



**Memorandum of Understanding
Between Southern Nevada Regional Housing Authority
and
Southern Nevada Homelessness Continuum of Care**

This Memorandum of Understanding (MOU) has been created and entered into on July 8, 2021 between the following parties under the requirements of Notice PIH 2021-15 (HA). This MOU sets forth the terms and conditions between the Southern Nevada Regional Housing Authority (hereinafter “SNRHA”) and Southern Nevada Homeless Continuum of Care (hereinafter “SNH CoC”) in the performance of the Emergency Housing Voucher Program (EHV) received pursuant to the SNRHA’s contract with the US Department of Housing and Urban Development (HUD). The program is anticipated to commence on July 1, 2021. SNRHA and SNH CoC are jointly referenced further as “the Parties.”

This MOU shall remain in force for one (1) year and shall automatically renew unless either party gives 30-days’ notice of intent to terminate this MOU.

The Emergency Housing Voucher program (EHV) promotes the independence philosophy that individuals and families who are homeless, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, and the recently homeless, may be provided an EHV to assist in preventing the individual or family from becoming homeless or having high risk of housing instability. This MOU authorizes the Parties to provide the administrative services necessary to implement policies and procedures that will effectively assist individuals and families into transitioning from their present situation and who meet the eligibility criteria to be provided with an EHV that will support permanent housing.

I. Introduction and Goals

The Parties to this MOU jointly commit to administering the EHV Program in accordance with all HUD program requirements including any Federal Regulations and Public and Indian Housing (PIH) Notices. SNRHA has received 586 Emergency Housing Vouchers (EHV). This MOU applies to that number plus any additional EHV that SNRHA may receive.

1. The Parties to the MOU have determined the standard of success to be 100% utilization of EHV between July 1, 2021 and September 30, 2023.
 - a) Secondary goals include at least 25% utilization of vouchers before November 30, 2021, and 75% utilization of vouchers before January 31, 2022.

- b) The Parties understand that EHV recapture and redistribution are prohibited after September 30, 2023.

II. Populations Eligible for EHV assistance to be referred by the SNH CoC

1. Utilizing the EHV prioritization preference, as determined by the SNH CoC Coordinated Entry Working Group with guidance from PIH 2021-15 (HA), the following individuals and families are eligible for EHV assistance through this program: those who are experiencing homelessness; at risk of experiencing homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the household's homelessness or having high risk of housing instability.
2. The SNH CoC Coordinated Entry Working Group will keep all Parties apprised of any changes to the EHV prioritization preference.

III. Services provided to eligible EHV families:

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance, while aiding households in addressing barriers.
2. Partnering service providers will support SNRHA in ensuring appointment notifications to eligible households and will assist eligible households in getting to meetings with SNRHA.
3. Partnering service providers will provide housing search assistance for eligible households.
4. Partnering service providers will provide counseling on compliance with rental lease requirements.
5. Partnering service providers will assess and refer individuals and families to benefits and supportive services that will aid in housing stability, where applicable.
6. Partnering service providers will ensure services are culturally relevant and tailored to individual needs, language needs are accommodated, preferences are taken into account, and housing choice is prioritized when developing a participant's housing and services plan.

IV. SNRHA Roles and Responsibilities

1. SNRHA will develop and determine services fees and assistance to be offered to participants under the EHV program.
2. SNRHA will accept direct referrals for eligible individuals and families through the SNH CoC Coordinated Entry System.
3. SNRHA staff will ensure applications and voucher issuance processes are completed in a timely manner.
4. SNRHA will provide an admissions process to ensure that direct referrals from the SNH CoC are eligible for an EHV.

5. Provide all requirements to the SNH CoC Liaison for ensuring EHV's are issued or re-issued only to eligible clients as outlined in the grant notice. These requirements will be memorialized in EHV Policy and Procedures Manual.
6. SNRHA will share data with SNH CoC for ongoing quality improvement purposes related to the EHV program, policies, procedures and utilization rates including disaggregate data related to race, ethnicity, disabling conditions, age, household types, and other requested data.
7. Ensure that service providers are provided information on any client status and issues to ensure program enrollment is completed in a timely manner.
8. Designate and maintain a lead EHV liaison to communicate with SNH CoC.
9. Comply with the provisions of this MOU.

V. SNH CoC Roles and Responsibilities:

1. Carry out the responsibilities required under HUD's CoC program including maintaining composition of representatives of organizations including and not limited to nonprofit homeless providers, victim service providers, advocates, public housing agencies, social service providers, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic areas and are available to participate.
2. Establish a prioritization list for individuals on the Coordinated Entry Community Queue who will be referred for EHV's.
3. Make referrals to SNRHA EHV Program via the Coordinated Entry System; verify and submit homeless certification forms and other required documents as established by SNRHA and defined in the EHV Policy and Procedure Manual.
4. Ensure Partnering Service Providers support eligible individuals and households in completing documentation and applying for supportive services to accompany admissions application to SNRHA including:
 - a) Provide tenancy support services to clients including navigation through the housing process and attendance at EHV participant briefings when needed throughout the EHV program.
 - b) Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
 - c) Support clients with the attainment of financial support related to security deposits, application fees and utility deposits.
 - d) Provide referrals and guidance for affordable and accessible transportation including moving of items into housing units.
 - e) Provide basic independent living skills and training to maintain independent living status.
 - f) Provide follow-up to ensure housing stability.
5. Conduct outreach to landlords and property owners to increase available inventory for EHV.

6. SNH CoC will share data with SNRHA for ongoing quality improvement purposes related to the EHV program, policies, procedures and utilization rates including disaggregate data related to race, ethnicity, disabling conditions, age, household types, and other requested data.
7. Designate and maintain a lead EHV liaison to communicate with SNRHA.
8. Comply with the provisions of this MOU.

VI. Program Evaluation

The Parties to this MOU agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Parties will share data on a regular basis for ongoing quality improvement purposes related to the EHV program, policies, procedures, utilization rates, and equity principles. Shared data includes and is not limited to disaggregate data related to race, ethnicity, disabling conditions, age, household types, and other requested data.

VII. Attachments

The following attachments are included as part of the MOU to aid in collaboration and understanding of program expectations. Changes to the Attachments to this MOU may be accepted upon agreement by the Parties and do not require an amended MOU nor additional signatures. All applicable changes should be reflected in the EHV Program Policy and Procedures.

Attachment A: Lead EHV Liaisons

Attachment B: SNH CoC EHV Prioritization

Attachment C: EHV Service Fees and Assistance to Participants

Attachment D: EHV Policy and Procedures Manual

Southern Nevada Regional Housing Authority (SNRHA) and the Southern Nevada Homelessness Continuum of Care (SNH CoC) understand the requirements of this program and agree to work in coordination and collaboration towards making the Emergency Housing Voucher program successful.

Signed by:

Jon Gresley
Executive Director, SNRHA

Date

Denise Watson
Executive Housing Programs, SNRHA

Date

Anita Keys
Deputy Director Housing Programs, SNRHA

Date

Julie Calloway
Co-Lead, SNH CoC

Date

Hassan Chaudhry
Co-Lead, SNH CoC

Date

Attachment A: Lead EHV Liaisons have been identified as:

1. Southern Nevada Regional Housing Authority:

EHV Lead: *Angela Yenchek*

Position: *HCV Special Programs Supervisor*

Address: *340 N. 11th Street, Las Vegas, NV 89101*

Phone: *(702) 477-3434*

E-mail: *AYenchek@SNVRHA.org*

Responsibilities include, and are not limited to, coordination of EHV to referred individuals and households and ensuring the program is implemented with fidelity.

2. Southern Nevada Homelessness Continuum of Care:

EHV Lead: *Brenda Herbstman*

Position: *Senior Grants Coordinator*

Address: *Clark County Social Service, 1600 Pinto Lane, Las Vegas, NV 89106*

Phone: *(702) 218-3402*

E-mail: *HerbstmB@ClarkCountyNV.gov*

Responsibilities include, and are not limited to, coordination with the SNH CoC Coordinated Entry System referral system to ensure referrals are made with fidelity to the program expectations.

Lead EHV Liaisons will attend SNH CoC and other applicable meetings to provide status updates on EHV applications, vouchers issued, and leased up data.

Should a change to the Lead EHV Liaison occur, the other party will be notified within ten business days.

Attachment B: SNH CoC EHV Prioritization

TO: Southern Nevada Homelessness Continuum of Care (SNH CoC) Providers and Stakeholders

FROM: Michele Fuller-Hallauer, Clark County Social Service & Kelly Robson, HELP of Southern Nevada

CC: Coordinated Entry Services Working Group

DATE: June 23, 2021

SUBJECT: Emergency Housing Voucher Prioritization for Coordinated Entry

The Emergency Housing Voucher program (EHV) promotes the independence philosophy that individuals and families who are homeless, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and the recently homeless, may be provided an EHV to assist in preventing the individual or family from becoming homeless or having high risk of housing instability.

On June 16, 2021, the SNH CoC Coordinated Entry System Working Group voted to enact an Emergency Housing Voucher Prioritization to be used to make referrals to the Southern Nevada Regional Housing Authority for the purpose of EHV attainment. This list was amended on June 23, 2021 in response to HUD's statement encouraging CoC partners to ensure that eligible reentry clients are given consideration for these vouchers. The prioritization described below will be applied to individuals in housing programs (coordinated exit) and on the community queue (coordinated entry) for referrals based on availability of EHV.

1. Program clients identified to participate in the Moving On Initiative and Housing Choice Voucher program including those not eligible for Mainstream Vouchers due to their age and/or lack of disability;
2. Rapid Rehousing clients ready for program exit and need a housing subsidy to maintain housing stability;
3. Individuals and families who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking;
4. Non-congregate shelter clients who are ready for program exit and are in need of a housing subsidy to maintain housing; and
5. Individuals exiting jails who are at-risk of homelessness due to their low incomes and lack of sufficient resources.

This prioritization will remain in effect through September 30, 2023.

The SNH CoC Coordinated Entry System Matchers will send referrals to the Southern Nevada Regional Housing Authority based upon the agreed upon forms and procedures.

Attachment C: EHV Service Fees and Assistance to Participants

HUD has outlined the following fee structure for the EHV Program. The following services will be provided to program participants, as needed, from these funds. The amounts identified below are based on the initial award of 586 EHV.

Fee Type	Description	Uses of Funds
Preliminary Fee	Single, one-time fee to support immediate start-up EHV implementation costs	<i>Outreach, Coordination, or any eligible activity under Service Fees</i>
On-going Administrative Fee	Any eligible admin expenses related to EHV	<i>Admin and any eligible activity under Service Fees</i>
Placement / Expedited Issuance Reporting Fee	Support for initial costs related to expediting the EHV program	<i>To support initial fees of implementing the process quickly; This supports the PHA costs of expediting EHV processes</i>
Services Fee	One-time fee to support implementation and to meet the needs of eligible households.	<i>Application Fees, Security and other Deposits, Landlord Incentives, Furniture Allowance</i>

Attachment D: Policy and Procedure Manual



Emergency Housing Voucher Program

PIH 2021-15 (HA)

Policy & Procedure Manual

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (P.L. 117-2) into law which provided over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses.

Through this act, HUD has allocated approximately 70,000 emergency housing vouchers (EHVs) to public housing agencies (PHAs) to assist individuals and families who are (1) experiencing homelessness; (2) at risk of experiencing homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The Southern Nevada Regional Housing Authority was awarded 586 EHVs.

After September 30, 2023, a PHA may not reissue any previously leased EHV, regardless of when the assistance for the formerly assisted family ends or ended.

How do clients qualify for a voucher?

Clients are prioritized for EHVs through referral from the Southern Nevada Homelessness Continuum of Care (SNH CoC) Coordinated Entry System (CES). The CES has set up a prioritization of clients to be referred based on eligibility, identified client needs, suitability for the program along with assurance of equity of distribution among all populations.

Additionally, clients must pass a criminal background check and meet program eligibility requirements / comply with SNRHA processing requirements

What are the income limits for EHV participants?

Median Income	\$ 70,800	INCOME LIMITS FOR HCV AND PH PROGRAMS																
FAMILY SIZE	Effective	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
LOW (PH)	80%	4/1/2021	44,100	50,400	56,700	62,950	68,000	73,050	78,100	83,100	88,150	93,200	98,250	103,250	108,300	113,350	118,350	123,400
VERY LOW	50%	4/1/2021	27,550	31,500	35,450	39,350	42,500	45,650	48,800	51,950	55,100	58,250	61,400	64,550	67,700	70,850	74,000	77,150
EXTREMELY LOW	30%	4/1/2021	16,550	18,900	21,960	26,500	31,040	35,580	40,120	44,660	49,200	53,740	58,280	62,820	67,360	70,850	74,000	77,150

What are the unit sizes / occupancy standards?

1-2 person	1 Bedroom Voucher
3-4 person	2 Bedroom Voucher
5-6 person	3 Bedroom Voucher
Etc.	2 persons per Bedroom

What is the amount of rent covered (payment standards)?

PAYMENT STANDARD FOR THE VOUCHER PROGRAM										
AGENCY	EFF. DATE	0/BR	1/BR	2/BR	3/BR	4/BR	5/BR	6/BR	7/BR	8/BR
	3/1/2020	\$ 767	\$ 931	\$ 1,153	\$ 1,683	\$ 2,021	\$ 2,324	\$ 2,627	\$ 2,929	\$ 3,233
	3/1/2021	\$ 843	\$ 1,024	\$ 1,268	\$ 1,851	\$ 2,223	\$ 2,558	\$ 2,889	\$ 3,221	\$ 3,558
	7/1/2021	\$ 858	\$ 1,030	\$ 1,257	\$ 1,799	\$ 2,174	\$ 2,501	\$ 2,827	\$ 3,153	\$ 3,479

How to get started:

1. If the CoC Matchers contact you about a client that has been referred for an EHV, first talk with the client about EHV and the pros/cons for them to engage in this program.
 - a. Training is available on EHV and how to talk to clients about the program
2. Send the EHV Referral Form and EHV Certification form to the COC Matchers who will submit this to the SNRHA as an EHV referral
3. An orientation / briefing session will be scheduled at SNRHA for your client. In addition to ensuring transportation is available, ensure that a client navigator or case manager is available to accompany the clients.
 - a. This may be 1 team member attending with several clients from yours and partner agencies. This person will support the process and ensure the client is able to verbalize all of the questions they have.
4. Client will receive a leasing packet which includes a coversheet / checklist to ensure all documents are provided when the packet is returned along with the Request for Tenancy Approval
 - a. Assist the client with completion of this packet and ensuring that all documents are attached to the checklist

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Client Checklist:

All copies must be clear, readable, and include both sides of the document if 2-sided.

- Valid Driver's License or State Issued Photo I.D. for yourself and ALL household members 18 yrs and older.
- Original Social Security Cards for EVERY household member.
- Certified State-Issued Birth Certificates for ALL minors in the household (under the age of 18).
- Permanent Resident Card, Parole Status, Refugee Asylum documents for ALL non-citizen household members.
- DD214, HINQ, or Honorable Discharge Papers if you are a Veteran or spouse of a Veteran with a service-connected disability or death.
- Proof of Pregnancy with the expected date of birth (if applicable).
- Most recent statements for Checking, Savings, Credit Union Accounts 401K, IRA, CD's, Dividend Accounts, Trust Funds, Real Estate Documents, etc.
- Proof of ALL income for you and your family including but not limited to:
 - Four (4) current and consecutive paycheck stubs, Letter from Employer on Letterhead for New Hires, Termination of employment, Award Letters {for AFDC, TANF, Social Security, SSI SSD, SIIS (aka-Workman's Compensation), Unemployment, Food Stamps) dated within the last thirty (30) days, Self-Employment records, Child Support (12 month print out or 4 current and consecutive subs). (Special Note- To obtain a new copy of your Social Security and/or SSI/SSD benefit verification; call the toll-free Telephone number 1-800-772-1213.)
- Proof of ALL assets coming into your home including but not limited to:
 - Name and address of bank(s) and current bank statements(s), current quarterly 401K statement, CD statement(s), IRA statement(s), investment statement(s), money market statement(s), cash value in life insurance with policy #, policy amount and cash amount, etc. (must be dated no older than 30 days with all pages included)
- Ongoing medical expenses for households with Head, Spouse/Co-Head who is 62 or older, handicapped or disabled only who have ongoing medical expenses that are NOT covered by insurance and you PAY out of pocket provide a 12 month printout for prescription drugs and or Doctor's statement(s) for ongoing medical treatment(s). Include proof of any out of pocket medical expenses (prescriptions, over the counter drugs as prescribed, services of doctors, healthcare facilities, medical insurance) full name and an address of all providers, and current receipts.
- Childcare expenses which allow head of household or spouse to work or go to school full time. Provide a 12-month printout with the name, phone number, full mailing address of child care provider and amount you pay per week.
- Proof of full-time student status with name, phone number, and full mailing address of an accredited school or training program, with printout or letter on letterhead stating full time status and all financial aid (must be dated no older than 30 days).
- Provide current and previous rental history for the past five years with full names and addresses of landlords.

Clients should not bring any children to any appointments.

Reminder- If they owe any monies to any Housing Authority in the United States, the balance must be paid in full before final eligibility determination.

UPDATE with an EHV REFERRAL FORM



SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Housing Choice Voucher Department, P.O. Box 1897, Las Vegas, NV 89125-1897
Phone (702) 477-3100 FAX (702) 922-1535 TDD (702) 387-1898



MAINSTREAM VOUCHER REFERRAL FORM

Referring Agency Name: _____
Address: _____
Contact Person: _____

The _____ certifies this family meets the initial screening criteria to be considered as a participant in the Housing Choice Voucher (HCV) Mainstream Voucher Program. The Criteria is: ***"The referred participant must be at least 18 years of age and cannot exceed 61 years of age, with disabilities who are transition out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at-risk of becoming homeless."***

Client Name: _____ SS#: _____
Client Name: _____ SS#: _____
Address: _____ Apt. #: _____
City: _____ State: _____ Zip: _____
Number of Children: _____ Race: _____ Ethnicity: _____
(Hispanic or Non-Hispanic)
Reasonable Accommodation Needed: Yes No LEP Needed: Yes No
Caseworker: _____ Phone #: _____
Agency Representative: _____ Date: _____

- Note: SNRHA may notify your agency at any time we will no longer accept referrals. Please fax all referrals to: (702) 922-1535.
- Clients will be scheduled to attend an eligibility interview within 10 days of the referral.
- A copy of their appointment letter will be forwarded to you and the original mailed to the client.
- Please assist us contacting the client to remind them of their appointment and to ensure they have all documents required such as: Photo identification for all adults, social security cards for all household members, birth certificates, proof of income (last four [4] pay stubs if employed), name and address of childcare provider (if paying out of pocket), if veteran-copy of DD214 and permanent residence cards, parole status, or refugee asylum.
- Total processing time after the eligibility appointment is an average of 30 days or less.
- Criminal background checks "may" delay this process when fingerprints are required. In these cases, the client will be notified in writing to come in for fingerprinting.

"ALL REFERRALS MUST MEET THE HOUSING CHOICE VOUCHER PROGRAM ELIGIBILITY REQUIREMENTS."



SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
Housing Choice Voucher Department, P.O. Box 1897, Las Vegas, NV 89125-1897
Phone (702) 477-3100 FAX (702) 922-1535 TDD (702) 387-1898



MAINSTREAM VOUCHER CERTIFICATION FORM 2020

To: Southern Nevada Regional Housing Authority Fax: (702) 922-1535

From: Referring Social Worker's Name: [redacted]

Phone: [redacted]

Fax: [redacted]

Client's Name: [redacted]

Head of Household Social Security Number: [redacted]

Address: [redacted]

Phone #: [redacted]

Criteria: It has been determined [redacted] must be at least 18 years of age and cannot exceed 61 years of age, with disabilities who is transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at-risk of becoming homeless.

Head of Household: [redacted] DOB: [redacted]

Please check boxes which best describe the family's housing needs:

- Family is living in substandard; or dilapidated housing.
- Family is homeless.
- Family is displaced by domestic violence.
- Family lives in overcrowded unit.
- Home does not have operable plumbing.
- Home does not have useable flush toilet.
- Home does not have useable shower inside the unit for exclusive use of the family.
- Home does not have electricity or has inadequate or unsafe electrical service.
- Home does not have a safe and adequate source of cooling or heating or both.
- Home has been declared unfit for habitation by an agency or unit of government.
- Family is disabled and transitioning out of institutional and other segregated settings.
- Family is at serious risk of institutionalization
- Family is at risk of becoming homeless.
- Other: [redacted]

The submission of this form shall serve as a certification of this family's eligibility to participate in the 2020 Mainstream Voucher Program and they meet the requirements of the Housing Choice Voucher Program as required by HUD and the Housing Authority's Administrative Plan.

The family meets the criteria for the following Federal Preferences (check all that apply):

- Residency Preference: Head, Co-Head or Spouse who lives, works, has been hired to work, or is enrolled full time in an accredited school in the jurisdiction.
- Working Preference: Families with at least one adult who is employed at least 20 hrs. per week, or are active participants in accredited educational & training programs designed to prepare the individual for the job market. This preference is extended equally to elderly families or families whose head or spouse is receiving SSI/SSD or any other income based on their inability to work.
- Veteran Preference: As defined by state law.
- Disabled Veteran Preference: Head or Spouse of a Veteran with a service-connected disability.
- Family of a Deceased Veteran: Spouse or dependents of a Veteran with a service connected death.