

## I. Operating

- A. Two positions (“Nevada Housing Analyst”)
  - 1. South position
    - a. Clark, Nye, Lincoln, & Esmeralda Counties (four counties)
  - 2. North position
    - a. Balance of State (13 counties)
- B. State employees (professional classification)
  - 1. South hosting institution
    - a. Center for Business & Economic Research (CBER)
    - b. Located at UNLV
  - 2. North hosting institution
    - a. Bureau of Business & Economic Research (BBER)
    - b. Located at UNR within the Nevada Small Business Development Center

## II. Scope of Work

- A. Data collection (see Appendix A for list of attributes)
  - 1. Housing unit/construction inventories (“supply”)
    - a. Assessor’s data, local government data, MLS data, and builder’s information;

*In order to alleviate the challenges with acquiring county assessor’s data, the associated digital parcel bases, building permits, “MLS” home sales data, and business licenses, appropriate changes to Nevada Revised Statutes or Administrative Code will facilitate various county assessors and other pertinent local officials to provide the respective housing analyst offices with the “baseline” housing inventory, permits, housing sales, and business license information, in a digital format, on an annual or semi-annual basis.*

- b. Although changing NRS may be required to collect the pertinent data from the identified sources, the positions will work in conjunction with the Nevada State Demographer’s office that is beginning to assess the electronic capabilities of each county assessor’s office;
        - c. The new NRS will not require that the identified entities provide information that they do not currently maintain, excluding databases that are maintained by secondary vendors;
      - 2. Demographics (“demand”)
        - a. State Demographer estimates, U.S. Census Bureau estimates, and household surveys;
- B. Data maintenance
  - 1. Define data update schedule and process;
  - 2. Develop database standards between data sources and north and south;
- C. Implement Geographic Information Systems (GIS) platform
  - 1. GIS is a mapping and database software that allows sophisticated querying, mapping, and archiving capabilities;

<p><b>EXHIBIT I– AFFORDABLE HOUSING</b> Meeting Date: 05-08-06 Document consists of 4 pages. Entire Exhibit Provided</p>
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2. Eventual users of the repository data will not be required to possess GIS software in order to use the resulting data. The GIS will only be used to maintain the housing database;

### III. Data dissemination

- A. Develop mapping and spreadsheet designs and standards for disseminating periodic “snapshots” of resulting information. Input from the proposed advisory committee, resulting data content, and the participation of targeted sources of information will dictate the timing of data dissemination (annually, semi-annually, or quarterly);
- B. Actual content and design of the quarterly snapshots of resulting information is to be dictated by advisory committee;
- B. Implement website to serve resulting information;
- C. Statewide annual conference rotated between north & south coordinated by the Lied Institute of Real Estate Studies (UNLV);
- D. Additional analyses using resulting data will require cost recovery for the labor devoted to the analyses;
- E. Due to various licensing agreements and confidentiality issues, the resulting database will not be shared or disseminated without specific approval from the advisory committee and the managing entity (BBER or CBER);

### IV. Oversight & Management

- A. Advisory committee
  - 1. Nevada Housing Coalition
  - 2. Other housing stakeholders
    - a. Economic development authorities
    - b. Housing developers
    - c. Realtor associations
  - 3. Single committee for both positions to assist with database standards
- B. Management of positions
  - 1. Technical expertise to be provided by existing researchers within hosting institutions
  - 2. Governed by university bylaws

### V. Budget (see Appendix B)

# Appendix A

## Nevada Housing Analyst Attributes

### **1. Housing unit inventory assessment:**

	<b><u>Sources</u></b>
Single-family detached units	COUNTY ASSESSORS
Condo/townhome units	COUNTY ASSESSORS
Multi-family units	COUNTY ASSESSORS
Supportive housing/group home units	ASSESSOR/BUS LIC/HOUSING ENTITIES
Nursing home units	ASSESSOR/BUS LIC/HOUSING ENTITIES
Emergency shelters (beds)	ASSESSOR/HOUSING ENTITIES
Age of Housing	COUNTY ASSESSORS
Rental Rates	NV HOUS DIV/SURVEY
Rental Vacancy Rates	NV HOUS DIV/SURVEY
Resale and New home sales and median sale prices, days on market, and a breakdown of inventory pricing	ASSESSOR/MLS
New Construction Permits (single-family and multi-family)	COUNTY & CITY BUILDING PERMITS
Multi-family condo conversions	COUNTY ASSESSORS
Mobile homes	COUNTY ASSESSORS
Lots available for mobile homes	COUNTY ASSESSORS

### **2. Special need populations:**

<b><u>Renter Households</u></b>	
Extremely low income (0-30 percent of area median income)	ASSESSOR/CENSUS/SURVEYS
Very low income (31-50 percent of area median income)	CENSUS/HUD/SURVEYS
Low income (51-60 percent of area median income)	CENSUS/HUD/SURVEYS
Moderate income (61-80 percent of area median income)	CENSUS/HUD/SURVEYS
Middle income (81-125 percent of area median income)	CENSUS/HUD/SURVEYS

<b><u>Owner Occupied Households</u></b>	
Extremely low income (0-30 percent of area median income)	ASSESSOR/CENSUS/SURVEYS
Very low income (31-50 percent of area median income)	CENSUS/HUD/SURVEYS
Low income (51-60 percent of area median income)	CENSUS/HUD/SURVEYS
Moderate income (61-80 percent of area median income)	CENSUS/HUD/SURVEYS
Middle income (81-125 percent of area median income)	CENSUS/HUD/SURVEYS

<b><u>Elderly Households</u></b>	
Extremely low income (0-30 percent of area median income)	CENSUS/SURVEYS
Very low income (31-50 percent of area median income)	CENSUS/HUD/SURVEYS
Low income (51-60 percent of area median income)	CENSUS/HUD/SURVEYS
Moderate income (61-80 percent of area median income)	CENSUS/HUD/SURVEYS
Middle income (81-125 percent of area median income)	CENSUS/HUD/SURVEYS

<b><u>Persons with Disabilities by sub-category (Mental, physical and developmental disabilities)</u></b>	
Extremely low income (0-30 percent of area median income)	CENSUS/SURVEYS
Very low income (31-50 percent of area median income)	CENSUS/HUD/SURVEYS
Low income (51-60 percent of area median income)	CENSUS/HUD/SURVEYS
Moderate income (61-80 percent of area median income)	CENSUS/HUD/SURVEYS
Middle income (81-125 percent of area median income)	CENSUS/HUD/SURVEYS

<b><u>Persons with Special Needs and/or On-Site Supportive Services (including Emergency Shelters, Transitional Housing and Permanent housing for persons with disabilities).</u></b>	
Extremely low income (0-30 percent of area median income)	CENSUS/SURVEYS
Very low income (31-50 percent of area median income)	CENSUS/HUD/SURVEYS
Low income (51-60 percent of area median income)	CENSUS/HUD/SURVEYS
Moderate income (61-80 percent of area median income)	CENSUS/HUD/SURVEYS
Middle income (81-125 percent of area median income)	CENSUS/HUD/SURVEYS

Severe cost and cost burden determined as gross housing costs greater than 50 percent of income	CENSUS/HUD/SURVEYS
Overcrowding	CENSUS/SURVEYS
Substandard housing	CENSUS/HUD/SURVEYS
Number of accessible units	HOUSING ENTITIES

### **3. Number of subsidized and other low-income housing units:**

Public housing units / Section 8 vouchers and units	HOUSING ENTITIES
Low Income Housing Tax Credit (LIHTC) units	HOUSING ENTITIES
Other subsidized units (i.e. USDA Rural Development, HUD 221 (d)(3), (d)(4), etc.)	HOUSING ENTITIES

### **4. Demographic and economic overviews:**

Population	CENSUS/STATE DEMOGRAPHER
Age	CENSUS/STATE DEMOGRAPHER
Race	CENSUS/STATE DEMOGRAPHER
Ethnicity	CENSUS/STATE DEMOGRAPHER
Household Size	CENSUS/SURVEYS
Migration	IRS/CENSUS
Employment/Unemployment	DETR/BLS
Household Income	CENSUS/HUD/SURVEYS

# Appendix B

## *Proposed Housing Analyst Budget*

<b>Annual Expenditures</b>	<i>Start-Up \$</i>	<i>On-Going (Annual \$)</i>
<sup>1</sup> Computer Hardware/Software	\$15,000	\$2,000
<sup>2</sup> Office Equipment	\$7,500	\$2,000
<sup>3</sup> Operating	\$4,000	\$4,000
Travel	\$8,000	\$8,000
Surveys	\$20,000	\$20,000
Training/professional development	\$2,000	\$1,000
Data acquisition fees	\$7,500	\$7,500
Management of data acquisition & integration into existing databases	\$20,000	\$20,000
Annual conference <sup>4</sup>	\$30,000	\$30,000
<b>Labor Component</b>		
Northern Nevada*	\$76,200	\$76,200
Student Intern	\$20,000	\$20,000
Southern Nevada*	\$76,200	\$76,200
Student Intern	\$20,000	\$20,000
<b>Total</b>	<b>\$306,400</b>	<b>\$286,900</b>

\*Includes 27% salary fringe

<sup>1</sup>PC, laptop, digital camera, license fees

<sup>2</sup>phone, desks, chairs, tables, misc.

<sup>3</sup>cell phones,copy & printing expenses, mailings, report production

<sup>4</sup>State conference on affordable housing issues coordinated and hosted by the Lied Institute of Real Estate Studies (UNLV)