

**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, May 30, 2023
TIME: 12:00 p.m. (Approximately)
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, May 29, 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. Comments from the public is limited to three minutes per person, under these items.
- Approval of agenda. (For Possible Action)
 1. Approval of the minutes of the closed session Board meeting held February 28, and the regular Board meeting held February 28, and the minutes of the regular Board meeting held April 25, 2023. (For Possible Action)
 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.) (For Possible Action)
 - a) Discussion and possible action for approval of Sales and Services Schedule.
 - b) Discussion and possible action to amend the Credit Card Policy and Procedure to reflect current position titles, additional authorized card holders, and related procedural matters.

- c) Possible approval of Commissioner Taylor's request to expend her Contingency Fund allotment of \$10,000 to provide funding to the Eddy House (\$5,000) and to the City of Reno Rental and Deposit Assistance Interim Motel Program (\$5,000).
 - d) Possible approval of Chairman Aiazzi's request to expend his Contingency Fund allotment of \$10,000 to provide funding to the Ballroom of Reno (\$5,000) and to the Reno Bike project (\$5,000).
 - e) Possible approval of Commissioner Sullivan's request to expend a portion of his Contingency Fund allotment in the amount of \$6,500 to the following non-profit organizations: The Empowerment Center (\$1,000), Urban Roots (\$1,000), Food Bank of Northern Nevada (\$1,000), Jam On It youth basketball scholarships (\$1,000), RHA Employee Summer Picnic (\$1,000), RHA 90 Plus Senior Event (\$500), RHA Diapers for Seniors Program (\$1,000).
3. Commissioner Reports. (Discussion)
 4. 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
 - H. Financials
 5. Possible adoption of Resolution 23-05-01 committing up to \$4,565,263.00 in RHA HUD held reserves for MTW Activity #2021-01 and/or business activities funds for the development of 419 10th Street. (For Possible Action)
 6. Discussion and possible action to approve final FY2024 RHA budget. (For Possible Action)
 7. Discussion and possible action to amend the Bad Debt policy. (For Possible Action)
 8. Discussion and possible action to approve amendments to the By-laws of the City of Reno Housing Authority. (For Possible Action)
 9. Discussion and possible action on increasing insurance limits for RHA properties. (For Possible Action)
 10. Discussion and possible direction to staff regarding the status of RHA's scattered site portfolio and potential long-term strategy for these properties. (For Possible Action)

11. Discussion and possible action to approve grant agreements with the State of Nevada for State and Local Fiscal Recovery Funds (also known by the State as Home Means Nevada Initiative (HMNI) funds) and corresponding deed restrictions for the following projects: \$1,500,000.00 for the development of Dick Scott Manor and \$775,000.00 for the acquisition of 419 10th Street. (For Possible Action)
12. Discussion and possible action to extend the UNR Early Head Start Child Care facility lease for 870 Sage Street, Reno, through July 2024 for a total monthly fee of \$675.00 which includes monthly contract rent of \$475.00 and a monthly facility improvement account contribution of \$200.00. (For Possible Action)
13. Discussion of the four-year proposed rent increase implementation schedule and noticing. (Discussion)
14. Discussion and overview of local provider partners along with the types of services they offer to RHA and its residents and clients. (Discussion)
15. Discussion of Board's intent and direction to staff regarding long-term strategy for RHA's Horizon Hills property, APN 082-22-10. (Discussion)
16. 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, June 27, 2023; Tuesday, July 25, 2023; and Tuesday, August 22, 2023. (For Possible Action)
17. 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. Comments from the public are limited to three minutes per person.
18. 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 May 23, 2023



*By: Lindsay Dobson
Executive Administrative Assistant*

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 1****May 30, 2023**

SUBJECT: Approval of the minutes of the closed session Board meeting held February 28, and the regular Board meeting held February 28, and the minutes of the regular Board meeting held April 25, 2023. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
April 25, 2023

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, April 25, 2023, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairperson
Jazzmeen Johnson, Vice Chairperson-**via phone**
Mark Sullivan, Commissioner-**via phone**
Kathleen Taylor

Commissioners Absent

Mayor Hillary Schieve

Staff Present

Hilary Lopez, Ph.D., Executive Director
Ryan Russell, Legal Counsel
Linda Long, Director of Administration
JD Klippenstein, Director of Development
Darren Squillante, Director of HR
Samantha Arellano Director of IT
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

Heidi McKendree,
Deputy Executive
Director

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.**
Elaine Wiseman, City of Reno
Alexander Segura-Garcia, City of Reno
- **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. Comments from the public is limited to three minutes per person, under these items.**

There was no public comment.

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

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Commissioner Taylor 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 with changes.

1. Presentation by Cori Fisher, Director of Resident Services, to Jennifer Friend, Workforce Development graduate. (Discussion)

Workforce Development Program (WFD) graduate, Jennifer Friend has been a resident at RHA since 2008. Since then, she has worked hard to increase her credit score, create post-secondary plans for her daughter and prepare for her family's future by completing a first-time home ownership education course. Ms. Friend has escrowed a total of \$3,240.69 since joining the WFD program in 2016 and plans to use the funds to purchase a new home for her and her family.

2. Approval of the minutes of the closed session Board meeting held February 28, and the regular Board meeting held February 28, and the minutes of the regular Board meeting held March 28, 2023. (For Possible Action)

Approval of February's minutes postponed until May Board meeting as there was not a quorum present to approve those minutes. Commissioner Sullivan motioned to approve the minutes of the March 28 Board meeting. Vice Chair Johnson seconded the motion. Chairman Aiazzi called for the question. The vote was three ayes, no nays, and one abstention. Chairman Aiazzi declared the motion carried and the agenda approved.

3. 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)

No items.

4. Commissioner Reports. (Discussion)

No reports

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

Executive Director Lopez reported RHA's waitlist for 2–4-bedroom units at its family public housing sites closed on April 21st. As of April 20th, RHA received 1,972 applications. With existing applications, it brings the total waitlist to 6,739 applicants. Staff continue to review applications and work diligently to house families as quickly as possible. Given current turnover rates, it is estimated that eligible families that complete the documentation process may receive an offer of housing within 24 months.

Staff completed their initial resident meetings at Silverada Manor to provide information on the proposed renovations and HUD Rental Assistance Demonstration (RAD) conversion of the property. Over 141 residents attended between the two sessions. On-site translation was available in Spanish, Tagalog, and Mandarin. Many questions focused on relocation and RHA's relocation consultant was present to answer preliminary questions and give an overview of the

relocation process. The goal is to first utilize other public housing units for temporary relocation. Follow-up meetings will be scheduled this summer once a development partner is selected. Page 8 of 167

Staff completed their initial resident meetings at Hawk View Apartments to provide information on the proposed redevelopment and HUD Section 18 Demolition/Disposition of the property. Over 82 residents attended between the two sessions. On-site translation was available in Spanish. Many questions focused on relocation and RHA's relocation consultant was present to answer preliminary questions and give an overview of the relocation process. The goal is to first utilize other public housing units for permanent relocation. Follow-up meetings will be scheduled this summer once a development partner is selected.

Staff attended the MTW Collaborative conference in Washington DC on April 11-12. The main takeaways from the conference were that the initial 39 designated MTW Agencies will work together regarding the extension of the current MTW contracts. Current contracts expire in 2028. MTW has allowed agencies to better respond to local conditions and many MTW programs have been rolled out nationwide. MTW's are "America's Housing Policy Lab", and the program should be continued. As part of this, RHA was asked to contact Senator Cortez-Masto for support of contract extension. The other main item discussed was the need to ensure that MTW reserves, which are identified for development and other eligible activities, are properly characterized by HUD to preserve them from reallocation.

RHA is hosting a bus tour of several of our public housing and expanded housing properties for elected officials on Thursday, May 11th, at 3 p.m. The goal is to introduce elected officials to our portfolio, share background on the agency, and provide information on our upcoming development and preservation plans. Currently, seven officials are attending representing Reno, Sparks, and Washoe County. Board members are also invited.

May 1st is Affordable Housing Day at the Nevada legislature. RHA will have a table at the event to share information on our programs. Several staff members will attend the lunch to meet with legislators and provide support for affordable housing initiatives. Board members are invited to attend the event which is from 10 am-2 pm at the legislative building in Carson City.

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 4/1/23	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,477	2,261	91%	171
VASH	416	277	66%	56
EHV	137	90	66%	20
FYI	15	5	33%	1

Number HQS Inspections Conducted by Month	
March 2023	265

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)

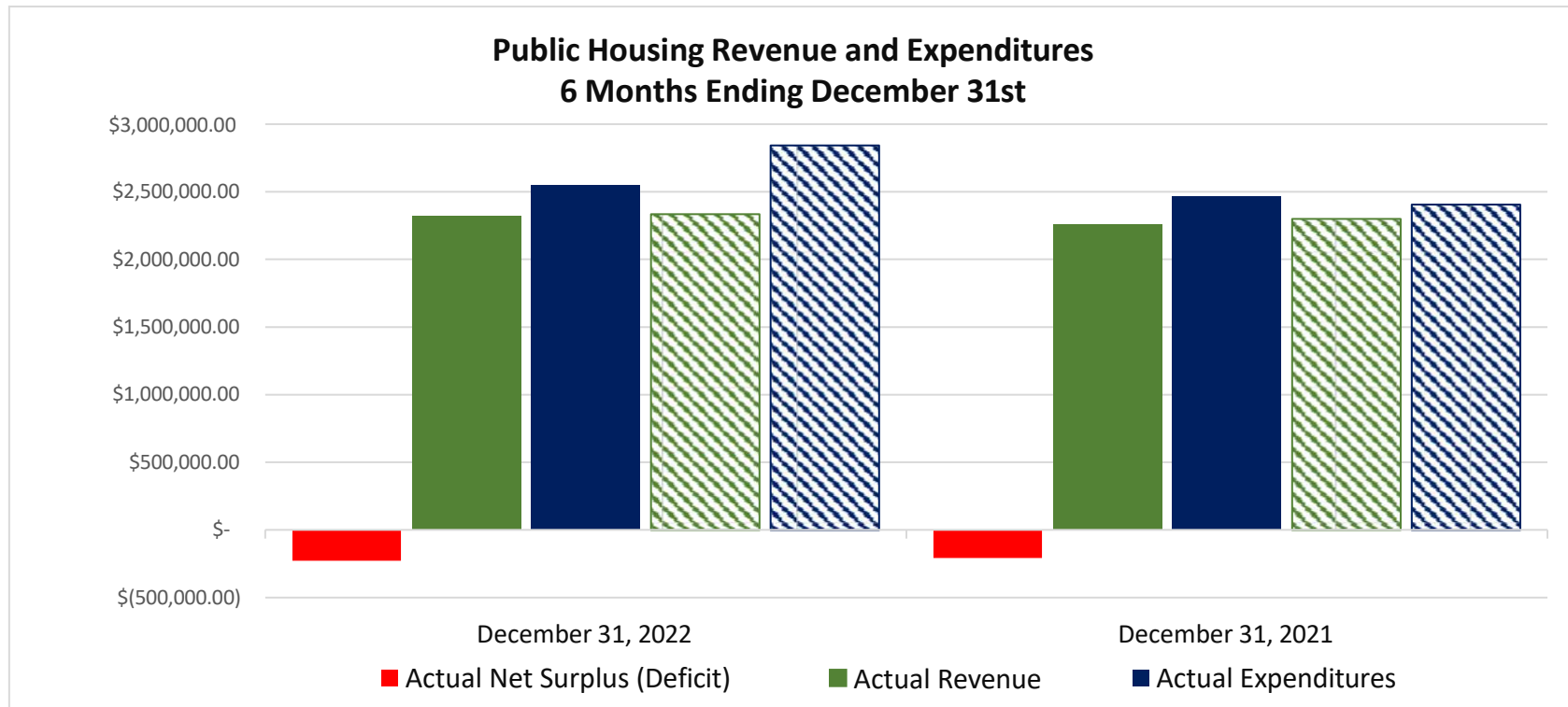
Description: Vouchers allocated by HUD for the specific purpose of assisting homeless individuals or families or those at risk of homelessness in obtaining housing. RHA is partnering with four local agencies (Catholic Charities, Health Plan of Nevada, Washoe County Human Services-Our Place and Volunteers 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.

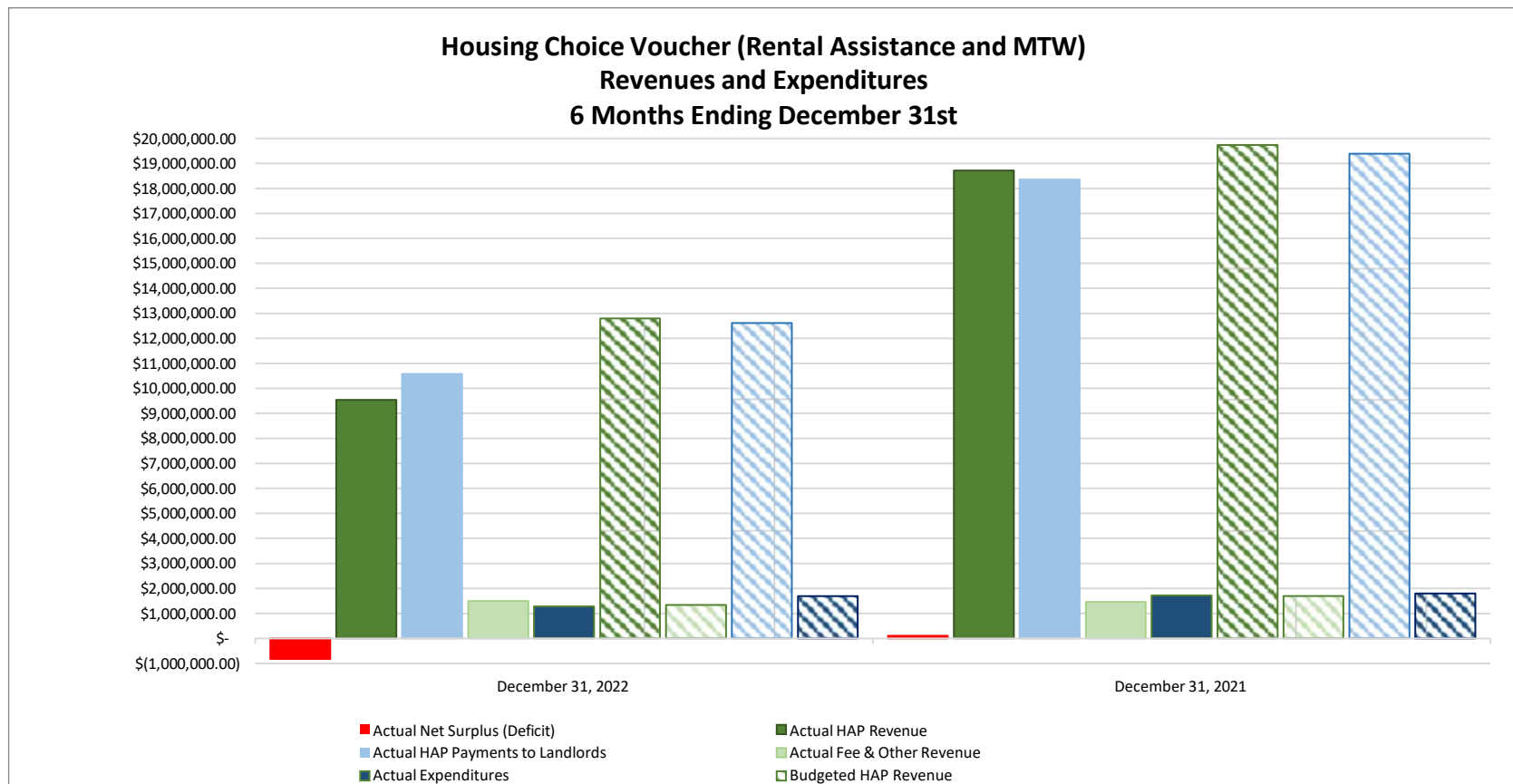
ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022

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

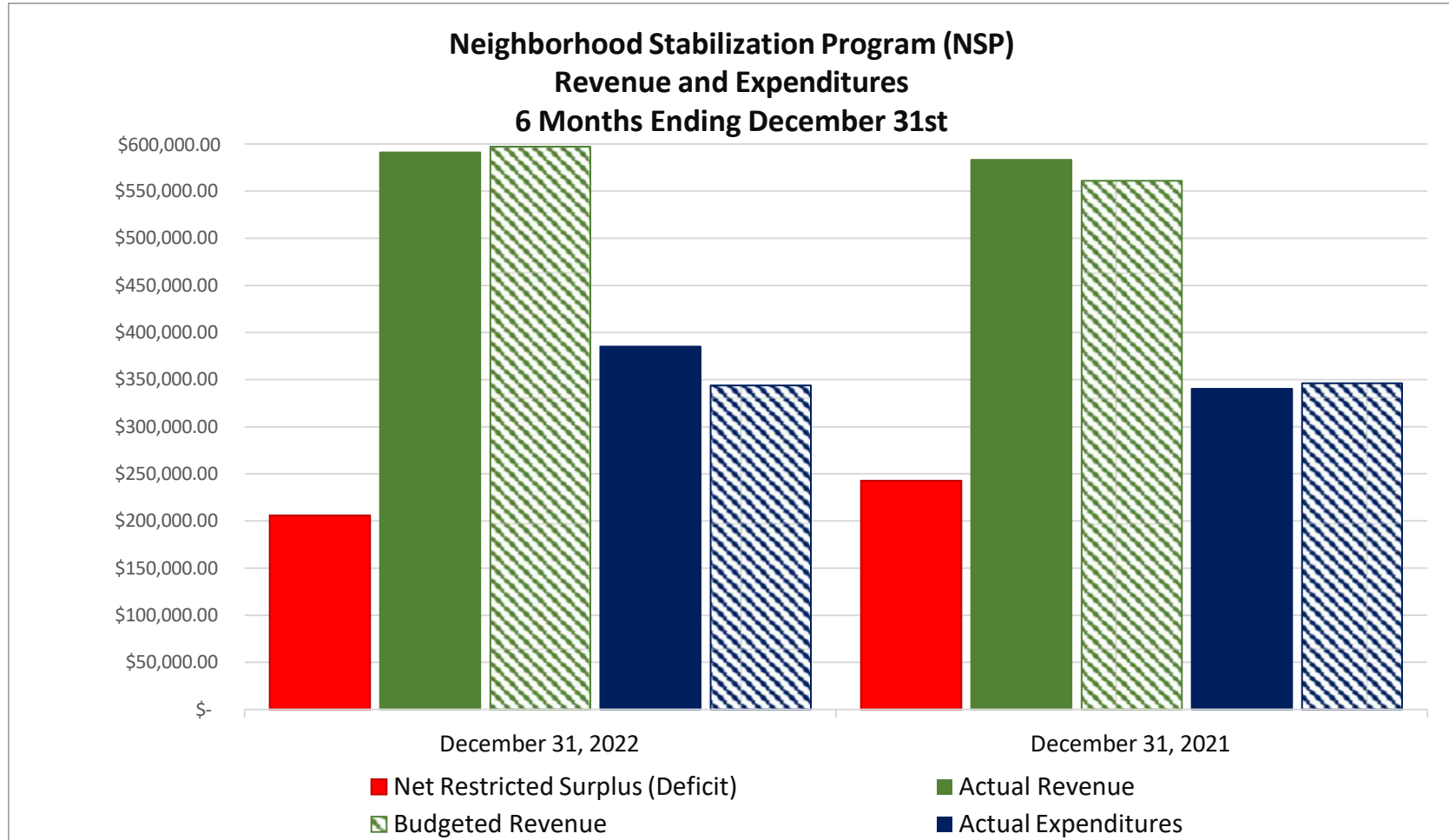
Housing Choice Voucher (Rental Assistance and MTW)	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	\$ 9,541,611.00	\$ 18,716,912.85	\$ (9,175,301.85)	-49.02%
Actual HAP Payments to Landlords	\$ 10,580,798.42	\$ 18,352,563.18	\$ (7,771,764.76)	-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%



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FOR THE 6 MONTHS ENDED DECEMBER 31, 2022

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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%

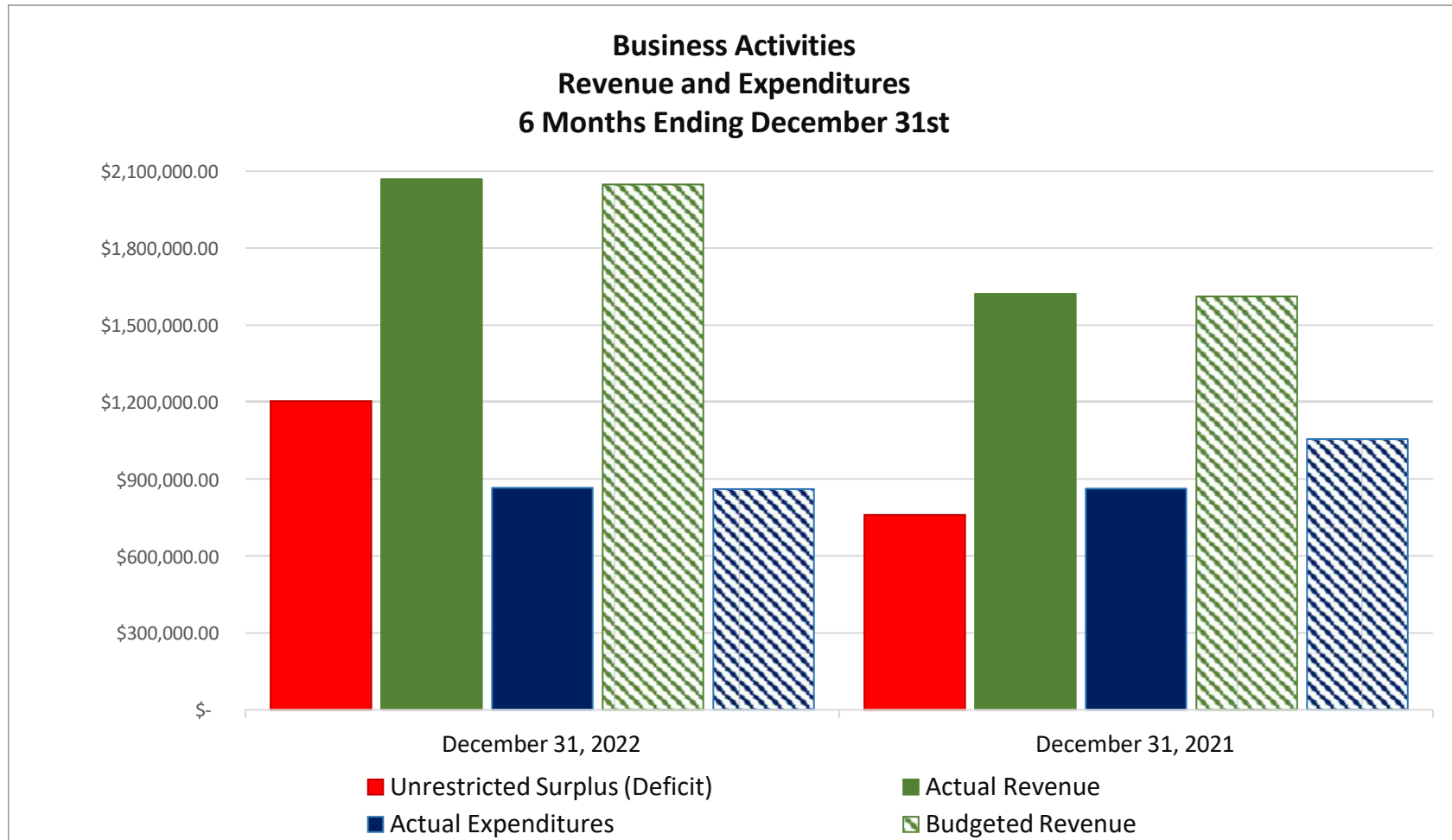


Business Activities	December 31, 2022	December 31, 2021	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	\$ 2,069,372.80	\$ 1,621,578.44	\$ 447,794.36	27.61%

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FOR THE 6 MONTHS ENDED DECEMBER 31, 2022

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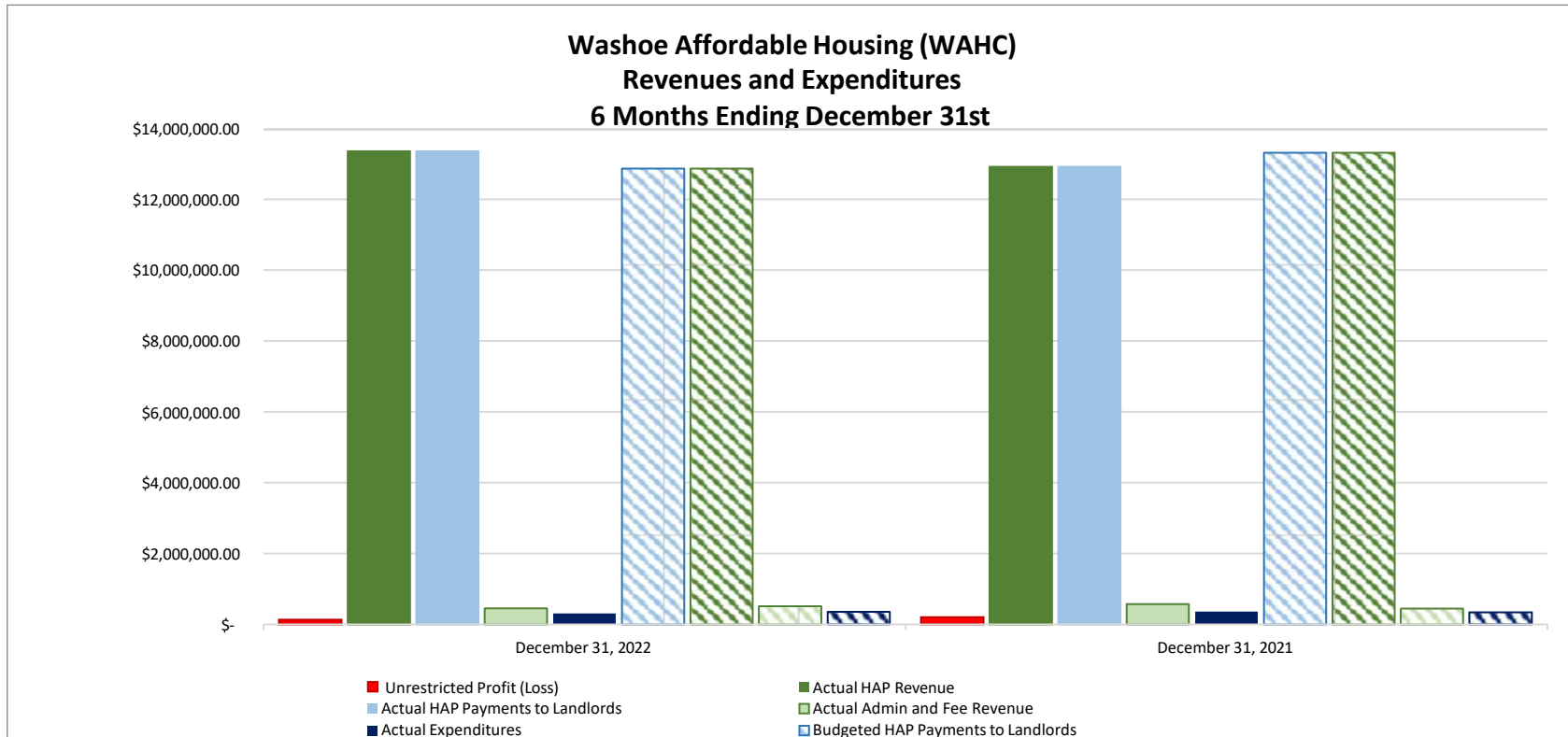
Actual Expenditures	\$ 865,856.09	\$ 861,987.96	\$ 3,868.13	0.45%
Unrestricted Surplus (Deficit)	\$ 1,203,516.71	\$ 759,590.48	\$ 443,926.23	58.44%
Budgeted Revenue	\$ 2,048,739.00	\$ 1,611,816.00	\$ 436,923.00	27.11%
Budgeted Expenditures	\$ 860,546.88	\$ 1,055,529.36	\$ (194,982.48)	-18.47%



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%
HAP Surplus (Deficit)	\$ -	\$ -	\$ -	0.00%
Actual Admin and Fee Revenue	\$ 453,908.12	\$ 570,444.22	\$ (116,536.10)	-20.43%

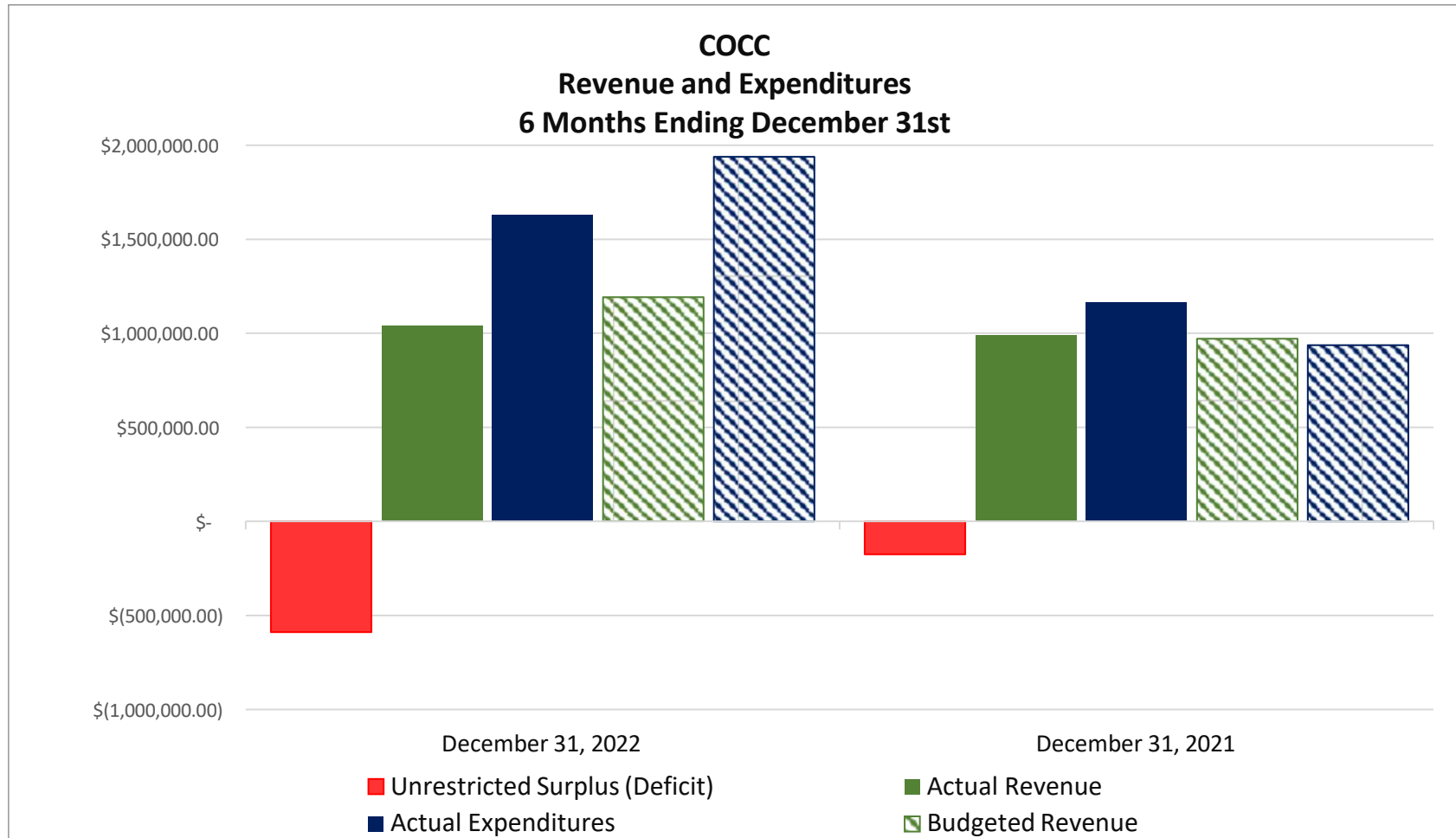
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Actual Expenditures	\$ 314,469.54	\$ 363,491.92	\$ (49,022.38)	-13.49%
<i>Unrestricted Profit (Loss)</i>	<i>\$ 139,438.58</i>	<i>\$ 206,952.30</i>	<i>\$ (67,513.72)</i>	<i>-32.62%</i>
Net compared to budget	\$ 139,438.58	\$ 206,952.30	\$ (67,513.72)	-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%



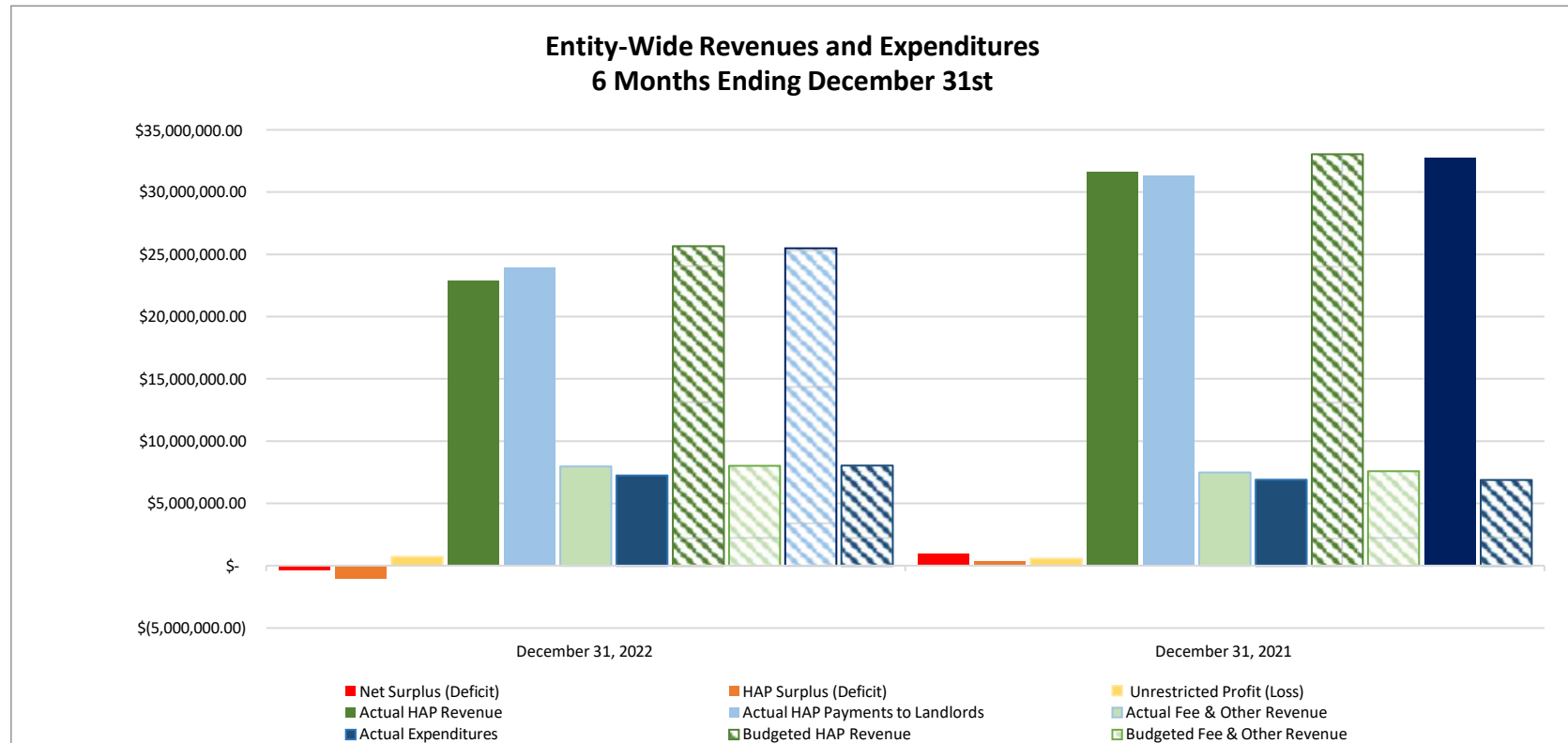
ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022

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%



Asset Management

- Maintenance staff are preparing for the summer season by ordering supplies needed for irrigation and swamp cooler start up and HVAC filter replacements.
- The first round of repositioning meetings was held with the residents of Hawk View and Silverada. Most of the residents attended one of the two available meetings at their complexes. Those that did not attend are being contacted to ensure they understand the process and their rights.
- Due to the upcoming repositioning of Hawk View and Silverada, we have started to hold the units that become vacant at those two complexes. We have also started to hold vacancies at nearby complexes to limit relocation expenses and provide options to residents when they are relocated. Maintenance remains focused on timely vacancy turns at all other sites not impacted by repositioning.
- Management and Maintenance attended several Yardi training sessions throughout March. We are scheduled to continue with bi-weekly training into May. The team is balancing the workload by assisting each other as needed to ensure we are timely with all required responsibilities in between training.
- The Sales and Service – Schedule of Fees for Maintenance Charges has been updated for the 2023 year and will be effective on July 01, 2023.
- A Key Inventory audit was completed in March for Hawk View and Silverada in preparation for repositioning. The audit was successful and noted no duplicate keys or cores were being utilized. A procedure and key log are being produced to ensure a consistent process is utilized going forward.
- Public Housing ended the month of March with 23 vacancies for an overall occupancy rate of 96.99% across all sites. In March, thirteen residents vacated their unit, and five units were leased.
- The McGraw and Essex water heater replacement was substantially completed during the month of March.

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

Department Updates

- Staff participated in Washoe County Health District's Community Health Improvement Plan (CHIP) Social Determinants of Health working meeting.
- Staff presented to the NV Department of Health and Human Services' Aging and Disability Services Division (ADSD) to discuss repositioning plans and potential impacts to common clients.

Elderly Services:

- Staff met with the Food Bank of Northern Nevada to discuss potential opportunities to create a food pantry at a senior/disabled public housing site.

- Staff met with the Asian Community Development Council and tabled at their community resource fair to help build relationships with community resources geared toward our elderly Asian resident population.

Workforce Development (WFD)

- Staff continues to work closely with Opportunity Alliance Nevada to prepare for our first group of 15 residents' participation of an 8-week "Getting Ahead in a Just-Gettin'-By World" program where clients will look deeply at their own circumstances and build resources to create more stability moving forward.
- WFD partnered with First Independent Bank and Greater Nevada Credit Union to offer a banking workshop open to all RHA residents.

Youth/Family Activities

- Before attending Sierra Nevada Journey's summer camp, RHA's 55 youth are required to do a community service/learning project. RHA is partnering with The Nature Conservancy to offer our annual Mustang Ranch Restoration Project opportunity on April 29th.
- Staff met with ReDirect Athletics to discuss scholarship opportunities for RHA youth. Staff looks forward to building this partnership and getting our youth involved in their programs.
- RHA's inaugural Start Smart Scholars Dinner for youth workforce development participants is scheduled for June. Invitations will be sent to youth participants and their families, RHA scholarship committee members, board members, and staff.

Resident Councils

- Hawk View resident council has been working every weekend of April to complete their garden/art space. A soft opening of the space was held on April 22nd in partnership with local muralist Asa Kennedy, the Nevada Arts Council, and Urban Roots.

** 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

- Final draft is with leadership. Once approved, it will take approximately 2 weeks to print. The hope is to get it in time for the elected official home tour.

Website Revamp

- Maslow Creative has a meeting with us next week to show us the actual site, phase 4. Thus far we've only seen static clips of individual pages, but we're starting on the phase that will show movement among pages, and the actual navigation users will experience.

Best Places to Work

- RHA was not selected as a Best Place to Work by the Northern Nevada Human Resources Association
- Our committee will meet soon to go over the results and develop a plan to address any needs the team deems necessary.

Start Smart Scholarship Dinner

- Completed save the date invitations. Working on program design and layout for event
- Collecting students' photos and bios for program and slideshow

Traditional Media, Social Media, Other Projects

- Hosted interviews with KRNv, KTVN and KKOv radio on the PH waitlist opening.
- Conversed with KOLO regarding the numbers of people applying for rental assistance. Unsure yet if a story will come of it.
- Secured an interview with KOLO's Good Morning Reno to highlight the RHA Plus 1 program the Friday before Mother's Day.
- With Children's Cabinet representatives, hosted KRNv and KOLO for the Safe Place unveiling. All three news stations picked up the story via release (KTVN only highlighted a short bit), KOH did an interview and ran a piece on it, and one Vegas TV station, KSNv 3, picked up the news there.
- Scheduled and sent the invitation for the elected officials, board of commissioners and RHA executive staff home tour May 11. Working on finalizing the script now.
- Submitted media/PR plan to Development for use in The Home Depot Foundation grant application for Dick Scott Manor.
- The landlord symposium elicited a story from the Nevada Independent, long after the event.
- Have a meeting scheduled this week with a reporter from Double Scoop community news outlet regarding the Hawk View art and garden space. Ensuring the reporter is sensitive in her writing regarding HV repositioning.
- Received new head shot photos for JD and once we receive one from Commissioner Taylor, will update the Board of Commissioners Photo Wall.

E. Update on Development Activities

Silverada Manor & Hawk View Repositioning:

- Resident notices regarding RAD and Section 18 were delivered to residents at the end of March. Initial resident meetings were held on April 4 & 5, 2023. The meetings were very well attended and Housing to Home (HTH), RHA's contracted relocation firm, was on site to participate in meetings as well. FAQ documents were updated to respond to questions raised

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during the resident meetings and to include property specific emails that residents can use to ask further questions. The FAQs will be delivered to tenants the week of April 24.

Silverada Manor & Hawk View Redevelopment:

- An RFQ for Master Developer Services for both Hawk View and Silverada was released on April 19, 2023. Additionally, preliminary site planning and environmental review has begun at both sites.

HOME Fund Awards:

- On April 11, the Washoe County HOME Consortium's Technical Review Committee recommended 3 RHA projects to the Consortium Directors for funding. The HOME Consortium Director's Meeting occurred on April 19, 2023, and approved all 3 funding recommendations. The projects and funding amounts are as follows:
 - Carville Court - \$278,000 in HOME-ARP funding for supportive services
 - 419 10th St - \$1,000,000 in HOME-ARP funding for development
 - Silver Sage - \$1,000,000 in HOME funding for development

F. Update on Information Technology activities

Electronic Document Management System

- 4/19/2023: Staff continues to scan Rental Assistance files into the production environment.
 - 1484 out of approx. 2500 client files have been scanned.
 - All files will be scanned within 10 months at the current scan rate.
- 4/19/2023: Staff will begin scanning Asset Management files in Laserfiche after Yardi has been implemented.

Yardi

- 4/17/2023: Staff begins the 4th of 5 Yardi-led trainings.
- 4/19/2023: Yardi Voyager (PHA Software) configuration for financials, Rental Assistance, Asset Management, and Admissions continues.
- 4/27/2023: Data Conversion & Go-Dark Period begins.
- 5/4/2023: RHA staff begins working in Yardi.
- 6/1/2023: "Go-Live" 1st full check run is processed Yardi.

FY 2024 Annual MTW Plan

- The FY 2024 Annual MTW Plan was submitted to HUD for review/comment on March 31, 2023.

2023 MTW Conference

- RHA's MTW Coordinator filled in for Deputy Director McKendree on a panel discussion on landlord incentives for the Housing Choice Voucher program at the annual MTW Conference in Washington DC. A lot of great information was shared during the session which included highlights of landlord incentives offered by San Diego, Chicago, and Reno.

FY 2023 Annual MTW Report

- Preparation for RHA's annual MTW Report to HUD is underway. Several data pulls have begun on current MTW activities and surveys have been sent to all Mobility Demonstration participants. Survey results will be sent to RHA's third-party researcher at the University of Washington for analysis.

H. Financials

6. Possible adoption of Resolution 23-04-01 RH approving the final financial audit report from CliftonLarsonAllen LLP. (For Possible Action)

Commissioner Sullivan motioned to approve the final financial audit report from CliftonLarsonAllen LLP. 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.

7. Discussion and presentation of draft FY2024 RHA budget. (Discussion)

Thoughtful and intelligent discussions took place regarding the FY2024 RHA budget.

8. Discussion on possible amendments to the By-laws of the City of Reno Housing Authority. (Discussion)

In-depth discussions took place regarding the possible amendments to the By-laws. Final revisions will be agendized for approval at the May Board meeting.

9. Possible adoption of Resolution 23-04-02, which will allow Agency to submit a Housing and Urban Development (“HUD”) Rental Assistance Demonstration (“RAD”) application, a City of Reno Private Activity Volume Cap request, a Nevada housing Division Multi-Family Bond Application, a Washoe County HOME Consortium Affordable Housing Municipal Loan Program application, and a Federal Home Loan Bank Affordable Housing Program application, as needed, for Silverada Manor. (For Possible Action)

Commissioner Sullivan motioned to approve Resolution 23-04-02. 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.

10. Closed session regarding the possible negotiation of the acquisition of 419 10th Street, Sparks, NV for future housing development. No action may be taken during the closed session.

No action was taken.

11. Discussion and possible action to approve the Purchase and Sale Agreement (PSA) for the property located at 419 10th Street for a purchase price of \$775,000. The total fiscal impact will include the purchase price, proportionate closing costs, and up to \$6,864.43 in relation to the building permit extension fee attached to said property. (For Possible Action)

Commissioner Taylor motioned to approve the Purchase and Sale Agreement subject to the conditions that due diligence be extended by 30 days, the provision on seller's payment of attorney's fees being removed and the exhibit including the architectural agreement being limited to a time duration of two years. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was three ayes and one nay. Chairman Aiazzi declared the motion carried.

12. Discussion of Board's intent and direction to staff regarding Horizon Hills property, APN 082-22-10. (Discussion)

Thoughtful and intelligent conversations took place regarding the Horizon Hills property. The Board directed staff to review costs and timeframes associated with upzoning the property, the cost for the tentative map process, and then compare what the property could be marketed as is.

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)

There were no conferences or trainings discussed.

iii) Old and New Business. (Discussion)

Executive Director Lopez reported that she would be attending a PHADA conference during the next scheduled Board meeting and proposed a new date for the May meeting. Chairman Aiazzi requested each Board member be polled separately to find out which day would work best for them.

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, May 23, 2023; Tuesday, June 27, 2023; and Tuesday, July 27, 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. Comments from the public is limited to three minutes per person.

There was no public comment.

15. Adjournment. (For Possible Action)

The meeting adjourned at 1:48 pm.

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 2****May 30, 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.) (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

a) Discussion and possible action for approval of Sales and Services Schedule.

Staff are proposing changes to the Sales and Service Schedule of Maintenance Charges.

Staff completed the annual review of the Sales and Service Schedule of Maintenance Charges and priced out the material used in units. Costs were updated to reflect actual prices for materials, vendor contracting, and maintenance labor as of April 2023. This schedule is used when a resident is charged for tenant caused damages that are beyond normal wear and tear. Residents are notified of the new schedule through the resident councils and receive a copy at their unit. The updated Sales and Service Schedule is attached for reference and, when approved, will become effective on July 1, 2023.

b) Discussion and possible action to amend the Credit Card Policy and Procedure to reflect current position titles, additional authorized card holders, and related procedural matters.

The Credit Card Policy and Procedure is outdated and does not reflect current position titles. In addition, as the Reno Housing Authority has grown, there is a need to authorize additional card holders for operational efficiency and to ensure that departments can order needed supplies and equipment or book training and travel in a timely manner.

c) Possible approval of Commissioner Taylor's request to expend her Contingency Fund allotment of \$10,000 to provide funding to the Eddy House (\$5,000) and to the City of Reno Rental and Deposit Assistance Interim Motel Program (\$5,000).

- d) Possible approval of Chairman Aiazzi's request to expend his Contingency Fund allotment of \$10,000 to provide funding to the Ballroom of Reno (\$5,000) and to the Reno Bike project (\$5,000).**
- e) Possible approval of Commissioner Sullivan's request to expend a portion of his Contingency Fund allotment in the amount of \$6,500 to the following non-profit organizations: The Empowerment Center (\$1,000), Urban Roots (\$1,000), Food Bank of Northern Nevada (\$1,000), Jam On It youth basketball scholarships (\$1,000), RHA Employee Summer Picnic (\$1,000), RHA 90 Plus Senior Event (\$500), RHA Diapers for Seniors Program (\$1,000).**

Sales & Service: Schedule of Fees

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Effective: July 01, 2023

CATEGORY	SUBCATEGORY	SUBSUBCATEGORY	SUBSUBSUBCATEGORY	SITE	ITEM DESCRIPTION	VENDOR	2023
*RATE	MAINTENANCE	LABOR	MAINTENANCE GROUNDS KEEPER	GENERAL	Labor	RHA	\$ 22.34
*RATE	MAINTENANCE	LABOR	MAINTENANCE I HOURLY RATE	GENERAL	Labor	RHA	\$ 25.37
*RATE	MAINTENANCE	LABOR	MAINTENANCE II HOURLY RATE	GENERAL	Labor	RHA	\$ 31.43
BUILDING	BATHROOM	EXHAUST FAN	FAN	GENERAL	Exhaust Fan	HDS	\$ 35.61
BUILDING	BATHROOM	TOILET	SUPPLY LINE, 12"	GENERAL	Stainless Steel 12" Toilet Supply Connector	HDS	\$ 5.63
BUILDING	BATHROOM	TOILET	SUPPLY LINE, 20"	GENERAL	20" Toilet Supply Line 3/8 x 7/8 Ballcock	HDS	\$ 7.48
BUILDING	BATHROOM	TOILET	TOILET - ELONGATED	GENERAL	1.28 Gpf All-in-one Toilet-in-a-box Elongated (ADA)	HDS	\$ 179.00
BUILDING	BATHROOM	TOILET	TOILET - ROUND	GENERAL	1.28 GPF Round All-In-One Toilet Kit (White)	HDS	\$ 165.00
BUILDING	BATHROOM	TOILET	TOILET BOWL - ELONGATED	GENERAL	American Standard® Cadet® PRO Elongated Toilet Bowl ADA	HDS	\$ 251.69
BUILDING	BATHROOM	TOILET	TOILET BOWL - ROUND	GENERAL	Cadet® PRO Round Toilet Bowl	HDS	\$ 154.48
BUILDING	BATHROOM	TOILET	TOILET FLAPPER VALVE	GENERAL	Korky® 3" Universal Red Flapper	HDS	\$ 15.29
BUILDING	BATHROOM	TOILET	TOILET FLUSH HANDLE	GENERAL	Toilet Tank Lever For Raleigh 1.28 GPF Tank	HDS	\$ 7.89
BUILDING	BATHROOM	TOILET	TOILET FLUSH VALVE	GENERAL	Fluidmaster Performax Universal High Performance Toilet Fill Valve	HDS	\$ 15.99
BUILDING	BATHROOM	TOILET	TOILET PAPER HOLDER	GENERAL	Chrome Toilet Paper Dispenser Exposed Mount	HDS	\$ 5.29
BUILDING	BATHROOM	TOILET	TOILET SEAT - WOOD - ELONGATED	GENERAL	Bemis® Closed Elongated Wood Toilet Seat (White)	HDS	\$ 26.58
BUILDING	BATHROOM	TOILET	TOILET SEAT - WOOD - ROUND	GENERAL	Bemis® Easy Clean® Closed Round Wood Toilet Seat (White)	HDS	\$ 16.79
BUILDING	BATHROOM	TOILET	TOILET TANK	GENERAL	Cadet® PRO™ 1.6 GPF Toilet Tank, 12" Rough-In	HDS	\$ 113.29
BUILDING	BATHROOM	TOWEL BAR	18" TOWEL BAR	GENERAL	Bradshire™ Chrome Towel Bar 18"	HDS	\$ 14.99
BUILDING	BATHROOM	TOWEL BAR	24" TOWEL BAR	GENERAL	Bradshire™ Chrome Towel Bar 24"	HDS	\$ 16.99
BUILDING	BATHROOM	TUB	CARTRIDGE, AMERICAN STANDARD	GENERAL	Seasons® Gold 4-1/4" Tub-Shower Valve Ceramic Cartridge	HDS	\$ 16.69
BUILDING	BATHROOM	TUB	CARTRIDGE, MOEN	GENERAL	Moen® Posi-Temp® Hot/Cold Cycling Valve Cartridge, 4-1/8" Length	HDS	\$ 67.99
BUILDING	BATHROOM	TUB	SHOWER HEAD	GENERAL	Showerhead	HDS	\$ 36.29
BUILDING	BATHROOM	TUB	SHOWER HEAD ASSEMBLY W/ GRAB BAR - ADA	GENERAL	ADA Showerhead with Grab Bar	HDS	\$ 295.79
BUILDING	BATHROOM	TUB	SHOWER ROD	GENERAL	72" Chrome Adjustable Cam Lock Tension Shower And Utility Rod	HDS	\$ 21.79
BUILDING	BATHROOM	TUB	TUB DRAIN STOPPER	GENERAL	Push Pull® Tub Drain Stopper 5/16" Or 3/8" Threaded Pin Chrome Plated	HDS	\$ 21.29
BUILDING	BATHROOM	TUB	TUB DRAIN STOPPER - UNIVERSAL RUBBER	GENERAL	Rubber Tub Stopper, 1-1/2" To 2", White	HDS	\$ 1.85
BUILDING	BATHROOM	TUB	TUB FAUCET	GENERAL	Seasons® One Handle 3 Spray Tub And Shower Faucet, Chrome	HDS	\$ 86.29
BUILDING	BATHROOM	VANITY	CABINET - HINGE	GENERAL	Cabinet Hinge	HDS	\$ 10.28
BUILDING	BATHROOM	VANITY	CABINET - MEDICINE	GENERAL	SINGLE DOOR, MIRRORRED, 16"x20"	HDS	\$ 61.29
BUILDING	BATHROOM	VANITY	CABINET - SINK BASE	GENERAL	Seasons® 24W x 31-1/2H x 21"D Honey Oak 2 Door Vanity Base Cabinet	HDS	\$ 186.44
BUILDING	BATHROOM	VANITY	CABINET - SINK BASE	GENERAL	Seasons® 30W x 32-1/2H x 21"D Amber Oak Vanity Cabinet	HDS	\$ 167.29
BUILDING	BATHROOM	VANITY	CABINET - SINK BASE	GENERAL	Seasons® Bath Vanity Base Cabinet, 36W x 34-1/2H x 21D, Caramel Finish	HDS	\$ 352.99
BUILDING	BATHROOM	VANITY	COUNTER TOP	GENERAL	VT Industries 22-1/2"D X 4'L Buttermum Matte Vanity Laminate Countertop	HDS	\$ 54.99
BUILDING	BATHROOM	VANITY	COUNTER TOP - END CAP	GENERAL	VT Industries Buttermum Matte Vanity End Splash Kit	HDS	\$ 37.29
BUILDING	BATHROOM	VANITY	FAUCET	GENERAL	Standard Faucet	HDS	\$ 65.00
BUILDING	BATHROOM	VANITY	SINK	GENERAL	31" x 22" SOLID WHITE	HDS	\$ 114.40
BUILDING	BATHROOM	VANITY	SOAP DISH - PORCELIN	GENERAL	Lenape White Porcelain Soap Holder Tile-in Mount	HDS	\$ 13.29
BUILDING	BATHROOM	VANITY	SOAP DISH - STAINLESS	GENERAL	Chrome Wall Soap Holder Concealed Screw Mount	HDS	\$ 4.79
BUILDING	BATHROOM	VANITY	TOOTHBRUSH HOLDER - CHROME	GENERAL	Toothbrush-Tumbler Holder, Concealed Screw Mount, Chrome	HDS	\$ 4.29
BUILDING	BATHROOM	VANITY	TOOTHBRUSH HOLDER - PORCELIN	GENERAL	Lenape White Porcelain Toothbrush Holder Concealed Screw Mount	HDS	\$ 7.49
BUILDING	CLOSET	DOOR	BI-PASS DOOR ROLLER, PAIR	GENERAL	Sliding Closet Door Roller Kit 1 Pair	HDS	\$ 12.17
BUILDING	CLOSET	ROD	ROD	GENERAL	Woodgrain Distribution 1-1/4"x8' Wood Closet Rod 1-1/4" x 8'	HDS	\$ 24.39
BUILDING	CLOSET	ROD HOLDER	ROD HOLDER	GENERAL	Closed Rod Bracket Hanger	HDS	\$ 2.48
BUILDING	DOOR	CLOSET, WARDROBE	BIFOLD, SET	YORKSHIRE	24 x 80 in. 6-Panel Molded Hollow Core Bi-Fold Door (Primed White)	HDS	\$ 105.00
BUILDING	DOOR	CLOSET, WARDROBE	BIFOLD, SET		30 x 80 in. 6-Panel Molded Hollow Core Bi-Fold Door (Primed White)	HDS	\$ 114.00
BUILDING	DOOR	CLOSET, WARDROBE	BIFOLD, SET		36 x 80 in. 6-Panel Bi-Fold Door (Primed White)	HDS	\$ 127.00
BUILDING	DOOR	CLOSET, WARDROBE	BYPASS, PAIR		QUOTE ONLY	TGD	\$ -
BUILDING	DOOR	CLOSET, WARDROBE	FLOOR GUIDES, PAIR	GENERAL	4" Wardrobe Door Floor Guide, Package of 2	HDS	\$ 3.38
BUILDING	DOOR	CLOSET, WARDROBE	KNOBS	GENERAL	1-1/2" Ceramic Knob White,	HDS	\$ 1.41
BUILDING	DOOR	CLOSET, WARDROBE	PULLS	GENERAL	4-1/2" WHITE	HDS	\$ 3.79
BUILDING	DOOR	EXTERIOR	CORE, BEST	GENERAL	36" Door Sweep	HDS	\$ 56.00
BUILDING	DOOR	EXTERIOR	DOOR SWEEP, 36"	GENERAL	Frost King 36" Slide On Door Bottom Brown	HDS	\$ 14.79
BUILDING	DOOR	EXTERIOR	ENTRANCE	GENERAL	QUOTE ONLY	TGD	\$ -
BUILDING	DOOR	EXTERIOR	JAMB, LEFT	GENERAL	4-9/16" x 6"8" PFJ Door Jam Exterior LEFT	HDS	\$ 77.79
BUILDING	DOOR	EXTERIOR	JAMB, RIGHT	GENERAL	4-9/16" x 6"8" PFJ Door Jam Exterior RIGHT	HDS	\$ 77.79
BUILDING	DOOR	EXTERIOR	JAMB, SILL	GENERAL	1-1/4x4-9/16x85" Reversible Exterior Door Angled Sill Cut	HDS	\$ 36.70
BUILDING	DOOR	EXTERIOR	KEY, REPLACEMENT,	GENERAL	Schlage SC1 Key Blank	HDS	\$ 0.32
BUILDING	DOOR	EXTERIOR	SCREEN DOOR, CLOSER	GENERAL	Hydraulic Screen Door Closer (Black)	HDS	\$ 19.29
BUILDING	DOOR	EXTERIOR	SCREEN DOOR, HANDLE	GENERAL	1-3/4 In Aluminum Screen Door Handle (black)	HDS	\$ 15.29
BUILDING	DOOR	EXTERIOR	SCREEN DOOR, SECURITY	GENERAL	32 In. X 80 In. Steel Security Door - BLACK	HDS	\$ 145.39
BUILDING	DOOR	EXTERIOR	SCREEN DOOR, SECURITY	GENERAL	36 x 80 in Steel Security Door (Black)	HDS	\$ 144.29
BUILDING	DOOR	EXTERIOR	STRIKE PLATE	GENERAL	Door Lockset Strike Plate Steel, Satin Nickel	HDS	\$ 3.85
BUILDING	DOOR	EXTERIOR	WEATHERSTRIP	GENERAL	Frost King 17" Black EPDM Rubber Weather-strip	HDS	\$ 11.99
BUILDING	DOOR	EXTERIOR	WEATHERSTRIP	GENERAL	Frost King 7" Replacement Door Seal Brown	HDS	\$ 9.19
BUILDING	DOOR	EXTERIOR	WEATHERSTRIP	GENERAL	Pemko Q103D-97 Dark Brown Weather-Strip Foam 8'	HDS	\$ 26.64
BUILDING	DOOR	INTERIOR	DOOR CASING	GENERAL	11/16" x 2-1/4" x 7' Primed Finger-Jointed Casing	HDS	\$ 12.50
BUILDING	DOOR	INTERIOR	DOOR STOP	GENERAL	3 In Commercial Spring Door Stop (chrome)	HDS	\$ 0.84
BUILDING	DOOR	INTERIOR	HOLLOW CORE	WJW	3/0 x 6/8 X 1-3/8"	ADH	\$ 182.50
BUILDING	DOOR	INTERIOR	HOLLOW CORE, 28"	GENERAL	28 x 80 in. 1-3/8 in. Hollow Core Hardboard Slab Door (Primed White)	HDS	\$ 81.00
BUILDING	DOOR	INTERIOR	HOLLOW CORE, 30"	GENERAL	30 x 80 in. 1-3/8 in. Hollow Core Hardboard Slab Door (Primed White)	HDS	\$ 81.00
BUILDING	DOOR	INTERIOR	HOLLOW CORE, 36"	GENERAL	36 x 80 in. 1-3/8 in. 6-Panel Hollow Core Slab Door (Primed White)	HDS	\$ 98.00
BUILDING	DOOR	INTERIOR	JAMB, FLAT, KIT	GENERAL	1458 11/16" x 4-5/8 Interior Door Flat Jamb	HDS	\$ 63.65
BUILDING	DOOR	INTERIOR	LOCKSET, DUMMY	GENERAL	Shield Security® 913872 Ball Dummy Knob, Satin Nickel	HDS	\$ 8.19
BUILDING	DOOR	INTERIOR	LOCKSET, PASSAGE	WJW	WQCL230 PASSAGE	ADH	\$ 129.00
BUILDING	DOOR	INTERIOR	LOCKSET, PRIVACY	WJW	QCL240 PRIVACY	ADH	\$ 136.00
BUILDING	DOOR	INTERIOR	PASSAGE, SHIELD SECURITY	GENERAL	913880 Round Passage Knob, 2.375/2.75" Backset, Grade 3, Satin Nickel	HDS	\$ 14.09
BUILDING	DOOR	INTERIOR	PRIVACY, SHIELD SECURITY	GENERAL	913889 Round Privacy Knob, 2.375/2.75" Backset, Grade 3, Satin Nickel	HDS	\$ 15.21
BUILDING	DOOR	INTERIOR	SOLID CORE	GENERAL	36 x 80 in. 1-3/8 in. Thick 6-Panel Solid Core Slab Door (Primed White)	HDS	\$ 214.00
BUILDING	DOOR	INTERIOR	STRIKE PLATE	GENERAL	Door Lockset Strike Plate Steel, Satin Nickel	HDS	\$ 4.85
BUILDING	DOOR	INTERIOR	WALL PROTECTOR, 5", WHITE	GENERAL	3-1/4 In Self-Adhesive Wall Protector (White)	HDS	\$ 2.96
BUILDING	DOOR	PATIO	SCREEN DOOR, HANDLE	GENERAL	Patio Screen Door Handle	HDS	\$ 3.69
BUILDING	DOOR	PATIO	SCREEN DOOR, SLIDER	GENERAL	36 x 78 - 80 in Steel Economy Sliding Screen Door (Bronze)	HDS	\$ 59.46
BUILDING	DOOR		KEY, REPLACEMENT, BEST	GENERAL	US Security	USS	\$ 9.75
BUILDING	DOOR		LOCK CHANGE AFTER HOURS	GENERAL	2 HOURS Maint II at 1.5 Hourly Rate Labor		\$ 94.29
BUILDING	DOOR		LOCK CHANGE DURING BUSINESS HOURS	GENERAL	1 Hour Maint II Hourly Rate Labor		\$ 31.43
BUILDING	DOOR		LOCKSET, DEADBOLT, BEST	GENERAL	US Security	USS	\$ 56.50
BUILDING	DOOR		LOCKSET, DEADBOLT, SCHLAGE	GENERAL	B Series Heavy Duty Single Cylinder Deadbolt (Satin Chrome)	HDS	\$ 74.18
BUILDING	DOOR		LOCKSET, ENTRY, BEST	GENERAL	US Security	USS	\$ 56.50
BUILDING	DOOR		LOCKSET, ENTRY, SCHLAGE	GENERAL	Plymouth F Series Knob, Entry, Grade AAA, Die Cast Zinc, Aged Bronze	HDS	\$ 62.26
BUILDING	ELECTRICAL	RECEPTACLE	3-PRONG, ROUND	GENERAL	15 Amp Duplex Standard Wall Outlet (White)	HDS	\$ 0.90
BUILDING	ELECTRICAL	RECEPTACLE	GFCI	GENERAL	Hubbell® 15 Amp 125 Volt Commercial Self-Test Gfci Receptacle (White)	HDS	\$ 24.99
BUILDING	ELECTRICAL	WALL PLATE	2-GANG	GENERAL	Maintenance Warehouse® 2-Gang Decorator Switch Wall Plate	HDS	\$ 1.60
BUILDING	ELECTRICAL	WALL PLATE	3-GANG	GENERAL	Hubbell 3-Gang Polycarbonate Decorator Wall Plate (White)	HDS	\$ 1.79
BUILDING	ELECTRICAL	WALL PLATE	ROUND	GENERAL	Hubbell 1-Gang Mid-Size Receptacle Wall Plate (White)	HDS	\$ 0.78
BUILDING	ELECTRICAL	WALL PLATE	SQUARE	GENERAL	1-Gang Polycarbonate Wall Plate (White)	HDS	\$ 0.73
BUILDING	ELECTRICAL	WALL SWITCH	1-POLE, 15A	GENERAL	15 Amp 1-Pole Quick/Side-Wired Toggle Wall Switch	HDS	\$ 1.40
BUILDING	ELECTRICAL	WALL SWITCH	3-WAY	GENERAL	15 Amp 3-Way Quiet Toggle Wall Switch (White)	HDS	\$ 2.50
BUILDING	ELECTRICAL	WALL SWITCH	DIMMER	GENERAL	Lutron® Skylark R C-L R 600 Watt 3-Way Dimmer - White	HDS	\$ 35.29
BUILDING	EXTERIOR	HOUSE NUMBERS	HOUSE NUMBERS EXTERIOR	GENERAL	3 In. House Number 5, Plastic, Black With Nails	HDS	\$ 4.06
BUILDING	EXTERIOR		HOSE BIB	GENERAL	Brass Hose Bibb 1/2" FIP	HDS	\$ 9.79
BUILDING	FLOOR		COVE BASE, price per foot	GENERAL	Roppe 4" X 120" White Cove Base	HDS	\$ 5.80
BUILDING	FLOOR		FLOOR TILE, per ea.	GENERAL	Armstrong® Excelon® Vinyl Dry-Back Floor Tile, 12 x 12"	HDS	\$ 1.76

BUILDING	DOOR	INTERIOR	SOLID CORE	GENERAL	36 x 80 in. 1-3/8 in. Thick 6-Panel Solid Core Slab Door (Primed White)	HDS	\$ 214.00
BUILDING	HVAC	EVAP COOLER	EVAPORATIVE COOLER COVER	GENERAL	Grille Cover	WWG	\$ 32.51
BUILDING	HVAC	EVAP COOLER	EVAPORATOR COOLER MOTOR	GENERAL	Split-Phase Evaporative Cooler AC Motors - 1/3hp, 1/2" DMVE	WWG	\$ 163.00
BUILDING	HVAC	FILTER	12x24x1 MERV4	GENERAL	12x24x1" Fiberglass Air Filter, Merv 4,	HDS	\$ 2.08
BUILDING	HVAC	FILTER	14x18x1 MERV4	GENERAL	14x18x1" Fiberglass Air Filter, MERV 4,	HDS	\$ 4.46
BUILDING	HVAC	FILTER	16x20x1 MERV4	GENERAL	16x20x1" Fiberglass Air Filter, Merv 4,	HDS	\$ 2.08
BUILDING	HVAC	FILTER	18x20x1 MERV4	GENERAL	18x20x1" Fiberglass Air Filter, Merv 4,	HDS	\$ 5.25
BUILDING	HVAC	FILTER	20x20x1 MERV4	GENERAL	20x20X1" HD Fiberglass Air Filter, Merv 4,	HDS	\$ 2.08
BUILDING	HVAC	FURNACE	THERMOSTAT, HEATING	GENERAL	Line Volt Mech Tstat: Electric Cooling/Electric Heating, Analog, SPDT	WWG	\$ 178.45
BUILDING	HVAC	FURNACE	THERMOSTAT, HEATING/COOLING	GENERAL	Honeywell® 24 Volt Snap Action Heat/Cool Thermostat, 2-7/8w X 4-3/4"h	HDS	\$ 57.51
BUILDING	HVAC	REGISTER, FLOOR	REGISTER	GENERAL	4x10" Brown Floor Register	HDS	\$ 9.01
BUILDING	KITCHEN	GARBAGE DISPOSAL	GARBAGE DISPOSAL	GENERAL	InSinkErator® Badger 5™ 1/2 HP, Garbage Disposal w/ Power Cord	HDS	\$ 124.00
BUILDING	KITCHEN	CABINET	BRIDGE	GENERAL	Seasons® 30w X 15h X 12d Bridge Cabinet Auburn Oak	HDS	\$ 102.32
BUILDING	KITCHEN	CABINET	CABINET HINGE, Pr	GENERAL	Self-Closing Concealed Hinge For Frameless Cabinets	HDS	\$ 22.57
BUILDING	KITCHEN	CABINET	CORNER	GENERAL	Seasons® 24w X 30h X 12d Corner Wall Cabinet Auburn Oak	HDS	\$ 190.99
BUILDING	KITCHEN	CABINET	SINK BASE	GENERAL	Seasons® 24"W x 34-1/2"H x24"D 2 Door Kitchen Base Cabinet Auburn Oak	HDS	\$ 215.25
BUILDING	KITCHEN	CABINET	WALL, DOUBLE	GENERAL	Seasons® 24w X 36h X 12d Wall Cabinet Auburn Oak	HDS	\$ 153.04
BUILDING	KITCHEN	CABINET	WALL, SINGLE	GENERAL	Seasons® 36w X 36h X 12d Wall Cabinet Auburn Oak	HDS	\$ 204.92
BUILDING	KITCHEN	COUNTER	BREAD BOARD	GENERAL	16 X 20" Hardwood Breadboard	HDS	\$ 37.62
BUILDING	KITCHEN	COUNTER TOP	END CAP - RIGHT	GENERAL	VT Industries Butterum Matte Kitchen End Splash Kit	HDS	\$ 39.29
BUILDING	KITCHEN	COUNTER TOP	LEFT MITRE	GENERAL	25"D X 8"L Butterum Matte Kitchen Laminate Countertop Left Miter	HDS	\$ 120.49
BUILDING	KITCHEN	COUNTER TOP	RIGHT MITRE	GENERAL	25"D X 8"L Butterum Matte Kitchen Laminate Countertop Right Miter	HDS	\$ 120.49
BUILDING	KITCHEN	COUNTER TOP	COUNTER TOP	GENERAL	25"D X 8"L Butterum Matte Kitchen Laminate Countertop	HDS	\$ 112.39
BUILDING	KITCHEN	GARBAGE DISPOSAL	STOPPER	GENERAL	Replacement For In-Sink-Erator Disposer Stopper	HDS	\$ 3.39
BUILDING	KITCHEN	MICROWAVE	MICROWAVE AIR FILTER	GENERAL	Microwave Air Filter	HDS	\$ 18.49
BUILDING	KITCHEN	MICROWAVE	MICROWAVE GREASE FILTER	GENERAL	Microwave Grease Filter	HDS	\$ 25.49
BUILDING	KITCHEN	FRIDGIDAIRE: ELECTRIC, A COMPLETE UNIT	FRIDGIDAIRE: ELECTRIC, A COMPLETE UNIT		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	HDC	\$ 699.00
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: BURNER, LARGE		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APC	\$ 144.44
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: BURNER, SMALL		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APP	\$ 144.44
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DOOR		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APP	\$ 144.44
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DOOR GASKET		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APC	\$ 178.40
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DOOR HANDLE		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APC	\$ 91.55
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DRIP PAN, LARGE		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	HDS	\$ 3.92
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DRIP PAN, SMALL		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	HDS	\$ 3.42
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: KNOB		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APC	\$ 13.90
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS, A COMPLETE UNIT		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	HDC	\$ 791.00
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: BURNER, LARGE		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 29.06
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: BURNER, SMALL		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 27.00
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DOOR		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 145.10
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DOOR GASKET		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 56.52
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DOOR GLASS		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 124.10
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DOOR HANDLE		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 84.97
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DRIP PAN, LARGE		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 25.73
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DRIP PAN, SMALL		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 22.29
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: KNOB		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$ 28.30
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC, A COMPLETE UNIT		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	HDC	\$ 746.00
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: BURNER, LARGE		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$ 126.70
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: BURNER, SMALL		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$ 114.52
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DOOR		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$ 136.10
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DOOR GASKET		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$ 25.69
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DOOR HANDLE		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$ 108.48
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DRIP PAN, LARGE		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$ 20.12
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DRIP PAN, SMALL		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$ 9.40
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: KNOB		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$ 14.73
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS, A COMPLETE UNIT		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	HDC	\$ 728.00
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS, BURNER, BASE		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$ 36.26
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS, BURNER, CAP		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$ 18.17
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DOOR		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$ 187.12
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DOOR GASKET		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$ 26.60
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DOOR HANDLE		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$ 25.60
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DRIP PAN, LARGE		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$ 76.00
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DRIP PAN, SMALL		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$ 76.00
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: KNOB		GE JGB561RPSS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$ 9.01
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC, A COMPLETE UNIT		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	HDC	\$ 777.00
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: BURNER, LARGE		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$ 158.14
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: BURNER, SMALL		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$ 158.14
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DOOR		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$ 128.70
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DOOR GASKET		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$ 25.69
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DOOR HANDLE		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$ 102.60
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DRIP PAN, LARGE		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	HDS	\$ 3.92
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DRIP PAN, SMALL		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	HDS	\$ 3.42
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: KNOB		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$ 21.37
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS, A COMPLETE UNIT		WHIRLPOOL WFGS05MOMV: 30 in. 5-Burner Freestanding Gas Range	HDC	\$ 699.00
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS, BURNER, BASE		WHIRLPOOL WFGS05MOMV: 30 in. 5-Burner Freestanding Gas Range	APP	\$ 48.10
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS, BURNER, CAP		WHIRLPOOL WFGS05MOMV: 30 in. 5-Burner Freestanding Gas Range	APP	\$ 39.70
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS: DOOR		WHIRLPOOL WFGS05MOMV: 30 in. 5-Burner Freestanding Gas Range	APP	\$ 149.76
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS: DOOR GASKET		WHIRLPOOL WFGS05MOMV: 30 in. 5-Burner Freestanding Gas Range	APP	\$ 54.24
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS: DOOR HANDLE		WHIRLPOOL WFGS05MOMV: 30 in. 5-Burner Freestanding Gas Range	APP	\$ 78.37
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS: KNOB		WHIRLPOOL WFGS05MOMV: 30 in. 5-Burner Freestanding Gas Range	APP	\$ 41.86
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: A COMPLETE UNIT		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	HDC	\$ 678.00
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FREEZER: DOOR		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 346.19
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FREEZER: DOOR BAR		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 42.63
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FREEZER: DOOR GASKET		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 102.38
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FREEZER: DOOR HANDLE		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 57.33
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FRIDGE CRISPER		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 87.89
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FRIDGE CRISPER COVER		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 69.99
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FRIDGE: DOOR		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 714.92
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FRIDGE: DOOR BAR		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 38.25
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FRIDGE: DOOR GASKET		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 79.99
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FRIDGE: DOOR HANDLE		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 57.33
BUILDING	KITCHEN	REFRIDGERATOR	FRIDGIDAIRE: FRIDGE: SHELF		FRIDGIDAIRE FFR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$ 76.74
BUILDING	KITCHEN	REFRIDGERATOR	GE: A COMPLETE UNIT		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	HDC	\$ 768.00
BUILDING	KITCHEN	REFRIDGERATOR	GE: FREEZER: DOOR		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 463.68
BUILDING	KITCHEN	REFRIDGERATOR	GE: FREEZER: DOOR BAR		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 51.60
BUILDING	KITCHEN	REFRIDGERATOR	GE: FREEZER: DOOR GASKET		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 55.63
BUILDING	KITCHEN	REFRIDGERATOR	GE: FREEZER: DOOR HANDLE		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 330.10
BUILDING	KITCHEN	REFRIDGERATOR	GE: FRIDGE CRISPER		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 176.10
BUILDING	KITCHEN	REFRIDGERATOR	GE: FRIDGE CRISPER COVER		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 127.79
BUILDING	KITCHEN	REFRIDGERATOR	GE: FRIDGE: DOOR		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 542.06
BUILDING	KITCHEN	REFRIDGERATOR	GE: FRIDGE: DOOR BAR		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 51.60
BUILDING	KITCHEN	REFRIDGERATOR	GE: FRIDGE: DOOR GASKET		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 56.40
BUILDING	KITCHEN	REFRIDGERATOR	GE: FRIDGE: DOOR HANDLE		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 330.10
BUILDING	KITCHEN	REFRIDGERATOR	GE: FRIDGE: SHELF		GE GT518DBPDRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$ 176.34
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: A COMPLETE UNIT		WHIRLPOOL WRT106TDT01: 16 cu. ft. Top Freezer Refrigerator	HDC	\$ 719.00
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FREEZER: DOOR		WHIRLPOOL WRT106TDT01: 16 cu. ft. Top Freezer Refrigerator	APC	\$ 360.32
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FREEZER: DOOR BAR		WHIRLPOOL WRT106TDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 65.69
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FREEZER: DOOR GASKET		WHIRLPOOL WRT106TDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 141.44

BUILDING	DOOR	INTERIOR	SOLID CORE	GENERAL	36 x 80 in. 1-3/8 in. Thick 6-Panel Solid Core Slab Door (Primed White)	HDS	\$ 214.00
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FREEZER: DOOR HANDLE		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 118.77
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FRIDGE CRISPER		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 86.50
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FRIDGE CRISPER COVER		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 111.94
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FRIDGE: DOOR		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 360.43
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FRIDGE: DOOR BAR		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 53.50
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FRIDGE: DOOR GASKET		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 129.17
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FRIDGE: DOOR HANDLE		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$ 118.77
BUILDING	KITCHEN	REFRIDGERATOR	WHIRLPOOL: FRIDGE: SHELF		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APC	\$ 61.63
BUILDING	KITCHEN	SINK	AERATOR	GENERAL	Neoperl Dual Thread Aerator 1.0 GPM	HDS	\$ 1.04
BUILDING	KITCHEN	SINK	CARTRIDGE, CLEVELAND	GENERAL	Replacement for Cleveland Faucet Group Ceramic Disc Hot Cartridge	HDS	\$ 8.39
BUILDING	KITCHEN	SINK	CARTRIDGE, MOEN	GENERAL	Moen® Hot/Cold Faucet Cartridge, 2-9/16" Length	HDS	\$ 14.99
BUILDING	KITCHEN	SINK	FAUCET SPRAYER	GENERAL	Faucet Sprayer Black/Chrome With 48" Clear Hose	HDS	\$ 7.39
BUILDING	KITCHEN	SINK	SINK BASKET	GENERAL	Sink Basket, 3-1/4" Diameter, Lug Post Bottom, Stainless Steel	HDS	\$ 2.56
BUILDING	KITCHEN	SINK	SINK BASKET STRAINER - DBL CUP	GENERAL	Sink Basket Strainer, Double Cup, Fits 3-1/2"-4" Opening, Stainless Steel	HDS	\$ 16.19
BUILDING	KITCHEN	SINK	SINK STOPPER, RUBBER	GENERAL	Replacement For In-Sink-Erator Disposer Stopper	HDS	\$ 6.79
BUILDING	KITCHEN	SINK	SINK, DOUBLE BOWL, SS, 3 Hole	GENERAL	33W X 22L X 6D Double Bowl Topmount 3-Hole Stainless Sink	HDS	\$ 110.29
BUILDING	KITCHEN	SINK	SINK, DOUBLE BOWL, SS, 4 Hole	GENERAL	33W X 22L X 6D Double Bowl Topmount 4-Hole Stainless Sink	HDS	\$ 110.39
BUILDING	KITCHEN	SINK	SINK, SINGLE BOWL, STAINLESS	GENERAL	25W X 22L X 6D Single Bowl Topmount 3-Hole 22G Stainless Steel Sink	HDS	\$ 86.29
BUILDING	KITCHEN/BATHROOM	CABINET	FIBERGLASS REINFORCEMENT PLASTIC PANEL (FRP)	GENERAL	4ft. X 8ft. White .090 FRP Wall Board	HDS	\$ 42.98
BUILDING	LIFE SAFETY	SMOKE DETECTOR	BATTERY OPERATED	GENERAL	Maintenance Warehouse® Ionization Smoke Alarm W/ 10 Year Sealed Battery	HDS	\$ 29.49
BUILDING	LIFE SAFETY	SMOKE DETECTOR	HARD WIRED, BATTERY B/U	GENERAL	Maintenance Warehouse® Hardwired Ionization Smoke Alarm	HDS	\$ 17.26
BUILDING	LIFE SAFETY	SMOKE DETECTOR	HARD WIRED, BATTERY B/U, COMBO UNIT	GENERAL	First Alert® BRK Hardwired Smoke/CO COMBO Alarm w/ Battery Backup	HDS	\$ 55.99
BUILDING	LIGHTING	BULB	40W APPLIANCE BULB - FRIDGE (2 PK)	GENERAL	Frigidaire Light Bulb	HDS	\$ 8.75
BUILDING	LIGHTING	BULB	40W APPLIANCE BULB - OVEN/RANGE	GENERAL	Whirlpool® Replacement Light Bulb For Range, Part# W10888179	HDS	\$ 33.49
BUILDING	LIGHTING	BULB	48" T8 LED BULB	GENERAL	Sylvania® OCTRON® 48 in. 32W T8 Fluorescent Linear Bulb (4100K)	HDS	\$ 6.00
BUILDING	LIGHTING	FIXTURE	CEILING 1-BULB	GENERAL	Seasons® 13.25 in. 1-Light Incandescent Flush Mount Light (Bronze)	HDS	\$ 35.39
BUILDING	LIGHTING	FIXTURE	CEILING 2-BULB	GENERAL	Seasons® 2-Light Incandescent Flush Mount Light (Brushed Nickel)	HDS	\$ 41.29
BUILDING	LIGHTING	FIXTURE	GLOBE REPLACEMENT	GENERAL	Lithonia Lighting® Acrylic Light Fixture Cover	HDS	\$ 24.79
BUILDING	LIGHTING	FIXTURE	GLOBE, REPLACEMENT	GENERAL	Alabaster-Style Bowl Glass	HDS	\$ 36.07
BUILDING	LIGHTING	FIXTURE	GLOBE, REPLACEMENT, CEILING FAN	GENERAL	White Schoolhouse Glass 5H x 7" Diameter 4" Filter	HDS	\$ 12.32
BUILDING	LIGHTING	FIXTURE	PORCH	GENERAL	Satco® 5.5 X 8.5 in. Incandescent Outdoor Wall Sconce (Black)	HDS	\$ 21.99
BUILDING	LIGHTING	FIXTURE	T8, 2-BULB	GENERAL	Lithonia Lighting® 48 in. 2-Light Fluorescent Wraparound Light	HDS	\$ 65.29
BUILDING	LIGHTING	FIXTURE	T8, 4-BULB	GENERAL	Lithonia Lighting® 48 In. 4-Light Fluorescent Flush Mount Light	HDS	\$ 118.99
BUILDING	LIVING ROOM	CEILING FAN	4 BLADE	GENERAL	Seasons® Torrey™ 42 In. 4-Blade Ceiling Fan W/ Light (White)	HDS	\$ 55.29
BUILDING	LIVING ROOM	CEILING FAN	5 BLADE	GENERAL	Seasons® 99014 Ceiling Fan Blade, 5 Blades, White/bleached Oak	HDS	\$ 92.49
BUILDING	LIVING ROOM	ELECTRICAL	CABLE/PHONE JACK, per ea.	GENERAL	Hubbell 1-Gang Molded-In Decorator Frame W/Jack	HDS	\$ 7.29
BUILDING	WINDOW	DRAPERY RODS	TRAVERSE ROD, 24"-42"	GENERAL	Kenney Regency Traverse Rod, Variable Width 78-150	HDS	\$ 48.99
BUILDING	WINDOW	DRAPERY RODS	TRAVERSE ROD, 40"-78"	GENERAL	Kenney Regency Traverse Rod, Variable Width 40-78	HDS	\$ 36.99
BUILDING	WINDOW	DRAPERY RODS	TRAVERSE ROD, 78"-150"	GENERAL	Kenney Regency Traverse Rod, Variable Width 78-150	HDS	\$ 85.99
BUILDING	WINDOW	DRAPERY, PANEL	115" x 55" 2-WAY DRAW	GENERAL	Drapery	MDW	\$ 117.69
BUILDING	WINDOW	DRAPERY, PANEL	48 x 84" 2-WAY DRAW	GENERAL	Drapery	MDW	\$ 55.90
BUILDING	WINDOW	DRAPERY, PANEL	66" x 120" 2-WAY DRAW	GENERAL	Drapery	MDW	\$ 64.43
BUILDING	WINDOW	DRAPERY, PANEL	79" x 55" 2-WAY DRAW	GENERAL	Drapery	MDW	\$ 90.10
BUILDING	WINDOW	DRAPERY, PANEL	92" x 55" 2-WAY DRAW	GENERAL	Drapery	MDW	\$ 79.70
BUILDING	WINDOW	SASH LOCK	SLIDING SNAP	GENERAL	2-1/16" White Window Sash Lock	HDS	\$ 5.39
BUILDING			BASEBOARD	GENERAL	Woodgrain Millwork 3-1/4" x 12'-1/2" Primed MDF Colonial Base	HDS	\$ 22.49
BUILDING			DRYWALL	GENERAL	Construction Metals 16 x 16 in. Drywall Patch Repair Sheet	HDS	\$ 5.29
SERVICE	CLEANING	CARPET	DIAMOND SHINE JANITORIAL	GENERAL	PER CONTRACT RATES	DSJ	
SERVICE	CLEANING	GENERAL	DIAMOND SHINE JANITORIAL	GENERAL	PER CONTRACT RATES	DSJ	
SERVICE	CLEANING	VACANCY	DIAMOND SHINE JANITORIAL	GENERAL	PER CONTRACT RATES	DSJ	
SERVICE	DISPOSAL FEE	ELECTRONICS	ELECTRONICS	GENERAL	PER ITEM	WMI	\$ 45.00
SERVICE	DISPOSAL FEE	MISC WASTE	MISC WASTE	GENERAL	PER CUBIC YARD	WMI	\$ 17.36
SERVICE	ELECTRICAL		MERIT ELECTRICAL	GENERAL	HOURLY SERVICE RATE	MEC	\$ 64.00
SERVICE	ELECTRICAL		MERIT ELECTRICAL	GENERAL	OVERTIME/HOLIDAY HOURLY SERVICE RATE	MEC	\$ 95.00
SERVICE	FLOORING	CARPET	INSTALLATION		CONTRACT QUOTE ONLY		
SERVICE	FLOORING	VINYL	INSTALLATION		CONTRACT QUOTE ONLY		
SERVICE	PAINTING	1 BD RM	2 or more COATS	MCGRAW	PER CONTRACT RATES	JFP	
SERVICE	WINDOW	GLASS	REPLACEMENT, LABOR	GENERAL	PER CONTRACT RATES	CGC	
SERVICE	WINDOW	SCREEN	REPAIR	CARVILLE CT	KITCHEN	SSC	\$ 13.50
SERVICE	WINDOW	SCREEN	REPAIR	CARVILLE CT	LIVING ROOM / BEDROOM	SSC	\$ 17.50
SERVICE	WINDOW	SCREEN	REPAIR	CARVILLE CT	PATIO	SSC	\$ 35.00
SERVICE	WINDOW	SCREEN	REPAIR	D&K HORIZONS	KITCHEN	SSC	\$ 15.12
SERVICE	WINDOW	SCREEN	REPAIR	D&K HORIZONS	LIVING ROOM / BEDROOM	SSC	\$ 18.63
SERVICE	WINDOW	SCREEN	REPAIR	ESSEX	BEDROOM	SSC	\$ 16.74
SERVICE	WINDOW	SCREEN	REPAIR	ESSEX	KITCHEN	SSC	\$ 12.42
SERVICE	WINDOW	SCREEN	REPAIR	ESSEX	LIVING ROOM	SSC	\$ 18.36
SERVICE	WINDOW	SCREEN	REPAIR	HAWKVIEW	BATHROOM	SSC	\$ 13.34
SERVICE	WINDOW	SCREEN	REPAIR	HAWKVIEW	BEDROOM	SSC	\$ 16.25
SERVICE	WINDOW	SCREEN	REPAIR	HAWKVIEW	KITCHEN	SSC	\$ 15.00
SERVICE	WINDOW	SCREEN	REPAIR	HAWKVIEW	LIVING ROOM	SSC	\$ 17.11
SERVICE	WINDOW	SCREEN	REPAIR	MCGRAW / SILVER SAGE	BEDROOM	SSC	\$ 15.75
SERVICE	WINDOW	SCREEN	REPAIR	MCGRAW / SILVER SAGE	KITCHEN	SSC	\$ 10.71
SERVICE	WINDOW	SCREEN	REPAIR	MCGRAW / SILVER SAGE	LIVING ROOM	SSC	\$ 17.01
SERVICE	WINDOW	SCREEN	REPAIR	MINERAL MANOR	BEDROOM	SSC	\$ 19.00
SERVICE	WINDOW	SCREEN	REPAIR	MINERAL MANOR	KITCHEN	SSC	\$ 17.50
SERVICE	WINDOW	SCREEN	REPAIR	MINERAL MANOR	LIVING ROOM	SSC	\$ 29.05
SERVICE	WINDOW	SCREEN	REPAIR	MYRA BIRCH	DINING ROOM	SSC	\$ 19.44
SERVICE	WINDOW	SCREEN	REPAIR	MYRA BIRCH	ENTRY	SSC	\$ 16.20
SERVICE	WINDOW	SCREEN	REPAIR	MYRA BIRCH	LIVING ROOM / BEDROOM	SSC	\$ 19.71
SERVICE	WINDOW	SCREEN	REPAIR	MYRA BIRCH	PATIO	SSC	\$ 35.00
SERVICE	WINDOW	SCREEN	REPAIR	PILGRIM'S REST	BATHROOM	SSC	\$ 7.29
SERVICE	WINDOW	SCREEN	REPAIR	PILGRIM'S REST	BEDROOM	SSC	\$ 14.58
SERVICE	WINDOW	SCREEN	REPAIR	PILGRIM'S REST	KITCHEN	SSC	\$ 12.96
SERVICE	WINDOW	SCREEN	REPAIR	PILGRIM'S REST	LIVING ROOM	SSC	\$ 18.63
SERVICE	WINDOW	SCREEN	REPAIR	SILVERADA	BEDROOM	SSC	\$ 14.49
SERVICE	WINDOW	SCREEN	REPAIR	SILVERADA	LIVING ROOM	SSC	\$ 15.75
SERVICE	WINDOW	SCREEN	REPAIR	SILVERADA	PATIO	SSC	\$ 35.00
SERVICE	WINDOW	SCREEN	REPAIR	STEAD	BATHROOM	SSC	\$ 13.34
SERVICE	WINDOW	SCREEN	REPAIR	STEAD	BEDROOM	SSC	\$ 18.56
SERVICE	WINDOW	SCREEN	REPAIR	STEAD	KITCHEN	SSC	\$ 17.11
SERVICE	WINDOW	SCREEN	REPAIR	STEAD	LIVING ROOM	SSC	\$ 22.14
SERVICE	WINDOW	SCREEN	REPAIR	TOM SAWYER	BEDROOM	SSC	\$ 13.44
SERVICE	WINDOW	SCREEN	REPAIR	TOM SAWYER	LIVING ROOM	SSC	\$ 25.96
SERVICE	WINDOW	SCREEN	REPAIR	TOM SAWYER	PATIO	SSC	\$ 35.00
SERVICE	WINDOW	SCREEN	REPAIR	WILLIE J WYNN	ALL	SSC	\$ 21.75
SERVICE	WINDOW	SCREEN	REPAIR	YORKSHIRE	BEDROOM	SSC	\$ 15.39
SERVICE	WINDOW	SCREEN	REPAIR	YORKSHIRE	LIVING ROOM	SSC	\$ 18.64
SERVICE	WINDOW	SCREEN	REPAIR	YORKSHIRE	PATIO	SSC	\$ 35.00
SERVICE	WINDOW	SCREEN	REPLACEMENT	CARVILLE CT	KITCHEN	SSC	\$ 15.12
SERVICE	WINDOW	SCREEN	REPLACEMENT	CARVILLE CT	LIVING ROOM / BEDROOM	SSC	\$ 19.60
SERVICE	WINDOW	SCREEN	REPLACEMENT	CARVILLE CT	PATIO	SSC	\$ 110.00
SERVICE	WINDOW	SCREEN	REPLACEMENT	D&K HORIZONS	KITCHEN	SSC	\$ 17.67
SERVICE	WINDOW	SCREEN	REPLACEMENT	D&K HORIZONS	LIVING ROOM / BEDROOM	SSC	\$ 21.39
SERVICE	WINDOW	SCREEN	REPLACEMENT	ESSEX	BEDROOM	SSC	\$ 23.56
SERVICE	WINDOW	SCREEN	REPLACEMENT	ESSEX	KITCHEN	SSC	\$ 17.48
SERVICE	WINDOW	SCREEN	REPLACEMENT	ESSEX	LIVING ROOM	SSC	\$ 25.84

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Credit Card Policy and Procedure

Resolution 05-05-06 RHA approved 5/31/05

Updated 5/30/23

Page 1 of 3

Credit Card Policy and Procedure**Page 1 of 3**~~Resolution 05-05-06 RH approved 5/31/05~~

1. **Purpose.** This policy is adopted for the purpose of providing rules and regulations for the use of credit cards for Authority-related activities.

2. **Responsibilities of the Cardholder.** The cardholder is responsible to:

- a. Use said credit card only as authorized under procedures.
- b. Take reasonable precautions to keep the card safe from theft and unauthorized use.
- c. Report a lost or stolen card to the Authority immediately.

d. Return the card for cancellation upon leaving employment.

~~d.~~

3. The Executive Director is authorized to obtain a credit card in the name of the Housing Authority. As approved by the Executive Director, the Authority will provide credit cards to the Deputy Executive Director(s), Department Directors, and the Executive Assistant. The Director of Administration is ineligible to receive a credit card to preserve financial checks and balances. The Executive Director will set the purchase limit, not to exceed \$2,500.00, for each card holder.

~~The Executive Director is authorized to obtain three nationwide credit cards in the name of the Housing Authority. One card shall be assigned to the Executive Director, Executive Secretary, and Purchasing Specialist.~~

4. **Authorized use.** Authorized use of the credit cards is defined as:

- a. The legitimate travel needs of the Authority such as airfare, lodging or other required travel expenses for travel authorized by the Executive Director.
- b. Payment for meeting rooms and ancillary equipment for a properly approved, Authority sponsored seminar, conference or other meeting such as a Board of Commissioners workshop or planning session when all the exact costs are not

Credit Card Policy and Procedure

Resolution 05-05-06 RHA approved 5/31/05

Updated 5/30/23

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known in advance (e.g., while room and equipment costs may be known, costs for refreshments depend on usage).

- c. Payment for the purchase of an item selected in accordance with the procurement policy and procedures when (1) delivery of said item would be unduly delayed by the process of obtaining a check prior to shipment or (2) the Authority would lose the opportunity to purchase the item. Specific approval of the Executive Director is required to use a credit card under this paragraph.

d. ~~d.~~ In emergency situations with the specific approval of the Executive Director.

Credit Card Policy and Procedure**Page 2 of 3**~~Resolution 05-05-06 RH approved 5/31/05~~

e. Purchase of office or maintenance products over the internet for use by the Authority with specific approval of the Executive Director.

f. The Executive Director, or an authorized card holder, is also authorized to use his/her credit card to pay for the cost of occasional meals for Board, staff, and other officials incurred ~~in the course of while~~ carrying out official Authority business. A memo detailing the purpose and location of each meeting and who participated will be attached to the invoice and kept in the Authority's financial records.

5. Cancellation of cards

a. Any lost or stolen card shall be reported by the cardholder to the credit card company immediately upon knowledge of the loss.

b. The credit card shall be returned to the Housing Authority by the cardholder upon resignation, termination or retirement.

c. The Board of Commissioners shall have the right to revoke the credit cards at any time, with or without cause.

6. Procedure for Use

Credit Card Policy and Procedure

Resolution 05-05-06 RHA approved 5/31/05

Updated 5/30/23

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- a. When it has been determined that the best delivery/price for an item could be obtained by use of an Authority credit card, the requisition for the item will be presented to the Executive Director or his/her designee for approval.
- b. The Pertinent information to the order the item will be provided to the credit cardholder so the order can be placed.
- c. When the item is received, the packing slip and/or receipt and the Finance Dept copy of the requisition will be forwarded to the credit cardholder so a voucher can be prepared for payment. The voucher will be approved by the Executive Director and submitted to the Finance Department.
- d. The Finance Department will process the voucher during the next available check run. This will prevent problems or insufficient credit limit for other purchases or hotel room guarantees.

~~d.~~~~Credit Card Policy and Procedure~~~~Page 2 of 3~~~~Resolution 05-05-06 RH approved 5/31/05~~

e. RHA credit cards may not be used for the following items:

~~e.~~

- a. Any purchase of items for personal use.
- b. Cash back or cash advances.
- c. Any purchase of goods/services or of a merchant type ~~not~~ is not considered prudent or good judgment, i.e., that would reflect poorly on the Housing Authority.
- d. Alcohol or liquor of any kind.
- e. Separate, sequential and component purchases or any transaction made with intent to circumvent this policy, the RHA Procurement Policy or state law.
- f. Any other purchase specifically excluded in the RHA Procurement Policy.

Credit Card Policy and Procedure

Resolution 05-05-06 RHA approved 5/31/05

Updated 5/30/23

Page 1 of 3

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 - b. Take reasonable precautions to keep the card safe from theft and unauthorized use.
 - c. Report a lost or stolen card to the Authority immediately.
 - d. Return the card for cancellation upon leaving employment.
3. The Executive Director is authorized to obtain a credit card in the name of the Housing Authority. As approved by the Executive Director, the Authority will provide credit cards to the Deputy Executive Director(s), Department Directors, and the Executive Assistant. The Director of Administration is ineligible to receive a credit card to preserve financial checks and balances. The Executive Director will set the purchase limit, not to exceed \$2,500.00, for each card holder.
4. **Authorized use.** Authorized use of the credit cards is defined as:
 - a. The legitimate travel needs of the Authority such as airfare, lodging or other required travel expenses for travel authorized by the Executive Director.
 - b. Payment for meeting rooms and ancillary equipment for a properly approved, Authority sponsored seminar, conference or other meeting such as a Board of Commissioners workshop or planning session when all the exact costs are not known in advance (e.g., while room and equipment costs may be known, costs for refreshments depend on usage).
 - c. Payment for the purchase of an item selected in accordance with the procurement policy and procedures when (1) delivery of said item would be unduly delayed by the process of obtaining a check prior to shipment or (2) the Authority would lose the opportunity to purchase the item. Specific approval of the Executive Director is required to use a credit card under this paragraph.
 - d. In emergency situations with the specific approval of the Executive Director.

Credit Card Policy and Procedure

Resolution 05-05-06 RHA approved 5/31/05

Updated 5/30/23

Page 2 of 3

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Credit Card Policy and Procedure

Resolution 05-05-06 RHA approved 5/31/05

Updated 5/30/23

Page **3** of **3**

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 - b. Cash back or cash advances.
 - c. Any purchase of goods/services or of a merchant type is not considered prudent or good judgment, i.e., that would reflect poorly on the Housing Authority.
 - d. Alcohol or liquor of any kind.
 - e. Separate, sequential and component purchases or any transaction made with intent to circumvent this policy, the RHA Procurement Policy or state law.
 - f. Any other purchase specifically excluded in the RHA Procurement Policy.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 3

May 30, 2023

SUBJECT: Commissioner Reports. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 4****May 30, 2023**

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

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- HUD approved and accepted RHA's FY2022-2026 5-Year Capital Fund Program.
- RHA launched its new website. The redesigned website provides additional functionality for customers and should enable visitors to find information and apply for housing and/or track application status more easily. The website address remains www.renoha.org.
- RHA received eight responses to its Request for Qualifications for a Master Development Partner. As the next step, a selection panel will meet to evaluate submissions. The selected Development Partner(s) will work with RHA to renovate Silverada Manor and redevelop Hawk View Apartments.
- Staff hosted Sparks Councilman Abbott, City Councilwomen Breckhus and Ebert, Washoe County Commissioner Garcia, and County Manager Brown on May 11th for an overview of RHA and tour of selected sites. Staff received positive feedback on the event and appreciated the interest in our housing and programs.
- The groundbreaking event for Dick Scott Manor is scheduled for Thursday, June 29th, at 10 am at the site. RHA has invited its funders and partners to the event.
- Earlier this year, the US Department of Housing and Urban Development (HUD) released the Final Rule Implementing the Housing Opportunity Through Modernization Act (HOTMA) of 2016 for Sections 102, 103, and 104. Staff is working on updates to RHA's Admissions and Continued Occupancy Plan (ACOP) and other documents to comply with final rule changes and will provide an overview of HOTMA changes to the Board in June.
- RHA returned \$383,820 in CARES Emergency Rental Assistance (CHAP) to the State of Nevada. The funds represent unused administrative funding. The funds were identified as part of RHA's audit and program closeout. Unfortunately, due to timing, the federal program has ended, and the funds cannot be reallocated by the State for another purpose and must be returned to the federal government. RHA has wired the monies to the State and the item will be discussed at the upcoming June 14th Interim Finance Committee (IFC) meeting.

- Assemblywoman Anderson, Sparks, District 30, is interested in regionalizing oversight of RHA. She has met with RHA staff as well as the City of Reno and would like all interested parties to work on this item during the biennium. As this is an item of interest to the Board, I suggest adding a discussion of this topic on future Board agenda(s).

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 5/1/22	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,477	2,261	91%	181
VASH	416	277	66%	51
EHV	137	90	66%	23
FYI	15	5	33%	4

Number HQS Inspections Conducted by Month	
April 2023	269

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

- Asset Management completed interviews for the open Maintenance I and Maintenance II positions. One candidate was selected for the Maintenance II role and is currently going through the background process. We anticipate a start date in early June. Human Resources is assisting with the recruiting efforts for the Maintenance I and Groundskeeper position.
- Maintenance staff have been busy working on starting up swamp coolers and irrigation at all sites. We expect to be completed with this process during the month of May.
- Management and Maintenance attended several Yardi training sessions throughout April. We are scheduled to continue with additional training in May. The team is balancing the workload by assisting each other as needed to ensure we are timely with all required responsibilities in between training.
- The Sales and Service – Schedule of Fees for Maintenance Charges has been updated for the 2023 year and is anticipated to be effective on July 01, 2023.
- Public Housing ended the month of March with 25 vacancies for an overall occupancy rate of 96.69% across all sites. In April, six residents vacated their unit, and three units were leased.

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

Resident Services: May Highlights

Elderly Services:

- **Sanford Center for Aging** held multiple blood pressure checks at Willie J. Wynn and a nutrition workshop regarding healthy eating habits for hypertension.
- **Saint Mary's** held a diabetes management event at Silverada Manor to teach prevention tips and management tricks for living with diabetes. A healthy lunch was served to all participants.
- **The Regional Transportation Commission (RTC) of Washoe County** launched a new system for their “taxi bucks” program and held a sign-up workshop for at Silverada Manor to ensure our residents have access to \$60/month of free taxi dollars.
- **Altrusa Reno/Sparks** held two outreach events (Silverada and Willie J. Wynn) to distribute food, toiletries, and other daily essentials to senior residents in need.

Workforce Development (WFD):

- RHA's quarterly Program Coordinating Committee (PCC) meeting was held in May. 36 community partners joined the meeting to share resources, programs, and discuss collaboration opportunities.

- Staff met with **Opportunity Alliance Nevada** multiple times to prepare for the Getting Ahead program launch in June.
- Staff met with the **Women & Children's Center of the Sierra** and **RISE Academy** to discuss collaboration opportunities.

Youth/Family Activities:

- RHA hosted a Point of Impact (POI) car seat check point event at Essex Manor in partnership with **REMSA**. Families and the surrounding community attended and left at ease knowing their children were safe while in their vehicles.
- Over 60 youth and parents attended a service-learning day with **The Nature Conservancy** to improve the natural habitat at Mustang Ranch. Completion of a service-learning project is a requirement for all RHA youth attending the **Sierra Nevada Journeys'** summer camp.
- Staff are preparing for the inaugural RHA Start Smart Awards Dinner on June 22nd to celebrate our first class of graduating students.

Resident Councils:

- Mineral Manor Resident Council held a Mother's Day event for residents to plant flowers and celebrate all mothers in the community.
- Stead Manor Resident Council held a community clean-up day in conjunction with a barbeque to commemorate the start of summer.

** 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

Traditional Media, Social Media

- Hosted KOLO and KUNR at RHA to cover the RHA+1 Program.
- Hilary and Jennielyn Murray participated in a live KOLO Good Morning Reno show promoting the RHA+1 Program.
- Washington Post story about PHAs using video cameras to deter crime and perhaps "spy on residents" was released. RHA was not mentioned.
- Local art-based news site Double Scoop published a piece on the Hawk View art/garden space.
- Board of Commissioners and executive leadership photo wall is up to date.

Opportunity Knocks Magazine

- Final draft is with leadership. Once approved, it will take approximately 2 weeks to print.

Website Revamp

- The new website was released May 16. IT and PAO staff are still adjusting links and verbiage, but it's beautiful and has already been more user friendly. The front desk folks report that they're able to direct clients more easily to FAQs.
- As soon as we receive a bio from Commissioner Taylor, we'll update her portion of the site.

Start Smart Scholarship Dinner

- Completing program design and will send to printer NLT June 5.

Dick Scott Groundbreaking

- Working on the program and event details

E. Update on Development Activities

Silverada Manor & Hawk View Redevelopment:

- The RFQ for Master Developer Services for both Hawk View and Silverada closed on May 19. Eight (8) submissions were received from local and national developers. An evaluation panel will be meeting on June 5 to review and score the submissions. The top candidates will then be invited to interview with the panel on June 13th.
- Following approval by the Board of Commissioners, the RAD application for Silverada Manor was submitted to HUD on April 26.
- The HUD Environmental Review process is moving forward for both projects within the anticipated timelines.

Dick Scott Manor

- Anticipating pulling building permits for Dick Scott Manor by end of May.
- Groundbreaking Ceremony to be held on June 29.

419 10th Street

- Architectural Service Agreement signed and executed on May 8.
- Purchase Sale Agreement (PSA) signed and executed on May 10 and \$15,000 in earnest money wired into escrow account.
- HUD Environmental Review moving forward at a good pace and inline to be complete within timeline agreed upon in PSA.

- Due diligence has started on plans and other documents provided and is in the process of preparing an RFP for a general contractor.

Stead Manor

- Site Walks with design consultants occurred on May 10th.
- Scope of Work is currently being developed by JKAE architectural firm.
- Received guidance from HUD and currently working on finalizing Grant Agreement and Deed Restriction with the Nevada Housing Division.

Essex Manor

- Received guidance from HUD and currently working on finalizing Grant Agreement and Deed Restriction with the Nevada Housing Division

McGraw Court/Silver Sage Court

- Site Walks with design consultants occurred on May 10th.
- Scope of Work is currently being developed by JKAE architectural firm.
- Currently working with First American Title to confirm current legal description of McGraw Court, which is needed for the new Declaration of Trust that must be signed by RHA and HUD and then recorded with Washoe County. This must happen before we can move forward with the HMNI grant agreement and deed restriction for McGraw Court.

CF Projects

- Closed out Water Heater Replacement at McGraw Court this month.

F. Update on Information Technology activities

Electronic Document Management System

- 5/22/2023: Staff continues to scan Rental Assistance files into the production environment.
 - 1809 out of approx. 2500 client files have been scanned.
 - All files will be scanned within 7 months at the current scan rate.
- 5/22/2023: Staff will begin scanning Asset Management files in Laserfiche after Yardi has been implemented.

Yardi

- 5/9/2023: Data Conversion Failed. New dates for Go-Live are provided below.

- 5/22/2023: Yardi Voyager (PHA Software) configuration for financials, Rental Assistance, Asset Management, and Admissions continues.
- 7/24/2023: Data Conversion & Go-Dark Period begins.
- 8/1/2023: RHA staff begins working in Yardi.
- 9/1/2023: "Go-Live" 1st full check run is processed Yardi.

G. Update on MTW Activities

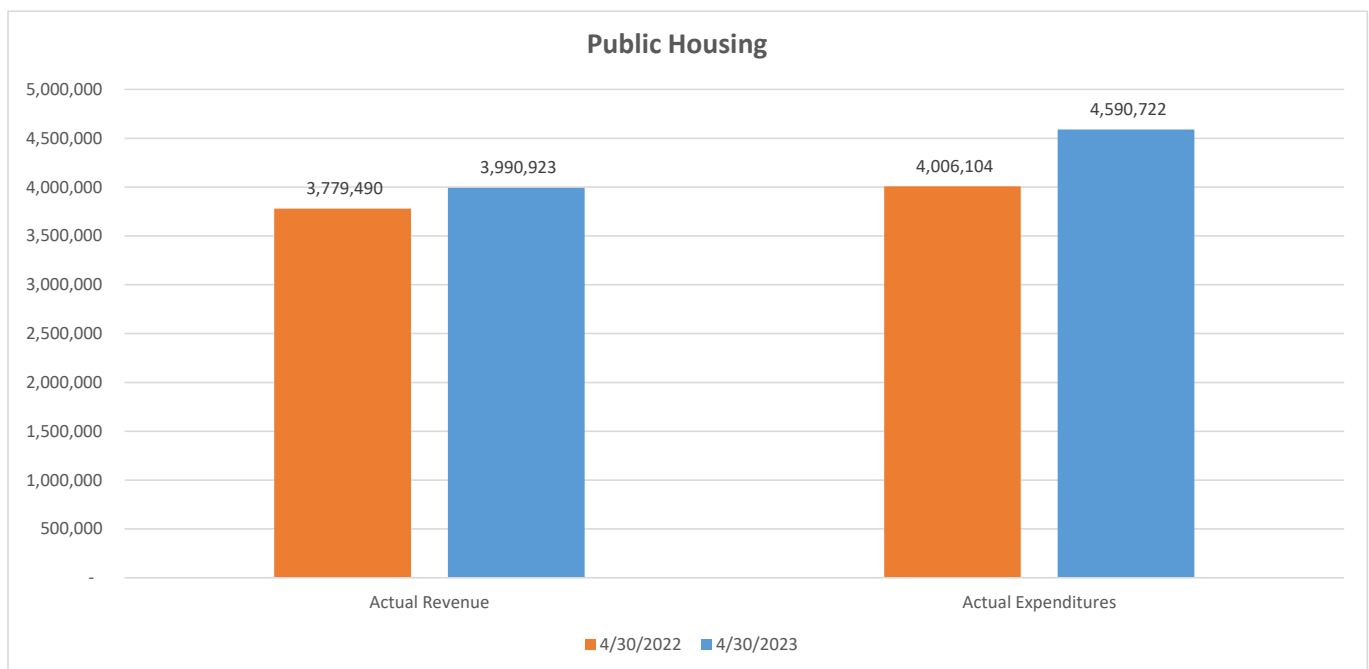
FY 2023 Annual MTW Report

- Preparation for RHA's annual MTW Report to HUD is currently underway with data being pulled on current MTW activities. Much of this data needs to be pulled by manually looking up every assisted household multiple times. To date, detailed information has been pulled for families currently paying minimum rent, those undergoing triennial recertifications and households receiving RHA's standardized utility allowances in the HCV program. Additional data will also be pulled on households eligible for RHA's standardized medical deductions, those paying full contract rent along with detailed demographic information on all public housing and rental assistance households. All data pulls will be finalized following the end of the Fiscal Year with the report due to HUD by September 30.
- Surveys have been sent to all Mobility Demonstration participants. Survey results and internal data on Mobility Demonstration households including income, family composition, and employment status will be sent to Rebecca J. Walter, PhD at the University of Washington (UW). This data is being used by UW to evaluate the overall progress of these families and the program.

H. Financials

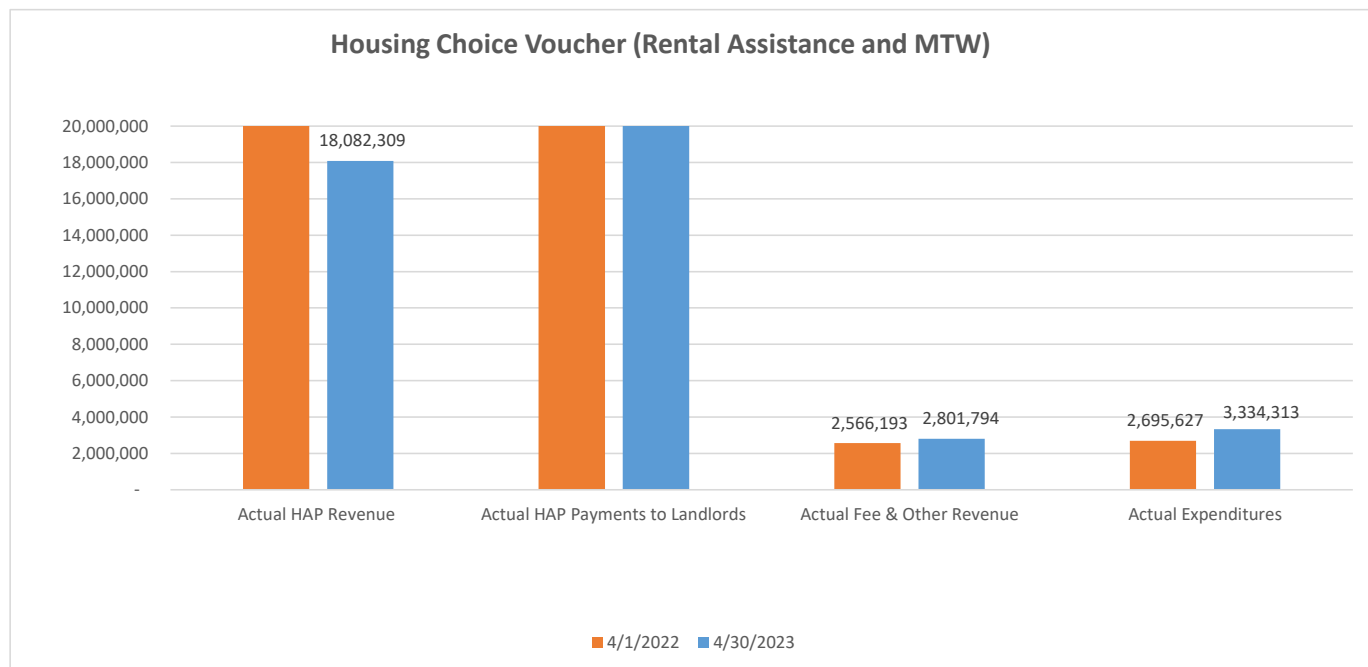
ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED APRIL 30, 2023

Public Housing	4/30/2023	4/30/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	3,990,923	3,779,490	211,433	5.59%
Budgeted Revenue	3,890,699	3,831,309	59,390	1.55%
Actual Expenditures	4,590,722	4,006,104	584,617	14.59%
Budgeted Expenditures	4,738,033	4,009,426	728,607	18.17%
Actual Surplus (deficit)	(599,799)	(226,614)	(373,184)	164.68%



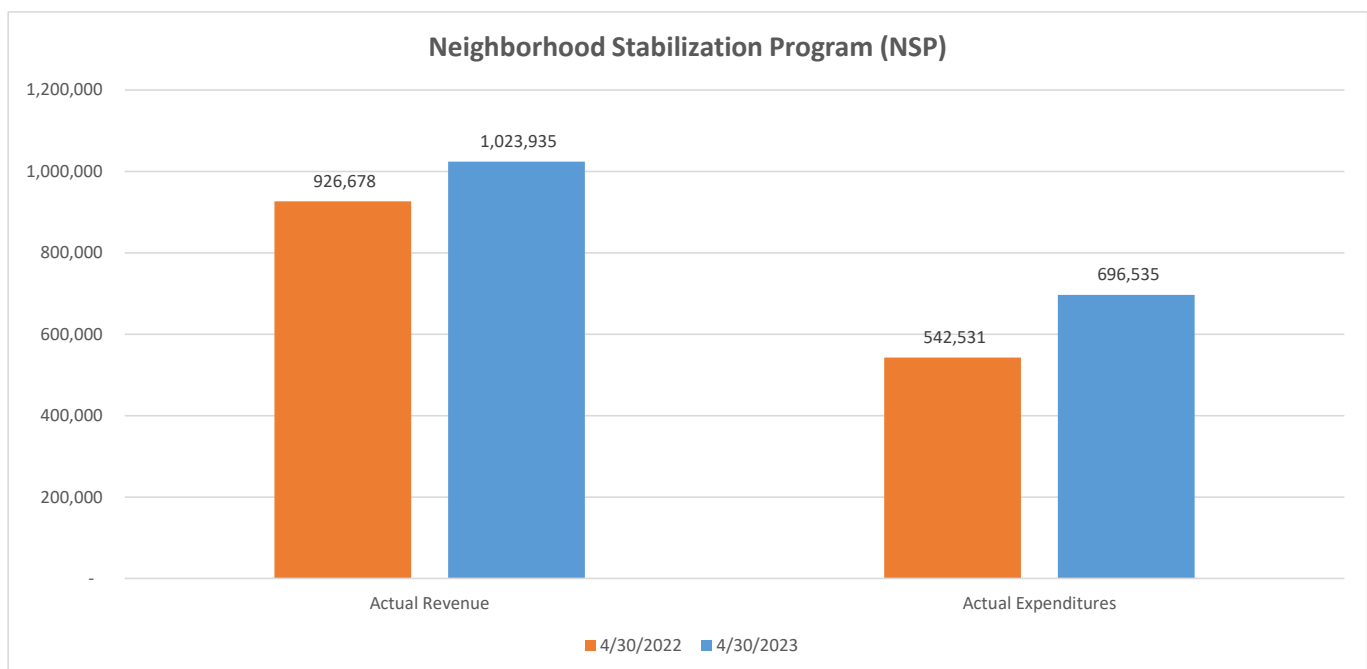
ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED APRIL 30, 2023

Housing Choice Voucher (Rental Assistance and MTW)	4/30/2023	4/1/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	18,082,309	31,829,519	(13,747,210)	-43.19%
Budgeted HAP Revenue	21,327,170	32,888,559	(11,561,389)	-35.15%
Actual HAP Payments to Landlords	20,244,476	31,866,966	(11,622,491)	-36.47%
Budgeted HAP Payments to Landlords	21,020,763	32,312,434	(11,291,671)	-34.95%
Actual Fee & Other Revenue	2,801,794	2,566,193	235,602	9.18%
Budgeted Fee & Other Revenue	2,227,161	2,835,132	(607,971)	-21.44%
Actual Expenditures	3,334,313	2,695,627	638,686	23.69%
Budgeted Expenditures	2,828,394	1,330,797	1,497,597	112.53%
Actual Surplus (deficit)	(2,694,685)	(166,881)	(2,527,804)	1514.73%



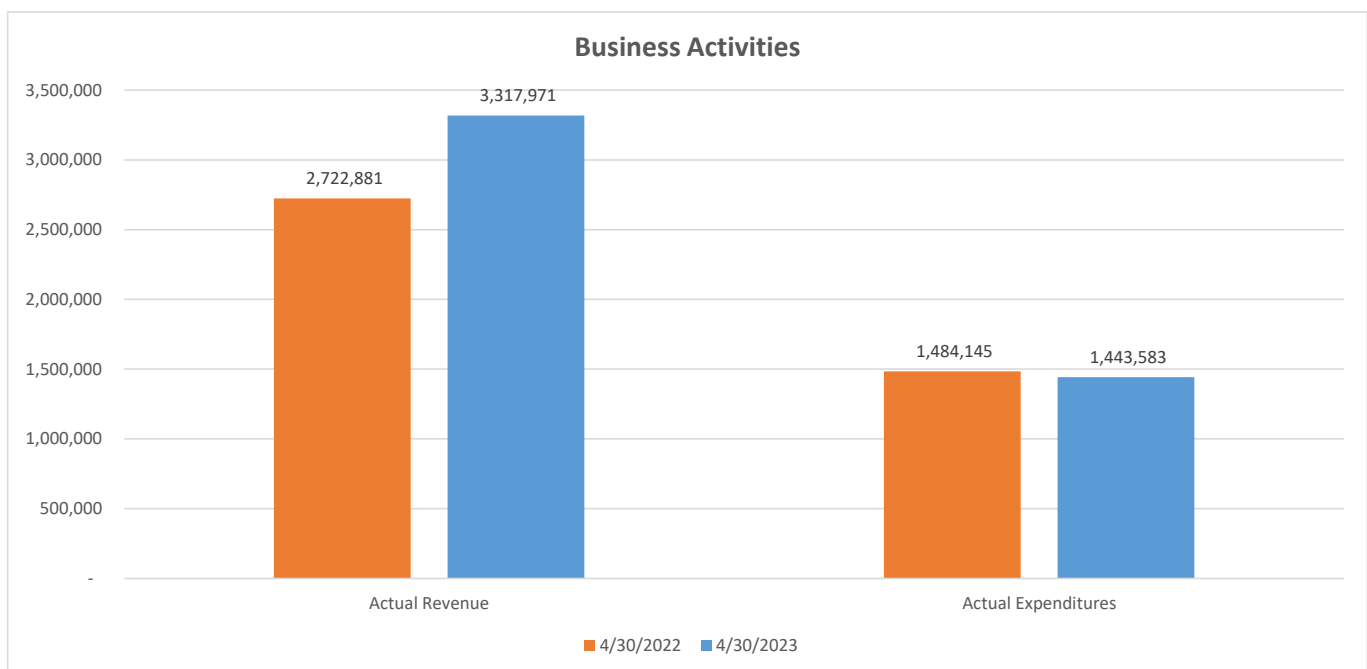
ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED APRIL 30, 2023

Neighborhood Stabilization Program (NSP)	4/30/2023	4/30/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	1,023,935	926,678	97,257	10.50%
Budgeted Revenue	995,171	934,773	60,398	6.46%
Actual Expenditures	696,535	542,531	154,004	28.39%
Budgeted Expenditures	573,125	576,994	(3,869)	-0.67%
Actual Restricted Surplus (deficit)	327,400	384,147	(56,747)	-14.77%



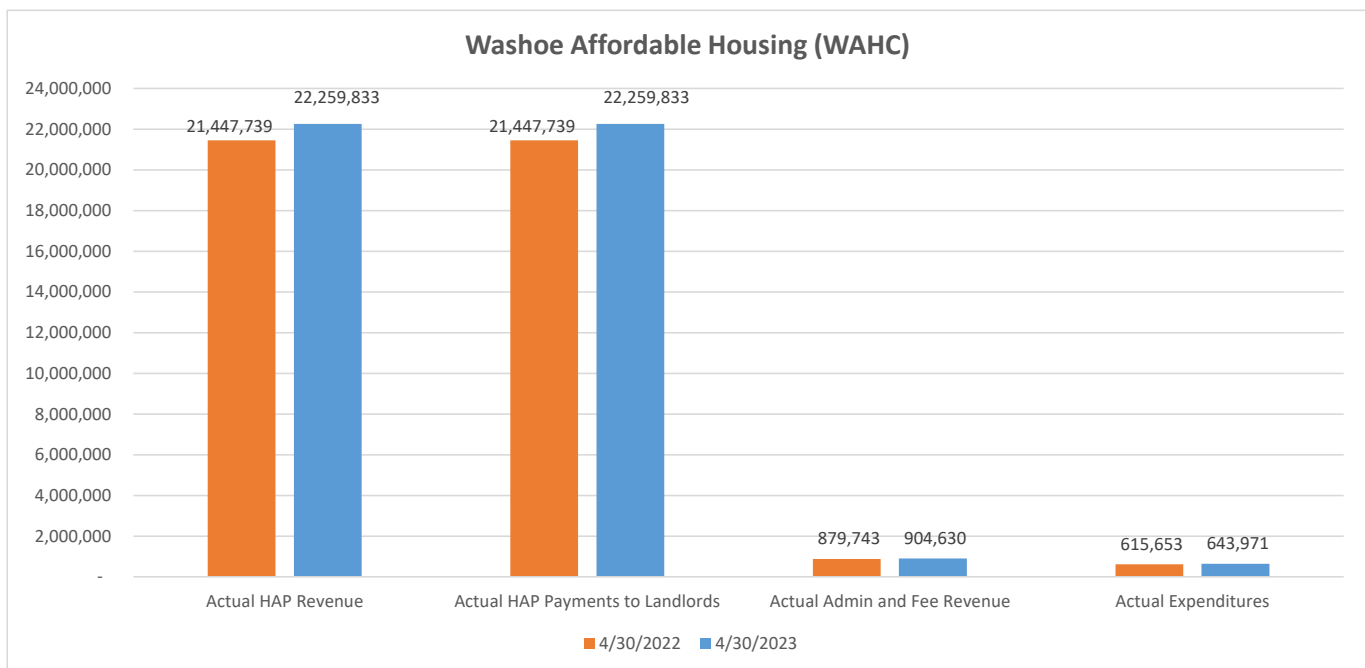
ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED APRIL 30, 2023

Business Activities	4/30/2023	4/30/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	3,317,971	2,722,881	595,091	21.86%
Budgeted Revenue	3,414,565	2,686,360	728,205	27.11%
Actual Expenditures	1,443,583	1,484,145	(40,562)	-2.73%
Budgeted Expenditures	1,434,245	1,759,216	(324,971)	-18.47%
Actual Unrestricted Surplus (deficit)	1,874,388	1,238,736	635,653	51.31%



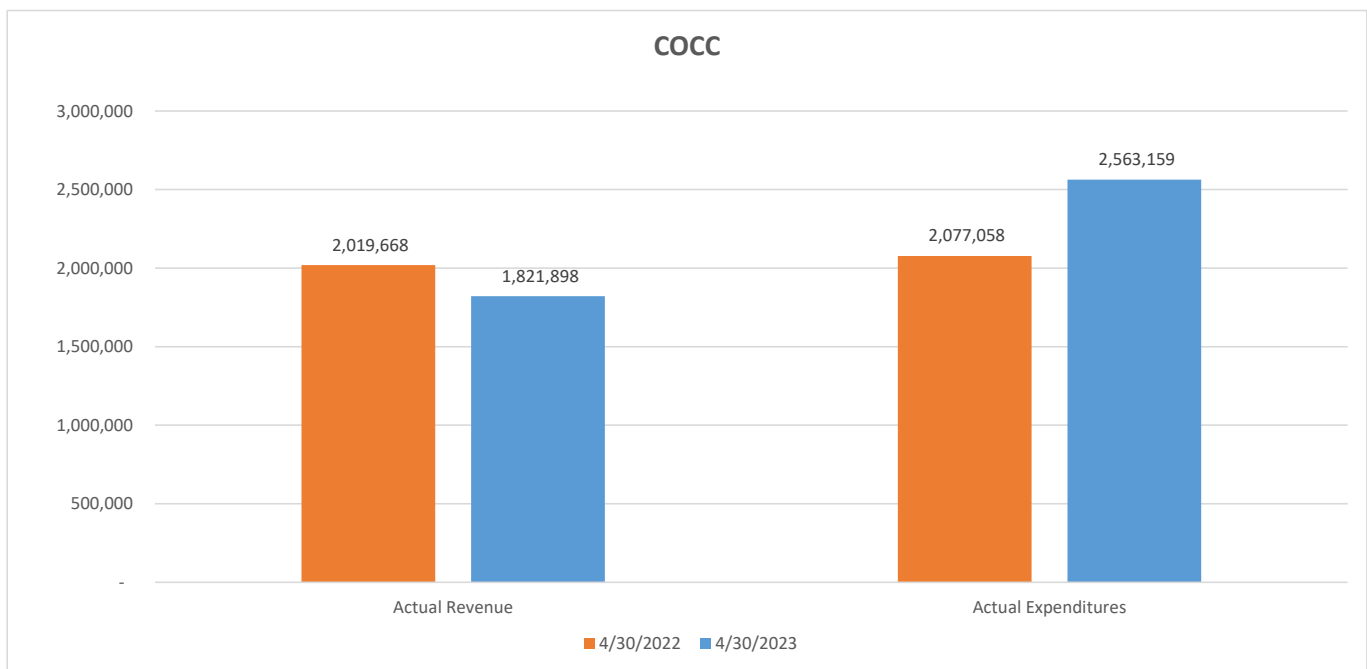
ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED APRIL 30, 2023

Washoe Affordable Housing (WAHC)	4/30/2023	4/30/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	22,259,833	21,447,739	812,094	3.79%
Budgeted HAP Revenue	21,447,742	22,196,130	(748,388)	-3.37%
Actual HAP Payments to Landlords	22,259,833	21,447,739	812,094	3.79%
Budgeted HAP Payments to Landlords	21,447,742	22,196,130	(748,388)	-3.37%
<i>HAP Surplus (Deficit)</i>	-	-	-	0.00%
Actual Admin and Fee Revenue	904,630	879,743	24,887	2.83%
Budgeted Admin and Fee Revenue	860,846	739,480	121,366	16.41%
Actual Expenditures	643,971	615,653	28,318	4.60%
Budgeted Expenditures	589,632	561,760	27,872	4.96%
<i>Unrestricted Profit (Loss)</i>	<i>260,659</i>	<i>264,090</i>	(3,431)	-1.30%
Actual compared to budget	260,659	264,090	(3,431)	-1.30%



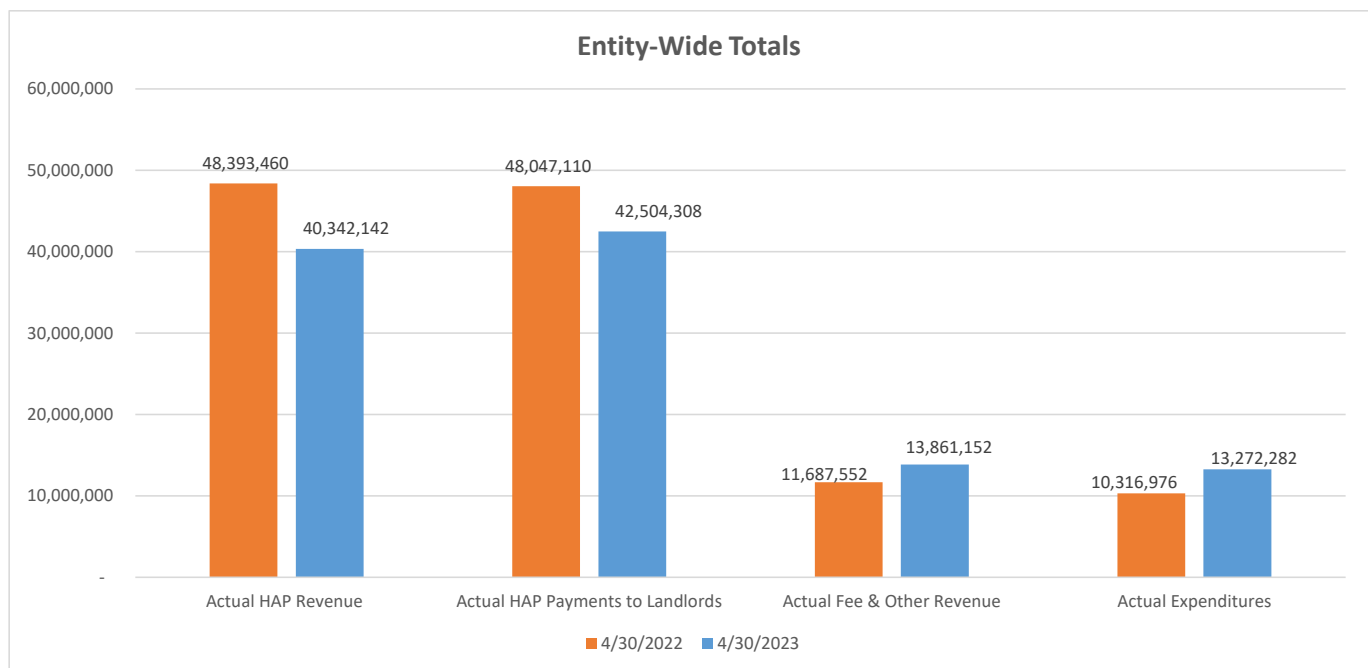
ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED APRIL 30, 2023

COCC	4/30/2023	4/30/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	1,821,898	2,019,668	(197,770)	-9.79%
Budgeted Revenue	1,985,325	1,618,967	366,358	22.63%
Actual Expenditures	2,563,159	2,077,058	486,101	23.40%
Budgeted Expenditures	3,231,420	1,562,761	1,668,659	106.78%
Actual Unrestricted Surplus (deficit)	(741,261)	(57,390)	(683,871)	1191.62%



ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED APRIL 30, 2023

Entity-Wide Totals	4/30/2023	4/30/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	40,342,142	48,393,460	(8,051,319)	-16.64%
Budgeted HAP Revenue	42,774,912	49,576,220	(6,801,308)	-13.72%
Actual HAP Payments to Landlords	42,504,308	48,047,110	(5,542,802)	-11.54%
Budgeted HAP Payments to Landlords	42,468,505	49,057,708	(6,589,203)	-13.43%
<i>HAP Surplus (Deficit)</i>	<i>(2,162,167)</i>	<i>346,350</i>	<i>(2,508,517)</i>	<i>-724.27%</i>
Actual Fee & Other Revenue	13,861,152	11,687,552	2,173,600	18.60%
Budgeted Fee & Other Revenue	13,373,767	11,381,418	1,992,349	17.51%
Actual Expenditures	13,272,282	10,316,976	2,955,306	28.65%
Budgeted Expenditures	13,394,848	10,320,674	3,074,174	29.79%
<i>Unrestricted Profit (Loss)</i>	<i>588,870</i>	<i>1,370,576</i>	<i>(781,706)</i>	<i>-57.03%</i>
Actual Surplus (deficit)	(1,573,297)	1,716,926	(3,290,223)	-191.63%



RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 5****May 30, 2023**

SUBJECT: Possible adoption of Resolution 23-05-01 committing up to \$4,565,263.00 in RHA HUD held reserves for MTW Activity #2021-01 and/or business activities funds for the development of 419 10th Street. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

The 419 10th street development will include 15 units of affordable housing targeted to households with incomes up to 60 percent of area median income, inclusive of four units targeted to extremely low-income households and supported through project-based voucher rental assistance. At its April 25, 2023, meeting, the RHA Board of Commissioners approved the purchase sale agreement for 419 10th Street property. That purchase sale agreement was executed on May 10, 2023, with an anticipated closing date in late July or early August of 2023.

The total projected development cost for this project is \$6,340,263.00. The project has been awarded \$775,000 from the Home Means Nevada Initiative for land acquisition and \$1,000,000 in HOME funds from the Washoe County HOME Consortium for new construction. There is an anticipated deferred developer fee of \$185,524.00 leaving a remaining funding gap of \$4,565,263.00.

In preparation of RHA's upcoming development projects, including 419 10th Street, RHA and HUD have both approved the use of RHA's HUD funds for its MTW Activity #2021-01 regarding the acquisition, development, rehabilitation, and preservation of affordable housing. Additionally, RHA has non-restricted Business Activity funds available that can be pledged for the acquisition, development, rehabilitation, and preservation of affordable housing.

RHA is seeking a formal commitment, not to exceed \$4,565,263, from the Board of Commissioners of Business Activity and/or HUD funds for its MTW Activity #2021-01 for the 419 10th Street project via Resolution 23-05-01.

Staff Recommendation:

Staff recommends that the Board of Commissioners pass Resolution 23-05-01.

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

A RESOLUTION APPROVING THE COMMITMENT OF THE HOUSING AUTHORITY OF THE CITY OF RENO'S ('THE AUTHORITY') BUSINESS ACTIVITY AND/OR HUD FUNDS FOR THE AUTHORITY'S MOVING TO WORK ("MTW") ACTIVITY #2021-01 REGARDING AFFORDABLE HOUSING ACQUISITION, DEVELOPMENT, REHABILITATION AND PRESERVATION

WHEREAS, the Authority approved the use of its HUD funds for its MTW Activity #2021-01 regarding the acquisition, development, rehabilitation and preservation of affordable housing; and

WHEREAS, HUD has also approved the Authority's use of its HUD funds for its MTW Activity #2021-01 regarding the acquisition, development, rehabilitation, and preservation of affordable housing; and

WHEREAS, the Authority has non-restricted Business Activity funds available that can be pledged for the acquisition, development, rehabilitation, and preservation of affordable housing; and

WHEREAS, to provide additional affordable housing opportunities within the Truckee Meadows the Authority has approved a Purchase and Sale Agreement for 419 10th Street, Sparks, Nevada, for development of 15 units of affordable housing targeted to households with incomes up to 60 percent of area median income, inclusive of four units targeted to extremely low-income households and supported through project-based voucher rental assistance; and

WHEREAS, to evidence a formal commitment of funds for the acquisition and development of 419 10th Street, Sparks, Nevada, the Authority resolves as set forth below.

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

1. That the Board of Commissioners hereby approves the Authority's commitment of Business Activity and/or HUD funds for its MTW Activity #2021-01 regarding the acquisition, development, rehabilitation, and preservation of affordable housing. The approval consists of a commitment not to exceed \$4,565,263 for the development of 419 10th Street, Sparks, Nevada.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 30th DAY OF May, 2023.

ATTEST

CHAIRMAN

SECRETARY

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 6****May 30, 2023**

SUBJECT: Discussion and possible action to approve final FY2024 RHA budget.
(For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Staff will provide an overview of the attached draft FY24 RHA budget. The FY24 budget must be approved and adopted by the Board by June 30, 2023. The draft budget is based on FY23 9-month actuals and extrapolation for remaining months. Staff has updated the initial draft budget shared with the Board in April to incorporate received comments and new information.

The current draft budget includes the following changes from prior years:

- Use of Moving to Work (MTW) fungibility to better allocate staff salaries to eligible programs. This means that a higher percentage of staff salaries will be covered through RHA's capital and operating fund flexibility for approved MTW activities. Staff has submitted these changes to the US Department of Housing and Urban Development (HUD) and has received an initial positive response to this change.
- Increase in salaries based on RHA's newly created positions, COLA and merit increases, and assuming all positions are filled during the upcoming year. This aligns with the Board's goals of increase staffing, reclassify internal positions, and growing employee retention programs as needed.
- Funds for space planning, office furniture, and IT/other equipment to support a larger staff. This is currently budgeted at \$200,000 but may change based on proposals from space planning firms. Executive staff have met with several firms and are awaiting initial proposals. This supports the Board's goal to increase staffing, reclassify internal positions, and growing employee retention programs as needed.
- Increased travel and training requests to ensure staff development and preparedness as RHA converts software systems, repositions properties, undertakes new sources of funding and financing, and gets trained on new HUD public housing and inspection protocols that go into effect during FY24. This aligns with the Board's goals to increase staffing, reclassify internal positions, and grow employee retention programs as needed as well as beginning public housing asset repositioning.

- Increased Resident Services funding to support the Board's goal of expanding resident service programming. This includes financial support for the Start Smart scholarships and awards dinner as well as potential additional funds for resident council activities.
- At last month's Board meeting, the Board asked staff to project the FY24 loss of income from holding units vacant to accommodate relocated families and/or phasing for asset repositioning. RHA anticipates needing 76 units as part of its relocation efforts. The below table shows the number of anticipated units held vacant each month through December, the anticipated loss in rental income per unit, and the total anticipated cumulative loss by month. The total lost revenue is projected to be \$207,746. However, if these public housing units are not available and an equal number of vouchers are used for relocation, then, based on RHA's current average monthly subsidy per unit, the total cost would be \$620,160, or an additional \$412,414. For the FY24 Budget the (\$207,746) appears on the line items for the loss of income in Public Housing.

Month	Anticipated Vacant Units	Per Unit Anticipated Rental Income Loss (HUD Operation Subsidy + Tenant Rent)	Anticipated Loss in Rental Income Per Unit	Total Anticipated Loss For All Months
March	7.6	\$497.00	\$3,777.20	\$3,777.20
April	15.2	\$497.00	\$7,554.40	\$11,331.60
May	22.8	\$497.00	\$11,331.60	\$22,663.20
June	30.4	\$497.00	\$15,108.80	\$37,772.00
July	38	\$497.00	\$18,886.00	\$56,658.00
August	45.6	\$497.00	\$22,663.20	\$79,321.20
September	53.2	\$497.00	\$26,440.40	\$105,761.60
October	60.8	\$497.00	\$30,217.60	\$135,979.20
November	68.4	\$497.00	\$33,994.80	\$169,974.00
December	76	\$497.00	\$37,772.00	\$207,746.00

If Equal Number of Vouchers Used for Relocation

HCV	Voucher Per Unit Cost per Month	Number of Months	Total Cost if Voucher Used
76	\$680.00	12	\$620,160.00

The draft budget includes annual estimates for operating public housing as well as the Authority and identifies estimated revenue from each of the Authority's sources including

public housing, MTW, business activities, and NSP. Staff worked with Gaston & Wilkerson to get updated income and expense projections for RHA's expanded housing portfolio based on RHA's new rent policy and incorporate these estimates into the budget.

The current draft FY24 budget shows ending net income of approximately \$1.6 million. Staff are seeking the Board's approval of the FY24 draft budget.

Recommendation: Staff recommends the Board of Commissioners adopt the FY24 budget as proposed.

Reno Housing Authority																			Page 57 of 167	
FY24 Annual Budget			9-months																	
by REAC/FDS Reporting Group																				
	Public Housing	Public Housing	14.881 MTW HCV	14.881 MTW HCV	14.881 MTW HCV	14.256 NSP	14.256 NSP	14.256 NSP	Total Business Activities	Total Business Activities	Total Business Activities	6.2 Blended Component - WAHC	6.2 Blended Component - WAHC	6.2 Blended Component - WAHC	COCC	COCC	COCC	Total	Total	
	2023 Budget	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	9-months Actual	2023	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	2024 Budget
1-Revenue																				
	311000 Dwelling Rent	2,800,000	2,977,102			1,186,100	873,076	1,164,101	3,992,638	2,628,233	3,629,201								7,978,738	7,770,404
	319000 Non Dwelling Rent	5,700	5,700						-	-						74,640	55,980	74,640	80,340	80,340
	319100 Rent - Section 8 Office								-	-						84,000	63,000	84,000	84,000	84,000
	319200 Rent - WAHC								-	-						9,000	6,750	9,000	9,000	9,000
	320000 Grant Income								-	-			78,559	68,231	90,975			-	78,559	90,975
	330000 COCC Management Fee Income								18,000							1,562,000	988,495	1,317,993	1,580,000	1,317,993
	330001 COCC Asset Mgmnt Fee Income								-	-						60,000	44,730	59,640	60,000	59,640
	330002 COCC Bookkeeping Fee Income								-	-						590,000	405,837	541,116	590,000	541,116
	330003 HUD Admin Fee Income - WAHC								-	-			954,456	661,472	881,963		51,542	68,723	954,456	950,685
	330004 COCC Mgt Fee Income - Pilgrim Rest								2,400							2,300	1,920	2,560	4,700	2,560
	330005 Developer Fees								-	-								-	-	0
	330006 HUD Admin Fee Income - S8			2,483,435	2,154,694	2,640,000			-	-								-	2,273,374	2,640,000
	330007 Emergency Housing Vouchers Fees			-	-	-			-	-								-	-	0
	330015 RHA 50% Fraud Recovery - Other Income			40,000	13,437	10,000			-	-								-	13,437	10,000
	330016 HUD 50% Fraud Recovery - Other Income			40,000	13,437	10,000			-	-								-	13,437	10,000
	331020 Port-In Admin Fee Income			10,000	10,044	13,392			-	-								-	10,044	13,392
	360000 FSS Forfeiture - Other income				3,194	4,259												-	-	4,259
	361000 Interest Income	40	17,791			-	225	38,146	18,000	67,184	89,579			16,848	22,464	450	14,772	19,696	18,715	200,391
	369000 Other Income	120	1,400		119,875	159,833	1,550		25,000	17,430	23,240					-	898	1,197	146,545	185,671
	369004 Carport Rental Income	1,800	1,778			-			-	-								-	1,800	1,778
	369010 Laundry Income	19,020	19,072			-			20,000	21,825	29,100							-	39,020	48,172
	369030 Late Charges	24,000	10,563			-	6,000	5,658	9,340	4,061	5,415							-	39,340	23,522
	369050 Returned Check Charge	372	275			-	330	175	600	200	267							-	1,302	775
	369060 Donations (HPP for WAHC)					-			10,000					26,857	35,809		7,000	9,333	10,000	45,143
	369070 Monthly Pet Fee	9,792	10,855			-			1,500	1,180	1,573							-	11,292	12,428
	369080 Port-In HAP UAP Income			170,000	123,224	164,299			-	-								-	123,224	164,299
	369999 Covid19 Revenue					-			-	-								-	-	0
	802000 Operating Subsidy Revenue	1,700,000	1,597,589			-			-	-								-	1,700,000	1,597,589
	802600 Incoming HAP & VASH Revenue			25,224,916	14,594,994	25,773,000			-	-			25,737,290	20,111,916	26,815,888			-	42,017,554	52,588,888
	802600 Emergency Housing Vouchers			-	-	1,117,920			-	-								-	-	1,117,920
	802600 Loss of Income due to Repositioning		(207,746)			-			-	-								-	-	-207,746
	802901 Grant Funds Received/ Gain(loss) on sales of asset	107,995	850,000	367,688		1,059,247			-	-								-	107,995	1,909,247
Total Revenue	4,668,839	5,284,379	28,336,039	17,032,899	30,951,950	1,194,205	917,055	1,222,740	4,097,478	2,740,113	3,778,374	26,770,305	20,885,324	27,847,099	2,382,390	1,640,924	2,187,899		57,946,872	71,272,440
2-Administrative Expenses																				
	411000 ADMINISTRATIVE SALARIES	1,157,431	701,221	1,667,556	1,207,630	2,612,809	52,424	69,177	99,847	108,999	106,883	142,511	220,000	177,400	262,552	2,126,211	1,128,229	1,241,051	4,872,694	5,059,991
	454000 Employee Benefits - Admin & Maintenance	625,200	764,720	632,756	587,569	1,082,326	76,339	86,118	125,889	70,000	88,359	117,812	65,000	49,125	65,200	914,271	500,260	657,757	2,338,378	2,813,704
	441002 Benefits - Maintenance Labor								-	-								-	-	0
	412000 Advertising Marketing	2,500	2,625	0	1,537	0			-	837	1,116					21,600			24,278	3,741
	413000 Legal Expense			2,500		1,000			10,000				1,750	400	533	116,200	71,121	94,828	127,950	96,361
	414000 Staff Training	20,000	52,250	37,800	15,564	52,585	1,300	224	299	10,000	113	151	5,000	1,397	7,000	36,500	21,699	53,500	88,364	165,784
	415000 Travel Expense	1,500	11,300	400	5,719	5,850		31	41	-	2,429	3,239	12,343	14,008	15,000	7,000	13,233	15,700	26,562	51,130
	417000 Accounting Expense								-	-								3,350	5,117	5,117
	417100 Audit Fees	40,000	43,944	29,500	10,837	29,500			-	-			2,883	2,749	2,800	6,918	6,151	6,200	59,046	82,444
	417150 Payroll Processing Fee		4,075	0	4,214	0		1,405	1,873	-	767	1,023	1,094	561	748		4,214	5,619	5,308	13,338
	418000 Office Rent	58,320	59,700	100,320	75,240	100,320			-	-			9,000	6,750	9,000				142,560	169,020
	419000 Sundry	7,725	10,566	8,400	17,608	68,477	360		60,000	22,272	29,696		330	104	139	35,000	43,852	158,469	121,023	267,347
	419001 Office Supplies	10,000	11,952	14,000	18,810	25,080	600	161	215	4,500	59	79	5,000	1,209	6,000	18,050	17,243	23,041	56,402	66,366
	419003 Printing	9,000	29,800	17,000	15,283	20,377	90	75	100	500	4,917	6,556		120	160	625	1,061	14,595	25,228	71,588
	419005 Postage	11,820	12,115	14,500	14,719	19,625	40		750	1,504	2,005					28,000	11,090	17,787	53,149	51,532
	419006 Consulting Costs		25,850		5,834	33,000	1,800		-	-						100,000	137,853	183,804	107,634	242,654
	419007 Court Costs	1,200.00	20,607	30	0	0	0	706	941	1,260	1,278	1,704				150	31	41	2,610	23,294
	419008 Collection Agency Fees					0	90		300	298	397								390	397
	419009 Technical Assistance		6,267	17,500	3,833	5,111		851	1,135	-	3,119	4,159	9,786	5,817	7,756	160,000	129,957	173,276	173,619	197,703
	419010 Dues & Memberships	27,000	2,438	3,500	5,090	6,787			675				25,522	20,080	26,773	21,500	22,191	30,093	79,787	66,091
	419011 Computer Expenses	9,000	64,466																	

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	Public Housing	Public Housing	14.881 MTW HCV	14.881 MTW HCV	14.881 MTW HCV	14.256 NSP	14.256 NSP	14.256 NSP	Total Business Activities	Total Business Activities	Total Business Activities	6.2 Blended Component - WAHC	6.2 Blended Component - WAHC	6.2 Blended Component - WAHC	COCC	COCC	COCC	Total	Total	
	2023 Budget	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	9-months Actual	2023	2024 Budget	2023 Budget	2023 Actual	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	2024 Budget
	421000 Wages - Tenant Services	68,400	112,400						-	(1,578)							(10,232)		68,400	112,400
	421002 Benefits- Tenant Services								-	-									-	0
	422000 Other - Tenant Services	1,200	1,000	7,600	9,400	12,533			600	1,446	1,928								11,200	15,461
	422200 Youth Activities								-	-									-	0
	423000 Tenant Services Charged to Tenants	(165,900)	(153,000)						(3,600)	(2,865)	(3,820)								(169,500)	(156,820)
	423001 Laundry Service	5,400	5,339						-	-									5,400	5,339
	423003 Tenant Services - Cable	264,000	349,849						95,000	68,300	91,067								359,000	440,916
Total Tenant Services Expense		173,100	315,588	7,600	9,400	12,533	-	-	-	92,000	65,303	89,175	-	-	-	-	(10,232)	-	274,500	417,296
4-Utilities																				
	430000 Charter	19,200	21,924						-	331	-		2,170	2,666	3,555	15,000	27,645	36,860	36,370	62,339
	431000 Water	156,000	155,378				1,650	3,205	4,273	42,101	33,294	44,392	56	192	256	3,000	1,045	1,393	202,807	205,693
	432000 Electric	75,000	93,448				700	3,075	4,100	30,700	27,801	37,068	1,448	982	1,309	12,000	11,809	15,745	119,848	151,671
	432100 Outdoor Lighting	3,000	4,271						-	47	63				0	2,700	2,329	3,105	5,700	7,439
	433000 Gas	45,000	23,500				700	2,297	3,063	18,525	13,033	17,377	619	720	960	2,500	2,927	3,903	67,344	48,803
	439000 Other Utility Expenses	1,500	2,994				(20)	404	539	3,200	24,499	32,665	5,119		0				9,799	36,198
	439001 Sewer Fees	396,000	495,590				37,000	32,944	43,925	193,258	97,825	130,433	544	491	655				626,802	670,603
	439010 Utilities Charged to Tenants	(1,200)	(455)					(1,552)	(2,069)	(1,200)	(942)	(1,256)							(2,400)	(3,780)
Total Utilities Expense		694,500	796,650	-	-	-	40,030	40,373	53,831	286,584	195,888	260,743	9,956	5,051	6,735	35,200	45,755	61,007	1,066,270	1,178,965
5-Maintenance																				
	440000 Maint - Consumables	19,000	32,479				4,000	9,986	13,315	600	1,102	1,469	57			5,000	2,425	3,233	28,657	50,496
	441000 MAINTENANCE LABOR	545,000	741,671				69,808	103,260	137,680	204,137	149,989	199,985	360	401	535	30,000	403	537	849,305	1,080,408
	442000 Maintenance Materials	36,000	47,782	700			7,900	9,384	12,512	6,721	6,310	8,413	25	49	65		64	85	50,646	68,858
	442001 Materials - Plumbing	36,000	35,191				8,000	6,433	8,577	3,477	827	1,103							47,477	44,871
	442002 Materials - Electrical	20,000	14,410				2,900	1,726	2,301	-	855	1,140							22,900	17,851
	442003 Materials - Appliance Parts	14,000	35,854				1,000	3,969	5,292	100	6,707	8,943							15,100	50,089
	442004 Materials - Building & Grounds	9,000	63,599				15,000	1,176	1,568	84,578	43,008	57,344					633	844	108,578	123,355
	442005 Materials - Paint	3,600	5,940				750	60	80	3,000	2,229	2,972							7,350	8,992
	442006 Materials - Heating & Cooling	24,000	22,940				65,000	1,521	2,028	5,270	1,765	2,353					30	40	94,270	27,361
	442007 Maintenance Tools	10,000	10,642				625	349	465	-	-								10,625	11,107
	442008 Materials - Drapes & Parts	24,000	40,459				1,200	3,213	4,284	25,000	5,307	7,076							50,200	51,819
	442009 Materials - Janitorial Supp	6,000	8,152				100	114	152	7,500	1,433	1,911				1,400	291	388	15,000	10,603
	442010 Maintenance Charged to Tenants	(60,000)	(21,809)				(1,500)	(8,515)	(11,353)	(4,250)	(7,893)	(10,524)							(65,750)	(43,686)
	442011 Materials - Irrigation	120	3,905							-	-								120	3,905
	442012 Materials - Flooring		282				120	0		-	256	341							120	623
	442013 Materials - Landscaping	360	3,829							-	-								360	3,829
	442014 Materials - Roofing									-	-								-	0
	442015 Materials - Pest Control	1,200	4,357				50	0		-	-								1,250	4,357
	443000 Contract - Service Charges to Tenants		2,309																	2,309
	443001 Contract - Vacancy Cleaning	60,000	77,880				4,000	5,140	6,853	13,300	14,005	18,673							77,300	103,407
	443002 Contract - Vacancy Paint	84,000	117,318				5,500	11,227	14,969	26,900	19,950	26,600							116,400	158,887
	443004 Contract - Landscaping	85,000	108,761				1,200			25,000	21,709	28,945							111,200	137,706
	443005 Contract - Uniform Service	2,400	7,514				500	1,881	2,508	200	218	291							3,100	19,739
	443006 Contract - Inspections	1,200	9,482							500	723	964				120			1,820	10,446
	443007 Contract - Pest Control	75,000	87,886				500			12,000	13,945	18,593			249	332			87,500	106,811
	443009 Contract - Equipment Repair & Svc	9,540	3,920	500						175	-					500			10,215	3,920
	443010 Contract - Security	6,000	6,048		195	200				1,800	500	667	624	475	633	5,000	1,809	2,412	13,619	9,960
	443011 Contract - Plumbing	36,000	53,500				12,000	2,580	3,440	19,522	12,195	16,260							67,522	73,7

	Public Housing	Public Housing	14.881 MTW HCV	14.881 MTW HCV	14.881 MTW HCV	14.256 NSP	14.256 NSP	14.256 NSP	Total Business Activities	Total Business Activities	Total Business Activities	6.2 Blended Component - WAHC	6.2 Blended Component - WAHC	6.2 Blended Component - WAHC	COCC	COCC	COCC	Total	Total
	2023 Budget	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	9-months Actual	2023 2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	9-months 2023 Actual	2024 Budget	2023 Budget	2024 Budget
451003 Insurance - Liability	14,400	14,750				1,500	1,570	2,093	2,929	6,999	9,332		19	25				18,829	26,201
451004 Insurance - Other	19,200	19,050				2,000	2,034	2,712	3,522	9,071	12,095	2,418	24	32				27,140	33,889
452000 Payment In Lieu of Taxes	224,203	228,000							-	-								224,203	228,000
452001 Property Tax	4,800	5,150				700	558	744	1,623	681	908		3	4				7,123	6,806
454001 Compensated Absences									-	-								-	0
454002 Retiree Benefits	8,400	9,651	4,900	3,174	4,232				1,000	557	743				5,000	2,351	3,135	17,574	17,760
457000 Collection Losses	68,100	111,471	82,500	30,473	40,631	5,000	885	1,180	25,000	642	856					(1,237)	(1,649)	128,573	152,488
459000 Development Costs (Other General Exp)									-	-		312			600	2,800	3,733	912	3,733
459001 Water Cooler Rental	2,400	5,456	691	578	771				-	-					700	592	789	3,678	7,016
Total Other General Expense	532,543	609,148	125,091	62,194	82,925	33,400	30,114	40,152	110,136	113,151	150,868	5,075	3,936	5,248	46,300	37,715	50,287	789,648	938,628
7-HAP Expenses																			
471500 HAP - Housing Assistance Payments			22,093,216	14,253,719	21,917,760				-	-	-	25,737,290	20,111,916	26,815,888				39,980,853	48,733,648
471500 Emergency Housing Vouchers				1,117,920					-	-	-							-	1,117,920
2016-06 PH Youth Excluded Income			38,000	18,483	115,000				-	-	-							14,009	115,000
2018-01/2019-02 Landlord Incentive Program & PCE			30,000	39,492	208,139				-	-	-							39,492	208,139
2021-03 Eddy House					115,000				-	-	-							-	115,000
2022-01 Workforce Development			2,345,000	1,536,124	425,582				-	-	-							1,536,124	425,582
471509 HAP - Mainstream 75			548,000	474,506	632,675				-	-	-							474,506	632,675
471510 UAP - RHA - VASH			2,900	3,140					-	-	-							3,140	0
471511 HAP & UAP Port In Expense			167,800	122,906	163,875				-	-	-							122,906	163,875
Total HAP Expense	-	-	25,224,916	16,448,370	24,695,950	-	-	-	-	-	-	25,737,290	20,111,916	26,815,888	-	-	-	42,171,030	51,511,838
8-Other Expenses																			
475000 Admin Fee Expense			13,425	10,053	13,404				-	-	-							10,053	13,404
481000 Management Fee Expense	600,000	705,950	348,300	275,856	367,808	100,000	78,925	105,233	205,852	165,838	221,117							1,181,708	1,400,109
481001 Asset Mgt Fee	59,640	59,900							-	-								59,640	59,900
481002 Bookkeeping Fee	67,800	7,575	218,225	173,405	231,207	9,000	7,560	10,080	8,480	4,995	6,660	285,660	214,245	285,660				544,345	541,182
488888 Additional Staff Requests									-	-								28,316	0
490000 Other/Misc Expense									1,000	1,000	1,333							1,000	1,333
491000 WAHC Homeless Prevention Rent									-	-		20,000	57,545	60,000				20,000	60,000
491001 WAHC Homeless Prevention Utilities													5,792	2,500					2,500
491002 WAHC Homeless Prevention Moving Expen									-	-								-	0
491003 WAHC Homeless Prevention Other									-	-		0	3,885	2,000				-	2,000
561000 Interest Expense									2,500	5,241	6,988							2,500	6,988
562000 Debt Forgiveness						28,000	26,000	24,000	27,000	-								55,000	24,000
563000 MTW Activity									-	-								-	0
Total Other Expense	727,440	773,425	579,950	459,314	612,419	137,000	112,485	139,313	244,832	177,074	236,099	305,660	281,467	350,160	-	-	-	1,902,562	2,111,416
Total Expenses	5,685,699	6,535,640	28,619,119	19,167,794	29,863,888	687,750	623,983	839,987	1,721,094	1,268,564	1,693,080	26,444,848	20,701,663	27,608,275	3,877,704	2,376,755	3,076,183	57,590,064	69,617,053
Net Income (Deficit)	(1,016,860)	(1,251,261)	(283,080)	(2,134,895)	1,088,061	506,455	293,072	382,753	2,376,384	1,471,549	2,085,294	325,457	183,661	238,824	(1,495,314)	(735,831)	(888,284)	356,809	1,655,387

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 7****May 30, 2023**

SUBJECT: Discussion and possible action to amend the Bad Debt policy. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Staff are proposing to make changes to the recently adopted Reno Housing Authority Debt Collection, Judgements, and Renewals Policy to remove the referral of debts through the judgement process and refer all debts owed to the Authority to collection only.

Based on current Nevada Rules of Civil Procedure, rule 3 and 4, the process to obtain a judgement against a participant with an outstanding balance of over \$10,000 is proving to be complicated and costly to the RHA. The judicial system requires a complaint to be filed, a summons to be issued and proper service to be completed. This initial process costs the agency approximately \$900 per defaulting party if service is successful.

If service is not successful, RHA must request permission from the civil court to complete service by way of publication. This process results in an additional filing fee and attorney's costs to draft the required motion to allow alternative service through publication. Each motion takes approximately two to three hours to draft. For example, as we currently have four complaints on file, the cost would be an initial \$600 to \$900 each for the new motion and approximately an hour legal time (or \$300) per additional motion if required by the court, for a cost of a minimum \$1200 for each complaint now pending.

If the motion to proceed with service by publication is granted, there are publication costs which equate to approximately \$600 per case. If the motion is denied, we must attempt to locate the resident using the information we had at the time the resident left the program.

The issue the RHA is running into is that many participants who move off the program are unable to be located by traditional service methods. In almost all instances we are incurring additional filing costs and attorney fees which bring the total cost of filing a judgement to approximately \$2,700 for each judgement filed. Historically, RHA has had a much higher rate of success in collecting outstanding debts, even those that exceed \$10,000, by referring the debt to our collection service agency. For this reason, staff recommends that RHA amend its policy to remove the referral of debts through the judgement process and refer all debts owed to the Authority to collection only. A redlined and clean version of the proposed changes to the policy is attached for reference.

Recommendation: Staff recommends the Board approve the identified changes to the Reno Housing Authority Debt Collection, Judgements, and Renewals Policy.

Reno Housing Authority Debt Collection, ~~Judgements, and Renewals Policy~~ Policy

Adopted January 2023 (Rev. 5/2023)

~~January 2023~~ May 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 may be written off, at the Executive Director's or their designee's approval, 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.~~

No ~~E~~existing judgements will ~~not~~ be renewed and no new judgements will be filed as of the effective date of policy revision (5/2023).

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: 8****May 30, 2023**

SUBJECT: Discussion and possible action to approve amendments to the By-laws of the City of Reno Housing Authority. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

The By-Laws of the Housing Authority were last amended in February 2020. The Board requested a review and discussion on the By-Laws to see what changes, if any, are needed. Staff, in collaboration with counsel, reviewed the Fourth Amended By-Laws and updated various sections to better align with current Authority and Board practices. The initial changes were presented to the Board in April 2023 for discussion. Based on comments received, counsel further updated the By-Laws and prepared a final version of the revised By-Laws for adoption. A redline version, as well as a clean version, of the proposed changes is attached for reference.

Recommendation: Staff recommends the Board approve the amended By-Laws as presented.

**FOURTH AMENDED AND RESTATED
BY-LAWS OF THE
HOUSING AUTHORITY OF THE CITY OF RENO**

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "Housing Authority of the City of Reno".

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at such locations in the Cities of Reno or Sparks or Washoe County, State of Nevada, as the Commissioners may from time to time designate by resolution.

ARTICLE II – OFFICERS

Section 1. Officers. The Officers of the Board of Commissioners shall be a Chairperson, a Vice Chairperson and a Secretary/Treasurer.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Board of Commissioners. Except as otherwise authorized by resolution of the Commissioners, the Chairperson shall sign all contracts, deeds and other instruments for and on behalf of the Housing Authority.

Section 3. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Commissioners shall select a new Chairperson.

Section 4. Secretary / Treasurer. The Secretary/Treasurer shall be the Executive Director of the Authority and, as Executive Director, they shall have general supervision over the administration of its business and affairs, subject to the direction of the Commissioners. They shall be charged with the management of the housing projects of the Authority. As Secretary, they shall keep the records of the Authority, shall act as secretary of the meetings of the Commissioners and record all votes, and shall keep a record of the proceedings of the meetings of the Commissioners, except closed sessions, in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/ her office. They shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Commissioners.

As Treasurer, they shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Commissioners may select. They may be authorized to sign orders and checks for the payment of money individually or as a multiple signature, and shall pay out and disburse such monies all in accordance with policies of

the Commissioners as adopted from time to time. They shall keep regular books or accounts showing receipts and expenditures and shall render to the Commissioners, at each regular meeting (or more often when requested), an account of their transactions and also of the financial condition of the Authority.

The Secretary/Treasurer of the Board of Commissioners shall at all times be responsible to and subject to the direction of the Board of Commissioners.

Section 5. Executive Director. The Executive Director (“ED”) of the Authority shall have the general supervision over the administration of its business and affairs subject to the direction of the Authority. The compensation of the ED shall be determined by the Authority for the faithful performance of duties, as to be documented in an Agreement between the Authority and the ED.

Section 6. Additional Duties. The officers of the Board of Commissioners shall perform such other duties and functions as may from time to time be required or desired by the Board of Commissioners or the by-laws or rules and regulations of the Authority.

Section 7. Payment for Services. No officer of the Board of Commissioners shall be entitled to payment for services rendered to the Authority, except as allowed for attendance at meetings as provided under the statutes of the State of Nevada, as amended from time to time by the State Legislature.

The compensation of the Executive Director for services rendered as Secretary/Treasurer to the Board of Commissioners shall be deemed included in the salary of the Executive Director as established by the Board of Commissioners.

Section 8. Duties of Members. The members of the Authority shall perform such duties as are incumbent upon them by reason of their appointment to any office, and shall perform such other duties and functions as may from time to time be required by the Authority or these by-laws, as amended from time to time, or which may arise by reason of their appointment to serve on committees functioning within the Authority or in cooperation with other persons or groups.

Section 9. Election or Appointment. The Chairperson and Vice Chairperson shall be elected at the Annual Meeting of the Authority from among the commissioners of the Authority, and Authority and hold office for one year or until their successors are elected and qualified.

Section 10. Vacancies. Should the offices of Chairperson or Vice Chairperson become vacant, the remaining Commissioners shall appoint a successor from its membership at the next regular meeting, and such appointment shall be for the unexpired term of said office.

Section 11. Additional Personnel. The Commissioners may, from time to time, authorize the employment of such personnel as deemed necessary or advisable to exercise its powers, duties and functions as prescribed by the laws of the State of Nevada applicable thereto. The selection and compensation of such personnel shall be in accordance with the Personnel Policies of the Housing Authority as established by the Commissioners.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The Authority shall hold an annual meeting by December of each year, which may encompass an annual retreat of the Board, at a time and place identified by of the Authority in its public notice. The annual meeting shall not be held on a legal holiday or weekend. The Annual Meeting shall be separate from a regular meeting and the agenda shall be proposed by the Chairperson.

The Board will work in conjunction with the Executive Director to set annual goals for the upcoming year at the annual meeting.

Section 2. Regular Meetings. Regular meetings of the Authority shall be held at least once in each calendar month for the transaction of the business of the Authority, normally to be held in the Office of the Authority at 12:00 noon on the fourth Tuesday of each month unless the same shall be a legal holiday, in which event, said meeting shall be held on the next succeeding secular day. A different date, time and/or location may be chosen by the Chairperson or Vice Chairperson, or the Board and posted in accordance with Article III Section 5. The agenda for a regular meeting shall be delivered to each Commissioner or mailed to the business or home address of each Commissioner at least three businessdays prior to the date of such regular meeting.

Section 3. Special Meetings. The Chairperson or upon the written request of two Commissioners of the Authority may, when deemed expedient, and shall, , call a special meeting of the Authority for the purpose of transacting any business designated in the agenda. The agenda for a special meeting will be posted in accordance with Article III, Section 5. A different date, time and/or location may be chosen by the Chairperson, Vice Chairperson, or the Board and posted in accordance with Article III, Section 5.

Section 4. Emergency Meetings. An emergency meeting may be called without notice in accordance with Nevada's Open Meeting Law.

Section 5. Notice of Meetings. Notice of all meetings of the Board of Commissioners of the Housing Authority shall, at a minimum, comply with the requisites of the statutes of the State of Nevada (open meeting laws), as they may be amended from time to time, and other resolutions or directions of the Board of Commissioners not inconsistent with said statutes.

Section 6. Quorum. The powers of the Authority shall be vested in the Board of Commissioners as may be appointed from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained, subject to the same requisites for recesses of meetings as hereinafter contained.

Section 7. Order of Business. The regular meetings of the Board of Commissioners shall proceed in accordance with the posted "Notice of Meeting" except as modified by the Commissioners for emergency items or other contingencies as allowed by law. Such agenda shall be substantially in the following order:

1. Call to order and roll call
2. Receive introduction of guests and public comment
3. Approval of agenda
4. Consider recognition of posting notice and approval of minutes of previous meeting(s)
5. Consent Agenda
6. Receive Commissioner reports
7. Receive Executive Director /Secretary's report including financial statements
8. Consider resolutions before the Board
9. Other business

Items may be taken out of order as determined by the Chairperson.

Section 8. Recessed Meetings. A meeting may be recessed to the call of the Chair for not more than two hours. A meeting may be recessed to a date and time certain within five days without posting notice. If a meeting is in recess longer than five days, notice of said meeting must be posted in accordance with Article III Section 5.

Section 9. Conduct of Meetings. All meetings of the Authority shall be conducted in accordance with the Open Meeting Laws of the State of Nevada, as amended or enacted from time to time, and in accordance with these by-laws and such other policies on conduct of meetings as may be adopted by the Authority from time to time that are consistent with the foregoing.

Section 10. Participation in Meetings. Board members may participate in scheduled meetings in-person, virtually via conference call or other electronic meeting services. Sub-committee members may also participate via these means. If participating virtually via conference call or other electronic meeting services, Board members must be able to access any material that is presented to Board Members participating in person.

Section 11. Creation of Committees. The Board of Commissioners may create board committees and subcommittees deemed necessary to assist in meeting the goals of the Authority. The Board of Commissioners, by majority vote, may make appointments to any committee and/or subcommittee, and, in so doing, will further determine the meeting frequency, number of members, member composition, the initial chair, term limits, replacement of members due to death, term expiration, retirement, incapacitation or resignation. Applications may be accepted through the Authority or an alternate designated process and referred to the Board of Commissioners for appointment. Committee and Sub-committee meetings shall be conducted in accordance with the Open Meeting Laws of the State of Nevada, as amended or enacted from time to time, and committee/sub-committee members may also participate remotely via electronic participation.

ARTICLE IV - AMENDMENT TO BY-LAWS

Section 1. The by-laws of the Authority may be amended by majority vote of its Board of Commissioners at any regular or special meeting.

ARTICLE V - RULES OF ORDER

Section 1. The rules contained in Roberts' Rule of Order, as most recently revised, shall guide the Authority in the conduct of its meetings.

These Amended and Restated By-Laws of the Housing Authority of the City of Reno are effective upon the date of its adoption.

ADOPTED THIS ____ DAY OF _____, 2023.

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 9****May 30, 2023**

SUBJECT: Discussion and possible action on increasing insurance limits for RHA properties. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Annually the RHA receives the insurance renewal from Synchron; Housing Authorities Risk Retention Pool (HARRP) for our Property, General Liability, Errors and Omissions and Auto coverage.

For the Fiscal Year 2024 (FY24), HARRP is recommending that the RHA increase our underinsured properties to \$200 per square foot value. The \$200 per square foot is the projected cost to rebuild a property in our area if that were to be needed. Thirty-six percent (36%) of our current portfolio is underinsured using this standard. This is determined by taking the structure insurance value and dividing it by the square footage of the property to get the current per square foot insurance value of the property.

To update our properties to the \$200 per square foot standard and keep the property deductible at \$5,000, the premium will increase by \$54,577. Based on this, the FY24 total premium is approximately \$433,000. If RHA updates our properties to the suggested \$200 per square foot and increases our property deductible to \$10,000, the premium will increase by \$25,577. Based on this, the FY24 total premium is approximately \$404,000. Staff recommend increasing the insurance to ensure properties are adequately insured. Of the two premiums, staff recommend changing to the \$10,000 deductible as we only had two claims last year and this deductible minimizes the increase in the premium.

Recommendation: Staff recommend increasing insurance limits for RHA properties to ensure properties are adequately insured, increasing the deductible on the policy to \$10,000, and authorizing the Executive Director to execute the new policy with Synchron; Housing Authorities Risk Retention Pool (HARRP).

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 10****May 30, 2023**

SUBJECT: Discussion and possible direction to staff regarding the status of RHA's scattered site portfolio and potential long-term strategy for these properties.
(For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

The Reno Housing Authority owns, manages, maintains, and rents 166 scattered site properties that comprise RHA's Scattered Site Portfolio. All properties in this portfolio are owned by RHA with no property carrying debt. All are either single family homes, condominiums, townhomes or manufactured homes. The market value of the portfolio is over \$56 million dollars based on current Zillow property values. Based on information submitted by RHA maintenance staff, the 5-year capital needs for this portfolio are estimated at \$212,000.

The RHA acquired most of these properties during or shortly after the foreclosure crisis that occurred between 2007-2010. RHA utilized various funds made available through federal fiscal recovery legislation, HUD's Good Neighbor program, or matching monies to acquire the sites. Neighborhood Stabilization Program (NSP) funds were funneled to RHA through a sponsoring entity, such as the Nevada Housing Division under NSP1 and NSP3, or directly to RHA as the lead agency for the Washoe County HOME Consortium under NSP2. RHA purchased homes through the Good Neighbor program, matching monies, or donation directly. Depending upon the source used, regulations regarding income restrictions, rent limits, and affordability periods could apply. RHA has continued to comply with the appropriate program's guidelines and has leased the units since they were originally purchased and rehabilitated.

Based on staff's internal discussions and discussions with RHA clients, community stakeholders, and local non-profit agencies, possible long-term uses of these properties could include:

- Homeownership opportunities for:
 - Low-income families
 - First time homebuyers
 - Specific groups within the community, such as public service employees, teachers, law enforcement officers, minority households, etc.
- Donation to local non-profit organizations for use as transitional or supportive housing.
- Continued rental revenue for the Authority.

- Leverage to acquire equity for the Authority to develop additional affordable housing.
- Selling on the open market to generate equity for the Authority to develop additional affordable housing.

To aid in the discussion regarding these properties, the data listed below is provided:

- A map indicating the location of all scattered site properties identified by funding source.
- Five close-up maps that further break down Washoe County into sub-areas and the properties in those sub-areas.
- A spreadsheet containing a data summary of each property to include:
 - Property demographics
 - Funding source used for purchase and rehabilitation
 - Purchase and rehabilitation cost
 - Current income and rent restrictions
 - Affordability period expiration date
 - Average annual HOA fees
 - Estimate of capital needs for the coming 5-years
 - Individual property income and expenses for the last 5-years
- A breakdown and description of the funding sources including:
 - RHA fund identifier number
 - Number of units in each fund
 - Name of outside agency that RHA will need to consult and request permission to dispose if properties are to be sold.

Information not on the spreadsheet, but pertinent to the discussion:

- Average number of vacancies per year: 7
- Average cost to turn a property: \$14,934 (including staff labor)

It should be noted that:

- Any property being utilized as a rental that was purchased using federal fiscal recovery funds must maintain its income restrictions as well as rent limits through the designated affordability period noted on the spreadsheet.
- RHA will need to obtain HUD or other outside agency approval, such as State of Nevada or City of Reno, for sale or donation of specific properties.
- Any property that currently has an income restriction and affordability period that would be utilized for homeownership must maintain its income restrictions through the designated affordability period noted on the spreadsheet, meaning properties must be sold to families with income that meet the income restrictions specific to the property.
- Any property that currently has an income restriction and affordability period that RHA may choose to donate to a local non-profit, the non-profit must maintain income and rent restrictions through the affordability period. RHA will monitor compliance.

- Properties purchased through HUD's Good Neighbor Program (\$1 homes) do not have income or rent limitations and can be sold without approval from HUD. Current income and rent limits were set by RHA to serve low-income families.
- Properties donated to RHA do not have income or rent limitations and can be sold with only Board approval. Current income and rent limits were set by RHA to serve low-income families.
- Properties purchased using RHA funds as a match to NSP funds were purchased with unrestricted money. Current income and rent limits were set by RHA to serve low-income families.

IN SUMMARY:

Properties acquired with the following funds have no restrictions:

37 Homes

- **Fund 336 (currently used as Mineral Manor Live-In unit)**
- **Fund 350**
- **Fund 411**
- **Fund 414**
- **Fund 415**
- **Fund 520**

Properties acquired with the following funds have income restrictions and affordability periods:

129 Homes

- **Fund 410**
- **Fund 412**
- **Fund 416**
- **Fund 508**
- **Fund 750**
- **Fund 753**

Should the Board want to further investigate using homes in the portfolio for homeownership opportunities, preliminary information has been gathered and provided below.

Properties with income restrictions of 80% AMI or higher lend themselves to homeownership based on income necessary to qualify for a mortgage.

Homeownership Utilizing a Community Land Trust (CLT):

In utilizing a CLT, the purchase price is typically backed into based on the income of the purchaser. A typical purchase price is based on a mortgage payment, including taxes and fees, that does not exceed 30% of the purchaser's monthly household income. This ensures that the home is "affordable" to households in the set AMI range.

All households must complete a Homebuyer Education Course upon pre-qualification for a mortgage. The household may be able to use down payment assistance, but a lender

experienced in CLT mortgages is essential (for example, Caliber Home Loans has this experience and is used by St. Josephs CLT).

The purchaser signs a 99-year renewable lease with CLT in combination with signing mortgage documents. The lease outlines resale restrictions and property improvement provisions upon resale. The ability to use down payment assistance in conjunction with a sale through a CLT would be dependent on the down payment assistance program agreeing to assist in this type of sale.

Homeownership Not Utilizing Community land Trust (conventional sale):

Several down payment assistance programs exist to help Nevadans achieve homeownership. With the help of down payment assistance, conventional mortgages could be used to purchase homes owned by RHA.

Nevada Rural Housing Authority –

- Home At Last Down Payment Assistance
- Home Means Nevada Down Payment Assistance

Nevada Housing Division –

- Home First Down Payment Assistance
- HIP for First-Time Homebuyers

Staff believes a portion of the homes are appropriate for long-term homeownership utilizing a mix of models and would provide opportunities for first time homebuyers or other targeted populations to enter our real estate market.

As part of today's discussion, staff is seeking Board direction regarding desired uses of RHA scattered site properties based on the suggestions listed above. Staff will further research the Board-directed options and report back at a future meeting.

Recommendation: The Board direct staff to research one or more suggested long-term strategies for the scattered site portfolio and bring further information back to a future Board meeting.

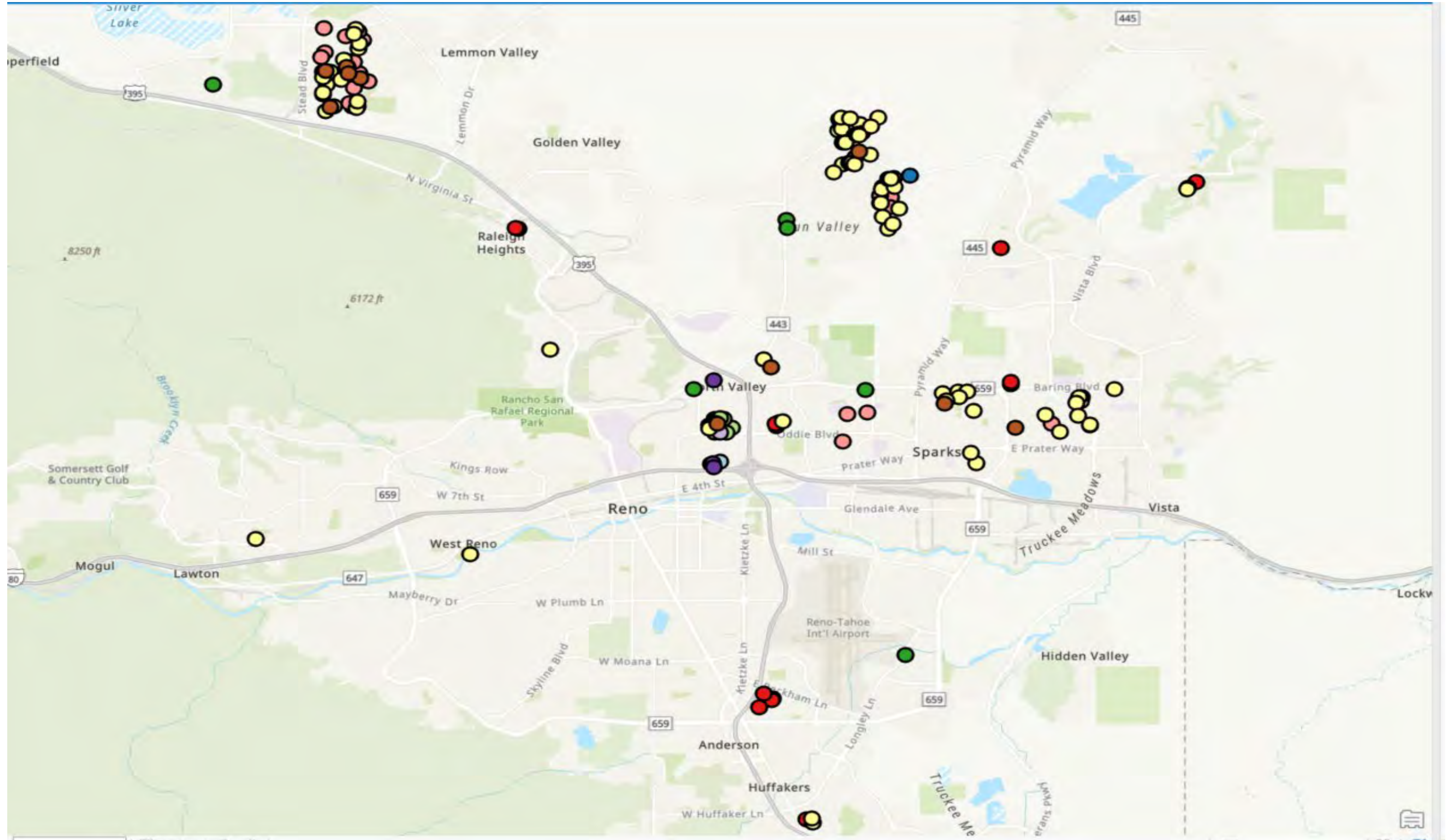
Census Tract	Address	City	Zip	Neighborhood	Bedroom Size	Square Footage	SFH or Condo	Purchase Price	Rehab Cost	Total Initial Investment	Current Zillow Value	Date Purchased	RHA Fund Number	Funding Program	Income Restrictions as % of AMI	Affordability Period Expiration	PBV Assigned	Rent Limit (HOME, etc.)	Max Rent Based on HOME, PBV or LIHTC Regs	Annual HOA Expense 5-Year Average	Estimated Capital Needs In next ~5 years	Average Annual Revenue	Average Annual Routine and Other Expenses	Average Annual Unit Turn & Major Repair Expenses	Average Annual Net	Comment
18.01	921 Sage St	Reno	89512	Central Reno	4/2	1469	SFH	\$ 104,003	\$ 3,486	\$ 107,489	\$ 329,000	7/22/2002	336	N/A	N/A	N/A		N/A	\$ 1,355	N/A	\$ -	\$ -	\$ (3,022)	\$ -	\$ (3,022)	Live-In Unit MM
17.01	1925 Bishop St	Reno	89512	Oliver/Montello	3/1	1120	SFH	\$ 8,500	\$ 15,766	\$ 24,266	\$ 324,000	7/23/2010	350	NSP2	80%	N/A		Low	\$ 1,214	N/A	\$ -	\$ 2,803	\$ (2,174)	\$ (2,782)	\$ (2,153)	
26.15	11805 Desert Bloom Dr	Reno	89506	Sky Vista	4/2	1485	SFH	\$ 130,000	\$ 23,710	\$ 153,710	\$ 420,000	6/25/2010	350	NSP2	80%	N/A		Low	\$ 1,355	\$342	\$ -	\$ 3,000	\$ (2,077)	-	\$ 923	Live-In Unit
27.07	5965 Gardenia Ct	Sun Valley	89433	Highland Ranch	3/2	1040	SFH	\$ 106,500	\$ 13,110	\$ 119,610	\$ 352,200	3/9/2010	350	NSP2/RHA	80%	N/A		Low	\$ 1,214	\$369	\$ -	\$ 3,060	\$ (1,298)	\$ (110)	\$ 1,652	Live-In Unit
27.06	5843 Magenta Ct	Sun Valley	89433	Highland Ranch	3/2	1345	SFH	\$ 124,500	\$ 17,192	\$ 141,692	\$ 372,300	3/9/2010	350	NSP2	80%	N/A		Low	\$ 1,214	\$369	\$ -	\$ 7,422	\$ (3,302)	\$ (1,140)	\$ 2,980	
17.01	1991 Montello St	Reno	89512	Oliver/Montello	3/2	1064	SFH	\$ 71,500	\$ 80,323	\$ 151,823	\$ 308,700	4/12/2010	350	NSP2	80%	N/A		Low	\$ 1,214	N/A	\$ -	\$ 7,665	\$ (2,806)	-	\$ 4,859	
17.03	2000 Silverada Blvd #111	Reno	89512	Central Reno	1/1	654	Condo	\$ 43,000	\$ 4,184	\$ 47,184	\$ 202,900	6/21/2010	350	NSP2	80%	N/A		Low	\$ 876	\$1,338	\$ -	\$ 8,030	\$ (2,943)	-	\$ 5,087	
17.03	2000 Silverada Blvd #122	Reno	89512	Central Reno	2/1	828	Condo	\$ 52,500	\$ 4,551	\$ 57,051	\$ 232,300	5/26/2010	350	NSP2	80%	N/A		Low	\$ 1,051	\$1,338	\$ -	\$ 8,725	\$ (2,936)	\$ (436)	\$ 5,353	Vacant
17.03	2000 Silverada Blvd #214	Reno	89512	Central Reno	1/1	654	Condo	\$ 42,000	\$ 3,204	\$ 45,204	\$ 200,800	8/20/2010	350	NSP2	80%	N/A		Low	\$ 876	\$1,338	\$ -	\$ 9,270	\$ (1,836)	-	\$ 7,434	
17.03	2000 Silverada Blvd #324	Reno	89512	Central Reno	1/1	654	Condo	\$ 36,000	\$ 4,930	\$ 40,930	\$ 189,400	5/28/2010	350	NSP2	80%	N/A		Low	\$ 876	\$1,338	\$ -	\$ 9,465	\$ (2,303)	\$ (1,105)	\$ 6,057	
17.03	2000 Silverada Blvd #823	Reno	89512	Central Reno	2/1	828	Condo	\$ 51,900	\$ 4,555	\$ 56,455	\$ 230,800	11/12/2010	350	NSP2	80%	N/A		Low	\$ 1,051	\$1,338	\$ -	\$ 9,481	\$ (2,207)	\$ (770)	\$ 6,503	
17.01	1948 Citron St	Reno	89512	Oliver/Montello	2/1	1016	SFH	\$ 107,500	\$ 18,043	\$ 125,543	\$ 282,000	3/29/2009	410	Oliver Montello HOME	50%	4/1/2029		Low	\$ 1,051	N/A	\$ -	\$ 8,041	\$ (6,300)	\$ (807)	\$ 934	
17.01	1955 Citron St	Reno	89512	Oliver/Montello	2/1	680	SFH	\$ 98,500	\$ 29,751	\$ 128,251	\$ 232,900	2/16/2010	410	Oliver Montello HOME	50%	2/16/2030		Low	\$ 1,051	N/A	\$ -	\$ 8,035	\$ (4,126)	\$ (16,379)	\$ (12,470)	
17.01	1956 Citron St	Reno	89512	Oliver/Montello	2/1	1080	SFH	\$ 59,000	\$ 54,809	\$ 113,809	\$ 268,300	5/14/2009	410	Oliver Montello HOME	50%	6/1/2029		Low	\$ 1,051	N/A	\$ -	\$ 8,276	\$ (5,111)	\$ (6,140)	\$ (2,974)	
17.01	1964 Citron St	Reno	889512	Oliver/Montello	5/2	1316	SFH	\$ 109,000	\$ 27,655	\$ 136,655	\$ 411,000	10/29/2009	410	Oliver Montello HOME	50%	11/1/2029		Low	\$ 1,495	N/A	\$ -	\$ 8,661	\$ (2,127)	\$ (1,069)	\$ 5,465	
17.01	1830 Helena Ave	Reno	89512	Oliver/Montello	3/2	1296	SFH	\$ 90,000	\$ 63,372	\$ 153,372	\$ 288,600	7/19/2010	410	Oliver Montello HOME	50%	8/1/2030		Low	\$ 1,214	N/A	\$ -	\$ 8,982	\$ (2,262)	\$ (41)	\$ 6,680	
17.01	1960 Helena Ave	Reno	89512	Oliver/Montello	3/2	1296	SFH	\$ 90,000	\$ 63,372	\$ 153,372	\$ 293,800	7/19/2010	410	Oliver Montello HOME	50%	8/1/2030		Low	\$ 1,214	N/A	\$ -	\$ 9,105	\$ (2,292)	-	\$ 6,813	
17.01	1995 Helena Ave	Reno	89512	Oliver/Montello	3/2	1184	SFH	\$ 107,500	\$ 50,381	\$ 157,881	\$ 428,500	5/29/2009	410	Oliver Montello HOME	50%	6/1/2029		Low	\$ 1,214	N/A	\$ 9,600	\$ 9,285	\$ (2,339)	\$ (2,134)	\$ 4,812	
17.01	1865 Montello St	Reno	89512	Oliver/Montello	3/2	1220	SFH	\$ 53,000	\$ 175,668	\$ 228,668	\$ 399,300	6/10/2010	410	Oliver Montello HOME	50%	7/1/2030		Low	\$ 1,214	N/A	\$ -	\$ 9,525	\$ (1,775)	\$ (1,720)	\$ 6,030	
17.01	1540 Oliver Ave	Reno	89512	Oliver/Montello	3/2	1234	SFH	\$ 45,000	\$ 170,093	\$ 215,093	\$ 329,500	12/9/2009	410	Oliver Montello HOME	50%	1/1/2030		Low	\$ 1,214	N/A	\$ -	\$ 11,335	\$ (1,755)	-	\$ 9,580	
28.01	2790 16th St	Sparks	89431	Central Sparks	3/1.5	1568	Condo	\$ 1.00	\$ 15,976	\$ 15,977	\$ 307,800	7/21/2009	411	GNP	80%	N/A		Low	\$ 1,214	\$2,153	\$ -	\$ 3,000	\$ (1,646)	\$ (912)	\$ 442	
15.01	2193 Barberry Wy	Reno	89512	Sutro/McCarran	3/2	1248	Mobile	\$ 1.00	\$ 17,135	\$ 17,136	\$ 295,400	1/29/2010	411	GNP	80%	N/A		Low	\$ 1,214	\$1,150	\$ 13,000	\$ 3,030	\$ (4,764)	\$ (2,904)	\$ (4,638)	
27.07	5591 Dayspring Ln	Sun Valley	89433	Central Sun Valley	3/2	1361	SFH	\$ 126,000	\$ 26,157	\$ 152,157	\$ 305,100	2/16/2010	411	GNP	80%	N/A		Low	\$ 1,214	N/A	\$ -	\$ 7,918	\$ (4,958)	\$ (1,672)	\$ 1,289	Live-In Unit
21.05	2751 Pajaro Pl	Reno	89502	Longley Ln	3/2.5	1568	SFH	\$ 1.00	\$ 26,138	\$ 26,139	\$ 420,400	7/16/2009	411	GNP	80%	N/A		Low	\$ 1,214	N/A	\$ -	\$ 8,830	\$ (3,450)	\$ (2,470)	\$ 2,909	
26.10	8480 Red Baron Blvd	Reno	89506	Stead	2/2	1162	SFH	\$ 1.00	\$ 9,680	\$ 9,681	\$ 350,400	5/28/2009	411	GNP	80%	N/A	PBM	Low	\$ 1,585	N/A	\$ -	\$ 8,945	\$ (3,441)	\$ (776)	\$ 4,728	
22.04	200 Smithridge Pk	Reno	89502	Meadowood Mall	3/1.5	1220	Condo	\$ 1.00	\$ 6,061	\$ 6,062	\$ 258,100	7/2/2009	411	GNP	80%	N/A		Low	\$ 1,214	\$2,085	\$ -	\$ 9,405	\$ (2,865)	\$ (3,873)	\$ 2,667	
27.07	5546 Sun Valley Blvd	Sun Valley	89433	Central Sun Valley	3/2	1440	Mobile	\$ 1.00	\$ 25,880	\$ 25,881	\$ 273,700	2/19/2010	411	GNP	80%	N/A		Low	\$ 1,214	N/A	\$ 5,100	\$ 11,081	\$ (1,790)	-	\$ 9,292	Vacant
28.02	1980 18th St	Sparks	89431	Central Sparks	3/2	1715	SFH	\$ 105,797	\$ 26,858	\$ 132,655	\$ 345,400	9/18/2009	412	NSP1	50%	10/1/2029		Low	\$ 1,214	N/A	\$ -	\$ 8,409	\$ (808)	-	\$ 7,601	
26.15	9530 Angel Falls Dr	Reno	89506	Sky Vista	4/2.5	2122	SFH	\$ 118,000	\$ 43,556	\$ 161,556	\$ 460,900	2/5/2010	412	NSP1	120%	3/1/2030		High	\$ 1,704	\$432	\$ -	\$ 8,104	\$ (807)	-	\$ 7,297	
27.07	5784 Apricot Ct	Sun Valley	89433	Highland Ranch	3/2	1505	SFH	\$ 97,750	\$ 24,941	\$ 122,691	\$ 393,700	7/27/2009	412	NSP1	50%	8/1/2029		Low	\$ 1,214	\$369	\$ -	\$ 8,992	\$ (791)	\$ (661)	\$ 7,540	
26.15	9600 Autumn Leaf Way	Reno	89506	Sky Vista	4/2.5	2080	SFH	\$ 132,000	\$ 20,837	\$ 152,837	\$ 435,100	11/20/2009	412	NSP1	120%	12/1/2029		High	\$ 1,704	\$432	\$ -	\$ 8,342	\$ (767)	-	\$ 7,575	
26.15	9624 Autumn Leaf Way	Reno	89506	Sky Vista	4/2	1642	SFH	\$ 115,443	\$ 16,925	\$ 132,368	\$ 409,300	9/17/2009	412	NSP1	120%	10/1/2029		High	\$ 1,704	\$432	\$ 6,600	\$ 10,056	\$ (890)	-	\$ 9,166	
26.14	9557 Black Canyon Dr	Reno	89506	Sky Vista	3/2	1215	SFH	\$ 133,926	\$ 3,926	\$ 136,926	\$ 378,100	11/6/2009	412	NSP1	50%	12/1/2029		Low	\$ 1,214	\$329	\$ 9,600	\$ 9,420	\$ (775)	-	\$ 8,645	Vacant
19.03	1845 Brunetti Wy	Sparks	89431	Central Sparks	3/2	1382	SFH	\$ 100,259	\$ 60,165	\$ 160,424	\$ 366,800	8/27/2009	412	NSP1	50%	9/1/2029		Low	\$ 1,214	N/A	\$ -	\$ 7,932	\$ (2,903)	\$ 449	\$ 5,478	
26.16	12060 Camel Rock Dr	Reno	89506	Sky Vista	3/2.5	1736	SFH	\$ 145,000	\$ 22,606	\$ 167,606	\$ 425,100	12/11/2009	412	NSP1	120%	1/1/2030		High	\$ 1,545	\$432	\$ 5,600	\$ 8,312	\$ (5,573)	\$ (5,047)	\$ (2,309)	Vacant
26.15	9562 Canyon Meadows Dr	Reno	89506	Sky Vista	4/2.5	2100	SFH	\$ 132,650	\$ 17,431	\$ 150,081	\$ 443,800	2/1/2010	412	NSP1	120%	3/1/2030		High	\$ 1,704	\$432	\$ 13,500	\$ 8,555	\$ (779)	\$ (620)	\$ 7,156	
27.06	846 Cloudy Ct	Sun Valley	89433	Highland Ranch	3/2	1040	SFH	\$ 98,069	\$ 9,300	\$ 107,369	\$ 355,500	5/14/2009	412	NSP1	50%	6/1/2029		Low	\$ 1,214	\$369	\$ 6,400	\$ 8,616	\$ (1,282)	-	\$ 7,334	
27.07	5651 Cranberry Ct	Sun Valley	89433	Highland Ranch	3/2	1064	SFH	\$ 90,100	\$ 20,567	\$ 110,667	\$ 365,400	7/27/2009	412	NSP1	50%	8/1/2029		Low	\$ 1,214	\$369	\$ -	\$ 8,706	\$ (788)	-	\$ 7,917	
26.15	9930 Crystalline Dr	Reno	89506	Sky Vista	3/2	1361	SFH	\$ 116,700	\$ 21,310	\$ 138,010	\$ 384,500	3/8/2011	412	NSP1	120%	4/1/2031		High	\$ 1,545	\$432	\$ -	\$ 9,158	\$ (2,415)	-	\$ 6,743	
26.15	11860 Desert Bloom Dr	Reno	89506	Sky Vista	3/2	1292	SFH	\$ 107,242	\$ 21,401	\$ 128,643	\$ 377,200	2/23/2011	412	NSP1	50%	3/1/2031		Low	\$ 1,214	\$342	\$ -	\$ 9,240	\$ (1,641)	\$ (2,651)	\$ 4,947	
26.16	12003 Kernite Dr	Reno	89056	Sky Vista	4/3	1600	SFH	\$ 131,000	\$ 22,872	\$ 153,872	\$ 397,200	9/16/2010	412	NSP1	120%	10/1/2030		High	\$ 1,704	\$445	\$ -	\$ 9,260	\$ (1,866)	-	\$ 7,394	
26.15	11575 Lone Desert Dr	Reno	89506	Sky Vista	4/3	2383	SFH	\$ 161,870	\$ 28,775	\$ 190,645	\$ 476,100	10/16/2009	412	NSP1	120%	11/1/2029		High	\$ 1,704	\$432	\$ -	\$ 9,319	\$ (2,351)	\$ (637)	\$ 6,330	
26.15	11765 Lone Desert Dr	Reno	89506	Sky Vista	5/3	2170	SFH	\$ 148,765	\$ 25,486	\$ 174,251	\$ 462,700	8/27/2009	412	NSP1	120%	9/1/2029		Low	\$ 1,495	\$432	\$ 6,100	\$ 9,335	\$ (1,934)	\$ (656)	\$ 6,715	Vacant
26.16	9735 Meadow Star Dr	Reno	89506	Sky Vista	3/2	1276	SFH	\$ 92,000	\$ 38,555	\$ 130,555	\$ 364,000	2/12/2010	412	NSP1	120%	3/1/2030		High	\$ 1,545	\$543	\$ 10,000	\$ 9,415	\$ (2,492)	\$ (646)	\$ 6,277	
26.16	14020 Obsidian Ct	Reno	89506	Stead	3/2	1008	SFH	\$ 73,024	\$ 38,930	\$ 111,954	\$ 320,600	9/10/2009	412	NSP1	50%	10/1/2029		Low	\$ 1,214	N/A	\$ 2,600	\$ 9,475	\$ (1,934)	\$ (1,158)	\$ 6,383	
28.02	2055 Oppio St	Sparks	89431	Central Sparks	4/3	1715	SFH	\$ 107,460	\$ 29,565	\$ 137,025	\$ 391,700	7/29/2009	412	NSP1	50%	8/1/2029		Low	\$ 1,355	N/A	\$ -	\$ 9,512	\$ (3,019)	\$ (1,250)	\$ 5,243	
26.14	9200 Running Dog Cir	Reno	89506	Sky Vista	2/1.5	1120	SFH	\$ 86,000	\$ 8,989	\$ 94,989	\$ 319,300	7/30/2009	412	NSP1	120%	8/1/2029		Low	\$ 1,051	\$768	\$ -	\$ 9,525	\$ (1,991)	-	\$ 7,534	
27.06	5768 Sculptor Ct	Sun Valley	89433	Highland Ranch	3/2	1144	SFH	\$ 106,250	\$ 9,726	\$ 115,976	\$ 358,800	5/14/2009	412	NSP1	50%	6/1/2029		Low	\$							

Census Tract	Address	City	Zip	Neighborhood	Bedroom Size	Square Footage	SFH or Condo	Purchase Price	Rehab Cost	Total Initial Investment	Current Zillow Value	Date Purchased	RHA Fund Number	Funding Program	Income Restrictions as % of AMI	Affordability Period Expiration	PBV Assigned	Rent Limit (HOME, etc.)	Max Rent Based on HOME, PBV or LIHTC Regs	Annual HOA Expense 5-Year Average	Estimated Capital Needs In next ~5 years	Average Annual Revenue	Average Annual Routine and Other Expenses	Average Annual Unit Turn & Major Repair Expenses	Average Annual Net	Comment
26.16	9560 Bightridge Dr	Reno	89506	Sky Vista	3/2	1359	SFH	\$ 115,000	\$ 34,082	\$ 149,082	\$ 373,900	12/23/2010	750	NSP2	50%	8/20/2031		Low	\$ 1,214	\$3,441	\$ -	\$ 8,764	\$ (4,887)	\$ (1,752)	\$ 2,125	
26.14	9125 Brown Eagle Wy	Reno	89506	Sky Vista	3/2.5	1226	Townhouse	\$ 121,000	\$ 22,740	\$ 143,740	\$ 343,100	10/28/2013	750	NSP2	50%	3/6/2034	PBM	Low	\$ 2,253	\$342	\$ -	\$ 8,805	\$ (4,828)	\$ -	\$ 3,977	
26.14	9135 Brown Eagle Wy	Reno	89506	Sky Vista	3/2.5	1120	Townhouse	\$ 94,545	\$ 10,432	\$ 104,977	\$ 334,800	7/20/2009	750	NSP2	50%	8/1/2029		High	\$ 1,545	\$773	\$ -	\$ 8,810	\$ (2,217)	\$ -	\$ 6,593	
31.06	1631 Burnside Dr	Sparks	89434	Sparks Outside McCarran	3/2	1376	SFH	\$ 117,300	\$ 35,656	\$ 152,956	\$ 388,300	2/13/2012	750	NSP2	50%	8/28/2032		Low	\$ 1,214	\$1,771	\$ -	\$ 8,860	\$ (4,983)	\$ (530)	\$ 3,347	
31.06	1681 Burnside Dr	Sparks	89434	Sparks Outside McCarran	3/2	1250	SFH	\$ 124,900	\$ 25,702	\$ 150,602	\$ 371,300	1/7/2011	750	NSP2	50%	7/27/2031		Low	\$ 1,214	N/A	\$ -	\$ 8,863	\$ (4,795)	\$ (575)	\$ 5,327	
31.06	1162 Calvados Dr	Sparks	89434	Central Sparks	4/2	1403	SFH	\$ 133,500	\$ 60,313	\$ 193,813	\$ 394,300	6/30/2010	750	NSP2	50%	7/1/2031		Low	\$ 1,355	N/A	\$ -	\$ 8,882	\$ (5,635)	\$ -	\$ 3,248	
26.16	11665 Camel Rock Dr	Reno	89506	Sky Vista	3/2	1440	SFH	\$ 160,682	\$ 39,274	\$ 199,956	\$ 385,400	12/11/2013	750	NSP2	50%	4/16/1934		Low	\$ 1,214	\$342	\$ -	\$ 8,940	\$ (3,008)	\$ (3,157)	\$ 2,775	
27.05	7533 Cezanne Ct	Sun Valley	89433	Highland Ranch	3/2	1265	SFH	\$ 121,770	\$ 22,211	\$ 143,981	\$ 366,900	9/24/2010	750	NSP2	50%	7/8/2031		Low	\$ 1,214	\$369	\$ -	\$ 8,976	\$ (3,751)	\$ (2,683)	\$ 2,542	
27.05	7446 Chagall Dr	Sun Valley	89433	Highland Ranch	3/2	1265	SFH	\$ 162,472	\$ 14,025	\$ 176,497	\$ 372,200	1/10/2014	750	NSP2	50%	6/10/2034		Low	\$ 1,214	\$369	\$ -	\$ 8,976	\$ (5,417)	\$ (1,171)	\$ 2,388	
27.05	6942 Chorale Ct	Sun Valley	89433	Highland Ranch	3/2	1265	SFH	\$ 121,000	\$ 20,391	\$ 141,391	\$ 365,800	4/21/2010	750	NSP2	50%	9/3/2030		Low	\$ 1,214	\$369	\$ -	\$ 9,045	\$ (3,060)	\$ -	\$ 5,985	
27.05	6949 Chorale Ct	Sun Valley	89433	Highland Ranch	3/2	1185	SFH	\$ 110,000	\$ 25,555	\$ 135,555	\$ 357,200	8/23/2010	750	NSP2	50%	1/1/2031		Low	\$ 1,214	\$365	\$ 13,000	\$ 9,110	\$ (1,631)	\$ (128)	\$ 7,351	
26.16	11705 Claim Stake Dr	Reno	89506	Sky Vista	4/3	1292	SFH	\$ 103,000	\$ 34,183	\$ 137,183	\$ 367,600	5/30/2013	750	NSP2	50%	12/13/2033	PBM	Low	\$ 2,700	\$342	\$ 6,600	\$ 9,129	\$ (6,137)	\$ (1,686)	\$ 1,306	
27.07	5665 Cranberry Ct	Sun Valley	89433	Highland Ranch	3/2	1144	SFH	\$ 125,000	\$ 52,448	\$ 177,448	\$ 353,800	12/30/2013	750	NSP2	50%	8/21/2034	PBS	Low	\$ 2,253	\$369	\$ 6,600	\$ 9,147	\$ (3,048)	\$ (704)	\$ 5,395	
26.15	9790 Crystalline Dr	Reno	89506	Sky Vista	3/2	1569	SFH	\$ 128,443	\$ 36,290	\$ 164,733	\$ 407,000	12/16/2010	750	NSP2	50%	4/19/2032		Low	\$ 1,214	\$342	\$ 6,600	\$ 9,200	\$ (1,954)	\$ -	\$ 7,246	
26.15	9841 Crystalline Dr	Reno	89506	Sky Vista	3/2	1361	SFH	\$ 126,000	\$ 26,157	\$ 152,157	\$ 384,400	2/16/2010	750	NSP2	50%	9/9/2031		Low	\$ 1,214	\$342	\$ -	\$ 9,225	\$ (1,933)	\$ (1,486)	\$ 5,806	
26.15	11895 Desert BloOm Dr	Reno	89506	Sky Vista	3/2	1292	SFH	\$ 107,242	\$ 21,401	\$ 128,643	\$ 380,800	2/23/2011	750	NSP2	50%	8/17/2031		Low	\$ 1,214	\$342	\$ -	\$ 9,285	\$ (3,970)	\$ (2,820)	\$ 2,495	
29.02	321 Devere Wy	Sparks	89431	Central Sparks	3/2	1328	SFH	\$ 77,623	\$ 113,530	\$ 191,153	\$ 364,800	9/17/2010	750	NSP2	50%	10/22/2031		Low	\$ 1,214	N/A	\$ -	\$ 9,315	\$ (1,981)	\$ (1,069)	\$ 6,265	
29.02	70 Devere Wy	Sparks	89431	Central Sparks	3/2	1190	SFH	\$ 74,900		\$ 74,900	\$ 340,900	5/18/2012	750	NSP2	50%	3/29/2028		Low	\$ 1,214	N/A	\$ -	\$ 9,320	\$ (2,476)	\$ (996)	\$ 5,848	
27.07	5581 Diablo Ct	Sun Valley	89433	Highland Ranch	3/2	1696	SFH	\$ 135,600	\$ 14,315	\$ 149,915	\$ 401,800	9/23/2010	750	NSP2	50%	4/14/2031		Low	\$ 1,214	\$369	\$ -	\$ 9,335	\$ (2,603)	\$ (708)	\$ 6,024	
27.06	6320 E. Cree Ct	Sun Valley	89433	Highland Ranch	3/2	1185	SFH	\$ 111,870	\$ 26,964	\$ 138,834	\$ 374,500	7/30/2010	750	NSP2	50%	5/1/2031		Low	\$ 1,214	\$365	\$ -	\$ 9,335	\$ (1,685)	\$ -	\$ 7,650	
29.02	24 E. Devere Wy	Sparks	89431	Central Sparks	3/2	1344	SFH	\$ 106,900	\$ 33,347	\$ 140,247	\$ 362,600	9/8/2010	750	NSP2	50%	5/13/2031		Low	\$ 1,214	N/A	\$ -	\$ 9,345	\$ (1,587)	\$ (128)	\$ 7,630	
30.02	215 E. Lincoln Wy	Sparks	89431	Central Sparks	3/2	1347	SFH	\$ 104,343	\$ 45,753	\$ 150,096	\$ 364,300	5/11/2010	750	NSP2	50%	4/1/2031		Low	\$ 1,214	N/A	\$ -	\$ 9,355	\$ (1,312)	\$ (607)	\$ 7,435	
22.16	530 E. Patriot Blvd #369	Reno	89511	South Reno	2/2	887	Condo	\$ 69,294	\$ 39,200	\$ 108,494	\$ 278,136	8/1/2013	750	NSP2	50%	9/1/2014	PBM	Low	\$ 1,585	N/A	\$ -	\$ 9,364	\$ (2,787)	\$ (934)	\$ 5,643	
29.02	100 E. Richards Wy	Sparks	89431	Central Sparks	3/2	1350	SFH	\$ 130,000	\$ 44,422	\$ 174,422	\$ 363,700	8/19/2010	750	NSP2	50%	10/21/2031	PBM	Low	\$ 2,253	N/A	\$ 4,600	\$ 9,365	\$ (1,550)	\$ (1,840)	\$ 5,975	
27.06	6464 Eskimo Dr	Sun Valley	89433	Highland Ranch	3/2	1185	SFH	\$ 109,000	\$ 34,082	\$ 143,082	\$ 358,800	6/30/2010	750	NSP2	50%	7/15/2031		Low	\$ 1,214	\$365	\$ -	\$ 9,370	\$ (1,713)	\$ (637)	\$ 7,020	
31.06	1277 Express St	Sparks	89434	Sparks Outside McCarran	3/2	1250	SFH	\$ 131,500	\$ 47,516	\$ 179,016	\$ 382,400	7/28/2010	750	NSP2	50%	4/1/2031	PBS	Low	\$ 2,253	N/A	\$ -	\$ 9,376	\$ (4,160)	\$ (2,199)	\$ 3,017	
27.05	7118 Fantasia Ct	Sun Valley	89433	Highland Ranch	3/2	960	SFH	\$ 91,500	\$ 20,098	\$ 111,598	\$ 333,800	12/30/2010	750	NSP2	50%	9/27/2031		Low	\$ 1,214	\$369	\$ 9,500	\$ 9,385	\$ (1,604)	\$ (704)	\$ 7,077	
29.02	55 Galleron Wy	Sparks	89431	Central Sparks	3/2	1120	SFH	\$ 99,500	\$ 36,579	\$ 136,079	\$ 346,400	9/15/2010	750	NSP2	50%	7/15/1931		Low	\$ 1,214	N/A	\$ -	\$ 9,393	\$ (2,926)	\$ (3,390)	\$ 3,077	
26.16	10020 Grosse Point Ct	Reno	89506	Sky Vista	3/2	1419	SFH	\$ 129,900	\$ 16,835	\$ 146,735	\$ 384,000	8/19/2010	750	NSP2	50%	1/1/2031	PBM	Low	\$ 2,253	\$346	\$ -	\$ 9,405	\$ (2,006)	\$ -	\$ 7,399	
27.05	5510 Hurricane Ct	Sun Valley	89512	Sun Valley	3/2	1064	SFH	\$ 141,000	\$ 35,702	\$ 176,702	\$ 347,300	2/28/2014	750	NSP2	50%	8/11/2034	PBS	Low	\$ 2,253	\$369	\$ 4,600	\$ 9,405	\$ (1,690)	\$ (890)	\$ 6,825	
11.01	2875 Idlewild Dr #59	Reno	89511	Idlewild	2/2.5	1259	Townhouse	\$ 133,000	\$ 28,870	\$ 161,870	\$ 377,000	9/26/2013	750	NSP2	50%	3/10/2034	PBM	Low	\$ 1,585	\$2,826	\$ -	\$ 9,410	\$ (1,779)	\$ (128)	\$ 7,503	
35.12	6070 Ingleston Dr #1122	Sparks	89436	Wingfield	2/2	1330	Condo	\$ 145,900	\$ 12,482	\$ 158,382	\$ 333,700	9/5/2014	750	NSP2	50%	10/30/2034	PBM	Low	\$ 1,585	\$2,954	\$ -	\$ 9,417	\$ (4,117)	\$ (738)	\$ 4,563	
35.12	6070 Ingleston Dr #1126	Sparks	89436	Wingfield	2/2	1156	Condo	\$ 141,900	\$ 15,230	\$ 157,130	\$ 318,400	9/5/2014	750	NSP2	50%	11/20/2034	PBM	Low	\$ 1,585	\$2,908	\$ -	\$ 9,425	\$ (2,059)	\$ -	\$ 7,366	
27.05	7211 Leonardo Ct	Sun Valley	89433	Highland Ranch	3/2	1105	SFH	\$ 105,800	\$ 19,200	\$ 125,000	\$ 367,600	12/8/2010	750	NSP2	50%	9/14/2031		Low	\$ 1,214	\$369	\$ -	\$ 9,430	\$ (1,854)	\$ (1,384)	\$ 6,191	
26.15	9485 Long River Dr	Reno	89506	Sky Vista	3/2	1468	SFH	\$ 117,500	\$ 19,291	\$ 136,791	\$ 378,700	1/24/2011	750	NSP2	50%	8/4/2031		Low	\$ 1,214	\$334	\$ 5,100	\$ 9,435	\$ (1,582)	\$ -	\$ 7,853	
30.02	670 Lyyski St	Sparks	89431	Central Sparks	3/2	1347	SFH	\$ 122,000	\$ 35,354	\$ 157,354	\$ 367,400	6/25/2010	750	NSP2	50%	11/1/2030		Low	\$ 1,214	N/A	\$ -	\$ 9,450	\$ (2,358)	\$ (1,254)	\$ 5,838	
27.06	5848 Magenta Ct	Sun Valley	89433	Highland Ranch	3/2	1696	SFH	\$ 142,000	\$ 30,807	\$ 172,807	\$ 405,400	6/3/2010	750	NSP2	50%	11/1/2030		Low	\$ 1,214	\$369	\$ -	\$ 9,463	\$ (1,510)	\$ -	\$ 7,953	
27.05	7390 Matisse Ct	Sun Valley	89433	Highland Ranch	3/2	1040	SFH	\$ 126,927	\$ 24,181	\$ 151,108	\$ 348,100	1/17/2014	750	NSP2	50%	7/7/2034	PBS	Low	\$ 1,214	\$369	\$ -	\$ 9,465	\$ (1,387)	\$ -	\$ 8,078	
29.02	281 McGoldrick Wy	Sparks	89431	Central Sparks	3/2	1203	SFH	\$ 107,900	\$ 48,361	\$ 156,261	\$ 345,700	11/29/2010	750	NSP2	50%	10/1/2031		Low	\$ 1,214	N/A	\$ -	\$ 9,465	\$ (2,912)	\$ -	\$ 6,553	
17.04	2395 Melody Ln	Reno	89512	Clear Acre	3/2	1449	SFH	\$ 112,000	\$ 17,984	\$ 129,984	\$ 401,600	10/12/2010	750	NSP2	50%	5/27/2031		Low	\$ 1,214	N/A	\$ -	\$ 9,465	\$ (3,038)	\$ (2,146)	\$ 4,281	
27.06	6410 Mic Mac Ct	Sun Valley	89433	Highland Ranch	3/2	1696	SFH	\$ 130,000	\$ 24,972	\$ 154,972	\$ 394,400	12/14/2010	750	NSP2	50%	8/6/2031		Low	\$ 1,214	\$429	\$ -	\$ 9,465	\$ (2,134)	\$ (2,760)	\$ 4,571	
26.14	9940 Moonwalk Ct	Reno	89506	Sky Vista	3/2	1530	SFH	\$ 122,000	\$ 12,181	\$ 134,181	\$ 391,800	10/28/2010	750	NSP2	50%	10/1/2031		Low	\$ 1,214	\$342	\$ -	\$ 9,470	\$ (2,838)	\$ (1,999)	\$ 4,633	
26.15	9425 Navajo Ridge Dr	Reno	89506	Sky Vista	3/2	1804	SFH	\$ 120,059	\$ 24,166	\$ 144,225	\$ 413,300	11/18/2011	750	NSP2	50%	7/11/2032		Low	\$ 1,214	\$342	\$ 7,000	\$ 9,475	\$ (1,871)	\$ (473)	\$ 7,131	
27.06	6525 Oglala Ct	Sun Valley	89433	Highland Ranch	3/2	1185	SFH	\$ 102,000	\$ 24,223	\$ 126,223	\$ 355,300	12/9/2010	750	NSP2	50%	8/6/2031		Low	\$ 1,214	\$369	\$ -	\$ 9,475	\$ (1,408)	\$ (823)	\$ 7,243	
27.06	6540 Oglala Ct	Sun Valley	89433	Highland Ranch	3/2	1304	SFH	\$ 145,000	\$ 33,007	\$ 178,007	\$ 371,300	5/9/2014	750	NSP2	50%	9/26/2034		Low	\$ 1,214	\$369	\$ -	\$ 9,476	\$ (3,761)	\$ (845)	\$ 4,870	
22.16	555 Patriot Blvd #232	Reno	89511	South Reno	2/2	835	Condo	\$ 66,500	\$ 22,494	\$ 88,994	\$ 285,250	9/20/2013	750	NSP2	50%	5/21/2034	PBM	Low	\$ 1,585	\$3,441	\$ -	\$ 9,480	\$ (2,046)	\$ (761)	\$ 6,672	
26.16	10021 Purple Sage Dr	Reno	89506	Sky Vista	3/2	1173	SFH	\$ 76,500	\$ 31,952	\$ 108,452	\$ 375,800	9/27/2012	750	NSP2	50%	4/26/2033		Low	\$ 1,214	\$342	\$ -					

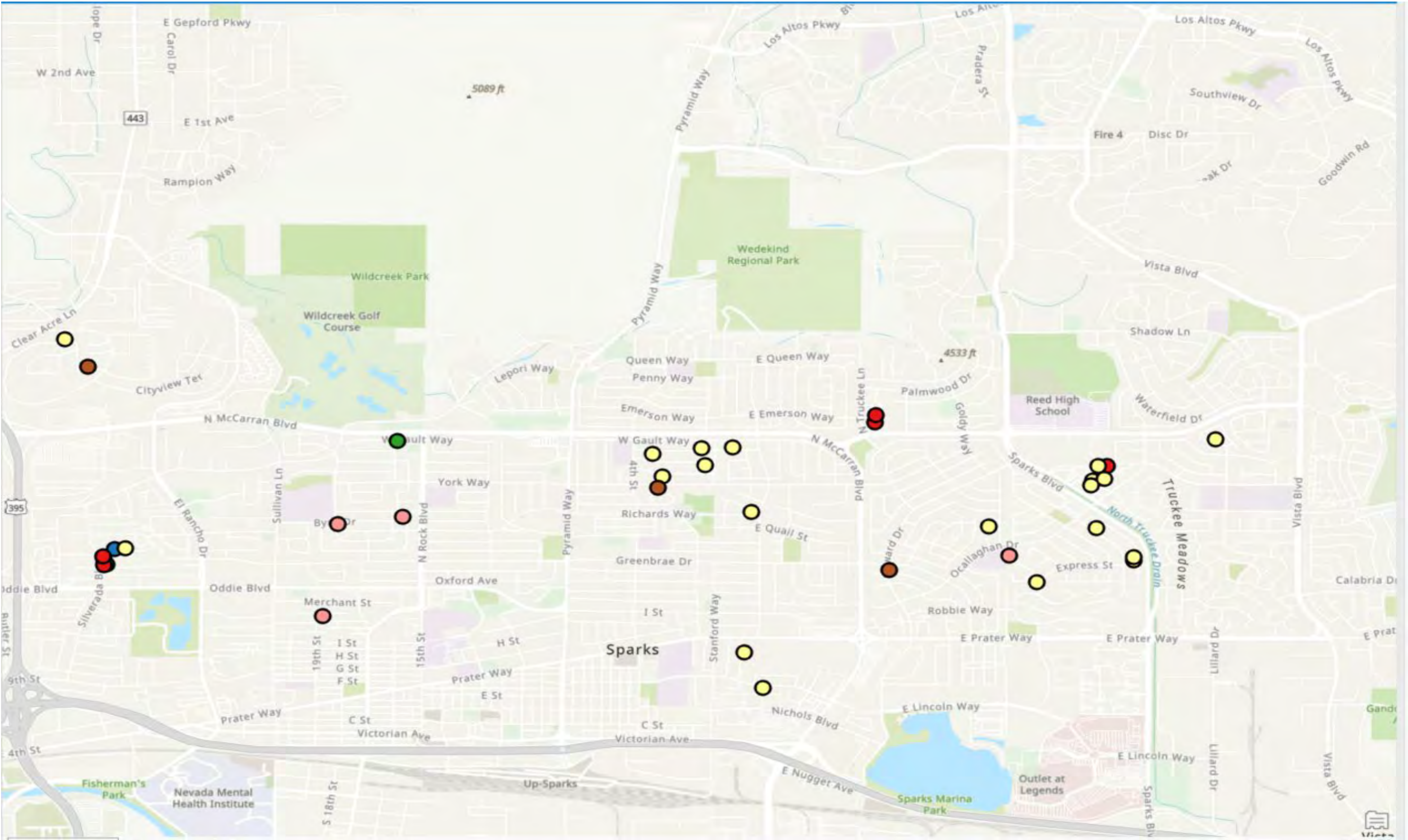
RHA Scattered Site Portfolio Funding Descriptions

RHA Fund Number	Funding Source	Funding Description	Number of Units	Income Limit	Outside Approval to Sell Needed	Approving Agency
336	921 Sage St	This home was purchased in 2002 and has been used as the Live-in unit for Mineral Manor since then.	1	N/A	No	RHA
350	NSP2 - Million Dollar Homes	RHA agreed to match \$1 million of its own money in the Neighborhood Stabilization Program 2 grant.	10	80%	No	RHA
410	Oliver Montello	The City of Reno received Economic Development Initiative grants to revitalize the Oliver Montello neighborhood. The City contracted with RHA to administer the funds. HOME funds were used for rehabilitation.	9	50%	Yes	City of Reno/HUD
411	\$1 Good Neighbor Homes	HUD GNP allows local government agencies to purchase Good Neighbor Program homes (HUD foreclosed homes) for \$1 to reinvest in the local neighborhood and community.	7	80%	No	RHA
412	NSP 1	State of Nevada's federal fiscal recovery funds awarded to WCHC. RHA was the lead agency of the Constortium for these fiscal recovery funds.	22	50-120%	Yes	NV Housing Div./WCHC/HUD
414	GNPR - Reinvestment	Funds generated from lease-to-own transasctions were reinvested to purchase foreclosed homes.	15	80%	No	RHA
415	Donated Property	Three properties were purchased using donated funds from Jacobs Entertainment. An additional property was donated to the Authority.	1	80%	No	RHA
416	NSP3	The City of Reno used their NSP3 funds to purchase property in the Oliver Montello neighborhood. Three homes were constructed by the City using these funds and then donated to RHA to rent to families with income at or below 40% AMI.	3	40%	Yes	City of Reno/HUD
520	Jacobs Donation	Funds from the donation made to RHA by Jacobs Entertainment were used to purchase three properties. The remainder was used to partially fund WJW.	3	80%	No	RHA
750	NSP2	As the lead agency of the WCHC, RHA was awarded NSP2 grant funds in the amount of \$20.995 million to purchase and rehab foreclosed homes in census tracts highly impacted by foreclosures. The original grant application proposed selling the homes to investors with RHA providing a PBV to support the rents for the investor. During the timeframe in which acquisition and rehab was taking place, no investors were interested in purchasing these homes with income/rent restrictions. RHA chose to rent these properties to members of the community who qualified base don income. RHA has placed PBV's on some of these units for special purposes and partnership programs through MTW.	81	50%	Yes	HUD/WCHC
508	NSP2		4	80%	Yes	HUD/WCHC
753	NSP2		10	120%	Yes	HUD/WCHC

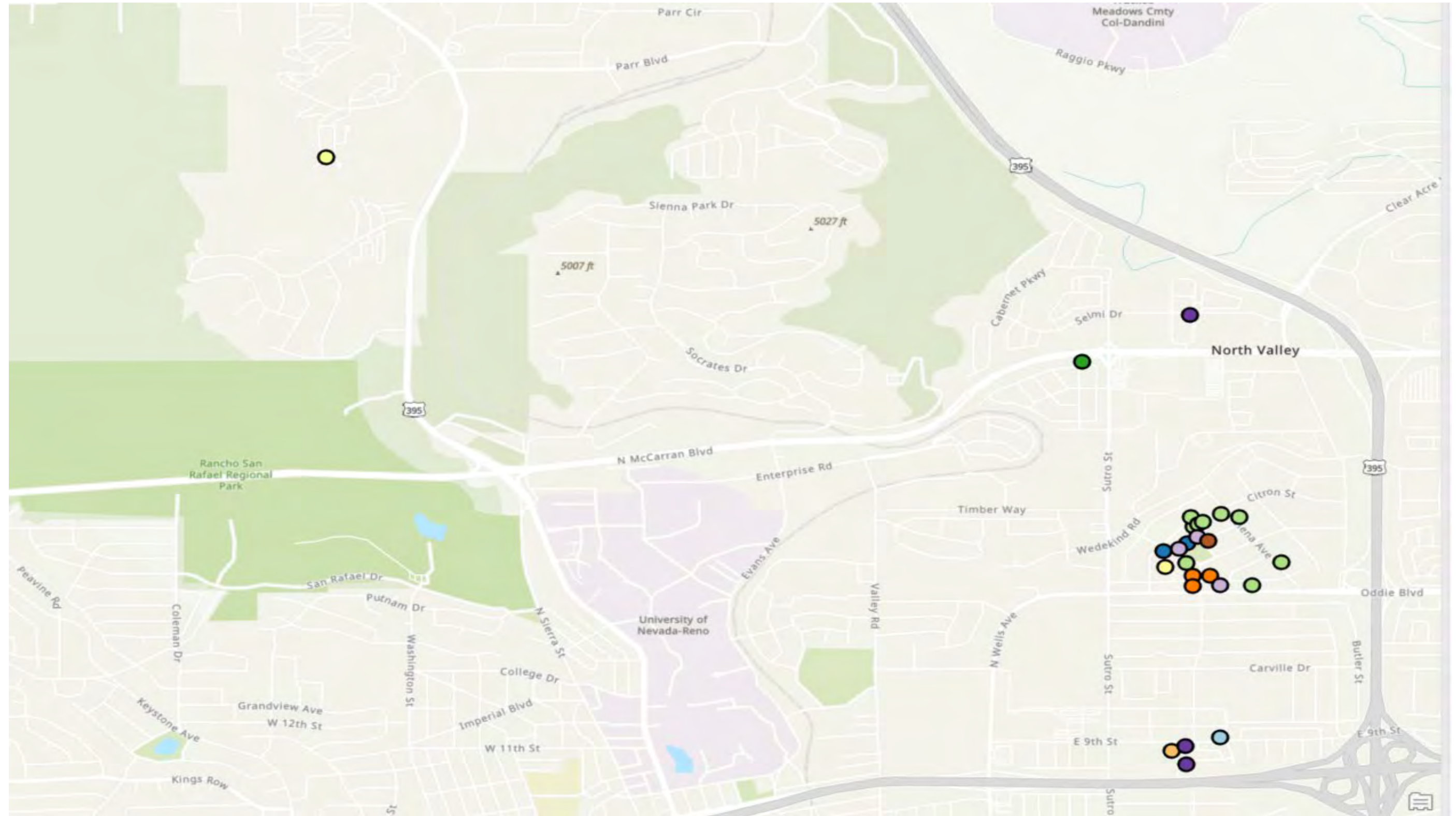
RHA SCATTERED SITE MAP – ALL PROPERTIES



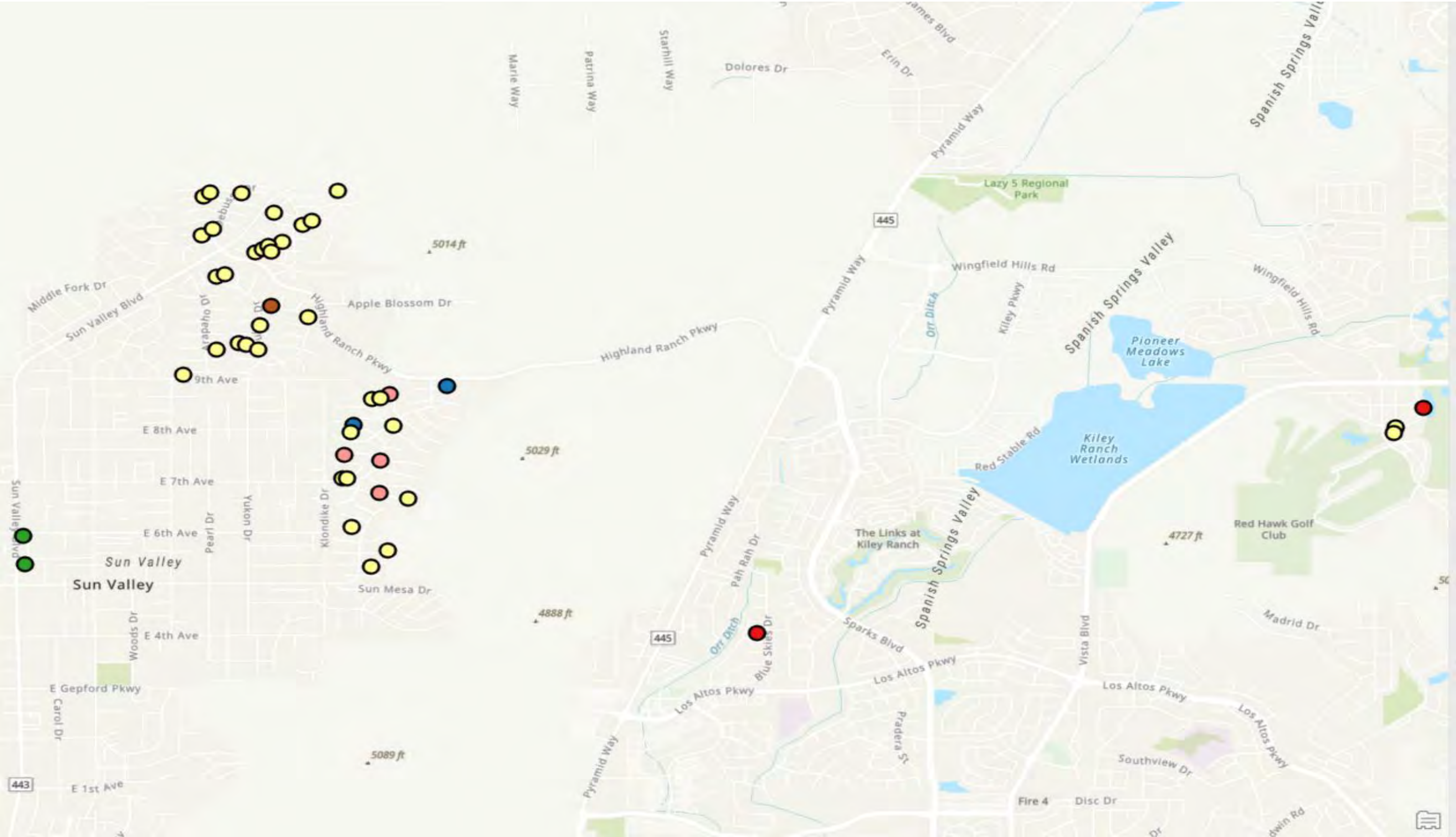
921 Sage St (1) – MM Live In Unit	Oliver Montello (9) – 50% OA	NSP1 (22) - 50% - 120% OA	Donated (1) – 80%	NSP2 80% AMI (4) OA	NSP2 50% (81) OA
RHA Purchase for NSP2 (10) – 80% OA	\$1 Good Neighbor Program (7) – 80%	Good Neighbor Reinvestment (15) – 80%	NSP3 Donated by CoR (3) – 40% OA	Donation Jacobs (3) – 80%	NSP2 120% (10) OA



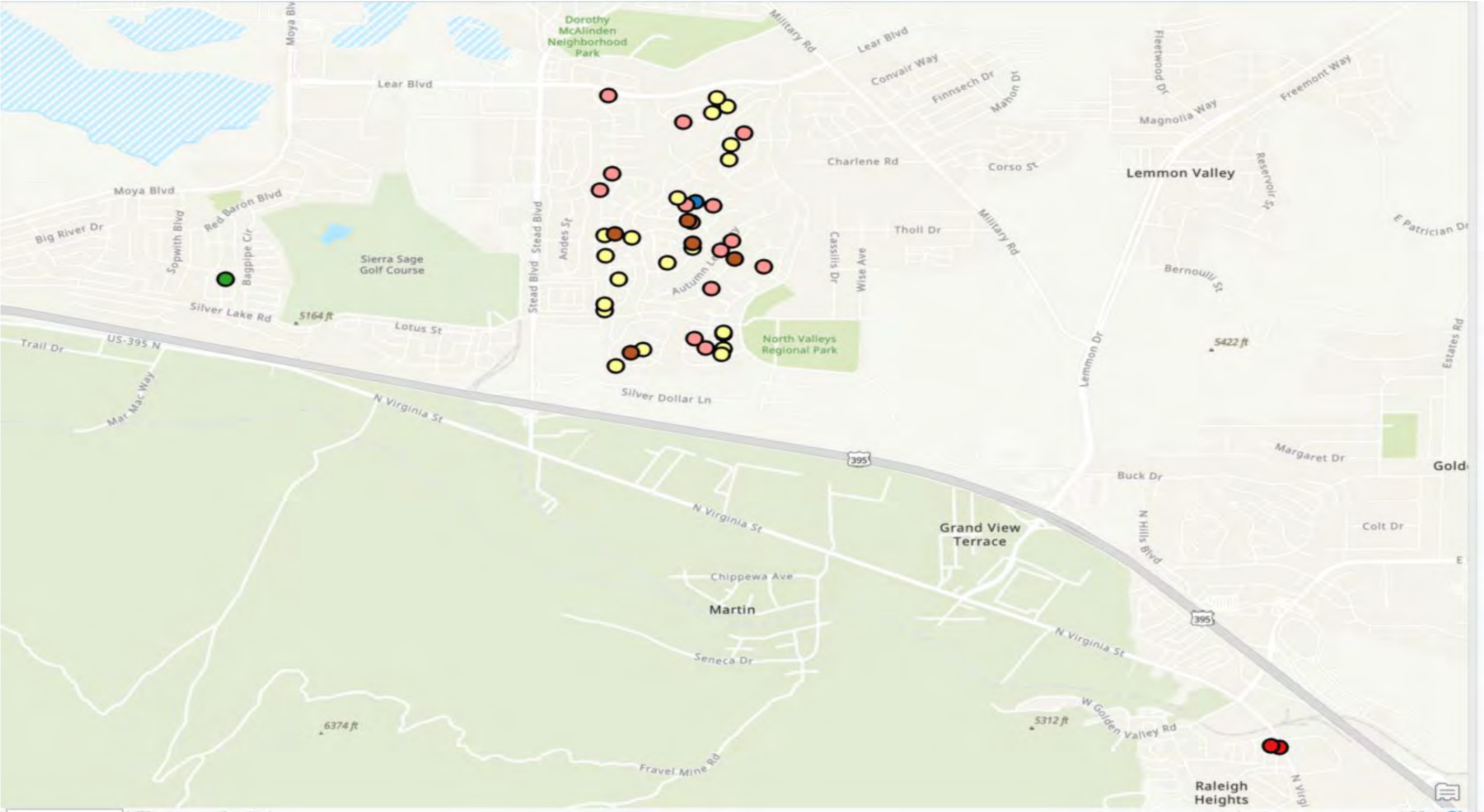
921 Sage St (1) – MM Live In Unit	Oliver Montello (9) – 50% OA	NSP1 (22) - 50% - 120% OA	Donated (1) – 80%	NSP2 80% AMI (4) OA	NSP2 50% (81) OA
RHA Purchase for NSP2 (10) – 80% OA	\$1 Good Neighbor Program (7) – 80%	Good Neighbor Reinvestment (15) – 80%	NSP3 Donated by CoR (3) – 40% OA	Donation Jacobs (3) – 80%	NSP2 120% (10) OA



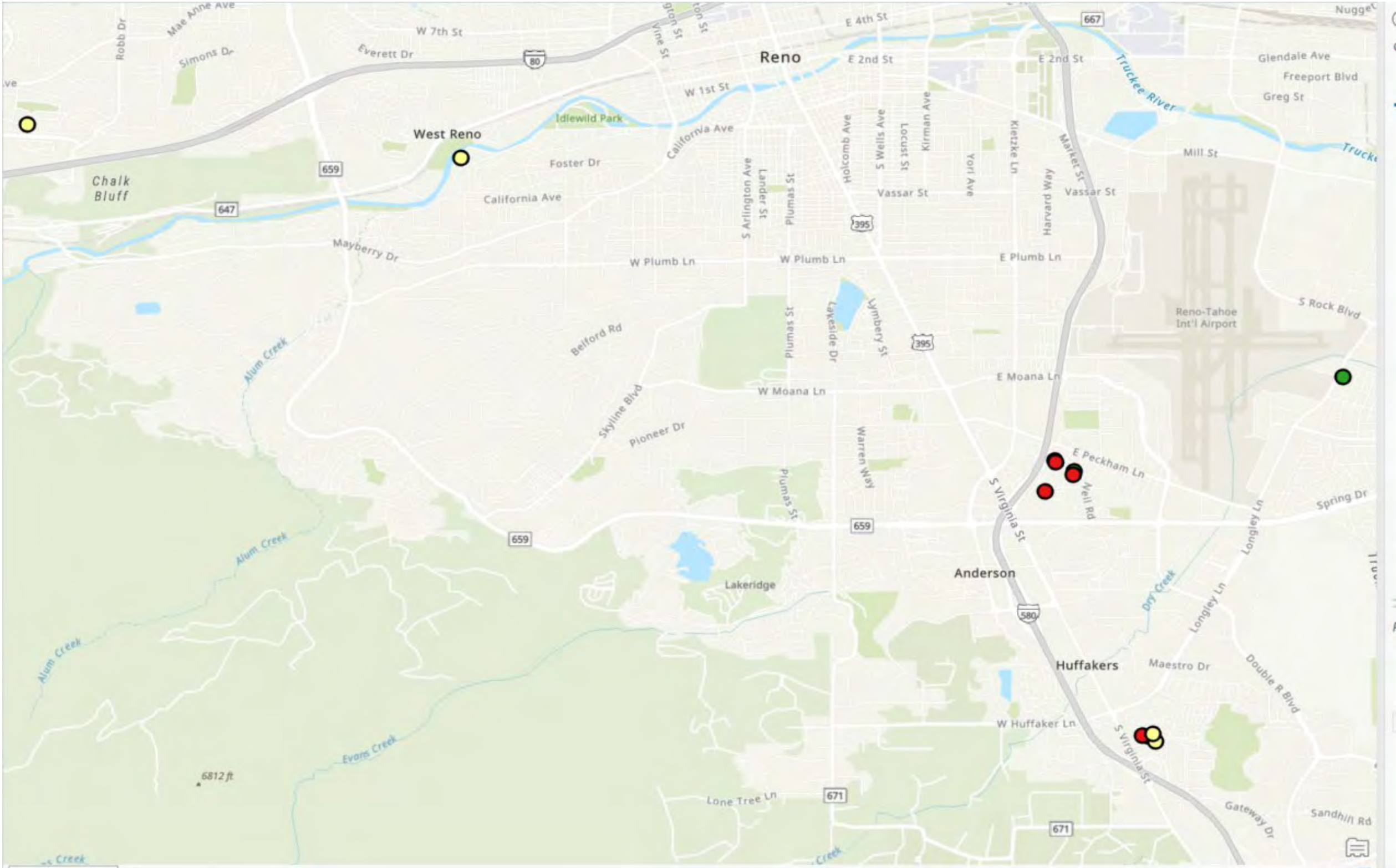
921 Sage St (1) – MM Live In Unit	Oliver Montello (9) – 50% OA	NSP1 (22) - 50% - 120% OA	Donated (1) – 80%	NSP2 80% AMI (4) OA	NSP2 50% (81) OA
RHA Purchase for NSP2 (10) – 80% OA	\$1 Good Neighbor Program (7) – 80%	Good Neighbor Reinvestment (15) – 80%	NSP3 Donated by CoR (3) – 40% OA	Donation Jacobs (3) – 80%	NSP2 120% (10) OA



921 Sage St (1) – MM Live In Unit	Oliver Montello (9) – 50% OA	NSP1 (22) - 50% - 120% OA	Donated (1) – 80%	NSP2 80% AMI (4) OA	NSP2 50% (81) OA
RHA Purchase for NSP2 (10) – 80% OA	\$1 Good Neighbor Program (7) – 80%	Good Neighbor Reinvestment (15) – 80%	NSP3 Donated by CoR (3) – 40% OA	Donation Jacobs (3) – 80%	NSP2 120% (10) OA



921 Sage St (1) – MM Live In Unit	Oliver Montello (9) – 50% OA	NSP1 (22) - 50% - 120% OA	Donated (1) – 80%	NSP2 80% AMI (4) OA	NSP2 50% (81) OA
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921 Sage St (1) – MM Live In Unit	Oliver Montello (9) – 50% OA	NSP1 (22) - 50% - 120% OA	Donated (1) – 80%	NSP2 80% AMI (4) OA	NSP2 50% (81) OA
RHA Purchase for NSP2 (10) – 80% OA	\$1 Good Neighbor Program (7) – 80%	Good Neighbor Reinvestment (15) – 80%	NSP3 Donated by CoR (3) – 40% OA	Donation Jacobs (3) – 80%	NSP2 120% (10) OA

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 11****May 30, 2023**

SUBJECT: Discussion and possible action to approve grant agreements with the State of Nevada for State and Local Fiscal Recovery Funds (also known by the State as Home Means Nevada Initiative (HMNI) funds) and corresponding deed restrictions for the following projects: \$1,500,000.00 for the development of Dick Scott Manor and \$775,000.00 for the acquisition of 419 10th Street. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

RHA has been awarded over \$46 Million in State and Local Fiscal Recovery Funds from the State of Nevada through the Home Means Nevada Initiative (HMNI). These awards will go to a variety of projects for costs associated with land acquisition, new construction, and rehabilitation. To begin drawing down the funds for eligible project costs, RHA must enter into grant agreements and deed restrictions for each project with the Nevada Housing Division.

The grant agreements lay out general terms and definitions including the allowed uses of the funds, affordability terms and requirements, reporting requirements, and other related criteria. The deed restrictions are to be signed by both the Reno Housing Authority and the Nevada Housing Division and recorded with the Washoe County Recorder's Office by RHA. The deed restrictions address requirements, responsibilities, enforcement, and remedies related to the projects. Most notably, RHA enters into a covenant that declares the project will be affordable to households at or below 60% AMI for no less than 30 years beginning on the first day the property is available for occupancy.

At this point in time, the HMNI Grant Agreements and Deed Restrictions for Dick Scott Manor (\$1,500,000.00 for the development) and 419 10th Street (\$775,000 for land acquisition) are set to be signed, executed, and in the case of the deed restrictions, recorded by RHA.

RHA is seeking approval by the Board of Commissioners for HMNI Grant Agreements and Deed Restrictions related to Dick Scott Manor and 419 10th Street. Furthermore, RHA is seeking authorization for the Executive Director, Hilary Lopez, Ph.D., to sign, execute, and record all required documents.

Recommendation: Staff recommends that the Board of Commissioners approve the HMNI Grant Agreements and Deed Restrictions for Dick Scott Manor and 419 10th Street and authorize, RHA's Executive Director, Hilary Lopez, Ph.D., to sign to sign, execute, and record all required documents.

**GRANT AGREEMENT FOR AMERICAN RESCUE PLAN ACT
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
CFDA #21.027**

This Grant Agreement (“Agreement”) is entered on this _____ day of _____ 2023, (“Effective Date”) by and between the Nevada Housing Division, Department of Business and Industry State of Nevada (“Division”) and the Housing Authority of the City of Reno, a Nevada public body corporate and politic (“Grantee”) collectively the “Parties.”

RECITALS

WHEREAS, Section 9901 of Subtitle M of the American Rescue Plan Act (“Act”) appropriated \$219,800,000,000 State and Local Fiscal Recovery Funds (“Funds”) to the United States Treasury (“Treasury”) for disbursement to states, territories, and Tribal governments to mitigate the public health emergency with respect to COVID-19;

WHEREAS, the State of Nevada received Funds;

WHEREAS, the Division received \$500,000,000 in Funds to provide assistance to eligible entities for creation or preservation of low-income housing;

WHEREAS, Grantee has applied to the Division for a grant pursuant to the Home Means Nevada Initiative (“HMNI”) to pay the costs to purchase certain real property in Sparks, Washoe County, Nevada, commonly known as Assessor’s Parcel Number 032-142-22 for the stated purpose of developing affordable housing for individuals who are at or below 60% of the Area Median Income (the “Project”); and

WHEREAS, the Division desires to assist Grantee in the development of the Project by providing a grant pursuant to HMNI in the amount of \$775,000;

NOW, THEREFORE, in consideration of the foregoing premises, and other good and valuable consideration, the receipt of which is hereby acknowledged subject to rights and responsibilities of the Parties, and the following conditions and limitations:

I. General Terms.

A. The Division will provide Grantee with \$775,000 in Funds to undertake the Project as described in Exhibit A attached hereto and fully incorporated herein. The Division has determined that the Project is an eligible use of Funds pursuant to the rules and regulations promulgated thereunder including, without limitation, 31 CFR Part 35 and the supplemental information provided by Treasury (“Final Rule”).

B. Grantee agrees that any program costs, unless otherwise specified in this Agreement exceeding the \$775,000 provided by the Division pursuant to this Agreement, will be the responsibility of Grantee. No amount of the Funds provided pursuant to this Agreement may be

used for administrative expenses. Any ongoing program costs, such as maintenance and operations, shall be the sole responsibility of Grantee, but in any event, not that of the Division.

C. Grantee agrees that the Project will be maintained as a low-income housing project for not less than 30 years beginning on the date which the Project is available for occupancy (“Period of Affordability”) which shall be secured by a Declaration of Restrictive Covenants (“Declaration”) recorded in the County Recorder’s Office of Washoe County. As used in this Paragraph C, “low-income housing project” means a housing complex that provides housing to tenants at or below 60% of the Area Median Income for the county in which the Project is located.

D. Grantee agrees that the Project shall comply with the minimum hourly wages as determined by the United States Department of Labor pursuant to the Davis-Bacon Act 40 USC §3141 et. seq.

E. Grantee agrees that if the Project ceases to be a qualified low-income housing project, as defined in 26 USC §42(g)(1), or if the Project fails to comply with any requirements set forth in this Agreement or the Declaration, Grantee shall repay any Funds to the Division.

II. Division General Conditions.

A. The Division shall have no relationship whatsoever with the services provided pursuant to this Agreement, except the provision of financial support, monitoring, and the receipt of such reports as are provided for herein. To the extent, if at all, that any relationship to such services on the part of the Division may be claimed or found to exist, Grantee shall be an independent contractor only.

B. Grantee agrees to abide by all applicable federal, state, and local codes, regulations, statutes, ordinances, and laws, including, without limitation, the Final Rule and 31 CFR Part 35 Subpart A. Grantee further agrees that Grantee will be the sole entity undertaking the eligible activities under this Agreement.

C. Grantee will provide the Division with reports as required by the Division via electronic mail to the designated Division employee at intervals the Division determines are necessary, including, without limitation, any reports regarding employee wages. Reports must include, without limitation, the following information:

1. Total clients served;
2. Racial breakdown of clients served, including, without limitation, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, and White;
3. Ethnicity breakdown indicating either Hispanic or non-Hispanic, by race;
4. Number and percentage of low- and very-low income clients as defined by HUD;
5. Number of clients with disabilities served;
6. Number of senior citizens served;

7. Number of female head-of-households served;
8. Name of each head-of-household served;
9. Number of persons in each household served; and
10. Rent charged each household served.

D. Grantee will not use any portion of the Funds allocated pursuant to this Agreement for costs not expressly authorized by this Agreement.

E. If the Division or the Treasury determines that Funds have been expended on ineligible costs Grantee shall repay to the Division or Treasury, as applicable, along with any fees, interests, or other fines, the amount of Funds expended on ineligible costs.

F. Grantee may not assign or delegate any of its rights, interests, or duties under this Agreement without the prior written consent of the Division. Any such assignment or delegation made without the Division's consent is void and may, at the option of the Division, result in the forfeiture of all financial support provided herein.

G. Grantee shall allow duly authorized representatives of the Division to conduct such occasional reviews, audits, and on-site monitoring of the Project as the Division deems appropriate in order to determine:

1. Whether the Project is being conducted in compliance with the Act and any rules and regulations adopted pursuant to the Act;
2. Whether management control systems and internal procedures have been established;
3. Whether the financial operations of the Project are being conducted properly;
4. Whether the reports to the Division contain accurate and reliable information; and
5. Whether the activities of the Project are being conducted in compliance with the provisions of Federal and State laws and regulations and this Agreement.

H. Visits by the Division shall be announced in advance of those visits and shall occur during normal operating hours. Absent exigent circumstances, the Grantee shall be given 48 hours advance written notice of said visits. The representatives of Division may request, and, if such a request is made, shall be granted, access to all of the records of Grantee which relate to this Agreement. The representatives of the Division may, from time to time, interview recipients of the housing services of the program who volunteer to be interviewed.

I. At any time during normal business hours, Grantee's records with respect to this Agreement shall be made available for audit, upon 48 hours advance written notice of the inspection and the documents and records to be examined, by the Division, the Attorney General's Office, contracted independent auditors, the Inspector General of the Department of the Treasury, the Comptroller General of the United States, or any combination thereof.

J. Subject to NRS chapters 41 and 354, Grantee will protect, defend, indemnify, and save and hold harmless the Division from and against any and all liability, damages, demands,

claims, suits, liens, and judgments of whatever nature including but not limited to claims for contribution or indemnification for injuries to or death of any person or persons, caused by the negligence, gross negligence or intentional act of Grantee or its agents pursuant to this Agreement.

K. Grantee will not use any Funds or resources which are supplied by the Division pursuant to this Agreement in litigation against any person, natural or otherwise, or in its own defense in any such litigation and also agrees to notify the Division of any legal action which is filed by or against it.

L. This Agreement will commence on the Effective Date.

M. Funds must be obligated by December 31, 2024. As used in this Paragraph M, “obligated” means Funds which have been committed for an eligible cost. Funds must be expended by December 31, 2026. Any Funds not obligated or expended by the applicable time period must be returned to the Division. Funds will be disbursed on a drawdown basis. Grantee shall submit draw requests to the Division as needed, with supporting documentation. Division shall have 30 days to process such draw request.

N. Grantee agrees that no officer or employee of Grantee may seek or accept any gifts, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in that position to depart from the faithful and impartial discharge of the duties of that position.

O. Grantee agrees that no officer or employee of Grantee may use his or her position to secure or grant any unwarranted privilege, preference, exemption or advantage for himself or herself, any member of his or her household, any business entity in which he or she has a financial interest or any other person.

P. Grantee agrees that no officer or employee of Grantee may participate as an agent of Grantee in the negotiation or execution of any contract between Grantee and any private business in which he or she has a financial interest.

Q. Grantee agrees that no officer or employee of Grantee may suppress any report or other document because it might tend to affect unfavorably his or her private financial interests.

R. Grantee shall keep and maintain in effect at all times any and all licenses, permits, notices and certifications which may be required by any county ordinance or state or federal statute.

S. Grantee shall be bound by all county ordinances and state and federal statutes, conditions, regulations and assurances which are applicable to the eligible activities or are required by the Treasury, Division, or any combination thereof.

T. No officer, employee or agent of the Division shall have any interest, direct or indirect, financial or otherwise, in any contract or subcontract or the proceeds thereof, for any of

the work to be performed pursuant to the project during the period of service of such officer, employee or agent, for one year thereafter.

U. Upon the revocation of this Agreement or the expiration of its terms, Grantee shall transfer to the Division the remaining balance of the Funds which have not been obligated at the time of expiration or revocation and any accounts receivable attributable to the use of Funds.

III. Federal Conditions.

- A. Grantee shall comply with the following laws and directives:
1. The Hatch Act as set forth in Title 5, Chapter 15, of the United States Code.
 2. The National Environmental Policy Act of 1969 as set forth in Public Law 91-190 and the implementing regulations in 24 CFR, Parts 51 and 58.
 3. Title VIII of the Civil Rights Act of 1968, Public Law 90-284.
 4. Section 109 of the Housing and Community Development Act of 1974.
 5. Title VI of the Civil Rights Act of 1964, Public Law 88-352, and the regulations of HUD with respect thereto, including 24 CFR, Parts 1 and 2.
 6. The Fair Housing Act, as amended.
 7. Section 3 of the Housing and Urban Development Act of 1968, as amended, and the regulations of HUD with respect thereto, including 24 CFR Part 75. All published Section 3 policies, guidelines, and forms by NHD will be utilized and followed.
 8. The Age Discrimination Act of 1975.
 9. Section 504 of the Rehabilitation Act of 1973.
 10. Executive Order 11246, as amended, and the regulations which are issued pursuant thereto.
 11. The Fair Labor Standards Act.
 12. Section 202(a) of the Flood Disaster Protection Act of 1973.
 13. Sections 302 and 401(b) of the Lead-Based Paint Poisoning Prevention Act and implementing regulations in 24 CFR, Part 35.
 14. The Davis-Bacon Act, as amended, if applicable, which requires that all laborers and mechanics who are employed to perform work on the Project, or any contractor or construction work which is financed, in whole or in part, with assistance which is received under the Housing and Community Development Act of 1974 shall be paid wages at rates which are not less than those that prevail in the locality for similar construction and shall receive overtime compensation in accordance with the Contract Work Hours and Safety Standards Act. The contractor and its subcontractors shall also comply with all applicable Federal laws and regulations which pertain to labor standards, including the minimum wage law.
 15. 45 CFR, Part 76, Subpart F of the Drug-Free Workplace Act of 1988.
 16. Section 319 of Public Law 101-121, of the Department of the Interior Appropriations Act, which prohibits the Grantee from using appropriated Federal funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant, or loan, and requires that no Federal appropriated funds have been paid or will be paid, by or on

behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

17. Title I of the Housing and Community Development Act of 1974, as amended, which requires that the Project shall:
 - a. not discriminate against any employee or applicant for employment on the basis of religion and not limit employment or give preference in employment to persons on the basis of religion; and
 - b. not discriminate against any person applying for such public services on the basis of religion and not limit such services or give preference to persons on the basis of religion; and
 - c. provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of such public services.
18. Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, and 225.

B. None of the personnel employed in the administration of the Project shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 Title 5, of the U.S. Code.

C. None of the Funds shall be used for any partisan political activity, or to support or defeat legislation pending before Congress.

D. Notwithstanding any provision of this Agreement, the Parties agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review and receipt by the Division of an Authority to Use Grant Funds from the U.S. Department of Housing and Urban Development under 24 CFR Part 50, if applicable to the Project. The Parties further agree that the provision of any Funds to the Project is conditioned on the Division's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review, if applicable to the Project.

E. Grantee shall comply with the requirements of Executive Order 11625, 12432, and 12138 and 24 CFR § 93.407(a)(viii) that provides for the utilization of minority businesses and women business enterprises in all federally assisted contracts. Grantee shall provide the Division, on an annual basis, records and data on Minority Business Enterprise, Women's Business Enterprise, and marketing efforts. The Division, in its discretion, may request such other and further information, as from time to time required to ensure compliance with the mandates of the above listed Executive Orders. These records shall contain, but are not limited to, the following data:

1. Data on the attempts to reach minority-owned and female-owned businesses when announcing business opportunities;
2. Data on racial/ethnic or gender character of business to whom a contract was awarded and the contract amount; and
3. Data on attempts to affirmatively further fair housing.

F. Any material breach of the terms of this section may, in the discretion of the Division, result in forfeiture of Funds received by Grantee pursuant to this Agreement, or any part thereof.

G. Upon the expiration or revocation of this Agreement, Grantee shall transfer to the Division any Funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of Funds, unless waived in writing by the Division.

IV. Financial Management.

A. Grantee agrees, and shall require any subgrantee to agree, to comply with the requirements of the United States Office of Management and Budget (“OMB”) “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” codified at 2 CFR part 200, Subparts A through F, inclusive, including, without limitation, the procurement requirements set forth in 2 CFR part 200, Subpart D.

B. Grantee agrees that all costs of any recipient receiving Funds pursuant to this Agreement, shall be recorded by budget line items and be supported by checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents evidencing in proper detail the nature and propriety of the respective charges, and that all checks, payrolls, time records, invoices, contracts, vouchers, orders or other accounting documents which pertain, in whole or in part, to eligible activities shall be thoroughly identified and readily accessible to the Division upon 48 hours notice to Grantee.

C. Grantee agrees that excerpts or transcripts of all checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents related to this Agreement will be provided upon request to the Division upon 48 hours written notice.

D. Grantee agrees that it may not request disbursement of Funds under this Agreement until the Funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.

E. Grantee shall comply with the Single Audit Act and 2 CFR Part 200, Subpart F, or such other audit as required by the Division if the Grantee is a for-profit entity, and shall provide the Division with a copy of the complete audit report. When complying with the Single Audit Act, or other audit, as required by the Division, and 2 CFR Part 200, Subpart F, the audit must include Funds that were disbursed and require all subrecipients who must comply with the Single Audit Act to include Funds.

F. Grantee agrees that upon completion of the project a cost certification will be

performed by a certified public accountant and submitted to the Division.

G. Grantee agrees that if, at any point during the Affordability Period, the Project ceases to comply with this Agreement or the Declaration of Restrictive Covenants, the Grantee shall repay the total amount granted pursuant to this Agreement.

H. Grantee agrees to submit quarterly financial reports as set forth by the Division, which includes, without limitation, detailing the amount of Funds that have been expended in the prior quarter. Financial reports are due to the Division on or before the 10th of each month following the end of the prior quarter.

V. Default and Remedies.

A. Any one or more of the following shall constitute an event of default under this Agreement:

1. A default in the payment described in Article I. of this Agreement.
2. Any breach of this Agreement, the Deed of Trust, Promissory Note, or Declaration after the expiration of any notice and cure periods set forth in Paragraph B of this Article V.

B. Upon the occurrence of an event of default listed above, the Division will provide Grantee notice of the default and Grantee shall have 30 days from the date of the notice to cure the default. If the Grantee does not cure the default, the entire outstanding balance, including principal and interest, becomes immediately due and owing. The Division may proceed to protect and enforce its rights by mandamus or other suit, actions, or proceeding at law or in equity. No remedy conferred by this Agreement is intended to be exclusive of any other remedy, but each such remedy shall be cumulative and shall be in addition to any other remedy existing at law or equity or by statute. No delay or omission of the Division to exercise any right or remedy accruing on an event of default shall impair any such right or remedy or constitute a waiver of any such event of default or an acquiescence therein.

VI. Miscellaneous.

A. All notices, demands, requests, or other communications required or permitted under this Agreement shall be in writing and sent by first class, regular, registered, or certified mail, commercial delivery service, overnight courier, or facsimile transmission, air or other courier, or hand delivery to the party to be notified addressed as follows:

To the Division: 1830 E. College Parkway
Suite 200
Carson City, Nevada 89706
Attn: Administrator
Telephone: (775) 687-2249
Facsimile: (775) 687-4040
E-mail: nhdinfo@housing.nv.gov

To the Grantee: 1525 E, 9th Street
Reno, NV 89512
Attn: Executive Director
Telephone: 775-329-3630
Facsimile: 775-786-1712
Email: hlopez@renoha.org

Any such notice, demand, request, or communication shall be deemed to have been given and received for all purposes under this Agreement:

1. Three business days after the same is deposited in any official depository or receptacle of the United States Postal Service first class, or if applicable, certified mail, return receipt requested, postage prepaid;
2. On the date of transmission when delivered by facsimile transmission, provided any transmission received after 4:00 p.m., local time, as evidenced by the time shown on such transmission, shall be deemed to have been received the following business day;
3. On the next business day after the same is deposited with a nationally recognized overnight delivery service that guarantees overnight delivery; and
4. On the date of actual deliver to such party by any other means; provided, however, if the day such notice, demand, request or communication shall be deemed to have been given and received as aforesaid is not a business day, such notice, demand, request or communication shall be deemed to have been given and received on the next business day.

B. Each Party has cooperated in the drafting and preparation of this Agreement and, therefore, the Agreement shall not be construed against either Party as its drafter.

C. This Agreement constitutes the legal, valid, and binding obligations of the Parties enforceable against the Parties in accordance with its respective terms.

D. This Agreement shall be governed by and enforceable in accordance with the laws of the State of Nevada.

E. If any provision of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining portions shall not in any way be affected or impaired.

F. The headings contained in this Agreement are for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.

G. All references to the singular shall include the plural and all references to gender shall include the masculine, feminine, as well as the neuter, and vice versa, as the context requires.

H. In connection with any litigation, including appellate proceedings arising under this Agreement or any related agreement contemplated herein, the prevailing party or parties in such litigation shall be entitled to recover reasonable attorney fees and other legal costs and expenses from the non-prevailing party or parties.

I. This Agreement may be signed by the Parties hereto in counterparts with the same effect as if the signatories to each counterpart signed as a single instrument. All counterparts (when taken together) shall constitute an original of this Agreement.

J. Each Party represents and warrants to the other Party that:

1. It has the full right, power and authority to enter into this Agreement, to grant any rights and licenses hereunder and to perform its obligation hereunder;
2. The execution of this Agreement by its representative whose signatures are set forth at the end hereof has been duly authorized by all methods or corporate action of the Parties; and
3. Execution and delivery by such Party of this Agreement shall constitute the legal, valid and binding obligation of such Party, enforceable against such Party in accordance with its terms.

K. Each Party irrevocably and unconditionally waives any right it may have to a trial by jury and respect any legal action arising out of or relating to this Agreement or the transactions contemplated hereby.

L. The transactions described in this Agreement may be conducted and related documents may be stored by electronic means. Copies, telecopies, facsimiles, electronic files, and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

VII. Modification or Revocation of Agreement.

A. The Division and Grantee may amend or otherwise revise this Agreement should such modification necessary.

B. In the event that any of the Funds for any reason are terminated or withheld from the Division or otherwise are not forthcoming to the Division, the Division may revoke this Agreement.

C. The Division may suspend or terminate this Agreement if Grantee fails to comply with any of its terms.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed and intend to be legally bound.

Nevada Housing Division:

Steve Aichroth, Administrator

Date: _____

Grantee:
Housing Authority of the City of Reno

Hilary Lopez, Ph.D., Executive Director

Date: _____

EXHIBIT A

419 10th Street (APN: 032-142-22) is a 0.321-acre parcel located in downtown Sparks, Nevada. The property is well located within walking distance to RTC Centennial Plaza bus depot, shops, and employment. The Housing Authority of the City of Reno plans to purchase this property to develop a 15-unit affordable housing project. The project will include 9 one-bedroom and 6 two-bedroom units in a three-story building. It will target households with incomes at or below 60% AMI and 4 units will target households at or below 30% AMI through the use of project-based vouchers for rental assistance. Amenities will landscaped areas, on-site parking, and energy-efficient, all-electric appliances.

APN: 032-142-22

When recorded please mail to:

Nevada Housing Division
1830 E. College Parkway, Suite 200
Carson City, Nevada 89701

**DECLARATION OF RESTRICTIVE COVENANTS RUNNING WITH THE LAND
FOR HOME MEANS NEVADA INITIATIVE**

(Stead Manor)

This Declaration of Restrictive Covenants is entered into between the Nevada Housing Division, a division of the Department of Business and Industry of the State of Nevada (hereafter "Division") and the Housing Authority of the City of Reno; a Nevada public body corporate and politic, with reference to the following facts:

A. The property which is the subject of and is to be bound by this Declaration of Restrictive Covenants is 419 10th Street ("Project"), situated in Washoe County, Nevada and is located on the real property described in Exhibit "A" attached hereto and incorporated herein by reference. The real property described in Exhibit "A" shall be construed to include all fixtures and improvements located on such real property and the tenements, hereditaments and appurtenances thereto.

B. Grantee was awarded a Grant pursuant to the Home Means Nevada Initiative by the Division in the amount of \$775,000.

C. Grantee and the Division agree to enter into this Declaration of Restrictive Covenants for the Project for the Period of Affordability.

BASED UPON THE FOREGOING, the parties agree as follows:

**ARTICLE I
DEFINITIONS**

Unless the context otherwise requires, capitalized terms used in this Declaration of Restrictive Covenants shall have the following meanings:

A. "Agreement" means this Declaration of Restrictive Covenants, as the same may be amended, changed, modified or supplemented from time to time.

B. "Area Median Gross Income" means the median gross income of the area in which the Project is located as determined by the Secretary in a manner consistent with the determination of area median gross income under Section 8 of the Housing Act, with adjustments for family size.

C. “Division” means the Nevada Housing Division, a division of the Department of Business and Industry of the State of Nevada, or any successor to the Division.

D. “Grantee” means the Housing Authority of the City of Reno.

E. “Gross Rent” means all rents paid by the Tenant, including the amount paid by the Tenant to the Grantee for utilities and any other mandatory fees paid by the Tenant to the Grantee, but excludes any payment under Section 8 of the Housing Act or any comparable federal rental assistance program and any other rental assistance program excluded from Gross Rent under 26 USC §42(g)(2). If the Tenant pays his or her utilities directly to a utility company, Gross Rent shall include any utility allowance prescribed by the Secretary.

F. “Housing Act” means the United States Housing Act of 1937, as amended, and any regulations pertaining thereto, as the same may be amended, changed, modified or supplemented from time to time.

G. “HUD” means the United States Department of Housing and Urban Development.

H. “Income” means the gross income of a Tenant determined in a manner consistent with the requirements of 26 USC §42(d)(2)(B). Income shall be determined at the time a Tenant begins occupancy and shall be re-determined at least annually.

I. “Period of Affordability” means 30 years beginning from the date the Project is available for occupancy.

J. “Project” means the multi-family residential housing project known as Stead Manor and located on the real property described in Exhibit "A," attached and incorporated herein.

K. “Qualified Low-Income Housing Project” has the meaning ascribed to it in 26 USC §42(g)(1).

L. “Secretary” means the Secretary of the Treasury of the United States.

M. “Tenant” means the individual or individuals entitled to occupy a unit in the Project by lease or other legal relationship with the Grantee.

N. “Unit” means any unit in the Project consisting of an accommodation containing separate and complete facilities for living, sleeping, eating, cooking and sanitation. Provided, however, that single-room occupancy housing used on a non-transient basis may be treated as one or more units, even though the housing may provide eating, cooking and sanitation facilities on a shared basis.

ARTICLE II COVENANTS RUNNING WITH THE LAND

A. Declaration of Covenants. The Grantee hereby declares that the Project is and shall be held, conveyed, encumbered, leased, used, occupied, improved, and otherwise affected in any

manner subject to the provisions contained in this paragraph A of Article II, all of which are hereby declared to be in furtherance of the purpose of providing affordable low-income housing. All provisions contained in this paragraph shall be deemed to be covenants running with the land or as an equitable servitude, as the case may be, and shall constitute benefits and burdens to the Grantee and its successors and assigns and to all persons hereafter acquiring or owning any interest in the Project, however such interest may be acquired. Accordingly, the following covenants, conditions, and restrictions are hereby imposed upon the Project:

1. Maintenance of the Project as a Qualified Low-Income Housing Project. During the Period of Affordability the Grantee shall maintain the Project as a Qualified Low-Income Housing Project for Tenants at or below 60% of the Area Median Gross Income. Grantee agrees that if the Project ceases to be a qualified low-income housing project, as defined in 26 USC §42(g)(1), or if the Project fails to comply with any requirements set forth in this Agreement, Grantee shall repay all Funds to the Division.

2. Prohibitions on Transfer of the Project. Grantee shall not sell, transfer, convey, exchange, or otherwise dispose of the Project to a third party, unless the Grantee's entire interest in the Project is conveyed to such third party, and the Division consents in writing to such a sale, transfer, conveyance, exchange or disposition. Upon approval of the transfer by the Division, the transferee agrees to be bound by the terms of this Agreement. Grantee hereby agrees that it shall not enter into an agreement whereby Grantee agrees to sell, transfer, convey, or exchange any interest in itself to another entity, unless the Division consents in writing to such sale, transfer, conveyance, or exchange.

3. Residential Rental Requirements. During the Period of Affordability the Grantee will hold all Units in the Project continuously open for rental purposes to Tenants with incomes at or below 60% of the Area Median Gross Income.

4. Tenant Protections; Housing Quality Standards. During the Period of Affordability, Grantee agrees to comply with applicable Tenant protections and housing quality standards for any additional federal housing programs that the Project is subject to.

ARTICLE III ADDITIONAL REPRESENTATIONS, COVENANTS AND WARRANTIES OF THE GRANTEE

A. In addition to the covenants running with the land made by the Grantee and described in Article II of this Agreement, the Grantee further represents, covenants and warrants the following:

1. Grantee is a public body corporate and politic; duly organized, validly existing, and in good standing under the laws of the State of Nevada; has all necessary powers to own its properties and to carry on its business as now owned and operated, and is duly qualified to do business and is in good standing in the State of Nevada.

2. The execution and performance of this Agreement by Grantee will not violate or has not violated any law, rule, regulation, or any order of any court or other agency or governmental

body, and will not violate or has not violated any provision of any indenture, agreement, mortgage, mortgage note, deed of trust, or other instrument in which the Grantee is a party or to which the Project is subject.

3. This Agreement and all obligations of Grantee under the terms of this Agreement are legally binding on Grantee and enforceable in accordance with their terms.

4. There is no action, suit, or proceeding at law or in equity or by or before any governmental instrumentality or other agency now pending, or, to the knowledge of the Grantee threatened against or affecting it, or any of its properties or rights, which, if adversely determined, would materially impair the Grantee's duty to carry out or perform its obligations under this Agreement.

5. If the Project, or any part thereof, shall be damaged or destroyed or shall be condemned or acquired for public use, Grantee shall use its best efforts to repair and restore the Project to substantially the same conditions as existed prior to the event causing such damage or destruction and thereafter to operate the Project in accordance with the terms of this Agreement.

6. The Grantee shall not execute any other agreement, contract or instrument with provisions contradictory to, or in opposition to, the provisions contained herein.

7. Grantee has good and marketable title to the Project.

8. At least annually, the Grantee shall determine and certify the Income of each Tenant and within a reasonable time thereafter provide such information to the Division.

9. At least annually, the Grantee shall furnish to the Division the Gross Rents that are charged by the Grantee with respect to each Unit.

10. The Grantee shall notify the Division if there is a determination by the United States Department of Treasury that the Project is no longer a Qualified Low-Income Housing Project. Such written notification to the Division shall be given within fifteen (15) days of the determination by the United States Department of Treasury.

11. The legal description attached hereto as Exhibit "A" is a true and correct copy of the legal description of the real property on which the Project is located.

12. The Grantee acknowledges that the Division is required to monitor the Project for noncompliance. The Grantee agrees to be obligated and to pay to the Division such amounts as are assessed against the Grantee by the Division from time to time to recover the Division's costs in connection with the monitoring of the Project.

ARTICLE IV TERM OF AGREEMENT/PERIOD OF AFFORDABILITY

This Agreement shall commence on the first day that the Project is available for occupancy and shall continue for 30 years. This Agreement will not burden the property thereafter.

ARTICLE V ACCESS TO BOOKS AND RECORDS

The Grantee shall permit, during normal business hours and upon reasonable notice, any duly authorized representative of the Division to inspect all books and records of the Grantee relating to the Project including, but not limited to, records relating to the Income of Tenants and the Gross Rents charged with respect to the Low-Income Units. The Grantee shall also submit such further information, documents or certifications as may be requested by the Division, that the Division deems reasonably necessary to substantiate the Grantee's compliance with the provisions of this Agreement and the Code.

ARTICLE VI EFFECT OF COVENANTS IN AGREEMENT

A. Covenants Running With the Land. Each promise, covenant, and agreement contained in this Agreement and the undertaking to comply with each provision contained in this Agreement: (i) shall be deemed incorporated in each deed or other instrument by which any right, title or interest in the Project, is granted, devised, or conveyed, whether or not set forth or referred to in such deed or other instrument; (ii) shall be deemed a real covenant by the Grantee for itself, its successors and assigns, and also an equitable servitude, running, in each case, as a burden with and upon the title to the Project, as a real covenant and servitude for the benefit of the Project; (iii) shall, by virtue of acceptance of any right, title or interest in the Project by a successor in interest to the Grantee, be deemed accepted, ratified, adopted and declared as a personal covenant of such successor in interest to the Grantee, and, as a personal covenant, shall be binding on such successor in interest and such successor in interest's heirs, personal representatives, successors and assigns, and shall be deemed a personal covenant to, with and for the benefit of the Division and the Tenants (whether prospective, present or former occupants); and (iv) shall be deemed a covenant, obligation and restriction in favor of the Division and any Tenant (whether prospective, present or former occupant), burdening and encumbering the title to the Project in favor of the Division and each Tenant (whether prospective, present or former occupant) for the Period of Affordability.

B. Personal Covenants. Each covenant, representation, agreement, promise and warranty contained in this Agreement and any undertaking to comply with such provisions shall be deemed a personal covenant by the Grantee and shall be binding on the Grantee's heirs, personal representatives, successors and assigns and shall be deemed a personal covenant to, with, and for the benefit of the Division.

ARTICLE VII ENFORCEMENT AND REMEDIES

In addition to any other remedies provided by law, each provision of this Agreement with respect to the Grantee or successor in interest to the Grantee shall be enforceable by the Division and/or the Tenants (whether prospective, present or former occupants), as the case may be, by a proceeding for a prohibitive or mandatory injunction or by a suit or action to recover damages, legal fees and/or costs in a court of the State of Nevada.

ARTICLE VIII RECORDING AND FILING

A. Recordation of Agreement and Amendments. Upon execution of this Agreement by the Division and the Grantee, the Grantee shall cause this Agreement, and all amendments hereto, to be recorded and filed in the official records of the office of the County Recorder in the county in which the Project is located, and shall pay all fees and charges incurred in connection therewith. Upon recordation of this Agreement, and all amendments hereto, the Grantee shall immediately furnish the Division an executed original of the recorded Agreement showing the date, book and page numbers of record.

B. Recordation of Instrument Terminating Agreement. Upon the termination of this Agreement, the Division and the Grantee shall execute and thereafter record in the official records of the County Recorder in which the Project is located, an instrument or such other documents necessary to notify third parties of the effective date of the termination of this Agreement and that the Project and the Grantee are no longer bound by the terms and provisions of this Agreement. The Grantee shall be responsible for paying all fees, costs, or charges, including attorneys' fees, incurred in connection with the preparation and recordation of such instrument.

ARTICLE IX AMENDMENTS

This Agreement may not be amended, changed, modified, altered or terminated unless a written instrument is executed and acknowledged by each of the parties hereto or their successors and is duly recorded in the official records of the County Recorder in the county in which the Project is located.

ARTICLE X MISCELLANEOUS

A. Attorneys' Fees. If any Party brings an action or proceeding to enforce, protect, or establish any right or remedy under the terms of this Agreement, the prevailing Party shall be entitled to recover reasonable attorneys' fees and costs.

B. Severability. In the event that any one or more of the foregoing covenants, conditions, or restrictions shall be declared for any reason by a court of competent jurisdiction to be null and void, all of the remaining covenants, conditions and restrictions not so expressed or declared to be invalid shall continue in full force and effect.

C. Violation of Law. Any violation of any federal, state, municipal or local law, ordinance or regulation pertaining to the ownership, occupation, or use of any portion of the Project is hereby declared to be a violation of this Agreement and subject to any and all of the enforcement procedures herein set forth.

D. No Waiver. The failure to enforce any provisions of this Agreement shall not operate as a waiver of any such provision or of any other provision of this Agreement, nor shall such failure constitute a waiver of the right to enforce the same or any other provision of this

Agreement for any subsequent violation.

E. Notices. All notices required or permitted to be given pursuant to the terms of this Agreement shall be in writing and shall be considered given (a) upon personal delivery of a copy to the party to be served or by standard overnight mail delivery; or (b) forty-eight (48) hours after mailing such notice by certified or registered mail, postage pre-paid, properly addressed and deposited in the United States mail. The addresses for notices shall be as follows:

To Division: Nevada Housing Division
1830 E. College Parkway, Suite 200
Carson City, Nevada 89706

To Grantee: Housing Authority of the City of Reno
1525 E. 9th Street
Reno, Nevada 89512
Attn: Executive Director

Any change in the address of either Division or Grantee shall be made by giving to the other party written notice of such change in the manner provided for above. Therefore, all such notices shall be given in accordance with the Notice of Change. Notices given before the actual receipt of the Notice of Change shall not be affected by the change.

F. Interpretation of Agreement. In interpreting and applying provisions of this Agreement, it is not the intent of this Agreement to interfere with the provision of any law or ordinance or any rules, regulations, or permits previously adopted or issued or which may be adopted or issued pursuant to a law relating to the use of the Project; nor is it the intention of this Agreement to interfere with or abrogate covenants or other agreements between parties; provided, however, that where this Agreement imposes a greater restriction upon the use or occupancy of the Project, or upon the construction or rehabilitation of the Project, or in connection with matters other than are imposed or required by such provisions of law or ordinances, by such rules, regulations or permits or by such covenants and agreements, then, in that case, the provisions of this Agreement shall control.

G. Limited Liability. The Division and any member, officer, agent, or employee of the Division, shall not be liable to any party for any action or for any failure to act with respect to any matter if the action taken or failure to act was in good faith and without malice.

H. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the Division, the Tenants, the Grantee, and their respective heirs, personal representatives, successors and assigns.

I. Captions. The captions and headings in this Agreement are for convenience only and should not be considered in construing any provision of this Agreement.

J. Gender and Number. The singular shall include the plural and the plural the singular unless the context requires the contrary, and the masculine, feminine, and neuter shall each include the masculine, feminine, and neuter as the context requires.

K. Supervening Law. The Parties recognize that this Agreement is at all times to be subject to the applicable local, state and federal laws. The Parties further recognize that this Agreement may be subject to amendments to such laws and regulations under new legislation that may require amendments or alterations of this Agreement in order to comply with any such amendments or new legislation. Any provisions of law that invalidate or are otherwise inconsistent with the terms of this Agreement, or that would cause one or both of the Parties to be in violation of the law shall be deemed to have superseded the terms of this Agreement, provided, however, that the parties shall exercise their best efforts to accommodate the terms and intent of this Agreement to the greatest extent possible and consistent with the requirements of the law.

L. Governing Law. This Agreement shall be governed by the laws of the State of Nevada and, where applicable, the laws of the United States of America.

M. Effect on Existing Mortgages. Any provision of this Agreement which is deemed to impair, reduce, or otherwise effect any right, title or interest of a mortgagee or beneficiary of a deed of trust under a mortgage or deed of trust recorded prior to the date of this Agreement shall not be effective or enforceable against such mortgagee or beneficiary unless the mortgagee or beneficiary shall have consented thereto in writing.

N. Mortgage Protection. Upon foreclosure of any mortgage, deed of trust or other lien affecting the Project, where such holder thereby assumes title to the Project or any portion thereof, such holder shall not be required to correct past violations hereof with respect to the Project so long as the Project is neither occupied nor used for any purpose by such holder, but is merely held for prompt resale. Any purchaser on foreclosure shall, however, take subject to this Agreement except that violations or breaches of, or failures to comply with, any provisions of this Agreement by prior legal owners shall not be deemed breaches or violations hereof or failures to comply herewith with respect to such purchaser, or his heirs, personal representative, successors or assigns.

The undersigned hereby affirms that this document, including any exhibits, submitted for recording does not contain the social security number of any person or persons. (Per NRS239B.030)

The remainder of this page intentionally left blank.

Dated this _____ day of _____ 2023.

Grantee:

Housing Authority of the City of Reno,
a Nevada public body corporate and politic

By: _____
Hilary Lopez, Ph.D., Executive Director

STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

This instrument was acknowledged before me on _____, 2023, before me, a Notary Public, personally appeared Hilary Lopez who did say that she is the Executive Director, personally appeared before me a Notary Public in and for said County and State, and is known to me to be the person described in and who executed the within and foregoing instrument, and who acknowledged to me that he executed the same freely and voluntarily and for the uses and purposes therein mentioned.

(Signature of notarial officer)

Dated this ____ day of _____ 2023

NEVADA HOUSING DIVISION

By: _____

Name: Steve Aichroth

Title: Administrator

STATE OF NEVADA)
 :ss.
CITY OF CARSON CITY)

On _____, 2023, Steve Aichroth personally appeared before me, a notary public, _____, personally known (or proved) to me to be the person whose name is subscribed to the above instrument, who acknowledged to me that he executed the instrument in his capacity as Administrator for the Nevada Housing Division.

Notary Public

EXHIBIT A
Legal Description

All that certain real property situate in the County of Washoe, State of Nevada, described as follows:

All that real property depicted as Parcel A, and lying within the exterior boundary thereof, as shown on REVERSION TO ACREAGE TRACT MAP FOR MICHAEL J. MCGONAGLE, MINH D. NGUYEN & DANIEL LAZAARESCHI, filed in the office of the County Recorder, Washoe County, State of Nevada on July 26, 2022, as File No. 5321064, Map No. T5499, Official Records.

APN: 032-142-22

**GRANT AGREEMENT FOR AMERICAN RESCUE PLAN ACT
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
CFDA #21.027**

This Grant Agreement (“Agreement”) is entered on this _____ day of _____ May 2023, (“Effective Date”) by and between the Nevada Housing Division, Department of Business and Industry State of Nevada (“Division”) and the Housing Authority of the City of Reno, a Nevada public body corporate and politic (“Grantee”) collectively the “Parties.”

RECITALS

WHEREAS, Section 9901 of Subtitle M of the American Rescue Plan Act (“Act”) appropriated \$219,800,000,000 State and Local Fiscal Recovery Funds (“Funds”) to the United States Treasury (“Treasury”) for disbursement to states, territories, and Tribal governments to mitigate the public health emergency with respect to COVID-19;

WHEREAS, the State of Nevada received Funds;

WHEREAS, the Division received \$500,000,000 in Funds to provide assistance to eligible entities for creation or preservation of low-income housing;

WHEREAS, Grantee has applied to the Division for a grant pursuant to the Home Means Nevada Initiative (“HMNI”) to pay the costs to construct a 12-unit affordable housing project for individuals who are at or below 60% of the Area Median Income, and known as Dick Scott Manor (the “Project”); and

WHEREAS, the Division desires to assist Grantee in the development of the Project by providing a grant pursuant to HMNI in the amount of \$1,500,000;

NOW, THEREFORE, in consideration of the foregoing premises, and other good and valuable consideration, the receipt of which is hereby acknowledged subject to rights and responsibilities of the Parties, and the following conditions and limitations:

I. General Terms.

A. The Division will provide Grantee with \$1,500,000 in Funds to undertake the Project as described in Exhibit A attached hereto and fully incorporated herein. The Division has determined that the Project is an eligible use of Funds pursuant to the rules and regulations promulgated thereunder including, without limitation, 31 CFR Part 35 and the supplemental information provided by Treasury (“Final Rule”).

B. Grantee agrees that any program costs, unless otherwise specified in this Agreement exceeding the \$1,500,000 provided by the Division pursuant to this Agreement, will be the responsibility of Grantee. No amount of the Funds provided pursuant to this Agreement may be used for administrative expenses. Any ongoing program costs, such as maintenance and operations, shall be the sole responsibility of Grantee, but in any event, not that of the Division.

C. Grantee agrees that the Project will be maintained as a low-income housing project for not less than 30 years beginning on the date which the Project is available for occupancy (“Period of Affordability”) which shall be secured by a Declaration of Restrictive Covenants (“Declaration”) recorded in the County Recorder’s Office of Washoe County. As used in this Paragraph C, “low-income housing project” means a housing complex that provides housing to tenants at or below 60% of the Area Median Income for the county in which the Project is located.

D. Grantee agrees that the Project shall comply with the minimum hourly wages as determined by the United States Department of Labor pursuant to the Davis-Bacon Act 40 USC §3141 et. seq.

E. Grantee agrees that if the Project ceases to be a qualified low-income housing project, as defined in 26 USC §42(g)(1), or if the Project fails to comply with any requirements set forth in this Agreement or the Declaration, Grantee shall repay any Funds to the Division.

II. Division General Conditions.

A. The Division shall have no relationship whatsoever with the services provided pursuant to this Agreement, except the provision of financial support, monitoring, and the receipt of such reports as are provided for herein. To the extent, if at all, that any relationship to such services on the part of the Division may be claimed or found to exist, Grantee shall be an independent contractor only.

B. Grantee agrees to abide by all applicable federal, state, and local codes, regulations, statutes, ordinances, and laws, including, without limitation, the Final Rule and 31 CFR Part 35 Subpart A. Grantee further agrees that Grantee will be the sole entity undertaking the eligible activities under this Agreement.

C. Grantee will provide the Division with reports as required by the Division via electronic mail to the designated Division employee at intervals the Division determines are necessary, including, without limitation, any reports regarding employee wages. Reports must include, without limitation, the following information:

1. Total clients served;
2. Racial breakdown of clients served, including, without limitation, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, and White;
3. Ethnicity breakdown indicating either Hispanic or non-Hispanic, by race;
4. Number and percentage of low- and very-low income clients as defined by HUD;
5. Number of clients with disabilities served;
6. Number of senior citizens served;
7. Number of female head-of-households served;
8. Name of each head-of-household served;

9. Number of persons in each household served; and
10. Rent charged each household served.

D. Grantee will not use any portion of the Funds allocated pursuant to this Agreement for costs not expressly authorized by this Agreement.

E. If the Division or the Treasury determines that Funds have been expended on ineligible costs Grantee shall repay to the Division or Treasury, as applicable, along with any fees, interests, or other fines, the amount of Funds expended on ineligible costs.

F. Grantee may not assign or delegate any of its rights, interests, or duties under this Agreement without the prior written consent of the Division. Any such assignment or delegation made without the Division's consent is void and may, at the option of the Division, result in the forfeiture of all financial support provided herein.

G. Grantee shall allow duly authorized representatives of the Division to conduct such occasional reviews, audits, and on-site monitoring of the Project as the Division deems appropriate in order to determine:

1. Whether the Project is being conducted in compliance with the Act and any rules and regulations adopted pursuant to the Act;
2. Whether management control systems and internal procedures have been established;
3. Whether the financial operations of the Project are being conducted properly;
4. Whether the reports to the Division contain accurate and reliable information; and
5. Whether the activities of the Project are being conducted in compliance with the provisions of Federal and State laws and regulations and this Agreement.

H. Visits by the Division shall be announced in advance of those visits and shall occur during normal operating hours. Absent exigent circumstances, the Grantee shall be given 48 hours advance written notice of said visits. The representatives of Division may request, and, if such a request is made, shall be granted, access to all of the records of Grantee which relate to this Agreement. The representatives of the Division may, from time to time, interview recipients of the housing services of the program who volunteer to be interviewed.

I. At any time during normal business hours, Grantee's records with respect to this Agreement shall be made available for audit, upon 48 hours advance written notice of the inspection and the documents and records to be examined, by the Division, the Attorney General's Office, contracted independent auditors, the Inspector General of the Department of the Treasury, the Comptroller General of the United States, or any combination thereof.

J. Subject to NRS chapters 41 and 354, Grantee will protect, defend, indemnify, and save and hold harmless the Division from and against any and all liability, damages, demands, claims, suits, liens, and judgments of whatever nature including but not limited to claims for contribution or indemnification for injuries to or death of any person or persons, caused by the

negligence, gross negligence or intentional act of Grantee or its agents pursuant to this Agreement.

K. Grantee will not use any Funds or resources which are supplied by the Division pursuant to this Agreement in litigation against any person, natural or otherwise, or in its own defense in any such litigation and also agrees to notify the Division of any legal action which is filed by or against it.

L. This Agreement will commence on the Effective Date.

M. Funds must be obligated by December 31, 2024. As used in this Paragraph M, “obligated” means Funds which have been committed for an eligible cost. Funds must be expended by December 31, 2026. Any Funds not obligated or expended by the applicable time period must be returned to the Division. Funds will be disbursed on a drawdown basis. Grantee shall submit draw requests to the Division as needed, with supporting documentation. Division shall have 30 days to process such draw request.

N. Grantee agrees that no officer or employee of Grantee may seek or accept any gifts, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in that position to depart from the faithful and impartial discharge of the duties of that position.

O. Grantee agrees that no officer or employee of Grantee may use his or her position to secure or grant any unwarranted privilege, preference, exemption or advantage for himself or herself, any member of his or her household, any business entity in which he or she has a financial interest or any other person.

P. Grantee agrees that no officer or employee of Grantee may participate as an agent of Grantee in the negotiation or execution of any contract between Grantee and any private business in which he or she has a financial interest.

Q. Grantee agrees that no officer or employee of Grantee may suppress any report or other document because it might tend to affect unfavorably his or her private financial interests.

R. Grantee shall keep and maintain in effect at all times any and all licenses, permits, notices and certifications which may be required by any county ordinance or state or federal statute.

S. Grantee shall be bound by all county ordinances and state and federal statutes, conditions, regulations and assurances which are applicable to the eligible activities or are required by the Treasury, Division, or any combination thereof.

T. No officer, employee or agent of the Division shall have any interest, direct or indirect, financial or otherwise, in any contract or subcontract or the proceeds thereof, for any of the work to be performed pursuant to the project during the period of service of such officer, employee or agent, for one year thereafter.

U. Upon the revocation of this Agreement or the expiration of its terms, Grantee shall transfer to the Division the remaining balance of the Funds which have not been obligated at the time of expiration or revocation and any accounts receivable attributable to the use of Funds.

III. Federal Conditions.

- A. Grantee shall comply with the following laws and directives:
1. The Hatch Act as set forth in Title 5, Chapter 15, of the United States Code.
 2. The National Environmental Policy Act of 1969 as set forth in Public Law 91-190 and the implementing regulations in 24 CFR, Parts 51 and 58.
 3. Title VIII of the Civil Rights Act of 1968, Public Law 90-284.
 4. Section 109 of the Housing and Community Development Act of 1974.
 5. Title VI of the Civil Rights Act of 1964, Public Law 88-352, and the regulations of HUD with respect thereto, including 24 CFR, Parts 1 and 2.
 6. The Fair Housing Act, as amended.
 7. Section 3 of the Housing and Urban Development Act of 1968, as amended, and the regulations of HUD with respect thereto, including 24 CFR Part 75. All published Section 3 policies, guidelines, and forms by NHD will be utilized and followed.
 8. The Age Discrimination Act of 1975.
 9. Section 504 of the Rehabilitation Act of 1973.
 10. Executive Order 11246, as amended, and the regulations which are issued pursuant thereto.
 11. The Fair Labor Standards Act.
 12. Section 202(a) of the Flood Disaster Protection Act of 1973.
 13. Sections 302 and 401(b) of the Lead-Based Paint Poisoning Prevention Act and implementing regulations in 24 CFR, Part 35.
 14. The Davis-Bacon Act, as amended, if applicable, which requires that all laborers and mechanics who are employed to perform work on the Project, or any contractor or construction work which is financed, in whole or in part, with assistance which is received under the Housing and Community Development Act of 1974 shall be paid wages at rates which are not less than those that prevail in the locality for similar construction and shall receive overtime compensation in accordance with the Contract Work Hours and Safety Standards Act. The contractor and its subcontractors shall also comply with all applicable Federal laws and regulations which pertain to labor standards, including the minimum wage law.
 15. 45 CFR, Part 76, Subpart F of the Drug-Free Workplace Act of 1988.
 16. Section 319 of Public Law 101-121, of the Department of the Interior Appropriations Act, which prohibits the Grantee from using appropriated Federal funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant, or loan, and requires that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or

employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

17. Title I of the Housing and Community Development Act of 1974, as amended, which requires that the Project shall:
 - a. not discriminate against any employee or applicant for employment on the basis of religion and not limit employment or give preference in employment to persons on the basis of religion; and
 - b. not discriminate against any person applying for such public services on the basis of religion and not limit such services or give preference to persons on the basis of religion; and
 - c. provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of such public services.
18. Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, and 225.

B. None of the personnel employed in the administration of the Project shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 Title 5, of the U.S. Code.

C. None of the Funds shall be used for any partisan political activity, or to support or defeat legislation pending before Congress.

D. Notwithstanding any provision of this Agreement, the Parties agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review and receipt by the Division of an Authority to Use Grant Funds from the U.S. Department of Housing and Urban Development under 24 CFR Part 50, if applicable to the Project. The Parties further agree that the provision of any Funds to the Project is conditioned on the Division's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review, if applicable to the Project.

E. Grantee shall comply with the requirements of Executive Order 11625, 12432, and 12138 and 24 CFR § 93.407(a)(viii) that provides for the utilization of minority businesses and women business enterprises in all federally assisted contracts. Grantee shall provide the Division, on an annual basis, records and data on Minority Business Enterprise, Women's Business Enterprise, and marketing efforts. The Division, in its discretion, may request such other and further information, as from time to time required to ensure compliance with the mandates of the above listed Executive Orders. These records shall contain, but are not limited to, the following data:

1. Data on the attempts to reach minority-owned and female-owned businesses when announcing business opportunities;

2. Data on racial/ethnic or gender character of business to whom a contract was awarded and the contract amount; and
3. Data on attempts to affirmatively further fair housing.

F. Any material breach of the terms of this section may, in the discretion of the Division, result in forfeiture of Funds received by Grantee pursuant to this Agreement, or any part thereof.

G. Upon the expiration or revocation of this Agreement, Grantee shall transfer to the Division any Funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of Funds, unless waived in writing by the Division.

IV. Financial Management.

A. Grantee agrees, and shall require any subgrantee to agree, to comply with the requirements of the United States Office of Management and Budget (“OMB”) “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” codified at 2 CFR part 200, Subparts A through F, inclusive, including, without limitation, the procurement requirements set forth in 2 CFR part 200, Subpart D.

B. Grantee agrees that all costs of any recipient receiving Funds pursuant to this Agreement, shall be recorded by budget line items and be supported by checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents evidencing in proper detail the nature and propriety of the respective charges, and that all checks, payrolls, time records, invoices, contracts, vouchers, orders or other accounting documents which pertain, in whole or in part, to eligible activities shall be thoroughly identified and readily accessible to the Division upon 48 hours notice to Grantee.

C. Grantee agrees that excerpts or transcripts of all checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents related to this Agreement will be provided upon request to the Division upon 48 hours written notice.

D. Grantee agrees that it may not request disbursement of Funds under this Agreement until the Funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.

E. Grantee shall comply with the Single Audit Act and 2 CFR Part 200, Subpart F, or such other audit as required by the Division if the Grantee is a for-profit entity, and shall provide the Division with a copy of the complete audit report. When complying with the Single Audit Act, or other audit, as required by the Division, and 2 CFR Part 200, Subpart F, the audit must include Funds that were disbursed and require all subrecipients who must comply with the Single Audit Act to include Funds.

F. Grantee agrees that upon completion of the project a cost certification will be performed by a certified public accountant and submitted to the Division.

G. Grantee agrees that if, at any point during the Affordability Period, the Project ceases to comply with this Agreement or the Declaration of Restrictive Covenants, the Grantee shall repay the total amount granted pursuant to this Agreement.

H. Grantee agrees to submit quarterly financial reports as set forth by the Division, which includes, without limitation, detailing the amount of Funds that have been expended in the prior quarter. Financial reports are due to the Division on or before the 10th of each month following the end of the prior quarter.

V. Default and Remedies.

A. Any one or more of the following shall constitute an event of default under this Agreement:

1. A default in the payment described in Article I. of this Agreement.
2. Any breach of this Agreement, or Declaration after the expiration of any notice and cure periods set forth in Paragraph B of this Article V.

B. Upon the occurrence of an event of default listed above, the Division will provide Grantee notice of the default and Grantee shall have 30 days from the date of the notice to cure the default. If the Grantee does not cure the default, the Funds disbursed pursuant to this Agreement must be refunded to the Division and no additional Funds will be disbursed. The Division may proceed to protect and enforce its rights by mandamus or other suit, actions, or proceeding at law or in equity. No remedy conferred by this Agreement is intended to be exclusive of any other remedy, but each such remedy shall be cumulative and shall be in addition to any other remedy existing at law or equity or by statute. No delay or omission of the Division to exercise any right or remedy accruing on an event of default shall impair any such right or remedy or constitute a waiver of any such event of default or an acquiescence therein.

VI. Miscellaneous.

A. All notices, demands, requests, or other communications required or permitted under this Agreement shall be in writing and sent by first class, regular, registered, or certified mail, commercial delivery service, overnight courier, or facsimile transmission, air or other courier, or hand delivery to the party to be notified addressed as follows:

To the Division: 1830 E. College Parkway
Suite 200
Carson City, Nevada 89706
Attn: Administrator
Telephone: (775) 687-2249
Facsimile: (775) 687-4040
E-mail: nhdinfo@housing.nv.gov

To the Grantee: 1525 E, 9th Street
Reno, NV 89512
Attn: Executive Director

Telephone: 775-329-3630
Facsimile: 775-786-1712
Email: hlopez@renoha.org

Any such notice, demand, request, or communication shall be deemed to have been given and received for all purposes under this Agreement:

1. Three business days after the same is deposited in any official depository or receptacle of the United States Postal Service first class, or if applicable, certified mail, return receipt requested, postage prepaid;
2. On the date of transmission when delivered by facsimile transmission, provided any transmission received after 4:00 p.m., local time, as evidenced by the time shown on such transmission, shall be deemed to have been received the following business day;
3. On the next business day after the same is deposited with a nationally recognized overnight delivery service that guarantees overnight delivery; and
4. On the date of actual deliver to such party by any other means; provided, however, if the day such notice, demand, request or communication shall be deemed to have been given and received as aforesaid is not a business day, such notice, demand, request or communication shall be deemed to have been given and received on the next business day.

B. Each Party has cooperated in the drafting and preparation of this Agreement and, therefore, the Agreement shall not be construed against either Party as its drafter.

C. This Agreement constitutes the legal, valid, and binding obligations of the Parties enforceable against the Parties in accordance with its respective terms.

D. This Agreement shall be governed by and enforceable in accordance with the laws of the State of Nevada.

E. If any provision of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining portions shall not in any way be affected or impaired.

F. The headings contained in this Agreement are for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.

G. All references to the singular shall include the plural and all references to gender shall include the masculine, feminine, as well as the neuter, and vice versa, as the context requires.

H. In connection with any litigation, including appellate proceedings arising under this Agreement or any related agreement contemplated herein, the prevailing party or parties in such litigation shall be entitled to recover reasonable attorney fees and other legal costs and expenses from the non-prevailing party or parties.

I. This Agreement may be signed by the Parties hereto in counterparts with the same effect as if the signatories to each counterpart signed as a single instrument. All counterparts (when taken together) shall constitute an original of this Agreement.

J. Each Party represents and warrants to the other Party that:

1. It has the full right, power and authority to enter into this Agreement, to grant any rights and licenses hereunder and to perform its obligation hereunder;
2. The execution of this Agreement by its representative whose signatures are set forth at the end hereof has been dully authorized by all methods or corporate action of the Parties; and
3. Execution and delivery by such Party of this Agreement shall constitute the legal, valid and binding obligation of such Party, enforceable against such Party in accordance with its terms.

K. Each Party irrevocably and unconditionally waives any right it may have to a trial by jury and respect any legal action arising out of or relating to this Agreement or the transactions contemplated hereby.

L. The transactions described in this Agreement may be conducted and related documents may be stored by electronic means. Copies, telecopies, facsimiles, electronic files, and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

VII. Modification or Revocation of Agreement.

A. The Division and Grantee may amend or otherwise revise this Agreement should such modification necessary.

B. In the event that any of the Funds for any reason are terminated or withheld from the Division or otherwise are not forthcoming to the Division, the Division may revoke this Agreement.

C. The Division may suspend or terminate this Agreement if Grantee fails to comply with any of its terms.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed and intend to be legally bound.

Nevada Housing Division:

Steve Aichroth, Administrator

Date: _____

Grantee:
Housing Authority of the City of Reno

Hilary Lopez Ph.D., Executive Director

Date: _____

EXHIBIT A

Dick Scott Manor is a proposed new construction for Veteran's low-income housing located at 1035 E. 8th St Reno, Nevada 89512. The property consists of one parcel, 008-164-20 with an existing zoning designation of MUUN. The combined area of the property is approximately 0.257 acres (11,194.92 square feet).

The 12-unit development will provide a state-of-the-art, energy efficient, high-quality lifestyle full of social interaction and stimulating indoor and outdoor activities for Veterans at or below 40% of area median income. Every aspect of the buildings, floor plans, common facilities, and outdoor spaces, as well as the ideal Northeast Reno location, are designed specifically to fill a gap of housing needs not being met for low-income Veterans in Northern Nevada.

Dick Scott Manor will consist of 2 two-story buildings with two-unit types, 8 one-bedroom / one-bath (approx. 598 SF) and 4 studio (approx. 498 SF) units. The attractive building design will include masonry wainscot, multiple roof lines, and other articulation to increase curb appeal and reduce the perceived scale of the apartment buildings. Every unit will have an exterior patio or balcony to allow residents their own private outdoor space. The buildings will be finished primarily in colored stucco.

Dick Scott Manor will be built to high energy-efficiency standards and will include high-efficiency heating and cooling equipment, EnergyStar appliances, EnergyStar rated dual pane windows, high R-value wall and attic insulation, and automatic timer thermostat controls. The development will also promote water conservation with extensive Xeriscape landscaping.

APN: 008-164-20

When recorded please mail to:

Nevada Housing Division
1830 E. College Parkway, Suite 200
Carson City, Nevada 89701

**DECLARATION OF RESTRICTIVE COVENANTS RUNNING WITH THE LAND
FOR HOME MEANS NEVADA INITIATIVE**

(Dick Scott Manor)

This Declaration of Restrictive Covenants is entered into between the Nevada Housing Division, a division of the Department of Business and Industry of the State of Nevada (hereafter "Division") and the Housing Authority of the City of Reno Housing Authority; a Nevada public body corporate and politic, with reference to the following facts:

A. The property which is the subject of and is to be bound by this Declaration of Restrictive Covenants is owned by Grantee and commonly known as Dick Scott Manor 1 ("Project"), situated in Washoe County, Nevada and is located on the real property described in Exhibit "A" attached hereto and incorporated herein by reference. The real property described in Exhibit "A" shall be construed to include all fixtures and improvements located on such real property and the tenements, hereditaments and appurtenances thereto.

B. Grantee was awarded a Grant pursuant to the Home Means Nevada Initiative by the Division in the amount of \$1,500,000.

C. Grantee and the Division agree to enter into this Declaration of Restrictive Covenants for the Project for the Period of Affordability.

BASED UPON THE FOREGOING, the parties agree as follows:

**ARTICLE I
DEFINITIONS**

Unless the context otherwise requires, capitalized terms used in this Declaration of Restrictive Covenants shall have the following meanings:

A. "Agreement" means this Declaration of Restrictive Covenants, as the same may be amended, changed, modified or supplemented from time to time.

B. "Area Median Gross Income" means the median gross income of the area in which the Project is located as determined by the Secretary in a manner consistent with the determination of area median gross income under Section 8 of the Housing Act, with adjustments for family size.

C. "Division" means the Nevada Housing Division, a division of the Department of Business and Industry of the State of Nevada, or any successor to the Division.

D. "Grantee" means the ~~City of Reno Housing Authority~~ Housing Authority of the City of Reno.

E. "Gross Rent" means all rents paid by the Tenant, including the amount paid by the Tenant to the Grantee for utilities and any other mandatory fees paid by the Tenant to the Grantee, but excludes any payment under Section 8 of the Housing Act or any comparable federal rental assistance program and any other rental assistance program excluded from Gross Rent under 26 USC §42(g)(2). If the Tenant pays his or her utilities directly to a utility company, Gross Rent shall include any utility allowance prescribed by the Secretary.

F. "Housing Act" means the United States Housing Act of 1937, as amended, and any regulations pertaining thereto, as the same may be amended, changed, modified or supplemented from time to time.

G. "HUD" means the United States Department of Housing and Urban Development.

H. "Income" means the gross income of a Tenant determined in a manner consistent with the requirements of 26 USC §42(d)(2)(B). Income shall be determined at the time a Tenant begins occupancy and shall be re-determined at least annually.

I. "Period of Affordability" means 30 years beginning from the date the Project is available for occupancy.

J. "Project" means the multi-family residential housing project known as (NAME) and located on the real property described in Exhibit "A," attached and incorporated herein.

K. "Qualified Low-Income Housing Project" has the meaning ascribed to it in 26 USC §42(g)(1).

L. "Secretary" means the Secretary of the Treasury of the United States.

M. "Tenant" means the individual or individuals entitled to occupy a unit in the Project by lease or other legal relationship with the Grantee.

N. "Unit" means any unit in the Project consisting of an accommodation containing separate and complete facilities for living, sleeping, eating, cooking and sanitation. Provided, however, that single-room occupancy housing used on a non-transient basis may be treated as one or more units, even though the housing may provide eating, cooking and sanitation facilities on a shared basis.

ARTICLE II COVENANTS RUNNING WITH THE LAND

A. Declaration of Covenants. The Grantee hereby declares that the Project is and shall

be held, conveyed, encumbered, leased, used, occupied, improved, and otherwise affected in any manner subject to the provisions contained in this paragraph A of Article II, all of which are hereby declared to be in furtherance of the purpose of providing affordable low-income housing. All provisions contained in this paragraph shall be deemed to be covenants running with the land or as an equitable servitude, as the case may be, and shall constitute benefits and burdens to the Grantee and its successors and assigns and to all persons hereafter acquiring or owning any interest in the Project, however such interest may be acquired. Accordingly, the following covenants, conditions, and restrictions are hereby imposed upon the Project:

1. Maintenance of the Project as a Qualified Low-Income Housing Project. During the Period of Affordability the Grantee shall maintain the Project as a Qualified Low-Income Housing Project for Tenants at or below 60% of the Area Median Gross Income. Grantee agrees that if the Project ceases to be a qualified low-income housing project, as defined in 26 USC §42(g)(1), or if the Project fails to comply with any requirements set forth in this Agreement, Grantee shall repay all Funds to the Division.

2. Prohibitions on Transfer of the Project. Grantee shall not sell, transfer, convey, exchange, or otherwise dispose of the Project to a third party, unless the Grantee's entire interest in the Project is conveyed to such third party, and the Division consents in writing to such a sale, transfer, conveyance, exchange or disposition. Upon approval of the transfer by the Division, the transferee agrees to be bound by the terms of this Agreement. Grantee hereby agrees that it shall not enter into an agreement whereby Grantee agrees to sell, transfer, convey, or exchange any interest in itself to another entity, unless the Division consents in writing to such sale, transfer, conveyance, or exchange.

3. Residential Rental Requirements. During the Period of Affordability the Grantee will hold all Units in the Project continuously open for rental purposes to Tenants with incomes at or below 60% of the Area Median Gross Income.

4. Tenant Protections; Housing Quality Standards. During the Period of Affordability, Grantee agrees to comply with applicable Tenant protections and housing quality standards for any additional federal housing programs that the Project is subject to.

ARTICLE III ADDITIONAL REPRESENTATIONS, COVENANTS AND WARRANTIES OF THE GRANTEE

A. In addition to the covenants running with the land made by the Grantee and described in Article II of this Agreement, the Grantee further represents, covenants and warrants the following:

1. Grantee is a public ~~corporation~~ body corporate and politic; duly organized, validly existing, and in good standing under the laws of the State of Nevada; has all necessary powers to own its properties and to carry on its business as now owned and operated, and is duly qualified to do business and is in good standing in the State of Nevada.

2. The execution and performance of this Agreement by Grantee will not violate or

has not violated any law, rule, regulation, or any order of any court or other agency or governmental body, and will not violate or has not violated any provision of any indenture, agreement, mortgage, mortgage note, deed of trust, or other instrument in which the Grantee is a party or to which the Project is subject.

3. This Agreement and all obligations of Grantee under the terms of this Agreement are legally binding on Grantee and enforceable in accordance with their terms.

4. There is no action, suit, or proceeding at law or in equity or by or before any governmental instrumentality or other agency now pending, or, to the knowledge of the Grantee threatened against or affecting it, or any of its properties or rights, which, if adversely determined, would materially impair the Grantee's duty to carry out or perform its obligations under this Agreement.

5. If the Project, or any part thereof, shall be damaged or destroyed or shall be condemned or acquired for public use, Grantee shall use its best efforts to repair and restore the Project to substantially the same conditions as existed prior to the event causing such damage or destruction and thereafter to operate the Project in accordance with the terms of this Agreement.

6. The Grantee shall not execute any other agreement, contract or instrument with provisions contradictory to, or in opposition to, the provisions contained herein.

7. Grantee has good and marketable title to the Project.

8. At least annually, the Grantee shall determine and certify the Income of each Tenant and within a reasonable time thereafter provide such information to the Division.

9. At least annually, the Grantee shall furnish to the Division the Gross Rents that are charged by the Grantee with respect to each Unit.

10. The Grantee shall notify the Division if there is a determination by the United States Department of Treasury that the Project is no longer a Qualified Low-Income Housing Project. Such written notification to the Division shall be given within fifteen (15) days of the determination by the United States Department of Treasury.

11. The legal description attached hereto as Exhibit "A" is a true and correct copy of the legal description of the real property on which the Project is located.

12. The Grantee acknowledges that the Division is required to monitor the Project for noncompliance. The Grantee agrees to be obligated and to pay to the Division such amounts as are assessed against the Grantee by the Division from time to time to recover the Division's costs in connection with the monitoring of the Project.

ARTICLE IV TERM OF AGREEMENT/PERIOD OF AFFORDABILITY

This Agreement shall commence on the first day that the Project is available for occupancy and

shall continue for 30 years. This Agreement will not burden the property thereafter.

ARTICLE V ACCESS TO BOOKS AND RECORDS

The Grantee shall permit, during normal business hours and upon reasonable notice, any duly authorized representative of the Division to inspect all books and records of the Grantee relating to the Project including, but not limited to, records relating to the Income of Tenants and the Gross Rents charged with respect to the Low-Income Units. The Grantee shall also submit such further information, documents or certifications as may be requested by the Division, that the Division deems reasonably necessary to substantiate the Grantee's compliance with the provisions of this Agreement and the Code.

ARTICLE VI EFFECT OF COVENANTS IN AGREEMENT

A. Covenants Running With the Land. Each promise, covenant, and agreement contained in this Agreement and the undertaking to comply with each provision contained in this Agreement: (i) shall be deemed incorporated in each deed or other instrument by which any right, title or interest in the Project, is granted, devised, or conveyed, whether or not set forth or referred to in such deed or other instrument; (ii) shall be deemed a real covenant by the Grantee for itself, its successors and assigns, and also an equitable servitude, running, in each case, as a burden with and upon the title to the Project, as a real covenant and servitude for the benefit of the Project; (iii) shall, by virtue of acceptance of any right, title or interest in the Project by a successor in interest to the Grantee, be deemed accepted, ratified, adopted and declared as a personal covenant of such successor in interest to the Grantee, and, as a personal covenant, shall be binding on such successor in interest and such successor in interest's heirs, personal representatives, successors and assigns, and shall be deemed a personal covenant to, with and for the benefit of the Division and the Tenants (whether prospective, present or former occupants); and (iv) shall be deemed a covenant, obligation and restriction in favor of the Division and any Tenant (whether prospective, present or former occupant), burdening and encumbering the title to the Project in favor of the Division and each Tenant (whether prospective, present or former occupant) for the Period of Affordability.

B. Personal Covenants. Each covenant, representation, agreement, promise and warranty contained in this Agreement and any undertaking to comply with such provisions shall be deemed a personal covenant by the Grantee and shall be binding on the Grantee's heirs, personal representatives, successors and assigns and shall be deemed a personal covenant to, with, and for the benefit of the Division.

ARTICLE VII ENFORCEMENT AND REMEDIES

In addition to any other remedies provided by law, each provision of this Agreement with respect to the Grantee or successor in interest to the Grantee shall be enforceable by the Division and/or the Tenants (whether prospective, present or former occupants), as the case may be, by a proceeding for a prohibitive or mandatory injunction or by a suit or action to recover damages, legal fees and/or costs in a court of the State of Nevada.

ARTICLE VIII RECORDING AND FILING

A. Recordation of Agreement and Amendments. Upon execution of this Agreement by the Division and the Grantee, the Grantee shall cause this Agreement, and all amendments hereto, to be recorded and filed in the official records of the office of the County Recorder in the county in which the Project is located, and shall pay all fees and charges incurred in connection therewith. Upon recordation of this Agreement, and all amendments hereto, the Grantee shall immediately furnish the Division an executed original of the recorded Agreement showing the date, book and page numbers of record.

B. Recordation of Instrument Terminating Agreement. Upon the termination of this Agreement, the Division and the Grantee shall execute and thereafter record in the official records of the County Recorder in which the Project is located, an instrument or such other documents necessary to notify third parties of the effective date of the termination of this Agreement and that the Project and the Grantee are no longer bound by the terms and provisions of this Agreement. The Grantee shall be responsible for paying all fees, costs, or charges, including attorneys' fees, incurred in connection with the preparation and recordation of such instrument.

ARTICLE IX AMENDMENTS

This Agreement may not be amended, changed, modified, altered or terminated unless a written instrument is executed and acknowledged by each of the parties hereto or their successors and is duly recorded in the official records of the County Recorder in the county in which the Project is located.

ARTICLE X MISCELLANEOUS

A. Attorneys' Fees. If any Party brings an action or proceeding to enforce, protect, or establish any right or remedy under the terms of this Agreement, the prevailing Party shall be entitled to recover reasonable attorneys' fees and costs.

B. Severability. In the event that any one or more of the foregoing covenants, conditions, or restrictions shall be declared for any reason by a court of competent jurisdiction to be null and void, all of the remaining covenants, conditions and restrictions not so expressed or declared to be invalid shall continue in full force and effect.

C. Violation of Law. Any violation of any federal, state, municipal or local law, ordinance or regulation pertaining to the ownership, occupation, or use of any portion of the Project is hereby declared to be a violation of this Agreement and subject to any and all of the enforcement procedures herein set forth.

D. No Waiver. The failure to enforce any provisions of this Agreement shall not operate as a waiver of any such provision or of any other provision of this Agreement, nor shall

such failure constitute a waiver of the right to enforce the same or any other provision of this Agreement for any subsequent violation.

E. Notices. All notices required or permitted to be given pursuant to the terms of this Agreement shall be in writing and shall be considered given (a) upon personal delivery of a copy to the party to be served or by standard overnight mail delivery; or (b) forty-eight (48) hours after mailing such notice by certified or registered mail, postage pre-paid, properly addressed and deposited in the United States mail. The addresses for notices shall be as follows:

To Division: Nevada Housing Division
1830 E. College Parkway, Suite 200
Carson City, Nevada 89706

To Grantee: ~~City of Reno Housing Authority~~ Housing Authority of the City of Reno
1525 E. 9th Street
Reno, Nevada 89512
Attn: Executive Director

Any change in the address of either Division or Grantee shall be made by giving to the other party written notice of such change in the manner provided for above. Therefore, all such notices shall be given in accordance with the Notice of Change. Notices given before the actual receipt of the Notice of Change shall not be affected by the change.

F. Interpretation of Agreement. In interpreting and applying provisions of this Agreement, it is not the intent of this Agreement to interfere with the provision of any law or ordinance or any rules, regulations, or permits previously adopted or issued or which may be adopted or issued pursuant to a law relating to the use of the Project; nor is it the intention of this Agreement to interfere with or abrogate covenants or other agreements between parties; provided, however, that where this Agreement imposes a greater restriction upon the use or occupancy of the Project, or upon the construction or rehabilitation of the Project, or in connection with matters other than are imposed or required by such provisions of law or ordinances, by such rules, regulations or permits or by such covenants and agreements, then, in that case, the provisions of this Agreement shall control.

G. Limited Liability. The Division and any member, officer, agent, or employee of the Division, shall not be liable to any party for any action or for any failure to act with respect to any matter if the action taken or failure to act was in good faith and without malice.

H. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the Division, the Tenants, the Grantee, and their respective heirs, personal representatives, successors and assigns.

I. Captions. The captions and headings in this Agreement are for convenience only and should not be considered in construing any provision of this Agreement.

J. Gender and Number. The singular shall include the plural and the plural the singular unless the context requires the contrary, and the masculine, feminine, and neuter shall each include the masculine, feminine, and neuter as the context requires.

K. Supervening Law. The Parties recognize that this Agreement is at all times to be subject to the applicable local, state and federal laws. The Parties further recognize that this Agreement may be subject to amendments to such laws and regulations under new legislation that may require amendments or alterations of this Agreement in order to comply with any such amendments or new legislation. Any provisions of law that invalidate or are otherwise inconsistent with the terms of this Agreement, or that would cause one or both of the Parties to be in violation of the law shall be deemed to have superseded the terms of this Agreement, provided, however, that the parties shall exercise their best efforts to accommodate the terms and intent of this Agreement to the greatest extent possible and consistent with the requirements of the law.

L. Governing Law. This Agreement shall be governed by the laws of the State of Nevada and, where applicable, the laws of the United States of America.

M. Effect on Existing Mortgages. Any provision of this Agreement which is deemed to impair, reduce, or otherwise effect any right, title or interest of a mortgagee or beneficiary of a deed of trust under a mortgage or deed of trust recorded prior to the date of this Agreement shall not be effective or enforceable against such mortgagee or beneficiary unless the mortgagee or beneficiary shall have consented thereto in writing.

N. Mortgage Protection. Upon foreclosure of any mortgage, deed of trust or other lien affecting the Project, where such holder thereby assumes title to the Project or any portion thereof, such holder shall not be required to correct past violations hereof with respect to the Project so long as the Project is neither occupied nor used for any purpose by such holder, but is merely held for prompt resale. Any purchaser on foreclosure shall, however, take subject to this Agreement except that violations or breaches of, or failures to comply with, any provisions of this Agreement by prior legal owners shall not be deemed breaches or violations hereof or failures to comply herewith with respect to such purchaser, or his heirs, personal representative, successors or assigns.

The undersigned hereby affirms that this document, including any exhibits, submitted for recording does not contain the social security number of any person or persons. (Per NRS239B.030)

The remainder of this page intentionally left blank.

Dated this _____ day of _____ 2023.

Grantee:

Housing Authority of City of Reno,

a Nevada public ~~corporation~~ body corporate and politic

By: _____
Hilary Lopez, Ph.D., Executive Director

STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

This instrument was acknowledged before me on _____, 2023, before me, a Notary Public, personally appeared Hilary Lopez who did say that she is the Executive Director, personally appeared before me a Notary Public in and for said County and State, and is known to me to be the person described in and who executed the within and foregoing instrument, and who acknowledged to me that he executed the same freely and voluntarily and for the uses and purposes therein mentioned.

(Signature of notarial officer)

Dated this ____ day of _____ 2023

NEVADA HOUSING DIVISION

By: _____

Name: Steve Aichroth

Title: Administrator

STATE OF NEVADA)
 :ss.
CITY OF CARSON CITY)

On _____, 2023, Steve Aichroth personally appeared before me, a notary public, _____, personally known (or proved) to me to be the person whose name is subscribed to the above instrument, who acknowledged to me that he executed the instrument in his capacity as Administrator for the Nevada Housing Division.

Notary Public

EXHIBIT A
Legal Description

All that certain real property situate in the City of Reno, County of Washoe, State of Nevada described as follows:

Lots 28,29 and 30 in Block 5 of LEETE SYNDICATE ADDITION, filed April 1907 in the Office of the County Recorder, Washoe County.

Assessor's Parcel Number(s):
008-164-20

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 12****May 30, 2023**

SUBJECT: Discussion and possible action to extend the UNR Early Head Start Child Care facility lease for 870 Sage Street, Reno, through July 2024 for a total monthly fee of \$675.00 which includes monthly contract rent of \$475.00 and a monthly facility improvement account contribution of \$200.00 (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

The University of Nevada, Reno, (UNR) Early Head Start is requesting a one-year extension to their current lease for 870 Sage Street, Reno, to July 31, 2024. They have submitted the attached letter which provides an overview of their program and this request. UNR's Early Head Start serves 32 low-income pregnant woman and families with children aged 0-3 at the Sage Street childcare center. Due to the center's location at Mineral Manor, it is easily accessible to RHA's public housing residents and UNR Early Head Start staff has indicated that several of their clients reside at the property.

The prior lease was executed in October 2017 and leases the space for a monthly fee of \$675.00 which includes monthly contract rent of \$475.00 and a monthly facility improvement account contribution of \$200.00. A copy of the lease is included. The lease was most recently extended by RHA in 2023 for one-year and currently expires on July 31, 2023. A copy of the lease extension letter is attached for reference. If granted, the new extension would end July 31, 2024.

The facility improvement account currently has a balance of \$54,809.41. Asset management staff anticipates that roof repairs or a new roof will be needed soon. It is estimated that the amount in the improvement account is adequate to cover this expense. Additionally, asset management staff reviewed the work orders completed in the prior three years and indicated that the total annual fee received through rent and the facility improvement account contribution covers this cost. As part of any lease renewal, UNR Early Head Start would be subject to the new Sales and Service Schedule of Maintenance Charges, assuming it is approved by the Board.

Further, based on recent discussions with the Nevada Department of Transportation (NDOT), the highway expansion that impacts Mineral Manor is not scheduled to begin until 2027 at the earliest. Therefore, extending the current lease through July 2024 should not be an issue.

Given the UNR Early Head Start program's limited funding, the RHA's ability to cover its costs and anticipated future maintenance needs under the current rent structure, and RHA's desire to support community programs that bring services and benefits to its

clientele and other low-income households, staff is recommending that the Board extend the UNR Early Head Start Child Care facility lease for 870 Sage Street, Reno, through July 2024 for a total monthly fee of \$675.00 which includes monthly contract rent of \$475.00 and a monthly facility improvement account contribution of \$200.00. As in the past, the lease renewal would be completed through a letter of notice to the UNR Early Head Start program.

Recommendation: Staff recommends that the Board extend the UNR Early Head Start Child Care facility lease for 870 Sage Street, Reno, through July 2024 for a total monthly fee of \$675.00 which includes monthly contract rent of \$475.00 and a monthly facility improvement account contribution of \$200.00.



May 22, 2023

Housing Authority of the City of Reno
1525 East 9th Street
Reno, NV 89512

Dear Dr. Hilary Lopez,

The University of Nevada, Reno Early Head Start is requesting a one-year extension on our current lease, for 870 Sage Street, Reno, NV 89512, to July 31, 2024. UNR Early Head Start is a comprehensive child development program serving low-income pregnant woman and families with children aged 0-3. Early Head Start programs are designed to nurture healthy attachments between parent and child and child and caregivers and provide high quality early care and education to high-risk children. Our program serves 104 center-based children, 32 of which are served at our Sage Street childcare center. Our partnership with the Reno Housing Authority has been valuable to our children and families, many of whom we share. The University of Nevada, Reno has held the Early Head Start grant since 1998, receiving only small cost of living adjustments to our funding. In the proposed Nevada Legislative budget, state employees could receive an 8%-12% cost of living adjustment in the next two years. While this is necessary for employees, the state does not provide grant funded programs with any funding for these increases. We would greatly benefit from this one-year extension, without a rent increase, to serve some of the county's most at risk children and families.

Please feel free to contact me at 775-432-2090 should you have any questions.

Sincerely,

Calena Long

UNR Early Head Start Interim Director

HOUSING AUTHORITY OF THE CITY OF RENO LEASE

Lessee: **Board of Regents for the Nevada System of Higher Education on behalf of the University of Nevada,
Reno, UNR Early Head Start**

Address: Mail Stop 0392, Reno NV 89557

Beginning date: 10-1-2017

Monthly rent: \$475.00

Monthly facility improvement account contribution: \$200.00

The HOUSING AUTHORITY OF THE CITY OF RENO, a public body corporate and politic for municipal purposes, of Reno, Nevada ("Lessor") hereby leases to the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno, UNR Early Head Start ("Lessee") the real property and improvements thereon as hereinafter described under the following terms and conditions.

1. **PROPERTY SUBJECT TO LEASE:** In consideration of the rents, covenants and agreements hereinafter reserved and contained, and on the part of said Lessee to be fully kept and performed, does by these presents, lease, demise and let unto the aforesaid Lessee those certain premises situate, lying and being in the City of Reno, County of Washoe, State of Nevada, located at that commonly known address of 870 Sage Street, Reno, Nevada 89512.

2. **PERIOD OF LEASE:** This lease begins **October 1, 2017** and ends **September 30, 2019**.

3. **LEASE PAYMENT:** Said Lessee hereby promises to pay to Lessor the sum of **Eleven Thousand Four Hundred and no/100 Dollars (\$11,400 .00)** as the total of the two year lease rental payment, together with other amount provided herein, in lawful moneys of the United States of America, which said amount is to be paid in the following manner:

3.1. The **Monthly Contract Rent** of \$475 shall be due and payable on the tenth (10th) day of each month beginning October 1, 2017.

3.2. It is agreed that it shall not be necessary for Lessor to demand said rental or payments of money required to be made under the terms of this Lease, but Lessee shall pay each and every installment of the rental as above set forth as the same shall become due.

3.3. It is understood that the contract rent has been established in an amount intended to cover only Lessor's cost of maintenance. It is Lessor's desire to collect rent in an amount designed to cover its actual costs for the facility. If these costs are higher, the amount for contract rent in the subsequent lease period will be adjusted to compensate Lessor for any deficits incurred by Lessor for maintenance and upkeep of the facility.

4. FACILITY IMPROVEMENT ACCOUNT

4.1. A total of \$200 per month will be paid by Lessee into a facility improvement account to cover major improvements and or facility repairs.

4.2. This facility improvement bank account has been established at Bank of America in the Lessor's name only, with the Lessor providing Lessee a copy of the bank statements.

4.3. This bank account will be used for the sole purpose of major improvements or repairs for the facility located at 870 Sage Street that are mutually agreed on by Lessor and Lessee.

4.4. Lessor and Lessee agree that the cost of the following improvements or repairs, if needed, will be covered through the facility improvement account:

- Roof replacement
- Fascia repair and/or replacement
- Repair, and/or replacement of the heating, ventilation and air conditioning system
- Replacement (if needed) of equipment on Exhibit A
- Water heater replacement
- Essential ADA improvements
- Other non-routine repairs of an emergency nature

4.5. If there are -insufficient funds available to cover items listed above that both Lessor and Lessee agree are necessary, Lessee agrees to place prorated funds based on the total amount of insufficient funds and the lease term into the account to be applied to those costs.

5. UTILITIES: Lessee hereby agrees to be responsible for payment of all deposits, if any, together with all costs for utilities, telephone, TV and similar items which Lessee deemed necessary or desirable in the tenancy of the premises and agrees to pay the cost thereof on a current basis which shall include the sewer service fee; and Lessor shall have no responsibility or liability for said utilities on behalf of Lessee.

6. MAINTENANCE AND REPAIR CHARGES: Lessee shall pay reasonable charges for maintenance and repair beyond normal wear and use, and for cleaning and fumigation rendered necessary by the acts or neglect of Lessee, in accordance with the Schedule of Charges for Services and Repairs posted in Lessor's offices. Such charges shall be billed to Lessee and shall specify the items of damages involved, correctional action taken and the cost thereof. Charges assessed Lessee by Lessor for maintenance and repairs shall become due and payable the first day of the second month following the month in which the charges are incurred. If Lessee and Lessor agree in writing on a per incident basis to permit Lessee to make certain repairs subject to Lessor's inspection, in such a circumstance the Schedule of Charges will not apply.

7. LESSEE'S RIGHT TO USE AND OCCUPANCY: Lessee shall have the right to the exclusive use and occupancy of the leased premises for use as a child care facility as defined in NRS 432A.020. Lessee must provide Lessor with a written quarterly report on services provided, detailing the number of children living in housing assisted by or owned by Lessor.

8. LESSOR'S OBLIGATIONS: Lessor shall:

8.1. Comply with requirements of applicable building codes, housing codes and regulations of the U.S. Department of Housing and Urban Development (HUD) materially affecting health and safety.

8.2. Make necessary repairs to the premises.

8.3. Maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances supplied, or required to be supplied, by Lessor, except as provided in paragraph 9.14.

8.4. Lessor shall not be liable for damage or loss from theft or any other cause to property of Lessee, Lessee's staff, participants or their invitees, except when such damage or loss is directly occasioned by the actions or neglect of Lessor or any of its employees.

9. LESSEE'S OBLIGATIONS: Lessee shall be obligated and shall obligate Lessee's staff and program participants:

9.1. To use the premises solely as a child care facility and not permit its use for any other purpose, except with prior written consent of Lessor.

9.2. Lessee shall obtain and maintain in good standing a license as a child care facility by Washoe County and Lessee, in operating its child care facility, shall strictly comply with all standards and other regulations promulgated by the City of Reno, County of Washoe and the State of Nevada for the operation of similar facilities. Failure to maintain said licenses in good standing with the appropriate regulatory agencies will and does constitute a material default under

the terms of this Lease agreement. Lessee further agrees to comply with all obligations and directives of any and all public agencies having statutory or regulatory authority over the administration and operation of child care facilities in Washoe County. Failure to follow any lawful directive of such an agency will and is a material default under the terms of this Lease agreement.

9.3. To comply with obligations imposed upon Lessee by applicable provisions of building and housing codes materially affecting health and safety.

9.4. To keep the building and equipment in a clean and sanitary condition.

9.5. To keep the premises in a clean and safe condition, including snow removal.

9.6. To dispose of all garbage, rubbish and other waste from the premises and keep premises in a sanitary and safe manner.

9.7. To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appurtenances.

9.8. To refrain from and to cause any invitees to refrain from destroying, damaging or removing any part of the premises or projects; and to accept responsibility for such acts resulting in a loss to Lessor.

9.9. To pay reasonable charges (other than for ordinary wear and use) for the repair of damages to the premises or the improvements thereon caused by Lessee's staff, participants or their invitees.

9.10. To conduct themselves in a manner which will not disturb the neighbors' peaceful enjoyment of their accommodations and will be conducive to the maintaining of the premises in a decent, safe and sanitary condition.

9.11. To refrain from illegal or other activities which impair the physical or social environment of the premises.

9.12. Not to display on or about the premises any advertisement for goods or services without prior written approval of Lessor.

9.13. Not to make any repairs or alterations, nor to install any major appliances such as air conditioners, dryers, television aerials, etc., without the prior written consent of Lessor.

9.14. To maintain in good and safe working order and condition all appliances supplied or provided by Lessor and any equipment set forth on Exhibit A.

9.15. To be solely responsible for the maintenance and/or repair of any flooring, to include vinyl, carpeting or other material, in the facility.

10. GROUND MAINTENANCE: Lessee agrees to maintain grounds, landscaping, and any irrigation systems, excluding routine lawn maintenance. In the event Lessee fails or neglects to maintain grounds as assigned after written notice from Lessor, Lessee shall pay to Lessor any and all expenses incurred by Lessor in the maintenance or repair of said grounds rendered necessary by such failure or neglect on the part of Lessee. Lessor agrees to be responsible for precautions due to weather, such as turning off the water supply to the sprinkler system, and routine lawn maintenance.

11. HAZARDOUS DEFECTS: Lessee agrees to take every care to prevent fires, not to keep gasoline, solvents or other combustible materials or substances in the leased premises, and to exercise particular caution with respect to children playing with matches. In the event the premises are damaged to the extent that conditions created are hazardous to life, health and safety of the occupants:

11.1. Lessee shall immediately notify Lessor of the damage.

11.2. Lessor shall be responsible for repair of the leased premises within a reasonable time, provided that if the damage was caused by staff of Lessee, participants of Lessee's programs or their invitees, the reasonable cost of repairs shall be charged to Lessee.

11.3. Provisions shall be made for abatement of rent in proportion to the seriousness of the damage and loss in value as to the premises in the event repairs are not made in accordance with paragraph 11.2, except that no abatement of rent shall occur if the damage was caused by Lessee's staff, participants or their invitees.

12. INSPECTIONS:

12.1. Upon execution of this Lease agreement and at least once annually during the term of the lease, Lessor and Lessee, or its representative, shall inspect the leased premises and its equipment and Lessor shall furnish Lessee a written statement of the condition of the premises and the equipment provided with the unit. The statement shall be signed by Lessor and Lessee.

If the lease terminates, Lessor will inspect the leased premises and furnish Lessee a written statement of any charges to be made in accordance with paragraph 6 hereof, for which Lessee is responsible. Lessee is to participate in such inspection unless Lessee has vacated without notice.

12.2. Lessee agrees that Lessor may enter the leased premises as follows:

12.2.1. Except on requests for maintenance by Lessor or after consent of Executive Director of Lessee or designate of Lessee, in which instances written notice is not required, Lessor may, upon reasonable advanced written notification to Lessee, be permitted to enter the leased premises during reasonable hours for the purpose of performing routine inspections and maintenance, for making improvements or repairs, or to show the premises for re-leasing.

12.2.2. Lessor may enter the premises at any time without advance notification when there is reasonable cause to believe that an emergency exists.

12.2.3. In the event that all of Lessee's staff and program participants are absent from the premises at the time of entry, Lessor shall leave in the leased premises a statement specifying the date, time and purpose of entry prior to leaving the premises.

13. TERMINATION:

13.1. Lessor shall give Lessee written notice of termination of the Lease agreement as follows:

13.1.1. Five days in the case of failure to pay rent or the monthly Facility Improvement Account Contribution by the 10th day of each month.

13.1.2. A reasonable time not to exceed 15 days commensurate with the exigencies of the situation in the case of creation or maintenance of a threat to the health or safety of other Lessees or Lessor's employees.

13.2. Lessee shall give Lessor at least 90 days written notice of termination.

13.3. Lessee agrees to leave the leased premises in a clean and good condition, reasonable wear and use excepted, and to return the keys to Lessor when it vacates.

13.4. Lessee agrees that the failure or omission of Lessor to terminate this Lease for any cause shall not constitute a waiver of said right, nor destroy the right to do so later for similar or other causes; and that the waiver by Lessor of any covenants contained herein shall not invalidate the same nor any other covenant contained herein. The acceptance

by Lessor of any rent due or owing from Lessee shall not be considered as a waiver of any defaults of Lessee under the terms and conditions of Lessee other than that of the rental payment that is then paid by Lessee to Lessor. Acceptance of rental payment after legal proceedings have been instituted against Lessee for other than rent payments, whether or not this Lease has been forfeited by the institution of such proceeding, shall not constitute a waiver by Lessor of its rights to conclude such proceedings and exercise any remedy Lessor may have arising from such proceedings.

14. ESTOPPEL CERTIFICATES: At any time during the term of this Lease, within ten days after service on it of a written request by Lessor, Lessee shall execute, acknowledge and deliver to Lessor a true statement in writing certifying:

14.1. That this Lease has not been modified and is in full force and effect.

14.2. That the manner in which this Lease has been modified and that as so modified, this Lease is in full force and effect.

14.3. That the date to which rent reserves in this Lease have been paid.

14.4. That such other matters pertaining to this Lease and the lease premises as Lessor may request.

15. SUBORDINATION OF LEASE: This Lease, and Lessee's leasehold interest under this Lease, are and shall be subject, subordinate and inferior to any lien or encumbrance now or hereafter placed on the encumbrance, to the interest payable on any such lien or encumbrance, and to any and all renewals of such liens and encumbrances.

16. INDEMNITY AGREEMENT: To the extent limited in accordance with NRS 41.0305 to NRS 41.039, the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno shall indemnify, defend and hold harmless the Housing Authority of the City of Reno from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by the University or any of its officers or employees, which may occur during or which may arise out of the performance of this agreement. The University will assert the defense of sovereign immunity as appropriate in all cases, including malpractice and indemnity actions. The University's indemnity obligation for actions sounding tort is limited in accordance with the provisions of NRS 41.035.

17. ASSIGNMENT AND SUBLETTING: Lessee shall not assign this Lease or sublet all or any portion of said lease premises without the prior written consent of Lessor. Any assignment or subletting without prior written consent of Lessor shall be void and shall, at the option of Lessor, terminate this Lease.

18. INSURANCE: Lessor agrees to maintain extended fire and casualty insurance coverage on the leased premises, structures located thereon, and fixtures of Lessor located therein (within 30 days of the date hereof). Lessee agrees to maintain during the entire term of the Lease the following insurance coverage:

18.1. The Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno is self-insured in accordance with the limitations of NRS 41.0305 to NRS 41.039.

18.2. Lessee will be responsible for Fire and extended coverage of Lessee's fixtures, goods, wares and merchandise in or about the leases premises.

18.3. Lessor and Lessee agree that Lessor shall be named as an additional insured on the excess liability policy or insurance. Each Party's additional insured obligations to the other shall be for the duties under this Lease. In the event, however, that Lessee discontinues its policy of self-insurance, then, the Lessee shall secure comprehensive public liability insurance in the minimum amount of two million dollars (\$2,000,000.00) for the loss from an accidental or from the malfeasance, misfeasance or nonfeasance of Lessee in the course of conducting its business for a single occurrence. Further, Lessor reserves its rights, also, pursuant to NRS 41.0305 through NRS 41.039.

18.4. A letter of self-insurance and a certificate of excess liability insurance from Lessee's insurer must be provided to Lessor by Lessee within 30 days of inception of this Lease for the insurance coverage required by this Paragraph 18.

19. TIME IS OF THE ESSENCE: Time is expressly declared to be of the essence of this Lease.

20. LEGAL NOTICES:

20.1. Any notices for Lessor by Lessee must be made in writing and delivered to the Executive Director or designee at the Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada 89512-3012.

20.2. Any notices for Lessee by Lessor must be made in writing to the Executive Director or designee of Lessee, Washoe County School District, State & Federal Programs, Early Childcare Center, 870 Sage Street, Reno, Nevada 89512.

21. ABANDONMENT OF PROPERTY: Personal property of Lessee left on the premises upon termination of this Lease shall be considered abandoned and may be disposed of by Lessor in accordance with the Landlord's Lien Law of the State of Nevada.

22. LAWSUITS: In the event legal action is ultimately required to enforce any provision of this Lease, the prevailing party shall be entitled to a reasonable attorney's fee and costs.

23. GOVERNING LAWS. This Lease agreement shall be governed by the laws of the State of Nevada and shall be governed by those laws pertaining to agreements executed and wholly performed within the State of Nevada.

24. TERMS. In the event that any one or more of the terms, provisions, covenants or restrictions of this Lease agreement shall be determined by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this Lease agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated; further, if any one or more of the provisions contained in this Lease agreement shall, for any reason, be determined by a court of competent jurisdiction to be excessively broad as to duration, activity or subject, it shall be construed, by limiting or reducing it, so as to be enforceable to the extent compatible with then applicable law.

25. FUNDING OUT CLAUSE. If Tenant fails to appropriate budget funds specifically for the purpose of maintaining this Lease, in a subsequent fiscal year after the effective date of the Agreement, Landlord hereby agree to cancel this Agreement and hold Tenant harmless from any penalty, charge, or sanction. Tenant agrees to provide written notice to Landlord of this eventuality, should it occur.

26. PROVISIONS FOR MODIFICATIONS: This Lease evidences the entire agreement between Lessee and Lessor. Any other changes shall be accomplished by a written addendum to the Lease executed by both parties, except that the Schedule of Charges for Services and Repairs, incorporated herein by reference, may be modified at any time by Lessor. Lessor will give 30 days written notice to Lessee setting forth the proposed modification, the reasons therefore and providing Lessee an opportunity to present written comments, which shall be taken into consideration by Lessor prior to the proposed modifications becoming effective. A copy of such notice shall be delivered directly or mailed to Lessee.

UNR Early Head Start - Child Care Center Lease 2017-2019

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27. GOVERNING LAW The terms of this Lease Agreement shall be governed in accordance with Nevada Law.
IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year first above written.

**For the Board of Regents for the Nevada System of Higher Education
on behalf of the University of Nevada, Reno, UNR Early Head Start**

By: Betsy Brownfield Date: 11-29-18
(Lessee) Betsy Brownfield
Purchasing Officer

For the Housing Authority of the City of Reno

By: Amy Chao Date: 11/29/18
(Lessor)

UNR Early Head Start - Child Care Center Lease 2017-2019
For the Housing Authority of the City of Reno

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EXHIBIT A

1. Commercial refrigerator Whirlpool WRF5355MBM
2. Garbage disposal Badger Model 5XP
 SIN 08041572141

Reno Housing Authority

Exhibit B

UNR Early Head Start - Child Care Lease

CATEGORY	LOCATION	ROOM	ITEM	SUB ITEM	2017	2018	Change
APPLIANCE	GENERAL	KITCHEN	GOODMAN FLAME SENSOR			\$ 5.63	\$ 5.63
			SUPPORT RACK			\$ 3.97	\$ 3.97
			SUPPORT RACK			\$ 4.89	\$ 4.89
			SCREW HANDLE			\$ 0.63	\$ 0.63
APPLIANCE	GENERAL	KITCHEN	RANGE HOOD FILTER			\$ 4.58	\$ 4.58
			3/8L FLAT FAUCET WASH			\$ 0.16	\$ 0.16
			4" HOSE CLAMP			\$ 0.79	\$ 0.79
APPLIANCE	GENERAL	KITCHEN	MICROWAVE GREASE FILTER			\$ 5.62	\$ 5.62
APPLIANCE	GENERAL	KITCHEN	RANGE DRIP PAN	8 INCH		\$ 1.86	\$ 1.86
APPLIANCE	GENERAL	KITCHEN	RANGE DRIP PAN	6 INCH		\$ 1.54	\$ 1.54
			FILTER			\$ 4.87	\$ 4.87
			BURNER BOWL	SMALL		\$ 5.34	\$ 5.34
			40W BULB LAMP			\$ 5.20	\$ 5.20
APPLIANCE	GENERAL	KITCHEN	DOOR BAR			\$ 6.15	\$ 6.15
APPLIANCE	GENERAL	KITCHEN	MICROWAVE GREASE FILTER	7 3/4 X 9 1/16		\$ 6.21	\$ 6.21
			PLASTIC FAN BLADE			\$ 6.29	\$ 6.29
APPLIANCE	GENERAL	KITCHEN	RANGE HOOD FILTER	7 1/4 X 1 2X3		\$ 6.60	\$ 6.60
			BURNER BOWL	LARGE		\$ 6.78	\$ 6.78
			200-99 LIMIT			\$ 7.00	\$ 7.00
APPLIANCE	GENERAL	KITCHEN	REFRIGERATOR BULB			\$ 7.07	\$ 7.07
			ENDCAP			\$ 8.14	\$ 8.14
			RUN CAPACITOR 15 MFD			\$ 8.99	\$ 8.99
			350-RESET LIMIT			\$ 9.10	\$ 9.10
APPLIANCE	GENERAL	KITCHEN	RANGE HOOD FILTER	10 X 9.5		\$ 9.99	\$ 9.99
			KNOB THERMOSTAT			\$ 10.14	\$ 10.14
APPLIANCE	GENERAL	KITCHEN	CAP BURNER			\$ 10.27	\$ 10.27
APPLIANCE	GENERAL	KITCHEN	MICROWAVE AIR FILTER			\$ 10.30	\$ 10.30
			4" LED BULB			\$ 11.00	\$ 11.00
APPLIANCE	GENERAL	KITCHEN	BAR, FRIDGE DOOR			\$ 11.53	\$ 11.53
			FILTER			\$ 11.63	\$ 11.63
			KNOB			\$ 11.66	\$ 11.66
APPLIANCE	GENERAL	KITCHEN	OVEN KNOB			\$ 12.64	\$ 12.64
			GASKET DRAWER ASM			\$ 13.14	\$ 13.14
APPLIANCE	GENERAL	KITCHEN	FRIDGE GASKET			\$ 13.22	\$ 13.22
APPLIANCE	GENERAL	KITCHEN	BURNER HEAD			\$ 13.44	\$ 13.44
			KNOB			\$ 14.16	\$ 14.16
APPLIANCE	GENERAL	KITCHEN	BROIL PAN SET LARGE			\$ 14.18	\$ 14.18
APPLIANCE	GENERAL	KITCHEN	FF HANDLE			\$ 14.31	\$ 14.31
APPLIANCE	GENERAL	KITCHEN	PLASTIC HANDLE	WHITE		\$ 14.31	\$ 14.31
APPLIANCE	GENERAL	KITCHEN	RANGE HOOD FILTER			\$ 14.45	\$ 14.45
APPLIANCE	GENERAL	KITCHEN	RANGE HOOD FILTER	11 3/8 X 11 3/4		\$ 15.70	\$ 15.70
APPLIANCE	GENERAL	KITCHEN	8" INFINITY BURNER SWITCH			\$ 16.67	\$ 16.67
			LIMIT SWITCH			\$ 17.12	\$ 17.12
			MOTOR BRACKET			\$ 18.13	\$ 18.13
APPLIANCE	GENERAL	KITCHEN	SMALL BURNER CAP			\$ 18.80	\$ 18.80
APPLIANCE	GENERAL	KITCHEN	TRACK, MEAT HANGER			\$ 19.44	\$ 19.44
APPLIANCE	GENERAL	KITCHEN	FLAME SENSOR			\$ 19.78	\$ 19.78
APPLIANCE	GENERAL	KITCHEN	OVEN THERMOSTAT			\$ 21.69	\$ 21.69
APPLIANCE	GENERAL	KITCHEN	GREASER FILTER			\$ 22.10	\$ 22.10
APPLIANCE	GENERAL	KITCHEN	TRACK, MEAT PAN			\$ 23.19	\$ 23.19
APPLIANCE	GENERAL	KITCHEN	BURNER			\$ 23.49	\$ 23.49
APPLIANCE	GENERAL	KITCHEN	GASKET OVEN DOOR			\$ 24.28	\$ 24.28
APPLIANCE	GENERAL	KITCHEN	DOOR GASKET			\$ 24.70	\$ 24.70
			CONDENSOR FAN MOTOR			\$ 26.27	\$ 26.27
APPLIANCE	GENERAL	KITCHEN	CAP BURNER			\$ 27.65	\$ 27.65
APPLIANCE	GENERAL	KITCHEN	FRIDGE FRONT SHELF			\$ 28.77	\$ 28.77
APPLIANCE	GENERAL	KITCHEN	COVER VEG PAN			\$ 28.80	\$ 28.80
			EVAPORATOR MOTOR			\$ 28.84	\$ 28.84
APPLIANCE	GENERAL	KITCHEN	FRIDGE GASKET			\$ 31.22	\$ 31.22
APPLIANCE	GENERAL	KITCHEN	FRIDGE GASKET			\$ 31.22	\$ 31.22
APPLIANCE	GENERAL	KITCHEN	OVEN GASKET			\$ 32.59	\$ 32.59
			FF GASKET			\$ 34.59	\$ 34.59
			CAP			\$ 35.19	\$ 35.19
APPLIANCE	GENERAL	KITCHEN	DOOR GASKET			\$ 35.92	\$ 35.92
			BURNER			\$ 36.16	\$ 36.16
APPLIANCE	GENERAL	KITCHEN	GASKET DOOR PART			\$ 36.73	\$ 36.73
APPLIANCE	GENERAL	KITCHEN	DOOR BAR, FRIDGE			\$ 36.79	\$ 36.79
			SHELF TRIM			\$ 37.17	\$ 37.17
APPLIANCE	GENERAL	KITCHEN	FRIDGE HANDLE SET	WHITE		\$ 37.48	\$ 37.48
			MOTOR ASSEMBLY			\$ 39.02	\$ 39.02
			VALVE STEM ASSEMBLY			\$ 40.80	\$ 40.80
APPLIANCE	GENERAL	KITCHEN	FRIDGE HANDLE			\$ 41.08	\$ 41.08
APPLIANCE	GENERAL	KITCHEN	OVEN BAKE ELEMENT			\$ 41.68	\$ 41.68
			COVER			\$ 43.38	\$ 43.38
APPLIANCE	GENERAL	KITCHEN	KENMORE DRAWER			\$ 44.06	\$ 44.06
APPLIANCE	GENERAL	KITCHEN	DOOR GASKET PART			\$ 44.59	\$ 44.59
APPLIANCE	GENERAL	KITCHEN	FRIDGE GASKET PART			\$ 49.58	\$ 49.58
APPLIANCE	GENERAL	KITCHEN	THERMOSTAT - OVEN			\$ 49.86	\$ 49.86
			PRESSURE SWITCH			\$ 51.96	\$ 51.96
APPLIANCE	GENERAL	KITCHEN	GE OVEN ELEMENT			\$ 52.56	\$ 52.56
APPLIANCE	GENERAL	KITCHEN	FREEZER SHELF			\$ 53.60	\$ 53.60
APPLIANCE	GENERAL	KITCHEN	CAP BURNER			\$ 53.90	\$ 53.90
APPLIANCE	GENERAL	KITCHEN	PAN			\$ 55.70	\$ 55.70
APPLIANCE	GENERAL	KITCHEN	BURNER ASSEMBLY			\$ 58.96	\$ 58.96

			INDUCER FAN/MOTOR FOR GOODMAN		\$ 64.73	\$ 64.73
			CIRCUIT BOARD		\$ 75.24	\$ 75.24
APPLIANCE	GENERAL	KITCHEN	CRISPER SHELF		\$ 84.34	\$ 84.34
			INDUCER MOTOR		\$ 88.74	\$ 88.74
APPLIANCE	GENERAL	KITCHEN	OVEN THERMOSTAT		\$ 98.08	\$ 98.08
			DUAL MANOMETER		\$ 127.16	\$ 127.16
			MOTOR DD 3/4		\$ 133.95	\$ 133.95
			5.0" DIA		\$ 142.16	\$ 142.16
			GAS VALVE		\$ 148.30	\$ 148.30
			INDUCER FAN/MOTOR FOR TRANE HEATER		\$ 231.34	\$ 231.34
			208-230V1PH 1100RPM		\$ 237.06	\$ 237.06
			DRAFT BLOWER PART		\$ 266.77	\$ 266.77
			CIRCUIT BOARD		\$ 379.96	\$ 379.96
BUILDING	GENERAL		Glass replacement materials (lin. inch)	Bronze Space	\$ 0.40	\$ 0.40
BUILDING	GENERAL		Glass replacement materials (sq.ft)	Single Strength P/SF	\$ 1.43	\$ 1.43
BUILDING	GENERAL		Glass replacement materials (sq.ft)	Double Strength P/SF	\$ 1.88	\$ 1.88
BUILDING	GENERAL		Glass replacement materials (sq.ft)	Pattern	\$ 5.48	\$ 5.48
BUILDING	GENERAL		Glass replacement materials (sq.ft)	Thermal non-tempered 1/8" clear	\$ 5.70	\$ 5.70
BUILDING	GENERAL		Glass replacement materials (sq.ft)	Thermal 1/8" tinted	\$ 7.13	\$ 7.13
BUILDING	GENERAL		Glass replacement materials (sq.ft)	Thermal Low E glass	\$ 9.30	\$ 9.30
BUILDING	GENERAL		Glass replacement materials (sq.ft)	Thermal tempered 1/8" clear	\$ 9.38	\$ 9.38
BUILDING	GENERAL		Glass replacement labor, per ea.	In shop	\$ 60.00	\$ 60.00
BUILDING	GENERAL		Glass replacement labor, per ea.	On-Site two or more windows	\$ 70.00	\$ 70.00
BUILDING	GENERAL		Glass replacement labor	On-Site first window	\$ 105.00	\$ 105.00
BUILDING	GENERAL		Glass replacement labor	On-Site two or more windows - two man set	\$ 107.50	\$ 107.50
BUILDING	GENERAL		Glass replacement labor	On-Site first window - two man set	\$ 175.00	\$ 175.00
LOCKS	GENERAL		8T Single Keyed Turnknob Deadbolt		\$ 152.48	\$ 19.89 (\$132.59)
LOCKS	GENERAL		BEST (CORE ONLY)		\$ 38.23	\$ 19.89 (\$18.34)
LOCKS	GENERAL		DEAD BOLT LATCH		\$ 15.57	\$ 9.95 (\$5.62)
LOCKS	GENERAL		DEADBOLT REPLACEMENT - (SCHLAGE ONLY)		\$ 40.58	\$ 9.95 (\$30.63)
LOCKS	GENERAL		DEADBOLT REPLACEMENT BEST (LESS CORE)		\$ 74.63	\$ 19.89 (\$54.74)
LOCKS	GENERAL		REPLACE EXTERIOR PASSAGE LOCKSET (SCHLAGE)		\$ 43.60	\$ 9.95 (\$33.65)
LOCKS	GENERAL		REPLACE INTERIOR PASSAGE LOCKSET		\$ 16.55	\$ 9.95 (\$6.60)
LOCKS	GENERAL		REPLACE KEY BEST		\$ 9.46	\$ 4.97 (\$4.49)
LOCKS	GENERAL		REPLACE KEY NON BEST		\$ 5.05	\$ 4.97 (\$0.08)
FLOORING	MYRA BIRCH		VINYL REPLACEMENT	2 BEDROOM	\$ 194.17	
FLOORING	STEAD	KITCHEN	VINYL REPLACEMENT	2/3 BEDROOM	\$ 724.13	
FLOORING	YORKSHIRE	BATHROOM	VINYL REPLACEMENT	3 BEDROOM	\$ 627.26	
FLOORING	YORKSHIRE	KITCHEN	VINYL REPLACEMENT	3 BEDROOM	\$ 179.71	
FLOORING	SILVERADA		VINYL REPLACEMENT	2 BEDROOM	\$ 370.75	
FLOORING	SILVERADA	KITCHEN	VINYL REPLACEMENT	1 BEDROOM	\$ 548.10	
FLOORING	MCGRAW		VINYL REPLACEMENT	STUDIO	\$ 527.70	
FLOORING	ESSEX	KITCHEN	VINYL REPLACEMENT	2 BEDROOM	\$ 663.96	
FLOORING	ESSEX	KITCHEN	VINYL REPLACEMENT	2 BEDROOM	\$ 785.35	
FLOORING	ESSEX	KITCHEN	VINYL REPLACEMENT	3 BEDROOM	\$ 775.77	
FLOORING	SILVERADA		CARPET REPLACEMENT	STUDIO	\$ 555.20	
FLOORING	SILVERADA		CARPET REPLACEMENT	1 BEDROOM	\$ 697.00	
FLOORING	SILVERADA		CARPET REPLACEMENT	2 BEDROOM	\$ 856.20	
FLOORING	SILVERADA		CARPET REPLACEMENT	3 BEDROOM	\$ 863.00	
FLOORING	MCGRAW		CARPET REPLACEMENT	STUDIO	\$ 588.50	
APPLIANCE	GENERAL	KITCHEN	Refrigerator		\$ 517.10	\$ 518.39 \$ 1.29
APPLIANCE	GENERAL	KITCHEN	GE GAS RANGE 30"	GAS RANGE	\$ 446.00	\$ 332.00 (\$114.00)
APPLIANCE	GENERAL	KITCHEN	30" WHITE GAS RANGE			
APPLIANCE	GENERAL	KITCHEN	REFRIGERATOR			
BUILDING	GENERAL	BATHROOM	TOILET PAPER ROLLER, per ea.		\$ 9.94	\$ 10.45 \$ 0.51
BUILDING	GENERAL	BATHROOM	TUB STOPPER, per ea.		\$ 5.48	\$ 5.64 \$ 0.16
BUILDING	GENERAL	KITCHEN	SINK STOPPER, per ea.	5"	\$ 5.52	\$ 5.71 \$ 0.19
BUILDING	GENERAL	KITCHEN	CABINET HINGE, per ea.		\$ 5.56	\$ 5.81 \$ 0.25
BUILDING	GENERAL		FLOOR TILE, per ea.		\$ 8.76	\$ 8.51 \$ (0.25)
BUILDING	GENERAL		DOOR STOP, per ea.	3"	\$ 5.76	\$ 5.93 \$ 0.17
BUILDING	GENERAL		DOOR KNOB STOP, per ea.	5"	\$ 5.92	\$ 5.97 \$ 0.05
APPLIANCE	GENERAL	KITCHEN	STOVE DRIP PAN, ELEC & GAS	STOVE (6pk)	\$ 5.93	\$ 6.13 \$ 0.20
BUILDING	GENERAL	KITCHEN	SINK BASKET STRAINER, per ea.		\$ 6.10	\$ 6.17 \$ 0.07
LOCKS	GENERAL		STRIKE PLATE, per ea.		\$ 10.89	\$ 11.20 \$ 0.31
ELECTRICAL	GENERAL		SMOKE DETECTORS, per ea	REPLACE ONLY 9V BATTERY	\$ 6.29	\$ 6.44 \$ 0.15
BUILDING	GENERAL	KITCHEN	DISPOSAL STOPPER, per ea.		\$ 6.37	\$ 6.47 \$ 0.10
ELECTRICAL	GENERAL		CABLE/PHONE JACK, per ea.		\$ 6.47	\$ 6.47 \$ 0.00
MISC	GENERAL		HOUSE NUMBERS, per ea.		\$ 5.97	\$ 6.47 \$ 0.50
BUILDING	GENERAL	BATHROOM	AERATOR, per ea.		\$ 6.39	\$ 6.52 \$ 0.13
BUILDING	GENERAL	BEDROOM	CLOSET FLOOR GUIDES, per ea.		\$ 5.92	\$ 6.96 \$ 1.04
BUILDING	GENERAL	BEDROOM	CLOSET ROLLERS, per ea.		\$ 5.92	\$ 6.96 \$ 1.04
BUILDING	GENERAL	BATHROOM	TOWEL BAR		\$ 11.53	\$ 12.04 \$ 0.51
BUILDING	GENERAL		COVE BASE, per ea.	4" PIECE	\$ 11.81	\$ 12.20 \$ 0.39
LOCKS	GENERAL		WINDOW LOCK, SLIDING SNAP, per ea.		\$ 12.19	\$ 12.45 \$ 0.26
BUILDING	GENERAL	KITCHEN	SINK SPRAYER, per ea		\$ 27.50	\$ 28.39 \$ 0.89
BUILDING	GENERAL	BATHROOM	SOAP DISH		\$ 12.73	\$ 13.24 \$ 0.51
BUILDING	GENERAL	BEDROOM	CLOSET ROD HOLDERS		\$ 8.51	\$ 8.66 \$ 0.15
BUILDING	GENERAL	BATHROOM	TOOTHBRUSH HOLDER		\$ 8.51	\$ 8.76 \$ 0.25
BUILDING	GENERAL	BATHROOM	SHOWER HEAD, per ea.		\$ 9.80	\$ 9.87 \$ 0.06
BUILDING	GENERAL	BATHROOM	CAULKING, per ea.		\$ 13.77	\$ 14.45 \$ 0.68
ELECTRICAL	GENERAL	BEDROOM	LIGHT FIXTURE, COVER ONLY, per ea.		\$ 9.47	\$ 9.47 \$ 0.00
ELECTRICAL	GENERAL	HALL	LIGHT FIXTURE, COVER ONLY, per ea.		\$ 11.47	\$ 10.97 \$ (0.50)
APPLIANCE	GENERAL	KITCHEN	RANGE HOOD LIGHT BULB COVER	STOVE	\$ 12.37	\$ 11.92 \$ (0.45)
BUILDING	GENERAL		HEAT REGISTER	4"x10"	\$ 13.51	\$ 12.96 \$ (0.55)
APPLIANCE	GENERAL	KITCHEN	STOVE KNOBS, THERMOSTAT	STOVE, GE, HOTPOINT	\$ 15.66	\$ 14.50 \$ (1.16)
BUILDING	GENERAL	BATHROOM	CERAMIC SOAP DISH		\$ 34.89	\$ 36.18 \$ 1.29

LOCKS	GENERAL		8T Single Keyed Turnknob Deadbolt		\$ 152.48	\$ 19.89	\$ (132.59)
LOCKS	GENERAL		BEST (CORE ONLY)		\$ 38.23	\$ 19.89	\$ (18.34)
BUILDING	GENERAL	BEDROOM	CLOSET ROD	8" wooden	\$ 15.71	\$ 15.96	\$ 0.25
BUILDING	GENERAL	BATHROOM	TUB SPOUT		\$ 31.87	\$ 31.88	\$ 0.02
BUILDING	GENERAL	KITCHEN	END CAP		\$ 24.43	\$ 24.94	\$ 0.51
ELECTRICAL	GENERAL	BATHROOM	LIGHT FIXTURE 14", COVER ONLY, per ea.		\$ 13.97	\$ 19.96	\$ 5.99
ELECTRICAL	GENERAL		SMOKE DETECTORS	DIRECT WIRE BATT. B-UP, WITHHUSH	\$ 25.43	\$ 25.44	\$ 0.01
BUILDING	GENERAL		LAWN HOSE	50' medium duty	\$ 22.71	\$ 21.96	\$ (0.75)
BUILDING	GENERAL	BATHROOM	TOILET FLUSH HANDLE		\$ 25.02	\$ 23.54	\$ (1.48)
ELECTRICAL	GENERAL		GFCI RECEPTACLE	LEVITON	\$ 34.04	\$ 32.69	\$ (1.36)
APPLIANCE	GENERAL	KITCHEN	OVEN ELEMENT (COILS) 30"	STOVE, FRIDGIDAIRE	\$ 30.77	\$ 28.96	\$ (1.81)
APPLIANCE	GENERAL	KITCHEN	OVEN ELEMENT (COILS) 30"	STOVE, KENMORE	\$ 30.67	\$ 35.92	\$ 5.25
MISC	GENERAL		TRASH CAN	Rubbermaid 32 gallon GRAY	\$ 46.67	\$ 47.96	\$ 1.29
APPLIANCE	GENERAL	KITCHEN	CRISPER TOP/COVER	REFRIGERATOR, GE, HOT POINT	\$ 56.97	\$ 52.52	\$ (4.45)
BUILDING	GENERAL	KITCHEN	SINK, SINGLE STAINLESS	6" 3 hole	\$ 128.29	\$ 129.16	\$ 0.87
BUILDING	MYRA BIRCH	BATHROOM	MEDICINE CABINET		\$ 63.43	\$ 63.94	\$ 0.51
BUILDING	MYRA BIRCH		THERMOSTAT, HEATING		\$ 64.04	\$ 67.69	\$ 3.65
BUILDING	GENERAL	KITCHEN	SINK, DOUBLE STAINLESS	6"	\$ 142.79	\$ 133.16	\$ (9.63)
APPLIANCE	GENERAL	KITCHEN	CRISPER PAN/DRAWER, Twin	REFRIGERATOR, GE, HOT POINT CTX16CYC MODELS	\$ 69.87	\$ 64.92	\$ (4.95)
BUILDING	GENERAL	KITCHEN	GARBAGE DISPOSAL	Badger 1	\$ 110.14	\$ 113.08	\$ 2.93
BUILDING	HAWK VIEW		SECURITY SCREEN DOOR	36x80	\$ 132.14	\$ 124.08	\$ (8.07)
BUILDING	STEAD		SECURITY SCREEN DOOR	36x80	\$ 131.14	\$ 124.08	\$ (7.07)
BUILDING	HAWK VIEW	BATHROOM	MEDICINE CABINET		\$ 114.44	\$ 114.95	\$ 0.51
ELECTRICAL	GENERAL		SMOKE DETECTORS	HANDICAP STROBE	\$ 168.19	\$ 160.77	\$ (7.42)
BUILDING	GENERAL	BATHROOM	TOILET TANK Champion Low Flow (New)		\$ 184.10	\$ 185.39	\$ 1.29
BUILDING	GENERAL	BATHROOM	TOILET BOWL Champion Low Flow (ADA) ELONGATED (New)		\$ 224.10	\$ 225.39	\$ 1.29
APPLIANCE	GENERAL	KITCHEN	CRISPER PAN/DRAWER, FULL	MODELS	\$ 56.01	\$ 4.97	\$ (51.04)
APPLIANCE	GENERAL	KITCHEN	CRISPER PAN/DRAWER, Twin	REFRIGERATOR, GE, HOTPOINT, GTH18DBX'S	\$ 69.62	\$ 4.97	\$ (64.65)
BUILDING	GENERAL		ALL SIZES - BIFOLD DOORS (1)	Magiglide	\$ 418.44	\$ 366.39	\$ (52.05)
BUILDING	GENERAL		ALL SIZES - BIFOLD DOORS (2)	Magiglide	\$ 601.87	\$ 451.03	\$ (150.84)
DRAPES	YORKSHIRE	MINI BLIND	46 1/2 X 48		\$ 33.67	\$ 34.18	\$ 0.51
DRAPES	MYRA BIRCH	ENTRY	49 X 55		\$ 35.85	\$ 36.36	\$ 0.51
DRAPES	YORKSHIRE	MINI BLIND	46 1/2 X 356		\$ 38.44	\$ 38.95	\$ 0.51
DRAPES	MINERAL	BEDROOM	68 X 42	3 BEDROOM	\$ 50.50	\$ 40.60	\$ (9.90)
DRAPES	MINERAL	KITCHEN	68 X 42	2 BEDROOM	\$ 50.50	\$ 40.60	\$ (9.90)
DRAPES	MINERAL	BEDROOM	68 X 42	4 BEDROOM	\$ 50.50	\$ 40.60	\$ (9.90)
DRAPES	MINERAL	KITCHEN	68 X 55	1 BEDROOM	\$ 53.31	\$ 43.51	\$ (9.80)
DRAPES	MINERAL	LIVING ROOM	68 X 55	3 BEDROOM	\$ 53.31	\$ 43.51	\$ (9.80)
DRAPES	MINERAL	ROOM	68 X 55	2 BEDROOM	\$ 53.31	\$ 43.51	\$ (9.80)
DRAPES	SILVERADA	BEDROOM	68 X 55		\$ 53.44	\$ 43.51	\$ (9.93)
DRAPES	TOM SAWYER	BEDROOM	68 X 55		\$ 34.12	\$ 43.51	\$ 9.39
DRAPES	MCGRAW	ROOM	47 X 53		\$ 44.76	\$ 45.27	\$ 0.51
DRAPES	MCGRAW	BEDROOM	72 X 54		\$ 53.44	\$ 53.95	\$ 0.51
DRAPES	ESSEX	BEDROOM	79 X 55		\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	ESSEX	ROOM	92 X 55		\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	ESSEX	ROOM	79 X 55		\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	HAWK VIEW	BEDROOM	79 X 55		\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	MCGRAW	ROOM	86 X 55		\$ 61.44	\$ 61.82	\$ 0.38
DRAPES	MINERAL	BEDROOM	92 X 55	1 BEDROOM	\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	MINERAL	BEDROOM	92 X 55	2 BEDROOM	\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	MINERAL	BEDROOM	92 X 55	4 BEDROOM	\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	MINERAL	ROOM	92 X 55	2 BEDROOM	\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	MYRA BIRCH	BEDROOM	79 X 55		\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	MYRA BIRCH	ROOM	79 X 55		\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	STEAD	BEDROOM	79 X 55		\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	TOM SAWYER	ROOM	86 X 55		\$ 61.31	\$ 61.82	\$ 0.51
DRAPES	YORKSHIRE	BLIND	78 X 84		\$ 62.46	\$ 62.97	\$ 0.51
DRAPES	STEAD	LIVING ROOM	HANDICAP UNIT 92 X 55		\$ 61.31	\$ 66.97	\$ 5.66
DRAPES	MYRA BIRCH	PATIO	84 X 84		\$ 68.53	\$ 69.04	\$ 0.51
DRAPES	STEAD	LIVING ROOM	84 X 84		\$ 68.53	\$ 69.04	\$ 0.51
DRAPES	SILVERADA	ROOM	90 X 67		\$ 69.73	\$ 70.24	\$ 0.51
DRAPES	HAWK VIEW	LIVING ROOM	115 X 55		\$ 70.51	\$ 71.02	\$ 0.51
DRAPES	MINERAL	ROOM	115 X 55	4 BEDROOM	\$ 73.55	\$ 71.02	\$ (2.53)
DRAPES	TOM SAWYER	SLIDER	115 X 55		\$ 70.51	\$ 71.02	\$ 0.51
DRAPES	SILVERADA	SLIDER	130 X 56		\$ 87.71	\$ 88.22	\$ 0.51
BUILDING	MCGRAW		SECURITY SCREEN DOOR		\$ 531.15	\$ 38.09	\$ (493.07)
BUILDING	SILVER SAGE		SECURITY SCREEN DOOR		\$ 531.15	\$ 38.09	\$ (493.07)
BUILDING	TOM SAWYER		SECURITY SCREEN DOOR		\$ 531.15	\$ 38.09	\$ (493.07)
BUILDING	YORKSHIRE		SECURITY SCREEN DOOR		\$ 531.15	\$ 38.09	\$ (493.07)
			SCREWS			\$ 2.65	\$ 2.65
			SCREW, WASHER			\$ 2.65	\$ 2.65
			ASSEMBLY TERMINAL BLOCK			\$ 5.06	\$ 5.06
			KNOB THERMOSTAT			\$ 6.99	\$ 6.99
			CAPACITOR			\$ 9.28	\$ 9.28
BUILDING	GENERAL	BATHROOM	BROAN BATH FAN CAPACITOR			\$ 9.28	\$ 9.28
			SWITCH, 8" INFINITE			\$ 11.30	\$ 11.30
APPLIANCE	GENERAL	KITCHEN	ELEMENT, BAKE			\$ 12.16	\$ 12.16
			ASSEMBLY, TERM BLOCK			\$ 12.43	\$ 12.43
			SWITCH, 6" INFINITE			\$ 13.50	\$ 13.50
APPLIANCE	GENERAL	KITCHEN	PAN BROILER GRID			\$ 14.62	\$ 14.62
			KIT, INFINITE SWITCH			\$ 15.05	\$ 15.05
APPLIANCE	GENERAL	KITCHEN	BAR, DOOR			\$ 15.38	\$ 15.38
			KNOB, INFINITE			\$ 17.39	\$ 17.39
APPLIANCE	GENERAL	KITCHEN	BAR, DOOR			\$ 17.70	\$ 17.70
APPLIANCE	GENERAL	KITCHEN	ELEMENT, BAKE			\$ 18.30	\$ 18.30
APPLIANCE	GENERAL	KITCHEN	DOOR BAR (TOP)			\$ 18.47	\$ 18.47

LOCKS	GENERAL		8T Single Keyed Turnknob Deadbolt		\$ 152.48	\$ 19.89	\$ (132.59)
LOCKS	GENERAL		BEST (CORE ONLY)		\$ 38.23	\$ 19.89	\$ (18.34)
APPLIANCE	GENERAL	KITCHEN	DOOR BAR (BOTTOM)			\$ 18.47	\$ 18.47
APPLIANCE	GENERAL	KITCHEN	DOOR BAR (MIDDLE)			\$ 19.62	\$ 19.62
APPLIANCE	GENERAL	KITCHEN	BAR, DOOR			\$ 20.70	\$ 20.70
APPLIANCE	GENERAL	KITCHEN	BURNER SK TOP			\$ 20.83	\$ 20.83
			THERMOSTAT KNOB			\$ 22.98	\$ 22.98
APPLIANCE	GENERAL	KITCHEN	HANDLE, OVEN DOOR			\$ 23.33	\$ 23.33
APPLIANCE	GENERAL	KITCHEN	BIN, SHELF			\$ 23.41	\$ 23.41
			SWITCH, INFINITE 6"			\$ 23.50	\$ 23.50
			RIGHT DOOR TRIM			\$ 24.60	\$ 24.60
			LEFT DOOR TRIM			\$ 24.60	\$ 24.60
			DOOR			\$ 24.70	\$ 24.70
APPLIANCE	GENERAL	KITCHEN	HOTPOINT GASKET, FF DOOR SEAL			\$ 24.99	\$ 24.99
			SWITCH, INFINITE 8"			\$ 26.21	\$ 26.21
APPLIANCE	GENERAL	KITCHEN	HINGE OVEN DOOR RH			\$ 26.42	\$ 26.42
APPLIANCE	GENERAL	KITCHEN	HINGE OVEN DOOR LH			\$ 26.42	\$ 26.42
			6" SWITCH, INFINITE			\$ 26.53	\$ 26.53
			BOTTOM DOOR TRIM			\$ 30.14	\$ 30.14
			MOTOR ASSEMBLY			\$ 30.85	\$ 30.85
APPLIANCE	GENERAL	KITCHEN	RACK, LOW BROIL			\$ 31.54	\$ 31.54
			MOTOR EVAPORATION FAN			\$ 32.50	\$ 32.50
APPLIANCE	GENERAL	KITCHEN	DOOR HANDLE			\$ 33.22	\$ 33.22
APPLIANCE	GENERAL	KITCHEN	OVEN ELEMENT (COILS) 30"	STOVE, GE MODEL JBS03M1WH	\$ 31.40	\$ 39.60	\$ 8.20
			ELEMENT, 6" SURF			\$ 37.90	\$ 37.90
			MOTOR CONDENSER			\$ 38.12	\$ 38.12
			8" SWITCH, INFINITE			\$ 40.77	\$ 40.77
APPLIANCE	GENERAL	KITCHEN	COVER, VEG FRAME			\$ 40.99	\$ 40.99
			ELEMENT, 8" SURF			\$ 41.38	\$ 41.38
APPLIANCE	GENERAL	KITCHEN	FRIGIDAIRE DOOR SEAL			\$ 42.01	\$ 42.01
APPLIANCE	GENERAL	KITCHEN	THERMOSTAT, OVEN			\$ 56.85	\$ 56.85
APPLIANCE	GENERAL	KITCHEN	THERMOSTAT, OVEN			\$ 62.50	\$ 62.50
APPLIANCE	GENERAL	KITCHEN	GASKET FF DOOR			\$ 63.99	\$ 63.99
APPLIANCE	GENERAL	KITCHEN	FRIGIDAIRE, GASKET FF DOOR SEAL			\$ 63.99	\$ 63.99
			MOTOR, INDUCER VENT			\$ 74.00	\$ 74.00
APPLIANCE	GENERAL	KITCHEN	GASKET, OVEN FUND	#118		\$ 76.27	\$ 76.27
APPLIANCE	GENERAL	KITCHEN	GASKET, OVEN FUND	#514		\$ 76.27	\$ 76.27
APPLIANCE	GENERAL	KITCHEN	PAN CRISPER			\$ 84.58	\$ 84.58
			CONTROL, BOARD			\$ 94.00	\$ 94.00
APPLIANCE	GENERAL	KITCHEN	THERMOSTAT, OVEN			\$ 109.30	\$ 109.30
APPLIANCE	GENERAL	KITCHEN	OVEN THERMOSTAT			\$ 112.60	\$ 112.60
			MOTOR, CONDENSER			\$ 166.42	\$ 166.42
PAINTING (UNIT)	CARVILLE COURT		2 BDRM	INCLUDES CEILINGS	\$ 260.00	\$ 260.00	\$ -
PAINTING (UNIT)	CARVILLE COURT		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 380.00	\$ 380.00	\$ -
PAINTING (UNIT)	D & K		2 BDRM	INCLUDES CEILINGS	\$ 260.00	\$ 260.00	\$ -
PAINTING (UNIT)	D & K		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 380.00	\$ 380.00	\$ -
PAINTING (UNIT)	D & K		3 BDRM	INCLUDES CEILINGS	\$ 350.00	\$ 350.00	\$ -
PAINTING (UNIT)	D & K		3 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 490.00	\$ 490.00	\$ -
PAINTING (UNIT)	ESSEX		2 BDRM	INCLUDES CEILINGS	\$ 330.00	\$ 330.00	\$ -
PAINTING (UNIT)	ESSEX		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 470.00	\$ 470.00	\$ -
PAINTING (UNIT)	ESSEX		3 BDRM	INCLUDES CEILINGS	\$ 360.00	\$ 360.00	\$ -
PAINTING (UNIT)	ESSEX		3 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 520.00	\$ 520.00	\$ -
PAINTING (UNIT)	HAWK VIEW		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 440.00	\$ 440.00	\$ -
PAINTING (UNIT)	HAWK VIEW		2 BDRM	INCLUDES CEILINGS	\$ 300.00	\$ 300.00	\$ -
PAINTING (UNIT)	MCGRAW/SILVER SAGE		1 BDRM	INCLUDES CEILINGS	\$ 270.00	\$ 270.00	\$ -
PAINTING (UNIT)	MCGRAW/SILVER SAGE		1 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 390.00	\$ 390.00	\$ -
PAINTING (UNIT)	MINERAL		1 BDRM	INCLUDES CEILINGS	\$ 270.00	\$ 270.00	\$ -
PAINTING (UNIT)	MINERAL		1 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 390.00	\$ 390.00	\$ -
PAINTING (UNIT)	MINERAL		2 BDRM	INCLUDES CEILINGS	\$ 300.00	\$ 300.00	\$ -
PAINTING (UNIT)	MINERAL		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 440.00	\$ 440.00	\$ -
PAINTING (UNIT)	MINERAL		3 BDRM	INCLUDES CEILINGS	\$ 330.00	\$ 330.00	\$ -
PAINTING (UNIT)	MINERAL		3 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 490.00	\$ 490.00	\$ -
PAINTING (UNIT)	MINERAL		4 BDRM	INCLUDES CEILINGS	\$ 360.00	\$ 360.00	\$ -
PAINTING (UNIT)	MINERAL		4 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 540.00	\$ 540.00	\$ -
PAINTING (UNIT)	MYRA BIRCH		2 BDRM	INCLUDES CEILINGS	\$ 360.00	\$ 360.00	\$ -
PAINTING (UNIT)	MYRA BIRCH		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 500.00	\$ 500.00	\$ -
PAINTING (UNIT)	SILVERADA		1 BDRM	INCLUDES CEILINGS	\$ 270.00	\$ 270.00	\$ -
PAINTING (UNIT)	SILVERADA		1 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 390.00	\$ 390.00	\$ -
PAINTING (UNIT)	SILVERADA		2 BDRM	INCLUDES CEILINGS	\$ 300.00	\$ 300.00	\$ -
PAINTING (UNIT)	SILVERADA		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 440.00	\$ 440.00	\$ -
PAINTING (UNIT)	SILVERADA		STUDIO	INCLUDES CEILINGS	\$ 230.00	\$ 230.00	\$ -
PAINTING (UNIT)	SILVERADA		STUDIO	TWO COATS - INCLUDES CEILINGS	\$ 330.00	\$ 330.00	\$ -
PAINTING (UNIT)	STEAD		2 BDRM	INCLUDES CEILINGS	\$ 360.00	\$ 360.00	\$ -
PAINTING (UNIT)	STEAD		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 500.00	\$ 500.00	\$ -
PAINTING (UNIT)	STEAD		3 BDRM	INCLUDES CEILINGS	\$ 390.00	\$ 390.00	\$ -
PAINTING (UNIT)	STEAD		3 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 550.00	\$ 550.00	\$ -
PAINTING (UNIT)	TOM SAWYER		1 BDRM	INCLUDES CEILINGS	\$ 270.00	\$ 270.00	\$ -
PAINTING (UNIT)	TOM SAWYER		1 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 390.00	\$ 390.00	\$ -
PAINTING (UNIT)	TOM SAWYER		2 BDRM	INCLUDES CEILINGS	\$ 300.00	\$ 300.00	\$ -
PAINTING (UNIT)	TOM SAWYER		2 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 440.00	\$ 440.00	\$ -
PAINTING (UNIT)	TOM SAWYER		STUDIO	INCLUDES CEILINGS	\$ 230.00	\$ 230.00	\$ -
PAINTING (UNIT)	TOM SAWYER		STUDIO	TWO COATS - INCLUDES CEILINGS	\$ 330.00	\$ 330.00	\$ -
PAINTING (UNIT)	YORKSHIRE		3 BDRM	INCLUDES CEILINGS	\$ 350.00	\$ 350.00	\$ -
PAINTING (UNIT)	YORKSHIRE		3 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 490.00	\$ 490.00	\$ -
PAINTING (UNIT)	YORKSHIRE		4 BDRM	INCLUDES CEILINGS	\$ 390.00	\$ 390.00	\$ -
PAINTING (UNIT)	YORKSHIRE		4 BDRM	TWO COATS - INCLUDES CEILINGS	\$ 550.00	\$ 550.00	\$ -

LOCKS	GENERAL		8T Single Keyed Turnknob Deadbolt		\$ 152.48	\$ 19.89	\$ (132.59)
LOCKS	GENERAL		BEST (CORE ONLY)		\$ 38.23	\$ 19.89	\$ (18.34)
SCREENS	STEAD	BATHROOM	10 1/8 X 17 3/8 X 5/16	Contract	\$ 16.48	\$ 16.73	\$ 0.25
SCREENS	HAWK VIEW	BATHROOM	15 7/8 X 22	Contract	\$ 16.50	\$ 16.75	\$ 0.25
SCREENS	MCGRAW/SILVER SAGE	KITCHEN	16 3/4 X 33 7/8 X 5/16	Contract	\$ 17.47	\$ 17.72	\$ 0.25
SCREENS	MINERAL	BATHROOM	10 5/8 X 35 5/8 X 5/16	Contract	\$ 19.29	\$ 19.54	\$ 0.25
SCREENS	MCGRAW/SILVER SAGE	LIVING ROOM	16 3/4 X 45 7/8 X 5/16	Contract	\$ 20.47	\$ 20.72	\$ 0.25
SCREENS	TOM SAWYER	BEDROOM	22 1/2 X 40 5/8 X 5/16	Contract	\$ 20.72	\$ 20.97	\$ 0.25
SCREENS	HAWK VIEW	KITCHEN	15 3/4 X 37 7/8	Contract	\$ 21.46	\$ 21.71	\$ 0.25
SCREENS	MCGRAW/SILVER SAGE	LIVING ROOM	22 3/4 X 45 7/8 X 5/16	Contract	\$ 40.84	\$ 42.11	\$ 1.27
SCREENS	SILVERADA	STUDIO	26 1/2 X 41 1/2 X 5/16	Contract	\$ 21.97	\$ 22.22	\$ 0.25
SCREENS	ESSEX	KITCHEN	15 3/4 X 29 1/2 X 5/16	Contract	\$ 22.20	\$ 22.45	\$ 0.25
SCREENS	YORKSHIRE	KITCHEN	22 7/8 X 33 5/8 X 5/16	Contract	\$ 22.39	\$ 22.64	\$ 0.25
SCREENS	SILVERADA	LIVING ROOM	17 1/2 X 53 1/2 X 5/16	Contract	\$ 22.72	\$ 22.97	\$ 0.25
SCREENS	MINERAL	BEDROOM	22 3/8 X 35 5/8 X 5/16	Contract	\$ 23.01	\$ 23.26	\$ 0.25
SCREENS	HAWK VIEW	LIVING ROOM	22 1/2 X 36 7/8	Contract	\$ 23.32	\$ 23.57	\$ 0.25
SCREENS	MYRA BIRCH	ENTRY	15 7/8 X 43 1/2 X 3/8	Contract	\$ 23.32	\$ 23.57	\$ 0.25
SCREENS	MCGRAW/SILVER SAGE	BEDROOM	28 3/4 X 45 7/8 X 5/16	Contract	\$ 23.47	\$ 23.72	\$ 0.25
SCREENS	SILVERADA	BEDROOM	32 1/2 X 41 1/2 X 5/16	Contract	\$ 23.47	\$ 23.72	\$ 0.25
SCREENS	TOM SAWYER	LIVING ROOM	34 1/2 X 40 5/8 X 5/16	Contract	\$ 23.72	\$ 23.97	\$ 0.25
SCREENS	STEAD	KITCHEN	16 1/8 X 29 5/8 X 5/16	Contract	\$ 24.04	\$ 24.29	\$ 0.25
SCREENS	HAWK VIEW	BEDROOM	27 3/4 X 37 1/4	Contract	\$ 24.87	\$ 25.12	\$ 0.25
SCREENS	MCGRAW/SILVER SAGE	LIVING ROOM	34 3/4 X 45 7/8 X 5/16	Contract	\$ 24.97	\$ 25.22	\$ 0.25
SCREENS	YORKSHIRE	ROOM	22 7/8 X 45 5/8 X 5/16	Contract	\$ 26.11	\$ 26.36	\$ 0.25
SCREENS	MINERAL	BEDROOM	34 1/4 X 35 5/8 X 5/16	Contract	\$ 26.42	\$ 26.67	\$ 0.25
SCREENS	MINERAL	LIVING ROOM	22 X 48 X 5/16	CONTRACT - 4 BEDROOM	\$ 26.42	\$ 26.67	\$ 0.25
SCREENS	MINERAL	LIVING ROOM	22 3/8 X 47 3/4 X 5/16	CONTRACT - 1 AND 3 BEDROOM	\$ 26.73	\$ 26.98	\$ 0.25
SCREENS	MYRA BIRCH	BEDROOM	27 3/4 X 43 1/2 X 3/8	Contract	\$ 27.04	\$ 27.29	\$ 0.25
SCREENS	MYRA BIRCH	LIVING ROOM	27 3/4 X 44 1/4 X 3/8	Contract	\$ 27.04	\$ 27.29	\$ 0.25
SCREENS	STEAD	LIVING ROOM	22 5/8 X 35 5/8 X 5/16	Contract	\$ 29.50	\$ 29.75	\$ 0.25
SCREENS	MINERAL	LIVING ROOM	34 1/4 X 48 X 5/16	Contract	\$ 29.95	\$ 30.20	\$ 0.25
SCREENS	ESSEX	BEDROOM	27 7/8 X 33 5/8 X 5/16	Contract	\$ 26.04	\$ 26.04	\$ -
SCREENS	STEAD	BEDROOM	28 1/8 X 35 5/8 X 5/16	Contract	\$ 26.88	\$ 26.88	\$ -
SCREENS	ESSEX	ROOM	33 3/4 X 33 5/8 X 5/16	Contract	\$ 28.56	\$ 28.56	\$ -
SCREENS	STEAD	UNIT	28 X 54 HANDICAP	Contract	\$ 31.16	\$ 31.16	\$ -
SCREENS	MYRA BIRCH	PATIO	36 X 79	Contract	\$ 65.00	\$ 65.00	\$ -
SCREENS	TOM SAWYER	PATIO	36 X 77 7/8	Contract	\$ 65.00	\$ 65.00	\$ -
SCREENS	YORKSHIRE	ROOM	36 1/2 X 77 3/4	Contract	\$ 65.00	\$ 65.00	\$ -
SCREENS	YORKSHIRE	PATIO	36 1/2 X 77 3/4	Contract	\$ 65.00	\$ 65.00	\$ -
SCREENS	SILVERADA		15-Lite Panel	Contract	\$ 130.00	\$ 130.00	\$ -
BUILDING	GENERAL		3-0 X 6-8 18 GA SHOP DOOR				
BUILDING	GENERAL		30" INTERIOR PRIMED HARDBOARD HOLLOW CORE DOOR				
BUILDING	GENERAL		DOOR WEDGE				
BUILDING	GENERAL		30" X 80" SLAB DOOR				
BUILDING	GENERAL		7" X 2 1/4" TRIM				
BUILDING	GENERAL		6-8 KERF WEATHER STRIP				
BUILDING	GENERAL		BRONZE DOOR PADS				
BUILDING	GENERAL		1/6 6/8 13/8" SC PRIMED FLUSH DOOR				
BUILDING	GENERAL		2/6 X 6/8 X 1 3/8 HOLLOW CORE PRIME DOOR				
BUILDING	GENERAL		30" COATED FLAT DOOR MACHINED				
BUILDING	GENERAL		28" COATED FLAT DOOR MACHINED				
BUILDING	GENERAL		1 3/8 HOLLOW CORE 6 PANEL DOOR				
BUILDING	GENERAL		VINYL CORNER PADS				
APPLIANCE	GENERAL	KITCHEN	OVEN ELEMENT (COILS) 20"	STOVE, GE, HOTPOINT	\$ 34.22	\$ 4.97	\$ (29.25)
APPLIANCE	GENERAL	KITCHEN	BROILER GRID	STOVE, CROSLEY	\$ 27.84	\$ 4.97	\$ (22.87)
APPLIANCE	GENERAL	KITCHEN	BROILER PAN	STOVE, CROSLEY	\$ 25.44	\$ 4.97	\$ (20.47)
APPLIANCE	GENERAL	KITCHEN	CLEAN RANGE HOOD	STOVE	\$ 4.72	\$ 4.97	\$ 0.25
APPLIANCE	GENERAL	KITCHEN	CLEAN REFRIGERATOR	STOVE	\$ 37.75	\$ 39.78	\$ 2.03
APPLIANCE	GENERAL	KITCHEN	CLEAN STOVE	STOVE	\$ 37.75	\$ 39.78	\$ 2.03
APPLIANCE	GENERAL	KITCHEN	CRISPER COVER GLASS TOP PIECE	WHIRLPOOL ER8AHKXRQ01 REFRIGERATOR	\$ 93.83	\$ 4.97	\$ (88.86)
APPLIANCE	GENERAL	KITCHEN	CRISPER PAN/DRAWER, Twin	REFRIGERATOR, WHIRLPOOL MODEL ER8AHKXRQ01	\$ 109.92	\$ 4.97	\$ (104.95)
APPLIANCE	GENERAL	KITCHEN	CRISPER TOP/COVER	WHIRLPOOL ER8AHKXRQ01 REFRIGERATOR	\$ 93.83	\$ 4.97	\$ (88.86)
APPLIANCE	GENERAL	KITCHEN	GASKET, REFRIGERATOR DOOR	REFRIGERATOR, FRIDGIDAIRE, ELEXTROLUX, WESTINGHOUSE	\$ 38.23	\$ 4.97	\$ (33.26)
APPLIANCE	GENERAL	KITCHEN	OVEN RACK, 22 7/8" W x 16 3/8" D	STOVE, WHIRLPOOL	\$ 45.73	\$ 4.97	\$ (40.76)
APPLIANCE	GENERAL	KITCHEN	RANGE HOOD, UNVENTED	STOVE	\$ 95.37	\$ 29.84	\$ (65.54)
APPLIANCE	GENERAL	KITCHEN	REFRIGERATOR SHELF	REFRIGERATOR, GE MODELS: GTH18DBX'S	\$ 46.38	\$ 4.97	\$ (41.41)
APPLIANCE	GENERAL	KITCHEN	REFRIGERATOR SHELF, GLASS	REFRIGERATOR, WHIRLPOOL	\$ 74.04	\$ 4.97	\$ (69.07)
APPLIANCE	GENERAL	KITCHEN	REFRIGERATOR SHELF, WIRE	REFRIGERATOR, WHIRLPOOL	\$ 32.52	\$ 4.97	\$ (27.55)
BUILDING	ESSEX	BATHROOM	ALUMINUM MEDICINE CABINET	SINGLE DOOR - 20"	\$ 90.13	\$ 9.95	\$ (80.18)
BUILDING	ESSEX	BATHROOM	MEDICINE CABINET		\$ 48.36	\$ 9.95	\$ (38.41)
BUILDING	ESSEX	BATHROOM	MEDICINE CABINET	DOOR	\$ 10.83	\$ 4.97	\$ (5.86)
BUILDING	ESSEX	BATHROOM	SINK		\$ 276.92	\$ 38.09	\$ (238.84)
BUILDING	ESSEX	KITCHEN	COUNTERTOP COMPLETE		\$ 390.40	\$ 101.56	\$ (288.84)
BUILDING	ESSEX		SECURITY SCREEN DOOR	36 X 80	\$ 135.15	\$ 38.09	\$ (97.07)
BUILDING	GENERAL	BATHROOM	30" SUPPLY LINE		\$ 9.72	\$ 4.97	\$ (4.75)
BUILDING	GENERAL	BATHROOM	CABINET HINGE, per ea.		\$ 5.97	\$ 4.97	\$ (1.00)
BUILDING	GENERAL	BATHROOM	HANDICAP SHOWER HEAD		\$ 43.13	\$ 9.95	\$ (33.18)
BUILDING	GENERAL	BATHROOM	HANDICAP SHOWER HOSE		\$ 39.66	\$ 9.95	\$ (29.71)
BUILDING	GENERAL	BATHROOM	LAVATORY SINK WALL-MOUNT		\$ 109.43	\$ 50.78	\$ (58.65)
BUILDING	GENERAL	BATHROOM	LAVATORY SINK SELF RIMMING		\$ 84.18	\$ 38.09	\$ (46.10)
BUILDING	GENERAL	BATHROOM	MEDICINE CABINET SHELF	GLASS SHELF 13 3/16 X 4	\$ 14.14	\$ 9.95	\$ (4.19)
BUILDING	GENERAL	BATHROOM	MIRROR		\$ 19.56	\$ 9.95	\$ (9.61)
BUILDING	GENERAL	BATHROOM	SHOWER ROD		\$ 7.48	\$ 5.97	\$ (1.52)
BUILDING	GENERAL	BATHROOM	SINK FAUCET HANDLE		\$ 11.07	\$ 4.97	\$ (6.10)
BUILDING	GENERAL	BATHROOM	TOILET BOWL Champion Low Flow ELONGATED		\$ 143.79	\$ 25.39	\$ (118.40)
BUILDING	GENERAL	BATHROOM	TOILET BOWL ONLY-LABOR PLUS (OH)		\$ 54.84	\$ 25.39	\$ (29.45)

LOCKS	GENERAL		BT Single Keyed Turnknob Deadbolt		\$ 152.48	\$ 19.89	\$ (132.59)
LOCKS	GENERAL		BEST (CORE ONLY)		\$ 38.23	\$ 19.89	\$ (18.34)
BUILDING	GENERAL	BATHROOM	TOILET BOWL ROUND FRONT (RF)		\$ 103.49	\$ 25.39	\$ (78.10)
BUILDING	GENERAL	BATHROOM	TOILET SEAT		\$ 18.22	\$ 4.97	\$ (13.25)
BUILDING	GENERAL	BATHROOM	TOILET TANK AND BOWL (Old)		\$ 71.76	\$ 25.39	\$ (46.37)
BUILDING	GENERAL	BATHROOM	TOILET TANK ONLY - LABOR PLUS: (Old)		\$ 58.07	\$ 25.39	\$ (32.68)
BUILDING	GENERAL	BEDROOM	CLOSET BYPASS DOOR	24x80	\$ 44.08	\$ 19.89	\$ (24.19)
BUILDING	GENERAL	BEDROOM	CLOSET BYPASS DOOR	30x80	\$ 47.23	\$ 19.89	\$ (27.34)
BUILDING	GENERAL	BEDROOM	CLOSET BYPASS DOOR	36x80	\$ 50.38	\$ 19.89	\$ (30.49)
BUILDING	GENERAL	BEDROOM	CLOSET DOOR KNOBS		\$ 5.46	\$ 4.97	\$ (0.49)
BUILDING	GENERAL	KITCHEN	BACKSPLASH		\$ 72.58	\$ 4.97	\$ (67.61)
BUILDING	GENERAL	KITCHEN	BREAD BOARD		\$ 11.02	\$ 4.97	\$ (6.05)
BUILDING	GENERAL	KITCHEN	CABINET DOOR		\$ 32.54	\$ 9.95	\$ (22.59)
BUILDING	GENERAL	KITCHEN	CLEAN CABINETS		\$ 18.88	\$ 19.89	\$ 1.02
BUILDING	GENERAL	KITCHEN	COUNTERTOP REPAIR/REFINISH		\$ 195.03	\$ 6.35	\$ (188.68)
BUILDING	GENERAL		3" & UNDER HOLE IN WALL		\$ 20.88	\$ 19.89	\$ (0.98)
BUILDING	GENERAL		BOTTOM DOOR SWEEP 36"		\$ 13.20	\$ 9.95	\$ (3.25)
BUILDING	GENERAL		DOOR, EXTERIOR WOOD SOLID 36"		\$ 279.23	\$ 101.56	\$ (177.67)
BUILDING	GENERAL		DOOR, EXTERIOR WOOD SOLID 32"		\$ 277.39	\$ 101.56	\$ (175.83)
BUILDING	GENERAL		DOOR, INTERIOR 30" HOLLOW CORE		\$ 51.05	\$ 25.39	\$ (25.66)
BUILDING	GENERAL		DOOR, INTERIOR 30" HOLLOW CORE	LEFT HAND 2 HINGE B&D	\$ 70.77	\$ 25.39	\$ (45.38)
BUILDING	GENERAL		DOOR, INTERIOR 30" HOLLOW CORE	LEFT HAND 3 HINGE B&D	\$ 70.77	\$ 25.39	\$ (45.38)
BUILDING	GENERAL		DOOR, INTERIOR WOOD SOLID		\$ 194.10	\$ 25.39	\$ (168.71)
BUILDING	GENERAL		DRYER VENT OUTSIDE		\$ 29.34	\$ 25.39	\$ (3.95)
BUILDING	GENERAL		DRYWALL	4x8x5/8 PIECE	\$ 63.63	\$ 63.48	\$ (0.16)
BUILDING	GENERAL		FAN BLADE, CEILING		\$ 18.65	\$ 4.97	\$ (13.68)
BUILDING	GENERAL		INSIDE WINDOW SILL		\$ 50.20	\$ 50.78	\$ 0.58
BUILDING	GENERAL		Screen Door Latch		\$ 26.88	\$ 19.89	\$ (6.99)
BUILDING	GENERAL		JAMB, EXTERIOR	7" PIECE	\$ 78.10	\$ 50.78	\$ (27.32)
BUILDING	GENERAL		MAINTENANCE I HOURLY RATE		\$ 18.88	\$ 19.89	\$ 1.01
BUILDING	GENERAL		MAINTENANCE II HOURLY RATE		\$ 24.10	\$ 25.39	\$ 1.29
BUILDING	GENERAL		REPLACE HOSE BIB		\$ 53.15	\$ 38.09	\$ (15.07)
BUILDING	GENERAL		SCREEN DOOR CLOSER		\$ 35.38	\$ 19.89	\$ (15.49)
BUILDING	GENERAL		SPRINKLER HEAD	#PGP-ADJ	\$ 28.98	\$ 19.89	\$ (9.09)
BUILDING	GENERAL		SPRINKLER HEAD	#180S	\$ 23.43	\$ 19.89	\$ (3.54)
BUILDING	GENERAL		SPRINKLER HEAD	#570C-3P	\$ 20.54	\$ 19.89	\$ (0.65)
BUILDING	GENERAL		SPRINKLER HEAD	Maxi Paw by Rainbird	\$ 40.83	\$ 19.89	\$ (20.94)
BUILDING	GENERAL		THERMOSTAT, HEATING		\$ 35.00	\$ 12.70	\$ (22.31)
BUILDING	GENERAL		TRIM, INTERIOR	7" PIECE	\$ 39.78	\$ 38.09	\$ (1.70)
BUILDING	GENERAL		UTILITY ROOM SHELVES, REPAIR		\$ 24.10	\$ 25.39	\$ 1.29
BUILDING	HAWK VIEW	BATHROOM	VANITY CABINET		\$ 144.10	\$ 25.39	\$ (118.71)
BUILDING	HAWK VIEW		THERMOSTAT, HEATING		\$ 65.85	\$ 12.70	\$ (53.16)
BUILDING	MINERAL	BATHROOM	VANITY CABINET		\$ 134.10	\$ 25.39	\$ (108.71)
BUILDING	MINERAL	KITCHEN	SINK DBL STAINLESS, DBL BOWL		\$ 397.30	\$ 76.17	\$ (321.13)
BUILDING	MINERAL		EVAPORATIVE COOLER COVER		\$ 25.17	\$ 4.97	\$ (20.20)
BUILDING	MYRA BIRCH	KITCHEN	COUNTERTOP COMPLETE		\$ 390.40	\$ 101.56	\$ (288.84)
BUILDING	MYRA BIRCH		SECURITY SCREEN DOOR		\$ 459.15	\$ 38.09	\$ (421.07)
BUILDING	SILVERADA		SECURITY SCREEN DOOR	32 X 80	\$ 95.15	\$ 38.09	\$ (57.07)
BUILDING	GENERAL		CURTAIN RODS	120" TWO WAY	\$ 32.43	\$ 9.95	\$ (22.48)
BUILDING	GENERAL		CURTAIN RODS	86" ONE WAY	\$ 32.43	\$ 9.95	\$ (22.48)
BUILDING	GENERAL		CURTAIN RODS	86" TWO WAY	\$ 32.43	\$ 9.95	\$ (22.48)
BUILDING	GENERAL		CURTAIN RODS	CENTER SUPPORT, per ea.	\$ 11.58	\$ 9.95	\$ (1.63)
BUILDING	GENERAL		CURTAIN RODS	END BRACKET PER PAIR	\$ 11.73	\$ 9.95	\$ (1.78)
BUILDING	GENERAL		CURTAIN RODS	SPRING PULLEY	\$ 10.09	\$ 9.95	\$ (0.14)
BUILDING	GENERAL		CURTAIN RODS	TENSION PULLEY	\$ 11.58	\$ 9.95	\$ (1.63)
BUILDING	GENERAL		CURTAIN RODS	TRAVERSE CORD PULL TASSEL, per ea.	\$ 9.65	\$ 9.95	\$ 0.30
ELECTRICAL	GENERAL	KITCHEN	LIGHT FIXTURE, COVER ONLY		\$ 12.01	\$ 4.97	\$ (7.04)
ELECTRICAL	GENERAL	LIVING ROOM	LIGHT FIXTURE, COVER ONLY		\$ 7.43	\$ 4.97	\$ (2.46)
ELECTRICAL	GENERAL	PORCH	LIGHT FIXTURE		\$ 32.38	\$ 19.89	\$ (12.49)
ELECTRICAL	GENERAL	PORCH	LIGHT FIXTURE, VANDAL		\$ 46.88	\$ 19.89	\$ (26.99)
ELECTRICAL	GENERAL		CFC BULBS		\$ 12.72	\$ 4.97	\$ (7.75)
ELECTRICAL	GENERAL		LIGHT SWITCH		\$ 10.30	\$ 9.95	\$ (0.35)
ELECTRICAL	GENERAL		RECEPTACLE, SWITCH, GFI COVER		\$ 5.00	\$ 4.97	\$ (0.03)
ELECTRICAL	GENERAL		SMOKE DETECTORS	DIRECT WIRE BATT. 8-UP, NO PAUSE	\$ 20.93	\$ 9.95	\$ (10.98)
ELECTRICAL	GENERAL		SMOKE DETECTORS	Combo Smoke/CO BRK	\$ 56.44	\$ 9.95	\$ (46.49)
LOCKS	GENERAL		LOCK CHANGE	AFTER HOURS	\$ 36.15	\$ 38.09	\$ 1.94
LOCKS	GENERAL		LOCK CHANGE		\$ 18.88	\$ 19.89	\$ 1.02
MISC	GENERAL		CARPORT RENTAL - PER MONTH		\$ 5.00	\$ -	\$ (5.00)
MISC	GENERAL		CLOTHESLINE, PER LINE		\$ 16.12	\$ 9.95	\$ (6.17)
MISC	GENERAL		ELECTRONICS DISPOSAL		\$ 50.00	\$ -	\$ (50.00)
MISC	GENERAL		FIRE EXTINGUISHER SERVICE	Recharge 5# ANSUL ABC	\$ 14.44	\$ 9.95	\$ (4.49)
MISC	GENERAL		FIRE EXTINGUISHER SERVICE	Recharge 10# AMEREX ABC	\$ 14.44	\$ 9.95	\$ (4.49)
MISC	GENERAL		FIRE EXTINGUISHER SERVICE	Recharge 5# AMEREX ABC	\$ 14.44	\$ 9.95	\$ (4.49)
MISC	GENERAL		RAIN GUTTER PER FOOT		\$ 11.03	\$ 9.95	\$ (1.08)
BUILDING	GENERAL	BATHROOM	PAINTING (ROOM) W/O CEILINGS		\$ 56.63	\$ 59.67	\$ 3.05
BUILDING	GENERAL	BEDROOM	PAINTING (ROOM) W/O CEILINGS		\$ 37.75	\$ 39.78	\$ 2.03
BUILDING	GENERAL	HALL	PAINTING (ROOM) W/O CEILINGS		\$ 18.88	\$ 19.89	\$ 1.02
BUILDING	GENERAL	KITCHEN	PAINTING (ROOM) W/O CEILINGS		\$ 56.63	\$ 59.67	\$ 3.05
BUILDING	GENERAL	LIVING ROOM	PAINTING (ROOM) W/O CEILINGS		\$ 47.19	\$ 49.73	\$ 2.54
BUILDING	GENERAL	STAIRWELL	PAINTING (ROOM) W/O CEILINGS		\$ -	\$ -	\$ -
BUILDING	GENERAL	ROOM	PAINTING (ROOM) W/O CEILINGS		\$ -	\$ -	\$ -



Housing Authority of the City of Reno

Por favor contacte la Autoridad de Viviendas de Reno si usted necesita este documento traducido o si usted tiene alguna pregunta.

February 18, 2022

University of Nevada – Board of Regents
Marci Hosier Behmaram
UNR Early Head Start
1664 N. Virginia Street, MS 0141
Reno, NV 89577

Dear Marci,:

This letter is to inform you that the Reno Housing Authority (RHA) is extending the current lease originally entered into on October 1, 2017, between the Board of Regents for the Nevada System of Higher Education, UNR Early Head Start and the RHA which was set to expire July 31, 2022. As you may be aware, NDOT will be expanding the freeway around the Mineral Manor property in the near future. The exact timeline is not sure at this time.

Due to this uncertainty, the Reno Housing Authority would like to extend the contract for the child care center on a yearly basis. Please accept this letter as an extension of the current contract under the current terms for one year, with a new expiration date of July 31, 2023.

Please feel free to contact me at 775-329-3630, ext. 201, should you have any questions.

Sincerely,

Arny Jones

Executive Director

cc: Chron
Heidi McKendree
Linda Long
Jamie Newfelt
Darrell Playford
Samantha Arellano



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RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 13****May 30, 2023**

SUBJECT: Discussion of the four-year proposed rent increase implementation schedule and noticing. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

Background:

Based on prior Board discussion, direction and approved Board action at the February 2023 RHA Board of Commissioners meeting, staff has drafted RHA's policy regarding the setting of rent for all unaided and scattered site properties, including initial rent setting and annual rent increase guidance. In addition, a revised data analysis spreadsheet indicating the actual annual contract rent increase that will be implemented for each unit managed by Gaston and Wilkerson has been included for your review. These rent increases will ensure attainment of contract rents at 80% of market rent no later than 4 years from the adoption of this policy per Board direction. Where the difference between current rent and 80% of market rent is less than \$100, the rent increase to attain the Board's goal will be implemented in the first year.

Staff will determine the market rent to be used for the coming year in March of each year to ensure accurate annual budgeting. Staff will distribute the information to all RHA property management staff and third-party management companies contracted by RHA no later than March 31st of each year.

The process for notifying tenants of rent increases for both RHA and Gaston and Wilkerson is below. Both rent increase procedures comply with NRS 118A.300 regarding notification to tenants of rent increase.

Gaston and Wilkerson:

1. Prepare letter notifying tenant of increase in rent advising of increase amount, new rent, and effective date.
2. Mail and post notice of increase 60 days prior to effective date of increase in accordance with NRS118A.300. Notice is mailed to the unit address unless another address is on file for the tenant for receiving mail. Mail notice to Reno Housing Authority for tenants with assistance.

Reno Housing Authority:

3. Management will prepare a Notice of Rent Increase which advises the tenant of the increase amount, new rent, and the effective date.

4. Management will mail and post the Notice of Rent Increase at least 60 days prior to the effective date of increase in accordance with NRS 118A.300. The Notice of Rent Increase will be mailed to the unit address unless another address is on file for the tenant for receiving mail. Additionally,
5. Management will provide notice to the Reno Housing Authority for tenants with assistance.
6. A copy of the Notice of Rent Increase will be placed in the tenant's file.

Recommendation: No action, for discussion purposes only.

Complex Name	Bedroom Size	Current Rent	Market Rent	% Below Market	Difference at 80% of Market
Prater Way Apartments	1	\$ 800.00	\$ 1,090.00	36%	\$ 72.00
	1	\$ 840.00	\$ 1,090.00	30%	\$ 32.00
	1	\$ 840.00	\$ 1,090.00	30%	\$ 32.00
	1	\$ 840.00	\$ 1,090.00	30%	\$ 32.00
	2	\$ 915.00	\$ 1,385.00	51%	\$ 193.00
	2	Vacant	\$ 1,385.00		
	2	\$ 915.00	\$ 1,385.00	51%	\$ 193.00
	2	\$ 980.00	\$ 1,385.00	41%	\$ 128.00
	2	\$ 815.00	\$ 1,385.00	70%	\$ 293.00
	2	\$ 915.00	\$ 1,385.00	51%	\$ 193.00
	2	\$ 915.00	\$ 1,385.00	51%	\$ 193.00
	2	\$ 815.00	\$ 1,385.00	70%	\$ 293.00
	2	\$ 915.00	\$ 1,385.00	51%	\$ 193.00
	2	\$ 915.00	\$ 1,385.00	51%	\$ 193.00
	2	\$ 815.00	\$ 1,385.00	70%	\$ 293.00
	2	\$ 915.00	\$ 1,385.00	51%	\$ 193.00
	2	\$ 815.00	\$ 1,385.00	70%	\$ 293.00
	1	\$ 830.00	\$ 1,090.00	31%	\$ 42.00
	2	\$ 893.64	\$ 1,385.00	56%	\$ 214.36
	Total Revenue Increase Monthly				\$ 2,740.36
	Total Revenue Increase Annually				\$ 32,884.36

5% Increase per Year	Years to Reach 80% of Market	8% Increase per Year	Years to Reach 80% of Market	10% Increase per Year	Years to Reach 80% of Market
\$ 40.00	1.8	\$ 64.00	1.1	\$ 80.00	0.9
\$ 42.00	0.8	\$ 67.20	0.5	\$ 84.00	0.4
\$ 42.00	0.8	\$ 67.20	0.5	\$ 84.00	0.4
\$ 42.00	0.8	\$ 67.20	0.5	\$ 84.00	0.4
\$ 45.75	4.2	\$ 73.20	2.6	\$ 91.50	2.1
\$ 45.75	4.2	\$ 73.20	2.6	\$ 91.50	2.1
\$ 49.00	2.6	\$ 78.40	1.6	\$ 98.00	1.3
\$ 40.75	7.2	\$ 65.20	4.5	\$ 81.50	3.6
\$ 45.75	4.2	\$ 73.20	2.6	\$ 91.50	2.1
\$ 45.75	4.2	\$ 73.20	2.6	\$ 91.50	2.1
\$ 40.75	7.2	\$ 65.20	4.5	\$ 81.50	3.6
\$ 45.75	4.2	\$ 73.20	2.6	\$ 91.50	2.1
\$ 45.75	4.2	\$ 73.20	2.6	\$ 91.50	2.1
\$ 45.75	4.2	\$ 73.20	2.6	\$ 91.50	2.1
\$ 40.75	7.2	\$ 65.20	4.5	\$ 81.50	3.6
\$ 43.83	3.9	\$ 70.13	2.4	\$ 87.67	1.9

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Year 1 Increase	Year 2 Increase	Year 3 Increase	Year 4 Increase
\$ 72.00	\$ -	\$ -	\$ -
\$ 32.00	\$ -	\$ -	\$ -
\$ 32.00	\$ -	\$ -	\$ -
\$ 32.00	\$ -	\$ -	\$ -
\$ 48.25	\$ 48.25	\$ 48.25	\$ 48.25
\$ 48.25	\$ 48.25	\$ 48.25	\$ 48.25
\$ 32.00	\$ 32.00	\$ 32.00	\$ 32.00
\$ 73.25	\$ 73.25	\$ 73.25	\$ 73.25
\$ 48.25	\$ 48.25	\$ 48.25	\$ 48.25
\$ 48.25	\$ 48.25	\$ 48.25	\$ 48.25
\$ 73.25	\$ 73.25	\$ 73.25	\$ 73.25
\$ 48.25	\$ 48.25	\$ 48.25	\$ 48.25
\$ 48.25	\$ 48.25	\$ 48.25	\$ 48.25
\$ 48.25	\$ 48.25	\$ 48.25	\$ 48.25
\$ 73.25	\$ 73.25	\$ 73.25	\$ 73.25

Complex Name	Bedroom Size	Current Rent	Market Rent	% Below Market	Difference at 80% of Market
Colonial Court	1	\$ 730.00	\$ 1,215.00	66%	\$ 242.00
	1	\$ 630.00	\$ 1,215.00	93%	\$ 342.00
	1	\$ 730.00	\$ 1,215.00	66%	\$ 242.00
	1	\$ 730.00	\$ 1,215.00	66%	\$ 242.00
	1	\$ 730.00	\$ 1,215.00	66%	\$ 242.00
	1	\$ 630.00	\$ 1,215.00	93%	\$ 342.00
	1	\$ 730.00	\$ 1,215.00	66%	\$ 242.00
	1	\$ 630.00	\$ 1,215.00	93%	\$ 342.00
	2	\$ 830.00	\$ 1,310.00	58%	\$ 218.00
	2	\$ 730.00	\$ 1,310.00	79%	\$ 318.00
	2	\$ 830.00	\$ 1,310.00	58%	\$ 218.00
	2	\$ 830.00	\$ 1,310.00	58%	\$ 218.00
	1	\$ 692.50	\$ 1,215.00	76%	\$ 279.50
	2	\$ 805.00	\$ 1,310.00	63%	\$ 243.00
Total Revenue Increase Monthly					\$ 3,208.00
Total Revenue Increase Annually					\$ 38,496.00

5% Increase per Year	Years to Reach 80% of Market	8% Increaaase per Year	Years to Reach 80% of Market	10% Increase per Year	Years to Reach 80% of Market
\$ 36.50	6.6	\$ 58.40	4.1	\$ 73.00	3.3
\$ 31.50	10.9	\$ 50.40	6.8	\$ 63.00	5.4
\$ 36.50	6.6	\$ 58.40	4.1	\$ 73.00	3.3
\$ 36.50	6.6	\$ 58.40	4.1	\$ 73.00	3.3
\$ 36.50	6.6	\$ 58.40	4.1	\$ 73.00	3.3
\$ 31.50	10.9	\$ 50.40	6.8	\$ 63.00	5.4
\$ 36.50	6.6	\$ 58.40	4.1	\$ 73.00	3.3
\$ 31.50	10.9	\$ 50.40	6.8	\$ 63.00	5.4
\$ 41.50	5.3	\$ 66.40	3.3	\$ 83.00	2.6
\$ 36.50	8.7	\$ 58.40	5.4	\$ 73.00	4.4
\$ 41.50	5.3	\$ 66.40	3.3	\$ 83.00	2.6
\$ 41.50	5.3	\$ 66.40	3.3	\$ 83.00	2.6
\$ 36.50	7.5	\$ 58.40	4.7	\$ 73.00	3.8

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Year 1 Increase	Year 2 Increase	Year 3 Increase	Year 4 Increase
\$ 60.50	\$ 60.50	\$ 60.50	\$ 60.50
\$ 85.50	\$ 85.50	\$ 85.50	\$ 85.50
\$ 60.50	\$ 60.50	\$ 60.50	\$ 60.50
\$ 60.50	\$ 60.50	\$ 60.50	\$ 60.50
\$ 60.50	\$ 60.50	\$ 60.50	\$ 60.50
\$ 85.50	\$ 85.50	\$ 85.50	\$ 85.50
\$ 60.50	\$ 60.50	\$ 60.50	\$ 60.50
\$ 85.50	\$ 85.50	\$ 85.50	\$ 85.50
\$ 60.50	\$ 60.50	\$ 60.50	\$ 60.50
\$ 85.50	\$ 85.50	\$ 85.50	\$ 85.50
\$ 54.50	\$ 54.50	\$ 54.50	\$ 54.50
\$ 79.50	\$ 79.50	\$ 79.50	\$ 79.50
\$ 54.50	\$ 54.50	\$ 54.50	\$ 54.50
\$ 54.50	\$ 54.50	\$ 54.50	\$ 54.50

Complex Name	Bedroom Size	Current Rent	Market Rent	% Below Market	Difference at 80% of Market
Ala Moana Apartments	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 745.00	\$ 1,188.00	59%	\$ 205.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 825.00	\$ 1,188.00	44%	\$ 125.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 825.00	\$ 1,188.00	44%	\$ 125.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 745.00	\$ 1,188.00	59%	\$ 205.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	Vacant	\$ 1,188.00		
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 745.00	\$ 1,188.00	59%	\$ 205.40
	1	\$ 825.00	\$ 1,188.00	44%	\$ 125.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 745.00	\$ 1,188.00	59%	\$ 205.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 785.00	\$ 1,188.00	51%	\$ 165.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40

5% Increase per Year	Years to Reach 80% of Market	8% Increase per Year	Years to Reach 80% of Market	10% Increase per Year	Years to Reach 80% of Market
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 37.25	5.5	\$ 59.60	3.4	\$ 74.50	2.8
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 41.25	3.0	\$ 66.00	1.9	\$ 82.50	1.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 41.25	3.0	\$ 66.00	1.9	\$ 82.50	1.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 37.25	5.5	\$ 59.60	3.4	\$ 74.50	2.8
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 37.25	5.5	\$ 59.60	3.4	\$ 74.50	2.8
\$ 41.25	3.0	\$ 66.00	1.9	\$ 82.50	1.5
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 37.25	5.5	\$ 59.60	3.4	\$ 74.50	2.8
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 39.25	4.2	\$ 62.80	2.6	\$ 78.50	2.1
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5

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Year 1 Increase	Year 2 Increase	Year 3 Increase	Year 4 Increase
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 51.35	\$ 51.35	\$ 51.35	\$ 51.35
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 31.35	\$ 31.35	\$ 31.35	\$ 31.35
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 31.35	\$ 31.35	\$ 31.35	\$ 31.35
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 51.35	\$ 51.35	\$ 51.35	\$ 51.35
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 51.35	\$ 51.35	\$ 51.35	\$ 51.35
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ -	\$ -	\$ -	\$ -
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 51.35	\$ 51.35	\$ 51.35	\$ 51.35
\$ 31.35	\$ 31.35	\$ 31.35	\$ 31.35
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 51.35	\$ 51.35	\$ 51.35	\$ 51.35
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 41.35	\$ 41.35	\$ 41.35	\$ 41.35
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60

Complex Name	Bedroom Size	Current Rent	Market Rent	% Below Market	Difference at 80% of Market
Ala Moana Apartments	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 735.00	\$ 1,188.00	62%	\$ 215.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 745.00	\$ 1,188.00	59%	\$ 205.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 825.00	\$ 1,188.00	44%	\$ 125.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	Vacant	\$ 1,188.00		
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 745.00	\$ 1,188.00	59%	\$ 205.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 745.00	\$ 1,188.00	59%	\$ 205.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 770.00	\$ 1,188.00	54%	\$ 180.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	1	\$ 775.00	\$ 1,188.00	53%	\$ 175.40
	1	\$ 760.00	\$ 1,188.00	56%	\$ 190.40
	1	\$ 750.00	\$ 1,188.00	58%	\$ 200.40
	2	\$ 850.00	\$ 1,350.00	59%	\$ 230.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 925.00	\$ 1,350.00	46%	\$ 155.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00

5% Increase per Year	Years to Reach 80% of Market	8% Increase per Year	Years to Reach 80% of Market	10% Increase per Year	Years to Reach 80% of Market
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 36.75	5.9	\$ 58.80	3.7	\$ 73.50	2.9
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 37.25	5.5	\$ 59.60	3.4	\$ 74.50	2.8
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 41.25	3.0	\$ 66.00	1.9	\$ 82.50	1.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 37.25	5.5	\$ 59.60	3.4	\$ 74.50	2.8
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 37.25	5.5	\$ 59.60	3.4	\$ 74.50	2.8
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.50	4.7	\$ 61.60	2.9	\$ 77.00	2.3
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 38.75	4.5	\$ 62.00	2.8	\$ 77.50	2.3
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 38.00	5.0	\$ 60.80	3.1	\$ 76.00	2.5
\$ 37.50	5.3	\$ 60.00	3.3	\$ 75.00	2.7
\$ 42.50	5.4	\$ 68.00	3.4	\$ 85.00	2.7
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 46.25	3.4	\$ 74.00	2.1	\$ 92.50	1.7
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6

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Year 1 Increase	Year 2 Increase	Year 3 Increase	Year 4 Increase
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 53.85	\$ 53.85	\$ 53.85	\$ 53.85
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 51.35	\$ 51.35	\$ 51.35	\$ 51.35
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 31.35	\$ 31.35	\$ 31.35	\$ 31.35
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ -	\$ -	\$ -	\$ -
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 51.35	\$ 51.35	\$ 51.35	\$ 51.35
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 51.35	\$ 51.35	\$ 51.35	\$ 51.35
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 45.10	\$ 45.10	\$ 45.10	\$ 45.10
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 43.85	\$ 43.85	\$ 43.85	\$ 43.85
\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
\$ 50.10	\$ 50.10	\$ 50.10	\$ 50.10
\$ 57.50	\$ 57.50	\$ 57.50	\$ 57.50
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 38.75	\$ 38.75	\$ 38.75	\$ 38.75
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00

Complex Name	Bedroom Size	Current Rent	Market Rent	% Below Market	Difference at 80% of Market
Ala Moana Apartments	2	\$ 875.00	\$ 1,350.00	54%	\$ 205.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 870.00	\$ 1,350.00	55%	\$ 210.00
	2	\$ 850.00	\$ 1,350.00	59%	\$ 230.00
	2	\$ 875.00	\$ 1,350.00	54%	\$ 205.00
	2	\$ 850.00	\$ 1,350.00	59%	\$ 230.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 850.00	\$ 1,350.00	59%	\$ 230.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 870.00	\$ 1,350.00	55%	\$ 210.00
	2	\$ 875.00	\$ 1,350.00	54%	\$ 205.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 895.00	\$ 1,350.00	51%	\$ 185.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 850.00	\$ 1,350.00	59%	\$ 230.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 850.00	\$ 1,350.00	59%	\$ 230.00
	2	\$ 875.00	\$ 1,350.00	54%	\$ 205.00
	2	\$ 845.00	\$ 1,350.00	60%	\$ 235.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 850.00	\$ 1,350.00	59%	\$ 230.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 850.00	\$ 1,350.00	59%	\$ 230.00
	2	\$ 845.00	\$ 1,350.00	60%	\$ 235.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 875.00	\$ 1,350.00	54%	\$ 205.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
	2	\$ 860.00	\$ 1,350.00	57%	\$ 220.00
Total Revenue Increase Monthly					\$ 30,646.89
Total Revenue Increase Annually					\$ 367,762.73

5% Increase per Year	Years to Reach 80% of Market	8% Increase per Year	Years to Reach 80% of Market	10% Increase per Year	Years to Reach 80% of Market
\$ 43.75	4.7	\$ 70.00	2.9	\$ 87.50	2.3
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.50	4.8	\$ 69.60	3.0	\$ 87.00	2.4
\$ 42.50	5.4	\$ 68.00	3.4	\$ 85.00	2.7
\$ 43.75	4.7	\$ 70.00	2.9	\$ 87.50	2.3
\$ 42.50	5.4	\$ 68.00	3.4	\$ 85.00	2.7
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 42.50	5.4	\$ 68.00	3.4	\$ 85.00	2.7
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.50	4.8	\$ 69.60	3.0	\$ 87.00	2.4
\$ 43.75	4.7	\$ 70.00	2.9	\$ 87.50	2.3
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 44.75	4.1	\$ 71.60	2.6	\$ 89.50	2.1
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 42.50	5.4	\$ 68.00	3.4	\$ 85.00	2.7
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 42.50	5.4	\$ 68.00	3.4	\$ 85.00	2.7
\$ 43.75	4.7	\$ 70.00	2.9	\$ 87.50	2.3
\$ 42.25	5.6	\$ 67.60	3.5	\$ 84.50	2.8
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 42.50	5.4	\$ 68.00	3.4	\$ 85.00	2.7
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.75	4.7	\$ 70.00	2.9	\$ 87.50	2.3
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 42.50	5.4	\$ 68.00	3.4	\$ 85.00	2.7
\$ 42.25	5.6	\$ 67.60	3.5	\$ 84.50	2.8
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.75	4.7	\$ 70.00	2.9	\$ 87.50	2.3
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6
\$ 43.00	5.1	\$ 68.80	3.2	\$ 86.00	2.6

Year 1 Increase	Year 2 Increase	Year 3 Increase	Year 4 Increase
\$ 51.25	\$ 51.25	\$ 51.25	\$ 51.25
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50
\$ 57.50	\$ 57.50	\$ 57.50	\$ 57.50
\$ 51.25	\$ 51.25	\$ 51.25	\$ 51.25
\$ 57.50	\$ 57.50	\$ 57.50	\$ 57.50
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 57.50	\$ 57.50	\$ 57.50	\$ 57.50
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50
\$ 51.25	\$ 51.25	\$ 51.25	\$ 51.25
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 57.50	\$ 57.50	\$ 57.50	\$ 57.50
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 57.50	\$ 57.50	\$ 57.50	\$ 57.50
\$ 51.25	\$ 51.25	\$ 51.25	\$ 51.25
\$ 58.75	\$ 58.75	\$ 58.75	\$ 58.75
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 57.50	\$ 57.50	\$ 57.50	\$ 57.50
\$ 51.25	\$ 51.25	\$ 51.25	\$ 51.25
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 57.50	\$ 57.50	\$ 57.50	\$ 57.50
\$ 58.75	\$ 58.75	\$ 58.75	\$ 58.75
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 51.25	\$ 51.25	\$ 51.25	\$ 51.25
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00

Complex Name	Bedroom Size	Current Rent	Market Rent	% Below Market	Difference at 80% of Market
Sarrazin Arms Apartments	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 540.00	\$ 1,050.00	94%	\$ 300.00
	0	\$ 540.00	\$ 1,050.00	94%	\$ 300.00
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 575.00	\$ 1,050.00	83%	\$ 265.00
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 590.00	\$ 1,050.00	78%	\$ 250.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 550.00	\$ 1,050.00	91%	\$ 290.00

5% Increase per Year	Years to Reach 80% of Market	8% Increase per Year	Years to Reach 80% of Market	10% Increase per Year	Years to Reach 80% of Market
\$ 28.75	9.2	\$ 46.00	5.8	\$ 57.50	4.6
\$ 28.75	9.2	\$ 46.00	5.8	\$ 57.50	4.6
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 28.75	9.2	\$ 46.00	5.8	\$ 57.50	4.6
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 28.75	9.2	\$ 46.00	5.8	\$ 57.50	4.6
\$ 28.75	9.2	\$ 46.00	5.8	\$ 57.50	4.6
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 27.00	11.1	\$ 43.20	6.9	\$ 54.00	5.6
\$ 27.00	11.1	\$ 43.20	6.9	\$ 54.00	5.6
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 28.75	9.2	\$ 46.00	5.8	\$ 57.50	4.6
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 28.75	9.2	\$ 46.00	5.8	\$ 57.50	4.6
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 29.50	8.5	\$ 47.20	5.3	\$ 59.00	4.2
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 27.50	10.5	\$ 44.00	6.6	\$ 55.00	5.3

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Year 1 Increase	Year 2 Increase	Year 3 Increase	Year 4 Increase
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ 40.00			
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ -			
\$ -			
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ -			
\$ -			
\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ -			
\$ -			
\$ -			
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ -			
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ -			
\$ -			
\$ -			
\$ 40.00			
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ -			
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ 40.00			
\$ -			
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ 40.00			
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ -			
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ 66.25	\$ 66.25	\$ 66.25	\$ 66.25
\$ 40.00			
\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50
\$ -			
\$ -			
\$ 72.50	\$ 72.50	\$ 72.50	\$ 72.50

Complex Name	Bedroom Size	Current Rent	Market Rent	% Below Market	Difference at 80% of Market
Sarrazin Arms Apartments	0	\$ 550.00	\$ 1,050.00	91%	\$ 290.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 550.00	\$ 1,050.00	91%	\$ 290.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 550.00	\$ 1,050.00	91%	\$ 290.00
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	Vacant	\$ 1,050.00		
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 850.00	\$ 1,050.00	24%	\$ (10.00)
	0	\$ 550.00	\$ 1,050.00	91%	\$ 290.00
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 550.00	\$ 1,050.00	91%	\$ 290.00
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 800.00	\$ 1,050.00	31%	\$ 40.00
	0	\$ 718.05	\$ 1,050.00	52%	\$ 121.95
	Total Revenue Increase Monthly				\$ 6,585.25
	Total Revenue Increase Annually				\$ 79,023.05

5% Increase per Year	Years to Reach 80% of Market	8% Increaaase per Year	Years to Reach 80% of Market	10% Increase per Year	Years to Reach 80% of Market
\$ 27.50	10.5	\$ 44.00	6.6	\$ 55.00	5.3
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 27.50	10.5	\$ 44.00	6.6	\$ 55.00	5.3
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 27.50	10.5	\$ 44.00	6.6	\$ 55.00	5.3
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 42.50	-0.2	\$ 68.00	-0.1	\$ 85.00	-0.1
\$ 27.50	10.5	\$ 44.00	6.6	\$ 55.00	5.3
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 27.50	10.5	\$ 44.00	6.6	\$ 55.00	5.3
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 40.00	1.0	\$ 64.00	0.6	\$ 80.00	0.5
\$ 37.50	3.1	\$ 60.00	2.0	\$ 75.00	1.6

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Year 1 Increase	Year 2 Increase	Year 3 Increase	Year 4 Increase
\$ 72.50	\$ 72.50	\$ 72.50	\$ 72.50
\$ -			
\$ 40.00			
\$ 72.50	\$ 72.50	\$ 72.50	\$ 72.50
\$ -			
\$ 40.00			
\$ 72.50	\$ 72.50	\$ 72.50	\$ 72.50
\$ -			
\$ 40.00			
	\$ -	\$ -	\$ -
\$ -			
\$ -			
\$ -			
\$ 72.50	\$ 72.50	\$ 72.50	\$ 72.50
\$ 40.00			
\$ 72.50	\$ 72.50	\$ 72.50	\$ 72.50
\$ 40.00			
\$ 40.00			
\$ 15,251.55	\$ 14,643.55	\$ 14,643.55	\$ 14,643.55

Reno Housing Authority Rent Setting Policy for Unaided and Scattered Site Properties

Adopted February 2023

Purpose

This policy is created to provide uniform guidelines regarding the setting of initial contract rents and annual increases of contract rent for RHA's unaided and scattered site properties.

Applicability

This policy applies to all RHA employees and third-party property management staff managing RHA owned properties.

Initial Lease Rent Setting

Upon execution of the initial lease of a RHA owned unit in which no rental subsidy is provided, rents will be set at 80% of the current market rent. Current market rent will be determined in March of each year and communicated via RHA Memo, no later than March 31, to all property management staff, including third party managers in charge of managing RHA owned properties. To determine current market rent, staff will conduct a rent comparison using software by GoSection8, or the like, for each unit bedroom size at each property.

For units with a Project-Based Voucher (PBV), initial rent will be set at the current RHA Housing Choice Voucher (HCV) Payment Standard for bedroom size and unit type.

Annual Rent Increases

At annual lease renewal or when appropriately determined by property management staff and not to exceed annually, rent increases will be assessed at an amount that will ensure contract rent is maintained at 80% of current market rent. Staff and third-party property management staff will follow all Nevada Revised Statute (NRS) regulations and policies regarding noticing tenants of rent increases, prior to implementation of the new contract rent.

For units with a PBV, annual rent increases will be implemented at the annual anniversary of the HAP Contract to match the current RHA HCV Payment Standard based on bedroom size and unit type.

*Effective 2/28/2023 and Until all Unaided and Scattered Site Contract Rents equal 80% of Market Rent – Staff will implement an annual rent increase to ensure all contract rents equal 80% of current market rent, for any given year, within 4-years of the effective date of this policy. For units not supported by HOME or LIHTC in which the current rent is less than a \$100 difference from 80% of market rent, the entire increase will be implemented in year one.

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 14****May 30, 2023**

SUBJECT: Discussion and overview of local provider partners along with the types of services they offer to RHA and its residents and clients. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

Background:

The Reno Housing Authority (RHA) Program Coordinating Committee (PCC) was established in 1998 as a Housing and Urban Development (HUD) requirement for the receipt of Family Self-Sufficiency (FSS) grant funding. The PCC's function is to assist in securing commitments of public and private resources for the operation of the RHA Workforce Development Program (WFD), formerly the FSS program. The PCC brings together representatives from the community that are committed to finding and providing resources for overcoming barriers to WFD participants. Committee members facilitate workshops, counsel clients, provide training, or just serve as a resource for information and networking.

Prior to the PCC, RHA acted as the lead and founding agency of the Network of Employment and Training of Washoe County (NET) group. NET was established in 1992, before the PCC was required by HUD. The NET meeting was created as a way for businesses and agencies who work with clients involved in job readiness, job search, and job placement activities to network. This group allowed members to share resources while staying informed of the changing market and needs of their clients. Over time, the Board transitioned from RHA staff to consisting of representatives from various community partners agencies.

In 2012, RHA staff reviewed the two membership lists and realized there was a large number of members that attended both meetings. At that point, it was proposed that the two groups be combined. After some discussion, this proposal was unanimously approved by both the NET and PCC attendees. Combining the two programs has offered the opportunity to expand community partnerships and provide additional networking opportunities. RHA's quarterly PCC meeting now serves as a networking opportunity and resource sharing platform for the majority of workforce and social service agencies in the area.

The NET/PCC group continues to grow as the needs and opportunities in Washoe County change. Today, the NET/PCC has 85 members enrolled, from 47 different agencies throughout Washoe County.

Recommendation: No action, for discussion purposes only.

Agency Name	Services	NET/PCC Member?
ACCEPT	Health - Provides public health services and resources through community partnership serving a multicultural population with emphasis on at-risk communities.	Yes
Access to Healthcare Network	Healthcare	Yes
Anthem Blue Cross Blue Shield	Health	Yes
Asian Community Development Council	SDOH	Yes
Associated Builders and Contractors Inc.	Trade Specific	No
Catholic Charities	SDOH	Yes
Communities in Schools of Western Nevada	Youth/Young Adult Services	Yes
Community Health Alliance	Health	Yes
Community Services Agency	SDOH	Yes
Commute with Enterprise:	Transportation - Ridesharing platform that saves money on your way to work by linking 5-15 people who live and work in the same area.	No
Crisis Call Center	Youth/Young Adult Services	No
Domestic Violence Resource Center	Domestic Violence	Yes
Dress for Success Reno	Clothing	Yes
EDAWN	Workforce	Yes
Eddy House	Youth/Young Adult Services	Yes
First Independent Bank	Financial Wellness	No
Food Bank of Northern Nevada	Food	Yes
Greater Nevada Credit Union	Financial Wellness	No
Health Plan of Nevada	Health	Yes
High Sierra AHEC	Workforce	Yes
iCelerate	Workforce - Provides job training & placement for people with disabilities.	No
Liberty Dental	Health	Yes
Lifeworks Nevada	Internship & Apprenticeship	No
Manogue High School	Internship	No
Molina Healthcare	Health	Yes
My Journey Home	Workforce - Provides job placement services for those with a criminal background.	Yes
My Ride to Work	Transportation - Transportation company offering safe, reliable, and comfortable transportation services.	No
Nevada 211	Resource List	Yes
Nevada Arts Council	Arts	Yes
Nevada Museum of Art E.L Cord Museum	Arts	Yes
Nevada PEP	Youth/Young Adult Services	No

Agency Name	Services	NET/PCC Member?
Nevada System of Higher Education (NSHE)	Education & Apprenticeship	No
Northern Nevada Apprenticeship Coordinators Association (NNACA)	Trade Specific	No
Northern Nevada Center for Independent Living	Persons w/Disabilities	Yes
Northern Nevada HOPES	Health	No
Northern Nevada Literacy Council (NNLC)	Education	Yes
Northern Nevada RAVE Family Foundation	Youth/Young Adult Services	No
NV Governor's Council on Developmental Disabilities	Persons w/Disabilities	Yes
NV Housing Division	Housing / Homeownership	Yes
NV Rural Housing Authority	Housing/Homeownership	No
NVDHHS: Office of Minority Health & Equity	SDOH	Yes
Opportunity Alliance Nevada	Financial Wellness	Yes
Planned Parenthood Text Resource	Youth/Young Adult Services	No
REMSA - Community Programs	Education	Yes
Reno Behavioral Healthcare Hospital	Mental Health	No
Reno JobConnect	Employment	Yes
Reno Youth Network	Youth/Young Adult Services	Yes
Ridge House	Workforce - Offers comprehensive services including job placement to former offenders and individuals in recovery from addiction.	No
RTC Smart Trips	Transportation - Service that assists businesses by encouraging staff to use sustainable transportation. Transportation	No
Scarleteen	Youth/Young Adult Services	No
Scoop App	Transportation - Convenient carpools with co-workers and neighbors.	No
Seniors in Service	Senior Services	No
Sierra Nevada Job Corps Center	Workforce and Youth/Young Adult Services	Yes
Silver Summit Health Plan	Health	Yes
Step 2	Substance Use	Yes
Suicide Prevention Lifeline	Mental Health	No
Teen Health Mall/Clinic	Youth/Young Adult Services	No

<i>Agency Name</i>	<i>Services</i>	<i>NET/PCC Member?</i>
The Boys & Girls Club of Truckee Meadows - Teen Program	Youth/Young Adult Services	Yes
The Children's Cabinet	Youth/Young Adult Services	Yes
TMCC	Education & Internship	Yes
TMCC	Apprenticeships	Yes
Tu Casa Latina	SDOH	Yes
Unite Nevada	SDOH	Yes
United Way of Northern Nevada and the Sierras	SDOH	Yes
UNR	Education & Internship	Yes
VA Sierra NV Health Care System	Veterans	Yes
Washoe County School District	Internship	No
Washoe County Senior Center	Senior Services	No
WCSD Family Resource Centers	SDOH	Yes
Western Nevada College (WNC)	Education & Internship	No
WGU - Nevada Software Development Program	Trade Specific	No
Women & Children's Center of the Sierra	Health/SDOH	Yes

June 2023 Resident Services Activites & Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
KEY				1	2	3
<i>Youth Activities</i>				Coffee Connections	Bingo for Seniors	
<i>Senior Events</i>				Hawk View Resident Council Meeting		
<i>Resident Councils</i>						
<i>Workforce Development</i>						
<i>Start Smart</i>						
4	5	6	7	8	9	10
	Tom Sawyer Resident Council Meeting	Coffee Connections	Note-Ables Music Therapy at Mineral Manor	Coffee Connections	Bingo for Seniors	
		Youth Dance Class		Blood pressure program & nutrition workshop w/ Sanford Center at WJW	Essex Resident Council Meeting	
		Stead Resident Council Meeting	Girl Scouts at Essex	Silverada Resident Council Meeting		
		Note-Ables Music Therapy at Hawk View	Health & Stress Management Workshop			
		Filipino Food Fundraiser				
		Girl Scouts at Stead				
11	12	13	14	15	16	17
	Girl Scouts at Hawk View	Coffee Connections	Myra Birch Resident Council Meeting	Coffee Connections	Bingo for Seniors	
	Boy Scouts at Stead	Hydration Informative with St. Mary's	Note-Ables Music Therapy at Mineral Manor	Nutrition workshop w/ FBNN at WJW		
	Girl Scouts at Myra Birch	Youth Dance Class	Girl Scouts at Essex	Blood pressure checks with Sanford Center for Aging at WJW		
		Mineral Manor Resident Council Meeting				
		Girl Scouts at Essex				
		Note-Ables Music Therapy at Mineral Manor				
18	19	20	21	22	23	24
	4-H Summer Camp Programs at Essex & Stead					
	Youth Nutrition Summer Programs at Stead & Essex					
	Girl Scouts at Hawk View	Coffee Connections	Note-Ables Music Therapy at Mineral Manor	Coffee Connections	Bingo for Seniors	
	Boy Scouts at Stead	Youth Dance Class		Start Smart Awards Dinner at Eldorado		
	Girl Scouts at Myra Birch	Note-Ables Music Therapy at Hawk View	Financial Wellness Workshop w/ First Independent Bank			
		Girl Scouts at Stead				
		OA-NV Getting Ahead Program Orientation				
25	26	27	28	29	30	
	4-H Summer Camp Programs at Essex & Stead					
	Youth Nutrition Summer Programs at Stead & Essex					
	Girl Scouts at Hawk View	Coffee Connections	Note-Ables Music Therapy at Mineral Manor	Coffee Connections		
	Boy Scouts at Stead	Youth Dance Class		OA-NV Getting Ahead Workshop		
	Girl Scouts at Myra Birch	Note-Ables Music Therapy at Hawk View	Girl Scouts at Essex			
		Girl Scouts at Stead				
		OA-NV Getting Ahead Workshop				
		Yoga Class at Hawk View				

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 15****May 30, 2023**

SUBJECT: Discussion of Board's intent and direction to staff regarding long-term strategy for RHA's Horizon Hills property, APN 082-22-10. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

Background:

Per direction given at the April 25, 2023, Board of Commissioners meeting, staff has completed preliminary research regarding zoning, financing, and cost considerations related to potential development of the Horizon Hills property (082-225-10). Below are important considerations related to potential development on this property.

Zoning/Land Use Considerations:

The Horizon Hills property is located in an unincorporated area of the North Valleys and is currently zoned Medium Density Suburban (MDS), which allows for 3 units per acre. In 2005, RHA received a permit (TM05-006) for a Tentative Subdivision Map with a density of 2.42 units per acre to develop 19 single family homes.

In 2021, RHA received a proposal from H+K Architects for land planning & development analysis/civil engineering of the Horizon Hills property for a total cost of \$106,400.00. Ultimately, RHA did not move forward with the land planning and development analysis. While a more in-depth analysis is not available, we do know that current Washoe County Development Code does not allow for the development of multifamily residential properties in an MDS zone nor does it allow for special permits for that purpose. It would require a master plan amendment to potentially develop a multifamily project on this site. A master plan amendment application would need to be submitted that included feasibility studies and analysis related to: water use, traffic, impact on Character Management Area policy on growth level, public transportation, roadways, and public schools. The full scope of work and cost associated for the required studies for a master plan amendment application are not known at this time but could be substantial.

Finally, it is important to note that this parcel is in the North Valleys Rural Character Management Area in Washoe County's current master plan. This character management area only permits up to Low Density Rural (one unit per 10-acres). This presents a challenge to any potential master plan amendment that entails increased residential density.

Financing Considerations:

While the Horizon Hills property is well situated for certain market rate development, its more suburban location creates challenges for a deep income targeted affordable housing development. In many competitive funding applications, for example the State Qualified

Allocation Plan for Low Income Housing Tax Credits or the Federal Home Loan Bank Affordable Housing Program, developments are awarded points for being located close to amenities and services such as schools, grocery stores, healthcare providers, and public transportation. Being unable to garner these points would have a negative impact on a potential 9% LIHTC application to the Nevada Housing Division as well as other potential funding applications. Additionally, currently, the property is not located in an identified Qualified Census Tract (QCT) or Difficult to Develop Area (DDA) as determined by HUD. This means that any potential development would not be able to utilize the eligible basis boost to increase the value of received tax-credits and attract more equity for the development. HUD determines QCT and DDA on an annual basis so this could change in the future.

Cost Considerations:

Current construction costs for both single and multifamily projects are very high, and, without significant capital subsidy, it would be difficult for RHA to offer affordable rental or homeownership opportunities at this site. Given the financing challenges mentioned previously, it is unlikely that a deep level of subsidy for construction costs could be secured.

Based on the considerations above, staff has concluded that:

- The development of an affordable multifamily rental property on this site is not feasible at this time given the challenges in terms of zoning/land use, financing, and cost.
- The effort required to “up zone” the property by way of a Master Plan amendment prior to selling could be considerable and lengthy. More information would be needed to fully determine the cost versus benefit of this strategy.
- The site may be best situated for single-family development.

While this item is currently for discussion, possible direction to staff could include bringing the item back at a future meeting for action to:

- Renew the listing agreement with Kidder Mathews or another firm for this property and actively market the land for sale.
- Release an RFP to potentially lease the land to a community partner for their development.
- Hold the land until market conditions change and review the options at that time.

Recommendation: No action, for discussion purposes only.

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 16****May 30, 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
- v) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time:
Tuesday, June 27, 2023; Tuesday, July 25, 2023; and
Tuesday, August 22, 2023. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

The next Board meeting will be held Tuesday, June 27, 2023.