRHA Policy

Unless the PHA negotiates a different amount of reimbursement with the initial PHA, the PHA will bill the initial PHA the maximum amount of administrative fees allowed, ensuring any administrative fee proration has been properly applied.



Initial Billing Deadline

If a portable family's search for a unit is successful and SNRHA intends to administer the family's voucher, SNRHA must submit its initial billing notice (Part II of form HUD-52665) (a) no later than 10 business days following the date the receiving PHA **executes** a HAP contract on behalf of the family **and** (b) in time that the notice will be **received** no later than 90 calendar days following the expiration date of the family's voucher issued by the initial PHA [Notice PIH 2016-09.] A copy of the family's form HUD-50058, Family Report, completed by the receiving PHA must be attached to the initial billing notice. SNRHA may send these documents by mail, fax or e-mail.

SNRHA Policy

SNRHA will send its initial billing notice by fax or e-mail, if necessary, to meet the billing deadline.

If SNRHA fails to send the initial billing within 10 business days following the date the HAP contract is executed, it is required to absorb the family into its own program unless (a) the initial PHA is willing to accept the late submission or (b) HUD requires the initial PHA to honor the late submission (e.g., because SNRHA is over leased) [Notice PIH 2016-09].

Ongoing Notification Responsibilities [Notice PIH 2016-09, 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 and HUD-52665 by regular mail, email, or fax 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 2016-09]

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 2016-09]

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.

In the event HUD determines billing payments have continued for at least three months because SNRHA failed to notify the initial PHA the billing arrangement was terminated, SNRHA must take the following steps:

- Return the full amount of the overpayment, including the portion provided for administrative fees, to the initial PHA.
- Once full payment has been returned, notify the Office of Public Housing in the HUD area office with jurisdiction over SNRHA of the date and the amount of reimbursement to the initial PHA.

At HUD's discretion, SNRHA will be subject to the sanctions spelled out in Notice PIH 2016-09.

Denial or Termination of Assistance

At any time, SNRHA may make a determination to deny or terminate assistance to a portable family for family action or inaction [24 CFR 982.355(c)(17)].

In the case of a termination, SNRHA should provide adequate notice of the effective date to the initial PHA to avoid having to return a payment. In no event should SNRHA fail to notify the initial PHA later than 10 business days following the effective date of the termination of the billing arrangement. [HUD-52665 Notice PIH 2016-09]

SNRHA Policy

If SNRHA elects to deny or terminate assistance for a portable family, SNRHA will notify the initial PHA within 10 business days after the informal review or hearing if the denial or termination is upheld. SNRHA will base its denial or termination decision on the policies set forth in Chapter 3 or Chapter 12, respectively. The informal review or hearing will be held in accordance with the policies in Chapter



16. SNRHA will furnish the initial PHA with a copy of the review or hearing decision.

Absorbing a Portable Family

SNRHA may absorb an incoming portable family into its own program when SNRHA executes a HAP contract on behalf of the family or at any time thereafter providing SNRHA has funding available under its annual contributions contract (ACC) and (b) absorbing the family will not result in over leasing [24 CFR 982.355(d)(1), Notice PIH 2016-09].

If SNRHA absorbs a family from the point of admission, the admission will be counted against the income targeting obligation of SNRHA [24 CFR 982.201(b)(2)(vii)].

If SNRHA absorbs a family after providing assistance for the family under a billing arrangement with the initial PHA, HUD encourages SNRHA to provide adequate advance notice to the initial PHA to avoid having to return an overpayment. SNRHA must specify the effective date of the absorption of the Voucher. [Notice PIH 2016-09]

SNRHA Policy

If SNRHA decides to absorb a portable family upon the execution of a HAP contract on behalf of the family, SNRHA will notify the initial PHA by the initial billing deadline specified on form HUD-52665. The effective date of the HAP contract will be the effective date of the absorption.

If SNRHA decides to absorb a family after that, it will provide the initial PHA with 30 calendar days advance notice.

Following the absorption of an incoming portable family, the family is assisted with funds available under the consolidated ACC for SNRHA's voucher program [24 CFR 982.355(d)], and SNRHA becomes the initial PHA in any subsequent moves by the family under portability [24 CFR 982.355 (e)(4)].

OUTGOING PORTABILITY [24 CFR 982.353, 982.355]

Within the confines of the regulations and this policy, a participant family has the right to receive tenant-based voucher assistance to lease a unit outside SNRHA's jurisdiction, anywhere in the United States, in the jurisdiction of a PHA with a tenant-based program. When a family requests to move outside of SNRHA's jurisdiction, the request must specify the area to which the family wants to move.

Restrictions on Portability

A family is permitted to move only once in a 12-month period. This includes incoming and outgoing ports.

If neither the head nor spouse had a domicile (legal residence) in SNRHA's jurisdiction at the date of their initial application for assistance, the family will not be permitted to exercise portability during the initial 12-month period after admission to the program.

NOTE: Local government defines legal domicile.



Following the initial 12-month period, SNRHA will not permit families to exercise portability:

- If the family is in violation of a family obligation.
- If the family owes money to SNRHA.
- If the family has moved out of its assisted unit in violation of the lease.
- If the family has not lived in their unit for 12 months.
- If the family has been served an eviction notice for cause or judgment.



SNRHA Policy

SNRHA will continue to conduct annual reexaminations every year with the exception of fixed income households. Bi-annual reexaminations will be conducted on fixed income households.

- Fixed Income Households are defined as periodic payments at reasonably predictable levels from one or more of the following sources:
- Social Security, Supplemental Security Income, Supplemental Disability Insurance.
- Federal, state, local, or private pension plans.
- Annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic receipts.
- Any other source of income subject to adjustment by a verifiable COLA or current rate of interest.

11-I.B. SCHEDULING ANNUAL REEXAMINATIONS

SNRHA must establish a policy to ensure that the annual reexamination for each family is completed *within* a 12-month period, and may require reexaminations more frequently [HCV GB p. 12-1].

SNRHA Policy

SNRHA will schedule annual reexamination effective dates to coincide with the family's anniversary date.

Anniversary date is defined as 12 months from the effective date of the family's last annual reexamination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).

If the family moves to a new unit, SNRHA will perform a new annual reexamination.

SNRHA also may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.

Notification of and Participation in the Annual Reexamination Process

SNRHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of SNRHA.

SNRHA Policy

Families generally are required to participate in an annual reexamination interview, which must be attended by the head of household, spouse, or co-head and all family members 18



changes. SNRHA must complete the interim reexamination within a reasonable time after the family's request.

This part includes HUD and SNRHA policies describing what changes families are required to report, what changes families may choose to report, and how SNRHA will process both SNRHA and family initiated interim reexaminations.

11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

SNRHA must adopt policies prescribing when and under what conditions the family must report changes in family composition. However, due to family obligations under the program, SNRHA has limited discretion in this area.

SNRHA Policy

SNRHA will conduct interim reexaminations to account for changes in income when;

- The family requests SNRHA to do so,
- There is a change in the family composition

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

In the above cases, SNRHA will process the interim to be effective the first of the month following 30 calendar day notice. SNRHA will note the information in the participants file.

SNRHA will conduct an interim for all changes in household composition. All changes must be reported in writing within 10 calendar days.

New Family Members Not Requiring Approval

The addition of a family member as a result of birth, adoption, or court-awarded custody does not require SNRHA approval. However, the family is required to promptly notify SNRHA of the addition within 10 calendar days and submit copies of documents and birth certificates; social security 24 CFR 982.551(h)(2)].

SNRHA Policy

The family must inform SNRHA of the birth, adoption or court-awarded custody of a child/adult within 10 calendar days and submit all required documents. Notifications must be done in writing.



New Family and Household Members Requiring Approval

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request SNRHA's approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)]. This request must be submitted in writing prior to allowing the person to move into the unit.

When any new family member is added, SNRHA must make appropriate adjustments in the family share of the rent and the HAP payment at the effective date of either the annual or interim reexamination [24 CFR 982.516(e)(2)].

If an adult is requested to be added to the household, a criminal background check will be completed.

If adding a new family member due to birth, adoption, marriage, court awarded custody, court awarded guardianship, or an assignment with verification from a social service agency to the unit causes overcrowding according to the Housing Quality Standards (HQS) (see Chapter 8), SNRHA must issue the family a new voucher, and the family must try to find an acceptable unit as soon as possible.

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.

SNRHA Policy

Families must request SNRHA's approval to add a new family member, live-in aide, foster child, or foster adult in writing. This includes any person not on the lease who is expected to stay in the unit for more than 30 consecutive days, or 60 cumulative days, within a twelve month period, and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by SNRHA prior to the individual moving in the unit.

SNRHA will not approve the addition of a new family or household member unless the individual meets the PHA's eligibility criteria (see Chapter 3).

SNRHA will not approve the addition of a foster child or foster adult if it will cause a violation of HQS space standards.

If SNRHA determines an individual meets SNRHA's eligibility criteria as defined in Chapter 3, SNRHA will provide written approval to the family. If the approval of a new family member or live-in aide will cause overcrowding according to HQS standards, the approval letter will explain that the family will be issued another voucher and will be required to move.

If SNRHA determines that an individual does not meet SNRHA's eligibility criteria as defined in Chapter 3, SNRHA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial. Families must report in writing marriages/separations and divorces within 14 calendar days.

All changes in family composition must be approved by SNRHA and the landlord/property owner prior to the individual moving in the unit.



All changes in family composition (not requiring prior approval by SNRHA) must be reported to SNRHA within 14 calendar days or the next day the agency is open after the 14th calendar day

SNRHA will only approve the addition of an adult for the following reasons;

- Due to marriage or marital-type relationship, or
- An adult child due to recent discharge from the military, or
- An adult child or a parent due to a disability, or
- The biological parent of a minor child

Except for additions of adults as mentioned above, additions of other adults to the household may be approved no more than once in a twelve-month period from the last recertification effective date.

SNRHA will allow for a one-time exemption for single adult children previously removed from a household to be placed back into the household. In order to add adult children, the individual must meet the following criteria, and where applicable and outlined in Chapter 3.

- Been removed from the household one calendar year or less
- Be between the ages of 18-26

In order to add the adult, the individual must meet the criteria, where applicable, outlined in Chapter 3.

- Eligibility for admission and verified as outlined in Chapter 6.

All changes must be reported in writing within 14 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 participants file, but will not conduct an interim reexamination.

Departure of a Family or Household Member

Families must promptly (defined as within 10 calendar days) notify SNRHA if any family member no longer lives in the unit [24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], SNRHA also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit. Failure to report this may result in termination of assistance.

SNRHA Policy

If a household member ceases to reside in the unit, the family must inform SNRHA within 10 calendar days in writing. This requirement also applies to a family member who has been considered temporarily absent at the point that the family concludes the individual is permanently absent.



If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform SNRHA within 10 calendar days in writing.

11-II.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because SNRHA has reason to believe changes in income or expenses may have occurred, or because the family reports a change.

Interim Reexaminations

SNRHA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family be permitted to obtain an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)].

SNRHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by SNRHA. They are not scheduled because of changes reported by the family.

SNRHA Policy

SNRHA will conduct interim reexaminations in each of the following instances:

- For families receiving the Earned Income Disallowance (EID), SNRHA will conduct an interim reexamination at the start of the EID process, at Phase-In, and at the conclusion of the 24-month eligibility period.
- Families that report zero income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, and other subsistence of expenses by completing SNRHA's 'Zero Income Packet.' SNRHA will also send third party verification(s) to the state unemployment department whenever a participant claims zero income.
- When the amounts indicate the family has received monies from outside sources, or an outside source has paid the family's bills on their behalf, SNRHA will send third party verification(s) to the providing party to verify whether the income is sporadic or recurring in order to determine whether the amount is to be included in the family's annual income. 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 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



- Fails or refuses to maintain any appliances, in a safe condition, that the owner is not required to maintain;
- Fails or refuses to correct/repair life threatening caused damage to the leased premises for which the family is responsible within 24 hours of the occurrence, including reconnecting utilities.
- Fails or refuses to correct/repair family caused damages to the leased premises - beyond normal wear and tear that result in an HQS breach within 30 calendar days of the occurrence of said damage;
- Fails or refuses to comply with all other family obligations, set forth in 24 CFR 982.552.
- Makes side payments of higher rents than approved to landlords/managers.
- SNRHA will terminate participants that received court evictions, or repeat documented violations of the lease and/ or documented cases of program fraud. Any awarded judgment or special inspections conducted by SNRHA's HQS Inspectors or documentation provided by the landlord/manager will be used as supportive documentation for terminating assistance due to serious or repeated violations of the lease, inclusive of non-payment of rent. This action may be taken even when the participant has moved to another unit.
- Failure to report income (including funds provided for paying utilities after an interim for zero income has been completed).
- Failure to pay a judgment for damages.
- Repeated criminal activities at the unit are considered a serious lease violation or any convictions that are listed in our five year bar from admissions including fugitive felons.
- Repeated late payments to the lender for participants under the HCV Homeownership Program shall result in the participant's termination. Repeated is defined as "submitting payments more than 30 calendar days late more than 3 times in a calendar year." The family will be referred to post-counseling if late payments are verified. If the family refuses to attend, the family shall be terminated. If the payments are not paid –in full or the participant cannot enter into a repayment agreement with their lender and provide a copy within 45 calendar days of the notice from SNRHA, the assistance shall be terminated the first of the month following the deadline.
- Failure to allow entrance for annual HQS Inspections. Only one Inspection will be rescheduled.

Criminal Conduct by Family Members:

SNRHA shall terminate assistance to a participant family if any member of the family is verified to have engaged in criminal activity involving drugs or violence. Additionally, SNRHA shall terminate fugitive felons and other felons, if identified after reports of possible criminal activities; receiving a report with documentation of fugitive felon status or warrant from the HUD's OIG office and/or additional criminal screenings. This includes persons convicted of felony crimes that have warrants issued for their arrest that are unresolved or persons found to have committed criminal acts that result in felony convictions for at least five years from the date of the conviction.



13-I.B. BASIC HCV PROGRAM REQUIREMENTS

HUD requires SNRHA to aid families in their housing search by providing the family with a list of landlords or other parties known to SNRHA who may be willing to lease a unit to the family, or to help the family find a unit. Although SNRHA cannot maintain a list of owners that are pre-qualified to participate in the program, owners may indicate to SNRHA their willingness to lease a unit to an eligible HCV family, or to help the HCV family find a unit [24 CFR 982.301(b)(11)].

SNRHA Policy

Owners that wish to indicate their willingness to lease a unit to an eligible HCV family or to help the HCV family find a unit must notify SNRHA via affordablehousing.com website. Landlords may input new listing via the internet at SNRHA.org at any time. SNRHA shall not refer any client to any one owner. The family must select their unit

When a family approaches an owner to apply for tenancy, the owner is responsible for screening the family and deciding whether to lease to the family, just as the owner would with any potential tenant. SNRHA has no liability or responsibility to the owner or other persons for the family's behavior or suitability for tenancy. See Chapters 3 and 6 for more detail on tenant family screening policies and process.

If the owner is willing, the family and the owner must jointly complete a Request for Tenancy Approval (RFTA, Form HUD 52517), which constitutes the family's request for assistance in the specified unit, and which documents the owner's willingness to lease to the family and to follow the program's requirements. When submitted to SNRHA, this document is the first step in the process of obtaining approval for the family to receive the financial assistance it will need in order to occupy the unit. Also submitted with the RFTA is a copy of the owner's proposed dwelling lease, including the HUD-required Tenancy Addendum (Form HUD-52641-A) and all other required documents listed on the RFTA checklist packet. See Chapter 9 for more details on request for tenancy approval policies and process.

SNRHA POLICY

SNRHA also requires the owner to submit the following documents:

- A copy of the owner's proposed dwelling lease which must be signed and submitted to SNRHA after a passed HQS Inspection;
- A completed statement of property ownership/authorization for direct deposit with a voided check or deposit slip;
- Recorded deed;
- W-9 or W-8ECI.

SNRHA will make those individuals providing W-8ECI forms aware that when the IRS assigns a taxpayer number, it is to be provided to SNRHA.

HUD regulations stipulate that an assisted tenancy can be approved only under certain conditions.



relationships include parent, child, grandparent, grandchild, sister, or brother of any member of the assisted family. SNRHA will waive this restriction only through an approval as a Reasonable Accommodation for a family member who is person with a disability.

c. Resident Ownership

SNRHA must disapprove the Housing Choice Voucher Program participation of an Owner unless SNRHA determines that the Owner is seeking to lease his/her unit to his/her parent, child, grandparent, grandchild, sister or brother. SNRHA will waive this restriction as a Reasonable Accommodation for a family member who is a person with a disability.

2. HUD Directed Owner Disapproval

When directed by HUD, SNRHA must not approve an Owner to participate in the Housing Choice Voucher Program if:

- a. The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or
- b. A court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.

3. SNRHA Discretionary Owner Disapproval:

In its administrative discretion SNRHA may deny approval to lease a unit from an owner for any of the following reasons:

- a. The owner has violated obligations under a housing assistance payments contract under Housing Choice Voucher of the 1937 Act (42 U.S.C. 1437f);
- b. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- c. The owner has participated in any drug-related criminal activity or violent criminal activity.
- d. The owner has a history or practice of non-compliance with the HQS in the HCV Program units leased or with applicable housing standards for units or leased under any other federal housing program which has resulted in three (3) units being abated resulting in terminations of HAP contracts for non-compliance.
- e. The owner has a history or practice of renting units that fail to meet State or local housing codes; or
- f. The owner has not paid State or local real estate taxes, fines or assessments.
- g. The owner refuses or has a history of refusing to take action to terminate tenancy for activity engaged in by the tenant, tenant's household members, guests or any other person under the tenant's control that:
 - (i) threatens the health or safety of, or right to peaceful enjoyment of the immediate vicinity surrounding community by residents, owners or SNRHA employees; and



- (ii) in drug-related or violent criminal activity.
- h. The owner has charged and collected side payments from a participant in SNRHA's Housing Choice Voucher Program will be barred from entering into any new Housing Assistance Payments (HAP) for a period of five (5) years from the date of the last HAP payment made to said landlord under current contracts.

For Purposes of this section, "owner" includes a principal or other interested party.

If SNRHA finds the owner/agent is collecting side payments, SNRHA must notify the owner/agent to immediately cease collecting these payments and require repayment to the tenant of the full amount collected. The owner/agent must provide SNRHA with proof of repayment to the tenant.

SNRHA must determine whether the owner/agent also collected side payments from other participants and follow up to require repayment.

If found side payments were made, SNRHA may disbar those owner/agents for five (5) years. For those owners/agents disbarred, SNRHA will cancel the HAP contracts associated by giving a 60-day Notice of Cancellation to the owner/agent.

Participants will be issued a moving packet to locate other housing.

- i. The owner owes a past debt that is outstanding with SNRHA. The debt must be paid in full prior to entering into a new contract if the owner is not receiving subsidy for any other assisted units

Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2]

SNRHA must not approve an RTA if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family. SNRHA may make an exception as a reasonable accommodation for a family member with a disability. The owner is required to certify that no such relationship exists. This restriction applies at the time that the family receives assistance under the HCV program for occupancy of a particular unit. Current contracts on behalf of owners and families that are related may continue, but any new leases or contracts for these families may not be approved.

Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19]

SNRHA must not approve a tenancy in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:

- Any present or former member or officer of SNRHA (except a participant commissioner)
- Any employee of SNRHA, or any contractor, subcontractor or agent of SNRHA, who formulates policy or who influences decisions with respect to the programs



- Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs
- Any member of the Congress of the United States

HUD may waive the conflict of interest requirements, except for members of Congress, for good cause. SNRHA must submit a waiver request to the appropriate HUD Field Office for determination.

Any waiver request submitted by SNRHA include [HCV Guidebook HAP Contracts PP 4-5]:

- Complete statement of the facts of the case;
- Analysis of the specific conflict of interest provision of the HAP contract and justification as to why the provision should be waived;
- Analysis of and statement of consistency with state and local laws. The local HUD office, the PHA, or both parties may conduct this analysis. Where appropriate, an opinion by the state's attorney general should be obtained;
- Opinion by the local HUD office as to whether there would be an appearance of impropriety if the waiver were granted;
- Statement regarding alternative existing housing available for lease under the HCV program or other assisted housing if the waiver is denied;
- If the case involves a hardship for a particular family, statement of the circumstances and discussion of possible alternatives;
- If the case involves a public official or member of the governing body, explanation of his/her duties under state or local law, including reference to any responsibilities involving the HCV program;
- If the case involves employment of a family member by SNRHA assistance under the HCV program for an eligible SNRHA employee, explanation of the responsibilities and duties of the position, including any related to the HCV program;
- If the case involves an investment on the part of a member, officer, or employee of the PHA, description of the nature of the investment, including disclosure/divestiture plans.

Where SNRHA has requested a conflict of interest waiver, SNRHA may not execute the HAP contract until HUD has made a decision on the waiver request.

SNRHA Policy

In considering whether to request a conflict of interest waiver from HUD, SNRHA will consider factors for waiving the requirement; consistency with state and local laws; the existence of alternative housing available to families; the individual circumstances of a particular family; the specific duties of individuals whose positions present a possible conflict of interest; the nature of any financial investment in the property and plans for disclosure/divestiture; and the possible appearance of impropriety.



Legal Ownership of Unit

The following represents SNRHA policy on legal ownership of a dwelling unit to be assisted under the HCV program.

SNRHA Policy

SNRHA will only enter into a contractual relationship with the legal owner of a qualified unit. No tenancy will be approved without acceptable documentation of legal ownership. SNRHA requires a recorded deed and all other documents to ensure HAP payments are going to rightful owners/agents.

13-I.E. NON-DISCRIMINATION [HAP Contract – Form HUD-52641]

The owner must not discriminate against any person because of race, color, religion, sex, sexual orientation, marital status, national origin, age, familial status, or disability, in connection with any actions or responsibilities under the HCV program and the HAP contract with SNRHA.

The owner must cooperate with SNRHA and with HUD in conducting any equal opportunity compliance reviews and complaint investigations in connection with the HCV program and the HAP contract with SNRHA.

See Chapter 2 for a more thorough discussion of Fair Housing and Equal Opportunity requirements in the HCV program.

PART II. HAP CONTRACTS

13-II.A. OVERVIEW

The HAP contract represents a written agreement between SNRHA and the owner of the dwelling unit occupied by a HCV assisted family. The contract spells out the owner's responsibilities under the program, as well as SNRHA's obligations. Under the HAP contract, SNRHA agrees to make housing assistance payments to the owner on behalf of a specific family occupying a specific unit.

The HAP contract is used for all HCV program tenancies except for assistance under the Section 8 homeownership program and assistance to families that own a manufactured home and lease the space. See Chapter 15 for a discussion of any special housing types included in SNRHA's HCV program.

If SNRHA has given approval for the family of the assisted tenancy, the owner and the PHA execute the HAP contract. See Chapter 9 for a discussion of the leasing process, including provisions for execution of the HAP contract.

13-II.B. HAP CONTRACT CONTENTS

The HAP contract format is required by HUD, specifically Housing Assistance Payment (HAP) Contract, Form HUD-52641.

The HAP contract contains three parts:



Part A of the contract includes basic **contract information** about the name of the tenant family, address of the contract unit, names of all household members, first and last dates of initial lease term, amount of initial monthly rent to owner, amount of initial housing assistance payment, utilities and appliances to be supplied by owner and tenant, signatures of SNRHA and owner [HCV Guidebook, pp 11-10 and 11-11].

In general, the HAP contract cannot be modified. However, SNRHA does have the discretion to add language to Part A of the HAP contract which prohibits the owner from collecting a security deposit in excess of private market practices or in excess of amounts charged to unassisted tenants. SNRHA policy on the amount of security deposit an owner may collect is found in chapter 9.

In addition, PHAs have the discretion to add language to Part A of the HAP contract that defines when the housing assistance payment by SNRHA is deemed received by the owner.

SNRHA Policy

SNRHA will make automatic monthly HAP deposits into the bank account of the owner. The date the bank shows as the deposit date will be the official payment date of record and will be the determining factor in cases involving late payment penalties. SNRHA will not make late payments due to direct deposits being posted by the vendor's financial institution late if payments were transmitted by SNRHA on the correct date. For example, when the first (1st) or the 15th falls on a Saturday or Holiday and the banks post the deposit on the next business day.

SNRHA will not be obligated to pay any late payment penalty if HUD determines that late payment is due to factors beyond SNRHA's control, such as a delay in the receipt of program funds from HUD.

SNRHA will use administrative fee income or the administrative fee reserve as its only source for late payment penalty.

Part B is the body of the contract. It describes in detail program requirements affecting the owner and owner roles and responsibilities under the HCV program. Most of the requirements contained in Part B of the HAP contract are outlined elsewhere in this plan. Topics addressed in Part B include:

- Lease of Contract Unit
- Maintenance, Utilities, and Other Services
- Term of HAP Contract
- Provision and Payment of Utilities and Appliances
- Rent to Owner: Reasonable Rent
- SNRHA Payment to Owner
- Prohibition of Discrimination
- Owner's Breach of HAP Contract
- SNRHA and HUD Access to Premises and Owner's Records
- Exclusion of Third Party Rights
- Conflict of Interest



- Assignment of the HAP Contract
- Written Notices
- Entire Agreement Interpretation

Part C of the contract includes the Tenancy Addendum (Form HUD-52641-A). The addendum sets forth the tenancy requirements for the program and the composition of the household, as approved by SNRHA. The owner must sign the HUD Tenancy Addendum with the prospective tenant, and the tenant has the right to enforce the Tenancy Addendum against the owner. The terms of the Tenancy Addendum prevail over any other provisions of the lease.

13-II.C. HAP CONTRACT PAYMENTS

General

During the term of the HAP contract, and subject to the provisions of the HAP contract, SNRHA must make monthly HAP payments to the owner on behalf of the family, at the beginning of each month. If a lease term begins after the first of the month, the HAP payment for the first month is prorated for a partial month.

The amount of the HAP payment is determined according to the policies described in Chapter 6, and is subject to change during the term of the HAP contract. SNRHA must notify the owner and the family in writing of any changes in the HAP payment.

HAP payments can be made only during the lease term, and only while the family is residing in the unit.

The monthly HAP payment by SNRHA is credited toward the monthly rent to owner under the family's lease. The total of the rent paid by the tenant, plus SNRHA HAP payment, should be equal to the rent specified in the lease (the rent to owner).

All HAP shall be paid via direct deposits only. There are no exceptions.

The family is not responsible for payment of the HAP payment, and SNRHA is not responsible for payment of the family share of rent.

The family's share of the rent cannot be more than the difference between the total rent to the owner and the HAP payment. The owner may not demand or accept any rent payment from the tenant in excess of this maximum [24 CFR 982.451(b)(4)]. The owner may not charge the tenant extra amounts for items customarily included in rent in the locality, or provided at no additional cost to unsubsidized tenants in the premises [24 CFR 982.510(c)]. See chapter 9 for a discussion of separate, non-lease agreements for services, appliances and other items that are not included in the lease.

If the owner receives any excess HAP from SNRHA, the excess amount must be returned immediately. If SNRHA determines that the owner is not entitled to all or a portion of the HAP, SNRHA may deduct the amount of overpayment from any amounts due to the owner, including amounts due under any other Section 8 HCV contract. See Chapter 16 for additional detail on owner reimbursement of HAP overpayments.



If relevant, SNRHA will conduct an audit of the owner's records pertaining to the tenancy or unit.

If it is determined that the owner has breached the contract, SNRHA will consider all of the relevant factors including the seriousness of the breach, the effect on the family, the owner's record of compliance and the number and seriousness of any prior HAP contract violations.

13-III.E. HAP CONTRACT TERM AND TERMINATIONS

The term of the HAP contract runs concurrently with the term of the dwelling lease [24 CFR 982.451(a)(2)], beginning on the first day of the initial term of the lease and terminating on the last day of the term of the lease, including any lease term extensions.

The HAP contract and the housing assistance payments made under the HAP contract terminate if [HCV Guidebook pp.11-4 and 11-5, pg. 15-3]:

- The owner or the family terminates the lease;
- The lease expires;
- SNRHA terminates the HAP contract;
- SNRHA terminates assistance for the family;
- The family moves from the assisted unit. In this situation, the owner is entitled to keep the housing assistance payment for the month when the family moves out of the unit.
- 180 calendar days have elapsed since SNRHA made the last housing assistance payment to the owner;
- The family is absent from the unit for longer than the maximum period permitted by SNRHA.
- The Annual Contributions Contract (ACC) between the PHA and HUD expires
- SNRHA elects to terminate the HAP contract.
- Owner fails to submit required documents to SNRHA when there's a change of ownership/management that has lapsed 60 days of said change. The family will be issued a voucher to move and SNRHA shall not be responsible for any payments to the new owner/agent.

SNRHA Policy

SNRHA may elect to terminate the HAP contract in each of the following situations:

Available program funding is not sufficient to support continued assistance for families in the program [24 CFR 982.454];



I. OVERVIEW

When SNRHA makes a decision that has a negative impact on a family, the family is often entitled to dispute the decision. For applicants, the dispute takes the form of an informal review; for participants, or for applicants denied admissions because of citizenship issues, the dispute takes the form of an informal hearing. For public housing and Rental Assistance Demonstration (RAD) residents the dispute can be a multi-step process involving an informal settlement meeting and if needed a formal hearing. SNRHA will only offer the opportunity for an informal review, informal hearing or formal hearing when required to do so by regulation.

II. SNRHA GRIEVANCE PROCEDURE SUMMARY:

The Southern Nevada Regional Housing Authority (SNHRA) Grievance Policy and Procedure is available to all applicants, participants and residents of the following SNRHA Housing Program:

- Conventional Public Housing Program
- Section 8 Housing Choice Voucher Program
- Rental Assistance Demonstration (RAD) Program
- Project Based Voucher Program

The purpose of the SNRHA Grievance Procedure is to provide applicants, participants and residents an opportunity for a hearing and/or due process review of SNRHA decisions that adversely affect their housing assistance.

III. DEFINITIONS:

For the purpose of the SNRHA Grievance Policy and Procedure, the following definitions shall be applicable:

Adverse Action means a decision made by SNRHA to terminate or deny housing assistance to a family.

Applicant means a family who requests SNRHA housing assistance by submitting an application for housing to the following housing program(s) but is not yet a participant or resident:

- Conventional Public Housing
- Section 8 Housing Choice Voucher Program
- Rental Assistance Demonstration (RAD) Program
- Project Based Voucher Program

Asset Manager means the SNRHA employee who is responsible for the day to day operations of the public housing community that the Grievant resides in.

Business Days means days that SNRHA is open for business. This does not include weekends or holidays.



disabled household member.

Participant means a family in the Section 8 Housing Choice Voucher Program that holds a valid voucher issued by SNRHA; or Currently occupies a unit assisted under the Section 8 Program; or Continues to occupy an assisted unit after the SNRHA suspends housing assistance payments due to landlord default, but does not have a transfer voucher; or Vacates an assisted unit before requesting a transfer voucher for reasons beyond their control; or Has made a timely request for a transfer voucher; or Has made a timely request for an informal Hearing.

Preponderance of Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole, shows that the fact sought to be proven is more probable than not. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Resident means adult persons listed on a SNRHA public housing lease who live in a SNRHA public housing apartment or scattered site home; or Resides in the unit, and who is the remaining family member of the resident family. This definition does not include those adults designated as Live-In Aides.

Section 8 Housing Choice Voucher (HCV) Program means federally assisted housing program administered through the SNRHA and where landlords own the units in the private sector.

SNRHA means the Southern Nevada Regional Housing Authority.

Substandard Housing means a unit that is not livable according to HUD definition.

Tenant means adult persons listed on a lease who live in a SNRHA Rental Assistance Demonstration (RAD) housing unit; or Resides in the unit, and who is the remaining family member of the resident family. This definition does not include those adults designated as Live-In Aides.

Unit means a residential space for the private use of a family.

IV. GRIEVANCE PROCEDURES

A. INFORMAL REVIEWS

Informal Reviews are provided for program applicants. The Informal Review is intended to provide a “minimum hearing requirement” and need not be as elaborate as Informal or review shall be submitted to the department that issued the notice. In the case of waiting list ineligibility, the request would be submitted to:

SNRHA Admissions Department
5390 East Flamingo Road
Las Vegas, Nevada 89122

1. The Informal Review Meeting Notification

Upon receipt of the hearing packet, the Hearing Officer shall review the packet and determine whether the determination of ineligibility and the request for an informal review has been made in accordance with HUD regulations and SNRHA Policy.



- If the Hearing Officer determines that the determination of ineligibility was not in accordance with HUD regulations or SNRHA Policy, the Department will be notified that an error has been made with instructions to reinstate the applicant's file.
- If the Hearing Officer determines that the request for an informal review has not been made in accordance with SNRHA Policy, the Hearing Officer will send a notice of denial of the informal review request with an explanation of why the request has been denied.
- If the Hearing Officer determines that the notification of ineligibility and the request for an informal review comply with regulations and policies, an appointment for the informal review will be scheduled within ten (10) business days of receipt of the hearing packet.
- A written notice of the appointment will be mailed to the address the client indicated on the informal review request form or the last known address, if no address is provided. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time
- Appointment location
- Grievant Rights and Responsibilities
- list ineligibility, the request would be submitted to:
SNRHA Admissions Department
5390 East Flamingo Road
Las Vegas, Nevada 89122

- a. Upon receipt of the request, the Department Head or his/her designee shall review the request and the applicant's file to determine if the notification is in accordance with HUD regulations and SNRHA Policy.
 - If the Department Head or his/her designee determines that the notification of ineligibility was in error, the file will be reinstated and no informal review will be required.
 - If the Department Head or his/her designee determines that no errors have been made, a hearing packet will be forwarded to the hearing office for processing. The hearing packet must include the following:
 1. The notice of ineligibility
 2. The application for assistance
 3. Any documentary evidence to be presented at the informal review appointment.
 4. A cover sheet with the client name, client number, the program, a description of the determination.



If the family fails to appear for their informal review, the denial of admissions will stand and the family will be so notified. Failure to appear for in person Informal Review appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered failure to appear.

B. INFORMAL SETTLEMENT MEETING

Residents/Tenants of the Conventional Public Housing or Rental Assistance Demonstration (RAD) Programs who are notified of a decision that adversely affects the resident's rights, duties, welfare or status as a Resident/Tenant may submit a Grievance in writing to the Manager's office to determine whether the Grievance can be settled informally.

1- Informal Settlement Meeting

After receiving notice of the adverse action from the Management Office, the written grievance request must be personally presented to the management office with jurisdiction for the unit in which the grievant resides within ten (10) calendar days. Upon written receipt from a resident/tenant, the Manager shall schedule a meeting with the grievant to discuss the issues presented by the Notice of Adverse Action. The purpose of the meeting is to determine whether the Grievance can be resolved without a Formal hearing.

The Manager will review the request, schedule and conduct the meeting within ten (10) calendar days.

The grievant will be given written notice of the appointment. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time
- Appointment location
- Grievant rights and responsibilities

The meeting may be held in person at a location specified in the appointment letter or may be held telephonically or via a secure internet platform.

The Manager and resident/tenant will discuss the grievance informally; an attempt will be made to settle the grievance informally, by discussion, without a hearing.

If the grievant does not request a Grievance within ten (10) calendar days of the Notice of Adverse Action, the disposition of the action shall become final. Failure to request a hearing shall not constitute a waiver by the grievant of his/her right to contest the action in disposing of the grievance in an appropriate judicial proceeding.

The grievant may not skip the Informal Settlement Meeting in order to request a Formal Hearing.



2- Informal Settlement Meeting Summary

The Manager shall prepare a written summary of the meeting discussion setting forth the following:

- The date of the Settlement Meeting
- The nature of the grievance
- The persons in attendance
- The nature of the proposed disposition and the specific reasons therefore
- The Formal Hearing request procedures (including the request form)

The written summary shall be prepared and provided to the Grievant within five (5) business days of the date of the meeting. A copy of the letter must be mailed to the grievant with proof of mailing via certificate of mail.

If the Grievant is not satisfied with the results of the Informal Settlement of Grievance meeting, the grievant may request a Formal Hearing, in writing, within ten (10) calendar days.

C. FORMAL HEARING

If no informal settlement agreement is reached during the informal settlement meeting, the Grievant has the right to request a Formal Hearing. A Formal Hearing is a formal process conducted by the Hearing Officer to review oral and documentary evidence pertinent to the facts and issues raised when a resident/tenant disputes an adverse action, which has been taken or is proposed to be taken by the SNRHA or the Manager.

1 - Hearing Request

The grievant may request a hearing by submitting a written hearing request to the Manager or SNRHA Central Office at SNRHA Hearing Office 340 N. 11th Street Las Vegas, NV 89101, within ten (10) calendar days of the date of the written Informal Settlement Meeting Summary.

If the grievant does not request a formal hearing within ten (10) calendar days of the Informal Settlement Summary, the disposition of the grievance shall become final. Failure to request a formal hearing shall not constitute a waiver by the grievant of his/her right to contest action in disposing of the grievance in an appropriate judicial proceeding.

The written hearing request must specify:

- The reason for the grievance
- The action or relief sought
- How the adverse action violates the resident/tenant's lease or other rule or regulation, as well as the resident/tenant's rights, duties, welfare or status.

Notwithstanding scheduling conflicts, the formal hearing shall be scheduled and conducted within ten (10) business days of the date the Hearing Officer receives the hearing request.



The decision of the Hearing Officer is binding on management unless:

- The grievance does not concern SNRHA/management actions or failure to act, or that it did not concern a decision that adversely affected the grievant's lease, rights, rules, duties, welfare or status; or
- A determination is made that the Hearing Officer's decision violates the requirements of the Annual contributions Contract between SNRHA and HUD; or
- For matters in which SNRHA is not required to provide an opportunity for a hearing; or
- Decisions that exceed the authority of the hearing officer; or
- Decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State, or Local laws, requirements of the annual contribution contract between SNRHA and HUD.

The decision of the Hearing Officer in favor of SNRHA or which denies the relief requested by the grievant shall not constitute a waiver of, nor affect in any manner, the Grievant's right to institute legal action against SNRHA in a court of competent jurisdiction regarding the subject matter of the Grievance. The Grievant may utilize due process through the Court.

4 – Hearing Decisions Regarding Eviction

A decision of the Hearing Officer in favor of the grievant must specify which provision of the resident's lease, other rule, SNRHA policy, procedure, or regulation has been violated. The remedy granted by the Hearing Officer may not violate:

- Local, State or Federal law;
- Resident's lease;
- SNRHA rules of regulations;
- SNRHA Annual Contribution Contract with the Federal Government; or
- Federal regulations applicable to SNRHA

When the Hearing Officer affirms the SNRHA decision to terminate the Grievant's tenancy, SNRHA/management must follow applicable State law to implement the eviction including, but not limited to:

- Providing all requisite notices
- Abiding by all applicable judicial determinations, including those that overrule the Hearing Officer's Decision.

In no event shall the notice to vacate be issued prior to the decision of the Hearing Officer having been mailed or delivered to the grievant.

D. EXPEDITED GRIEVANCE PROCEDURE

An expedited hearing may be requested and/or conducted to address a Grievance involving:

- Proposed Termination of tenancy due to criminal activity that threatens the health, safety or right to peaceful enjoyment of the housing community; or
- Proposed termination of tenancy due to drug-related criminal activity on or



request an informal hearing shall not constitute a waiver by the grievant of his/her right to contest action in disposing of the grievance in an appropriate judicial proceeding.

The written hearing request must specify:

- The reason for the grievance
- The action or relief sought
- How the adverse action violates the participant's rights, duties, welfare or status.

Notwithstanding scheduling conflicts, the informal hearing shall be scheduled and conducted within ten (10) business days of the date the Hearing Officer receives the hearing request.

The grievant shall be given written notice of the appointment. The appointment letter must include the following:

- Client name
- Client number
- Appointment date and time
- Appointment location
- Grievant Rights and Responsibilities

The meeting may be held in person at a location designated by the Hearing Officer or may be held telephonically or via a secure internet platform.

2- Informal Hearing Procedure

The Informal Hearing shall be conducted by an impartial, third-party, Hearing Officer, designated by SNRHA. The Informal Hearing shall be governed by the following due process considerations:

- A description of the issues and evidence presented
- Prior to the hearing, the grievant shall be afforded the opportunity to review all related documentary evidence maintained by management and allowed to copy any documents in their file at a cost of \$1.00 per page after the first twenty-five (25) pages. If a third party requests the documents, they must pay \$1.00 per page starting with the first page and have a written release of information signed by the resident/tenant. Requests for copies of documents must be submitted in writing and SNRHA will have four days to process the request. Documents must be picked up within three (3) days of the date they are completed and shall not be given out prior to payment. Payment must be by money order or cashier's check; or if from a legal representative, a check from the company shall be acceptable. Evidence not made available to the Grievant, upon request, may not be used by management at the time of the hearing.
- The grievant shall be afforded the right to be represented by counsel and/or to designate a representative.
- The grievant shall be afforded the right to confront and cross-examine all



SNRHA's witnesses on whose testimony or information SNRHA will rely and to present testimony and/or documentary evidence to support his/her position.

- ***A prior determination on the same issue involving the same grievant shall be binding on the grievant and SNRHA.***
- Failure to appear at the Informal Hearing, without prior notification and approval may result in dismissal of the Grievance and the intended action being upheld. Failure to appear for in person Informal Hearing appointment within fifteen (15) minutes of the scheduled appointment time OR ten (10) minutes for telephonic/internet platform appointment will be considered *failure to appear.*

3- Informal Hearing Decision

The Informal Hearing decision shall be based solely on the evidence and testimony presented during the hearing. No documents may be presented which have not been provided to the other party before the hearing if requested by the other party.

The Hearing Officer may ask the family for additional information or documentation and/or might adjourn the hearing to reconvene at a later date, before reaching a decision, but must render a decision within ten (10) business days of the initial hearing regardless of the request for additional information.

Within eight (8) business days of the date of the hearing, the Hearing Officer shall prepare a written decision that sets forth the following:

- *Hearing Information*
 - The date, time and location of the hearing
 - The names of the parties and their representatives in attendance at the hearing
 - The name of the Hearing Officer
- *Background*
 - A brief, impartial statement of the reason for the hearing
- *Summary of the Evidence*
 - The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.
- *Finding of Facts*
 - The hearing officer will include all findings of fact, based on a preponderance of evidence.



- *Conclusion*
 - The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of evidence. This conclusion will result in a determination of whether these facts uphold the Proposed action.
- *Order*
 - The hearing officers written decision letter will include a statement of whether the proposed action is upheld or overturned. If it is overturned, the hearing officer will instruct management to restore the grievant's program status.

The decision of the Hearing Officer is binding on SNRHA unless:

- The grievance does not concern SNRHA actions or failure to act, or that it did not concern a decision that adversely affected the Grievant's lease, rights, rules, duties, welfare or status; or
- A determination is made that the Hearing Officer's decision violates the requirements of the Annual contributions Contract between SNRHA and HUD; or
- For matters in which SNRHA is not required to provide an opportunity for a hearing; or
- Decisions that exceed the authority of the hearing officer; or
- Decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State, or Local laws, requirements of the annual contribution contract between SNRHA and HUD.

The decision of the Hearing Officer in favor of SNRHA or which denies the relief requested by the grievant shall not constitute a waiver of, nor affect in any manner, the Grievant's right to institute legal action against SNRHA in a court of competent jurisdiction regarding the subject matter of the Grievance.

The Grievant may utilize due process through the Court.

F. HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an Informal Hearing, not an Informal Review.

Assistance to a family may not be delayed, denied or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the SNRHA hearing is pending, but assistance to an applicant may be delayed pending completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the SNRHA informal hearing process, does not preclude the family from exercising the right, that

Chapter 17

PROJECT-BASED VOUCHERS

INTRODUCTION

This chapter describes HUD regulations and PHA policies related to the project-based voucher (PBV) program in nine parts:

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 PHA 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 PHA's discretion.

Part VI: Selection of PBV Program Participants. This part describes the requirements and policies governing how the PHA and the owner will select a family to receive PBV assistance.

Part VII: Occupancy. This part discusses occupancy requirements related to the lease and describes under what conditions families are allowed or required to move. In addition, exceptions to the occupancy cap (which limits PBV assistance to 25 percent of the units in any project) are also discussed.

Part VIII: Determining Rent to Owner. This part describes how the initial rent to owner is determined, and how rent will be redetermined throughout the life of the HAP contract. Rent reasonableness requirements are also discussed.

Part IX: Payments to Owner. This part describes the types of payments owners may receive under this program.

PART I: GENERAL REQUIREMENTS

17-I.A. OVERVIEW [24 CFR 983.5; FR Notice 1/18/17; Notice PIH 2017-21]

The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its authorized units and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. PHAs may only operate a PBV program if doing so is consistent with the PHA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

SNRHA Policy

The PHA will operate a project-based voucher program using up to 20 percent of its authorized units for project-based assistance. The PHA may project-base up to an additional 10 percent of its authorized units, up to 30 percent, in accordance with HUD regulations and requirements.

See Exhibit 17-1 for information on projects to which the PHA has attached PBV assistance.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, the PHA is not required to reduce the number of these units if the number of authorized units is subsequently reduced. However, the PHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC, regardless of whether the PHA has vouchers available for project-basing [FR Notice 1/18/17].

Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-21; FR Notice 1/24/22]

The PHA may project-base an additional 10 percent of its units above the 20 percent program limit. The units may be distributed among one, all, or a combination of the categories as long as the total number of units does not exceed the 10 percent cap.

For units under a HAP contract that was first executed on or after April 18, 2017, units qualify under this exception if the units:

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.
- Are specifically made available to house families that are comprised of or include a veteran.
 - *Veteran* means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403.

- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates.

PBV units that house eligible youth receiving FUPY/FYI assistance are also covered by this 10 percent exception authority if the units are under a HAP contract that became effective after December 27, 2020, and if the unit is occupied by an eligible youth receiving FUPY/FYI assistance. FYI TPVs that were awarded under Notice PIH 2019-20 are not part of this exception since PHAs are prohibited from project-basing FYI TPVs. Units added after December 27, 2020, through an amendment of a HAP contract that became effective after December 27, 2020, are eligible for this 10 percent exception authority. In contrast, units added after December 27, 2020, through an amendment of a HAP contract that became effective on or prior to December 27, 2020, are not eligible for this 10 percent exception authority [FR Notice 1/24/22]. See Chapter 19 for policies specific to project-basing FUPY vouchers.

SNRHA Policy

The PHA may project-base up to an additional 10 percent of its authorized units, up to 30 percent, in accordance with HUD regulations and requirements.

Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17]

PBV units under the RAD program and HUD-VASH PBV set-aside vouchers do not count toward the 20 percent limitation when PBV assistance is attached to them.

In addition, units that were previously subject to certain federal rent restrictions or were receiving another type of long-term housing subsidy provided by HUD are not subject to the cap. The unit must be covered under a PBV HAP contract that first became effective on or after April 18, 2017.

SNRHA Policy

The PHA may project-base units not subject to the 20 percent cap in accordance with HUD regulations and requirements.

17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the PHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

SNRHA Policy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, the PHA policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.

17-I.C. RELOCATION REQUIREMENTS [24 CFR 983.7]

Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24.

The cost of required relocation assistance may be paid with funds provided by the owner, local public funds, or funds available from other sources. PHAs may not use voucher program funds to cover relocation costs, except that PHAs may use their administrative fee reserve to pay for relocation expenses after all other program administrative expenses are satisfied, and provided that payment of the relocation benefits is consistent with state and local law. Use of the administrative fee for these purposes must also be consistent with other legal and regulatory requirements, including the requirement in 24 CFR 982.155 and other official HUD issuances.

The acquisition of real property for a PBV project is subject to the URA and 49 CFR part 24, subpart B. It is the responsibility of the PHA to ensure the owner complies with these requirements.

17-I.D. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8]

The PHA must comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program. This includes the requirements and authorities cited at 24 CFR 5.105(a). In addition, the PHA must comply with the PHA Plan certification on civil rights and affirmatively furthering fair housing, submitted in accordance with 24 CFR 903.7(o).

PART II: PBV OWNER PROPOSALS

17-II.A. OVERVIEW

With certain exceptions, the PHA must describe the procedures for owner submission of PBV proposals and for PHA selection of PBV proposals [24 CFR 983.51]. Before selecting a PBV proposal, the PHA must determine that the PBV proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing [24 CFR 983.53 and 983.54], complies with the cap on the number of PBV units per project [24 CFR 983.56], and meets the site selection standards [24 CFR 983.57]. The PHA may not commit PBVs until or unless it has followed the proposal selection requirements defined in 24 CFR 983.51 [Notice PIH 2011-54].

17-II.B. OWNER PROPOSAL SELECTION PROCEDURES [24 CFR 983.51(b)]

The PHA must select PBV proposals in accordance with the selection procedures in the PHA administrative plan. The PHA must select PBV proposals by either of the following two methods.

- PHA request for PBV Proposals. The PHA may solicit proposals by using a request for proposals to select proposals on a competitive basis in response to the PHA request. The PHA may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.
- The PHA may select proposal that were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. The PHA need not conduct another competition.

Units Selected Non-Competitively [FR Notice 1/18/17; Notice PIH 2017-21; 24 CFR 983.51(b)]

For certain public housing projects where the PHA has an ownership interest or control, the PHA may attach PBV assistance non-competitively without following one of the two processes above.

This exception applies when the PHA is engaged in an initiative to improve, develop, or replace a public housing property or site. The public housing units may either currently be in the public housing inventory or may have been removed from the public housing inventory within five years of the date on which the PHA entered into the AHAP or HAP.

If the PHA is planning rehabilitation or new construction on the project, a minimum threshold of \$25,000 per unit in hard costs must be expended.

If the PHA plans to replace public housing by attaching PBV assistance to existing housing in which the PHA has an ownership interest or control, then the \$25,000 per unit minimum threshold does not apply as long as the existing housing substantially complies with HQSNSPIRE/HQS.

The PHA must include in the administrative plan what work it plans to do on the property or site and how many PBV units will be added to the site.

SNRHA Policy

The PHA intends to project base units noncompetitively in order to replace public housing units in a project in which the PHA has an ownership interest or control at the following developments:

- **Old Rose Gardens Vacant Parcel – Minimum of 120 Senior Apartment Units**
- **Marion Bennet Phase II Vacant Parcel – Minimum 46 Senior Apartment Units**
- **28th & Sunrise Vacant Parcel – Minimum 60 Family Apartments**
- **Duncan & Edwards Vacant Parcel – Minimum 60 Family Apartments**

[insert name of development] These developments] development which meet the requirements under HOTMA to be selected select units non-competitively.

The PHA will detail the work it plans to do on the public housing property or site as well as how many units it plans to project-base at the property or site through the annual and/or five-year plan process.

The units listed above will be newly constructed using Faircloth-to-RAD and a minimum threshold of \$25,000 in hard costs per unit will be spent as these units will be newly constructed. [Add relevant information.]

The PHA will ensure that units are eligible for PBV assistance and meet all statutory and regulatory requirements for the PBV program. The existing housing will substantially comply with HQSNSPIRE//HQS, which the PHA defines as units with no life-threatening violations that will pass HQSNSPIRE/HQS the earlier of **twelve (12)**[insert number of months] months of PBV HAP contract execution or at the end of the construction period.

The following policies in this chapter on solicitation and selection of owner proposals do not apply to units selected under this option.

Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)]

PHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by the PHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public

notice. The public notice of the PHA request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

SNRHA Policy

PHA Request for Proposals for Rehabilitated and Newly Constructed Units

The PHA will advertise its request for proposals (RFP) for rehabilitated and newly constructed housing in the following newspapers and trade journals.

- Las Vegas Review Journal/Sun
- El Mundo
- Las Vegas Asian Journal
- Asian American Times
- El Tiempo

The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

In addition, the PHA will post the RFP and proposal submission and rating and ranking procedures on its website.

The PHA will publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the PHA estimates that it will be able to assist under the funding the PHA is making available. Proposals will be due in the PHA office by close of business 30 calendar days from the date of the last publication.

In order for the proposal to be considered, the owner must submit the proposal to the PHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

The PHA will rate and rank proposals for rehabilitated and newly constructed housing using the following criteria:

Owner experience and capability to build or rehabilitate housing as identified in the RFP;

Extent to which the project furthers the PHA goal of deconcentrating poverty and expanding housing and economic opportunities;

If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

In order to promote partially assisted projects, projects where less than 25 percent of the units will be assisted will be rated higher than projects where 25 percent or more of the units will be assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, the PHA will rate partially assisted projects on the percentage of units assisted. Projects with the lowest percentage of assisted units will receive the highest score.

PHA Requests for Proposals for Existing Housing Units

The PHA will advertise its request for proposals (RFP) for existing housing in the following newspapers and trade journals.

- Las Vegas Review Journal/Sun
- El Mundo
- Las Vegas Asian Journal
- Asian American Times
- El Tiempo

The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

In addition, the PHA will post the notice inviting such proposal submission and the rating and ranking procedures on its website.

The PHA will periodically publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the PHA estimates that it will be able to assist under the funding the PHA is making available. Owner proposals will be accepted on a first-come first-served basis and will be evaluated using the following criteria:

Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program;

Extent to which the project furthers the PHA goal of deconcentrating poverty and expanding housing and economic opportunities;

If applicable, extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

Extent to which units are occupied by families that are eligible to participate in the PBV program.

PHA Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program

The PHA will accept proposals for PBV assistance from owners that were competitively selected under another federal, state or local housing assistance program, including projects that were competitively awarded Low-Income Housing Tax Credits on an ongoing basis.

The PHA may periodically advertise that it is accepting proposals, in the following newspapers and trade journals:

- Las Vegas Review Journal/Sun
- El Mundo
- Las Vegas Asian Journal
- Asian American Times
- El Tiempo

The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

In addition to, or in place of advertising, the PHA may also directly contact specific owners that have already been selected for Federal, state, or local housing assistance based on a previously held competition, to inform them of available PBV assistance.

Proposals will be reviewed on a first-come first-served basis. The PHA will evaluate each proposal on its merits using the following factors:

Extent to which the project furthers the PHA goal of deconcentrating poverty and expanding housing and economic opportunities; and

Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, Choice Neighborhood, or Renewal Community.

PHA-Owned Units [24 CFR 983.51(e), 983.59, FR Notice 1/18/17, and Notice PIH 2017-21]

A PHA-owned unit may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that the PHA-owned units were appropriately selected based on the selection procedures specified in the PHA administrative plan. This also applies to noncompetitive selections. If the PHA selects a proposal for housing that is owned or controlled by the PHA, the PHA must identify the entity that will review the PHA proposal selection process and perform specific functions with respect to rent determinations, the term of the HAP contract, and inspections.

In the case of PHA-owned units, the term of the HAP contract and any HAP contract renewal must be agreed upon by the PHA and a HUD-approved independent entity. In addition, an independent entity must determine the initial rent to owner, the redetermined rent to owner, and reasonable rent. Housing quality standards inspections must also be conducted by an independent entity.

The independent entity that performs these program services may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government) or another HUD-approved public or private independent entity.

SNRHA Policy

The PHA may submit a proposal for project-based housing that is owned or controlled by the PHA. If the proposal for PHA-owned housing is selected, the PHA will use **an independent third-party entity** to review the PHA selection process. The PHA will obtain HUD approval of the **independent entity** prior to selecting the proposal for PHA-owned housing.

The PHA may only compensate the independent entity from PHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). The PHA may not use other program receipts to compensate the independent entity for its services. The PHA and independent entity may not charge the family any fee for the appraisal or the services provided by the independent entity.

PHA Notice of Owner Selection [24 CFR 983.51(d)]

The PHA must give prompt written notice to the party that submitted a selected proposal and must also give prompt public notice of such selection. Public notice procedures may include publication of public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice.

SNRHA Policy

Within 10 business days of the PHA making the selection, the PHA will notify the selected owner in writing of the owner's selection for the PBV program. The PHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner.

In addition, the PHA will publish its notice for selection of PBV proposals for two consecutive days in the same newspapers and trade journals the PHA used to solicit the proposals. The announcement will include the name of the owner that was selected for the PBV program. The PHA will also post the notice of owner selection on its electronic web site.

The PHA will make available to any interested party its rating and ranking sheets and documents that identify the PHA basis for selecting the proposal. These documents will be available for review by the public and other interested parties for one month after publication of the notice of owner selection. The PHA will not make available sensitive owner information that is privileged, such as financial statements and similar information about the owner.

The PHA will make these documents available for review at the PHA during normal business hours. The cost for reproduction of allowable documents will be \$.25 per page.

17-II.C. HOUSING TYPE [24 CFR 983.52]

The PHA may attach PBV assistance for units in existing housing or for newly constructed or rehabilitated housing developed under and in accordance with an agreement to enter into a housing assistance payments contract that was executed prior to the start of construction. A housing unit is considered an existing unit for purposes of the PBV program, if, at the time of notice of PHA selection, the units substantially comply with HQSNSPIRE/HQS. Units for which new construction or rehabilitation began after the owner's proposal submission but prior to the execution of the HAP do not subsequently qualify as existing housing. Units that were newly constructed or rehabilitated in violation of program requirements also do not qualify as existing housing.

The PHA must decide what housing type, new construction, rehabilitation, or existing housing, will be used to develop project-based housing. The PHA choice of housing type must be reflected in its solicitation for proposals.

17-II.D. PROHIBITION OF ASSISTANCE FOR CERTAIN UNITS

Ineligible Housing Types [24 CFR 983.53]

The PHA may not attach or pay PBV assistance to shared housing units; units on the grounds of a penal reformatory, medical, mental, or similar public or private institution; nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities); units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students; manufactured homes; and transitional housing. In addition, the PHA may not attach or pay PBV assistance for a unit occupied by an owner and the PHA may not select or enter into an agreement to enter into a HAP contract or HAP contract for a unit occupied by a family ineligible for participation in the PBV program. A member of a cooperative who owns shares in the project assisted under the PBV program is not considered an owner for purposes of participation in the PBV program. Finally, PBV assistance may not be attached to units for which construction or rehabilitation has started after the proposal submission and prior to the execution of an AHAP.

Subsidized Housing [24 CFR 983.54]

A PHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that a PHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance;
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or the PHA in accordance with HUD requirements.

17-II.E. SUBSIDY LAYERING REQUIREMENTS [24 CFR 983.55, Notice PIH 2013-11, and FR Notice 2/28/20]

The subsidy layering review is intended to prevent excessive public assistance by combining (layering) housing assistance payment subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

HUD requires new construction and rehabilitation housing that will include forms of governmental assistance other than PBVs to undergo a subsidy layering review (SLR) prior to entering into an Agreement to Enter into Housing Assistance Payments Contract (AHAP). Subsidy layering requirements do not apply to existing housing, when PBV is the only governmental assistance, or for projects already subject to a PBV HAP contract, even if the project is recapitalized with outside sources of funding.

When a PHA selects a new construction or rehabilitation project, the PHA must require information regarding all HUD and/or other federal, state, or local governmental assistance to be disclosed by the project owner using Form HUD-2880. Appendix A of FR Notice 2/28/20 contains a list of all required documentation.

Either HUD or a HUD-approved housing credit agency (HCA) in the PHA's jurisdiction performs the subsidy layering review. The PHA must request an SLR through their local HUD Field Office or, if eligible, through a participating HCA.

If the SLR request is submitted to an approved HCA, and the proposed project-based voucher assistance meets HUD subsidy layering requirements, the HCA must submit a certification to HUD and notify the PHA. The PHA may proceed to execute an AHAP at that time if the environmental approval is received.

The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

17-II.F. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT

25 Percent per Project Cap [24 CFR 983.56, FR Notice 1/18/17, and Notice PIH 2017-21]

In general, the PHA may not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than the greater of 25 units or 25 percent of the number of dwelling units (assisted or unassisted) in the project.

Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17; Notice PIH 2017-21; FR Notice 1/24/22]

As of April 18, 2017, units are not counted against the 25 percent or 25-unit per project cap if:

- The units are exclusively for elderly families
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
 - If the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) eliminated the project cap exemption for projects that serve disabled families and modified the exception for supportive services.

Under the Fostering Stable Housing Opportunities (FSHO) amendments, units exclusively made available to youth receiving FUPY/FYI assistance may be excepted from the project cap for HAP contracts first effective after December 27, 2020. For more information on excepted units for FUPY, see Chapter 19.

Projects where these caps were implemented prior to HOTMA (HAP contracts executed prior to April 18, 2017) or FSHO (contract in effect on or prior to December 27, 2020) may continue to use the former exceptions and may renew their HAP contracts under the old requirements, unless the PHA and owner agree to change the conditions of the HAP contract. However, this change may not be made if it would jeopardize an assisted family's eligibility for continued assistance in the project.

Supportive Services

PHAs must include in the PHA administrative plan the type of services offered to families for a project to qualify for the exception and the extent to which such services will be provided. As of April 18, 2017, the project must make supportive services available to all families receiving PBV assistance in the project, but the family does not actually have to accept and receive supportive services for the exception to apply to the unit, although the family must be eligible to receive the supportive services. It is not necessary that the services be provided at or by the project but must be reasonably available to families receiving PBV assistance at the project and designed to help families in the project achieve self-sufficiency or live in the community as independently as possible. A PHA may not require participation in the supportive service as a condition of living in the excepted unit, although such services may be offered.

SNRHA Policy

The PHA may develop housing for occupancy by elderly families and families in need of services. This may include disabled families, families in need of particular supportive services, or families participating in the Family Self-Sufficiency (FSS) program. Families will not be required to accept and receive supportive services for the exception to apply to the unit, although they will be required to be eligible to receive supportive services. Services may include but are not limited to:

Meal service adequate to meet nutritional needs;

Housekeeping aid;

Personal assistance;

Transportation services;

Health-related services;

Case management;

Child care;

Educational and employment services;

Job training;

Counseling; or

Other services designed to help the recipient live in the community as independently as possible.

If a family at the time of initial tenancy is receiving, and while the resident of an excepted unit has received, FSS supportive services or any other supportive services as defined in the PHA administrative plan, and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

If the family becomes ineligible for the supportive service during their tenancy (for reasons other than successfully completing the supportive service objective), the unit will no longer be considered an excepted unit. If the family is ineligible for all supportive services that are made available at the project, the PHA may do any of the following:

Reduce the number of excepted units

Substitute the excepted unit for a non-excepted unit

Temporarily remove the unit from the PBV HAP contract and provide the family with tenant-based assistance

On a quarterly basis, the PHA will monitor all families that are receiving services to determine if such families will be allowed to continue receiving PBV assistance. The PHA will require families receiving services to provide written evidence from each service provider that the family has received all of the required services stated in the statement of family obligations or FSS contract of family participation. Alternatively, each service provider will submit a report to the PHA identifying the services received by each family, and the PHA will check to see if all services required in the statement of family obligation or FSS contract of participation were received.

Projects not Subject to a Project Cap [FR Notice 1/18/17; Notice PIH 2017-21]

PBV units that were previously subject to certain federal rent restrictions or receiving another type of long-term housing subsidy provided by HUD are exempt from the project cap. In other words, 100 percent of the units in these projects may receive PBV assistance.

SNRHA Policy

The PHA administers PBV units that are not subject to a project cap.

Promoting Partially Assisted Projects [24 CFR 983.56(c)]

A PHA may establish local requirements designed to promote PBV assistance in partially assisted projects. A *partially assisted project* is a project in which there are fewer units covered by a HAP contract than residential units [24 CFR 983.3].

A PHA may establish a per-project cap on the number of units that will receive PBV assistance or other project-based assistance in a multifamily project containing excepted units or in a single-

family building. A PHA may also determine not to provide PBV assistance for excepted units, or the PHA may establish a per-project cap of less than 25 units or 25 percent of units.

SNRHA Policy:

Excepted units will be limited to units for elderly families and projects that provide supportive services.

Beyond that, the PHA will not impose any further cap on the number of PBV units assisted per project.

17-II.G. SITE SELECTION STANDARDS

Compliance with PBV Goals, Civil Rights Requirements, and HQSNSPIRE/HQS Site Standards

[24 CFR 983.57(b)]

The PHA may not select a proposal for existing, newly constructed, or rehabilitated PBV housing on a site or enter into an agreement to enter into a HAP contract or HAP contract for units on the site, unless the PHA has determined that PBV assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. The standard for deconcentrating poverty and expanding housing and economic opportunities must be consistent with the PHA Plan under 24 CFR 903 and the PHA administrative plan.

In addition, prior to selecting a proposal, the PHA must determine that the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable Civil Rights Laws, regulations, and Executive Orders, and that the site meets the HQSNSPIRE/HQS site and neighborhood standards at 24 CFR 982.401(1).

PHA PolicySNRHA Policy

It is the PHA goal to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal the PHA will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.

However, the PHA will grant exceptions to the 20 percent standard where the PHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, Choice Neighborhood, or Renewal Community;

A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;

A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;

A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;

A census tract where there has been an overall decline in the poverty rate within the past five years; or

A census tract where there are meaningful opportunities for educational and economic advancement.

Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)]

The PHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract for existing or rehabilitated housing until it has determined that the site complies with the HUD required site and neighborhood standards. The site must:

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Have adequate utilities and streets available to service the site;
- Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

New Construction Site and Neighborhood Standards [24 CFR 983.57(e)]

In order to be selected for PBV assistance, a site for newly constructed housing must meet the following HUD required site and neighborhood standards:

- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- The site must have adequate utilities and streets available to service the site;
- The site must not be located in an area of minority concentration unless the PHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and

- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

17-II.H. ENVIRONMENTAL REVIEW [24 CFR 983.58]

The PHA activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The *responsible entity* is responsible for performing the federal environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.). The PHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract until it has complied with the environmental review requirements.

In the case of existing housing, the responsible entity that is responsible for the environmental review under 24 CFR part 58 must determine whether or not PBV assistance is categorically excluded from review under the National Environmental Policy Act and whether or not the assistance is subject to review under the laws and authorities listed in 24 CFR 58.5.

The PHA may not enter into an agreement to enter into a HAP contract or a HAP contract with an owner, and the PHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under this part, until the environmental review is completed.

The PHA must supply all available, relevant information necessary for the responsible entity to perform any required environmental review for any site. The PHA must require the owner to carry out mitigating measures required by the responsible entity (or HUD, if applicable) as a result of the environmental review.

PART III: DWELLING UNITS

17-III.A. OVERVIEW

This part identifies the special housing quality standards that apply to the PBV program, housing accessibility for persons with disabilities, and special procedures for conducting housing quality standards inspections.

17-III.B. HOUSING QUALITY STANDARDS [24 CFR 983.101]

The housing quality standards (HQSNSPIRE/HQS) for the tenant-based program, including those for special housing types, generally apply to the PBV program. HQSNSPIRE/HQS requirements for shared housing, manufactured home space rental, and the homeownership option do not apply because these housing types are not assisted under the PBV program.

The physical condition standards at 24 CFR 5.703 do not apply to the PBV program.

Lead-based Paint [24 CFR 983.101(c)]

The lead-based paint requirements for the tenant-based voucher program do not apply to the PBV program. Instead, The Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR Part 35, Subparts A, B, H, and R, and 40 CFR 745.227, apply to the PBV program.

17-III.C. HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES

The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. The PHA must ensure that the percentage of accessible dwelling units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by HUD's regulations at 24 CFR 8, subpart C.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable. (24 CFR 983.102)

17-III.D. INSPECTING UNITS

Pre-selection Inspection [24 CFR 983.103(a)]

The PHA must examine the proposed site before the proposal selection date. If the units to be assisted already exist, the PHA must inspect all the units before the proposal selection date, and must determine whether the units substantially comply with HQSNSPIRE/HQS. To qualify as existing housing, units must substantially comply with HQSNSPIRE/HQS on the proposal selection date. However, the PHA may not execute the HAP contract until the units fully comply with HQSNSPIRE/HQS.

Pre-HAP Contract Inspections [24 CFR 983.103(b), FR Notice 1/18/17, and Notice PIH 2017-20]

The PHA must inspect each contract unit before execution of the HAP contract. The PHA may not provide assistance on behalf of the family until the unit fully complies with HQSNSPIRE/HQS, unless the PHA has adopted a policy to enter into a HAP contract for units that fail the initial HQSNSPIRE/HQS inspection as a result of only non-life-threatening conditions, or if the unit passed an alternative inspection.

PHA PolicySNRHA Policy

The PHA will approve tenancy in a unit when the unit fails the NSPIRE inspection as a result of only non-life-threatening conditions. The owner must correct these deficiencies within 30 days of the written notice from the PHA.

Life-threatening conditions are defined in Section 8-I.C., Life-Threatening Conditions. *Non-life threatening conditions* are defined as any conditions that would fail to meet the Housing Quality Standards under 24 CFR 982.401 and do not meet the definition of *life-threatening*.

When non-life-threatening deficiencies are not remedied within 30 days of the PHA's written notice to the owner of the unit's failure to comply with NSPIRE, the PHA will follow the same policies for abatement of HAP as it does for the tenant-based HCV program, which are outlined in Section 8-II.B., Initial NSPIRE Inspection.

The PHA will not provide assistance on behalf of the family until the unit fully complies with HQS.

Turnover Inspections [24 CFR 983.103(c)]

Before providing assistance to a new family in a contract unit, the PHA must inspect the unit. The PHA may not provide assistance on behalf of the family until the unit fully complies with HQSNSPIRE/HQS.

Annual/Biennial Inspections [24 CFR 983.103(d); FR Notice 6/25/14]

At least once every 24 months during the term of the HAP contract, the PHA must inspect a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS/NSPIRE/HQS. Turnover inspections are not counted toward meeting this inspection requirement. The PHA also has the option in certain mixed finance properties to rely on alternative inspections conducted at least triennially.

PHA Policy
SNRHA Policy

The PHA will inspect on a biennial basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS/NSPIRE/HQS.

If more than 20 percent of the sample of inspected contract units in a building fail the initial inspection, the PHA must reinspect 100 percent of the contract units in the building.

Other Inspections [24 CFR 983.103(e)]

The PHA must inspect contract units whenever needed to determine that the contract units comply with HQSNSPIRE/HQS and that the owner is providing maintenance, utilities, and other services in accordance with the HAP contract. The PHA must take into account complaints and any other information coming to its attention in scheduling inspections.

The PHA must conduct follow-up inspections needed to determine if the owner (or, if applicable, the family) has corrected an HQSNSPIRE/HQS violation, and must conduct inspections to determine the basis for exercise of contractual and other remedies for owner or family violation of HQSNSPIRE/HQS.

In conducting PHA supervisory quality control HQSNSPIRE/HQS inspections, the PHA should include a representative sample of both tenant-based and project-based units.

Inspecting PHA-Owned Units [24 CFR 983.103(f)]

In the case of PHA-owned units, the inspections must be performed by an independent entity designated by the PHA and approved by HUD. The independent entity must furnish a copy of each inspection report to the PHA and to the HUD field office where the project is located. The PHA must take all necessary actions in response to inspection reports from the independent entity, including exercise of contractual remedies for violation of the HAP contract by the PHAowner.

PART IV: REHABILITATED AND NEWLY CONSTRUCTED UNITS

17-IV.A. OVERVIEW [24 CFR 983.151]

There are specific requirements that apply to PBV assistance for newly constructed or rehabilitated housing that do not apply to PBV assistance in existing housing. This part describes the requirements unique to this type of assistance.

Housing selected for this type of assistance may not at a later date be selected for PBV assistance as existing housing.

17-IV.B. AGREEMENT TO ENTER INTO HAP CONTRACT

In order to offer PBV assistance in rehabilitated or newly constructed units, the PHA must enter into an agreement to enter into HAP contract (Agreement) with the owner of the property. The Agreement must be in the form required by HUD [24 CFR 983.152(b)]. The PHA may not enter into an Agreement if commencement of construction or rehabilitation has commenced after proposal submission [24 CFR 983.152(c)]. Construction begins when excavation or site preparation (including clearing of the land) begins for the housing. Rehabilitation begins with the physical commencement of rehabilitation activity on the housing.

In the Agreement the owner agrees to develop the PBV contract units to comply with HQNSPIRE/HQS, and the PHA agrees that upon timely completion of such development in accordance with the terms of the Agreement, the PHA will enter into a HAP contract with the owner for the contract units [24 CFR 983.152(a)].

Content of the Agreement [24 CFR 983.152(d)]

At a minimum, the Agreement must describe the following features of the housing to be developed and assisted under the PBV program:

- Site and the location of the contract units;
- Number of contract units by area (size) and number of bedrooms and bathrooms;
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner and utility services to be paid by the tenant;
- An indication of whether or not the design and construction requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973 apply to units under the Agreement. If applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the Agreement;
- Estimated initial rents to owner for the contract units;

- Description of the work to be performed under the Agreement. For rehabilitated units, the description must include the rehabilitation work write up and, where determined necessary by the PHA, specifications and plans. For new construction units, the description must include the working drawings and specifications.
- Any additional requirements for quality, architecture, or design over and above HQNSPIRE/HQS.

Execution of the Agreement [24 CFR 983.153]

The Agreement must be executed promptly after PHA notice of proposal selection to the selected owner. The PHA may not enter into the Agreement if construction or rehabilitation has started after proposal submission. Generally, the PHA may not enter into the Agreement with the owner until the subsidy layering review is completed. Likewise, the PHA may not enter into the Agreement until the environmental review is completed and the PHA has received environmental approval. However, the PHA does not need to conduct a subsidy layering review in the case of a HAP contract for existing housing or if the applicable state or local agency has conducted such a review. Similarly, environmental reviews are not required for existing structures unless otherwise required by law or regulation.

SNRHA Policy

The PHA will enter into the Agreement with the owner within 10 business days of receiving both environmental approval and notice that subsidy layering requirements have been met, and before construction or rehabilitation work is started.

17-IV.C. CONDUCT OF DEVELOPMENT WORK

Labor Standards [24 CFR 983.154(b)]

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

In the case of PBV projects selected as rehabilitation or new construction, an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) is required prior to the commencement of construction or rehabilitation. The AHAP contains federal requirements including applicable labor standards. Since existing housing does not require an AHAP, but development activity may require the payment of Davis-Bacon wages to laborers and mechanics, an addendum to the PBV HAP Contract that reflects the applicability of Davis-Bacon wage rates in the development of existing PBV housing is required when such development will take place within 18 months of the effective date of the HAP Contract. The required addendum language in Appendix 1 of Federal Register Notice 80 FR 12511 will be attached to any existing housing PBV HAP Contracts where applicable.

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. The PHA must monitor compliance with labor standards.

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. The PHA must monitor compliance with labor standards.

Owner Disclosure [24 CFR 983.154(d) and (e)]

The Agreement and HAP contract must include a certification by the owner that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.

The owner must also disclose any possible conflict of interest that would be a violation of the Agreement, the HAP contract, or HUD regulations.

17-IV.D. COMPLETION OF HOUSING

The Agreement must specify the deadlines for completion of the housing, and the owner must develop and complete the housing in accordance with these deadlines. The Agreement must also specify the deadline for submission by the owner of the required evidence of completion.

Evidence of Completion [24 CFR 983.155(b)]

At a minimum, the owner must submit the following evidence of completion to the PHA in the form and manner required by the PHA:

- Owner certification that the work has been completed in accordance with HQSNSPIRE/HQS and all requirements of the Agreement; and
- Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.

At the PHA's discretion, the Agreement may specify additional documentation that must be submitted by the owner as evidence of housing completion.

SNRHA Policy

The PHA will determine the need for the owner to submit additional documentation as evidence of housing completion on a case-by-case basis depending on the nature of the PBV project. The PHA will specify any additional documentation requirements in the Agreement to enter into HAP contract.

PHA Acceptance of Completed Units [24 CFR 983.156]

Upon notice from the owner that the housing is completed, the PHA must inspect to determine if the housing has been completed in accordance with the Agreement, including compliance with HQSNSPIRE/HQS and any additional requirements imposed under the Agreement. The PHA must also determine if the owner has submitted all required evidence of completion.

If the work has not been completed in accordance with the Agreement, the PHA must not enter into the HAP contract.

If the PHA determines the work has been completed in accordance with the Agreement and that the owner has submitted all required evidence of completion, the PHA must submit the HAP contract for execution by the owner and must then execute the HAP contract.

PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)

17-V.A. OVERVIEW

The PHA must enter into a HAP contract with an owner for units that are receiving PBV assistance. The purpose of the HAP contract is to provide housing assistance payments for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. With the exception of single-family scattered-site projects, a HAP contract shall cover a single project. If multiple projects exist, each project is covered by a separate HAP contract. The HAP contract must be in the form required by HUD [24 CFR 983.202(a)].

17-V.B. HAP CONTRACT REQUIREMENTS

Contract Information [24 CFR 983.203]

The HAP contract must specify the following information:

- The total number of contract units by number of bedrooms;
- The project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- The number of contract units in each building, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant;
- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The HAP contract term;
- The number of units in any project that will exceed the 25 percent per project cap, which will be set aside for occupancy by qualifying families (elderly and/or disabled families and families receiving supportive services); 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 PHA may not enter into a HAP contract until each contract unit has been inspected and the PHA has determined that the unit complies with the Housing Quality Standards (HQSNSPIRE/HQS), unless the PHA has adopted a policy to enter into a HAP contract for units that fail the initial HQSNSPIRE/HQS inspection as a result of only non-life-threatening conditions. For existing housing, the HAP contract must be executed promptly after the PHA selects the owner proposal and inspects the housing units. For newly constructed or rehabilitated housing the HAP contract must be executed after the PHA 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 PHA determining that all units pass HQSNSPIRE/HQS.

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

Term of HAP Contract [24 CFR 983.205, FR Notice 1/18/17, and Notice PIH 2017-21]

The PHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than 20 years for each contract unit. The length of the term of the HAP contract for any contract unit may not be less than one year, nor more than 20 years. In the case of PHA-owned units, the term of the HAP contract must be agreed upon by the PHA and the independent entity approved by HUD [24 CFR 983.59(b)(2)].

SNRHA Policy

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

At the time of the initial HAP contract term or any time before expiration of the HAP contract, the PHA may extend the term of the contract for an additional term of up to 20 years if the PHA determines an extension is appropriate to continue providing affordable housing for low-income families. A HAP contract extension may not exceed 20 years. A PHA may provide for multiple extensions; however, in no circumstances may such extensions exceed 20 years, cumulatively. Extensions after the initial extension are allowed at the end of any extension term, provided that not more than 24 months prior to the expiration of the previous extension contract the PHA agrees to extend the term, and that such extension is appropriate to continue providing affordable housing for low-income families or to expand housing opportunities. Extensions after the initial extension term shall not begin prior to the expiration date of the previous extension term. Subsequent extensions are subject to the same limitations. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension. In the case of

PHA-owned units, any extension of the term of the HAP contract must be agreed upon by the PHA and the independent entity approved by HUD [24 CFR 983.59(b)(2)].

SNRHA Policy

When determining whether or not to extend an expiring PBV contract, the PHA will consider several factors including, but not limited to:

The cost of extending the contract and the amount of available budget authority;

The condition of the contract units;

The owner's record of compliance with obligations under the HAP contract and lease(s);

Whether the location of the units continues to support the goals of deconcentrating poverty and expanding housing opportunities; and

Whether the funding could be used more appropriately for tenant-based assistance.

Termination by PHA [24 CFR 983.205(c) and FR Notice 1/18/17]

The HAP contract must provide that the term of the PHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or by the PHA in accordance with HUD instructions. For these purposes, sufficient funding means the availability of appropriations, and of funding under the ACC from such appropriations, to make full payment of housing assistance payments payable to the owner for any contract year in accordance with the terms of the HAP contract.

In times of insufficient funding, HUD requires that PHAs first take all cost-saving measures prior to failing to make payments under existing PBV HAP contracts.

If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, the PHA may terminate the HAP contract by notice to the owner. The termination must be implemented in accordance with HUD instructions.

Termination by Owner [24 CFR 983.205(d)]

If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to the PHA. In this case, families living in the contract units must be offered tenant-based assistance.

Statutory Notice Requirements: Contract Termination or Expiration [24 CFR 983.206, FR Notice 1/18/17, and Notice PIH 2017-21]

Not less than one year before the HAP contract terminates, or if the owner refuses to renew the HAP contract, the owner must notify the PHA and assisted tenants of the termination. The notice must be provided in the form prescribed by HUD. If the owner does not give timely notice, the owner must permit the tenants in assisted units to remain in their units for the required notice period with no increase in the tenant portion of their rent, and with no eviction as a result of the owner's inability to collect an increased tenant portion of rent. An owner may renew the terminating contract for a period of time sufficient to give tenants one-year advance notice under such terms as HUD may require.

Upon termination or expiration of the contract, a family living at the property is entitled to receive a tenant-based voucher. Tenant-based assistance would not begin until the owner's required notice period ends. The PHA must provide the family with a voucher and the family must also be given the option by the PHA and owner to remain in their unit with HCV tenant-based assistance as long as the unit complies with inspection and rent reasonableness requirements. The family must pay their total tenant payment (TTP) and any additional amount if the gross rent exceeds the applicable payment standard. The family has the right to remain in the project as long as the units are used for rental housing and are otherwise eligible for HCV assistance. The owner may not terminate the tenancy of a family that exercises its right to remain except for serious or repeated lease violations or other good cause. Families that receive a tenant-based voucher at the expiration or termination of the PBV HAP contract are not new admissions to the PHA HCV tenant-based program and are not subject to income eligibility requirements or any other admission requirements. If the family chooses to remain in their unit with tenant-based assistance, the family may do so regardless of whether the family share would initially exceed 40 percent of the family's adjusted monthly income.

Remedies for HQSNSPIRE/HQS Violations [24 CFR 983.208(b)]

The PHA may not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with HQSNSPIRE/HQS. If the PHA determines that a contract does not comply with HQSNSPIRE/HQS, the PHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

SNRHA Policy

The PHA will abate and terminate PBV HAP contracts for non-compliance with HQSNSPIRE/HQS in accordance with the policies used in the tenant-based voucher program. These policies are contained in Section 8-II.G., Enforcing Owner Compliance.

17-V.C. AMENDMENTS TO THE HAP CONTRACT

Substitution of Contract Units [24 CFR 983.207(a)]

At the PHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same project for a previously covered contract unit. Before any such substitution can take place, the PHA must inspect the proposed unit and determine the reasonable rent for the unit.

Addition of Contract Units [FR Notice 1/18/17 and Notice PIH 2017-21]

The PHA and owner may amend the HAP contract to add additional PBV contract units in projects that already have a HAP contract without having to fulfill the selection requirements found at 24 CFR 983.51(b) for those additional PBV units, regardless of when the HAP contract was signed. The additional PBV units, however, are still subject to the PBV program cap and individual project caps. Prior to attaching additional units without competition, the PHA must submit to the local field office information outlined in FR Notice 1/18/17. The PHA must also detail in the administrative plan their intent to add PBV units and the rationale for adding units to the specific PBV project.

SNRHA Policy

The PHA will add units to the contract on a case-by-case basis to ensure the availability of affordable housing as long as the addition of units does not exceed allowable project caps.

17-V.D. HAP CONTRACT YEAR, ANNIVERSARY AND EXPIRATION DATES [24 CFR 983.207(b) and 983.302(e)]

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.

17-V.E. OWNER RESPONSIBILITIES UNDER THE HAP CONTRACT
[24 CFR 983.210]

When the owner executes the HAP contract s/he certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with HQSNSPIRE/HQS;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;
- Each contract unit for which the owner is receiving HAP, is leased to an eligible family referred by the PHA, and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge the family resides in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;
- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
- Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit;
- The family does not own or have any interest in the contract unit (does not apply to family's membership in a cooperative); and
- Repair work on the project selected as an existing project that is performed after HAP execution within such post-execution period as specified by HUD may constitute development activity, and if determined to be development activity, the repair work undertaken shall be in compliance with Davis-Bacon wage requirements.

17-V.F. ADDITIONAL HAP REQUIREMENTS

Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)]

The owner is required to maintain and operate the contract units and premises in accordance with HQSNSPIRE/HQS, including performance of ordinary and extraordinary maintenance. The owner must provide all the services, maintenance, equipment, and utilities specified in the HAP contract with the PHA and in the lease with each assisted family. In addition, maintenance, replacement and redecoration must be in accordance with the standard practice for the building as established by the owner.

The PHA may elect to establish additional requirements for quality, architecture, or design of PBV housing. Any such additional requirements must be specified in the Agreement to enter into a HAP contract and the HAP contract. These requirements must be in addition to, not in place of, compliance with HQSNSPIRE/HQS.

SNRHA Policy

The PHA will identify the need for any special features on a case-by-case basis depending on the intended occupancy of the PBV project. The PHA will specify any special design standards or additional requirements in the invitation for PBV proposals, the agreement to enter into HAP contract, and the HAP contract.

Vacancy Payments [24 CFR 983.352(b)]

At the discretion of the PHA, the HAP contract may provide for vacancy payments to the owner for a PHA-determined period of vacancy extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month. The amount of the vacancy payment will be determined by the PHA and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant's security deposit).

SNRHA Policy

The PHA will decide on a case-by-case basis if the PHA will provide vacancy payments to the owner. The HAP contract with the owner will contain any such agreement, including the amount of the vacancy payment and the period for which the owner will qualify for these payments. Vacancy payments shall only be made when SNRHA has not referred clients to management for a period of 30 calendar days

PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS

17-VI.A. OVERVIEW

Many of the provisions of the tenant-based voucher regulations [24 CFR 982] also apply to the PBV program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. Even with these similarities, there are requirements that are unique to the PBV program. This part describes the requirements and policies related to eligibility and admission to the PBV program.

17-VI.B. ELIGIBILITY FOR PBV ASSISTANCE [24 CFR 983.251(a) and (b)]

The PHA may select families for the PBV program from those who are participants in the PHA's tenant-based voucher program and from those who have applied for admission to the voucher program. For voucher participants, eligibility was determined at original admission to the voucher program and does not need to be redetermined at the commencement of PBV assistance. For all others, eligibility for admission must be determined at the commencement of PBV assistance.

Applicants for PBV assistance must meet the same eligibility requirements as applicants for the tenant-based voucher program. Applicants must qualify as a family as defined by HUD and the PHA, have income at or below HUD-specified income limits, and qualify on the basis of citizenship or the eligible immigration status of family members [24 CFR 982.201(a) and 24 CFR 983.2(a)]. In addition, an applicant family must provide social security information for family members [24 CFR 5.216 and 5.218] and consent to the PHA's collection and use of family information regarding income, expenses, and family composition [24 CFR 5.230]. The PHA may also not approve a tenancy if the owner (including a principal or other interested party) of the unit is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless needed as a reasonable accommodation. An applicant family must also meet HUD requirements related to current or past criminal activity.

SNRHA Policy

The PHA will determine an applicant family's eligibility for the PBV program in accordance with the policies in Chapter 3.

In-Place Families [24 CFR 983.251(b)]

An eligible family residing in a proposed PBV contract unit on the date the proposal is selected by the PHA is considered an “in-place family.” These families are afforded protection from displacement under the PBV rule. If a unit to be placed under contract (either an existing unit or a unit requiring rehabilitation) is occupied by an eligible family on the date the proposal is selected, the in-place family must be placed on the PHA’s waiting list. Once the family’s continued eligibility is determined (the PHA may deny assistance to an in-place family for the grounds specified in 24 CFR 982.552 and 982.553), the family must be given an absolute selection preference and the PHA must refer these families to the project owner for an appropriately sized PBV unit in the project. Admission of eligible in-place families is not subject to income targeting requirements.

This regulatory protection from displacement does not apply to families that are not eligible to participate in the program on the proposal selection date.

17-VLC. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and project-based assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If a PHA decides to establish a separate PBV waiting list, the PHA may use a single waiting list for the PHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.

SNRHA Policy

The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. The PHA currently has waiting lists for the following PBV projects:

- [Juan Garcia Gardens
- Coronado Drive Senior Housing
- Patriots Place Apartments
- Allegiance Apartments
- Decatur Commons
- ASI Vista del Sol
- Hafen Village

SNRHA will also establish and manage separate waiting lists for the following Rental Assistance Demonstration (RAD) Program conversion to PBV assistance properties:

- Biegger Estates (RAD-1)
- Rose Gardens (RAD-1)
- Espinoza Terrace (RAD-1)
- Landsman (RAD-1)
- Vera Johnson B (RAD-1)
- Lubertha Johnson Estates (RAD-1)
- Marion D. Bennett Sr. Plaza (RAD-1)
- Archie Grant (RAD-1)

- James Downs Towers (RAD-1) **Insert list of project/buildings receiving PBV assistance for which separate waiting lists are maintained].**
- Hullum Homes (RAD-1)

17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the PHA’s waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list.

Income Targeting [24 CFR 983.251(c)(6)]

At least 75 percent of the families admitted to the PHA’s tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely low-income families. The income targeting requirement applies to the total of admissions to both programs.

Units with Accessibility Features [24 CFR 983.251(c)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(d), FR Notice 11/24/08]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

The PHA may establish a selection preference for families who qualify for voluntary services, including disability-specific services, offered in conjunction with assisted units, provided that preference is consistent with the PHA plan. The PHA may not, however, grant a preference to a person with a specific disability [FR Notice 1/18/17].

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with “excepted units” for elderly families or supportive services, the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b); FR Notice 1/18/17].

SNRHA Policy

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility

impaired persons for accessible units). ~~The PHA will not offer any additional preferences for the PBV program or for particular PBV projects or units.~~

- Juan Garcia Gardens
- Coronado Drive Senior Housing – Elderly Preference
- Patriots Place Apartments – Veteran’s Preference
- Allegiance Apartments – Veteran’s Preference
- Decatur Commons – Elderly Preference
- ASI Vista del Sol
- Hafen Village

SNRHA will also establish and manage separate waiting lists for the following Rental Assistance Demonstration (RAD) Program conversion to PBV assistance properties:

- Biegger Estates (RAD-1)
- Rose Gardens (RAD-1) – Elderly Preference
- Espinoza Terrace (RAD-1)
- Landsman (RAD-1)
- Vera Johnson B (RAD-1)
- Lubertha Johnson Estates (RAD-1) – Elderly Preference
- Marion D. Bennett Sr. Plaza (RAD-1) – Elderly/Disabled Preference
- Archie Grant (RAD-1) – Elderly Preference
- James Downs Towers (RAD-1) – Elderly Preference
- Hullum Homes (RAD-1)

17-VLE. OFFER OF PBV ASSISTANCE

Refusal of Offer [24 CFR 983.251(e)(3)]

The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the PHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

Disapproval by Landlord [24 CFR 983.251(e)(2)]

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list.

Acceptance of Offer [24 CFR 983.252]

Family Briefing

When a family accepts an offer for PBV assistance, the PHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, the PHA must provide a briefing packet that explains how the PHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

Persons with Disabilities

If an applicant family's head or spouse is disabled, the PHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, the PHA must have a mechanism for referring a family that includes a member with a mobility impairment to an appropriate accessible PBV unit.

Persons with Limited English Proficiency

The PHA should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (see Chapter 2).

17-VLF. OWNER SELECTION OF TENANTS

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection [24 CFR 983.253(a)(2) and (a)(3)].

Leasing [24 CFR 983.253(a)]

During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by the PHA from the PHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on the PHA's subsidy standards.

Filling Vacancies [24 CFR 983.254(a)]

The owner must promptly notify the PHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, the PHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. The PHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

SNRHA Policy

The owner must notify the PHA in writing (mail, fax, or email) within five business days of learning about any vacancy or expected vacancy.

The PHA will make every reasonable effort to refer families to the owner within 10 business days of receiving such notice from the owner.

Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]

If any contract units have been vacant for 120 or more days since owner notice of the vacancy, the PHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (according to the bedroom size) that have been vacant for this period.

SNRHA Policy

If any contract units have been vacant for 120 days, the PHA will give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. The PHA will provide the notice to the owner within 10 business days of the 120th day of the vacancy. The amendment to the HAP contract will be effective the 1st day of the month following the date of the PHA's notice.

17-VL.G. TENANT SCREENING [24 CFR 983.255]

PHA Responsibility

The PHA is not responsible or liable to the owner or any other person for the family's behavior or suitability for tenancy. However, the PHA may opt to screen applicants for family behavior or suitability for tenancy and may deny applicants based on such screening.

SNRHA Policy

The PHA will not conduct screening to determine a PBV applicant family's suitability for tenancy.

The PHA must provide the owner with an applicant family's current and prior address (as shown in PHA records) and the name and address (if known by the PHA) of the family's current landlord and any prior landlords.

In addition, the PHA may offer the owner other information the PHA may have about a family, including information about the tenancy history of family members or about drug trafficking and criminal activity by family members. The PHA must provide applicant families a description of the PHA policy on providing information to owners, and the PHA must give the same types of information to all owners.

The PHA may not disclose to the owner any confidential information provided in response to a request for documentation of domestic violence, dating violence, sexual assault, or stalking except at the written request or with the written consent of the individual providing the documentation [24 CFR 5.2007(a)(4)].

SNRHA Policy

The PHA will inform owners of their responsibility to screen prospective tenants, and tenants and will provide owners with the required known name and address information, at the time of the turnover HQSN SPIRE inspection or before. The PHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.

Owner Responsibility

The owner is responsible for screening and selection of the family to occupy the owner's unit. When screening families the owner may consider a family's background with respect to the following factors:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and

- Compliance with other essential conditions of tenancy.

PART VII: OCCUPANCY

17-VII.A. OVERVIEW

After an applicant has been selected from the waiting list, determined eligible by the PHA, referred to an owner and determined suitable by the owner, the family will sign the lease and occupancy of the unit will begin.

17-VII.B. LEASE [24 CFR 983.256]

The tenant must have legal capacity to enter a lease under state and local law. *Legal capacity* means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

Form of Lease [24 CFR 983.256(b)]

The tenant and the owner must enter into a written lease agreement that is signed by both parties. If an owner uses a standard lease form for rental units to unassisted tenants in the locality or premises, the same lease must be used for assisted tenants, except that the lease must include a HUD-required tenancy addendum. The tenancy addendum must include, word-for-word, all provisions required by HUD.

If the owner does not use a standard lease form for rental to unassisted tenants, the owner may use another form of lease, such as a PHA model lease.

The PHA may review the owner's lease form to determine if the lease complies with state and local law. If the PHA determines that the lease does not comply with state or local law, the PHA may decline to approve the tenancy.

SNRHA Policy

The PHA will not review the owner's lease for compliance with state or local law.

Lease Requirements [24 CFR 983.256(c)]

The lease for a PBV unit must specify all of the following information:

- The names of the owner and the tenant;
- The unit rented (address, apartment number, if any, and any other information needed to identify the leased contract unit);
- The term of the lease (initial term and any provision for renewal);
- The amount of the tenant rent to owner, which is subject to change during the term of the lease in accordance with HUD requirements;
- A specification of the services, maintenance, equipment, and utilities that will be provide by the owner; and
- The amount of any charges for food, furniture, or supportive services.

Tenancy Addendum [24 CFR 983.256(d)]

The tenancy addendum in the lease must state:

- The program tenancy requirements;
- The composition of the household as approved by the PHA (the names of family members and any PHA-approved live-in aide);
- All provisions in the HUD-required tenancy addendum must be included in the lease. The terms of the tenancy addendum prevail over other provisions of the lease.

Initial Term and Lease Renewal [24 CFR 983.256(f)]

The initial lease term must be for at least one year. The lease must provide for automatic renewal after the initial term of the lease in either successive definitive terms (e.g.e.g., month-to-month or year-to-year) or an automatic indefinite extension of the lease term. For automatic indefinite extension of the lease term, the lease terminates if any of the following occur:

- The owner terminates the lease for good cause
- The tenant terminates the lease
- The owner and tenant agree to terminate the lease
- The PHA terminates the HAP contract
- The PHA terminates assistance for the family

Changes in the Lease [24 CFR 983.256(e)]

If the tenant and owner agree to any change in the lease, the change must be in writing, and the owner must immediately give the PHA a copy of all changes.

The owner must notify the PHA in advance of any proposed change in the lease regarding the allocation of tenant and owner responsibilities for utilities. Such changes may only be made if approved by the PHA and in accordance with the terms of the lease relating to its amendment. The PHA must redetermine reasonable rent, in accordance with program requirements, based on any change in the allocation of the responsibility for utilities between the owner and the tenant. The redetermined reasonable rent will be used in calculation of the rent to owner from the effective date of the change.

Owner Termination of Tenancy [24 CFR 983.257]

With two exceptions, the owner of a PBV unit may terminate tenancy for the same reasons an owner may in the tenant-based voucher program (see Section 12-III.B. and 24 CFR 982.310). In the PBV program, terminating tenancy for “good cause” does not include doing so for a business or economic reason, or a desire to use the unit for personal or family use or other non-residential purpose.

Tenant Absence from the Unit [24 CFR 983.256(g) and 982.312(a)]

The lease may specify a maximum period of family absence from the unit that may be shorter than the maximum period permitted by PHA policy. According to program requirements, the family’s assistance must be terminated if they are absent from the unit for more than 180 consecutive days. PHA termination of assistance actions due to family absence from the unit are subject to 24 CFR 981.312, except that the unit is not terminated from the HAP contract if the family is absent for longer than the maximum period permitted.

Continuation of Housing Assistance Payments [24 CFR 982.258]

Housing assistance payments shall continue until the tenant rent equals the rent to owner. The cessation of housing assistance payments at such point will not affect the family's other rights under its lease, nor will such cessation preclude the resumption of payments as a result of later changes in income, rents, or other relevant circumstances if such changes occur within 180 days following the date of the last housing assistance payment by the PHA. After the 180-day period, the unit shall be removed from the HAP contract pursuant to 24 CFR 983.211.

SNRHA Policy

If a participating family receiving zero assistance experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify the PHA of the change and request an interim reexamination before the expiration of the 180-day period.

Security Deposits [24 CFR 983.259]

The owner may collect a security deposit from the tenant. The PHA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.

SNRHA Policy

The PHA will allow the owner to collect a security deposit amount the owner determines is appropriate.

When the tenant moves out of a contract unit, the owner, subject to state and local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid tenant rent, damages to the unit, or other amounts owed by the tenant under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount used to reimburse the owner, the owner must promptly refund the full amount of the balance to the tenant.

If the security deposit does not cover the amount owed by the tenant under the lease, the owner may seek to collect the balance from the tenant. The PHA has no liability or responsibility for payment of any amount owed by the family to the owner.

17-VII.C. MOVES

Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260]

If the PHA determines that a family is occupying a wrong size unit, based on the PHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, the PHA must promptly notify the family and the owner of this determination, and the PHA must offer the family the opportunity to receive continued housing assistance in another unit.

SNRHA Policy

The PHA will notify the family and the owner of the family's need to move based on the occupancy of a wrong-size or accessible unit within 10 business days of the PHA's determination. The PHA will offer the family the following types of continued assistance in the following order, based on the availability of assistance:

PBV assistance in the same building or project;

PBV assistance in another project; and

Tenant-based voucher assistance.

If the PHA offers the family a tenant-based voucher, the PHA must terminate the housing assistance payments for a wrong-sized or accessible unit at the earlier of the expiration of the term of the family's voucher (including any extension granted by the PHA) or the date upon which the family vacates the unit. If the family does not move out of the wrong-sized unit or accessible unit by the expiration of the term of the family's voucher, the PHA must remove the unit from the HAP contract.

If the PHA offers the family another form of assistance that is not a tenant-based voucher, and the family does not accept the offer, does not move out of the PBV unit within a reasonable time as determined by the PHA, or both, the PHA must terminate the housing assistance payments for the unit at the expiration of a reasonable period as determined by the PHA and remove the unit from the HAP contract.

SNRHA Policy

When the PHA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 30 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 30-day time frame, the PHA will terminate the housing assistance payments at the expiration of this 30-day period.

The PHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

Family Right to Move [24 CFR 983.261]

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to the PHA. If the family wishes to move with continued tenant-based assistance, the family must contact the PHA to request the rental assistance prior to providing notice to terminate the lease.

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

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

Emergency Transfers under VAWA [Notice PIH 2017-08]

Except where special consideration is needed for the project-based voucher program, the PHA will follow VAWA policies as outlined in Chapter 16 Part IX of this administrative plan, including using the Emergency Transfer Plan as the basis for PBV transfers under VAWA (Exhibit 16-4).

HUD requires that the PHA include policies that address when a victim has been living in a unit for less than a year or when a victim seeks to move sooner than a tenant-based voucher is available.

SNRHA Policy

When the victim of domestic violence, dating violence, sexual assault, or stalking has lived in the unit for less than one year, the PHA will provide several options for continued assistance.

The PHA will first try to transfer the participant to another PBV unit in the same development or transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.

If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to either tenant-based rental assistance (HCV) or assistance in the PHA's public housing program. Such a decision will be made by the PHA based on the availability of tenant-based vouchers and/or vacancies in public housing units. Such families must be selected from the waiting list for the applicable program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, and stalking in both its HCV and public housing programs in order to expedite this process. See Section 4-III.C. of this administrative plan.

If a victim wishes to move after a year of occupancy in the unit, but no tenant-based vouchers are available, the PHA will offer the participant an internal transfer to another PBV unit in the same development or a transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.

If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to the PHA's public housing program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, and stalking as part of the public housing ACOP in order to expedite this process.

17-VII.D. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.262]

As of April 17, 2018, the PHA may not pay housing assistance under a PBV HAP contract for more than the greater of 25 units or 25 percent of the number of dwelling units in a project unless:

- The units are exclusively for elderly families
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project

If the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

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 by the PHA 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. However, if the FSS family fails to successfully complete the FSS contract of participation or supportive services objective and consequently is no longer eligible for the supportive services, the family must vacate the unit within a reasonable period of time established by the PHA, and the PHA shall cease paying HAP on behalf of the family.

Further, when a family (or remaining members of a family) residing in an excepted unit no longer meets the criteria for a “qualifying family” because the family is no longer an elderly family due to a change in family composition, the PHA has the discretion to allow the family to remain in the excepted unit. If the PHA does not exercise this discretion, the family must vacate the unit within a reasonable period of time established by the PHA, and the PHA must cease paying housing assistance payments on behalf of the non-qualifying family.

Individuals in units with supportive services who choose to no longer participate in a service or who no longer qualify for services they qualified for at the time of initial occupancy cannot subsequently be denied continued housing opportunity because of this changed circumstance. A PHA or owner cannot determine that a participant’s needs exceed the level of care offered by qualifying services or require that individuals be transitioned to different projects based on service needs.

If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance payments for a family residing in an excepted unit that is not in compliance with its family obligations to comply with supportive services requirements must be terminated by the PHA.

The PHA may allow a family that initially qualified for occupancy of an excepted unit based on elderly family status to continue to reside in a unit, where through circumstances beyond the control of the family (e.g., death of the elderly family member or long-term or permanent hospitalization or nursing care), the elderly family member no longer resides in the unit. In this case, the unit may continue to be counted as an excepted unit for as long as the family resides in that unit. Once the family vacates the unit, in order to continue as an excepted unit under the HAP contract, the unit must be made available to and occupied by a qualified family.

SNRHA Policy

The PHA will allow families who initially qualified to live in an excepted unit to remain when circumstances change due to circumstances beyond the remaining family members' control.

In all other cases, the PHA will provide written notice to the family and owner within 10 business days of making the determination. The family will be given 30 days from the date of the notice to move out of the PBV unit. If the family does not move out within this 30-day time frame, the PHA will terminate the housing assistance payments at the expiration of this 30-day period.

The PHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

PART VIII: DETERMINING RENT TO OWNER

17-VIII.A. OVERVIEW

The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. Although for rehabilitated or newly constructed housing, the agreement to enter into HAP Contract (Agreement) states the estimated amount of the initial rent to owner, the actual amount of the initial rent to owner is established at the beginning of the HAP contract term.

During the term of the HAP contract, the rent to owner is redetermined at the owner's request in accordance with program requirements, and at such time that there is a ten percent or greater decrease in the published FMR.

17-VIII.B. RENT LIMITS [24 CFR 983.301]

Except for certain tax credit units (discussed below), the rent to owner must not exceed the lowest of the following amounts:

- An amount determined by the PHA, not to exceed 110 percent of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

Certain Tax Credit Units [24 CFR 983.301(c)]

For certain tax credit units, the rent limits are determined differently than for other PBV units. Different limits apply to contract units that meet all of the following criteria:

- The contract unit receives a low-income housing tax credit under the Internal Revenue Code of 1986;
- The contract unit is not located in a qualified census tract;
- There are comparable tax credit units of the same bedroom size as the contract unit in the same project, and the comparable tax credit units do not have any form of rental assistance other than the tax credit; and
- The tax credit rent exceeds 110 percent of the fair market rent or any approved exception payment standard;

For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:

- The tax credit rent minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

Definitions

A *qualified census tract* is any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50 percent of households have an income of less than 60 percent of Area Median Gross Income (AMGI), or where the poverty rate is at least 25 percent and where the census tract is designated as a qualified census tract by HUD.

Tax credit rent is the rent charged for comparable units of the same bedroom size in the project that also receive the low-income housing tax credit but do not have any additional rental assistance (e.g., tenant-based voucher assistance).

Reasonable Rent [24 CFR 983.301(e) and 983.302(c)(2)]

The PHA must determine reasonable rent in accordance with 24 CFR 983.303. The rent to owner for each contract unit may at no time exceed the reasonable rent, except in cases where the PHA has elected within the HAP contract not to reduce rents below the initial rent to owner and, upon redetermination of the rent to owner, the reasonable rent would result in a rent below the initial rent. However, the rent to owner must be reduced in the following cases:

- To correct errors in calculations in accordance with HUD requirements
- If additional housing assistance has been combined with PBV assistance after the execution of the initial HAP contract and a rent decrease is required pursuant to 24 CFR 983.55
- If a decrease in rent to owner is required based on changes in the allocation of the responsibility for utilities between owner and tenant

If the PHA has not elected within the HAP contract to establish the initial rent to owner as the rent floor, the rent to owner shall not at any time exceed the reasonable rent.

SNRHA Policy

The PHA will elect within the HAP contract not to reduce rents below the initial level, with the exception of circumstances listed in 24 CFR 983.302(c)(2). If, upon redetermination of the rent to owner, the reasonable rent would result in a rent below the initial rent, the PHA will use the higher initial rent to owner amount.

Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)]

When determining the initial rent to owner, the PHA must use the most recently published FMR in effect and the utility allowance schedule in effect at execution of the HAP contract. When redetermining the rent to owner, the PHA must use the most recently published FMR and the utility allowance schedule in effect at the time of redetermination. At its discretion, the PHA may for initial rent, use the amounts in effect at any time during the 30-day period immediately before the beginning date of the HAP contract, or for redeterminations of rent, the 30-day period immediately before the redetermination date.

Any HUD-approved exception payment standard amount under the tenant-based voucher program also applies to the project-based voucher program. HUD will not approve a different exception payment stand amount for use in the PBV program.

Likewise, the PHA may not establish or apply different utility allowance amounts for the PBV program. The same utility allowance schedule applies to both the tenant-based and project-based voucher programs.

SNRHA Policy

Upon written request by the owner, the PHA will consider using the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent. The owner must explain the need to use the previous FMRs or utility allowances and include documentation in support of the request. The PHA will review and make a decision based on the circumstances and merit of each request.

In addition to considering a written request from an owner, the PHA may decide to use the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent, if the PHA determines it is necessary due to PHA budgetary constraints.

Use of Small Area FMRs (SAFMRs) [24 CFR 888.113(h)]

While small area FMRs (SAFMRs) do not apply to PBV projects, PHAs that operate a tenant-based program under SAFMRs may apply SAFMRs to all future PBV HAP contracts. If the PHA adopts this policy, it must apply to all future PBV projects and the PHA's entire jurisdiction. The PHA and owner may not subsequently choose to revert back to use of the FMRs once the SAFMRs have been adopted, even if the PHA subsequently changes its policy.

Further, the PHA may apply SAFMRs to current PBV projects where the notice of owner selection was made on or before the effective date of PHA implementation, provided the owner is willing to mutually agree to doing so and the application is prospective. The PHA and owner may not subsequently choose to revert back to use of the FMRs once the SAFMRs have been adopted, even if the PHA subsequently changes its policy. If rents increase as a result of the use of SAFMRs, the rent increase may not be effective until the first anniversary of the HAP contract.

SNRHA Policy

The PHA will not apply SAFMRs to the PHA's PBV program.

Redetermination of Rent [24 CFR 983.302]

The PHA must redetermine the rent to owner upon the owner's request or when there is a 10 percent or greater decrease in the published FMR.

Rent Increase

If an owner wishes to request an increase in the rent to owner from the PHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by the PHA. The PHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

SNRHA Policy

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

The PHA 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 HQSNSPIRE/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, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

Notice of Rent Change

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

SNRHA Policy

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

PHA-Owned Units [24 CFR 983.301(g)]

For PHA-owned PBV units, the initial rent to owner and the annual redetermination of rent at the anniversary of the HAP contract are determined by the independent entity approved by HUD. The PHA 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 the PHA, 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 PHA must redetermine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a 10 percent or greater decrease in the published FMR in effect 60 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 PHA 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 building or 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 PHA 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 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 PHA. The comparability analysis may be performed by PHA 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.

PHA-Owned Units

For PHA-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 PHA-owned units to the PHA and to the HUD field office where the project is located.

Owner Certification of Reasonable Rent

By accepting each monthly housing assistance payment, the owner certifies that the rent to owner is not more than rent charged by the owner for other comparable unassisted units in the premises. At any time, the PHA may require the owner to submit information on rents charged by the owner for other units in the premises or elsewhere.

17-VIII.D. EFFECT OF OTHER SUBSIDY AND RENT CONTROL

In addition to the rent limits discussed in Section 17-VIII.B above, other restrictions may limit the amount of rent to owner in a PBV unit. In addition, certain types of subsidized housing are not even eligible to receive PBV assistance (see Section 17-II.D).

Other Subsidy [24 CFR 983.304]

To comply with HUD subsidy layering requirements, at the discretion of HUD or its designee, a PHA shall reduce the rent to owner because of other governmental subsidies, including tax credits or tax exemptions, grants, or other subsidized funding.

For units receiving assistance under the HOME program, rents may not exceed rent limits as required by that program.

For units in any of the following types of federally subsidized projects, the rent to owner may not exceed the subsidized rent (basic rent) or tax credit rent as determined in accordance with requirements for the applicable federal program:

- An insured or non-insured Section 236 project;
- A formerly insured or non-insured Section 236 project that continues to receive Interest Reduction Payment following a decoupling action;
- A Section 221(d)(3) below market interest rate (BMIR) project;
- A Section 515 project of the Rural Housing Service;
- Any other type of federally subsidized project specified by HUD.

Combining Subsidy

Rent to owner may not exceed any limitation required to comply with HUD subsidy layering requirements.

Rent Control [24 CFR 983.305]

In addition to the rent limits set by PBV program regulations, the amount of rent to owner may also be subject to rent control or other limits under local, state, or federal law.

PART IX: PAYMENTS TO OWNER

17-IX.A. HOUSING ASSISTANCE PAYMENTS [24 CFR 983.351]

During the term of the HAP contract, the PHA must make housing assistance payments to the owner in accordance with the terms of the HAP contract. During the term of the HAP contract, payments must be made for each month that a contract unit complies with HQSNSPIRE/HQS and is leased to and occupied by an eligible family. The housing assistance payment must be paid to the owner on or about the first day of the month for which payment is due, unless the owner and the PHA agree on a later date.

Except for discretionary vacancy payments, the PHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).

The amount of the housing assistance payment by the PHA is the rent to owner minus the tenant rent (total tenant payment minus the utility allowance).

In order to receive housing assistance payments, the owner must comply with all provisions of the HAP contract. Unless the owner complies with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments.

17-IX.B. VACANCY PAYMENTS [24 CFR 983.352]

If an assisted family moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. However, the owner may not keep the payment if the PHA determines that the vacancy is the owner's fault.

SNRHA Policy

If the PHA determines that the owner is responsible for a vacancy and, as a result, is not entitled to keep the housing assistance payment, the PHA will notify the landlord of the amount of housing assistance payment that the owner must repay. The PHA will require the owner to repay the amount owed in accordance with the policies in Section 16-IV.B.

At the discretion of the PHA, the HAP contract may provide for vacancy payments to the owner. The PHA may only make vacancy payments if:

- The owner gives the PHA prompt, written notice certifying that the family has vacated the unit and identifies the date when the family moved out (to the best of the owner's knowledge);
- The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;
- The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and
- The owner provides any additional information required and requested by the PHA to verify that the owner is entitled to the vacancy payment.

The owner must submit a request for vacancy payments in the form and manner required by the PHA and must provide any information or substantiation required by the PHA to determine the amount of any vacancy payment.

SNRHA Policy

If an owner's HAP contract calls for vacancy payments to be made, and the owner wishes to receive vacancy payments, the owner must have properly notified the PHA of the vacancy in accordance with the policy in Section 17-VI.F. regarding filling vacancies.

In order for a vacancy payment request to be considered, it must be made within 10 business days of the end of the period for which the owner is requesting the vacancy payment. The request must include the required owner certifications and the PHA may require the owner to provide documentation to support the request. If the owner does not provide the information requested by the PHA within 10 business days of the PHA's request, no vacancy payments will be made.

17-IX.C. TENANT RENT TO OWNER [24 CFR 983.353]

The tenant rent is the portion of the rent to owner paid by the family. The amount of tenant rent is determined by the PHA in accordance with HUD requirements. Any changes in the amount of tenant rent will be effective on the date stated in the PHA notice to the family and owner.

The family is responsible for paying the tenant rent (total tenant payment minus the utility allowance). The amount of the tenant rent determined by the PHA is the maximum amount the owner may charge the family for rental of a contract unit. The tenant rent covers all housing services, maintenance, equipment, and utilities to be provided by the owner. The owner may not demand or accept any rent payment from the tenant in excess of the tenant rent as determined by the PHA. The owner must immediately return any excess payment to the tenant.

Tenant and PHA Responsibilities

The family is not responsible for the portion of rent to owner that is covered by the housing assistance payment and the owner may not terminate the tenancy of an assisted family for nonpayment by the PHA.

Likewise, the PHA is responsible only for making the housing assistance payment to the owner in accordance with the HAP contract. The PHA is not responsible for paying tenant rent, or any other claim by the owner, including damage to the unit. The PHA may not use housing assistance payments or other program funds (including administrative fee reserves) to pay any part of the tenant rent or other claim by the owner.

Utility Reimbursements

If the amount of the utility allowance exceeds the total tenant payment, the PHA must pay the amount of such excess to the tenant as a reimbursement for tenant-paid utilities, and the tenant rent to the owner must be zero.

The PHA may pay the utility reimbursement directly to the family or to the utility supplier on behalf of the family. If the PHA chooses to pay the utility supplier directly, the PHA must notify the family of the amount paid to the utility supplier.

SNRHA Policy

The PHA will make utility reimbursements to the family monthly.

17-IX.D. OTHER FEES AND CHARGES [24 CFR 983.354]

Meals and Supportive Services

With the exception of PBV assistance in assisted living developments, the owner may not require the tenant to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

In assisted living developments receiving PBV assistance, the owner may charge for meals or supportive services. These charges may not be included in the rent to owner, nor may the value of meals and supportive services be included in the calculation of the reasonable rent. However, non-payment of such charges is grounds for termination of the lease by the owner in an assisted living development.

Other Charges by Owner

The owner may not charge extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises.

EXHIBIT 17-1: WARDELLE STREET TOWNHOUSES

Date: 10/26/2023

DEVELOPMENT INFORMATION

Development Name: Wardelle Street Townhouses

Address: Wardelle Street Townhouses, 700 Wardelle St, Las Vegas, NV 89101

Owner Information: Wardelle Street Townhouses LLC, 2460 Professional Ct, Suite 200 , Las Vegas, NV, 89128

Property Management Company: Southern Nevada Regional Housing Authority [SNRHA], (702) 477 - 3100

PHA-Owned: YesNo

Mixed Finance Development: Yes

HAP CONTRACT

Effective Date of Contract: 12/1/2020

HOTMA Requirements: Post-HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 12/1/2040

PBV UNITS

	1 BR	2 BR	3 BR	Total
# of Units	14	15	8	357
Initial Contract Rent	\$870	\$1077	\$1558	

Structure Type: New Construction - Townhouse

Housing Type: Single Room Occupancy

UTILITY RESPONSIBILITY

[Enter in Accordance with the HAP Exhibit C]

Utility	Fuel Type (Gas, Electric, Oil, Coal, Other)	Paid By (Tenant/Owner)	Provided By (Tenant/Owner)
Heating	Electric	Owner	Owner
Cooking	Electric	Owner	Owner
Water Heating	Electric	Owner	Owner
Other Electric		Owner	Owner
Water		Owner	Owner
Sewer		Owner	Owner
Trash Collection		Owner	Owner
Air Conditioning		Owner	Owner
Refrigerator			
Range/Microwave			
Other (specify)			

Accessible Units and Features: 4-mobility impaired/ 3- hearing or sight impaired units

[Identify which units are accessible and describe accessibility features or enter “None”]

Target Population: Disabled/Eligible for Supportive Services [Describe targeted population in accordance with HAP contract or enter “None”]

Excepted Units:

Supportive Services: Yes, 57

Elderly Units: No

Disabled Units: Yes, 4-mobility impaired/ 3- hearing or sight impaired 3 units

FUPY/FYI Units: No

■ **Are units excepted because they are located in a low-poverty census tract area?:** No

WAITING LIST AND SELECTION

Waiting List Type: Site Specific Waiting List - WardelleWaiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Vacancy Payments: Yes The vacancy payment to the owner for each month of the maximum two-month period will be determined by the PHA and cannot exceed the monthly rent to owner under the assisted lease minus any portion of the rental payment received by the owner. Any vacancy payment may cover only the period the unit remains vacant.

**EXHIBIT 17-21: PATRIOT’S PLACE APARTMENTS PBV DEVELOPMENT
INFORMATION**

Date: 10/26/2023

DEVELOPMENT INFORMATION

Development Name: Patriot’s Place Apartments

Address: 4245 S Pecos Rd, Las Vegas, NV 89121

Owner Information: Veterans Supportive Housing LLC , (702) 791- 9077

Property Management Company: Accessible Space, (651) 645 - 7271

PHA-Owned: No

Mixed Finance Development: Yes - Clark County HOME/HTF, Limited Partner Equity, Def. Dev. Fee, LIHTC

HAP CONTRACT

Effective Date of Contract: 8/1/2017

HOTMA Requirements: Post-HOTMA

Term of HAP Contract: 15 years

Expiration Date of Contract: 8/1/2032

PBV UNITS

	1 BR	2 BR	Total
#VASH PBV of Units	11	2	13
#PBV Units	30	6	36
Initial Contract Rent	\$843	\$1038	

Structure Type: 3 Story Apartment Buildings/ 49 Units Total

Housing Type: Single Room Occupancy

UTILITY RESPONSIBILITY

[Enter in Accordance with the HAP Exhibit C]

Utility	Fuel Type (Gas, Electric, Oil, Coal, Other)	Paid By (Tenant/Owner)	Provided By (Tenant/Owner)
Heating	Electric	Owner	Owner
Cooking	Electric	Owner	Owner
Water Heating	Electric	Owner	Owner
Other Electric		Owner	Owner
Water		Owner	Owner
Sewer		Owner	Owner
Trash Collection		Owner	Owner
Air Conditioning		Owner	Owner
Refrigerator			
Range/Microwave			
Other (specify)			

Accessible Units and Features: Wheelchair accessible features in the 25 "Type A" units will include custom designed oversized wheel-in showers, roll-under counters and cook tops, adjustable closet shelves as well as accessible electrical devising including counter-edge outlets and oven/fan controls

Target Population: Homeless and very low-income veterans and disabled households.

Excepted Units:

Supportive Services: Yes, see Exhibit D of HAP Contract

Elderly Units: Yes

Disabled Units: Yes

FUPY/FYI Units: No

Are units excepted because they are located in a low-poverty census tract area?: No

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Foster Youth Preference, Previously Terminated for Insufficient Funding, Federally Declared Disasters, Working Preference, Veteran Preference, Residency Preference, Disabled Veteran, Family of Deceased Veteran

Preference Verification: Same as HCV; see Chapter 4

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Vacancy Payments: Yes, per HAP-C

**EXHIBIT 17-31: JUAN GARCIA GARDENS APARTMENTS PBV DEVELOPMENT
INFORMATION**

Date: 10/26/2023

DEVELOPMENT INFORMATION

Development Name: Juan Garcia Gardens Apartments

Address: 2851 Sunrise St, Las Vegas, NV 89101

Owner Information: Ernie Cragin Limited Partnerships, 2009 Alta Drive, Las Vegas, NV 89106

Property Management Company: Global Property Management Group LLC,
(702) 873-8882

PHA-Owned: No

Mixed Finance Development: No

HAP CONTRACT

Effective Date of Contract: 12/21/2011

HOTMA Requirements: Pre-HOTMA

Term of HAP Contract: 15 years

Expiration Date of Contract: 12/21/2026

PBV UNITS

	1 BR	2 BR	3 BR	4 BR	Total
# of Units					52
Initial Contract Rent	\$0	\$697	\$900	\$1141	

Structure Type: Low-Rise Apartments with 1 to 4 bedroom units

Housing Type: Single Room Occupancy

UTILITY RESPONSIBILITY

[Enter in Accordance with the HAP Exhibit C]

Utility	Fuel Type (Gas, Electric, Oil, Coal, Other)	Paid By (Tenant/Owner)	Provided By (Tenant/Owner)
Heating	Electric	Tenant	Owner
Cooking	Electric	Tenant	Owner
Water Heating	Electric	Tenant	Owner
Other Electric		Tenant	Owner
Water		Owner	Owner
Sewer		Owner	Owner
Trash Collection		Owner	Owner
Air Conditioning		Owner	Owner
Refrigerator			
Range/Microwave			
Other (specify)			

Accessible Units and Features: None

Target Population: None

Excepted Units: None

Supportive Services: No

Elderly Units: No

Disabled Units: No

FUPY/FYI Units: No

Are units excepted because they are located in a low-poverty census tract area?: No

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Vacancy Payments: Yes If an assisted family moves out of a contract unit leased to and occupied by the family, the PHA shall continue housing assistance payments to the owner for a vacancy period of up to sixty days from the move out date, if:

- the owner gives the PHA prompt notice of the vacancy
- The vacancy is not the fault of the owner, and
- The owner has taken every reasonable action to minimize the likelihood and length of vacancy

**EXHIBIT 17-41: CORONADO DRIVE SENIOR HOUSING PBV DEVELOPMENT
INFORMATION**

Date: 10/26/2023

DEVELOPMENT INFORMATION

Development Name: Coronado Drive Senior Housing

Address: 500 N Major Ave, Henderson, NV 89015

Owner Information: Coronado Drive Senior Housing LLC, (801) 296-6003

Property Management Company: Accessible Space, (651) 645 - 7271

PHA-Owned: No

Mixed Finance Development: Yes

HAP CONTRACT

Effective Date of Contract: 8/15/2011

HOTMA Requirements: Pre-HOTMA

Term of HAP Contract: 15 years

Expiration Date of Contract: 8/15/2026

PBV UNITS

	1 BR	2 BR	Total
# of Units	22	8	30
Initial Contract Rent	\$907	\$1067	

Structure Type: 2-story apartment building with 1 elevator

Housing Type: Single Room Occupancy

UTILITY RESPONSIBILITY

[Enter in Accordance with the HAP Exhibit C]

Utility	Fuel Type (Gas, Electric, Oil, Coal, Other)	Paid By (Tenant/Owner)	Provided By (Tenant/Owner)
Heating	Electric	Owner	Owner
Cooking	Electric	Owner	Owner
Water Heating	Electric	Owner	Owner
Other Electric		Tenant	Tenant
Water		Owner	Owner
Sewer		Owner	Owner
Trash Collection		Owner	Owner
Air Conditioning		Owner	Owner
Refrigerator			
Range/Microwave			
Other (specify)			

Accessible Units and Features: Coronado Drive Apartments includes fifteen (15) “Type A” fully accessible units, eleven (11) one-bedroom units and four (4) two-bedroom units. All Type A units are also hearing and visually impaired ready. The remaining forty-five (45) “type B” units include appropriate wheelchair turning radii, showers with pull-down seats and grab bars, and other design elements to accommodate aging in place.

Target Population: Elderly/DisabledNone

Excepted Units: Elderly/y & Disabled Units

Supportive Services: Yes, see Exhibit D of HAP Contract

Elderly Units: Yes, 30 units

Disabled Units: Yes, 30 units

FUPY/FYI Units: No

Are units excepted because they are located in a low-poverty census tract area?: No

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Vacancy Payments: Yes, approved on the HAP-C

EXHIBIT 17-5: DECATUR COMMONS FAMILY APARTMENTS N

Date: 10/31/2023

DEVELOPMENT INFORMATION

Development Name: Decatur Commons Family Apartments

Address: 5151 Meadows Lane, Las Vegas, NV 89107

Owner Information: Decatur & Alta Tax Exempt Bonds Limited Partnership,
(702) 410 - 2703

Property Management Company: Nevada Hand, (702) 739 - 3345

PHA-Owned: No

Mixed Finance Development: No

HAP CONTRACT

Effective Date of Contract: 11/23/2022

HOTMA Requirements: Post-HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 11/23/2042

PBV UNITS

	1 BR	2 BR	3 BR	Total
# of Units	25			25
Initial Contract Rent	\$1206	\$	\$	

Structure Type: 3-4 Stories of Low RiseLow-Rise Apartments

Housing Type: Single Room Occupancy

UTILITY RESPONSIBILITY

[Enter in Accordance with the HAP Exhibit C]

Utility	Fuel Type (Gas, Electric, Oil, Coal, Other)	Paid By (Tenant/Owner)	Provided By (Tenant/Owner)
Heating	Electric	Owner	Owner
Cooking	Electric	Owner	Owner
Water Heating	Electric	Owner	Owner
Other Electric		Owner	Owner
Water		Owner	Owner
Sewer		Owner	Owner
Trash Collection		Owner	Owner
Air Conditioning		Owner	Owner
Refrigerator			
Range/Microwave			
Other (specify)			

Accessible Units and Features: 5 of 25 units are mobility-accessible units; Units 122, 138 and 141, 150, and 447 are mobility-accessible units (ADA); 1 of 25 units have sensory-accessible features; Unit 127 has features for hearing-impaired residents

Target Population: None

Excepted Units:

Supportive Services: No

Elderly Units: Yes, 25 units

Disabled Units No

FUPY/FYI Units: No

Are units excepted because they are located in a low-poverty census tract area?: No

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Vacancy Payments: Yes, approved on HAP-C

**EXHIBIT 17-61: ALLEGIANCE APARTMENTS PBV DEVELOPMENT
INFORMATION**

Date: 10/26/2023

DEVELOPMENT INFORMATION

Development Name: Allegiance Apartments

Address: 3757 Pecos-McLeod Interconnect Las Vegas, NV 89121

Owner Information: ASI Nevada Veterans Supportive Housing LLC, 276 KINGSBURY GRADE STE 2000, STATELINE, NV, 89449

Property Management Company: Accessible Space, (651) 645 - 7271

PHA-Owned: No

Mixed Finance Development: Yes - Clark County HOME/HTF Funds, NHD National Housing Trust Funds, 9% Tax Credits and the conventional construction loan

HAP CONTRACT

Effective Date of Contract: 9/1/2019

HOTMA Requirements: Post-HOTMA

Term of HAP Contract: 10 years

Expiration Date of Contract: 9/1/2039

PBV UNITS

	1 BR	2 BR	Total
# VASH PBV Units	253		25
#PBV Units	23	1	24
Initial Contract Rent	\$ 846	\$ 1048	

Structure Type: New Construction - Low Rise 3,4 Apartment Stories

Housing Type: Single Room Occupancy

UTILITY RESPONSIBILITY

[Enter in Accordance with the HAP Exhibit C]

Utility	Fuel Type (Gas, Electric, Oil, Coal, Other)	Paid By (Tenant/Owner)	Provided By (Tenant/Owner)
Heating	Electric	Owner	Owner
Cooking	Electric	Owner	Owner
Water Heating	Electric	Owner	Owner
Other Electric		Owner	Owner
Water		Owner	Owner
Sewer		Owner	Owner
Trash Collection		Owner	Owner
Air Conditioning		Owner	Owner
Refrigerator			
Range/Microwave			
Other (specify)			

Accessible Units and Features: 13 “Type A” units will include custom designed oversized wheel-in showers; adjustable closet shelves; roll-under counters, cook tops and touch-activated faucets; and accessible electrical devising throughout including counter-edge outlets and oven/fan controls

Target Population: Homeless and very low-income veterans, particularly those with physical disabilities

Excepted Units:

Supportive Services: Yes, see Exhibit D of HAP Contract. 49 units

Elderly Units: Yes

Disabled Units Yes

FUPY/FYI Units: No

Are units excepted because they are located in a low-poverty census tract area?:

Yes, up to greater of 25 units or 40 percent of units in a census tract with a poverty rate of 20% or less

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Yes The PHA will not make housing assistance payments under the HAP contract for more than the greater of 25 units or 25 percent of the total number of dwelling units in any project

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Vacancy Payments: No, crossed out on HAP-Cone

EXHIBIT 17-2: Special Provisions Applying to TPVs Awarded as Part of a Voluntary Conversion of Public Housing Units in Projects that Include RAD PBV Units

[24 CFR Part 972.200; Notice PIH 2019-05; Notice PIH 2019-23]

Under certain circumstances, HUD allows small PHAs to reposition a public housing project (or portion of a project) by voluntarily converting units to tenant-based housing choice voucher assistance. In order to preserve affordable housing for residents of the project, the PHA is given priority to receive replacement tenant protection vouchers (TPVs). As part of the voluntary conversion, the PHA has the option to continue to operate it as rental housing. If so, the PHA or subsequent owner must allow existing families to remain in their units using the TPV in the form of tenant-based assistance. In this situation, however, the PHA may choose to project-base these TPVs in the former public housing project. Families must still be provided with the option to remain in their unit using tenant-based assistance. In order for the PHA to project-base the assistance and include these units on the PBV HAP contract, the family must voluntarily consent in writing to PBV assistance following the requirements in Appendix A of Notice PIH 2019-05. If the family fails to consent to PBV assistance and chooses to remain using tenant-based assistance, the family’s unit is excluded from the PBV HAP contract until the family moves out or consents to switching to PBV assistance. In general, all applicable program regulations and guidance for the standard PBV program apply to these units.

The PHA may also convert units in the same former public housing project to the PBV program under the rental assistance demonstration (RAD) program. The RAD statute authorizes HUD to waive certain statutory and regulatory provisions governing the standard PBV program and specify alternative requirements. In order to facilitate the uniform treatment of residents and units at the project, Notice PIH 2019-23 extended some of the alternative requirements to non-RAD PBV units in the converted project (i.e., the TPV units in the project). As such, while PBV TPV units in the converted project generally follow the requirements for the standard PBV program listed in this chapter, where HUD has specified alternative requirements for non-RAD PBV units in the project, PBV TPV units will instead follow the requirements outlined in Chapter 18 of this policy for the RAD PBV program.

RAD Requirements Applicable to Non-RAD units in the Project

Alternative Requirement under RAD as Listed in Notice PIH 2019-23	Standard PBV Policy That Does Not Apply	Applicable Policy in Chapter 18
1.6.A.4. Site Selection – Compliance with PBV Goals	17-II.G. SITE SELECTION STANDARDS applies with the exception of deconcentration of poverty and expanding housing and economic	18-II.F. SITE SELECTION STANDARDS

	opportunity requirements.	
1.6.B.5.d. PBV Site-Specific Utility Allowances	Alternative requirement under RAD. No corresponding policy in Chapter 17.	18-VII.C. UTILITY ALLOWANCES
1.6.C.1. No Rescreening of Tenants upon Conversion	Policies contained in Chapter 3 relating to eligibility do not apply to existing tenants who receive TPVs.	18-V.B. PROHIBITED RESCREENING OF EXISTING TENANTS UPON CONVERSION
1.6.C.2. Right to Return	Alternative requirement under RAD. No corresponding policy in Chapter 17.	18-I.D. RELOCATION REQUIREMENTS
1.6.C.3. Phase-in of Tenant Rent Increases	Alternative requirements under RAD. No corresponding policy in Chapter 17.	18-VIII.D. PHASE-IN OF TENANT RENT INCREASES
1.6.C.4. Family Self Sufficiency (FSS) and Resident Opportunities and Self-Sufficiency Service Coordinator (ROSS-SC) Programs	Not covered in administrative plan.	18-VI.C. PUBLIC HOUSING FSS AND ROSS PARTICIPANTS
1.6.C.5. Resident Participation and Funding	Alternative requirement under RAD. No corresponding policy in Chapter 17.	18-VI.D. RESIDENT PARTICIPATION AND FUNDING
1.6.C.6. Resident Procedural Rights	Policies related to hearings in Chapter 16 apply, with added procedural rights and notice requirements as outlined in Chapter 18.	18-VI.H. RESIDENTS' PROCEDURAL RIGHTS

1.6.C.7. Earned Income Disregard (EID)	Alternative requirements under RAD for in-place residents. New admissions follow policies in Chapter 6.	18-VI.G. EARNED INCOME DISALLOWANCE
1.6.C.8. Jobs Plus	Not covered in administrative plan.	No corresponding policy.
1.6.C.9. When Total Tenant Payment Exceeds Gross Rent	Alternative requirements under RAD for in-place residents. New admissions follow policies in 17-VII.B. LEASE, Continuation of Housing Assistance Payments.	18-VI.B. LEASE, Continuation of Housing Assistance Payments
1.6.C.10. Under-Occupied Unit	Alternative requirements under RAD for in-place residents. New admissions follow 17-VII.C. MOVES, Overcrowded, Under-Occupied, and Accessible Units	18-VI.E. MOVES, Overcrowded, Under-Occupied, and Accessible Units
1.6.D.4. Establishment of Waiting List	Alternative requirements under RAD for initial establishment of the waiting list. Once waiting list is established, follow 17-VI.D. SELECTION FROM THE WAITING LIST	18-V.D. ORGANIZATION OF THE WAITING LIST
1.6.D.10. Initial Certifications and Tenant Rent Calculations	Alternative requirements under RAD for in-place residents. No	18-VIII.C. TENANT RENT TO OWNER, Initial Certifications

corresponding policy in
Chapter 17.

Note, while Notice PIH 2019-05 states that the PHA must screen families for eligibility for a tenant protection voucher and that families must be below the low-income limit (80 percent of AMI), Notice PIH 2019-23 waives these requirements for residents in projects that include RAD PBV units.

Chapter 18

PROJECT BASED VOUCHERS (PBV) UNDER THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM

INTRODUCTION

This chapter describes HUD regulations and PHA policies related to the Project-Based Voucher (PBV) program under the Rental Assistance Demonstration (RAD) program in eight parts:

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 Project Selection. This part describes the cap on assistance at projects receiving PBV assistance, ownership and control, and site selection standards.

Part III: Dwelling Units. This part describes requirements related to National Standards for the Physical Inspection of Real Estate, the type and frequency of inspections, and housing accessibility for persons with disabilities.

Part IV: Housing Assistance Payments Contract. This part discusses HAP contract requirements and policies including the execution and term of the HAP contract.

Part V: Selection of PBV Program Participants. This part describes the requirements and policies governing how the PHA and the owner will select a family to receive PBV assistance.

Part VI: Occupancy. This part discusses occupancy requirements related to the lease, zero HAP families and describes under what conditions families are allowed or required to move.

Part VII: Determining Contract Rent. This part describes how the initial rent to owner is determined, and how rent will be redetermined throughout the life of the HAP contract.

Part VIII: Payments to Owner. This part describes the types of payments owners may receive under this program.

Part IX: RAD Section 18 Blends. This part describes the additional waivers to non-RAD PBVs at the Converted Project in order to facilitate uniform treatment of residents and units per PIH Notice 2023-19

Part X: Faircloth to RAD Developments. This part describes the streamlined process for a conditional pre-completion approval to convert newly developed public housing units to a long-term Section 8 contract through RAD following completion of the public housing development process per PIH Notice 2023-19

Part XI: Energy Efficiency and Climate Resilience. This part describes the increased minimum energy efficiency standards for new construction activities per PIH Notice 2023-19

PART I: GENERAL REQUIREMENTS

18-I.A. OVERVIEW AND HISTORY OF THE RAD PROGRAM

The Rental Assistance Demonstration (RAD) program was authorized in 2012 in order to assess the effectiveness of converting public housing, moderate rehabilitation properties, and units under the rent supplement and rental assistance payments programs to long-term, project-based Section 8 rental assistance. The program's four primary objectives are to:

- Preserve and improve public and other assisted housing.
- Standardize the administration of the plethora of federally subsidized housing programs and rules. The conversions are intended to promote operating efficiency by using a Section 8 project-based assistance model that has proven successful and effective for over 30 years. In other words, RAD aligns eligible properties more closely with other affordable housing programs.
- Attract private market capital for property renovations. Through the use of this model, properties may be able to leverage private debt and equity to make capital repairs.
- Increase tenant mobility opportunities.

Under the first component, a PHA with public housing units may submit an application to HUD to convert some or all of their public housing units to long-term, project-based Section 8 HAP contracts under either:

- Project-based rental assistance (PBRA) under HUD's Office of Multifamily Housing Programs.
- Project-based vouchers (PBVs) under HUD's Office of Public and Indian Housing (PIH).

This chapter will focus on public housing conversions to the PBV program under RAD. In order to distinguish between requirements for public housing conversion under RAD and PBV units under the standard PBV program, we will refer to the standard PBV program and the RAD PBV program.

18-I.B. APPLICABLE REGULATIONS

On the whole, the regulations for both the standard and RAD PBV programs generally follow the regulations for the tenant-based HCV program found at 24 CFR Part 982. However, important parts of the tenant-based regulations do not apply to the project-based program. 24 CFR Part 983 outlines the sections of 24 CFR Part 982 that are not applicable to the project-based program.

For the RAD PBV program, Congress authorized HUD to waive certain statutory and regulatory provisions or establish alternative requirements from the standard PBV program. These provisions are identified in Notice PIH 2019-23 (issued September 5, 2019). Any non-RAD PBV units located in the covered project are subject to the same waivers and alternative requirements where noted in Notice PIH 2019-23 and in this policy.

Otherwise, all regulatory and statutory requirements for the standard PBV program in 24 CFR Part 983 and Section 8(o)(13) of the Housing Act of 1937, and all applicable standing and subsequent Office of Public and Indian Housing (PIH) notices and guidance, including related handbooks, apply to RAD PBV. This includes environmental review, Davis-Bacon, and fair housing requirements.

RAD is authorized by the Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011), as amended by the Consolidated Appropriations Act of 2014 (Public Law 113-76, approved January 17, 2014), the Consolidated and Further Continuing Appropriations Act of 2015 (Public Law 113-235, approved December 6, 2014), the Consolidated Appropriations Act of 2016 (Public Law 114-113, approved December 18, 2015), the Consolidated Appropriations Act, 2017 (Public Law 115-31, approved May 5, 2017), and section 237 of Title II, Division L, Transportation, Housing and Urban Development, and Related Agencies, of the Consolidated Appropriations Act, 2018 (Public Law 115-141, approved March 23, 2018) collectively, the “RAD Statute.”

Requirements specific to the RAD program may be found in the following:

- Generally, public housing projects converting assistance under RAD are bound by the terms of the notice in effect at the time of closing.
 - Notice PIH 2023-19 published July 27, 2023 and must be implemented within 90 days or by October 25, 2023.
 - Notice PIH 2019-23 was immediately applicable at the time of closing to all projects converting assistance (notwithstanding execution of a commitment for conversion). Notice PIH 2019-23 was published on September 5, 2019.
 - Except with respect to changes in the project eligibility and selection criteria, not included in this policy, which are effective after a 30-day comment period.
 - Notice PIH 2012-32, REV-3 was applicable to projects that were seeking conversion of assistance through RAD, including those where a CHAP had already been issued when it was published January 12, 2017.
 - Except with respect to changes in the project eligibility and selection criteria, not included in this policy, which were effective after a 30-day comment period.

- Notice PIH 2012-32, REV-2 was applicable to projects that were seeking conversion of assistance through RAD, including those where a CHAP had already been issued when it was published June 15, 2015.
 - Except with respect to changes in the project eligibility and selection criteria, not included in this policy, which are effective after a 30-day comment period.
- RAD Quick Reference Guide for Public Housing Converting to PBV Assistance (6/20)
- RAD Welcome Guide for New Awardees: RAD 1st Component (3/15)
- Notice PIH 2016-17, Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions.
 - This Notice applies to all projects that have applied for RAD conversion but have not yet converted as of November 10, 2016.
- Notice PIH 2014-17, Relocation Requirements under the RAD Program, Public Housing in the First Component.
 - This notice may apply to projects that have converted to RAD prior to November 10, 2016, AND who have requested and received approval from HUD to be governed by this notice. See PIH Notice 2016-17, Section 1, Paragraph 1.3 for applicability.

NOTE: The policies in this chapter follow Notice PIH 2016-17. If your project falls under PIH 2014-17, applicable policies may be found in Section 18-I.D.

- RAD FAQs (<http://www.radresource.net/search.cfm>)

SNRHA Policy

<u>Project</u>	<u>Closing Date</u>	<u>Owner</u>	<u>RAD Notice</u>
<u>Biegger Estates</u>	<u>6/1/2016</u>	<u>Cornerstone</u>	
<u>Espinoza</u>	<u>8/1/2018</u>	<u>SNRHA</u>	
<u>Landsman</u>	<u>1/1/2014</u>	<u>Cornerstone</u>	
<u>Rose</u>	<u>12/1/2018</u>	<u>Nevada Hand</u>	
<u>Vera Johson B</u>	<u>12/1/2016</u>	<u>Nevada Hand</u>	
<u>Bennett</u>	<u>8/1/2019</u>	<u>SNRHA</u>	
<u>Archie Grant</u>	<u>10/1/2019</u>	<u>SNRHA</u>	
<u>Lubertha</u>	<u>12/1/2019</u>	<u>SNRHA</u>	
<u>James Downs Towers</u>	<u>7/1/2023</u>	<u>SNRHA</u>	

In other words, the standard PBV program follows many of the same regulations as the tenant-based HCV program, but not all of them, and the RAD PBV program follows many of the same regulations as the standard PBV program, but not all of them.

MTW agencies are able to apply activities impacting the PBV program that are approved in the MTW Plan to properties converting under RAD, provided they do not conflict with RAD requirements.

18-I.C. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the PHA policies related to tenant-based assistance also apply to RAD PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

SNRHA Policy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, the PHA policies for the tenant-based voucher program contained in this administrative plan also apply to the RAD PBV program and its participants. This chapter is intended to address requirements specific to the RAD PBV program only.

See Exhibit 18-1 for information on projects to which the PHA has attached RAD PBV assistance.

18-I.D. RELOCATION REQUIREMENTS

For projects that apply for conversion of assistance under the First Component of RAD and will convert November 10, 2016 or later, the following applies [Notice PIH 2016-17]:

- In some developments, in-place residents may need to be relocated as a result of properties undergoing repairs, being demolished and rebuilt, or when assistance is transferred from one site to another. RAD program rules prohibit the permanent, involuntary relocation of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the project once it has been completed. Any non-RAD PBV units located in the same project are also subject to the right to return.
- Relocation assistance provided to residents will vary depending on the length of time relocation is required. Residents must be properly notified in advance of relocation requirements in accordance with RAD program rules and Uniform Relocation Act (URA) requirements, and other requirements which may be applicable such as Section 104(d) of the Housing and Community Development Act of 1974, as amended. Sample informing notices are provided in Appendices 2–5 of Notice PIH 2014-17. A written relocation plan is required if the RAD conversion involves permanent relocation (including a move in connection with a transfer of assistance) or temporary relocation anticipated to last longer than a year. While the PHA is not required to have a written relocation plan for temporary relocation lasting one year or less, HUD strongly encourages PHAs to prepare one. Appendix II of Notice PIH 2016-17 contains recommended contents for a relocation plan.
- In addition, PHAs must undertake a planning process that complies with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), although not all relocations under RAD will trigger requirements under URA. URA statute and implementing regulations may be found at 49 CFR Part 24. The obligation due to relocating residents under RAD are broader than URA relocation assistance and payments.

- Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to either: a) a unit at the development once rehabilitation or construction is completed, provided the resident's household is not under-housed; or b) a unit in the development which provides the same major features as the resident's unit in the development prior to the implementation of the RAD conversion.
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- Where the transfer of assistance to a new site is warranted and approved, residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete.
- If the PHA's proposed plans for conversion would preclude a resident from returning to the development, the resident must be given an opportunity to comment and/or object to such plans. PHAs must alter the project plans to accommodate the resident's right to return to the development if the resident would be precluded from returning to the development.
- Examples of project plans that may preclude a resident from returning to the development include, but are not limited to:
 - Changes in the development's bedroom distribution that decrease the size of the units, resulting in the resident being under-housed;
 - The resident cannot be accommodated in the remaining assisted units due to a reduction in the number of assisted units at the development;
 - Income limit eligibility requirements associated with the LIHTC program or another program; and
 - Failure to provide a reasonable accommodation, in violation of applicable law, where reasonable accommodation may include installation of accessibility features that are needed by the resident.
- Residents of a development undergoing conversion that would be precluded from returning to the development may voluntarily accept a PHA or owner's offer to permanently relocate to alternative housing, and thereby waive their right to return to the development after rehabilitation or construction is completed. In this event, the PHA must secure the resident's written consent to a voluntary permanent relocation in lieu of returning to the development. PHAs are prohibited from employing any tactics to pressure residents into relinquishing their right to return or accepting other housing options. Additionally, a PHA may not terminate a resident's lease if the PHA fails to obtain the resident's consent and the resident seeks to exercise the right to return.

- In the case of multi-phase RAD transactions, the resident has a right to return to the development or to other converted phases of the development that are available for occupancy at the time the resident is eligible to exercise their right of return. Generally, the resident's right to return must be accommodated within the development associated with the resident's original unit, however, the PHA may treat multiple converted developments on the same site as one for purposes of right to return. Should the PHA seek to have the resident exercise the right to return at a future phase, the PHA must secure the resident's consent in writing.
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- Alternative housing options may involve a variety of housing options, including but not limited to:
 - Transfers to public housing
 - Admission to other affordable housing properties subject to the applicable program rules
 - Housing choice voucher (HCV) assistance
 - Homeownership programs subject to the applicable program rules
 - Other options identified by the PHA

However, for projects that applied for conversion prior to November 10, 2016, the following applies [Notice PIH 2014-17]:

- In some developments, in-place residents may need to be relocated as a result of properties undergoing repairs, being demolished and rebuilt, or when assistance is transferred from one site to another. RAD program rules prohibit the permanent, involuntary relocation of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the project once it has been completed.
- Relocation assistance provided to residents will vary depending on the length of time relocation is required. Residents must be properly notified in advance of relocation requirements in accordance with RAD program rules and Uniform Relocation Act (URA) requirements. Sample informing notices are provided in Appendices 2–5 of Notice PIH 2014-17. While the PHA is not required to have a written relocation plan, HUD strongly encourages PHAs to prepare one. Appendix I of Notice PIH 2014-17 contains recommended contents for a relocation plan.
- In addition, PHAs must undertake a planning process that complies with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), although not all relocations under RAD will trigger requirements under URA. URA statute and implementing regulations may be found at 49 CFR Part 24.
- Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved, residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents of a development undergoing conversion of assistance may voluntarily accept a PHA or

owner's offer to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.

18-I.E. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8; 24 CFR 5.105; Notice PIH 2016-17]

RAD conversions are governed by the same civil rights authorities that govern HUD-assisted activities in general. These authorities prohibit discrimination and impose affirmative obligations on HUD program participants. PHAs must comply with all applicable fair housing and civil rights laws, including but not limited to the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, when conducting relocation planning and providing relocation assistance. For example, persons with disabilities returning to the RAD project may not be turned away or placed on a waiting list due to a lack of accessible units. Their need for an accessible unit must be accommodated. See the *RAD Fair Housing, Civil Rights, and Relocation Notice* [Notice PIH 2016-17] for more information.

PART II: PBV PROJECT SELECTION

18-II.A. OVERVIEW

Unlike in the standard PBV program where the PHA typically selects the property through an owner proposal selection process, projects selected for assistance under RAD PBV are selected in accordance with the provisions in Notice PIH 2019-23. Therefore, 24 CFR 983.51 does not apply since HUD selects RAD properties through a competitive selection process.

18-II.B. OWNERSHIP AND CONTROL [Notice PIH 2019-23]

For projects governed by Notice PIH 2019-23, the following language applies:

- Under the PBV program, the contract administrator and the owner listed on the contract cannot be the same legal entity (i.e., the PHA cannot execute a contract with itself). To avoid this situation, the PHA may either: 1) Transfer the ownership of the project to a nonprofit affiliate or instrumentality of the PHA (including to a “single-purpose entity” that owns nothing other than the property, which will typically be a requirement of a lender or investor), or 2) The PHA can form a related entity that is responsible for management and leasing and can serve as the owner for purposes of the Section 8 HAP contract; in this scenario, the HAP is then executed between the PHA (as the contract administrator) and the PHA’s related entity (as the owner for HAP contract purposes). Note that in the second scenario, both the PHA and the entity serving as the owner for HAP contract purposes will be required to sign the RAD Use Agreement [RAD Resource Desk FAQ 01/24/19].
- Except where permitted to facilitate the use of low-income housing tax credits, during both the initial term and renewal terms of the HAP contract, ownership must be by a public or nonprofit entity. HUD may also allow ownership of the project to be transferred to a tax credit entity controlled by a for-profit entity to facilitate the use of tax credits for the project, but only if HUD determines that the PHA or a nonprofit entity preserves an interest in the profit. The requirement for a public or nonprofit entity, or preservation of an interest by a PHA or nonprofit in a property owned by a tax credit entity controlled by a for-profit entity, is satisfied if a public or nonprofit entity (or entities), directly or through a wholly owned affiliate (1) holds a fee simple interest in the property; (2) is the lessor under a ground lease with the property owner; (3) has the direct or indirect legal authority to direct the financial and legal interest of the property owner with respect to the RAD units, (4) owns 51 percent or more of the general partner interests in a limited partnership or 51 percent or more of the managing member interests in a limited liability company with all powers of a general partner or managing member, as applicable; (5) owns a lesser percentage of the general partner or managing member interests and holds certain control rights as approved by HUD; (6) owns 51 percent or more of all ownership interests in a limited partnership or limited liability company and holds certain control rights as approved by HUD; or (7) demonstrates other ownership and control arrangements approved by HUD.

- Control may be established through the terms of the project owner’s governing documents or through a Control Agreement, provided that in either case amendment of the terms of control requires consent from HUD.

For projects subject to the requirements of Notice PIH 2012-32, REV-3, the following language applies:

- Except where permitted to facilitate the use of low-income housing tax credits, during both the initial term and renewal terms of the HAP contract, ownership must be by a public or nonprofit entity. The requirement for a public or nonprofit entity is satisfied if a public or nonprofit entity (or entities), directly or through a wholly owned affiliate (1) holds a fee simple interest in the property; (2) is the lessor under a ground lease with the property owner; (3) has the direct or indirect legal authority to direct the financial and legal interest of the property owner with respect to the RAD units, (4) owns 51 percent or more of the general partner interests in a limited partnership or 51 percent or more of the managing member interests in a limited liability company with all powers of a general partner or managing member, as applicable; (5) owns a lesser percentage of the general partner or managing member interests and holds certain control rights as approved by HUD; (6) owns 51 percent or more of all ownership interests in a limited partnership or limited liability company and holds certain control rights as approved by HUD; or (7) other ownership and control arrangements approved by HUD.
- If low-income housing tax credits will be used, HUD may allow ownership of the property to be transferred to a tax credit entity controlled by a for-profit entity if HUD determines that the PHA preserves its interest in the property. Preservation of PHA interest in the property includes but is not limited to the following:
 - The PHA, or an affiliate under its sole control, is the general partner or managing member;
 - The PHA retains fee ownership and leases the real estate to the tax credit entity pursuant to a long-term ground lease;
 - The PHA retains control over leasing the property and determining program eligibility;
 - The PHA enters into a control agreement by which the PHA retains consent rights over certain acts of the project owner and retains certain rights over the project;
 - Other means that HUD finds acceptable

For projects that converted assistance prior to the implementation of Notice PIH 2012-32, REV-3, the following language applies:

- During both the initial term and renewal terms of the HAP contract, ownership must be either of the following:
 - A public or nonprofit entity that has legal title to the property. The entity must have the legal authority to direct the financial, legal, beneficial, and other interests of the property;
 - or

- A private entity, if the property has low-income tax credits. The PHA must maintain control via a ground lease.

18-II.C. PHA-OWNED UNITS [24 CFR 983.59, FR Notice 1/18/17, and Notice PIH 2017-21]

If the project is PHA-owned, rent-setting and inspection functions set out in 24 CFR 983.59 must be conducted by an independent entity approved by HUD.

The definition of *ownership or control* provided under Notice PIH 2019-23 (listed above) is used specifically to determine whether a PHA retains control over a project for purposes of HUD's requirement for ownership or control of the covered project under RAD. For purposes of determining whether an independent entity will perform certain functions for the project, the definition of *PHA-owned* under Notice PIH 2017-21 is used. This is the same definition used for standard PBV units. In some cases, a project may meet the RAD definition of *ownership or control* but may not be considered PHA-owned for purposes of requiring an independent entity.

The independent entity that performs the program services may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government), or another HUD-approved public or private independent entity.

The PHA may compensate the independent entity from PHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). The PHA may not use other program receipts to compensate the independent entity for its services. The PHA, and the independent entity, may not charge the family any fee for the services provided by the independent entity.

SNRHA Policy

If units converted to PBV under RAD are PHA-owned housing, the PHA will use and independent third party entity approved by HUD.

18-II.D. SUBSIDY LAYERING REQUIREMENTS [Notice PIH 2019-23; Notice PIH 2012-32, REV-3; Notice PIH 2012-32, REV-2]

For projects governed by Notice PIH 2019-23, the following language applies:

- In the case of a PHA that will no longer have ACC units as a result of the pending or simultaneous closing or have less than 50 units remaining and have initiated procedures to dispose of their final ACC units, there is no restriction on the amount of public housing funds that may be contributed to the covered project or projects though the conversion. However, the PHA must estimate and plan for outstanding liabilities and costs and must follow Notice PIH 2016-23 or successor notice regarding the administrative activities required to terminate the ACC if it has no plans to develop additional public housing.
- In the case where the PHA will continue to maintain other units in its inventory under a public housing ACC, a contribution of operating funds to the covered project that exceeds the average amount the project has held in operating reserves over the past three years will trigger a subsidy layering review under 24 CFR 4.13. Similarly, any contribution of capital funds, including Replacement Housing Factor (RHF) or Demolition Disposition Transitional Funding (DDTF), will trigger a subsidy layering review. Notwithstanding the subsidy layering review, PHAs should be mindful of how the capital funds or operating reserves used in the financing of its RAD properties may impact the physical and financial health of properties that will remain in its public housing inventory.
- Following execution of the HAP contract, PHAs are authorized to use operating and capital funds to make HAP payments for the remainder of the first calendar year in which the HAP contract is effective. Otherwise, a PHA may not contribute public housing program funds to the covered project unless those funds have been identified in the RCC and converted at closing for Section 8 RAD purposes.

For projects governed by Notice PIH 2012-32, REV-3, the following language applies:

- In the case of a PHA that is converting all of its ACC units, there is no restriction on the amount of public housing funds that may be contributed to the covered project at closing; the PHA may convey all program funds to the covered projects. In order to cover the cost of administrative activities required to terminate the ACC, once it no longer has units under the ACC and has no plans to develop additional public housing, the PHA may:
 - Designate that a reserve associated with the project be available to fund any public housing closeout costs (such as an operating deficit reserve or a specific PHA closeout reserve). Any funds not needed for public housing closeout costs would remain in such reserve or may be transferred to another reserve associated with the project (such as the replacement reserve). Thereafter, these funds may be used at the project pursuant to the authorized use of the applicable reserve; or
 - Retain funds under the public housing program for this purpose. However, HUD will recapture any public housing funds that a PHA does not expend for closeout costs.

- In the case where the PHA will continue to maintain other units in its inventory under a public housing ACC, a contribution of operating funds to the covered project that exceeds the average amount the project has held in operating reserves over the past three years will trigger a subsidy layering review under 24 CFR 4.13. Similarly, any contribution of capital funds, including Replacement Housing Factor (RHF) or Demolition Disposition Transitional Funding (DDTF), will trigger a subsidy layering review. Notwithstanding the subsidy layering review, PHAs should be mindful of how the capital funds or operating reserves used in the financing of its RAD properties may impact the physical and financial health of properties that will remain in its public housing inventory.
- In addition, following execution of the HAP contract, PHAs are authorized to use operating and capital funds to make HAP payments for the remainder of the first calendar year in which the HAP contract is effective. Otherwise, a PHA may not contribute public housing program funds to the covered project unless such funding has been identified in the approved financing plan and included in the approved “sources and uses” attached to the RCC.

For projects governed by the requirements of Notice PIH 2012-32, REV-2, the following language applies:

- In the case of a PHA that is converting all of its ACC units, there is no restriction on the amount of public housing funds that may be contributed to the covered project at closing; the PHA may convey all program funds to the covered project. HUD will recapture any public housing funds that a PHA has not expended once it no longer has units under ACC. In the case where the PHA will continue to maintain other units in its inventory under a public housing ACC, a contribution of operating funds to the covered project that exceeds the average amount the project has held in operating reserves over the past three years will trigger a subsidy layering review under 24 CFR 4.13. Similarly, any contribution of capital funds, including Replacement Housing Factor (RHF) or Demolition Disposition Transitional Funding (DDTF), will trigger a subsidy layering review. Notwithstanding the subsidy layering review, PHAs should be mindful of how the capital funds or operating reserves used in the financing of its RAD properties may impact the physical and financial health of properties that will remain in its public housing inventory.

18-II.E. PBV PERCENTAGE LIMITATION AND UNIT CAP [Notice PIH 2023-19 RAD Supplemental Notice 4B and Notice PIH 2019-23]

PBV Percentage Limitation

Covered projects do not count against the maximum amount of assistance a PHA may utilize for the PBV program, which under the standard PBV program is set at 20 percent of the authorized units allocated to a PHA under the HCV program. To implement this provision, HUD is waiving section 8(o)(13)(B) of the 1937 Act as well as 24 CFR 983.6.

Unit Cap Limitation

When HUD published REV-3 of Notice PIH 2012-32, the cap on the number of assisted units in each project was eliminated. Under the standard PBV program the cap is set at the greater of 25 units or 25 percent of the units in the project. HUD is waiving this requirement, and projects governed by Notice PIH 2019-23 and Notice PIH 2012-32, REV-3 have no cap on the number of units that may receive PBV assistance in a project.

However, for projects that are governed by REV-2 of Notice PIH 2012-32, the cap on the number of PBV units in the project is increased to 50 percent. In these projects, however, provided units met certain exception criteria, the PHA may have converted a larger number of units to RAD PBV. For projects governed by the requirements of Notice PIH 2012-32, REV-2 **only**, the following language applies:

- In general, the PHA may not provide PBV assistance for units in a project if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than 50 percent of the number of dwelling units (assisted or unassisted) in the project. However, PHAs may exceed the 50 percent limitation when units in the project are occupied by elderly and/or disabled families or families that will receive supportive services. These units are known as “excepted units” and do not count toward the project cap.
- For projects governed by the requirements of Notice PIH 2012-32, REV-2 choosing to include excepted units, additional policy decisions may be required.

SNRHA Policy

The PHA will provide for excepted units for all of its RAD PBV developments.

The PHA will develop housing for occupancy by disabled families in need of services. With the exception of in-place families at the time of conversion who decline services, families must receive the services, and successfully complete the service program, to be eligible for continued occupancy. Families that do not continue to receive the services or complete the required service program will be terminated in accordance with the PHA policies in Section 12-II.F.

The following types of services will be provided depending on the needs of the family:

Transportation for activities such as grocery shopping, attending medical and dental appointments;

Supervised taking of medications;

Treatment for drug rehabilitation in the case of current abusers;

Treatment for alcohol addiction in the case of current abusers;
Training in housekeeping and homemaking activities;
Family budgeting;
Childcare;
Parenting skills;
Computer labs; and
Work skills development and job training.

On a quarterly basis, the PHA will monitor all families that are receiving services to determine if such families will be allowed to continue receiving PBV assistance. The PHA will require families receiving services to provide written evidence from each service provider that the family has received all of the required services stated in the statement of family obligations or FSS contract of family participation. Alternatively, each service provider will submit a report to the PHA identifying the services received by each family, and the PHA will check to see if all services required in the statement of family obligation or FSS contract of participation were received.

18-II.F. SITE SELECTION STANDARDS [Notice PIH 2019-23; Notice PIH 2016-17]

Site selection requirements set forth in 24 CFR 983.57 apply to RAD PBV, with the exception of 983.57(b)(1) and (c)(2). HUD waives the provisions regarding deconcentration of poverty and expanding housing and economic opportunity for existing housing sites.

To facilitate the uniform treatment of residents and units, any non-RAD PBV units located in the same project are subject to the terms of this provision.

HUD will conduct a front-end civil rights review of the PHA's proposed site in certain circumstances. For RAD PBV conversions that involve new construction located in an area of minority concentration (whether on the existing public housing site or on a new site) HUD will determine whether it meets one of the exceptions that would allow for new construction in an area of minority concentration.

The PHA must ensure that its RAD PBV conversion, including any associated new construction, is consistent with its certification to affirmatively further fair housing and complies with civil rights laws.

18-II.G. ENVIRONMENTAL REVIEW [Notice PIH 2019-23; *Environmental Review Requirements for RAD Conversions*, March 2019]

HUD cannot approve an applicant's financing plan submission unless and until the required environmental review has been completed for the applicant's proposed conversion project and found to meet environmental review requirements. Environmental documents must be submitted no later than the applicant's financing plan. HUD will not issue a RAD Conversion Commitment (RCC) if the project plan does not meet the environmental review requirements described in Attachment 1A of Notice PIH 2019-23. Once an awardee has submitted an application for a specific project, they may not make any choice limiting actions before the completion of the environmental review.

PART III: DWELLING UNITS

18-III.A. OVERVIEW

This part identifies the special National Standards for the Physical Inspection of Real Estate (NSPIRE) that apply to the RAD PBV program, housing accessibility for persons with disabilities, and special procedures for conducting NSPIRE inspections.

18-III.B. NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE [FR Notice 6/22/23 and 24 CFR 983.101]

The National Standards for the Physical Inspection of Real Estate (NSPIRE) for the tenant-based program generally apply to the PBV program. NSPIRE requirements for shared housing, manufactured home space rental, and the homeownership option do not apply because these housing types are not assisted under the PBV program.

The physical condition standards at 24 CFR 5.703 do not apply to the PBV program.

Lead-based Paint [24 CFR 983.101(c); Notice PIH 2019-23]

The lead-based paint requirements for the tenant-based voucher program do not apply to the PBV program. Instead, The Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR part 35, subparts A, B, H, and R, and 40 CFR 745.227, apply to the PBV program.

18-III.C. HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES [Notice PIH 2016-17]

Federal accessibility requirements apply to all conversions, whether they entail new construction, alternations, or existing facilities. The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. The PHA must ensure that the percentage of accessible dwelling units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by HUD's regulations at 24 CFR 8, subpart C.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable. (24 CFR 983.102)

18-III.D. INSPECTING UNITS

Initial Inspection [RAD Quick Reference Guide; Notice PIH 2023-19 RAD Supplemental Notice 4B]

Under current regulations at 24 CFR 983.103(b) a unit covered under a HAP Contract must be inspected for compliance with NSPIRE before assistance can be paid on behalf of a household, unless the PHA is using HOTMA non-life threatening and alternative inspection provisions. In addition, section 8(o)(8)(A) of the Act provides that HAP Contract units must be inspected to ensure compliance with NSPIRE prior to payment of any assistance on behalf of a family. When Work is occurring under RAD, HUD requires that all units undergo inspection for NSPIRE no later than the date of completion of the Work as indicated in the RCC. To place the unit under HAP contract and commence making payments, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units to be added to the HAP Contract instead of conducting an initial inspection. During the period of the Work, NSPIRE requirements apply. The PHA must enforce the Project Owner's obligations under this paragraph and conduct inspections when needed, for example in response to tenant complaints or other information coming to its attention, and the owner must correct any deficiencies in accordance with NSPIRE requirements (i.e. no more than 24 hours for a life-threatening deficiency, and within no more than 30 calendar days or any PHA-approved extension for other defects, but no later than the date of the completion of the Work as indicated in the RCC). To effectuate the revised initial inspection requirement for RAD PBV units and non-RAD PBV units within a Covered Project when such units are replacing public housing units at the time of conversion, HUD is waiving and establishing an alternative requirement to 24 CFR 983.103(b) and section 8(o)(8)(A) of the Act.

Turnover Inspections [24 CFR 983.103(c), FR Notice 1/18/17, and Notice PIH 2017-20]

Before providing assistance to a new family in a contract unit, the PHA must inspect the unit. The PHA may not provide assistance on behalf of the family until the unit fully complies with NSPIRE.

Annual/Biennial Inspections [24 CFR 983.103(d); FR Notice 6/25/14]

At least once every 24 months during the term of the HAP contract, the PHA must inspect a random sample consisting of at least 20 percent of the contract units in each building, to determine if the contract units and the premises are maintained in accordance with NSPIRE. Turnover inspections are not counted toward meeting this inspection requirement.

SNRHA Policy

The PHA will inspect on an annual basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with NSPIRE.

If more than 20 percent of the sample of inspected contract units in a building fail the initial inspection, the PHA must reinspect 100 percent of the contract units in the building.

Alternative Inspections [24 CFR 983.103(g); Notice PIH 2016-05]

In the case of mixed-finance properties that are subject to alternative inspections, the PHA may rely upon an alternative inspection conducted at least triennially to demonstrate compliance with inspection requirements.

SNRHA Policy

The PHA will accept the results of inspections performed by HUD REAC, or for the HOME or LIHTC programs. Inspections will only be accepted if PBV and HCV units are included in the population of units forming the basis of the sample.

The PHA will not utilize inspection results other than from inspections conducted by HUD or for the HOME or LIHTC programs.

Inspection reports and other data must be provided to the PHA within five business days of the inspection. The PHA will review the inspection reports and determine whether the unit will receive a “pass” under NSPIRE within five business days. If the PHA determines that the unit does not pass, the PHA will notify the owner and conduct an NSPIRE inspect within 10 business days.

Other Inspections [24 CFR 983.103(e)]

The PHA must inspect contract units whenever needed to determine that the contract units comply with NSPIRE and that the owner is providing maintenance, utilities, and other services in accordance with the HAP contract. The PHA must take into account complaints and any other information coming to its attention in scheduling inspections.

The PHA must conduct follow-up inspections needed to determine if the owner (or, if applicable, the family) has corrected an NSPIRE violation and must conduct inspections to determine the basis for exercise of contractual and other remedies for owner or family violation of NSPIRE.

In conducting PHA supervisory quality control NSPIRE inspections, the PHA should include a representative sample of both tenant-based and project-based units.

Inspecting PHA-Owned Units [24 CFR 983.103(f); Notice PIH 2017-21]

In the case of PHA-owned units, all required inspections must be performed by an independent entity designated by the PHA and approved by HUD. The independent entity must furnish a copy of each inspection report to the PHA and to the HUD field office where the project is located. The PHA must take all necessary actions in response to inspection reports from the independent agency, including exercise of contractual remedies for violation of the HAP contract by the PHA-owner.

PART IV: HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT

18-IV.A. OVERVIEW [RAD PBV Quick Reference Guide 6/20]

Public housing projects converting under RAD do not employ the PBV Agreement to Enter into a Housing Assistance Payments (AHAP) contract. Instead, following the execution of all requirements contained in the Commitment to Enter into a HAP (CHAP) contract and the RAD Conversion Commitment (RCC), a project is converted immediately to the RAD PBV HAP contract following the closing of any construction financing. Owners of public housing projects converted to PBV assistance via RAD enter into a HAP contract with the PHA that will administer the PBV assistance. Units assisted under a RAD PBV HAP contract must be subject to long-term, renewable use and affordability restrictions.

18-IV.B. HAP CONTRACT REQUIREMENTS

Contract Information [RAD PBV Quick Reference Guide 6/20; Notice PIH 2019-23]

The RAD PBV program uses the PBV HAP contract for new construction or rehabilitated housing (Form HUD-52530A), as modified by the RAD rider (Form HUD-52621). For closings on or after January 1, 2018, HUD incorporated the RAD rider directly into the standard PBV HAP contract. For closing that occurred prior to January 1, 2018, the RAD rider must be attached to the PBV HAP contract.

The distinction between “existing housing” and “rehabilitated and newly constructed housing” is overridden by RAD requirements. The project must also have an initial RAD use agreement. All public housing RAD conversion properties financed with LIHTC are also required to include an LIHTC rider.

Execution and Effective date of the HAP Contract [RADBlast! 7/11/16]

RAD PBV projects do not employ an Agreement to Enter into a Housing Assistance Payments (AHAP) contract like in the standard PBV program. Rather, when the conditions of the CHAP and the RCC are met and the conversion has closed, the PHA executes the HAP contract. Project owners may select the effective date of the HAP contract as the first day of either of the two months following the completed closing.

Term of HAP Contract [Notice PIH 2019-23]

The initial term of the HAP contract may not be for less than 15 years and may be for a term of up to 20 years upon request of the owner and with approval of the administering voucher agency. Upon expiration of the initial term of the contract, and upon each renewal term of the contract, the owner must accept each offer to renew the contract, for the prescribed number and mix of units, either on the site of the project subject to the expiring contract or, upon request of the project owner and subject to PHA and HUD approval, at another site through a future transfer of assistance. Contracts are subject to the terms and conditions applicable at the time of each offer and further subject to the availability of appropriations for each year of each such renewal. To implement this provision, HUD is waiving section 8(o)(13)(F) of The United States Housing Act of 1937, which permits a minimum term of one year, as well as 24 CFR 983.205(a), which governs the contract term.

Agreement to Enter into a HAP (AHAP) Contract [Notice PIH 2019-23]

For public housing conversions to PBV, there will be no agreement to enter into a Housing Assistance Payments (AHAP) contract. Therefore, all regulatory references to the Agreement (AHAP), including regulations under 24 CFR Part 983 Subpart D, are waived. The definitions for proposal selection date, new construction, rehabilitation, and existing housing are not applicable.

Mandatory Contract Renewal [Notice PIH 2019-23]

By statute, upon contract expiration, the agency administering the vouchers will offer, and the PHA will accept, renewal of the contract for the prescribed number and mix of units, either on the site of the project subject to the expiring contract or, upon request of the project owner and subject to PHA and HUD approval, at another site through a future transfer of assistance. The contract is subject to the terms and conditions applicable at the time of renewal and the availability of appropriations each year for such renewal. Consequently 24 CFR 983.205(b), governing the PHA discretion to renew the contract, will not apply.

In the event that the HAP contract is removed due to breach, non-compliance or insufficiency of appropriations, for all units previously covered under the HAP contract, new tenants must have incomes at or below 80 percent of the area median income at the time of admission and rents may not exceed 30 percent of 80 percent of median income for an appropriate size unit for the remainder of the term of the RAD use agreement.

Remedies for NSPIRE Violations [24 CFR 983.208(b)]

The PHA may not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with NSPIRE. If the PHA determines that a contract unit does not comply with NSPIRE, the PHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

SNRHA Policy

The PHA will abate and terminate PBV HAP contracts for noncompliance with NSPIRE in accordance with the policies used in the tenant-based voucher program. These policies are contained in Section 8-II.G., Enforcing Owner Compliance.

18-IV.C. AMENDMENTS TO THE HAP CONTRACT

Floating Units [Notice PIH 2019-23]

Upon request of the owner to the voucher agency that will administer the project, HUD will permit assistance to float among units within the project that are the same bedroom size. The unit to which assistance is floated must be comparable to the unit being replaced in quality and amenities.

If the PHA chooses to float units, units are not specifically identified on the HAP contract, rather the HAP contract must specify the number and type of units in the property that are RAD PBV units. The property must maintain the same number and type of RAD units from the time of the initial HAP contract execution forward.

SNRHA Policy

The PHA may float assistance among unoccupied units within the project. Tracking of the number and type of units at the property, as well as identification of comparable units when assistance is floated, will be maintained by each property.

Reduction in HAP Contract Units [Notice PIH 2019-23]

Project owners are required to make available for occupancy by eligible tenants the number of assisted units under the terms of the HAP contract.

The PHA may not reduce the number of assisted units without written HUD approval. Any HUD approval of a PHA's request to reduce the number of assisted units under contract is subject to conditions that HUD may impose. MTW agencies may not alter this requirement.

If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, the PHA must reinstate the unit after the family has vacated the property. If the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR 983.207, or where the development has "floating" units.

18-IV.D. HAP CONTRACT YEAR AND ANNIVERSARY DATES [24 CFR 983.302(e)]

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year. There is a single annual anniversary date for all units under a particular HAP contract.

18-IV.E. OWNER RESPONSIBILITIES UNDER THE HAP CONTRACT [24 CFR 983.210]

When the owner executes the HAP contract, they certify that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with NSPIRE;
- The owner is providing all services, maintenance, equipment, and utilities as agreed to under the HAP contract and the leases;
- Each contract unit for which the owner is receiving HAP is leased to an eligible family referred by the PHA, and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge, the family resides in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;
- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
- Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit;
- The family does not own or have any interest in the contract unit (this does not apply to the family's membership in a cooperative); and
- Repair work on the project selected as an existing project that is performed after HAP contract execution within such post-execution period as specified by HUD may constitute development activity, and if determined to be development activity, the repair work undertaken shall be in compliance with Davis-Bacon wage requirements.

18-IV.F. VACANCY PAYMENTS [24 CFR 983.352(b)]

At the discretion of the PHA, the HAP contract may provide for vacancy payments to the owner for a PHA-determined period of vacancy extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month. The amount of the vacancy payment will be determined by the PHA and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner, including amounts available from the tenant's security deposit.

SNRHA Policy

The PHA will provide vacancy payments to the owner. The HAP contract with the owner will contain the amount of the vacancy payment and the period for which the owner will qualify for these payments.

PART V: SELECTION OF PBV PROGRAM PARTICIPANTS

18-V.A. OVERVIEW

Many of the provisions of the tenant-based voucher regulations [24 CFR 982] also apply to the PBV program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. Even with these similarities, there are requirements that are unique to the PBV program. This part describes the requirements and policies related to eligibility and admission to the PBV program.

18-V.B. PROHIBITED RESCREENING OF EXISTING TENANTS UPON CONVERSION [Notice PIH 2019-23]

Current households cannot be excluded from occupancy at the covered project based on any rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for application of any eligibility criteria to conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. Post-conversion, the tenure of all residents of the covered project is protected pursuant to PBV requirements regarding continued occupancy unless explicitly modified by Notice PIH 2019-23 (e.g., rent phase-in provisions). For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family. Existing residents at the time of conversion may not be rescreened for citizenship status or have their social security numbers reverified.

Further, so as to facilitate the right to return to the assisted property, this provision must apply to current public housing residents of the converting project that will reside in non-RAD PBV units placed in a project that contain RAD PBV units. Such families and such contract units will otherwise be subject to all requirements of the applicable program, specifically 24 CFR 983 for non-RAD PBV. Any non-RAD PBV units located in the same project are also subject to the right to return.

For the RAD PBV program, *in-place family* means a family who lived in a pre-conversion property at the time assistance was converted from public housing to PBV under RAD.

18-V.C. ELIGIBILITY FOR PBV ASSISTANCE [24 CFR 983.251(a) and (b)]

Applicants for PBV assistance must meet the same eligibility requirements as applicants for the tenant-based voucher program. Applicants must qualify as a family as defined by HUD and the PHA, have income at or below HUD-specified income limits, and qualify on the basis of citizenship or the eligible immigration status of family members [24 CFR 982.201(a) and 24 CFR 983.2(a)]. In addition, an applicant family must provide social security information for family members [24 CFR 5.216 and 5.218] and consent to the PHA's collection and use of family information regarding income, expenses, and family composition [24 CFR 5.230]. The PHA may also not approve a tenancy if the owner (including a principal or other interested party) of the unit is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless needed as a reasonable accommodation. An applicant family must also meet HUD requirements related to current or past criminal activity.

SNRHA Policy

The PHA will determine an applicant family's eligibility for the RAD PBV program in accordance with the policies in Chapter 3.

**18-V.D. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c);
Notice PIH 2019-23]**

The standard PBV regulations at 24 CFR 983.251 set out program requirements related to establishing and maintaining a voucher-wide, PBV program-wide, or site-based waiting list from which residents will be admitted. These provisions will apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies. Any non-RAD PBV units located in the same project are also subject to these requirements.

SNRHA Policy.

The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving RAD PBV assistance. The PHA currently has waiting lists for the following RAD PBV projects:

- Biegger Estates (RAD-1)
- Rose Gardens (RAD-1)
- Espinoza Terrace (RAD-1)
- Landsman (RAD-1)
- Vera Johnson B (RAD-1)
- Lubertha Johnson Estates (RAD-1)
- Marion D. Bennett Sr. Plaza (RAD-1)
- Archie Grant (RAD-1)
- James Downs Towers (RAD-1)

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For any applicants on the public housing waiting list that are likely to be ineligible for admission to a covered project converting to PBV because the household's TTP is likely to exceed the RAD gross rent, the PHA will consider transferring such household, consistent with program requirements for administration of waiting lists, to the PHA's remaining public housing waiting lists or to another voucher waiting list, in addition to transferring such household to the waiting list for the covered project.

To the extent any wait list relies on the date and time of application, the applicants shall have priority on the wait lists to which their application was transferred in accordance with the date and time of their application to the original waiting list.

The PHA will maintain the project-specific waiting list in accordance with all applicable civil rights and fair housing regulations found at 24 CFR 903.7(b)(2)(ii)-(iv). The PHA will provide applicants full information about each development, including an estimate of the wait time, location, occupancy, number and size of accessible units, and amenities like day care, security, transportation, and training programs at each development with a site-based waiting list. The system for selection will be consistent with all applicable civil rights and fair housing laws and regulations and may not be in conflict with any imposed or pending court order, settlement agreement, or complaint brought by HUD.

The PHA will give priority to participants moving under a VAWA emergency transfer from one PBV development to another in accordance with Section 18-VI.E.

18-V.E. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

After conversion to RAD PBV, applicants who will occupy units with RAD PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units.

Income Targeting [24 CFR 983.251(c)(6); Notice PIH 2019-23]

At least 75 percent of the families admitted to the PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely-low-income families. The income targeting requirement applies to the total of admissions to both programs.

Families in place at the time of the conversion are exempt from income targeting requirements. New admissions follow standard PBV requirements. Any non-RAD PBV units located in the same project are also subject to these requirements.

Units with Accessibility Features [24 CFR 983.251(c)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(d); FR Notice 11/24/08; Notice PIH 2019-23]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units.

SNRHA Policy

The SNRHA will also establish and manage separate waiting lists for the following Rental Assistance Demonstration (RAD) Program properties and may have individual preference at each building as follows:

- Biegger Estates (RAD-1)
- Rose Gardens (RAD-1) – Elderly Preference
- Espinoza Terrace (RAD-1)
- Landsman (RAD-1)
- Vera Johnson B (RAD-1)
- Lubertha Johnson Estates (RAD-1) – Elderly Preference
- Marion D. Bennett Sr. Plaza (RAD-1) – Elderly/Disabled Preference
- Archie Grant (RAD-1) – Elderly Preference
- James Downs Towers (RAD-1) – Elderly Preference
- Hullum Homes (RAD-1)

18-V.F. OFFER OF PBV ASSISTANCE

Refusal of Offer [24 CFR 983.251(e)(3)]

The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refusing to list the applicant on the waiting list for tenant-based voucher assistance
- Denying any admission preference for which the applicant qualifies
- Changing the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the PHA's selection policy
- Removing the applicant from the tenant-based voucher waiting list

Disapproval by Landlord [24 CFR 983.251(e)(2)]

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list.

Acceptance of Offer [24 CFR 983.252]

Family Briefing

When a family accepts an offer for PBV assistance, the PHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, the PHA must provide a briefing packet that explains how the PHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

Persons with Disabilities

If an applicant family's head or spouse is disabled, the PHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, the PHA must have a mechanism for referring a family that includes a member with a mobility impairment to an appropriate accessible PBV unit.

Persons with Limited English Proficiency

The PHA should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (see Chapter 2).

18-V.G. OWNER SELECTION OF TENANTS [24 CFR 983.253]

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection.

Leasing [24 CFR 983.253(a)]

During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by the PHA from the PHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on the PHA's subsidy standards.

Filling Vacancies [24 CFR 983.254(a)]

The owner must promptly notify the PHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, the PHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. The PHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

SNRHA Policy

The owner must notify the PHA in writing (mail, fax, or email) within five business days of learning about any vacancy or expected vacancy.

The PHA will make every reasonable effort to refer families to the owner within 10 business days of receiving such notice from the owner.

18-V.H. TENANT SCREENING [24 CFR 983.255]

PHA Responsibility

The PHA is not responsible or liable to the owner or any other person for the family's behavior or suitability for tenancy. However, the PHA may opt to screen applicants for family behavior or suitability for tenancy and may deny applicants based on such screening.

SNRHA Policy

The PHA will not conduct screening to determine a PBV applicant family's suitability for tenancy.

The PHA must provide the owner with an applicant family's current and prior address (as shown in PHA records) and the name and address (if known by the PHA) of the family's current landlord and any prior landlords.

In addition, the PHA may offer the owner other information the PHA may have about a family, including information about the tenancy history of family members or about drug trafficking and criminal activity by family members. The PHA must provide applicant families a description of the SNRHA Policy on providing information to owners, and the PHA must give the same types of information to all owners.

The PHA may not disclose to the owner any confidential information provided in response to a request for documentation of domestic violence, dating violence, sexual assault, or stalking, except at the written request or with the written consent of the individual providing the documentation [24 CFR 5.2007(c)].

SNRHA Policy

The PHA will inform owners of their responsibility to screen prospective tenants and will provide owners with the required known name and address information, at the time of the turnover NSPIRE inspection or before. The PHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.

Owner Responsibility

The owner is responsible for screening and selection of the family to occupy the owner's unit. When screening families the owner may consider a family's background with respect to the following factors:

- Payment of rent and utility bills
- Caring for a unit and premises
- Respecting the rights of other residents to the peaceful enjoyment of their housing
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others
- Compliance with other essential conditions of tenancy

PART VI: OCCUPANCY

18-VI.A. OVERVIEW

After an applicant has been selected from the waiting list, determined eligible by the PHA, referred to an owner, and determined suitable by the owner, the family will sign the lease and occupancy of the unit will begin.

18-VI.B. LEASE [24 CFR 983.256]

The tenant must have legal capacity to enter into a lease under state and local law. *Legal capacity* means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

The tenant and the owner must enter into a written lease agreement that is signed by both parties. The tenancy addendum must include, word-for-word, all provisions required by HUD.

Lease Requirements [24 CFR 983.256(c); Notice PIH 2019-23]

The lease for a PBV unit must specify all of the following information:

- The names of the owner and the tenant;
- The unit rented (address, apartment number, if any, and any other information needed to identify the leased contract unit);
- The term of the lease (initial term and any provision for renewal);
- The amount of the tenant rent to owner, which is subject to change during the term of the lease in accordance with HUD requirements;
- A specification of the services, maintenance, equipment, and utilities that will be provided by the owner;
- The amount of any charges for food, furniture, or supportive services; and
- For any family admitted following conversion, the lease must specify what will happen if the family elects to remain in its unit after increasing its income such that it requires zero HAP. Specifically, the lease must make clear how the tenant rent will be calculated, and it must address the transition to a new lease. The PHA must include resident procedural rights for termination notification and grievance procedures in the owner's lease. These requirements are not part of the regular PBV program but are required under RAD.

Tenancy Addendum [24 CFR 983.256(d)]

The tenancy addendum in the lease must state:

- The program tenancy requirements
- The composition of the household as approved by the PHA (the names of family members and any PHA-approved live-in aide)

All provisions in the HUD-required tenancy addendum must be included in the lease. The terms of the tenancy addendum prevail over other provisions of the lease.

Initial Term and Lease Renewal [24 CFR 983.256(f); RAD PBV Quick Reference Guide 6/20]

Leases for residents who will remain in place (i.e., who will not be relocated solely as a result of conversion) must have an effective date that coincides with—and must be signed on or before—the effective date of the RAD PBV HAP contract.

The initial lease term must be for at least one year. The lease must provide for automatic renewal after the initial term of the lease in either successive definitive terms (e.g., month-to-month or year-to-year) or an automatic indefinite extension of the lease term. For automatic indefinite extension of the lease term, the lease terminates if any of the following occur:

- The owner terminates the lease for good cause
- The tenant terminates the lease
- The owner and tenant agree to terminate the lease
- The PHA terminates the HAP contract
- The PHA terminates assistance for the family

Changes in the Lease [24 CFR 983.256(e)]

If the tenant and owner agree to any change in the lease, the change must be in writing, and the owner must immediately give the PHA a copy of all changes.

The owner must notify the PHA in advance of any proposed change in the lease regarding the allocation of tenant and owner responsibilities for utilities. Such changes may only be made if approved by the PHA and in accordance with the terms of the lease relating to its amendment. The PHA must redetermine reasonable rent, in accordance with program requirements, based on any change in the allocation of the responsibility for utilities between the owner and the tenant. The redetermined reasonable rent will be used in calculation of the rent to owner from the effective date of the change.

Owner Termination of Tenancy [24 CFR 983.257; Notice PIH 2019-23]

With two exceptions, the owner of a PBV unit may terminate tenancy for the same reasons an owner may in the tenant-based voucher program (see Section 12-III.B. and 24 CFR 982.310). In the PBV program, terminating tenancy for “good cause” does not include doing so for a business or economic reason, or a desire to use the unit for personal or family use or other non-residential purpose.

Projects converting from public housing to PBV under RAD have additional procedural rights that do not apply to the standard PBV program. These procedural rights must be included in the owner’s lease as well as the PHA’s administrative plan. In addition to the regulations at 24 CFR 983.257 related to project owner termination of tenancy and eviction (which MTW agencies may not alter) the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease, which may not be less than:

- A reasonable period of time, but not to exceed 30 days:
 - If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - In the event of any drug-related or violent criminal activity or any felony conviction
- Not less than 14 days in the case of nonpayment of rent
- Not less than 30 days in any other case, except that if a state or local law provides for a shorter period of time, such shorter period will apply

These provisions apply to non-RAD PBV units located in the project as well.

Tenant Absence from the Unit [24 CFR 983.256(g) and 982.312(a)]

The lease may specify a maximum period of family absence from the unit that may be shorter than the maximum period permitted by SNRHA Policy. According to program requirements, the family’s assistance must be terminated if they are absent from the unit for more than 180 consecutive days. PHA termination of assistance actions due to family absence from the unit are subject to 24 CFR 982.312, except that the unit is not terminated from the HAP contract if the family is absent for longer than the maximum period permitted.

Zero HAP Families [24 CFR 983.258; Notice PIH 2023-19 (HA) RAD Supplemental Notice 4B]

HUD issued Notice PIH 2023-19 (A) RAD Supplemental Notice 4B on July 27, 2023. This Supplemental Notice amends Housing 2019-09/ PIH 2019-23 and PIH Notice 2021-07 and rescinds Notice H-2020-09/Notice PIH-2020-26 in order to implement certain changes to the Rental Assistance Demonstration (RAD) authorized under the FY 2022 Appropriations Act as well as other changes. With respect to families that are currently paying more than the Zero-HAP Rent Cap, the PHA must inform the Project Owner and the family by notice of the amount of the new alternate rent to be paid to the owner by the zero-HAP family and the date the change shall go into effect, which must be no later than ninety (90) days or by October 25, 2023

When Total Tenant Payment Exceeds Gross Rent. Under normal PBV rules, the PHA may select an occupied unit to be included under the PBV HAP Contract only if the unit’s occupants are eligible for housing assistance payments (24 CFR § 983.53(c)). Also, a PHA must remove a unit from the HAP Contract when no assistance has been paid for 180 days because the family’s TTP has risen to a level that is equal to or greater than the Gross Rent. (24 CFR § 983.258 and § 983.211).

Pre-Conversion Residents. Since the rent limitation under this Section of the Notice may result in current residents having TTPs that exceed the Gross Rent, 24 CFR §983.53(c) does not apply in order to provide RAD PBV assistance to residents who were living in the Converting Project prior to conversion. As necessary to further implement the alternative requirements described below, HUD is waiving 24 CFR §983.258 and §983.211, as well as the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR § 983.301 as modified by Section 1.6.B.5 of this Notice.

HUD is establishing an alternative requirement that the unit for a family with a TTP that equals or exceeds Gross Rent must be placed on the PBV HAP Contract and the family shall be admitted to the PBV program. In such cases the resident is considered a participant under the PBV program and all the family obligations and protections under RAD and PBV apply to the resident.

During any period when the family’s TTP is equal to or above the Gross Rent, the zero-HAP family will pay an alternate rent to owner that is the lower of:

- a. the family’s TTP less the Utility Allowance, subject to any required phase-in; or
- b. the Zero-HAP Rent Cap, which is the lower of either:
 - i. 110% of the applicable FMR less the Utility Allowance; or
 - ii. In the event the units are subject to more restrictive rent setting requirements under the LIHTC or HOME programs, or other programs approved by HUD on a project-specific basis, the rent to owner set to comply with such requirements.
 - ii.

During any period that the family’s TTP falls below the Gross Rent, the normal PBV requirements apply and the family would pay 30% of adjusted income, less utility allowance.

After a family has paid the Zero-HAP Rent Cap as set by this Section for a period of 180 days, the PHA shall remove the unit from the HAP Contract and the family's participation in the PBV program ends. If the Covered Project is fully assisted and the family subsequently leaves the property, the PHA must reinstate the unit back onto the HAP Contract and admit an eligible family. If the Covered Project is partially assisted and the family subsequently leaves the property, the unit must be reinstated back onto the HAP Contract unless the PHA previously substituted a different unit on the HAP Contract in accordance with 24 CFR § 983.207 or, where "floating units" have been permitted.

Additionally, if the family continues to reside in the project after the family's unit was removed from the HAP Contract, the family may request to return to the PBV program if the family's income subsequently decreases to the extent that the family's TTP is less than the Zero-HAP Rent Cap set by this section and the family is otherwise eligible for PBV assistance. The PHA shall, at the earliest opportunity^{4B-8}, reinstate the family's unit back onto the HAP Contract to provide rental assistance to the family. All PBV requirements with respect to the unit, such as compliance with NSPIRE, apply while the unit is under the HAP Contract or added back to the HAP Contract.

New Admission Families. Unless a PHA requests and receives the waiver described below, any new admission to the Covered Project must meet the eligibility requirements at 24 CFR § 982.201 and require a subsidy payment at admission to the PBV program, which means the family's TTP may not equal or exceed the Gross Rent for the unit at that time. Furthermore, a PHA must remove a new admission family's unit from the PBV HAP Contract when no assistance has been paid for 180 days because a new admission family's TTP subsequently increased to equal or exceed the Gross Rent. However, HUD is imposing an alternative requirement in such cases. If the project is fully assisted and the family subsequently leaves the property, the PHA must reinstate the unit on the HAP Contract and admit an eligible family. If the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP Contract in accordance with 24 CFR § 983.207 or, where "floating units" have been permitted.

In circumstances where low RAD PBV rents may prohibit a significant number of otherwise eligible families on the waiting list from being admitted to the project because they do not require subsidy, and which could consequently create an undue concentration of poverty at the project compared to non-RAD PBV projects, a PHA may request a waiver of 24 CFR §§983.53(c), 983.259, 983.211, and 983.301 from HUD for the Covered Project. The waiver will apply the alternative requirements applicable to the pre-conversion residents in this Section to new admission families.

The PHA may request the waiver during the RAD conversion process or may subsequently request the waiver any time after the effective date of the HAP Contract. In order for the waiver to be approved, the PHA must demonstrate that based on the RAD rent calculated in accordance with Attachment 1C, the monthly two-bedroom RAD Gross Rent is less than: 30% of the monthly income of a family of four at the midpoint between the Very Low Income (VLI) HUD Income Limit and Extremely Low Income (ELI) HUD Income Limit for the area in which the Covered Project is located.

For waivers submitted during the conversion process, the Office of Recapitalization may grant the waiver after review of the Financing Plan and confirmation that the RAD rents meet the waiver rent threshold described above.^{4B-9} The Office of Recapitalization shall document the waiver by adding an additional provision to the RCC before closing. For waivers submitted after the effective date of the

HAP Contract, the waiver is submitted through the normal waiver process outlined in Notice PIH 2018-16 (or any successor notice). In both cases, the approved waiver will be for the initial term of the PBV HAP Contract.

If the waiver is approved, the new admission families covered under the waiver are participants under the PBV program, all the family obligations and protections under RAD and PBV apply to the family, the RAD PBV families shall be subject to the same alternative requirements applicable to the pre-conversion residents under this Section, and the unit is subject to all PBV program requirements, as modified by this Notice.

Further, Covered Projects that receive the waiver shall be subject to an alternative income targeting requirement that at least 75% of new admissions to the PBV units (both RAD and non-RAD PBV units) in the Covered Project in any PHA fiscal year are ELI families.^{4B-10} If there are less than four new admissions to the Covered Project in a PHA fiscal year, the income targeting is determined by combining the new admissions for that fiscal year with the new admissions for the subsequent fiscal year (or years) until the combined total of new admissions equals or exceeds four for those consecutive fiscal years.^{4B-11}

SNRHA Policy

The PHA will request a waiver from HUD to allow families whose TTP initially exceeds gross rent to occupy units.

If a participating family who was admitted after the RAD conversion receive zero assistance and subsequently experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify the PHA of the change and request an interim reexamination before the expiration of the 180-day period.

Security Deposits [24 CFR 983.259; RAD PBV Quick Reference Guide 6/20]

Owners are permitted to recognize security deposit amounts that have been previously provided by tenants who are in-place at the time of the RAD conversion. If a tenant residing in a converting project has not previously provided a security deposit, then the owner may collect a security deposit at the time of initial lease execution. Otherwise, the security deposit requirements for standard PBV apply.

The owner may collect a security deposit from the tenant. The PHA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.

SNRHA Policy

The PHA will allow the owner to collect a security deposit amount the owner determines is appropriate.

When the tenant moves out of a contract unit, the owner, subject to state and local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid tenant rent, damages to the unit, or other amounts owed by the tenant under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount used to reimburse the owner, the owner must promptly refund the full amount of the balance to the tenant.

If the security deposit does not cover the amount owed by the tenant under the lease, the owner may seek to collect the balance from the tenant. The PHA has no liability or responsibility for payment of any amount owed by the family to the owner.

18-VI.C. PUBLIC HOUSING FSS AND ROSS PARTICIPANTS [Notice PIH 2019-23]

Current PH FSS participants will continue to participate in the PHA's FSS program, and PHAs will be allowed to use any PH FSS funds granted previously or pursuant to the current fiscal year (FY) PH FSS notice of funding availability (NOFA) to serve those FSS participants who live in units converted to RAD and who will as a result be moving to the HCV FSS program. A PHA must convert the PH FSS program participants at the covered project to their HCV FSS program.

Residents who were converted from the PH FSS program to the HCV FSS program through RAD may not be terminated from the HCV FSS program or have HCV assistance withheld due to the participant's failure to comply with the contract of participation. Consequently, 24 CFR 984.303(b)(5)(iii) does not apply to FSS participants in converted properties.

At the completion of the FSS grant, PHAs should follow the normal closeout procedures outlined in the grant agreement. If the PHA continues to run an FSS program that serves PH and/or HCV participants, the PHA will continue to be eligible (subject to NOFA requirements) to apply for FSS funding.

Current Resident Opportunities and Self-Sufficiency–Service Coordinators (ROSS–SC) program grantees will be able to finish out their current ROSS–SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing ROSS–SC grants.

At the completion of the ROSS-SC grant, PHAs should follow the normal closeout procedures outlined in the grant agreement. Please note that ROSS-SC grantees may be a nonprofit or local resident association and this consequence of a RAD conversion may impact those entities.

Any non-RAD PBV units located in the same project are also subject to these requirements.

18-VI.D. RESIDENT PARTICIPATION AND FUNDING [Notice PIH 2019-23]

Residents of covered projects converting assistance to PBVs will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.

18-VLE. MOVES

Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260; Notice PIH 2019-23]

All in-place tenants at the time of conversion are eligible to remain in the project. Over-housed families should be moved into appropriately sized units if such units are available in the new or rehabbed project. If appropriately sized units are not available, the existing tenants may continue to be over-housed until an appropriately sized unit becomes available or until the tenant leaves the project. Once the unit turns over, it must be leased to an appropriately sized family. Any non-RAD PBV units located in the same project are also subject to these requirements.

Following conversion, the standard PBV regulations apply. If the PHA determines that a family is occupying a wrong-size unit, based on the PHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, the PHA must promptly notify the family and the owner of this determination, and the PHA must offer the family the opportunity to receive continued housing assistance in another unit.

SNRHA Policy

The PHA will notify the family and the owner of the family's need to move based on the occupancy of a wrong-size or accessible unit within 10 business days of the PHA's determination. The PHA will offer the family the following types of continued assistance in the following order, based on the availability of assistance:

PBV assistance in the same building or project

PBV assistance in another project

Tenant-based voucher assistance

If the PHA offers the family a tenant-based voucher, the PHA must terminate the housing assistance payments for a wrong-size or accessible unit at the earlier of the expiration of the term of the family's voucher, including any extension granted by the PHA, or the date upon which the family vacates the unit. If the family does not move out of the wrong-size unit or accessible unit by the expiration of the term of the family's voucher, the PHA must remove the unit from the HAP contract.

If the PHA offers the family another form of assistance that is not a tenant-based voucher, and the family does not accept the offer, does not move out of the PBV unit within a reasonable time as determined by the PHA, or both, the PHA must terminate the housing assistance payments for the unit at the expiration of a reasonable period as determined by the PHA and remove the unit from the HAP contract.

SNRHA Policy

When the PHA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 30 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 30-day time frame, the PHA will terminate the housing assistance payments at the expiration of this 30-day period.

The PHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

Family Right to Move [24 CFR 983.261]

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to the PHA.

Choice Mobility [Notice PIH 2019-23; PRRAC Choice Mobility Implementation Guidance, 8/20]

Family's Right to Choice Mobility

Under RAD PBV, the choice mobility option provides families with the opportunity to move with continued assistance any time after 12 months of occupancy. All residents in converted properties should be aware of their housing mobility rights and of their options in a range of neighborhoods.

SNRHA Policy

To ensure that residents are fully aware of and understand their rights under choice mobility, the PHA will inform families of their rights under the choice mobility option and the benefits to moving to lower poverty areas and provide a summary of the steps necessary to exercise this option, at the time the family signs the lease for the RAD PBV unit and during their annual recertification.

Information on choice mobility will be made be accessible to persons with disabilities, ensuring any information, electronic or otherwise, is accessible for persons with vision, hearing, and other disabilities. This information will also be made available in accordance with Limited English Proficiency (LEP) requirements, including document translation and user of interpretation services. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements.

Moving with Continued Assistance under Choice Mobility

If the family wishes to move with continued tenant-based assistance under choice mobility, the family must contact the PHA to request the rental assistance prior to providing notice to terminate the lease. If the family terminates the lease in accordance with lease requirements, the PHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If a voucher or other comparable tenant-based assistance is not immediately available, the PHA must give the family priority to receive the next available opportunity for continued tenant-based assistance.

Families are eligible to move with continued assistance under choice mobility after 12 months of occupancy. If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

SNRHA Policy

Prior to providing notice to the owner to terminate the lease, the family may submit a written request to the PHA for a choice mobility voucher at any time after completing the 12-month occupancy requirement.

The family will remain eligible to request a choice mobility voucher as long as they continue living at the same covered project. If a family moves from one covered project to another covered project prior to completing their 12-month occupancy requirement, their 12-month clock will reset. The family must wait 12 months from the date of move at the new property before they may request another choice mobility voucher. If a family transfers to a different unit within the same covered project, the 12-month clock does not reset.

The PHA will maintain a combined, agency-wide waiting list for all standard PBV and RAD PBV families wishing to exercise mobility after one year of tenancy. This list will be maintained separately from the tenant-based HCV list. Families on the choice mobility waiting list will be given priority over families on the tenant-based waiting list. The choice mobility waiting list will be organized by date and time of the family's written request to exercise choice mobility. The list will also identify whether families live in standard or RAD PBV units.

The PHA will not subject RAD PBV families applying for choice mobility vouchers to any additional rescreening requirements in order to receive a tenant-based voucher.

Families exercising choice mobility will not be required to vacate their units before a lease has been entered into using their tenant-based voucher. At the time the PHA issues a choice mobility voucher, the PHA will notify the family of their right to remain in their unit if they are unable find a rental unit using the tenant-based voucher.

Turnover Cap

If as a result of RAD, the total number of PBV units (including RAD PBV units) administered by the PHA exceeds 20 percent of the PHA's authorized units under its HCV ACC with HUD, the PHA may establish a turnover cap. The PHA is not required to provide more than three-quarters of its turnover vouchers in any single year to the residents of covered projects. If the PHA chooses to establish a turnover cap and the cap is implemented, the PHA must create and maintain a waiting list in the order requests from eligible households were received.

SNRHA Policy

The PHA will not establish a choice mobility cap.

Emergency Transfers under VAWA [Notice PIH 2017-08]

Except where special consideration is needed for the project-based voucher program, the PHA will follow VAWA policies as outlined in Chapter 16 Part IX of this administrative plan, including using the Emergency Transfer Plan as the basis for PBV transfers under VAWA (Exhibit 16-4).

HUD requires that the PHA include policies that address when a victim has been living in a unit for less than a year or when a victim seeks to move sooner than a tenant-based voucher is available.

SNRHA Policy

When the victim of domestic violence, dating violence, sexual assault, or stalking has lived in the unit for less than one year, the PHA will provide several options for continued assistance.

The PHA will first try to transfer the participant to another PBV unit in the same development or transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible. If assistance is transferred to another development, the PHA will give priority to the participant on the other development's waiting list.

If no units are available for an internal transfer to a PBV development or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to either tenant-based rental assistance (HCV) or assistance in the PHA's public housing program. Such a decision will be made by the PHA based on the availability of tenant-based vouchers and/or vacancies in public housing units. Such families must be selected from the waiting list for the applicable program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, and stalking in both its HCV and public housing programs in order to expedite this process. See Section 4-III.C. of this administrative plan.

If a victim wishes to move after a year of occupancy in the unit, but no tenant-based vouchers are available, the PHA will offer the participant an internal transfer to another PBV unit in the same development or a transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.

If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to the PHA's public housing program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, and stalking as part of the public housing ACOP in order to expedite this process.

18-VI.F. REEXAMINATIONS [RAD PBV Quick Reference Guide 6/20]

A family living in a unit converted from public housing to RAD PBV may retain its certification date. Unless a family's annual reexamination is due at the same time as the effective date of the RAD PBV HAP contract, the PHA does not need to recertify tenants at the point of conversion. For each family residing in a unit undergoing conversion of assistance under RAD, the administering PHA will have to submit a form HUD-50058 reflecting the family's admission to the voucher program. The effective date of the new admission will be the same as the effective date of the RAD PBV HAP contract. The form should include the same information previously found on the public housing form 50058, including the next annual reexamination date.

18-VI.G. EARNED INCOME DISALLOWANCE [Notice PIH 2019-23]

Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR 5.617. Upon the expiration of the EID for such families, the rent adjustment will not be subject to rent phase-in; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time. Any non-RAD PBV units located in the same project are also subject to these requirements.

Under the HCV program, the EID exclusion is limited to only persons with disabilities [24 CFR 5.617(b)]. In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to only persons with disabilities is waived. The waiver and resulting alternative requirement only applies to tenants receiving the EID at the time of conversion. No other tenant, such as tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion (e.g., due to loss of employment), tenants that move into the property following conversion, etc., is covered by this waiver.

18-VI.H. RESIDENTS' PROCEDURAL RIGHTS [Notice PIH 2019-23]

HUD is incorporating additional termination notification requirements for public housing projects that convert assistance under RAD to PBV and to non-RAD PBV units located in the same project beyond those for the standard PBV program. In addition to the regulations at 24 CFR 983.257 related to owner termination of tenancy and eviction (which MTW agencies may not alter), the termination procedure for RAD conversions to PBV requires that PHAs provide adequate written notice of termination of the lease, which is:

- A reasonable period of time, but not to exceed 30 days:
 - If the health or safety of other tenants, project owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - In the event of any drug-related or violent criminal activity or any felony conviction.
- Not less than 14 days in the case of nonpayment of rent
- Not less than 30 days in any other case, except that if a state or local law provides for a shorter period of time, such shorter period will apply

18-VI.I. INFORMAL REVIEWS AND HEARINGS [Notice PIH 2019-23]

In addition to reasons for an informal hearing listed at 24 CFR 982.555(a)(1)(i)–(v) (See 16-III.C. Informal Hearings for Participants), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to an owner action in accordance with the individual’s lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident’s rights, obligations, welfare, or status.

- For any hearing required under 24 CFR 982.555(a)(1)(i)–(v), the contract administrator will perform the hearing in accordance with Chapter 16 Part III: Informal Reviews and Hearings, as is the current standard in the program.
- For any additional hearings required under RAD, the PHA (as owner) will perform the hearing.

An informal hearing will not be required for class grievances or for disputes between residents not involving the PHA (as owner) or contract administrator. This hearing requirement does not apply to and is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA (as owner) or contract administrator.

The owner must give residents notice of their ability to request an informal hearing as outlined in 24 CFR 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR 982.555(a)(1)(i)–(v). (See Chapter 16)

The owner must provide an opportunity for an informal hearing before an eviction.

PART VII: DETERMINING CONTRACT RENT

18-VII.A. INITIAL CONTRACT RENTS [Notice PIH 2019-23]

RAD conversions are intended to be cost-neutral, and therefore, should not exceed current public housing funding as adjusted for unit size. Since public housing units do not currently have contract rents, HUD provides an estimate of current contract rents for each PHA's public housing units based on current funding as adjusted by bedroom size. Current funding includes operating subsidy, tenant rents, capital funds, replacement housing factor funds (RHF), and demolition disposition transitional funding (DDTF). The funding may limit the amount of initial rent for a property. A detailed explanation of the determination of current funding may be found in Attachment 1C of Notice PIH 2019-23. Once the current funding amount is calculated, the amount is adjusted by bedroom size to determine the current funding rent. HUD uses the same bedroom adjustment factors as in the metropolitan FMR schedules where the project is located.

PHAs may adjust subsidy (and contract rents) across multiple projects as long as the PHA does not exceed the aggregate subsidy for all of the projects the PHA has submitted for conversion under RAD.

Notwithstanding HUD's calculation of the initial contract rent based on the project's subsidy under the public housing program and any modifications made to the initial contract rent, the initial rents are set at the lower of:

- An amount determined by the PHA, not to exceed 110 percent of the fair market rent (FMR) or the PHA's exception payment standard approved by HUD, or the alternate rent cap in a PHA's MTW agreement minus any utility allowance
- The reasonable rent
- The rent requested by the owner

18-VII.B. ADJUSTING CONTRACT RENTS [Notice PIH 2019-23; RAD PBV Quick Reference Guide 6/20; PHA Asset Repositioning “How to Apply OCAF for RAD PBV” Webinar]

RAD PBV contract rents are adjusted differently than contract rents in the standard PBV program. At each annual anniversary of the HAP contract, contract rents will be adjusted only by HUD’s operating cost adjustment factor (OCAF) that is applied to the current contract rent, less the portion of the rent paid for debt service, subject to the availability of appropriations for each year of the contract term. As such, section 8(o)(13)(I) of the 1937 Act, and 24 CFR 983.301 and 983.302, concerning rent determinations, do not apply when adjusting rents. The rent to owner may at no time exceed the reasonable rent charged for comparable unassisted units in the private market, as determined by the contract administrator in accordance with 24 CFR 983.303.

Contract rents may not exceed the reasonable rent (as determined by the PHA that administers the contract or the independent entity, as applicable), with the exception that the contract rent for each unit may not be reduced below the initial contract rent under the initial HAP contract.

However, the rent to owner may fall below the initial contract rent in the following situations:

- To correct errors in calculations in accordance with HUD requirements
- If additional housing assistance has been combined with PBV assistance after the execution of the initial HAP contract and a rent decrease is required pursuant to 983.55 (prohibition of excess public assistance)
- If a decrease in rent to owner is required based on changes in the allocation of responsibility for utilities between the owner and the tenant

The contract rent adjustment will be the lesser of:

- The current contract rent increased by the operating cost adjustment factor (OCAF), which is published annually in the *Federal Register*; or
- The reasonable rent

The administering PHA (or independent entity, if the project is PHA-owned) is responsible for processing rent adjustments at each contract anniversary date in accordance with the prevailing OCAF. The PHA who administers the contract (directly or via an independent entity) must maintain records to demonstrate how OCAF amounts were determined and how rent adjustments were calculated. HUD approval of rent adjustments is not required.

Properties are eligible to receive prior years’ OCAF adjustments for years in which the OCAF was not taken. The OCAF must be applied retroactively if it was missed. The PHA administering the contract (or the independent entity) must make sure that all OCAFs have been applied correctly since the RAD closing and calculate the current rents accordingly, including making sure that the RAD PBV contract rents do not exceed the PBV program caps.

SNRHA Policy

The owner will request a contract rent adjustment from the PHA who administers the contract within 120 days, but no less than 60 days, prior to the HAP contract anniversary date by submitting a completed OCAF rent adjustment worksheet (Form HUD-9624). The independent entity will validate the data on the form and determine whether the rent exceeds the reasonable rent charged for comparable unassisted units in the private market, in accordance with 24 CFR 983.303. If rents would be unreasonable following application of the requested OCAF, then the rent will only be increased up to the reasonable rent. The independent entity will notify the PHA who administers the contract in writing of the results of its review of the rent adjustment request. The PHA who administers the contract will retain a copy of the worksheet and any other records necessary to demonstrate how the OCAF was used to make rent adjustments for audit purposes. The approved rent adjustment will go into effect via written notice from the PHA that administers the project to the owner. This notice will constitute an amendment to the rents specified on Exhibit A of the RAD PBV HAP contract. The new rents to owner will take effect on the date of the contract anniversary.

Rent Decrease

Rents must not be reduced below the initial rent except to correct errors, for additional subsidy to the property, or to realign utility responsibilities.

18-VII.C. UTILITY ALLOWANCES [Notice PIH 2019-23; RAD PBV Quick Reference Guide 6/20]

When contract rent amounts are set initially, the amount does not include a utility allowance. In general, the utility allowances that are used on the initial HAP contract at closing are the public housing utility allowances that are in effect prior to conversion. The CHAP must be updated prior to conversion to reflect current public housing utility allowances. At its discretion, a PHA may use the FMRs and utility allowances in effect during the 30-day period immediately before the beginning date of the HAP contract.

After conversion, the PHA that administers the contract must maintain the utility allowance schedule. The PHA may either maintain a utility allowance schedule for tenant-paid utilities in accordance with standard PBV and HCV utility allowance regulations at 24 CFR 983.301(f)(2)(ii) and 24 CFR 982.517, respectively, or the PHA may instead apply site-specific utility allowances. HUD waived the requirement for the standard PBV program that the HCV utility allowance be used. If a site-specific utility allowance is used, the utility allowance is applicable to non-RAD PBV units in the project and is calculated consistent with Notice H 2015-04.

Each family transitions to the new utility allowance at their first recertification following conversion.

SNRHA Policy

The PHA will use the HCV utility allowance schedule for the RAD PBV developments.

18-VII.D. REASONABLE RENT [24 CFR 983.303]

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by the PHA, except rents must not be reduced below the initial rent except to correct errors, for additional subsidy to the property, or to realign utility responsibilities.

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 PHA 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 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 PHA. The comparability analysis may be performed by PHA 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.

PHA-Owned Units

For PHA-owned units, the amount of the reasonable rent must be determined by an independent entity approved by HUD in accordance with PBV program requirements. The independent entity must provide a copy of the determination of reasonable rent for PHA-owned units to the PHA and to the HUD field office where the project is located.

PART VIII: PAYMENTS TO OWNER

18-VIII.A. HOUSING ASSISTANCE PAYMENTS

During the term of the HAP contract, the PHA must make housing assistance payments to the owner in accordance with the terms of the HAP contract. During the term of the HAP contract, payments must be made for each month that a contract unit complies with NSPIRE and is leased to and occupied by an eligible family. The housing assistance payment must be paid to the owner on or about the first day of the month for which payment is due, unless the owner and the PHA agree on a later date.

Except for discretionary vacancy payments, the PHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).

The amount of the housing assistance payment by the PHA is the rent to owner minus the tenant rent (total tenant payment minus the utility allowance).

In order to receive housing assistance payments, the owner must comply with all provisions of the HAP contract. Unless the owner complies with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments.

18-VIII.B. VACANCY PAYMENTS [24 CFR 983.352]

If an assisted family moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. However, the owner may not keep the payment if the PHA determines that the vacancy is the owner's fault.

SNRHA Policy

If the PHA determines that the owner is responsible for a vacancy and as a result is not entitled to keep the housing assistance payment, the PHA will notify the landlord of the amount of housing assistance payment that the owner must repay. The PHA will require the owner to repay the amount owed in accordance with the policies in Section 16-IV.B.

At the discretion of the PHA, the HAP contract may provide for vacancy payments to the owner. The PHA may only make vacancy payments if:

- The owner gives the PHA prompt, written notice certifying that the family has vacated the unit and identifies the date when the family moved out (to the best of the owner's knowledge);
- The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;
- The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and
- The owner provides any additional information required and requested by the PHA to verify that the owner is entitled to the vacancy payment.

The owner must submit a request for vacancy payments in the form and manner required by the PHA and must provide any information or substantiation required by the PHA to determine the amount of any vacancy payment.

SNRHA Policy

If an owner's HAP contract calls for vacancy payments to be made, and the owner wishes to receive vacancy payments, the owner must have properly notified the PHA of the vacancy in accordance with the policy in Section 18-V.G. regarding filling vacancies.

In order for a vacancy payment request to be considered, it must be made within 10 business days of the end of the period for which the owner is requesting the vacancy payment. The request must include the required owner certifications and the PHA may require the owner to provide documentation to support the request. If the owner does not provide the information requested by the PHA within 10 business days of the PHA's request, no vacancy payments will be made.

18-VIII.C. TENANT RENT TO OWNER [24 CFR 983.353; Notice PIH 2019-23]

The tenant rent is the portion of the rent to owner paid by the family. The amount of tenant rent is determined by the PHA in accordance with HUD requirements. Any changes in the amount of tenant rent will be effective on the date stated in the PHA notice to the family and owner.

The family is responsible for paying the tenant rent (total tenant payment minus the utility allowance). The amount of the tenant rent determined by the PHA is the maximum amount the owner may charge the family for rental of a contract unit. The tenant rent covers all housing services, maintenance, equipment, and utilities to be provided by the owner. The owner may not demand or accept any rent payment from the tenant in excess of the tenant rent as determined by the PHA. The owner must immediately return any excess payment to the tenant.

Initial Certifications [Notice PIH 2019-23]

For the initial certification, the PHA will use the family's public housing tenant rent (reflected on line 10f of the family's most recent 50058) at the date of conversion to calculate HAP and tenant rent for the PBV program. The PHA will use this amount until the effective date of the earlier of the family's first regular or interim recertification following the conversion. At that point, the PHA will use the family's TTP based on the recertification and the applicable utility allowance (HCV or RAD PBV site-based, as applicable) to determine PBV HAP and tenant rent. Any non-RAD PBV units located in the same project are subject to the same requirements.

Tenant and PHA Responsibilities

The family is not responsible for the portion of rent to owner that is covered by the housing assistance payment and the owner may not terminate the tenancy of an assisted family for nonpayment by the PHA.

Likewise, the PHA is responsible only for making the housing assistance payment to the owner in accordance with the HAP contract. The PHA is not responsible for paying tenant rent, or any other claim by the owner, including damage to the unit. The PHA may not use housing assistance payments or other program funds (including administrative fee reserves) to pay any part of the tenant rent or other claim by the owner.

Utility Reimbursements

If the amount of the utility allowance exceeds the total tenant payment, the PHA must pay the amount of such excess to the tenant as a reimbursement for tenant-paid utilities, and the tenant rent to the owner must be zero.

The PHA may pay the utility reimbursement directly to the family or to the utility supplier on behalf of the family. If the PHA chooses to pay the utility supplier directly, the PHA must notify the family of the amount paid to the utility supplier.

SNRHA Policy

The PHA will make utility reimbursements directly to the family.

18-VIII.D. PHASE-IN OF TENANT RENT INCREASES [Notice PIH 2019-23; PHA Asset Repositioning “Phase-in of Tenant Rents” Webinar]

For in-place tenants, if the amount the tenant would pay for rent and utilities (TTP) would increase by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over three years. To implement this provision, HUD is waiving section 3(a)(1) of the 1937 Act, as well as 24 CFR 983.3 (definition of *total tenant payment (TTP)*) only to the extent necessary to allow for the phase-in of tenant rent increases. For families who were on EID at the time of conversion to RAD PBV, upon the expiration of the EID, the rent adjustment is not subject to rent phase-in.

The PHA must communicate this policy in writing to affected residents. Any non-RAD PBV units located in the same covered project are subject to the terms of the phase-in provisions.

SNRHA Policy

The PHA will use the family’s public housing tenant rent (reflected on line 10f of the family’s most recent 50058) at the date of conversion to calculate the family’s tenant rent in PBV. The PHA will implement a three-year phase-in for in-place families whose TTP increases by more than the greater of 10 percent or \$25 purely as a result of the conversion as follows:

Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion: 33 percent of the difference between the most recently paid TTP and the currently calculated PBV TTP. (If the family was paying flat rent immediately prior to conversion, the PHA will use the flat rent amount to calculate the phase-in for Year 1.)

Year 2: Year 2 annual recertification and any interim recertification: 50 percent of the difference between the most recently paid TTP and the currently calculated PBV TTP

Year 3: Year 3 annual recertification and all subsequent recertifications: Full calculated TTP

Once the standard TTP is equal to or less than the previous TTP, the phase-in ends, and tenants will pay full TTP from that point forward.

If the family’s income falls during the phase-in period such that the currently calculated PBV TTP falls below the amount that would otherwise be the phased-in rent, the family pays the currently calculated PBV TTP and the phase-in ends.

The PHA will communicate the PHA’s phase-in policy in writing to the family at the time the PHA first determines that the family qualifies for a rent phase-in. Any non-RAD PBV units located in the same project are also subject to rent phase-in requirements.

18.VIII.E. OTHER FEES AND CHARGES [24 CFR 983.354]

Meals and Supportive Services

With the exception of PBV assistance in assisted living developments, the owner may not require the tenant to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

In assisted living developments receiving PBV assistance, the owner may charge for meals or supportive services. These charges may not be included in the rent to owner, nor may the value of meals and supportive services be included in the calculation of the reasonable rent. However, non-payment of such charges is grounds for termination of the lease by the owner in an assisted living development.

Other Charges by Owner

The owner may not charge extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises.

PART IX: RAD/SECTION 18 BLENDS

18.IX RAD/SECTION 18 BLENDS [Notice PIH 2023-19 RAD Supplemental Notice 4B]

Joint RAD and Section 18 applications. A PHA may be able to combine RAD and Section 18 activities towards the preservation of a project. In certain circumstances as determined by HUD (for additional details see PIH Notice 2021-07, or any successor Notice), HUD will offer the PHA a streamlined process for securing HUD approval for the units eligible for Section 18 applications.

- a. If a PHA is combining the use of RAD and Section 18 activities at a project, all RAD relocation requirements (such as the resident notice and meeting requirements, the right to return and relocation assistance and payments as described in the RAD Fair Housing, Civil Rights, and Relocation Notice) shall apply to residents of the Section 18 units in lieu of the relocation requirements under 24 CFR part 970.21. The PHA may not provide different relocation rights and benefits to residents of the project on the basis of whether they will reside in a RAD Section 8 PBV or PBRA unit or a Section 18 unit to be assisted under Section 8 PBV.
- b. If, at a converting project, a PHA is using 24 CFR 970.17(b) or 970.17(c) to dispose of other units at the project justified on the grounds that disposition allows more efficient or effective on-site or off-site development (970.17(b)) or to dispose for reasons and goals of the PHA in its PHA plan (970.17(c)) (see Notice PIH 2021-07, as may be amended or succeeded, for more details), HUD may disapprove the conversion if HUD determines that the PHA's use of both RAD and disposition under sections 970.17(b) or 970.17(c) in a single project undermines the unit replacement requirements of the RAD program.
- c. Notice PIH 2021-07 provided that any PBV HAP contract created under a RAD/Section 18 Small PHA Blend must be administered by an HCV contract administrator with at least 250 HCV units under its HCV Consolidated ACC prior to the creation of such PBV contract. This Notice revises the 250-unit standard and instead provides that the proposed HCV contract administrator must have at least 250 units under its HCV Consolidated ACC prior to the creation of the PBV HAP contract unless the field office determines that the proposed contract administrator has sufficient capacity to administer the PBV contract. The field office will consider factors such as the proposed contract administrator's prior SEMAP scores, recent HCV-related audit findings for the contract administrator, whether the contract administrator has updated its Section 8 Administrative Plan to administer project-based vouchers, and whether the proposed contract administrator will have sufficient voucher authority, (in addition to any existing RAD or Non-RAD PBV HAP Contracts) to adequately serve the tenant-based waiting list and provide mobility options for the PBV residents.
 - a.
- d. This Notice revises Section 3(A)(2)(e)(1)(a) of Notice PIH 2021-07, which defines high cost areas used for the purposes of defining the percentage of units that may be disposed of through Section 18 pursuant to a RAD/Section 18 Construction Blend, to state that if the hard construction costs are equal to or exceeds ninety percent (90%) of the Housing Construction Costs (HCC) as published by HUD for the given market area, at the PHA's discretion, up to sixty

percent (60%) of the units in the Converting Project may be disposed of under Section 18. For high-cost areas, defined as those where HCC exceeds one hundred and twenty percent (120%) of the national average HCC or where the amount of construction necessary to convert the units from their current condition to the condition proposed as a result of the Work would cost in excess of two hundred percent (200%) of the national average HCC, at the PHA's discretion up to eighty percent (80%) of the units in the Converting Project may be disposed of under Section 18.

PBV Percentage Limitation. RAD PBV units in Covered Projects do not count against the percentage limitation applicable to the PBV program. The HOTMA Implementation Notice excludes PBV units at formerly federally assisted properties from the percentage limitation, which means neither the RAD PBV units nor the non-PBV RAD units count against the PBV program cap when the Covered Project is located at the same site as the converting public housing project. Furthermore, HUD is waiving section 8(o)(13)(B) of the Act as well as 24 CFR § 983.6 with respect to RAD PBV units and non-RAD PBV units within a Covered Project when such units are replacing public housing units at the time of the conversion at a new location. However, in such a case any additional PBV units subsequently placed at the former public housing site would not be exempt from the percentage limitation applicable to the PBV program. In other words, the number of PBV units excluded from the PHA's PBV program cap cannot exceed the number of former public housing units that those PBV units are replacing through the course of the RAD conversion. All PBV units in a Covered Project that replace former public housing units at the time of conversion are excluded from both the numerator and the denominator when calculating the percent of vouchers that may be project-based by a PHA.

Owner Proposal Selection Procedures. In addition to situations already covered under the HOTMA Implementation Notice (e.g., cases where a PHA may attach PBV assistance to units in which the PHA has an ownership interest as part of an initiative to improve, develop, or replace public housing), HUD is waiving 24 CFR § 983.51 so that a RAD PBV HAP contract is never subject to competitive selection requirements. With respect to site selection standards, HUD requires compliance with the site selection standards as set forth in this Notice. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units in the same Covered Project, shall be subject to the terms of this provision.

PART X: FAIRCLOTH-TO-RAD DEVELOPMENTS

18.X FAIRCLOTH TO RAD DEVELOPMENTS [Notice PIH 2023-19 RAD Supplemental Notice 4B]

General Requirements. All applicants must complete the RAD Application, which HUD will make available on the RAD website (www.hud.gov/rad), along with all other required submittals. The RAD Application will include certain pre-populated project data and will require the applicant to input summary information regarding the PHA's tentative plans.

PHAs apply by Project. A Project may consist of an entire Asset Management Project (AMP), a part of an AMP, multiple AMPs, or a project proposed for public housing development under 24 CFR Part 905. If a PHA desires to convert only a portion of a public housing AMP (e.g., only the high-rise portion of a project that is currently combined with scattered sites) and maintain the remaining portion as public housing, the PHA should indicate as such in its application (i.e., the PHA will not need to request a change in configuration for the project in order to submit the application). Similarly, a PHA may indicate in its application if it is applying for multiple public housing AMPs as a single Project. PHAs pursuing a Faircloth-to-RAD conversion must request a Notice of Anticipated RAD Rents (NARR) in lieu of the RAD Application.

Faircloth-to-RAD Initial Contract Rents. The initial contract rents for the Faircloth-to-RAD units will be based on the project's reasonably anticipated subsidy under the public housing program in accordance with a "RAD rent base year" described in Attachment 1C, as set forth in the NARR. In addition to applicable flexibilities as set forth in this Section 1.6.B.5, non-MTW PHAs may use existing HAP reserve funds to set the initial contract rents higher than the contract rent that is set forth in the NARR if the project meets both of the following conditions:

- i. The Faircloth-to-RAD units may not make up more than:
 - a. The greater of 25 units or 25% of the units in the project; or
 - b. The greater of 25 units or 40% of units in the project if it is in census tract where the poverty rate is no greater than 20%.
 - c. The limitations in (a) and (b) above shall not apply to units that are made exclusively available to people who are elderly, eligible for supportive services, or youth receiving HCV Family Unification Program assistance.
- ii. The Faircloth-to-RAD project is in one of the following locations:
 - a. A Metropolitan Statistical Area, Micropolitan Statistical Area, or ZIP code where the rental vacancy rate is less than 4 percent; or
 - b. A ZIP code where 90 percent of the Small Area FMR is more than 110 percent of the metropolitan area FMR.

When a non-MTW PHA uses existing HAP reserves to supplement the initial contract rents, HUD will only provide new incremental voucher funding for the first full calendar year following conversion using per unit costs (PUCs) based on normally applicable public housing subsidy levels. The initial contract rent is still subject to all other applicable program caps, and any use of the

flexibilities referenced above in setting higher initial contract rents shall be subject to subsidy layering review.

PART XI: ENERGY EFFICIENCY AND CLIMATE RESILIENCE

18.XI ENERGY EFFICIENCY AND CLIMATE RESILIENCE [Notice PIH 2023-19 RAD Supplemental Notice 4B]

Energy Efficiency and Climate Resilience. For all projects retrofitted under a RAD conversion, if systems and appliances are being replaced as part of the Work identified in the approved Financing Plan and RCC, PHAs shall utilize the most energy- and water-efficient options that are financially feasible and that are found to be cost-effective by the CNA described above. The CNA will provide detailed analyses of energy-saving alternatives and other green building components, including payback and cost/saving analyses. The use of Energy Star®, WaterSense® or Federal Energy Management Program (FEMP)-designated products and appliances replacements, if any such designation is available for the applicable system or appliance, is presumed to be the minimum threshold for meeting such requirement.⁸ Where the CNA indicates a component will improve indoor air quality and/or reduce overall environmental impact at little or no cost premium, the PHA shall use such component consistent with the principles and best practices of the green building industry.

Where a PHA is planning to use a RAD conversion in conjunction with new construction, projects shall at a minimum meet or exceed the 2021 International Energy Conservation Code (IECC) for single family or low-rise multifamily properties (three stories or fewer) or the ASHRAE 90.1-2019 standard for mid to high-rise multifamily projects, or any successor codes that are adopted by HUD under the requirements of the Energy Independence and Security Act of 2007. Additionally, all new construction projects are encouraged to meet or exceed the requirements for Energy Star for New Homes or Energy Star for Multifamily New Construction. Further, in new construction and applicable retrofit projects, HUD strongly encourages the use of industry-recognized, green building certifications that support net-zero and net-zero ready construction, such as DOE Zero Energy Ready Homes - Multifamily, Enterprise Green Communities Plus, Passive House Core or Zero, International Living Future Institute Core Green Building Certification or Zero Energy and Zero Carbon, National Green Building Standard with net zero energy badge, and LEED Zero Energy or Zero Carbon.

As noted in Section 1.4.B.6, numerous state and local governments offer other funding programs which can be used as sources in financing plans, particularly if a scope of work includes “green retrofitting” or weatherization components. In many localities, utility companies and appliance manufacturers offer grants related to energy-saving retrofit components. (<http://www.dsireusa.org/> is one source of information on incentives and policies state by state.)

Renewable Energy. PHAs are also strongly encouraged to assess the viability and potential cost savings of renewable energy sources for the site and design roofs and other systems accordingly. For example, PHAs can use the National Renewable Energy Laboratory (NREL) report tool to evaluate the economic viability and cost savings of multiple renewable energy options.

Climate Resilience. All PHAs must:

1. Analyze likely hazard risk by entering property addresses into FEMA's [National Risk Index \(NRI\)](#) and identifying which hazards are "relatively high" or "very high" for their census tract. If a census tract hazard does not apply to their specific site (e.g., a site located on top of a hill may not face riverine flooding risk), the PHA should explain the non-applicability of the NRI rating. Applicants may also consider hazards identified in climate projection tools as applicable: [Climate Explorer](#), [Flood Factor](#), [NOAA Sea Level Rise Viewer](#), [Climate Central Coastal Risk Screening Tool](#) (by year and/or water level), and [Climate Mapping for Resilience and Adaptation \(CMRA\)](#).
2. Provide a narrative description detailing how the scope of work addresses or mitigates against the identified climate hazard risks. PHAs are strongly encouraged to consider strategies to reduce the risk of resident injury and property damage when hazards strike. Hazard-specific resilience strategies to consider include, but are not limited to:
 - Potable water storage (one gallon per person for five to seven days);
 - Back-up power (generators or battery back-up for critical loads) to last five to seven days;
 - Indoor air quality: sensors and purifiers;
 - Flood protection: flood vents, water-resistant materials, roof sealing/water barrier, flood gates, flood doors, sandbags and other deployable barriers;
 - Floodwater control: backwater valves, sump pumps, permeable pavement, green roof, bioswales, dry wells;
 - Heat control: multi-pane and/or low-e coated windows, window shading, cool roofing products, enhanced roof and wall insulation;
 - Fire protection: compliance with 2021 International Wildland-Urban Interface Code, class A roof, noncombustible or fire-resistant materials, fine mesh vent screens, enclosed decks and eaves, tempered glass for first-floor windows; and
 - Winter and Rain Storm protection: impact-rated windows, FORTIFIED Roof™, buried utility lines.
3. Informed by the climate hazard risks, PHAs must also create a property-wide disaster plan including an evacuation plan that describes safe egress route(s), plans for evacuating residents with disabilities and special needs, and clear communication of the evacuation plan and safety resources for residents. For residents with disabilities and special needs, this must include a plan for emergency evacuation and relocation, including discussion of facilities of like capacity that are equipped to provide critical needs-related care and services at a level like the originating facility.

EXHIBIT 18-1: BIEGGER ESTATES

Date: 10/24/23

DEVELOPMENT INFORMATION

Development Name: Biegger Estates

Address: 5701 Missouri Ave, Las Vegas, NV 89122

Owner Information: Southern Nevada Regional Housing Authority

Property Management Company: Cornerstone Residential, (801) - 296 - 6002

PHA-Owned: Yes, Southern Nevada Regional Housing Authority

Mixed-Finance Development: No

HAP CONTRACT

Closing Date: 11/10/2016

List Which RAD Notice Applies to the Project: PIH 2019-23

Effective Date of Contract: 6/1/2016

HOTMA Requirements: Pre-HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 6/1/2036

PBV UNITS

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
# of Units							119
Initial Contract Rent	\$	\$	\$	\$	\$	\$	

Unit Designation: Floating

Accessible Units and Features: None

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): None

Supportive Services: No

Elderly Units: No

Disabled Units: No

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 7

Preference Verification: 24 CFR 983.260; Notice PIH 2019-23

For the PBV program, is the income limit the same as the HCV program? Yes

OCCUPANCY

Subsidy Standards:

Same as HCV; see Chapter 5

Utilities: Owner shall make arrangements for water and sewage to be provided to tenants without charge. Trash, water, and sewer utilities will be paid by the Owner, subject to reasonable consumption allowances based on HUD utility consumption modeling guidelines. Tenant shall also be responsible for electricity and gas. Tenant shall also be responsible for providing telephone, internet, and any other desired utilities.

Vacancy Payments: Yes

EXHIBIT 18-2: ESPINOZA TERRACE

Date: 10/25/23

DEVELOPMENT INFORMATION

Development Name: Espinoza Terrace

Address: 171 W Van Wagenen St. Henderson, NV 89015

Owner Information: Espinoza Terrace LLC , (702) 565 - 7183

Property Management Company: Southern Nevada Regional Housing Authority

PHA-Owned: Yes

Mixed-Finance Development: No

HAP CONTRACT

Closing Date: 10/31/19

List Which RAD Notice Applies to the Project: PIH 2012-32

Effective Date of Contract: 8/1/2018

HOTMA Requirements: Post- HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 8/1/2038

PBV UNITS

	0 BR	1 BR	2 BR	Total
# of Units	60	36	4	100
Initial Contract Rent	\$645.00	\$797.00	\$1,000.00	

Unit Designation: Fixed

Accessible Units and Features: None

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): None

Supportive Services: Yes, see Exhibit D of HAP contract

Elderly Units: No

Disabled Units: No

WAITING LIST AND SELECTION

Waiting List Type: Site-based waiting list

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Utilities: Owner shall make arrangements for water and sewage to be provided to tenants without charge. Trash, water, and sewer utilities will be paid by the Owner, subject to reasonable consumption allowances based on HUD utility consumption modeling guidelines. Tenant shall be responsible for electricity and gas. Tenant shall also be responsible for providing telephone, internet, and any other desired utilities.

Vacancy Payments: Yes, vacancy payments will be paid.

EXHIBIT 18-3: MARION BENNETT PLAZA

EXHIBIT 18-1: PBV DEVELOPMENT INFORMATION

Date: 10/30/23

DEVELOPMENT INFORMATION

Development Name: Marion Bennett Plaza

Address: 1818 Balzar Avenue Las Vegas, NV 89106

Owner Information: Balzar Apartments, LLC (702) 477 - 3100

Property Management Company: Southern Nevada Regional Housing Authority

PHA-Owned: Yes

Mixed-Finance Development: No

HAP CONTRACT

Closing Date: 7/31/2019

List Which RAD Notice Applies to the Project: PIH 2019-23

Effective Date of Contract: 8/1/2019

HOTMA Requirements: Post - HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 8/1/2039

PBV UNITS

	1 BR	2 BR	Total
# of Units	60	5	65
Initial Contract Rent	\$647	\$802	

Unit Designation: Fixed

Accessible Units and Features: None

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): None

Supportive Services: No

Elderly Units: No

Disabled Units: No

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Utilities:

Vacancy Payments: Yes, the PHA will provide vacancy payments to the owner.

EXHIBIT 18-4: ARCHIE GRANT PARK

Date: 10/25/23

DEVELOPMENT INFORMATION

Development Name: Elderly East - Archie Grant Park

Address: 1720 Searles Ave Las Vegas, NV 89101

Owner Information: Archie Grant LLC, (702) 477 - 3110

Property Management Company: Southern Nevada Regional Housing Authority,

PHA-Owned: Yes

Mixed-Finance Development: Yes

HAP CONTRACT

Closing Date: 09/30/2019

List Which RAD Notice Applies to the Project: PIH 2012-32, REV-2

Effective Date of Contract: 10/01/2019

HOTMA Requirements: Post-HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 10/01/2039

PBV UNITS

	0 BR	1 BR	2 BR	Total
# of Units	40	72	13	125
Initial Contract Rent	\$560	\$684	\$849	

Unit Designation: Fixed

Accessible Units and Features: 8 units are for mobility impaired, 4 units are for hearing impaired

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): Yes

Supportive Services: Yes, see Exhibit D of HAP contract

Elderly Units: Yes, 125

Disabled Units: No

WAITING LIST AND SELECTION

Waiting List Type: Site-based waiting list

Preferences: Same as HCV; see Chapter 4 (for all)

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Utilities: Per Exhibit C of the HAP-C

Utility	Fuel Type (Gas/Elec)	Paid By	Provided By
Heating	Gas	Tenant	Owner
Cooking	Electric	Tenant	Owner
Water Heating	Gas	Tenant	Owner
Other Electric		Tenant	Owner
Water		Owner	Owner
Sewer		Owner	Owner
Trash Collection		Owner	Owner
Air Conditioning		Tenant	Owner

Vacancy Payments: Yes

EXHIBIT 18-5: LUBERTHA JOHNSON ESTATES

EXHIBIT 18-1: PBV DEVELOPMENT INFORMATION

Date: 10/26/23

DEVELOPMENT INFORMATION

Development Name: Lubertha Johnson Estates

Address: 3900 Perry Street, Las Vegas, NV, 89122

Owner Information: Lubertha Johnson Estates Senior, LLC

Property Management Company: SNRHA

PHA-Owned: Yes

Mixed-Finance Development: No

HAP CONTRACT

Closing Date: 11/20/2019

List Which RAD Notice Applies to the Project: PIH 2012-32, REV-2

Effective Date of Contract: 12/1/2019

HOTMA Requirements: Post-HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 12/1/2039

PBV UNITS

	1 BR	2 BR	Total
# of Units	89	23	112
Initial Contract Rent	\$684	\$849	

Unit Designation: Fixed

Accessible Units and Features: 21 units are designed for mobility impaired, 11 units are designed for hearing or sight impaired

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): None

Supportive Services: Yes

Elderly Units: No

Disabled Units: No

WAITING LIST AND SELECTION

Waiting List Type: Site Specific Waiting List

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Utilities: Owner shall make arrangements for water and sewage to be provided to tenants without charge. Trash, water and sewer utilities will be paid by the Owner, subject to reasonable consumption allowances based on HUD utility consumption modeling guidelines. Tenant shall be responsible for electricity and gas. Tenant shall also be responsible for providing telephone, internet and any other desired utilities.

Vacancy Payments: Yes

EXHIBIT 18-6: JAMES DOWN TOWERS

EXHIBIT 18-1: PBV DEVELOPMENT INFORMATION

Date: 10/26/2023

DEVELOPMENT INFORMATION

Development Name: James Down Towers

Address: 5000 Alta Drive, Las Vegas, NV 89107

Owner Information: James Down Towers LLC, (702) 787 -1009

Property Management Company: Southern Nevada Regional Housing Authority,

PHA-Owned: No

Mixed-Finance Development: No

HAP CONTRACT

Closing Date: 6/30/2023

List Which RAD Notice Applies to the Project: PIH 2019-23

Effective Date of Contract: 7/1/2023

HOTMA Requirements: Post-HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 7/1/2043

PBV UNITS

	1 BR	2 BR	Total
# of Units	79	1	80
Initial Contract Rent	\$999	\$1220	

Unit Designation: Fixed

Accessible Units and Features: Yes, Twelve (12) 1-bedroom and one (1) two-bedroom units for a total of thirteen (13) units fully accessible to individuals with a physical disability. The building includes elevator service to all unit entries. Four (4) 1-bedroom and one (1) two-bedroom units for a total of five (5) units that are accessible for individuals with a visual or hearing disability.

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): None

Supportive Services: Yes, see Exhibit D of HAP contract

Elderly Units: No

Disabled Units: Yes

WAITING LIST AND SELECTION

Waiting List Type: Site Specific Waiting List

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Utilities: All utilities, including gas, electric, water, sewer, and trash pick-up, will be paid by the owner and included in the tenant-based rent. Fees for optional services, including telephone, cable, and Internet, will be the responsibility of the tenant.

Vacancy Payments: Yes

EXHIBIT 18-7: LANDSMAN GARDENS

Date: 10/25/23

DEVELOPMENT INFORMATION

Development Name: Landsman Gardens Apartments

Address: 750 N Major Ave, Henderson, NV 89015

Owner Information: Landsman Family, LLC, (702) 922-6060

Property Management Company: Cornerstone, (801) 296 -6002

PHA-Owned: Yes

Mixed-Finance Development: No

HAP CONTRACT

Closing Date: 1/1/2014

List Which RAD Notice Applies to the Project: PIH 2012-32, REV3

Effective Date of Contract: 1/1/2014

HOTMA Requirements: Pre-HOTMA

Term of HAP Contract: 15 years

Expiration Date of Contract: 1/1/2029

PBV UNITS

	2 BR	3 BR	4 BR	5 BR	Total
# of Units					100
Initial Contract Rent	\$594	\$807	\$964	\$1104	

Unit Designation: Fixed

Accessible Units and Features: Five (5) RAD units out of total One Hundred (100) RAD units will be designed for the mobility impaired, and two (2) units will be designed for hearing or sight impaired.

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): None

Supportive Services: No

Elderly Units: No

Disabled Units: Yes, Five (5) RAD units out of total One Hundred (100) RAD units will be designed for the mobility impaired, and two (2) units will be designed for hearing or sight impaired.

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Utilities: Owner shall make arrangements for sewage and trash collection and disposal to be provided to tenants without charge. To the extent available, all utilities shall be paid in accordance with an annual budget plan established by the utility. Tenant shall be responsible for providing telephone, internet, and any other desired utilities.

Vacancy Payments: Yes, vacancy payments may be paid.

EXHIBIT 18-8: VERA JOHNSON MANOR B

Date: 11/07/2023

DEVELOPMENT INFORMATION

Development Name: Vera Johnson Manor B

Address: 503 N Lamb Blvd, Las Vegas, NV 89110

Owner Information: Vera Johnson B LP, (702) 410-2708

Property Management Company: Nevada Hand, (702) 501-8767

PHA-Owned: No

Mixed-Finance Development: No

HAP CONTRACT

Closing Date: 11/30/2016

List Which RAD Notice Applies to the Project: PIH 2012-32, REV-2

Effective Date of Contract: 12/01/2016

HOTMA Requirements: Pre-HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 12/01/2036

PBV UNITS

	0 BR	1 BR	2 BR End unit	2 BR Middle unit	3 BR	4 BR	Total
# of Units			26	65	13		10404
Initial Contract Rent	\$0	\$0\$	\$734	\$730	\$1065	\$	

Unit Designation: Fixed

Accessible Units and Features: None

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): None

Supportive Services: Yes, see Exhibit D of HAP contract

Elderly Units: No

Disabled Units: No

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Utilities: Owner shall make arrangements for water and sewage to be provided to tenants without charge. Trash, water and sewer utilities will be paid by the Owner subject to reasonable consumption allowances based on HUD utility consumption modeling guidelines. Tenant shall be responsible for electricity. Tenant shall also be responsible for providing telephone, internet and any other desired utilities

Vacancy Payments: Yes, vacancy payment

EXHIBIT 18-9: ROSE GARDENS SENIOR APARTMENTS

Date: 11/6/2023

DEVELOPMENT INFORMATION

Development Name: Rose Gardens Senior Apartments

Address: 1731 Yale Street Las Vegas, NV 89030

Owner Information: Rose Gardens Senior LP, (404) 984-5600

Property Management Company: Nevada Hand, (702) 739 -3345

PHA-Owned: No.

Mixed-Finance Development: No

HAP CONTRACT

Closing Date: 12/1/2018

List Which RAD Notice Applies to the Project: PIH 2012-32, REV-2

Effective Date of Contract: 12/1/2018

HOTMA Requirements: Post-HOTMA

Term of HAP Contract: 20 years

Expiration Date of Contract: 12/1/2038

PBV UNITS

	1 BR	2 BR	Total
# of Units	102	18	120
Initial Contract Rent	\$862	\$1070	

Unit Designation: Fixed

Accessible Units and Features: Six (6) units out of the total 120 RAD units are designed for the mobility impaired, and Three (3) units of the total 120 RAD units are designed for hearing or sight impaired.

Target Population: None

Excepted Units (Notice PIH 2012-32, REV-2 Developments Only): Six (6) units out of the total 120 RAD units are designed for the mobility impaired, and Three (3) units of the total 120 RAD units are designed for hearing or sight impaired.

Supportive Services: Yes, see Exhibit D of HAP contract

Elderly Units: Yes, 120

Disabled Units Yes, Six (6) units out of the total 120 RAD units are designed for the mobility impaired, and Three (3) units of the total 120 RAD units are designed for hearing or sight impaired.

WAITING LIST AND SELECTION

Waiting List Type: Waiting list for entire PBV program

Preferences: Same as HCV; see Chapter 4

Preference Verification: Same as HCV; see Chapter 7

For the PBV program, is the income limit the same as the HCV program? Same as HCV; see Chapter 3

OCCUPANCY

Subsidy Standards: Same as HCV; see Chapter 5

Utilities: Owner shall make arrangements for water, sewage, electric, and gas to be provided to tenants without charge. Trash, water and sewer utilities will be paid by the Owner subject to reasonable consumption allowances based on HUD utility consumption modeling guidelines. Tenant shall be responsible for providing telephone, internet and any other desired utilities

Vacancy Payments: Yes

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FY2023 ANNUAL PLAN ACOP REVISIONS

CHAPTER	PAGE	SECTION	ADD / DELETE / CHANGE	PROPOSED LANGUAGE
Addendum 6	6	ACOP, II. Glossary	Add	ALTERNATIVE NON-PUBLIC HOUSING RENT. A monthly rent equal to the greater of (i) the applicable fair market rent, as defined in 24CFR part 888, subpart A, for the unit; or (ii) the amount of the monthly subsidy provided for the unit, which will be determined by adding the per unit assistance provided to a public housing property. As calculated through the applicable formulas for the Public Housing Capital Fund and Public Housing Operating Fund. A). For the Public Housing Capital Fund, the amount of capital funds provided to the unit will be calculated as the per unit Capital Fund assistance provided to SNRHA for the development in which the family resides for the most recent funding year for which Capital Funds have been allocated.
Addendum 6	7	ACOP, II. Glossary	Add	B). For the Public Housing Operating Funds provided to the unit will be calculated as the per unit amount provided to the Public Housing project, where the unit is located for the most recent funding year for which a final funding obligation determination has been made C). HUD will publish such funding amounts no later than December 31 each year.
Addendum 6	7	ACOP, II. Glossary	Add	COVERED PERSON. A covered person means a tenant, any member of the tenant’s household, a guest or another person under the tenant’s control.
Addendum 6	11	ACOP, II. Glossary	Add	NON-PUBLIC HOUSING OVER INCOME FAMILY. A family whose income exceeds the over income limit for 24 consecutive months and is paying the alternative non-public housing rent. NPOI – Family that executes a new lease and the family becomes a non-public housing over income family. The family is not subject to CSSR, does not have rent prorated if they are a mixed family. Does not get a choice between income-based and flat rent. May not participate on the resident council or any programs that are only for public housing or low-income families; may not receive a utility allowance. OVER INCOME FAMILY. For 24 consecutive months, the family’s income exceeds the very low-income limit (adjusted for family size), multiplied by 2.4, equals 120 AMI in most areas. Includes families on FSS or receiving EID. OVER INCOME LIMIT. The over income limit is determined by multiplying the applicable income limit for a very low family, as defined in 5.603(b) of this title by a factor of 2.4.
4 - Tenant Selection and Assignment Plan	6	Waiting List Preferences	Add	Preference for Non-Public Housing over Income. SRHA has adopted a preference for admission of non-public housing over-income families paying the alternative non-public housing rent and are on a non-public housing over income NPHOI lease who become an income eligible low-income family and are eligible for admission to the public housing program.
6 - Determination of Total Tenant Payment	1	A. Minimum Rent (TTP)	Add	The alternate non-public housing rent as determined in accordance with 960.102.
6 - Determination of Total Tenant Payment	17	Income- Based Rent	Add	Relation to a non-public housing over income families. Non-public housing over income families. Non-public housing over income families must pay the alternative non-public housing rent, as applicable, as determined in accordance with 960.102. Choice between flat and income-based rents. 1). For a family that chooses the flat rent option, the SNRHA must conduct a reexamination of family income and composition at least once every three years, except for families SNRHA determines exceed the over-income limit described in 960.507 (b). Once SNRHA determines that a family has an income exceeding the over income limit, SNRHA must follow the income examination and notification requirements under 960.507.
Chapter 10 - Pet Policy	8	Pet Agreement	Add	5. New pet revocation.
Chapter 10 - Pet Policy	8	Revocation of Permission to	Add	Revocation of Permission to House a Pet. The SNRHA may revoke the permission to house a pet on a temporary or permanent basis for the following causes: 1.Creation of a nuisance after proper notification consistent with the pet rules. 2.Excessive pet noise or odor with proper notification. 3.Dangerous behavior by the pet. 4.The pet is not effectively restrained, leashed and under the control of a responsible individual while in common areas. 5.Excessive damage to the apartment/townhouse. 6.Problems with vermin or flea infestation. 7.Failure of the resident to provide adequate care and/or vaccination of the pet. 8.Leaving the pet unattended for eight hours or longer or left alone in an apartment/townhouse overnight. 9.Damage to other apartments or common areas. 10.Failure to comply with the terms of the Pet Policy. 11.Failure to curb & clean up after the pet, which encompasses all areas within SNRHA property.
Chapter 10 - Pet Policy	3	Animals That Assist Persons with Disabilities	Remove	That there is a person with disabilities in the household; and That if the animal is needed because of the person’s disability.
Chapter 11 - Recertification	2	Annual Recertifications	Add	For all non-public housing over income families, SNRHA may conduct an annual reexamination of family income

Chapter 11 - Recertification	6	Definition of Over-Income	Remove	Definition of Over-Income. The new language in section 16(a)(5) of the 1937 Act sets the over-income limit at 120 percent of the AMI. HUD currently calculates three declining ranges of income eligibility for the public housing program: low-, very low-, and extremely low-income limits. The VLI limit was selected because it is calculated for every FMR area and, in certain areas, factors in several adjustments to better align income limits with program requirements. Since VLI is preliminarily calculated as 50 percent of the estimated AMI for the family, in most cases multiplying it by 2.4, would result in a figure matching 120 percent. The final over-income limit should then be compared to the family's adjusted income and as with the existing ranges of income eligibility, the new over-income limits will also be tiered by family size. HUD's income limits were developed by HUD's Office of Policy Development and Research and are updated annually. Information about HUD's income limits and HUD's methodology for adjusting income limits as part of the income limit calculation can be found at https://www.huduser.gov/portal/datasets/il.html .
Chapter 11 - Recertification	6 and 7	Documentation, Notification and Tracking	Remove	Documentation. Once a PHA has completed updates to its ACOP and, if necessary, its PHA plan, and the SNRHA discovers through an annual reexamination or an interim reexamination that a family's income exceeds the applicable over-income limit, the SNRHA must document that the family exceeds the threshold and make a note in the tenant file to compare it with the family's income a year later. The form HUD-50058 actions that would trigger the two-year grace period are: '2 = Annual Reexamination' and '3 = Interim Reexamination.' SNRHA is required to begin tracking these actions once a family's income exceeds the applicable over-income limit. Written Notifications/Tracking 2-Year Grace Periods. If one year after the initial over-income finding, the family's income continues to exceed the over-income limit, the PHA must provide written notification to the family. This notification must inform the family that their income has exceeded the over-income limit for one year, and if the family's income continues to exceed the over-income limit for the next 12 consecutive months, the family will be subject to either a higher rent or termination based on the PHA's policies. If the initial over-income determination was made during an interim reexamination, SNRHA must conduct a second interim income reexamination on that date one year later. However, if SNRHA discovers through an annual or interim reexamination that a previously over-income family has income that is now below the over-income limit, the family is no longer subject to these provisions. A previously over-income family would be entitled to a new two-year grace period if the family's income once again exceeds the over-income limit. Terminations and Higher Rent Payments. Twelve months after the second consecutive over-income finding, if the family is still over-income, the family is subject to termination or higher rental payments. Families not permitted to stay must have their tenancy terminated no later than six months after the second over-income finding. SNRHA may terminate such families under the Admission and Continued Occupancy Policy formulated in accordance with the 2018 notice but currently may not charge such families an alternative rent while they remain in the public housing unit. Instead, the families will continue to be considered public housing families and must be offered the option of paying an income based rent or flat rent at their next annual recertification. SNRHA may elect not to terminate over income families who exceed the over-income limit for two consecutive years, then SNRHA must continue to treat such families as public housing families and offer the families the option of paying an income based rent or flat rent at their next annual reexamination. Since SNRHA elects not to terminate over-income families, the families cannot charge the family Fair Market Rent or any other alternative rent. Because HUD has not yet published a final rule
Chapter 11 - Recertification	7	Technical Assistance	Remove	Additional questions should be directed to the local Public Housing Field Office Director. Contact information and locations of these offices are available on HUD's website at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/about/focontacts .
Chapter 11 - Recertification	7 and 8	Paperwork Reduction Act	Remove	The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0230. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. After a family's income has exceeded 120% of the area median income for two consecutive years, a public housing agency must terminate the family's tenancy within six months of the second income determination or charge the family a monthly rent equal to the greater of (1) the applicable Fair Market Rent (FMR); or (2) the amount of monthly subsidy for the unit including amount from the operating and capital fund as determined by regulations. This will begin September 1, 2019.
Chapter 11 - Recertification	8	What Is an Over-Income Family	Add	What Is an Over Income Family? •For 24 consecutive months, the family's income exceeds the very low-income limit (adjusted for family size) multiplied by 2.4 •Equals 120% of the AMI in most areas. •Called the over-income limit. •Includes families on FSS or receiving EID.
Chapter 11 - Recertification	8	What happens to OI families?	Add	What happens to OI families? • After 24 consecutive months, the SNRHA must either: •Charge the family the alternative non-public housing rent which is the higher of: •Applicable fair market rent (FMR) for the unit; or •Amount of the monthly subsidy provided for the unit. •HUD will publish funding amounts no later than Dec 31st each year.

Chapter 11 - Recertification	8	Over-Income Process	Add	Over-Income Process. •Must serve the family a total of 3 notices: •At initial determination that they are over-income. •At the conclusion of the first 12 months. •At the conclusion of 24 months.
Chapter 11 - Recertification	8	Over-Income Process: Initial Determination.	Add	Over-Income Process: Initial Determination. •If family exceeds the over-income limit at annual or interim, must provide written notice no later than 30 days after the determination, stating: •Family has exceeded the over-income limit. •Continuing to do so for 24 consecutive months will result in the PHA following its policy for over-income families. •The family has an opportunity for a hearing.
Chapter 11 - Recertification	8 and 9	Over-Income Process : Year One	Add	Over-Income Process: Year One. •If family exceeds the over-income limit for 12 consecutive months, must provide written notice no later than 30 days after determination stating: •Family has exceeded the over-income limit for 12 consecutive months. •Continuing to do so for 24 months will result in the PHA following its over-income policy. •An estimated amount of the alternative non-public housing rent for the unit (if applicable). •Family has an opportunity for a hearing.
Chapter 11 - Recertification	9	Over-Income Process: Year Two	Add	Over-Income Process: Year Two. •SNRHA will charge the alternative rent, the notice must: •Present the family with a new lease •Provisions listen in the new 24 CFR 960.509 •Inform the family that the new lease must be signed no later than 60 days from the date of the notice or at the next lease renewal, whichever is sooner •PHA must charge new rent no later than 60-days after the notice is provided or lease renewal, whichever is sooner.
Chapter 11 - Recertification	9	SNRHA Over-Income Process: Year Two	Add	SNRHA Over-Income Process: Year Two. •SNRHA will charge the alternative rent, the notice must: •Present the family with a new lease •Provisions listen in the new 24 CFR 960.509 •Inform the family that the new lease must be signed no later than 60 days from the date of the notice or at the next lease renewal, whichever is sooner •PHA must charge new rent no later than 60-days after the notice is provided or lease renewal, whichever is sooner.
Chapter 11 - Recertification	9	Over-Income Process	Add	Over Income Process. •For those that execute a new lease, family becomes a non-public housing over-income (NPOI) family.
Chapter 15 - FSS Policies	All	All	Replace	Replace whole chapter with new language.
Public Housing Lease	6	Utilities	Add	(e) All tenant utility service accounts must be under an adult household members name. This will be monitored yearly at the time of recertification.
Public Housing Lease	8	Interim Rexaminations	Remove	a public housing agency must terminate the family's tenancy within six months of the second income determination or
Public Housing Lease	8	Interim Rexaminations	Add	SNRHA
Public Housing Lease	12	Tenant's Obligations	Add	The residents, household members, guests, or any person under the resident's control must conduct themselves in a manner which is mindful and respectful of each other's neighbors staff and representatives of the unit being rented and of SNRHA properties as a whole.
Attachment - B1b-i-Deconcentration Policies	2	Preferences	Add	Non-Public Housing over-income (NPOI) Family.
Attachment - B1b-i-Deconcentration Policies	3	f.	Remove	• Villa Capri AMP 408 (NV 215) • Marble Manor Annex AMP 407 (NV 203b) •Hampton Court AMP 404 (NV 1305)
Attachment - B1b-i-Deconcentration Policies	3	f.	Add	• Schaffer Heights AMP 404 •Harry Levy GardensAMP 403 •Arthur Sartini Plaza AnnexAMP 402 •Wardelle TownhomesAMP 414
Attachment - B1b-i-Deconcentration Policies	3	g.	Add	• AMP 016, AMP 406, AMP 408, AMP 310.



For Elderly and Disabled Families Only:

Medical Expenses: A deduction of unreimbursed medical expenses, including insurance premiums anticipated for the period for which Annual Income is computed. Medical expenses include, but are not limited to: services of physicians and other health care professionals, services of health care facilities; insurance premiums, including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by the PHA for the purpose of determining a deduction from the income, the expenses claimed must be verifiable.

For elderly families without handicapped expenses: The amount of the deduction shall equal total medical expenses less 3% of annual income.

For elderly families with both handicapped and medical expenses: The amount of handicapped assistance is calculated first, then medical expenses are added.

Elderly/Disabled Household Exemption: An exemption of \$400 per household.

II. GLOSSARY OF HOUSING TERMS

ACCESSIBLE DWELLING UNITS. When used with respect to the design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route, and when designed, constructed, or altered, can be approached, entered, and used by individuals with physical handicaps. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR 8.32 & 40, (the Uniform Federal Accessibility Standards) is "accessible" within the meaning of this paragraph.

ACCESSIBLE FACILITY. All or any portion of a facility other than an individual dwelling unit used by individuals with physical handicaps.

ACCESSIBLE ROUTE. For persons with a mobility impairment, a continuous, unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards (UFAC). For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility.

ADAPTABILITY. Ability to change certain elements in a dwelling unit to accommodate the needs of handicapped and non-handicapped persons; or ability to meet the needs of persons with different types and degrees of disability.

ADMISSION. Admission to the program is the effective date of the lease. The point at which a family becomes a resident.

ALLOCATION PLAN. The plan submitted by the PHA and approved by HUD under which the PHA is permitted to designate a building, or portion of a building, for occupancy by Elderly Families or Disabled Families.



ALTERNATIVE NON-PUBLIC HOUSING RENT. A monthly rent equal to the greater of (i) the applicable fair market rent, as defined in 24CFR part 888, subpart A, for the unit; or (ii) the amount of the monthly subsidy provided for the unit, which will be determined by adding the per unit assistance provided to a public housing property. As calculated through the applicable formulas for the Public Housing Capital Fund and Public Housing Operating Fund.

A). For the Public Housing Capital Fund, the amount of capital funds provided to the unit will be calculated as the per unit Capital Fund assistance provided to SNRHA for the development in which the family resides for the most recent funding year for which Capital Funds have been allocated.

B). For the Public Housing Operating Funds provided to the unit will be calculated as the per unit amount provided to the Public Housing project, where the unit is located for the most recent funding year for which a final funding obligation determination has been made.

C). HUD will publish such funding amounts no later than December 31 each year.

ANNUAL INCOME AFTER ALLOWANCES. The Annual Income (described above) less the HUD-approved allowances.

APPLICANT (or applicant family). A family that has applied for admission to a program, but is not yet a participant in the program.

"AS-PAID" STATES. States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

ASSETS. (See Net Family Assets.)

AUXILIARY AIDS. Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs and activities.

CEILING RENT. An amount that reflects the reasonable market value of the housing unit, but not less than the sum of the monthly per-unit operating costs and a deposit to a replacement reserve. The family pays the lower of the ceiling rent or the formula tenant rent.

CO-HEAD. An individual in the household who is equally responsible for the lease with the Head of Household. A family may have a Co-head or Spouse, but not both. A co-head never qualifies as a dependent.

COVERED PERSON. A covered person means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.

DEPENDENT. A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a full-time student 18 years of age or older.

DESIGNATED FAMILY. The category of family for whom the PHA elects to designate a community (e.g. elderly family in a community designated for elderly families) in accordance with the 1992 housing Act. (24 CFR 945.105)



NON-PUBLIC HOUSING OVER INCOME FAMILY. A family whose income exceeds the over income limit for 24 consecutive months and is paying the alternative non-public housing rent.

NPOI – Family that executes a new lease and the family becomes a non-public housing over income family. The family is not subject to CSSR, does not have rent prorated if they are a mixed family. Does not get a choice between income-based and flat rent. May not participate on the resident council or any programs that are only for public housing or low-income families; may not receive a utility allowance.

OCCUPANCY STANDARDS. [Now referred to as **Subsidy Standards**] Standards established by a PHA to determine the appropriate number of bedrooms for families of different sizes and compositions.

OVER INCOME FAMILY. For 24 consecutive months, the family's income exceeds the very low-income limit (adjusted for family size), multiplied by 2.4, equals 120 AMI in most areas. Includes families on FSS or receiving EID.

OVER INCOME LIMIT. The over income limit is determined by multiplying the applicable income limit for a very low family, as defined in 5.603(b) of this title by a factor of 2.4.

PARTICIPANT. A family that has been admitted to the PHA program, and is currently assisted in the program.

PREMISES. The building or complex in which the dwelling unit is located including common areas and grounds.

PUBLIC ASSISTANCE. Welfare or other payments to families or individuals based on need, which are made under programs, funded, separately or jointly, by Federal, state, or local governments.

PUBLIC HOUSING AGENCY (PHA). A state, county, municipality, or other governmental entity or public body authorized to administer the programs. The term "PHA" includes an Indian housing authority (IHA). ("PHA" and "HA" mean the same thing.)

QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998. The Act which amended the U.S. Housing Act of 1937 and is known as the Public Housing Reform Bill. The Act is directed at revitalizing and improving HUD's Public Housing and Section 8 assistance programs.

RECERTIFICATION. Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if no interim changes are reported by the family.

REMAINING MEMBER OF TENANT FAMILY. Person left in assisted housing after other family members have left and become unassisted.

RESPONSIBLE ENTITY. For the public housing, Section 8 tenant-based assistance, community-based certificate assistance and moderate rehabilitation program, the responsible entity means the PHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.



Chapter 6

DETERMINATION OF TOTAL TENANT PAYMENT

[24 CFR 5.628, 5.611, 5.613, 5.615]

INTRODUCTION

The accurate calculation of annual income and adjusted income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

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

A. MINIMUM RENT (TTP)

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

30% of the adjusted monthly income

10% of the monthly income

The minimum rent as established by the SNRHA

The alternate non-public housing rent as determined in accordance with 960.102.

The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

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

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

SNRHA Procedures for Notification to Families of Hardship Exceptions

The SNRHA will notify all participant families subject to a minimum rent of their right to



Preference for Non-Public Housing over Income.

SRHA has adopted a preference for admission of non-public housing over-income families paying the alternative non-public housing rent and are on a non-public housing over income NPHOI lease who become an income eligible low-income family and are eligible for admission to the public housing program.

Displacement Preference: Any applicant who is or will be involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following reasons (1) displacement by disaster; (2) displacement by government action; (3) displacement by housing owner through no fault of the tenant; and (4) displacement due to domestic violence...32 pts

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-income families for new admissions will be monitored on a monthly basis.

D. VERIFICATION OF PREFERENCE QUALIFICATION [24 CFR 5.415] The family may be placed on the waiting list upon their certification that they qualify for a



Income-Based Rents

The monthly total tenant payment amount for a family shall be an amount, as verified by the SNRHA that does not exceed the greatest of the following amounts:

- 30 percent of the family's monthly adjusted income;
- 10 percent of the family's monthly income; or
- The SNRHA's minimum TTP of \$50.00.
- Relation to a non-public housing over income families.

Non-public housing over income families.

Non-public housing over income families must pay the alternative non-public housing rent, as applicable, as determined in accordance with 960.102.

Choice between flat and income-based rents.

- 1). For a family that chooses the flat rent option, the SNRHA must conduct a reexamination of family income and composition at least once every three years, except for families SNRHA determines exceed the over-income limit described in 960.507 (b). Once SNRHA determines that a family has an income exceeding the over income limit, SNRHA must follow the income examination and notification requirements under 960.507.

Switching Rent Determination Methods Because of Hardship Circumstances

In the case of a family that has elected to pay the SNRHA's flat rent, the SNRHA shall immediately provide for the family to pay rent in the amount determined under income-based rent, during the period for which such choice was made, upon a determination that the family is unable to pay the flat rent because of financial hardship, including:

Situations in which the income of the family has decreased because of changed circumstances, loss of or reduction of employment, death in the family, and reduction in or loss of income of other assistance;

An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and

Such other situations as may be determined by the SNRHA.

All Hardship situations will be verified.



- permitted in housing, including public and common use areas.
- ii. If no specific work or task is identified, the dog should not be considered a service animal but may be another type of animal for which a reasonable accommodation may be required. Emotional support, comfort, well-being, and companionship are not a specific work or task for purposes of analysis under the ADA.

B MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by the SNRHA management. The pet owner must enter into a Pet Agreement with the SNRHA; pay the pet deposit as follows:

DEPOSIT SCHEDULE:

Type of Pet	Deposit
Dog	\$200
Cat	\$200
Fish Aquarium	\$50.00
Fish Bowl (Requires no power and no larger than 2 gallons)	\$0
Caged pets (birds, gerbils, hamsters)	\$50.00

See Sections D and E following for other management requirements.

C STANDARDS FOR PETS

Pet rules as outlined below will not be applied to animals that assist persons with disabilities except for rules related to the health of the animal, the responsibility of the animal’s owner to clean up after the animal and prevent the animal from disturbing others which will be applied to animals that assist persons with disabilities.



4. In the context of public housing, that failure to abide by any animal- related requirement or restriction constitutes a violation of the “Tenant Obligations” appearing at 24 CFR 966.4(f)(4) and, therefore, grounds for lease termination pursuant to 24 CFR 966.4(k)(2)
5. New pet revocation.

Revocation of Permission to House a Pet

The SNRHA may revoke the permission to house a pet on a temporary or permanent basis for the following causes:

1. Creation of a nuisance after proper notification consistent with the pet rules.
2. Excessive pet noise or odor with proper notification.
3. Dangerous behavior by the pet.
4. The pet is not effectively restrained, leashed and under the control of a responsible individual while in common areas.
5. Excessive damage to the apartment/townhouse.
6. Problems with vermin or flea infestation.
7. Failure of the resident to provide adequate care and/or vaccination of the pet.
8. Leaving the pet unattended for eight hours or longer or left alone in an apartment/townhouse overnight.
9. Damage to other apartments or common areas.
10. Failure to comply with the terms of the Pet Policy.
11. Failure to curb & clean up after the pet, which encompasses all areas within SNRHA property.

Other Restrictions

The following other restrictions also apply:

1. A prohibition on the keeping of animals by any resident convicted of a felony or of a misdemeanor relating to treatment of an animal
2. A prohibition on the keeping of any dog or cat over six months of age who is not spayed or neutered
3. A prohibition against keeping animals in any dwelling unit having no air conditioning in which ambient temperatures may exceed 82 degrees at any time of day or night.
4. A restriction against walking or transporting any animal outside of the dwelling unit without use of a leash no longer than five (5') feet or animal transport enclosure.
5. A prohibition against allowing animals on any premises outside of the dwelling unit unaccompanied by a family member, including homeless animals that are being fed or otherwise supported by residents.



Chapter 11

RECERTIFICATIONS

[24 CFR 5.613, 24 CFR 5.61524 CFR Part 960 Subpart C, 5.657, 880.603, 884.218, 886.124, 886.324, 891.410, 891.610, 891.750, 960.257, 982.516]

INTRODUCTION

HUD requires that PHA's offer all families the choice of paying income-based rent or flat rent at least annually. Families who choose to pay flat rent or families who receive a verifiable fixed income are required to complete a reexamination of income, deductions and allowances at least once every three years. Flat rent or fixed income families must still report family composition and community service requirements on an annual basis.

To determine the amount of income-based rent, it is necessary for SNRHA to perform a reexamination of the family's income annually. At the annual reexamination, families who choose to pay income-based rent must report their current household composition, income, deductions and allowances. Between regular annual reexaminations, HUD requires that families report all changes in household composition, but SNRHA decides what other changes must be reported and the procedures for reporting them.

This chapter defines SNRHA's policy for conducting annual reexaminations. It also explains the interim reporting requirements for families, and the standards for timely reporting.

A. ELIGIBILITY FOR CONTINUED OCCUPANCY

Residents who meet the following criteria will be eligible for continued occupancy:

Qualify as a family as defined in this policy;

Are in full compliance with the resident obligations and responsibilities described in the dwelling lease;

Have provided Social Security numbers on all family members or have certifications on file indicating they have no Social Security number.

Whose family members have submitted required citizenship/eligible immigration status/non-contending documents. Who meet HUD standards on citizenship or immigration status or are paying a pro-rated rent.

Who are in compliance with the SNRHA's community service requirements.

Whose adult family members have passed an annual criminal screening.

Remaining Family Members and Prior Debt

1. Remaining family members age 18 years or older will be held responsible for arrearages incurred by the former head or spouse. SNRHA will not hold



remaining family members (other than the head or spouse) responsible for any portion of the arrearage incurred before the remaining member attained age 18. Exceptions may be made for extenuating circumstances or hardship.

2. Remaining family members under age 18 shall not be held responsible for the rent arrearages incurred by the former head of household.

B. ANNUAL RECERTIFICATIONS

The terms "annual recertification" and "annual reexamination" are synonymous.

In order to be recertified, families are required to provide current and accurate information on income, assets, allowances and deductions, and family composition. The annual recertification of family income and composition will be conducted the staff.

Families who choose flat rent and families who receive fixed income are to be recertified every three years. SNRHA staff will mail annual information packages to families and may schedule an interview if additional information is needed.

Annual Recertifications are scheduled; by the anniversary of their admission date.

For all non-public housing over income families, SNRHA may conduct an annual reexamination of family income.

Admission Anniversary System:

For families who move in on the first of the month, the annual Recertifications will be completed within 12 months of the anniversary of the move-in date. (Example: If family moves in August 1, the annual recertification will be conducted at most 120 days prior to be effective on August 1, the following year.)

For families who move in during the month, the annual Recertifications will be completed no later than the first of the month in which the family moved in, the following year.

(Example: If family moves in August 15, the effective date of the next annual recertification is August 1.)

When families move to another dwelling unit, the annual recertification date will not change.

Special Reexaminations: When it is not possible to estimate family income accurately, a temporary determination will be made with respect to income and a special reexamination will be scheduled every 90 days until a reasonably accurate estimate of income can be made.

Special reexaminations shall be conducted when there is a change in the head of household that requires a remaining family member to take on the responsibilities of a leaseholder.

Special Reexamination Following Income Disallowance: When a family qualifies for an earned income disallowance, a special reexamination will occur at the end of the initial 12 month disallowance period and at the end of the second 12 month disallowance period.



Zero/Extremely Low Income Families: Unless the family has income that is excluded from rent computation, families who report zero income or extremely low income will have the income be re-verified through EIV every 90 days for income changes and are further required to complete a written no/low income certification every 180 days and undergo an interim recertification every 180 days. (See Other Interim Reporting Issues below).

Recertification Notice to the Family

All families will be notified of their obligation to recertify by staff delivery or first class mail. The written notification shall be sent at least 120 calendar days in advance of the scheduled annual recertification date specifying the date and time of the appointment and the required documents that the tenant will need to supply.

During this reexamination period, the family will be given the option to choose flat rent or income-based rent. SNRHA will provide a form that states what the flat rent would be and what the family's income-based rent would be. The family will be required to make a choice and sign the form prior to the effective date of their reexamination. The form will be retained in the tenant's file.

If the family chooses flat rent, an annual recertification is required to verify community service requirements and family composition. Recertification of income is only required every three years.

Notification of the flat rent and an approximate amount of the income based rent, based on the last certification, and is sent at least 120 days in advance of the scheduled annual certification.

Families that have paid a flat rent for three years must complete a full certification process to determine accurate information regarding family composition and income. The family may choose to pay a flat rent or the income based rent annually.

Persons with Disabilities

If requested as an accommodation by a person with a disability, the SNRHA will provide the notice in an accessible format. The SNRHA will also mail the notice to a third party, if requested as reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.

Persons with disabilities, who are unable to come to the SNRHA's office will be granted an accommodation of conducting the interview at the person's home, upon verification that the accommodation requested meets the need presented by the disability.

Collection of Information

The family is required to complete the Application for Continued Occupancy –Personal Declaration. Each adult member who reports no income or very low income will also be required to complete the Personal Declaration Form – No Income Questionnaire. Update form may be used for Interims.

Requirements to Attend

The following family members will be required to attend the recertification interview and sign



the personal declaration along with other required forms:

- The head of household, spouse, co-head, and
- All adult household members, age 18 and older.

If the head of household is unable to attend the interview, the appointment will be rescheduled one time at the family's request.

Failure to Respond to Notification to Recertify

The written notification will explain which family members are required to attend the recertification interview. The family may call to request another appointment date up to 2 calendar days prior to the interview.

If the family does not appear for the recertification interview, and has not rescheduled or made prior arrangements with the SNRHA, the SNRHA will reschedule a second appointment.

If the family fails to appear for the second appointment, and has not rescheduled or made prior arrangements, the SNRHA will not schedule a third appointment. If a household fails to complete annual recertification, they will receive a 30 day notice of lease termination for non-compliance with the recertification process.

If the family schedules an appointment and completes annual recertification requirements within thirty days of the effective date of the household's annual recertification, the annual recertification will be completed and the household's rent will be based on the income.

Exceptions to these policies may be made by the Asset Manager if the family is able to document an emergency situation that prevented them from canceling or attending the appointment.

Documents Required From the Family

In the notification letter to the family, the SNRHA will include instructions for the family to bring the following:

Application for Continued Occupancy form Personal Declaration Form completed by head of household

Documentation of income for all family members

Documentation of assets

Documentation to substantiate any deductions or allowances

Documentation of family composition

Picture identification for adults 18 years of age or older

Other required documents on new family members, such as SSN or citizenship requirements

Documentation of community service requirements



Self-Declaration form when adult members 18 and over are declaring no income or very low income. (Except those 62 years and older/or disabled or enrolled in educational or approved training programs.)

SNRHA will require a print out of utility bills for three months to be submitted for residents claiming zero income.

Verification of Information

All information which affects the families continued eligibility for the program, and the family's Total Tenant Payment (TTP) will be verified in accordance with the verification procedures and guidelines described in this Policy. Verifications used for recertification must be less than 120 days old on the effective date of the recertification. All verifications will be placed in the file, which has been established for the family.

When the information has been verified, it will be analyzed to determine:

The continued eligibility of the resident as a *family* or as the *remaining member* of a family;

The unit size required by the family;

The amount of rent the family should pay.

Changes in the Tenant Rent

If there is any change in rent, including change in family's choice in rent, the lease will be amended, or a new lease will be executed, or a Notice of Rent Adjustment will be issued [24 CFR 966.4(c) & (o)].

Tenant Rent Increases

If tenant rent increases, a 30 day notice will be mailed to the family prior to the family's annual recertification date.

If less than 30 days are remaining before the family's annual recertification date, the tenant rent increase will be effective on the first of the second month following the thirty day notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the recertification processing, there will be a retroactive increase in rent to the family's annual recertification date.

Tenant Rent Decreases

If tenant rent decreases, it will be effective on the family's annual recertification date.

If the family causes a delay so that the processing of the recertification is not complete by the family's annual recertification date, rent change will be effective on the first day of the month following completion of the recertification processing by the SNRHA.

If tenant rent decreases and the change occurred within a month prior to the Recertification appointment, but the family did not report the change as an interim Adjustment, the decrease will be effective on the recertification anniversary date.

The Housing Opportunity through Modernization Act of 2016 ("HOTMA"). HOTMA amends the U.S. Housing Act. Section 103 of HOTMA sets the maximum amount of



annual adjusted income for continued occupancy in public housing at 120% of area median income, which the Secretary can adjust the over income limit due to prevailing levels of construction costs or unusually high or low family incomes, vacancy rates or rental cost.

What Is an Over Income Family?

- For 24 consecutive months, the family's income exceeds the very low-income limit (adjusted for family size) multiplied by 2.4
- Equals 120% of the AMI in most areas.
- Called the over-income limit.
- Includes families on FSS or receiving EID.

What happens to OI families?

- After 24 consecutive months, the SNRHA must either:
- Charge the family the alternative non-public housing rent which is the higher of:
- Applicable fair market rent (FMR) for the unit; or
- Amount of the monthly subsidy provided for the unit.
- HUD will publish funding amounts no later than Dec 31st each year.

Over-Income Process

- Must serve the family a total of 3 notices:
- At initial determination that they are over-income.
- At the conclusion of the first 12 months.
- At the conclusion of 24 months.

Over-Income Process: Initial Determination

- If family exceeds the over-income limit at annual or interim, must provide written notice no later than 30 days after the determination, stating:
- Family has exceeded the over-income limit.
- Continuing to do so for 24 consecutive months will result in the PHA following its policy for over-income families.
- The family has an opportunity for a hearing.

Over-Income Process: Year One

- If family exceeds the over-income limit for 12 consecutive months, must provide written notice no later than 30 days after determination stating:
- Family has exceeded the over-income limit for 12 consecutive months.
- Continuing to do so for 24 months will result in the PHA following its over-income policy.
- An estimated amount of the alternative non-public housing rent for the unit (if applicable).
- Family has an opportunity for a hearing.

Over-Income Process: Year Two



- If family exceeds the over-income limit for 24 consecutive months, must provide written notice no later than 30 days after the determination, stating:
- Family has exceeded the over-income limit for 24 consecutive months.
- SNRHA will charge the alternative non-public housing rent.
- Family has an opportunity for a hearing.

SNRHA Over-Income Process: Year Two

- SNRHA will charge the alternative rent, the notice must:
- Present the family with a new lease
- Provisions listen in the new 24 CFR 960.509
- Inform the family that the new lease must be signed no later than 60 days from the date of the notice or at the next lease renewal, whichever is sooner
- SNRHA must charge new rent no later than 60-days after the notice is provided or lease renewal, whichever is sooner.

Over Income Process

- For those that execute a new lease, family becomes a non-public housing over-income (NPOI) family.

REPORTING INTERIM CHANGES

Families must report all changes in household composition and increases in income/assets in writing within 10 calendar days to the SNRHA between Annual Recertifications. This includes additions due to birth, adoption and court-awarded custody. The family must obtain SNRHA approval prior to all other additions to the household.

When there is a change in head of household or a new adult household member is added, the head of household will complete an application for continued occupancy – personal declaration or update form and recertify-revify, using the same procedures the SNRHA staff would use for an annual recertification, except for effective dates of changes.

In such case, the Interim Recertification Policy would be used.

The annual recertification date will not change as a result of this action.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified prior to the approval by the SNRHA of the family member being added to the lease.

Increases in Income to be Reported and Rent Adjustments

Families paying flat rent are not required to report any increases in income or assets between the recertification periods.

Families paying an income-based rent must report all increases in income/assets of all household members to the SNRHA in writing within 10 calendar days of the occurrence.

Families are required to report the following increases in income:

- Increases in income because a person with income joins the household;
- Increases in household income which comes as a result of a new income source.



- Increases in household income that was not anticipated at the annual recertification period.

Families who receive Social Security, Social Security Disability, pensions or Supplemental Security Income (SSI) are required to report their annual increase when it occurs.

SNRHA will process rent adjustments for all increases in income, which are reported between regularly scheduled Recertifications.

Rent increases (except those due to misrepresentation) require 30 days' notice.

Decreases in Income and Rent Adjustments

Residents may report a decrease in income and other changes, such as an increase in allowances or deductions, which would reduce the amount of the total tenant payment.

The SNRHA will process the rent adjustment unless the SNRHA confirms that the decrease in income will last less than 30 calendar days.

Decreases in tenant rent will be effective the first day of the month following the month in which the change is reported in writing to the SNRHA. If verification cannot be obtained prior to the end of the month in which the change is reported, the decrease will be made retroactive to the first day of the month following the month in which the change is reported.

D. INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

The SNRHA will not reduce the public housing rent for families whose welfare assistance is reduced specifically because of:

Fraud; or

Failure to participate in an economic self-sufficiency program; or

Noncompliance with a work activities requirement

However, the SNRHA will reduce the rent if the welfare assistance reduction is a result of:

The expiration of a lifetime time limit on receiving benefits; or

A situation where the family has complied with welfare program requirements but cannot or has not obtained employment, such as:

The family has complied with welfare program requirements, but the durational time limit, such as a cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits.

Verification before Denying a Request to Reduce Rent

The SNRHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance *before* denying the family's request for rent reduction.

Cooperation Agreements

The SNRHA has a written cooperation agreement in place with the local welfare agency which assists the SNRHA in obtaining the necessary information regarding welfare sanctions.



The SNRHA has taken a proactive approach to culminating an effective working relationship between the SNRHA and the local welfare agency for the purpose of targeting economic self-sufficiency programs throughout the community that are available to public housing residents.

The SNRHA and the local welfare agency have mutually agreed to notify each other of any economic self-sufficiency and/or other appropriate programs or services that would benefit public housing residents.

E. OTHER INTERIM REPORTING ISSUES

Residents are required to report all changes in family composition or status to SNRHA in writing within 10 calendar days of the occurrence. Failure to report within the 10 calendar days may result in a retroactive rent increase, but not a retroactive credit or rent reduction. In order to qualify for rent reductions, residents must report and verify income decreases promptly.

An interim recertification will be scheduled for families with zero income or extremely low income every 180 days. Once income is reported recertification will cease until annual recertification time.

An interim reexamination will be scheduled for families with zero or extremely low-income every 180 days. Unless the family has income that is excluded from rent computation, families who report zero income or extremely low income will have the income be re-verified through EIV every 90 days for income changes and are further required to complete a written no/low income certification every 180 days and undergo an interim recertification every 180 days, until they have a stable income. If any increases in income are indicated in any of the above information or other verification, then the family will be reviewed for an interim and the rent will be adjusted accordingly.

Monetary or non-monetary contributions from persons not residing in the dwelling unit for any purpose other than the payment or reimbursement of medical expenses shall be considered income. Families that report zero or extremely low income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.

SNRHA Errors

If the SNRHA makes a calculation error at admission to the program or at an annual recertification, an interim recertification will be conducted to correct the error, but the family will not be charged retroactively. Any decrease in rent will be made retroactive.

False or Incomplete Information Supplied by Family

For families whose rent has been based on false or incomplete information supplied by the applicant/resident family, an interim recertification will be conducted upon notice by The SNRHA. Any increase in TTP and tenant rent will be retroactive.

E. TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS)

Standard for Timely Reporting of Changes

The SNRHA requires that families report interim changes to the SNRHA in writing within



ten calendar days of when the change occurs. Any information, document or signature needed from the family which is needed to verify the change must be provided within 3 calendar days of reporting the change.

If the change is not reported within the required time period, or if the family fails to provide signatures, certifications or documentation, (in the time period requested by the SNRHA), it will be considered untimely reporting.

Procedures When the Change is Reported in a Timely Manner

The SNRHA will notify the family of any changes in Tenant Rent to be effective according to the following guidelines:

Increases in the Tenant Rent are effective on the first of the month following at least thirty days' notice.

Decreases in the Tenant Rent are effective the first of the month following the month in which the change is reported.

The change may be implemented based on documentation provided by the family, pending third party written verification.

Procedures when the Change is not Reported by the Tenant in a Timely Manner

If the family does not report the change as described under Timely Reporting, the family will have caused an unreasonable delay in the interim recertification processing and the following guidelines will apply:

Increase in Tenant Rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any underpaid rent, utility reimbursement payment for which they would not have been eligible to receive and may be required to sign a Repayment Agreement in accordance with SNRHA repayment policy.

Decrease in Tenant Rent will be effective on the first of the month following completion of processing by the SNRHA and not retroactively.

Procedures when the Change is not processed by the SNRHA in a Timely Manner

"Processed in a timely manner" means that the change goes into effect on the date it should when the family reports the change in a timely manner. If the change cannot be made effective on that date, the change is not processed by the SNRHA in a timely manner.

Therefore, an increase will be effective after the required 30 days' notice prior to the first of the month after completion of processing by the SNRHA.

If the change resulted in a decrease, the overpayment by the family will be calculated retroactively to the date it should have been effective, and the family will be credited for the amount.

G. REPORTING OF CHANGES IN FAMILY COMPOSITION

All changes in family composition must be reported within 10 business days of the occurrence in writing.



The members of the family residing in the unit must be approved by the SNRHA. The family must inform the SNRHA and request approval of additional family members other than additions due to birth, adoption, or court-awarded custody before the new member occupies the unit.

The proposed new adult family members will be screened by SNRHA, according to the screening criteria in accordance with the criteria for eligibility and admission, prior to approval.

The SNRHA will not approve the addition of family members other than by birth, adoption, marriage or court-awarded custody where the occupancy standards would require a larger size unit.

An exception will be granted if the family has submitted a Self-Certification of Physical Custody of Minor Child/Children or an Appointment of Temporary Guardian to the SNRHA. If either of these forms has been submitted, the SNRHA will also require that the family has initiated legal proceedings for guardianship or legal custody. SNRHA must receive a court awarded guardianship or custody is received within 365 calendar days. Failure shall result in the deduction being removed; and any income still being received shall be counted.

If an adult family member is declared permanently absent by the head of household, the notice must contain a certification by the head or co-head of household or spouse that the member (who may have been the head of household) removed is permanently absent.

The head of household must provide a statement that the head or co-head of household or spouse will notify the SNRHA if the removed member returns to the household for a period longer than the visitor period allowed in the lease.

Increase in Family Size

The SNRHA will consider a unit transfer (if needed under the Occupancy Guidelines) for additions to the family in the following cases:

Addition by marriage/or marital-type relation.

Addition of a minor who is a member of the nuclear family who had been living elsewhere.

Addition of a SNRHA-approved live-in attendant. Addition due to birth, adoption or court-awarded custody.

Families who need a larger sized unit because of voluntary additions identified above will be placed on the Transfer List at their next regularly scheduled recertification; unless it creates a health and safety hazard upon approval of the Director of Operations.

Definition of Temporarily/Permanently Absent

The SNRHA must compute all applicable income of every family member who is on the lease, including those who are temporarily absent.

Income of persons permanently absent will not be counted. If the spouse is temporarily



absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. The SNRHA will evaluate absences from the unit in accordance with this policy.

Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, the SNRHA will terminate tenancy in accordance with the appropriate lease termination procedures contained in this Policy.

Families are required to notify the SNRHA before they move out of a unit in accordance with the lease and to give the SNRHA information about any family absence from the unit.

Families must notify the SNRHA if they are going to be absent from the unit for more than 14 consecutive days. A person with a disability may request an extension of time as an accommodation.

"Absence" means that no family member is residing in the unit.

In order to determine if the family is absent from the unit, the SNRHA may:

- Conduct home visit
- Write letters to the family at the unit Post letters on exterior door Telephone the family at the unit Interview neighbors
- Verify if utilities are in service
- Check with Post Office for forwarding address
- Contact emergency contact

As a reasonable accommodation for a person with a disability, the SNRHA may approve an extension. (See Absence Due to Medical Reasons below for other reasons to approve an extension.) During the period of absence, the rent and other charges must remain current.

If the absence which resulted in termination of tenancy was due to a person's disability, and the SNRHA can verify that the person was unable to notify the SNRHA in accordance with the lease provisions regarding absences, and if a suitable unit is available, the SNRHA may reinstate the family as an accommodation if requested by the family.

If the dwelling unit is deemed abandoned by the tenant, SNRHA shall take possession of the unit and any of the tenant's possessions remaining in the unit, in accordance with the lease. Property abandoned by the tenant may be disposed of by SNRHA in accordance with Nevada State law, NRS 118A and SNRHA procedures.

Absence of Any Member

Any member of the household will be considered permanently absent if s/he is away from the unit for three consecutive months except as otherwise provided in this Chapter.



Absence due to Medical Reasons

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, the 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 and removed from the lease. If the verification indicates that the family member will return in less than 180 consecutive days, the family member will not be considered permanently absent, as long as rent and other charges remains current.

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

Temporary caretaker request must be provided by the resident and verified by a medical provider. The status must be updated every thirty (30) days. The SNRHA will review the request and verified reasons for the caretaker during an extended medical hardship. Approval of the caretaker to occupy the unit for a period beyond 2 weeks will require prior approval by the Asset Manager.

Absence due to Incarceration

If a sole member is incarcerated for more than 30 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 30 consecutive days. The rent and other charges must remain current during this period.

The SNRHA will determine if the reason for incarceration is for drug-related or criminal activity which would threaten the health, safety and right to peaceful enjoyment of the dwelling unit by other residents. If the offense is drug related or criminal activity that violates the lease and policy, the lease will be terminated.

Foster Care and Absences of Children

If the family includes a child or children temporarily absent from the home due to placement in foster care, the SNRHA will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than 3 months 180 days from the date of removal of the child (ren), the family will be required to move to a smaller size unit. If all children are removed from the home permanently, the unit size will be reduced in accordance with the SNRHA's occupancy guidelines.

Absence of Adult

If neither parent remains in the household and SNRHA 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, the SNRHA will treat that adult as a visitor for the first 30 calendar days.

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

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



by the end of that period, court-awarded custody or legal guardianship has been awarded to the guardian, and the guardian qualifies under Tenant Suitability criteria, the lease will be transferred to the guardian.

The caretaker will be allowed to remain in the unit, as a visitor, until a determination of custody is made.

SNRHA will transfer the lease to the guardian, in the absence of a court order, if the guardian qualifies under the Tenant Suitability criteria and has been in the unit for more than 30 days and it is reasonable to expect that custody will be granted.

When the SNRHA approves a person to reside in the unit as caretaker for the child/ren, the income should count pending a final disposition. The SNRHA will work with the appropriate service agencies to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than 180 days, the person will be considered permanently absent.

If an adult child goes into the military and leaves the household, they will be considered permanently absent.

Absence of Spouse or Secondary Wage earner

The absence of the spouse or secondary wage earner must be verified by third-party documentation unless so verified per 24CFR 5.609(2) all income must be included.

Additional New Language: Resident must complete a certification of absent spouse. The resident must certify the information submitted is correct and witnessed by a notary.

Full-Time Students

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 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 unit size.

If the student is considered temporarily absent from the household, applicable income for that person will be counted. Full time students who attend school away from the home and live with the family during school recess will be considered temporarily absent from the household.

Visitors (See Chapter 9, Leasing)

A visitor/*guest* is defined as a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on



behalf of the tenant.

Any adult not included on the HUD 50058 who has been in the unit more than 14 consecutive days, or more than 30 cumulative days in a 12 month period, will be considered to be living in the unit as an unauthorized.

The lease must provide the tenant has the right to exclusive use and occupancy of the leased unit by the members of the household authorized to reside in the unit in accordance with the lease, including reasonable accommodation of their guests [24 CFR 966.4(d)]. The head of household is responsible for the conduct of visitors and guests, inside the unit as well as anywhere on or near PHA premises [24 CFR 966.4(f)].

A resident family must notify the SNRHA in writing when overnight guests will be staying in the unit for more than 3 days.

A guest can remain in the unit no longer than 14 consecutive days or a total of 30 cumulative calendar days during any 12-month period.

A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure expected to last 20 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.

Former residents who have been evicted are not permitted as overnight guests. Guests who represent the unit address as their residence address for receipt of benefits or other purposes will be considered unauthorized. In addition, guests who remain in the unit beyond the allowable time limit will be considered unauthorized, and their presence constitutes violation of the lease.

Absence of evidence of any other address will be considered verification that the visitor is an unauthorized household member.

Statements from neighbors and/or SNRHA staff will be considered in making the determination.

The SNRHA will consider:

- Statements from neighbors and/or SNRHA staff
- Vehicle license plate verification
- Post Office records
- Driver's license verification
- Law enforcement reports
- Credit reports
- Verification from other public or private sources
- Other reliable information

Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.



The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, as stated above, the individual will be considered unauthorized and the SNRHA will terminate the family's lease since prior approval was not requested for the addition.

Minors and college students who were part of the family, but who now live away from home during the school year and are not considered members of the household may visit for up to 90 consecutive days per year without being considered a member of the household under the following conditions:

The head of household has reported to the SNRHA, in writing, that the minor is a visitor.

The SNRHA has provided the head of household with written permission for the minor to occupy the unit for more than 14 days.

In a joint custody arrangement, if the minor is in the household less than 184 days per year, the minor will be considered to be an eligible visitor and not a family member. If both parents reside in Public Housing or are a Section 8 Program participant, only one parent would be able to claim the child for deductions and for determination for the occupancy standards.

Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the public housing unit more than 50 percent of the time, are not subject to the time limitations of guests as described above.

Required Family Reporting to Management

The additional person(s), whether a family member or a visitor, must be reported in writing to the manager within 3 calendar days of a stay intended to exceed the visitation period allowed under the lease/ACOP.

H. REMAINING MEMBER OF TENANT FAMILY - RETENTION OF UNIT

To be considered the remaining member of the tenant family, the person must have been previously approved by the SNRHA to be living in the unit.

A live-in attendant, 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 is legally married; or

The SNRHA has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the unit to care for the child (ren) for an indefinite period.

A reduction in family size may require a transfer to an appropriate unit size per the Occupancy Standards. If the sole eligible member of the household dies, the unit must be returned to the SNRHA within 14 days.

I. CHANGES IN UNIT SIZE



The SNRHA shall grant exceptions from the occupancy standards if the family requests and the SNRHA determine the exceptions are justified according to this policy.

The SNRHA will not assign a larger bedroom size due to additions of family members other than by birth, adoption, marriage or court-awarded custody.

The SNRHA will consider the size of the unit and the size of the bedrooms, as well as the number of bedrooms, when an exception is requested.

When an approvable change in the circumstances in a tenant family requires another unit size, the family will be placed on the Transfer List in accordance with the Transfer policy. (See Chapter 5, Occupancy Guidelines.)

J. CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES

Under the Noncitizens Rule, "Mixed" families are families that include at least one citizen or eligible immigrant and any number of ineligible members. Mixed families are eligible for prorated assistance in accordance with the mixed-family portion of the policy.

K. UNIT TRANSFERS

See Chapter 8, Transfer Policy.

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158 pay rent or other charges while Tenant occupies the dwelling unit. Security deposit may be
159 used in whole or in part through 30-day notice period towards unpaid tenant rent when tenant
160 vacates without giving written notice in accordance with Section 1(e).

161 7. SERVICE AND EQUIPMENT FURNISHED BY SNRHA:

162 The following checked services and equipment shall be furnished by the SNRHA, and are
163 included in the monthly contract rent:

164 Gas Electricity Water Sewer Services Garbage Collection

6
4

165 Smoke Detector Fire Extinguisher Gas Range Electric Range Refrigerator

6
5

166 Any charges for appliances and equipment will require an addendum to this Lease to be
167 executed by the Tenant and SNRHA.

168 8. UTILITIES:

169 (a) Gas and electricity used by the Tenant, except Harry C. Levy Gardens, and James H.
170 Down Towers, will be billed directly by the Utility supplier and the Tenant will make
171 payments directly to the Utility supplier.

172 (b) SNRHA will not be responsible for failure to furnish utilities by reason of any cause
173 beyond its control.

174 (c) In the event that is determined that tenant has excessive consumption of services
175 furnished to tenant and tenant's household, tenant shall pay the charges above and beyond
176 normal consumption. Any such assessment shall be due and collectible 30 days after
177 SNRHA provides the tenant written notice of the charges.

178 Excessive utility usage will be determined if the individually checked metered utility
179 monthly bill exceeds the approved utility allowance for the unit size by 30%. In the case of
180 water bills, usage will be based on the average unit size consumption.

181 (d) Tenant is required to contact and arrange for any utility service not provided by SNRHA
182 and for any utilities not listed above. Tenant is required to maintain utility service at all
183 times during the time of the lease.

184 (e) All tenant utility service accounts must be under an adult household members name. This
185 will be monitored yearly at the time of recertification.

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191 the unit is not prepared for pest control in a manner specified by SNRHA when requested by
192 SNRHA. Charges billed to the Tenant shall specify the items damaged, corrective action
193 taken and cost thereof. Charges assessed to the Tenant by SNRHA for maintenance and
194 repairs shall become due and payable the first day of the second month following the month
195 in which the charges are incurred, except at termination of lease when all charges are
196 considered due and payable. All charges provided for in this section shall be computed on
197 the basis of labor and material expended.

198 10. FAMILY INCOME AND COMPOSITION: REGULAR AND INTERIM

199 REEXAMINATIONS

200 (a) For families who pay an income-based rent, SNRHA will conduct a reexamination of
201 family income and composition at least annually and will make appropriate adjustments in
202 the rent after consultation with the family and upon verification of the information.

203 (b) For families who choose flat rents, SNRHA will conduct a reexamination of family
204 composition at least annually, and must conduct a reexamination of family income at least
205 once every three years.

206 (c) For all families who include nonexempt individuals, as defined in CFR 960.601, SNRHA
207 will determine compliance once each twelve months with community service and self-
208 sufficiency requirements.

209 (d) SNRHA will use the results of these reexaminations to require the family to move to an
210 appropriate size unit.

211 (e) INTERIM REEXAMINATIONS. A family must report all changes in household
212 composition, and increases in income/assets of all household members to SNRHA in writing
213 within 10 calendar days of the occurrence. SNRHA will process rent adjustments resulting
214 from any increase in income. Residents may report a decrease in income and other changes,
215 which would reduce the amount of the total tenant payment.

216 (f) If a household fails to complete an annual recertification, they will receive a 30-Day
217 Notice of Lease Termination in accordance with Section 20.

218 (g) The Housing Opportunity through Modernization Act of 2016 adds an income limit to

219 Public Housing and makes the income limit effective. After a family's income has
220 exceeded 120% of the area median income for two consecutive years SNRHA charges the
family a monthly rent equal to the greater of

221 (1) the applicable Fair Market Rent (FMR); or (2) the amount of monthly subsidy for the

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287 a place of business for legal profit-making activity, which has received the advance written
288 approval of SNRHA.

289

290 **14. OBLIGATIONS OF SNRHA**

291 SNRHA shall:

292 (a) Maintain the premises and the community in a decent, safe and sanitary condition.

293 (b) Comply with requirements of applicable building codes, housing codes, and regulations
294 of the Department of Housing and Urban Development (HUD) materially affecting health
295 and safety.

296 (c) Make necessary repairs to the premises.

297 (d) Keep community buildings, facilities, and common areas, not otherwise assigned to
298 Tenant for maintenance and upkeep, in a clean and safe condition.

299 (e) Maintain in good and safe working order and condition electrical, plumbing, sanitary,
300 heating, ventilating and other facilities and appliances, including elevators, supplied or
301 required to be supplied by the SNRHA.

302 (f) Provide and maintain appropriate receptacles and facilities (except containers for the
303 exclusive use of an individual Tenant family) for the deposit of ashes, garbage, rubbish and
304 other waste removed from the premises by Tenant in accordance with Section 15,
305 Subsection.

306 (g) Supply running water, reasonable amounts of hot water and reasonable amounts of heat
307 at appropriate times of the year except where the building that includes the dwelling unit is
308 not required by law to be equipped for that purpose, or where heat or hot water is generated
309 by an installation within the exclusive control of Tenant and supplied by a direct utility
310 connection.

311 (h) Provide tenant with written notice stating specific grounds for any proposed adverse
312 action to be taken by SNRHA.

313 **15. TENANT'S OBLIGATIONS.**

314 The residents, household members, guests, or any person under the resident's control
315 must conduct themselves in a manner which is mindful and respectful of each other's
316 neighbors staff and representatives of the unit being rented and of SNRHA properties as
317 a whole.

318 Tenant shall be obligated:

319 (a) Not to assign the Lease or sublease the premises.

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- 320 (b) Not to provide accommodations for boarders or lodgers. Visitors beyond 14 consecutive
321 days without prior written permission of SNRHA will be considered a boarder or lodger.
322 (c) To use the premises solely as a private dwelling for Tenant and members of Tenant's

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Resident Advisory Board

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Member	Madelyn Rhodes	914 McWilliams LV, NV 89106	702-472-1941
Member	Natassia Bousley	3965 Seneca Falls Ct Las Vegas NV 89129	702-624-7273
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OCCUPANCY BY OVER-INCOME FAMILIES

Section 103 covers public housing for over-income families. What is an over-income family? The family income exceeds the very low-income limit, multiplied by 2.4. The income exceeds 120% of the AMI in most areas. This includes families on FSS. What happens to an over-income family? After 24 consecutive months, the agency must terminate tenancy within six (6) months or charge the family an alternative non-public housing rent. The non-public housing rent will be the higher of the applicable fair market rent for the unit; or the amount of the monthly subsidy provided for the unit. HUD will publish funding amounts no later than December 31 each year.

The over-income process will include sending the resident a total of three (3) notices at the initial determination that they are over-income at the annual or interim. This notice must provide written notice no later than 30 days after the determination. This notice must tell the family they have exceeded the over-income limit. Continuing to do so for 24 consecutive months will result in the agency following its over-income policy (creating now with your input). Please note that the family has the opportunity for a hearing.

Next step, if the family exceeds the over-income limit again, they will receive another notification (year one). This notice indicates you have been over-income for 12 months. Continuing to do so will result in the agency following its over-income policy. This letter will include an estimated amount of the alternative non-public housing rent for the unit. This notice must provide written notice no later than 30 days after the determination. The household has an opportunity for a hearing.

If the family is still over-income after 24 months, another notification is sent (year two). This notice must be sent no later than 30 days after the determination. It must state that the family has exceeded the over-income limit for 24 consecutive months. The agency will either terminate the tenancy or charge the alternative non-public housing rent (as applicable). The family has an opportunity for a hearing.

If at any time during the 24-month period, the annual and/or interim reviews indicate that the household is no longer over-income, the 24-month period stops. In other words, if the agency determines that the family's income is below the over-income limit, the family is entitled to a new 24-consecutive-month period and new notices.

The agency will charge the alternative rent, the notice must include a new lease. The new lease must be signed no later than 60 days from the date of the notice or at the next lease renewal, whichever is sooner. For those that execute a new lease, the family becomes a non-public housing over-income NPOI family. The agency has adopted a new preference for NPOI families paying the alternative rent who become income eligible for admission.

The NPOI families are not subject to community service requirements, have no choice between income-based rent and flat rent, unable to participate on the resident council or any programs that are only for PH or low-income families, and they may not receive a utility allowance.

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**SOUTHERN NEVADA
REGIONAL HOUSING AUTHORITY**

**MAINTENANCE
PLAN**

Revised March 2023

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1.0 PLAN PURPOSE AND OVERVIEW

The Southern Nevada Regional Housing Authority (SNRHA) is responsible for managing the maintenance function in the most cost-effective manner possible while maximizing the useful life of Authority properties and providing safe, sanitary, quality living, and the best customer service to Authority residents.

SNRHA’s mission is to provide affordable housing and quality customer service to eligible people within the community while creating and promoting opportunities for independence, self-sufficiency, and an improved quality of life, as well as nurturing pride, accountability, and a sense of ownership.

This plan is designed to establish the structure of an effective and efficient maintenance system needed to control the performance of its maintenance work and to promptly respond to, and abate deficient conditions, ensuring the long-term economic and physical life of the property, while supporting SNRHA’s mission to ensure we meet the regulatory obligations through measures that monitor performance and standards.

This plan will be reviewed regularly to ensure processes are consistent with its purposes and intent, and that the plan is current with, and effectively addresses the continually changing environment relative to our organizational mission.

1.1 PERFORMANCE GOALS

The principal role of Maintenance is to effect prompt, courteous, comprehensive, and efficient maintenance, repair, and developmental services to SNRHA’s residents, managers, and the Authority as a whole. Maintenance Personnel shall take steps necessary to ensure that our individual goals are appropriately aligned with the organizational goals, and that attainment of these goals is paramount in both the employee’s individual success and SNRHA’s overall success.

Although the Maintenance Personnel’s daily work priorities may be altered on occasion, the principal goals of abating emergency and routine conditions, particularly relative to resident and structural concerns, in a timely and efficient manner, turning vacancies quickly, keeping our properties neat and well maintained, and effecting the best, safe, and most efficient use of resources to accomplish these goals shall remain fixed.

Expanding employment services for residents, encouraging employees to treat properties as if they were their own investment, creating challenging & developmental work assignments and team-based environment, developing individual/personal goals of employees which complement and support group, department, and organizational goals, mission and vision, promoting positive stewardship of funds, equipment, and property (assets), minimizing non-productive costs and overhead, and maximizing preventive maintenance and capital improvement investments will also be significant factors in the



Southern Nevada Regional Housing Authority – Maintenance Plan

property’s achievement of its overall objectives.

1.2 PERFORMANCE MEASURES

Organizational success is generally measured in terms of cost efficiency and customer satisfaction.

With respect to cost efficiency, the Maintenance Personnel will perform its work within defined operational, capital, and project budgets, and will strive to identify or develop and apply improved methodology in its routine job functions and activities, and maximize staff productivity.

With respect to customer satisfaction, the Maintenance Personnel will treat its customers (i.e. Residents, Managers, etc.), with respect and consideration, and each employee shall conduct themselves in a professional manner at all times. The Maintenance Personnel for each Asset Management Property (AMP) will look at SNRHA properties as would any prospective customer, encourage cooperation between staff and residents, and take time to inform as well as listen. Maintenance Personnel will leave a record of entry and services performed, and obtain resident’s signature, acknowledging work performed, when possible.

Although cost efficiency and customer satisfaction are generally the best indicators of success, these measures are also often difficult to effectively quantify. Accordingly, other measures are also used to assess the certain success factors relative to the Maintenance Personnel activities.

These measures include the following:

- Responding to and completing work activities in accordance with guidelines established for each work activity priority.
- Completing quality control inspections for 10% of all work orders and 10% of all inspections annually.
- Completing Maintenance tasks within established “Time & Cost Standards”.

These Performance Goals are intended to establish direction for Maintenance Management and staff and act as a means to assess the effectiveness of this Maintenance Plan and the overall maintenance activities and results. These Performance Goals will be used to evaluate current operations and performance and to develop strategies to improve performance and satisfy the organization’s overall vision and mission.

Individual employee performance objectives shall incorporate these goals and measures, and the employee’s overall performance shall be evaluated accordingly.

1.3 STANDARDS



Southern Nevada Regional Housing Authority – Maintenance Plan

Performance standards describe what is expected in terms of completing work tasks. The standards include the expectations of all maintenance activities, and are designed for establishing organizational responsibilities, group efforts, and accountabilities.

SNRHA will incorporate the following standards into its work quality and quantity performance goals and measures, as applicable, to ensure suitable and acceptable work results:

- Industry Standards
 - SNRHA shall utilize “Performance Guidelines for Residential Construction” as developed by the National Association of Homebuilders, as well as standards developed by SNRHA’s Maintenance Supervisors. [See “Residential Construction Performance Guidelines,” published by NAHB, Washington, DC 20005].
- Local Housing Codes
- HUDREAC Uniform Physical Condition Standards (UPCS)
 - UPCS shall be used as the “Benchmark” inspection protocol for annual inspections. [See UPCS handbook for more details]
- Public Housing Assessment System (PHAS) standards. Management indicators that cover maintenance will be tracked for scoring compliance.
- SNRHA Missions Statement and Goals
- Collective Bargaining Agreement and Job Descriptions
The CBA and Job Descriptions shall be kept up to date and reflect current work activities and skill sets.

Nothing in the documents listed above will prevent the Housing Authority from setting a standard that is higher than that contained in the documents.

2.0 INSPECTION PROGRAM

2.1 INSPECTION PROGRAM PURPOSE & OVERVIEW

SNRHA’s goals of efficiency and cost effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the annual inspection of all SNRHA’s facilities, including the dwelling units, site, building exteriors, common areas, and major service systems.

As more and more maintenance is performed as a result of scheduled inspections, emergency maintenance needs and crisis management will be reduced.



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Problems found during inspections must be tracked, addressed, and resolved. If work identified by inspectors is ignored or indefinitely deferred and no achievable plan for corrective action is developed, then overlapping, bigger, future problems will be created as a result.

All inspections shall be performed in a manner to ensure a high quality of inspection. Inspections are conducted and completed in accordance with an established schedule, are in accordance with the Maintenance Plan, and conform to local codes. All inspections shall utilize the Uniform Physical Condition Standards (UPCS).

The Managers shall be responsible for the dwelling unit inspection program, and the site inspection program. The Maintenance Supervisors shall be responsible for the building exteriors and common areas inspection program, and will also observe and identify any deficiencies relative to the site. The inspection of Major Service systems shall normally be performed by outside specialists familiar with such systems and shall be arranged for and coordinated by the Manager and Maintenance Supervisor.

Inspections will be scheduled at the frequency required to meet the 100% of inspections of all facilities within each calendar year.

During each inspection conducted by the maintenance staff, the staff shall perform specified preventive and routine maintenance tasks that are readily and appropriately addressed at the time in order to avoid unnecessary delays, or wasted or redundant efforts. Any other work items noted at the time of the inspection will be documented on SNRHA's inspection form.

Deficiencies of inspection standards shall be converted to a work order within twenty-four hours of the completion of the inspection, and completed in accordance with the applicable priority standards.

All SNRHA staff are also responsible for the continuous monitoring of the condition of all SNRHA facilities. All Maintenance employees and Managers are encouraged to report any needed work or problem areas that are observed in the regular course of performing daily activities. Such work items shall be reported to the Maintenance Call Center and the Manager of the appropriate property as applicable. Maintenance employees shall also exert a proactive approach with respect to fire extinguishers and smoke detectors by inspecting, testing, and repairing and/or replacing (as applicable) such devices at each visit inside a dwelling unit.



2.2 **GENERAL**

The Inspections Program of SNRHA has three primary goals:

- To ensure that all units, sites, and systems comply with the UPCS standards set forth by HUDREAC, Local Codes, and SNRHA management standards.
- To assure that the staff of SNRHA has reasonable knowledge of the condition of each unit for which it is responsible.
- To comply with the PHAS management indicator that requires 100% unit inspection within SNRHA's fiscal year.

2.3 **PROCEDURES**

The Managers are responsible for the annual unit inspection program. The Maintenance Supervisors are responsible for the common area inspection program.

During each inspection, a photo will be taken of address prior to entry, the staff will perform the specified UPCS and other related standards inspection. All inspection results will be documented using standard data collection systems; either paper-based or automated. All deficiencies will be photographed and uploaded to Yardi and shall be converted to a work order within twenty-four hours of the completion of the inspection. Upon leaving the unit a yellow written notice will be left regardless of the client's presence.

All conditions noted as failing to meet UPCS criteria during the inspection shall be noted and documented. One UPCS inspection form shall be completed for each unit inspection performed. (These factors are incorporated in the PHAS assessment).

ALL SNRHA staff are responsible for monitoring the condition of dwelling units. Whenever an inspection, maintenance staff, or manager enters a dwelling unit for any purpose, he/she shall record any required work they identify while in the unit. A proactive approach will be taken with all smoke/CO detectors by inspecting and testing detectors at any visit. The only exception will be central response alarms, which are tested as a major system. These work items shall also be converted to a work order within twenty- four hours of discovery.

Nothing in this policy shall prevent any SNRHA staff member from reporting any needed work that they see in the regular course of their daily activities.



2.4 SCHEDULING

Scheduling and Arranging Inspections

Inspections will be scheduled at the frequency required to meet the 100% of inspections within SNRHA’s fiscal year and balance work activities.

All inspections should be spread uniformly across an 11-month schedule allowing all work identified in the inspections to be completed within the same fiscal year as the corresponding inspection for each development. An ongoing flexible inspection schedule of this kind will generate a reasonable workload for the maintenance staff.

Pre-Move-out inspections will be offered to residents who intend to move out or transfer.

Move-out inspections will be conducted in each vacant unit within 2 working days of becoming vacant.

Move-in inspections will be conducted with the resident at the time of move-in.

For all non-emergency inspections, the resident shall be given at least two (2) days written notice of the inspection.

Managers shall be responsible for scheduling Unit Inspections. Maintenance Supervisors shall be responsible for Site and Systems Inspections.

Unit Inspections

The Management staff shall be performing the unit inspection program of SNRHA.

Building and Grounds Inspections

Site, Common Area, and Building Exterior inspections will cover the “inspectable items” under the UPCS/PASS protocol. Procedures for this inspectable area will follow the same collection and reporting requirements as the unit inspection standards.

Regular inspections of the property grounds, common area, and building exteriors are required to maintain the curb appeal of the property, reduce/eliminate possible liability exposure, and preserve the integrity of the building envelope. This is needed to maintain the property for both current and prospective residents.

The inspection procedure will specify the desired condition of the areas to be inspected. This defined condition will include any HUD or locally required standards. The existence of these standards shall not prevent the Housing Authority from setting a higher standard that will make the property more competitive in the local market.



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Building and grounds inspections must cover these areas:

- Hallways
- Stairwells
- Community room and other common spaces such as kitchens or public restrooms
- Laundry facilities
- Lobbies
- Common Entries
- Grounds
- Porches or patios
- Parking lots
- Sidewalks and fences
- Lawns, shrubs, and trees
- Trash Compactors or collection areas
- Building foundations

The Building and Site inspection form will be used for common areas and building exteriors and grounds.

2.5 SYSTEMS INSPECTIONS

The regular inspection of all major systems is fundamental to a sound maintenance program. The major systems inspection program overlaps with the preventive maintenance program in some areas. To the extent that inspections in addition to those required for scheduled service intervals, are needed, they will be a part of the inspection schedule.

2.6 INSPECTION TRACKING SYSTEM

SNRHA has developed and maintains a sophisticated inspection tracking system for monitoring and controlling the regular inspection of the development sites, buildings, and major systems.

2.7 SUMMATION

During each inspection conducted by the maintenance staff, the staff shall perform specified preventive and routine maintenance tasks that are readily and appropriately addressed at the time in order to avoid unnecessary delays or wasted or redundant efforts. Any other work items noted at the time of the inspection will be documented on SNRHA's inspection form. All uncompleted work items shall be converted to a work order within twenty-four hours of the completion of the inspection.

All maintenance staff are responsible for monitoring the condition of dwelling units. Whenever a maintenance staff member enters a dwelling unit for any purpose, such as



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completing a resident request for service or accompanying a contractor, he or she shall record on an inspection form any required work he or she sees while in the unit. These work items shall also be converted to a work service request within twenty-four hours of discovery.

3.0 RESIDENT MAINTENANCE AND REPAIR SERVICE

Resident requests for routine and emergency maintenance work are accepted 24 hours a day, seven days a week. To register a service request, residents should call the Work Order Call Center at (702) 477-3100. This phone is manned between the hours of 7:00 am and 6:00 pm

Monday through Thursday (excluding holidays). During all non-business hours, this phone number is manned by an answering service properly trained to receive and disseminate such requests promptly.

Residents may also request maintenance service by contacting their management office, as a reasonable accommodation for disabled residents.

Residents shall be made aware of the location of water valves and electrical circuit breakers applicable to their individual residences and should immediately turn off the water source to water lines, which are leaking or broken. Similarly, residents should check and reset (or turn off) circuit breakers when an electrical circuit within the home is not functioning properly before calling the maintenance number. Residents who are not familiar with the location and/or operation of these facilities should ask the maintenance staff or management staff to provide this information.

A Resident's request for maintenance shall be considered authorization for SNRHA's maintenance staff to enter the unit to make necessary repairs.

SNRHA staff may also enter the premises at any time without advance notice when there is reasonable cause to believe that an emergency exists. In the event that the resident or all adult members of the resident's household are absent from the premises at the time of entry, SNRHA shall leave in the dwelling unit a written statement specifying the date, time, and purpose of entry prior to leaving the premises.

3.1 RESIDENT WORK ORDER REQUEST RESPONSE

Emergency work requests (see Work Order System Priorities) will be referred to the maintenance staff or applicable on-call employee and responded to as quickly as possible. Work requests determined to be non-emergencies shall be handled by our regular maintenance staff and will be responded to in a manner consistent with the work order priority, maintenance staff availability, and operational needs.



3.2 RESIDENT CHARGES

If a maintenance employee is dispatched to a residence in response to an “Emergency”, and the situation is subsequently determined to be a non-emergency, the Resident shall be subject to charges for labor and materials, but not less than \$50.00 an hour with a 2-hour minimum. If the emergency could have been abated by the resident, had the resident been aware of the location of the appropriate valve or circuit breaker, and had the physical ability to operate such valve or breaker, the resident will be charged the actual cost incurred in responding to the residence.

Residents shall be apprised that the maintenance staff is compensated at the rate of 1.5 times their base salary for after-hours calls, and in an effort to minimize the overall cost applicable to maintaining our properties, residents shall be encouraged to minimize such call-outs where possible.

4.0 WORK ORDER SYSTEM

The Work Order System for SNRHA is a formalized means of scheduling, recording, monitoring, reporting, and analyzing the quantity, cost, and effectiveness of inspection, repair, and maintenance work performed throughout SNRHA. The system requires that all work activities performed by maintenance personnel be recorded as a Work Order (WO). The work order is not only the means for assigning tasks and scheduling work but is also the primary control mechanism used to record and maintain information about work activities at each site and SNRHA as a whole.

4.1 BASIC

SNRHA’s work order system shall include all work request information necessary to record and monitor maintenance work activity needs and progress and to produce work order documents and reports sufficient to affect the plan’s overall objectives. All work requests and activities must be input into the work order system for scheduling and recording purposes, and all work performed by maintenance staff must be recorded and subsequently input into the work order system. It is critical that all maintenance work activities be identified with a specific or standing work order and processed through the maintenance system.

Work orders will contain, at a minimum, the following information:

- System-generated identification number
- Source of request (planned, inspection, resident, etc.)
- Priority assigned
- Location of work
- Date and time received
- Worker(s) performing/completing task



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- Description of work requested (with service code number)
- Description of work performed (with service code number)
- Actual date(s) and time(s) work performed/completed
- Materials/supplies used to complete work
- Labor type and hours used to complete work
- Special Equipment used to complete work
- Other observed deficiencies
- Resident charges (breakdown and reasons)
- Resident signature (whenever possible)

4.2 **PROCEDURES**

Service Request Work Orders

Most Work Orders are created in response to requests for services and are generally of the types that involve situations that could adversely affect the resident’s quality of life, or materially affect the appearance of the property or the structural integrity of the buildings. Generally, these situations are abated, and/or repaired with relative ease and minimal expense in Labor or materials. Such requests for service may be originated from a variety of sources, including the residents, managers, SNRHA staff, commissioners, or the general public, and are generally prioritized as “Emergency”, “Urgent”, or “Routine”. Work Orders shall also be created for all work activities and categorized in accordance with their priority level. (See Priorities Section for descriptions)

Work Orders for service requests received during normal work hours will be assigned to specific maintenance staff based upon the location of the requested work and the level of urgency as determined by the applicable maintenance supervisor. Outside of normal work hours, a maintenance employee shall be designated as “On-Call”, and shall be responsible for receiving all service calls from the answering service, determining the level of urgency and the course of action required to effectively abate the condition, and facilitate the appropriate response. The designated “On-Call: maintenance employee shall prepare a work order (report) for all calls received (whether responded to or not) and submit an activity status report on all such work orders at the start of the next business day.

All service request work orders will generally be assigned and completed in a manner consistent with its priority, and that facilitates the best utilization of resources and time, without regard to the sequence in which the orders were taken. If the assigned maintenance employee cannot complete any portion of the work order in accordance with the applicable standards, the maintenance employee must notify the maintenance supervisor.



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Call Out

The “On-Call” maintenance employee is only expected to respond to “Emergency” calls. Situations defined as Urgent may be responded to on “call-out” in situations where the resident could be significantly inconvenienced for an extended period (normally greater than 36 hours) due to workload and/or work schedule. If the “on-call” maintenance employee elects to respond to a “call-out” that is not considered an “emergency”, the employee shall explain the basis of treating the situation as a call-out.

The designated “On-Call” maintenance employee shall have a list of qualified pre-approved contractors, open purchase orders for obtaining required supplies or equipment, and access to Authority materials and supplies as necessary to affect reasonable and effective response to such Emergency activities.

Emergency Work Routines

In abating an emergency situation, the maintenance employee shall take all reasonable steps to complete all required and appropriate repairs, provided such repairs are necessary to abate the situation, or such repairs can be performed without unduly delaying other pending emergency conditions or causing unnecessary additional cost to SNRHA. When the emergency condition can be abated, but additional repairs are required, and cannot be safely and effectively performed at the time, the situation should be abated, the additional repairs should be documented, and another work order generated as necessary.

If the number of emergency calls is such that the assigned or on-call employee cannot effectively respond to such calls in a timely manner, the affected maintenance employee shall contact his/her supervisor when the required and appropriate action is unclear.

Non-Service Request Work Orders

Work activities and projects applicable to non-service request work orders will be assigned by the Maintenance Supervisors and shall be completed in a manner that is consistent with the type of work, and the best utilization and availability of labor and monetary resources.

Work Order Documentation

Upon completion of any work, the Maintenance employee shall use the electronic work order system, to record all service-related work activities and charges.

If the work order is for a resident request for service, the resident, if present, will be asked to sign the work order acknowledging the scope of work completed and the status



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of any outstanding work. If the resident is not present, the maintenance employee will leave a pre-printed service card indicating the name of the employee that serviced the work order, the date and time the service was performed and the status of any outstanding work, and any other pertinent information.

The employee shall ensure that the electronic work order is completely filled out, and sent to the supervisor for approval.

This information shall be used for a variety of purposes, including reporting time and distribution for payroll, reporting time and costs expended per employee, development, and activity, and other reporting as applicable by supervisors and upper-level management review.

Record Maintenance

All service requests must be forwarded to the work order call center for dispatch and record updates and maintenance. Call Center staff will enter the service request into the automated maintenance work order system, and will process the service request according to its work order priority. The call center will dispatch the service request work order to the applicable maintenance employee or maintenance supervisor.

It is the responsibility of the Call Center to ensure the expeditious computer input, issuance, and update of all work orders. The maintenance supervisor and manager shall be responsible for reviewing the status of any outstanding service request work orders, and informing the applicable employee and supervisor of instances where such work orders are approaching or have exceeded the applicable standards.

5.0 MAINTENANCE WORK PRIORITIES

SNRHA is committed to delivering proficient maintenance services based on need and operational efficiency.

All maintenance activities will be processed, scheduled, and completed in accordance with this plan. However, appropriate discretion is expected in responding to non-emergency repairs or work activities necessary to achieve the best utilization of available resources and provide the best results overall.

SNRHA will prepare routine maintenance schedules for the maintenance of its properties that will ensure their continued attractiveness and marketability, structural soundness, and livability. The Director of Operations, with cooperation from the managers and maintenance supervisors, shall be responsible for the development of such maintenance schedules.



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The priority level is the primary determining factor in facilitating this commitment. Accordingly, SNRHA has established the following maintenance priorities and definitions and listed them in the intended order of response. [Refer to Priority Examples]:

5.1 EMERGENCY

Any situation that threatens life or safety, or may cause serious damage to the property structure or systems if not immediately abated or repairs are unduly delayed, or precludes the unit's safe and/or sanitary use by the resident shall be defined as an "Emergency". Emergencies are the highest priority source of work.

If a maintenance employee is confronted with a situation that may be considered an "Emergency", but is unsure, the employee is expected to consult with his or her immediate supervisor or manager. If his or her immediate supervisor or manager is not available, the employee shall treat the situation as an "Emergency".

All emergencies must be responded to expeditiously and all steps necessary to abate the emergency condition must be initiated immediately. In abating the situation, the maintenance employee shall take all reasonable steps to complete all required and appropriate repairs, provided such repairs are necessary to abate the situation, or such repairs can be performed without unduly delaying other pending emergency conditions, or causing unnecessary additional cost to SNRHA.

When conditions can be abated, but additional repairs are required, and cannot be safely and effectively performed at the time, the situation should be abated and the additional repairs should be referred for rescheduling as necessary.

Specific Service Work Orders will be created individually for the purpose of documenting and assigning such work activities and accounting for all related labor and material costs.

Emergencies must be corrected or abated within 24 hours.

5.2 URGENT

Any situation, not deemed to be an emergency, but is deemed to be of significant concern given the potential adverse impact to the resident and/or SNRHA property shall be defined as "Urgent".



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This priority category principally refers to resident-generated work requests that are non-emergencies that cannot be planned in advance or responded to before a resident calls but would present significant concerns to the Resident and/or SNRHA if not resolved promptly.

Specific Service Work Orders will be created individually for the purpose of documenting and assigning such work activities and accounting for all related labor and materials costs.

Urgent situations will normally be corrected or abated within seventy-two (72) hours (three days). Response to such situations arising after normal work hours will be postponed until such time as they can be corrected or abated during normal work hours. However, in such situations where it would be impractical to correct or abate the situation within seventy-two (72) hours due to weekends or holidays, the maintenance staff may respond within such period during off duty hours and will consider such situation as an emergency for the purposes of these procedures.

5.3 ROUTINE

Any situation that is deemed to be of less than significant concern given the potential adverse impact to the resident and/or SNRHA property and is not more appropriately categorized as any other work priority shall be defined as “Routine”.

These situations will not be given a priority over work categorized as Vacancy and Preventive, but shall be completed in coordination with such activities so as to achieve both good resident service and a maintenance system that completes the most important work first and in the most cost-effective manner.

Specific Service Work Orders will be created individually for the purpose of documenting and assigning such work activities, and accounting for all related labor and material costs.

Routine work will be completed within ten (10) working days.

5.4 VACANCY

Unit “Vacancy” work activities are those identified as part of the move-out inspection. Upon becoming vacant, staff will take photos of address and of all defects and upload to Yardi or as soon as possible, but no later than two (2) working days thereafter, the manager, in concert with the maintenance supervisor as deemed necessary, will perform a move-out inspection of such vacant unit and will prepare or cause to be prepared, a punch list of items to be repaired, and/or replaced in the vacant unit. This move-out inspection shall be used in connection with determining any costs to be reimbursed by



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the tenant, and the accompanying list shall be the basis of work required to “make ready” the unit for occupancy. Upon completion of the inspection, the inspection results will be entered into the work order system and a work order will be issued for the unit to be made ready for occupancy.

Specific Service Work Orders will be created individually for the purpose of documenting and assigning such work activities, and accounting for all related labor and material costs.

Vacant units shall be made ready for occupancy as soon as practical, but within not more than ten (10) calendar days, staff will take photos of finished unit and upload them in Yardi in order to ensure that the maximum number of vacant units are readily available for show and immediate occupancy to potential residents, thereby maximizing SNRHA’s rental income, and ensuring a safe and attractive environment for current residents. Priority shall be further determined based on the potential of immediate occupancy. Maintenance employees shall also assist in efforts to ensure that vacant units are occupied within twenty-one (21) calendar days of the vacate date.

5.5 PREVENTIVE (MAINTENANCE)

Those activities that are performed on a regular (periodic) schedule, such as annually or quarterly, that are intended to ensure the continual and trouble-free operation of Major systems or equipment of units, buildings, and/or other common areas shall be defined as “Preventive”.

The goal of the SNRHA preventive maintenance program is to detect and correct minor deficiencies so that major repairs and failures are reduced to a minimum. Preventive maintenance is a planned maintenance activity. With a schedule, the SNRHA preventive maintenance program is a proactive approach that calls for the regular servicing of all systems and units.

The preventive maintenance program at SNRHA includes the inspection, monitoring, and care of facilities and equipment. This enables the maintenance staff to maintain properties/equipment and reduce future emergency maintenance and/or major structural or system failures. Preventive maintenance will minimize the amount of regular maintenance and extraordinary repairs, and will extend the life cycle of facilities and equipment.



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Preventive maintenance shall be performed in accordance with established schedules. SNRHA has developed a preventive maintenance schedule for each development that will enable the maintenance staff to perform the required preventive maintenance activities on a weekly basis in conjunction with the normal routine work orders and emergency work orders without disruption or creating a demand for overtime to accomplish the task.

Filters for the HVAC units will be changed on a regular basis approximating a monthly recurrence, and all evaporative coolers and air conditioners will be serviced annually. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety and plumbing.

The development of this schedule begins with:

- Identification of each system/unit
 - Date for service
 - Service Intervals
 - Tasks or Actions needed
 - General Operating Systems

The heart of any preventive maintenance program is a schedule that calls for the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority of SNRHA.

The systems covered by the preventive maintenance program include but are not limited to:

- Catch basins
- Condensate pumps
- Electric transformers and emergency generators
- Emergency lighting
- Exhaust fans
- Exterior lights
- Fire Extinguishers and other life safety systems
- Water heaters
- Heating plants
- Mechanical equipment and vehicles
- Sanitary drains
- Air Conditioning equipment
- Domestic water
- Inspections



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- Structure Surface Paint and Reconditioning
- Evaporative Coolers

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will be listed as well so that they will be on hand when needed.

An assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

The units covered by the preventive maintenance program include the occupied unit. Residential units unoccupied, undergoing vacancy turnaround or modernization, will be scheduled for preventive maintenance no sooner than 90 days after occupancy but not longer than 12 months after occupancy.

Roof Repairs / Replacement

Maintenance of roofs requires inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies.

The Director of Operations is responsible for the development of a roof maintenance plan that includes these features:

- The type, area, and age of roof
- Warranties and/or guarantees in effect
- Company that installed the roof
- Expected useful life of roof
- History of maintenance and repair
- Inspection Schedule
- Replacement Schedule

The housing authority maintenance staff will usually undertake only minor roof repairs. Therefore, there should be a list of approved roofing contractors to take on more serious problems for roofs no longer under warranty.



Vehicle / Equipment Maintenance

SNRHA will protect the investment it has made in vehicles and other motorized equipment by effecting a comprehensive maintenance program. The vehicles and equipment to be covered include:

- Cars, trucks, and vans
- Tractors
- Bobcats
- Leaf blowers
- Weed cutters
- Lawn mowers
- Chain saws

The Director of Operations is responsible for the development of this plan, which shall contain components for minimal routine service as well as servicing for seasonal use. Serviceable components for each vehicle or piece of motorized equipment will be listed in the plan along with the type and frequency of service required.

Any employee that operates a vehicle or piece of motorized equipment must have the required license or certification.

Lead-Based Paint

SNRHA is committed to controlling lead-based paint hazards in all its dwellings, especially family dwellings constructed before 1978. If any hazards are discovered, the Authority will develop a plan to abate the hazard. The Manager shall have the authority and responsibility to direct all activities associated with lead hazard control. The control plan will include such activities as:

- Detecting the possible presence of lead paint
- Protection of residents and workers from lead-based paint hazards
- Surface protection of non-painted surfaces
- Equipment use and care
- Paint Quality
- Method of application

Other responsibilities include directing training sessions, issuing special work orders, informing residents, responding to cases of children with elevated blood lead levels, correcting lead-based paint hazards on an emergency repair basis, and any other efforts that may be appropriate.

SNRHA's plan to control such hazards is detailed in a risk assessment report and lead hazard control plan.



Life safety Systems

SNRHA shall have a comprehensive program for the maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Director of Operations with cooperation of the Managers and Maintenance Supervisors shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plan will be:

- Fire alarm and fire alarm systems
- Fire extinguishers
- Fire hoses
- Emergency Generators
- Smoke/CO detectors
- Sprinkler systems

The plan will include the required testing and servicing as required by manufacturer’s recommendations. It will also include a determination of the most reliable and cost-effective way to perform the work including the decision to hire a contractor.

5.6 RECURRING (CYCLICAL)

SNRHA includes in the “Recurring” work category all tasks that can be anticipated and put on a regular timetable for completion and are typically scheduled by the applicable maintenance supervisor. Most of these routine tasks are those that contribute to the curb appeal and marketability of the property.

Standing work orders that are open-ended and are non-specific as they relate to work projects have been created for the purpose of accounting for these types of labor and material costs. Standing work order activities shall be reported on daily time sheets and submitted to the maintenance supervisor to update the work order system.

Recurring work activities shall be performed in accordance with established schedules and applicable work standards.

5.7 ANNUAL (UPCS INSPECTIONS)

Activities involving the repair and correction of UPCS deficiencies identified in a physical inspection of a unit, building, system, and/or common area shall be defined as “Annual” or “Inspection”. Annual inspection (UPCS) deficiencies that are deemed to be health and safety deficiencies shall be assigned Emergency priority status and abated within twenty-four (24) hours. All other deficiencies, and subsequent work activities, shall be corrected in accordance with the guidelines defined above that best fit the outstanding work activities.



5.8 SYSTEMS

Domestic water, electrical systems, elevators, emergency power, exhaust systems, fire protection, HVAC, and Sanitary systems.

5.9 DEFERRED

Those projects or activities are typically of such scope and expanse as to require considerable funds and/or significant coordination of resources (internal and external), but which pose no immediate threat to the residents or structures shall be defined as “Deferred”. These activities are normally based on observed deficiencies reported by staff and are planned and budgeted in concert with future projects, and completed accordingly.

Specific work orders are created individually for the purpose of documenting the need for such work, and accounting for these types of labor and material costs.

Completion standards for these projects will be job specific and established at the time such projects are initiated.

5.10 CAPITAL FUNDS (COMP GRANT/FORCE ACCOUNT)

“Capital funds” projects or activities are similar in most aspects to those of deferred projects or activities, but are generally identified in SNRHA’s long-range plan and are specifically aligned with capital type improvements, and are budgeted and appropriately aligned with specific capital funding.

Specific Work Orders are created individually for the purpose of documenting the need for such work, and accounting for these types of labor and material costs.

Completion standards for those projects will be job specific and established at the time such projects are initiated.

6.0 GENERAL

6.1 WORK PLANNING

SNRHA will develop and maintain a work plan necessary to ensure the most cost-effective use of Authority resources and maximum useful life of Authority properties.



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The work plan shall address the following:

- A property maintenance standard
- An estimate of the work required to bring the property to the maintenance standard
- An estimate of the work required to keep the property at the maintenance standard including routine and preventive maintenance workloads, vacant unit turnaround, inspection requirements and resident on-demand work
- An estimate of the ongoing cost of operating the property at the maintenance standard
- A market analysis of the property to determine if there are any capital improvements needed to make the property more competitive
- A cost estimate to provide the specified capital improvements
- A revised work plan and cost estimate of maintaining the property at an improved standard

By developing a work plan, the Authority will be able to anticipate its staff, equipment and materials needs. It will also be possible to determine need for contracting particular services.

The complexity of maintenance delivery is determined by a number of factors, including the number of units in inventory, the age of the units/buildings, the family characteristics (Family/Elderly), the complexity of building systems, the building structure, the landscaping, the location of units, and the budget limitations.

The use of Capital Improvement funds for capital work will have a positive impact on day-to-day maintenance workloads.

SNRHA's budget is a function of planning, and has been developed based upon the established goals, schedule, staff requirements, and known funding sources. SNRHA believes it has developed a fiscally responsible budget.

6.2 TRAINING AND SUPPORT

SNRHA recognizes the importance of providing maintenance staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures needed to perform to the best of their abilities and in a safe and efficient manner.

SNRHA will assist the employees in achieving these objectives by making some training available to the employees at its own cost, and each maintenance employee will be expected to participate in at least 32 hours of training annually. [Voluntary and mandatory (on the job) training]



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SNRHA is responsible for developing a training plan for the maintenance staff and working with the human resources and risk management departments to identify the means of delivering the training. SNRHA insurance provider will also be consulted in the development of the training plan as applicable.

Training topics will include, but are not limited to:

- Technical/Craft Skills:
 - Plumbing
 - Heating
 - Air Conditioning/Refrigeration
 - Gas/Electrical Appliances
 - Electrical
 - Carpentry
 - Major Equipment/Systems
 - UPCS/Inspections
 - Computer Applications
 - Landscape
 - Power Tools & Equipment Operation
- Safety:
 - Power Tools & Equipment
 - Electrical
 - Ladder & Scaffolding
 - Shoring
 - Lifting
 - Chemicals
 - First Aid/CPR
 - Airborne and Bloodborne Pathogens

6.3 QUALITY CONTROL

The Quality Control (QC) reviews are used to verify the quality and quantity of Inspections and repair work being performed. The QC reviews will be performed by Managers, Maintenance Supervisors, or other designated persons. The QC reviews will consist of a random selection of at least 10% each of all inspections and completed work orders. The QC review of maintenance work activities will be used to verify the actual quality and quantity of materials used, time expended, and work completed, and the demonstrated or applied skill level and knowledge applicable to the work completed. The QC review of inspections will verify the accuracy of the inspection and process the information into a work order. The comprehensive QC program includes uniform spot checks to ensure work performed by all maintenance employees and teams meet established work standards. Maintenance staff will be held accountable for acceptable productivity, materials and supplies issued to them, and the quality of the work done.



6.4 **STAFF ALLOCATION & RESPONSIBILITIES**

Executive Staff

The Executive Director is responsible for the day-to-day operations of the housing authority. The Executive Director establishes procedures to implement policies instituted by the Board of Commissioners. All staff are responsible to the Executive Director, or his/her designee.

Maintenance Activities

The Director of Operations, in cooperation with the Managers and Maintenance Supervisors, shall be responsible for the development of a routine maintenance schedule that shall include the following:

- A clearly articulated standard of appearance for the grounds that acknowledges but is not limited to HUD and local code standards
- A list of tasks that are required to maintain those standards and the frequency with which the tasks must be performed
- The equipment, materials, and supplies required to perform related tasks, and a schedule for their maintenance and procurement.

SNRHA's strategy for meeting the day-to-day maintenance needs of the properties is to assign specific supervision and maintenance staff to area developments based on size, location and complexity of the developments. Staff will be assigned based on demonstrated need and issued work orders in coordination with management, supervision, and availability of resources. Employees will be assigned primary responsibility at specific developments, but shall also share responsibility for all developments at the discretion of the supervisor and overall needs of the division. As such, daily work assignments shall be reallocated as necessary based on outstanding needs and demands, and available resources.

Each supervisor shall also be responsible for the activities and staff applicable to the developments within the assigned area.

Grounds

The maintenance staff shall be responsible for maintaining the general appearance of all developments by keeping the areas clean and free from debris. They will also maintain the lawns and planter areas keeping them neatly mowed, trimmed, and green, and will be responsible for pruning of trees and shrubs and removal and replacement of plants as necessary. In order to maintain the standard, it will be necessary to observe the areas daily and identify work to be accomplished as well as identify short- and long-term work



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requirements based on the condition of the property and establish guidelines and identify appropriate action plan to accomplish objectives.

Work Order Call Center

The work Order Call Center shall receive, enter the required work order requests and dispatch work orders to the appropriate staff as received.

6.5 PROCUREMENT SERVICES

SNRHA Procurement Policy will be applied to all purchases of materials, supplies, and services.

Based upon an analysis of the consumption and the use of materials and supplies from the previous year, SNRHA budgets items to be consumed based upon the continued and expanding emphasis of SNRHA's maintenance program.

Contracted Services

Once a decision has been made to hire a contractor, the process set out in SNRHA's procurement policy will be used. These procedures vary depending on the expected dollar amount of the contract. The manager will work with the procurement department to facilitate the contract award.

All contractors are (shall be) selected with the competitive-proposal method and the total amount of the contract is to be within the confines of the annual operating budget.

Inventory Control

The inventory control process will start with the procurement of materials and supplies. The system will identify the inventory level for all parts and materials. Managers in cooperation with the Maintenance Supervisor will be responsible for the overall ordering and control of materials and supplies and will be responsible for the inventoried supplies and materials once they are delivered to their location.

Materials

Each maintenance employee will maintain a materials and supply stock on their vehicles. The stocked items will be used as needed to fulfill work order activities. Tracking and control of materials issued to the employee shall be the responsibility of the employee once the materials and supplies have been delivered. All materials and supplies used must be assigned to a work order activity.



6.6 CONTRACTED SERVICES

SNRHA will contract for maintenance services when it is in the best interest of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is cost-effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the Authority will decide whether it will be cost-effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in SNRHA’s procurement policy will be used. These procedures vary depending on the expected dollar amount of the contract. The Manager and Maintenance Supervisor will work with the Procurement department to facilitate the contract award. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the Authority to get the work product it requires.

SNRHA currently has contracts with outside firms to provide carpet installation and restoration, bathtub resurfacing, pool maintenance, Pest control, Pigeon abatement, cleaning services, fire extinguishers, etc.

6.7 TOOLS AND EQUIPMENT

Tools required to perform the job duties will be assigned to all maintenance staff. The Maintenance Supervisors will control specialized equipment.

7.0 MAINTENANCE POLICIES

7.1 GENERAL

The purpose of these policies is to provide general standards and guidelines relative to the Resident’s responsibilities for the care, maintenance, and structural uniformity and integrity of our properties. Some of these provisions are also addressed in the House Rules as well as the Dwelling Lease. These policies relate to and are included here:

7.2 SNRHA OBLIGATIONS

SNRHA shall maintain SNRHA premises, including grounds, structures, materials and equipment, including safety devices, which are owned, maintained, and/or operated by, and the responsibility of SNRHA, in a decent, safe, and sanitary condition and in good repair, and make all applicable repairs as necessary in a timely and effective manner.



7.3 RESIDENT OBLIGATIONS

The Resident shall abide by their lease agreement and all necessary and reasonable regulations including but not limited to current Housing Rules and shall keep the SNRHA Premises and such other areas as may be assigned to the resident in a clean and safe condition consistent with the SNRHA’s housekeeping standards and objectives.

7.4 CATASTROPHIC CONDITIONS

In the event that a unit is unsafe, unhealthful, or otherwise uninhabitable due to fire, water, wind, or other damage, SNRHA shall assist the Resident in arranging temporary housing.

Managers/maintenance supervisors will confirm unsafe, unhealthful or uninhabitable conditions. Maintenance staff will make every effort to protect the property. Using tarps for leaking roofs, boarding up windows and doors as required.

If it is determined that the resident’s unit is expected to be uninhabitable for less than two (2) weeks, SNRHA will arrange temporary housing at a local motel within reasonable proximity of the Resident’s unit.

If it is determined that the resident’s unit is expected to be uninhabitable for an extended period (normally two weeks or more), the resident will be transferred to an appropriate-sized unit within the development where possible, or, if unavailable, another low-rent housing unit where applicable.

SNRHA shall also provide a modest daily subsidy for food (meals), clothing, and toiletries, as may be applicable given the extent, and cause of the damage.

If the resident’s personal property is rendered unsafe or unhealthful by any expert or official competent in such matters, such property shall be properly disposed of in a prompt and efficient manner.

It is highly suggested that residents purchase “Renters Insurance” to cover personal property.

If the loss of Resident’s housing and/or personal property is determined to be caused by, or otherwise the responsibility of the resident, the resident shall assume responsibility for all costs incurred by SNRHA relative to such property loss and/or restoration, including loss of rent, and any amounts expended on behalf of the resident associated with temporary accommodations.



7.5 ALTERATIONS

The resident shall not repair, remove, or otherwise alter or modify SNRHA premises, or cause such actions to occur, except as specifically addressed herein, without prior written consent of SNRHA (Designated representatives of Management) and shall report any inoperable equipment or damage to SNRHA premises immediately.

The resident shall not puncture, penetrate, or otherwise disturb the surface of any wall or ceiling with the exception that the resident may install fixtures in the walls for the purpose of hanging lightweight pictures or similar decorative items, and only those fixtures intended and designed for such purpose shall be used.

The resident shall only use freestanding and unattached items, such as self-contained shelving, lamps, and other items that do not damage walls or other surfaces, within or about SNRHA premises.

7.6 ANTENNAS/SATELLITE RECEIVER

Most developments are equipped with wiring for an antenna or cable television with outlets in each unit. Where such units are so equipped, no satellite receiver or other antenna shall be mounted on or otherwise affixed to SNRHA premises.

In those units where antenna or cable television equipment is not installed, the installation of such equipment may be allowed under the following conditions:

- SNRHA has determined that no alternative means exist to sufficiently accommodate the resident's basic interests in this regard.
- The resident must obtain prior written permission of SNRHA to erect such equipment.
- Such equipment shall not be located on the roof or building of any SNRHA premises.
- All such installation requests must identify the proposed location and type of installation of such equipment and related appurtenances, and the person or company responsible for such installation. Only installations by licensed and professional installers will be approved.
- The resident shall assume full responsibility for any damage to SNRHA premises as a result of any actions related to such installation.
- All such installations shall be in accordance with all applicable SNRHA standards and local building codes, and all costs associated with such installations shall be borne by the resident.
- Before approval of any such installation, the resident shall also submit a deposit in an amount sufficient to cover all costs associated with the removal of such equipment and any restoration of SNRHA premises to its before installation condition.



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SNRHA reserves the right to have such equipment that has been installed improperly or without written SNRHA permission, removed and the unit returned to its original condition, at the resident's expense.

SNRHA is not responsible for antennas or satellite dishes, or any associated components or parts, or any repair, maintenance, or upkeep of such items.

7.7 LOCKS

Residents are not permitted to have their own locks on any doors for the purpose of restricting ingress/egress to any unit or interior or storage room. SNRHA must be able to gain access for routine maintenance and inspections, and in the event of any emergency. SNRHA may allow the installation of certain security equipment under the following conditions.

- Locking/restrictive devices for sliding windows and doors, deadbolts, chains, or other types of security devices for doors, that effectively ensures accessibility when the unit or room is unoccupied.

7.8 DISPOSAL

The proper disposal of all personal trash, debris, and general litter is the responsibility of the resident. The residents are expected to properly dispose of their refuse regularly by depositing such refuse in the trash dumpsters provided by SNRHA within the developments.

Those residents residing in Scattered Site homes must properly contain and deposit such refuse at appointed times and locations on or near the street for pick up by the disposal company.

Residents residing in SNRHA developments shall only dispose of refuse by placing items properly within the trash dumpsters. Such residents are expected to understand that the disposal company will not remove refuse that is not placed into the trash dumpsters. That is too large to completely fit within such dumpsters. Those residents who have individual refuse items too large to fit within the trash dumpster should contact SNRHA's Maintenance Call Center at (702) 477-3100 and ask that SNRHA remove such items. Residents residing in scattered site homes are individually responsible for the proper disposal of such items, regardless of the type or size.

Any unauthorized accumulation of old furniture, appliances, junk, trash, debris, or other refuse in or about a resident's unit must be removed by the resident in a timely manner. If it becomes necessary for SNRHA to remove such items (after giving reasonable notice), SNRHA will charge the resident for the actual cost of removing the items.



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Residents moving out and leaving old furniture, appliances, junk or trash, are subject to the hauling charge at the time the unit is vacated.

7.9 PAINING

SNRHA shall paint each unit's interior not less than once every seven (7) years. SNRHA will also normally paint each unit's interior during any change in occupancy.

Residents may paint the interior walls of their unit, subject to prior approval of SNRHA. If the resident wants to refresh the paint using the same color and type as the original, and such paint is at least 5 years old, SNRHA shall provide the paint, rollers, brushes, and pans, necessary to facilitate such project.

The resident must request and receive prior approval from SNRHA, and sign an agreement accepting full responsibility for such activities. The resident must also ensure that all unpainted surfaces and materials remain unpainted, and subject to subsequent inspection by SNRHA staff, correct any cited deficiencies in a timely manner to the satisfaction of SNRHA.

If a resident undertakes such project without first receiving SNRHA approval, upon SNRHA's awareness of such activity, and formal notification thereof, the resident shall be subject to a deposit in an amount sufficient to facilitate any projected restoration efforts as determined by SNRHA.

7.10 SHELF & WALL COVERINGS & SURFACES

All wall coverings (wallpaper, paneling, contact paper, mirrors, etc.) and shelf liners must be removed, including glue or paste, and the wall returned in good condition, free from holes or other blemishes. (Note: Not allowed in 1st paragraph under alterations).

7.11 CARPETING

Any carpeting installed by the resident, including tack-less strips and staples must be removed.

7.12 LIGHT FIXTURES

The resident must replace all original or equivalent light fixtures, and switch plates.

Maintenance and Repair Charges:

The resident shall pay reasonable charges for maintenance and repair beyond normal wear and tear, and for cleaning and pest control rendered necessary by the acts or failure to act by the Resident, in accordance with the Schedule of charges for Services and Repairs posted in SNRHA's offices and incorporated herein by reference.



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Charges billed to the tenant shall specify the items damaged, corrective action taken, and cost thereof.

7.13 GROUNDS

The resident shall, if in a scattered site unit, maintain fully any lawns, sprinkler heads, shrubbery, grounds, porches, and balconies adjacent to tenant's dwelling as set forth below including but not limited to watering lawns, trees, shrubbery, and plants, and remove all trash from said area regardless of the source.

Ideally, SNRHA would like to convert all of its properties, including scattered home sites, to desert landscaping (Xeriscape), however, the labor and material requirements associated with such activities make these goals unrealistic at this time. SNRHA recognizes that such conservation measures are important to our residents, and as such, the resident may have a particular interest, desire, and resources to affect such modifications on their own. Accordingly, SNRHA shall assist the Resident in such activities by providing the materials necessary to facilitate such results, and will arrange for their delivery to the site.

In order to accomplish this, the resident must submit a formal request to the manager, along with a Xeriscape plan in such detail as to effectively assess the full scope of the modifications as well as the expected results, and the projected timeline for completion, for SNRHA approval. It is understood that such plan must include a significant reduction in lawn surface, and include a reasonable number of plantings so as to be consistent with the local desert environment and provide reasonable appeal for the property.

SNRHA's manager and maintenance supervisor will make any changes in the plan and/or timeline as may be required, approve the plan as applicable, and authorize the resident to proceed.

The Manager shall coordinate the delivery of materials to the site with the resident and the applicable representative of the maintenance staff.

The Manager/Maintenance supervisor shall also coordinate such efforts with the applicable water authority in order to take advantage of any applicable allowances. In such cases where any such allowance exceeds SNRHA's delivery and materials costs, such excess shall be fully applied to the resident's next (and subsequent lease payment(s) as applicable).

The resident shall be required to complete the project in the time allocated and, in the manner, agreed upon, and the resident must notify the manager immediately upon completion of the project. Failure to do so may result in a lease violation.



7.14 SECURITY/SCREEN DOORS

Security/Screen doors shall be provided to all conventional units as funding becomes available. All locking hardware shall be provided and keyed to the residence door locks.

7.15 SECURITY BARS

The resident shall not install security bars.

7.16 ALARM SYSTEMS

The resident shall not install any alarm systems without the written permission of the SNRHA management. All reasonable access to the unit must be provided to the agency for repairs, emergency services, routine and special inspections, etc.

7.17 AIR DUCT CLEANING

SNRHA shall provide air duct cleaning in such situations where medical evidence has been provided to the manager by the resident demonstrating the risk of eminent health risk. The resident must provide a written request for such services prior to any work commencing, and must be deemed reasonable by the authority in accordance with 504 reasonable accommodation requirements.

7.18 STORAGE SHEDS

The resident shall not construct or install storage sheds on any multifamily property. Residents occupying scattered site properties shall provide written request for installing any storage shed structure to the manager. Each request shall be considered on an individual basis. No installation shall commence prior to written approval by the SNRHA representative.



Appendix A



WORK ORDER SYSEM PRIORITY EXAMPLES & DETAILS

EMERGENCY

Such activities include, but are not limited to:

- Fires – The Fire Department at 911 should be called immediately, and the maintenance staff should be notified as soon as possible thereafter.
- Police requested response
- Smoke/CO detectors (missing or inoperative)
- No Air Conditioning (Temperature 90 degrees or above)
- No Heat (Temperatures 55 degrees or below)
- Lockouts (Resident will be required to reimburse the Authority for actual cost of call out.)
- Securing a Unit/Building (Locking an unlocked/open door)
- Major water leaks/usage (Broken water mains, flooding, sprinklers)
- Leaking/inoperative water heaters
- Inoperative refrigerators
- Electrical (Shorts, sparking, burning odor, missing covers/exposed wires, problems affecting all lighting or all outlets, etc.) Where one or more lighting and/or electrical circuits are functioning, emergency maintenance staff will not respond and repairs will be referred to routine maintenance, except where the electrical circuit causes an odor or is smoldering, or where the affected circuit(s) supply electricity to critical appliances such as the refrigerator, or other life support equipment.
- Gas leaks/Odors
- All/Only toilet(s) stopped/inoperable (When one or more toilets in the unit remain operational, such call shall not be considered an emergency; The resident should close water supply valve to affected toilet immediately and use a plunger to stop overflow.)
- Main sewers backed up/overflowing (Plugged up sinks will not be considered an emergency unless they have sewage backing up in them.)
- Evaporative Coolers blowing hot/inoperative
- Broken windows (glass) (not cracked or if only one pane is broken)
- Health and Safety “UPCS” deficiencies
- Overflowing tubs, toilets, sinks, etc. where such condition is continuous due to defective water supply
- Any door or window that cannot be opened or secure
- Elevator entrapment
- Stove/Oven inoperable— (only during Thanksgiving and Christmas)



URGENT

- Mold
- Minor roof leak
- Fire Extinguishers (missing, discharged, expired or inoperative)
- Partial loss of electrical power
- Partial loss of water supply
- Blocked sink, shower or bath
- Cracked windows or windows with one pane broken

VACANCIES

In order to affect the best results, management shall provide prompt and accurate notification of the vacant unit status, and complete unit inspections and personal property inventories in a timely manner.

If such move-out is a result of an eviction or abandonment, the maintenance supervisor shall accompany the manager to determine which property, if any, needs to be stored. An inventory of the personal property left in the unit, and its condition shall be recorded, and a pictorial or video record of the property shall be accomplished. The maintenance staff shall initiate immediate steps to clear the unit of trash and discarded personal effects, and remove, store, and/or dispose of applicable personal property as necessary, and in accordance with established laws and guidelines.

The manager shall make final decision as to what property must be stored; however, the maintenance staff may elect to store all personal property if deemed appropriate.

All arrangements regarding the release and recovery of handling and storage costs related to the residents' personal property, up to and including the date physically reclaimed, shall be coordinated with and approved by the manager, who in turn shall notify the maintenance staff of such arrangements before such property is released to the resident.

The maintenance supervisor will issue copies of the work order, for assignment to applicable staff and shall coordinate work activities among such staff in a manner necessary to affect the greatest degree of efficiency, coordination, and timely results.

The maintenance supervisor shall monitor the progress of the staff and upon completion, shall ensure that all necessary work has been satisfactorily completed and the unit is ready for occupancy. The supervisor shall take appropriate action to correct any outstanding



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deficiencies, and once completed, shall notify the manager that the unit is ready for occupancy. The maintenance supervisor shall ensure that all applicable work order reports have been completed and that the computer system is promptly updated to reflect the new ready status.

The manager shall be informed of the unit's ready status and shall also conduct a pre-move-in inspection to ensure that the unit is ready to show.

To further ensure an acceptable turn-around time consistent with SNRHA goals and standards, maintenance staff shall plan for and schedule vacancy related activities using historic vacancy information, assess projected and current work load demands, estimate resource needs, and schedule reasonably accurate start and completion times.

PREVENTIVE MAINTENANCE

Such activities include, but are not limited to, cleaning surfaces, replacing filters, servicing boilers, air conditioners, fire extinguishers, sewer lines, alarm system testing, etc.

RECURRING (CYCLICAL)

▪ **Pest Control/Extermination**

SNRHA will expend reasonable efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment schedule and application for the eradication of those pests.

Resident cooperation with the extermination plan is essential. Apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment.

▪ **Landscape and Grounds**

Such activities include, but are not limited to:

- Maintain driveways, parking areas, sidewalks, dumpsters and surrounding area in a neat and clean condition
- Maintain health and appearance of lawn areas (mowing, trimming), trees, plants, and shrubs to ensure a high degree of appeal to visitors and resident
- Fertilize lawns, trees, and plants
- Remove and/or replace dead and dying plants
- Maintain, adjust, repair, and/or modify sprinklers to ensure effective and waste-free watering, and minimize erosion and deterioration of adjacent buildings



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- Routinely inspect condition of concrete and asphalt applicable to walkways, patio areas, driveways, and parking and common areas and report deficiencies
- Routinely inspect condition of properties and facilities and report any conditions in need of repair or other corrective measures
- Maintenance of playgrounds, benches and fences
- Building exteriors, interior common areas, and administrative facilities

The appearance of the outside of SNRHA buildings as well as their interior common areas is important to their marketability. Therefore, SNRHA has established a routine maintenance schedule to ensure that they are always maintained in good condition.

The components to be maintained include:

- Lobbies
- Hallways
- Public restrooms
- Lighting fixtures
- Appliances
- Common rooms and community spaces
- Exterior porches and railings
- Building floors and walls
- Windows

▪ **Interior Painting**

The appearance and condition of the paint within each unit is important to unit condition and resident satisfaction. Accordingly, SNRHA will develop a maintenance schedule to ensure that interior paint in resident dwelling units is satisfactorily maintained.

As part of this schedule, painting standards will be developed that include:

- Surface preparation
- Protection of non-painted surfaces
- Color and finish
- Paint quality
- Method of application approved
- Lead paint testing and abatement if required

The schedule will set out the conditions for the consideration of a painting request. These standards include the period of time that has elapsed since the last time the unit was painted. Alternatives for performance of the work will include the conditions under which a resident will be allowed to paint his or her own unit.



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- **Units**
 - Replace filter in each unit in accordance with established preventive maintenance schedule
 - Inspect Smoke/CO detectors and replace units/batteries as necessary, and inspect general condition of unit and report deficiencies.
 - Inspect water heaters for deficiencies
 - Inspect unit for general conditions and report deficiencies



Appendix B



WORK ORDER SYSTEM DATA

The accurate and timely input and update of information in the Work Order system is critical to SNRHA’s operations and reporting perspective, and is crucial to ensuring that the HUD requirements are adhered to and that SNRHA funding is maximized. In order to avoid any potentially related problems, and minimize any added time expended relative to audits and subsequent defensive or corrective actions, SNRHA will take all steps necessary to maintain the reliability of our reporting activities, identify and correct any related deficiencies, and minimize recurring deficiencies, including those identified below.

Maintenance staff shall expeditiously update the work order system and management shall post any related resident charges.

As such, the following general guidelines are to be followed when creating or updating a work order in the system:

- Problem description should define the problem, and not the actual or proposed solution.
- Problem descriptions shall accurately reflect the priority assigned.
- Inspection deficiency work orders should specify the actual deficiency or deficiencies in the problem description.
- All comments inserted in the work order system become a matter of public record and are printed on the actual work order, and are also subject to the review of the resident when the work order is acknowledged by the resident as is our policy and procedure. If such comments are deemed necessary, then they shall be adequately and appropriately stated.
- Review work order information on a regular basis to identify/correct errors.

Additional work orders created as a result of service request work orders, which were initially defined and responded to as emergencies, and subsequently determined to be non-emergencies, or abated work orders with modified non-emergency work pending, are acceptable.

Work order activity shall be periodically reviewed to identify and evaluate any number, type and frequency of service requested work orders to determine any patterns, which might suggest employee, resident and/or equipment deficiencies or problems.

Work orders shall only be cancelled when such cancellation occurs prior to any employee response. At such time, the priority description should be changed to “cancelled”, and the problem description should be amended to reflect the basis for such change, but should retain the original problem. If the work order is being “cancelled” after an employee responds to a service request work order because the problem has since been fixed, abated, or was otherwise erroneously reported, then the work order shall be treated as responded to and effectively completed.



Appendix C



HUD REAC INSPECTION GUIDELINES

GENERAL INFORMATION

Buildings

Freestanding or Attached Structures: Inspectors must adhere to the following guidelines when determining whether and how to inspect freestanding or attached structures:

- a. If storage shed, garage or carport is attached to the exterior of a building and designated for the specific use of a unit, inspect it and record deficiencies in the associated building and unit as applicable.
- b. If storage shed, garage or carport is attached to the exterior of a building and used as common space, record the deficiencies in the associated building and common area as applicable.
- c. If a storage shed or garage is a freestanding building and designated for the use of a specific unit, inspect it and record deficiencies in the associated building and unit as applicable.
- d. If storage shed or garage is a freestanding common building, inspect it as an individual common building and record deficiencies as applicable.
- e. If storage shed, garage or carport is a freestanding structure that does not meet building definition, regardless of whether it is associated with their unit, do not inspect it.

Group Home: The building type for a group home located in a converted single-family house is Single Family.

Building Type: There are two types of buildings that are commonly observed during an inspection:

- a. Permanently Off-Line Building: these are buildings that P/O/A has taken off-line permanently and no longer include in the rent roll reporting (e.g. building scheduled for demolition). These buildings are normally boarded up and isolated by fencing. Do not delete and record these buildings as “uninspectable” prior to generating sample.
- b. Temporary Off-Line Building: These are buildings that the P/O/A has taken off-line temporarily for rehab activities. These buildings are typically 100% vacant and may be boarded up for security purposes. Include these buildings in the profile prior to generating the sample. If selected as a sample building, record the building as “uninspectable” after visual verification and select the next alternate building in the listing. If the inspector cannot meet the building sample requirements, the contract inspector should call his/her help desk and service mortgagee inspector should call REAC TAC for guidance.

Cancellation Inspector: If an inspector must cancel an inspection due to an unexpected emergency, severe weather advisory, or sickness, it is the inspector’s responsibility to notify Help Desk / POA immediately, and secure a REAC TAC # for the subject cancellation.



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POA: If a POA does not show up or cancels a scheduled inspection, the contract inspector should call his/her help desk and service mortgagee inspector should call REAC TAC directly, and secure a REAC TAC # for the subject cancellation.

Inspectors must reschedule any inspection in which residents have not been notified, unless receiving permission to proceed with the inspection from REAC. The contract inspector must contact his/her help desk and service mortgagee inspector must contact REAC TAC immediately for guidance.

Certificate Boilers: A boiler certificate may be issued by a city or state government agency, insurance company or any other entity, which has jurisdiction and/or authority to issue such a certification.

Lead Based Paint Disclosure Form and Inspection Report: Inspectors are required to request the LBP disclosure form and inspection report from the POA for all properties, regardless of the type of resident population, for buildings constructed prior to 1978. A comment must be provided in the Property Information Comments field regarding resident population for elderly only. For the purpose of determining whether the LBP disclosure form and inspection report is applicable, the inspector must use the building construction year not the date of “gut rehab” or other renovations.

Conducting Inspections

All inspectors are required to conduct a REAC inspection by following the same protocol and guidance, and adhering to the same code of conduct, this includes inspection of all five (5) inspectable areas.

Inspectors are required to complete inspections with the assistance of property personnel. Although no specialized equipment other than a DCD is required to conduct a REAC inspection, inspectors should arrive on site prepared to test all smoke detectors, be able to accurately determine door and hallway widths (FHEO surveys), and inspect all applicable areas, including those in which there may be no lighting.

While conducting an inspection, an inspector should not open closed doors within a unit. The resident, if present, or property personnel, is responsible to provide access.

Property personnel throughout the inspection must accompany an inspector. If a property’s personnel do not show up for the inspection, or does not accompany the inspector throughout the entire inspection, the contract inspector must contact his/her help desk and service mortgagee inspector must contact REAC TAC directly and report the inspection as unsuccessful.



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An inspector should inspect no more than the total number of sample units required by the UPCS software. If an inspector cannot meet the sample size after utilizing all sample units and alternates, the contract inspector should immediately contact his/her help desk and service mortgagee inspector must contact REAC TAC for guidance.

Prior to or during the course of the inspection, an inspector must not share sample building or unit numbers with property personnel before the actual inspection of the building or unit. An exception to this policy may be made for properties, which are not master keyed. In such cases, property personnel may be provided with a list of sample units for the purposes of pulling keys, only.

To maintain statistical validity, it is important to select the sample units and alternates in the order in which they are displayed in the “sample units” field. The order of selection within UPCS software is critical. Once the units are properly selected, the order of inspection may be any order the inspector chooses to facilitate the inspection.

Inspectors may not carry a firearm onto a property.

Collaborative Quality Assurance (CQA) reviews are used to evaluate an inspector’s proper interpretation and execution of the inspection protocol. If a protocol question arises in which the inspector disagrees with the CQA inspector, or the inspector has other concerns, the contract inspector may contact his/her help desk and service mortgagee inspector may contact REAC TAC at any time throughout the inspection for guidance.

Duplication of Deficiencies: Inspectors should never record a single identified deficiency in multiple locations. For example, if a pothole in a parking lot is recorded in Potholes / Loose Material, the inspector should not also record the deficiency as Settlement / Heaving or in Cracks. Inspectors should determine the most appropriate location to record the deficiency. However, if an inspectable area deficiency also causes an H & S deficiency, both must be recorded.

Fire Extinguisher: The Local Fire Department, Fire Marshall, and any other entity that has received authorization from local fire department to conduct fire extinguisher inspection may inspect fire extinguishers annually. If the POA cannot provide evidence of the authorization for self-inspection, record as deficiency.

Observed Deficiencies: Inspectors are required to call out all observed deficiencies and their level of severity to property personnel during the inspection. If property personnel become argumentative regarding deficiencies during the course of the inspection, an inspector may complete the inspection without calling out the remainder of the deficiencies.



Occupancy Percentage

The occupancy percentage must be recorded by all inspectors of Multifamily Housing properties. Occupancy percentages may be calculated by dividing the total number of occupied units by the total number of all units, then multiplying the result by 100>

Enter this information in the Comments field of the Property Information Tab as an integer with the

% sign and with no spaces between them (e.g., 87%). Any multifamily Housing property inspection that is uploaded without the occupancy percentage will be rejected.

Office Equipment: Inspectors may not utilize HUD field office or POA office telephone or fax equipment for downloading, uploading, calling or faxing documents.

Property Profile Verification: The inspection protocol requires an inspector to visually verify building count and type, and to confirm participant, certificate, area measures and other building/unit information with the POA, prior to generating the inspection sample. Adding and editing of the information, if necessary, is done at that time. However, inspection data discovered to be in error during the course of the inspection may be edited as necessary with the exception of the building and/or unit count. The contract inspector must contact his/her help desk and service mortgagee inspector must contact REAC TAC and secure a REAC TAC #, before making any changes to the building and/or unit count after sample generation with the exception of the addition of a common building found on a “Single Family Scattered Site”.

Participants

Participants are property contact and must be identified by name, role, organization (where applicable), street and e-mail address, and phone and fax number. At least three participants must be provided. For PIH properties, one of the participants must be “Owner/PHA”. For Multifamily properties, two of the participants must be “Owner” and “Management Agent”.

Scheduling Contractors: Inspections are to be performed during normal business hours, which vary from agency to agency. Inspections may begin at any time the POA and inspector agree upon, the morning inspections usually begin no later than 9am and an afternoon inspection may begin as late as 3pm for a small property, but usually begins by 1pm. The contract inspector must notify his/her help desk and service mortgagee inspector must notify REAC TAC, and secure a REAC TAC #, of any inspection start time that differs from the start time specified in Scheduler prior to the day of the inspection. If an inspector has scheduled two inspections for one day and finishes the morning inspection early, the inspector must not start the second inspection before the start time specified in Scheduler.

If an inspection cannot be completed in one day, it must be completed during the next business day before inspector can start a second inspection.



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If the inspection cannot be completed on contiguous business days, the contract inspector must call their help desk who will request a new inspection number from REAC. The service mortgagee inspector must contact REAC TAC directly and request for a new inspection number. The inspector will have to reschedule the new inspection to a later date.

If an inspection is going to be continued for more than one day, the EH&S form shall be completed and provided to the POA at the end of the first day and at the end of each successive day until the inspection is completed.

Severe Weather Policy: Inspectors should not inspect a property if a “severe weather advisory” is in effect. A severe weather advisory included, but is not limited to, hurricanes, tornadoes, thunderstorms, hail or any other adverse weather condition that would likely endanger the safety of the participants. This also includes a snowstorm in which a severe weather advisory has been issued.

Units

Non-Revenue Units (also known as site manager or staff units): These are units that typically do not produce revenue for the property and are usually occupied by property staff. They may not be shown on the rent roll by the POA but must be included in the building’s unit count and on the all-inclusive list prior to generating the sample. If selected as a sample unit, they must be inspected as per the protocol.

Section 8 Units: Some Multifamily Housing properties do not have a HUD insured mortgage but continue to have HUD assisted Section 8 units (project-based). The POA will typically provide the inspector with this information. Only the Section 8 unit for each building will be counted when establishing the building/unit profile and for sample selection. However, all other inspectable areas of the property must be inspected as per protocol.

Unit Types: There are three types of units that are commonly observed within a building:

- **Occupied Units:** Units presently occupied that must be included in buildings unit count.
- **Vacant Units:** Also known as temporary off-line units. Units currently vacant that are or will be available for rent. They may include fire damaged units and units undergoing rehabilitation and must be included in the building’s unit count.
- **Altered Units:** Also known as permanently off-line units. Units that have been converted from a dwelling unit use to a non-dwelling unit use (e.g. office, community space, police service spaces, etc.). These units should be removed from the building’s unit count, prior to generating sample, and the altered spaces should be considered as building “common space”. If a building contains an altered unit, (s) converted to common space and the building has been selected in the sample, the space must be inspected as common space. If this building is not selected as a sample building, the space does not have to be inspected. Inspector is required to confirm with the POA, the existence of any altered



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units prior to generating sample. If error was made, inspector should record “uninspectable” for this unit, the contract inspector must contact his/her help desk and service mortgagee inspector contact REAC TAC for guidance before proceeding with the inspection.

UPCS Software: As a result of a software update on 9/21/01, sample buildings may now be generated which, contain no sample units. For these sample buildings, only building exterior, common areas, and building systems will be inspected.

Uploading Inspection Data

Inspectors must upload inspection data to REAC within 24 hours from the time of inspection completion. If the inspection cannot be uploaded for technical reasons, the contract inspector must contact his/her help desk and service mortgagee inspector must contact REAC TAC, and secure a TAC# from REAC.

Successfully uploaded inspection may be deleted from the DCD one week after the inspection and after they have been accepted by REAC. It is recommended that inspector save the file on their computer desktop.

Vacant Unit Policy

Multifamily Housing: For all Multifamily Housing properties, vacant units that are included in the random sample will be inspected only at properties with 15% or more vacancy rate.

PIH Housing: Do not inspect vacant units at public housing properties. However, vacant sample units must be visually verified.

If no sample units are available in the sample building, inspector should select an alternate unit of a similar building type. If there are no alternate units available for the similar building type, then select an alternate unit from the next building type group. If there are no alternate units available for selection, the contract inspector must call his/her help desk and service mortgagee inspector must call REAC TAC, and secure a REAC TAC # before proceeding.

Visual Verification

The protocol requires the inspector to walk or drive around the property site to visually verify the existence of all buildings with property personnel, prior to sample generation.

In the case of a “single family scattered sites”, visual verification with property personnel is not required prior to sample generation. For these properties, the inspector may establish the building/unit profile utilizing data provided by the POA, generate the sample, and start the inspection. Building/unit profile information must be visually verified as the inspection



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progresses. The inspector is still responsible for visiting all sites to verify all buildings and units, including those not in the sample. If a common building (no units) is discovered that was not included in the building/unit profile: add the building; change the Reason from Uninspectable field to “Non Entered”; provide an explanation in the building Comments field; and inspect. If an occupied building is discovered that was not included in the building/unit profile, the contract inspector must notify his/her help desk and service mortgagee inspector must notify REAC TAC.

Only properties that are to be inspected on the same day, by the same inspector, may be visually verified at the same time.

Work in Progress: If buildings or units are vacant due to rehab work in progress, they must remain in the building/unit count. If a vacant building is selected as a sample building, visually verify that it is vacant and select an alternate. If a vacant unit is selected as a sample unit, visually verify that it is vacant and select an alternate unit.

If buildings or units are occupied but rehab work is in progress, the inspector must inspect the buildings or units, recording any deficiency as per the UPCS software.

PROPERTY INSPECTABLE AREAS

SITE

Site General Information: Inspectable items such as grounds, Market Appel, and Walkways/Steps recorded as NA without justifiable comment in the Property Comments field will be challenged by PI-Ops after an inspection is uploaded, even when no land owned by the property exists around a building (inner-city property).

The inspector is required to input in the UPCS software the total square footage for parking lots/driveways/roads and walkways/steps. For PIH properties, the inspector should request the square footage information from the POA. For the Multifamily Housing properties, the inspector may request the square footage information from the POA.

For scattered site properties, all individual sites must be inspected whether or not a building on the individual site is in the sample. To determine a deficiency for inspectable items, which use proportionality, evaluate the defect area as a percentage of the total applicable area of all individual sites. All other deficiencies found on any site must be recorded in Site as per protocol.

All roadways and walkways within a property site’s perimeter must be inspected. Deficiencies observed must be recorded as applicable regardless of evidence offered by the POA of public authority (city, county, state, etc.) ownership.



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All roadways and walkways abutting a property site's perimeter that the POA represents as owned and maintained by a public authority need not be inspected.

Proportionality deficiencies must continue to be recorded after the minimum deficiency threshold is reached (10% for Parking Lots/Driveways/Roads and 5% for Walkways/Steps)

Fencing and Gates: Exterior fences, also known as perimeter fences, are generally found along the perimeter of the property. Interior fences are found within the property's perimeter. A security fence could be either an exterior or interior fence but its intended purpose is to provide safety and security for the property residents.

If a property utilizes fencing along its perimeter as an exterior security fence whether owned by the property or not, the fencing must be evaluated for deficiencies.

Privacy fence that is used for privacy of an individual unit should be considered as an interior fence.

GROUND

The Deficiency: Overgrown/Penetrating vegetation is intended to address conditions that have an adverse effect on the physical condition of the property or negatively impact the use of the property by residents. Do not record a deficiency for vegetation intentionally from on walls or fences that is maintained and not adversely affecting the structure or its intended use. Adverse effects can be considered either as visible damage or no visible damage.

Play Areas and Equipment: Inspectors should inspect park benches located within play areas and record deficiencies as Damaged/Broken equipment as applicable. Benches not located within a play area are not inspected.

Walkway/Steps: An inspector should record damage to a concrete slab porch or entry stoop in Walkways/Steps as applicable.

BUILDING EXTERIOR

Doors: as a result of a software update on 9/21/01, sample building may now be generated which contain no sample units. Therefore, door deficiencies may have to be recorded in different inspectable areas depending on whether or not the sample building has sample units to be inspected. Record as follows:

- If a sample building has sample units, record any deficiencies observed on the unit entry doors within the associated units. Do not record deficiencies for unit entry doors on units not in the sample.



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- If a sample building has no sample units to inspect, record any deficiencies observed on any unit entry doors on the building exterior in Building Exterior, Doors and any deficiencies observed on any unit entry doors in common area hall or corridor in Common Areas, Halls/Corridors/Stairs, Doors. Disregard the Note in the Building Exterior, Doors deficiency that says, “This does not include unit doors”.

There are two types of entry doors: (1) A building entry door is a door that leads from the exterior of a building into the interior. (2) A unit entry door is a door that leads from the exterior of a building or from a building common area into a unit. The entry door for a single-family home is considered a unit entry door. Record building exterior entry door as N/A. Interior doors within a building that lead from one common area into another are not considered entry doors.

The Deficiency: Deteriorated/Missing Caulking Seals applies only to entry doors. Entry doors not originally designed with seals are not required by UPCS software to have seals. Inspectors must use their own professional experience and observation to determine whether or not a factory applied seal is or was present. Inspectors should not record a deficiency for missing or deteriorated after-market seals whether applied by property staff or residents.

When the inspector observes light around a closed entry door with a seal that exhibits no evidence of seal damage, record the deficiency as door hardware or door damage for observed light around the door.

FHEO 32” Wide Main Entrance: This inspectable item applies to all occupied building types.

FHEO Obstructed or Missing Accessibility Route to Main Floor entrance: This inspectable item applies to all occupied building types. Each main floor entrance, as defined in FHEO 32” Wide Main entrance above, must have an accessible route to and from it. Accessible routes include a level surface to the door, ramps where necessary and sufficient (36”0) width.

Fire Escapes: All buildings must have acceptable fire exits. Therefore, inspectors must never record fire escapes as N/A.

Foundations: The deficiency Cracks/Gaps are applicable to both foundation walls and floors (structure slabs).

Exterior Outlets: *Ground Fault Interrupter (GFI):* Inoperable GFI outlets located on the building exterior are not a deficiency in the UPCS inspection software but will be recorded as a (Building Exterior, Health and Safety, Hazards, Any Other-This does pose a risk of bodily injury) when observed unless that GFI can be associated with **a specific inspectable area**. Ground Fault Interrupter (GFI) - Inoperable is an automatic non-life-threatening Health and Safety deficiency when recorded.

Lighting: An inspector must inspect all broken lighting fixtures or bulbs on the building’s exterior and record deficiencies in Broken Fixtures/Bulbs as applicable. Site lighting not attached



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to a building must be assigned to nearest building and evaluated as a part of that building's exterior lighting. An exception to this rule is a deficiency for exterior lighting that is controlled (switched) from within individual units. These deficiencies must be recorded in Unit/Lighting of the associated unit.

Roofs: All roofs that have a permanent means of access must be inspected. A stairway leading to a roof, a ladder permanently affixed to a wall, or any other apparatus that does not require the use of a portable ladder is considered a permanent means of access. An inspector is not required to access the roof when a permanent means of access is not available.

The levels of deficiency, Missing/Damaged Shingles, apply to both missing and damaged shingles.

Storage: Not all structures have basements, but may have storage areas, as designated by POA.

Inspectors are required to inspect all areas accordingly.

Wall holes in a building wall that serve an intended use should not be recorded as a deficiency; however, holes that have been abandoned or are no longer serving their intended use must be recorded as a deficiency in Missing Pieces/Holes/Spalling as applicable.

Windows: As a result of a software update on 9/21/01, sample buildings may now be generated which contain no sample units. Therefore, the deficiencies, Broken/Missing/Cracked Panes, Missing/Deteriorated Caulking/Glazing Compound, and Security Bars Prevent Egress may have to be recorded in different inspectable areas depending on whether or not the sample building has sample units to be inspected. Record as follows:

- If a sample building has sample units and common areas, record any sample unit deficiencies observed in the window inspectable defects above within their associated units and common areas deficiencies observed in the common areas inspectable defects within their common area location with one exception; Window screen-related deficiencies observed in sample units and common areas should be recorded in Building Exterior, presently there is no place in unit or common areas window to record window screen-related deficiencies.
- If a sample building has no sample units to inspect, record all window deficiencies observed whether in common areas or any unit in Building Exterior, Windows.

Insulated glass units (thermopane) that show evidence of seal leakage such as condensation or discoloration between the glass panes must be recorded as a Missing/Deteriorated Caulking/Glazing Compound, Level 3 deficiency.

When fixed security bars are present that cover a window that is the only second means of emergency egress from a floor area (room, unit, building) on the third or lower floor, the



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deficiency Security Bars Prevent Egress must be recorded. However, a deficiency must not be recorded for windows that are not large enough or not otherwise designed for egress.

A hasp attached to moveable security bars is not a deficiency provided that the inspector can test the bars to evaluate proper operation. However, a lock on moveable security bars, requiring a key (special tool) to open, whether locked or unlocked at the time of inspection, must be recorded as a Security Bars Prevent Egress deficiency, when the window is the only second means of emergency egress from a floor area on the third or lower floor.

Child Safety window guards should not be considered as “Blocked Egress”.

BUILDING SYSTEMS

Building Systems General Information: As a result of a software update on 9/21/01, sample buildings may now be generated which contain no sample units. In the case where a building system inspectable item (HVAC, Fire Protection, etc.) is located inside a unit and is not visible to the inspector, the protocol requires the inspector to record NOD for the item and make a comment in the Building Comments field identifying which item could not be inspected because it was located in a unit that was not in the sample.

Domestic Water: The extension or drip leg on a pressure relief valve located on a hot water heating system must be no more than 18” from the floor.

Electrical System: The inspector should record electrical deficiencies for electrical equipment that services more than one specific area of the building (main electrical panel) within Building Systems. Electrical deficiencies for electrical equipment that services a specific area of the building (community room, hallway, etc.) should be recorded in their respective locations.

All exterior electrical boxes (see below exception regarding timer and disconnect) below the meter base belong to the property. Exterior Panel boxes contain electrical devices such as fuses or circuit breakers and must be inspected for electrical deficiencies (missing cover, missing breaker, evidence of corrosion, etc.). If the exterior panel box was designed with an internal cover and it is missing, record the deficiency as Missing Cover. If it was not designed to have an internal cover, do not record a deficiency. However, inspector must record any H&S issue such as exposed wires observed on any electrical box that is not locked. Locked exterior panel boxes are not a deficiency if property personnel can quickly provide access. Otherwise, these should be recorded as Blocked.

Access to Electrical Panel: If the first exterior panel box inspected showed no internal cover in the original design, inspector can avoid opening the remaining secure panel boxes that are of the same design.



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All other electrical boxes (interior and exterior) such as timers and disconnects must be inspected provided that doing so will not interrupt electrical service or require the use of tools such as keys for locks, screwdrivers, cutters, etc. For the purpose of clarification, plastic ties are not considered secure locked.

All interior panel boxes must be inspected. Locked interior panel boxes are not a deficiency, if property personnel can quickly provide access. Otherwise, these should be recorded as Blocked Access to Electrical Panel.

A missing elevator motor room control panel cover must be recorded as a Missing Cover deficiency if the control panel was designed to have a cover. If a cover was not part of the design, do not record a deficiency.

Inoperable GFI outlets located on the building exterior are not a deficiency in the UPCS software but may be recorded as a Building Exterior/H&S/Hazards/Other when observed.

Do not inspect Non-POA owned utility boxes. Non-POA utility boxes are any ahead of the meter base.

Emergency Power: The inspectable defect Run-Up Records/Documentation Not Available is applicable to
Emergency generators only.

Fire Protection: Buildings must meet the requirements of local and state fire safety codes. As a result, some buildings have fire extinguishers, while others do not. If fire extinguishers are not present and there is no evidence that they are supposed to be present (mounting brackets, fire cabinets, etc.), it is not a deficiency.

All fire extinguishers observed must be inspected, resident owned and property owned.

Applicability of the definition for Missing/Damaged/Expired Extinguishers:

- **Level 1:** Applies to an individual building with only fire extinguishers and no other fire control system. Record a deficiency if 5% or less if the extinguishers are missing, damaged, or expired.
- **Level 2:** Applies to an individual building regardless of the number of fire control systems. Record a deficiency if more than 5% but no more than 10% of the extinguishers are missing, damaged, or expired.
- **Level 3:** Applies to an individual building regardless of the number of fire control systems. Record a deficiency if more than 10% of the extinguishers are missing, damaged, or expired.

OR



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- **Level 3:** Applies to an individual building regardless of the number of fire control systems where extinguishers are installed in common areas on each floor, typically low-rise/garden apartments and mid/high-rise apartment buildings. Record a deficiency if there is not an operable/non-expired fire extinguisher on each floor. For clarification purposes, the statement applies only if there is evidence that the floor used to have one.

A missing/damaged/expired fire extinguisher in a sample unit should be recorded as a deficiency based on the sample unit's proportional representation of the total number of sample units inspected within an individual building. For example, in a row/townhouse building with 3 sample units, if 2 of the sample units have expired extinguishers, 66% of the extinguishers are deficient, a Level 3 deficiency.

Inspector should track the number of Fire Extinguishers located in each building to determine the level of deficiency. The total number of fire extinguishers for a building shall include, but is not limited to sample unit fire extinguishers and common area fire extinguishers.

When inspecting for hoses, use the inspectable defect, Missing/Damaged Expired Extinguishers to record deficiencies by substituting fire hoses for fire extinguishers within the levels of the deficiency. The UPCS software does not require fire hoses to have inspection tags. Do not record a deficiency for fire hoses with expired or missing tags.

HVAC: HVAC in Building Systems is only N/A when all HVAC systems within a building are located only within the units and are not being used to service common areas.

Sanitary Systems: A missing floor drain cover in a bathroom shall be recorded as a level 3 deficiency. Any damaged drain, manhole or cleanout covers shall be recorded as a level 3 deficiency under “the protective cover missing”.

COMMON AREAS

Common Areas General Information: Medical equipment found in nursing and group homes is not included in the UPCS software and must not be inspected.

It is not a UPCS requirement for POA to provide smoke detectors in common areas. However, if it is there, it must function.

Basement/Garage/Carport: Record common area garage and carport deficiencies in this inspectable item only when these are attached to or within the confines of the building. For freestanding garages, see General Information, Buildings.



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Ceiling: Hole, paint, and water stains/water damage/mold/mildew defects are cumulative when they appear on any one ceiling surface (per room). Smoke, grease or dirt on ceiling surfaces that can be washed off is not considered deteriorated paint. When a repair is done to a textured ceiling (popcorn/stippled) it is very difficult to make the repair blend seamlessly into the surrounding ceiling. The UPCS protocol allows for ant single floor area (room) to have a cumulative total of less than four (4) square feet of this type of ceiling repair. If the repair exceeds four (4) square feet in any single floor area, it will be recorded as a NIS repair in the appropriate area.

Drywall Repair: Sheetrock, tape and mud are the correct materials to repair holes in sheetrock. Simply covering a hole or damaged drywall with plywood/laminate is not correct. The exception to this rule regarding sheetrock repair is for intentional holes in the sheetrock to allow for access to plumbing, electrical, telephone, etc. These access points shall be covered, secured and may use alternate materials other than sheetrock to cover the access point. The inspector will require that a sampling of these access points covers be removed to verify the purpose of cover. The inspector will write up any access point for needing paint if the color does not match the wall color in the area under “needs paint” with the appropriate NIS comment.

FHEO 36” Wide Interior Hallways: This inspectable item only applies to an occupied multi-story building with an elevator. All interior hallways to units and building common areas must be at least 36” wide. For buildings with no elevator, record as N/A.

FHEO Accessible Outside Common Areas: This inspectable item applies to all occupied buildings, regardless of building type, that have areas outside of the building that are commonly used by all residents. Outside common areas include parking lots, freestanding or attached common buildings (laundry building, etc.), patios, and play areas, etc.

Doors: There are two types of entry doors: (1) a building entry door that leads from the exterior of a building into the building interior, and (2) a unit entry door that leads from the exterior of a building or from a building common area into a unit. If an inspector observes a deficiency on the entry door of a single-family building, the deficiency must be recorded under (Unit), (Doors). (Building Exterior), (Doors) would be marked as “NA”.

A lock is not required on any door. If a lock was installed it must be inspected to ensure that it functions as designed with the exception that common area interior doors (not unit entry) may have missing locks. Inspectors must distinguish between locks that are intended to prevent others from entering a room and hardware that allows a door to latch (e.g. knob set or passageway set). Door hardware that is designed to latch and hold the door in place is not a lock and must function as designed.

The deficiency *Deteriorated/Missing Caulking Seals* applies only to entry doors. Entry doors not designed with seals are not required by the UPCS protocol to have seals and shall not be recorded as a deficiency. When the inspector observes light around a closed entry door with a



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seal that exhibits no evidence of seal damage, it is a deficiency that is recorded. Insulated glass and thermal pane doors that show evidence of seal leakage must be recorded as a deficiency. Screen, storm, and security doors are defined as follows and will be inspected as part of the associated Common Area or Unit: A screen door has a screen with or without a locking device. A storm door may have a glass panel but is designed to provide protection to the entry door. A security door is designed to provide added security through strength and has additional locks and/or locking mechanisms. Holes left in doors from removal of hardware must be evaluated as door surface damage. A door missing from its jamb or frame is recorded as [Door is missing] regardless of whether the door is in the immediate area or not. Double doors that serve one door entrance are one door. Record as one missing door if one or both are missing. Doors removed by the property, other than elderly or handicapped units, must have all evidence of their previous existence removed. If most doors are painted or varnished, then any unpainted or unvarnished door is a deficiency. A stick is no longer an acceptable alternative to an inoperable lock for a sliding glass door. It may be used as a secondary only. Doors with auto closing devices will get two (2) attempts for closure. One at 45 degrees and two at 90 degrees. If after two attempts and door fails to latch it is a defect. No repairs are allowed during inspection. Delaminated wood or metal door surfaces that are screwed together is considered a NIS repair. A missing strike/latch plate from a doorframe is a missing hardware deficiency.

Electrical System: The inspector will not record a deficiency for missing covers or exposed bare wiring for low voltage (telephone lines, security systems, etc.) or cable television wiring. Even though non-property utility boxes are not inspected, any observed Health and Safety defects are to be recorded. Health and Safety Life Threatening. Any electrical panel/box that is designed to have an interior cover but the cover is missing; exposing bare wires/connections will be recorded. Electrical panels (breaker/fuse boxes) that are secured at the time of inspection (except for disconnects and timer boxes) must be made accessible. If it is not accessible, it will be recorded as Blocked access to electrical panel. Any foreign materials within the panel to cover or fill a crack is prohibited and considered a NIS repair. Recorded as an H&S-Electrical Hazard. Timer and disconnects that are not secured must be inspected, if the cover is missing a [Building Exterior, Health and Safety, Electrical Hazard, Exposed Bare Wires] deficiency will be recorded. An opening or gap must be measured to be greater than a ¼ inch between the breakers/fuses and internal cover is an electrical hazard. All surfaced mounted electrical devices must be inspected for any missing knockouts. A missing elevator control panel cover must be recorded as a deficiency if the control panel was designed to have a cover. Ground Fault Interrupter (GFI) - Inoperable is an automatic non-life threatening Health and Safety. Inspection of Zip Ties-If the inspector sees a reason why they should be tested (e.g. sun-baked, color is worn and faded, etc.) and when tested it breaks off in their hands and exposes bare electrical wiring or connections it is a defect. Property Authorized Agent (POA) can reset a tripped breaker. The exception to this is the testing of the GFCI and AFCI breakers.

Exit Signs: All exit signs need to be illuminated day and night either internally or externally. Exit signs designed with a testing feature are to be tested and must function as designed.



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Recorded as (Common Area, Health and Safety, Emergency/Fire Exits, Exit Signs).

Floors: Stains on soft flooring (e.g., carpeting) affecting at least 5% but less than 10% of the total similar soft floor material on any single room should be recorded as a Level 1 deficiency. Stains affecting 10% to 100% should be recorded as a Level 2 deficiency. Mismatched floor covering (color/texture) is acceptable in common area if it is less than 5% of a single floor area. If more than 5% it will be recorded as a NIS repair.

Hallways/Stairs: A handrail is required for four or more risers not separated by a landing. Any stairs that are attached to a building that service multiple units will be addressed as Common Areas-Hall/Corridors/Stairs.

HVAC: If a cover is missing on a convection or radiant heat system, it results in sharp edges and a burn hazard. Both are recorded as Health and Safety. Gas HVAC flue vent piping shall be inspected to ensure that it has no gaps in the piping and the piping size runs from either on continuous size or runs from smaller to larger beginning with the smaller piping at the HVAC system.

Kitchen Items: Cabinet deficiencies are based on defects observed on individual components (doors, drawers, or shelves) as a percentage of the same component’s total for the entire cabinet system.

Damaged: One Shelf	Total components: 12=8% damaged= NOD
Damaged: Two Doors	Total components: 20=10% damaged-Level 2
Damaged: Six	Total components: 8=75% damaged=Level 3

Delaminating is to be recorded as cabinet damage. Surface chipping or finish deterioration is not a recordable defect. An exhaust fan in a kitchen that has been intentionally blocked is a deficiency, unless there is an operable window in the kitchen. If the range hood is missing the filter, and there is no operable window in the area, an inoperable Level 3 deficiency shall be recorded.

Stoves: Inspectors will no longer turn on or off ranges/stoves/ovens. The POA must turn on and off and allow inspector to verify appliance functions as intended. Inspectors shall inspect/test both elements in electric ovens. Meaning the broiler and bake elements are to be tested separately. If either element is inoperable, it shall be recorded as a deficiency. If aluminum foil is in the oven or on top of the stove, this is not a defect. In a common area if flammable items are found on top of the stove or stored inside of oven it shall be recorded as a “Hazards-Any Other Hazard”. If the stove is unplugged the inspector shall allow the POA to plug it in for proper testing for correct operation. Burners: If a burners pilot is out on a gas stove a Level 1 shall be recorded, if a burner is inoperable a Level 2 shall be recorded, if 2 or more burners are inoperable a Level 3 shall be recorded.



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Sink: If a kitchen sink has two separate sides, inspectors shall test both drains. Sink sprayers are only evaluated for leaks.

Refrigerator: A one-inch or less split or tear in the gasket that has been repaired is no longer a defect. However, anything other than this will be recorded as a defect.

Laundry: Leaking faucets on laundry tubs are not a recordable deficiency. If an interior dryer vent filter box is properly filled with water and attached to an electric dryer-no deficiency shall be recorded. Gas dryers must be connected and vented to exterior.

Lighting in common areas where light bulbs are inoperable, light bulbs are not to be considered in the cumulative percentage if the fixture is proven operable. The deficiency deals with whether the fixture is broken. Bulbs are not addressed in the definition.

Outlets/Switches: Outlet/Switch if damaged or missing-Level 3 defect. Any burnt outlet will be recorded as a Level 3 Health and Safety Hazard.

Pools and Related Structures: Swimming pools must be operational during the summer season. During the remainder of the year, do not record a deficiency for a pool that is not operational, record as NOD.

Patio/Porch/Balcony: Damage to a concrete slab porch or entry stoop must be recorded in Site, Walkways/Steps unless associated with a unit.

Storage: When there is a storage area designated by the property and it is in the basement, it will be inspected as part of the basement. If the storage area is located elsewhere, unless it is inside a sample unit basement, it is inspected as part of the Common Areas.

Walls: An inspector must evaluate Trim is Damaged or Decayed on any one wall as a percentage of the total trim on that one wall surface. Smoke, grease or dirt on wall surfaces that can be washed off is not deteriorated paint. Firewalls between townhouse units are not evaluated for fire safety as part of the UPCS protocol. Drywall Repair-Sheetrock with mud and or tape is the correct means of repair. The exception to this rule regarding sheetrock repair is for intentional holes in sheetrock to allow for access to plumbing, electrical, telephone, etc. The covers must be secure and painted to match surrounding area. True access panels.

Trash collection Areas: Inspectors must record any trash collection system component (chute, chute door, lock, counterweight, compactor, etc.) that has failed as a Chute Damaged/Missing Component, Level 3 Deficiency.

Windows: All window deficiencies observed in common areas must be recorded in their common area respective locations. See Building Exterior, Windows, for additional guidance. Insulated glass units (thermopane) that show evidence of seal leakage such as condensation or



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discoloration between the glass panes must be recorded as Missing/Deteriorated Caulking/Glazing Compound, Level 3. Child Safety window guards should not be considered as “Blocked Egress”. A stick is no longer an acceptable alternative to an inoperable lock for a window. It may be used as a secondary lock. If window is designed with two locks both must function. Thumb latches are not an acceptable alternative for wood or vinyl windows, however they are an acceptable alternative for aluminum framed windows if they can be operated without the use of a tool. Sash pins are NO LONGER acceptable as a substitute for defective balance (s), or a replacement lock. On third floor and below: Windows that cannot be opened will be recorded as a Blocked Egress Health and Safety.

UNIT

Unit General Information: Refrigerators, stoves, and window air conditioners owned by the resident must be inspected and deficiencies recorded as if the appliances were owned by the property.

The POA must provide access to all building common spaces and sample units within each building. In addition, within each sample unit, all rooms and closets must be accessible or the inspector must select an alternate unit. Inspectors are not required to move furniture to gain access to an inspectable area. If property personnel or the resident will not move the furniture or open a closed door to provide access, the inspector must select an alternate unit.

For client rooms, record a kitchen or bathroom in a sample unit when it may be accessed only through the unit. If a kitchen or bathroom is accessed through a common area, deficiencies must be recorded appropriately in Common Area. If no kitchen or bathroom may be accessed through the unit, record N/A for kitchen and/or bathroom as applicable.

If a utility has been disconnected in a sample unit, record the unit as uninspectable, reason “Other Hazard”, and select an alternate unit. In the unit Comments field, indicate which utility was disconnected. For Multifamily Housing properties, inspector will need to inspect units with disconnected utility if vacancy rate percentage exceeds 15% for the property.

Bathroom: All sinks, showers and tubs must be inspected by operating the hot and cold-water faucets or controls. If no sinks or tubs in the unit have hot water, the inspector will record a defect for an inoperable water heater and will not record a defect for each of the sinks and/or tubs in the unit. A missing or inoperable mechanical stopper shall be recorded as a defect. A mechanical sink stopper must be completely removed if replaced with a rubber stopper or be recorded as a defect. Showerheads that leak are either a Level 1 defect “contained” or Level 3 defect “uncontained”. A missing showerhead is a Level 3 defect. The inspector can allow the POA to turn on the valve to allow proper testing of the sink or toilet. A missing shower floor drain cover is a defect.

Do not record a Ventilation/Exhaust System Inoperable deficiency for bathrooms constructed without either an exhaust fan or window.



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If a roof exhaust fan, which vents bathrooms in a high rise, has failed, record a Systems, Exhaust System, Roof Exhaust fan Inoperable, Level 3 deficiency for the roof exhaust fan but do not record a deficiency for each unit bathroom that the roof exhaust fan serves.

Call-For-Aid: If a call-for-aid system is designed to have a pull string from the call switch, the string must be present and fully extended (baseboard height) or an Inoperable, Level 3 deficiency must be recorded.

Ceiling Hole, paint, and water stains/water damage/mold/mildew defects are cumulative when they appear on any one ceiling surface (per room).

Smoke, grease, dirt on ceiling surfaces that can be washed off is not considered “deteriorated” paint.

The levels of the deficiency: Ceiling – Holes/Missing Tiles/Panels/Cracks, apply to both missing and damaged ceiling tiles and panels.

Doors: If a majority of doors within a unit are painted or varnished, then any unpainted or unvarnished door must be recorded as a Damaged Surface – Holes/Paint/Rusting/Glass, Level 3 deficiency. If a majority is unpainted or unvarnished, do not record a deficiency.

Do not record unit entrance door deficiency for units that are not in sample.

Locks are not required on doors, but if a lock was installed, it must be inspected to ensure that it functions as designed, with three exceptions:

- Common area interior doors (not unit entry) may have missing locks.
- 504 units may have missing locks.
- Public Housing bedroom doors may have missing or damaged locks.

Inspectors must distinguish between locks, which are intended to prevent others from entering a room, and hardware that allows a door to latch (knob set or passageway set). Door hardware that is designed to latch and hold the door in place is not a lock and must function as designed.

Double-sided keyed knob locks and deadbolts, whether locked or unlocked, when observed on doors that serve as one of the two required means of egress from a floor area, are an H&S, Emergency/Fire Exits, Blocked/Unusable deficiency.

A stick is no longer an acceptable alternative to an inoperable lock for a sliding glass door. A stick may be used as a secondary lock but cannot be used as a primary means of securing door.

Significant peeling/cracking/no paint, rust which affects the integrity of the door surface, or



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broken/missing glass are applicable only to level 3 of the Damaged Surface deficiency. Holes ranging in size from ¼” to 1” on other than a bathroom or entry door are the only Level 2 deficiencies. A missing strike/latch plate from the doorframe shall be recorded as missing hardware.

Screen, storm and security doors are defined as follows:

- A screen door has a screen with or without a locking device.
- A storm door may have a glass panel but is designed to provide protection to the entry door.
- A security door is designed to provide added security through strength and has additional locks and/or other locking mechanisms.

The deficiency Damaged/Missing Screen/Storm/Security Door, Level 1 applies to missing as well as damaged screen and storm doors.

A door missing from its jamb or frame is recorded as a Missing Door regardless of whether or not it is in the immediate area.

Double doors that serve one door entrance are considered to be one door; Record as one missing door if one or both is missing.

Doors removed by property personnel in units, other than elderly or handicapped units, must have all evidence of their previous existence removed. The holes where the hinges were located as well as the mortised area of the hinges and the strike must be filled, sanded, and painted; otherwise record as a Missing Door deficiency.

While conducting an inspection, an inspector should not open closed doors within a unit without the permission of the resident, if present, or property personnel.

Group Homes are special use facilities (not unlike nursing homes); the rule applicable to 504 units should be applied. If management chooses not to allow the clients to have locks on said doors then we do not require them. Inspectors should exercise “professional common sense”.

Electrical System GFI-Inoperable is an automatic non-life threatening health and safety deficiency Level 3 when recorded.

Ground Fault Interrupter (GFI) and Arc Fault Circuit Interrupter (AFCI) circuit breakers in electrical panel boxes must be tested by pushing the test button to trip the breaker and resetting. An opening or gap when measured and found to be greater than a ¼ inch between the breakers/fuses and the internal cover of an electrical panel is an electrical hazard. Level 3 Health and Safety defect.



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Floors: Stains on floor covering depends on stained area. 5-10%-Level 1. 10-50% Level 2. 50-100% Level 3. When determining floor damage severity, the total percentage is based on total area similar materials floor covering in a single room. Mismatched floor covering color/texture is acceptable in a unit if it is less than 5% of a single floor area. More than 5% will be recorded as a Non-Industry Standard (NIS)

Hallways/Stairs: A handrail is required for four or more risers not separated by a landing. Any stairs that are attached to the building that service a single unit will be recorded as part of the individual unit that it services.

Water Heater: The extension or drip leg on a pressure relief valve located on a water heating system must be no more than 18” from the floor or piped to a designed system, otherwise it must be recorded as a deficiency. A water heater is never recorded as NA whether or not the tank is actually located within the unit. Record deficiencies for the hot water system in either Unit/Water heater or System/Domestic Water whichever is most appropriate. A leaking hose bib that services a single unit will be recorded as a defect under Unit-Water Heater. When the hose bib services a single common area or multiple units will be evaluated as System-Domestic Water. Gas water heater vent flue piping shall be inspected to ensure that it has no gaps in the piping (sometimes hidden by tape) and the piping size runs from either one continuous size or runs from smaller to larger beginning with the smaller piping at the water heater.

Kitchen Cabinet deficiencies are based on defects observed on individual components as a percentage of the same components’ total for the entire cabinet system. For example, if 2 drawers and 2 doors (4 components) are damaged in a cabinet system comprised of 8 drawers and 20 doors (28 components), 14% of the cabinets have damage, a Level 2 deficiency.

Delaminating should be recorded as cabinet damage when applicable but surface chipping or finish deterioration is not a recordable defect.

Damage to laminate countertops is only recordable as a deficiency when it occurs below the laminate and 20% or more of the countertop is affected. Level 2 defect.

An exhaust fan in a kitchen that has been intentionally blocked is a Range Hood/Exhaust Fans-Excessive Grease/Inoperable, Level 3 deficiency unless there is an operable window in the kitchen. If the range hood is missing the filter, and there is not an operable window in the area, an inoperable Level 3 defect shall be recorded. When the filter is missing, the inspector will not record a health and safety for sharp edges.

Inspectors will no longer turn on or off any ranges/stoves/ovens. The POA must turn on and off, while allowing inspector to verify. On a gas stove, if a burner(s) is not functioning, the property personnel must be given an opportunity to check the pilot light(s) and re-light it if it is out. If all burners are operable after re-lighting the pilot, record a Range/Stove-Missing/Damaged/Inoperable, Level 1 deficiency. If a burner(s) still does not function, record



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a Level 2 or Level 3 deficiency as applicable. If the POA does not wish to check or light the pilot, record a Level 2 or Level 3 deficiency as applicable. On electric stoves, the inspector will inspect/test both oven elements. If aluminum foil is in the oven or on top of the stove, this is not a defect. Flammable items on top of or inside will be recorded as Hazards-Other Hazards.

Sinks: If a kitchen sink has two separate sides, inspectors shall test both drains to evaluate for leaks. Sink sprayers are only evaluated for leaks.

HVAC System: When a cover is missing on a convection or radiant heat system, a Convection/Radiant Heat System Covers Missing/Damaged, Level 3 deficiency must be recorded. In addition, if sharp edges and/or a burn hazard are present, the inspector must record those hazards manually in H&S, Hazards, Sharp Edges and/or Other *(for burn hazard) as applicable. Gas HVAC flue vent piping shall be inspected to ensure that it has no gaps in the piping (sometimes hidden by tape) and the piping size runs from either one continuous size or runs from smaller to larger beginning with the smaller piping at the HVAC system.

Laundry Area: Leaking faucets on laundry tubs are not a recordable defect in the UPCS software. If an interior dryer vent filter box is properly filled with water and attached to an electric dryer, do not record a defect. These devices are not intended for use on gas dryers. Gas dryers must be vented to the exterior.

Lighting: Fixture/lamp globes or bowls are not considered part of the lighting system. Inspectors are no longer required to inspect rooms designed with no light switch for lighting-related deficiencies. However, the inspector is still required to inspect permanent light fixtures for proper operation per the UPCS definition. A closet is considered as a separate room for light fixture assessments.

Outlets/Switches: The deficiency Missing (Outlets/Switches) pertain to both missing and damaged outlets and switches. Any burnt outlet will be recorded as a Level 3 Health and Safety Hazard.

Patio/Porch/Balcony: Damage to a concrete slab porch or entry stoop must be recorded in Unit-Floors-Patio/Porch/Balcony as applicable.

Record damage to balusters and side rails in Unit-Patio/Porch/Balcony. All other deficiencies observed on unit patios, porches and balconies must be recorded in the associated unit.

Smoke/Carbon Monoxide Detector (s): Smoke detectors within a unit must be operable and located on each living level. Living level is defined as areas where residents spend the majority of their time. Because CO is undetectable through sight, smell, sound, or touch, a device is required to determine the presence of high and dangerous concentrations of CO gas in a residence. The detectors are typically installed outside of sleeping areas in units with fuel-



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fired/burning appliance(s), and/or an attached garage, and installed in bedrooms that contain a fireplace or fuel-fired/burning appliance.

Walls: An inspector must evaluate Damaged/Deteriorated Trim on any one wall as a percentage of the total trim on that one wall surface. Missing trim, previously applied, must also be included. Walls: An inspector must evaluate Trim is Damaged or Decayed on any one wall as a percentage of the total trim on that one wall surface. Smoke, grease or dirt on wall surfaces that can be washed off is not deteriorated paint. Firewalls between townhouse units are not evaluated for fire safety as part of the UPCS protocol. Drywall Repair-Sheetrock with mud and or tape is the correct means of repair. The exception to this rule regarding sheetrock repair is for intentional holes in sheetrock to allow for access to plumbing, electrical, telephone, etc. The covers must be secure and painted to match surrounding area. True access panels.

Smoke, grease or dirt on wall surfaces that can be washed off is not considered “deteriorated” paint.

Windows: All window deficiencies observed in sample units must be recorded in their respective units. Do not inspect windows in units not in the sample; see also Building Exterior, Windows, for additional guidance. All windows in sample units must be inspected (tested). Window screen-related deficiencies observed in sample units should be recorded in “Unit Windows-Screens”. Level 1 defect.

A stick is no longer an acceptable lock for a window; a stick may be used as a secondary lock but cannot be used as a primary means of securing the window.

Applicability of the deficiency inoperable/Not Lockable: For ease of comprehension, the deficiency is broken into two parts: Inoperable addresses the operation of a window (i.e. cannot be opened to closed due to damage to frame, faulty hardware, etc.); and Not Lockable addresses only the lock.

- **Inoperable:** All windows must operate as designed. Record an Inoperable/Not Lockable, Level 1 deficiency for all windows, which do not operate as designed. Except for the following two situations. (1) Windows which are damaged and cannot be opened that provide the only second means of egress from a floor area (room, unit, or building) on the third floor or below must be recorded as an Inoperable/Not Lockable, Level 3 deficiency with an H&S, emergency/Fire Exits, Blocked/Unusable deficiency:
 - (2) Windows, which are damaged and cannot be opened on the fourth floor and above, where there are no other operable windows in the same floor area, must be recorded as an Inoperable. Not Lockable, Level 3 deficiency.
- **Not Lockable:** All windows which are accessible from outside (ground level or by means of an exterior stairway) must be lockable. Record an Inoperable/Not Lockable,



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Level 3 deficiency if they cannot be locked. In addition, all other windows, which are designed to lock, must lock or an Inoperable/Not Lockable, Level 3 deficiency must be recorded. Windows, except those accessible from the outside, that are not designed to lock are not a deficiency.

Insulated Glass units (thermopane) that show evidence of seal leakage such as condensation or discoloration between the glass panes must be recorded as Missing/Deteriorated Caulking/Glazing Compound, Level 3.

When fixed security bars are present, that cover a window that is the only second means of emergency egress from a floor area (room, unit, or building) on the third or lower floor, the deficiency Security Bars Prevent Egress must be recorded. However, a deficiency must not be recorded for windows that are not large enough or not otherwise designed for egress.

A hasp attached to moveable security bars is not a deficiency provided that the inspector can test the bars to evaluate proper operation. However, a lock on moveable security bars, requiring a key (special tool) to open, whether locked or unlocked at the time of inspection, must be recorded as a Security Bars Prevent Egress deficiency, when the window is the only second means of emergency egress from a floor area on the third or lower floor.

Child-Safety window guards should not be considered as “Blocked Egress”.

Industry Standard Repair: All repairs to address UPCS deficiencies in preparation for a REAC inspection shall be made in a good and workmanlike manner with materials that are suitable for the purpose and free from defects. The phrase “good and workmanlike manner” means: a. Ensuring that the component, as repaired, performs its intended function/purpose; and b. Finishing the repair in a manner reasonably compatible with design and quality of the original and adjoining decorative materials.

Clarifying Guidance: Each repair is made in accordance with the industry standard for the inspectable item (e.g., a hole in the drywall is repaired using the same or equivalent materials, materials have the same texture, minimal deviation from and/or have an indistinguishable difference from the original esthetics/appearance.) A deficiency will be recorded for each sub-standard repair made to avoid or disguise an observed deficiency based on the size of the area affected and/or the item inspected.

HEALTH AND SAFETY

When noting the location of a Health and Safety defect, inspector should take caution not to record in the wrong location for that defect.

Emergency/Fire Exits: The Blocked/Unusable (Emergency/fire Exits) deficiency is only applicable to blocked or unusable emergency/fire exits on the third or lower floors. All floor



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areas (room, unit or building) on these floors must have a minimum of two independent unobstructed exits. The deficiency applies as follows:

If the only window in a floor area (room, unit, or building) is blocked by a window air conditioner, furniture, or any other obstruction, including an inoperable window sash and the area has only one exit door, the inspector must record a Blocked/Unusable deficiency.

There are four (4) areas to record Blocked/Unusable (Emergency/fire Exits); (1) H&S – Building Exterior; (2) H&S – Systems; (3) H&S – Common Areas; and (4) H&S – Units. Record where observed.

All Blockages, which limit a person’s ability to exit a room in case of emergency, is considered a deficiency. Professional common sense and inspector knowledge are to be applied.

In the comment field for the deficiency, the inspector should explicitly state why the obstruction prevents egress. If a resident could easily climb over or otherwise traverse the furniture or obstruction, there is no deficiency. Keep in mind the property’s resident population (family, elderly, handicapped, etc.), when making a determination of this defect.

Common Area Doors-Blocked Fire Exits with Double Keyed Deadbolts:

Double-sided keyed deadbolt locks in Common Areas are an EH&S deficiency when they serve as the entrance or exit points for residential units into hallways, lobbies, stairways, and similar areas. This does not apply to common areas in residential buildings that are not the intended egress for residential units such as laundry rooms, shops, and offices.

Unit Doors-Blocked Fire Exits with Double Keyed Deadbolts: Double-sided keyed knob locks and deadbolts, when observed on doors that serve as one of the two required means of egress from a unit floor area, are a Health & Safety, Emergency/Fire Exits, Blocked/Unusable defect. This applies to all doors on all floors that serve as a main or primary means of exit. A primary exit door is the main means of egress from a floor area such as a bedroom, kitchen, or living room.

Flammable Materials: If an inspector observes flammable materials still in the original container (such as, but not limited to: hair spray, other types of aerosol cans, fingernail polish remover, butane lighter fluid, charcoal lighter fluid, paint thinner, etc.), and they are being stored in a safe place (such as under a kitchen sink, hall closet, etc.), then an inspector should not record a defect. If the above items are being stored in close proximity to an open flame, electrical or heat source (such as, but not limited to: a gas hot water heater, a gas HVAC unit, electric heaters, electrical switches/outlets, electrical panels, lighting, etc.), then it will be recorded as a defect.

If easily combustible items (such as, but limited to: paper, plastics, boxes, clothes, etc.), are being stored in close proximity to an open flame or heat source, then it will be recorded as a defect.

Lawnmower/gasoline that is properly stored in a garage is not a defect.



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If a unit has a storage room that is only accessible from outside of the unit (and not accessible from within the unit), then it is not a defect.

Propane tanks or gas power equipment stored outside of a building, but in close proximity to the building is not a defect.

Infestation: If the inspector actually observes bed bugs, he/she will record a Health & Safety-Infestation.



Appendix D



Vacant Unit Procedure

- 1) Once notified of vacancy a Pre-Move Out inspection must be scheduled within 7 days. Use the QC Inspection type to issue a work order in Yardi. Manager will update status in Yardi
- 2) Maintenance Supervisor/Manager will conduct Move-Out Inspection, take photos and upload to Yardi, and reconcile charges.
- 3) Secure unit and change locks or cylinders
- 4) Conduct pest control inspection and schedule vendor with Manager's approval
- 5) Maintenance Supervisor/Manager will give target ready date in Yardi
- 6) Assign staff by work order
- 7) Order materials as necessary
- 8) **TRASH OUT:**
 - a) Complete cleanout including hauling trash and/or furniture
- 9) **MECHANICALS:**
 - a) Service appliances-Stoves: burners, knobs, racks, seals, elements, etc.
 - aa) Refrigerators: gaskets, panels, bulbs, coils, shelves, drawers, handles, etc.
 - bb) Dishwashers: seals, racks, rollers, filters, etc.
 - cc) Microwaves: seal, handle, tray, controls, etc.
 - b) Furnace/air conditioner filters, coils, fan motor, condensation pump/line, controls, etc.
 - c) Water heater valves, water connections, flue, electrical connection, gas connection, etc.
 - d) Exhaust fans-filters, light bulbs, motors, blades
 - e) Dryer vents
- 10) **ELECTRICAL:**
 - a) Repair/replace switches/outlets/GFCI/covers
 - b) Check circuit breakers
 - c) Lighting fixtures and globes/bulbs
 - d) Smoke-c/o detectors- check dates. Only good for 10 years from manufacture date
- 11) **PLUMBING:**
 - a) Repair/replace kitchen sinks-faucets, strainers, drains, garbage disposals, valves
 - b) Repair lavatory sinks-faucets, stoppers, drains, valves
 - c) Repair tubs/showers-faucets, strainers, stoppers, drains, valves
 - d) Repair toilets- valves, ballcocks, seats, flappers, gaskets, bolts
 - e) Repair/replace washing machine bibs and drains
- 12) **GENERAL:**
 - a) Repair/replace doors, hinges/glides, locksets, latches, peepholes, hardware
 - b) Repair/replace windows- screens, glass, locks/latches, blinds or schedule vendor with Manager's



approval

- c) Repair/replace kitchen cabinets, drawers, tracks, hinges, knobs, shelves, finish
- d) Repair/replace countertops or schedule vendor with Manager's approval
- e) Repair/replace bath vanities
- f) Repair/replace flooring-carpet/tiles or schedule vendor with Manager's approval
- g) Repair/replace medicine cabinets
- h) Repair/replace closet shelves, rods
- i) Repair/replace railings/handrails
- j) Repair/replace stair treads

13) **WALLS/CEILINGS/WOODWORK:**

- a) Remove nails/hooks
- b) Repair/replace sheetrock-mud, texture
- c) Repair/replace trim/moldings
- d) Prep area for paint-clean surface with Tri-sodium Phosphate if needed, tape, paper, and drop clothes, shields
- e) Use Kilz 2 to prime stained or repaired areas as needed
- f) Touch up paint or full paint as needed or schedule vendor with Manager's approval
- g) Refinish cabinets as needed

14) **COMMON AREAS:**

- a) Check Fire Extinguisher for current tags and dates on extinguishers. Only good for 10 years from manufacture date
- b) Remove weeds/debris, trim trees, bushes, palms exterior or schedule vendor with Manager's approval
- c) Repair/replace fencing/blocks, concrete or schedule vendor with Manager's approval
- d) Check exterior hose bibs
- e) Repair/replace exterior siding or schedule vendor with Manager's approval
- f) Repair/replace roofing, soffit, fascia or schedule vendor with Manager's approval
- g) Check all electrical connections on exterior for proper installation and tags
- h) Check irrigation system for proper operation
- i) Check for mold in all susceptible areas-abate or schedule vendor with Manager's approval

15) **CLEANING:**

Schedule vendor with Manager's approval.

- a) Refrigerator interior/exterior
- b) Stove interior/exterior
- c) Dishwasher interior/exterior
- d) Microwave interior/exterior
- e) Range hoods-filters
- f) Light Fixture-globes
- g) Cabinets-drawers interior/exterior
- h) Sinks-polish chrome fixtures
- i) Tubs/Showers, door tracks-polish chrome fixtures
- j) Toilets
- k) Medicine Cabinets
- l) Mirrors
- m) Windows/blinds interior/exterior



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- n) Vents
 - o) Ceiling Fans
 - p) Closet Shelves
 - q) Doors interior/exterior
 - r) Flooring-carpet/tiles
 - s) Exterior entry/patio/garage
- 16) Maintenance Supervisor/Manager will conduct final acceptance inspection
- 17) Close work order and update Yardi



Appendix E

Work Order Processing Procedure

PURPOSE: To ensure the timely printing, distribution, completion and close out of all work orders received. To provide a mechanism for conducting quality control to ensure we are providing the highest level of customer service to our clients.

STAFF RESPONSIBLE FOR INITIATING PROCESS: Residents or any SNRHA staff person.

STAFF RESPONSIBLE FOR IMPLEMENTING ACTION: Call Center staff, Maintenance Supervisor, Asset Managers.

STAFF RESPONSIBLE FOR MONITORING: Asset and Property Managers, Maintenance Supervisors, Directors of Affordable and Public Housing Operations or anyone designated in an acting position.

CALL CENTER HOURS AND METHOD OF OPERATION:

- Call Center staff shall answer calls from clients from 7:00am to 5:45pm Monday through Thursday, excluding holidays. Call center phones will be transferred to the answering service at 5:45 p.m. or as soon as possible thereafter.
- Agency staff can call during all working hours using the employee line, 477-3100 or by email to wo_dept@snvrha.org. The answering service will be used to answer calls only when the office is closed for business. This would include approved time for departmental and agency-wide meetings and, or training only.
- Approval for answering service use must be given by the IT Manager prior to forwarding the calls.

PROCESS OF ENTERING SERVICE REQUESTS:

- Residents, a household member, and or staff will place a service request to the call center.
- Service request is entered into Yardi.
- When the work order is generated, a work order number will be given. Work order numbers will be verbally given to each resident at time of initial call.
- All work orders are defaulted with the current date/time and who created the work order.
- All work orders created automatically default to a “call status”, with the exception of Make Ready (vacancies). Make Ready work orders and recurring work orders will appear in the “scheduled status”.
- If the work order is an emergency, it will be dispatched immediately to the Maintenance Supervisor or designee. Call Center staff will attempt to call maintenance supervisor, then manager of site. If unable to reach either, they will send e-mail notifying of the emergency.
- Emergency work orders are date and time sensitive, within (24 hrs.) for completion. All emergency work orders must be turned in immediately for closure upon completion of the abatement. All emergency work orders will be closed daily. If the work was abated, but another work order is needed to complete the repairs, then a new work order needs to be requested from the Call Center. Pay special attention to the call date and time.



- **Inspection work orders are completed through the Yardi Inspection app from a mobile device. Work orders are generated from the application and synced into the Yardi system.**
- After hours staff documentation shall be entered each workday morning with any referrals to the day shift being entered first.

PROCESS OF RETREIVING AND ISSUANCE OF WORK ORDERS:

- Maintenance Supervisor and or designee will run a work order detail report for their properties/AMP daily.
- Work orders are to be pulled, reviewed, scheduled and assigned no later than 8:00 am daily. By placing work order in a “scheduled status”, the Call Center will know that work order has been printed and assigned to staff if resident or staff inquire about status.
- **Manager to email Maintenance Supervisor and all other staff required of a vacancy and release Make Ready vacancy work order. If the Maintenance Supervisor is not informed of a vacancy, the Supervisor will not know the unit has been released because this work order is set on “scheduled status. If work order is not found in vacancy dashboard, inform Manager immediately so work order is released. Once unit is vacant, utilities are to be turned on by Manager to ensure vacancy turnaround repairs.**
- Maintenance Supervisor/manager will separate work orders by order of priority: Emergency, Urgent, Routine, Make Ready, Preventive Maintenance (aka Annual Inspections). All non-emergency routine work orders will be closed within 3 business days of receipt.
- Maintenance Supervisor/manager will distribute work orders to maintenance staff by type and skill level: assigning appropriate work time for each work order. Maintenance Supervisor is to ensure a Customer Service Survey is attached to each work order.
- Maintenance staff shall leave door tag when entering a unit of a resident who is not home.
- Pest control work orders will be given to Manager for pest control services follow-up.
- Maintenance Supervisor is to provide their Manager with a copy of the work order log daily.
- Maintenance Supervisor will retrieve all work orders distributed during the day, whether completed or still pending. Supervisor will review the work order for:
 - Staff has entered start and end times for repair
 - Staff has indicated if resident should be charged
 - Staff has entered what, if any materials were used. If no materials note as such.
 - Staff has indicated if the smoke alarm/fire extinguisher is operational.
 - Staff has written their first and last name on the work order as the person assigned for any repairs.
 - **Maintenance Supervisors must print and sign their name on the work order indicating they have reviewed it for completeness prior to submitting to the WO Department.**
 - Maintenance Supervisor/Manager to e-mail, fax or deliver work orders within 24 hours of completion for closure.

FILLING OUT COMPLETED WORK ORDERS BY STAFF:

- When completing the tasks requested in work order, work order must be properly and clearly filled out. Writing must be legible. **The work order is a legal document.**



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- List all employees that worked on the work order. Print first and last name NOT prior employee number. Employee labor hours are recorded by employee's first and last name only.
- List all service codes performed. Service code for a Make Ready vacancy work order is 2300. For annual inspections is 2301, but all other service codes performed must be listed as well. (Attached Yardi service codes list and examples). Include detailed description of service provided.
- List all dates worked in work order.
- List all start and end times. Labor times should be accurate and concise. Example 10:18 am to 10:47 am. NOTE: For resident charges, Yardi will round to nearest 15 minutes for labor rates; however, for labor reporting should be actual time.
- Indicate status of work order status by either IC (incomplete) or C (completed).
- List all materials quantities/stock numbers/description of stock items and AMP warehouse location from where stock is being used. If using inventory stock ensure that the stock numbers are correct. If not, an inventory item it must be marked as N/S (non-stock) or vendor purchased and list price if known. If items are not showing in Yardi as inventory items, the work order will be returned- not closed to manager and maintenance supervisor. The maintenance supervisor must correct inventory, and return for closure within 5 business days.
- Indicate if charges will apply to resident, y for (yes), n for (no) with proper amounts/totals as noted in the schedule of charges. (Attached).
- **Under technician notes explain the repairs made or any observance made and note accordingly.** If any lease violations found while performing jobs tasks, please note them on work order or complete a Maintenance Report to Manager.
- When completing make ready work order repairs, Maintenance Supervisor and Manager **MUST** conduct a final inspection of the vacancy before turning in the work order to the Call Center for close-out process to ensure vacancy is ready for leasing. **Manager is to indicate the ready date on top of work order and sign next to date (example attached). Maintenance Supervisors will complete/close out make ready work order from that date. Make Ready work orders are high priority. Make Ready work orders MUST be closed out BEFORE leasing of unit to ensure proper PHAS tracking.**
- Pest control work order must be properly documented of what action was taken, was pest control vendor scheduled, indicate if unit was treated/dates and times. Manager to sign off and properly fill out work order.
- Maintenance Supervisor is required to give the Manager all work orders with charges. This especially includes move out charges on Make Ready. NOTE: All charges should be turned into manager within 10 days of unit becoming vacant in order for manager to process deposit accounting.
- Upon entering unit, smoke detectors and fire extinguisher **MUST** be inspected every time. Please ensure to certify this task was accomplished by checking the box indicated.
- If resident is home, please have resident sign and date or indicate that resident was not home and ensure to leave a door tag and copy of work order in unit to inform resident maintenance was in their home.
- Sign and date the work order.
- Any work order not completed in full should NOT to be signed off; it is the **Maintenance Supervisor's responsibility to ensure it is completed correctly before closure.** If the needed supplies have been ordered and have not been received within 10 days; the maintenance supervisor is



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to request permission to use the pro card to obtain the parts needed to complete the work order. In case of emergency, procard may also be utilized.

- Any work order that needs to be referred to management or specialized maintenance, i.e. locksmith, is to be signed off as completed by the maintenance staff with the maintenance supervisor e-mailing in the referral work order.
- Maintenance Supervisor is to ensure that copies of any reasonable accommodation work orders are submitted to the management office for documentation the R/A has been completed.
- Completed work orders must be delivered **daily**. Work orders are accepted by fax, e-mail, and drop ins. The Call Center e-mail address is: wo_dept@sivrha.org. The work orders e-mailed will be checked throughout the day. The Directors of Affordable/Public Housing shall be notified of work orders turned in after the above deadline along with all incomplete or incorrect work orders.
- **Managers and Maintenance Supervisors are to run an Open Work Order Report daily, to ensure there are no outstanding work orders showing on the report, which may have been turned in.**

QUALITY CONTROL OF WORK ORDERS BY MANAGEMENT STAFF:

- Maintenance Supervisors are responsible for conducting 40% quality control on all work order received for the week. Quality control will be conducted by visiting the unit and utilizing the Work Order Quality Control Form. Maintenance Supervisors are to ensure the resident's telephone number is on the work order. Copies of work orders quality controlled, q/c form and the Work Order Log must be submitted to the Manager Friday of each week.
- Asset/Property Managers are to conduct 20% quality control by visiting or calling the resident to ensure the work was completed timely, efficiently and with good customer service. The manager will submit the results of their quality control to the supervisor weekly.
- Director of Affordable/Public Housing will conduct 10% quality control on the work orders submitted by calling the resident to ensure the quality of work performed and the level of customer service provided to the resident.

COMPLETING WORK ORDERS IN THE SYSTEM BY CALL CENTER STAFF:

- Completed work orders will be closed in the order received, prioritized as follows:
 - 1) Make Ready work orders are to be closed out the same day if they are received by 3:00pm.
 - 2) Emergency work orders are to be closed out the same day if received by 3 pm. (Note: Emergency work orders should be turned in when completed, and not held until end of day).
 - 3) Urgent work orders and routine work orders are to be closed out within 3 working days of receipt.
- Resident charges will be posted and copies of work orders and posted batches will be sent to Manager's for final posting. When the Call Center posts the batch and a batch number is created, it **DOES NOT** go into the resident's ledger. Maintenance recommends the resident charges and amounts, but the Manager has the option to change or not charge the resident in the final batch posting.



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The Managers have 3 business days to complete batch, and post charges to resident ledger. Managers must also send written notification to the resident of the charge along with a copy of the work order. This action must be completed no later than 3 days after receipt from work order department of initial batch. **NOTE: If the final processing of the batch is not posted by the Manager the resident will never be charged for the repairs done.**

- Once all information is entered in Yardi, the work order will be completed and placed in the work-completed status with completed dates as noted in the work order.
- All completed work orders will be archived in the WO Department archive system. Copy must be kept at site in separate work order file for property.

QUALITY CONTROL OF WORK ORDERS BY THE IT MANAGER:

The IT Manager is responsible for conducting 20% quality control on all work orders received for the week. The IT Manager will be checking to ensure work orders were closed out in the Yardi system within the timeframes established.

Labor Reports from Yardi will be pulled at a minimum of once monthly (and more as required). It is expected site staff will reflect 75% productivity (and or applied time (6 hours daily) to their assigned sites). Maintenance Supervisors are to have a minimum of 17.5 hours of completed and documented work orders reflecting applied time.



Appendix F



Preventative Maintenance Policy

Preventative maintenance is work undertaken according to a schedule to prevent breakdown of major mechanical systems and equipment, and to prevent the deterioration of apartments and equipment. PHA Preventative Maintenance Program will include regular comprehensive inspections and repairs of all units, equipment, buildings, and common areas. Identifying these maintenance needs will help the authority reduce the frequency and severity of breakdowns and service interruptions. These inspections will include checking, measuring, observing, and correcting deficiencies found in the units, major mechanical systems, equipment/vehicles, exterior of units, and grounds.

The PHA Preventative Maintenance Program will be the key to achieving control of maintenance. It will reduce resident-generated work orders to a manageable level, speed up vacancy turnaround since units will be generally in better condition upon a vacate, and provide information to management for follow-up with regard to care of the unit by the occupant.

The Maintenance Department will have more control over the scheduling of preventative maintenance than it has over routine corrective or emergency maintenance. Repair needs caught early will prevent emergencies, save dollars later, and substantially reduce resident generated work-orders. The preventative maintenance inspections and work also will help establish a record of deterioration, which may signal modernization needs that can be systematically planned and scheduled. This maintenance will avoid waiting for major crisis to occur before addressing a predictable problem.

The PHA Preventative Maintenance Schedule will identify when tasks need to be completed. The system in place will record the date each inspection was conducted, who did it, and a process for ensuring that needed work is completed. This process will assign accountability to inspectors, and provides a sense of responsibility for their work.

When the preventative maintenance program requires work that is predictable and repetitive (such as cleaning burners or replacing filters), maintenance staff will tend to work from a schedule. If inspections identify a need for unanticipated repairs, or replacements, the staff will generate work orders. If work orders are written, they will be identified as routine or emergency and follow the work assignment process. A schedule of unit inspections will be prepared at the beginning of each calendar year and monitored each month to ensure that all units are inspected at least annually.



Preventative Maintenance Schedule

<u>TASK DESCRIPTION</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>Q</u>	<u>S</u>	<u>A</u>
<u>SITE</u>						
1. Fencing and Gates						X
2. Grounds	X					
3. Mailboxes/Signage			X			
4. Market Appeal	X					
5. Parking Lots/Driveways/Roads						X
6. Play Areas and Equipment			X			
7. Refuse Disposal						X
8. Retaining Walls						X
9. Storm Drainage						X
10. Walkways/Steps			X			
<u>BUILDING EXTERIOR</u>						
1. Doors:			X			
a. Damaged Frames/Threshold/Lintels/Trim						
b. Damaged Hardware/Locks						
c. Damaged Surface						
d. Damaged/Missing Screen/Storm/Security Door						
e. Deteriorated/Missing Caulking/Seals						
f. Missing Door						
2. <u>Fire Escapes:</u>			X			
a. Blocked Egress/Ladders						
b. Visibly Missing Components						
3. <u>Foundations:</u>						X
a. Cracks/Gaps						
b. Spalling/Exposed Rebar						
4. <u>Lighting:</u>			X			
a. Broken Fixtures/Bulbs						
5. <u>Roofs:</u>					X	
a. Damaged/Clogged Drains						
b. Damaged Soffits/Fascia						
c. Damaged Vents						
d. Damaged/Torn Membrane/Missing Ballast						
e. Missing/Damaged Components from Downspout/Gutter						
f. Missing/Damaged Shingles						
g. Ponding						
6. <u>Walls:</u>				X		
a. Cracks/Gaps						
b. Damaged Chimneys						
c. Missing Pieces/Holes/Spalling						
d. Missing Damaged Caulking/Mortar						
e. Stained/Peeling/Needs Paint						



	D	W	M	Q	S	A
<u>TASK DESCRIPTION</u>						
BUILDING EXTERIOR CONTINUED						
7. <u>Windows:</u> a. Broken/Missing/Cracked Panes b. Damaged/Missing Screens c. Damaged Sills/Frames/Lintels/Trim d. Missing/Deteriorated Caulking/Seals/Glazing e. Peeling/Needs Paint f. Security Bars Prevent Egress			X			
<u>BUILDING SYSTEMS</u>						
1. <u>Domestic Water:</u> a. Leaking Central Water Supply b. Misaligned Chimney/Ventilation System c. Missing Pressure Relief Valve d. Rust/Corrosion on Heater Chimney e. Water Supply Inoperable 2. <u>Electrical System:</u> a. Blocked Access/Improper Storage b. Burnt Breakers c. Evidence of Leaks/Corrosion d. Frayed Wiring e. Missing Breakers/Fuses f. Missing Covers 3. <u>Elevators:</u> a. Inoperable 4. <u>Emergency Power:</u> a. Auxiliary Lighting Inoperable b. Generator Run-up Records/Not Available 5. <u>Exhaust System:</u> a. Roof Exhaust Fans Inoperable 6. <u>Fire Protection:</u> a. Missing Sprinkler Head b. Missing/Damaged/Expired Extinguishers 7. <u>HVAC:</u> a. Boiler/Pumps Leaks b. Fuel Supply Leaks c. Misaligned Chimney/Ventilation System d. General Rust/Corrosion e. Filters 8. <u>Sanitary System:</u> a. Broken/Leaking/Clogged Pipes or Drains b. Missing Darin/Cleanout/Manhole Covers			X			
	X		X			
			X			
					X	
			X			
				X		
			X			



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TASK DESCRIPTION	D	W	M	Q	S	A
COMMON AREAS						
1. Call-for-Aid: a. Inoperable						X
2. Ceiling: a. Bulging/Buckling b. Holes/Missing Tiles/Panels/Cracks c. Peeling/Needs Paint d. Water Stains/Water Damage/Mold/Mildew			X			
3. Doors: a. Damaged Frames/Threshold/Lintels/Trim b. Damaged Hardware/Locks c. Damaged/Missing Screen/Storm/Security Door d. Damaged Surface Holes/Paint/Rusting/Glass e. Deteriorated/Missing Door Seals (Entry Only) f. Missing Door			X			
4. Electrical System: a. Blocked Access to Electrical Panel b. Burnt Breakers c. Evidence of Leaks/Corrosion d. Frayed Wiring e. Missing Breakers f. Missing Covers			X			
5. Floors: a. Bulging/Buckling b. Floor Covering Damaged c. Missing Flooring/Tiles d. Peeling/Need Paint e. Rot/Deteriorated Subfloor f. Water Stains/Water Damage/Mold/Mildew			X			
6. HVAC System: a. Convection/Radiant Heating System Covers Missing/Damaged b. General Rust/Corrosion c. HVAC Inoperable d. Misaligned Chimney/Ventilation System e. Noisy/Vibrating/Leaking HVAC f. Filters					X	
7. Stairs: a. Hand Railings Damaged/Broken/Missing b. Broken/Damaged/Missing Steps				X X		
8. Walls: a. Bulging/Buckling b. Damaged/Deteriorated Trim c. Damaged d. Peeling/Needs Paint			X			



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e. Water Stains/Water Damage/Mold/Mildew						
TASK DESCRIPTION	D	W	M	Q	S	A
COMMON AREAS CONTINUED						
9. <u>Windows:</u>			X			
a. Cracked/Broken/Missing Panes						
b. Damaged Window Sill						
c. Security Bars Prevent Egress						
d. Missing/Deteriorated Window Caulking/Seals						
e. Inoperable/Not Lockable						
f. Peeling/Needs Paint						
10. <u>Lighting:</u>			X			
a. Missing/Damaged/Inoperable Fixture						
11. <u>Outlets/Switches/Cover Plates:</u>			X			
a. Missing/Broken						
12. <u>Smoke Detector:</u>			X			
a. Missing/Inoperable						
13. <u>Pedestrian/Wheelchair Ramp:</u>				X		
a. Ramp Damaged						
14. <u>Mailboxes:</u>			X			
a. Missing/Damaged						
15. <u>Graffiti:</u>	X					
a. Graffiti Present						
16. <u>Countertops:</u>						X
a. Missing/Damaged						
17. <u>Cabinets:</u>						X
a. Missing/Damaged						
18. <u>Dishwasher/Garbage Disposal</u>			X			
a. Inoperable						
19. <u>Range hood/Exhaust Fans:</u>			X			
a. Excessive Grease/Inoperable						
20. <u>GFCI:</u>			X			
a. Inoperable						
21. <u>Fencing:</u>						X
a. Damaged/Not Intact						
22. <u>Pool:</u>						X
a. Not Operational						
23. <u>Lavatory Sink:</u>			X			
a. Damaged/Missing						
24. <u>Plumbing:</u>			X			
a. Clogged Drains						
b. Leaking Faucets/Pipes						
25. <u>Range/Stove:</u>			X			
a. Missing/Damaged/Inoperable						
26. <u>Refrigerator:</u>			X			
a. Damaged/Inoperable						
27. <u>Sink:</u>			X			
a. Damaged/Missing						



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TASK DESCRIPTION	D	W	M	Q	S	A
<u>COMMON AREAS CONTINUED</u>						
28. <u>Dryer Vent:</u> a. Missing/Damaged/Inoperable			X			
29. <u>Baluster/Side Railings:</u> a. Damaged/Loose/Missing						X
30. <u>Restroom Cabinet:</u> a. Damaged/Missing						X
31. <u>Shower/Tub:</u> a. Damaged/Missing						X
32. <u>Ventilation/Exhaust System:</u> a. Inoperable						X
33. <u>Water Closet/Toilet</u> a. Damaged/Clogged/Missing						X
34. <u>Garbage Chutes:</u> a. Damaged/Missing Components			X			
UNIT						
1. <u>Bathroom:</u> a. Cabinets Damaged/Missing b. Lavatory sink-Damaged/Missing c. Clogged Drains d. Leaking Faucets/Pipes e. Shower/Tub-Damaged/Missing f. Ventilation/Exhaust System-Inoperable g. Water Closet/Toilet-Damaged/Clogged/Missing						X
2. <u>Call-for-Aid:</u> a. Inoperable						X
3. <u>Ceiling:</u> a. Bulging/Buckling b. Holes/Missing Tiles/Panels/Cracks c. Peeling/Needs Paint d. Water Stains/Water Damage/Mold/Mildew						X
4. <u>Doors:</u> a. Damaged Surface-Holes/Paint/Rusting/Glass b. Damaged Frames/Threshold/Lintels/Trim c. Damaged Hardware/Locks d. Damaged/Missing Screen/Storm/Security Door e. Deteriorated/Missing Seals (Entry only) f. Missing Door						X
5. <u>Electrical System:</u> a. Blocked Access to Electrical Panel b. Burnt Breakers c. Evidence of Leaks/Corrosion d. Frayed Wiring						



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e. GFI-Inoperable						
f. Missing Breakers/Fuses						
TASK DESCRIPTION	D	W	M	Q	S	A
UNIT CONTINUED						
g. Missing Covers						
6. Floors:						X
a. Bulging/Buckling						
b. Floor Covering Damage						
c. Missing Flooring/Tiles						
d. Peeling/Needs Paint						
e. Rot Deteriorated Subfloor						
f. Water Stains/Water Damaged/Mold/Mildew						
7. Hot Water Heater:						X
a. Misaligned Chimney/Ventilation System						
b. Inoperable Unit/Components						
c. Leaking Valves/Tanks/Pipes						
d. Pressure Relief Valve Missing						
e. Rust/Corrosion						X
8. HVAC System:						
a. Convection/Radiant Heating System Covers						
b. General Rust/Corrosion						
c. Inoperable						
d. Misaligned Chimney/Ventilation System						
e. Noisy/Vibrating/Leaking						
f. Filters				X		
9. Kitchen:						X
a. Cabinets-Missing/Damaged						
b. Countertops-Missing/Damaged						
c. Dishwasher/Garbage Disposal-Inoperable						
d. Clogged Drains						
e. Plumbing-Leaking Faucets/Pipes						
f. Range Hood/Exhaust Fans-Excessive Grease/Inoperable						
g. Range/Stove-Missing/Damaged/Inoperable						
h. Refrigerator-Missing/Damaged/Inoperable						
i. Sink-Missing/Damaged						
10. Laundry Area (Room):						X
a. Dryer Vent Missing/Damaged/Inoperable						
11. Lighting:						X
a. Missing/Inoperable Fixture						
12. Outlets/Switches:						X
a. Missing Outlets/Switches						
b. Missing/Broken Cover Plates						
13. Patio/Porch/Balcony:						X
a. Baluster/Side Railings Damaged						
14. Smoke Detector:						X
a. Missing/Inoperable						
15. Stairs:						X



a. Broken/Missing Hand Railing						
b. Broken/Damaged/Missing Steps						
TASK DESCRIPTION	D	W	M	Q	S	A
UNIT CONTINUED						
16. Walls:						X
a. Bulging/Buckling						
b. Damaged						
c. Damaged/Deteriorated Trim						
d. Peeling/Needs Paint						
e. Water Stains/Water Damage/Mold/Mildew						
17. Windows:						X
a. Cracked/Broken/Missing Panes						
b. Damaged Window Sill						
c. Inoperable/Not Lockable						
d. Missing/Deteriorated Caulking/Seals						
e. Peeling/Needs Paint						
f. Security Bars Prevent Egress						
HEALTH & SAFETY						
1. Air Quality:	X					
a. Mold and/or Mildew Observed						
b. Propane/Natural Gas/Methane Gas Detected						
c. Sewer Odor Detected						
2. Electrical Hazards:	X					
a. Exposed Wires/Open Panel						
b. Water Leaks on or Near Electrical Equipment						
3. Elevator:			X			
a. Tripping Hazard						
4. Emergency/Fire Exits:	X					
a. Blocked/Unusable						
b. Missing Exit Signs						
5. Flammable Materials:	X					
a. Improperly Stored						
6. Garbage and Debris:	X					
a. Indoors						
b. Outdoors						
7. Hazards:	X					
a. Other						
b. Sharp Edges						
c. Tripping						
8. Infestations:			X			
a. Rat or Insect Infestation						
b. Insects						
c. Rats/Mice/Vermin						



SITE

Fencing and Gates

1. Check for damages and operation. Repair/replace as needed.

Grounds

1. Check for erosion. Repair as needed.
2. Check for overgrown vegetation. Remove/trim as needed.
3. Check for ponding. Repair as needed.

Market Appeal

1. Check for litter. Remove as needed.
2. Check for graffiti. Remove as needed

Mailboxes and Signage

1. Check for damages. Repair as needed.
2. Check for damage/legibility. Repair/replace as needed.

Parking Lots/Drives/Roads

1. Check for damage. Repair as needed.
2. Check for ponding. Repair as needed.

Playgrounds

1. Check equipment for damage. Repair as needed.
2. Check play surfaces for damage. Repair as needed.

Refuse

1. Check dumpsters for overflowing. Request service as needed.
2. Check enclosure for damage. Repair as needed.

Retaining Wall

1. Check for damage. Repair as needed.

Storm Drains

1. Check for blockage. Remove as needed.
2. Check for damage. Repair as needed.

Walkways and Steps

1. Check for cracks/tilting/missing. Repair/replace as needed.
2. Check for spalling. Repair/replace as needed.
3. Check handrails for damage/missing. Repair/replace as needed.

BUILDING EXTERIOR

Doors

1. Check for damage on frame/trim. Repair/replace as needed.
2. Check for operation and missing hardware. Repair/replace as needed.
3. Check for peeling paint-rust. Repair as needed.
4. Check for missing door. Replace as needed.
5. Check for weather strip damage. Repair/replace as needed.

Fire Escape

1. Check for stored items/barriers/blocked. Remove items as needed.
2. Check for damage/parts missing. Repair/replace as needed.

Foundations

1. Check for cracks. Repair as needed.
2. Check for spalling. Repair as needed.

Lighting

1. Check for damage/missing fixture. Repair/replace as needed.



2. Check condition for safety. Repair/replace as needed.

Roofs

1. Check gutters for missing components/damage. Repair/replace as needed.
2. Check Soffit/Fascia for missing pieces/damage. Repair/replace as needed.
3. Check vents damage/missing. Repair/replace as needed.
4. Check shingles for damage/missing. Repair/replace as needed.
5. Check flat roofs for debris. Remove as needed.
6. Check flat roofs for blocked drains. Remove as needed.
7. Check flat roofs for ballast/rocks missing. Repair/replace as needed.
8. Check flat roofs for ponding. Repair as needed.
9. Check flat roofs for membrane damage. Repair/replace as needed.

Walls

1. Check for mortar/caulk. Repair/replace as needed.
2. Check for paint/stain. Repair as needed.
3. Check for siding damage. Repair/replace as needed.
4. Check for holes. Repair as needed.
5. Check for cracks. Repair as needed.
6. Check chimney for damage/loose material. Repair/replace as needed.

Windows

1. Check for missing/damaged screens. Repair/replace as needed.
2. Check peeling paint. Repair as needed.
3. Check for cracks/missing panes. Repair/replace as needed.
4. Check frame/trim for damage. Repair as needed.
5. Check caulking/seals for damage. Repair/replace as needed.
6. Check security bars for damage/operation. Repair as needed.

BUILDING SYSTEMS

Domestic Water

1. Check hose bibs/supply lines for leakage. Repair/replace as needed.
2. Check water heater for proper flue alignment. Repair/replace as needed.
3. Check water heater for TPR overflow tube length. Repair/replace as needed.
4. Check water heater for electrical connections. Repair as needed.
5. Check water heater for gas connections. Repair/replace as needed.
6. Check all connections for corrosion. Repair/replace as needed.
7. Check water heater for leakage. Repair/replace as needed.

Electrical System

1. Check panel for access blocked. Remove items as needed.
2. Check panel for burnt breakers. Replace as needed.
3. Check panel for excessive rust. Repair/replace as needed.
4. Check panel for open breaker spots. Repair as needed.
5. Check panel for missing knockouts. Repair as needed.
6. Check for missing/inoperable cover. Repair/replace as needed.
7. Check for frayed wiring. Repair as needed.
8. Check for wire splices not enclosed in junction box. Repair as needed.

Elevator

1. Check for operation. Repair as needed.
2. Check cab level for each floor. Repair as needed.

Emergency Power



1. Check generator for fluids. Replace as needed.
2. Check generator for leaks. Repair as needed.
3. Check generator for operation. Repair/replace as needed.
4. Check run log for times and dates. Record as needed.
5. Check auxiliary lighting for damage. Repair/replace as needed.
6. Check auxiliary lighting for operation. Repair/replace as needed.
7. Check auxiliary lighting for batteries. Replace as needed.

Roof Exhaust

1. Check for operation. Repair/replace as needed.
2. Check for unusual noises or vibrations. Repair/replace as needed.
3. Check motor and fan bearings. Repair/replace as needed.
4. Lubricate all non-sealed bearings. Use proper lubricant.
5. Inspect belt condition. Replace/align and adjust as needed.
6. Inspect fan superstructure for damage. Repair/replace as needed.
7. Clean fan/blower blades. Use proper cleaning solutions.
8. Clean exhaust grill. Use proper cleaning solutions.
9. Inspect interior and exterior of unit. Treat and paint corroded areas.

Fire Protection

1. Inspect extinguishers for missing, tags, damage, and proper charge.
2. Inspect sprinklers for damage, blocked, missing escutcheons, and paint.

Heating, Ventilation and A/C

1. Listen for any unusual noises or vibrations and check to make sure the unit is heating/cooling properly.
2. Replace filters quarterly.
3. Check unit for proper operation: controls-thermostat-contactors-motors-compressor
4. Remove covers and clean all coils, fan blades, condensate pans and make sure condensate drain line is unobstructed.
5. Lubricate all non-sealed bearings.
6. Check for refrigerant/oil leaks.
7. Inspect all wiring and clean all controls.
8. Check operation of supplemental electric heat strips on air-to-air heat pumps.
9. Vacuum interior of unit and clean blower blades.
10. Check all gas line connections.
11. Check all flue pipe connections for proper alignment and security.
12. Check units inside and out for corrosion-treat as needed.

Sanitary System

1. Check system for leakage and clogged drains.
2. Check cleanouts for damage and missing caps.
3. Check drains for damage and missing covers.

COMMON AREA

Call-for-Aid

1. Check for operation-sound and light. Repair/replace as needed.
2. Check cord for proper length/damage/blocked. Repair/replace as needed.

Ceiling

1. Check for bulging/buckling. Repair as needed
2. Check for holes/missing tiles/panels and cracks. Repair/replace as needed.



3. Check for peeling paint. Repair as needed.
4. Check for water stains/water damage/mold and mildew. Repair as needed.

Doors

1. Check for damaged frames/threshold/lintels and trim. Repair/replace as needed.
2. Check for damaged locks and hardware. Repair/replace as needed.
3. Check for damaged screens/storm and security doors. Repair/replace as needed.
4. Check surfaces for holes/paint/rust/glass damage. Repair/replace as needed.
5. Check entry for damaged/missing seals. Repair/replace as needed.
6. Check for missing doors. Replace as needed.

Electrical System

1. Check panel for blockage. Remove items as needed.
2. Check for burnt breakers/gaps. Repair/replace as needed.
3. Check for evidence of leaks/corrosion. Repair as needed.
4. Check for frayed wiring. Repair/replace as needed.
5. Check for missing breakers/inserts. Repair/replace as needed.
6. Check for missing covers/latches. Repair/replace as needed.
7. Check panels/junction boxes for missing knockouts. Repair/replace as needed.

Floors

1. Check for bulging/buckling. Repair/replace as needed.
2. Check for damaged floor covering. Repair/replace as needed.
3. Check for missing floor tiles. Repair/replace as needed.
4. Check for peeling paint. Repair as needed.
5. Check for rot/deteriorated subfloor. Repair/replace as needed.
6. Check for water stains/water damage/mold/mildew. Repair/replace as needed.
7. Check for mismatched flooring. Repair/replace as needed.

Heating, Ventilation and A/C

1. Listen for any unusual noises or vibrations and check to make sure the unit is heating/cooling properly.
2. Replace filters quarterly.
3. Check unit for proper operation: controls-thermostat-contactors-motors-compressor
4. Remove covers and clean all coils, fan blades, condensate pans and make sure condensate drain line is unobstructed.
5. Lubricate all non-sealed bearings.
6. Check for refrigerant/oil leaks.
7. Inspect all wiring and clean all controls.
8. Check operation of supplemental electric heat strips on air-to-air heat pumps.
9. Vacuum interior of unit and clean blower blades.
10. Check all gas line connections.
11. Check all flue pipe connections for proper alignment and security.
12. Check units inside and out for corrosion-treat as needed.

Stairs

1. Check for damaged/broken/missing handrails. Repair/replace as needed.
2. Check for damaged/broken/missing step treads. Repair/replace as needed.

Walls

1. Check for bulging/buckling. Repair/replace as needed.
2. Check for damaged/deteriorated trim. Repair/replace as needed.
3. Check for damages/cracks. Repair as needed.
4. Check for peeling/missing paint. Repair as needed.



5. Check for water stains/water damage/mold/mildew. Repair/replace as needed.

Windows

1. Check for cracked/broken/missing panes. Replace as needed.
2. Check for sill damage. Repair/replace as needed.
3. Check security bars for operation/blockage. Repair/replace as needed.
4. Check for missing/deteriorated caulking/seals. Repair/replace as needed.
5. Check for operation/not lockable. Repair/replace as needed.
6. Check for peeling/missing paint. Repair as needed.
7. Check for missing/damaged screens. Repair/replace as needed.

Lighting

1. Check fixtures for proper operation-bulbs/covers. Repair/replace as needed.

Outlets/Switches/Cover Plates

1. Check for missing/broken/burnt. Replace as needed.
2. Check for gaps. Repair/replace as needed.
3. Check outlets/switches for operation. Replace as needed.

Smoke/CO Detectors

1. Check for missing/inoperable. Replace as needed.
2. Check for date of manufacture-10 years. Replace as needed.

Pedestrian/Wheelchair Ramp

1. Check ramp for damage. Repair as needed.

Mailboxes

1. Check for missing/damages. Repair/replace as needed.

Graffiti

1. Check for graffiti. Remove as needed.

Kitchen

1. Check for missing/damaged countertops. Repair/replace as needed.
2. Check for missing/damaged doors/drawers/shelves. Repair/replace as needed.
3. Check for surface damage. Repair as needed.
4. Check dishwasher for operation. Repair/replace as needed.
5. Check garbage disposal for operation. Repair/replace as needed.
6. Check garbage disposal for electrical connection. Repair/replace as needed.
7. Check sink for damages-hardware. Repair/replace as needed.
8. Check drains for leaks/clogged. Repair/replace as needed.
9. Check range hood/exhaust fan for excessive grease. Clean as needed.
10. Check range hood/exhaust fan for filter. Replace as needed.
11. Check range hood/exhaust fan for operation. Repair/replace as needed.
12. Check range/oven for damaged doors/drawer/gasket. Repair/replace as needed.
13. Check range/oven for burner operation. Repair/replace/clean as needed.
14. Check refrigerator for seal damage. Repair/replace as needed.
15. Check refrigerator for excessive ice. Repair/replace as needed.
16. Check refrigerator for operation/missing. Repair/replace as needed.

Ground Fault Interrupter (GFI)

1. Check for operation-test button/reset. Replace as needed.
2. Check for missing/broken cover. Replace as needed.

Pool /Area Fencing

1. Check fence/gates for integrity. Repair/replace as needed.
2. Check pool for operation. Repair as needed.

Bathroom



1. Check for vanity/med cabinet for damage/missing. Repair/replace as needed.
2. Check sink for damages-hardware. Repair/replace as needed.
3. Check drains for leaks/clogged. Repair/replace as needed.
4. Check tub/shower for damages-hardware. Repair/replace as needed.
5. Check tub/shower drain-clogged/slow. Repair as needed
6. Check exhaust fan for operation. Repair/replace as needed.
7. Check exhaust fan for excessive noise/vibration. Repair/replace as needed.
8. Check exhaust fan cover/blades. Repair/replace as needed.
9. Check fan for cleanliness. Vacuum/clean as needed.
10. Check toilet for operation. Repair/replace as needed.
11. Check toilet seat/flush handle/hinges/lid for damages. Repair/replace as needed.

Water Heater

1. Check water heater for proper flue alignment. Repair/replace as needed.
2. Check water heater for TPR overflow tube length. Repair/replace as needed.
3. Check water heater for electrical connections. Repair as needed.
4. Check water heater for gas connections. Repair/replace as needed.
5. Check all connections for corrosion. Repair/replace as needed.
6. Check water heater for leakage. Repair/replace as needed.

Laundry Area

1. Check for vent missing/damaged or blocked. Repair/replace as needed.

Patio/Balcony/Porch Rails

1. Check for loose or damaged/missing railings. Repair/replace as needed.

Trash Chutes

1. Check chute for blockage. Clear chute of debris.
2. Check chute door operation. Repair/replace as needed.

UNITS

Bathroom

1. Check for vanity/med cabinet for damage/missing. Repair/replace as needed.
2. Check sink for damages-hardware. Repair/replace as needed.
3. Check drains for leaks/clogged. Repair/replace as needed.
4. Check tub/shower for damages-hardware. Repair/replace as needed.
5. Check tub/shower drain-clogged/slow. Repair as needed
6. Check exhaust fan for operation. Repair/replace as needed.
7. Check exhaust fan for excessive noise/vibration. Repair/replace as needed.
8. Check exhaust fan cover/blades. Repair/replace as needed.
9. Check fan for cleanliness. Vacuum/clean as needed.
10. Check toilet for operation. Repair/replace as needed.
11. Check toilet seat/flush handle/hinges/lid for damages. Repair/replace as needed

Call-for-Aid

1. Check for operation-sound and light. Repair/replace as needed.
2. Check cord for proper length/damage/blocked. Repair/replace as needed.

Ceiling

1. Check for bulging/buckling. Repair as needed
2. Check for holes/missing tiles/panels and cracks. Repair/replace as needed.
3. Check for peeling paint. Repair as needed.
4. Check for water stains/water damage/mold and mildew. Repair as needed.

Doors



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1. Check for damaged frames/threshold/lintels and trim. Repair/replace as needed.
2. Check for damaged locks and hardware. Repair/replace as needed.
3. Check for damaged screens/storm and security doors. Repair/replace as needed.
4. Check surfaces for holes/paint/rust/glass damage. Repair/replace as needed.
5. Check entry for damaged/missing seals. Repair/replace as needed.
6. Check for missing doors. Replace as needed.

Electrical

1. Check panel for blockage. Remove items as needed.
2. Check for burnt breakers/gaps. Repair/replace as needed.
3. Check for evidence of leaks/corrosion. Repair as needed.
4. Check for frayed wiring. Repair/replace as needed.
5. Check for missing breakers/inserts. Repair/replace as needed.
6. Check for missing covers/latches. Repair/replace as needed.
7. Check panels/junction boxes for missing knockouts. Repair/replace as needed.
8. Check GFCI/AFCI for operation. Repair/replace as needed.

Water Heater

1. Check water heater for proper flue alignment. Repair/replace as needed.
2. Check water heater for TPR overflow tube length. Repair/replace as needed.
3. Check water heater for electrical connections. Repair as needed.
4. Check water heater for gas connections. Repair/replace as needed.
5. Check all connections for corrosion. Repair/replace as needed.
6. Check water heater for leakage. Repair/replace as needed.

Kitchen

1. Check for missing/damaged countertops. Repair/replace as needed.
2. Check for missing/damaged doors/drawers/shelves. Repair/replace as needed.
3. Check for surface damage. Repair as needed.
4. Check dishwasher for operation. Repair/replace as needed.
5. Check garbage disposal for operation. Repair/replace as needed.
6. Check garbage disposal for electrical connection. Repair/replace as needed.
7. Check sink for damages-hardware. Repair/replace as needed.
8. Check drains for leaks/clogged. Repair/replace as needed.
9. Check range hood/exhaust fan for excessive grease. Clean as needed.
10. Check range hood/exhaust fan for filter. Replace as needed.
11. Check range hood/exhaust fan for operation. Repair/replace as needed.
12. Check range/oven for damaged doors/drawer/gasket. Repair/replace as needed.
13. Check range/oven for burner operation. Repair/replace/clean as needed.
14. Check refrigerator for seal damage. Repair/replace as needed.
15. Check refrigerator for excessive ice. Repair/replace as needed.
16. Check refrigerator for operation/missing. Repair/replace as needed.

Heating, Ventilation and A/C

1. Listen for any unusual noises or vibrations and check to make sure the unit is heating/cooling properly.
2. Replace filters quarterly.
3. Check unit for proper operation: controls-thermostat-contactors-motors-compressor
4. Remove covers and clean all coils, fan blades, condensate pans and make sure condensate drain line is unobstructed.
5. Lubricate all non-sealed bearings.



6. Check for refrigerant/oil leaks.
7. Inspect all wiring and clean all controls.
8. Check operation of supplemental electric heat strips on air-to-air heat pumps.
9. Vacuum interior of unit and clean blower blades.
10. Check all gas line connections.
11. Check all flue pipe connections for proper alignment and security.
12. Check units inside and out for corrosion-treat as needed.

Laundry Area

1. Check for vent missing/damaged or blocked. Repair/replace as needed.

Lighting

1. Check fixtures for proper operation-bulbs/covers. Repair/replace as needed.

Outlets/Switches/Cover Plates

1. Check for missing/broken/burnt. Replace as needed.
2. Check for gaps. Repair/replace as needed.
3. Check outlets/switches for operation. Replace as needed.

Patio/Balcony/Porch Rails

1. Check for loose or damaged/missing railings. Repair/replace as needed.

Smoke/CO Detectors

1. Check for missing/inoperable. Replace as needed.
2. Check for date of manufacture-10 years. Replace as needed

Stairs

1. Check for damaged/broken/missing handrails. Repair/replace as needed.
2. Check for damaged/broken/missing step treads. Repair/replace as needed

Walls

1. Check for bulging/buckling. Repair/replace as needed.
2. Check for damaged/deteriorated trim. Repair/replace as needed.
3. Check for damages/cracks. Repair as needed.
4. Check for peeling/missing paint. Repair as needed.
5. Check for water stains/water damage/mold/mildew. Repair/replace as needed.

Windows

1. Check for cracked/broken/missing panes. Replace as needed.
2. Check for sill damage. Repair/replace as needed.
3. Check security bars for operation/blockage. Repair/replace as needed.
4. Check for missing/deteriorated caulking/seals. Repair/replace as needed.
5. Check for operation/not lockable. Repair/replace as needed.
6. Check for peeling/missing paint. Repair as needed.
7. Check for missing/damaged screens. Repair/replace as needed.

HEALTH AND SAFETY

Air Quality

1. Check for mold/mildew. Take corrective action to abate.
2. Check for sewer odor. Take corrective action to abate.
3. Check for natural gas/propane/methane odor. Take corrective action to abate.

Electrical Hazard

1. Check for exposed wires/1/4" gap/foreign materials. Take corrective action to abate.
2. Check for water leaks/ponding on or near devices. Take corrective action to abate.

Emergency Fire Exits

1. Check exits for blockage of any kind. Remove all items as needed.



2. Check exit signage for operation/illumination. Repair/replace as needed.

Flammable Materials

1. Check for improperly stored materials. Remove as needed.

Garbage & Debris

1. Check for excessive garbage. Remove excess as needed.

Hazards Tripping

1. Check for any physical defect-3/4” offset. Repair/replace as needed

Hazards-Sharp

1. Check for any physical defect that poses a cutting hazard. Remove as needed.

Hazards-Other

1. Check for any defects that poses risk of bodily injury. Remove as needed.

Infestation

1. Check for pest-roaches, bed bugs, ants and insects. Have treated as soon as possible.
2. Check for mice/vermin. Have treated as soon as possible.



Appendix G



Southern Nevada Regional Housing Authority
Monthly Audit Procedure

1. Inventory Reviews

The Procurement Department shall conduct audits of all inventory to ensure compliance and to identify areas where additional training is required. Audits will include quarterly inventory reviews for procurement transactions within the micro-purchase and small purchasing limits. Contracts exceeding the small purchasing limits will be reviewed prior to award.

2. Physical Inventory Audits

a. **Key Management Control**

Senior Management will periodically inspect and identify how “High Dollar” inventory items are secured at all SNRHA properties where inventory is stored. During inspections, Senior Management will identify specific properties where key management control and security of “High Dollar” inventory items are at risk. Final recommendation is made to Director of Operations to limit key access and store “High Dollar” inventory items in a more secure storage location to reduce risk. Director of Operations will institute procedure to limit the number of keys by staff that has access to “High Dollar” inventory items.

b. **Inventory Management Control**

Senior Management has instituted a physical Pre-Annual Inventory of all “High Dollar” inventory items at all SNRHA property locations. These Pre-Annual Inventories will assist in identifying potential variances in our inventories as the Agency approaches year-end physical inventory. These Pre-Annual Inventories will be concluded no later than August 15th, of each fiscal year. Senior Management will also institute a Semi-Annual Inventory procedure, to gain more control and limit risk of potential high variances during regular Annual Physical Inventories. Operations Department will conduct monthly Cycle Counts of “High Dollar” Inventory items, to maximize inventory control and mitigate risk on these items.

c. **On-Call Maintenance Vehicles**

The implementation of “On Call” maintenance vehicles will begin in Fiscal Year 2020. These vehicles will be utilized by staff that perform “On Call” maintenance. All inventories will be counted and verified on a weekly basis when the exchange of staff takes place. Periodic vehicle inventory inspections will be performed to maintain the integrity of the inventory counts. This procedure will limit access and reduce risk of multiple staff members to inventories at various properties that they are not assigned to on a daily basis.

3. Fixed Assets

Finance Department will generate a Fixed Assets Schedule from the Fixed Assets database that will be distributed to all Property Managers, Maintenance Supervisors, and Procurement in an effort to perform a cross-comparison of items on the schedule verse actual items on hand. During Bi-Annual Fixed Assets Inventory, Procurement will scan existing fixed assets and tag/scan any new items identified in Field Operations. Bi-Annual Fixed Assets Inventory scheduled for November of each fiscal year, conducted by the Procurement Department.



Procurement Department will notify Finance Department that Fixed Assets Annual Inventory is complete. Finance Department will generate final Fixed Assets Report for distribution to HUD on a Bi-Annual basis.

Southern Nevada Regional Housing Authority
Year-End Inventory Procedure

1. Purpose

At an interim point in each fiscal year, the properties conduct a count of all stock numbered material available for use, stored in maintenance shops, storerooms, trucks and site warehouses. Inventory is conducted to correct any discrepancies in the system caused by: computer errors, receiving errors, breakage, items unaccounted for and items not recorded as used on work orders. Inventory also will demonstrate compliance to procedures: the variance, the difference between the beginning system total and the physical count, shows how well staff are following set procedures and Auditors use the results of the inventory to gauge compliance to procedures.

The dates and deadlines for this inventory will be driven by schedule drawn up by the Procurement Department. Any changes to this schedule must be requested and approved, in writing, by the Procurement Manager no less than five (5) working days prior to the original date of the inventory. The count shall begin at 8:00 A.M. on the date that your location is scheduled, and must be conducted without interruption, until all material assigned to the location is counted.

2. Preparation

a. **Procurement Preparation:**

i. **Binder Set Up**

- 1) Introduction to Inventory
- 2) Table of Contents
- 3) Participant Roster
- 4) Materials Inventory Count Sheets
- 5) Additional “Blank” Material Count Sheets

ii. **Prepare Sign-in/out sheets**

iii. **Run Report from Yardi**

iv. **Import into formulated Excel spreadsheet**

b. **Site Preparation:**

- i. The count must be made as close to the end of month as possible
- ii. Once an inventory date has been established, pre-inventory preparation can be planned. This should begin at least two (2) weeks prior to inventory.
- iii. Receiving must be suspended. All warehouses will suspend the update of goods received for each area pursuant to the inventory schedule. Any goods received for the area will be held until the inventory of the location has been updated. Only items needed to address emergencies or REAC will be received. Appliances and water heaters previously received will be available for pick up as needed for emergencies.
- iv. Work orders with materials on them must be turned in and closed out. All work orders with materials listed completed prior to the beginning of the count must be updated before the inventory counts are turned in. Copies of all incomplete work orders with materials pulled BEFORE the count must be turned in with the inventory count sheets. These items will be added to the counts for update. These work orders can then be completed and turned in after the inventory



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- update. All Work Orders with material pulled from a location AFTER the start of the count must be held for update AFTER the inventory count has been updated.
- v. Any stock items found around the warehouse should be identified with the correct stock number and placed in the correct location within the warehouse so it can be counted.
 - vi. The stock shelves should be organized to ensure that all materials are located in the correct area and correctly identified, and placed on the shelf in numerical order.

3. **Conducting Inventory**

a. **Procurement Responsibility:**

- i. The system must be updated in a timely manner.
- b. Variance reports must be reviewed and corrections made in a timely manner
- c. Inventory stock books should be distributed by the person responsible for coordinating the year-end inventory for the agency. Review the book to make sure all sections are included so that there will not be any interruptions during the inventory. If at all possible, some pre-counting may commence at this point.

d. **Site Responsibility:**

- i. If any deliveries are received after set inventory date, those deliveries should remain untouched until after the inventory has been concluded. These deliveries should be placed in a designated spot so that they are not counted during inventory.
- ii. On the date the inventory is scheduled to start, counting may begin. Any section can be started with, but it is strongly encouraged that you complete a section before moving to a new section.
- iii. Each bin box or shelf spot should be marked to indicate it has been counted. This will often be done using colored dot stickers, but can also be done using inventory count tags. This will be determined by the Supervisor at the beginning of the inventory.

iv. **Who will count:**

- 1) The number of people participating in counting the warehouse inventory will often dictate how the count will be conducted. Currently, there is no set method; rather this should be discussed with the count team and a decision should be made as to what works best for everyone. For example, if there are two (2) people who will be counting the warehouse, they can either 1) work as a team in each section with one person physically counting materials while the other person records the results in the count book or 2) they can work independently in separate sections with each person physically counting materials and recording their own results in the stock count books.
- 2) The staff assigned to each location will do the inventory of their assigned vehicles and store room location. All maintenance staff shall be involved in conducting the inventory without interruptions. Staff will be released only to respond to emergencies as authorized by the Maintenance Supervisor. No exceptions.
- 3) The Maintenance Supervisor will be responsible for the supervision of the inventory of their locations. To insure accuracy it is the job of those individuals supervising the count at each site to review these instructions with their team, and assure that they are followed during the count.
- 4) All staff involved in the inventory must be identified on the Participants



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Roster for the inventory site. The roster is located under tab 2 in the inventory book. This will help identify the individuals doing the inventory of each location should any questions arise.

- v. What will be counted:
- 1) **All stock numbered materials and supplies available for use must be counted.** This includes all material kept on the trucks assigned to the AMP warehouse and any bulk items stored at the warehouse.
 - a) **Exceptions:** Office supplies, first aid supplies, shop tools, tools assigned to employees on their tool lists and fixed assets do not need to be counted at this time.
 - 2) **Counting material stored in shops**
 - a) It is recommended that staff work in pairs, one doing the counting with the other doing the recording. The staff counting would count all of each item in its box, bin or shelf and write the count on a small post-it, which is then put on the box, bin or item. Then the staff member doing the recording identifies the item by its stock number, and enters the count in the right hand column of the inventory book labeled “Original Count”.
 - 3) **Counting materials stored in vehicles**
 - a) Material carried in vehicles must be included in the count of the location the vehicle is assigned to. Working in pairs may not be practical for counting vehicles and there is no need to use the post-it’s. One person, working alone can count and record the material stored on a vehicle. The recommended method for counting the stock on a vehicle is to do one compartment at a time. Identify, count and record all of the items in each compartment before moving to the next. If the same item is encountered more than once, simply correct the earlier count by crossing through the number with one line, writing in the new number, and then initialing the correction.
 - 4) **Recording the counts**
 - a) All entries shall be in ink.
 - b) Counts are to be entered in the right hand column of the inventory book labeled “Original Count”.
 - c) The count for all items must be entered as “each”. Only record items in full units of measure. Items with the unit of measure of box, cans, case, gallon, quart, pail, etc. should not be counted or entered in the count book if any portion has been used. Be sure to pay close attention to the Unit of Measure as shown in the inventory stock book for each item. This is extremely important since the results can be adversely impacted if done incorrectly. For example, a particular item may be counted by the box, even though the box may contain 50 pieces. If it is counted as 50 instead of one (1). This will dramatically affect the inventory.
 - d) After the count is completed, the individual recording the counts must initial the bottom of each page containing a count. The supervisor must also review each page, checking for legibility and then initial each page containing a count.
 - e) To correct an error, cross through the error with one line, write in the



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correct count, then initial the correction.

- f) Items not listed in the pre-printed count sheets must be recorded on an Additional Materials Count Sheet. Copies of these forms are included in the count book and maybe copied if more are needed. For any items that a part number cannot be determined, write a description in the stock count book as accurate and complete as possible so that the item can be researched later to determine the stock number.

vi.

- 1) Once the count has been completed and you are CERTAIN that everything has been counted, you may turn in the stock count book to the person coordinating the inventory.
- 2) Each supervisor should be spot-checking for accurate counts and adherence to these instructions during the count.
- 3) The supervisor responsible for the area must review the inventory books(s) to insure that these instructions have been followed and that all counts and descriptions are legible. The inventory books must be turned in to Johnny McCoy or Jennifer Barrett at the Cannon Center, 340 N. 11th Street, Procurement Suite, by 4:00 P.M. on the day the count is completed. Inventory Books will not be accepted if counts are illegible. Books returned to supervisors for corrections will be considered late unless corrected and returned before the deadline.



Appendix H



REFRIGERANT USAGE PROCEDURE

1. Technician will determine if system requires refrigerant by using proper tools and techniques.
2. Technician must weigh Freon container before usage and document on Refrigerant Usage Log.
3. Technician will service system and inspect for any leakage.
4. If leak is detected, make the proper repairs and service system to optimal level.
5. Technician must weigh Freon container after usage and document on Refrigerant Usage Log.
6. Refrigerant Usage Log must match each Work Order received that requires refrigerant.
7. Completely filled out Logs, must be turned into Supervisor/Manager.
8. Supervisors will establish a Refrigerant Usage Log folder for record retention.

Employee: _____

Date: _____



Appendix I



Southern Nevada Regional Housing Authority
Integrated Pest Management Policy

Structural and landscape pest pose significant problems to people, property, and the environment, however, pesticides applied to solve these problems pose risks as well. It is therefore our policy to use an integrated pest management (IPM) program to control structural and landscape pests in and around all buildings in our portfolio.

Goals

Through our IPM program, pest will be managed to reduce any potential human health hazard or to protect against a significant threat to public safety. Prevent loss or damage to PHA resources, structures or property; prevent pests from spreading in the community or beyond the property; and provide a safe and decent place to live and work for residents, staff, and others.

Staff Affected by the IPM Policy

All our staff and residents, along with any contractors hired to perform pest management or structural repairs, will be subject to this policy. Property Managers/Maintenance Supervisors are the staff contact for the IPM program. In addition, each site or Asset Management Property (AMP) will designate an IPM Coordinator to manage the site activities concerning the IPM program. IPM Coordinators will be responsible for the activities including, but not limited to, maintaining records and analyzing to improve the program, ensuring pesticides are applied by a licensed professional with approved products, educating staff and residents about pests and pest management, and facilitating cooperation among all individuals who have a role in pest management (the “IPM team”). The site IPM Coordinator must approve pesticides before application.

Definitions

Action threshold: The maximum pest population that can be tolerated at a particular time and place without posing a hazard to people, property, and the environment.

Application: The actual act of using a pesticide or other technique for the purpose of pest control.

Conducive conditions: An attribute of a given location that can lead to pest presence, structural conditions that contribute to an infestation.

Exclusion: Sealing cracks or openings, or repairing damage to windows, screen doors, utility conduits, and other sites where pest can enter structures or move within structures.

Harborage: The nesting and hiding areas of insects, rodents, and other pests. Debris and clutter often provide harborage sites.

Inspection: A systematic searching for pests, damage, stains, hair, cast skins, or other evidence to identify a pest problem and its extent.

IPM: Integrated pest management. The coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment (U.S. EPA).

Mechanical controls: Traps, including mechanical, sticky, and light, and other tools besides pesticides that can be used to control pests.

Pests: A living organism (animal, plant, or microorganism) that interferes with human purposes for the property.

Pesticide: Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest (U.S. EPA).

Pest Management Professional (PMP): A company licensed to provide commercial pest management services.



Sanitation: Cleaning up food, water, and clutter that attracts pests and allow them to survive. Another description of sanitation is “good housekeeping”.

Treatment: Employment of procedures, application of materials, or the use of resources designed to alleviate pest problems.

Pests

Pest include arthropods, wood-infesting organisms, nuisance birds, and any other undesirable organisms in, on, or under structures, excluding bacteria and other microorganisms on or in humans or other living animals. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property, or the environment.

Common pests in this area include:

- Ants
- Bed Bugs
- Spiders
- Scorpions
- Mice
- Roaches
- Elm Root Borer
- Bees
- Crickets
- Cicadas
- Fleas
- Wasps/Hornets
- Pigeons
- Rats
- Coyotes
- Chipmunks
- Rattlesnakes
- Silverfish

Pest Management

Pest management strategies must be included in an approved IPM Plan for each site. The IPM Plan will be developed with assistance from a qualified IPM expert who is certified by GreenPro, GreenShield, EcoWise, or similar program. The IPM Plan will contain both general procedures and specific action plans for each pest selected above. Each action plan will include inspection and monitoring guidelines, an action threshold, acceptable management strategies, and criteria for selecting management strategies. The IPM Plan and pest-specific action plans are to be updated at least annually by site staff and more frequently if necessary.

Integrated Pest Management Procedures

Understanding pest survival needs is essential to implementing IPM effectively. Pests seek habitats that provide basic needs such as food, water, and shelter. Pest populations can be prevented or controlled by creating conditions that are not conducive to their survival. This can be accomplished through the removal of pests' basic needs or by simply blocking their access into buildings. Chemical controls are used as a last resort.

IPM procedures, as detailed in the IPM plan, will determine when to control pests and what control



Southern Nevada Regional Housing Authority – Maintenance Plan

methods to employ. Applying IPM principles prevents unacceptable levels of pest activity and damage. These principles are implemented by the most economical means and with the least possible hazard to people, property, and the environment. Our sites shall follow the IPM approach outlined below and detailed in the IPM Plan.

Monitor each pest to determine pest population, size, occurrence, and natural enemy population (if present), using visual inspection and monitoring devices. Monitor in every unit and common area at least once per year. Based on inspection and monitoring, identify decisions and practices that could affect pest populations. Keep records of all inspections and monitoring.

For each pest species at each site, set an action threshold---the pest population level at which control actions must be employed.

Consider a range of potential treatments for each pest problem. Employ non-pesticidal tactics first. Consider the use of chemicals only as a last resort and select and use chemicals approved by the IPM coordinator and in accordance with the provisions of this policy.

- Determine the most effective treatment time, based on pest biology and other variables, such as weather, resident schedule, seasonal changes in wildlife use, and local conditions.
- Design and construct indoor and outdoor areas to reduce and eliminate pest habitats.
- Modify management practices, including watering, mulching, waste management, and food storage.
- Modify pest ecosystems to reduce food and living space.
- Use physical controls such as hand-weeding, traps, and barriers.
- Use biological controls (introducing or enhancing pest' natural enemies).
- Although the goal of this IPM program is to reduce and ultimately eliminate use of toxic chemicals, toxic chemicals may become necessary in certain situations. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents. When it is determined that a pesticide must be used to prevent pest levels from exceeding action thresholds, choose the least-hazardous material(s). Least toxic pesticides are those labeled with the signal word "CAUTION". The application of such pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et sec.), Environmental Protection Agency regulations in 40 CFR, Occupational Safety and Health Administration regulations, and state and local regulations. If it becomes necessary to use pesticides, they will be applied during appropriate times and in such a way to maximize their efficacy and minimize the possibility of human exposure.
- **Conduct ongoing educational programs.**
 - a) Acquaint administrative personnel, staff, pest managers, and residents with pest biologies, the IPM approach, and procedures used to achieve the IPM program goals.
 - b) Inform the public of our attempt to reduce pesticide use and respond to questions from the public about our pest management practices.

Monitor treatment to evaluate effectiveness. Keep monitoring records and include them in the IPM log book for each site.

Record Keeping

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. To meet the requirements of the state regulatory agency, use specific forms to record inspection and monitoring results, control efforts, and details of any pesticide application. Details include



Southern Nevada Regional Housing Authority – Maintenance Plan

the target pest, name and quantity of pesticide used, site of application, date of application, time of application, name of the applicator, the application equipment used, conditions present that contribute to pest infestation, and prevention or nonchemical methods of control used. Forms should be unit/area-specific in order to identify trends over time. Records will be kept on site in an IPM log along with:

- Product labels
- Material Safety Data Sheets (MSDSs)
- Proof of registrations/licensing/insurance
- The pest control contract (or pest control crew scope of work)
- Service schedule
- Service log/tickets
- Sample preparation instructions
- Educational materials for staff and residents

Records must be current and accurate if IPM is to work. The objective is to create records from which programs and practices can be evaluated in order to update the IPM Plan and pest control procedures, improving the system and eliminating ineffective and unnecessary treatments.

Notification

We take the responsibility to notify residents and the site staff of upcoming treatments that will involve a pesticide application. Residents will be informed of the IPM program at time of move-in. Move-in orientation should include a brief introduction to IPM and the resident's responsibilities in the IPM program. Unless more strict state regulations apply, notices will be posted in designated areas in the offices and delivered to residents at least 48 hours in advance of treatment and are to remain posted in accordance with instructions on the pesticide product's label.

For some treatments, we will also deliver preparation instructions. Preparation instructions will be outlined in the pest control action plan, but will depend on the level of infestation in the unit and the abilities of the head of the household. The head of the household is responsible for ensuring the pest management professional has access to the unit and for completing the necessary preparations, as detailed in the preparation instructions.

Pest Management Professionals (PMPs)

PMPs must be educated and trained in the principles and practices of IPM. Evidence of training include years of experience along with continuing education at conferences, seminars, or e-learning classes. PMPs must follow regulations and label precautions including those pertaining to notification and recordkeeping. Applicators must be certified by the state, comply with this IPM Policy, and fulfill the site IPM Plan. Certification and regulations also apply to maintenance or renovation contractors who may encounter pest during their work. Under no circumstances should PMPs sell, share, or make available any pesticide products to any non-licensed resident or staff.

The contractor shall not store or dispose of any pesticide product on our property.



Southern Nevada Regional Housing Authority
Pest Control Procedure

1. **Notification of Pest Complaint**
 - a) A resident reports a pest complaint in/outside of unit either through office or work order.
 - b) Requesters Name, Unit, Pest type, and time/date are logged in IPM logbook.

2. **Schedule an Initial Appointment**
 - a) Inspect unit for pests. Indicate on IPM log if a positive/negative.
 - b) Treatment is scheduled if unit is positive.
 - c) Resident is given preparation instructions.
 - d) Inspection may determine if other units need to be inspected.

3. **Treatment of Unit(s)**
 - a) Treat unit(s) following IPM guidelines. We will follow all pesticide labels regarding treatment.
 - b) Indicate on IPM log, time/date, type of treatment, follow up recommendations from PMP.

4. **Close Work Order**
 - a) Fill out work order. Notate any recommendations:
 - Was resident in compliance?
 - What/when will next step be?
 - If retreat/reinspect is needed, schedule an appointment at the time of first treatment.

5. **Follow Up**
 - a) Follow up treatments will be based on individual situations.
 - b) Manager follows up with letter/notes to document treatment, compliance, and any adverse actions if necessary.

6. **After Eradication**
 - a) Once treatment is complete and cleared by PMPs, indicate in IPM logbook.
 - b) Review IPM logbook for reports/tickets.



Southern Nevada Regional Housing Authority
Bed Bug Policy

The Southern Nevada Regional Housing Authority (SNRHA) recognizes the potential problems that can arise from bed bug infestations in units. Accordingly, The SNRHA adopts this policy in an effort to minimize bed bug infestations in its properties.

HOUSING AUTHORITY RESPONSIBILITIES

Management

The SNRHA will provide training to all staff members regarding the identification, prevention, and eradication of bed bugs. The SNRHA will provide education to new and existing residents on methods that may be utilized in order to prevent and detect bed bugs. Such efforts shall include written handouts, podcasts, and public workshops for residents to attend.

When needed, the SNRHA will provide Reasonable Accommodations for persons who are elderly or disabled in preparation for treatment. The SNRHA will assist those persons and will employ janitorial services in times when a disabled or elderly household requires additional support to prepare for treatment. The SNRHA will provide a bag-less vacuum to households who do not have one.

The SNRHA will keep a qualified pest control company under contract so they can be called upon “as needed” for inspections and treatment. The SNRHA will maintain written records of reports and incidents of bed bug infestation in the IPM Logbook and within the resident files. Said records shall contain the names, dates/times, and places, and type of treatment as well as any follow up inspections.

The SNRHA will not charge a resident for bed bug treatment. Residents will be notified of any adverse actions in writing that could lead to termination of household lease.

The SNRHA will inspect vacant units at rehab for bed bugs, and will treat/clear any vacant unit where bed bugs are present.

Inspection

When a resident reports the suspicion or existence of bed bugs in their unit, the SNRHA will respond within one (1) business day to the reporting resident, provide the resident with information about control and prevention of bed bugs and discuss measures the resident may be able to take in the unit before inspection is performed.

Within three (3) business days a Pest Control Technician will inspect the unit to determine if bed bugs are present. Multiple detection tools, such as monitors containing attractants and canine detection may be utilized in addition to a visual inspection.

When the initial inspection confirms the presence of active bed bugs, the resident will be provided the **SNRHA Bed Bug Treatment Checklist**. The inspection area will include the adjoining units above, below, left and right in a multifamily building. These surrounding households will be provided information about bed bugs prevention, detection and treatment. The inspection will further include the hallways and common areas. Any treatment needed will be scheduled within five (5) business days.

When an infestation is suspected but cannot be verified, the unit will be inspected periodically over several months. Monitors will be placed in unit. Common areas, elevators and hallways will be inspected on a



continual basis, to be no less once a month.

Treatment

When a bed bug infestation is confirmed, treatment will be scheduled with the Pest Control Technician. The SNRHA will check in with the resident each business week to assess resident progress in preparing for treatment. When additional support is needed in an elderly or disabled household, the SNRHA will provide Reasonable Accommodation and will contract with janitorial services for assistance with preparation for treatment. In preparation of treatment, the SNRHA will provide a bag-less vacuum to those residents who do not have one. Residents will not be reimbursed the cost of any additional expense to the household, such as the purchase of new furniture, clothing or cleaning services to include laundering.

RESIDENT RESPONSIBILITIES

HUD regulations require resident cooperation to successfully eliminate the presence of bed bugs. Any resident not cooperative with the SNRHA during inspection, treatment preparation, treatment, and/or follow up will be deemed in violation of their Dwelling Lease. Any SNRHA adverse action for non-compliance will be issued in accordance with the Dwelling Lease.

It is the resident's responsibility to immediately alert the SNRHA of the suspicion or presence of bed bugs. The resident will be required to provide a specimen to the SNRHA for determination of the type of insect. If it is a bed bug, an inspection will be scheduled to occur within three (3) business days. When an infestation is confirmed, the resident must complete all items listed on the SNRHA Bed Bug Treatment Checklist prior to treatment. Treatment will occur with confirmation of an infestation.

After treatment, the household must practice the diligence in taking steps to prevent the reintroduction of bed bugs. To limit cross contamination, residents must be conscious of those around him/her. If any family, friends, co-workers or neighbors have bed bugs --- resident shall refrain from allowing those persons into their unit, and shall refrain from allowing those persons into their unit, and shall refrain from visiting a unit where bed bugs are known. Resident shall refrain from entering common areas until treatment is complete. Resident shall further refrain from activities such as dumpster diving, and will fully inspect used items they bring into their unit. Effective treatment requires resident compliance with SNRHA Housekeeping Standards as stated in the Dwelling Lease.

All residents shall NOT move furniture out of the building without specific direction from the SNRHA. The resident must coordinate with the SNRHA in the case of any furniture removal as it will need to be wrapped, and immediately transported from the property.



Appendix J



Maintenance Service Policy

Public Housing

The telephone number for maintenance work order requests, including emergency, routine, after hours, weekends, and holidays is:

(702) 477-3100

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.

- **Sewer Stoppages:** Toilets, outdoor main sewers, toilets backing up into tub are emergencies. Kitchen sink, bathroom sink, washer drains, and units with more than 1 toilet are not deemed emergencies.
- **Toilets:** **Running toilets, no matter how many in home.**
- **Total loss of Water:** No running water to the entire unit.
- **Inoperative Refrigerator:** If not cooling or leaking.
- **Plumbing Breaks or Leaks:** Indoor and outdoor main water lines, breaks that cause flooding in unit, and broken water tanks are emergencies. Faucet leaks where water can be shut off will not be considered emergencies.
- **Water Heater Failure:** No hot water at all.
- **Electrical Failure:** Entire unit **MUST** have no electrical service to be deemed an emergency.
- **Broken Windows:** Glass broken.
- **Exterior Door:** Any door that cannot be opened if it's the **ONLY** point of entry/exit.
- **Exterior Door:** Any door that cannot be secured doesn't matter if alternative means of entry/exit.
- **Windows:** Any window that cannot be opened or secured.
- **Air and Heating Calls:** All heating and cooling calls will take priority over routine calls. Cooling calls where temperature **exceeds 90 degrees** will be deemed an emergency. Heating calls where temperature drops **below 55 degrees** will be deemed an emergency. Although we attempt to promptly respond to all calls, because of the extremely high volume of calls received during extreme temperatures, please keep in mind it is **24 HOURS** from call out. We recommend you keep portable fans or heaters available for use during these times.
- **Smoke Alarms/CO Detector:** Malfunctioning/beeping.
- **Elevator:** Someone is unable to exit the elevator.
- **Dead Rodents:** If residents have dead mice/rats in traps.
- **Roof Leaks:** Causing damage to property
- **Gas Odor/Gas Leaks/Total Loss**
- **Fires:** Damage to property



- UPCS Inspections: Health & Safety deficiencies

URGENT REPAIRS TO BE COMPLETED OR A TEMPORARY REPAIR MADE TO MAKE SAFE WITHIN THREE (3) 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

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 Changes:** Lockouts and lock changes will not be considered an emergency at any time. All immediate lock changes will be subject to a \$25.00 same day service fee, in addition to \$25.00 per lock changed, during normal business hours. A picture ID will be required and such requests are only taken through the management office, during normal business hours. Requests after 5:00 pm, weekends, and holidays will be taken through the After-Hours Service, and need verification of residency by the Property Manager and/or Director, and a flat fee of \$75.00 will be assessed. Only the Head of Household will be granted access. **Lock changes will not be performed after hours, only access to the unit.**

If maintenance responds to an “Emergency” and it is found not to be an “Emergency” a charge will be applied to your account. We bill our labor rate at \$50.00 an hour at a minimum of two (2) hours. If the emergency or call is deemed a resident caused issue, you will be billed (see charge sheet posted in office), and payment will be due and payable within fourteen (14) days of service.

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Unit Entry Procedure

To gain access into a unit SNRHA staff will:

- Staff will knock and announce themselves, take a photo of address
- If no response-- Staff will knock again and announce themselves again
- If no response—Staff will open door and announce themselves while standing at entry.
- Staff will take a photo of reported deficiency then proceed with inspection/repairs, staff will also take a photo of repairs when completed regardless of the client’s presence.
- Staff will leave a written yellow notice within unit in a visible location upon completion of inspection/repairs stating reason, date and time.

Reasons SNRHA will enter an occupied unit are:

- Emergencies
- Inspections and maintenance
- Modernization and repairs
- Show the unit for leasing

Repairs requested by the family will not require prior notice to the family. Residents are notified in the lease that resident-requested repairs presume permission for SNRHA to enter. Residents may specify at the time of request for repair or maintenance that they be present. SNRHA will take reasonable measures to comply with the resident’s request; however, known deficiencies must be corrected.

SNRHA will provide the family with a 48-hour notice prior to entering the unit for non-emergency reasons. . Non-emergency entries to the unit will be made during reasonable hours of the day.

An inspection/repair may not be conducted if there are minors and no adult (required to show identification) is present in the unit during the inspection/repair.

If no person is at present, staff will enter the unit and conduct the inspection/repair and will leave a written notice within the unit in a visible location explaining the reason the unit was entered and the date and time.

SNRHA staff will allow access to the unit for non-inspection emergency entry to proper authorities when issues of health or safety of the tenant are concerned.





AVERAGE LAS VEGAS TEMPERATURES

The following chart shows the average temperatures for the Las Vegas area for the period of 1971 through 2000.

.....

<u>Month</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
<u>MIN</u>	36.8	41.4	47.0	53.9	62.9	72.3	78.2	76.7	68.8	56.5	44.0	36.6
<u>AVG</u>	47.0	52.2	58.3	66.0	75.5	85.6	91.2	89.3	81.3	68.7	55.0	47.0
<u>MAX</u>	57.1	63.0	69.5	78.1	87.8	98.9	104.1	101.8	93.8	80.8	66.0	57.3

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Demolition and/or Disposition

As a result of the Authority's extensive redevelopment activities, several of the Authority's family developments were included as considerations for demolition and/or disposition. Landsman Gardens – NV018013003 and Biegger Estates – NV018013406 have been disposed as part of the Rental Assistance Demonstration (RAD) Program process. Vera Johnson B – NV018002411 originally disposed as part of the Mixed Finance has been converted under the RAD Program process. Rose Gardens – NV018007403 has been disposed of as part of the RAD Program Conversion and the Old Rose Gardens building was demolished. Espinoza Terrace NV018007404 has been disposed of as part of the RAD Program Conversion. Vera Johnson Manor "A" - NV018002412 to be disposed of as part of the Mixed Finance process. Archie Grant Park NV018007401 has been disposed of as part of the RAD Program Conversion. James Down Towers NV018007402 is in the process of a RAD/Section Blend disposition and will be disposed of at the conversion of the mixed financing process. Hullum Homes NV018007407 is in the process of a RAD conversion and will be disposed of at the conversion of the mixed financing process.

The SNRHA is considering several Public Housing Properties for Demolition or Disposition through Mixed Finance sources. A Request for Qualifications was issued in March 2019 to solicit a Master Developer for the Mixed Income Redevelopment of Marble Manor. The selected developer will be responsible for providing a vision of a mixed-financed, mixed-income development of the Marble Manor site creating a diverse community incorporated into the surrounding neighborhood. The vision should include strengthening the economic vitality of the area, supporting the functions of daily life, including education, recreation, retail, and community facilities, as well as complementing the goals of the City of Las Vegas Hundred Plan and Vision 2045 Plan for the Historic Westside. The developer will select a consultant, contractor, and professional design team as well as identify various sources of public/private financing for the redevelopment. Upon Board Approval in February 2020, The SNRHA entered into a Memorandum of Understanding for planning and redevelopment activities prior to entering into a Master Developer Agreement. The Marble Manor property was approved for a Choice Neighborhood Initiative Planning Grant in November 2021. The agency is currently working with its Co-Grantee the City of Las Vegas, its Planning Coordinator, EJP Consultants, and its people, neighborhood and site development planner, Urban Design Associates, Marble Manor Resident Ambassadors, as well as a host of partners and stakeholders to develop a Transformation for Marble Manor and The Historic Westside. The deadline to submit the plan which is November 20, 2023.

The SNRHA, in March 2019, returned the Chaps for Arthur Sartini Plaza & Annex NV018002402, Ernie Cragin Annex NV018002406, Hullum Homes NV018002407, and Jones Gardens NV018002407. The SNRHA requested a CHAP for Hullum Homes, which was approved on September 19, 2022.

Demolition and/or Disposition

SNRHA has submitted or will be submitting a Demolition/Disposition application for the following public housing properties:

Demolition/Disposition Activity Description
1a. Development name: Sherman Annex /Marble Annex/Sherman Gardens/ Villa Capri
1b. Development (project) number: AMP 408 (NV39P002006a/203b/214/215)
2. Activity type: Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process
3. Application status: Planned application
4. Date application planned for submission: TBD
5. Number of units affected: 314 (154+20+82+60)
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: TBD - Projected end date: TBD

Demolition/Disposition Activity Description
1a. Development name: Marion Bennett Plaza
1b. Development (project) number: AMP 413 (NV39P018316)
2. Activity type: Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process
3. Application status: Part of 1st Group Portfolio RAD Application submitted 2015
4. Date application planned for submission: 2015
5. Number of units affected: 65
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: Rad Conversion Commitment Received March 2019 Projected end date: November 2019

Demolition/Disposition Activity Description
1a. Development name: James Down Towers
1b. Development (project) number: AMP 402 (NV39P002012)
2. Activity type: Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) / Section 18 Program or Mixed Finance process
3. Application status: Part of 2nd Group Portfolio RAD Application submitted 2015 RFP solicited for General Contractor
4. Date application planned for submission: 2021
5. Number of units affected: 200
6. Coverage of action: Partial or Total AMP
7. RFP issued February 2019 to select General Contractor/Construction Manager to provide development consultation and construction services for comprehensive rehabilitation.
8. Timeline for activity: Projected start date: May 2023 Projected end date: July 2024

Demolition/Disposition Activity Description
1a. Development name: Otto Merida Desert Villas
1b. Development (project) number: AMP 405 (NV39P002048)
2. Activity type: Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process
3. Application status: Part of 1st Group Portfolio RAD Application submitted 2015

Demolition and/or Disposition

4. Date application planned for submission: 2015
5. Number of units affected: 60
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: TBA Projected end date: TBA

Demolition/Disposition Activity Description
1a. Development name: Marble Manor
1b. Development (project) number: AMP 407 (NV39P002001/02/03a/04a)
2. Activity type: Demolition and/or Disposition or Mixed Finance/Mixed Income development process. Choice Neighborhood Initiative Transformation Plan issued November 2021. Transformation Plan submittal November 2023.
3. Application status: TBA
4. Date application planned for submission: TBA
5. Number of units affected: 235
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: TBA Projected end date: TBA

Demolition/Disposition Activity Description
1a. Development name: Former Ernie Cragin Terrace
1b. Development (project) number: Former AMP 305 (NV39P002009/010/013)
2. Activity type: Demolition and/or Disposition through a Mixed Finance process
3. Application status: #DDA0003322 Approved 05/18/2009. Demolition completed 2010. Disposition of vacant land: TBD
4. Date application planned for submission: 08/2008; Amended 03/2016
5. Number of units affected: 251
6. Coverage of action: Demolition: Total AMP - demolition completed 2010 Disposition Vacant Land: Partial or Total
<ul style="list-style-type: none"> • NV39P002009 [Vacant Land: APN139-36-3002-005. Acreage 6.05] • NV39P002010 [Vacant Land: APN 139-36-210-004. Acreage 9.01]
7. NV39P002013 [Vacant Land: APN 139-25-410-039/040/041. Acreage 7.73] – disposition application submitted March 2019 to develop Wardelle Street Townhouses LLC est. July 2019
8. Timeline for activity: Disposition of Vacant Land through Mixed Finance process Projected start date: Est TBD Projected end date: Est. TBD

Demolition/Disposition Activity Description
1a. Development name: Hullum Homes
1b. Development (project) number: AMP 407 (NV39P013007)
2. Activity type: Demolition and/or Disposition through the Rental Assistance Demonstration (RAD) Program or Mixed Finance process
3. Application status: Part of 1st Group Portfolio RAD Application submitted 2015
4. Date application planned for submission: 2022
5. Number of units affected: 59
6. Coverage of action: Partial or Total AMP
7. Timeline for activity: Projected start date: June 2023. Projected end date: August 2024

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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

April 5, 2022

Lewis Jordan
 Executive Director
 Southern Nevada Regional Housing Authority
 340 N 11th Street
 Las Vegas, NV 89101

Dear Mr. Jordan:

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 subsequent 2-year extensions beginning on May 19, 2018 and April 10, 2020. The San Francisco Field Office received a request to further extend the Plan on February 24, 2022.

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		
Levy Gardens	NV018002404	46	102	2	150	150
Sartini Plaza	NV018002403	0	218	2	220	220
Total		46	320	4	370	370

The Plan will be in effect for 2 years from the day following the expiration of the current Plan, April 10, 2024. 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 Rebecca Rudzianis, Portfolio Management Specialist, at (415) 489-6636.

Sincerely,

Marisa Chay

Gerard Windt
 Director
 Office of Public Housing

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Conversion of Public Housing (RAD)

ATTACHMENT

FY2024 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).

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 and/or Capital Funds towards these new conversions AS NEEDED FOR GAP financing. 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, 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.

Project-Based Voucher (PBV) Requirements (Section 1.6 of PIH Notice 2012-32, REV-3 and Notice H 2016-17; PIH2016-17	Project-Based Rental Assistance (PBRA) Requirements (Section 1.7 of PIH Notice 2012-32, REV-3 and Notice H 2016-17; PIH2016-17
Tenant Protections Under Notice H 2016-17; PIH 2016-17	
1. Right to Return and Relocation Assistance	1. Right to Return and Relocation Assistance
Tenant Protections Under Section 1.6.C (PBV) or Section 1.7.B (PBRA)	

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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
Tenant Protections Under Section 1.6.D (PBV) or Section 1.7.C (PBRA)	
1. Establishment of Waiting List	1. Establishment of Waiting List
2. Choice Mobility	2. Choice Mobility

PBV Resident Rights and Participation

- 1. No re-screening of Tenants upon Conversion.** Pursuant to the RAD statute at conversion, current households are not subject to rescreening, income eligibility, or income targeting. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family.
- 2. Right to Return Residents. James Down Towers and Hullum Homes residents** have the full right to stay at the property with relocation within the building(s) in phases.
- 3. Renewal of Lease.** Since publication of the PIH Notice 2012-32 Rev 3, the regulations under 24 CFR § 983.257(b)(3) have been amended requiring Project Owners to renew all leases upon lease expiration, unless cause exists.
- 4. Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(1) of the Act, as well as 24 CFR § 983.3(definition of "total tenant payment" (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase in for smaller increases in rent and a five year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion. The method described below explains the set percentage-based phase-in the owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the UP calculated in accordance with regulations at 24 CFR §5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058. If a family in a project converting from public housing to PBV was paying a flat rent immediately prior to conversion, the PHA should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

Three Year Phase In

Year 1: Any recertification (interim or annual) performed prior to the second annual recertification

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after conversion - 33% of difference between most recently paid TTP or flat rent and the standard TTP.

Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR -66% of difference between most recently paid TTP and the standard TTP

Year 3: Year 3 AR and all subsequent re-certifications -Full standard TTP

Five Year Phase In

Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion -20% of difference between most recently paid TTP or flat rent and the standard TTP

Year 2: Year 2 AR and any IR prior to Year 3 AR -40% of difference between most recently paid TTP and the standard TTP

Year 3: Year 3 AR and any IR prior to Year 4 AR -60% of difference between most recently paid TTP and the standard TTP

Year 4: Year 4 AR and any IR prior to Year 5 AR -80% of difference between most recently paid TTP and the standard TTP

Year 5 AR and all subsequent re-certifications -Full standard TTP

Please Note: In either the three-year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward. MTW agencies may not alter this requirement.

Southern Nevada Regional Housing Authority has elected to follow the Three Year Phase-in Plan.

Family Self Sufficiency (FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.

Public housing residents that are current FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any remaining PH FSS funds, to serve those FSS participants who live in units converted by RAD. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the FY15 Appropriations Act), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, PHAs should note that there are certain FSS requirements (e.g. escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a public housing resident, and PHAs must follow such requirements accordingly. All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR Part 984, the participants' contracts of participation, and the alternative requirements established in the "Waivers and Alternative Requirements for the FSS Program" Federal Register notice, published on December 29, 2014, at 79 FR 78100. Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TERA funds, thus reverting to the HAP account if forfeited by the FSS participant.

Southern Nevada Regional Housing Authority has no FSS participants in the current Public Housing program and all units are Senior/Disabled. Eligible participants may enroll in FSS following entry into the PBV program.

Resident Participation and Funding. In accordance with Attachment 1B, residents of Covered Projects with converted PBV assistance will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.

Resident Procedural Rights. The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.

Termination Notification. HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to Project Owner termination of tenancy and eviction the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

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- a. A reasonable period of time, but not to exceed 30 days:
 - i. If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - ii. In the event of any drug-related or violent criminal activity or any felony conviction;
- b. 14 days in the case of nonpayment of rent; and
- c. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

Grievance Process Pursuant to requirements in the RAD Statute, HUD is establishing additional procedural rights to comply with section 6 of the Act. For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR 982.555. RAD will specify alternative requirements for 24 CFR 982.555(b) in part, which outlines when informal hearings are not required, to require that:

- a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR 982.555(a)(1)(i)-(vi),²⁶ an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
 - i. For any hearing required under 24 CFR 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR 982.555(e)(4)(i).
 - ii. For any additional hearings required under RAD, the Project Owner will perform the hearing.
- b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.
- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR 982.555(a)(1)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction. Current PBV program rules require that hearing procedures must be outlined in the PHA's HCV

Earned Income Disregard (EID). Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time. Under the Housing Choice Voucher program, the EID exclusion is limited only to persons with disabilities (24 CFR 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to disabled persons is waived. The waiver, and resulting alternative requirement, apply only to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion e.g., due to loss of employment; tenants that move into the property following conversion, etc.) is covered by this waiver.

Jobs Plus. Not applicable to SNRHA.

When Total Tenant Payment Exceeds Gross Rent. Under normal PBV rules, the PHA may only select an occupied unit to be included under the PBV HAP contract if the unit's occupants are eligible for housing assistance payments (24 CFR 983.53(d)). Also, a PHA must remove a unit

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from the contract when no assistance has been paid for 180 days because the family's TIP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent)) (24 CFR 983.258). Since the rent limitation under this Section of the Notice may often result in a family's TIP equaling or exceeding the gross rent for the unit, for current residents (i.e. residents living in the public housing property prior to conversion), HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP contract when TIP equals or exceeds than the Gross Rent. Further, HUD is establishing the alternative requirement that the rent to owner for the unit equal the family's TIP until such time that the family is eligible for a housing assistance payment. HUD is waiving as necessary to implement this alternative provision, the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR 983.301 as modified by Section 1.6.B.5 of this Notice.²⁷ In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract. Assistance may subsequently be reinstated if the tenant becomes eligible for assistance. The PHA is required to process these individuals through the Form- 50058 submodule in PIC.

Following conversion, 24 CFR 983.53(d) applies, and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TIP may not exceed the gross rent for the unit at that time. Further, a PHA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TIP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the PHA must reinstate the unit after the family has vacated the property; and, if the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR 983.207 or, where "floating" units have been permitted, Section 1.6.B.10 of this Notice.

Under-Occupied Unit. If a family is in an under-occupied unit under 24 CFR 983.259 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR 983.259 is waived. MTW agencies may not modify this requirement.

PBV: Other Miscellaneous Provisions

1. **Access to Records Including Requests for Information Related to Evaluation of Demonstration.** PHAs must agree to any reasonable HUD request for data to support Program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.
2. **Additional Monitoring Requirement.** The PHA's Board must approve the operating budget for the Covered Project annually in accordance with HUD requirements.
3. **Bacon Act and Section 3 of the Housing and Urban Development Act of 1968** (Section 3).
4. **Establishment of Waiting List.** 24 CFR 983.251 sets out PBV program requirements related to establishing and maintaining a voucher-wide, PBV program wide, or site-based waiting list from which residents for the Covered Project will be admitted. These provisions will apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies.

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- i. Transferring an existing site-based waiting list to a new site-based waiting list. If the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the waitlist of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list.
- ii. Informing applicants on the site-based waiting list on how to apply for a PBV program-wide or HCV program-wide waiting list.

Informing applicants on a public housing community-wide waiting list on how to apply for a voucherwide, PBV program-wide, or site-based waiting list. If using a site-based waiting list, PHAs shall establish a waiting list in accordance with 24 CFR 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. In all cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list given the number of applicants, PHA resources, and admissions requirements of the projects being converted under RAD. A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate.

Applicants on the agency's public housing community-wide waiting list who wish to be placed onto the newly established site-based waiting list must be done so in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR 8.6 and with the obligation to provide meaningful access for persons with limited English proficiency (LEP).

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies.

To implement this provision, HUD is specifying alternative requirements for 24 CFR 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR 983.251(c).

SNRHA currently maintains site based Public Housing wait lists and will convert from Public Housing Site Based to PBV Site Based waiting list. There will be no change to placement, a straight conversion. All those currently on the wait list will be notified of the transition within the requirements for effective communication.

James Down Towers and Hullum Homes currently maintain individual site-based waiting list for their respective properties.

5. Mandatory Insurance Coverage The Covered Project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed project property.

6. Agreement Waiver. This section has been moved to 1.6.(8)(7).

7. Future Refinancing Project Owners must receive HUD approval for any refinancing or restructuring of permanent debt during the HAP contract term, to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)

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Administrative Fees for Public Housing Conversions during Transition Period. For the remainder of the Calendar Year in which the HAP Contract is effective (i.e. "transition period"), RAD PBV projects will be funded with public housing funds. For example, if the project's assistance converts effective July 1, 2015, the public housing Annual Contributions Contract (ACC) between the PHA and HUD will be amended to reflect the number of units under HAP contract, but will be for zero dollars, and the RAD PBV contract will be funded with public housing money for July through December 2015. Since TBRA is not the source of funds, PHAs should not report leasing and expenses into VMS during this period, and PHAs will not receive section 8 administrative fee funding for converted units during this time.

For fiscal years 2014 and 2015, PHAs operating HCV program received administrative fees for units under a HAP contract, consistent with recent appropriation act references to "section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Responsibility Act of 1998" and 24 CFR 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive section 8 ongoing administrative fees for PBV RAD units. After this transition period, the Section 8 ACC will be amended to include Section 8 funding that corresponds to the units covered by the Section 8 ACC. At that time, the regular Section 8 administrative fee funding provisions will apply.

Choice-Mobility. One of the key features of the PBV program is the mobility component, which provides that if the family has elected to terminate the assisted lease at any time after the first year of occupancy in accordance with program requirements, the PHA must offer the family the opportunity for continued tenant based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance.

If as a result of participation in RAD a significant percentage of the PHA's HCV program becomes PBV assistance, it is possible for most or all of a PHA's turnover vouchers to be used to assist those RAD PBV families who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for the PHA to still be able to use tenant based vouchers to address the specific housing needs and priorities of the community. Therefore, HUD is establishing an alternative requirement for PHAs where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP contract administered by the PHA exceeds 20 percent of the PHA's authorized units under its HCV ACC with HUD. The alternative mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented, the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received. In order to adopt this provision, this alternative mobility policy must be included in an eligible PHA's administrative plan. To effectuate this provision, HUD is providing an alternative requirement to Section 8(o)(13)(E) and 24 CFR part 983.261(c). Please note that this alternative requirement does not apply to PBVs entered into outside of the context of RAD. MTW agencies may not alter this requirement.

Reserve for Replacement. The Project Owner shall establish and maintain a replacement reserve in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items in accordance with applicable regulations. The reserve must be built up to and maintained at a level determined by HUD to be sufficient to meet projected requirements. For FHA transactions, Replacement Reserves shall be maintained in accordance with the FHA Regulatory Agreement. For all other transactions, Replacement Reserves shall be maintained in a bank account covered under a General Depository Agreement (HUD-51999) or similar instrument, as approved by HUD, where funds will be held by the Project Owner or mortgagee and may be drawn from the reserve account and used subject to HUD guidelines and as directed by HUD.

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Definition of Substantial Deviation

As part of the Rental Assistance Demonstration (RAD), SNRHA is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

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

SNRHA RAD Conversion Status is as follows:

Project Description

Vera Johnson Manor “B” (former AMP 410) #2
503 North Lamb Blvd., Las Vegas, NV 89110
APN#: 140-31-501-017 (9.46 acres)

RAD Conversion Update: In 2016 the SNRHA converted Vera Johnson Manor B, a 112-unit family public housing development located in the City of Las Vegas, Nevada, to Project Based Section 8 under the Rental Assistance Demonstration Program. Vera Johnson Manor B initially closed in 2015 as a Mixed Finance Transaction. Construction was completed in May 2016 and the property reached 100% lease-up in June 2016. After construction was completed 104 public housing units were converted to RAD in November 2016. The SNRHA partnered with Nevada HAND for this project.

Financing for Vera Johnson Manor B includes equity from the sale of 9% Low Income Housing Tax Credits issued through the Nevada Housing Division, SNRHA public housing capital funds and HOME funds from the City of Las Vegas.

The property renovations included comprehensive modernization of all 112 family units [104 Public 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) #1
750 Major Street, Henderson, NV 89015
APN#: 179-17-503-001 and 003 (11.11 acres)

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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. 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) #3
5701 Missouri St. #35, Las Vegas, NV 89122
APN#: 161-28-603-001 (11 acres)

RAD Conversion Update: In 2017 the SNRHA converted Biegger Estates, a 119-unit family public housing development located in Clark County, Nevada, to Project Based Section 8 under the Rental Assistance Demonstration Program. Financing for Biegger Estates included equity from the sale of 9% Low Income Housing Tax Credits issued through the Nevada Housing Division and SNRHA public housing capital funds. Construction was completed in phases with the final phase completed in June 2017 and reached 100% lease-up June 2017. The SNRHA self-develop this project.

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

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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
119		101,428 SF

No changes to the number of units or the bedroom distribution of the units occurred as part of the conversion.

The property renovations included comprehensive modernization of all 119 family units and complete site upgrades. The comprehensive modernization work included high energy-efficiency standards, high efficiency heating and cooling equipment, EnergyStar appliances, low-E argon thermal pane windows, high R- value wall and attic insulation, ceiling fans, and automatic timer thermostat controls. The development also promotes water conservation with extensive xeriscaping landscape. The work also included the upgrades to the maintenance shop and the community/administrative building containing a multipurpose room, warming kitchen, a computer lab, a library/reading room, leasing office, and space for supportive service providers where the SNRHA and local service organizations will provide a variety of programs to residents such as after-school activities for youth, financial literacy, and resource referrals to nutrition and wellness programs.

Estimated Project Schedule

RAD Application: March 2015 (actual)
NHD 9% LIHTC Application: May 2015 (actual)
Construction Start: May 2016 (actual)
Construction Completion: July 2017 (actual)
Full Occupancy: July 2017 (actual)

Vera Johnson A, a 76-unit development consisting of 2 bedroom and 3 bedroom apartments, was completed as a Preservation Project utilizing 9% LIHTC in 2017. The units remained as public housing units but are managed by 3rd Party Management Company.

Project Description

Rose Gardens (AMP 403) #4
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

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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
120		52,380 SF

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> ROSE GARDENS	<u>PIC Development ID:</u> NV018007001	<u>Conversion type (i.e., PBV or PBRA):</u> PBV	<u>Transfer of Assistance:</u> <u>Yes Proposed Location:</u> 1731 Yale Street. NLV, NV. 89030 APN: 139-22-801-002 <u>No. of Units Transferring:</u> 120
<u>Total Units:</u> 120	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Senior	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.):</u> Senior	<u>Capital Fund allocation of Development:</u> \$112,549.27
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion:	Change in Number of Units per Bedroom Type and Why?
Studio/Efficiency	60	0	
One Bedroom	60	102	Unit Reconfiguration
Two Bedroom	0	18	Unit Reconfiguration
Three Bedroom	0	0	
Four Bedroom	0	0	
Five Bedroom	0	0	
Six Bedroom	0	0	
Total:	120	120	

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(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.
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Estimated Project Schedule

RAD Application: March 2015 (actual)
Bond 4% LIHTC Application: July 2016 (actual)
Construction Start: October 2017 (actual)
Construction Completion: November 2018 (actual)
Full Occupancy: January 2019 (actual)

Project Description

Espinoza Terrace (AMP 404) #5
171 West Van Wagenen Street, Henderson, NV 89015
APN #: 179-18-401-003 (10.68 acres)

RAD Conversion Update: In 2015 the SNRHA submitted Espinoza Terrace (AMP 404) as part of the first group of its RAD portfolio application. The CHAP was received in March 2017. The SNRHA submitted in FY 2017 a 9% Tax Credit Application for the re-development of all 100 senior units. The project has received HOME Funds allocations in the amount of \$1MIL from Clark County and \$750K from the City of Henderson. Financing is anticipated to close in March 2018 with construction completion in April 2019. The SNRHA will self-develop this project.

Espinoza Terrace entails the acquisition/rehabilitation of an existing 100-unit low-income senior development located in Henderson, NV. The property was constructed in 1973 under the Federal Low-Income Public Housing program and is owned and operated by the Southern Nevada Regional Housing Authority (SNRHA).

The goals of the rehabilitation include:

- o To remove hazardous lead- and asbestos-containing materials and bring the units up to modern standards including new plumbing, wiring, cabinets, countertops, sinks, tubs and 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

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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
100		45,680 SF	52,328 SF

At this time we are not anticipating to change the number of units or the bedroom distribution of the units proposed as part of the conversion.

Estimated Project Schedule

RAD Application: March 2015 (actual) NHD 9% LIHTC Application: May 2017
 Construction Start: July 2018 (actual)
 Construction Completion: January 2020 (actual)
 Full Occupancy: June 2020

Project Description

Archie Grant Park (AMP 401) #6
 1720 Searles Avenue, Las Vegas, NV 89101
 APN #: 139-26-201-005 (Parcel I – 7.3 acres)
 APN #: 139-26-102-008 (Parcel II –5.84 acres)

RAD Conversion Update: In 2015, the SNRHA submitted Archie Grant Park (AMP 401) as part of the first group of its RAD portfolio applications. The CHAP was received in March 2017. The SNRHA was notified by the Nevada Housing Division in August 2018 of an available 9% Tax Credit Reservation. The SNRHA submitted an application and was approved for the total re-development of 66 units on parcel II and upgrades on 59 units on parcel I. Parcel II had recently undergone a Comprehensive Modernization in 2002. All 125 are senior and/or non-elderly disabled units. The project has received \$1MIL in LIHTC from the Nevada Housing Division and \$1 MIL in HOME Funds from the City of Las Vegas. Financing closed in September 2019 and construction completion occurred March 2021. Units were 100% leased by May of 2021. The SNRHA self-developed the project.

DEVELOPMENT # 6 - AMP 401			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>

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ARCHIE GRANT PARK	NV018002401	PBV	No
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
1720/1721 Searles Ave. Las Vegas, NV 89101	1963	139-26-102-008 139-26-201-005	13.14
<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>
125	SENIOR	SENIOR	\$109,221.25
<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	40	40	No changes on No. of Units or Bdrm Type
One Bedroom	72	72	
Two Bedroom	13	13	
Three Bedroom	0	0	
Four Bedroom	0	0	
Total:	125	125	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		Acquisition with Rehabilitation	
<u>Type of Relocation:</u>		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]	
<u>Property Information:</u>		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]	
<u>RAD Conversion:</u>		October 2019	

Estimated Project Schedule

RAD Application: March 2015 (actual)
 NHD 9% LIHTC Application: August 2018 (actual)
 Construction Start: October 2019 (actual)
 Construction Completion: March 2021 (actual)
 Full Occupancy: May 2021 (actual)

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Next Group of RAD Applications: Our RAD portfolio application was approved at the 08/21/15 SNRHA Board of Commissioners meeting and was submitted to HUD on 11/05/15. Properties included are as follows

RAD Portfolio First Group: 1) Otto Merida (AMP405), 2) Lubertha Johnson (AMP 401), 3) Bennett Plaza (AMP 401), 4) Espinoza Terrace (AMP 404), 5) Hullum Homes (AMP 407), 6) Jones Gardens (AMP 407), 7) Sartini Plaza (AMP 402) and 8) Sartini Annex (AMP 402), 9) Archie Grant (South Parcel) (AMP 401) and 10) Ernie Cragin Terrace (AMP 406) totaling 844 public housing units.

RAD Portfolio First Group Update: In 2015 the SNRHA submitted the First Group of its RAD portfolio application. The CHAP was received on August 24, 2017 and we received an extension from HUD through August 2018. Below, please find specific information related to the Public Housing Developments selected for RAD Portfolio Group 1.

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. The SNRHA returned the CHAPS for the following properties in March 2015: Hullum Homes, Jones Gardens, Sartini Plaza, Sartini Annex, and Ernie Cragin Terrace. Archie Grant Park was revised to include both parcels. The SNRHA is still reviewing their portfolio and has sent in another request for a CHAP on a project by projects basis. CHAPS have been received for Archie Grant Park, James Down Towers and Hullum Homes.

The status of the remaining properties are as follows:

DEVELOPMENT # 1NEW - AMP 405			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>
OTTO MERIDA DESERT VILLAS	NV018002315	PBV	No
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
3901 East Charleston, Las Vegas, NV 89104	2007	140-31-402-001	8.13
<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>
60	FAMILY	FAMILY	\$54,384.00
<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>
<u>Studio/Efficiency</u>	0	0	No changes on No. of Units or Bdrm.
<u>One Bedroom</u>	0	0	

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Two Bedroom	27	27	Type
Three Bedroom	30	30	
Four Bedroom	3	3	
Total:	60	60	
(If Performing a Transfer of Assistance):		N/A	
RAD Conversion Type:		Acquisition with no Rehabilitation	
Type of Relocation:		No Relocation Required	
Property Information:		The property was constructed in 2007 under the Federal Low-Income Public Housing Mixed Finance Program.	
Anticipated RAD Conversion:		TBA	

DEVELOPMENT # 2NEW - AMP 401 RAD #7			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>
LUBERTHA JOHNSON ESTATES	NV018013021	PBV	No
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
3900 E. Perry Street, Las Vegas, NV 89122	2012	161-16-401-006	6.35
<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>
112	SENIOR	SENIOR	\$97,862.24
<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	0	0	No changes on No. of Units or Bdrm Type
One Bedroom	89	89	
Two Bedroom	23	23	
Three Bedroom	0	0	
Four Bedroom	0	0	
Total:	112	112	
(If Performing a Transfer of Assistance)		N/A	
RAD Conversion Type:		Acquisition with no Rehabilitation	
Type of Relocation:		No Relocation Required	
Property Information:		The property was constructed in 2012 under the Federal Low-Income Public Housing Program.	
RAD Conversion:		November 2019	

Conversion of Public Housing (RAD)

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DEVELOPMENT # 3NEW - AMP 413 RAD #8			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>
MARION BENNETT PLAZA	NV018002316	PBV	No
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
1818 Balzar Avenue, Las Vegas, NV 89106	2010	139-21-102-008	4.38
<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>
65	SENIOR	SENIOR	\$56,795.05
<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	0	0	No changes on No. of Units or Bdrm. Type
One Bedroom	60	60	
Two Bedroom	5	5	
Three Bedroom	0	0	
Four Bedroom	0	0	
Total:	65	65	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		Acquisition with no Rehabilitation	
<u>Type of Relocation:</u>		No Relocation Required	
<u>Property Information:</u>		The property was constructed in 2010 under the Federal Low-Income Public Housing Mixed Finance Program.	
<u>RAD Conversion:</u>		November 2019	

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Project Description

James Down Towers (AMP 402) #9
 5000 W. Alta Ave, Las Vegas, NV 89107
 APN #: 138-36-601-007 (5.28 acres)

RAD Conversion Update: In 201 the SNRHA submitted James Down Towers (AMP 402) as part of the second group of its RAD portfolio application. The CHAP was received in March 2017. The SNRHA returned CHAPS for a portion of the first group of developments submitted for a CHAP and all of the second group of units in 2019. In FY 2021 a 4% Nevada Housing Division Multi-Family Bond Application and City of Las Vegas Volume Cap Application were to for Tax Credit Equity for the re-development of all 200 senior units. The project also applied for HOME Funds allocations in the amount of \$1MIL from the City of Las Vegas. Financing is anticipated to close in May 2023 with construction completion in July 2024. The SNRHA will self-develop this project.

DEVELOPMENT # 9- AMP 402			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>
JAMES DOWN TOWERS	NV018002402	PBV	No
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
5000 Alta Drive. Las Vegas, NV 89107	1972	138-36-601-007	5.28
<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>2021 Capital Fund allocation of Development:</u>
200	SENIOR	SENIOR	\$186,800.00
<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	0	0	No changes on No. of Units or Bdrm Type
One Bedroom	198	198	
Two Bedroom	2	2	
Three Bedroom	0	0	
Four Bedroom	0	0	
Total:	200	200	
<u>(If Performing a Transfer of Assistance)</u>		N/A	
<u>RAD Conversion Type:</u>		Acquisition with Rehabilitation	

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Type of Relocation:	Temporary relocation [on-site and off-site] has been completed for first group of construction for the 50 units located at the Southeast Wing of the building.
Property Information:	The property was constructed in 1972 under the Federal Low-Income Public Housing Program.
RAD Conversion:	Estimated May 2023

Estimated Project Schedule

RAD Application:	November 2021 (actual)
NHD 4% LIHTC Application:	August 2022 (actual)
Construction Start:	May 2023 (estimated)
Construction Completion:	July 2024 (estimated)
Full Occupancy:	August 2024 (estimated)

Project Description

Hullum Homes (AMP 407) #10
 4980 E. Owens Avenue, Las Vegas, NV 89110
 APN #: 140-20-804-006 (4.36 acres)

RAD Conversion Update: In 2015 the SNRHA submitted Hullum Homes (AMP 407) as part of the first group of its RAD portfolio application. The CHAP was received in March 2017. The SNRHA returned CHAPS for a portion of the first group of developments submitted for a CHAP and all of the second group of units in 2019. In FY 2021 the SNRHA submitted a 9% Tax Credit Application for the re-development of all 59 family units, 2 non-dwelling units and site work. The project has Nevada Housing Trust Funds from the Nevada Housing Division and Affordable Housing Program Funds from the Federal Home Loan Bank of San Francisco. Financing is anticipated to close in June 2023 with construction completion in July 2024. The SNRHA will self-develop this project.

DEVELOPMENT # 10 - AMP 407			
<u>Name of Public Housing Project</u>	<u>PIC Dev ID:</u>	<u>Conversion type (PBV or PBRA):</u>	<u>Transfer of Assistance:</u>
HULLUM HOMES	NV018002402	PBV	No
<u>Address</u>	<u>Yr. Built</u>	<u>APN No.</u>	<u>No. of Acres:</u>
4980 Owens Ave. Las Vegas, NV 89115	1982	140-20-804-006	4.36
<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>2021 Capital Fund allocation of Development:</u>
59	FAMILY	FAMILY	\$55,106.00

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Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in No. of Units per Bdrm Type and Why?
Studio/Efficiency	0	0	No changes on No. of Units or Bdrm Type
One Bedroom	72	72	
Two Bedroom	13	13	
Three Bedroom	0	0	
Four Bedroom	0	0	
Total:	59	59	
(If Performing a Transfer of Assistance)		N/A	
RAD Conversion Type:		Acquisition with Rehabilitation	
Type of Relocation:		Temporary relocation [on-site or off-site] required for first group of construction for the 12 units located in Bldg 11, 10 & 9. [APN 140-20-804-006]	
Property Information:		The property was constructed in 1982 under the Federal Low-Income Public Housing Program.	
RAD Conversion:		June 2023	

Estimated Project Schedule

RAD Application: April 2022 (actual)
 NHD 9% LIHTC Application: July 2022 (estimated)
 Construction Start: June 2023 (estimated)
 Construction Completion: July 2024 (estimated)
 Full Occupancy: August 2024 (estimated)

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;

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- To increase site security and “defensible space” through landscaping and improved site lighting; and,
- To reduce water consumption through the replacement of some lawn areas with low-maintenance rock and desert landscaping and the addition of low-flow faucets and commodes.

SNRHA has been looking at several financing options in order to maximize benefits to the tenants as well as to the SNRHA.

SNRHA will be using public and private affordable housing financing resources to fund the planned upgrades to the properties to continue to improve them without converting to RAD.

Funds sources includes but are not limited to:

- Tax-Exempt bonds supported by project-based rental assistance
- Federal Low Income Housing Tax Credit (LIHTC), from State of Nevada
- Public Housing Capital Funds (CFP) including Replacement Housing Factor (RHF) Funds from HUD
- Federal Home Loan Bank of San Francisco (FHLB SF) Affordable Housing Program
- HOME Funds from applicable jurisdictions and Clark County
- SNRHA Operating Reserves and/or Development Funds
- Private Activity Bonds
- Other funding sources in the banking industry

The SNRHA may self-develop or partner with a developer for some or all of these projects.

The construction work will be completed in phases. The first group of residents may be temporarily relocated off-site. The following group of residents will then be relocated to a newly renovated unit that meets the family’s needs.

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Units with Approved Vacancies for Modernization

The following information updates the agency plan to provide detailed information regarding units scheduled for 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 require PIC unit status update to “Undergoing Modernization” are listed in the following tables:

AMP No.	Unit Number	Unit Address	Scope of Work	Estimated Completion	Count
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY UNITS SCHEDULED FOR MODERNIZATION CFP 2019– CFP 2024					
Vera Johnson A: A/E Contract presented at the December 2014 Board Meeting. A/E Design completed in 2015. SNRHA proceeding with a 9% Tax Credit application May 2016 to assist with the financing of the construction and will be disposing the property through a Mixed Finance process. Completed August 2018.					

AMP	Unit	Unit Address	Scope Of work	Estimated Completion	Coun
SCATTERED SITE UNITS - 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

Units with Approved Vacancies for Modernization

409	01003D	1003 DRIFTWOOD CT	Modernization/Energy Upg.	2030	1
409	01006B	1006 BROOKSIDE CT	Modernization/Energy Upg.	2030	1
409	01015T	1015 TIMBERLINE CT	Modernization/Energy Upg.	2030	1
409	01453P	1453 PRICE STREET	Modernization/Energy Upg.	2030	1
409	01601C	1601 CHESTNUT STREET	Modernization/Energy Upg.	08/2022 02/2023	1
409	01713C	1713 CHESTNUT STREET	Modernization/Energy Upg.	2030	1
409	01728C	1728 CARITA	Modernization/Energy Upg.	2030	1
					3
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
					9
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.	01/2023	1
316	01868W	1868 WINTERWOOD	Modernization/Energy Upg.	2030	1
316	01881C	1881 CORVETTE	Modernization/Energy Upg.	2030	1
316	01901T	1901 TURLEROCK ST	Modernization/Energy Upg.	2030	1
316	01933S	1933 SPINDRIFT CT	Modernization/Energy Upg.	2030	1
316	02262S	2262 SABROSO	Modernization/Energy Upg.	2030	1
316	02860B	2860 BEACONFALLS	Modernization/Energy Upg.	2030	1
316	03620W	3620 WALNUT	Modernization/Energy Upg.	2030	1
316	03624W	3624 WHISPERING NTV	Modernization/Energy Upg.	2030	1
316	03680N	3680 NEW HORIZON	Modernization/Energy Upg.	2030	1
316	03828K	3828 KELLOGG	Modernization/Energy Upg.	2030	1
316	03874J	3874 JONTUE	Modernization/Energy Upg.	2030	1
316	03876K	3876 KELLOGG	Modernization/Energy Upg.	2030	1
316	03908T	3908 TATIANA	Modernization/Energy Upg.	2030	1
316	03909J	3909 JONTUE	Modernization/Energy Upg.	2030	1
316	03950W	3950 WOODSIDE	Modernization/Energy Upg.	2030	1
316	03987G	3987 GULLIVER	Modernization/Energy Upg.	2030	1
316	04041B	4041 BRIGHT STAR	Modernization/Energy Upg.	2030	1
316	04089S	4089 STUDIO	Modernization/Energy Upg.	2030	1
316	04282P	4282 PARAMOUNT	Modernization/Energy Upg.	2030	1

Units with Approved Vacancies for Modernization

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
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
					3
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

Units with Approved Vacancies for Modernization

409	02339S	2339 SABROSO	Modernization/Energy Upg.	2030	1
409	02363S	2363 SABROSO	Modernization/Energy Upg.	2030	1
409	02429P	2429 PINE CREEK	Modernization/Energy Upg.	2030	1
409	02459P	2459 PINE CREEK	Modernization/Energy Upg.	2030	1
409	02551O	2551 OAK GLEN WAY	Modernization/Energy Upg.	2030	1
409	02580O	2580 OAK GLEN WAY	Modernization/Energy Upg.	2030	1
409	02751S	2751 SANDY LANE	Modernization/Energy Upg.	2030	1
409	02823P	2823 PISCES	Modernization/Energy Upg.	2030	1
409	03250R	3250 RIO GRANDE	Modernization/Energy Upg.	2030	1
409	03624S	3624 SAN FRANCISCO	Modernization/Energy Upg.	2030	1
409	03651B	3651 BRIARCLIFF	Modernization/Energy Upg.	2030	1
409	03664L	3664 LONE OAK	Modernization/Energy Upg.	2030	1
409	03744B	3744 BRIARCLIFF	Modernization/Energy Upg.	2030	1
409	03754B	3754 BRIARCLIFF	Modernization/Energy Upg.	2030	1
409	03761G	3761 GEIST	Modernization/Energy Upg.	2030	1
409	03780K	3780 KELLOGG	Modernization/Energy Upg.	2030	1
409	03877K	3877 KELLOGG	Modernization/Energy Upg.	2030	1
409	03884L	3884 LINCOLN	Modernization/Energy Upg.	2030	1
409	03896T	3896 TATIANA	Modernization/Energy Upg.	2030	1
409	03915J	3915 JONTUE	Modernization/Energy Upg.	2030	1
409	03926S	3926 STEINBECK	Modernization/Energy Upg.	2030	1
409	03934J	3934 JONTUE	Modernization/Energy Upg.	2030	1
409	03951L	3951 LINCOLN	Modernization/Energy Upg.	2030	1
409	03964W	3964 WHITEHORSE	Modernization/Energy Upg.	2030	1
409	03974B	3974 BADILLO	Modernization/Energy Upg.	2030	1
409	03992L	3992 LINCOLN	Modernization/Energy Upg.	2030	1
409	04149S	4149 STUDIO	Modernization/Energy Upg.	2030	1
409	04187B	4187 BORATKO	Modernization/Energy Upg.	2030	1
409	04190S	4190 STUDIO	Modernization/Energy Upg.	2030	1
409	04201C	4201 CALIMESA	Modernization/Energy Upg.	2030	1
409	04230S	4230 STUDIO	Modernization/Energy Upg.	2030	1
409	04237B	4237 BORATKO	Modernization/Energy Upg.	2030	1
409	04249W	4249 WENDY LANE	Modernization/Energy Upg.	2030	1
409	04251C	4251 CALIMESA	Modernization/Energy Upg.	2030	1
409	04254T	4254 TOLKIEN	Modernization/Energy Upg.	2030	1
409	04270S	4270 STUDIO	Modernization/Energy Upg.	2030	1
409	04292P	4292 PARAMOUNT	Modernization/Energy Upg.	2030	1
409	04336F	4336 FABERGE	Modernization/Energy Upg.	2030	1
409	04343F	4343 FABERGE	Modernization/Energy Upg.	2030	1
409	04399W	4399 WENDY	Modernization/Energy Upg.	2030	1
409	04409F	4409 FABERGE	Modernization/Energy Upg.	2030	1
409	04427F	4427 FAIRMONT CIRCLE	Modernization/Energy Upg.	2030	1
409	04469M	4469 MICHIGAN	Modernization/Energy Upg.	2030	1

Units with Approved Vacancies for Modernization

409	04496P	4496 PUREZA	Modernization/Energy Upg.	2030	1
409	04747I	4747 IMPERIAL	Modernization/Energy Upg.	07/2018	1
409	05225S	5225 SANDSTONE	Modernization/Energy Upg.	2030	1
409	05241G	5241 GAINSMILL ST	Modernization/Energy Upg.	2030	1
409	05260B	5260 BLOSSOM	Modernization/Energy Upg.	2030	1
409	05307W	5307 WELLESLEY	Modernization/Energy Upg.	2030	1
409	05308P	5308 PLAINVIEW	Modernization/Energy Upg.	2030	1
409	05330P	5330 PLAINFIELD	Modernization/Energy Upg.	2030	1
409	05347S	5347 SIGNET CT	Modernization/Energy Upg.	2030	1
409	05360S	5360 SIGNET CT.	Modernization/Energy Upg.	2030	1
409	05421E	5421 EASTBROOK	Modernization/Energy Upg.	2030	1
409	05423P	5423 POMEROY CIRCLE	Modernization/Energy Upg.	2030	1
409	05459R	5459 REQUA	Modernization/Energy Upg.	2030	1
409	05503W	5503 WHITE CAP	Modernization/Energy Upg.	2030	1
409	05526B	5526 BLUE SEA	Modernization/Energy Upg.	2030	1
409	05545W	5545 WHITE CAP	Modernization/Energy Upg.	2030	1
409	05607B	5607 BIG SEA	Modernization/Energy Upg.	2030	1
409	05611B	5611 BIG SEA	Modernization/Energy Upg.	2030	1
409	05661O	5661 ODESSA	Modernization/Energy Upg.	2030	1
409	05671W	5671 WHITE CAP	Modernization/Energy Upg.	2030	1
409	05714B	5714 BALLINGER	Modernization/Energy Upg.	2030	1
409	05721O	5721 ODESSA	Modernization/Energy Upg.	2030	1
409	05756B	5756 BLUE SEA	Modernization/Energy Upg.	2030	1
409	06360P	6360 PINE HILL ST	Modernization/Energy Upg.	2030	1
409	06368P	6368 PINEHILL	Modernization/Energy Upg.	2030	1
409	06382D	6382 DALLASWOOD LN	Modernization/Energy Upg.	2030	1
409	06752T	6752 TIFFOLLO	Modernization/Energy Upg.	2030	1
409	06777A	6777 ARROYO	Modernization/Energy Upg.	2030	1
409	06781L	6781 LA RONDA	Modernization/Energy Upg.	2030	1
409	07325V	7325 VIREO DR	Modernization/Energy Upg.	2030	1
					9
310	226005	3933 NEW HOPE WAY	Modernization/Energy Upg.	2030	1
310	226006	2933 BRADY AV	Modernization/Energy Upg.	09/2020	1
310	226010	4449 COOL VALLY DR	Modernization/Energy Upg.	2030	1
310	226011	2624 DEMETRIUS AVE	Modernization/Energy Upg.	2030	1
310	226014	17 MINNESOTA STREET	Modernization/Energy Upg.	2030	1
310	226015	1532 ARTHUR AV	Modernization/Energy Upg.	2030	1
310	226017	3624 PARK OLIVER DR	Modernization/Energy Upg.	2030	1
310	226018	4044 LA BREA CT	Modernization/Energy Upg.	08/2022 01/2023	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
					16
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
					13
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

					1
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.	08/2022 0/2023	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 BROWND EER	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
					155
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
					7
					386

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					
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

Units with Approved Vacancies for Modernization

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
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
					40

<p>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</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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
						90

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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
						220

Sartini Plaza Annex: Rental Assistance Demonstration (RAD) Program application submitted 2015 as part of the Portfolio RAD Application Group I. CHAP received 2017 an extended by 12 months. Estimated Securing all Financing and Construction NTP Date: 2020-2023. Anticipated Completion: 2021-2026

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
402	221001	5200 ALPINE PL	01	Comprehensive Modernization	2021-2026	1
402	221002	5200 ALPINE PL	02	Comprehensive Modernization	2021-2026	1
402	221003	5200 ALPINE PL	03	Comprehensive Modernization	2021-2026	1
402	221004	5200 ALPINE PL	04	Comprehensive Modernization	2021-2026	1
402	221005	5200 ALPINE PL	05	Comprehensive Modernization	2021-2026	1
402	221006	5200 ALPINE PL	06	Comprehensive Modernization	2021-2026	1
402	221007	5200 ALPINE PL	07	Comprehensive Modernization	2021-2026	1
402	221008	5200 ALPINE PL	08	Comprehensive Modernization	2021-2026	1
402	221009	5200 ALPINE PL	09	Comprehensive Modernization	2021-2026	1
402	221010	5200 ALPINE PL	10	Comprehensive Modernization	2021-2026	1
402	221011	5200 ALPINE PL	11	Comprehensive Modernization	2021-2026	1
402	221012	5200 ALPINE PL	12	Comprehensive Modernization	2021-2026	1
402	221013	5200 ALPINE PL	13	Comprehensive Modernization	2021-2026	1
402	221014	5200 ALPINE PL	14	Comprehensive Modernization	2021-2026	1
402	221015	5200 ALPINE PL	15	Comprehensive Modernization	2021-2026	1
402	221016	5200 ALPINE PL	16	Comprehensive Modernization	2021-2026	1
402	221017	5200 ALPINE PL	17	Comprehensive Modernization	2021-2026	1
402	221018	5200 ALPINE PL	18	Comprehensive Modernization	2021-2026	1
402	221019	5200 ALPINE PL	19	Comprehensive Modernization	2021-2026	1
402	221020	5200 ALPINE PL	20	Comprehensive Modernization	2021-2026	1
402	221021	5200 ALPINE PL	21	Comprehensive Modernization	2021-2026	1
402	221022	5200 ALPINE PL	22	Comprehensive Modernization	2021-2026	1
402	221023	5200 ALPINE PL	23	Comprehensive Modernization	2021-2026	1
402	221024	5200 ALPINE PL	24	Comprehensive Modernization	2021-2026	1
402	221025	5200 ALPINE PL	25	Comprehensive Modernization	2021-2026	1
402	221026	5200 ALPINE PL	26	Comprehensive Modernization	2021-2026	1
402	221027	5200 ALPINE PL	27	Comprehensive Modernization	2021-2026	1
402	221028	5200 ALPINE PL	28	Comprehensive Modernization	2021-2026	1
402	221029	5200 ALPINE PL	29	Comprehensive Modernization	2021-2026	1
402	221030	5200 ALPINE PL	30	Comprehensive Modernization	2021-2026	1
402	221031	5200 ALPINE PL	31	Comprehensive Modernization	2021-2026	1

Units with Approved Vacancies for Modernization

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
						39

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

404	0SH19C	2901 SCHAFFER CIR	19C	Comprehensive Modernization	2023-2026	1
404	0SH19D	2901 SCHAFFER CIR	19D	Comprehensive Modernization	2023-2026	1

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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

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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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

403	208483	2525 W. WASHINGTON	340	Comprehensive Modernization	2023-2026	1
403	208484	2525 W. WASHINGTON	341	Comprehensive Modernization	2023-2026	1
403	208485	2525 W. WASHINGTON	342	Comprehensive Modernization	2023-2026	1
403	208486	2525 W. WASHINGTON	343	Comprehensive Modernization	2023-2026	1
403	208487	2525 W. WASHINGTON	344	Comprehensive Modernization	2023-2026	1
403	208488	2525 W. WASHINGTON	345	Comprehensive Modernization	2023-2026	1
403	208489	2525 W. WASHINGTON	346	Comprehensive Modernization	2023-2026	1
403	208490	2525 W. WASHINGTON	347	Comprehensive Modernization	2023-2026	1
403	208491	2525 W. WASHINGTON	348	Comprehensive Modernization	2023-2026	1
403	208492	2525 W. WASHINGTON	349	Comprehensive Modernization	2023-2026	1
403	208493	2525 W. WASHINGTON	350	Comprehensive Modernization	2023-2026	1
403	208494	2525 W. WASHINGTON	351	Comprehensive Modernization	2023-2026	1
403	208495	2525 W. WASHINGTON	352	Comprehensive Modernization	2023-2026	1
						150

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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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
						100

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

Units with Approved Vacancies for Modernization

406	OJS005	5385 AUSTIN JOHN COURT	5	Comprehensive Modernization	2023-2026	1
406	OJS006	5385 AUSTIN JOHN COURT	6	Comprehensive Modernization	2023-2026	1
406	OJS007	5385 AUSTIN JOHN COURT	7	Comprehensive Modernization	2023-2026	1
406	OJS008	5385 AUSTIN JOHN COURT	8	Comprehensive Modernization	2023-2026	1
406	OJS009	5385 AUSTIN JOHN COURT	9	Comprehensive Modernization	2023-2026	1
406	OJS010	5385 AUSTIN JOHN COURT	10	Comprehensive Modernization	2023-2026	1
406	OJS011	5385 AUSTIN JOHN COURT	11	Comprehensive Modernization	2023-2026	1
406	OJS012	5385 AUSTIN JOHN COURT	12	Comprehensive Modernization	2023-2026	1
406	OJS013	5385 AUSTIN JOHN COURT	13	Comprehensive Modernization	2023-2026	1
406	OJS014	5385 AUSTIN JOHN COURT	14	Comprehensive Modernization	2023-2026	1
406	OJS015	5385 AUSTIN JOHN COURT	15	Comprehensive Modernization	2023-2026	1
406	OJS016	5385 AUSTIN JOHN COURT	16	Comprehensive Modernization	2023-2026	1
406	OJS017	5385 AUSTIN JOHN COURT	17	Comprehensive Modernization	2023-2026	1
406	OJS018	5385 AUSTIN JOHN COURT	18	Comprehensive Modernization	2023-2026	1
406	OJS019	5385 AUSTIN JOHN COURT	19	Comprehensive Modernization	2023-2026	1
406	OJS020	5385 AUSTIN JOHN COURT	20	Comprehensive Modernization	2023-2026	1
406	OJS021	5385 AUSTIN JOHN COURT	21	Comprehensive Modernization	2023-2026	1
406	OJS022	5385 AUSTIN JOHN COURT	22	Comprehensive Modernization	2023-2026	1
406	OJS023	5385 AUSTIN JOHN COURT	23	Comprehensive Modernization	2023-2026	1
406	OJS024	5385 AUSTIN JOHN COURT	24	Comprehensive Modernization	2023-2026	1
406	OJS025	5385 AUSTIN JOHN COURT	25	Comprehensive Modernization	2023-2026	1
406	OJS026	5385 AUSTIN JOHN COURT	26	Comprehensive Modernization	2023-2026	1
406	OJS027	5385 AUSTIN JOHN COURT	27	Comprehensive Modernization	2023-2026	1
406	OJS028	5385 AUSTIN JOHN COURT	28	Comprehensive Modernization	2023-2026	1
406	OJS029	5385 AUSTIN JOHN COURT	29	Comprehensive Modernization	2023-2026	1
406	OJS030	5385 AUSTIN JOHN COURT	30	Comprehensive Modernization	2023-2026	1
406	OJS031	5385 AUSTIN JOHN COURT	31	Comprehensive Modernization	2023-2026	1
406	OJS032	5385 AUSTIN JOHN COURT	32	Comprehensive Modernization	2023-2026	1
406	OJS033	5385 AUSTIN JOHN COURT	33	Comprehensive Modernization	2023-2026	1
406	OJS034	5385 AUSTIN JOHN COURT	34	Comprehensive Modernization	2023-2026	1
406	OJS035	5385 AUSTIN JOHN COURT	35	Comprehensive Modernization	2023-2026	1
406	OJS036	5385 AUSTIN JOHN COURT	36	Comprehensive Modernization	2023-2026	1
406	OJS037	5385 AUSTIN JOHN COURT	37	Comprehensive Modernization	2023-2026	1
406	OJS038	5385 AUSTIN JOHN COURT	38	Comprehensive Modernization	2023-2026	1
406	OJS039	5385 AUSTIN JOHN COURT	39	Comprehensive Modernization	2023-2026	1
406	OJS040	5385 AUSTIN JOHN COURT	40	Comprehensive Modernization	2023-2026	1
406	OJS041	5385 AUSTIN JOHN COURT	41	Comprehensive Modernization	2023-2026	1
406	OJS042	5385 AUSTIN JOHN COURT	42	Comprehensive Modernization	2023-2026	1
406	OJS043	5385 AUSTIN JOHN COURT	43	Comprehensive Modernization	2023-2026	1
406	OJS044	5385 AUSTIN JOHN COURT	44	Comprehensive Modernization	2023-2026	1
406	OJS045	5385 AUSTIN JOHN COURT	45	Comprehensive Modernization	2023-2026	1
406	OJS046	5385 AUSTIN JOHN COURT	46	Comprehensive Modernization	2023-2026	1
406	OJS047	5385 AUSTIN JOHN COURT	47	Comprehensive Modernization	2023-2026	1

Units with Approved Vacancies for Modernization

406	OJS048	5385 AUSTIN JOHN COURT	48	Comprehensive Modernization	2023-2026	1
406	OJS049	5385 AUSTIN JOHN COURT	49	Comprehensive Modernization	2023-2026	1
406	OJS050	5385 AUSTIN JOHN COURT	50	Comprehensive Modernization	2023-2026	1
406	OJS051	5385 AUSTIN JOHN COURT	51	Comprehensive Modernization	2023-2026	1
406	OJS052	5385 AUSTIN JOHN COURT	52	Comprehensive Modernization	2023-2026	1
406	OJS053	5385 AUSTIN JOHN COURT	53	Comprehensive Modernization	2023-2026	1
406	OJS054	5385 AUSTIN JOHN COURT	54	Comprehensive Modernization	2023-2026	1
406	OJS055	5385 AUSTIN JOHN COURT	55	Comprehensive Modernization	2023-2026	1
406	OJS056	5385 AUSTIN JOHN COURT	56	Comprehensive Modernization	2023-2026	1
406	OJS057	5385 AUSTIN JOHN COURT	57	Comprehensive Modernization	2023-2026	1
406	OJS058	5385 AUSTIN JOHN COURT	58	Comprehensive Modernization	2023-2026	1
406	OJS059	5385 AUSTIN JOHN COURT	59	Comprehensive Modernization	2023-2026	1
406	OJS060	5385 AUSTIN JOHN COURT	60	Comprehensive Modernization	2023-2026	1
406	OJS061	5385 AUSTIN JOHN COURT	61	Comprehensive Modernization	2023-2026	1
						61

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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
408	261659	1733 H STREET	Comprehensive Modernization	2023-2026	1
408	261660	1735 H STREET	Comprehensive Modernization	2023-2026	1
408	261661	1737 H STREET	Comprehensive Modernization	2023-2026	1
408	261662	805 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261663	807 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261664	809 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261665	811 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261666	813 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261667	815 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261668	901 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261669	903 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261670	905 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261671	907 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261672	909 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261673	911 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261674	1001 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261675	1003 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261676	1005 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261677	1007 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261678	1009 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261679	1011 DOOLITTLE AVE	Comprehensive Modernization	2023-2026	1
408	261680	1106 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261681	1104 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261682	1102 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261683	1100 WEAVER DRIVE	Comprehensive Modernization	2023-2026	1
408	261684	1018 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261685	1016 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261686	1014 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261687	1012 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261688	1010 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261689	1008 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261690	1006 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261691	1004 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261692	1002 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261693	1000 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1

Units with Approved Vacancies for Modernization

408	261694	906 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
408	261695	904 SILVERMAN WAY	Comprehensive Modernization	2023-2026	1
					154

Sherman Gardens: These projects are being identified as developments that will require rehabilitation construction in the future for preservation. Estimated Securing all Financing and Construction NTP Date: 2025-2028. Anticipated Completion: 2026-2031						
AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
408	214716	1701 J ST	140	Comprehensive Modernization	2025-2028	1
408	214717	1701 J ST	139	Comprehensive Modernization	2025-2028	1
408	214718	1701 J ST	138	Comprehensive Modernization	2025-2028	1
408	214719	1701 J ST	137	Comprehensive Modernization	2025-2028	1
408	214720	1701 J ST	136	Comprehensive Modernization	2025-2028	1
408	214721	1701 J ST	135	Comprehensive Modernization	2025-2028	1
408	214722	1701 J ST	134	Comprehensive Modernization	2025-2028	1
408	214723	1701 J ST	133	Comprehensive Modernization	2025-2028	1
408	214724	1701 J ST	240	Comprehensive Modernization	2025-2028	1
408	214725	1701 J ST	239	Comprehensive Modernization	2025-2028	1
408	214726	1701 J ST	238	Comprehensive Modernization	2025-2028	1
408	214727	1701 J ST	237	Comprehensive Modernization	2025-2028	1
408	214728	1701 J ST	236	Comprehensive Modernization	2025-2028	1
408	214729	1701 J ST	235	Comprehensive Modernization	2025-2028	1
408	214730	1701 J ST	234	Comprehensive Modernization	2025-2028	1
408	214731	1701 J ST	233	Comprehensive Modernization	2025-2028	1
408	214732	1701 J ST	132	Comprehensive Modernization	2025-2028	1
408	214733	1701 J ST	131	Comprehensive Modernization	2025-2028	1
408	214734	1701 J ST	130	Comprehensive Modernization	2025-2028	1
408	214735	1701 J ST	129	Comprehensive Modernization	2025-2028	1
408	214736	1701 J ST	128	Comprehensive Modernization	2025-2028	1
408	214737	1701 J ST	127	Comprehensive Modernization	2025-2028	1
408	214738	1701 J ST	232	Comprehensive Modernization	2025-2028	1
408	214739	1701 J ST	231	Comprehensive Modernization	2025-2028	1
408	214740	1701 J ST	230	Comprehensive Modernization	2025-2028	1
408	214741	1701 J ST	229	Comprehensive Modernization	2025-2028	1
408	214742	1701 J ST	228	Comprehensive Modernization	2025-2028	1
408	214743	1701 J ST	227	Comprehensive Modernization	2025-2028	1
408	214744	1701 J ST	126	Comprehensive Modernization	2025-2028	1
408	214745	1701 J ST	124	Comprehensive Modernization	2025-2028	1
408	214746	1701 J ST	124	Comprehensive Modernization	2025-2028	1

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
						80

Villa Capri: These projects are being identified as developments that will require rehabilitation construction in the future for preservation. Estimated Securing all Financing and Construction NTP Date: 2025-2028. Anticipated Completion: 2026-2031

AMP No.	Unit No.	Unit Address		Scope of Work	Estimated Completion	Count
408	215939	1801 J ST	#125	Comprehensive Modernization	2025-2028	1
408	215940	1801 J ST	#126	Comprehensive Modernization	2025-2028	1
408	215941	1801 J ST	#127	Comprehensive Modernization	2025-2028	1
408	215942	1801 J ST	#103	Comprehensive Modernization	2025-2028	1
408	215943	1801 J ST	#102	Comprehensive Modernization	2025-2028	1
408	215944	1801 J ST	#101	Comprehensive Modernization	2025-2028	1
408	215945	1801 J ST	#106	Comprehensive Modernization	2025-2028	1
408	215946	1801 J ST	#105	Comprehensive Modernization	2025-2028	1
408	215947	1801 J ST	#104	Comprehensive Modernization	2025-2028	1
408	215948	1801 J ST	#109	Comprehensive Modernization	2025-2028	1
408	215949	1801 J ST	#108	Comprehensive Modernization	2025-2028	1
408	215950	1801 J ST	#107	Comprehensive Modernization	2025-2028	1
408	215951	1801 J ST	#112	Comprehensive Modernization	2025-2028	1
408	215952	1801 J ST	#111	Comprehensive Modernization	2025-2028	1
408	215953	1801 J ST	#110	Comprehensive Modernization	2025-2028	1
408	215954	1801 J ST	#115	Comprehensive Modernization	2025-2028	1
408	215955	1801 J ST	#114	Comprehensive Modernization	2025-2028	1
408	215956	1801 J ST	#113	Comprehensive Modernization	2025-2028	1
408	215957	1801 J ST	#118	Comprehensive Modernization	2025-2028	1
408	215958	1801 J ST	#117	Comprehensive Modernization	2025-2028	1
408	215960	1801 J ST	#116	Comprehensive Modernization	2025-2028	1
408	215961	1801 J ST	#121	Comprehensive Modernization	2025-2028	1
408	215962	1801 J ST	#120	Comprehensive Modernization	2025-2028	1
408	215963	1801 J ST	#119	Comprehensive Modernization	2025-2028	1
408	215964	1801 J ST	#122	Comprehensive Modernization	2025-2028	1
408	215965	1801 J ST	#123	Comprehensive Modernization	2025-2028	1
408	215966	1801 J ST	#124	Comprehensive Modernization	2025-2028	1
408	215967	1801 J ST	#128	Comprehensive Modernization	2025-2028	1
408	215968	1801 J ST	#129	Comprehensive Modernization	2025-2028	1
408	215969	1801 J ST	#130	Comprehensive Modernization	2025-2028	1

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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. Master Developer selected for Pre-Development. Awarded Choice Neighborhood Initiative Transformation Plan with City of Las Vegas in November 2022. Plan submittal due Fall 2024.

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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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

Units with Approved Vacancies for Modernization

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
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
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TAB 14

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Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

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, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency 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 by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.


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	William McCurdy II	Title	Chair
Signature		Date	7/11/2023

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**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 10/01/2023, 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

NV018

PHA Name

PHA Number/HA Code

____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

X Annual PHA Plan for Fiscal Years 2023 - 2024

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
William McCurdy, II	Chairperson
Signature	Date
	7/17/2023

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**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, Karen Schneider, the Manager, Clark County Social Service, Community Resources Management
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 plans are consistent in that they both clearly outline the strategies for addressing the housing needs of families
in the jurisdiction. The PHA plan focuses on providing affordable housing and rental assistance vouchers to
the most vulnerable members of the community.

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	
Karen Schneider		Manager	
Signature		Date	
 Digitally signed by Karen Schneider Date: 2023.07.26 16:37:26 -07'00'		7/26/23	

**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, the Director of Neighborhood Services
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.

The Southern Nevada Regional Housing Authority (SNRHA) PHA Plan aligns with the City of Las Vegas' Consolidated
Plan in its preservation and increase of affordable low-income housing units.

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 Kathi Thomas	Title Director of Neighborhood Services
Signature 	Date 7/25/23

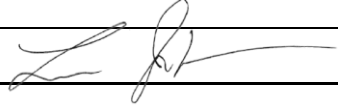
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Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action: a. contract <u>b</u> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application <u>b</u> b. initial award c. post-award</p>	<p>3. Report Type: a. initial filing <u>a</u> b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: <u>X</u> Prime _____ Subawardee Tier _____, if Known: Southern Nevada Regional Housing Authority 340 N. 11th Street Las Vegas, NV 89101 Congressional District, if known: 4c</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:</p>	
<p>6. Federal Department/Agency: U.S. Department of Housing and Urban Development 1 Sansome St. #1200 San Francisco, CA 94104</p>	<p>7. Federal Program Name/Description: Public Housing, Capital Fund, Housing Choice Voucher CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p>11. 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 than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____  Print Name: Lewis Jordan Title: Executive Director Telephone No.: (702) 477-3110 Date: 09/28/2023</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

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SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

**MANAGEMENT'S DISCUSSION & ANALYSIS
AND AUDITED FINANCIAL STATEMENTS**

FISCAL YEAR ENDED SEPTEMBER 30, 2021

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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, 2021



INDEPENDENT AUDITOR'S REPORT

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

San Francisco Regional Office
Public Housing Division
One Sansome Street, Suite 1200
San Francisco, CA 94104

Report on Financial Statements

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Southern Nevada Regional Housing Authority as of and for the year ended September 30, 2021, and the related notes to the financial statements which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of Landsman Family, LLC, Vera Johnson B, LP, Biegger Estates, LLC, Vera Johnson A Family, LLC, SRB, LP, Rose Gardens Senior, LP, Honolulu Street, LLC, Espinoza Terrace, LLC, Archie Grant Park, LLC and Wardelle Street Townhouses, LLC which represent 45 percent of total consolidated assets and 7 percent of total revenues of the Southern Nevada Regional Housing Authority. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for of Landsman Family, LLC, Vera Johnson B, LP, Biegger Estates, LLC, Vera Johnson A Family, LLC, SRB, LP, Rose Gardens Senior, LP, Honolulu Street, LLC, Espinoza Terrace, LLC, Archie Grant Park, LLC and Wardelle Street Townhouses, LLC, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

Opinions

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Southern Nevada Regional Housing Authority, as of September 30, 2021, and the respective changes in financial position and, where appropriate, cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements of the Southern Nevada Regional Housing Authority. The accompanying Schedule of Expenditures of Federal Awards as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as the Financial Data Schedules 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 May 25, 2022 on our consideration of the Housing Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of the testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Rector, Reeder & Lofton, P.C.
Certified Public Accountants

Loganville, Georgia
May 25, 2022

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

MANAGEMENT'S DISCUSSION & ANALYSIS

FISCAL YEAR ENDED SEPTEMBER 30, 2021

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2021**

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, 2021.

FINANCIAL HIGHLIGHTS AND CONCLUSIONS

At September 30, 2021, total assets were \$192,168,736, deferred outflow of resources were \$9,924,515, total liabilities were \$32,357,484, and deferred inflow of resources were \$21,058,989; thus, total net position was \$148,676,778. Total revenues and expenses were \$172,641,556 and \$169,655,792, respectively.

Southern Nevada Regional Housing Authority – RAD Conversion

The Appropriations Act of 2012, Public Law 112-55, approved a new Rental Assistance Demonstration (RAD) program to public housing authorities which addresses the need for a backlog of capital improvement needs for these developments. The public assistance through subsidy and capital fund program is converted to a project-based Section 8 rental assistance contract. Consequently, SNRHA is acquiring a minority interest in certain tax credit ventures, which reduces the stock of public housing but maintains the same baseline for affordable housing units. The Housing Authority has converted certain asset managed properties to this program as follows:

Rose Garden Senior LP:

Rose Garden Senior RAD project entails the acquisition/rehabilitation of an existing 120-unit low-income family development located in Las Vegas, NV. The property was awarded \$10,285,996 in 2017 9% Low Income Housing Tax Credits for its substantial rehabilitation. The SNRHA submitted in March 2017 a RAD application for Rose Gardens and received a Conditional Housing Assistance Payment (CHAP) agreement in October 2018. The RAD Conversion Commitment (RCC) was received February 2017. Financials closed in July 2018. Construction completion was November 2018. The property contains a ground lease effective October 2017.

REQUIRED FINANCIAL STATEMENTS

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

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

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

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

FINANCIAL ANALYSIS OF THE AUTHORITY

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

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

Southern Nevada Regional Housing Authority
Comparative Statement of Net Position
Table I

	2021	2020	Total Change	% Change
Current Assets	\$ 39,796,248	\$ 36,612,374	\$ 3,183,874	8.70%
Capital Assets	93,391,810	85,886,679	7,505,131	8.74%
Noncurrent Assets	58,980,678	58,100,195	880,483	1.52%
Deferred Outflows	9,924,515	3,850,976	6,073,539	157.71%
Total Assets & Deferred Outflows	\$ 202,093,251	\$ 184,450,224	\$ 17,643,027	9.57%
Current Liabilities	\$ 4,857,674	\$ 6,371,642	\$ (1,513,968)	-23.76%
Noncurrent Liabilities	27,499,810	37,729,811	(10,230,001)	-27.11%
Total Liabilities	32,357,484	44,101,453	(11,743,969)	-26.63%
Deferred Inflows	21,058,989	8,869,412	12,189,577	137.43%
Net investment in capital assets	91,789,357	83,949,879	7,839,478	9.34%
Restricted	3,973,006	4,444,449	(471,443)	-10.61%
Unrestricted	52,914,415	43,085,031	9,829,384	22.81%
Total Net Position	148,676,778	131,479,359	17,197,419	13.08%
Total Liabilities, Deferred Inflows & Net Position	\$ 202,093,251	\$ 184,450,224	\$ 17,643,027	9.57%

Total Assets and Deferred Outflows increased by \$17,643,027 or 9.57%. This increase is due to multiple factors. Current assets increased by \$3,183,874 or 8.70% due to an increase in cash and investments of \$5,559,484 or 17.22% as a result of positive operations for the year. This increase was offset by a decrease in accounts receivable of \$2,428,315 or 64.81% due to decreases in amounts due from HUD of \$2,234,356. Capital assets increased by \$7,505,131 or 8.74%, due mainly to the re-establishment of buildings that

were written off of the books due to the RAD conversion that have now been included again. Other noncurrent assets increased by \$880,483 or 1.52%. More detailed information can be found in the accompanying Notes to the Financial Statements. Deferred Outflows increased during the year from \$3,850,976 to \$9,924,515, an increase of \$6,073,539 or 157.71% due to a change in the deferred pension data.

Total Liabilities decreased by \$11,743,969 or 26.63%. Current Liabilities decreased by \$1,513,968 or 23.76% due to decreases in vendors' payable of \$661,536, accounts payable to HUD of \$407,305 and unearned revenue of \$380,020. Noncurrent liabilities decreased by \$10,230,001 or 27.11%, which is primarily due to a decrease in accrued pension and OPEB liabilities of \$9,744,036 or 34.54%. Noncurrent debt also decreased by \$353,890 or 22.04%.

Deferred Inflows increased during the year from \$8,869,412 to \$21,058,989, an increase of \$12,189,577 or 137.43%. This is due to the change in swap derivatives included in debt held by SNRHA; along with and an increase in the deferred pension inflow data.

Total Net Position increased by \$17,197,419 or 13.08%. 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

	<u>2021</u>	<u>2020</u>	<u>Total Change</u>	<u>% Change</u>
Tenant Revenue	\$ 13,489,458	\$ 11,714,750	\$ 1,774,708	15.15%
Governmental Grants and Subsidy	153,785,849	140,002,234	13,783,615	9.85%
Interest / Mortgage Income	515,972	1,090,717	(574,745)	-52.69%
Other Income	4,850,277	6,931,241	(2,080,964)	-30.02%
Total Revenue	172,641,556	159,738,942	12,902,614	8.08%
Administration	16,182,410	18,476,785	(2,294,375)	-12.42%
Tenant Services	1,742,084	1,929,354	(187,270)	-9.71%
Utilities	2,724,057	2,634,693	89,364	3.39%
Maintenance	12,127,600	11,560,271	567,329	4.91%
Protective Services	1,149,017	998,879	150,138	15.03%
Interest Expense	163,418	171,069	(7,651)	-4.47%
General Expense	4,310,783	4,244,861	65,922	1.55%
Housing Assistance Payments	124,103,355	113,869,769	10,233,586	8.99%
Depreciation	7,153,068	6,433,316	719,752	11.19%
Total Expenses	169,655,792	160,318,997	9,336,795	5.82%
Change in Net Position	2,985,764	(580,055)	3,565,819	-614.74%
Prior Period Adjustment	14,211,655	-	14,211,655	100.00%
Beginning Net Position	131,479,359	132,059,414	(580,055)	-0.44%
Ending Net Position	\$ 148,676,778	\$ 131,479,359	\$ 17,197,419	13.08%

REVENUES

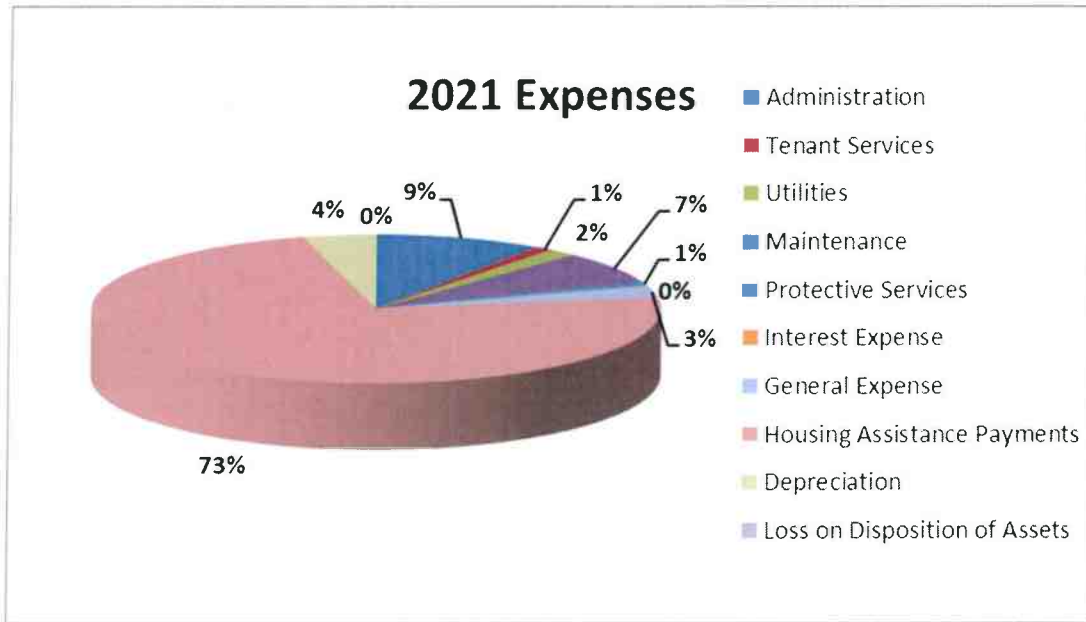
In reviewing the Statement of Revenues, Expenses, and Changes in Net Position, you will find that 89% of the Authority's revenues are derived from grants from the Department of Housing and Urban Development and other governmental agencies. The Authority receives revenue from tenants for dwelling rental charges and miscellaneous charges of 8% of total revenue. Other Revenue including interest from investments comprises the remaining 3%.



Total Revenue increased by \$12,902,614 or 8.08%. Tenant revenue increased by \$1,774,708 or 15.15% due to increased occupancy during the year. Grant funding increased by \$13,783,615 or 9.85% due to increased Section 8 Vouchers, Mainstream Vouchers and Emergency Housing vouchers. Investment income decreased by \$574,745 or 52.69% due to decreased mortgage interest income. And other income also decreased by \$2,080,964 or 30.02% due to primarily to decreases in the gain on sale of Capital Assets from the prior period.

EXPENSES

Total Expenses increased by \$9,336,795 or 5.82%.



Administrative expenses decreased by \$2,294,375 or 12.42%. This was due to a decrease in salaries and benefits of \$2,873,392 or 19.54% due to the significant changes in benefits per the deferred inflows and outflows data provided in the current year. Tenant services decreased by \$187,270 or 9.71%, primarily due to decreased benefits provided from the CARES Act. Utilities expense increased by \$89,364 or 3.39% due to normal fluctuations. Maintenance expense increased by \$567,329 or 4.91%, primarily due to increases in contract costs of \$766,134 or 21.97%. Protective services increased by \$150,138 or 15.03% due to increased security. General expenses increased by \$65,922 or 1.55%. Interest expense decreased by \$7,651 or 4.47% due to decreased debt principal held during the year. HAP expense increased by \$10,233,586 or 8.99% due to an increase in mainstream and emergency housing vouchers. Depreciation expense increased by \$719,752 or 11.19%.

CAPITAL ASSETS

At September 30, 2021, the Authority had invested \$93,391,810 in various capital assets as listed in the following schedule.

**Southern Nevada Regional Housing Authority
Comparative Statement of Capital Assets
Table III**

	2021	2020	Total Change	% Change
Land	\$ 20,985,785	\$ 20,985,785	\$ -	0.00%
Buildings & improvements	226,145,744	212,196,231	13,949,513	6.57%
Infrastructure	4,095,181	4,095,181	-	0.00%
Equipment	4,696,981	4,276,129	420,852	9.84%
Construction in Progress	-	-	-	0.00%
Accumulated Depreciation	(162,531,881)	(155,666,647)	(6,865,234)	4.41%
Total Capital Assets	\$ 93,391,810	\$ 85,886,679	\$ 7,505,131	8.74%

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 9/30/2020	Adjustments	Payments/ Decreases	Balance 9/30/2021	Current Portion
Mortgage Note Payable - Wells Fargo	\$ 1,052,438	\$ -	\$ (234,490)	\$ 817,948	\$ 246,060
Operating Note - Wells Fargo	703,886	-	(84,720)	619,166	88,560
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	-	-	-	-	-
Home Rental Income Fund	180,476	-	(15,137)	165,339	16,320
Promissory Note - City National Bank	1,000,000	-	-	1,000,000	-
	<u>\$ 6,636,800</u>	<u>\$ -</u>	<u>\$ (334,347)</u>	<u>\$ 6,302,453</u>	<u>\$ 350,940</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 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.
- The current inflation rate in the United States is the highest it has been in over forty years. This is causing prices to skyrocket and is making it more expensive for the Housing Authority to operate and may make it more difficult for tenants to pay their rent. There is no timeframe on when relief is expected from these historic price increases, and it has yet to be determined if governmental assistance will be increased in the next calendar year.

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:
Fredrick C. Haron, Chief Administrative Officer
340 North 11th Street
Las Vegas, Nevada 89122-5338

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

AUDITED FINANCIAL STATEMENTS

FISCAL YEAR ENDED SEPTEMBER 30, 2021

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

STATEMENT OF NET POSITION
September 30, 2021

ASSETS & DEFERRED OUTFLOWS

	Primary Government September 30, 2021	Discrete Component Units December 31, 2020	Total (Memorandum Only)
<u>Current Assets</u>			
Cash & cash equivalents - unrestricted	\$ 23,132,343	\$ 5,531,331	\$ 28,663,674
Cash & cash equivalents - restricted	7,132,680	5,078,615	12,211,295
Investments - unrestricted	7,582,511	-	7,582,511
Investments - restricted	-	-	-
Accounts receivable	1,318,395	425,201	1,743,596
Notes receivable	-	-	-
Prepaid expenses	286,181	280,515	566,696
Inventories	344,138	-	344,138
	<u>39,796,248</u>	<u>11,315,662</u>	<u>51,111,910</u>
Total Current Assets			
<u>Noncurrent Assets</u>			
Notes receivable	55,140,799	-	55,140,799
Other noncurrent assets	3,170,865	9,566,789	12,737,654
Investment in joint ventures	669,014	-	669,014
	<u>58,980,678</u>	<u>9,566,789</u>	<u>68,547,467</u>
Total Other Noncurrent Assets			
Capital Assets			
Land	20,985,785	3,505,176	24,490,961
Buildings	210,170,940	130,488,971	340,659,911
Improvements	15,974,804	-	15,974,804
Furniture & equipment	4,696,981	7,964,723	12,661,704
Construction in process	-	8,865,518	8,865,518
Infrastructure	4,095,181	17,588,443	21,683,624
	<u>255,923,691</u>	<u>168,412,831</u>	<u>424,336,522</u>
Less: Accumulated depreciation	<u>(162,531,881)</u>	<u>(24,186,729)</u>	<u>(186,718,610)</u>
Total Capital Assets	<u>93,391,810</u>	<u>144,226,102</u>	<u>237,617,912</u>
Total Noncurrent Assets	<u>152,372,488</u>	<u>153,792,891</u>	<u>306,165,379</u>
Deferred Outflow of Resources	<u>9,924,515</u>	<u>-</u>	<u>9,924,515</u>
TOTAL ASSETS	<u>\$ 202,093,251</u>	<u>\$ 165,108,553</u>	<u>\$ 367,201,804</u>

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

LIABILITIES, DEFERRED INFLOWS & NET POSITION

	Primary Government September 30, 2021	Discrete Component Units December 31, 2020	Total (Memorandum Only)
<u>Current Liabilities</u>			
Accounts payable	\$ 1,493,881	\$ 670,156	\$ 2,164,037
Accrued liabilities	891,043	9,642,986	10,534,029
Unearned revenue	1,165,628	118,564	1,284,192
Long term debt - current portion	350,940	280,109	631,049
Tenant security deposits/escrow deposits	956,182	272,742	1,228,924
	<hr/>	<hr/>	<hr/>
Total Current Liabilities	4,857,674	10,984,557	15,842,231
	<hr/>	<hr/>	<hr/>
<u>Noncurrent Liabilities</u>			
Accrued compensated absences	1,902,139	-	1,902,139
Long term debt	1,251,513	114,288,845	115,540,358
Accrued pension liability	18,468,166	-	18,468,166
Other noncurrent liabilities	1,177,992	2,290,996	3,468,988
Loan liability - non current	4,700,000	-	4,700,000
	<hr/>	<hr/>	<hr/>
Total Noncurrent Liabilities	27,499,810	116,579,841	144,079,651
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES	32,357,484	127,564,398	159,921,882
	<hr/>	<hr/>	<hr/>
DEFERRED INFLOW OF RESOURCES	21,058,989	-	21,058,989
	<hr/>	<hr/>	<hr/>
<u>NET POSITION</u>			
Net Investment in Capital Assets	91,789,357	29,657,148	121,446,505
Restricted	3,973,006	4,805,873	8,778,879
Unrestricted	52,914,415	3,081,134	55,995,549
	<hr/>	<hr/>	<hr/>
TOTAL NET POSITION	148,676,778	37,544,155	186,220,933
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES & NET POSITION	\$ 202,093,251	\$ 165,108,553	\$ 367,201,804
	<hr/>	<hr/>	<hr/>

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Las Vegas, Nevada

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITIONSeptember 30, 2021

	Primary Government September 30, 2021	Discrete Component Units December 31, 2020	Total (Memorandum Only)
<u>Operating Revenues</u>			
Dwelling rent	\$ 13,489,458	\$ 7,892,086	\$ 21,381,544
Governmental grants & subsidy	153,702,610	-	153,702,610
Other income	4,928,762	458,633	5,387,395
Total Operating Revenues	172,120,830	8,350,719	180,471,549
<u>Operating Expenses</u>			
Administration	16,182,410	1,556,303	17,738,713
Tenant services	1,742,084	54,489	1,796,573
Utilities	2,724,057	1,132,931	3,856,988
Maintenance & operations	12,127,600	2,420,268	14,547,868
Protective services	1,149,017	-	1,149,017
General expense	4,310,783	937,680	5,248,463
Housing assistance payments	124,103,355	-	124,103,355
Depreciation expense	7,153,068	4,366,252	11,519,320
Total Operating Expense	169,492,374	10,467,923	179,960,297
Net Operating Income/(Loss)	2,628,456	(2,117,204)	511,252
<u>Nonoperating Revenues/(Expenses)</u>			
Investment & mortgage income	515,972	2,999	518,971
Interest expense	(163,418)	(3,270,345)	(3,433,763)
Amortization of loan fees	-	(50,264)	(50,264)
Gain/(Loss) on disposition of assets	(78,485)	(2,210)	(80,695)
Net Nonoperating Revenues/(Expenses)	274,069	(3,319,820)	(3,045,751)
Net Income/(Loss) before capital contributions	2,902,525	(5,437,024)	(2,534,499)
Capital grants/capital contributions	83,239	4,016,952	4,100,191
Increase/(Decrease) in Net Position	2,985,764	(1,420,072)	1,565,692
Total Net Position - beginning	131,479,359	38,964,227	170,443,586
Prior year adjustment	14,211,655	-	14,211,655
Total Net Position - ending	\$ 148,676,778	\$ 37,544,155	\$ 186,220,933

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

STATEMENT OF CASH FLOWS
September 30, 2021

	<u>PRIMARY</u> <u>GOVERNMENT</u>	<u>COMPONENT</u> <u>UNIT</u>	<u>TOTAL</u> <u>(Memorandum Only)</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
Receipts from customers and users	\$ 18,418,220	\$ 8,350,719	\$ 26,768,939
Governmental grants & subsidy - operations	153,702,610	-	153,702,610
Payments to suppliers	(18,316,492)	(5,162,988)	(23,479,480)
Payments for housing assistance	(124,103,355)	-	(124,103,355)
Payments to employees	(24,106,146)	(1,881,628)	(25,987,774)
NET CASH PROVIDED/(USED) FROM OPERATING ACTIVITIES	<u>5,594,837</u>	<u>1,306,103</u>	<u>6,900,940</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
Purchase of investments	(62,550)	-	(62,550)
Payments on ground lease	-	(4,797,916)	(4,797,916)
Payments received on notes receivable	1,294,019	-	1,294,019
Interest received	220,933	2,999	223,932
NET CASH PROVIDED/(USED) FROM INVESTING ACTIVITIES	<u>1,452,402</u>	<u>(4,794,917)</u>	<u>(3,342,515)</u>
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</u>			
Grant revenue - capital grants	83,239	-	83,239
Acquisition of capital assets - capital grant program	(83,239)	-	(83,239)
Acquisition of capital assets	(1,057,987)	(32,512,348)	(33,570,335)
Capital contributions received	-	4,016,952	4,016,952
Proceeds on mortgage & notes	-	36,278,340	36,278,340
Payments on mortgage & notes	(334,347)	(1,650,271)	(1,984,618)
Proceeds from disposition of capital assets	5,447	-	5,447
Interest paid	(163,418)	(1,220,064)	(1,383,482)
NET CASH PROVIDED/(USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(1,550,305)</u>	<u>4,912,609</u>	<u>3,362,304</u>
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	5,496,934	1,423,795	6,920,729
CASH AND CASH EQUIVALENTS AT BEGINNING OF PERIOD	<u>24,768,089</u>	<u>9,186,151</u>	<u>33,954,240</u>
CASH AND CASH EQUIVALENTS AT END OF PERIOD	<u>\$ 30,265,023</u>	<u>\$ 10,609,946</u>	<u>\$ 40,874,969</u>

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

STATEMENT OF CASH FLOWS
September 30, 2021

	<u>PRIMARY</u>	<u>COMPONENT</u>	<u>TOTAL</u>
	<u>GOVERNMENT</u>	<u>UNIT</u>	<u>(Memorandum Only)</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
Net Income/(Loss) from operations	\$ 2,628,456	\$ (2,117,204)	\$ 511,252
Prior period adjustments affecting cash flow	610,749	-	610,749
Adjustments to reconcile net loss to net cash provided by operating activities:			
Depreciation & amortization	7,153,068	4,366,252	11,519,320
Decrease (Increase) in accounts receivable	2,428,311	(178,176)	2,250,135
Decrease (Increase) in prepaid expenses	4,408	(76,908)	(72,500)
Decrease (Increase) in inventory	(57,113)	-	(57,113)
Decrease (Increase) in Joint ventures	186	-	186
Decrease (Increase) in Noncurrent assets	(1,796,740)	(2,572)	(1,799,312)
Increase (Decrease) in accounts payable	(1,087,481)	344,142	(743,339)
Increase (Decrease) in accrued liabilities	(166,131)	336,174	170,043
Increase (Decrease) in unearned revenue	(380,020)	55,749	(324,271)
Increase (Decrease) in other noncurrent liabilities	(82,904)	(1,447,668)	(1,530,572)
Increase (Decrease) in deferred outflows, inflows, and pension liabilities	(3,627,998)	-	(3,627,998)
Increase (Decrease) in security/trust deposits	(31,954)	26,314	(5,640)
	<u>(31,954)</u>	<u>26,314</u>	<u>(5,640)</u>
NET CASH PROVIDED/(USED) FROM OPERATING ACTIVITIES	\$ <u>5,594,837</u>	\$ <u>1,306,103</u>	\$ <u>6,900,940</u>

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

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, 2021. 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, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

4. Discretely Presented Component Units: (Cont'd)

Vera Johnson B, LP was formed on January 28, 2015, as a Nevada Limited Partnership under the laws of the State of Nevada, for the purpose of acquiring, owning, operating and financing a 112 units of rental housing project known as Vera Johnson B Manor (the project). The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the managing member, Vera Johnson B, LLC, a Nevada Limited Liability Company, which is wholly owned by Affordable Housing Program, Inc., which is a blended component of the Authority. The Authority has certain rights and responsibilities, which enables it to impose its will on the Company. In accordance with GASB Statement No. 61, the Company is included as a discretely presented component unit in the financial statements.

Biegger Estates, LLC was formed on May 2, 2016, as a Nevada limited liability company under the laws of the State of Nevada, for the purpose of acquiring, owning, operating and financing a 119 units of rental housing project known as Biegger Estates (the project). The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the managing member, Biegger Estates Manager, LLC, a Nevada Limited Liability Company, which is wholly owned by Affordable Housing Program, Inc., which is a blended component of the Authority. The Authority has certain rights and responsibilities, which enables it to impose its will on the Company. In accordance with GASB Statement No. 61, the Company is included as a discretely presented component unit in the financial statements.

Vera Johnson A Family, LLC was formed on August 19, 2016, to rehabilitate and operate a 76-unit apartment project known as Vera Johnson A Manor. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the managing member, Vera Johnson A Family Manager, LLC, a Nevada Limited Liability Company, which is wholly owned by Affordable Housing Program, Inc., which is a blended component of the Authority. The Authority has certain rights and responsibilities, which enables it to impose its will on the Company. In accordance with GASB Statement No. 61, the Company is included as a discretely presented component unit in the financial statements.

Honolulu Street Family Housing, LLC was formed April 15, 2005, for the purpose of constructing and operating a 60-unit multi-family affordable housing project. The project is rented to low-income applicants and is operating in a manner necessary to qualify for federal low-income tax credits provided under Section 42 of the Internal Revenue Code. The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the managing member, Honolulu Street Family Housing, Inc., 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, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

4. Discretely Presented Component Units: (Cont'd)

SRB Limited Partnership was formed March 1, 2006, to construct and operate a two phase 240-unit apartment project known as Senator Richard Bryan Apartments. The project is rented to low-income applicants and operated in a manner intended to qualify for federal low-income housing tax credits as provided under Section 42 of the Internal Revenue Code. The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the general partner, SRB GP, 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.

Rose Gardens Senior LP operates a 120-unit apartment complex in Las Vegas, Nevada known as Rose Gardens Senior Apartments. The project is rented to persons of low income and is qualified for the federal low-income tax credit housing program as described in Section 42 of the Internal Revenue Code. The Partnership was formed on September 27, 2016. The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the general partner, Rose Gardens Senior, 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.

Espinoza Terrace, LLC operates a 100-unit project located in Henderson, Nevada known as Espinoza Terrace Apartments. The project is rented to low-income applicants and operated in a manner intended to qualify for federal low-income housing tax credits as provided under Section 42 of the Internal Revenue Code. The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the general partner, Espinoza Terrace 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.

Archie Grant Park, LLC was formed on September 1, 2019 and operates a 125-unit project located in Las Vegas, Nevada known as Archie Grant Park. The project is rented to low-income applicants and operated in a manner intended to qualify for federal low-income housing tax credits as provided under Section 42 of the Internal Revenue Code. The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the general partner, Archie Grant Park 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, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

4. Discretely Presented Component Units: (Cont'd)

Wardelle Street Townhouses, LLC was formed on December 30, 2019 and operates a 57-unit project located in Las Vegas, Nevada known as Wardelle Street Townhouses. The project is rented to low-income applicants and operated in a manner intended to qualify for federal low-income housing tax credits as provided under Section 42 of the Internal Revenue Code. The Partnership's interests are held by third parties unrelated to the Authority, with the exception of the general partner, Wardelle Street Townhouses 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.

Affordable Housing Program, Inc. is included as a blended component unit of the Authority.

6. Basis of Presentation:

The financial statements of the Authority have been prepared in conformity with Generally Accepted Accounting Principles (GAAP). The following summary of the more significant accounting policies is presented to assist the reader in interpreting these financial statements, and should be viewed as an integral part of this report.

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

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

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

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

6. Basis of Presentation: (Cont'd)

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# NVO18.

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.

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.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

7. Basis of Accounting and Measurement Focus: (Cont'd)

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.

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.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

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.

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.

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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

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.

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.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

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.

26. New Pronouncements Recently Adopted:

GASB Statement No. 84, *Fiduciary Activities* establishes criteria for identifying and reporting of fiduciary activities of all state and local governments. The adoption of this Statement had no material effect on the financial statements.

GASB Statement No. 90, *Majority Equity Interests* and Amendment of GASB Statements No. 14 and 61 will improve financial reporting by providing users of financials statements with essential information related to presentation of majority equity interests in legally separate organizations that previously was reported inconsistently.

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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)

26. New Pronouncements Recently Adopted: (Cont'd)

In addition, this Statement also provides guidance for reporting a component unit if a government acquires a 100 percent equity interest in that component unit. This adoption of this Statement had no material effect on the financial statements.

GASB Statement No. 92 *Omnibus 2020* has various effective dates ranging from issue date to periods beginning after June 15, 2020. The primary objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified in GASB Statements 87, 73, 74, and 84. Upon implementation, the Authority will adopt the provisions of this Statement.

27. Applicable Accounting Standards Issued But Not Yet Adopted:

GASB Statement No. 87, *Leases* is effective for periods beginning after June 15, 2021, with earlier application encouraged. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period* will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The requirements of this statement are effective for periods beginning after December 15, 2021.

GASB Statement No. 90, *Majority Equity Interests* and Amendment of GASB Statements No. 14 and 61 will improve financial reporting by providing users of financial statements with essential information related to presentation of majority equity interests in legally separate organizations that previously was reported inconsistently. In addition, this Statement also provides guidance for reporting a component unit if a government acquires a 100 percent equity interest in that component unit. This adoption of this Statement had no material effect on the financial statements.

GASB Statement No. 91 *Conduit Debt Obligations* is effective for periods beginning after December 15, 2020 with earlier application encouraged. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The Authority has updated its note disclosures to meet the provisions of this Statement.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

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, 2021 was \$37,847,534, and the bank balance was \$39,958,483.

Cash and Cash Equivalents

Cash and cash equivalents are maintained on deposit in demand accounts with Nevada State Bank and BNY Mellon. Of the amounts deposited into the bank, \$1,000,000 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, 2021, Cash and cash equivalents of the primary government and discrete component units are presented in the basic financial statements as of September 30, 2021, as follows:

	<u>Primary Government</u>	<u>Component Units</u>
	Cash and	Cash and
	<u>Cash Equivalents</u>	<u>Cash Equivalents</u>
Unrestricted	\$ 23,132,343	\$ 5,531,331
Restricted	<u>7,132,680</u>	<u>5,078,615</u>
Total	<u>\$ 30,265,023</u>	<u>\$ 10,609,946</u>

Investments

The investments as of September 30, 2021, was \$7,582,511, 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.

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, 2021, 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.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE B - CASH, CASH EQUIVALENTS, AND INVESTMENTS: (Cont'd)

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.

Restricted cash and cash equivalents at September 30, 2021, were as follows:

Security deposit funds	\$ 956,182
Emergency Housing Vouchers	2,561,221
FSS escrow funds	1,177,992
Modernization	816,839
HAP equity	1,615,381
COCC	<u>5,065</u>
	<u>\$ 7,132,680</u>

NOTE C - ACCOUNTS RECEIVABLE:

Accounts receivable, including all applicable allowances for uncollectible accounts at September 30, 2021, consisted of the following:

	Primary Government	Component Units
Tenants (net of allowance of \$315,713)	\$ 214,616	\$ 425,201
A/R - HUD	568,133	-
Other government agencies	-	-
A/R - miscellaneous (net of allowance of \$529,541)	521,524	-
Accrued interest receivable	12,714	-
Fraud (net of allowance of \$90,017)	<u>1,408</u>	<u>-</u>
	<u>\$ 1,318,395</u>	<u>\$ 425,201</u>

Note: The above receivable balance excludes \$5,447,685 of interfund receivables that have been eliminated as a result of financial statement consolidation.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE D - PREPAID EXPENSES, INVENTORY AND OTHER ASSETS:

Prepaid expenses, inventory and other assets at September 30, 2021, consisted of the following:

	Primary Government	Component Units
Prepaid insurance and other assets	\$ 286,181	\$ 280,515
Inventory	344,138	-
	\$ 630,319	\$ 280,515

NOTE E - NOTES RECEIVABLE:

The Authority is an affiliate to the Managing Member of *Honolulu Family Street Housing LLC* with a low-income tax credit development on the site of the former Ernie Cragin Annex 3, where 54 housing units built in the 1970s were razed in 2005. The 8.13-acre site is located at East Charleston Boulevard and Honolulu Street. The 60-unit mixed finance development is financed utilizing \$8,905,576 of Capital Fund Program Replacement Housing funds, \$8.579 million raised through tax credits from the state, \$360,000 of FHLB grant, and \$490,159 in Housing Authority reserves. The balance of these Notes Receivable at September 30, 2021 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.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE E - NOTES RECEIVABLE: (Cont'd)

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, 2021 is \$2,976,000 and \$6,380,317.

Vera Johnson B LP was formed on January 28, 2015 to rehabilitate and operate a 112-unit multifamily project known as Vera Johnson B Manor. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On April 1, 2015 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 4.00% and 0.00% respectively with no payments of principal will be due on or before March 2, 2070. The balance of these notes receivable at September 30, 2021 is \$1,880,160 and \$0.

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, 2021 is \$5,000,000 and \$390,883.

Vera Johnson A Family, LLC was formed on August 19, 2016 to rehabilitate and operate a 76-unit apartment project known as Vera Johnson A Manor. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On March 1, 2020 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 4.50% with no payments of principal will be due on or before December 31, 2072. The balance of these notes receivable at September 30, 2021 is \$2,649,083 and \$600,000.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE E - NOTES RECEIVABLE: (Cont'd)

Espinoza Terrace, LLC was formed on October 21, 2020 to rehabilitate and operate a 100-unit apartment project known as Espinoza Terrace. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On July 1, 2021 the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 0.00% and 4.10% respectively with no payments of principal will be due on or before July 1, 2068. During the current fiscal year, the Bridge Promissory Note was repaid in full and the balance of these notes receivable at September 30, 2021 is \$0 and \$6,116,696.

Rose Gardens Senior LP was formed on September 27, 2016, to rehabilitate and operate a 120-unit apartment project known as Rose Gardens Senior Apartments. This project is rented to low-income tenants in a manner necessary to qualify for the Federal low-income housing tax credits. On October 1, 2020, the Housing Authority issued mortgage note receivables in order to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 1.00% and 2.55% respectively with no payments of principal will be due on or before December 31, 2052. The balance of these notes receivable at September 30, 2021 is \$5,107,510 and \$695,000.

Archie Grant Park is an ongoing RAD development project. On September 1, 2021, the Housing Authority issued mortgage note receivables to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 3.05%. Payments to interest and principal are paid through cash flow as defined in the operating agreement. The balance of these note receivables at September 30, 2021 is \$6,021,000 and \$225,000, respectively.

Wardelle Street Townhouses is an ongoing RAD development project. On December 30, 2020, the Housing Authority issued mortgage note receivables to help fund the acquisition and construction of the development. The loans accrue interest at a rate of 2.65% and 1.90%, respectively. Payments to interest and principal are paid through cash flow as defined in the operating agreement. The balance of these note receivables at September 30, 2021 is \$1,720,000 and \$4,499,000, respectively.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE E - NOTES RECEIVABLE: (Cont'd)

As of September 30, 2021, the cumulative note receivable principal balances totaled \$54,055,978, with total accrued interest of \$8,316,689 and an allowance of \$7,231,868. Notes receivable consisted of the following:

Description	Interest rate	Issue date	Maturity	10/1/2020	Additions	Receipts	9/30/2021
Honolulu Street LLC							
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
SRB Apartments							
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
Landsman Family LLC							
Seller's Note 1	3.32%	12/5/2013	4/1/2055	2,976,000	-	-	2,976,000
Seller's Note 2	3.32%	12/5/2013	4/1/2055	6,380,317	-	-	6,380,317
Vera Johnson B LP							
Acquisition Note	4.00%	4/1/2015	3/31/2070	1,880,160	-	-	1,880,160
Vera Johnson B LP - GAP	0.00%	4/1/2015	4/30/2070	-	-	-	-
Biegger Estates LLP							
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	390,883	-	-	390,883
Vera Johnson A LP							
Acquisition Note	4.50%	3/1/2017	12/31/2072	2,649,083	-	-	2,649,083
Vera Johnson A LP - GAP	4.50%	3/1/2017	12/31/2072	600,000	-	-	600,000
Espinoza Terrace							
Bridge Promissory Note	0.00%	7/1/2018	7/1/2068	1,193,881	-	(1,193,881)	-
Espinoza - GAP	4.10%	7/1/2018	7/1/2068	1,966,696	-	-	1,966,696
Seller's Note 3	4.10%	7/1/2018	7/1/2068	4,150,000	-	-	4,150,000
Rose Gardens Senior LP							
Seller's Note 4	2.55%	10/1/2017	12/31/2052	695,000	-	-	695,000
Rose Garden - Third Loan	1.00%	10/1/2017	12/31/2052	5,207,648	-	(100,138)	5,107,510
Archie Grant Park							
Seller's Note 5	3.05%	9/1/2019	9/1/2069	6,021,000	-	-	6,021,000
Archie Grant Park - GAP	3.05%	9/1/2019	9/1/2069	225,000	-	-	225,000
Wardelle Street							
Seller's Note	2.65%	12/30/2019	12/30/2059	1,720,000	-	-	1,720,000
GAP Note	1.90%	12/30/2019	12/30/2059	4,499,000	-	-	4,499,000
Accrued interest on notes receivable				6,963,906	1,352,783	-	8,316,689
Less: allowance for accrued interest				(6,257,033)	(974,835)	-	(7,231,868)
Total notes receivable				\$ 56,056,870	\$ 377,948	\$ (1,294,019)	\$ 55,140,799

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE F - OTHER NONCURRENT ASSETS:

Primary Government

The Authority advanced funds to Landsman Family LLC, a Nevada Limited Liability Company, 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, 2021 was \$5,417.

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, 2021 was \$773,369.

On September 1, 2019, Archie Grant Park, 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 \$330,000 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, 2021 was \$786,717.

On December 30, 2019, Wardelle Street Townhouses, 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 \$1,360,000 for services relating to the development of the Project. The amount due as of September 30, 2021 was \$656,686.

On July 1, 2018, Espinoza Terrace, 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 \$1,300,000 for services relating to the development of the Project. The amount due as of September 30, 2021 was \$948,676.

Component Units – Discretely Presented

Prepaid Ground Lease includes \$1,360,000 from Landsman Family, LLC for the period of December 5, 2013 to December 4, 2112 and is amortized over the 99-year lease period, in an annual amount of \$13,737. The balance at December 31, 2020 was \$1,263,840. 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, 2020 was \$2,001,160. On July 1, 2018, a \$975,000 Ground Lease from Espinoza Terrace, LLC for the period of July 1, 2018 to July 31, 2117 was issued and is amortized over the 99-year lease period in the annual amount of \$9,828. The balance at December 31, 2020 was \$950,430. On September 1, 2019, a \$2,999,236 Ground Lease from Archie Grant Park, LLC for the period of September 1, 2019 to September 1, 2118 was issued and is amortized over the 99-year lease period. On December 30, 2019, a \$1,702,624 Ground Lease from Wardelle Street Townhouses, LLC for the period of December 30, 2019 to December 1, 2118 was issued and is amortized over the 99-year lease period.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE F - OTHER NONCURRENT ASSETS: (Cont'd)

As of September 30, 2021, other noncurrent assets consisted of the following:

	Primary Government	Component Units
Construction advances - Landsman	\$ 5,417	\$ -
Developer Fee - Landsman Family	773,369	-
Developer Fee - Wardelle	656,686	-
Developer Fee - Archie Grant Estates	786,717	-
Developer Fee - Espinoza	948,676	-
Prepaid Land Lease - Wardelle	-	1,702,624
Prepaid Land Lease - Archie Grant Park	-	2,999,236
Prepaid Land Lease - Biegger	-	2,001,160
Prepaid Land Lease - Landsman	-	1,263,840
Prepaid Land Lease - Espinoza	-	950,430
Intangible assets, net accumulated amortization	-	649,499
	<u>\$ 3,170,865</u>	<u>\$ 9,566,789</u>

During FY2020, the Authority transferred \$669,200 to Archie Grant, LLC as an equity contribution which will be applied to acquisition costs and is being held as Investment in Joint Ventures. The current balance as of September 30, 2021 is \$669,014.

NOTE G - CAPITAL ASSETS:

Changes in capital assets of the primary government consisted of the following as of September 30, 2021:

	Balance at 9/30/2020	Additions/ Increases	Transfers/ Adjustments	Dispositions/ Decreases	Balance at 9/30/2021
Enterprise Activities					
Capital assets not being depreciated:					
Land	\$ 20,985,785	\$ -	\$ -	\$ -	\$ 20,985,785
Construction in progress	-	-	-	-	-
Total capital assets not being depreciated	<u>20,985,785</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,985,785</u>
Buildings & improvements	212,196,231	546,019	13,600,905	(197,411)	226,145,744
Infrastructure	4,095,181	-	-	-	4,095,181
Furniture & equipment	4,276,129	595,207	-	(174,355)	4,696,981
Total capital assets being depreciated	<u>220,567,541</u>	<u>1,141,226</u>	<u>13,600,905</u>	<u>(371,766)</u>	<u>234,937,906</u>
Buildings & improvements	(152,890,908)	(6,733,834)	-	113,478	(159,511,264)
Furniture & equipment	(2,775,739)	(419,234)	-	174,356	(3,020,617)
Total accumulated depreciation	<u>(155,666,647)</u>	<u>(7,153,068)</u>	<u>-</u>	<u>287,834</u>	<u>(162,531,881)</u>
Net Book Value	<u>\$ 85,886,679</u>				<u>\$ 93,391,810</u>

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE G - CAPITAL ASSETS: (Cont'd)

Changes in capital assets of the discretely presented component units consisted of the following as of December 31, 2020:

	Balance at 12/31/2019	Additions/ Increases	Retirements/ Adjustments	Dispositions/ Transfers	Balance at 12/31/2020
Capital assets not being depreciated:					
Land	\$ 2,159,446	\$ 1,345,730	\$ -	\$ -	\$ 3,505,176
Construction in progress	2,801,027	6,064,491	-	-	8,865,518
Total capital assets not being depreciated	4,960,473	7,410,221	-	-	12,370,694
Buildings & improvements	104,552,626	25,936,345	-	-	130,488,971
Infrastructure	15,553,405	2,035,038	-	-	17,588,443
Furniture & equipment	6,961,839	1,002,884	-	-	7,964,723
Total capital assets being depreciated	127,067,870	28,974,267	-	-	156,042,137
Total accumulated depreciation	(20,206,813)	(4,366,252)	-	386,336	(24,186,729)
Total capital assets being depreciated	106,861,057	-	-	-	131,855,408
Capital assets, net	\$ 111,821,530	-	-	-	\$ 144,226,102

NOTE H - ACCOUNTS PAYABLE:

Accounts payable at September 30, 2021, consisted of the following:

	Primary Government	Component Units
Vendors and contractors payable	\$ 1,221,700	\$ 670,156
PILOT	272,181	-
Tenant security deposits	956,182	272,742
	<u>\$ 2,450,063</u>	<u>\$ 942,898</u>

Note: The above payables balance excludes \$5,447,685 of interfund payables 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, 2021:

	Primary Government	Component Units
Accrued wages & fringes	\$ 759,394	\$ -
Accrued compensated absences - current portion	38,124	-
Other accrued liabilities	-	6,128,035
Noncurrent debt - current portion	350,940	280,109
Unearned revenue - EHV	1,025,500	-
Unearned revenue - other	140,128	118,564
Other current liabilities	93,525	3,514,951
	<u>\$ 2,407,611</u>	<u>\$ 10,041,659</u>

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE J - OTHER NONCURRENT LIABILITIES:

Other noncurrent liabilities – other consisted of the following as of September 30, 2021:

	Primary Government	Component Units
FSS Escrow Liability	\$ 1,177,992	\$ -
Developer fee payable	-	2,290,996
Accrued compensated absences - noncurrent	1,902,139	-
Accrued pension & OPEB liability	<u>18,468,166</u>	<u>-</u>
	<u>\$ 21,548,297</u>	<u>\$ 2,290,996</u>

The following is a summary of the primary government activity for the year:

	Balance at September 30, 2020	Increases	Decreases	Balance at September 30, 2021	Current Portion
FSS Escrow Liability	\$ 1,260,896	\$ 472,617	\$ (555,521)	\$ 1,177,992	\$ -
Compensated absences	1,991,784	528,575	(580,096)	1,940,263	38,124
Net pension liability	<u>28,212,202</u>	<u>-</u>	<u>(9,744,036)</u>	<u>18,468,166</u>	<u>-</u>
	<u>\$ 31,464,882</u>	<u>\$ 1,001,192</u>	<u>\$ (10,879,653)</u>	<u>\$ 21,586,421</u>	<u>\$ 38,124</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, 2021, is presented below.

	Balance 9/30/2020	Adjustments	Payments/ Decreases	Balance 9/30/2021	Current Portion
Mortgage Note Payable - Wells Fargo	\$ 1,052,438	\$ -	\$ (234,490)	\$ 817,948	\$ 246,060
Operating Note - Wells Fargo	703,886	-	(84,720)	619,166	88,560
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	-
Home Rental Income Fund	180,476	-	(15,137)	165,339	16,320
Promissory Note - City National Bank	<u>1,000,000</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>	<u>-</u>
	<u>\$ 6,636,800</u>	<u>\$ -</u>	<u>\$ (334,347)</u>	<u>\$ 6,302,453</u>	<u>\$ 350,940</u>

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE K - LONG-TERM DEBT – Primary Government: (Cont'd)

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, 2021). The note is secured by a deed of trust on Robert Gordon Plaza. Total interest expense associated with this note for the year was \$54,684. The outstanding balance at June 30, 2021 is \$619,166.

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, \$778,406 at September 30, 2021, multiplied by the positive or negative differential from the fixed rate of 6.77%. As of September 30, 2021, the fair value of the interest rate swap obligation was \$91,912, a decrease of \$45,643 during the year.

Note 2 - The note bears interest at a variable rate of the 30-day LIBOR rate plus 1.25% (interest rate was 6.98% at August 14, 2006) with monthly principal payments of \$2,880 commencing in May 2007 and increasing to \$10,330 upon maturity in May 2027 (monthly principal payments were \$17,970 at September 30, 2021). The note is secured by a deed of trust. The outstanding balance at September 30, 2021, is \$817,948.

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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE K - LONG-TERM DEBT – Primary Government: (Cont'd)

Southern Nevada Regional Housing Authority has entered into an interest rate swap agreement with an original notional amount of \$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, \$2,319,810 at September 30, 2021, multiplied by the positive or negative differential from the fixed rate of 5.26. As of September 30, 2021, the fair value of the interest rate swap obligation was \$291,879, a decrease of \$137,683 during the year.

City of Las Vegas – Senator Apartments I: On February 15, 2006, the Affordable Housing Program, Inc. (the Corporation) entered into a loan agreement with the City of Las Vegas for \$1,670,000, \$168,295 in HOME funds and \$1,501,705 in low income housing tax funds (LIHTF) to be used for the construction of the Senator Richard Bryan Apartments I. The Corporation then lent the funds to the Senator Richard Bryan Limited Partnership. The loans bear interest at 4.8%. No payments of principal will be due on or before February 15, 2036 so long as the property is maintained as low-income and is in compliance with the HOME/Low Income Housing Tax Credit program. HOME funds are recapturable upon sale or transfer of title of the property during the 20-year HOME period of affordability. The LIHTF money is recapturable upon the sale or transfer of title of the property in perpetuity.

City of Las Vegas – Senator Apartments II: On January 16, 2008, the Affordable Housing Program, Inc. (the Corporation) entered into a loan agreement with the City of Las Vegas for \$1,670,000, \$693,000 in HOME funds and \$977,000 in low-income housing tax funds (LIHTF) to be used for the construction of the Senator Richard Bryan Apartments II. The Corporation then lent the funds to the Senator Richard Bryan Limited Partnership. The loans bear interest at 4.8%. No payments of principal will be due on or before January 16, 2038, so long as the property is maintained as low-income and is in compliance with the HOME/Low Income Housing Tax Credit program. HOME funds are recapturable upon sale or transfer of title of the property during the 20-year HOME period of affordability. The LIHTF money is recapturable upon the sale or transfer of title of the property in perpetuity.

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.

Home Rental Income Fund: The promissory notes payable of \$335,000 was issued on April 16, 1999, with Citibank and requires monthly payments of \$2,353.85, which includes both principal and interest. The loan bears interest at 7.55% and matures on June 1, 2029. The remaining balance at September 30, 2021 is \$165,339.

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NOTES TO FINANCIAL STATEMENTS
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(Continued)

NOTE K - LONG-TERM DEBT – Primary Government: (Cont’d)

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>
2022	\$	350,940	\$	42,986	\$	393,926
2023		371,716		36,697		408,413
2024		393,611		29,998		423,609
2025		444,963		28,246		473,209
2026		442,963		27,242		470,205
Thereafter		<u>4,298,260</u>		<u>77,677</u>		<u>4,375,937</u>
	\$	<u>6,302,453</u>	\$	<u>242,846</u>	\$	<u>6,545,299</u>

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, 2020:

	<u>Balance</u>	<u>Increases/</u>	<u>Payments/</u>	<u>Balance</u>	<u>Current</u>
	12/31/2019	Reclassifications	Decreases	12/31/2020	Portion
Building Loan Agreement - PNC Bank	\$ 3,713,869	\$ -	\$ (38,668)	\$ 3,675,201	\$ 43,576
HOME Loan - City of Henderson	432,608	68	-	432,676	-
SNRHA Sellers Note	2,970,896	-	-	2,970,896	-
SNRHA Note	5,364,852	583	-	5,365,435	-
AHP Note	<u>997,456</u>	<u>235</u>	<u>-</u>	<u>997,691</u>	<u>-</u>
	<u>\$ 13,479,681</u>	<u>\$ 886</u>	<u>\$ (38,668)</u>	13,441,899	<u>\$ 43,576</u>
Interest payable - long term				<u>2,290,996</u>	
Total notes and mortgages payable				<u>\$ 15,732,895</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
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
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(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

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, 2020, the outstanding loan balance was \$5,365,435.

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, 2020:

	Balance 12/31/2019	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2020	Current Portion
Mortgage payable, net	\$ 1,984,810	\$ -	\$ (28,474)	\$ 1,956,336	\$ 38,512
SNRHA acquisition note	1,880,160	-	-	1,880,160	-
Nevada HAND, Inc.	1,000,000	-	-	1,000,000	-
	<u>\$ 4,864,970</u>	<u>\$ -</u>	<u>\$ (28,474)</u>	4,836,496	<u>\$ 38,512</u>
Interest payable - long term				<u>529,272</u>	
Total notes and mortgages payable				<u>\$ 5,365,768</u>	

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, 2020, the balance outstanding was \$1,956,336.

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, 2020, the balance outstanding was \$1,880,160. As of December 31, 2020, the accrued interest was \$342,785.

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, 2020, the balance outstanding was \$1,000,000. As of December 31, 2020, accrued interest was \$186,487.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

Notes and mortgages payable for *Biegger Estates, LLC*, consist of the following as of December 31, 2020:

	Balance 12/31/2019	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2020	Current Portion
Chase Loan, net	\$ 2,199,839	\$ -	\$ (33,821)	\$ 2,166,018	\$ 35,992
SNRHA gap note	390,883	-	-	390,883	-
SNRHA seller note	4,977,430	719	-	4,978,149	-
	<u>\$ 7,568,152</u>	<u>\$ 719</u>	<u>\$ (33,821)</u>	7,535,050	<u>\$ 35,992</u>
Interest payable - long term				<u>1,003,654</u>	
Total notes and mortgages payable				<u>\$ 8,538,704</u>	

Notes payable - Chase: On May 2, 2016, the Company entered into a fixed rate note in the amount of \$2,250,000 (the "Fixed Rate Loan") and a variable rate note in the amount of \$10,400,000 (the "Variable Rate Loan") (collectively, the "Chase Loan") with JPMorgan Chase Bank, N.A. ("Chase"). The Chase Loan is secured by a deed of trust on the Project and the balance as of December 31, 2020 was \$2,166,018.

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 \$10,396. As of December 31, 2020, the accrued interest was \$64,584 and the balance of the note was \$390,883.

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 \$215,232. As of December 31, 2020, the accrued interest was \$939,070 and the balance of the note was \$4,978,149.

Notes and mortgages payable for *Vera Johnson A Family, LLC*, consist of the following as of December 31, 2020:

	Balance 12/31/2019	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2020	Current Portion
SNRHA Loans	\$ 3,218,903	\$ 568	\$ -	\$ 3,219,471	\$ -
Interest payable - long term				<u>588,944</u>	
Total notes and mortgages payable				<u>\$ 3,808,415</u>	

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NOTES TO FINANCIAL STATEMENTS
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(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

Notes payable - SNRHA Loans: On March 1, 2019, the Company entered into a loan agreement with SNRHA in the amount of \$600,000 (the "Gap Note") which bears interest at 4.5% per annum, compounded annually. The Company also entered into a second loan agreement with SNRHA in the amount of \$2,649,083 (the "Acquisition Note") which bears interest at 4.5% per annum, compounded annually. The Gap Note and Acquisition Note (collectively, the "SNRHA Loans") are secured by a deed of trust on the Project and mature on December 31, 2071. For the period, interest expense on the SNRHA Loans was \$165,703. As of December 31, 2020, the balance was \$3,219,471 and accrued interest was \$588,944.

Notes and mortgages payable for **Honolulu Street Family Housing, LLC**, consist of the following as of December 31, 2020:

	Balance 12/31/2019	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2020	Current Portion
SNRHA loan - 1	\$ 212,359	\$ -	\$ -	\$ 212,359	\$ -
SNRHA loan - 2	1,511,441	-	-	1,511,441	-
SNRHA loan - 3	3,713,111	900	-	3,714,011	-
SNRHA loan - 4	332,759	-	-	332,759	-
SNRHA loan - 5	288,770	-	-	288,770	-
AHP Note	360,000	-	-	360,000	-
	<u>\$ 6,418,440</u>	<u>\$ 900</u>	<u>\$ -</u>	6,419,340	<u>\$ -</u>
Interest payable - long term				<u>2,009,238</u>	
Total notes and mortgages payable				<u>\$ 8,428,578</u>	

SNRHA Loan 1 – On March 1, 2006, the company entered into the first leasehold loan agreement with the Housing Authority of the City of Las Vegas, an affiliate of the managing member, in the maximum amount of \$212,359. The loan bears simple interest at the long-term applicable federal rate. Principal and interest payments are payable out of available cash flows, as defined in the operating agreement. Principal and interest accrued are payable on March 1, 2061. For the Year Ended December 31, 2020, interest expense was \$9,939. As of December 31, 2020, the principal balance was \$212,359 and the accrued interest was \$147,423.

SNRHA Loan 2 – On March 1, 2006, the company entered into the second leasehold loan agreement with the Housing Authority of the City of Las Vegas, an affiliate of the managing member, in the maximum amount of \$1,511,441. The loan bears simple interest at the long-term applicable federal rate. Principal and interest payments are payable out of available cash flows, as defined in the operating agreement. For the Year Ended December 31, 2020, interest expense was \$70,735. As of December 31, 2020, the principal balance was \$1,511,441 and the accrued interest was \$1,049,238.

SNRHA Loan 3 – On March 1, 2006, the company entered into the third leasehold loan agreement with the Housing Authority of the City of Las Vegas, an affiliate of the managing member, in the maximum amount of \$3,750,000. The loan bears simple interest at the long-term applicable federal rate. Principal and interest payments are payable out of available cash flows, as defined in the operating agreement. For the Year Ended December 31, 2020, interest expense was \$37,500. As of December 31, 2020, the principal balance was \$3,714,011 and the accrued interest was \$556,252.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

SNRHA Loan 4 – On March 1, 2006, the company entered into the fourth leasehold loan agreement with the Housing Authority of the City of Las Vegas, an affiliate of the managing member, in the maximum amount of \$490,159. The loan bears simple interest at the long-term applicable federal rate. Principal and interest payments are payable out of available cash flows, as defined in the operating agreement. For the Year Ended December 31, 2020, interest expense was \$3,328. As of December 31, 2020, the principal balance was \$332,759 and the accrued interest was \$50,727.

SNRHA Loan 5 – On March 1, 2006, the company entered into the fifth leasehold loan agreement with the Housing Authority of the City of Las Vegas, an affiliate of the managing member, in the maximum amount of \$2,725,307. The loan bears simple interest at the long-term applicable federal rate. Principal and interest payments are payable out of available cash flows, as defined in the operating agreement. For the Year Ended December 31, 2020, interest expense was \$13,515. As of December 31, 2020, the principal balance was \$288,770 and the accrued interest was \$158,798.

AHP Note Payable – On March 1, 2006, the company entered into the federal home loan agreement with Affordable Housing Program, Inc., in the maximum amount of \$360,000. The loan bears simple interest at the long-term applicable federal rate. Principal and interest payments are payable out of available cash flows, as defined in the operating agreement. For the Year Ended December 31, 2020, interest expense was \$3,600. As of December 31, 2020, the principal balance was \$360,000 and the accrued interest was \$46,800.

Notes and mortgages payable for **SRB Limited Partnership** consist of the following as of December 31, 2020:

	Balance <u>12/31/2019</u>	Increases/ Reclassifications	Payments/ Decreases	Balance <u>12/31/2020</u>	Current Portion
SNRHA loans	\$ 3,340,000	\$ -	\$ -	\$ 3,340,000	\$ -
Limited partner loans	1,105,096	-	(26,084)	1,079,012	28,856
Note - NorthMarq	3,046,580	-	(80,366)	2,966,214	89,766
	<u>\$ 7,491,676</u>	<u>\$ -</u>	<u>\$ (106,450)</u>	7,385,226	<u>\$ 118,622</u>
Interest payable - long term				<u>1,092,904</u>	
Total notes and mortgages payable				<u>\$ 8,478,130</u>	

SNRHA Loans – On March 9, 2007, the Partnership entered into promissory note agreements with Affordable Housing Program, Inc., (AHP), an affiliate of the General Partner, for Phase I of the Project. AHP was awarded HOME investment Partnership Program Funds (HOME) and Low-Income Housing Tax Funds (LIHTF) in the amounts of \$168,295 and \$1,501,705, respectively. The notes bear interest at the Applicable Federal Rate, fixed at 4.8% at the time of the agreement. The notes are secured by the All-Inclusive Leasehold Deed of Trust. Principal will become due at the time of a transfer of interest in the property or failure to maintain the affordability requirements mandated by HOME and LIHTF agreements before the end of the tax credit compliance period. If neither of these events occur principal is forgiven. As of December 31, 2020, the total principal balance was \$1,670,000 and accrued interest was \$1,087,021. Interest expense for each year was \$80,160.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

On January 18, 2019, the Partnership entered into additional note agreements with AHP. AHP was awarded additional HOME and LIHTF in the amounts of \$693,000 and \$977,000, respectively, for Phase II of the Project. The notes bear no interest and are secured by the All-Inclusive Deed of trust. Principal will become due at the time of a transfer of interest in the property or failure to maintain the affordability requirements mandated by HOME and LIHTF agreements before the end of the tax credit compliance period. If neither of these events occur principal is forgiven. As of December 31, 2020, the principal balance was \$1,670,000.

Limited Partner Note – On December 7, 2007, the Partnership entered into a loan agreement with the Limited Partner for construction of Phase II in the amount of \$6,500,000 during the construction period, converting to \$1,300,000 for the permanent period. The loan bears interest at the 30-day LIBOR rate, plus 2.1% per annum, during the construction period and a fixed rate of 6.5% during the permanent period. On May 31, 2010, \$5,200,000 of the loan converted to equity and the permanent period began. Beginning on June 1, 2010, monthly payments of principal and interest in the amount of \$8,217 are required through maturity. The note matures on January 1, 2026, at which time a lump sum payment of any outstanding principal and interest shall be required. As of December 31, 2020, the accrued interest was \$5,883. The principal balance as of December 31, 2020, was \$1,079,012 and interest expense was \$73,118.

NorthMarq Note – On June 13, 2007, the Partnerships construction financing for Phase I of the Project from SA Affordable Housing, LLC, an affiliate of the Limited Partner, converted to permanent financing in the amount of \$3,700,000 and all loan servicing duties were transferred to NorthMarq Capital, Inc. The note is secured by the Project and bears interest at 7.289% per annum. Interest only payments were required for the first 2 years. Beginning April 1, 2008, the Partnership is obligated to make monthly payments based on a 16-year amortization schedule. The note matures March 1, 2024, at which point a lump sum payment of all outstanding balances are due. As of December 31, 2020, accrued interest was \$18,105. As of December 31, 2020, the principal balance was \$2,966,214 and interest expense was \$220,080.

Notes and mortgages payable for **Rose Gardens Senior LP** consist of the following as of December 31, 2020:

	Balance <u>12/31/2019</u>	Increases/ Reclassifications	Payments/ Decreases	Balance <u>12/31/2020</u>	Current Portion
Permanent bond payable	\$ 3,643,993	\$ -	\$ (31,642)	\$ 3,612,351	\$ 43,407
SNRHA loan - 1	695,000	-	-	695,000	-
SNRHA loan -2	5,330,868	-	(123,219)	5,207,649	-
NHD	1,500,000	-	(584,704)	915,296	-
AHP Note	1,441,000	59,000	-	1,500,000	-
	<u>\$ 12,610,861</u>	<u>\$ 59,000</u>	<u>\$ (739,565)</u>	11,930,296	<u>\$ 43,407</u>
Interest payable - long term				<u>208,372</u>	
Total notes and mortgages payable				<u>\$ 12,138,668</u>	

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
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(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

Permanent Bond Payable – On November 15, 2019, the construction loan converted to a permanent loan in the amount of \$3,797,000. The loan is secured by the deed of trust on the Project. The permanent loan has a fixed interest rate of 4.97% and shall mature on November 1, 2035. Monthly principal and interest payments of \$19,090 are required starting on January 1, 2021. As of December 31, 2020, the outstanding balance was \$3,612,351, with accrued interest of \$15,555.

SNRHA Loans – Southern Nevada Regional Housing Authority, an affiliate of the General Partner, loaned \$695,000 to the Partnership. The loan accrues and compounds interest at a rate of 2.55% per annum and is payable from cash flow as defined in the Partnership Agreement. The loan is expected to mature December 31, 2052. As of December 31, 2020 the outstanding balance of the loan was \$695,000 with accrued interest of \$58,787.

Southern Nevada Regional Housing Authority loaned an additional \$5,787,006 to the Partnership. The loan accrues and compounds annually at 1% interest. The loan is due and payable from cash flow as defined in the Partnership Agreement. The expected maturity date is December 31, 2052. As of December 31, 2020, the balance outstanding was \$5,207,649 with accrued interest of \$29,146.

Note Payable – Nevada Housing Division – Pursuant to the Promissory Note dated October 11, 2017, Nevada Housing Division loaned \$1,500,000 to the Partnership. The loan accrues annually at 3% interest. The loan is due and payable from available cash flow. Any remaining unpaid principal and interest shall be due and payable upon maturity on June 1, 2047. As of December 31, 2020, the balance outstanding was \$915,296 with accrued interest of \$15,179.

AHP Loan – During 2017 the Partnership received funding from Affordable Housing Program in the total sum of \$1,500,000. This \$1,500,000 consists of \$1,000,000 which is expected to mature December 31, 2052 and \$500,000 which is expected to mature 35 years after the date of the completion report as defined in the Partnership Agreement. The total funding bears 3% per annum and is secured by the All-Inclusive Deed of Trust. As of December 31, 2020 the balance outstanding was \$1,500,000 with accrued interest of \$120,439.

Notes and mortgages payable for **Espinoza Terrace, LLC** consist of the following as of December 31, 2020:

	Balance 12/31/2019	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2020	Current Portion
Construction loans	\$ 6,561,363	\$ 3,055,567	\$ -	\$ 9,616,930	\$ -
HOME	750,000	-	-	750,000	-
AHP Note	1,000,000	-	-	1,000,000	-
LIHTF	1,000,000	-	-	1,000,000	-
SNRHA loans	7,291,064	401	-	7,291,465	-
	<u>\$ 16,602,427</u>	<u>\$ 3,055,968</u>	<u>\$ -</u>	19,658,395	<u>\$ -</u>
Interest payable - long term				<u>842,261</u>	
Total notes and mortgages payable				<u>\$ 20,500,656</u>	

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
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(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

Construction Loan – On July 20, 2018, the Company obtained a construction loan for JP Morgan Chase Bank, N.A. in the amount of \$10,000,000. The Construction loan bears interest at a rate of 2.5% plus the applicable adjusted LIBOR rate per annum. Interest payments are due on the 10th date of each month. The Construction Loan is secured by a deed of trust on the Project and matures on January 18, 2022. During the period, interest expense was \$64,417, of which \$5,139 was capitalized to fixed assets. As of December 31, 2020, accrued interest was \$16,285 and the balance on the loan was \$9,616,930.

HOME Loan – On July 1, 2018, the Company entered into a loan agreement with the City of Henderson in the amount of \$750,000. The loan bears interest at a rate of 3.91% per annum, compounded annually. Annual payments of principal and interest are due and payable from available cash flow. During the period, interest expense was \$44,561, of which \$8,457 was capitalized to fixed assets. As of December 31, 2020, the outstanding principal balance was \$750,000 and accrued interest was \$75,628.

AHP Note – On July 1, 2018, the Company entered into an agreement with Charles Schwab Bank in the amount of \$1,000,000 from funds provided by the Federal Home Loan Bank of San Francisco pursuant to the regulations governing the Affordable Housing Program (AHP). The AHP Loan is secured by a deed of trust on the Project and bears interest at a rate of 4.4% per annum. The AHP Loan will not be amortized and payment of principal balance and any accrued interest will be due and payable in full on June 30, 2068. As of December 31, 2020, the outstanding principal balance was \$1,000,000.

LIHTF – On July 1, 2018, the Company entered into an agreement with Affordable Housing Program, Inc., an affiliate of the Management Member, in the amount of \$1,000,000. The loan is secured by a deed of trust on the Project and bears interest at a rate of 3.9% per annum, compounded annually. Payment of the principal balance and any accrued interest will be due and payable in full on July 1, 2068. During the period, interest expense was \$59,318, of which \$11,274 was capitalized to fixed assets. As of December 31, 2020, the outstanding principal balance was \$1,000,000 and accrued interest was \$100,745.

SNRHA Loans – On July 1, 2018, the Company entered into a loan agreement with the Southern Nevada Regional Housing Authority (SNRHA), an affiliate of the Managing Member, in the amount of \$1,966,696 (GAP Note), \$4,150,000 (Seller Note) and \$1,193,881 (Bridge Loan), collectively the “SNRHA Loans”. The GAP Note and Seller Note bear interest at 4.10% per annum, compounded annually and the Bridge Loan bears no interest. These loans are secured by a deed of trust on the Project and mature on July 1, 2068. Annual principal and interest payments on the SNRHA Loans shall be payable only to the extent available from cash flow. For the period, interest expense on the loans was \$381,689, of which \$18,113 was capitalized to fixed assets. As of December 31, 2020, the outstanding balance of the loans was \$7,291,465, and accrued interest was \$649,603.

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NOTES TO FINANCIAL STATEMENTS
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(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

Notes and mortgages payable for **Archie Grant Park, LLC** consist of the following as of December 31, 2020:

	Balance 12/31/2019	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2020	Current Portion
Chase	\$ -	\$ 6,230,500	\$ -	\$ 6,230,500	\$ -
City of Las Vegas	-	1,350,000	-	1,350,000	-
NHD	-	1,900,000	-	1,900,000	-
AHP	-	1,250,000	-	1,250,000	-
SNRHA loans	-	6,246,000	-	6,246,000	-
	<u>\$ -</u>	<u>\$ 16,976,500</u>	<u>\$ -</u>	16,976,500	<u>\$ -</u>
Interest payable - long term				<u>336,652</u>	
Total notes and mortgages payable				<u>\$ 17,313,152</u>	

JP Morgan Chase Bank – On September 30, 2019, the Company obtained a construction loan from JP Morgan Chase Bank, N.A. (“Chase”) in the amount of \$9,820,000. This loan bears interest at a rate of 2.5% plus the applicable LIBOR rate per annum. Interest payments are due on the 10th day of each month. The loan is secured by a deed of trust on the Project and matures on October 27, 2021. As of December 31, 2020, the outstanding balance of the loan was \$6,230,500, and accrued interest was \$9,170.

City of Las Vegas – On September 1, 2019, the Company entered into a loan agreement with the City of Las Vegas in the amount of \$1,500,000. This loan is secured by a deed of trust on the Project and matures on December 31, 2069. The loan bears interest at a rate of 3.05% per annum, compounded annually. Annual payments of interest and principal are due and payable from available cash flow, as defined in the loan agreement. As of December 31, 2020, the outstanding balance of the loan was \$1,350,000, and accrued interest was \$33,710.

NHD – On September 1, 2019, the Company entered into a loan agreement with the Nevada Housing Division in the amount of \$2,000,000. This loan is secured by a deed of trust on the Project and matures on August 31, 2069. The loan bears interest at a rate of 3.05% per annum, compounded annually. As of December 31, 2020, the outstanding balance of the loan was \$1,900,000, and accrued interest was \$37,828.

AHP – On September 1, 2019, the Company entered into a loan agreement with Charles Schwab Bank in the amount of \$1,250,000 from funds provided by the Federal Home Loan Bank of San Francisco pursuant to the regulations governing the Affordable Housing Program. This loan is secured by a deed of trust on the Project and bears no interest. This loan will not amortize and payment of principal balance and any accrued interest will be due and payable in full on August 31, 2069. As of December 31, 2020, the outstanding balance of the loan was \$1,250,000.

SNRHA Loans – On September 1, 2019, the Company entered into a loan agreement with the Southern Nevada Regional Housing Authority, in the amount of \$225,000. This note bears interest at a rate of 3.05% per annum. On September 1, 2019, the Company entered into a second loan with SNRHA in the amount of \$6,690,000. This loan also bears interest at a rate of 3.05% per annum. The collective balance of these loans at December 31, 2020 was \$6,246,000 and accrued interest was \$255,944.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE L - LONG-TERM DEBT - Discretely Presented Component Units: (Cont'd)

Notes and mortgages payable for **Wardelle Street Townhouses, LLC** consist of the following as of December 31, 2020:

	Balance 12/31/2019	Increases/ Reclassifications	Payments/ Decreases	Balance 12/31/2020	Current Portion
CCDFI	\$ -	\$ 7,529,599	\$ -	\$ 7,529,599	\$ -
City of Las Vegas	-	1,342,726	-	1,342,726	-
Clark County	-	895,144	-	895,144	-
SNRHA loans	-	6,189,737	-	6,189,737	-
	<u>\$ -</u>	<u>\$ 15,957,206</u>	<u>\$ -</u>	<u>15,957,206</u>	<u>\$ -</u>
Interest payable - long term				<u>131,076</u>	
Total notes and mortgages payable				<u>\$ 16,088,282</u>	

CCDFI – On December 30, 2019, the Company entered into a loan agreement with Clearinghouse Community Development Financial Institution (CCDFI) in the amount of \$10,500,000. This loan is secured by a deed of trust on the Project and matures on September 30, 2021. The loan bears interest at a rate of 4.0% per annum, compounded annually. Commencing January 1, 2020, monthly interest only payments are due on the first day of each month. As of December 31, 2020, the balance was \$7,529,599 and accrued interest was \$21,262. This loan will be converted into a permanent loan upon maturity.

City of Las Vegas – On December 30, 2019, the Company entered into a promissory note with the City of Las Vegas, Nevada in the amount of \$1,500,000. This loan is secured by a deed of trust on the Project and matures on December 30, 2059. The loan bears interest at a rate of 1.0% per annum. As of December 31, 2020, the outstanding balance of the loan was \$1,342,726, and accrued interest was \$15,000.

Clark County – On December 30, 2019, the Company entered into a promissory note with Clark County, Nevada in the amount of \$1,000,000. This loan is secured by a deed of trust on the Project and matures on December 30, 2059. The loan bears interest at a rate of 1.0% per annum. As of December 31, 2020, the outstanding balance of the loan was \$895,144, and accrued interest was \$6,592.

SNRHA Loans – On December 30, 2019, the Company entered into a loan agreement with the Southern Nevada Regional Housing Authority, in the amount of \$4,499,900. This note bears interest at a rate of 1.90% per annum. On September 1, 2019, the Company entered into a second loan with SNRHA in the amount of \$1,720,000. This loan bears interest at a rate of 2.65% per annum. The collective balance of these loans at December 31, 2020 was \$6,189,737 and accrued interest was \$131,076.

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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE M - OTHER NONCURRENT LIABILITIES - Discretely Presented Component Units:

Landsman Family, LLC - Developer Fee: On September 24, 2015 Landsman Family, LLC entered into a Developer Agreement with Affordable Housing Program, Inc. (AHP), an affiliate of the Authority. Pursuant to the Agreement, AHP will earn a total development fee of \$2,350,000 for services relating to the development of the Project. The developer fee does not accrue interest and shall be payable out of available cash flow. As of December 31, 2020, the outstanding developer fee of \$895,267 remained payable.

Espinoza Terrace, LLC - Developer Fee: Pursuant to the Development Services Agreement dated July 1, 2018, the Company agreed to pay Affordable Housing Program, Inc. (AHP), an affiliate of the Authority a total development fee of \$1,300,000 for services relating to the development of the Project. The developer fee will be paid from capital contributions and any unpaid portion after 4th equity installment shall be paid from available cash flow. And deferred development fee after the 4th equity installment will accrue interest at a rate of 6% per annum, compounded annually. As of December 31, 2020, a developer fee of \$1,108,648 remained payable.

Additionally, during the prior period, SNRHA advanced funds to Espinoza Terrace, LLC for construction costs. The outstanding balances is unsecured, does not bear interest, and is payable out of available cash flow. As of December 31, 2020, the amount payable to SNRHA was \$139,793.

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 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, 2021:

	Primary Government	Component Units	Total
Modernization	\$ 816,839	\$ -	\$ 816,839
COCC	5,065	-	5,065
HAP Voucher Equity	1,615,381	-	1,615,381
Emergency Housing Voucher Equity	1,535,721	-	1,535,721
Reserves/Escrows	-	4,805,873	4,805,873
	\$ 3,973,006	\$ 4,805,873	\$ 8,778,879

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 more than commercial coverage during the previous three years. These losses include an estimate of claims that have been incurred but not reported. On September 30, 2021, there were no liabilities to be reported.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

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, 2021, consists of the following items:

Landsman Family, LLC - Ground Lease - Note F	\$ 1,263,840
Biegger Estates, LLC - Ground Lease - Note F	2,001,160
Wells Fargo - Interest Swap Agreement - Note K	383,792
Accrued pension obligation - Note R	<u>17,410,197</u>
	<u>\$ 21,058,989</u>

NOTE R - EMPLOYEES RETIREMENT PLAN:

Plan Description

The Authority contributes to the State of Nevada Public Employees Retirement System (the System), a multi-employer, cost sharing defined benefit plan. The System was established in 1948 by the legislature and is governed by the Public Employees' Retirement Board, whose seven members are appointed by the Governor. The System is administered to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earnings capacities have been removed or substantially impaired by age or disability.

Benefits Provided

Benefits, as required by the Nevada Revised Statutes (NRS or statute), are determined by the number of years of accredited service at time of retirement and the member's highest average compensation in any 36 consecutive months with special provisions for members entering the System on or after January 1, 2010. Benefit payments to which participants or their beneficiaries may be entitled under the plan include pension benefits, disability benefits, and survivor benefits.

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.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)

Contributions

The Authority, for establishing and amending the obligation to make contributions and member contribution rates, is set by statute. New hires, in agencies which did not elect the Employer-Pay Contribution (EPC) plan prior to July 1, 1983, have the option of selecting one of two contribution plans. Contributions are shared equally by employer and employee. Employees can take a reduced salary and have contributions made by the employer (EPC) or can make contributions by a payroll deduction matched by the employer.

The System's basic funding policy provides for periodic contributions at a level pattern of cost as a percentage of salary throughout an employee's working lifetime in order to accumulate sufficient assets to pay benefits when due.

The System receives an actuarial valuation on an annual basis indicating the contribution rates required to fund the System on an actuarial reserve basis. Contributions actually made are in accordance with the required rates established by the Nevada Legislature. These statutory rates are increased/decreased pursuant to NRS 286.421 and 286.450.

The actuary funding method used is the Entry Age Normal Cost Method. It is intended to meet the funding objective and result in a relatively level long-term contributions requirement as a percentage of salary.

For the fiscal year ended June 30, 2021 the Statutory Employer/employee matching rate was 14.50% for Regular and the Employer-pay contribution (EPC) rate was 28.00%.

Net Pension Liability

The Authority's net pension liability (NPL) of \$18,468,166 was measured as of June 30, 2021, 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	2.55%	Investment rate of return	7.25%
Payroll Growth	4.25%	Productivity pay increase	0.50%
Projected salary increases	Regular: 4.20% to 9.10%, depending on services, rates include inflation and productivity increases		
Other assumptions	Same as those used in the June 30, 2021, 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.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
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NOTES TO FINANCIAL STATEMENTS
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(Continued)

NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)

The individual entry age normal method is used to determine liabilities. Under the individual entry age normal method, a normal cost rate is calculated for each employee. This rate is determined by taking the value, as of age at entry into the plan, of the member's projected future benefits, and dividing it by the value, also as of the member's entry age, of his or her expected future salary. The normal cost for each employee is the product of his or her pay and his or her normal cost rate. The normal cost for the group is the sum of the normal costs for all members.

Experience gains and losses, i.e. decreases or increases in liabilities and/or in assets when actual experience differs from the actuarial assumptions, affect the unfunded actuarial accrued liability.

Asset Valuation Method

The actuarial valuation employs a technique for determining the actuarial value of assets which dampens the swing in the market value. The specific technique adopted in this valuation is a 5-year smoothed market.

Amortization

The net pension liability of the System is amortized over separate 30-year period amortization layers based on the valuations during which each separate layer previously established.

Significant actuarial assumptions employed by the actuary for funding purposes as of June 30, 2021 are as follows:

Investment Rate of Return – 7.25% per annum, compounded annually including 2.50% for inflation.

Salary Increases, Merit and Inflation – 4.20% to 9.10% per year.

Mortality Rates – For active members and non-disabled retirees, the RP2000 Tables projected forward to 2021 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, 2021, are summarized in the following table.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long Term Expected Rate of Return</u>
US Stocks	42%	5.50%
International Stocks	18%	5.50%
US Bonds	28%	0.75%
Private Markets	12%	6.65%

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)

Discount Rate

The discount rate used to measure the collective total pension liability was 7.25% for 2021 for the System. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer and non-employer entity contributions will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following presents the Authority's proportionate share of the net pension liability calculated using the discount rate of 7.25%, 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 (6.25 percent) or 1-percentage-point higher (8.25 percent) than the current rate:

	1.0% Decrease (6.25%)	Current Discount Rate (7.25%)	1.0% Increase (8.25%)
PERS' Net Pension Liability	\$ 36,769,527	\$ 18,468,166	\$ 3,371,041

Pension expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended September 30, 2021, the Authority recognized pension expense/(income) of (\$347,922). At September 30, 2021, 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	2,045,712	129,972
Changes in assumptions	6,131,749	-
Difference between projected and actual earnings on pension plan investments	-	15,069,435
Changes in proportion differences between employer contributions and proportionate share of contributions	866,740	2,210,790
Difference between actual and expected contributions	-	-
Contributions paid subsequent to the measurement date - FY 2020	880,314	-
Total	9,924,515	17,410,197

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE R - EMPLOYEES RETIREMENT PLAN: (Cont'd)

The \$880,314 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, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30:	Amount recognized in Pension Expense as an increase or (decrease) to Pension Expense
2021	\$ (2,097,639)
2022	\$ (2,063,269)
2023	\$ (2,140,248)
2024	\$ (2,293,947)
2025	\$ 1,109,421
thereafter	\$ -

Additional Financial and Actuarial Information

Additional financial and actuarial information with respect to the System can be found in the Nevada PERS' 2021 Comprehensive Annual Financial Report available online at 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 88% 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, 2021
(Continued)

NOTE U - PRIOR PERIOD ADJUSTMENTS:

During the current fiscal year, the Authority recorded prior period adjustments totaling \$14,211,655. There was \$555,325 in adjustments to the Housing Choice Voucher program due to prior year portability balances not properly reconciled. Additionally, there was \$13,656,330 due to the re-inclusion of Bennett Plaza (AMP 413) and Lubertha Johnston (AMP 401) properties. These two sites were originally written off the Public Housing ledger due to the RAD conversion. However, during the current fiscal year, it was determined that these properties do still belong the Authority, and therefore, they have been added back to the Authority's assets in the blended component units.

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, 2021, 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 - 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 X - 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 May 25, 2022 (the date the financial statements were available to be issued) and concluded that there are no additional items that need to be addressed. The spread of a novel strain of coronavirus (COVID-19) in 2020 and 2021 has caused significant volatility in the U.S. Markets. There is significant uncertainty around the breadth and duration of business disruptions related to COVID-19, as well as its impact on the U.S. economy. The extent of the impact of COVID-19 on the financial performance, including unemployment rates and the ability for tenants to pay their rent, will depend on certain developments, including the duration and spread of the outbreak, which is uncertain and cannot be determined at this time.

NOTE Y - PARTNERSHIP CAPITAL CONTRIBUTIONS:

The Discretely Presented Component Unit had a partnership capital contribution of \$4,016,952 during this fiscal year end as noted in the financials.

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE Z - DISCRETE COMPONENT UNITS CONDENSED FINANCIALS:

The Authority has several discretely presented component units, as described in Note A, 4, whose condensed financials follow:

Discrete Component Units - Combining Schedule
NET POSITION ACCOUNTS
December 31, 2020

Account Description	Landsman Family, LLC	Vera Johnson B, LP	Biegger Estates, LLC	Vera Johnson A Family, LLC	SRB, LP	Rose Gardens Senior, LP	Honolulu Street Family Housing, LLC	Espinoza Terrace, LLC	Archie Grant Park, LLC	Wardelle Street Townhouses, LLC	TOTAL
ASSETS:											
CURRENT ASSETS:											
Cash:											
Cash - unrestricted	\$ 334,013	\$ 227,314	\$ 883,008	\$ 280,767	\$ 96,057	\$ 695,421	\$ 99,440	\$ 401,344	\$ 1,013,796	\$ 1,500,171	\$ 5,531,331
Cash - other restricted	889,671	556,552	549,340	241,235	1,116,954	547,045	553,122	342,642	9,312	0	4,805,873
Cash - tenant security deposits	34,814	44,449	49,481	17,390	40,342	26,450	13,991	21,750	19,625	4,450	272,742
Cash - restricted for payment of current liabilities	0	0	0	0	0	0	0	0	0	0	0
Total Cash	1,258,498	828,315	1,481,829	539,392	1,253,353	1,268,916	666,553	765,736	1,042,733	1,504,621	10,609,946
Accounts and notes receivables:											
Accounts receivable - tenants rents	21,803	15,943	25,314	160,618	1,246	6,537	42,160	22,063	68,962	82,358	447,004
Allowance for doubtful accounts - tenants	(21,803)	0	0	0	0	0	0	0	0	0	(21,803)
Total receivables - net	0	15,943	25,314	160,618	1,246	6,537	42,160	22,063	68,962	82,358	425,201
Current investments:											
Prepaid expenses and other assets	58,592	9,543	42,092	32,906	27,226	8,405	53,900	10,083	37,768	0	280,515
TOTAL CURRENT ASSETS	1,317,090	853,801	1,549,235	732,916	1,281,825	1,283,858	762,613	797,882	1,149,463	1,586,979	11,315,662
NONCURRENT ASSETS:											
Capital Assets:											
Land	2,122	764,367	85,380	0	17,984	695,000	0	594,593	1,097,995	247,735	3,505,176
Buildings	15,195,495	12,135,673	12,584,825	8,689,884	21,673,129	17,135,878	4,152,134	14,951,246	15,267,288	8,703,419	130,488,971
Furniture & equipment - dwellings	320,045	0	85,650	0	0	0	0	0	0	0	405,695
Furniture & equipment - admin	0	740,840	730,081	1,559,640	0	1,047,744	639,775	1,874,309	575,456	391,183	7,559,028
Leasehold improvements	0	0	0	0	0	0	0	0	0	0	0
Accumulated depreciation	(4,118,487)	(2,298,446)	(1,912,595)	(1,263,496)	(8,616,564)	(1,231,396)	(3,456,277)	(1,035,979)	(227,451)	(26,038)	(24,186,729)
Construction in process	0	0	0	0	0	0	0	0	1,324,808	7,540,710	8,865,518
Infrastructure	5,032,157	1,956,029	1,684,445	1,123,258	2,663,586	1,525,716	0	2,488,309	0	1,114,943	17,588,443
Total capital assets - net	16,431,332	13,298,463	13,257,786	10,109,286	15,738,135	19,172,942	1,335,632	18,872,478	18,038,096	17,971,952	144,226,102
Other assets	1,311,884	69,900	2,071,983	61,845	19,770	81,211	4,642	1,056,164	3,120,593	1,768,797	9,566,789
TOTAL NONCURRENT ASSETS	17,743,216	13,368,363	15,329,769	10,171,131	15,757,905	19,254,153	1,340,274	19,928,642	21,158,689	19,740,749	153,792,891
DEFERRED OUTFLOW OF RESOURCES	0	0	0	0	0	0	0	0	0	0	0
TOTAL ASSETS & DEFERRED OUTFLOW OF RESOURCES	\$ 19,060,306	\$ 14,222,164	\$ 16,879,004	\$ 10,904,047	\$ 17,039,730	\$ 20,538,011	\$ 2,102,887	\$ 20,726,524	\$ 22,308,152	\$ 21,327,728	\$ 165,108,553

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE Z - DISCRETE COMPONENT UNITS CONDENSED FINANCIALS: (Cont'd)

Discrete Component Units - Combining Schedule												
NET POSITION ACCOUNTS												
December 31, 2020												
Account Description	Landsman Family, LLC	Vera Johnson B, LP	Biegger Estates, LLC	Vera Johnson A Family, LLC	SRB, LP	Rose Gardens Senior, LP	Honolulu Street Family Housing, LLC	Espinoza Terrace, LLC	Archie Grant Park, LLC	Wardelle Street Townhouses, LLC	TOTAL	
LIABILITIES AND NET POSITION:												
LIABILITIES:												
CURRENT LIABILITIES:												
Cash overdraft	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Accounts payable <= 90 days	48,192	20,896	26,483	6,716	49,925	17,720	34,203	17,807	303,095	145,119	670,156	
Accounts payable > 90 days	0	0	0	0	0	0	0	0	0	0	0	
Accrued salaries/payroll withholding	0	0	0	0	0	0	0	0	0	0	0	
Accrued compensated absences - current	0	0	0	0	0	0	0	0	0	0	0	
Accrued contingency liability	0	0	0	0	0	0	0	0	0	0	0	
Accrued interest payable	0	9,139	9,755	0	18,105	30,734	0	91,913	336,652	42,854	539,152	
Accounts payable - HUD PHA programs	0	0	0	0	0	0	0	0	0	0	0	
Accounts payable - PHA projects	0	0	0	0	0	0	0	0	0	0	0	
Accounts payable - other gov.	0	0	0	0	0	0	0	0	0	0	0	
Tenant security deposits	34,814	44,449	49,481	17,390	40,342	26,450	13,991	21,750	19,625	4,450	272,742	
Unearned revenue	14,344	3,983	12,673	6,816	22,892	3,096	0	6,967	47,793	0	118,564	
Current portion of L-T debt - capital projects	43,576	38,512	35,992	0	118,622	43,407	0	0	0	0	280,109	
Current portion of L-T debt - operating borrowings	0	0	0	0	0	0	0	0	0	0	0	
Other current liabilities	14,372	0	0	6,000	0	0	0	3,000	461,488	3,030,091	3,514,951	
Accrued liabilities - other	229,876	50,648	77,967	0	6,137	0	49,555	1,284,691	3,233,323	656,686	5,588,883	
Interprogram (due to)	0	0	0	0	0	0	0	0	0	0	0	
Loan liability - current	0	0	0	0	0	0	0	0	0	0	0	
TOTAL CURRENT LIABILITIES	385,174	167,627	212,351	36,922	256,023	121,407	97,749	1,426,128	4,401,976	3,879,200	10,584,557	
NONCURRENT LIABILITIES:												
Long-term debt, net of current - capital projects	14,293,590	5,327,256	8,502,712	3,808,415	8,359,508	12,095,261	8,428,578	20,408,743	16,976,500	16,088,282	114,288,845	
Long-term debt, net of current - operating borrowing	0	0	0	0	0	0	0	0	0	0	0	
Noncurrent liabilities - other	2,290,996	0	0	0	0	0	0	0	0	0	2,290,996	
Accrued comp. absences - long term	0	0	0	0	0	0	0	0	0	0	0	
Loan liability - noncurrent	0	0	0	0	0	0	0	0	0	0	0	
FASB 5 liabilities	0	0	0	0	0	0	0	0	0	0	0	
Accrued pensions & OPEB liabilities	0	0	0	0	0	0	0	0	0	0	0	
TOTAL NONCURRENT LIABILITIES	16,584,586	5,327,256	8,502,712	3,808,415	8,359,508	12,095,261	8,428,578	20,408,743	16,976,500	16,088,282	116,579,841	
TOTAL LIABILITIES	16,969,760	5,494,883	8,715,063	3,845,337	8,615,531	12,216,668	8,526,327	21,834,871	21,378,476	19,967,482	127,564,398	
DEFERRED INFLOW OF RESOURCES	0	0	0	0	0	0	0	0	0	0	0	
NET POSITION:												
Net Investment in Capital Assets	2,094,166	7,932,695	4,719,082	6,300,871	7,260,005	7,034,274	(7,092,946)	(1,536,265)	1,061,596	1,883,670	29,657,148	
Restricted	889,671	556,552	549,340	241,235	1,116,954	547,045	553,122	342,642	9,312	0	4,805,873	
Unrestricted	(893,291)	238,034	2,895,519	516,604	47,240	740,024	116,384	85,276	(141,232)	(523,424)	3,081,134	
TOTAL NET POSITION	2,090,546	8,727,281	8,163,941	7,058,710	8,424,199	8,321,343	(6,423,440)	(1,108,347)	929,676	1,360,246	37,544,155	
TOTAL LIABILITIES, DEFERRED INFLOWS & NET POSITION	\$ 19,060,306	\$ 14,222,164	\$ 16,879,004	\$ 10,904,047	\$ 17,039,730	\$ 20,538,011	\$ 2,102,887	\$ 20,726,524	\$ 22,308,152	\$ 21,327,728	\$ 165,108,553	

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021
(Continued)

NOTE Z - DISCRETE COMPONENT UNITS CONDENSED FINANCIALS: (Cont'd)

Discrete Component Units - Combining Schedule
REVENUES, EXPENSES, AND CHANGES IN NET POSITION ACCOUNTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Account Description	Landsman Family, LLC	Vera Johnson B, LP	Biegger Estates, LLC	Vera Johnson A Family, LLC	SRB, LP	Rose Gardens Senior, LP	Honolulu Street Family Housing, LLC	Espinoza Terrace, LLC	Archie Grant Park, LLC	Wardelle Street Townhouses, LLC	TOTAL
REVENUES:											
Net tenant rental revenue	\$ 953,337	\$ 930,796	\$ 901,716	\$ 570,602	\$ 1,453,098	\$ 1,314,220	\$ 165,909	\$ 781,362	\$ 787,848	\$ 866	\$ 7,859,754
Tenant revenue - other	15,869	0	16,463	0	0	0	0	0	0	0	32,332
Total tenant revenue	969,206	930,796	918,179	570,602	1,453,098	1,314,220	165,909	781,362	787,848	866	7,892,086
Other revenue	0	3,160	0	441,185	17,008	295,786	405,956	660	1,798,294	1,513,536	4,475,585
Gain/(loss) on disposition	0	(2,210)	0	0	0	0	0	0	0	0	(2,210)
Investment income - restricted	1,054	209	363	0	1,057	191	119	6	0	0	2,999
TOTAL REVENUES	\$ 970,260	\$ 931,955	\$ 918,542	\$ 1,011,787	\$ 1,471,163	\$ 1,610,197	\$ 571,984	\$ 782,028	\$ 2,586,142	\$ 1,514,402	\$ 12,368,460
EXPENSES:											
Administrative Expense	193,852	211,539	231,818	76,867	136,495	219,624	228,536	103,219	154,063	290	1,556,303
Tenant Services	0	53,068	0	0	0	1,421	0	0	0	0	54,489
Utilities Expense	160,815	78,489	72,748	86,097	309,728	109,352	112,042	75,735	127,925	0	1,132,931
Ordinary Maintenance & Operation	205,508	173,849	192,807	210,881	421,782	134,170	149,454	326,370	598,924	6,523	2,420,268
Insurance Premiums	54,108	33,391	71,109	34,026	114,713	31,954	58,371	23,544	46,457	0	467,673
General Expenses	126,449	50,648	75,768	3,000	7,500	28,454	22,871	27,828	106,822	20,667	470,007
Financial Expenses	537,785	308,213	349,277	166,271	384,252	347,302	144,161	601,281	386,156	95,811	3,320,609
TOTAL OPERATING EXPENSE	1,278,517	909,197	993,527	577,142	1,374,470	872,277	715,435	1,157,977	1,420,347	123,391	9,422,280
EXCESS OPERATING REVENUE	(308,257)	22,758	(74,985)	434,645	96,693	737,920	(143,451)	(375,949)	1,165,795	1,391,011	2,946,180
Other Expenses											
Depreciation expense	663,500	470,501	480,417	434,980	675,000	598,240	57,356	719,374	236,119	30,765	4,366,252
Total Other Expenses	663,500	470,501	480,417	434,980	675,000	598,240	57,356	719,374	236,119	30,765	4,366,252
TOTAL EXPENSES	\$ 1,942,017	\$ 1,379,698	\$ 1,473,944	\$ 1,012,122	\$ 2,049,470	\$ 1,470,517	\$ 772,791	\$ 1,877,351	\$ 1,656,466	\$ 154,156	\$ 13,788,532
EXCESS OF REVENUE OVER EXPENSES	\$ (971,757)	\$ (447,743)	\$ (555,402)	\$ (335)	\$ (578,307)	\$ 139,680	\$ (200,807)	\$ (1,095,323)	\$ 929,676	\$ 1,360,246	\$ (1,420,072)
Beginning Net Position	3,062,303	9,175,024	8,719,343	7,059,045	9,002,506	8,181,663	(6,222,633)	(13,024)	0	0	38,964,227
Prior year adjustment	0	0	0	0	0	0	0	0	0	0	0
Ending Net Position	\$ 2,090,546	\$ 8,727,281	\$ 8,163,941	\$ 7,058,710	\$ 8,424,199	\$ 8,321,343	\$ (6,423,440)	\$ (1,108,347)	\$ 929,676	\$ 1,360,246	\$ 37,544,155

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

SINGLE AUDIT SECTION

FISCAL YEAR ENDED SEPTEMBER 30, 2021



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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

San Francisco Regional Office
Public Housing Division
One Sansome Street, Suite 1200
San Francisco, CA 94104

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate discretely presented component units of the Southern Nevada Regional Housing Authority, as of and for the year ended September 30, 2021, 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 May 25, 2022. Our report includes a reference to other auditors who audited the financial statements of Landsman Family, LLC, Vera Johnson B, LP, Biegger Estates, LLC, Vera Johnson A Family, LLC, SRB, LP, Rose Gardens Senior, LP, Honolulu Street, LLC, Espinoza Terrace, LLC, Archie Grant Park, LLC and Wardelle Street Townhouses, LLC, as of December 31, 2020, as described in our report on the Authority's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

Management of the Southern Nevada Regional Housing Authority is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit of the financial statements, we considered the Housing Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority's internal control.

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

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

Compliance and Other Matters

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

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

Purpose of this Report

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

Rector, Reeder & Lofton, PC
Certified Public Accountants

Loganville, Georgia
May 25, 2022



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

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, 2021. 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, 2021.

Report on Internal Control Over Compliance

The management of the Southern Nevada Regional Housing Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southern Nevada Regional Housing Authority's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Accordingly, this report is not suitable for any other purpose.

Rector, Reeder & Lofton, PC
Certified Public Accountants

Loganville, Georgia
May 25, 2022

**Southern Nevada Regional Housing Authority
Las Vegas, Nevada
STATUS OF PRIOR AUDIT FINDINGS**

The prior audit report for the period ended September 30, 2020 contained one formal audit finding as noted below.

Finding 2020-001 – Housing Choice Voucher Tenant Files – Eligibility – Internal Control over Tenant Files – Noncompliance and Material Weakness

Housing Choice Voucher Program CFDA #14.871

Condition & Cause:

Our review of three hundred and thirty (330) Housing Choice Voucher tenant files revealed that there was a total of seventeen (17) income-related errors, which represent 5.15% of the total files examined. Of these seventeen (17) errors, there were eight (8) which could be numerically extrapolated to the population. Based upon this computation the error was material to the Housing Assistance Payments and therefore reported as a finding for noncompliance and a material weakness. The nine (9) remaining files were a result of differences between the EIV system and the reexamination data in the file.

Current Status:

The Housing Authority has made considerable progress in this area. As a result of our current examination of 105 tenant files with only 1 error noted (0.9% error rate), we have determined that *this audit find has been cleared*.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Section I – Summary of Auditor’s Results:

Financial Statements

Type of report issued on the financial statements:	Unmodified
Internal control over financial reporting:	
Material weakness (es) identified?	No
Significant deficiency (ies) identified not considered to be material weaknesses?	None reported
Noncompliance material to the financial statements noted?	No

Federal Awards

Internal controls over major programs:	
Material weakness (es) identified?	No
Significant deficiency (ies) identified not considered to be material weaknesses?	None reported
Type of report issued on the compliance for major programs:	No
Any audit findings disclosed that are required to be reported in Accordance with Uniform Guidance?	No

**Southern Nevada Regional Housing Authority
Las Vegas, Nevada**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)**

Section I – Summary of Auditor’s Results: (Cont’d)

Identification of major programs:

-CFDA #14.871	Section 8 Housing Choice Voucher Program (Cluster)
-CFDA #14.879	Mainstream Vouchers (Cluster)
-CFDA #14.EHV	Emergency Housing Vouchers (Cluster)
-CFDA #14.850	Public and Indian Housing

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

Did the Authority qualify as a low-risk auditee? **No**

Section II – Financial Statement Findings

Findings related to financial statements in accordance with GAGAS:

NONE REPORTED

Section III – Financial Statement Findings

Findings and questioned costs for Federal Awards as defined in Section .510:

NONE REPORTED

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

SUPPLEMENTAL INFORMATION

FISCAL YEAR ENDED SEPTEMBER 30, 2021

Southern Nevada Regional Housing Authority
Las Vegas, Nevada

FINANCIAL DATA SUBMISSION SUMMARY
NET POSITION ACCOUNTS
September 30, 2021

FDS Line # Account Description	Public and Indian Housing 14.850	Component Unit Discretely Presented	Blended Component Unit	PIH Family Self-Sufficiency Program 14.896	Business Activities	State/Local
ASSETS:						
CURRENT ASSETS:						
Cash:						
111	\$ 9,132,155	\$ 5,531,331	\$ 5,490,853	\$ 0	\$ 0	\$ 0
112	0	0	0	0	0	0
113	990,606	4,805,873	0	0	0	0
114	498,675	272,742	31,565	0	425,942	0
115	0	0	0	0	0	0
100	<u>10,621,436</u>	<u>10,609,946</u>	<u>5,522,418</u>	<u>0</u>	<u>425,942</u>	<u>0</u>
Accounts and notes receivables:						
121	0	0	0	0	0	0
122	47,659	0	0	77,462	0	0
124	0	0	0	0	0	0
125	191,830	0	0	0	56,529	0
126	311,036	447,004	45,961	0	173,332	0
126.1	(202,994)	(21,803)	(34,894)	0	(77,825)	0
126.2	(58,674)	0	0	0	(55,226)	0
127	0	0	0	0	0	0
128	0	0	0	0	0	0
128.1	0	0	0	0	0	0
129	8,796	0	0	0	174	0
120	<u>297,653</u>	<u>425,201</u>	<u>11,067</u>	<u>77,462</u>	<u>96,984</u>	<u>0</u>
Current investments:						
131	5,346,028	0	0	0	0	0
132	0	0	0	0	0	0
142	118,005	280,515	5,093	0	50,760	0
143	181,004	0	12,406	0	141,198	0
143.1	0	0	0	0	0	0
144	692,617	0	0	0	0	0
145	0	0	0	0	0	0
150	<u>17,256,743</u>	<u>11,315,662</u>	<u>5,550,984</u>	<u>77,462</u>	<u>714,884</u>	<u>0</u>
NONCURRENT ASSETS:						
Capital Assets:						
161	17,761,207	3,505,176	0	0	3,008,759	0
162	142,844,449	130,488,971	13,600,905	0	49,418,856	0
163	212,292	405,695	0	0	37,928	0
164	1,540,414	7,559,028	0	0	587,941	0
165	14,461,109	0	0	0	210,569	0
166	(128,553,968)	(24,186,729)	(906,727)	0	(26,627,059)	0
167	0	8,865,518	0	0	0	0
168	3,431,176	17,588,443	0	0	664,005	0
160	<u>51,696,679</u>	<u>144,226,102</u>	<u>12,694,178</u>	<u>0</u>	<u>27,300,999</u>	<u>0</u>
171	45,634,240	0	7,450,000	0	1,723,800	0
172	0	0	0	0	0	0
173	0	0	0	0	0	0
174	5,417	9,566,789	3,165,448	0	0	0
176	0	0	669,014	0	0	0
180	<u>97,336,336</u>	<u>153,792,891</u>	<u>23,978,640</u>	<u>0</u>	<u>29,024,799</u>	<u>0</u>
200	<u>3,294,948</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,161,168</u>	<u>0</u>
290	<u>\$ 117,888,027</u>	<u>\$ 165,108,553</u>	<u>\$ 29,529,624</u>	<u>\$ 77,462</u>	<u>\$ 30,900,851</u>	<u>\$ 0</u>

Mainstream Vouchers 14.879	Section 8 Housing Choice Vouchers 14.871	Resident Opportunity and Supportive Services 14.870	Public Housing CARES Act Funding 14.PHC	HCV CARES Act Funding 14.HCC	Emergency Housing Voucher 14.EHV	Central Office Cost Center	Elimination	TOTAL
\$ 0	\$ 8,149,167	\$ 0	\$ 0	\$ 0	\$ 360,168	\$ 0	\$ 0	\$ 28,663,674
0	0	0	0	0	0	0	0	0
2,123	2,617,483	0	0	0	2,561,221	5,065	0	10,982,371
0	0	0	0	0	0	0	0	1,228,924
0	0	0	0	0	0	0	0	0
<u>2,123</u>	<u>10,766,650</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,921,389</u>	<u>5,065</u>	<u>0</u>	<u>40,874,969</u>
0	0	0	0	0	0	0	0	0
435,527	0	7,485	0	0	0	0	0	568,133
0	0	0	0	0	0	0	0	0
1,798	473,891	0	0	0	0	327,017	0	1,051,065
0	0	0	0	0	0	0	0	977,333
0	0	0	0	0	0	0	0	(337,516)
(1,235)	(414,406)	0	0	0	0	0	0	(529,541)
0	0	0	0	0	0	0	0	0
0	91,425	0	0	0	0	0	0	91,425
0	(90,017)	0	0	0	0	0	0	(90,017)
0	3,744	0	0	0	0	0	0	12,714
<u>436,090</u>	<u>64,637</u>	<u>7,485</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>327,017</u>	<u>0</u>	<u>1,743,596</u>
0	2,236,483	0	0	0	0	0	0	7,582,511
0	0	0	0	0	0	0	0	0
0	54,275	0	0	0	0	58,048	0	566,696
0	0	0	0	0	0	9,530	0	344,138
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	4,755,068	(5,447,685)	0
0	0	0	0	0	0	0	0	0
<u>438,213</u>	<u>13,122,045</u>	<u>7,485</u>	<u>0</u>	<u>0</u>	<u>2,921,389</u>	<u>5,154,728</u>	<u>(5,447,685)</u>	<u>51,111,910</u>
0	0	0	0	0	0	215,819	0	24,490,961
0	0	0	0	0	0	4,306,730	0	340,659,911
0	0	0	0	0	0	0	0	655,915
0	552,400	0	0	0	0	1,766,006	0	12,005,789
0	1,238,468	0	0	0	0	64,658	0	15,974,804
0	(830,737)	0	0	0	0	(5,613,390)	0	(186,718,610)
0	0	0	0	0	0	0	0	8,865,518
0	0	0	0	0	0	0	0	21,683,624
0	960,131	0	0	0	0	739,823	0	237,617,912
0	332,759	0	0	0	0	0	0	55,140,799
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	12,737,654
0	0	0	0	0	0	0	0	669,014
0	<u>1,292,890</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>739,823</u>	<u>0</u>	<u>306,165,379</u>
0	3,066,666	0	0	0	0	2,401,733	0	9,924,515
<u>\$ 438,213</u>	<u>\$ 17,481,601</u>	<u>\$ 7,485</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,921,389</u>	<u>\$ 8,296,284</u>	<u>\$ (5,447,685)</u>	<u>\$ 367,201,804</u>

Southern Nevada Regional Housing Authority
Las Vegas, Nevada

FINANCIAL DATA SUBMISSION SUMMARY
NET POSITION ACCOUNTS
September 30, 2021

FDS Line#	Account Description	Public and Indian Housing 14,850	Component Unit Discretely Presented	Blended Component Unit	PIH Family Self-Sufficiency Program 14,896	Business Activities	State/Local
LIABILITIES AND NET POSITION:							
LIABILITIES:							
CURRENT LIABILITIES:							
311	Cash overdraft	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
312	Accounts payable <= 90 days	605,086	670,156	24,148	0	163,346	0
313	Accounts payable > 90 days	0	0	0	0	0	0
321	Accrued salaries/payroll withholding	562,921	0	8,486	10,559	31,032	0
322	Accrued compensated absences - current	0	0	0	0	0	0
324	Accrued contingency liability	0	0	0	0	0	0
325	Accrued interest payable	0	539,152	0	0	0	0
331	Accounts payable - HUD PHA programs	0	0	0	0	0	0
332	Accounts payable - PHA projects	0	0	0	0	0	0
333	Accounts payable - other gov.	272,181	0	0	0	0	0
341	Tenant security deposits	498,675	272,742	31,565	0	425,942	0
342	Unearned revenue	11,468	118,564	34,875	0	93,685	0
343	Current portion of L-T debt - capital projects	0	280,109	0	0	350,940	0
344	Current portion of L-T debt - operating borrowings	0	0	0	0	0	0
345	Other current liabilities	92,295	3,514,951	1,130	0	100	0
346	Accrued liabilities - other	0	5,588,883	0	0	0	0
347	Interprogram (due to)	2,333,523	0	728	66,903	2,626,671	0
348	Loan Liability - current	0	0	0	0	0	0
310	TOTAL CURRENT LIABILITIES	<u>4,376,149</u>	<u>10,984,557</u>	<u>100,932</u>	<u>77,462</u>	<u>3,691,716</u>	<u>0</u>
NONCURRENT LIABILITIES:							
351	Long-term debt, net of current - capital projects	0	114,288,845	0	0	1,251,513	0
352	Long-term debt, net of current - operating borrowing:	0	0	0	0	0	0
353	Noncurrent liabilities - other	173,767	2,290,996	0	0	0	0
354	Accrued comp. absences - long term	716,305	0	53,926	0	232,794	0
355	Loan liability - noncurrent	1,000,000	0	3,700,000	0	0	0
356	FASB 5 liabilities	0	0	0	0	0	0
357	Accrued pensions & OPEB liabilities	6,131,432	0	0	0	2,160,776	0
350	TOTAL NONCURRENT LIABILITIES	<u>8,021,504</u>	<u>116,579,841</u>	<u>3,753,926</u>	<u>0</u>	<u>3,645,083</u>	<u>0</u>
300	TOTAL LIABILITIES	<u>12,397,653</u>	<u>127,564,398</u>	<u>3,854,858</u>	<u>77,462</u>	<u>7,336,799</u>	<u>0</u>
400	DEFERRED INFLOW OF RESOURCES	9,045,197	0	0	0	2,420,782	0
NET POSITION:							
508.4	Net Investment in Capital Assets	51,696,679	29,657,148	12,694,178	0	25,698,546	0
511.4	Restricted	816,839	4,805,873	0	0	0	0
512.4	Unrestricted	43,931,659	3,081,134	12,980,588	0	(4,555,276)	0
513	TOTAL NET POSITION	<u>96,445,177</u>	<u>37,544,155</u>	<u>25,674,766</u>	<u>0</u>	<u>21,143,270</u>	<u>0</u>
600	TOTAL LIABILITIES AND NET POSITION	<u>\$ 117,888,027</u>	<u>\$ 165,108,553</u>	<u>\$ 29,529,624</u>	<u>\$ 77,462</u>	<u>\$ 30,900,851</u>	<u>\$ 0</u>

Mainstream Vouchers	Section 8 Housing Choice Vouchers	Resident Opportunity and Supportive Services	Public Housing CARES Act Funding	HVC CARES Act Funding	Emergency Housing Voucher	Central Office Cost Center	Elimination	TOTAL
14.879	14.871	14.870	14.PHC	14.HCC	14.EHV			
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
531	378,249	0	0	0	1,140	49,200	0	1,891,856
0	0	0	0	0	0	0	0	0
0	65,602	1,111	0	0	0	79,683	0	759,394
0	0	0	0	0	0	38,124	0	38,124
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	539,152
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	272,181
0	0	0	0	0	0	0	0	1,228,924
0	100	0	0	0	1,025,500	0	0	1,284,192
0	0	0	0	0	0	0	0	631,049
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	3,608,476
0	0	0	0	0	0	0	0	5,588,883
413,486	0	6,374	0	0	0	0	(5,447,685)	0
0	0	0	0	0	0	0	0	0
<u>414,017</u>	<u>443,951</u>	<u>7,485</u>	<u>0</u>	<u>0</u>	<u>1,026,640</u>	<u>167,007</u>	<u>(5,447,685)</u>	<u>15,842,231</u>
0	0	0	0	0	0	0	0	115,540,358
0	0	0	0	0	0	0	0	0
2,123	1,002,102	0	0	0	0	0	0	3,468,988
0	410,244	0	0	0	0	488,870	0	1,902,139
0	0	0	0	0	0	0	0	4,700,000
0	0	0	0	0	0	0	0	0
0	5,706,664	0	0	0	0	4,469,294	0	18,468,166
<u>2,123</u>	<u>7,119,010</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,958,164</u>	<u>0</u>	<u>144,079,651</u>
<u>416,140</u>	<u>7,562,961</u>	<u>7,485</u>	<u>0</u>	<u>0</u>	<u>1,026,640</u>	<u>5,125,171</u>	<u>(5,447,685)</u>	<u>159,921,882</u>
<u>0</u>	<u>5,379,747</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,213,263</u>	<u>0</u>	<u>21,058,989</u>
0	960,131	0	0	0	0	739,823	0	121,446,505
0	1,615,381	0	0	0	1,535,721	5,065	0	8,778,879
<u>22,073</u>	<u>1,963,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>359,028</u>	<u>(1,787,038)</u>	<u>0</u>	<u>55,995,549</u>
<u>22,073</u>	<u>4,538,893</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,894,749</u>	<u>(1,042,150)</u>	<u>0</u>	<u>186,220,933</u>
\$ <u>438,213</u>	\$ <u>17,481,601</u>	\$ <u>7,485</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>2,921,389</u>	\$ <u>8,296,284</u>	\$ <u>(5,447,685)</u>	\$ <u>367,201,804</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, 2021**

FDS Line#	Account Description	Public and Indian Housing 14,850	Component Unit Discretely Presented	Blended Component Unit	PIH Family Self-Sufficiency Program 14,896	Business Activities	State/Local
REVENUES:							
70300	Net tenant rental revenue	\$ 5,601,813	\$ 7,859,754	\$ 1,346,961	\$ 0	\$ 6,153,566	\$ 0
70400	Tenant revenue - other	<u>239,268</u>	<u>32,332</u>	<u>13,161</u>	<u>0</u>	<u>134,689</u>	<u>0</u>
70500	Total tenant revenue	5,841,081	7,892,086	1,360,122	0	6,288,255	0
70600	HUD PHA grants - operating	13,872,754	0	0	677,553	0	0
70610	HUD PHA grants - capital	83,239	0	0	0	0	0
70710	Management fee	0	0	0	0	0	0
70720	Asset management fee	0	0	0	0	0	0
70730	Bookkeeping fee	0	0	0	0	0	0
70740	Front line service fee	0	0	0	0	0	0
70750	Other fees	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
70700	Total fee revenue	0	0	0	0	0	0
70800	Other government grants	0	0	0	0	18,033	8,923
71100	Investment income - unrestricted	0	0	0	0	0	0
71200	Mortgage interest income	515,972	0	0	0	0	0
71300	Proceeds from disposition of assets held for sale	0	0	0	0	0	0
71310	Cost of sales of assets	0	0	0	0	0	0
71400	Fraud income	0	0	0	0	0	0
71500	Other revenue	559,126	4,475,585	2,429,756	0	1,333,637	0
71600	Gain/(loss) on disposition	(78,485)	(2,210)	0	0	0	0
72000	Investment income - restricted	<u>0</u>	<u>2,999</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
70000	TOTAL REVENUES	\$ 20,793,687	\$ 12,368,460	\$ 3,789,878	\$ 677,553	\$ 7,639,925	\$ 8,923
EXPENSES:							
Administrative							
91100	Administrative salaries	\$ 1,280,146	\$ 466,219	\$ 176,504	\$ 0	\$ 905,569	\$ 0
91200	Auditing fees	44,234	64,782	108	0	66,619	0
91300	Management fees	2,006,187	443,169	144,400	0	668,572	0
91310	Bookkeeping fees	174,786	0	0	0	84,662	0
91400	Advertising & marketing	2,014	6,426	0	0	0	0
91500	Employee benefits - administrative	166,207	68,319	73,602	0	185,875	0
91600	Office expense	413,598	129,133	24,018	0	203,637	6,691
91700	Legal expense	21,488	99,001	4,967	0	27,486	0
91800	Travel expense	3,438	904	1,031	0	6,194	1,589
91810	Allocated overhead	0	0	0	0	0	0
91900	Other operating - administrative	<u>2,475,158</u>	<u>278,350</u>	<u>28,113</u>	<u>0</u>	<u>161,892</u>	<u>0</u>
91000	Total Administrative Expense	6,587,256	1,556,303	452,743	0	2,310,506	8,280
92000	Asset management fee	<u>168,360</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tenant Services							
92100	Tenant services - salaries	204,487	0	17,218	470,688	39,356	0
92200	Relocation costs	0	0	0	0	0	0
92300	Employee benefits - tenant services	80,659	0	7,216	187,204	5,117	0
92400	Other tenant services	<u>39,217</u>	<u>54,489</u>	<u>0</u>	<u>0</u>	<u>15,216</u>	<u>643</u>
92500	Total Tenant Services	324,363	54,489	24,434	657,892	59,689	643
Utilities							
93100	Water	880,318	231,741	64,464	0	351,640	0
93200	Electricity	371,905	67,556	61,188	0	107,074	0
93300	Gas	66,817	16,387	14,373	0	5,205	0
93400	Fuel	0	0	0	0	0	0
93500	Labor	0	0	0	0	0	0
93600	Sewer	431,812	105,720	34,761	0	236,411	0
93700	Employee benefits - utilities	0	0	0	0	0	0
93800	Other utilities expense	<u>0</u>	<u>711,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
93000	Total Utilities Expense	1,750,852	1,132,931	174,786	0	700,330	0

Mainstream Vouchers 14.879	Section 8 Housing Choice Vouchers 14.871	Resident Opportunity and Supportive Services 14.870	Public Housing CARES Act Funding 14.PHC	HVC CARES Act Funding 14.HCC	Emergency Housing Voucher 14.EHV	Central Office Cost Center	Elimination	TOTAL
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 20,962,094
0	0	0	0	0	0	0	0	419,450
0	0	0	0	0	0	0	0	21,381,544
2,097,562	133,520,362	90,481	243,073	1,232,874	1,940,995	0	0	153,675,654
0	0	0	0	0	0	0	0	83,239
0	0	0	0	0	0	4,872,834	(4,771,746)	101,088
0	0	0	0	0	0	168,360	(168,360)	0
0	0	0	0	0	0	1,341,570	(1,341,570)	0
0	0	0	0	0	0	2,664,641	(2,664,641)	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	9,047,405	(8,946,317)	101,088
0	0	0	0	0	0	0	0	26,956
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	515,972
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	22,984	0	0	0	0	0	0	22,984
0	259,532	0	0	0	0	222,639	0	9,280,275
0	0	0	0	0	0	0	0	(80,695)
0	0	0	0	0	0	0	0	2,999
\$ 2,097,562	\$ 133,802,878	\$ 90,481	\$ 243,073	\$ 1,232,874	\$ 1,940,995	\$ 9,270,044	\$ (8,946,317)	\$ 185,010,016
\$ 75,089	\$ 3,119,442	\$ 0	\$ 32,750	\$ 590,945	\$ 7,077	\$ 3,830,084	\$ 0	\$ 10,483,825
429	21,209	0	0	0	0	8,186	0	205,567
44,403	2,119,724	0	0	0	33,947	0	(4,771,746)	688,656
21,465	1,060,657	0	0	0	0	0	(1,341,570)	0
0	0	0	0	0	0	54,807	0	63,247
31,392	249,395	0	14,076	248,197	4,082	844,781	0	1,885,926
16,946	629,818	7,443	3,557	108,843	0	867,902	0	2,411,586
0	7,809	0	0	0	0	174,296	0	335,047
0	1,510	914	0	0	0	29,375	0	44,955
0	0	0	0	0	0	0	0	0
5,069	503,433	220	15,493	0	0	816,817	(2,664,641)	1,619,904
194,793	7,712,997	8,577	65,876	947,985	45,106	6,626,248	(8,777,957)	17,738,713
0	0	0	0	0	0	0	(168,360)	0
217	86,081	57,987	0	0	0	314,159	0	1,190,193
0	0	0	0	0	0	0	0	0
0	0	23,917	0	0	0	86,281	0	390,394
0	0	0	50,536	43,340	0	12,545	0	215,986
217	86,081	81,904	50,536	43,340	0	412,985	0	1,796,573
0	0	0	0	0	0	45,996	0	1,574,159
0	12,061	0	0	0	0	34,238	0	654,022
0	0	0	0	0	0	1,063	0	103,845
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1,774	0	0	0	0	2,957	0	813,435
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	711,527
0	13,835	0	0	0	0	84,254	0	3,856,988

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, 2021**

FDS Line#	Account Description	Public and Indian Housing 14.850	Component Unit Discretely Presented	Blended Component Unit	PIH Family Self-Sufficiency Program 14.896	Business Activities	State/Local
Ordinary Maintenance & Operation							
94100	Labor	2,551,336	1,305,541	163,065	0	893,583	0
94200	Materials	1,114,269	138,793	30,962	0	443,563	0
94300	Contracts	2,811,446	934,385	156,961	0	991,759	0
94300-010	Garbage & trash removal contracts	0	74,224	0	0	0	0
94300-020	Heating & cooling contracts	0	13,749	0	0	0	0
94300-030	Snow removal contracts	0	0	0	0	0	0
94300-040	Elevator maintenance contracts	0	10,256	0	0	0	0
94300-050	Landscape & grounds contracts	0	24,873	0	0	0	0
94300-060	Unit turnaround contracts	0	8,606	0	0	0	0
94300-070	Electrical contracts	0	4,328	0	0	0	0
94300-080	Plumbing contracts	0	10,786	0	0	0	0
94300-090	Extermination contracts	0	9,781	0	0	0	0
94300-100	Janitorial contracts	0	0	0	0	0	0
94300-110	Routine maintenance contracts	0	0	0	0	0	0
94300-120	Contract costs - other	2,811,446	777,782	156,961	0	991,759	0
94500	Employee benefit contributions	297,626	41,549	67,319	0	177,141	0
94000	Total Ordinary Maintenance & Operation	6,774,677	2,420,268	418,307	0	2,506,046	0
Protective Services							
95100	Protective services - labor	0	0	0	0	0	0
95200	Protective services - other contract costs	0	0	0	0	0	0
95300	Other protective services	741,368	0	183,284	0	62,628	0
95500	Employee benefits - protective services	0	0	0	0	0	0
95000	Total Protective Services	741,368	0	183,284	0	62,628	0
Insurance Premiums							
96110	Property insurance	325,329	459,487	40,705	0	177,182	0
96120	Liability insurance	72,197	0	0	0	31,596	0
96130	Workmen's compensation	0	8,186	0	0	0	0
96140	Insurance - other	172,199	0	0	0	68,621	0
96100	Total Insurance Premiums	569,725	467,673	40,705	0	277,399	0
General Expenses							
96200	Other general expense	872,287	378,766	2,573	0	322,444	0
96210	Compensated absences	149,140	0	23,344	19,661	144,054	0
96300	Payments in lieu of taxes	272,181	39,505	0	0	0	0
96400	Bad debt - tenant rents	272,872	51,736	34,894	0	133,168	0
96500	Bad debt - mortgages	0	0	0	0	0	0
96600	Bad debt - other	0	0	0	0	25,325	0
96800	Severance expense	0	0	0	0	0	0
96000	Total General Expenses	1,566,480	470,007	60,811	19,661	624,991	0
Financial Expenses							
96710	Interest expense - mortgage payable	0	3,270,345	0	0	163,418	0
96720	Interest expense - notes payable	0	0	0	0	0	0
96730	Amortization - issuance costs	0	50,264	0	0	0	0
96700	Total Financial Expenses	0	3,320,609	0	0	163,418	0
96900	TOTAL OPERATING EXPENSE	18,483,081	9,422,280	1,355,070	677,553	6,705,007	8,923
97000	EXCESS OPERATING REVENUE	2,310,606	2,946,180	2,434,808	0	934,918	0

Mainstream Vouchers 14.879	Section 8 Housing Choice Vouchers 14.871	Resident Opportunity and Supportive Services 14.870	Public Housing CARES Act Funding 14.PHC	HVC CARES Act Funding 14.HCC	Emergency Housing Voucher 14.EHV	Central Office Cost Center	Elimination	TOTAL
0	16,834	0	4,644	0	0	33,777	0	4,968,780
0	23,256	0	37,098	0	0	88,485	0	1,876,426
0	66,529	0	10,844	0	0	215,104	0	5,187,028
0	0	0	0	0	0	0	0	74,224
0	0	0	0	0	0	0	0	13,749
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	10,256
0	0	0	0	0	0	0	0	24,873
0	0	0	0	0	0	0	0	8,606
0	0	0	0	0	0	0	0	4,328
0	0	0	0	0	0	0	0	10,786
0	0	0	0	0	0	0	0	9,781
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	66,529	0	10,844	0	0	215,104	0	5,030,425
0	7,146	0	1,811	0	0	6,013	0	598,605
0	113,765	0	54,397	0	0	343,379	0	12,630,839
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	50,450	0	47,605	0	0	63,682	0	1,149,017
0	0	0	0	0	0	0	0	0
0	50,450	0	47,605	0	0	63,682	0	1,149,017
0	0	0	0	0	0	6,328	0	1,009,031
0	52,817	0	0	0	0	1,010	0	157,620
0	0	0	0	0	0	0	0	8,186
0	101,916	0	0	0	0	66,348	0	409,084
0	154,733	0	0	0	0	73,686	0	1,583,921
3,431	271,612	0	0	241,549	0	67,790	0	2,160,452
266	13,135	0	0	0	0	178,975	0	528,575
0	0	0	0	0	0	0	0	311,686
1,235	0	0	0	0	0	0	0	493,905
0	0	0	0	0	0	0	0	0
0	144,599	0	0	0	0	0	0	169,924
0	0	0	0	0	0	0	0	0
4,932	429,346	0	0	241,549	0	246,765	0	3,664,542
0	0	0	0	0	0	0	0	3,433,763
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	50,264
0	0	0	0	0	0	0	0	3,484,027
199,942	8,561,207	90,481	218,414	1,232,874	45,106	7,850,999	(8,946,317)	45,904,620
1,897,620	125,241,671	0	24,659	0	1,895,889	1,419,045	0	139,105,396

Mainstream Vouchers 14.879	Section 8 Housing Choice Vouchers 14.871	Resident Opportunity and Supportive Services 14.870	Public Housing CARES Act Funding 14.PHC	HVC CARES Act Funding 14.HCC	Emergency Housing Voucher 14.EHV	Central Office Cost Center	Elimination	TOTAL
0	0	0	24,659	0	0	8,400	0	1,740,062
0	0	0	0	0	0	0	0	176,967
2,008,871	122,027,230	0	0	0	1,140	0	0	124,037,241
0	66,114	0	0	0	0	0	0	66,114
0	46,472	0	0	0	0	160,174	0	11,519,320
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
<u>2,008,871</u>	<u>122,139,816</u>	<u>0</u>	<u>24,659</u>	<u>0</u>	<u>1,140</u>	<u>168,574</u>	<u>0</u>	<u>137,539,704</u>
\$ <u>2,208,813</u>	\$ <u>130,701,023</u>	\$ <u>90,481</u>	\$ <u>243,073</u>	\$ <u>1,232,874</u>	\$ <u>46,246</u>	\$ <u>8,019,573</u>	\$ <u>(8,946,317)</u>	\$ <u>183,444,324</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	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	(2,475,000)	0
0	0	0	0	0	0	0	2,475,000	0
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
\$ <u>(111,251)</u>	\$ <u>3,101,855</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>1,894,749</u>	\$ <u>1,250,471</u>	\$ <u>0</u>	\$ <u>1,565,692</u>
0	0	0	0	0	0	0	0	1,220,788
133,324	881,713	0	0	0	0	(2,292,621)	0	170,443,586
0	555,325	0	0	0	0	0	0	14,211,655
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
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
\$ <u>22,073</u>	\$ <u>4,538,893</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>1,894,749</u>	\$ <u>(1,042,150)</u>	\$ <u>0</u>	\$ <u>186,220,933</u>
0	2,923,512	0	0	0	359,028	0	0	3,282,540
0	1,615,381	0	0	0	1,535,721	0	0	3,151,102
3,576	140,532	0	0	0	1	0	0	197,184
2,862	141,421	0	0	0	1	0	0	195,845
0	0	0	0	0	0	0	0	10,048,342
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	83,239
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Las Vegas, Nevada

SCHEDULE OF EXPENDITURES OF FEDERAL FINANCIAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Type	Federal CFDA #	Expenditures
<u>FEDERAL GRANTOR</u>			
<u>U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT:</u>			
Public Housing:			
Public and Indian Housing	A - Major	14.850	\$ 13,140,836
COVID-19 - Public and Indian Housing	A - Major	14.850	<u>243,073</u>
Total - Public and Indian Housing			13,383,909
Public Housing Capital Fund Program	B - Nonmajor	14.872	815,157
Resident Opportunity and Supportive Services	B - Nonmajor	14.870	90,481
Section 8 Housing Assistance Program:			
Section 8 Housing Choice Voucher (cluster)	A - Major	14.871	133,520,362
COVID-19 - Section 8 Housing Choice Voucher (cluster)	A - Major	14.871	<u>1,232,874</u>
Total - Section 8 Housing Choice Voucher (cluster)			134,753,236
Mainstream Vouchers (cluster)	A - Major	14.879	2,097,562
Emergency Housing Vouchers (cluster)	A - Major	14.EHV	1,940,995
Family Self Sufficiency - Combined Program:			
PIH Family Self-Sufficiency Program	B - Nonmajor	14.896	<u>677,553</u>
TOTAL FEDERAL FINANCIAL AWARDS			\$ <u><u>153,758,893</u></u>
Threshold for Type A & Type B			\$ <u><u>3,000,000</u></u>

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, 2021

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, 2021.

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, 2021.
- The Authority had no loans or loan guarantees to be disclosed as of September 30, 2021.
- 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, 2021.
- The Authority maintains the following limits of insurance as of September 30, 2021:

Property	\$ 350,223,560
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
Auto Liability	\$ 700,000

Settled claims have not exceeded the above limits over the past three years.

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Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 10/08/2020

Approved By: EPIC SYSTEM

Part I: Summary						
PHA Name : Southern Nevada Regional Housing Authority			Locality (City/County & State)			
PHA Number: NV018			<input type="checkbox"/> Original 5-Year Plan		<input checked="" type="checkbox"/> Revised 5-Year Plan (Revision No:)	
A.	Development Number and Name	Work Statement for Year 1 2018	Work Statement for Year 2 2019	Work Statement for Year 3 2020	Work Statement for Year 4 2021	Work Statement for Year 5 2022
	AUTHORITY-WIDE	\$4,889,270.00	\$4,047,237.00	\$3,271,875.00	\$1,823,792.00	\$1,948,792.00
	SCATTERED SITES (NV018002310)		\$395,551.00		\$659,771.00	\$659,771.00
	SCATTERED SITES (NV018002409)		\$123,000.00		\$659,771.00	\$659,771.00
	FAMILY 2 (NV018002407)		\$123,601.00	\$1,001,985.00	\$245,000.00	\$245,000.00
	LUBERTHA JOHNSON ESTATES (PERRY PLAZA)		\$13,884.00			
	HENDERSON (NV018002404)				\$50,000.00	\$50,000.00
	FAMILY 3 (NV018002408)			\$342,000.00	\$100,000.00	
	ELDERLY WEST 1 (NV018002402)				\$25,000.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2018				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$4,889,270.00
ID0002	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration / Central Office Costs		\$488,927.00
ID0003	Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	Construction Administrative Fees and Costs		\$366,716.00
ID0011	Development Activities(Dwelling Unit-Development (1480)-New Construction)	Mixed-finance development of vacant land at Wardelle Street		\$3,412,643.00
ID0076	Copy of Dwelling Structures(Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-	Elevator and generator upgrades, window replacement, exterior painting, roof repair/replacement, flooring upgrades, interior and exterior energy upgrades, HVAC and heating upgrades		\$570,984.00
ID0004	Management Improvements(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements,Management Improvement (1408)-Other)	IT System upgrades and staff training		\$50,000.00
	Subtotal of Estimated Cost			\$4,889,270.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
2		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$4,047,237.00
ID0001	Management Improvements(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Staff Training)	IT System Upgrades and Resident/Staff Training		\$35,000.00
ID0006	Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	Energy Star Appliances PHA Wide		\$90,000.00
ID0015	Relocation Costs(Contract Administration (1480)-Relocation)	Relocation costs in connection with various Scattered Sites upgrades AMP 310/316/409		\$24,000.00
ID0025	Roofing Upgrades(Dwelling Unit-Exterior (1480)-Roofs)	Roofing upgrades at 407 and 408		\$200,000.00
ID0026	Non-dwelling Equipment PHA Wide(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Non-dwelling equipment		\$50,000.00
ID0064	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration / Central Office Costs		\$470,327.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0065	Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	Construction Administrative Fees and Costs		\$381,100.00
ID0066	RAD Conversions(RAD (1503))	Archie Grant		\$46,485.00
ID0067	RAD Closings(RAD Investment Activity (1504))	Archie Grant		\$301,399.00
ID0070	SITE IMPROVEMENTS(Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment)	Energy upgrades, parking lot repair/upgrades, exterior lighting repair/upgrades		\$291,835.00
ID0071	NON-DWELLING UPGRADES(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster	Non-dwelling upgrades PHA wide		\$50,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)			
ID0077	Copy of DWELLING STRUCTURES(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Interior and exterior painting, roofing, HVAC and heating upgrades/replacement, decking upgrades/repairs, elevator repair/replacement, generator repair/replacement, electrical upgrades, plumbing, cabinets,		\$2,107,091.00
	SCATTERED SITES (NV018002310)			\$395,551.00
ID0016	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling	Energy upgrades / modernization of various scattered sites AMPs 310 and 316		\$395,551.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)			
	SCATTERED SITES (NV018002409)			\$123,000.00
ID0017	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Energy upgrades / modernization of various scattered sites		\$123,000.00
	FAMILY 2 (NV018002407)			\$123,601.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
2	2019			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0023	Exterior Painting of Properties(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Exterior painting of a portion of our properties AMP 407		\$23,601.00
ID0024	Exterior Lighting and Parking Lot Upgrades(Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Exterior lighting and parking lot upgrades at a portion of our properties AMP 407		\$100,000.00
	LUBERTHA JOHNSON ESTATES (PERRY PLAZA) (NV018013021)			\$13,884.00
ID0068	RAD Conversion Initial Year Deposit(RAD (1503))	Initial deposit for Lubertha Johnson		\$13,884.00
	Subtotal of Estimated Cost			\$4,703,273.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2020	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$3,271,875.00
ID0027	RAD Portfolio Conversion - Group 1(Dwelling Unit-Development (1480)-New Construction,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Development (1480)-Site Acquisition,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Unit upgrades for multiple properties and/or new construction		\$500,000.00
ID0029	Energy Upgrades / Modernization Scattered Sites(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom	Energy upgrades and modernization of various Scattered Site units AMP 310/316		\$215,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	(1480)-Bathroom Flooring (non cyclical), Dwelling Unit-Interior (1480)-Call-for-Aid Systems, Dwelling Unit-Interior (1480)-Commodos, Dwelling Unit-Interior (1480)-Electrical, Dwelling Unit-Interior (1480)-Flooring (non routine))			
ID0032	Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	Energy Star Appliances PHA Wide		\$25,000.00
ID0033	Interior and Exterior Dwelling Structure Upgrades(Dwelling Unit-Interior (1480)-Appliances, Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks, Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical), Dwelling Unit-Interior (1480)-Call-for-Aid Systems, Dwelling Unit-Interior (1480)-Commodos, Dwelling Unit-Interior (1480)-Electrical, Dwelling Unit-Interior (1480)-Flooring (non routine), Dwelling Unit-Interior (1480)-Interior Doors, Dwelling Unit-Interior (1480)-Interior Painting (non routine), Dwelling Unit-Interior (1480)-Kitchen Cabinets, Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets, Dwelling Unit-Interior (1480)-Mechanical, Dwelling Unit-Interior (1480)-Other, Dwelling Unit-Interior (1480)-Plumbing, Dwelling Unit-Interior (1480)-Tubs and Showers, Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving, Dwelling Unit-Site Work (1480)-Fencing, Dwelling Unit-Site Work (1480)-Landscape, Dwelling Unit-Site Work (1480)-Lighting, Dwelling Unit-Site Work (1480)-Other, Dwelling Unit-Site Work (1480)-Parking, Dwelling Unit-Exterior (1480)-Columns and Porches, Dwelling Unit-Exterior (1480)-Decks and Patios, Dwelling Unit-Exterior (1480)-Exterior Doors, Dwelling Unit-Exterior (1480)-Exterior Lighting, Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking, Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape, Dwelling Unit-Exterior (1480)-Foundations, Dwelling Unit-Exterior (1480)-Gutters - Downspouts, Dwelling Unit-Exterior (1480)-Landings and Railings, Dwelling Unit-Exterior (1480)-Mail Facilities, Dwelling Unit-Exterior (1480)-Other, Dwelling Unit-Exterior (1480)-Roofs, Dwelling Unit-Exterior (1480)-Siding, Dwelling Unit-Exterior (1480)-Soffits, Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes, Dwelling Unit-Exterior (1480)-Tuck-Pointing, Dwelling Unit-Exterior (1480)-Windows)	Elevator repair/replacement, HVAC/Heating repair/replacement, window replacement, painting and other upgrades at AMP 402 and 403		\$1,444,189.00
ID0072	MANAGEMENT IMPROVEMENT(Management Improvement (1408)-Empowerment Activities, Management Improvement (1408)-Equal Opportunity, Management Improvement (1408)-Other, Management Improvement (1408)-RMC Costs, Management Improvement (1408)-Security Improvements (not police or guard-non-physical), Management Improvement (1408)-Staff Training, Management Improvement (1408)-System Improvements)	IT System upgrades, training		\$35,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0073	ADMINISTRATION(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Central Cost Center		\$461,586.00
ID0074	FEES AND COSTS(Contract Administration (1480)-Other Fees and Costs)	Construction Administration, A&E Services and Consultants		\$391,100.00
ID0075	SITE IMPROVEMENTS(Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Exterior lighting, landscaping and other upgrades PHA wide		\$200,000.00
	FAMILY 2 (NV018002407)			\$1,001,985.00
ID0035	Exterior Upgrades(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Window, roofing, HVAC/Heating and exterior painting at AMP 407		\$1,001,985.00
	FAMILY 3 (NV018002408)			\$342,000.00
ID0036	Exterior Upgrades(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior	Window and other upgrades at AMP 408		\$342,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows)			
	Subtotal of Estimated Cost			\$4,615,860.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$1,823,792.00
ID0039	RAD Portfolio Conversion - Group 1(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Unit upgrades for multiple properties		\$1,768,792.00
ID0044	Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	Energy Star Appliances PHA Wide		\$25,000.00
ID0045	Interior and Exterior Unit Upgrades(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios)	Various interior and exterior upgrades and screen door installations, door upgrades, mail slot upgrades PHA Wide		\$30,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2021			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	SCATTERED SITES (NV018002310)			\$659,771.00
ID0040	Energy Upgrades / Modernization(Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors)	Energy upgrades / modernization of various scattered sites AMP 310/316		\$647,771.00
ID0041	Scattered Sites Relocation(Contract Administration (1480)-Relocation)	Relocation in connection with the energy upgrades and modernization of various Scattered Site units AMP 310/316		\$12,000.00
	SCATTERED SITES (NV018002409)			\$659,771.00
ID0042	Scattered Sites Relocation(Contract Administration (1480)-Relocation)	Relocation in connection with the energy upgrades and modernization of various Scattered Site units AMP 409		\$12,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2021			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0043	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc.,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Energy upgrades / modernization of various scattered sites AMP 409		\$647,771.00
	FAMILY 2 (NV018002407)			\$245,000.00
ID0046	Desert Landscaping(Dwelling Unit-Site Work (1480)-Landscape)	Desert landscaping of a portion of AMP 407		\$100,000.00
ID0047	Parking Lot and Exterior Lighting Upgrades(Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Parking lot and exterior lighting upgrades at a portion of AMP 407		\$100,000.00
ID0051	Non-dwelling Units Upgrades(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling	Non-dwelling units upgrades at AMP 407		\$45,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	(1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)			
	HENDERSON (NV018002404)			\$50,000.00
ID0048	Increase the perimeter wall heght(Dwelling Unit-Site Work (1480)-Fencing)	Increase of the perimeter wall height at AMP 404		\$50,000.00
	FAMILY 3 (NV018002408)			\$100,000.00
ID0049	Roofing Upgrades(Dwelling Unit-Exterior (1480)-Roofs)	Roofing upgrades at AMP 408		\$100,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ELDERLY WEST 1 (NV018002402)			\$25,000.00
ID0050	Upgrades to Access Control System(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Upgrade Tricon/Access Control System at AMP 402		\$25,000.00
	Subtotal of Estimated Cost			\$3,563,334.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$1,948,792.00
ID0052	RAD Portfolio Conversion - Group 1(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Unit upgrades for multiple properties		\$1,793,792.00
ID0057	Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	Energy Star Appliances PHA Wide		\$25,000.00
ID0058	Interior and Exterior Unit Upgrades(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking)	Various interior and exterior upgrades and screen door installations, door upgrades, mail slot upgrades PHA Wide		\$30,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
5	2022			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0059	Boilers/Chillers/Generators Upgrades(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Central Chiller,Non-Dwelling Construction - Mechanical (1480)-Generator)	Boiler, Chiller, Generator upgrades at AMP 402 and 403		\$100,000.00
	SCATTERED SITES (NV018002310)			\$659,771.00
ID0053	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Energy upgrades / modernization of various scattered sites AMP 310/316		\$647,771.00
ID0054	Scattered Sites Relocation(Contract Administration (1480)-Relocation)	Relocation in connection with the energy upgrades and modernization of various Scattered Site units AMP 310/316		\$12,000.00
	SCATTERED SITES (NV018002409)			\$659,771.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0055	Energy Upgrades / Modernization(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Energy upgrades / modernization of various scattered sites AMP 409		\$647,771.00
ID0056	Scattered Sites Relocation(Contract Administration (1480)-Relocation)	Relocation in connection with the energy upgrades and modernization of various Scattered Site units AMP 409		\$12,000.00
	FAMILY 2 (NV018002407)			\$245,000.00
ID0060	Desert Landscaping(Dwelling Unit-Site Work (1480)-Landscape)	Desert landscaping of a portion of AMP 407		\$100,000.00
ID0061	Parking Lot and Exterior Lighting Upgrades(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Lighting)	Parking lot and exterior lighting upgrades at a portion of AMP 407		\$100,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0063	Non-dwelling Units Upgrades(Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits)	Non-dwelling units upgrades at AMP 407		\$45,000.00
	HENDERSON (NV018002404)			\$50,000.00
ID0062	Increase the perimeter wall heght(Dwelling Unit-Site Work (1480)-Fencing)	Increase of the perimeter wall height at AMP 404		\$50,000.00
	Subtotal of Estimated Cost			\$3,563,334.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2018
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$488,927.00
Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	\$366,716.00
Development Activities(Dwelling Unit-Development (1480)-New Construction)	\$3,412,643.00
Copy of Dwelling Structures(Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs)	\$570,984.00
Management Improvements(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements,Management Improvement (1408)-Other)	\$50,000.00
Subtotal of Estimated Cost	\$4,889,270.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Management Improvements(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Staff Training)	\$35,000.00
Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	\$90,000.00
Relocation Costs(Contract Administration (1480)-Relocation)	\$24,000.00
Roofing Upgrades(Dwelling Unit-Exterior (1480)-Roofs)	\$200,000.00
Non-dwelling Equipment PHA Wide(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$50,000.00
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$470,327.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	\$381,100.00
RAD Conversions(RAD (1503))	\$46,485.00
RAD Closings(RAD Investment Activity (1504))	\$301,399.00
SITE IMPROVEMENTS(Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment)	\$291,835.00
NON-DWELLING UPGRADES(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells	\$50,000.00
Copy of DWELLING STRUCTURES(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior	\$2,107,091.00
Subtotal of Estimated Cost	\$4,047,237.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
RAD Portfolio Conversion - Group 1(Dwelling Unit-Development (1480)-New Construction,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Development (1480)-Site Acquisition,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),	\$500,000.00
Energy Upgrades / Modernization Scattered Sites(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric	\$215,000.00
Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	\$25,000.00
Interior and Exterior Dwelling Structure Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-	\$1,444,189.00
MANAGEMENT IMPROVEMENT(Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other,Management Improvement (1408)-RMC Costs,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$35,000.00
ADMINISTRATION(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$461,586.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
FEES AND COSTS(Contract Administration (1480)-Other Fees and Costs)	\$391,100.00
SITE IMPROVEMENTS(Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	\$200,000.00
Subtotal of Estimated Cost	\$3,271,875.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
RAD Portfolio Conversion - Group 1(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling	\$1,768,792.00
Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	\$25,000.00
Interior and Exterior Unit Upgrades(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire	\$30,000.00
Subtotal of Estimated Cost	\$1,823,792.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
RAD Portfolio Conversion - Group 1(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling	\$1,793,792.00
Dwelling Equipment(Dwelling Unit-Interior (1480)-Appliances)	\$25,000.00
Interior and Exterior Unit Upgrades(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior	\$30,000.00
Boilers/Chillers/Generators Upgrades(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Central Chiller,Non-Dwelling Construction - Mechanical (1480)-Generator)	\$100,000.00
Subtotal of Estimated Cost	\$1,948,792.00

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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

August 14, 2023

Mr. Lewis Jordan
Executive Director
Southern Nevada Regional Housing Authority
340 N 11th St.
Las Vegas, NV 89101

Re: PHA Plan Approval – Southern Nevada Regional Housing Authority FYB 2023

Dear Mr. Jordan:

This letter is to inform you that the Southern Nevada Regional Housing Authority's Annual Plan (Plan) submission for the PHA Fiscal Year (FY) 2023 beginning October 1, 2023, 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 Rebecca Rudzianis, Portfolio Management Specialist, at (415) 489-6636.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Gerard R. Windt
Director
Office of Public Housing, San Francisco

TAB 17

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RAB and Public Comments Received: *Please note that all comments received by the end of the Public Comment Period have been listed here.*

SNRHA

1 - From:
Date:
Subject:

SNRHA Response:

2 - From:
Date:
Subject:

SNRHA Response:

3- From:
Date:
Subject:

SNRHA Response:

4- From:
Date:
Subject:

SNRHA Response:

5 - From:
Date:
Subject:

SNRHA Response:

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TAB 18

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RESOLUTION NO. SNRHA - 120

**APPROVAL OF RESOLUTION NO. SNRHA-120
OF THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY'S
FY2024 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, SNRHA's Annual Agency Plan update has been approved for an extension for the submission to the U.S. Department of Housing and Urban Development past the normally required 75 days prior to the beginning of the 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 26, 2023, to accept any comments on the updates to the Annual Agency Plan.

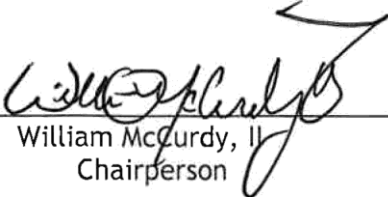
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY:

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 29th day of June, 2023.

BY: 
William McCurdy, II
Chairperson

ATTEST: 
Lewi Jordan
Executive Director/Secretary

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