

*FY2017 and 5 year Plan 2017-2021*

***Public Comments Received to date during 45 Day Comment Period starting 4/27/2016:***

- 1 - From: Supportive Services Department  
Date: 4/27/2016 8:00 am  
Subject: Update to Resident Leadership Roster. The Updated Roster is attached and will be incorporated into the Plan.
  
- 2 - From: Admissions Department  
Date: 4/27/16 9:38 am  
Subject: ACOP Chapter 2, page 21, Section D. Correct item listed as Assault and Battery. Per consultation with metro, there is no such charge in this jurisdiction as Assault and Battery. There is Assault or there is Battery. Change the word “and” to “or”.
  
- 3 - From: Supportive Services  
Date: 5/5/2016 11:46 am  
Subject: Mandatory FSS Slots. The correct number of mandatory HCV slots under the FSS program is 134.
  
- 4 - From: Housing Programs Division  
Date: 5/11/2016 4:52pm  
Subject: Changes missing from original submission of updates, including Chapter 3, page 25; Chapter 6, page 27; Chapter 10, pages 8, 10, and 12; Chapter 12, pages 4, 6, 7, 8, 9, 10, 11, 12, 13, 17, 21, 25, and 31; Chapter 18, page 4. See Attached.
  
- 5 – From: Supportive Services  
Date: 5/20/2016 10:06am  
Subject: Update to FSS Action Plan page 6, 4<sup>th</sup> bullet, removing “including at least one Saturday each quarter”. See Attached.
  
- 6 - From: Supportive Services  
Date: 5/17/2016 11:06am  
Subject: Include Resident Commissioner Selection Policy See Attached.

- 7 - From: Senior Staff  
Date: 5/25/2016 12:42 pm  
Subject: Include complete revision of Records Management and Retention Policy. See Attached.
- 8 - From: DevMod Department  
Date: 05/27/2016 1:12pm  
Subject: Per HUD direction the Capital Fund allocation for Biegger Estates RAD Conversion should be from CFP 2016 and not CFP 2015. Therefore; Capital Fund 2015 NV39P018501-15, Page 4 of 5, Budget line Item 1503 for Biegger Estates RAD conversion has been reduced to \$0.00 and the \$148,715.64 has been reallocated to Rose Gardens Budget line item 1460 (see attached). Respectively, Capital Fund 2016 NV01P018501-16 Page 4 of 5, Item PHA Wide, Non-Dwelling Equipment has been reduced by \$89,332.00 and the RAD Conversion for Biegger Estates BLI 1503 has been added. Final RAD Conversion amount has been calculated based on the final conversion date.

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
RESIDENT COUNCIL BOARD MEMBERS  
Revised April 22, 2016**

❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

**ARCHIE GRANT PARK RESIDENT COUNCIL  
1720 SEARLES AVE LAS VEGAS, NV 89101  
PHONE: 702-922-6207 FAX: 702-922-6220  
MEETING: 2<sup>ND</sup> SATURDAY @ 1:00 P.M.  
EMAIL: [archiegrant1720@gmail.com](mailto:archiegrant1720@gmail.com)**

President	Delores Aguglia	1700 Searles Ave	Phone: 633-5786
1 <sup>st</sup> VP	Cecelia Harper	1604 Searles Ave, #140	Phone: 309-2599
2 <sup>nd</sup> VP	Elisabeth Pearson	1701 Searles Ave., Apt. B	Phone: 488-3998 hm
Secretary	Caroline Simmons	1604 Foremaster Apt C	Phone: 544-4100
Treasurer	Victor Sosa	1605 Gragson #120	Phone: 497-4711

**ARTHUR SARTINI RESIDENT COUNCIL  
900 S. BRUSH, LAS VEGAS, NV 89107  
PHONE: 922-6410 FAX: 922-6413  
MEETING 2<sup>ND</sup> MONDAY @ 6:00 P.M.**

President	Steve Bishop	5200 Alpine Pl Apt 1	Phone: 689-8672
1 <sup>st</sup> Vice Pres	Karen Sullivan	900 S. Brush, Apt 429	Phone: 750-6217
2 <sup>nd</sup> Vice Pres	Barbara Farnan	900 S. Brush, Apt 448	Phone: 902-4822
Secretary	Elizabeth Ideker	900 S. Brush, Apt 239	Phone:
Treasurer	Judith Clinton	900 S. Brush, Apt 413	Phone: 313-4667
Sgt@Arms	Liz Leech	900 S. Brush, Apt. 436	Phone: 824-6656
Parliamentarian	Carter Haywood	900 S. Brush, Apt. 352	Phone: 349.5497

**AFFORDABLE**      **DORTHY KIDD PARK RESIDENT COUNCIL  
5380 E. Flamingo Rd., Las Vegas, NV 89122  
Phone: N/A: Fax: N/A  
MEETING: 1<sup>st</sup> Wednesday @ 6:00p.m.**

President	Cecilia James	5380 E. Flamingo, Sp. 13	Phone: 427.9563
1 <sup>st</sup> VP	Bill Rushing	5380 E. Flamingo, Sp. 55	Phone: 949.945.8690
Secretary	Osa Billstrom	5380 E. Flamingo, Sp. 65	Phone: 458-9346
Treasurer	Ruth Stobin	5380 E. Flamingo, Sp. 5	Phone: 434-2486

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
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❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

<b>ESPINOZA TERRACE RESIDENT COUNCIL</b>			
<b>171 W. VAN WAGENEN WAY HENDERSON, NV 89015</b>			
<b>PHONE: N/A FAX: N/A</b>			
<b>MEETING: 3<sup>RD</sup> WEDNESDAY @ 2:00 P.M.</b>			
<b>Email: <a href="mailto:meras@mybluelight.com">meras@mybluelight.com</a></b>			
President	Zeke O’Leary	171 W. Van Wagenen # 5A	Phone: 427-7633
Vice President	Patricia Smith	171 W. Van Wagenen # 10B	Phone: 237-1354
Treasurer	Cindy Polizzi	171 W. Van Wagenen # 10E	Phone: 499-3604
Secretary		171 W. Van Wagenen # 10E	Phone: 509-3915
Alternate	Bob Babolar	171 W. Van Wagenen # 14E	Phone: 347-0832
Alternate	Janice Loretz	171 W. Van Wagenen # 5E	Phone: 912-6785
Sunshine	Frank Orlando	171 W. Van Wagenen # 7A	Phone: 506-7593

<b>HARRY LEVY GARDENS RESIDENT COUNCIL</b>			
<b>2525 WASHINGTON, APT 126 LAS VEGAS, NV 89106</b>			
<b>PHONE: 922-6166 FAX 922-6109</b>			
<b>MEETING: 2<sup>ND</sup> WEDNESDAY @ 1:00 P.M.</b>			
<b>EMAIL: <a href="mailto:HLGRCB@yahoo.com">HLGRCB@yahoo.com</a></b>			
President	Michael Biddle	2525 Washington, Apt 239	Phone: 488-5310
1 <sup>st</sup> Vice *	Donna Vitale	2525 Washington, Apt 242	Phone: 249-1678
2 <sup>nd</sup> Vice *	Linda Peery	2525 Washington, Apt 347	Phone: 301-9765
Treasurer	Thomas Windley	2525 Washington, Apt 107	Phone: 463-6416
Secretary	Otis Tramble	2525 Washington, Apt 252	Phone: 810-6297

<b>HULLUM HOMES/JONES GARDENS</b>			
		4980 E. Owens/Las Vegas, NV 89115	1750 Marion Dr./Las Vegas, NV 89115
First Saturday each month @ 1:00 pm – Council office-Marion Dr.			
President	June Jackson	1750 Marion Dr, #26B	Phone: 203-0719 754-6122
1 <sup>st</sup> VP	Donna Sterling	1750 Marion Dr., #25D	Phone:
2 <sup>nd</sup> VP			
Secretary			
Treasurer	William Flanagan	4980 E. Owens Ave.. #13E	Phone: 542-5667

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
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❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

<b><u>NOT AN ACTIVE COUNCIL</u> JAMES DOWN TOWERS RESIDENT COUNCIL</b>			
<b>5000 ALTA DRIVE LAS VEGAS, NV 89107</b>			
<b>PHONE: 702.922.6518 - FAX:</b>			
<b>MEETING: 3<sup>RD</sup> THURSDAY @ 2:00 PM</b>			
<b>EMAIL: <a href="mailto:jamesdowntowers@yahoo.com">jamesdowntowers@yahoo.com</a></b>			
President	5000 Alta Drive, Apt 441	5000 Alta Drive, Apt	Phone: 609-1237
Treasurer	5000 Alta Drive, Apt 402	5000 Alta Drive, Apt	Phone: (760) 429-4663
Secretary	5000 Alta Drive, Apt 321	5000 Alta Drive, Apt	Phone: 737-1931
Sgt @ Arms	5000 Alta Drive, Apt 315	5000 Alta Drive, Apt	Phone:

<b>Lubertha Johnson Estates Resident Council</b>			
<b>3900 Perry Street, Las Vegas, NV 89122</b>			
<b>Phone: 922-7601 – Fax: 922-7712; <a href="mailto:LJEResidentcouncil@yahoo.com">LJEResidentcouncil@yahoo.com</a></b>			
<b>Meetings: Last Thursday monthly - 2:00 pm</b>			
President	Sandy LeBlanc	3900 Perry St. #107	Phone: 592-4871
1 <sup>st</sup> VP	Johnny Butler	3900 Perry St. #117	Phone: 505-7284
2 <sup>nd</sup> VP	Robert Judd	3900 Perry St #107	Phone:
Secretary	Nivia Martinez	3900 Perry St. #160	Phone: 778-0373
Treasurer	Terry Guntrum	3900 Perry St #166	Phone: 764-1373
Sgt @ Arms		3900 Perry St #	Phone:

<b>MARBLE MANOR RESIDENT COUNCIL</b>			
<b>810 J STREET LAS VEGAS, NV 89106</b>			
<b>PHONE: 631-9284 FAX: 648-2567</b>			
<b>MEETING: 4<sup>TH</sup> SATURDAY @ 2:00 P.M.</b>			
<b>Email:</b>			
President	Phyllis Carpenter	1229 Down Way	Phone: 583-2746
2 <sup>nd</sup> VP			
Treasurer			
Secretary			

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
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❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

<p><b>MARION BENNETT PLAZA RESIDENT COUNCIL 1818 BALZAR STREET, LAS VEGAS, NV 89106 MEETING 2<sup>ND</sup> WEDNESDAY @10:00 AM</b></p>			
President			
1 <sup>st</sup> VP	1818 Balzar Ave., Apt.		Phone:
2 <sup>nd</sup> VP			
Secretary	1818 Balzar Ave., Apt.		Phone:
Treasurer			
Sgt @ Arms	1818 Balzar Ave., Apt.		Phone:
<p><b>OTTO MERIDA DESERT VILLAS RESIDENT COUNCIL 50 N HONOLULU, SUITE 152 LAS VEGAS, NV 89110 PHONE: 877-9100 FAX: 463-2760 MEETINGS: LAST FRIDAY OF EACH MONTH @ 6:00 P.M. Email:</b></p>			
President			
1 <sup>st</sup> VP			
Secretary			
Treasurer			
Sgt @ Arms			
<p><b><u>AFFORDABLE</u>                      ROBERT GORDON RESIDENT COUNCIL 450 N 11<sup>TH</sup> ST Las Vegas, NV 89101 PHONE: 383-8241 -FAX: 922-6444 MEETING 3<sup>RD</sup> THURSDAY @ 3:00 P.M. Email: <a href="mailto:robertgordonplaza@yahoo.com">robertgordonplaza@yahoo.com</a></b></p>			
President	Diane Stamps	513 N. 11 <sup>th</sup> St #C	Phone: 335-3692
1 <sup>st</sup> VP			
2 <sup>nd</sup> VP	Clifton Cooper	505 N. 11 <sup>th</sup> St. #A	Phone: 823-2818
Treasurer			
Secretary	Diane Cranford	501 N. 11 <sup>th</sup> St. #B	Phone: 689-0852

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
RESIDENT COUNCIL BOARD MEMBERS  
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❖ **DENOTES APPOINTED UNTIL NOMINATIONS, THEN ELECTIONS**

<b>ROSE GARDEN RESIDENT COUNCIL</b>			
<b>1632 YALE STREET NLV, NV 89030</b>			
<b>PHONE: 272-2170 FAX: N/A</b>			
<b>Meeting: 3<sup>rd</sup> Wednesday @ 4:00 p.m.</b>			
President	Lona Richards	1632 Yale Apt # 223	Phone: 642-4201
Vice President	William McCracken	1632 Yale, Apt 308	Phone: 586-2674
Secretary	Kris Reiter	1632 Yale, Apt # 315	Phone: 475-2060
Treasurer	Brenda Brown	1632 Yale, Apt 224	
Parliamentarian	Kent Butler	1632 Yale Apt #238	Phone: 773-0682

<b>RULON EARL RESIDENT COUNCIL (DARK – JUNE-AUGUST 2014)</b>	
<b>3901 STEWART 89110</b>	
<b>PHONE: 702.438.4041 FAX: N/A</b>	
<b>MEETING: 2<sup>ND</sup> TUESDAY @ 1:00 PM</b>	
<b>Email:</b>	
President	<u>AFFORDABLE</u>
1 <sup>st</sup> VP	:
2 <sup>nd</sup> VP	
Treasurer	
Parliamentarian	

<b>SCHAFFER HEIGHTS RESIDENT COUNCIL</b>			
<b>2901 SCHAFFER CIRCLE LAS VEGAS, NV 89121</b>			
<b>PHONE: 702.258.1012 FAX: N/A</b>			
<b>MEETING: 2<sup>ND</sup> THURSDAY @ 2:00 P.M.</b>			
<b>Email: <a href="mailto:schafferresidentcouncil@yahoo.com">schafferresidentcouncil@yahoo.com</a></b>			
			<b>249-5158</b>
Chair	Donna Vetterol	2901 Schaffer Cir #11C	Phone: 953-9798
Co-chair	Richard Gines	2901 Schaffer Cir #2C	Phone: 998-6644
Treasurer	Louise Romano	2901 Schaffer Cir #14C	Phone:
Secretary	Edith Pagoni	2901 Schaffer Cir # 2B	Phone:
Sunshine	Mike Clifton	2901 Schaffer Cir. #9D	Phone: 812-2529
Alternate			
Alternate	Jim Hoyt	2901 Schaffer Cir #9C	Phone: 696-1872

**SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
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**SHERMAN GARDENS RESIDENT COUNCIL  
1708 CURRAN WAY LAS VEGAS, NV 89106  
PHONE: 631-9155 FAX: 631-9347  
MEETING: 3RD FRIDAY @ 1:30 P.M.  
Email: [shermangardens1708@gmail.com](mailto:shermangardens1708@gmail.com)**

President	Fred Bousley	1801 J St #213	Phone: 372-2923
1 <sup>st</sup> VP	Monique Franklin	1021 Weaver	Phone: 472-0540
Secretary	Knyqu Hayes	1441 Wyatt Avenue	Phone: 927-3294
Treasurer	David Kline	1801 J St #201	Phone: 690-8850
Parliamentarian:		1701 J St #233	Phone: 427-5541

***Resident Advisory Board  
1700 Foremaster, Apt B LAS VEGAS, NV 89101  
Phone: 702.633.0920 Fax: 702.633.0921  
Bi-monthly Meeting: 2<sup>nd</sup> Tuesday @ 2:00 p.m.  
Email: [SNRHA.RAB.12@yahoo.com](mailto:SNRHA.RAB.12@yahoo.com)***

Chairperson	Teresa Culbreath	2655 W. Lake Mead #1115, N.LVNV, 89032-	873-1506
Co-Chair	Sandy LeBlanc	3900 Perry St #107, Las Vegas, NV 89122 -	592-4871
Secretary			
Member	Alberto Estremera	171 W. Van Wagenen, #5B, Henderson, N 89015	-290-1159
Member			
Member	Christina Johnson	2289 Sierra Sunrise , Las Vegas, NV 89156 –	845-4890
Member			
Member			





### **Previously Assisted Families –Five Year Bar**

If the family's assistance was terminated for the following reasons the family will be denied assistance for five years:

Any family member has been evicted from federally assisted housing within the last five years.

Any PHA has ever terminated assistance under the program for any member of the family for violation of family obligations.

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the last five years.

A family member has engaged in or threatened violent or abusive behavior toward SNRHA personnel within the last five years.

Abusive or violent behavior towards SNRHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate shall be considered abusive or violent behavior. Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

In making its decision to deny assistance for all the above noted time-frames, the SNRHA will consider factors discussed in Section 12-II-B. Upon consideration of such factors, the SNRHA may, on a case-by-case basis, decide to reduce the period of ineligibility.

### **D. THREE YEAR ADMISSION BAR PERIOD**

Persons with arrest or convictions of one of the following offenses will be barred from admission to and continued occupancy in the public housing program for a period of three (3) years:

Assault **and or** battery

Coercion

Prostitution (third and further offenses)

Domestic Violence (third and further offense)

Abuse and neglect of children (2nd offense)

Open and gross lewdness (2nd offense) - if a sex offender, the three year bar does not apply. Sex offenders are forever barred.

Abuse and exploitation of older persons

Harassment and stalking (2nd offense)

Discharging a firearm out of a motor vehicle

## Housing Programs – Administrative Plan

### Proposed Changes from 2015 to 2016

Chapter	Page	Added, Removed, or Updated	Summary of Change or Addition	Changes to Forms/ Brochures	Training Required / Training Manual Changes	Changes to SOP
TOC	23	Removed	Convictions <del>/Last Arrest</del>			
3	25	Added	<ul style="list-style-type: none"> <li>Additionally, VAWA 2013, extends housing protections to survivors of sexual assault, adds “intimate partner” to the list of eligible relations covered in the definition of <i>domestic violence</i>.</li> </ul>			
6	27		<p><b><i>Familial Relationships</i></b>  <b><i>SNRHA Policy</i></b>            Verification of guardianship is:            Court-ordered assignment            Verification from social services agency, <del>or</del>  <del>— SNRHA Self-Certification of temporary guardianship or appointment</del></p> <p><del>In each case above (except court assignment), SNRHA must receive a court awarded guardianship or custody documents within 365 calendar days or head of household must resign SNRHA’s documents and submit required supporting documents. Any income still earning into the household on behalf of the child would be counted.</del></p> <p>Other family relationships will be verified through birth certificates or other relevant documents.</p> <p><del>SNRHA shall not increase the bedroom size for addition of minor children, other than 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.</del></p> <p><del>SNRHA shall not increase bedroom size nor provide a dependent deduction, unless court ordered assignment or verification from a social service agency is received.</del></p>			
10	8	Updated	<p><b>10-II.B. INITIAL PHA ROLE</b></p> <p><b>Allowable Moves under Portability</b>            A family may move with voucher assistance only to an area where there is at least</p>			

## Housing Programs – Administrative Plan

### Proposed Changes from 2015 to 2016

Chapter	Page	Added, Removed, or Updated	Summary of Change or Addition	Changes to Forms/ Brochures	Training Required / Training Manual Changes	Changes to SOP
			one PHA administering a voucher program [24 CFR 982.353(b)]. If there is more than one PHA in the area, <del>the initial PHA may choose the receiving PHA [24 CFR 982.355(b)].</del> The initial PHA provides the family with the contact information for the receiving PHAs that serve 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)).			
10	10	Updated	<b><i>Applicant Families</i></b> 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(ed)(3)]. The family must specify the area to which the family wishes to move [ <del>2004-12</del> 2012-42 24 CFR 982.355(c)(1)].			
10	12	Updated	<b>Initial Contact with the Receiving PHA</b> After approving a family’s request to move under portability, the initial PHA must promptly notify the receiving PHA <b>via email or other confirmed delivery method</b> to expect the family [24 CFR 982.355(c)( <del>23</del> ), 24 CFR 982.355(c)(7)]. <del>This means that the initial PHA must contact the receiving PHA directly on the family’s behalf [Notice PIH 2004-12].</del> The initial PHA must also advise the family how to contact and request assistance from the receiving PHA [24 CFR 982.355(c)( <del>26</del> )].			
12	4	Removed	...record of convictions, <del>arrests</del> , or evictions... ... A conviction will be given more weight <del>than an arrest</del> .			
12	6	Removed	For purposes of this section, criminal record includes <del>arrests and</del> convictions.			
12	7	Removed	...and must demonstrate that they have not incurred any new <del>arrests and/or</del> convictions for a minimum period of one (1) year from the date of their last date of completion of their sentence.			
12	8	Removed	Persons with <del>arrest or</del> convictions of one of the following offenses... Persons with <del>arrest or</del> convictions of one of the following offenses... (Five years from the date of <del>arrest or</del> conviction: Persons <del>arrested or</del> convicted of <i>Drug-related criminal activity</i> , ...			

## Housing Programs – Administrative Plan

### Proposed Changes from 2015 to 2016

Chapter	Page	Added, Removed, or Updated	Summary of Change or Addition	Changes to Forms/ Brochures	Training Required / Training Manual Changes	Changes to SOP
12	9	Removed	Five years from the date of <del>arrest or</del> conviction: Persons <del>arrested or</del> convicted of...			
12	10	Removed	Any conviction for drug-related or violent criminal activity within the past 5 years. <del>Any arrests for drug-related or violent criminal activity within the past 5 years.</del> ... A conviction for drug related or violent criminal activity will be given more weight <del>than an arrest for such activity, if the arrest did not occur within one year of the date of the admission or port in.</del> ... Persons with <del>arrest or</del> convictions of one of the following offenses....			
12	11	Removed	<b><i>Gross Misdemeanor Arrests or Convictions</i></b> Persons with gross misdemeanor <del>arrests or</del> convictions for the offenses listed....			
12	12	Removed	<b><i>Misdemeanor Arrests or Convictions</i></b> Persons with misdemeanor <del>arrests or</del> convictions, for the offenses...			
12	13	Removed	<b><i>Other Felony Criminal Convictions/Last Arrest</i></b> ...for offenses other than those referenced above, shall be barred from admission for the time periods listed and must demonstrate that they have not incurred any new <del>arrests and/or</del> convictions for a minimum period of one (1) year from the last date of their sentence.			
12	17	Removed	SNRHA will consider all credible evidence, including but not limited to, any record of <del>arrests, convictions,</del> or eviction of household members related to the use of illegal drugs or abuse of alcohol. ... SNRHA will consider all credible evidence, including but not limited to, any record of <del>arrests and/or</del> convictions of household members related to ...			
12	21	Removed	This includes persons <del>arrested or</del> 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.			
12	25	Removed	...regardless of whether the household member has been <del>arrested or</del> convicted [24 CFR 9682.553(c)].			

## Housing Programs – Administrative Plan

### Proposed Changes from 2015 to 2016

Chapter	Page	Added, Removed, or Updated	Summary of Change or Addition	Changes to Forms/ Brochures	Training Required / Training Manual Changes	Changes to SOP
12	31	Updated	<p><b><i>Evidence of Criminal Activity</i></b>            The owner may terminate tenancy and evict by judicial action a family for criminal activity by a covered person if the owner determines they have engaged in the criminal activity, regardless of <del>arrest or</del> conviction and without satisfying the standard of proof used for a criminal conviction, except in certain incidents where the criminal activity directly relates to domestic violence, dating violence, <b>sexual assault</b>, or stalking and the tenant or <del>an immediate member of the tenant's family</del> <b>an affiliated individual</b> is the victim or threatened victim of the domestic violence, dating violence, <b>sexual assault</b>, or stalking. (See Section 12-II.E.).</p>			
18	3	Updated	<p><b>PROGRAM SIZE</b>            The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA is <del>328</del> <b>140</b> mandatory slots <b>as of February 2016. 17 open mandatory PH slots and 196 voluntary slots (as of January 1, 2015.)</b></p>			
	4	Updated	<p><b>ESTIMATE OF POTENTIAL PARTICIPATING FAMILIES:</b>            SNRHA owns <del>2,870</del> <b>2,882</b> Public Housing units and administers 11,013 Housing Choice Vouchers which together provide housing assistance to over 32,600 residents.</p>			





subject of the record [24 CFR 5.903 (f) and 5.905 (d)] and SNRHA must give the family an opportunity to dispute the accuracy and relevance of that record, in the informal review process in accordance with program requirements [24 CFR 982.553(d)].

### SNRHA Policy

If based on a criminal record or sex offender registration information, an applicant family appears to be ineligible SNRHA will notify the family in writing of the denial and provide a copy of the record to the applicant upon their request. The letter will advise the applicant of their right to dispute the accuracy and relevance of the record, and shall further advise the applicant of their rights to request an informal review of the intended denial action. The record will be provided to the applicant in person upon presentation of valid government-issued photo identification. The family will be given 10 business days to dispute the accuracy and relevance of the information. If the family does not contact SNRHA to dispute the information within that 10 business day period, SNRHA will proceed with issuing the notice of denial of admission. A family that does not exercise their right to dispute the accuracy of the information prior to issuance of the official denial letter will still be given the opportunity to do so as part of the informal review process.

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

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

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

The Violence Against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

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

### **Definitions**

As used in VAWA:

- The term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a



Health and Human Services ID (foster children; adopted children)

I-94

### SNRHA Policy

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

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

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

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

### ***Familial Relationships***

#### SNRHA Policy

Verification of guardianship is:

Court-ordered assignment;

Verification from social services agency; ~~or~~

~~SNRHA Self-certification of temporary guardianship or appointment~~

~~In each case above (except court assignment), SNRHA must receive a court awarded guardianship or custody documents within 365 calendar days or head of household must resign SNRHA's documents and submit required supporting documents. Any income still coming into the household on behalf of the child would be counted.~~

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

SNRHA shall not increase the bedroom size for addition of minor children, other than 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 shall not increase bedroom size nor provide a dependent deduction, unless court ordered assignment or verification from a social service agency is received.~~

### ***Verification of Permanent Absence of Family Member***

If an adult member who was formerly a member of the household or was never reported and identified by staff as being a spouse and is reported permanently absent by the family, SNRHA will consider any of the following as verification:





**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 that RHAs "should be allowed" to apply their own screening standards to incoming portable families, and information on how rescreening may affect a family's assistance should be included in the briefing packet. HUD did not make any regulatory changes supporting this guidance. 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 PHA administering a voucher program [24 CFR 982.353(b)]. If there is more than one PHA in the area, ~~the initial PHA may choose the receiving PHA [24 CFR 982.355(b)].~~ The initial PHA provides the family with the contact information for the receiving PHAs that serve 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 that have been 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.



## **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 [~~Notice 2004-122012-42~~ [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~~(ed)~~(1), [24CFR 982.355 \(9\)](#)]. If the applicant family is not income eligible in that area, the PHA must inform the family that it may not move there and receive voucher assistance [~~Notice PIH 2004-122012-42~~].

### ***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), ~~24 CFR 982.355(e)(1)~~].

## **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 that qualify 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 that 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 PHA with jurisdiction](#)



## 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)(23), 24 CFR 9682.355(c)(7)]. ~~This means that the initial PHA must contact the receiving PHA directly on the family's behalf [Notice PIH 2004-12].~~ The initial PHA must also advise the family how to contact and request assistance from the receiving PHA [24 CFR 982.355(c)(26)].

### 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

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

- Form HUD-52665, Family Portability Information, with Part I filled out [Notice PIH 2012-42]
- A copy of the family's voucher [Notice PIH 2012-42]
- 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)(47), Notice PIH 2012-42]
- Copies of the income verifications backing up the form HUD-50058 [24 CFR 982.355(c)(74), Notice PIH 2012-42] 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 Policy

SNRHA will consider the following factors prior to making its decision:

The seriousness of the case, especially with respect to how it would affect other residents.

The effects that denial of assistance may have on other members of the family who were not involved in the action or failure.

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or (as discussed further in section 3-III.G) a victim of domestic violence, dating violence, or stalking.

The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future.

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully, unless there is a reoccurring offense within the past twelve months.

SNRHA will require the applicant/participant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

SNRHA will consider all credible evidence, including but not limited to, any record of convictions, ~~arrests~~, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight ~~than an arrest~~. The SNRHA will also consider evidence from treatment providers or community-based organizations providing services to household members.

SNRHA will also consider good cause reasons for missing an appointment or failing to timely provide information. However, only two appointments shall be scheduled. Said reasons include documented hospitalization, travel or incarceration for non-felony charges.

SNRHA has no discretion when denying assistance to an applicant whom has failed to establish citizenship or eligible status, or has been evicted from any Public Housing Program under the 1937 Act; Sex offender; Illegal drug use, other criminal activity, and alcohol abuse that would threaten other residents unless they can demonstrate to SNRHA that the person engaging in the activity has been rehabilitated, or that the situation no longer exists, and there have been no repeat incidents in the past 12 months.



ground. Such individuals are permanently barred from receiving Federal Housing Assistance.

Any applicant or incoming port who owes any PHA a debt, including debts owed to HCV Project-based programs or any other federal housing program unless said person has a current repayment agreement for which they are in full-compliance with the terms of the agreement.

Fails to provide social security numbers and verification for all family members claiming to be citizens or have eligible immigration status.

Has been evicted from a federally subsidized housing program for a period of five (5) years or owes a debt to a public housing program or other assisted housing property;

Has made fraudulent representations on his/her public housing application.

Has engaged in or threatened abusive or violent behavior toward SNRHA personnel;

SNRHA has no discretion when denying assistance to an applicant who has failed to establish citizenship or eligible immigration status.

## **2. Criminal Conduct of an Applicant or Member of the Applicant's Household**

SNRHA will consult local and federal law enforcement databases to determine whether an applicant or household member, 18 years of age or older, has a criminal record. For purposes of this section, criminal record includes ~~arrests and~~ convictions.

SNRHA may deny assistance to an applicant if the preponderance (i.e. majority) of verifiable evidence (i.e., Scope/NCIC criminal records, police reports, reports from parole/probation officers or landlord references) indicates that an applicant and/or household members have engaged in drug-related or violent criminal activity that otherwise adversely affects the health, safety or welfare of the public.

If on probation or parole for any conviction, assistance will be denied, until discharged from probation, parole, or completion of sentence for one year prior to admissions to the HCV Program or port-in date. For purposes of this section, the "completion of sentence" shall mean the date of discharge from parole and/or probation or, in the case of a sentence that did not impose parole or probation, the date of release from prison/jail or the date of completion of court-ordered classes, community service, and/or final payment of court-ordered fines/restitution.

Applicants and/or household members whose records reflect criminal convictions or documented controlled substance or alcohol addiction shall be evaluated in accordance with the standards below:

- a. **Convictions for Possession and/or Use of Controlled Substance** - Applicants and/or household members who have been convicted of possession of a controlled substance that was due to the applicant and/or household members' addiction rather than sale or distribution, may be eligible for admission to the public housing program, if the



applicant and/or household member submits verifiable documentation evidencing completion or on-going participation in a certified drug rehabilitation program, and the conviction did not occur within the year immediately preceding the date of admission of the applicant into the public housing program.

**b. Termination of Assistance Due to Alcohol Abuse** - SNRHA may deny assistance to an applicant when, through verifiable evidence, SNRHA determines that:

The applicant and/or household member has a pattern of abuse of alcohol; and

The abuse interferes with the health, safety or right to peaceful enjoyment of the community surrounding their current residence.

**Mitigating Circumstances.** SNRHA may elect not to deny assistance to an applicant due to alcohol abuse, if the applicant produces verifiable evidence that:

He/she or his/her household member has successfully completed an alcohol rehabilitation program; or

He/she or his/her household member is currently enrolled in and is regularly attending an alcohol rehabilitation program.

**c. Other Felony Convictions** - Applicants and/or members of their household who have felony criminal convictions, for offenses other than those referenced above, shall be barred from admission for the time periods listed below and must demonstrate that they have not incurred any new ~~arrests and/or~~ convictions for a minimum period of one (1) year from the last date completion of their sentence.

### 3. SEX OFFENDERS

#### A. PERMANENT BAN

**Sex Offenders Subject to Lifetime Registration** – The following Applicants and/or any member of the applicants' household (collectively referred to as "Applicants" will be prohibited from participation in any SNRHA housing program (this includes port-ins):

1. Applicants who have been convicted of a crime for which the person is subject to a lifetime sex offender registration requirement in Nevada; and
2. Applicants who have been convicted of a crime for which the person is subject to a lifetime sex offender registration requirement by ANY state convicting the person.

Applicants/participants commit fraud by: (1) failing to disclose to SNRHA that the Applicants/participants are subject to a sex offender registration requirement, or (2) misleading SNRHA in any way regarding the Applicants'/Participant's status relating to a sex offender registration requirement.



These requirements apply to participants who are found to be Sex Offenders subject to Life Time Registration.

*If convicted of a sexual crime in any court of law and subject to any sex offender registration requirement. These applicants, including (for port-ins) and participants, shall be barred permanently effective from the date required to register as a sex offender.*

### **B. TEN YEAR ADMISSION BAR PERIOD**

Persons with ~~arrest or~~ convictions of one of the following offenses will be barred from admission to and continued occupancy in the public housing program for a period of 10 years.

Murder or attempted murder

Rape (not resulting in offender being a registered as a sex offender)

Child Molestation (not resulting in offender being registered as a sex offender)

Kidnapping, attempted kidnapping

Sexual assault attempted sexual assault

Child molestation

Child pornography

### **C. FIVE YEAR PROHIBITION**

Persons with ~~arrest or~~ convictions of one of the following offenses will be barred from admission to or porting in from another PHA for a period of 5 years.

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied assistance.

(Five years from the date of ~~arrest or~~ conviction: Persons ~~arrested or~~ convicted of *Drug-related criminal activity*, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100], including:

Trafficking in controlled substances; and

Sale of controlled substances

**Exception:** Applicants, including incoming families under portability and/or household members, who have been convicted of possession of a controlled substance that was due to the applicant and/or household members' addiction rather than sale or distribution, may be eligible for admission to the HCV program, if the applicant and/or household member submits verifiable documentation evidencing completion or on-going participation in a certified drug rehabilitation program, and the conviction did not occur within the year immediately preceding the date of admission of the applicant into the HCV program AND there has been no other offenses that would bar admission for two(2) years or more.



Five years from the date of ~~arrest or~~ conviction: Persons ~~arrested or~~ convicted of *Violent criminal activity*, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100] including:

- Driving under the influence causing personal injury
- Voluntary manslaughter
- Involuntary manslaughter
- Robbery
- Attempted robbery with a deadly weapon
- Mayhem or attempted mayhem
- Convicted of Arson
- Battery with substantial bodily harm (with a deadly weapon)
- Robbery or attempted robbery with the use of a deadly weapon
- Trafficking in controlled substance
- Sale of controlled substance
- Felony Hit and Run
- DUI 3<sup>rd</sup> Offense
- Under the Influence of Controlled Substance
- Grand Larceny
- Arson, attempted arson
- Illegal Mfg of Controlled Substance
- Assault with a Deadly Weapon
- Possession of an Unregistered Firearm (2<sup>nd</sup> or other offense)
- Possession of controlled substance with intent to sell

Criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or

Criminal activity that may threaten the health or safety of property owners and management staff, and persons performing contract administration functions or other responsibilities on behalf of SNRHA (including a SNRHA employee or a SNRHA contractor, subcontractor, or agent).





***Immediate vicinity means within a three-block radius of the premises.***

Evidence of such criminal activity includes, but is not limited to:

Any conviction for drug-related or violent criminal activity within the past 5 years.

~~Any arrests for drug-related or violent criminal activity within the past 5 years.~~

Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 5 years.

A conviction for drug-related or violent criminal activity will be given more weight ~~than an arrest for such activity, if the arrest did not occur within one year of the date of admission or port in.~~

**Previously Assisted Families:**

If the family's assistance was terminated for the following reasons the family will be denied assistance for five years:

Any family member has been evicted from federally assisted housing within the last five years.

Any PHA has ever terminated assistance under the program for any member of the family for violation of family obligations.

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the last five years.

A family member has engaged in or threatened violent or abusive behavior toward SNRHA personnel within the last five years.

*Abusive or violent behavior towards SNRHA personnel* includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

*Threatening* refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

In making its decision to deny assistance for all the above-noted timeframes, SNRHA will consider the factors discussed in Section 12-II.B. Upon consideration of such factors, SNRHA may, on a case-by-case basis, decide to reduce the period of ineligibility.

**D. THREE YEAR PROHIBITION**

Persons with ~~arrest or~~ convictions of one of the following offenses will be barred from admission to or porting in from another PHA into the HCV program for a period of three (3) years:

Assault and battery

Coercion

Prostitution (third and further offences)



Abuse and neglect of children (2nd offense)

Open and gross lewdness (2nd offense) - if a sex offender, the three year bar does not apply. Sex offenders are barred forever.

Abuse and exploitation of older persons

Harassment and stalking (2nd offense)

Discharging a firearm out of a motor vehicle

Burglary

### **E. TWO YEAR PROHIBITION**

Any family allowing an ineligible person (relating to citizenship) to live in the assisted unit without informing SNRHA must be terminated for 24 months.

Possession of controlled substance

Any other criminal activity which, if repeated after admission, may threaten the health, safety, or right to peaceful enjoyment of the premises of other residents, neighbors, or persons living in the immediate vicinity.

Other criminal activity which, if repeated after admission, may threaten the health or safety of the property's owner, property management staff, SNRHA staff, or other individuals working in the immediate vicinity.

### **F. ONE YEAR PROHIBITION**

#### ***Gross Misdemeanor ~~Arrests or~~ Convictions***

Persons with gross misdemeanor ~~arrests or~~ convictions for the offenses listed below shall be barred from the program admission and continued occupancy for a period of one (1) year from the date of conviction, and must demonstrate an absence of criminal activity for a minimum period of one year preceding the date of the application for admission or port in date.

Open or gross lewdness – First Offense

Aiming firearm at a human being

Discharging a weapon where a person might be endangered

Changing/altering the serial number of a firearm

Discharging a firearm in or upon a public street

Carrying a concealed weapon

Possession of Burglary Tools

Possession of an Unregistered Firearm - First Offense

Conspiracy to Commit a Crime



### **Misdemeanor ~~Arrests or~~ Convictions**

Persons with misdemeanor ~~arrests or~~ convictions, for the offenses listed below, shall be barred from program admission, including port-ins from other HAs into HCV program for a period of one (1) year.

- Public intoxication
- Prostitution (first and second offense)
- Petty larceny
- Battery
- Domestic violence
- Disorderly conduct
- Possession of drugs not to be introduced into interstate commerce
- Abuse and neglect of children (first offense, even if no physical injury resulted to child)
- Harassment/stalking
- Trespassing
- Loitering
- DUI – First or Second offense
- Violating a Protective Order
- Resisting a Police Officer
- Possession of drug paraphernalia;

### ***Probation and Parole***

Even if a person has served time in jail and has now been released on probation or parole, they cannot be admitted into HCV program, unless a year has passed since the completion of their probation or parole. If the only sentence was probation or parole, a year must have elapsed, without incident, since its completion to be considered eligible for housing.

A person who is released from jail with no probation or parole requirement would have to operate on the outside for one year with no further evidence of the prohibited activities as listed in the one year bar in order to be considered for admission.

A person who has been convicted of any crime involving bodily injury would not be considered for admission until a year has passed since full repaying of the social debt, including probation or parole. *This section applies to incoming ports also.*



SNRHA may elect not to terminate or deny assistance to a family who is currently under the following types of court probations, commonly called: Bench Probation, Summary Probation, Conditional Probation, or Informal Probation; as long as the family member produces verifiable evidence that:

- He/She has successfully completed all court ordered obligations.

### ***Other Felony Criminal Convictions/~~Last Arrest~~***

Applicants, incoming clients under portability (including prior SNRHA clients who ported out and leased with the receiving PHA) and/or members of their household who have felony criminal convictions, for offenses other than those referenced above, shall be barred from admission for the time periods listed and must demonstrate that they have not incurred any new ~~arrests and/or~~ convictions for a minimum period of one (1) year from the last date of their sentence.

For purposes of this section, the “last date of sentence” shall mean the date of discharge from parole and/or probation or, in the case of a sentence that did not impose parole or probation, the date of release from prison/jail or the date of completion of court-ordered community service and/or final payment of court-ordered fines/restitution.

Persons with outstanding warrants are barred from admission until the warrants have been satisfied by the issuing legal jurisdiction. Applicants or port-in client must provide documentation that the warrant has been satisfied within 30 calendar days of notification to prevent denial of assistance.

## **12-I.E. USE OF FBI AND LAW ENFORCEMENT RECORDS**

SNRHA will check criminal history for all applicants and incoming ports who are 18 years or older to determine whether any member of the family has engaged in violent or drug related criminal activity or other criminal activity which is prohibit as an admission criterion.

Verification of any past activity will be done prior to final eligibility for admissions. For incoming ports, lease-up shall not be held up awaiting criminal screening results, but termination shall occur for participants porting in that cannot pass SNRHA’s criminal screening requirements.

SNRHA has contracted with the Nevada State Highway Patrol, an FBI approved channeling agent, to process and funnel requests in order to obtain National Crime Information Center (NCIC) data for the purpose of accessing FBI criminal records.

SNRHA acknowledges a name check only may result in an inconclusive result without a positive fingerprint comparison. The results of an inconclusive name check will not be used to deny an applicant admission to the HCV program.

If the channeling agency indicates to SNRHA that there is a criminal history record indexed in the Interstate Identification Index which might belong to the applicant/participant, SNRHA must submit an applicant fingerprint card to the FBI through the appropriate channel in order to verify whether the criminal record is in fact the applicant’s/participant’s. Should the applicant instead elect to withdraw their application, no further action will be necessary.



- Any household member has violated the family's obligation not to engage in violent criminal activity
- For the purpose of determining a violation, SNRHA will not consider a family to be engaged in violent criminal activity if the family member is a victim in accordance with the Violence against Women Act (VAWA). However, nothing should be considered to limit the termination of the person who engages in the criminal act.

### ***Use of Illegal Drugs and Alcohol Abuse***

#### SNRHA Policy

SNRHA will terminate a family's assistance if any household member is currently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. SNRHA does not allow the use or cultivation (growth) of marijuana in any subsidized housing, even for medical reasons and regardless of state laws.

SNRHA will terminate assistance if any household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.

*Currently engaged in* is defined as any use of illegal drugs during the previous 12 months.

SNRHA will consider all credible evidence, including but not limited to, any record of ~~arrests, convictions,~~ or eviction of household members related to the use of illegal drugs or abuse of alcohol.

### ***Drug-Related and Violent Criminal Activity [24 CFR 5.100]***

*Drug* means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

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

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

#### SNRHA Policy

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

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



- 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 on the next annual 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 ~~arrested or~~ 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.



## PART III: APPROACH TO TERMINATION OF ASSISTANCE

### 12-III.A. OVERVIEW

SNRHA is required by regulation to terminate a family's assistance if certain program rules are violated. For other types of offenses, the regulations give SNRHA the discretion to either terminate the family's assistance or to take another action. This part discusses the various actions SNRHA may choose to take when it has discretion, and outlines the criteria SNRHA will use to make its decision about whether or not to terminate assistance. It also specifies the requirements for the notice that must be provided before terminating assistance.

### 12-III.B. METHOD OF TERMINATION [24 CFR 982.552(a)(3)]

The way in which SNRHA terminates assistance depends upon individual circumstances. HUD permits SNRHA to terminate assistance by:

- Terminating housing assistance payments under a current HAP contract,
- Refusing to approve a request for tenancy or to enter into a new HAP contract, or
- Refusing to process a request for or to provide assistance under portability procedures.

### 12-III.C. ALTERNATIVES TO TERMINATION OF ASSISTANCE

#### Repayment of Family Debts

##### SNRHA Policy

If a family owes amounts to SNRHA, as a condition of continued assistance, SNRHA will require the family to repay the full amount or to enter into a repayment agreement, within 14 calendar days of receiving notice from SNRHA of the amount owed. See Chapter 14 for policies on repayment agreements.

### 12-III.D. CRITERIA FOR DECIDING TO TERMINATE ASSISTANCE

#### Evidence

For criminal activity, HUD permits SNRHA to terminate assistance if a *preponderance of the evidence* indicates that a household member has engaged in the activity, regardless of whether the household member has been ~~arrested or~~ convicted [24 CFR 982.553(c)].

##### SNRHA Policy

SNRHA will use the concept of the preponderance of the evidence as the standard for making all termination decisions.

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



Violent criminal activity does not include victims of domestic violence that are covered under the Violence Against Women Act. (VAWA).

**Owner Termination of Tenancy:** The owner may terminate tenancy during the term of the lease if any member of the household is:

The owner may terminate tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been ~~arrested or~~ convicted for such activity.

The owner may terminate tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents unless said termination violates the VAWA.

#### *Evidence of Criminal Activity*

The owner may terminate tenancy and evict by judicial action a family for criminal activity by a covered person if the owner determines they have engaged in the criminal activity, regardless of ~~arrest or~~ conviction and without satisfying the standard of proof used for a criminal conviction, except in certain incidents where the criminal activity directly relates to domestic violence, dating violence, sexual assault, or stalking and the tenant or ~~an immediate member of the tenant's family~~ an affiliated individual is the victim or threatened victim of the domestic violence, dating violence, sexual assault, or stalking. (See Section 12-II.E.).

#### **Other Good Cause**

During the initial lease term, the owner may not terminate the tenancy for “other good cause” unless the owner is terminating the tenancy because of something the family did or failed to do. During the initial lease term or during any extension term, other good cause includes the disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises.

After the initial lease term, “other good cause” for termination of tenancy by the owner includes:

- Failure by the family to accept the offer of a new lease or revision;
- The owner's desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit; or
- A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rent).

After the initial lease term, the owner may give the family notice at any time, in accordance with the terms of the lease.

Note: Other good cause does not include vacating a property that has been foreclosed upon during the lease term prior to the sale of that property. However, the new owner of the property may terminate the tenancy effective the date of transfer of the unit if the owner will occupy the unit as a primary residence and has provided the tenant a notice to vacate at least 90 calendar days before the effective date of such notice (Notice PIN 2010-49). Further information on the protection afforded to tenants in the event of foreclosure can be found in Section 13-II.G.





## GOALS AND OBJECTIVES:

The Family Self-Sufficiency (FSS) program is intended to promote the development of local strategies to coordinate the use of Public Housing (PH) assistance and Housing Choice Vouchers (HCV) with public and private resources, to enable eligible families receive assistance under these programs to achieve economic independence and self-sufficiency.

The overall goal of the FSS Program is to assist and motivate low-income individuals and families by working together to overcome barriers, build self-esteem, and establish obtainable goals. The objective of the FSS Program is to reduce dependence of low-income families on welfare assistance, HCV and public housing assistance, and/or any other federal, state, or local rental or homeownership subsidies.

In order to obtain self-sufficiency, participating families are introduced to individualized case management where obstacles are identified so suitable goals can be set. Appropriate services are then identified to promote successful attainment of these goals. Participants shall be required to attend a set number of self-help workshops and seminars. Failure to attend required sessions can result in termination of the FSS contract, unless failure to attend is for good cause and prior notice was provided. Goals of the FSS Program are achieved through:

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

## PROGRAM MEASUREMENTS

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

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

## PROGRAM SIZE

The minimum program size for the FSS Program of Southern Nevada Regional Housing Authority (SNRHA) is ~~328-140~~ mandatory slots as of February 2016, 17 open mandatory PH slots and 196 voluntary slots (as of January 1, 2015.)



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

SNRHA owns 2,~~870~~882 Public Housing units and administers 11,013 Housing Choice Vouchers which together provide housing assistance to over 32,600 residents. The FSS Program is open to all adults, ages 18 and over, without regards to race, color, religion, sexual orientation, age, disability, familial status, or national origin.

### **SUPPORTIVE SERVICES NEEDS:**

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

- Education
  - High School Equivalency Test (HiSET) preparation
  - Postsecondary education preparation
  - English as a second language (ESL)
  - Computer training
- Life Skills
  - Domestic Violence awareness and prevention
  - Home Management
  - Self-Enrichment
  - Child Care
  - Parenting and Child Development
  - Transportation
- Financial Literacy
  - Credit Counseling
  - Budgeting
  - Asset Building
  - Debt Management
  - Homebuyer Education
- Employment
  - Vocational Training
  - Resume Building
  - Effective Job Search
  - Interview Skills and Techniques
  - Job Placement and Retention
- Healthcare
  - Affordable Health Care
  - Social Services
  - Addiction Prevention

religion, sex, handicap, familial status or national origin. SNRHA observes all federal regulations related to FSS participation for all applicants.

The HOH must sign the COP before other family members can participate.

The program participant must be:

- A current resident/participant, 18 years or older, in good standing within SNRHA
- Lease compliant
- Current with community service hours (not applicable to HCV) or current on repayment agreement
- Not under eviction or termination

SNRHA FSS Coordinators will use multiple methods to inform and recruit eligible program participants. Promotional materials are distributed to existing residents and to applicants who are near completion in the lease-up process. These materials include flyers, posters, FSS brochure, and interest form. These materials highlight program information and benefits.

Several other outreach methods will be used to encourage FSS Program participation:

- The FSS informational brochures and interest forms will be available in SNRHA lobbies, administrative offices, management offices and/or distributed upon request
- The FSS department may mail brochures, annually, to all eligible households
- FSS presentations may be conducted during any resident informational sessions
- FSS Orientation sessions are held twice a month. ~~including at least one Saturday each quarter~~

The FSS application process is as follows:

- The HOH must submit an interest form
- FSS Coordinators will verify the status of the resident. If lease compliant, the HOH will be placed on the Interest List, in the YARDI system, by the date the interest form was received
- Eligible HOH will be invited and must attend an orientation session, if not; the family will be removed from the Interest List. The orientation sessions will be held at various times on at least two different days, per month
- During the orientation session, detailed program information will be shared to assist the HOH in making the decision to participate
- If the HOH decides to participate, a Pre-Assessment Form must be completed
- If the HOH decides not to participate, the family will be removed from the Interest List

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

The FSS enrollment criteria are as follows:

- The participant must be compliant with the terms of the lease or HAP (Housing Assistance Payment) agreement



## **STATEMENT OF POLICY – RESIDENT COMMISSIONER SELECTION**

### **A. PURPOSE**

This document contains the Southern Nevada Regional Housing Authority’s (SNRHA) Resident Commissioner Selection policies and the supporting procedures. The purpose of the policies is to:

- Ensure Resident Commissioner selection process is fair and unbiased;
- Promote resident participation in the selection of a Resident Commissioner;
- Fulfill the requirements of the HUD regulations found in 24 CFR 964.415, and;
- Fulfill the requirements of the State of Nevada statute found in NRS 315.7809

### **B. RESPONSIBILITY AND AUTHORITY**

1) The appointment of the Board of Commissioners Resident member is mandated by 24 CFR 964.415 and is confirmed by the SNRHA Board of Commissioners. Per NRS 315.7809, the Board shall consist of four (4) Resident Commissioners to serve on behalf of tenants and must be selected as follows:

- One commissioner who serves on behalf of tenants of the county that participates in the regional authority, appointed by the governing body of the county;
- One commissioner who serves on behalf of tenants of the largest city in the county that participates in the regional authority, appointed by the governing body of that city;
- One commissioner who serves on behalf of tenants of the second largest city in the county that participates in the regional authority, appointed by the governing body of that city;
- One commissioner who serves on behalf of tenants of the third largest city in the county that participates in the regional authority, appointed by the governing body of that city

2) Established for SNRHA by the Board of Commissioners’ action, and periodically amended, the Resident Commissioner Selection policies comply in all respects with state and federal law and regulations. SNRHA’s Board of Commissioners must review and approve subsequent changes and amendments to these policies.

### **C. ELIGIBILITY**

1) None of the persons appointed to serve as Commissioners of the Authority may be elected officials of any governmental entity. A person eligible to serve as a Resident Board Member is one who:



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- Is directly assisted by SNRHA as a Public Housing or Housing Choice Voucher Resident and who resides in the county or city from which he or she is appointed;
  - Whose name appears on the lease;
  - Who is eighteen years of age or older;
  - Who has not received formal notice that eviction proceedings have commenced and are pending
- 2) A Resident Commissioner Member who is no longer directly assisted by Southern Nevada Regional Housing Authority is no longer an “eligible resident.” If a Resident Board Member ceases to be directly assisted by Southern Nevada Regional Housing Authority, he or she must be replaced;
- 3) Resident Board Member’s term of office shall be four (4) years per NRS 315.7809.

**D. NOMINATION AND APPOINTMENT PROCESS**

When a Resident Board Member vacancy occurs, the Supportive Services Department conducts a nomination and appointment process for the filling of the vacancy as follows:

- The SNRHA Board Commissioner Chairperson will notify the Executive Director or Deputy Executive Director of the vacancy, who in turn will notify the Department Director;
- Housing Choice Voucher Programs (HCVP) and Public Housing (PH) Directors will be notified that the application process is beginning and will request names of verifiers of resident applications within their departments. Verifiers determine if the applicant pool is lease compliant;
- An IT work order request will be submitted to obtain a distribution list of all resident names and addresses within the vacated jurisdiction;
- Resident Advisory Board (RAB) members will be notified of the need to conduct interviews and are required to attend a mandatory training orientation to ensure knowledge of candidate requirements and related statutes;
- Notices and applications, in English and Spanish, will go out to all tenants within the vacated jurisdiction with a deadline for submission;
- Department staff will process applications and submit to HCVP and PH staff for verification of lease compliance;
- Once verified, eligible applicants will receive notice of mandatory orientation to ensure knowledge of duties, expectations and commitment of appointment. Upon completion, they will receive an interview date and time;
- RAB members will conduct interviews of all eligible candidates using a scoring tool;
- Once interviews are completed, a certified selection list and backup documentation of candidates will be forwarded to the Board Commissioner Chair for review;
- The Board Chair will then establish an Ad Hoc Committee to determine the selected candidate;



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- Once the candidate is selected, the Board Chair will forward the recommended Resident Commissioner to the appropriate jurisdiction
- Upon notification from the jurisdiction, the Board of Commissioners will orientate and seat the selected Resident Commissioner



Southern Nevada Regional  
Housing Authority

**Records Management and  
Retention Policy**

2016

Southern Nevada Regional Housing Authority  
**RECORDS MANAGEMENT AND RETENTION POLICY**

TABLE OF CONTENTS

Introduction .....	3
Objective .....	4
Public & Confidential Records Maintained by SNRHA .....	4
Storage of SNRHA Records .....	5
Disposal of SNRHA Records .....	5
Document Retention Schedule .....	7
Appendixes A-E .....	28

Appendix A – Request for Storage or Disposition of Records

Appendix B – Storage Approval

Appendix C – Packing of Records

Appendix D – Retrieval of Records

Appendix E – Records Disposition Verification



# Southern Nevada Regional Housing Authority

## RECORDS MANAGEMENT AND RETENTION POLICY

### INTRODUCTION:

The Southern Nevada Regional Housing Authority (SNRHA) is a quasi-governmental entity. As such it may align itself with the best practices for city, state, and local government agencies. As a result, SNRHA has developed its Records Retention Schedule from both the Former City of Las Vegas Housing Authority and the United States Department of Housing and Urban Development (U.S. HUD) records retention and disposal guidelines.

This retention schedule indicates the minimum length of time listed records series [of documents?] must be retained by a governmental agency before destruction or archival preservation. This policy does not take the place of HUD's Record Retention Schedule, but is to be used as a guide by SNRHA in creating and updating a comprehensive schedule to meet both retention requirements. Therefore the HUD Record Retention Schedule (HRRS) will supersede SNRHA's schedule. Record series listed on this policy are those which are commonly found in most government agencies. The retention periods given in this policy are required minimums. The SNRHA Board of Commissioners also recommends them as appropriate maximum retention periods.

If a federal or state statute or regulation specifies a longer retention period for any record series received, created, or maintained by an agency; the statute or regulation overrides this schedule.

### Summary of Important Points

- This policy is to be used as an authoritative guide in creating and updating an agency records retention schedule.
- Federal or state statutes or regulations requiring longer retention periods override retention periods in this policy.
- Retention periods listed in the policy are required minimums. SNRHA may need to keep some of the records listed for longer periods.

# Southern Nevada Regional Housing Authority

## RECORDS MANAGEMENT AND RETENTION POLICY

### OBJECTIVE:

To establish a systematic framework for the collection, maintenance, use, retention, preservation, and disposition of Southern Nevada Regional Housing Authority (SNRHA) electronic and documentary records in the following categories:

- Category No. 1: Records necessary for the daily business of a SNRHA department.
- Category No. 2: Records of the creation and/or development of SNRHA that are essential for legal, historical, or other professional inquiry.
- Category No. 3: Records of the source, receipt, and expenditure or transfer of public money which is required for the operation of SNRHA or until an audit is complete.
- Category No. 4: Records which are required by law to be retained and those which have a legal basis for their retention.
- Category No. 5: Records that are needed during or after an emergency or to protect the rights and obligations of SNRHA.

### I. PUBLIC RECORDS MAINTAINED BY SNRHA:

A public record is a document, paper, letter, pamphlet, book, map, chart, blueprint, drawing, photograph, film, sound recording, magnetic or other tape of software used to process electronic data, punched cards, computer print-out, and any other audio or video storage that is made, received, or kept in the performance of SNRHA's duty, paid for with public funds and has not been declared confidential. (NRS 239.010; NAC 239.091 and NAC 239.101)

#### A. Confidential Records Maintained by SNRHA Departments:

The confidential records maintained by SNRHA Departments are as follows:

1. Development and Modernization  
Credit reports, references, investigative data, and financial information of contractors and subcontractors.
2. Procurement:  
Credit reports, references, investigative data, and financial information of vendors, including contractors and subcontractors.
3. Admissions:
  - a. Criminal records of applicants.
  - b. Financial references of applicants.
  - c. Addresses, telephone, and social security numbers of applicants.

## Southern Nevada Regional Housing Authority

### RECORDS MANAGEMENT AND RETENTION POLICY

- d. Medical records of applicants.
4. Operations:
  - a. Criminal records and police reports of participants.
  - b. Medical records of participants.
  - c. Financial records of participants.
  - d. Addresses, telephone, and social security numbers of participants.
5. Human Resources Department:
  - a. Personnel records of employees.
  - b. Social Security Numbers, telephone numbers, and addresses of employees.
6. Legal Department (if applicable) or Executive Office OR NEED TO BE INCLUDED ON LEGAL COUNSEL CONTRACT:
  - a. Attorney work product – documents prepared for and in anticipation of litigation.

#### II. STORAGE OF SNRHA RECORDS:

Each SNRHA Department is responsible for storing records within the areas assigned to each department. All employees of SNRHA should properly maintain and dispose of files as described in this policy, Section IV Documents Retention Schedule.

#### III. DISPOSAL OF SNRHA RECORDS:

##### A. Record Disposal Procedure:

A SNRHA Department desiring to dispose of inactive records must adhere to the following procedures:

1. Submit a written Request to the Department Director on an approved form. (See Appendix A, Attached)
2. Upon receipt of the Request, the Department Director shall review it to determine:
  - a. Whether the particular records are covered by the SNRHA Retention Schedule; and
  - b. Whether the particular records are appropriate for disposal
    - i. This consideration will be restricted to whether the records should, in accordance with the Retention Schedule, be stored or disposed.
3. If the records are covered by the Schedule, and are appropriate for disposal, the Department Director shall:
  - a. Approve the Request on the form. (See Appendix B, Attached)
  - b. Assign an identification number to the records to ensure proper indexing;
  - c. Submit the Approval to the Requesting Department, stating the

## Southern Nevada Regional Housing Authority

### RECORDS MANAGEMENT AND RETENTION POLICY

- identification number assigned to the records;
- d. Submit written verification of disposition to the Requesting Department, setting forth the method of disposition on the approved form. (See Appendix D, Attached.)
- 4. If upon review, the Department Director determines the records are not covered by the schedule, or are not appropriate for disposal, The Department Director shall:
  - a. Return the Request Form to the Requesting Department, with a notation the Request has been denied and the basis of said denial.

#### B. Disposal of Confidential Records:

Confidential records, slated for disposal pursuant to the SNRHA Record Retention Schedule, must be disposed of in one (1) of the following two (2) ways:

1. Shredding or
2. Pulping

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

IV. DOCUMENT RETENTION SCHEDULE

Records of Accounting and Finance Department

<i>Title of Series of Records Accounting and Finance Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Bank reconciliations	X		X	X		Until Annual Audit is completed
Bank Statements and Deposit Slips	X		X	X		Until Annual Audit is completed
Billings	X		X	X		Until Annual Audit is completed
Bills for health care and mental health care of indigent persons	X		X			5 years
Bond registers and records	X		X			10 years after expiration of bond
Cash registers and records	X		X	X		Until Annual Audit is completed
Check registers	X		X	X		6 years
Checks that have been cancelled	X		X	X		3 years
Claims	X		X			3 years
Claims lists	X		X			6 years
Daily cash and receipts reports	X		X	X		Until Annual Audit is completed
Encoding sheets	X		X			1 year
Encumbrance listing	X		X			6 years
Expenditure ledgers	X		X			6 years
Financial cards and lists of transactions	X		X			1 year
Financial statements of revenue and expenditures	X	X	X	X		Permanent
Fixed Assets and inventories	X	X	X	X	X	5 years after superseded
Gasoline and repairs reports	X		X	X		Until Annual Audit is completed
General Ledger	X		X			Permanent
Investment registers	X		X			6 years
Invoices for accounts receivable and payable	X		X			6 years
Journal entries	X		X			6 years
Accounts payable	X		X	X		5 years
Accounts receivable (revenue)	X		X	X		5 years
Annual Audits	X		X	X		3 years
Audit Reports	X		X	X		3 years
Fee Books entry	X			X		5 years from last entry
Monthly statement to Commissioners	X	X			X	5 years
Payroll Records	X					5 years
FSS Escrow accounts	X					5 years following disbursement or program termination
REPORTS:	X			X		5 years
a) Public Employees Retirement System						

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Accounting and Finance Department

<i>Title of Series of Records Accounting and Finance Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
REPORTS (Continued):	<b>X</b>			<b>X</b>		5 years
b) State Industrial Insurance System						5 years
c) State Unemployment						5 years
d) IRS Payroll						5 years
HUD Fund Requisition	<b>X</b>		<b>X</b>			5 years
HUD Program Budget	<b>X</b>		<b>X</b>			5 years
Investment Account Statements	<b>X</b>		<b>X</b>			5 years
Subsidiary Ledgers	<b>X</b>		<b>X</b>			Permanent

# Southern Nevada Regional Housing Authority

## RECORDS MANAGEMENT AND RETENTION POLICY

### Records of Housing Programs (HP) Department / Housing Choice Voucher (HCV) Section

<i>Title of Series of Records HP/HCV Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Participant Files:	X			X	X	3 years following last day on program (termination)
Applications for Section 8 (HCV)	X			X	X	3 years following last day on program (termination)
Criminal History Verification	X			X	X	3 years following last day on program (termination)
Credit History reports	X			X		3 years following last day on program (termination)
Income Verifications	X			X	X	3 years following last day on program (termination)
Participant Identification	X			X		3 years following last day on program (termination)
Participant updated correspondence	X			X	X	3 years following last day on program (termination)
Reasonable Accommodations (RA) requests (Approvals & Denials)	X			X	X	3 years following last day on program (termination)
Participant's requests for Informal Review	X			X	X	3 years following last day on program (termination)
Participant's Results of Informal Review	X			X	X	3 years following last day on program (termination)
Records of Section 8 Briefings	X			X	X	3 years following last day on program (termination)
Copies of all Section 8 vouchers issued	X		X	X	X	3 years following last day on program (termination)
Annual Recertifications of Section 8 participants	X		X	X	X	3 years following last day on program (termination)
Requests for Lease Approval	X			X	X	3 years following last day on program (termination)
Public Notices regarding program availability	X			X	X	5 years following date of notice
SEMAP Binders	X			X	X	5 years

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Executive Office

<i>Title of Series of Records for Executive Office</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Annual Budgets:						
Files	X		X			5 years
Final Budget	X	X	X	X		Permanent
Auditor's reports	X		X	X		Permanent
Auditor's work papers	X		X			Until completion of audit
Hearings:						
Notice of Public Hearing	X	X		X		Permanent
Records of Hearings	X	X		X		Permanent
Minutes of formal negotiations	X	X				Permanent
Property and equipment records	X	X	X	X	X	5 years following update
Quarterly report of resources and expenditures	X	X	X	X		3 years
Reports of proposed expenditures	X	X	X	X		Permanent
Minutes of SNRHA Board Meetings	X	X	X	X	X	Permanent
Organization Creation Transcript File	X	X	X	X		Permanent
Tax exemption, Payment in Lieu of Taxes (PILOT)	X	X	X	X	X	Permanent
Annual Contribution Contract (ACC); Cooperative Agreements	X	X	X	X		Permanent
Land and/or property purchase documents, Financing documents, ALTA survey, Title Insurance, etc.	X	X	X	X	X	Permanent
Declaration of Trust (DOT)	X	X	X	X		Permanent
Agency Annual Plan and 5 Year Plan	X	X	X	X	X	Permanent
Schedules for Retention of Records	X			X		Until superseded by revised schedule



Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Human Resources Department

<i>Title of Series of Records for Human Resources</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Applications and Resumes	X			X		2 years
Background surveys of personnel files (Including but not limited to: job requisitions, reports of maintenance of effort, audits, rosters of staff members and timesheets)	X	X		X		5 years
Deferred compensation plans	X		X	X		Permanent
Eligible lists	X			X		2 years
Examination Scores	X			X		2 years
Grievances:						
Files	X			X		2 years
Hearings	X			X		2 years
Inactive recruitment files	X			X		2 years
Insurance Plans	X				X	3 years after plan termination
Job advertisements for federally funded positions	X					3 years
Job classifications	X					1 year after classification is superseded or eliminated
Labor negotiations	X		X	X		5 years
Pay resolutions for management and classified employees	X		X	X		2 years
Payroll records	X					See Accounting and Finance
Personnel:						
Computerized reports	X					Until superseded
Master personnel file	X					85 years
Positions:						
Authorized positions filled	X					1 year after superseded
Reports	X					1 year after superseded
Affirmative Actions:						
Completed forms	X			X		3 years
Summaries	X	X		X		3 years
Examinations:						
Copies of examinations	X			X		2 years
List of applicants who failed to qualify for employment	X			X		2 years
List of applicants who failed to take examination	X			X		2 years
List of applicants who received a grade below passing	X			X		2 years
Lists of applicants eligible for employment	X			X		2 years after expiration of list
Report of Oral ratings	X	X		X		2 years
Reports	X					2 years

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Human Resources Department

<i>Title of Series of Records for Human Resources</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Admonitions	X			X		3 months or until standards set by the Administrator are met, whichever is shorter
Appraisals of competency	X			X		2 years or until termination whichever is longer
Appraisals of permanent certified employees	X			X		2 years or until termination, whichever is longer
Appraisals of probationary certificated employees	X					1 year after termination
Authorization for extra pay	X		X			5 years
Credentials	X			X		Permanent
Evaluations	X			X		Permanent
Fire and Safety files	X				X	Permanent
Notice of short-term suspensions	X					2 years or until termination , whichever is longer
Records of notification of personnel	X					10 years
Employee's reports of industrial injury	X			X	X	5 years
Statement of subsequent injury	X					25 years
Requisitions	X			X		2 years after position is filled
Classified employees:						
Performance evaluations	X			X		Permanent
Performance evaluation reports	X			X		Permanent
Employee Responses	X				X	1 year after termination
Engineering contracts	X				X	6 years after termination
Personnel Background survey questionnaire	X					Until data is compiled and reported
Salary actions	X					3 years
Time cards and sheets	X		X	X		3 years
Union Contracts	X	X		X		Permanent
Verification of eligibility for employment (US INS Form I-9)	X			X		3 years after date form is received or 1 year after termination, whichever is later

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Legal Department (*If Applicable*)

<i>Title of Series of Records for Legal Department (If Applicable)</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Appeals:						
List of cases on appeal	X					2 years
Orders of cases on appeal	X					Until no longer useful
Calendar of Cases	X					30 days
Civil Cases	X			X		5 years
Civil Rights cases	X	X		X		3 year after final disposition of case
Disposition of cases	X					
Opinions	X	X		X	X	Permanent
Receipts for criminal reports	X		X	X		Until Annual audit is completed
Requests for opinions	X					2 years
Suits against a local government	X	X		X		6 years if no action pending
Writs	X			X		3 years after writ is no longer in effect
Compliance Division:						
Fair Housing Claims and Correspondence	X		X	X		5 years following closeout
Third Party Organization Decisions	X			X		5 years following closeout
HUD Discrimination Complaints	X			X		5 years following closeout

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Maintenance Department

<i>Title of Series of Records for Maintenance Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Maintenance Work Orders	<b>X</b>			<b>X</b>		5 years after work is completed / copies kept in tenant file
Maintenance Charges to Residents	<b>X</b>			<b>X</b>		See Operations
Maintenance Quality Control Records	<b>X</b>			<b>X</b>		5 years
Fleet Records	<b>X</b>			<b>X</b>		See Procurement
Key Records	<b>X</b>					3 years
Maintenance Equipment and Tools Records	<b>X</b>			<b>X</b>		Duration of Ownership
Sewer Maintenance records	<b>X</b>					10 years
Vendor Contracts and Field Purchase Orders	<b>X</b>		<b>X</b>	<b>X</b>		3 years following contract/purchase order expiration

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Force Account (If Applicable)

<i>Title of Series of Records for Force Account (If Applicable)</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Applications for temporary placement of trailer	<b>X</b>					1 year
Inspection records for electrical inspections	<b>X</b>					5 years
Inventory control sheets	<b>X</b>					Until Superseded
Permits:						
Checks on active permits	<b>X</b>		<b>X</b>			1 year
Electrical, Plumbing and Sewer	<b>X</b>					5 years
Permits to discharge industrial/hazardous materials waste	<b>X</b>	<b>X</b>				Permanent
Temporary power requests	<b>X</b>					1 year
Safety Rules	<b>X</b>			<b>X</b>		Until Superseded
Work Orders	<b>X</b>					2 years after work is completed

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Development and Modernization Department

<i>Title of Series of Records for Development and Modernization Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
A/E Agreements	X					Permanent
Agreements for temporary power (construction)	X					1 year from permanent power
Bids	X		X	X		Permanent
Appraisal Reports	X					5 years
Bid Bonds	X		X	X		Permanent
Building Permits	X			X		Permanent
Buildings, record of street addresses	X	X				Permanent
Certificates of Occupancy	X			X		Permanent
Construction related Complaints	X					5 years
Construction Contracts	X		X	X		Permanent
Contractor's Certified Payroll Reports	X		X			3 years after contract is completed and closed out
Daily Reports	X					Permanent
Inspection Reports	X		X	X		Permanent
Inspection Reports of fire damage	X					6 years from date of event
Inventory Removal:						
Application	X	X	X	X	X	Permanent
SAC Approval/Denial Letter	X	X	X	X	X	Permanent
Hazardous Materials Reports and Records related to lead based paint, asbestos and mold	X	X			X	Life of building
Special Inspection Reports	X					Permanent
Notice to Proceed (NTP)	X		X	X		Permanent
Performance Bonds	X				X	1 year after contract is completed
Payment Bonds	X		X		X	1 year after contract close-out
Permits to discharge industrial/hazardous materials waste [Manifest]	X	X		X		Permanent
Site and Building Plans for new construction or remodeling:						
Checkers, records of persons reviewing plans and blue-prints	X					Until Superseded
Plans for Commercial and Public buildings	X	X				Life of the building
Plans for residential buildings	X	X		X		Life of the building

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Development and Modernization Department

<i>Title of Series of Records for Development and Modernization Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Properties Disposed/Demolished:						
Design/Construction records	<b>X</b>					10 years from the date after which the property has no affiliation with, relation to or ownership by the PHA or related entities.
Contractor's compliance docs	<b>X</b>					
Property and Project files	<b>X</b>					
Site & Building Plans	<b>X</b>					
Studies, Surveys, etc.	<b>X</b>					
Project Files Records - design and construction [See DevMod SOP for IFB & RFQ required documentation]	<b>X</b>			<b>X</b>		Permanent
Projects, reports of expenditures/payments	<b>X</b>		<b>X</b>			Permanent
Results of construction tests	<b>X</b>			<b>X</b>		Permanent
Safety Rules	<b>X</b>			<b>X</b>		Until Superseded
Specifications	<b>X</b>					Permanent
Studies	<b>X</b>					Permanent
Surveys	<b>X</b>					Permanent

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Operations Department

<i>Title of Series of Records for Operations Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Resident Files:						
Original Application	X		X	X		5 years following resident's last day on the program
Eligibility Verifications	X		X	X		5 years following resident's last day on the program
Recertifications	X		X	X		5 years following resident's last day on the program
Unit Inspections	X		X	X		5 years following resident's last day on the program
Work Order Requests	X		X	X		5 years following resident's last day on the program
Work Orders	X		X	X		5 years following resident's last day on the program
Maintenance Charges to Resident	X		X	X		5 years following resident's last day on the program
Rent Payment Ledgers	X		X	X		5 years following resident's last day on the program
Grievances	X		X	X		5 years following resident's last day on the program
Correspondence and Notices	X		X	X		5 years following resident's last day on the program
Lease agreements and addendums	X		X	X		5 years following resident's last day on the program
Unit Inventories	X		X	X		5 years
Vacancy Reports	X		X	X		5 years
Lease termination actions	X		X	X		5 years
Fire and Police reports of incidents on SNRHA property	X		X	X		5 years
Resident surveys and questionnaires	X			X		5 years



Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Admissions Department

<i>Title of Series of Records for Admissions Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Withdrawn Applicant Files:						
Original Application	X		X	X		3 years after the date of withdrawal
Interview Application	X		X	X		3 years after the date of withdrawal
Eligibility Verifications	X		X	X		3 years after the date of withdrawal
Correspondence and Notices	X		X	X		3 years after the date of withdrawal
Criminal History Verifications	X					90 days after determination of eligibility or completion of grievance process, whichever is longer
I.D. Documents	X		X	X		3 years after the date of withdrawal
Verification of EIV screening	X		X	X		3 years after the date of withdrawal
Reports:						
Vacancy Reports	X					2 years
Offers Reports	X					2 years
Offers Acceptance Notices	X					2 years
Offers Refusal Notices	X					2 years
Waiting list reports (Electronic)	X		X	X		5 years
Monthly Status Reports	X					2 years

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Procurement Department

<i>Title of Series of Records for Procurement Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Activity Reports	X					2 years
Fleet Records	X			X		Duration of Vehicle Ownership
Assignment of Vehicles	X					Until Superseded
Bid Specifications	X					1 year
Bids	X		X	X		Permanent
Cooperative Purchases	X		X			Until Agreement is terminated
Goals and Objectives	X					Until Superseded
Equipment and supply inventory	X		X	X		1 year after annual audit is completed
Procedures Manuals	X		X			3 years after superseded
Moved buildings	X					2 years
Notices of the sale of surplus material and equipment	X					1 year
Purchase Orders:						
Logs	X		X	X		1 year after annual audit is completed
Stubs	X		X	X		1 year after annual audit is completed
Voided or Cancelled	X		X	X		1 year after annual audit is completed
Requests for disbursement	X					2 years
Requests to bid	X		X	X		Permanent
Requisitions:						
Purchase Orders	X		X	X		3 years
Stock Orders	X		X	X		1 year after annual audit is completed
Supplies	X					1 year after annual audit is completed
Sales of surplus goods to the public	X					3 years
Vendors:						
Files	X					5 years
Master list	X					Until Superseded

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Real Estate Assets

<i>Title of Series of Records for Real Estate Assets</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
<b>ACQUISITION/DISPOSITION RECORDS</b>						20 years from the date after which the property has no affiliation with, relation to, or ownership by the PHA or related entities
ALTA Survey	X	X		X	X	
Appraisal	X	X		X	X	
Closing Tax Credits Materials						
Carryover	X		X	X	X	
Project files	X		X	X	X	
Evidentiary	X		X	X	X	
Extended use agreement	X	X	X	X	X	
Closing Mixed Finance Materials						
Ownership Filings	X		X	X	X	
Organizational docs	X		X	X	X	
Mortgage Notes	X		X	X	X	
Deeds, DOTs	X		X	X	X	
Due diligence legal work	X				X	
Easements	X	X	X	X	X	
Eminent Domain Records	X	X	X	X	X	
Environmental Studies						
Geotechnical Reports	X					
Phase I & II Reports	X			X	X	
Engineer's Reports	X			X		
Hazardous Materials						
Survey Reports	X			X		
Clearance Reports	X			X		
Market Study	X					20 years from the date after which the property has no affiliation with, relation to, or ownership by the PHA or related entities
Mortgage documents	X	X	X	X		
Plans and Specifications	X	X				
Reliance Letters	X		X			
Resolutions	X	X	X	X	X	

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Real Estate Assets

<i>Title of Series of Records for Real Estate Assets (Continued)</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Land/Property acquisition/sale documents	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		20 years from the date after which the property has no affiliation with, relation to, or ownership by the PHA or related entities
Title Insurance	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
Utilities; Will Serve letter or utility bills in lieu of	<b>X</b>					
Zoning Documents	<b>X</b>			<b>X</b>		
<b>DESIGN/CONSTRUCTION RECORDS</b>						
For all applicable design and construction records please see "Project Files Records" listed in the Series of Records for Development and Modernization Department	<b>X</b>		<b>X</b>	<b>X</b>		10 years from the date after which the property has no affiliation with, relation to or ownership by the PHA or related entities
<b>LEASE DOCUMENTS</b>						
Ground Lease	<b>X</b>		<b>X</b>			10 years from termination of the lease
Commercial	<b>X</b>		<b>X</b>			
Other Leases	<b>X</b>		<b>X</b>			

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records for Supportive Services Department

<i>Title of Series of Records for Supportive Services Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Ethnic resident groups, records of applicants for housing classified by ethnic group	X					2 years
Forms of certifications of Services	X					3 years
GRANTS:						
Applications, proposal reports	X					25 years
Working files and fiscal documents	X					3 years after date of final report
Inspections	X					5 years
Internal Statistical reports	X					3 years
Interview files	X					2 years
MEMOS CONCERNING:						
Correction of documents	X					6 months after date of correction
Monitoring by grantors	X					3 years after date of final report
Pink slips for client's accountability	X					1 year
Summary reports of direct assistance	X					3 years
Typed cases, daily log book	X					1 year
FSS files	X					3 years following completion or termination
FSS Escrow Accounts	X					See Accounting and Finance
Case files of Clients	X					3 years after date of last service
Cash grants (This series of records includes but is not limited to checks, determination work-sheets and non-voucher logs)	X					3 years
Child Care facilities files	X					5 years after closure of facility
Clients appointment slips	X					90 days after date of appointment
Client log books	X					2 years
COLLECTION and BILLING						
Accounts of Residents	X					Until Annual Audit is completed
Invoices	X					Until Annual Audit is completed
Receipts	X		X	X		Until Annual Audit is completed
Complaints, reports	X					5 years
Computer and interdepartmental change forms	X					6 months from the date of charge
Computer control and corrections, reports	X					1 year

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Records for Safety or Risk Management Department

<i>Title of Series of Records for Safety or Risk Management Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
ACCIDENTS						
Report of Accidents:						
Involving Personal Injury	X			X		3 years
Involving Vehicles	X			X		2 years
Address backups	X				X	
Agreement for mutual aid	X			X		3 years after agreement expires
Release forms	X			X		2 years
Reports	X			X		2 years
Complaints of bad service	X					1 year after resolved or dismissed
Daily log of fire alarm soundings	X					90 days
Dispatcher Audiotapes	X				X	30 days if not transcribed
EQUIPMENT:						
Cost analysis of equipment	X					1 year
List of equipment	X		X			3 years after updates
Results of test of equipment	X			X		2 years
Summary of equipment						Until superseded
Tests and Maintenance records	X					Life of hydrants
Injury Reports	X			X		2 years
Inspection of child care facilities	X			X		1 year
Inspection of Commercial and Public Buildings	X			X		12 years
Interdepartmental reports						As required. Review annually
Employee driving records	X			X		1 year following termination
Investigation of Arson	X			X		4 years
Investigation of Fires	X			X		6 years
Liability insurance policies	X			X		3 years after policy expires
Photographs	X					Until office use ends,
Pre-fire planning reports	X					10 years
Preventive maintenance schedules			X			10 years
Report of drills	X					2 years
Reports concerning violations of code	X					1 year from date of notification
Reports of fires where no structure is involved	X					5 years
Reports of incidents	X					1 year
Reports of scheduled re-inspections	X					90 days after date of Re-inspection
Reports on major fires	X					Permanent
Schedule of vehicle maintenance and service	X	X				5 years
Standard Operating/Emergency Procedures	X	X				5 years after superseded
Surveys of household safety	X					Until office use ends,
Industrial Injury reports (employees)	X					5 years
Legal Opinions	X	X				Permanent
Occupational Injuries and illness:						
Log	X					5 years
Summary	X					5 years
Informational correspondence	X					3 years

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Records of Information Technology Department

<i>Title of Series of Records for Information Technology Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Audit Trails (documentation of changes made)	X			X		Until no longer administratively useful
Assets Inventory (in accordance with various SOP's. i.e. inventory of physical equipment; software; software libraries; software audits; data communications equipment inventory; Other IT related inventories and lists, work station diagrams & assignments, inventory reports, network configuration diagrams & documentation, system communication configuration diagrams & documentation, documentation of audits of equipment)	X			X		3 years after superseded
Computer Access Logs - name of employee, the date and time of access, a reasonable explanation of the circumstances & considerations justifying the access, the name of each person authorized to perform the access, the name of each person required to store/maintain and/ or destroy that information, details of inappropriate use or access to the computer.	X			X		3 years
Employee Access Control and Security Awareness Files (Employee access letter of agreement and/or non-disclosure agreements; Employee security awareness training documentation; Password disclosure statement; Employee email and other related agreements and correspondences)	X			X		3 years from modification of form or employee's access rights were terminated
Error Reports (paper or electronic)	X			X		Until superseding report is run or until action for which they were produced has been accomplished.

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Records of Information Technology Department

<i>Title of Series of Records for Information Technology Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Hardware documentation including but not limited to Copy of Purchase Order, Warranty documentation, and related correspondences and supporting documentation.	<b>X</b>			<b>X</b>		5 years from purchase date or expiration of warranty, whichever is longer.
Security Logs including but not limited to Security and access control logs, firewall traffic logs, and similar logs.	<b>X</b>			<b>X</b>		3 months from day of log
Security Records including but not limited to physical security reviews, security breach reports, reports of suspicious activity, reports of suspected violations, risk analysis documentation and reports, security evaluations and reviews with supportive documentation.	<b>X</b>			<b>X</b>		3 years
Software Licensing files including but not limited to copy of purchase order, license including license confirmation, upgrades license, etc., related correspondence, supporting documentation.	<b>X</b>			<b>X</b>		6 years after the program or system is discontinued
Software, System and Program Documentation - including but not limited to: system/program programming, modification & technical reports, programmer's notes & memos, general system design reports, test plans & results, conversion reports & addendums, specification architecture reports and supportive records.	<b>X</b>			<b>X</b>		6 years after the program or system is discontinued
System User Mast List - consists of an online electronic file containing user names, user ID codes, access rights and privileges (to data, applications, communications and other system devices).	<b>X</b>			<b>X</b>		Until audit is complete



# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Miscellaneous records common to SNRHA

<i>Title of Series of Records for Miscellaneous Records Common to SNRHA</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Budgets:						
Office and Departmental copy	X		X			1 year after annual audit is completed
Work sheets and papers	X		X			Until annual audit is completed
Certificate of Destruction of Records	X	X		X		3 years after date of destruction of records
Contracts and Agreement (office copies)	X		X			1 year after completed or terminated
Correspondence:						
Administrative	X	X				Permanent
Complaints and Inquiries	X					1 year after response or resolution
General	X					1 year, unless needed to be retained for a longer period
Subject files	X					1 year, unless needed to be retained for a longer period
Department regulations, policies and procedures	X	X		X	X	5 years after superseded
Employee files maintained in an office or department	X					1 year after termination or re-assignment. (Master files retained by HR)
Grants:						
Fiscal Records	X		X			As required by the granting authority
Proposals, reports, and results	X	X				5 years after the grant is closed
Insurance:						
Claims	X		X	X	X	3 years after settlement of the claim
Policies	X			X	X	3 years after policy expires
Invoices (Office Copies)	X		X			Until Annual Audit is completed
Material safety data sheets	X					30 years
Petty Cash Records	X		X	X		Until Annual Audit is completed
Schedule of Retention of Records	X			X		6 years after superseded
Record Storage/Disposal Records	X		X	X		Permanent

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### **APPENDIXES**

#### **A – E**

Appendix “A”	Request for Storage or Disposition of Records
Appendix “B”	Storage Approval
Appendix “C”	Packing of Records
Appendix “D”	Records Retrieval
Appendix “E”	Records Disposition Verification

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Appendix A Request for Storage or Disposition of Records

Date

Department

Types of Records:

Records are to be Stored: Yes No

Records are to be Disposed: Yes No

Number of Records (By File):

Print Name of Designated Department Representative:

Signature

I, \_\_\_\_\_, by signature above, do hereby certify that the records above are inactive and no longer necessary for the daily business of the \_\_\_\_\_ Department.

\*\*\*\*\*

#### FOR SNRHA DEPARTMENT DIRECTOR USE ONLY

\*\*\*\*\*

Date: SNRHA Department Director Initials:

The request is denied because:

Records are not covered by the SNRHA Retention Schedule

Records are not appropriate for storage

Records are not appropriate for disposal

There is insufficient storage space for the records

# Southern Nevada Regional Housing Authority

Records Management and Retention Policy

## Appendix B

### Storage Approval

Date of Request

Date of Approval

Records Identification No.

Designated Area/Location:

Type of Records:

Packing Instructions: Upon receipt of this approval, your department shall package the records noted above in standard cardboard boxes measuring 12" x 10". Each box must be marked on one (1) of the 12" x 10" sides. No other side may be marked. To the extent possible, each series of records must be boxed separately and described on separate forms.

ANY PROPOSED EXCEPTION TO THE REQUIRED MANNER OF PACKAGING MUST RECEIVE PRIOR APPROVAL BEFORE THE PACKAGE IS DELIVERED TO THE DESIGNATED AREA

SNRHA Department Director: \_\_\_\_\_

(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### **Appendix C** **Packing of Records**

Packing Instructions: Upon receipt of this approval, your department shall package the records noted above in standard cardboard boxes measuring 12" x 10". Each box must be marked on one (1) of the 12" x 10" sides. No other side may be marked. To the extent possible, each series of records must be boxed separately and described on separate f

ANY PROPOSED EXCEPTION TO THE REQUIRED MANNER OF PACKAGING MUST RECEIVE PRIOR APPROVAL BEFORE THE PACKAGE IS DELIVERED TO THE DESIGNATED AREA.

SNRHA Department Director: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Appendix D

#### Records Retrieval

Date of Request

Records Identification No.

Type of Records:

Requesting Department:

Designated Department Representative: \_\_\_\_\_  
(Print Name)

I, \_\_\_\_\_, by signature below certify that on

\_\_\_\_\_, I retrieved the above listed records from the SNRHA

\_\_\_\_\_ [enter location]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Southern Nevada Regional Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NV39P018501-15 CFFP (Yes/No): Replacement Housing Factor Grant No:				<b>Federal FFY of Grant:</b>  2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>PHA Wide</b>	Dwelling Equip.-Energy Star Appliances.	1465		\$150,000.00	\$150,000.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Rose Gardens</b>	A/E Design Services	1430		\$0.00	\$0.00	\$0.00	\$0.00	
<b>AMP 403</b>	Site Upgs.CompMod (portion of)	1450		\$0.00	\$100,000.00	\$0.00	\$0.00	Added
<b>RAD</b>	Units Upg CompMod (portion of)	1460		\$0.00	\$2,257,381.34	\$0.00	\$0.00	Added
	Relocation	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$2,357,381.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Vera A</b>	A/E Design Services	1430		\$0.00	\$0.00	\$0.00	\$0.00	
<b>AMP 406</b>	Site Upgs.CompMod (portion of)	1450		\$100,000.00	\$0.00	\$0.00	\$0.00	Reduced
<b>Mixed Finance</b>	Units Upg CompMod (portion of)	1460		\$2,108,665.70	\$0.00	\$0.00	\$0.00	Reduced
	Relocation	1495.1		\$73,978.00	\$73,978.00	\$0.00	\$0.00	Reduced
	<b>SUB-TOTAL</b>			<b>\$2,282,643.70</b>	<b>\$73,978.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Marble Manor</b>	Laterals Replacement	1450		\$330,000.00	\$181,284.36	\$0.00	\$0.00	Reduced
<b>AMP 407</b>	<b>SUB-TOTAL</b>			<b>\$330,000.00</b>	<b>\$181,284.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Biegger Estates</b>	RAD Conversion	1503		\$0.00	\$0.00	\$0.00	\$0.00	Reduced
<b>AMP 406</b>	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>TOTAL</b>			<b>\$3,397,133.00</b>	<b>\$3,397,133.00</b>	<b>\$464,630.00</b>	<b>\$169,854.00</b>	

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement



<b>Part II: Supporting Pages</b>							
PHA Name: <b>Southern Nevada Regional Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NV01P018501-16</b> CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant: <b>2016</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
<b>PHA Wide</b>	Dwelling Equip.-Energy Star Appliances.	1465		\$25,000.00	\$25,000.00	\$0.00	\$0.00
	<b>SUB-TOTAL</b>			<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Non-Dwelling Units Upgrades	1470		\$0.00	\$0.00	\$0.00	\$0.00
	<b>SUB-TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Non-Dwelling Equipment	1475		\$200,000.00	\$110,668.00	\$0.00	\$0.00
	<b>SUB-TOTAL</b>			<b>\$200,000.00</b>	<b>\$110,668.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Vera A</b>	A/E Design Services	1430		\$0.00	\$0.00	\$0.00	\$0.00
<b>AMP 406</b>	Site Upgs.CompMod (portion of)	1450		\$0.00	\$0.00	\$0.00	\$0.00
	Units Upg CompMod (portion of)	1460		\$444,244.00	\$444,244.00	\$0.00	\$0.00
	Relocation	1495.1		\$55,756.00	\$55,756.00	\$0.00	\$0.00
	<b>SUB-TOTAL</b>			<b>\$500,000.00</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Rose Gardens</b>	Units-New Const. (RAD Conversion)	1460		\$2,192,146.00	\$2,192,146.00	\$0.00	\$0.00
<b>AMP 403</b>	<b>SUB-TOTAL</b>			<b>\$2,192,146.00</b>	<b>\$2,192,146.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>RAD</b>	Biegger Estates	1503		\$0.00	\$89,332.00	\$0.00	\$0.00
<b>Conversion</b>	PIC Dev. No. NV			\$0.00	\$89,332.00	\$0.00	\$0.00
	<b>TOTAL</b>			<b>\$3,861,882.00</b>	<b>\$3,861,882.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement