

Attachment # NV007L01

NORTH LAS VEGAS HOUSING AUTHORITY FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN

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INTRODUCTION

The Housing Authority of the City of North Las Vegas is currently operating and/or administering Public Housing and Section 8 Rental Voucher Programs. The purpose of these programs is to assist eligible families to obtain decent, safe and sanitary housing through rental subsidies received by the Department of Housing and Urban Development.

The purpose of the Family Self-Sufficiency (FSS) Program is to promote economic independence and self-sufficiency among participating families. By coordinating public and private resources, families are able to overcome barriers to obtain program and personal goals.

I. PROFILE OF FSS FAMILIES AND SUPPORTIVE SERVICE NEEDS

As of January 1, 2005, the Housing Authority of the City of North Las Vegas has 1371 families participating in the Section 8 Housing Assistance Program. The Housing Authority will seek eligible FSS families from current Section 8 participants. The following data characterizes the current Section 8 participants.

	<u>VOUCHERS</u> (1371)	<u>TOTAL</u> (778)	<u>Percent</u>
Minority: 1 - White	27	155	20%
2 - Black	129	611	79%
3 - Native Amer/Indian	0	1	0%
4 - Asian/Pacific Isl.	2	11	1%
Sex of Head - Male	9	86	
- Female	149	692	
Income Source - Wages	29	199	
Benefits	11	52	
TANF	92	358	
SSI, Other	26	169	
Non-Wage Families	129	579	
Average Annual Income - All		5422	
Families Whose Annual Income is Minimum Wage (8840) or less		129	
Families with Female Head Deriving Income from Wages		28	
Families with Male Head Deriving Income from Wages		2	
Families with Male Head Earning Wages at 8840 or Less		1	

The following are the supportive service needs which have been

identified for FSS families to be successful:

1. Child Care
2. Transportation
3. Education/Training
4. Pre-employment Preparation/Personality Development
5. Employment Opportunities
6. Health/Dental Care
7. Counseling Services
8. Drug Prevention/Intervention/Treatment Services

II. **EXPECTED FSS PROGRAM PARTICIPATION**

Based on the data from Section I above, and the identified supportive services, that will be made available in the FSS Program (as outlined in Section III), the following number of families are targeted to participate in the FSS Program:

- 25 % of those families with one head of household presently earning wages
- 25 % of those families receiving TANF
- 25 % of those families receiving non-wage income
- 25 % of those families reporting 0 income

From the foregoing numbers, we estimate 75% Section 8 Voucher participants will be interested in the FSS Program.

III. **SUPPORTIVE SERVICES AVAILABLE**

The following organizations/agencies are currently providing various services in the Southern Nevada area. These agency are committed to assisting our client obtain the supportive service required to eliminate barriers for program participants.

1. Adult Education Programs (CCSD)-
2. Aid for AIDS of Nevada (AFAN)
3. American Red Cross
4. Boy Scouts/Girl Scouts of America
5. Bureau of Alcohol and Drug Abuse
6. Catholic Community Services
7. CENTEL Telephone Company
8. Center for Business and Economic Research (UNLV)
9. Clark County Health District
10. Clark County Juvenile Court Services
11. Clark County Public Administrators

12. Clark County School District (CCSD) Division of Alternative Education Horizon Project
13. Clark County School District (CCSD) Division of Curriculum and Instruction
14. Clark County Social Services
15. Community Action Against Rape (CAAR)
16. Community Food Bank
17. Community Health Services of Southern Nevada
18. Consumer Credit Counseling
19. Cooperative Extension
20. Crossroads Family Shelter
21. Economic Opportunity Board of Clark County (Planning Offices, Human Services Division, and Treatment Center)
22. God In Me Ministry
23. Goodwill Services – Rehabilitation and Personnel
24. HELP of Southern Nevada
25. Henderson Boys and Girls Club/Las Vegas Boys and Girls Club
26. Jewish Family Services
27. Las Vegas Alliance of Black Educators (LABASC)
28. Las Vegas Indian Center
29. Lifeline Pregnancy
30. Martin Luther King Committee
31. Nellis Air Force Base – Family Support Center
32. Nevada Association of Latin Americans
33. Nevada Business Services
34. Nevada Legal Services
35. Nevada State Welfare, Las Vegas
36. Nevada Treatment Center, Nevada State, Office of Program for Substance Abuse, Enforcement, and Treatment
37. Office of the Mayor, City of Las Vegas
38. Office of the Mayor, City of North Las Vegas
39. 100 Committed Men
40. Planned Parenthood of Southern Nevada
41. Poor People Pulling Together
42. Reach Out
43. Re-Entry Center, Community College of Southern Nevada
44. Saint Vincent's Emergency Lodge
45. Salvation Army (Adult Rehabilitation Program and Family Services, Las Vegas)
46. Shade Tree Shelter
47. Temporary Assistance for Domestic Crisis
48. T.R.E.T.MENT, Inc.
49. United Way
50. University Medical Center Social Services
51. Vietnam Veterans' Center
52. Women's Development Center

IV. NEEDS IDENTIFICATION AND SERVICE DELIVERY

Following notification and outreach efforts, (Section XI of this Action Plan), eligible prospective participant are scheduled for an interview with a Housing Authority FSS Coordinator.

During the initial interview, a needs assessment will be completed.

The interview will determine if the FSS program can assist a prospective participant considering the supportive services available within the community. If so, the participant will be given the appropriate referrals and prepared for the execution of the FSS Contract of Participation.

V. PUBLIC AND PRIVATE RESOURCES

The following organizations will cooperate with the Housing Authority in the activities and services needed for participating families.

1. State of Nevada Bureau of Alcohol and Drug Abuse
2. State of Nevada Welfare Division
3. City of North Las Vegas
4. City of Las Vegas
5. Economic Opportunity Board of Clark County
6. Jewish Family Services
7. Nevada Business Services
8. Nevada Association of Latin Americans
9. State of Nevada Office of Program for Substance Abuse Education, Prevention, Enforcement and Treatment
10. Rehabilitated Economically Affordable Community Housing (REACH)
11. Community Food Bank of Clark County
12. Housing Authority's Drug Elimination Program

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VI. IMPLEMENTATION SCHEDULE

The Housing Authority's operation of its local FSS Programs will begin within twelve (12) months of HUD's notification of approval of the incentive award application rental vouchers or public housing rental units.

An itemization of the 12-month period is as follows:

05/04/92	Notification of FSS Incentive Award to the H.A.
08/21/92	Submission of Action Plan
10/01/92	Notification and Outreach (Note: Notification will be conducted at regular

intervals; i.e. every six months depending on volume of the FSS participant list)

11/17/92	Briefing for those who submitted "FSS Interest Forms"
11/20/92	Submission of "Request for Participation" By Prospective Participants after Briefing
01/04/93	Begin Individual Interviews with FSS Coordinator
03/01/93	Referrals to Supportive Service Providers will be issued
05/04/93	Execution of FSS Contract of Participation for the first Participants

VII. CERTIFICATION OF COORDINATION WITH SUPPORTIVE SERVICE PROGRAMS

See Attachment FSS-1 for required certification.

VIII. PROGRAM TYPE, BEDROOM SIZES, NUMBER OF UNITS

The following designates the program type, bedroom size and number of units of the FSS program:

<u>PROGRAM TYPE</u>	<u>NUMBER OF UNITS/BEDROOM SIZES</u>				
	1BR	2BR	3BR	4BR	5BR
Section 8 Rental Vouchers	294	338	440	185	19

IX. SOURCE OF SECTION 8 PARTICIPANTS

It is the intent of the Housing Authority to select FSS participants for the Section 8 FSS Program from the following sources:

- A. First, from current participants on the Rental Voucher Programs.
- B. Second, from applicants on the current Section 8 *waiting list*, but only if there are not enough current Section 8 participants to fill the FSS slots put in place or to replace the turn-over of FSS participants.
- C. Third, from new applicants added to the Section 8 *waiting list*, provided such additions are made only for families willing to participate in the FSS Program and only after the above two sources do not produce a sufficient number of participants to fill the FSS slots put in place or to replace the turn-over of FSS participants.

X. SOURCE OF PUBLIC HOUSING PARTICIPANTS (not yet implemented)

It is the intent of the Housing Authority to select FSS participants for the Public Housing Program from the following sources:

- A. First, from current participants in Public Housing Programs.
- B. Second, from applicants on the current Public Housing *waiting list*, but only if there are not enough current Public Housing participants to fill the FSS slots put in place or to replace the turn-over of FSS participants.
- C. Third, from new applicants added to the Public Housing *waiting list*, provided such additions are to be made only for families willing to participate in the FSS Program and only after the above two sources do not produce a sufficient number of participants to fill the FSS slots put in place or to replace the turn-over of FSS participants.

XI. NOTIFICATION AND OUTREACH

The Housing Authority will notify its residents/participants by mailing an FSS Program Notification Letter (see Attachment FSS-2). The FSS Interest

Form (see Attachment FSS-3) will be enclosed so that interested participants can respond.

A. Low-Rent Public Housing Program – Notification will be made in the following order:

1. First, current Public Housing residents by specific bedroom size mentioned in FSS Action Plan.
2. Second, current applicants in Public Housing Program by specific bedroom size mentioned in FSS Action Plan.
3. Third, if the above two sources do not provide enough FSS participants, the Authority will open its waiting list only by specific bedroom size mentioned in FSS Action Plan and accept applicants who are willing to participate in FSS Program.

B. Section 8 Existing Housing Programs – Notification will be made in the following order:

1. First, current participants of voucher and certificate programs by specific bedroom size mentioned in FSS Action Plan.
2. Second, Section 8 applicants on the current waiting list by specific bedroom size mentioned in FSS Action Plan.
3. Third, if the above two sources do not provide enough FSS participants, the Authority will open its waiting list only by specific bedroom size mentioned in FSS Action Plan and accept applicants who are willing to participate in FSS Program.

A deadline will be set for returning the FSS Interest Form. Each form will be timed, and dated. Upon receipt of the FSS Interest Forms, the Housing Authority will schedule the FSS applicants to a mandatory briefing session to introduce the FSS Program and answer any questions applicants may have. After the mandatory briefing, an FSS Request for Participation must be submitted by those applicants who wish to be put on the FSS Participant List.

XII. **METHODS OF ESTABLISHING PARTICIPANTS LIST**

If the Housing Authority has more FSS applicants than it has available slots in its Public Housing or Section 8 FSS Program, the Housing Authority will establish a separate FSS waiting list by date and time for each program. Names of those families who are interested in participating in the FSS Program will be placed on the FSS waiting list in the following order:

1. Date and time that the resident/participant submits the FSS Interest Form; and
2. Date of attendance at the mandatory briefing and submission of Request for Participation Form.

- NOTE: 1. if a family does attend the mandatory briefing, his/her name will be removed from the waiting list.
2. If a family does attend the mandatory briefing, but fails to submit a Request for Participation Form by the deadline date, his/her name will be removed from the waiting list.

XIII. **GRIEVANCE PROCEDURES/PENALTIES FOR NON-COMPLIANCE**

A. Low -Rent Public Housing Program

1. Grievance Procedure: The Housing Authority will follow the Grievance Procedures as established in its Statement of Policies and approved by HUD in order to resolve any disputes involving participants in the FSS Program.
2. Penalties for Non -Compliance: Obligations of Public Housing residents participating in the FSS Program are mentioned in the Lease and FSS Contract of Participation. In the event that the family is found to be in breach of his/her contract and/or lease, the Authority may terminate the lease and/or the contract. The family may request an informal hearing as indicated in the Authority's Grievance procedure.

NOTE: If for any reason the Authority terminates the Contract of Participation, the FSS participant will not be allowed to participate in any FSS programs administered by the Authority for two years.

B. Section 8 Voucher Programs

1. Informal Hearing: An informal hearing will be conducted in accordance with 24 CFR, 882.216, 887.405, and Section 13 of the FSS Contract of Participation.
2. Penalties for Non-Compliance: Obligations of Section 8 tenants participating in the FSS Program are mentioned in the Contract of Participation. In the event that a family is found to be in breach of his/her contracts the family may lose their Section 8 housing assistance. The family may request an informal hearing in accordance with the Housing Authority's Grievance Procedure.

NOTE: If for any reason the Housing Authority terminates the Contract of Participation, the FSS participant will not be allowed to participate in any FSS Programs administered by the Housing Authority for 2 years.

XIV. **OTHER INFORMATION**

- A. Inter-jurisdictional Administration of the FSS Program - Memorandum of Understanding (MOU) among the three Housing Authorities in Southern Nevada in order to expand the freedom of choice for low income

families seeking housing assistance under the Section 8 Rental Voucher Program, as well as to solve the administrative and financial difficulties under the portability requirements, the three (3) Housing Authorities in Southern Nevada (Housing Authority of the City of North Las Vegas, Housing Authority of the County of Clark and Housing Authority of the City of Las Vegas) executed a Memorandum of Understanding among themselves on November 1, 1991. In accordance with the MOU, the three Housing Authorities agree to allow one another to administer their Section 8 Rental Vouchers in each of their three jurisdictions, irrespective of their geographical boundaries.

The MOU has made the administration of the Rental Voucher Programs more efficient for the three Housing Authorities. Similarly, it will make the administration of the FSS Program more efficient, as well. The issue is avoided of portability and the consequent complication of what happens to the Contract of Participation and the Escrow Account if an FSS family moves to another jurisdiction.

B. Escrow Account of Self Sufficiency Program

Rental Voucher and the Public Housing Programs will each have their own main escrow account. Each main escrow account will have a separate General Ledger Account in the Housing Authority financial books. This FSS General Ledger Account will consist of subsidiary ledgers containing the following information: Name of participant, date participant entered program, individual escrow transaction by date and amount, interest earned on individual balances, and date of account termination or disbursement. The main escrow account will be invested in a HUD approved investments per HUD Handbook 7475.1, Revised Section 4-8. Interest earned in the main escrow account will be earned on a monthly basis and allocated to the individual accounts semi annually on an equitable basis.