

State of Nevada
Department of Business and Industry
Division of Housing

**Final Regulations
(October 2007)**

Housing Element Annual Progress Report
In accordance with Assembly Bill 439

Purpose and Scope: These regulations implement annual reporting requirements in accordance with sections 1.3, 2, and 3 (e) of Assembly Bill 439 (AB 439) which requires:

The governing body of city or county that is required to include a housing plan in its master plan, in implementing a plan for maintaining and developing affordable housing to meet the housing needs of the community, to adopt at least 6 of 12 specified measures relating to the maintenance and development of affordable housing in the jurisdiction...

And to:

...report annually to the Housing Division of the Department of Business and Industry concerning how such measures assisted the city or county in maintaining and developing affordable housing.

Reporting Period: The reporting period for the annual progress report shall be the calendar year immediately preceding the January 15 reporting deadline.

Reporting: The annual progress report shall be prepared and submitted on the form(s) made available by the Housing Division and the form shall contain instructions for its completion.

The information reported shall be for activities conducted within the jurisdictional boundaries of the reporting local government.

Submission: The annual progress report shall be submitted on or before 5 p.m. on January 15th of each year. If January 15th falls on a non-business day, the annual progress report shall be due on or before 5 p.m. of the next business day.

The report shall be submitted to:

Chief of Federal Housing Programs
1535 Old Hot Springs Road, Suite 50
Carson City, Nevada 89706

Or via email to:

hlopez@nvhousing.state.nv.us

Content: Each annual report shall contain the following information:

1. Cover form with the name and mailing address of the reporting local government along with the name, phone, fax, and email information for the contact person
2. Reporting period dates
3. Completed forms indicating the:
 - a. Six (or more) measures implemented from the list provided in AB 439
 - b. Progress made in maintaining and/or developing the stock of affordable housing as a result of the selected measures including:
 - i. Detailed breakdown by tenure of units maintained as affordable housing for households with incomes at or below 80 percent of area median income for that jurisdiction as determined by the US Department of Housing and Urban Development (HUD)
 - ii. Detailed breakdown by tenure of units developed as affordable housing for households with incomes at or below 80 percent of area median income for that jurisdiction as determined by HUD
 - iii. Identifying information for each project
 - c. Remaining housing need within the jurisdiction based upon the initial analysis contained within the adopted Housing Element.

State of Nevada
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ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Reporting Period Calendar Year: from _____ to _____

The forms must be submitted to the Housing Division on or before January 15 of each year to the address listed below:

Chief of Federal Programs
State of Nevada
Division of Housing
1535 Old Hot Springs Road, Suite 50
Carson City, Nevada 89706

Or via email to:

hlopez@nvhousing.state.nv.us

Form 1: Selected Specified Measures

Instructions: AB 439 identified 12 measures that a city or county may select from to assist in maintaining and developing affordable housing within their jurisdiction. Each jurisdiction is required to adopt and incorporate at least six of the measures into their Housing Plan and report on the utilization of these measures during a given calendar year to meet the affordable housing needs of their community.

Please indicate which measures are incorporated into your jurisdiction's Housing Plan and which measures were utilized during the annual reporting period to assist in maintaining and developing affordable housing. Housing qualifies, under AB 439, as affordable if it serves households with incomes at or below 80 percent of area median income as determined by the US Department of Housing and Urban Development (HUD) for each jurisdiction.

Include data, by tenure and project, on the number of units *maintained* as affordable housing using each of the selected measures utilized during the annual reporting period. Housing is *maintained* as affordable if it was preserved through acquisition, rehabilitation, redevelopment, or other means.

Include data, by tenure and project, on the number of units *developed* as affordable housing using each of the selected measures utilized during the annual reporting period. Housing is *developed* as affordable housing if it was new construction or conversion of existing market rate units to affordable units.

Project information: Indicate project name, address, and APN

Project status: Indicate:

- Approved for funding (F),
- Approved with funding and permits (A)
- Built/completed (B), or
- Pending application review (P).

In addition, indicate whether it is the:

- First time (N) the project is being reported; or
- If the project information is an update (U) to previously reported information.

For example:

If housing project X was previously reported as approved in the prior year and updated information is being reported showing the project is built and completed, it would be input in the current year as an update (U).

Tenure: Indicate for-sale (S) or rental housing (R)

Number of Units: Indicate 1) total number of units within the development and 2) the number of units affordable to low income households (less than 80% AMI)

Unit type:

SF = for-sale, single family (1 to 4 units)

Condo = for-sale condominiums

Mobile = mobile homes

MF = multi-family rental

Other = other housing type, must be specified (i.e. granny flat)

Restrictions: Indicate if the property and/or development are subject to long-term land use restrictions and, if so, how many units are subject to the restrictions and the term of restrictions.

Identify who determined the units met the definition of affordable housing as provided in AB 439. For example, units were qualified as affordable by the local HOME Consortium, jurisdictional staff, etc.

Narrative: Include any additional relevant project information that would further describe the local jurisdiction's commitment to the project, the community benefits of the project, or other project details not captured via Forms 1 and 2. The narrative should identify the project name and address and should be attached to the Annual Housing Report cover sheet.

Form 2: Housing Needs

Instructions:

A) Report the total number of units:

- a. Needed, regardless of income level, as indicated in the Housing Plan
- b. Existing as affordable housing based on the baseline indicated in the Housing Plan
- c. Needed as affordable housing based on the baseline indicated in the Housing Plan
- d. Maintained and/or developed as affordable housing based on the annual housing report
- e. Total number of units still needed.

NOTE: Housing units may only be counted once towards the jurisdiction's goal of maintaining or developing affordable housing. If a project is reported as updated (U) on Form 1 and the units were previously reported and counted on a previous Form 2, the units should not be recounted in the current year.