

**NOTICE OF REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS**

The Housing Authority of the City of Reno (Agency) will conduct a public meeting:

MEETING DATE: Tuesday, January 17, 2023
TIME: 12:15 p.m.
PLACE: Reno Housing Authority Boardroom
1525 East Ninth Street, Reno, Nevada

Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, or address their comments, data, views, arguments in written form to Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: HLopez@renoha.org. Written submission should be received by the Board on or before, January 16, 2023, by 5:00 p.m., in order to make copies available to members of the Board and the public.

Below is an agenda of all items scheduled to be considered. At the discretion of the chairperson or the Board, items on the agenda may be taken out of order; the Board may combine two or more agenda items for consideration, and the Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public is advised that one or more members of the Board may participate in the meeting via electronic means.

A G E N D A

- Call to order and roll call.
- Introduction of guests.
- First Period of Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person, under these items.
- Approval of agenda. (For Possible Action)
 1. Presentation by Cori Fisher, Director of Resident Services, to Jazzmeen Johnson, Family Self-Sufficiency graduate. (Discussion)
 2. Presentation from Farrah Downey, JF Downey Realty Consulting & Advisory Services, LLC, for the Emergency Eviction Prevention Program Northern Nevada (EEPPNN). (Discussion)
 3. Approval of the minutes of the regular Board meeting held December 20, 2022, and the minutes of the closed session Board meeting held December 20, 2022. (For Possible Action)

4. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.) (For Possible Action)
 - a) Possible action to authorize the Executive Director to execute a contract with Mt. Rose Heating and Airconditioning, Inc. in the amount of \$304,000.00 to replace the HVAC system at John McGraw Court Public Housing Project NV39-P001-018.
 - b) Consider adoption of Resolution 23-01-01 RH authorizing the write-off of tenant accounts receivable for the Section 8 Rental Assistance Programs.
 - c) Consider adoption of Resolution 23-01-02 RH authorizing the write-off of landlord accounts receivable for the Section 8 Rental Assistance Programs.
 - d) Consider adoption of Resolution 23-01-03 RH authorizing the write-off of vacated tenant account receivables for the Low-Rent Public Housing Program.
 - e) Consider adoption of Resolution 23-01-04 RH authorizing the write-off of vacated tenant account receivables for the unaided properties.
 - f) Consider adoption of Resolution 23-01-05 RH authorizing the write-off of vacated tenant account receivables for the Cares Housing Assistance Payments (CHAP) program.
 - g) Consider adoption of Resolution 23-01-06 RH authorizing the write-off of vacated tenant account receivables for the Cares Housing Assistance Payments (CHAP) program.
 - h) Possible approval of Vice Chairwoman Johnson's request to expend her Contingency Fund allotment in the amount of \$10,000 to the following non-profit organizations; The Ballroom of Reno (\$5,000), Black Wall Street Reno's diaper bank (\$3,000), and RHA's Workforce Development Program's scholarship awards dinner (\$2,000).
5. Commissioner Reports. (Discussion)
6. Executive Director/Secretary's Report. (Discussion)
 - A. Update on Agency activities
 - B. Update on Rental Assistance Voucher Programs / Asset Management
 - C. Update on Workforce Development, Elderly Services, and youth activities
 - D. Update on Public Affairs activities
 - E. Update on Development activities
 - F. Update on Information Technology activities
 - G. Update on MTW activities
7. Discussion and possible action to utilize Washoe County American Rescue Plan Act (ARPA) funds in the amount of \$350,000 toward renovation of the Paradise Plaza/Resident Services Center. (For Possible Action)

8. Discussion and possible action to approve new policy regarding outstanding debt owed to the RHA and collection thereof. (For Possible Action)
9. Discussion and possible action to transfer \$127,339.23 in Capital Funds from CF2021 – Management Improvements to CF2021 – John McGraw Court HVAC Replacement to cover the cost of the overall project and complete the obligation requirement for the CF2021 budget year. (For Possible Action)
10. Discussion and possible action to approve the Union contract addendum to the Standby and Call Back rotation. (For Possible Action)
11. Discussion on rent setting policy for unaided and NSP properties. (Discussion)
12. Discussion on minimum rents for public housing and Housing Choice Voucher programs. (Discussion)
13. Additional Items:
 - i) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
 - ii) Reports on conferences and trainings. (Discussion)
 - iii) Old and New Business. (Discussion)
 - iv) Request for Future Agenda Topics (Discussion)
 - v) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, February 28, 2023; Tuesday, March 28, 2023; and Tuesday, April 25, 2023. (For Possible Action)
14. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.
15. Adjournment.

This meeting is accessible to the hearing impaired through the RHA TTY/TDD/voice phone line (385) 770-7166. Anyone with a disability, as defined by the Americans with Disabilities Act, requiring special assistance to participate in the meeting, may contact the Board of Commissioners at the following address, at least five days in advance of the meeting in order to make arrangements, if possible, for reasonable accommodations that would enable participation in the meeting by contacting Lindsay Dobson, Executive Administrative Assistant, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630.

This agenda has been posted at the Housing Authority of the City of Reno Administrative Office, 1525 East Ninth Street; and further in compliance with NRS 241.020, this agenda has been posted on the official website for the Housing Authority of the City of Reno www.renoha.org and the State of Nevada Public Notification website <http://notice.nv.gov/>.

According to the provisions of NRS 241.020(5), a copy of supporting (not privileged and confidential) material provided to Board members may be obtained upon request made to: Lindsay Dobson, Executive Administrative Assistant, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630. Copies of supporting (not privileged and confidential) material provided to Board members by staff may be obtained at the aforementioned address.

Dated January 11, 2023

A handwritten signature in blue ink that reads "Lindsay Dobson". The signature is written in a cursive, flowing style.

*By: Lindsay Dobson
Executive Administrative Assistant*

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 1

January 17, 2023

SUBJECT: Presentation by Cori Fisher, Director of Resident Services, to Jazzmeen Johnson, Family Self-Sufficiency graduate. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 2

January 17, 2023

SUBJECT: Presentation from Farrah Downey, JF Downey Realty Consulting & Advisory Services, LLC, for the Emergency Eviction Prevention Program Northern Nevada (EEPPNN). (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

Emergency Eviction Prevention Program of Northern Nevada

Program update as of December 31, 2022

Presented by Farrah Downey to the Reno Housing Authority

Board of Commissioners on January 17, 2023



EEPPNN

Program Update:

EEPPNN has seen significant growth in the last six months with an increase in referrals and requests for services beyond our expectations. As word of the program's existence spread, client referrals from local social service agencies, local government staff and direct client referrals has increased by 537% over last year. With the support provided by the Reno Housing Authority (RHA), EEPPNN was able to hire a Junior Advisor and clerical staff to support this growth. Not only does the increase in referrals demonstrate that there is a need within our community for the services provided by EEPPNN, but that these services are effective in addressing housing instability in Washoe County.

EEPPNN advisors give each client individualized consultation to address their specific situation. Advisors take an in-depth look at what the core barrier to housing stability is and how we can resolve the challenge that threatens their housing. Then the advisor formulates options and delivers directives or executes these directives on behalf of the client to achieve the goal of housing stability. Since the eviction moratorium has been lifted, landlords have no choice but to file for eviction as the lack of rental payment has affected their own ability to pay the mortgage and thus their own livelihood. Therefore, EEPPNN is not just here to provide supportive services to the tenant but the landlord as well.

In late 2022, at the request of Reno Justice Court staff, EEPPNN began attending Community Court every week at the county courthouse. These weekly resource fairs have provided an opportunity for EEPPNN to share advice and resources to those facing eviction. In addition, on several occasions EEPPNN has been asked by Reno Justice Court staff to assist a defendant in an eviction hearing because there is no other service provider who provides the services EEPPNN does when an eviction is for non-payment of rent. I have included a copy of a letter of recommendation provided by Judge Pierre Hascheff supporting EEPPNN and the services we provide.

Just this month, EEPPNN submitted a grant application to the Washoe County HOME Consortium requesting funding to further expand the program by adding additional staff to provide direct services, cover overhead and administrative expenses and hire clerical support.

During the past six months, I have been welcomed by RHA staff and utilized on countless occasions to assist community members who are not receiving housing assistance but find themselves in need of emergency assistance. Staff has expressed that prior to EEPPNN's availability, the assistance they were able to provide these individuals was limited because RHA is not able to provide emergency housing assistance. Staff now contacts me directly when a situation occurs where RHA's capacity to assist is limited, and I immediately come to the RHA offices to assist. My relationships with staff have also provided me the opportunity to assist many clients through the admissions process when they are unable to navigate on their own or if the client simply needs someone to walk with them through the process. I have also been

EEPPNN

called upon to assist clients in finding housing that will accommodate their particular barriers that have prevented them from finding a unit on their own. My contacts and relationships within the community gives me the ability to match clients with landlords and property managers that will assist with placement when others refuse.

EEPPNN strives to obtain, retain, and sustain permanent housing for our clients. Without the support and faith of the RHA Board of Commissioners, EEPPN could not have realized this level of success. This packet provides some program data to highlight the program's growth and effectiveness. I have also included examples of success stories that would not have occurred without your support and EEPPNN's expertise.

EEPPNN

Program Referrals by Month

Month	New Referrals	RHA Referrals	Cases Closed w/services provided
May 2022	105	46	17
June 2022	104	36	46
July 2022	112	38	28
August 2022	102	21	44
September 2022	141	26	30
October 2022	126	21	49
November 2022	184	32	66
December 2022	120	14	56
Total	994	234	336

Although the table does not identify referrals from other sources, the program continues to receive referrals from residents of Reno, Sparks and unincorporated Washoe County through city and county government referrals, direct client referral and community service agencies.

Services Provided by Month

Services:	May	June	July	August	Sept	Oct	Nov	Dec
Eviction Prevention	6	17	9	17	10	14	23	17
Crisis Relocation	2	4	0	3	2	3	4	3
Housing Navigation	9	25	19	24	18	32	39	36

EEPPNN, as well as many other community service providers, experiences a high degree of non-compliance and client non-responsiveness after initial referral. EEPPNN accepts referrals via our website. If after three attempts to contact the client, no contact or response is received, the case is

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closed for no response. There is no restriction on re-referral and should a client complete an intake assessment again and respond at that time, services will be provided.

Serviced Delivered vs. Reno Housing Authority Contract Expectation

Services Provided	Cases to Date	RHA Contractual Expectation
Eviction Prevention	113	70
Crisis Relocation	21	25
Housing Navigation	202	100

As you can see, EEPPNN has already surpassed the goals set forth in RHA's contract for expected outcomes.

Program Growth

Between **February 1, 2021 and February 1, 2022**, EEPPNN received **371** referrals and requests for assistance.

Between **May 1, 2022 and December 31, 2022**, only six months into EEPPNN's second year, EEPPNN received a total of **994** referrals and requests for services.

This represents a 537% increase in referrals and requests for services, demonstrating that the services provided by EEPPNN are meeting the needs of the community by providing services not offered elsewhere.

EEPPNN is **successfully providing services to roughly 40% of clients who are initially referred or request services** with the remainder being cases that are closed due to clients failing to complete the process of admissions/intake, which is not uncommon. The bulk of cases that are closed for no response or failing to complete the intake process are self-referrals. Clients referred through community agencies are more likely to participate in their own assistance.

EEPPNN



Reno Justice Court

STATE OF NEVADA
WASHOE COUNTY

PIERRE A. HASCHIEFF
JUSTICE OF THE PEACE
DEPARTMENT SIX

P.O. Box 11130
Reno, Nevada 89520-0027
(775) 325-6505

January 3, 2023

(Washoe County Home Consortium/Home ARP funding)

Re: Letter on behalf of Mrs. Farah Downey and the EEPPNN Program.

To Whom It May Concern:

Let me first say that I only write letters of recommendation for those individuals who I know and are well deserving of such a letter. Of the various letters I have written throughout the years, I cannot think of anyone who deserves this letter more than EEPPNN and Mrs. Downey. I have been on the bench for approximately ten years, and I am responsible for 90% of the evictions in the Reno Justice Court. As a result, I have dealt with thousands of evictions over this time. Mrs. Downey and her organization have exceeded expectations since EEPPNN first became available to the court system.

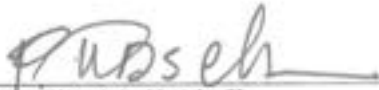
Mrs. Downey's team has been very responsive in administering the rental assistance program and assisting the court. We substantially and critically rely on her program to provide us with up-to-date rental assistance information in order to monitor tenants' rental assistance applications, which we are required to do pursuant to statute. It is not unusual for Mrs. Downey to provide us with a response within minutes when we need important information at a moment's notice. She even works on her vacation to provide us with up-to-date information which we critically need to make informed decisions. Her team not only provides us with current information, but she provides additional insight even though it is beyond her scope of work. I can assure you that without her assistance, there would be several underprivileged and underserved tenants that would be on the street but for her commitment to this program and the provision of services to this court. It goes without saying that her organization also assists landlords through the rental assistance application process in order for their tenants to obtain the necessary funding and to ensure that landlords are reimbursed for unpaid rent, which for many landlords is the difference between making their mortgage payment or going into foreclosure.

EEPPNN

If EEPPNN is not funded, it would be very unfortunate for this community because the tenant community will not have an advocate and resource to provide the necessary assistance for them to obtain rental assistance. Mrs. Downey and EEPPNN are needed now more than ever especially since the mediation program is no longer providing services to tenants and landlords.

I am requesting that you provide the necessary funding to Mrs. Downey and EEPPNN so they can continue their valuable work to this community and to our court.

Sincerely,

A handwritten signature in dark ink, appearing to read "P. Hascheff", written over a horizontal line.

Judge Pierre A. Hascheff
Reno Justice Court, Department 6

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June 2022 Successful Relocation story

Mary (84) and Ted (71) Conkle

Elderly couple lived in a duplex for 25 years. Property was purchased by California investor and clients were given eviction notice. Referred by RHA. Clients have 14 animals and were unwilling part with them leaving EEPPNN unable to assist initially therefore EEPPNN gave housing navigation with directives on how to eliminate challenges, closed case. After the period of the eviction expired and clients were given 24hr notice to lockout, social media and advocates locally started to help them place animals in other homes or surrender to the authorities and reached out to me again to assist. I immediately reopened case now that clients were agreeable to relinquish animals only keeping 1 dog. I met with the advocate that had taken charge and she stated she is at a loss and paying for clients to stay in a hotel which had cost donations nearly a thousand dollars which was running out and they were certain to be in a shelter by the end of the next day. They all had no options and unable to move forward obtaining permanent housing. After meeting clients and advocate at the hotel lobby to gather ROI signatures and more data, I targeted an RHA property they qualified for verified unit availability. I alerted clients of the property Silver Sage and executed the application process meeting with RHA agents after advising advocate to meet with agents at RHA and submit application. I mediated and observed process following protocol. The clients live on a fixed income and now have an eviction on their record. I provided RHA with information regarding the eviction, and it was deemed that since it was a no-cause eviction it fell within the guidelines of allowable eviction under prospective rental by RHA property. Until that moment it was not declared and would have been an automatic denial. Clients were approved and are now housed in a sustainable unit that will last them the rest of their lives without rent increase.

Housing Navigation, Crisis Relocation and Mediation was successful leading to long-term sustainable housing for an elderly couple on a fixed income who was evicted by no means of their own.

Farrah E. Downey EEPPNN 2022

EEPPNN



EEPPNN



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Brief Overview of EEPPNN success story: July 2022

Yvonne Miles case # 10858

Services provide – Eviction Prevention / Crisis Relocation / Housing Navigation / Mediation

Client is a 74-year-old, senior, disabled female who has resided with her **husband of 50 years when he passed away of Covid -19** at the Veterans Affairs Hospital in Reno, Nevada in November 2021. This caused a complete loss to the main source of income. When client was referred to EEPPNN by Washoe County Legal Services she had been **issued a 24hr lockout** by NCS prop mgmt and the law office was unable to provide any further assistance to halt eviction. Upon review, client has received CHAP assistance as well as City of Reno benefits under ERA funding. This client has **"maxed" out of benefits** and was in dire need of sustainable housing to preserve her ability to maintain solely now that her husband and financial lead was no longer. Client is on Section 8 waitlist and has been referred to income-based property Carville Park Apts. Within the hour, we immediately contacted the client and drove to her residence to get the documents necessary to verify eligibility completed. To halt the lockout, EEPPNN contacted property management and negotiated a halt of eviction long enough for us to formulate options that will satisfy the landlord and preserve the clients housing and rental history. As the eviction will ensure the client is not eligible for HUD benefits and would be removed from Section 8 waitlist leaving client imminently homeless with no support indefinitely from the Housing Authority. Due to our strong relationship with NCS, we immediately gained approval to halt proceedings and formulation begins. After verifying the client's inability to obtain community funding, I then decided to mediate with clients long distant family. I spoke to son who lives local, and he is unable to assist as his housing is unstable as well. I then spoke to daughter who connected me to sister and siblings out of state. From there I was able to uncover that the family is indeed able to help by a small unknown fact to the client. An inheritance that has a small payout but due to the client past alcoholism they had not given to her. I negotiated over hours of communication and trust building that preserving her rental history is the number one priority and the funding was approved by the Trustee of the Estate and the payment was made in full satisfying the debt mitigating the landlord damages and securing the clients ability to receive Section 8. Next was relocation as client could not sustain this unit. I mediated with Carville Park Apts on move in, app fee, unit availability and assisted the client through the entire process. Client was approved and was unable to move in immediately as Carville needed time to get unit ready. 6 weeks it took. Due to the 6 weeks, I negotiated with the family to pay for the timeframe at the current residence and had NCS grant the client time to remain as to avoid any homeless threat while awaiting the unit. Client moves in to new, income-based / sustainable unit July 1, 2022.

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Success Story for Aug 2022

April 24th 2022...Admissions dept at RHA contacts me stating that a case manager at The Hopes Clinic has a client that is homeless and severely ill, and she can not find any way to help him. He is a disabled senior on the section 8 waitlist who has been her client since December of 2021 with no resolve. Client is on social security and holds side work as a POS system agent for chains such as Denny's and Starbucks. One day on the job, he took a terrible fall. While at the hospital the doctor alerted him, that the reason he had fallen and had not felt well (including incontinence), was because the client has Stage 4 Prostate cancer and does not have long to live and must start intense treatment immediately. The client was stable until he experienced this diagnosis. This caused him to focus on his health and let go of the side work as he was too ill to continue. This caused an eviction from his residence of nearly 10 years and having only 1 living sibling and no familial support system, he had no choice but to live in his truck. He had a brief spell at TADS in which they have asked him to leave because the urine bags, he had just learned to use in this horrific state of trauma, started to leak which caused a smell. He states at that point he felt no compassion and was driven to living in his 2003 Ford Ranger Pickup truck and did so since August 2021 until the day I met him in Late April 2022. The way that I have structured EEPPNN gives us the ability to meet the client where they are. The moment he was referred, I contacted him and set up a parking lot meeting to gather documents and perform an on-the-spot formulation of options to execute the crisis relocation of this very ill gentlemen into stable housing so that he could be secure and focus on his health. He stated to me during that first meeting from his car window (as he could not stand it was too painful) that he had given up. I told him to at least give me a shot before he calls it quits. He agreed. On scene I called a community partner of mine that had an available unit. I gathered the stats for the unit and after evaluating the client's data and situation, this was sustainable. He stated he wanted to get cleaned up first as he did not want to present himself other than the best, he could for using the 10\$ a month gym membership he retained so that he could use the facilities for hygienic reasons. I agreed to meet him at the property 10 am the following day. I used my relationship with the property management to get the client's app reviewed immediately and after prequalifying him for deposit assistance with the City of Reno to fund the transition into the unit he was granted approval and given a key to move in. The client sobbed and was in utter shock. I knew that I was able to facilitate all the docs necessary and complete the process for the funding, so the property allowed immediate move in. They also agreed to accept a Section 8 Voucher if he was granted one. I then started the hard job of providing support and advisory to this client in the manner of alerting admissions that he had retained housing and a landlord that would accept a voucher, which is a lease in place and causes anyone who is on the waitlist to be given priority. He was now closer than ever to gaining that voucher. I was able to mediate with his HOPES case manager and I requested they aid in paying his rent for 2 months which allowed enough time for his place on the waitlist to come up. It had. I had monitored this case through the RHA process and facilitated any docs the client needed, I kept communication with the client and advised of any meetings or documentation the housing authority requested. I mediated with the property management and HOPES clinic to eliminate any miscommunication there while I was getting

EEPPNN

him aid through them, so that everyone in the scenario was on the same page. I visited the client as he received his notice to be at the Housing Authority on Aug 18th, 2022, for the briefing and accept his voucher. I advised him on what the process was for that and alerted the management and advised them on what was to come regarding inspection. I met the inspector at the property and the unit passed. The client was approved for Section 8 Voucher. I then facilitated the RFTA packet after the briefing to the management and after it was completed, I submitted it to the agent at RHA for completion.

In a nutshell, I met a man who was in a state of housing crisis after an eviction caused by a cancer diagnosis. I pulled in relationships that could help and I walked everyone through the process which was months long. He had stated he had given up and now the client tells me he is undergoing intense treatment but now has a home and will not die on the side of the street or in a parking lot.

What we at JF Downey pride ourselves on is not just providing housing options, we provide hope.

EEPPNN



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Success Story Sept 2022

Single mother, employed at the WIC office making \$14.70 per hour in need of permanent housing options as she and one child currently reside at a temporary women's rehabilitation home and are due out as the home is at max capacity. Pays \$350 per month in rent for that bed. Client is an active participant on the Section 8 waitlist. She was given a notice to vacate and if client was unable, they would be filing an eviction which would ultimately eliminate the client from any Section 8 benefits as that is a disqualifier for that program. Housing the client swiftly with our Crisis Relocation Services preserved the client's rental history and obtained sustainable housing until the voucher came through. With no assistance the mother and child will be imminently homeless. After eligibility confirmed and formulation of options by Jr. Advisor, client was given directives of apartment options and was successfully approved on 9/15/2022. Jr. Advisor mediates with property management team and the City of Reno Housing Dept, applying on client's behalf to obtain deposit assistance. Then facilitates promissory note to property management and client can move in 9/25/2022.

All services and transition was no cost to the client

Permanent housing obtained

EEPPNN

2022

October Success Story

Story:

Employed single mother with toddler boy, homeless, staying at temporary housing through Victory Outreach Reno and timeframe was up. Client was directed to EEPPNN by Reno Housing Authority for services securing permanent housing. Jr. Advisor navigated client to property option, advised client on process, mediated with property management team, applied for deposit assistance on behalf of client mediating with City of Reno during process ultimately gaining approval. Client was able to bounce out of temporary shelter into sustainable permanent housing.

November Success Story

Story:

Single father of two daughters was locked out by Washoe County Sheriffs Department after experiencing employment instability due to contracting Covid-19. Client experienced quarantine and longterm health effects leading to loss of income. Jr. Advisor mediated with property management team gaining cooperation and negotiated returned to unit if funding was secured. Contacted funding source and verified eligibility. Client only was eligible for a portion of the past due balance so Jr. Advisor gave directives to client on terms negotiated with property management team on his portion to pay, gaining cooperation and execution. Approval was granted to client by City of Reno for funding allowing client and two children to secure housing as a result of EEPPNN intervention.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 3

January 17, 2023

SUBJECT: Approval of the minutes of the regular Board meeting held December 20, 2022, and the minutes of the closed session Board meeting held December 20, 2022. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: Discussion

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
December 20, 2022

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Vice Chairman Aiazzi at 12:02 pm on Tuesday, December 20, 2022 in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairperson
Jazzmeen Johnson, Vice Chairperson
Mayor Hillary Schieve-**via phone 12:13pm**
Mark Sullivan, Commissioner

Commissioners Absent

Staff Present

Hilary Lopez, Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
Ryan Russell, Legal Counsel
Linda Long, Director of Administration
Darren Squillante, Director of HR
Darrell Playford, Director of Development
Samantha Arellano IT Manager
Cori Fisher, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
Kristin Scott, Director of Public Housing
Kim Anhalt, Moving to Work Coordinator
April Conway, Public Affairs Officer
Lindsay Dobson, Executive Administrative Assistant

Staff Absent

Others Present

None

There being a quorum present, the order of business was as follows:

- **Call to order and roll call.**
- **Receive introduction of guests.**
None
- **First Period of Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person, under these items.**

There was no public comment.

➤ **Approval of agenda (For Possible Action)**

Commissioner Sullivan motioned to approve the agenda. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Aiazzi declared the motion carried and the agenda approved.

1. Approval of the minutes of the annual Board Retreat meeting held November 07, 2022, the minutes of the regular Board meeting held November 29, 2022. (For Possible Action)

Commissioner Sullivan motioned to approve the minutes. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried and the minutes approved.

2. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.)

- a) Possible adoption of Resolution 22-12-01 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy (ACOP) of Public Housing Units to combine Sections 12 and 13 which renumbered all subsequent sections in the policy, and an update to the Utility Allowance policy in Section 5.9 to match the Administrative Plan for the Housing Choice Voucher (HCV) Program. (For Possible Action)
- b) Possible adoption of Resolution 22-12-02 RH approving a budget revision for the FY 2021 Capital Fund Program (CFP) NV01P001501-21. (For Possible Action)

Commissioner Sullivan pulled consent agenda item 2(a) for discussion.

Commissioner Sullivan motioned to approve consent item 2(a) as presented on condition that the ACOP contain language vesting all resident pet request decisions in the RHA. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried and the consent agenda approved.

Commissioner Sullivan motioned to approve the consent agenda item 2(b). Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried and the consent agenda approved.

3. Commissioner Reports. (Discussion)

There were no commissioner reports

4. Executive Director/Secretary's Report. (Discussion)

ENTITY-WIDE FINANCIAL REPORT FOR THE 10 MONTHS ENDED NOVEMBER 30, 2022

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,913,488	1,945,350	(31,861)
Expenditures	2,229,899	2,369,041	139,142
Net Surplus (deficit)	(316,411)	(423,692)	107,281

HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	9,668,620	10,663,585	(994,965)
HAP Payments to Landlords	10,401,764	10,510,382	108,618
Fee & Other Revenue	1,309,981	1,113,580	196,400
Expenditures	1,279,308	1,414,197	134,889
Net Surplus (deficit)	(702,471)	(147,413)	(555,058)

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	493,874	497,585	(3,712)
Expenditures	308,680	286,563	(22,118)
Restricted Surplus (deficit)	185,194	211,023	(25,829)

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,767,214	1,707,283	59,932
Expenditures	754,809	717,122	(37,687)
<i>Unrestricted Surplus (deficit)</i>	<i>1,012,405</i>	<i>990,160</i>	<i>22,245</i>

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	10,758,060	10,723,871	34,189
HAP Payments to Landlords	10,758,060	10,723,871	(34,189)
<i>HAP Surplus (Deficit)</i>	<i>-</i>	<i>-</i>	<i>-</i>
Admin and Fee Revenue	440,080	430,423	9,657
Expenditures	314,470	294,816	(19,654)
<i>Unrestricted Profit (Loss)</i>	<i>125,611</i>	<i>135,607</i>	<i>(9,996)</i>
<i>Net compared to budget</i>	<i>125,611</i>	<i>135,607</i>	<i>(9,996)</i>

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	862,129	992,663	(130,533)
Expenditures	1,459,923	1,615,710	155,787
Net compared to budget	(597,793)	(623,048)	25,254

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	20,426,680	21,387,456	(960,776)
HAP Payments to Landlords	21,159,824	21,234,253	74,429
HAP Surplus (Deficit)	(733,144)	153,203	(886,347)
Fee & Other Revenue	6,786,767	6,686,883	99,884
Expenditures	6,347,089	6,697,449	350,360
Unrestricted Profit (Loss)	439,679	(10,566)	450,244
Net Surplus (deficit)	(293,466)	142,638	(436,103)

A. Executive Director/Secretary's Report

Executive Director Lopez reported staff is continuing to work with Praxis Consulting to finalize the updated portfolio assessment which is due by early 2023.

Executive Director Lopez reported staff is completing funding applications for the Washoe County HOME Consortium's upcoming funding round. Applications will be submitted for 419 10th Street, Silver Sage Court, and a Housing Navigator. Applications are due January 9, 2023.

Executive Director Lopez reported staff is working with Nevada Youth Empowerment Project (NYEP) to close financing on RHA's loan to NYEP for its GenDen project. NYEP did not receive State of Nevada Home Means Nevada Initiative (HMNI) funds

for this project. Given this, under the terms of the Agreement RHA will commit its funds on a permanent basis to the project in exchange for title to the land.

Executive Director Lopez reported staff is working with Urban Roots, Nevada Arts Council, and The Sierra Arts Foundation to create a community garden and art space at Hawk View Apartments.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 8/1/22	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,480	2,252	91%	161
VASH	416	286	69%	38
EHV	137	67	49%	40
FYI	15	3	20%	4

Number HQS Inspections Conducted by Month	
NOVEMBER 2022	175

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 107 of our HCV's to assist special populations obtain housing. Of the total 107 PBV units, 95 are assigned to RHA owned properties.

Lease-Up Expectations: Although total voucher allocation is 2524, HUD has set the agency's leasing expectation at 2382 (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 2524 vouchers is not expected or suggested by HUD.

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 9 of these vouchers.

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 four local agencies (Catholic Charities, Health Plan of Nevada, Washoe County Human Services-Our Place 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.

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 have been busy with turning vacant units and updating the work order procedure. They also inventoried supplies to ensure we had the necessary materials on hand to deal with snow and ice during the winter season. Management staff have been busy working on documenting and streamlining processes to ensure consistency across the group.
- Staff signed a contract with Action Lawn and Landscape to assist in leaf removal at all sites. The vendor will do leaf removal during the months of December and January.
- Public Housing ended the month of October with 9 vacancies for an overall occupancy rate of 98.59% across all sites. In November, two residents vacated their unit, and ten units were leased.
- Staff welcomed our Maintenance Groundkeeper and Maintenance II personnel in November. We are looking forward to working with them and training them on our policies and procedures.
- During the month of November, survey letters were mailed out to the residents who were interested in participating in Mobility. The deadline to return the survey was December 09, 2022. Staff are finalizing the unit qualifications based on income and household size to proceed with the lottery drawing which we hope will take place near the end of December.
- Essex playground improvement project started on October 24, 2022. Work is anticipated to be completed in December.
- Security camera improvement projects for Myra Birch and Stead bids were received and the Board approved both projects. Start dates have not yet been communicated.
- Essex and McGraw Court water heater replacement projects are in process and expected to begin in December. The contractors are waiting for all water heaters to arrive prior to starting the work.

C. Update on Workforce Development, Elderly Services, and youth activities

Department Updates

- All resident services staff completed a mental health first aid certification course through the **NV DHHS Division of Public and Behavioral Health** to learn how to better handle mental health challenges with residents.
- Staff attended two meetings with the **City of Reno** in preparation for submission of a HOME-ARP supportive services application to help fund a new position: Housing Navigator. This position will help to support residents successfully transition from temporary housing to RHA's permanent-supportive housing. The final application will be submitted in January.
- Staff is working to complete a non-competitive grant application to **Washoe County** for use of the \$350,000 from the Cares Campus sale, to be allocated to the renovation of the Paradise Plaza resident services hub.

- Staff toured the Paradise Plaza property and received notice from **CIRE Equity** that an official awards letter and remaining details will be provided in January.
- The resident services team attended an all-day team retreat to reenergize for 2023, set goals, and create new innovative ways to reach more residents.

Workforce Development

- Staff received notification of award for a \$25,000 **Bank of America** grant in collaboration with **Opportunity Alliance Nevada (OA-NV)**. The grant will allow for twenty RHA WFD clients to participate in OA-NV's EmpowerNV program, consisting of:
 - Twenty weeks of the "Getting Ahead Program," an intensive, nationwide curriculum that assists individuals living in poverty to assess their lives so they can development individualized skills to flourish;
 - Access to financial navigators and money management tools;
 - A "Bridges Out of Poverty" training for up to 50 RHA staff.
- Staff solidified a partnership with **First Independent Bank**. Once a month, their bank representatives will provide on-site basic financial literacy workshops to RHA residents, in addition to our standard monthly workshops.

Youth/Family Activities

- 141 out of 150 Junior Ski scholarships are filled at this time, all with free rental gear thanks to **Bobo's Ski & Board** and **Sky Tavern**. The program is set to start in early-mid January.
- The first group of RHA's Start Smart participants will graduate in June of 2023. Staff is finalizing scholarship procedures and an application draft. The application will be available for graduating students in late January.

Elderly Services

- Over 100 senior residents enjoyed an early Christmas celebration at Silverada Manor with gifts from **Salvation Army's** Silver Angel Tree, sweet treats and refreshments from RHA staff, and caroling by a group of residents.
- **Gospel Mission Reno/Sparks** has committed to providing a hot Christmas meal for all senior residents at Willie J. Wynn, Silverada Manor, Tom Sawyer Village, and McGraw Court on Christmas day.

Resident Councils

- Staff is working diligently with community partners **Urban Roots**, **Nevada Arts Council**, and the **Sierra Arts Foundation** to create a "Hawk View Creative Innovation Station," a resident-created art/garden space for tenants. Both Urban Roots and the Nevada Arts Council awarded RHA grants to complete the space, scheduled to open in May of 2023.
- Resident councils attended a training to prepare for 2023. Board members and other tenants interested in resident councils were invited to participate.

- Many resident councils are hosting site holiday parties with assistance from staff.

* The Authority's community partners are designated in bold within the Update on Elderly Services, Workforce Development, and youth activities headers.

D. Update on Public Information Activities

Opportunity Knocks Magazine

- Provided content and editing on second proof. Awaiting third proof from printer.

Website Revamp

- Awaiting next meeting with Maslow Creative to give them directors' input on wire diagram.

Educational Mini-Videos

- All four videos complete by 12/17. PAO will provide YouTube and/or web links so board members/RHA executives can share with any entity.

Social Media, Commercial Media, Other

- Running end of year accomplishments social posts, along with community support and Start Smart
- Coordinating with KTVN for story on Hawk View arts grant with Urban Roots and Nevada Arts Council. Story is set for 12/13.
- RHA 2023 calendar is complete and in the mailing process to residents
- Continuing other collateral items
- Safe Place signage has finally arrived. Working with Maintenance to schedule placement. Children's Cabinet requests an early January news release/media invitation.
- Worked with HAI Group for NOAH article. Draft forthcoming from content marketing specialist at HAI.
- Collecting content for the January resident newsletter
- Making initial list/coordination plans for Celebrity Homes Tour in perhaps February for elected officials, board of commissioners, RHA executive staff and community partners

E. Update on Development Activities

The Development Department is currently working on the following improvement projects:

- **(RFP 2021- 11cnac)-** AEI Consultants. Contracts were executed March 17, 2022. Inspections are complete. AEI has provided draft reports for all properties except Hawk View Apartments which is under review.
- **(OPS) Dick Scott Manor Project:** H & K Architects will deliver the final Design Documents November 21, 2022. The Architect will forward the final plans to Plenum Builders for the bid phase of the GMP. A final GMP will be submitted to RHA for review and approval December 22, 2022.
- **(CF2019) Essex Manor Playground Redevelopment:** TNT Lawns Plus (\$125,313.00) A notice to proceed was issued October 24, 2022. The project is substantially complete. Close-out is anticipated December 2022.

- **(CF2020) John McGraw Court Water Heater Replacement:** Michael's Plumbing (\$141,909.00).
A notice to proceed was issued December 5, 2022. Michael's Plumbing has completed installing 5 of the 33 water heaters under contract. The project is proceeding smoothly and should be substantially complete February 2023.
- **(CF 2020) Essex Manor Water Heater Replacement:** Simerson Construction (\$630,081.00).
The Contractor is currently procuring long lead items. A Notice to Proceed will be executed January 2023.
- **(CF2021) Stead Manor Concrete and Pavement Replacement:** Spanish Springs Construction (\$598,000.00) The contract for this project will be signed December 16, 2022. The project will not start until asphalt plants re-open in the spring of 2023.
- **(CF 2021) Myra Birch Manor Video Surveillance System:** 295 Cabling (\$73,840.00)
Contract signing was December 8, 2022. Contractor is waiting on long lead items prior to signing a notice to proceed.
- **(CF2021) Stead Manor Video Surveillance System:** 295 Cabling (\$79,250.00)
Contract signing was December 8, 2022. Contractor is waiting on long lead items prior to signing a notice to proceed.
- **(CF 2021) McGraw Court HVAC Equipment Replacement:**
Plans and Specifications for this project were completed November 15, 2022. The project was advertised November 18, 2022. Bids are expected December 16, 2022.
- **(OPS) 419 10th St. Sparks, NV 15 Unit Apartment Complex:** A Letter of Intent (LOI) was delivered to the selling partners of the property October 31, 2022. The LOI was executed by the seller and returned to RHA November 8, 2022. Escrow was opened on the property November 11, 2022. The seller is in the process of providing a purchase and sales agreement for review by RHA legal counsel. The City of Sparks has initiated an Environmental Assessment on the property.

F. Update on Information Technology activities

Electronic Document Management System

- 12/09/2022: Laserfiche UAT for Washoe Affordable Housing Corporation resumed.
- 12/13/2022: Staff continues to scan Rental Assistance files into the production environment
 - 1105 out of approx. 2500 client files have been scanned
 - All files will be scanned within 1 year at current scan rate
- 12/13/2022: Physical file prepping and scanning into Laserfiche on hold for the Asset Management Department due to staff turnover in IT. Work on this project is expected to resume in January 2022.

Yardi

- 12/13/2022: Yardi Training Platforms training for staff is scheduled to begin on December 16, 2022, with the Admissions Department.
- 12/13/2022: Yardi Voyager (PHA Software) configuration for financials, Rental Assistance, Asset Management, and Admissions continues.

G. Update on MTW Activities

FY 2022 Annual MTW Report accepted by HUD

- Staff received notice on December 12, 2022, that the FY 2022 Annual MTW Report, submitted on September 29, 2022, was accepted by HUD with no comments.

FY 2024 Annual MTW Plan

- Activities still under consideration for RHA's Annual Plan include amendments to the Landlord Incentive Program, an increase to the minimum rent, and an earned income exclusion for elderly individuals, age 62+, whose primary source of income is Social Security. The creation of a Local Non-Traditional activity to assist clients of RHA's partnering agencies who are not currently housed is also being considered.
- Summaries, including any effects on current residents, are being drafted on each of the proposed activities to present during RHA's Resident Advisory Board meetings beginning in January. During these meetings, residents can provide comments and/or concerns regarding each of the proposed MTW activities.
- A RAD Plan Amendment has been drafted which will be included as an attachment to the MTW Plan. The Amendment follows guidance outlined in HUD PIH Notice 2019-23, REV-4. The Notice also requires the inclusion of a relocation plan (if applicable). The relocation plan still needs to be provided for inclusion.

5. Discussion and for possible action to submit potential projects to the City of Reno with request for reallocation of the \$6 million in American Rescue Plan Act (ARPA) funds originally allocated for acquisition of the Bonanza (For Possible Action)

Commissioner Sullivan motioned to have staff contact the city of Reno and submit proposed projects as discussed for reallocation of the \$6 million in ARPA funds. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried and the consent agenda approved.

6. Discussion regarding a possible new policy regarding outstanding debt owed to the RHA and collection thereof. (Discussion)

Thoughtful and intelligent conversations took place regarding outstanding debts owed to RHA. Executive Director Lopez stated staff would create a new debt collection policy and bring it back to the Board for review.

7. Additional items:

i) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)

Chairman Aiazzi presented a 2023 calendar to the Board with agenda topics for future meetings.

ii) Reports on conferences and trainings. (Discussion)

There were no conferences or trainings discussed.

iii) Old and New Business. (Discussion)

Due to the Federal Home Loan Bank of San Francisco's scheduled Homeownership Summit, staff is requesting to move the Tuesday, January 24th meeting to Tuesday, January 17, 2023. The Board agrees and the meeting is moved.

Executive Director Lopez reported Vice Chairwoman Johnson will be graduating from the Family Self Sufficiency Program. The application and recruitment process for a new resident commissioner will begin in January 2023. Vice Chairwoman Johnson will stay on the Board until a replacement has been identified and approved.

iv) Request for Future Agenda Topics

v) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, December 20, 2022; Tuesday, January 24, 2023; and Tuesday, February 28, 2023. (For Possible Action)

8. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.

There was no public comment.

9. CLOSED LABOR SESSION

Staff entered into closed session at 12:53pm

Staff returned from closed session and meeting adjourned 1:22 pm.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

January 17, 2023

SUBJECT: Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.)

FROM: Executive Director

RECOMMENDATION: Approval

- a) Possible action to authorize the Executive Director to execute a contract with Mt. Rose Heating and Airconditioning, Inc. in the amount of \$304,000.00 to replace the HVAC system at John McGraw Court Public Housing Project NV39-P001-018.
- b) Consider adoption of Resolution 23-01-01 RH authorizing the write-off of tenant accounts receivable for the Section 8 Rental Assistance Programs.
- c) Consider adoption of Resolution 23-01-02 RH authorizing the write-off of landlord accounts receivable for the Section 8 Rental Assistance Programs.
- d) Consider adoption of Resolution 23-01-03 RH authorizing the write-off of vacated tenant account receivables for the Low-Rent Public Housing Program.
- e) Consider adoption of Resolution 23-01-04 RH authorizing the write-off of vacated tenant account receivables for the unaided properties.
- f) Consider adoption of Resolution 23-01-05 RH authorizing the write-off of vacated tenant account receivables for the Cares Housing Assistance Payments (CHAP) program.
- g) Consider adoption of Resolution 23-01-06 RH authorizing the write-off of vacated tenant account receivables for the Cares Housing Assistance Payments (CHAP) program.
- h) Possible approval of Vice Chairwoman Johnson's request to expend her Contingency Fund allotment in the amount of \$10,000 to the following non-profit organizations; The Ballroom of Reno (\$5,000), Black Wall Street Reno's diaper bank (\$3,000), and RHA's Workforce Development Program's scholarship awards dinner (\$2,000).

Background Summary: Rental Assistance Client Write-off

Write-off of inactive client and landlord account receivables is an accounting procedure that is beneficial to the Authority. Continuing to carry uncollectible accounts presents a negative image for the Authority, and failure to write off such accounts is interpreted by HUD as poor management practice.

Most of these amounts are for overpaid HAP owed to the Authority because of income not reported by clients at the time of the increase. The last Rental Assistance client write-offs were done in January 2022, and at that time \$30,293.28 was written off.

Any balances over \$10,000 have been referred to legal counsel for judgement; the remainder of accounts are turned over to collections. Please note that if these former clients want to participate in RHA programs within 10 years from the date they left the program, they must repay these amounts before they may become eligible. However, HUD no longer provides for the tracking or enforcement of client debts beyond 10 years from when the client left the program.

Your approval is requested to clear these accounts.

Rental Assistance – Client

<u>Client Number</u>	<u>Amount</u>
43560	\$51.00
73775	\$2,277.00
51744	\$1,117.00
53463	\$1,343.00
78377	\$1,712.00
32409	\$1,841.00
24897	\$990.00
56347	\$3,279.00
57547	\$2,370.00
73879	\$810.00
70388	\$356.00
28066	\$953.00
70802	\$1,294.00
45233	\$992.00
74870	\$760.00
73937	\$1,184.00
48176	\$3,751.00
70356	\$905.00
32246	\$751.00
77376	\$475.00
75758	\$1,192.00
71659	\$1,762.00
TOTAL	\$30,165.00

Background Summary: Rental Assistance Landlord Write-off

Write-off of inactive client and landlord account receivables is an accounting procedure that is beneficial to the Authority. Continuing to carry uncollectible accounts presents a negative image for the Authority, and failure to write off such accounts is interpreted by HUD as poor management practice.

Most of these amounts are for landlords who failed to notify the RHA of a tenant move-out prior to payment being issued. The last Rental Assistance landlord write-offs were done in January 2022, and at that time \$4,278.10 was written off.

Any balances over \$10,000 have been referred to legal counsel for judgement; the remainder of accounts are turned over to collections. Please note that if these former landlords attempt to participate in the program in the future, these amounts can be taken from future HAP payments due.

Your approval is requested to clear these accounts.

Rental Assistance - Landlord

<u>Vendor Number</u>	<u>Amount</u>
V003301	\$437.00
V004127	\$490.00
V003171	\$1,926.00
V003612	\$919.00
78406	\$1,029.00
V004110	\$978.00
90128	\$1,454.00
V004118	\$846.00
TOTAL	\$8,079.00

Background Summary: Asset Management Write-off

Write-off of inactive client account receivables is an accounting procedure that is beneficial to the Authority. Continuing to carry uncollectible accounts presents a negative image for the Authority, and failure to write-off such accounts is interpreted by HUD as poor management practice.

Please note that if these former clients want to participate in RHA programs in the future, they must repay these amounts before they may become eligible. Most of these amounts are for unpaid rent and maintenance charges owed to the Authority. We anticipate the next round of write offs will be substantially larger because of pending judgments and for files in process of being referred to collections for residents who vacated owing several months of rent or caused excessive damage to the unit. The excessive damage or high rent balances were created as a result of the COVID eviction moratorium and the inability to effectively inspect and monitor our properties during that time.

Your approval is requested to clear these accounts.

Asset Management – PH Client

<u>Unit / Client Number</u>	<u>Amount</u>
101039/057985	\$3,479.23
101068/038864	\$487.31
102169/020039	\$176.17
103377/052283	\$413.65
103396/070706	\$984.59
106467/074404	\$866.95
107675/049285	\$4,051.95
109617/058020	\$5,234.56
109533/050237	\$1,321.19
110416/074331	\$1,462.01
<u>110447/076491</u>	<u>\$913.50</u>
Total	\$19,391.11

Consent Agenda Item (d)

Exhibit 230103-B

Low Income Public Housing		Exhibit	
	Unit / Client Number	Amount	Composition of Charges
Mineral Manor	101039/057985	\$3,479.23	Late, Rent, Legal, Maint., & Other Maint.
	101068/038864	\$487.31	
	Total:	<u>\$3,966.54</u>	
Tom Sawyer Village	102169/020039	\$176.17	Maint. & Cable
	Total:	<u>\$176.17</u>	
Silverada Manor	103377/052283	\$413.65	Rent, Maint., & Cable
	103396/070706	\$984.59	Rent, Legal, & Maint.
	Total:	<u>\$1,398.24</u>	
Stead Manor	106467/074404	\$866.95	Legal & Maint.
	Total:	<u>\$866.95</u>	
Hawkview	107675/049285	\$4,051.95	Reno, Maint., Legal
	Total:	<u>\$4,051.95</u>	
Essex Manor	109617/058020	\$5,234.56	Utility, Maint., Rent, Legal & Late Rent & Maint.
	109533/050237	\$1,321.19	
	Total:	<u>\$6,555.75</u>	
Myra Birch Manor	110416/074331	\$1,462.01	Legal, Rent, Late, & Maint. Maint. & Utility
	110447/076491	\$913.50	
	Total:	<u>\$2,375.51</u>	
Grand Total Public Housing			<u>\$19,391.11</u>
July 01, 2022 through December 31, 2022			

Consent Agenda Item (e)

Background Summary: Asset Management Write-off

Write-off of inactive client account receivables is an accounting procedure that is beneficial to the Authority. Continuing to carry uncollectible accounts presents a negative image for the Authority, and failure to write-off such accounts is interpreted by HUD as poor management practice.

Please note that if these former clients want to participate in RHA programs in the future, they must repay these amounts before they may become eligible. Most of these amounts are for unpaid rent and maintenance charges owed to the Authority. We anticipate the next round of write offs will be substantially larger because of pending judgments and for files in process of being referred to collections for residents who vacated owing several months of rent or caused excessive damage to the unit. The excessive damage or high rent balances were created as a result of the COVID eviction moratorium and the inability to effectively inspect and monitor our properties during that time.

Your approval is requested to clear these accounts.

Asset Management – Unaided Clients

<u>Unit / Client Number</u>	<u>Amount</u>
515011/051247	\$711.90
<u>750047/070590</u>	<u>\$884.53</u>
Total	\$1,596.43

Unaided Properties		Exhibit	
	Unit / Client Number	Amount	Composition of Charges
Oliver Montello	None		
Total:		<u>\$0.00</u>	
D & K Horizons	None		
Total:		<u>\$0.00</u>	
WJW	None		
Total:		<u>\$0.00</u>	
Silver Sage Court	None		
Total:		<u>\$0.00</u>	
Yorkshire Terrace	515011/051247	\$711.90	Maint.
Total:		<u>\$711.90</u>	
921 Sage	None	\$0.00	
Total:		<u>\$0.00</u>	
RHA - \$1M	None		
Total:		<u>\$0.00</u>	
Good Neighbor	None		
Total:		<u>\$0.00</u>	
NSP1	None	\$0.00	
Total:		<u>\$0.00</u>	
Carville Court	None	\$0.00	
Total:		<u>\$0.00</u>	
NSP2	750047/070590	\$884.53	Maint. & Late
Total:		<u>\$884.53</u>	
NSP3	None	\$0.00	
Total:		<u>\$0.00</u>	
509 Pilgrims	None		
Total:		<u>\$0.00</u>	
520 Donation	None	\$0.00	
Total:		<u>\$0.00</u>	
Grand Total Unaided Properties			<u>\$1,596.43</u>

Background Summary: CHAP Client Write-off

Write-off of inactive client and landlord account receivables is an accounting procedure that is beneficial to the Authority. Continuing to carry uncollectible accounts presents a negative image for the Authority, and failure to write off such accounts is interpreted by HUD as poor management practice.

Both of these amounts are for client fraud discovered in the CHAP program. The RHA has not previously written off balances resulting from the CHAP program, but based on the management practices cited above, it is now deemed necessary.

Any balances over \$10,000 have been referred to legal counsel for judgement; the remainder of accounts are turned over to collections. Please note that if these former clients want to participate in RHA programs within 10 years from the date they left the program, they must repay these amounts before they may become eligible. However, HUD no longer provides for the tracking or enforcement of client debts beyond 10 years from when the client left the program.

Your approval is requested to clear these accounts.

Rental Assistance – Client

<u>Client Number</u>	<u>Amount</u>
89083	\$5,255.00
89087	\$6,664.00
TOTAL	\$11,919.00

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **23-01-01 RH**

A RESOLUTION AUTHORIZING THE WRITE-OFF OF VACATED TENANT ACCOUNT
RECEIVABLES FOR THE SECTION 8 RENTAL ASSISTANCE PROGRAMS

WHEREAS, there are certain past due accounts of former tenants for the Section 8 Rental Assistance Programs of the Housing Authority of the City of Reno, and

WHEREAS, these accounts may be written off as bad debts in the discretion of the Executive Director, and

WHEREAS, there is sufficient funding in the operating budget to write these accounts off;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno as follows:

1. The Executive Director is hereby authorized, in her discretion to remove from the Authority's account receivables, the past due accounts of former tenants in substantially the form attached hereto as Exhibit 230101-A for the Section 8 Rental Assistance Programs.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 17th DAY OF January, 2023.

ATTEST:

CHAIRMAN

SECRETARY

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **23-01-02 RH**

A RESOLUTION AUTHORIZING THE WRITE-OFF OF LANDLORD ACCOUNTS
RECEIVABLES FOR THE SECTION 8 RENTAL ASSISTANCE PROGRAMS

WHEREAS, there are certain past due accounts of former landlords for the Section 8 Rental Assistance Programs of the Housing Authority of the City of Reno, and

WHEREAS, these accounts may be written off as bad debts in the discretion of the Executive Director, and

WHEREAS, there is sufficient funding in the operating budget to write these accounts off;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno as follows:

1. The Executive Director is hereby authorized, in her discretion to remove from the Authority's accounts receivables, the past due accounts of former landlords in substantially the form attached hereto as Exhibit 230102-A for the Section 8 Rental Assistance Programs.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 17th DAY OF January, 2023.

ATTEST:

CHAIRMAN

SECRETARY

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **23-01-03 RH**

A RESOLUTION AUTHORIZING THE WRITE-OFF OF VACATED TENANT ACCOUNT
RECEIVABLES FOR THE LOW-RENT PUBLIC HOUSING PROGRAM

WHEREAS, there are certain past due accounts of former tenants of the Low-Rent Public Housing Program of the Housing Authority of the City of Reno, and

WHEREAS, these accounts may be written off as bad debts in the discretion of the Executive Director, and

WHEREAS, there is sufficient funding in the operating budget to write these accounts off;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno as follows:

1. The Executive Director is hereby authorized, in her discretion to remove from the Authority's account receivables, the past due accounts of former tenants in substantially the form attached hereto as Exhibit 230103-A and Exhibit 230103-B for the Low-Rent Public Housing Program.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 17th DAY OF January, 2023.

ATTEST:

CHAIRMAN

SECRETARY

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION 23-01-04 RH

A RESOLUTION AUTHORIZING THE WRITE-OFF OF VACATED TENANT ACCOUNT
RECEIVABLES FOR THE UNAIDED PROPERTIES

WHEREAS, there are certain past due accounts of former tenants of the unaided properties owned and/or managed by the Housing Authority of the City of Reno, and

WHEREAS, these accounts may be written off as bad debts in the discretion of the Executive Director, and

WHEREAS, there is sufficient funding in the operating budget to write these accounts off;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno as follows:

1. The Executive Director is hereby authorized, in her discretion to remove from the Authority's account receivables, the past due accounts of former tenants in substantially the form attached hereto as Exhibit 230104-A and Exhibit 230104-B for the unaided properties.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 17th DAY OF January, 2023.

ATTEST:

CHAIRMAN

SECRETARY

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **23-01-05 RH**

A RESOLUTION AUTHORIZING THE WRITE-OFF OF VACATED TENANT ACCOUNT
RECEIVABLES FOR THE CARES HOUSING ASSISTANCE PAYMENTS (CHAP)
PROGRAM

WHEREAS, there are certain past due accounts of former tenants for the Cares Housing Assistance Payments (CHAP) Program of the Housing Authority of the City of Reno, and

WHEREAS, these accounts may be written off as bad debts in the discretion of the Executive Director, and

WHEREAS, there is sufficient funding in the operating budget to write these accounts off;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno as follows:

1. The Executive Director is hereby authorized, in her discretion to remove from the Authority's account receivables, the past due accounts of former tenants in substantially the form attached hereto as Exhibit 230105-A for the Housing Assistance Payments (CHAP) Program.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 17th DAY OF January, 2023.

ATTEST:

CHAIRMAN

SECRETARY

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

January 17, 2023

SUBJECT: Commissioners Reports

FROM: Commissioners

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 6

January 17, 2023

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

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- Item to watch: The City of Reno is proposing a new Stormwater Utility Fee to effectively implement and manage its stormwater and flood control program needs. The fee for residential properties, as currently proposed, would be \$10-\$15 per month. For commercial properties, the fee will be based on the amount of impervious surface at the property and will be according to the number of equivalent residential units the property occupies. The city is proposing up to a 50% fee reduction for residents that meet certain income requirements including those currently enrolled in the State's Energy Assistance Program, the federal Supplemental Security Income program, Social Security Disability or another equivalent low-income program established to provide assistance for payment of utility bills. Staff is reviewing the proposed ordinance and plans to submit comments to the city by the January 31st deadline regarding its impact to RHA.
- On January 9, 2023, RHA submitted three applications for funding to the Washoe County HOME Consortium. The applications requested 1) \$1.5 million in funding for renovations at Silver Sage Court in Reno, 2) \$1 million in funding towards the new construction at 10th Street Apartments in Sparks, and 3) \$360,000 in funding to support a new Service Navigator position in conjunction with the proposed Carville Court redevelopment into a supportive housing project. The first Technical Review Committee hearing is scheduled for February 14, 2023. Awards are anticipated by June 2023.
- RHA has posted recruitments for the Director of Development, two Senior Project Managers – Development, and one Project Manager – Development. Positions are open until filled.
- RHA has been asked by NAMI's lobbyist to support draft Senate Bill 68 (SB68). SB68 was a bill draft request by the Clark County Regional Behavioral Health Policy Board. The Bill provides for additional monies for supportive housing and behavioral health projects through an increase in the tax on certain transfers of real property by \$.20 for each \$500 of value or fraction thereof. Under the Bill, a minimum of 25% of the generated funds would flow through the Nevada Housing Division to RHA for allocation to rental assistance (tenant or project-based) and home repair programs. Staff is researching the Bill and speaking with other state PHAs to discuss implementation and impacts. I anticipate the RHA will be asked to testify in

support of the Bill as it moves forward through the legislative process. A copy of the bill draft is attached for reference.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 8/1/22	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,477	2,242	90%	169
VASH	416	281	68%	36
EHV	137	72	53%	36
FYI	15	4	27%	2

Number HQS Inspections Conducted by Month	
December 2022	239

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 107 of our HCV's to assist special populations obtain housing. Of the total 107 PBV units, 95 are assigned to RHA owned properties.

Lease-Up Expectations: Although total voucher allocation is 2524, HUD has set the agency's leasing expectation at 2382 (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 2524 vouchers is not expected or suggested by HUD.

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 9 of these vouchers.

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 four local agencies (Catholic Charities, Health Plan of Nevada, Washoe County Human Services-Our Place 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.

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 have been busy with snow/ice removal and removing broken tree limbs due to the weight of the snow fall received. They have continued to remain focused on vacancy turns and urgent and emergency work orders in between the inclement weather storms. The Management staff created an expectation checklist to be utilized with all Assistant Managers to ensure consistency across the department and set standards for them to follow.

- Public Housing ended the month of December with 6 vacancies for an overall occupancy rate of 99.06% across all sites. In December, three residents vacated their unit, and seven units were leased.
- During the month of December, the Mobility lottery was conducted, and the lottery winners were notified. Staff are working on showing the available units to the residents in efforts to transition 3 public housing members to a mobility unit in January.
- The Essex playground improvements continue and should wrap up in January 2023. The McGraw water heater replacement project started on December 06, 2022. Essex water heater replacement is expected to start in January.

C. Update on Workforce Development, Elderly Services, and youth activities

Department Updates

- Staff submitted an application to participate in the Federal Communication Commission's "Your Home, Your Internet" pilot program, a program designed to raise awareness of the Affordable Connectivity Program (ACP) among HUD-assisted households. The application submission included grant funding for two part-time Resident Connectivity Interns to connect RHA residents with the ACP and necessary hardware.
- Staff submitted a HOME-ARP grant application on January 9, 2023, for five years' salary and 40% fringe for a Service Navigator. This position will help to support residents successfully transition from temporary housing to RHA's permanent-supportive housing at Carville Court.
- Staff is awaiting a response from **CIRE Equity** regarding recent Paradise Plaza building plans. As soon as RHA receives the official awards letter (said to be coming in January), staff will begin to plan for the renovation.

Workforce Development

- Workforce Development (WFD) celebrates January's graduate: Ms. Jazzmeen Johnson. Ms. Johnson is graduating with nearly \$15,000 as she voluntarily moves off housing assistance. It has been an honor having Ms. Johnson in the WFD program. She helped elevate the program to new levels and set a strong foundation for future WFD program participants.
- Staff successfully hosted the first "WFD Motivational Mixer," an event for WFD clients to meet one another, share learned stories, and hear from Commissioner Johnson regarding her journey while in the program. Staff plans to host more events like this to help create a sense of community for residents looking to become self-sufficient.

Youth/Family Activities

- The 2023 RHA scholarship application has been released. RHA high school seniors, graduating from high school and RHA's Start Smart program are eligible to apply for one of three \$10,000 scholarships to put towards post-secondary

education. Scholarship applications are due March 31st, 2023 and RHA will host a scholarship awards dinner in early June to celebrate awarded applicants.

- Staff is preparing for **Sierra Nevada Journeys'** summer camp applications to be released March 1st. RHA received 55 summer camp scholarships from the **Helen Close Charitable Foundation**. 24 teens (ages 14-16) and 31 youth (ages 8-13) will attend summer camp in 2023 at no cost.

Elderly Services

- Staff brought in many community partners for seniors over the past month including **Saint Mary's** for blood pressure/pulse checks, **Mobile One Docs** for mental wellbeing check-ins, **Access to Healthcare Network** for open enrollment assistance, **Nevada Museum** for art activities, **Food Bank of Northern Nevada** for a nutrition workshop, **Salvation Army** for Silver Angel Tree gift giving, and **Gospel Mission** for a Christmas Dinner open to all seniors.
- The Elderly Services Coordinator is now a full-time employee and has started outreach to seniors/persons with disabilities living in RHA's family sites, beginning with Mineral Manor.

Resident Councils

- Staff created new processes and a new resident council staff handbook to ensure 2023 councils runs smoothly and efficiently. All councils are taking January to plan, prepare, and set goals for the remainder of the year.
- Staff created a "Garden Committee" consisting of Hawk View residents to oversee the Hawk View garden grant project. Staff met twice with **Urban Roots** and once with the **Sierra Arts Foundation** in preparation for project to begin in late February.

** The Authority's community partners are designated in bold within the Update on Elderly Services, Workforce Development, and youth activities headers.*

D. Update on Public Affairs Activities

Opportunity Knocks Magazine

- In final editing stage. With senior leadership for their edits.

Website Revamp

- Continued meetings with and content submission to Maslow Creative.

Educational Mini-Videos

- All are complete, on the RHA YouTube channel and currently in rotation on social media.
What is Reno Housing Authority? <https://youtu.be/1G2CJmc23uI>
RHA's Landlord Incentive Program https://youtu.be/3OCUmK_XyB4
What Does Affordable Housing Really Mean? <https://youtu.be/tmDMMsl9wY4>
Are You Eligible For RHA's Affordable Housing? <https://youtu.be/jqOEaTrJtnk>

Social Media, Commercial Media, Other

- Running end of year accomplishments social posts, along with community support/events messages
- Continuing other collateral items
- Awaiting Maintenance to schedule placement of Safe Place signage. Delayed due to snow removal commitments. Children's Cabinet requests a January news release/media invitation.
- Finalized January resident newsletter. Should be to print and mail house by mid-January.
- Provided initial list/coordination plans for Celebrity Homes Tour for February for elected officials, board of commissioners, RHA executive staff and community partners.

E. Update on Development Activities

(CF2021) McGraw Ct: Mt. Rose Heating and Airconditioning Inc. (\$304,000.00). Bids were opened December 16, 2022. The low responsive bidder was Mt. Rose Heating and Airconditioning Inc. Board approval will be requested at the January 17, 2023, meeting.

(RFP 2021- 11CNAC)- AEI Consultants. Contracts were executed March 17, 2022. Inspections are complete. AEI has provided draft reports for all properties. Currently waiting for updated Energy Audits for Essex Manor, Silverada Manor, Stead Manor, Myra Birch Manor, and John McGraw Court. Final drafts are expected February 2023. (OPS) Dick Scott Manor Project: H&K Architects forwarded the final plans to Plenium Builders for the bid phase of the GMP. A final GMP was submitted to RHA for review and approval on December 22, 2022.

(CF2019) Essex Manor Playground Redevelopment: T&T Lawns Plus (\$125,313.00) A notice to proceed was issued October 24, 2022. The project is substantially complete. Close-out is anticipated February 2023 due to weather delays.

(CF2020) John McGraw Court Water Heater Replacement: Michael's Plumbing (\$141,909.00).

A notice to proceed was issued December 5, 2022. Michael's Plumbing has completed installing 15 of the 33 water heaters under contract. The project is proceeding smoothly and should be substantially complete February, 2023.

(CF 2020) Essex Manor Water Heater Replacement: Simerson Construction (\$630,081.00). A notice to proceed was issued January 9, 2023. The Contractor is currently mobilizing to start the project.

(CF2021) Stead Manor Concrete and Pavement Replacement: Spanish Springs Construction (\$598,000.00) The contract for this project was signed on December 16, 2022. The project will not start until asphalt plants re-open in the spring of 2023.

(CF 2021) Myra Birch Manor Video Surveillance System: 295 Cabling (\$73,840.00)
Contract signing was December 8, 2022. Contractor is waiting on long lead items prior to signing a notice to proceed.

(CF2021) Stead Manor Video Surveillance System: 295 Cabling (\$79,250.00)
Contract signing was December 8, 2022. Contractor is waiting on long lead items prior to signing a notice to proceed.

(OPS) 419 10th St. Sparks, NV 15 Unit Apartment Complex: A Letter of Intent (LOI) was delivered to the selling partners of the property October 31, 2022. The LOI was executed by the seller and returned to RHA November 8, 2022. Escrow was opened on the property November 11, 2022. The seller is in the process of providing a purchase and sales agreement for review by RHA legal counsel. The City of Sparks has initiated an Environmental Assessment on the property.

F. Update on Information Technology activities

Electronic Document Management System

- 1/10/2023: Laserfiche UAT for Washoe Affordable Housing Corporation completed.
- 1/10/2023: Staff continues to scan Rental Assistance files into the production environment
 - 1105 out of approx. 2500 client files have been scanned
 - All files will be scanned within 1 year at current scan rate
- 1/10/2023: Physical file prepping and scanning into Laserfiche on hold for the Asset Management Department due to staff turnover in IT. Work on this project is expected to resume in late January 2023.

Yardi

- 1/10/2023: Yardi Training Platforms training for staff will continue through January 2023.
- 1/10/2023: Yardi Voyager (PHA Software) configuration for financials, Rental Assistance, Asset Management, and Admissions continues.

G. Update on MTW Activities

FY 2024 Annual MTW Plan

- One new MTW activity is being proposed in FY 2024. This activity will allow for the establishment of a partnership referral program to provide time-limited housing assistance to clients referred by one of RHA's non-profit partners. Implementation of this activity will target younger adults, ages 18-24, who are transitioning out of a

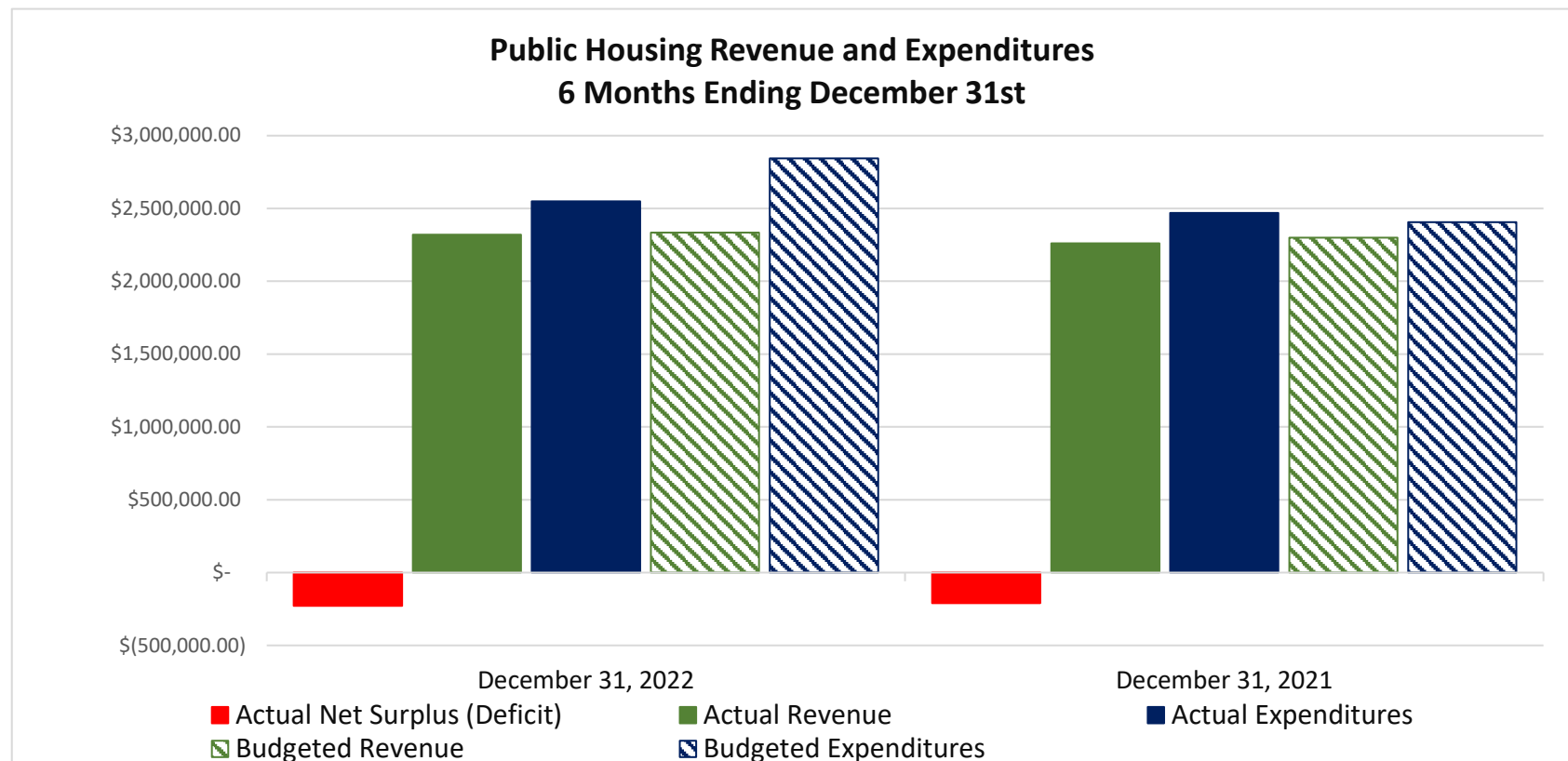
temporary transitional housing program. Staff anticipates each referral will be motivated to become self-sufficient, and, as such, participation in RHA's Workforce Development will be required and assistance will be limited to eight years.

- Amendments to current activities include the expansion of RHA's Landlord Incentive Program, a possible increase to the minimum rent, and a change to the parameters surrounding redetermination of rent reasonableness as a result of a change in contract rent.
- A RAD Plan Amendment following the guidance outlined in HUD PIH Notice 2019-23, REV-4 was drafted and will be included as an attachment to the MTW Plan.
- Proposed activities and amendments were presented to RHA's Resident Advisory Board on January 5. During these meetings, residents can provide comments and/or concerns regarding each of the proposed MTW activities. The next Resident Advisory Board meeting is scheduled for January 17.

H. Update on Financials

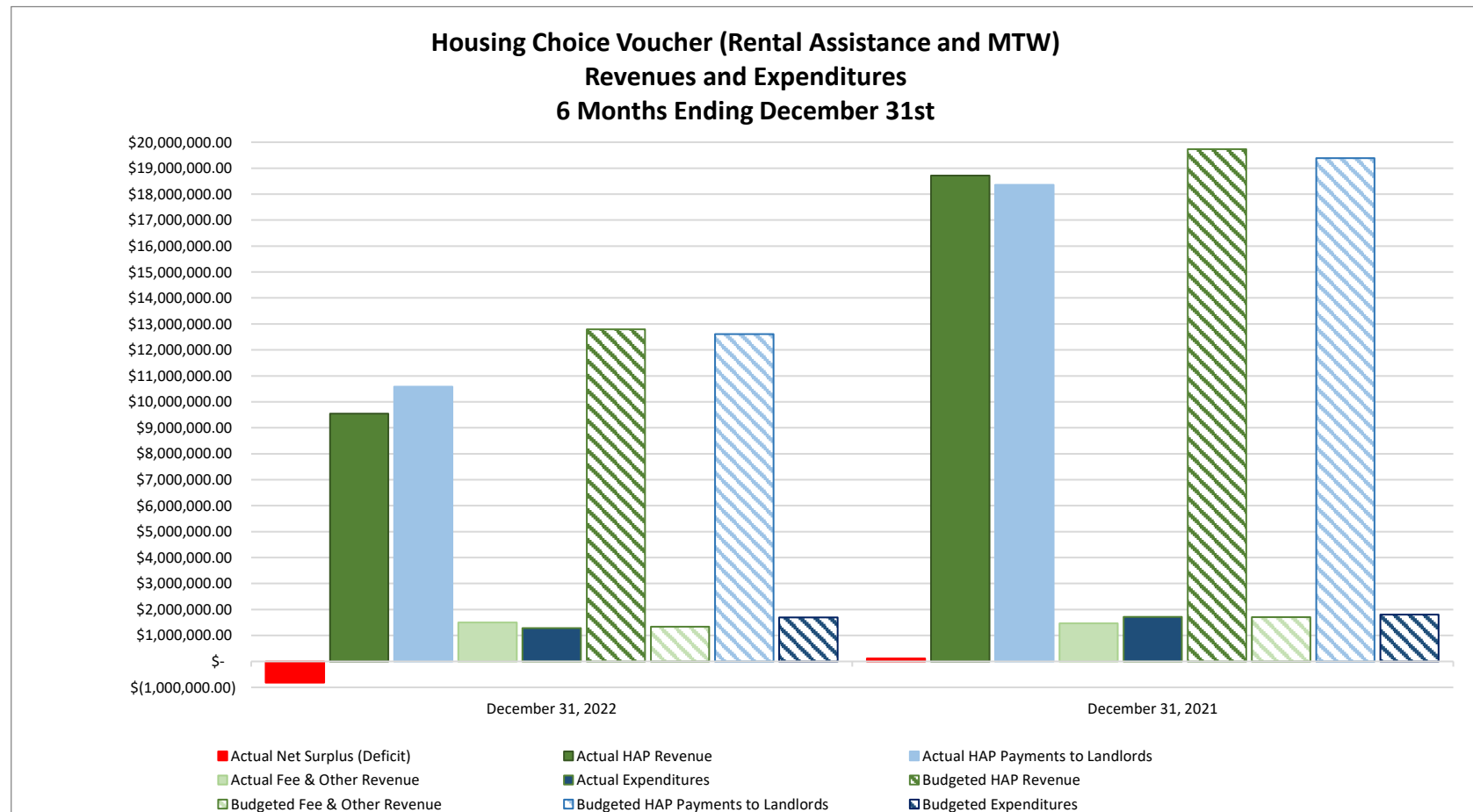
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

Public Housing	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	\$ 2,320,492.20	\$ 2,260,276.00	\$ 60,216.20	2.66%
Actual Expenditures	\$ 2,549,025.52	\$ 2,469,230.00	\$ 79,795.52	3.23%
Actual Net Surplus (Deficit)	\$ (228,533.32)	\$ (208,954.00)	\$ (19,579.32)	9.37%
Budgeted Revenue	\$ 2,334,419.46	\$ 2,298,785.58	\$ 35,633.88	1.55%
Budgeted Expenditures	\$ 2,842,849.50	\$ 2,405,655.42	\$ 437,194.08	18.17%



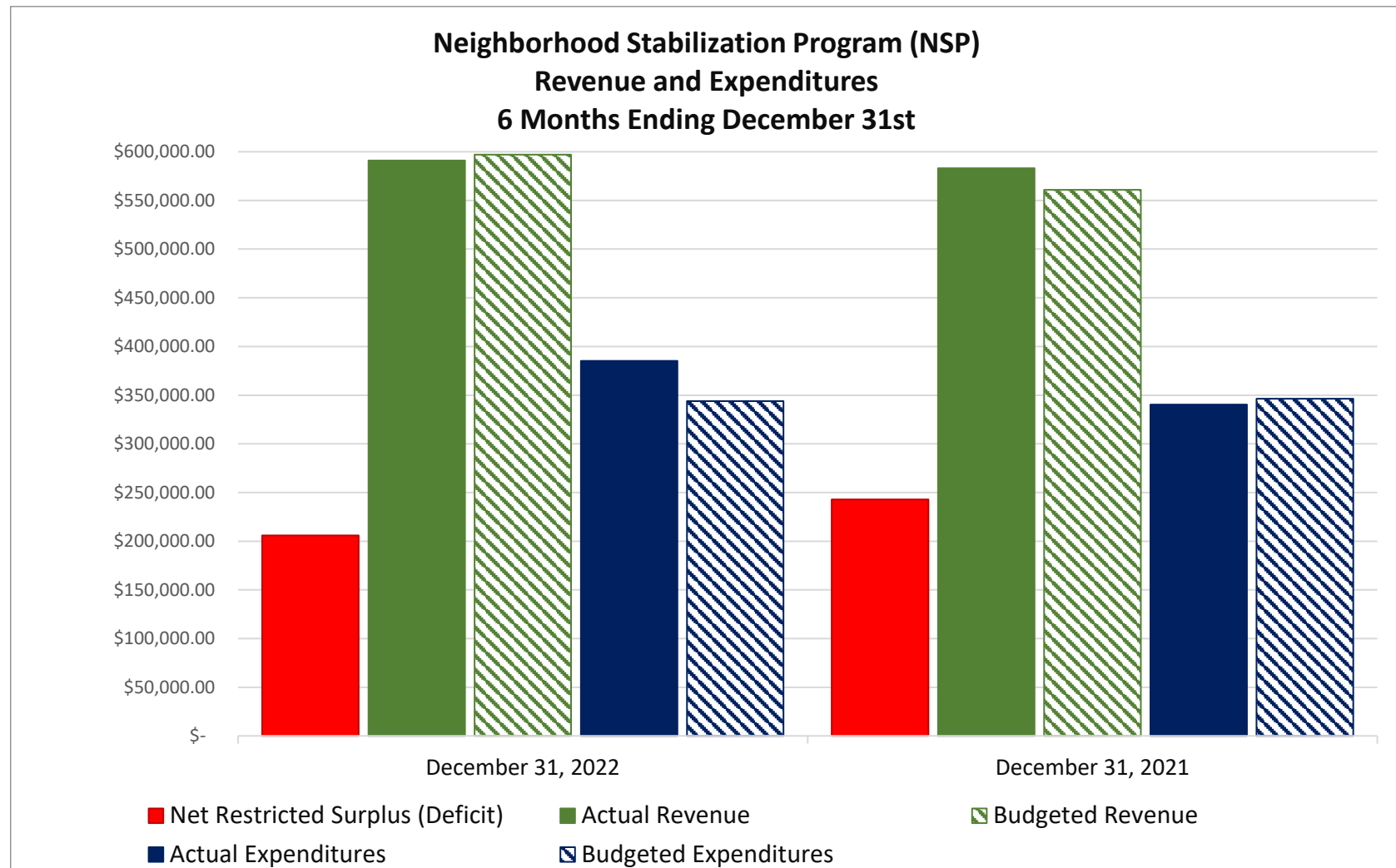
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

Housing Choice Voucher (Rental Assistance and MTW)	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	\$ 9,541,611.00	\$ 18,716,912.85	\$ (9,175,301.85)	-49.02%
Actual HAP Payments to Landlords	\$ 10,580,798.42	\$ 18,352,563.18	\$ (7,771,764.76)	-42.35%
Actual Fee & Other Revenue	\$ 1,497,514.48	\$ 1,464,957.20	\$ 32,557.28	2.22%
Actual Expenditures	\$ 1,279,307.79	\$ 1,720,066.29	\$ (440,758.50)	-25.62%
Actual Net Surplus (Deficit)	\$ (820,980.73)	\$ 109,240.58	\$ (930,221.31)	-851.53%
Budgeted HAP Revenue	\$ 12,796,302.00	\$ 19,733,135.10	\$ (6,936,833.10)	-35.15%
Budgeted Fee & Other Revenue	\$ 1,336,296.54	\$ 1,701,079.18	\$ (364,782.64)	-21.44%
Budgeted HAP Payments to Landlords	\$ 12,612,457.98	\$ 19,387,460.34	\$ (6,775,002.36)	-34.95%
Budgeted Expenditures	\$ 1,697,036.16	\$ 1,798,354.92	\$ (101,318.76)	-5.63%



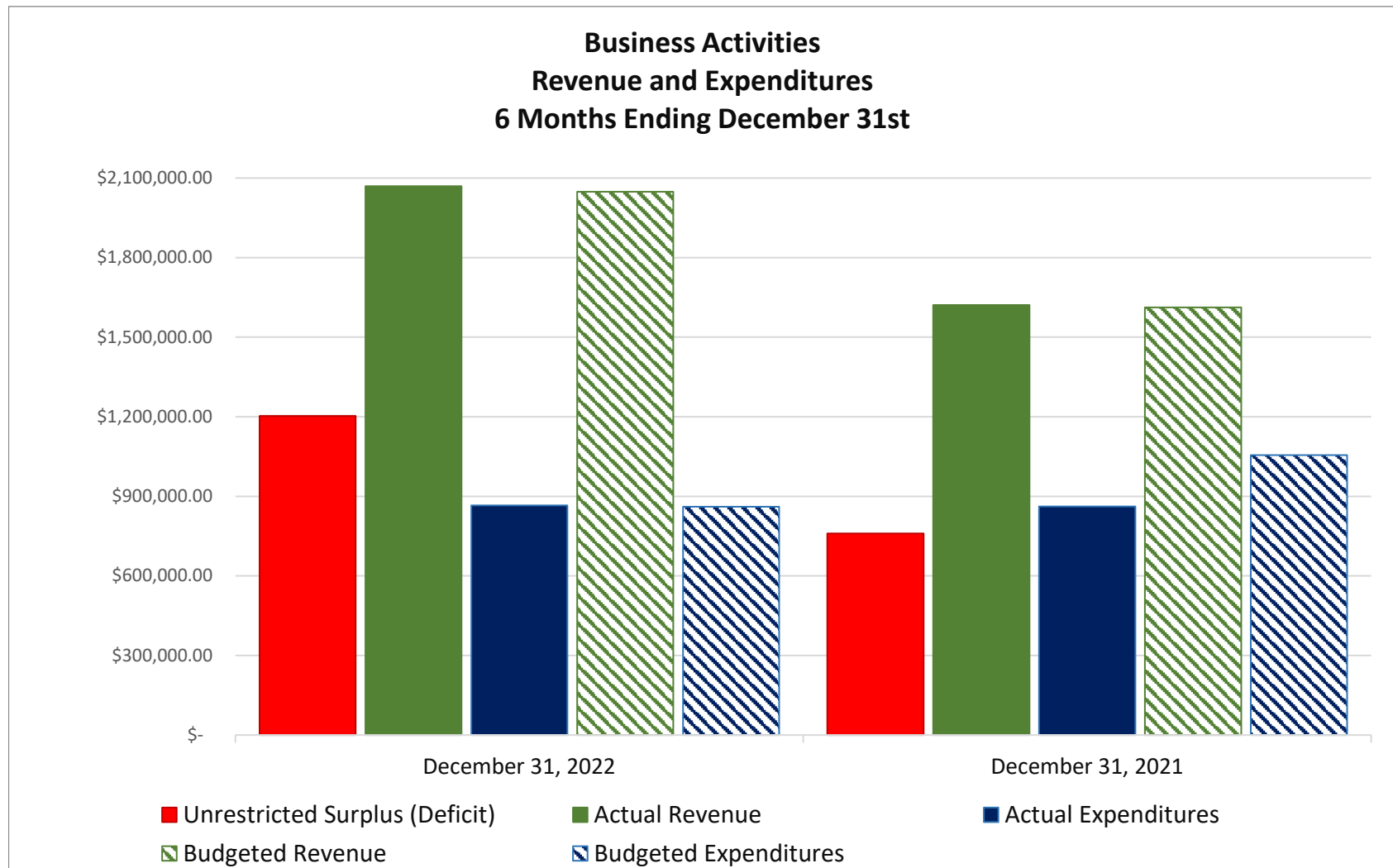
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

Neighborhood Stabilization Program (NSP)	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	\$ 590,906.87	\$ 583,058.68	\$ 7,848.19	1.35%
Actual Expenditures	\$ 385,082.87	\$ 340,247.17	\$ 44,835.70	13.18%
Net Restricted Surplus (Deficit)	\$ 205,824.00	\$ 242,811.51	\$ (36,987.51)	-15.23%
Budgeted Revenue	\$ 597,102.54	\$ 560,863.50	\$ 36,239.04	6.46%
Budgeted Expenditures	\$ 343,875.06	\$ 346,196.64	\$ (2,321.58)	-0.67%



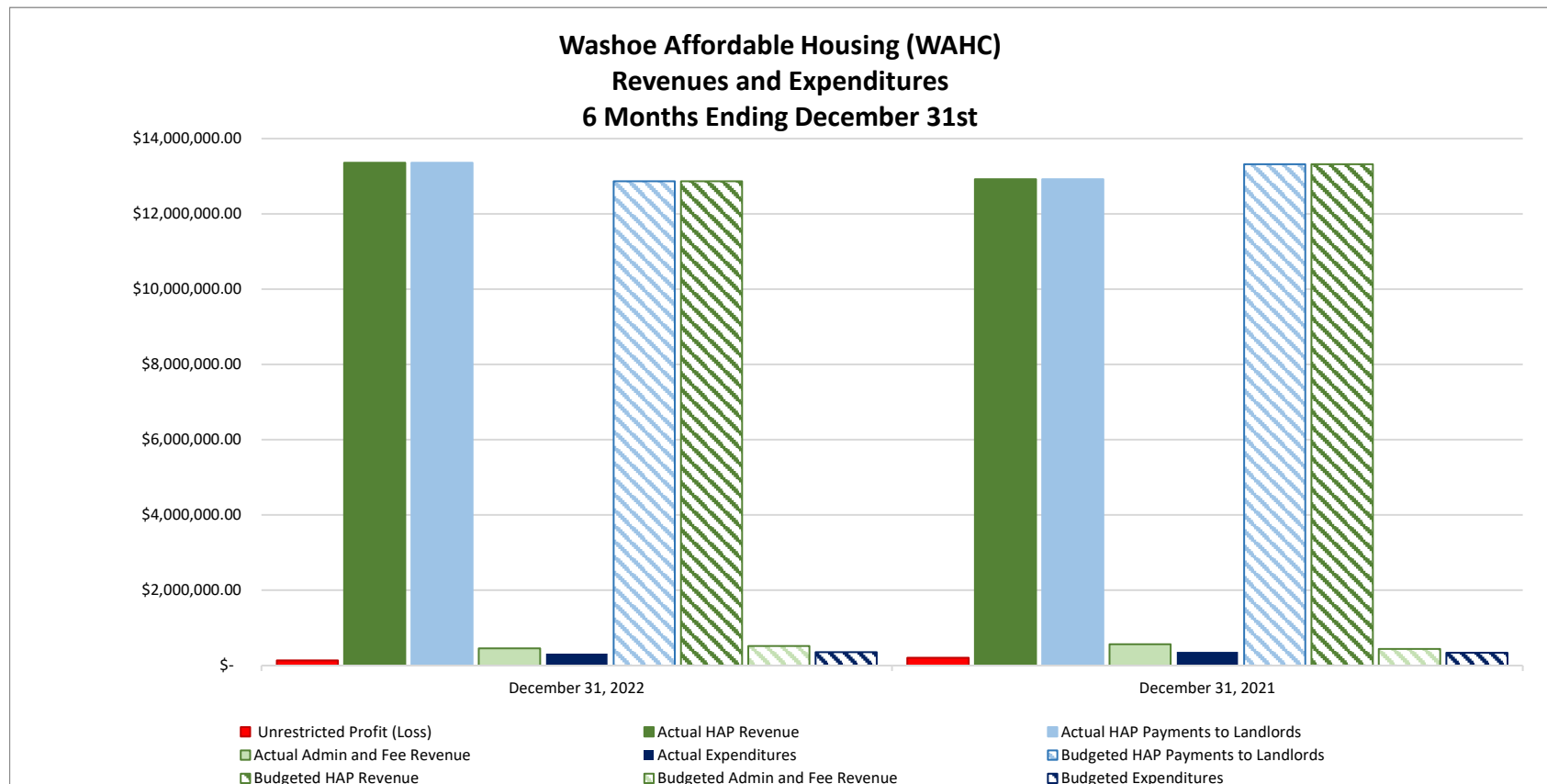
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

Business Activities	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	\$ 2,069,372.80	\$ 1,621,578.44	\$ 447,794.36	27.61%
Actual Expenditures	\$ 865,856.09	\$ 861,987.96	\$ 3,868.13	0.45%
Unrestricted Surplus (Deficit)	\$ 1,203,516.71	\$ 759,590.48	\$ 443,926.23	58.44%
Budgeted Revenue	\$ 2,048,739.00	\$ 1,611,816.00	\$ 436,923.00	27.11%
Budgeted Expenditures	\$ 860,546.88	\$ 1,055,529.36	\$ (194,982.48)	-18.47%



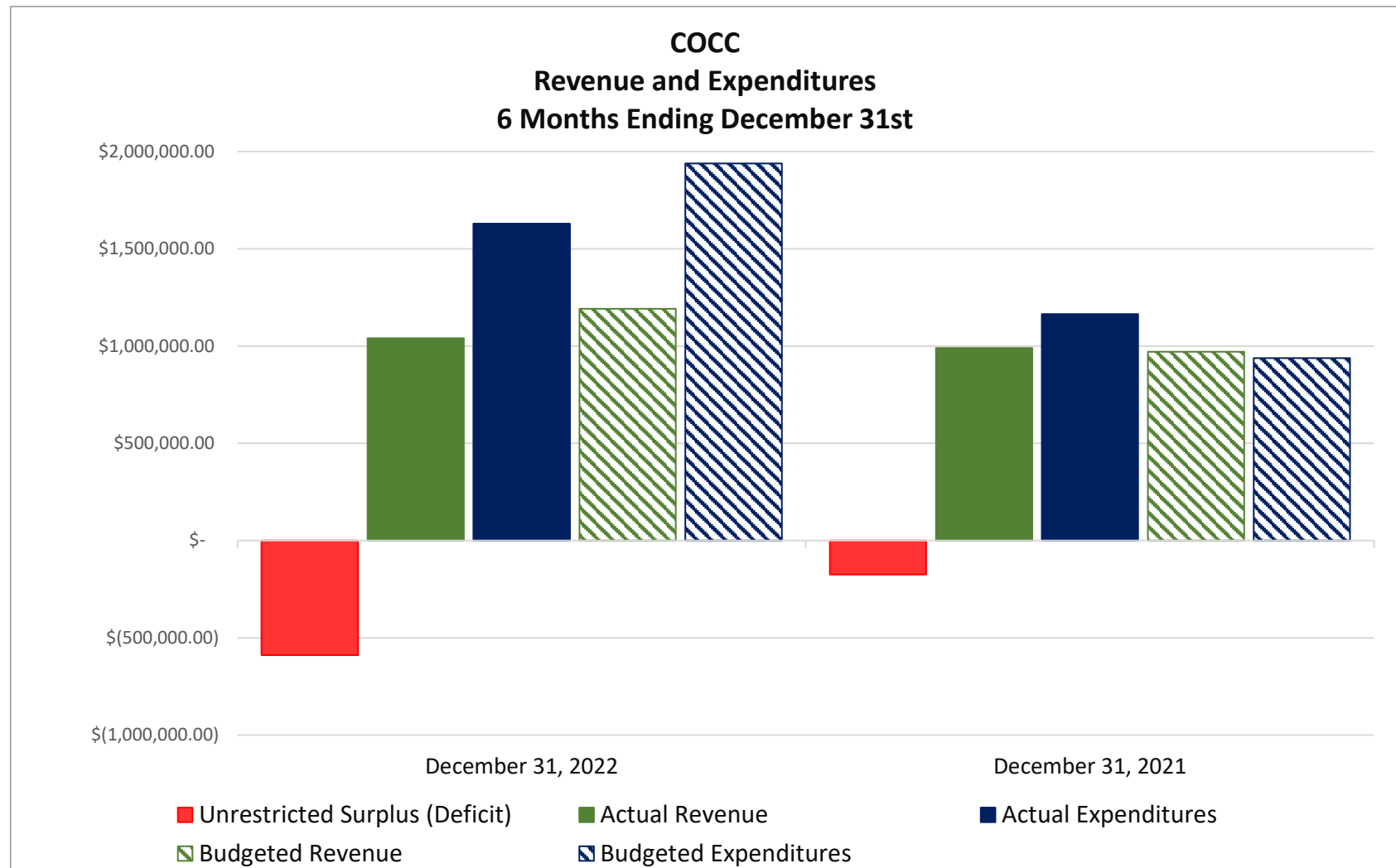
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

Washoe Affordable Housing (WAHC)	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	\$ 13,354,564.50	\$ 12,919,419.50	\$ 435,145.00	3.37%
Actual HAP Payments to Landlords	\$ 13,354,564.50	\$ 12,919,419.50	\$ 435,145.00	3.37%
<i>HAP Surplus (Deficit)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.00%</i>
Actual Admin and Fee Revenue	\$ 453,908.12	\$ 570,444.22	\$ (116,536.10)	-20.43%
Actual Expenditures	\$ 314,469.54	\$ 363,491.92	\$ (49,022.38)	-13.49%
<i>Unrestricted Profit (Loss)</i>	<i>\$ 139,438.58</i>	<i>\$ 206,952.30</i>	<i>\$ (67,513.72)</i>	<i>-32.62%</i>
Net compared to budget	\$ 139,438.58	\$ 206,952.30	\$ (67,513.72)	-32.62%
Budgeted HAP Payments to Landlords	\$ 12,868,645.02	\$ 13,317,678.00	\$ (449,032.98)	-3.37%
Budgeted HAP Revenue	\$ 12,868,645.02	\$ 13,317,678.00	\$ (449,032.98)	-3.37%
Budgeted Admin and Fee Revenue	\$ 516,507.48	\$ 443,688.00	\$ 72,819.48	16.41%
Budgeted Expenditures	\$ 353,779.08	\$ 337,056.00	\$ 16,723.08	4.96%



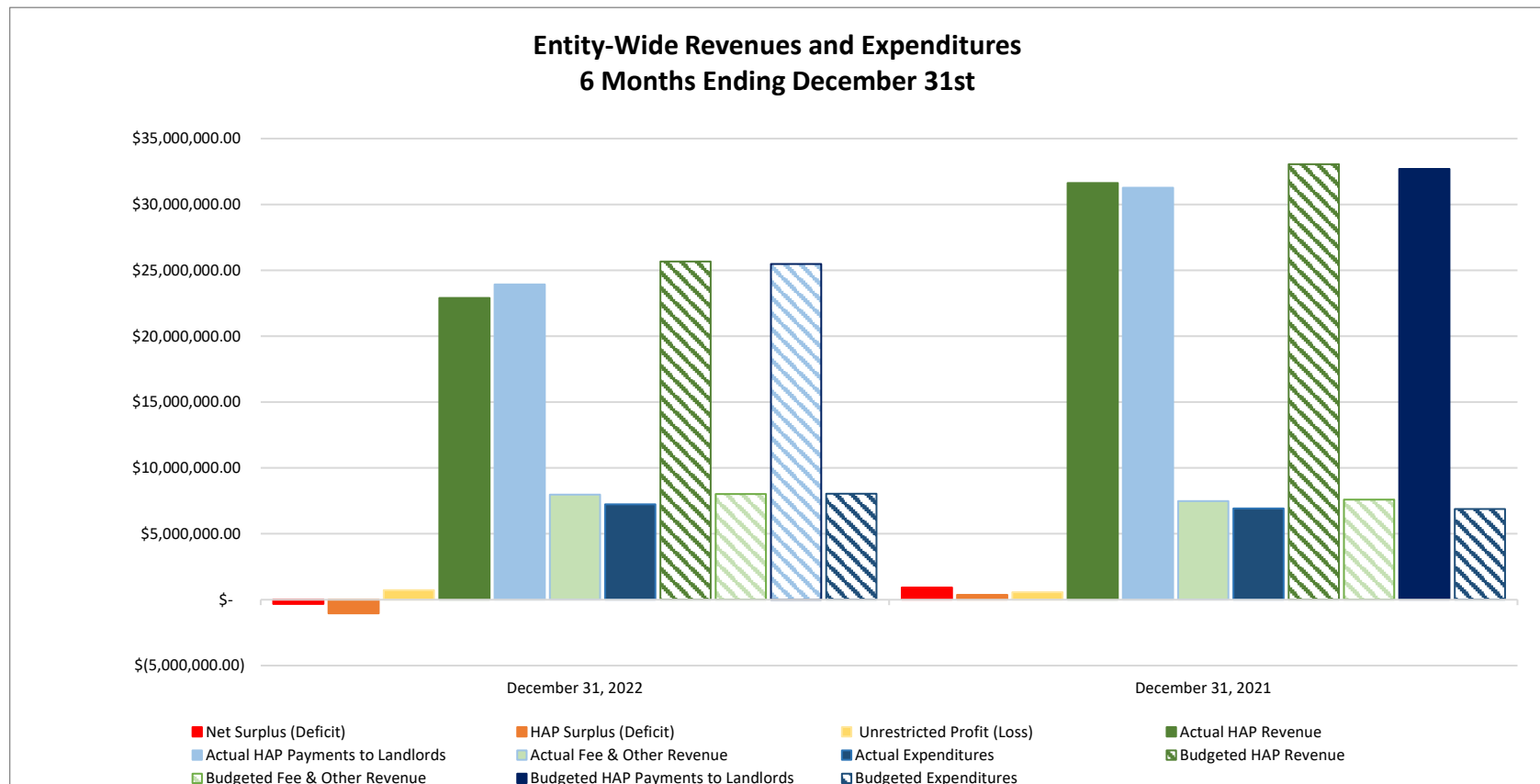
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

COCC	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	\$ 1,040,415.56	\$ 990,403.00	\$ 50,012.56	5.05%
Actual Expenditures	\$ 1,628,961.98	\$ 1,164,776.00	\$ 464,185.98	39.85%
Unrestricted Surplus (Deficit)	\$ (588,546.42)	\$ (174,373.00)	\$ (414,173.42)	237.52%
Budgeted Revenue	\$ 1,191,195.00	\$ 971,380.00	\$ 219,815.00	22.63%
Budgeted Expenditures	\$ 1,938,852.06	\$ 937,657.00	\$ 1,001,195.06	106.78%



**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

Entity-Wide Totals	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	\$ 22,896,175.50	\$ 31,636,332.35	\$ (8,740,156.85)	-27.63%
Actual HAP Payments to Landlords	\$ 23,935,362.92	\$ 31,271,982.68	\$ (7,336,619.76)	-23.46%
<i>HAP Surplus (Deficit)</i>	<i>\$ (1,039,187.42)</i>	<i>\$ 364,349.67</i>	<i>\$ (1,403,537.09)</i>	<i>-385.22%</i>
Actual Fee & Other Revenue	\$ 7,972,610.03	\$ 7,490,718.27	\$ 481,891.76	6.43%
Actual Expenditures	\$ 7,248,351.76	\$ 6,919,799.56	\$ 328,552.20	4.75%
<i>Unrestricted Profit (Loss)</i>	<i>\$ 724,258.27</i>	<i>\$ 570,918.71</i>	<i>\$ 153,339.56</i>	<i>26.86%</i>
Net Surplus (Deficit)	\$ (314,929.15)	\$ 935,268.38	\$ (1,250,197.53)	-133.67%
Budgeted HAP Revenue	\$ 25,664,947.02	\$ 33,050,813.10	\$ (7,385,866.08)	-22.35%
Budgeted Fee & Other Revenue	\$ 8,024,260.02	\$ 7,587,612.12	\$ 436,647.90	5.75%
Budgeted HAP Payments to Landlords	\$ 25,481,103.00	\$ 32,705,138.34	\$ (7,224,035.34)	-22.09%
Budgeted Expenditures	\$ 8,036,938.74	\$ 6,880,449.18	\$ 1,156,489.56	16.81%



SENATE BILL NO. 68—COMMITTEE ON
REVENUE AND ECONOMIC DEVELOPMENT

(ON BEHALF OF THE CLARK REGIONAL
BEHAVIORAL HEALTH POLICY BOARD)

PREFILED NOVEMBER 16, 2022

Referred to Committee on Revenue and
Economic Development

SUMMARY—Establishes programs to provide certain assistance
relating to housing. (BDR 25-303)

FISCAL NOTE: Effect on Local Government: May have Fiscal Impact.
Effect on the State: Yes.

~

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

AN ACT relating to housing; creating the Critical Needs Fund;
authorizing money in the Fund to be used for certain
purposes relating to very low income housing, supportive
housing and supportive services; increasing the real
property transfer tax; requiring the money from the
increased tax to be deposited in the Fund; and providing
other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law imposes a tax on certain transfers of real property. The tax is based on the value of the transferred property in increments of \$500 or a fraction thereof. (NRS 375.020) Existing law requires the State Controller to deposit a portion of that transfer tax into the Account for Affordable Housing, which is administered by the Housing Division of the Department of Business and Industry in order to assist certain persons in obtaining or keeping affordable housing. (NRS 319.500, 319.510, 375.070) **Section 14** of this bill: (1) creates the Critical Needs Fund; (2) requires the Division to administer the Fund; and (3) requires the money in the Fund to be used to provide certain assistance for very low income housing, supportive housing and supportive services. **Section 21** of this bill increases the tax on certain transfers of real property by 20 cents for each \$500 of value or fraction thereof, and **section 22** of this bill requires the State Controller to deposit the amount attributable to the increase into the Fund. **Section 14** also authorizes the Division to apply for and accept gifts, bequests, grants, donations and other sources of money for credit to the Fund. **Sections 3-13** of this bill define certain terms related to the use of money in the Fund.



Existing law divides this State into five behavioral health regions and creates a regional behavioral health policy board for each region. (NRS 433.428, 433.429) Existing law requires each policy board to advise certain agencies, including the Department of Health and Human Services, concerning priorities for allocating money to support and develop behavioral health services in each region. (NRS 433.4295) **Section 15** of this bill requires the Division to annually allocate money in the Fund to be used in each behavioral health region and prescribes the manner in which the Division is required to calculate such allocations. From the money allocated for use in a behavioral health region, **sections 15 and 23** of this bill require the policy board created for the region to determine an amount to be used for: (1) rental assistance or home repair assistance for very low income housing; and (2) supportive housing and supportive services.

Section 16 of this bill requires the Division to distribute the money allocated by each policy board to rental and home repair assistance for very low income housing to the housing authorities whose area of operation includes any part of the behavioral health region. **Section 16** requires each housing authority to distribute that money to provide rental and home repair assistance for very low income housing in the applicable behavioral health region, prioritizing households with the lowest income.

Section 17 of this bill requires the Division to distribute the money allocated by each policy board to supportive housing projects and supportive services in the following order of priority: (1) first, to itself for the purpose of awarding grants to provide rental assistance to supportive housing projects within the applicable behavioral health region; and (2) second, to the Department of Health and Human Services for the purpose of awarding grants to provide supportive services within the applicable behavioral health region. **Sections 18 and 19** of this bill require the Division and the Department, respectively, to: (1) award such grants; and (2) adopt regulations prescribing the process for awarding those grants. **Section 20** of this bill prescribes certain conditions applicable to the grants.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 319 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 20, inclusive, of this act.

Sec. 2. *As used in sections 2 to 20, inclusive, of this act, unless the context otherwise requires, the words and terms defined in sections 3 to 13, inclusive, of this act have the meanings ascribed to them in those sections.*

Sec. 3. *“Behavioral health region” has the meaning ascribed to it in NRS 433.426.*

Sec. 4. *“Department” means the Department of Health and Human Services.*

Sec. 5. *“Developmental disability” has the meaning ascribed to it in NRS 435.007.*

Sec. 6. *“Disabling condition” means a substance use disorder, serious mental illness, serious emotional disturbance, developmental disability, intellectual disability or chronic physical*



1 *illness or disability, including, without limitation, a combination*
2 *of two or more such conditions.*

3 **Sec. 7.** *“Fund” means the Critical Needs Fund created by*
4 *section 14 of this act.*

5 **Sec. 8.** *“Housing authority” means a housing authority*
6 *created pursuant to chapter 315 of NRS. The term includes,*
7 *without limitation, the Nevada Rural Housing Authority created*
8 *by NRS 315.977.*

9 **Sec. 9.** *“Intellectual disability” has the meaning ascribed to*
10 *it in NRS 435.007.*

11 **Sec. 10.** *“Policy board” has the meaning ascribed to it in*
12 *NRS 433.427.*

13 **Sec. 11.** *“Supportive housing” means housing that:*

14 *1. Including the cost of utilities, costs not more than 30*
15 *percent of the total monthly gross income of the household to*
16 *which the housing is provided; and*

17 *2. Offers supportive services to achieve housing stability to:*

18 *(a) At least one person who is a member of the household,*
19 *whether adult or minor, with a disabling condition; or*

20 *(b) A person who is an immediate family member of a person*
21 *described in paragraph (a).*

22 **Sec. 12.** *“Supportive services” means services available to a*
23 *person with a disabling condition or to his or her immediate*
24 *family, including, without limitation:*

25 *1. Case management and intensive services delivered in the*
26 *household or through care coordination related to physical and*
27 *behavioral health, treatment for and recovery from addictive*
28 *disorders, recovery from trauma, management of a chronic*
29 *disease or management of an intellectual, developmental or*
30 *physical disability; and*

31 *2. Other tenancy supports.*

32 **Sec. 13.** *1. “Very low income housing” means housing:*

33 *(a) For a household that has a total monthly gross income that*
34 *is equal to not more than 50 percent of the median monthly gross*
35 *household income for the county in which the housing is located;*
36 *and*

37 *(b) Which, including the cost of utilities, costs not more than*
38 *30 percent of the total monthly gross household income of the*
39 *household to which the housing is provided.*

40 *2. For the purposes of this section, median monthly gross*
41 *household income must be determined based upon the estimates of*
42 *the United States Department of Housing and Urban Development*
43 *of the most current median monthly gross family income for the*
44 *county in which the housing is located.*



Sec. 14. 1. *The Critical Needs Fund is hereby created in the State Treasury. The Division shall administer the Critical Needs Fund.*

2. Money in the Fund must be expended in the manner prescribed by sections 2 to 20, inclusive, of this act, and any regulations adopted thereto.

3. The interest and income earned on the money in the Fund, after deducting any applicable charges, must be credited to the Fund. Any money remaining in the Fund at the end of the fiscal year does not revert to the State General Fund, and the balance in the Fund must be carried forward to the next fiscal year.

4. All money that is collected for the use of the Fund from any source, including, without limitation, pursuant to subsection 7 or NRS 375.020 or from legislative appropriation, must be deposited in the State Treasury for credit to the Fund.

5. All claims against the Fund must be paid as other claims against the State are paid.

6. The Division may not use more than 10 percent of the money in the Fund to administer the Fund.

7. The Division may apply for and accept any gift, donation, bequest, grant or other source of money for the purposes of providing rental assistance and home repair assistance for very low income housing, supportive housing and supportive services in accordance with sections 2 to 20, inclusive, of this act. Any money so received must be deposited in the State Treasury for credit to the Fund.

Sec. 15. 1. *The Division shall, on or before July 1 of each year:*

(a) Determine the total amount of money in the Fund which is available for use within all behavioral health regions in this State combined;

(b) Determine the amount of money in the Fund which is available for use within each behavioral health region in this State; and

(c) Report to each policy board the amounts determined in paragraphs (a) and (b).

2. In making a determination pursuant to paragraph (b) of subsection 1, the Division shall allocate:

(a) At least \$500,000 or one-fifth of the total money determined to be available pursuant to paragraph (a) of subsection 1, whichever is less, for use in each behavioral health region; and

(b) Any additional money determined to be available pursuant to paragraph (a) of subsection 1 among the behavioral health regions in proportion to the current populations of the behavioral health regions.



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3. Each policy board shall, within 30 days after receipt of the report submitted by the Division pursuant to paragraph (c) of subsection 1:

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(a) Determine an amount of money, which must be equal to or greater than 25 percent of the money allocated pursuant to subsection 2 for use in the behavioral health region for which the policy board was created, to allocate toward rental assistance or home repair assistance for very low income housing;

(b) Determine an amount of money, which must be equal to or greater than 25 percent of the money allocated pursuant to subsection 2 for use in the behavioral health region for which the policy board was created, to allocate toward supportive housing and supportive services; and

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(c) Report to the Division the amounts determined pursuant to paragraphs (a) and (b).

4. The Division shall, upon receipt of the report submitted by a policy board pursuant to paragraph (c) of subsection 3:

(a) Distribute the money allocated by the policy board toward rental assistance or home repair assistance for very low income housing in accordance with section 16 of this act; and

(b) Prioritize and distribute the money allocated by the policy board toward supportive housing and supportive services in accordance with section 17 of this act.

5. As used in this section, "population" means the current population estimate for the counties within a behavioral health region as determined and published by the Department of Taxation and the demographer employed pursuant to NRS 360.283.

Sec. 16. 1. The Division shall distribute the money allocated by each policy board pursuant to paragraph (a) of subsection 3 of section 15 of this act to the housing authorities whose area of operation includes any part of the behavioral health region for which the policy board was established.

2. Upon receiving money from the Division pursuant to subsection 1, a housing authority shall distribute the money to households in the applicable behavioral health region for the purpose of providing rental assistance and home repair assistance for very low income housing. When making such a distribution, a housing authority shall prioritize households with the lowest income.

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3. In order to receive assistance pursuant to subsection 2, a household must provide evidence to the housing authority awarding the assistance that the household:

(a) Has made at least one application for another source of assistance for which the household or person is eligible including,



1 *without limitation, from the Housing Choice Voucher Program or*
2 *the Veterans Affairs Supportive Housing Program pursuant to 42*
3 *U.S.C. § 1437f and any regulations adopted pursuant thereto or*
4 *any successor program, or from the Aging and Disability Services*
5 *Division of the Department; or*

6 *(b) Is not eligible to receive any assistance described in*
7 *paragraph (a).*

8 **Sec. 17.** *The Division shall distribute the money allocated by*
9 *each policy board pursuant to paragraph (b) of subsection 3 of*
10 *section 15 of this act in the following order of priority:*

11 *1. First, to itself for the purpose of awarding grants pursuant*
12 *to section 18 of this act to provide assistance to supportive housing*
13 *projects within the applicable behavioral health region; and*

14 *2. Second, to the Department for the purpose of awarding*
15 *grants pursuant to section 19 of this act to provide supportive*
16 *services within the applicable behavioral health region.*

17 **Sec. 18.** *1. The Division shall use the money described in*
18 *subsection 1 of section 17 of this act to award competitive grants*
19 *subject to the provisions of section 20 of this act to provide rental*
20 *assistance to supportive housing projects within the applicable*
21 *behavioral health region in order to ensure the financial*
22 *sustainability of such projects.*

23 *2. The Division shall adopt regulations prescribing the*
24 *process for awarding competitive grants pursuant to this section,*
25 *including, without limitation, the process to apply for such a*
26 *grant. The regulations must require:*

27 *(a) An annual performance review of each person or entity to*
28 *whom a grant is awarded; and*

29 *(b) The renewal of a grant at least every 3 years.*

30 **Sec. 19.** *1. The Department shall use the money described*
31 *in subsection 2 of section 17 of this act to award competitive*
32 *grants subject to the provisions of section 20 of this act, in*
33 *approximately equal amounts, to provide supportive services:*

34 *(a) In conjunction with supportive housing projects within the*
35 *applicable behavioral health region; and*

36 *(b) For persons who do not reside in supportive housing*
37 *projects within the applicable behavioral health region.*

38 *2. The Department shall adopt regulations prescribing the*
39 *process for awarding competitive grants pursuant to this section,*
40 *including, without limitation, the process to apply for such a*
41 *grant. The regulations must require:*

42 *(a) An annual performance review of each person or entity to*
43 *whom a grant is awarded; and*

44 *(b) The renewal of a grant at least every 3 years.*

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Sec. 20. 1. *A person or entity to which a grant is awarded pursuant to section 18 or 19 of this act may make commitments of not more than 10 years with regard to the use of the money. Such a commitment is contingent on the availability of funds, the outcome of the annual performance reviews conducted pursuant to section 18 or 19, as applicable, of this act, and the successful renewal of the grant.*

2. *A grant awarded pursuant to section 18 or 19 of this act must require a person or entity that wishes to receive such assistance to provide evidence to the grantee that the person or entity:*

(a) Has made at least one application for another source of assistance for which the person or entity is eligible including, without limitation, from the Housing Choice Voucher Program or the Veterans Affairs Supportive Housing Program pursuant to 42 U.S.C. § 1437f and any regulations adopted pursuant thereto or any successor program, or from the Aging and Disability Services Division of the Department; or

(b) Is not eligible to receive any assistance described in paragraph (a).

Sec. 21. NRS 375.020 is hereby amended to read as follows:

375.020 1. A tax, at the rate of:

(a) In a county whose population is 700,000 or more, ~~[\$1.25;]~~ **\$1.45;** and

(b) In a county whose population is less than 700,000, ~~[65]~~ **85** cents,

↪ for each \$500 of value or fraction thereof, is hereby imposed on each deed by which any lands, tenements or other realty is granted, assigned, transferred or otherwise conveyed to, or vested in, another person, or land sale installment contract, if the consideration or value of the interest or property conveyed exceeds \$100.

2. The amount of tax must be computed on the basis of the value of the transferred real property as declared pursuant to NRS 375.060.

Sec. 22. NRS 375.070 is hereby amended to read as follows:

375.070 1. The county recorder shall transmit the proceeds of the tax imposed by NRS 375.020 at the end of each quarter in the following manner:

(a) An amount equal to that portion of the proceeds which is equivalent to 10 cents for each \$500 of value or fraction thereof must be transmitted to the State Controller who shall deposit that amount in the Account for Affordable Housing created pursuant to NRS 319.500.

(b) *An amount equal to that portion of the proceeds which is equivalent to 20 cents for each \$500 of value or fraction thereof*



must be transmitted to the State Controller who shall deposit that amount in the Critical Needs Fund created by section 14 of this act.

(c) In a county whose population is 700,000 or more, an amount equal to that portion of the proceeds which is equivalent to 60 cents for each \$500 of value or fraction thereof must be transmitted to the county treasurer for deposit in the county school district's fund for capital projects established pursuant to NRS 387.328, to be held and expended in the same manner as other money deposited in that fund.

~~[(e)]~~ (d) The remaining proceeds must be transmitted to the State Controller for deposit in the Local Government Tax Distribution Account created by NRS 360.660 for credit to the respective accounts of Carson City and each county.

2. In addition to any other authorized use of the proceeds it receives pursuant to subsection 1, a county or city may use the proceeds to pay expenses related to or incurred for the development of tier one affordable housing and tier two affordable housing. A county or city that uses the proceeds in that manner must give priority to the development of tier one affordable housing and tier two affordable housing for persons who are elderly or persons with disabilities.

3. The expenses authorized by subsection 2 include, but are not limited to:

- (a) The costs to acquire land and developmental rights;
- (b) Related predevelopment expenses;
- (c) The costs to develop the land, including the payment of related rebates;
- (d) Contributions toward down payments made for the purchase of affordable housing; and
- (e) The creation of related trust funds.

4. As used in this section:

(a) "Tier one affordable housing" has the meaning ascribed to it in NRS 278.01902.

(b) "Tier two affordable housing" has the meaning ascribed to it in NRS 278.01906.

Sec. 23. NRS 433.4295 is hereby amended to read as follows:

433.4295 1. Each policy board shall:

(a) Advise the Department, Division and Commission regarding:
(1) The behavioral health needs of adults and children in the behavioral health region;

(2) Any progress, problems or proposed plans relating to the provision of behavioral health services and methods to improve the provision of behavioral health services in the behavioral health region;



(3) Identified gaps in the behavioral health services which are available in the behavioral health region and any recommendations or service enhancements to address those gaps;

(4) Any federal, state or local law or regulation that relates to behavioral health which it determines is redundant, conflicts with other laws or is obsolete and any recommendation to address any such redundant, conflicting or obsolete law or regulation; and

(5) Priorities for allocating money to support and develop behavioral health services in the behavioral health region.

(b) Promote improvements in the delivery of behavioral health services in the behavioral health region.

(c) Coordinate and exchange information with the other policy boards to provide unified and coordinated recommendations to the Department, Division and Commission regarding behavioral health services in the behavioral health region.

(d) Review the collection and reporting standards of behavioral health data to determine standards for such data collection and reporting processes.

(e) To the extent feasible, establish an organized, sustainable and accurate electronic repository of data and information concerning behavioral health and behavioral health services in the behavioral health region that is accessible to members of the public on an Internet website maintained by the policy board. A policy board may collaborate with an existing community-based organization to establish the repository.

(f) To the extent feasible, track and compile data concerning persons placed on a mental health crisis hold pursuant to NRS 433A.160, persons admitted to mental health facilities and hospitals under an emergency admission pursuant to NRS 433A.162, persons admitted to mental health facilities under an involuntary court-ordered admission pursuant to NRS 433A.200 to 433A.330, inclusive, and persons ordered to receive assisted outpatient treatment pursuant to NRS 433A.335 to 433A.345, inclusive, in the behavioral health region, including, without limitation:

(1) The outcomes of treatment provided to such persons; and

(2) Measures taken upon and after the release of such persons to address behavioral health issues and prevent future mental health crisis holds and admissions.

(g) If a data dashboard is established pursuant to NRS 439.245, use the data dashboard to review access by different groups and populations in this State to behavioral health services provided through telehealth, as defined in NRS 629.515, and evaluate policies to make such access more equitable.

(h) Identify and coordinate with other entities in the behavioral health region and this State that address issues relating to behavioral



1 health to increase awareness of such issues and avoid duplication of
2 efforts.

3 (i) In coordination with existing entities in this State that address
4 issues relating to behavioral health services, submit an annual report
5 to the Commission which includes, without limitation:

6 (1) The specific behavioral health needs of the behavioral
7 health region;

8 (2) A description of the methods used by the policy board to
9 collect and analyze data concerning the behavioral health needs and
10 problems of the behavioral health region and gaps in behavioral
11 health services which are available in the behavioral health region,
12 including, without limitation, a list of all sources of such data used
13 by the policy board;

14 (3) A description of the manner in which the policy board
15 has carried out the requirements of paragraphs (c) and (h) and the
16 results of those activities; and

17 (4) The data compiled pursuant to paragraph (f) and any
18 conclusions that the policy board has derived from such data.

19 *(j) Allocate money from the Critical Needs Fund to support*
20 *very low income housing and supportive housing and supportive*
21 *services for use in the behavioral health region for which the*
22 *policy board was created, as provided in section 15 of this act.*

23 2. A report described in paragraph (i) of subsection 1 may be
24 submitted more often than annually if the policy board determines
25 that a specific behavioral health issue requires an additional report
26 to the Commission.

27 **Sec. 24.** 1. Notwithstanding the provisions of section 15 of
28 this act, the Housing Division of the Department of Business and
29 Industry shall provide the initial report described in paragraph (c) of
30 subsection 1 of section 15 of this act to each policy board in this
31 State on or before July 1, 2024.

32 2. As used in this section, “policy board” has the meaning
33 ascribed to it in section 10 of this act.

34 **Sec. 25.** 1. This section becomes effective upon passage and
35 approval.

36 2. Sections 1 to 24, inclusive, of this act become effective:

37 (a) Upon passage and approval for the purpose of adopting any
38 regulations and performing any other preparatory administrative
39 tasks that are necessary to carry out the provisions of this act; and

40 (b) On October 1, 2023, for all other purposes.



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 7

January 17, 2023

SUBJECT: Discussion and possible action to utilize Washoe County American Rescue Plan Act (ARPA) funds in the amount of \$350,000 toward renovation of the Paradise Plaza/Resident Services Center. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

On August 1, 2022, the Reno Housing Authority (RHA) submitted a proposal to CIRE Equity in response to a request for proposal regarding donation of a 13,000 SF property and existing building located within Paradise Plaza in Sparks, Nevada.

In December of 2022 staff received notification that CIRE Equity has awarded the Paradise Plaza property to the RHA to create a resident services hub. Shortly after award notification, staff was able to tour the property with an architect and began discussion of renovation plans.

Staff is currently working with CIRE Equity on the transfer of ownership of the property to RHA. In preparation of ownership transfer and the need for a complete renovation of the building, staff is requesting approval to proceed with a grant application to Washoe County to utilize \$350,000 in American Rescue Plan Act (ARPA) funds guaranteed from the sale of property located on 4th street to Washoe County. The funds will be used toward construction costs associated to the renovation of the Paradise Park resident services hub.

Recommendation: Approval of the use of the Washoe County American Rescue Plan Act (ARPA) funds from the sale of 4th Street in the amount of \$350,000 toward the renovation of the Paradise Plaza resident services hub.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 8

January 17, 2023

SUBJECT: Discussion and possible action to approve new policy regarding outstanding debt owed to the RHA and collection thereof. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background

The Executive Director presented a proposed new policy regarding outstanding debt owed to the RHA and collection thereof at the December Board meeting. Based on Board discussion at that meeting, and subsequent discussion with staff, a revised final draft of the policy is enclosed for Board consideration and approval. Staff has attached redlined and clean versions for ease of identifying changes.

Recommendation: Staff recommends that the Board of Commissioners approve and adopt the policy regarding outstanding debt owed to the RHA and collection thereof effective immediately upon approval.

Reno Housing Authority Debt Collection, Judgements, and Renewals Policy

Revised January 2023

Purpose

This policy is created to provide uniform guidelines regarding handling of debts owed to RHA by tenants, program participants, and landlords. The policy establishes guidelines for debt write off and collection efforts.

Applicability

This policy applies to all RHA employees.

Debt and Repayment Agreement Plans

Where there are circumstances of hardship, retroactive rent, damage charges, or overpayment of Housing Assistance Payment (HAP), Reno Housing Authority (RHA) may enter a "Repayment Agreement Plan" with a tenant or program participant extending the time allowed residents to make full payment of money that is owed to RHA. The Plan is made at the discretion of the Director of Rental Assistance or Director of Asset Management, depending upon the housing program. There is no cap on the amount of debt that can be restructured under a Repayment Agreement Plan, but the monthly repayment amount must be deemed reasonable within the client's or landlord's ability to pay and not extend repayment longer than 24 months without approval of the Executive Director. The client or landlord shall sign to approve of the Plan. Board of Commissioners approval is not required on Repayment Agreement Plans.

Debt and Write Offs

Write-off of vacated tenant and inactive landlord account receivables is an accounting procedure that is beneficial to the Authority. Continuing to carry uncollectible accounts presents a negative image for the Authority, and failure to write-off such accounts is interpreted by HUD as poor management practice.

RHA's Board of Commissioners evaluates proposed uncollected debt for write off twice a year, typically in January and July.

Staff will prepare a list of outstanding debt using the criteria below and submit it to the Executive Director for review. The Executive Director will refer bad debt to the Board of Commissioners if it meets the below criteria:

- At least six (6) months since the client has voluntarily or involuntarily exited the public housing or Housing Choice Voucher (HCV) program and attempts to collect the debt, including at least one written correspondence, have been unsuccessful, or

- At least six (6) months since the landlord has voluntarily or involuntarily exited the HCV program and attempts to collect the debt, including at least one written correspondence, have been unsuccessful, or
- Staff initiated a Repayment Agreement Plan with the client or landlord, but no payments have been made in at least six (6) months and outreach to the person or entity, including at least one written correspondence, has been unsuccessful and the client or landlord has now been voluntarily or involuntarily exited from the public housing or HCV program for at least six (6) months since the last payment, and
- For any of the situations above, the debt owed is less than \$10,000 and will not be referred to court for a potential judgement.

Notwithstanding the above, the Director of Administration has the authority to settle debt up to \$2,000.00, subject to a cap of \$10,000 per fiscal year. The Executive Director has the authority to settle or write off any debt up to \$5,000.00 and notify the Board of Commissioners of such settlement or write off when other uncollected debts are brought to the Board for approval. Debts above \$5,000.01, must be approved by the Board of Commissioners for settlement and write off unless a higher authority is approved for the Executive Director.

Any debt owed that is less than \$100 will automatically be written off upon the client voluntarily or involuntarily leaving the public housing or HCV program or the landlord voluntarily or involuntarily exiting the HCV program.

Regardless of a write off, RHA's Director of Administration will refer any debt over \$100 to its collection agency for pursuit and/or settlement. The amount of any settlement negotiated by the authorized collection agency may be accepted by the Executive Director without further Board approval.

Judgements and Renewals

Any debt that is \$10,000 or above will be referred to RHA legal counsel for filing with the appropriate court for a legal judgement against the client or landlord subject to the following conditions. This shall be applicable to public housing, HCV, or other RHA programs.

- At least six (6) months since the client has voluntarily or involuntarily exited the public housing or Housing Choice Voucher (HCV) program and attempts to collect the debt, including at least one written correspondence, have been unsuccessful, or
- At least six (6) months since the landlord has voluntarily or involuntarily exited the HCV program and attempts to collect the debt, including at least one written correspondence, have been unsuccessful, or
- Staff initiated a Repayment Agreement Plan with the client or landlord, but no payments have been made in at least six (6) months and outreach to the person or entity, including at least one written correspondence, has been unsuccessful and the

client or landlord has now been voluntarily or involuntarily exited from the public housing or HCV program for at least six (6) months since the last payment.

Judgements in favor of RHA may be evaluated for write off by the Board of Commissioners twice a year, typically in January and July.

Judgements will not be renewed after ten years for debt under \$25,000. This policy shall be retroactive to November 2022.

Judgements will not be renewed at any time for cases where the debt was discharged by a court through a bankruptcy proceeding. The Director of Administration will update files annually to reflect any debts discharged through bankruptcy and provide a list of these case numbers to the Executive Director and legal counsel in December of each year.

Records Retention

Files for clients or landlords with uncollected debts or judgements due to RHA will be maintained for ten years from the last payment. Information regarding the debt, such as the date and amount of debt, will be entered into the US Department of Housing and Urban Development's (HUD) Earned Income Verification (EIV) system or any successor system at the time it becomes delinquent and regardless of any write off. This data shall be entered by the Director of Rental Assistance or their designee. Information is stored in EIV for ten years and then discharged by HUD. The household, per HUD, has then, irrespective of payment of debt, restored its eligibility for participation in the HCV or receipt of public housing. RHA will adopt and conform to this HUD provision for program eligibility and update the policy, as needed, to stay in conformance.

After ten years, if the debt was written off and/or there was a nonrenewal of judgement and/or a bankruptcy discharge of the debt, then the file can be destroyed.

Reno Housing Authority ~~HA Debt Collection, Judgements, and Renewals~~ Policy and Procedure on Bad Debt, Judgements, and Renewals

Revised ~~December 2022~~ January 2023

Purpose

This policy is created to provide uniform guidelines regarding handling of debts owed to RHA by tenants, program participants, and landlords. The policy establishes guidelines for debt write off and collection efforts.

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Applicability

This policy applies to all RHA employees.

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Debt and Repayment Agreement Plans

Where there are circumstances of hardship, ~~retroactive rent, damage charges, or overpayment of Housing Assistance Payment (HAP) and in cases of retroactive rent charges,~~ Reno Housing Authority (RHA) may enter a "Repayment Agreement Plan" ~~with a tenant or program participant~~ extending the time allowed residents to make full payment of money that is owed to RHA. The Plan is made at the discretion of the ~~RHA Executive Director~~ Director of Rental Assistance or Director of Asset Management, depending upon the housing program, ~~with recommendation from the Director of Rental Assistance.~~ There is no cap on the amount of debt that can be restructured under a Repayment Agreement Plan, but the monthly repayment amount must be deemed reasonable within the client's or landlord's ability to pay and not extend repayment longer than ~~2436~~ months ~~without approval of the Executive Director~~. The client or landlord shall sign to approve of the Plan. Board of Commissioners approval is not required on Repayment Agreement Plans.

Debt and Write Offs

Write-off of vacated tenant and inactive landlord account receivables is an accounting procedure that is beneficial to the Authority. Continuing to carry uncollectible accounts presents a negative image for the Authority, and failure to write-off such accounts is interpreted by HUD as poor management practice.

RHA's Board of Commissioners evaluates proposed uncollected debt for write off twice a year, typically in January and July.

Staff will prepare a list of outstanding debt using the criteria below and submit it to the Executive Director for review. The Executive Director will refer bad debt to the Board of Commissioners if it meets the below criteria:

- At least six (6) months since the client has voluntarily or involuntarily exited the public housing or Housing Choice Voucher (HCV) program and attempts to collect the debt, including at least one written correspondence, have been unsuccessful, or
- At least six (6) months since the landlord has voluntarily or involuntarily exited the HCV program and attempts to collect the debt, including at least one written correspondence, have been unsuccessful, or
- Staff initiated a Repayment Agreement Plan with the client or landlord, but no payments have been made in at least six (6) months and outreach to the person or entity, including at least one written correspondence, has been unsuccessful and the client or landlord has now been voluntarily or involuntarily exited from the public housing or HCV program for at least six (6) months since the last payment, and
- For any of the situations above, the debt owed is less than \$10,000 and will not be referred to court for a potential judgement.

Notwithstanding the above, the [Director of Administration has the authority to settle debt up to \\$2,000.00, subject to a cap of \\$10,000 per fiscal year. The](#) Executive Director has the authority to settle or write off any debt up to \$5,000.00 and notify the Board of Commissioners of such settlement or write off when other uncollected debts are brought to the Board for approval. Debts above \$5,000.01, must be approved by the Board of Commissioners for settlement and write off unless a higher authority is approved for the Executive Director.

Any debt owed that is less than \$100 will automatically be written off upon the client voluntarily or involuntarily leaving the public housing or HCV program or the landlord voluntarily or involuntarily exiting the HCV program.

Regardless of a write off, RHA's Director of Administration will refer any debt [between-over](#) \$100 ~~to \$9,999.99~~ to its collection agency for pursuit and/or settlement. The amount of any settlement negotiated by the authorized collection agency may be accepted by the Executive Director without further Board approval.

Judgements and Renewals

Any debt that is \$10,000 or above will be referred to RHA legal counsel for filing with the appropriate court for a legal judgement against the client or landlord subject to the following conditions. This shall be applicable to public housing, HCV, or other RHA programs.

- At least six (6) months since the client has voluntarily or involuntarily exited the public housing or Housing Choice Voucher (HCV) program and attempts to collect the debt, including at least one written correspondence, have been unsuccessful, or
- At least six (6) months since the landlord has voluntarily or involuntarily exited the HCV program and attempts to collect the debt, including at least one written correspondence, have been unsuccessful, or

- Staff initiated a Repayment Agreement Plan with the client or landlord, but no payments have been made in at least six (6) months and outreach to the person or entity, including at least one written correspondence, has been unsuccessful and the client or landlord has now been voluntarily or involuntarily exited from the public housing or HCV program for at least six (6) months since the last payment.

Judgements in favor of RHA may be evaluated for write off by the Board of Commissioners twice a year, typically in January and July.

Judgements will not be renewed after ten years for debt under \$25,000. This policy shall be retroactive to November 2022.

Judgements will not be renewed at any time for cases where the debt was discharged by a court through a bankruptcy proceeding. The Director of Administration will update files annually to reflect any debts discharged through bankruptcy and provide a list of these case numbers to the Executive Director and legal counsel in December of each year.

Records Retention

Files for clients or landlords with uncollected debts or judgements due to RHA will be maintained for ten years from the last payment. Information regarding the debt, such as the date and amount of debt, will be entered into the US Department of Housing and Urban Development's (HUD) Earned Income Verification (EIV) system or any successor system at the time it becomes delinquent and regardless of any write off. This data shall be entered by the Director of Rental Assistance or their designee. Information is stored in EIV for ten years and then discharged by HUD. The household, per HUD, has then, irrespective of payment of debt, restored its eligibility for participation in the HCV or receipt of public housing. RHA will adopt and conform to this HUD provision for program eligibility and update the policy, as needed, to stay in conformance.

After ten years, if the debt was written off and/or there was a nonrenewal of judgement and/or a bankruptcy discharge of the debt, then the file can be destroyed.

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 9****January 17, 2023**

SUBJECT: Discussion and possible action to transfer \$127,339.23 in Capital Funds from CF2021 – Management Improvements to CF2021 – John McGraw Court HVAC Replacement to cover the cost of the overall project and complete the obligation requirement for the CF2021 budget year. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Staff is proposing to move \$127,339.23 from CF2021 – Management Improvements to CF2021 - John McGraw Court HVAC Replacement. The existing mechanical equipment was placed into service between 1995-1998. The new equipment will have a similar longevity of 20 to 24 years. The equipment will be Energy Efficient resulting in energy cost savings to our tenants. Moving these funds will cover the cost of the overall project and complete the obligation requirement for the 2021 budget year.

Staff previously requested Board of Commissioners' approval to allocate \$125,000.00 in CF2022 funds to this project. This approval was granted at the December 2022 meeting. Final bids were received after this meeting and the project cost was lower than estimated; \$304,000.00 versus \$385,000.00. Therefore, the full amount of previously requested funding is not needed. At the same time, there is additional CF2021-Management Improvements funding that will not be spent and needs to be obligated by February 22, 2023. The requested funding changes will release the CF2022 funds for obligation to a future project, utilize remaining CF2021 funds, and fully fund the HVAC replacement project.

Staff is requesting approval to move funds identified below for this project.

REQUESTED REVISIONS TO CFP2021

CF Year	Allocated	Funds Move to:	Amount
CF 2021	MANAGEMENT IMPROVEMENTS	Mc Graw HVAC Replacement	\$127,339.23
TOTAL PHYSICAL IMPROVEMENTS FUNDS			

HVAC REPLACEMENT

CF Year	Available Funds	Funds Allocated:	Total Amount
CF 2021	\$127,339.23	Mc Graw HVAC Replacement	\$127,339.23
CF 2021 (previously allocated)	\$176,660.77	Mc Graw HVAC Replacement	\$176,660.77
TOTAL PROJECT COST			\$304,000.00

Recommendation: Staff recommends the Board of Commissioners approve of the identified changes to CF2021 funding and release the previously approved CF2022 funding for obligation to a future project.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 10

January 17, 2023

SUBJECT: Discussion and possible action to approve the Union contract addendum to the Standby and Call Back rotation. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 11

January 17, 2023

SUBJECT: Discussion on rent setting policy for unaided and NSP properties. (Discussion)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Reno Housing Authority expanded housing options (formerly known as unaided property) rent policy:

The Reno Housing Authority (RHA) owns:

- Prater Way Apartments in Sparks
- Colonial Court Apartments in Sparks
- Idlewild Townhouse Apartments in Reno
- Ala Moana Apartments in Reno
- Sarrazin Arms Apartments in Reno.

These unaided properties encompass RHA's expanded housing options for renters in Washoe County. The properties are managed by Gaston and Wilkerson. None of the properties receive federal or other funding that limit tenant income or rents. Collectively, these properties provide 272 units of naturally occurring affordable housing for our region. While there is no income or rent restrictions on the properties, RHA's Board of Commissioners has, as a practice, aimed to keep rents below comparable market apartments to assist our community. However, with the recent significant increases in rental rates, rents at each property are now substantially below market. On average, the advantage to market (represented by the average percent the rent is below market rent) at RHA's properties for one-bedroom units is between 31% (Prater Way Apartments) and 76% (Colonial Court Apartments) and for two-bedroom units is between 56% (Prater Way Apartments) and 86% (Idlewild Townhouse Apartments). Rents at Sarrazin Arms Apartments, the only studio apartments, are on average 52% lower than market and rent for the sole four-bedroom apartment at Idlewild Townhouse Apartments is 140% below comparable market rent. Market rent for comparable units was determined utilizing the same software and process RHA uses to perform rent reasonableness analysis for project-based Section 8 properties. Gaston and Wilkerson also provided insight into comparable market rents on nearby properties.

At the same time, operating and capital costs have continued to increase across RHA's portfolio. RHA's past rent increase practice for these properties has consisted of a minimal annual increase in rent of between \$25-\$50 per month. Rent increases were not implemented in FY 2021 due to the global pandemic and the resulting economic crisis. As a catch-up, Gaston and Wilkerson implemented larger rent increases of \$75-\$100 per month, depending upon the property, in 2022. The increase did not result in additional turnover and as stated above, the rents still remain extremely competitive.

Over the past eight years, Washoe County has seen a record increase in market rents and historically low vacancy rates. RHA has not kept pace with the market with respect to rent increases at our unaided properties. After analyzing current rents for each unit of the five mentioned properties, a summary analysis is provided for Board review and discussion. The summary analysis provides average rent, market rent, and percent advantage to market broken down by property and bedroom size. Scenarios are also provided showing possible rent increase options based on maintaining different advantages to market rent. Overall monthly and annual revenue estimates are provided based on each scenario and show that there is substantial rent potential across the portfolio.

Staff is seeking Board input to develop a policy regarding annual rent increases at RHA's expanded housing option sites. As part of the policy, staff will recommend an initial implementation strategy for any initial rent changes that may include a multi-year phase in of new rents for existing tenants, implementing new rents at move-in for new tenants, or other strategies. Staff will consult with Gaston and Wilkerson for their input as property manager. A final policy for these properties is desired by April 2023 which will enable the new rents, if any, to be incorporated into annual budget forecasting, which will occur in May 2023 for fiscal year 2024.

Staff is also reviewing RHA's other non-public housing properties that have income and rent restrictions and are managed by RHA to determine appropriate rents. In some cases, rents are currently below the allowable HOME, Low Income Housing Tax Credit, or other program rents. In these cases, staff will work to bring rents to the appropriate program limit. Staff will follow the same implementation strategy with these properties, for example, resetting rent upon vacancy and/or set rent increases per year, once a policy is adopted by the Board.

RHA Expanded Housing Options (formerly known as Unaided Property) Rent Analysis

Complex Name	Bedroom Size	Number of Units	Average Current Rent	Average Market Rent	Average % Below Market Rent	Average Difference Using Market Rent	Average Difference Using 90% of Market Rent	Average Difference Using 80% of Market Rent	Average Difference Using 75% of Market Rent	Difference Using 70% of Market
Prater Way Apartments	1	4	\$830.00	\$1,090.00	31%	\$260.00	\$151.00	\$42.00	-\$12.50	-\$67.00
	2	12	\$893.64	\$1,385.00	56%	\$491.36	\$352.86	\$214.36	\$145.11	\$75.86
Monthly Revenue Increase						\$6,936.36	\$4,838.36	\$2,740.36	\$1,691.36	\$642.36
Annual Revenue Increase						\$83,236.36	\$58,060.36	\$32,884.36	\$20,296.36	\$7,708.36
Colonial Court Apartments	1	8	\$692.50	\$1,215.00	76%	\$522.50	\$401.00	\$279.50	\$218.75	\$158.00
	2	4	\$805.00	\$1,310.00	63%	\$505.00	\$374.00	\$243.00	\$177.50	\$112.00
Monthly Revenue Increase						\$6,200.00	\$4,704.00	\$3,208.00	\$2,460.00	\$1,712.00
Annual Revenue Increase						\$74,400.00	\$56,448.00	\$38,496.00	\$29,520.00	\$20,544.00
Idlewild Townhouse Apts	2	33	\$913.82	\$1,692.00	86%	\$778.18	\$608.98	\$439.78	\$355.18	\$270.58
	4	1	\$875.00	\$2,100.00	140%	\$1,225.00	\$1,015.00	\$805.00	\$700.00	\$595.00
Monthly Revenue Increase						\$26,904.82	\$21,111.22	\$15,317.62	\$12,420.82	\$9,524.02
Annual Revenue Increase						\$322,857.88	\$253,334.68	\$183,811.48	\$149,049.88	\$114,288.28
Ala Moana Apartments	1	104	\$764.85	\$1,188.00	55%	\$423.15	\$304.35	\$185.55	\$126.15	\$66.75
	2	52	\$861.73	\$1,350.00	57%	\$488.27	\$353.27	\$218.27	\$150.77	\$83.27
Monthly Revenue Increase						\$69,397.29	\$50,022.09	\$30,646.89	\$20,959.29	\$11,271.69
Annual Revenue Increase						\$832,767.53	\$600,265.13	\$367,762.73	\$251,511.53	\$135,260.33
Sarrazin Arms Apartments	0	54	\$718.05	\$1,050.00	52%	\$331.95	\$226.95	\$121.95	\$69.45	\$16.95
Monthly Revenue Increase						\$43,261.36	\$26,881.36	\$10,501.36	\$2,311.36	\$915.25
Annual Revenue Increase						\$519,136.27	\$322,576.27	\$126,016.27	\$27,736.27	\$10,983.05
Total Monthly Revenue Increase						\$152,699.84	\$107,557.04	\$62,414.24	\$39,842.84	\$24,065.34
Total Annual Revenue Increase						\$ 1,832,398.05	\$ 1,290,684.45	\$ 748,970.85	\$ 478,114.05	\$ 288,784.03

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 12

January 17, 2023

SUBJECT: Discussion on minimum rents for public housing and Housing Choice Voucher programs. (Discussion)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Minimum Rent for Public Housing and Voucher Program:

Under 24 CFR 5.630, all Public Housing Authorities (PHA) must charge minimum rent for participants in the Public Housing and voucher programs. The minimum rent is set by the PHA and must be between \$0-50 unless an alternate amount is authorized through a HUD approved waiver. In 2014, RHA increased its minimum rent from \$50 to \$75 as a waiver request through our MTW Plan. Minimum rents have not been increased since that time. RHA is proposing to increase the minimum rent to \$100 with our FY2024 MTW Plan. Minimum rent is only used when a family has zero household income. Because the family is entitled to a utility allowance, which is subtracted from the minimum rent to determine the tenant's actual portion of rent, families do not typically pay the full minimum rent.

Examples:

A tenant living at Tom Sawyer in a 1-bedroom unit with zero income would be responsible for paying \$47 per month in rent.

$$(\text{Minimum rent}) \$100 - (\text{Utility allowance}) \$53 = \$47 \text{ (rent to owner)}$$

An HCV client living in a 2-bedroom apartment with zero income would be responsible for paying \$30 per month in rent.

$$(\text{Minimum rent}) \$100 - (\text{Utility allowance}) \$70 = \$30 \text{ (rent to owner)}$$

In the voucher program 126 households would be impacted by this change. In the public housing program, 38 households would be impacted.

An increase in minimum rent would better reflect market trends and help offset increases in operating and maintenance costs. This information is provided for discussion purposes. Staff will bring any final proposed minimum rent increase to the Board for approval as part of the Moving To Work (MTW) FY24 Annual Plan.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 13

January 17, 2023

SUBJECT: Additional items:

- i) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
- ii) Reports on conferences and trainings. (Discussion)
- iii) Old and New Business. (Discussion)
- iv) Request for Future Agenda Topics
- i) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, February 28, 2023; Tuesday, March 28, 2023; and Tuesday, April 25, 2023. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

The next Board meeting will be held Tuesday, February 28, 2023.