

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

April 23, 2024

SUBJECT: Executive Director/Secretary's Report. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- RHA was awarded \$701,348 in State of Nevada HOME-ARP monies for its Carville Court redevelopment project. The project entails the demolition of existing units, the majority of which are vacant, and redevelopment of 11 units of supportive housing. Staff are working with the Nevada Housing Division on a funding agreement and will bring it to the Board when available. This funding aligns with the Boards direction and goal to increase the amount of affordable housing provided by RHA.
- Staff applied to Eaglemark Savings Bank and received a \$20,000 donation to support the continued expansion of its workforce development programming. This effort aligns with the Boards goal of increasing opportunities for RHA residents and participants to break the cycle of poverty.
- RHA's public housing and voucher waitlists opened on April 15, 2024, and will close on May 3, 2024, at 5 pm local time. Staff have worked with media, stakeholders, and posted on its various social media channels to spread the word. As of April 17th, RHA had received over 1100 applications.
- RHA will host a career fair on April 24, 2024, from 3-6 pm at Silverada Manor. The fair will include workforce development workshops and community partners will be on-site to discuss current job openings and opportunities. Approximately 15 community partners will be attending.
- Residents at Mineral Manor used their Board allocated funding for a new barbeque area. Maintenance staff installed a new concrete pad and barbeque in early April which is already being used by tenants.
- RHA is purchasing two (2) document kiosks that come with a built in 19-inch LCD touch screen, metal keyboard with touchpad, stereo speakers, internal laser printer, and full-page document scanner. These kiosks integrate seamlessly with Rent Café, allowing residents to perform functions such as scanning/printing forms, applying for waitlists, and paying their bills. With a fully customizable interface, hundreds of translation options, and remote tools allowing RHA to connect from anywhere, these will be welcomed, convenient additions for our clients' experiences. One kiosk will be installed in our lobby and staff will be reaching out to Washoe County to see if the other kiosk can be placed at either the downtown or Sierra View library.
- The Executive Director will participate in a public policy panel on May 6, 2024, at the Southern Nevada Regional Housing Authority's Regional Affordable Housing Forum in Las Vegas, Nevada. The forum focuses on ways to collectively address the housing crisis in Nevada and

brings together elected officials, government entities, and stakeholders to brainstorm strategies to advance affordable housing.

- Board members are reminded that any remaining contingency funds must be allocated by June 30, 2024. Commissioners may submit requests to allocate contingency funds to non-profit organizations, government programming, or to RHA activities. Requests should be submitted via email to the Executive Director by May 17th for placement on the May agenda or by June 14th for placement on the June agenda. Information on remaining contingency amounts will be provided at today's meeting.

B. Update on Rental Assistance / Asset Management

Rental Assistance

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 4/1/24	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,484	2,176	88%	156
VASH	541	297	55%	68
EHV	127	105	83%	19
FYI	15	7	47%	2

Number HQS Inspections Conducted by Month	
March 2024	169

City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 4/11/24	Number of Households Approved as of 4/11/24	Percent Funding Spent
\$1,455,000	\$1,281,212	283	92.5%

Housing Choice Vouchers (HCV)

Description: Vouchers used by clients to lease a unit in Washoe County of their choosing. Applicants are pulled from the RHA HCV Waitlist. These vouchers also include Project Based Vouchers. The RHA has chosen to project-base 115 of our HCV's to assist special populations obtain housing. Of the total 115 PBV units, 95 are assigned to RHA owned properties.

Lease-Up Expectations: Although total voucher allocation is 2554, HUD has set the agency's leasing expectation at 2484 (AKA RHA's MTW Baseline), which is the maximum leasing expectation set by HUD when RHA signed its MTW Contract. Funds provided by HUD to support the HCV program are also used to support the agency's MTW activities and therefore full lease up of all 2554 vouchers is not expected or suggested by HUD. This includes the additional 7 vouchers provided as of 9/1/23.

Veteran's Affairs Supporting Housing Vouchers (VASH)

Description: Vouchers allocated by HUD with an ongoing partnership with the VA to serve homeless veterans. The VA provides case management services to participants. The VA makes direct referrals to RHA of eligible clients and the RHA provides a VASH voucher. Currently, RHA has project-based 31 of these vouchers. This also includes the 125 additional vouchers provided as of 11/1/23.

Emergency Housing Vouchers (EHV)

Description: Vouchers allocated by HUD for the specific purpose of assisting homeless individuals or families or those at risk of homelessness in obtaining housing. RHA is partnering with five local agencies (Catholic Charities, Health Plan of Nevada, Washoe County Human Services-Our Place, Washoe County Housing and Homeless Services-Cares Campus, and Volunteers of America) that have experience providing services to this population. Referrals for the program must come from the regional Continuum of Care (CoC) coordinated entry system. Direct referrals are received by the RHA from the partnering agency and the RHA provides the EHV voucher. Although 137 vouchers were originally allocated, 10 vouchers are unable to be re-issued after 9/30/23 and have been removed from the baseline, leaving 127 vouchers.

Foster Youth to Independence Vouchers (FYI)

Description: Voucher allocated by HUD for the specific purpose of assisting foster youth aging out of the foster care system. RHA is partnering with Washoe County Human Services and Eddy House to provide referrals and case management to clients. Direct referrals are received by the RHA from the partnering agency and the RHA provides the FYI voucher.

Asset Management

Maintenance staff are preparing for the upcoming summer season by ordering necessary supplies to energize the irrigation systems and start up swamp coolers. They continue working on trimming bushes and trees and onboarding the new hire maintenance staff. They have also been working on completing the board approved \$5,000 resident council projects around the public housing projects.

- The Management team continues to work on setting up Rent Café with hopes of going live in May 2024 with the scattered site properties. The Rent Café online portal will allow residents the ability to pay their outstanding balances, create work orders and complete recertifications electronically. The management team also continues to become proficient in the NSPIRE inspection module of Yardi and will soon learn Teller Scan which will allow them the ability to process paper checks or money orders electronically. This will significantly decrease the time for checks to process through bank accounts which should result in fewer NSF checks and eliminate the need to bring checks down to the main office each day to be deposited to the bank.
- Public Housing ended the month of March with 79 vacancies for an overall occupancy rate of 89.60% across all sites. In March, five residents vacated their unit, and two units were leased.

C. Update on Resident Services

Department Updates

- The new Director of Resident Services, Jeremy Stocking, will be joining the team in mid-April.
- Recruitment for a new Workforce Development Coordinator was completed.
- The Resident Services team assisted with the facilitation of the RAD resident meetings at Silverada, McGraw/Silver Sage, and Stead.

Elderly Services

- Senior Movie Night was held on April, 25th. Residents watched The Greatest Showman while enjoying movie concessions and crafts.
- Staff partnered with Altrusa for a community outreach event.
- Elderly Services staff continued to plan and operate the Golden Groceries Food Pantry. On average, 35-45 residents are served.
- Elderly Services staff members hosted Sanford Center for Aging at Willie J. Wynn for the Community Health and Wellness Program.
- Staff attended the Aging and Disabilities Services Conference.

Workforce Development (WFD)

- Staff hosted the annual Career Fair for Workforce Development and Start Smart clients. 11 community partners hosted tables. Our HR team, Darren Squillante and Kathy Merrill, facilitated a career planning workshop for attendees.
- Current RHA employee, Karina Villasenor-Espino, will be joining the WFD team as the new Workforce Development Coordinator. She will begin in mid-May.

Youth/Family Activities

- Staff is preparing for 2024 summer camp in partnership with Sierra Nevada Journeys. Thanks to the generous Helen Close Charitable Foundation scholarships, 43 youth will get to attend summer camp at no cost.
- All 5 graduating Start Smart participants submitted scholarship packets. The packets have been turned over to the scholarship review committee.
- Staff continues to plan and coordinate the Start Smart Scholars Night dinner, to be held on June 26th at the Eldorado.

Resident Councils

- Resident Services staff continues to work with Development and Asset Management staff to actuate 2023 resident council community beautification fund projects. RHA looks forward to seeing these projects come to fruition soon!
- All regularly scheduled Resident Council meetings were held.

D. Update on Public Affairs

Media: traditional and social

- Co-hosted news conference with Jacobs Entertainment regarding Sarrazin Arms land swap resulting in 48 total media placements. The story received 23 placements from the four local broadcast stations (KTVN 2, KOLO 8, KRNV 4, and KRXI 11), two placements from local online news outlets (Reno Gazette-Journal and This Is Reno), and 23 placements from local radio stations (KUNR, KKFT, and KKOH). The announcement has acquired a grand total of 518K coverage views.
- Conducted round table and staff visit for Sen. Rosen.
- Renoites podcast with Hilary was finally posted on their website.

Other

- Preparing fact sheet for upcoming Hawk View Apartments and Silverada Manor resident meetings.
- Conducted Sarrazin Arms resident meeting to discuss future of the property.
- Continuing to look for sponsorship for DSM furniture/outfitting needs. Have reached out to Nevada Military Support Alliance, the Katie Grace Foundation, and the Elks Club of Reno thus far.
- Working with resident services on graphic collateral material for Start Smart Scholars Night.
- Gathering information to present to the Board regarding paths forward to brand RHA.
- Coordinating with Deputy Director McKendree to speak at the Incline/Crystal Bay Community Advisory Board in May.

E. Update on Development Department

Silverada Manor

- RHA held well attended resident meetings on April 10. Staff provided updates regarding the project scope and timeline, relocation information, and discussed the property's transition to general occupancy.
- Closing calls with project lender and investor began on April 12. Full financial close is anticipated in early July.
- RHA will submit the RAD Financing plan at the end of April. HUD will have 60 days to review and approve. Once approved, RHA will be able to fully close on the project.
- On April 24th, it is anticipated that the State Board of Finance will authorize the issuance of a tax-exempt multi-unit housing revenue bond in an amount up to \$36,200,000 for the project.

Hawk View

- RHA held well attended resident meetings on April 9th. Staff provided updates regarding the project scope and timeline and relocation information.

- HousingToHome has begun resident assessments and residents will begin to relocate as early as May.
- On April 17th, The Washoe County HOME Consortium Directors approved a \$1,000,000 award to the Hawk View project.

Dick Scott Manor

- Construction is moving forward on schedule, within budget and current project scope. Projected project completion is June 2024.

Railyard Flats

- Construction is moving forward on schedule, within budget and current project scope. Projected project completion is December 2024.

Stead Manor

- RHA held well attended resident meetings on April 11th. Staff provided updates regarding the project scope, timeline, and relocation information.
- Stead Manor predevelopment continues to move forward on schedule. RHA is received construction documents in April and the project is on track to begin construction in the winter of 2024.

McGraw Court/Silver Sage Court

- RHA held well attended resident meetings on April 9th and 11th. Staff provided updates regarding the project scope, timeline, and relocation information.
- McGraw Court/Silver Sage Court predevelopment continues to move forward on schedule. RHA is set to receive construction development documents in April and the project is on track to start construction in October 2024.
- RHA staff is planning to hold the initial resident meeting for the project at the end of March.
- Staff has finalized the amended HMNI agreement and deed restriction for the additional \$2 Million in funding and brought a recommendation for the board to approve the agreement and associated documents authorize RHA's executive director to execute them.

Carville Court

- The project was awarded \$701,348 in HOME-ARP funding from the State of Nevada. This funding closes the gap on the project and staff will begin to work on the next steps in the predevelopment process.

Paradise Plaza

- The property has been cleaned and has permanent electricity up and running.
- A building inspection has been completed for insurance purposes, and a HUD ER is underway.
- City of Sparks pre-app meeting did not lead to any additional requirements to the scope of work and the project architect is in the process of finalizing the scope.
- The agency will begin the general contractor procurement in May and is scheduled to begin construction related to the post closing agreement by July.

Essex Manor

- RHA staff have been working to develop a budget and scope of work for the HMNI funds at this property.

Capital Fund

- No major Capital Fund updates at this time.

Reno Avenue

- Staff has finalized the \$1.5M HMNI agreement for the land acquisition related to this project and brought a recommendation for the board to approve the agreement and associated documents authorize RHA's executive director to execute them.
- Catholic Charities decided to pay back the City of Reno for the CDBG grant. This will dissolve the use restriction on the property and does not require approval by Reno City Council.
- A Purchase and Sale Agreement for \$1,765,000 was executed in mid-April. The PSA includes a 60-day due diligence period. Following the completion and satisfactory review of an ALTA survey and Phase 1 Environmental review, RHA anticipates closing on the purchase by mid-May. The sources for the purchase would be: \$1,500,000 in HMNI funds and \$265,000 in the agency's unrestricted business activity funds.

Other Updates

- The development department has been making progress on implementing Yardi Job Cost and expects to be up and running with the software by the end of May.

F. Update on Information Technology Activities

Yardi Implementation

- IT and Admissions have completed all the setups necessary for the opening of the waitlists on April 15th.
- Finance and IT have begun the implementation for the Payment Processing module. This will allow the agency to accept online payments through Rent Café, as well as scanning resident checks.
- The Development, Finance, and IT departments continue working on the Job Cost Module setup.
- We are holding internal discussions about beginning the Screening Services module. This module assists with instant income verification and credit/criminal screenings.

Laserfiche Implementation

- The scanning team has completed the files for McGraw Court, Silver Sage, and Stead Manor. They have transitioned to Essex Manor.

Other Projects

- IT worked with Development staff to assist with setting up equipment and translation stations for resident meetings at Hawk View, McGraw Court, Silverada Manor, and Stead Manor.

G. Update on MTW Activities

FY 2025 Annual MTW Plan

- The FY 2025 Annual MTW Plan was submitted to HUD for review and comment on April 10, 2024.

FY 2024 Annual MTW Report

- Preparation for RHA's Annual MTW Report to HUD has begun. Initial steps include several data pulls on current activities as well as disseminating surveys to Mobility Demonstration participants for analysis by the University of Washington.
- In 2016, RHA proposed and implemented an activity aimed at providing an incentive for adult children living in public housing, ages 18-20, to pursue employment and become economically self-sufficient. Activity 2016-06 (*Disregard earned income of PH household members, age 18-20, who are not the head of household, co-head, or spouse*) has allowed families, living in public housing, to have the earned income of adult children, within this age group, excluded from rent determinations for their households. To evaluate the overall effectiveness of this activity, staff recently began surveying all families who may have benefited from this income exclusion. The survey includes questions to determine how this income exclusion impacted their household and if the activity assisted eligible members in becoming self-sufficient. Survey results will be included in the FY 2024 Annual MTW Report.

H. Update on Legal Inquiries

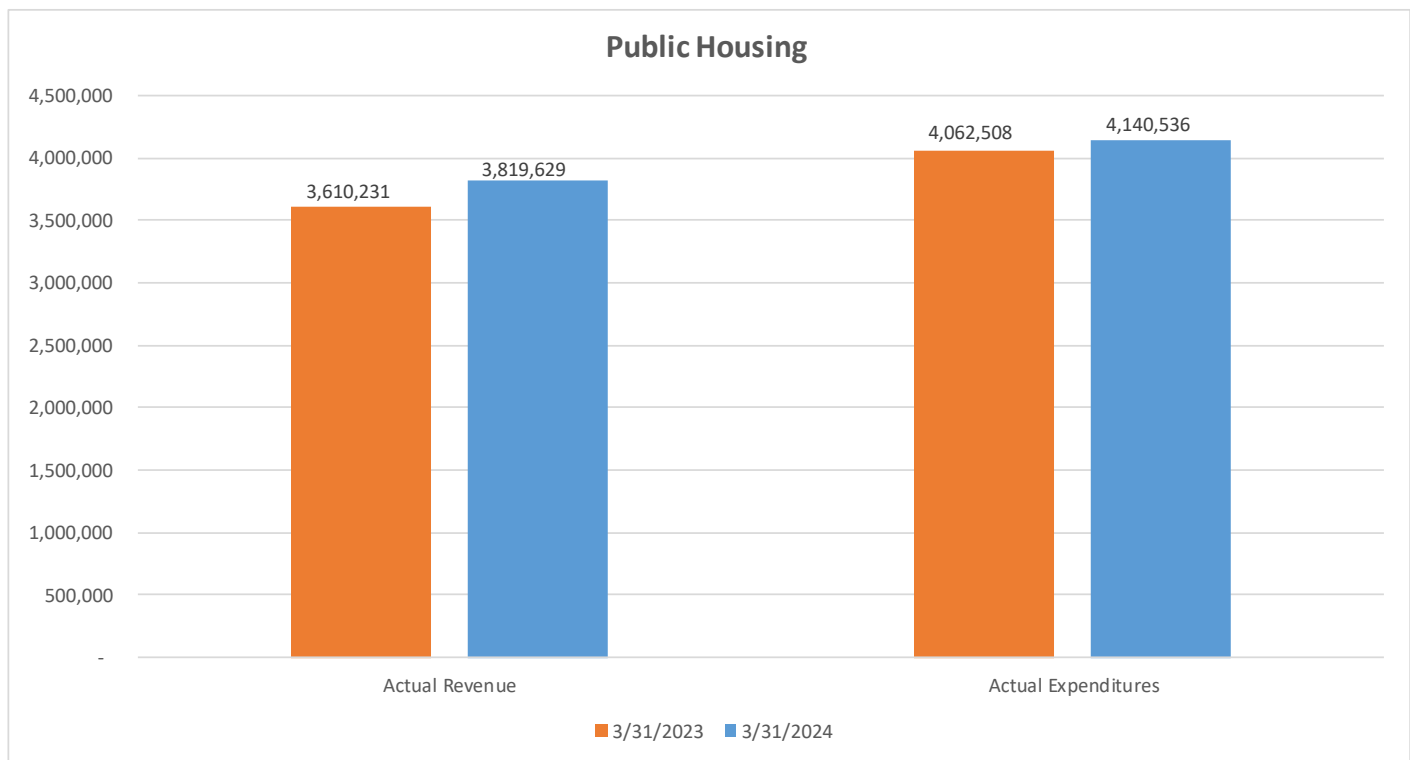
No legal updates.

I. Financials

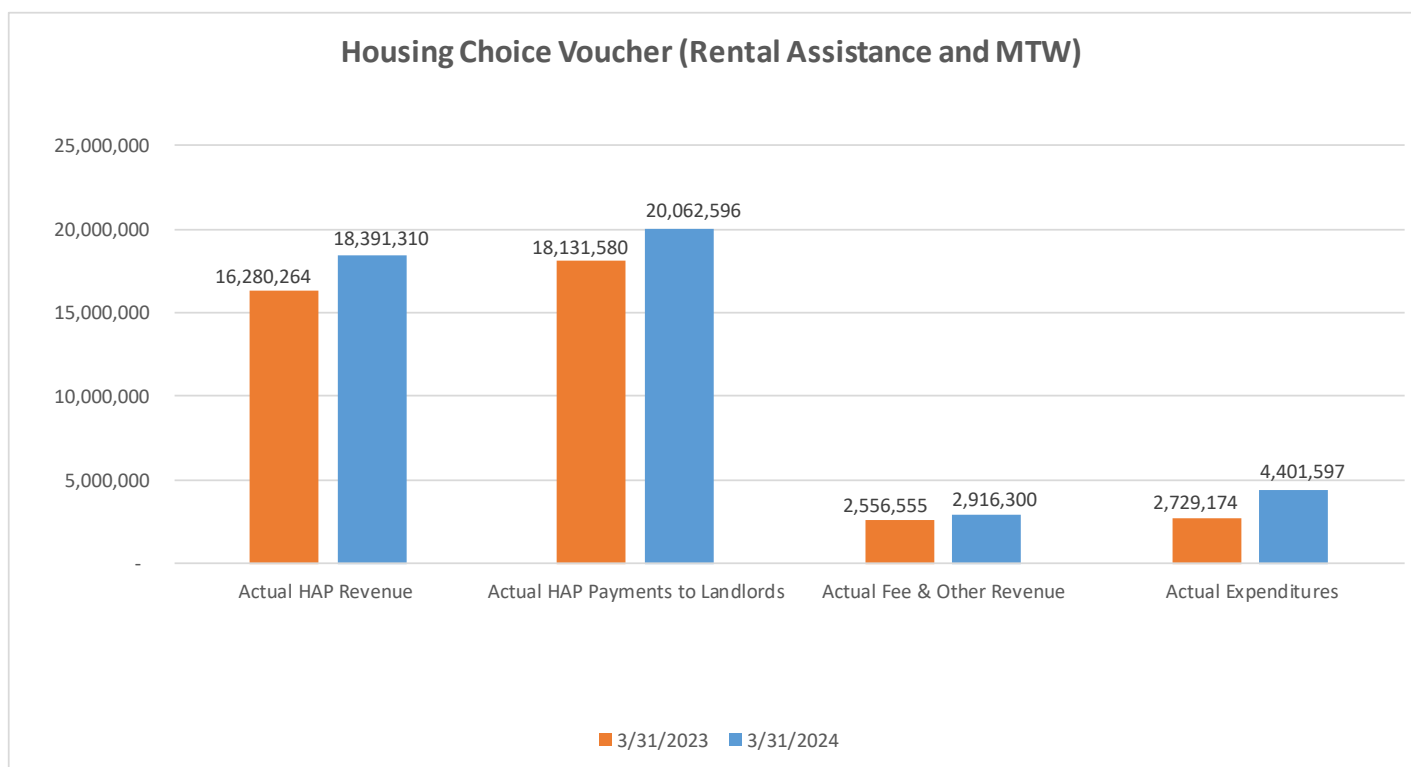
See attached graphics.

ENTITY-WIDE FINANCIAL REPORT
FOR THE 9 MONTHS ENDED MARCH 31, 2024

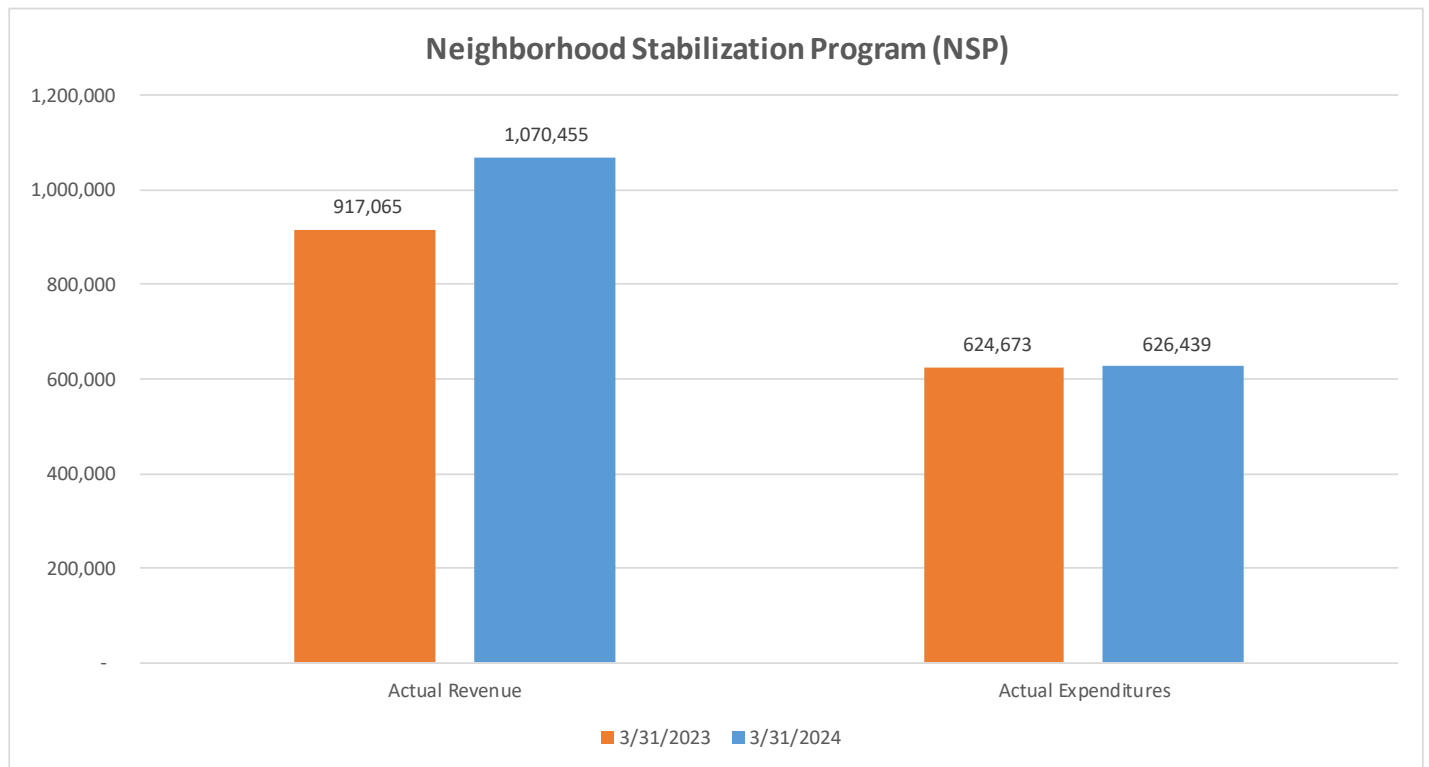
Public Housing	3/31/2024	3/31/2023	Variance	Variance Percentage
Actual Revenue	3,819,629	3,610,231	209,398	5.80%
Budgeted Revenue	3,963,284	3,501,629	461,655	13.18%
Actual Expenditures	4,140,536	4,062,508	78,028	1.92%
Budgeted Expenditures	4,959,445	4,264,274	695,170	16.30%
Actual Surplus (deficit)	(320,907)	(452,277)	131,369	-29.05%



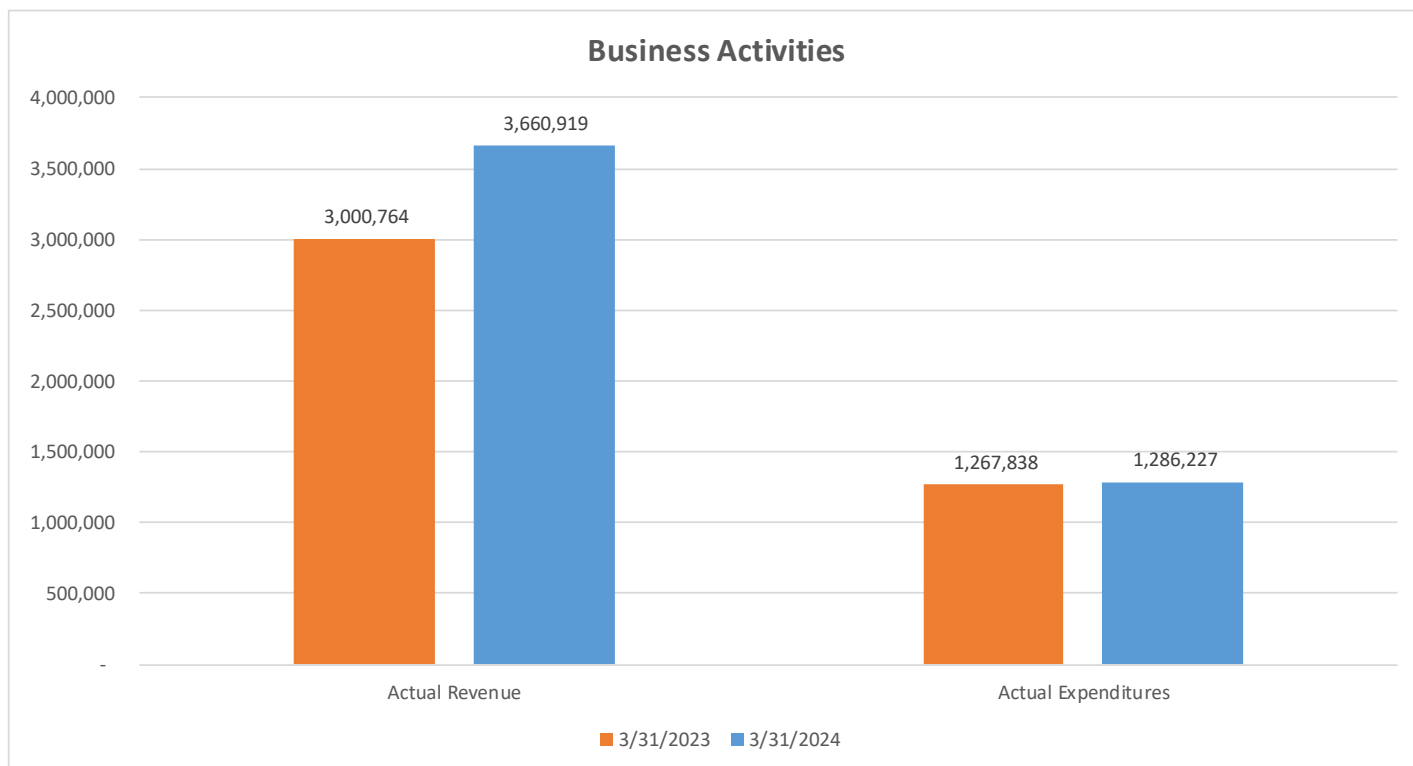
Housing Choice Voucher (Rental Assistance and MTW)	3/31/2024	3/31/2023	Variance	Variance Percentage
Actual HAP Revenue	18,391,310	16,280,264	2,111,046	12.97%
Budgeted HAP Revenue	20,962,625	19,194,453	1,768,172	9.21%
Actual HAP Payments to Landlords	20,062,596	18,131,580	1,931,017	10.65%
Budgeted HAP Payments to Landlords	18,521,962	18,918,687	(396,725)	-2.10%
<i>HAP Surplus (Deficit)</i>	<i>(1,671,286)</i>	<i>(1,851,316)</i>	180,029	0.00%
Actual Fee & Other Revenue	2,916,300	2,556,555	359,745	14.07%
Budgeted Fee & Other Revenue	2,251,337	2,004,445	246,892	12.32%
Actual Expenditures	4,401,597	2,729,174	1,672,423	61.28%
Budgeted Expenditures	3,921,498	2,545,554	1,375,944	54.05%
<i>Unrestricted Profit (Loss)</i>	<i>(1,485,296)</i>	<i>(172,619)</i>	(1,312,677)	760.45%
Actual Surplus (deficit)	(3,156,583)	(2,023,935)	(1,132,648)	55.96%



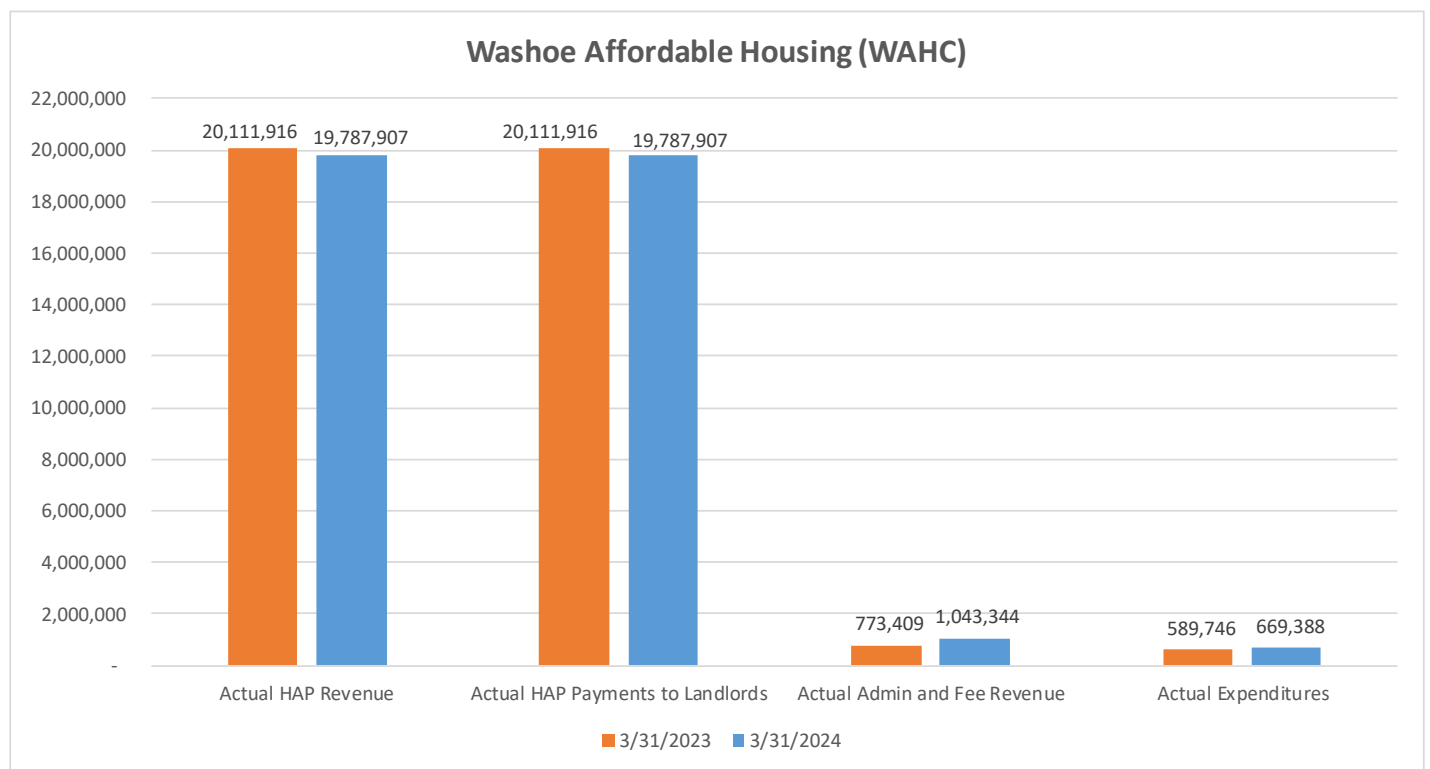
Neighborhood Stabilization Program (NSP)	3/31/2024	3/31/2023	Variance	Variance Percentage
Actual Revenue	1,070,455	917,065	153,390	16.73%
Budgeted Revenue	1,059,066	895,654	163,412	18.25%
Actual Expenditures	626,439	624,673	1,765	0.28%
Budgeted Expenditures	629,990	515,813	114,177	22.14%
Actual Restricted Surplus (deficit)	444,017	292,392	151,625	51.86%



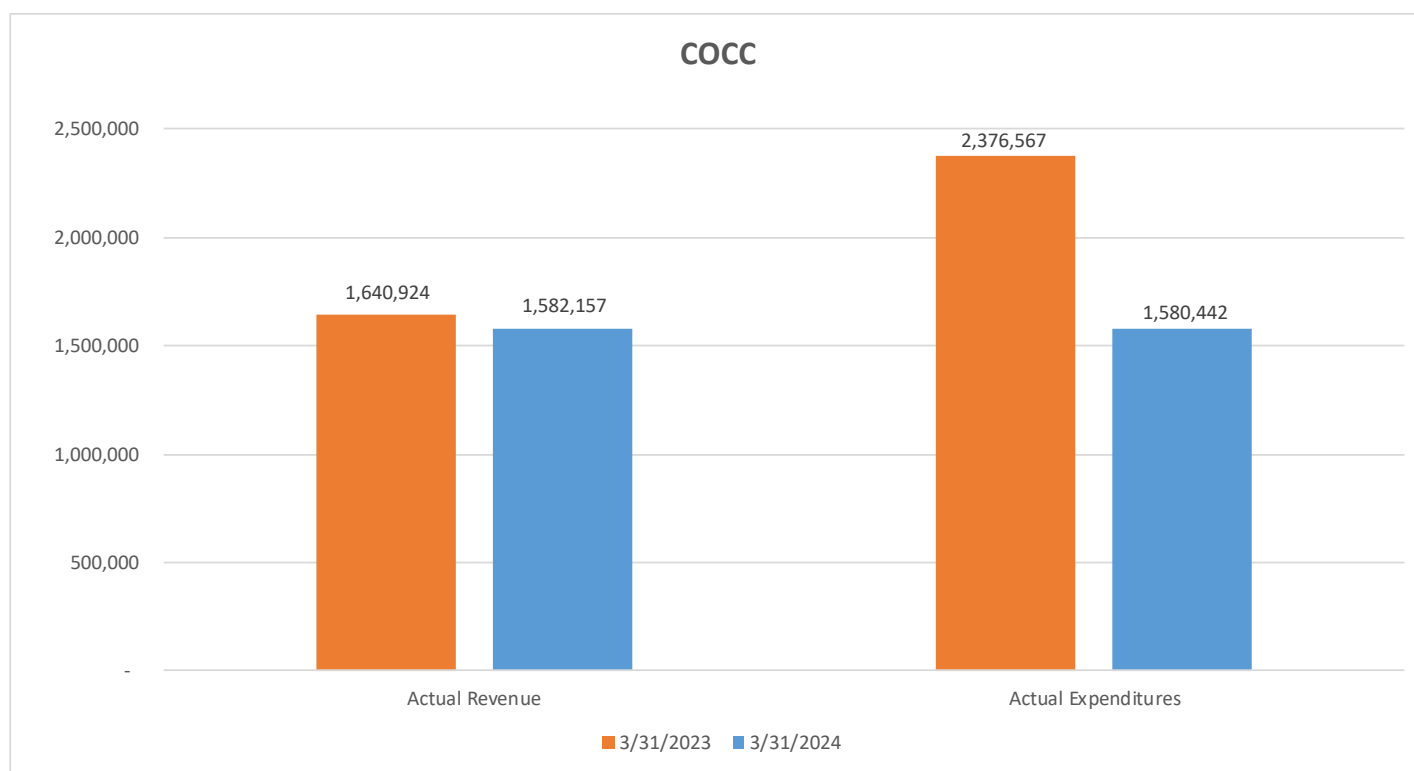
Business Activities	3/31/2024	3/31/2023	Variance	Variance Percentage
Actual Revenue	3,660,919	3,000,764	660,155	22.00%
Budgeted Revenue	2,974,446	3,073,109	(98,663)	-3.21%
Actual Expenditures	1,286,227	1,267,838	18,389	1.45%
Budgeted Expenditures	1,269,810	1,290,820	(21,010)	-1.63%
Actual Unrestricted Surplus (deficit)	2,374,692	1,732,926	641,766	37.03%



Washoe Affordable Housing (WAHC)	3/31/2024	3/31/2023	Variance	Variance Percentage
Actual HAP Revenue	19,787,907	20,111,916	(324,009)	-1.61%
Budgeted HAP Revenue	20,111,916	19,302,968	808,948	4.19%
Actual HAP Payments to Landlords	19,787,907	20,111,916	(324,009)	-1.61%
Budgeted HAP Payments to Landlords	20,111,916	19,302,968	808,948	4.19%
<i>HAP Surplus (Deficit)</i>	-	-	-	0.00%
Actual Admin and Fee Revenue	1,043,344	773,409	269,935	34.90%
Budgeted Admin and Fee Revenue	773,408	774,761	(1,353)	-0.17%
Actual Expenditures	669,388	589,746	79,642	13.50%
Budgeted Expenditures	594,290	530,669	63,622	11.99%
<i>Unrestricted Profit (Loss)</i>	<i>373,956</i>	<i>183,662</i>	190,293	103.61%
Actual compared to budget	373,956	183,662	190,293	103.61%



COCC	3/31/2024	3/31/2023	Variance	Variance Percentage
Actual Revenue	1,582,157	1,640,924	(58,768)	-3.58%
Budgeted Revenue	1,640,924	1,786,793	(145,868)	-8.16%
Actual Expenditures	1,580,442	2,376,567	(796,124)	-33.50%
Budgeted Expenditures	2,330,500	2,908,278	(577,778)	-19.87%
Actual Unrestricted Surplus (deficit)	1,714	(735,642)	737,357	-100.23%



Entity-Wide Totals	3/31/2024	3/31/2023	Variance	Variance Percentage
Actual HAP Revenue	38,179,217	36,392,180	1,787,037	4.91%
Budgeted HAP Revenue	41,074,541	38,497,421	2,577,121	6.69%
Actual HAP Payments to Landlords	39,850,503	38,243,495	1,607,008	4.20%
Budgeted HAP Payments to Landlords	38,633,878	38,221,655	412,224	1.08%
<i>HAP Surplus (Deficit)</i>	<i>(1,671,286)</i>	<i>(1,851,316)</i>	<i>180,029</i>	<i>-9.72%</i>
Actual Fee & Other Revenue	14,092,804	12,498,948	1,593,856	12.75%
Budgeted Fee & Other Revenue	12,662,466	12,036,390	626,076	5.20%
Actual Expenditures	12,704,629	11,650,506	1,054,123	9.05%
Budgeted Expenditures	13,705,532	12,055,408	1,650,124	13.69%
<i>Unrestricted Profit (Loss)</i>	<i>1,388,175</i>	<i>848,442</i>	<i>539,733</i>	<i>63.61%</i>
Actual Surplus (deficit)	(283,111)	(1,002,874)	719,763	-71.77%

