



State of Nevada
 Department of Business & Industry
HOUSING DIVISION



Instructions For The
**HOME and Low-Income Housing Trust Fund
 Semi-Annual Reporting Requirements**

The Status Reports must be prepared by the management company beginning with the completion of the project. This report is then to be submitted to the Division twice a year - **July 15th and January 15th** – during the compliance period. All reports are to include the Project Owner, Project Name and Report Date, and should include tenant information for every HOME and Low-Income Housing Trust Fund-assisted unit.

Exhibit A: Report of Household Characteristics

- ? **Project Owner and Project Name.** Enter the owner and name of the project being reported.
- ? **Unit Number.** Enter the unit number of each unit assisted with HOME or Low-Income Housing Trust Funds. For a single room occupancy (SRO) unit, each bedroom is assigned a unit number and the beds are assigned a letter. (1A, 1B, 2A, 2B).
- ? **Number of Bedroom.** Enter “0” for a single room occupancy (SRO) unit, 1 for 1 bedroom, 2 for 2 bedroom, etc.
- ? **Occupancy.** Enter 1 if the unit is occupied by a tenant, 2 if it is occupied by a homeowner, and 9 if it is vacant.
- ? **Utility Allowance Amount.** Enter the amount of utility allowance as provided by the local housing authority for the type of unit reflected.
- ? **Rents Paid By Tenant.** Enter the amount of rent actually paid by the tenant. Do not include utilities or subsidy assistance in this column.
- ? **Subsidy Amount.** Enter the amount that the tenant receives as a rent subsidy payment to the nearest dollar. If the tenant does not receive a tenant subsidy payment, enter “0”.
- ? **Total Rent.** Enter the total monthly rent (tenant contribution plus subsidy amount and utility allowance). The rents paid by a tenant, including the amount of utility allowance paid by the tenant and any subsidy received, can not exceed the applicable HOME rents.
- ? **Income Data.** Enter the monthly gross household income, including received from children 18 years of age or older. All income received from assets are to be included in this total. It is necessary to calculate the percent of area median income in order to make certain the household income total does not exceed the terms of the Written Agreement and the HOME/LIHTF Program Requirements. Enter the code for the Percent of Area Median income for each occupied unit.
- ? **Race/Ethnicity.** For each occupied unit, enter one code only based on the following HUD definitions:
 1. **White.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East, but not of Hispanic origin.
 2. **Black.** A person having origins in any of the black racial groups of Africa, but not of Hispanic origin.
 3. **Native American.** A person having origins in any of the original peoples of the North American Continent and who maintains cultural identification through tribal affiliations or community recognition.
 4. **Asian/Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. For example: China, India, Japan, Korea, the Philippine Islands and Samoa.
 5. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

- ? **Size of Household.** Enter the appropriate number of persons in the household. For households of more than 8, enter 8.
- ? **Head of Household.** For each unit, enter one code only based on the following definitions:
 1. **Single/Non-Elderly.** One person household in which the person is not elderly.
 2. **Elderly.** One or two person household with a person at least 62 years of age.
 3. **Related/Single Parent.** A single parent household with a dependent child or children (18 years old or younger).
 4. **Related/Parent.** A two parent household with a dependent child or children (18 years old or younger)
 5. **Other.** Any household not included in the above 4 definitions, including two or more unrelated individuals.
 6. **Vacant Unit.** Self-explanatory
- ? **Rental Assistance.** Enter one code only to indicate the type of assistance, if any, being provided to the tenant.
 1. **Section 8.** Tenants receiving Section 8 assistance through the Section 8 Certificate Program or Housing Voucher Program.
 2. **HOME TBA.** Tenants receiving HOME tenant-based assistance.
 3. **Other Assistance.** Tenants receiving rental assistance through Federal, State or Local rental assistance programs.
 4. **No Assistance.** Self-explanatory.
 5. **Vacant.** Self-explanatory.

Exhibit B: Move-In/Move-Out Report

The information to be provided in this report should record the move-in/move-out activity of the HOME/Trust Fund-assisted units throughout the reporting period. Include only the units that were affected during the current reporting period.

Exhibit C: Report of Fair Housing Activities

This information is required by HUD in order to monitor fair housing activities of projects funded by federal programs. It may be necessary to amend the tenant application in order to obtain the data needed for this report. (NOTE: Applicants are not required and can not be forced to provide this information, so it may be necessary for the person taking the application to do a visual assessment in order to satisfy this reporting requirement.)

- ? **Program Type.** Enter one code only to indicate the type of program being reported.
 1. **Multifamily Project.** Rental housing.
 2. **Homebuyer.** Down payment assistance, acquisition and/or rehabilitation or new construction of homes for homebuyers.
 3. **Homeowner Rehab.** Assistance to existing owner-occupants with repair, rehabilitation or reconstruction of their homes .
 4. **TBRA.** Financial assistance for rent, security deposits and, under certain conditions, utility deposits that are provided to tenants.
- ? **Race/Ethnicity.** See definition in the section for completing Exhibit A Household Characteristics.
- ? **Percent of Median.** See definition above.
- ? **Number of Senior Citizens.** Self-explanatory.
- ? **Number of Female Head-of-Household.** Self-explanatory.
- ? **Number of Handicapped Clients.** Self-explanatory.