

LCB File No. R220-03

**PROPOSED REGULATION OF THE MANUFACTURED
HOUSING DIVISION OF THE DEPARTMENT
OF BUSINESS AND INDUSTRY**

ASSISTANCE FOR LOW-INCOME OWNERS OF MOBILE HOMES

NAC 118B – Lot Rent Proposed Changes

The following changes to NAC118B are to correct areas of irregularity between the Nevada Revised Statute 118B and the Nevada Administrative Code as they relate to the Assistance For Low-Income Owners Of Mobile Homes Program and to update the regulation to reflect the current procedures.

Chapter 118B of NAC is hereby amended by adding thereto a new section to read as follows:

NAC 118B.335(suggested codification) “Waiting list of eligible persons” defined. “Waiting list of eligible persons” means a list of tenants of a manufactured home park who are eligible to receive assistance from the fund but are not a recipient because the amount of money in the fund is insufficient to provide assistance to those persons.

NAC 118B is hereby amended to read as follows:

NAC 118B.370 Guidelines for eligibility for assistance. The division will use the guidelines for poverty established by the United States Department of Health and Human Services ~~[for all states (except Alaska and Hawaii) and the District of Columbia]~~ to determine eligibility for assistance from the trust fund.

NAC 118B.380 Application for assistance: Contents; notification of approval or denial.

1. An applicant who requests assistance from the trust fund must submit an application to the division on a form furnished by the division.
2. The application must include:
 - (a) Any proof of income the division may deem necessary.
 - (b) Any proof of ownership of the mobile home the division may deem necessary.
 - (c) Any proof of tenancy the division may deem necessary.
 - (d) The permission of the applicant which authorizes the division to verify any information he furnishes to the division.
3. The application must be signed by the applicant and notarized.
4. The administrator will approve or deny any application for assistance ~~[it receives before the 10th day of each month for assistance for the following month]~~ *in the order received.*
5. The division will notify the applicant by mail upon the approval or denial of the application.

NAC 118B.400 Deposit of amount of assistance; credit and notification to recipient. Except as otherwise provided in NAC 118B.410, the administrator will, not later than the 10th day of

each month, ~~[deposit the amount of the assistance]~~ *make the payment for the amount of assistance by check or direct deposit* in the bank account established for the mobile home park where the recipient resides. The manager of the mobile home park shall, upon the receipt of the deposit in the account, credit the amount of the deposit to the recipient's rent and notify the recipient of that fact.

NAC 118B.410 formula for determining reduction in amount of assistance when money in trust fund is insufficient.

1. If the money in the trust fund is not sufficient to make all of the monthly ~~[deposits]~~ *payments* of assistance which have been approved by the administrator, the administrator ~~[will]~~ *may* reduce the amount of assistance distributed to each approved applicant so that each approved applicant will receive an equal percentage of his base rent, not to exceed ~~[\$100 per month,]~~ *a maximum amount which shall be determined by the administrator,* and make those ~~[deposits]~~ *payments by check or direct deposit* in the bank accounts of the manufactured home parks where the ~~[applicant]~~ *recipient's* reside.

2. As used in this section, the term "base rent" means the amount of money a tenant pays for the rental of a mobile home lot, not including any separate charges for utilities or any additional services provided.

NAC 118B.420 Submission of report by recipient: Date of submission; new application; statement required.

1. Each recipient shall submit *an annual* report to the division on a form provided by the division not later than ~~[January 31]~~ *March 1* of each year.

2. The division will mail the form to each recipient not later than ~~[December 15]~~ *January 31* of each year.

3. A recipient who submits ~~[a]~~ *an annual* report which the division receives after ~~[January 31]~~ *March 1* is not entitled to receive assistance from the trust fund unless he submits a new application for assistance to the division and the administrator approves the application. A person who submits a new application pursuant to this subsection is entitled to receive assistance subject to the provisions of NAC 118B.400 and 118B.410.

4. Each report must include a statement signed by the recipient under penalty of perjury that he has read and understood the provisions of NRS 118B.218 and 118B.251.

NAC 118B.430 Submission of report by manager: Date of submission; statement required.

1. Each manager *or owner* of a mobile home park shall submit ~~[a]~~ *an annual recipient* report to the division on a form provided by the division not later than ~~[January 31]~~ *March 1* of each year.

2. The division will mail the form to each manager *or owner* not later than ~~[December 15]~~ *January 31* of each year.

3. Each *annual* report must be signed by the manager or owner, ~~[notarized]~~ and include a statement that the manager *or owner* has read and understood the provisions of NRS 118B.251.