

**NOTICE OF ANNUAL 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, October 24, 2023
TIME: 12:00 p.m.
PLACE: Reno Housing Authority Boardroom
1525 East Ninth Street, Reno, Nevada

Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, or address their comments, data, views, arguments in written form to Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: HLopez@renoha.org. Written submission should be received by the Board on or before, October 23, 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 special Board meeting held September 8, 2023, and the regular Board meeting held September 26, 2023. (For Possible Action)
 2. Annual nomination and election of chair, vice-chair, and secretary/treasurer. (For Possible Action)
 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)
 - a) Possible approval of Commissioner Taylor's request to expend \$500.00 of her Contingency Fund allotment to purchase bus passes for RHA to make available to its clients and community partners.

4. Commissioner Reports. (Discussion)
5. 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
6. Presentation on MTW Annual Report and Mobility Study. (Discussion)
7. Discussion and possible approval of revised Procurement Policy. (Discussion and Possible Action)
8. Discussion and possible approval of the Material Change Policy that outlines construction and/or overall project changes that require Board of Commissioners review after initial approval. (For Possible Action)
9. Discussion and possible action to direct staff to resubmit RHA's stormwater business impact statement and corresponding letter to the City of Reno in conjunction with the City's proposed Stormwater Utility Fee. (For Possible Action)
10. Discussion of preliminary analysis of the Small Area Fair Market Rent based Exception Payment Standards approved in 2023. (Discussion)
11. Discussion of potential RHA Board retreat agenda topics. (Discussion)
12. Review of proposed 2024 Board meeting schedule. (Discussion)
13. Additional items:
 - i) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
 - ii) Reports on conferences and trainings. (Discussion)
 - iii) Old and New Business. (Discussion)
 - iv) Request for Future Agenda Topics
 - v) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, November 16, 2023 (Annual Retreat); Tuesday, November 28, 2023, and Tuesday, December 19, 2023. (For Possible Action)
14. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.

15. Adjournment. (For Possible Action)

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 October 19, 2023



By: Lindsay Dobson
Executive Administrative Assistant

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 1

October 24, 2023

SUBJECT: Approval of the minutes of the special Board meeting held September 8, 2023, and the regular Board meeting held September 26, 2023. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

MINUTES OF THE SPECIAL MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
September 8, 2023

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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 Friday, September 8, 2023, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairperson

Commissioners Absent

Jazzmeen Johnson, Vice Chairwoman

Mayor Hillary Schieve

Mark Sullivan, Commissioner

Kathleen Taylor

Staff Present

Hilary Lopez, Ph.D., Executive Director

Heidi McKendree, Deputy Executive Director

Ryan Russell, Legal Counsel

JD Klippenstein, Director of Development

Darren Squillante, Director of HR

Cori Fisher, Director of Resident Services

Kristin Scott, Director of Public Housing

Josh Stice, Director of IT

Kim Anhalt, Moving to Work Coordinator

April Conway, Public Affairs Officer

Lindsay Dobson, Executive Administrative Assistant

Others Present

Whitney Weller, Brinshore

Anna Libby, Brinshore

Peter Levai, Brinshore

Lukasz Dusza

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

- **Call to order and roll call.**
- **Receive introduction of guests.**
David Tscheekar
- **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.**

Mr. Tscheekar expressed concerns over the relocation process at Hawk View Apartments.

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

- 1. Discussion and possible action to authorize the Executive Director to execute the RAD/Section 18 Development Agreement for Silverada Manor with Brinshore Development, LLC, which will allow for Brinshore Development, LLC, to act as RHA's Master Developer per the business and related terms outlined in the Agreement. (For Possible Action)**

Commissioner Sullivan motioned to approve agenda item one as presented. Commissioner Taylor 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.

- 2. Discussion and possible action to authorize the Executive Director to execute the Section 18 Development Agreement for Hawk View Apartments with Brinshore Development, LLC, which will allow for Brinshore Development, LLC, to act as RHA's Master Developer per the business and related terms outlined in the Agreement. (For Possible Action)**

Commissioner Sullivan motioned to approve agenda item two as presented. Commissioner Taylor 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.

- 3. Discussion and possible approval of a grant in the amount of \$200,000.00 from the Home Depot Foundation for costs associated with the development of Dick Scott Manor. (For Possible Action)**

Commissioner Taylor motioned to approve agenda item three as presented. Commissioner Sullivan 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.

- 4. Discussion and possible action to authorize \$146,700.00 in FY2024 MTW funds to extend the contract with Wise Consulting through February 2024 to assist with Yardi implementation and financial consulting. (For Possible Action)**

Commissioner Taylor motioned to approve agenda item four as presented. Commissioner Sullivan 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.

- 5. Discussion and possible action to authorize \$94,555.00 in FY2024 MTW funds to extend the task order with Nan McKay & Associates through February 2024 for financial consulting. (For Possible Action)**

Commissioner Sullivan motioned to approve agenda item five as presented. Commissioner Taylor 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.

6. 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, September 26, 2023; Tuesday, October 24, 2023; and Tuesday, November 28, 2023. (For Possible Action)

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

David Tscheekar stated he lives in the Hawk View Apartments, and he has concerns regarding the demolition and relocation process.

8. Adjournment. (For Possible Action)

The meeting adjourned at 12:45 pm.

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
September 26, 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 12:01 pm on Tuesday, September 26, 2023, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairperson

Commissioners Absent

Mark Sullivan

Mayor Hillary Schieve-present 12:05 pm **via phone**
Kathleen Taylor

Staff Present

Hilary Lopez, Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
Ryan Russell, Legal Counsel
JD Klippenstein, Director of Development
Darren Squillante, Director of HR
Cori Fisher, Director of Resident Services
Kristin Scott, Director of Public Housing
Josh Stice, Director of IT
April Conway, Public Affairs Officer
Lindsay Dobson, Executive Administrative Assistant

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.**
David Tscheekar
- **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.**

Mr. Tscheekar read a parable to the Board.

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

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

1. Approval of the minutes of the regular Board meeting held August 22, 2023, and the closed session meeting held August 22, 2023. (For Possible Action)

Commissioner Taylor motioned to approve the minutes of the regular meeting held August 22, 2023, and the closed session minutes held August 22, 2023. Commissioner 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.

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)

Commissioner Taylor motioned to approve the consent agenda. Commissioner 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.

- a) **Possible adoption of Resolution 23-09-01 RH approving a revision to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs to update policies as they relate to Yardi software implementation, new HUD regulations as well as general policy streamlining. (For Possible Action)**
- b) **Possible adoption of Resolution 23-09-02 RH approving a revision to the Housing Authority of the City of Reno's Admission and Continued Occupancy Plan (ACOP) of Public Housing Units to update policies as they relate to Yardi software implementation, new HUD regulations, Nevada Revised Statute updates as well as general policy streamlining. (For Possible Action)**

3. Commissioner Reports. (Discussion)

No reports.

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

The Executive Director reported she signed the grant agreement with City of Sparks to administer their AB 396 Rental Assistance Program and is currently working with their staff to finalize the program details.

The US Department of Housing and Urban Development (HUD) will provide October and November operating subsidies and October housing assistance payments to public housing authorities before September 30th in the case of a government shutdown to enable continued operations of these programs.

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 Language to extend the initial 39 MTW contracts was included in the federal appropriations bill. Executive Director Lopez continues to meet with representatives to talk through the benefits of MTW and garner their support for the legislation.

Staff have informed Resident Councils of their new Board approved beautification funds. Resident Councils are actively soliciting ideas for their individual complexes and will submit their prioritized wish list by the end of October to staff to review.

Numerous staff will be out from October 10 – 12th at the Nevada Housing Coalition conference either participating in the conference or participating on panels.

Staff received formal notification we were awarded 125 VASH vouchers.

RHA is partnering with Food Bank of Northern Nevada to open a food pantry, also known as a golden grocery, at out Tom Sawyer Village property for our area seniors. Greater Nevada Credit Union donated \$1,500 to us to allow for food purchase and to resupply the pantry as needed.

Staff continues to work through the Yardi transition and implementation. Admissions, Asset Management, and Rental Assistance are currently using the system and we are continuing to roll into phases two and three. Just a reminder that due to the transition, we will not be providing financial reports at the October and November Board meetings.

B. Update on Rental Assistance Voucher Programs / Asset Management

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	2,484	2,248	90%	163
VASH	416	295	71%	45
EHV	137	105	77%	11
FYI	15	6	40%	6

Number HQS Inspections Conducted by Month	
August 2023	168

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 Minutes of the Regular Board Meeting
 September 26, 2023

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 has one open Assistant Manager position to fill, and interviews are currently being conducted. A selection and offer for the position should be completed by the end of September.
- Maintenance staff continue to team up on Thursdays to complete weed removal and trimming at all sites. The team is preparing to complete the shutdown of swamp coolers and irrigation systems at the end of September, depending on weather conditions.
- Management and Maintenance staff continue to work in Yardi. Staff are becoming more familiar with processing day-to-day tasks. With the finance portion of implementation currently taking place, the management staff is working on verifying that all repayment agreements, security deposits, and monthly fees for pets, cable, and carports have been accurately converted.
- During the month of August, two public housing residents selected a mobility unit to move into. Both households are working through the Rental Assistance process of Briefing and voucher issuance. Staff anticipates both residents will move in during the month of September.
- Public Housing ended the month of August with 50 vacancies for an overall occupancy rate of 93.33% across all sites. In August, seven residents vacated their units, and five units were leased. As the agency prepares for the repositioning of Hawk View Apartments and Silverada Manor as well as rehabilitation at Stead Manor and McGraw/Silver Sage Court, vacancies are being held at complexes not impacted to accommodate relocation efforts and vacant units at planned redevelopment complexes are not being filled to reduce the number of tenants requiring relocation.
- The McGraw Court HVAC replacement project and the Myra Birch video surveillance system upgrade project began during the month of August. Both projects should take no longer than 90 days to complete.

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

Department Updates

- The Paradise Plaza purchase and Sale Agreement was signed by the Executive Director and returned to **CIRE Equity** for full execution. Staff is awaiting the result of an ALTA Survey and looks forward to the official transfer of ownership.
- **Federal Communications Commissioner** Geoffrey Starks will attend an RHA Affordable Connectivity Program (ACP) outreach event planned for September 25, 2023. The Commissioner was impressed by the Authority's efforts to enroll residents in the ACP as a "Your Home, Your Internet" pilot program grantee which has prompted the visit.

Elderly Services

- RHA is partnering with **Food Bank of Northern Nevada** to open a food pantry (aka Golden Grocery) at Tom Sawyer Village for area seniors. The grand opening of the pantry is scheduled for October 26, 2023, at 1:00 pm. **Greater Nevada Credit Union** donated \$1,500.00 to

purchase food to resupply the pantry as needed. The elderly services team invites the RHA Board of Commissioners to attend.

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- As flu, cold, and COVID season nears, staff is working to provide medical resources for senior and disabled residents. **Community Health Alliance (CHA)** will be at Silverada Manor with their mobile wellness van on October 3 and 17, 2023 for a variety of available wellness visits. **Immunize Nevada** will also hold an on-site vaccine clinic in conjunction with CHA on October 17, 2023.

Workforce Development (WFD)

- The recently held Getting Ahead program proved to be a great success among residents. Workforce staff completed the *Getting Ahead in a Just-Gettin'-By World* facilitator Certification training. RHA will continue to partner with **Opportunity Alliance Nevada** for parts of the Getting Ahead program, but staff are now able to facilitate the workshops which will reduce future program costs.

Youth/Family Activities

- The **4H** Afterschool Program at Essex Manor is off to a great start. Over 30 RHA youth are currently enrolled in the program.
- Staff is gearing up for the RHA Halloween competition in which teams consisting of staff from all departments provide each Public Housing family site with a spooky Halloween-themed event to enjoy. Teams decorate an area on site for RHA youth to “trick-or-treat” and participate in fun activities. This activity is enjoyed by both staff and RHA families and has become an annual event.

Resident Councils

- Resident councils joined forces for the final Reno National Championship Air Races fundraiser. Resident council members and resident services staff exchanged parking spots at RHA’s public housing site, Stead Manor, for donations, sold light concessions. This year, staff organized food trucks to park on-site in exchange for 10% of their earnings.

* 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

Media: traditional and social

- Promoted RHA back to school event, Affordable Connectivity Program, Workforce Development Program graduation, RHA open positions for hire.
- Promoted multiple community partners’ low/no-cost medical and dental events
- Essex playground/after school program covered by KTVN, though not on their website, and KUNR, also not on their website

- A social post about RHA allowing Washoe County Sheriff's Office to train at a vacant scattered site had unintended consequences. There were multiple negative comments on Instagram about RHA working with WCSO, police activity in general, and RHA vacancies. Reno Gazette-Journal published a Fact Check piece refuting the erroneous claims.
- Working to get Hilary on to Nevada Newsmakers

Opportunity Knocks Magazine

- With the new fiscal year, awaiting new numbers from interim finance assistant at Nan McKay

Other

- Coordinated and executed Breakfast with the Boss.
- UNR political science department came back with some changes, so we're revamping our scope of work for the RHA history project. On hold.
- Mailchimp/Constant Contact email newsletter project is on hold.
- Initial planning for RHA's next elected officials tour/open house is underway.
- In final planning stages for Oct 19, 80th anniversary employee event. Perhaps with op-ed in RGJ or Nevada Independent.
- Finalizing the 2024 RHA calendar.
- Assisting with RHA table and presentation at NHC conference in Vegas in October.
- Working with other RHA departments to promote Home Depot Foundation grant in accordance with HDF guidelines.

E. Update on Development Activities

Development Projects

- *Provided as part of quarterly development update.*

Capital Fund Projects

- Video Surveillance System installation at Myra Birch substantially complete and in process of closing out.
- HVAC replacement at McGraw substantially complete and in process of closing out.
- Video Surveillance System installation at Stead Manor delayed to October start.

Other Projects

- Roof recoating at Ala Moana completed.
- Received construction documents from JKAE for asphalt replacement project.

F. Update on Information Technology activities

Yardi Implementation

- Admission, Asset Management, and Rental Assistance staff continue to be working fully in the new software. One-off issues continue to be addressed with the assistance of Yardi staff and Wise Consulting.
- Finance staff are working in Yardi to complete A/P and HAP check runs. With the assistance of Wise Consulting, staff will complete full implementation in Finance by November 1, 2023, and will be working fully in Yardi at that time.
- In October, the implementation of Phase 2 modules (Job Cost specifically) will begin. Implementation of this module will include the Development and Finance departments and will streamline development financial tracking by project, including Capital Fund projects.

Laserfiche Implementation

- Departments with historical records already scanned are utilizing Laserfiche to store client files and other pertinent agency documents.
- Scanning continues in Rental Assistance and Finance and will begin in the coming months in Asset Management.
- As staff become more familiar with Yardi, workflows that had originally been planned for Laserfiche may transition for use out of the Yardi software. Both systems provide for workflows that will be utilized to increase agency efficiencies.

Other Projects

- Staff met with Merit Electric to plan for the installation of a generator at the main office to provide a power source during outages, including in emergency situations.

G. Update on MTW Activities

FY 2023 Annual MTW Report

- RHA's annual MTW Report to HUD is nearing completion with data being finalized on all implemented MTW activities. Data analysis is conducted and used to gauge whether activities within RHA's MTW program have been successful over the past year. Data is also used to demonstrate areas where an activity could be amended to ensure continued success. The Annual MTW Report to HUD is due on September 30.
- multiple times. To date, detailed information has been pulled for families paying minimum rent, those undergoing triennial recertifications and households receiving RHA's standardized utility allowances in the HCV program. Detailed demographic information has also been compiled on all public housing residents and rental assistance households.

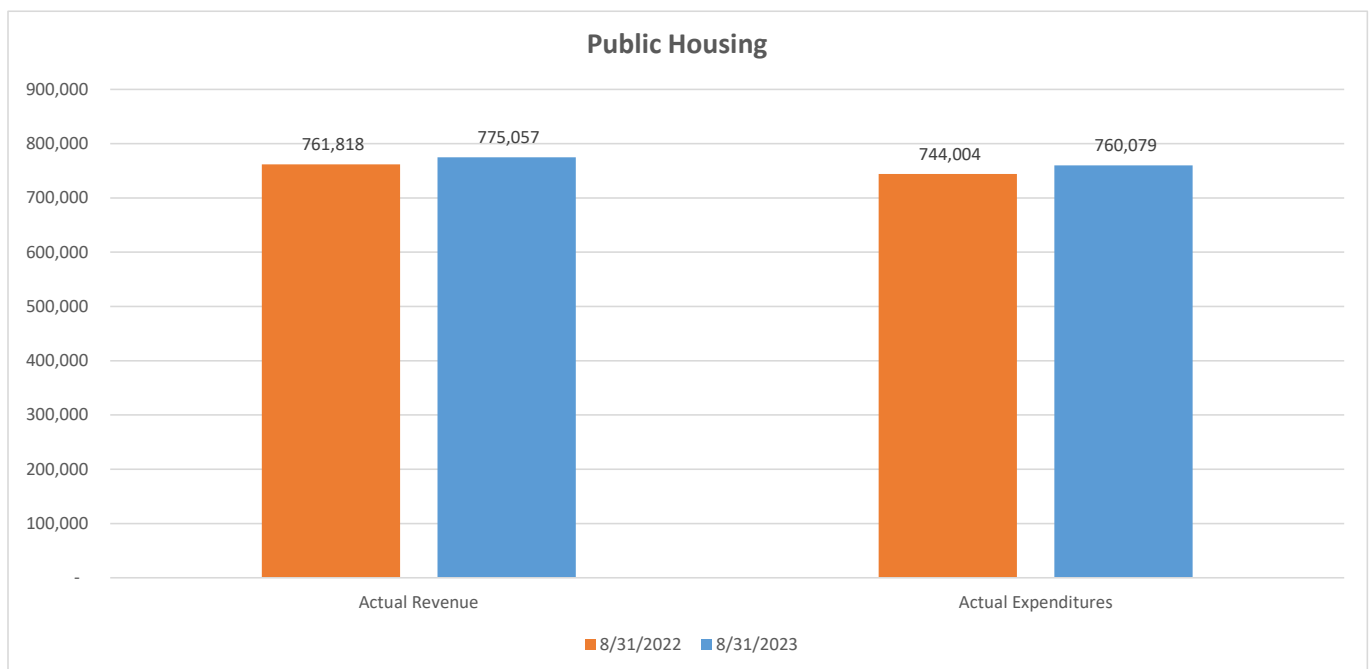
H. Update on Legal Inquiries

Update on public comment inquiry as to whether Hawk View and other residents are entitled to interest on any security deposit held by the Authority. Counsel has indicated that Nevada law does not require the Authority to pay interest on security deposits in public housing, and with very limited exception, neither does federal law. Counsel has further confirmed with the Authority that any limited exception in federal law does not apply to the Authority's residents such that the Authority is in compliance with all applicable laws and not required to pay interest on security deposits.

I. Financials

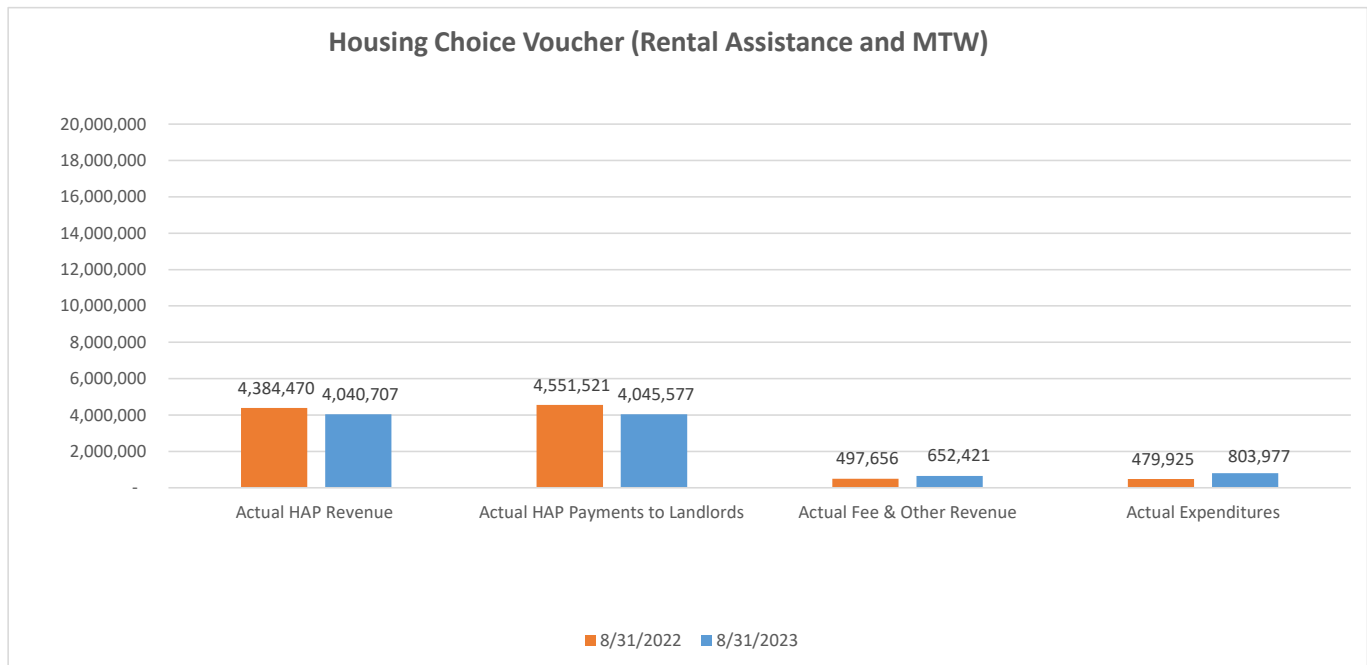
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Public Housing	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	775,057	761,818	13,239	1.74%
Budgeted Revenue	880,730	778,140	102,590	13.18%
Actual Expenditures	760,079	744,004	16,075	2.16%
Budgeted Expenditures	1,102,099	947,617	154,482	16.30%
Actual Surplus (deficit)	14,979	17,814	(2,835)	-15.92%



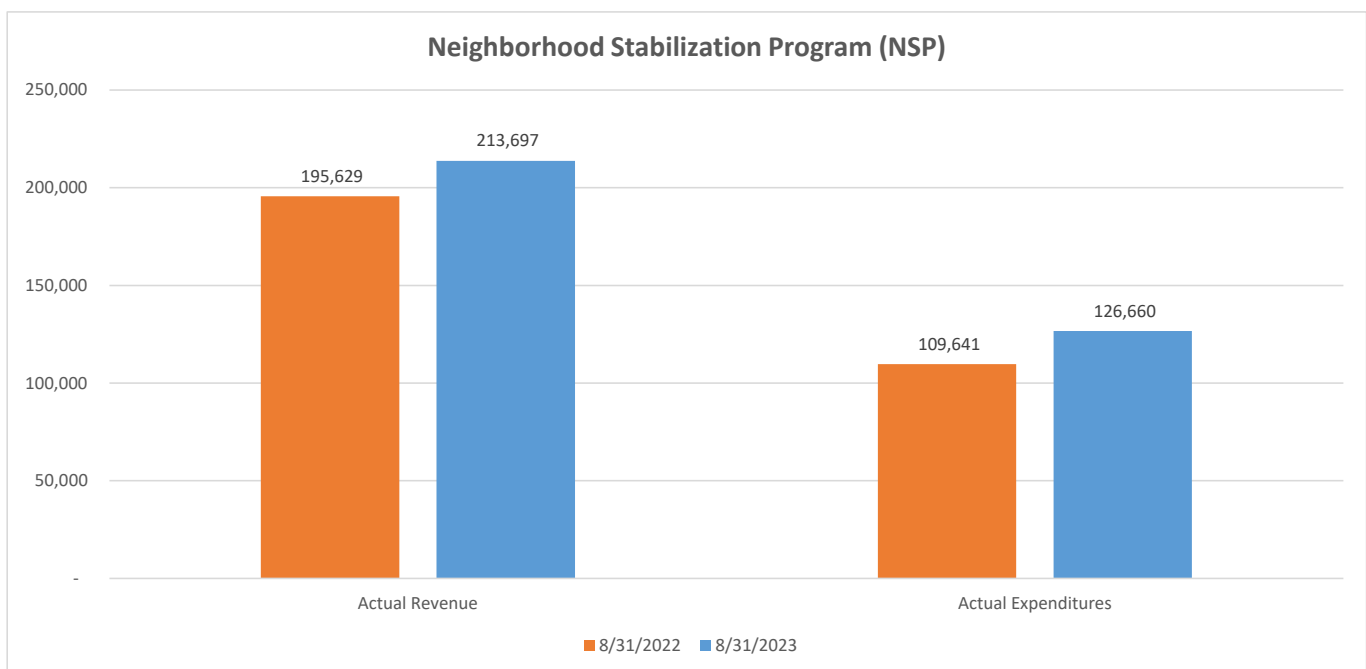
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Housing Choice Voucher (Rental Assistance and MTW)	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	4,040,707	4,384,470	(343,763)	-7.84%
Budgeted HAP Revenue	4,658,361	4,265,434	392,927	9.21%
Actual HAP Payments to Landlords	4,045,577	4,551,521	(505,944)	-11.12%
Budgeted HAP Payments to Landlords	4,115,992	4,204,153	(88,161)	-2.10%
Actual Fee & Other Revenue	652,421	497,656	154,765	31.10%
Budgeted Fee & Other Revenue	500,297	445,432	54,865	12.32%
Actual Expenditures	803,977	479,925	324,052	67.52%
Budgeted Expenditures	871,444	565,679	305,765	54.05%
Actual Surplus (deficit)	(156,427)	(149,320)	(7,107)	4.76%



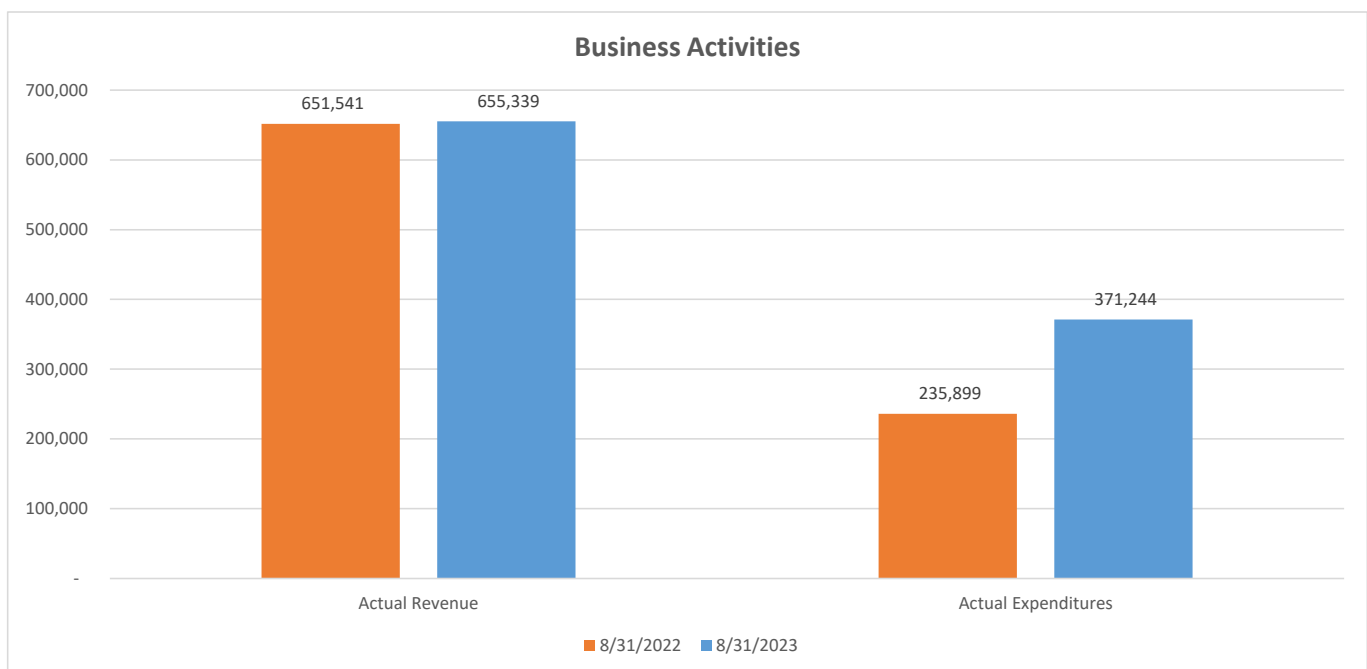
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Neighborhood Stabilization Program (NSP)	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	213,697	195,629	18,068	9.24%
Budgeted Revenue	235,348	199,034	36,314	18.25%
Actual Expenditures	126,660	109,641	17,019	15.52%
Budgeted Expenditures	139,998	114,625	25,373	22.14%
Actual Restricted Surplus (deficit)	87,038	85,988	1,050	1.22%



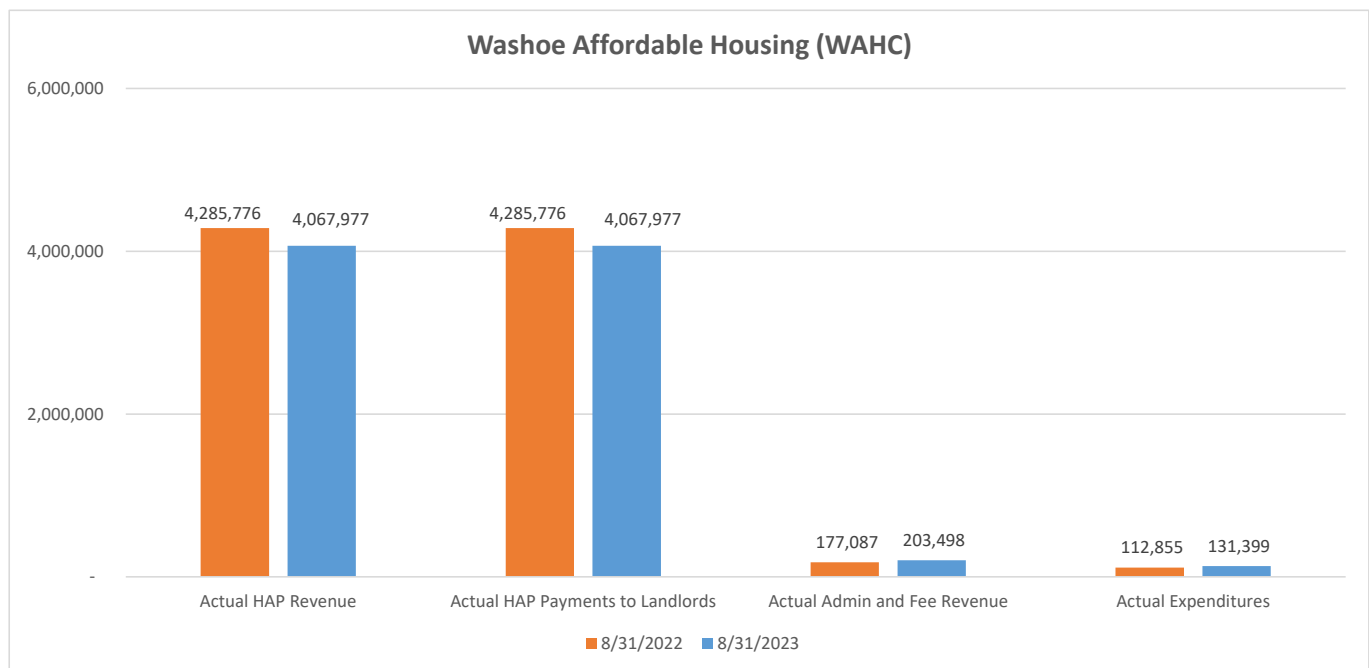
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Business Activities	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	655,339	651,541	3,798	0.58%
Budgeted Revenue	660,988	682,913	(21,925)	-3.21%
Actual Expenditures	371,244	235,899	135,345	57.37%
Budgeted Expenditures	282,180	286,849	(4,669)	-1.63%
Actual Unrestricted Surplus (deficit)	284,095	415,642	(131,547)	-31.65%



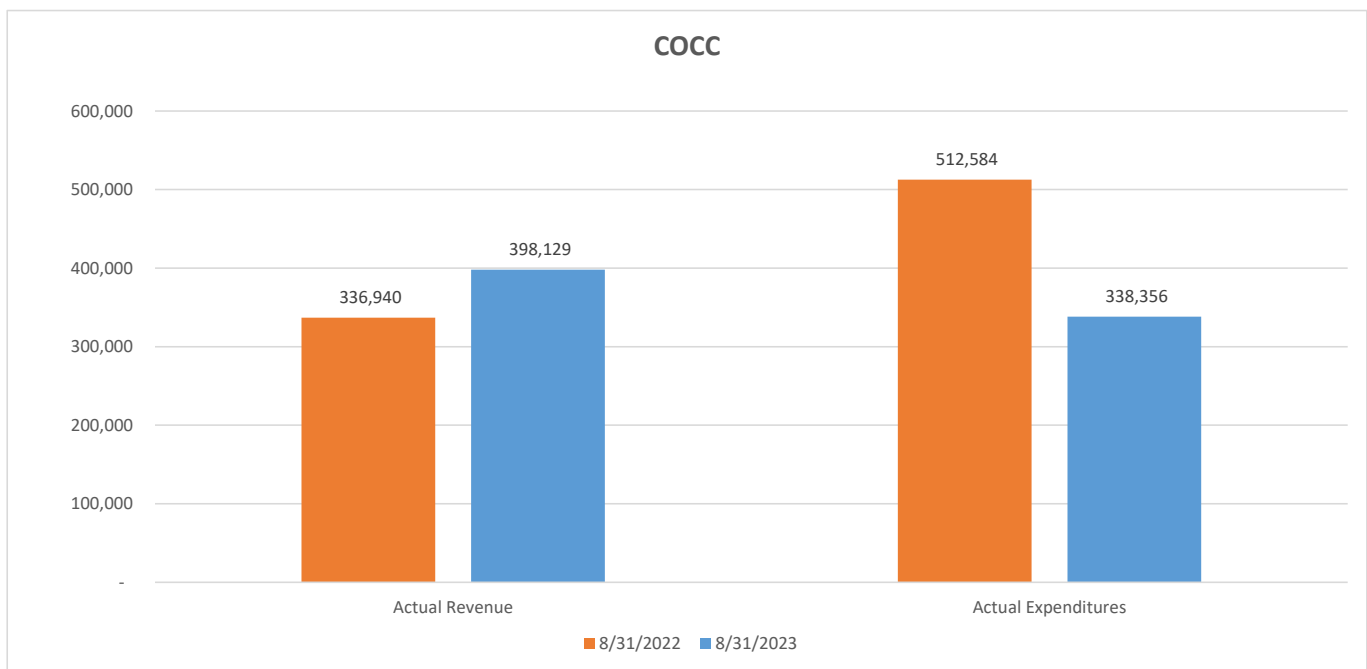
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Washoe Affordable Housing (WAHC)	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	4,067,977	4,285,776	(217,800)	-5.08%
Budgeted HAP Revenue	4,469,315	4,289,548	179,767	4.19%
Actual HAP Payments to Landlords	4,067,977	4,285,776	(217,800)	-5.08%
Budgeted HAP Payments to Landlords	4,469,315	4,289,548	179,767	4.19%
<i>HAP Surplus (Deficit)</i>	-	-	-	0.00%
Actual Admin and Fee Revenue	203,498	177,087	26,411	14.91%
Budgeted Admin and Fee Revenue	171,869	172,169	(301)	-0.17%
Actual Expenditures	131,399	112,855	18,544	16.43%
Budgeted Expenditures	132,064	117,926	14,138	11.99%
<i>Unrestricted Profit (Loss)</i>	<i>72,099</i>	<i>64,232</i>	7,867	12.25%
Actual compared to budget	72,099	64,232	7,867	12.25%



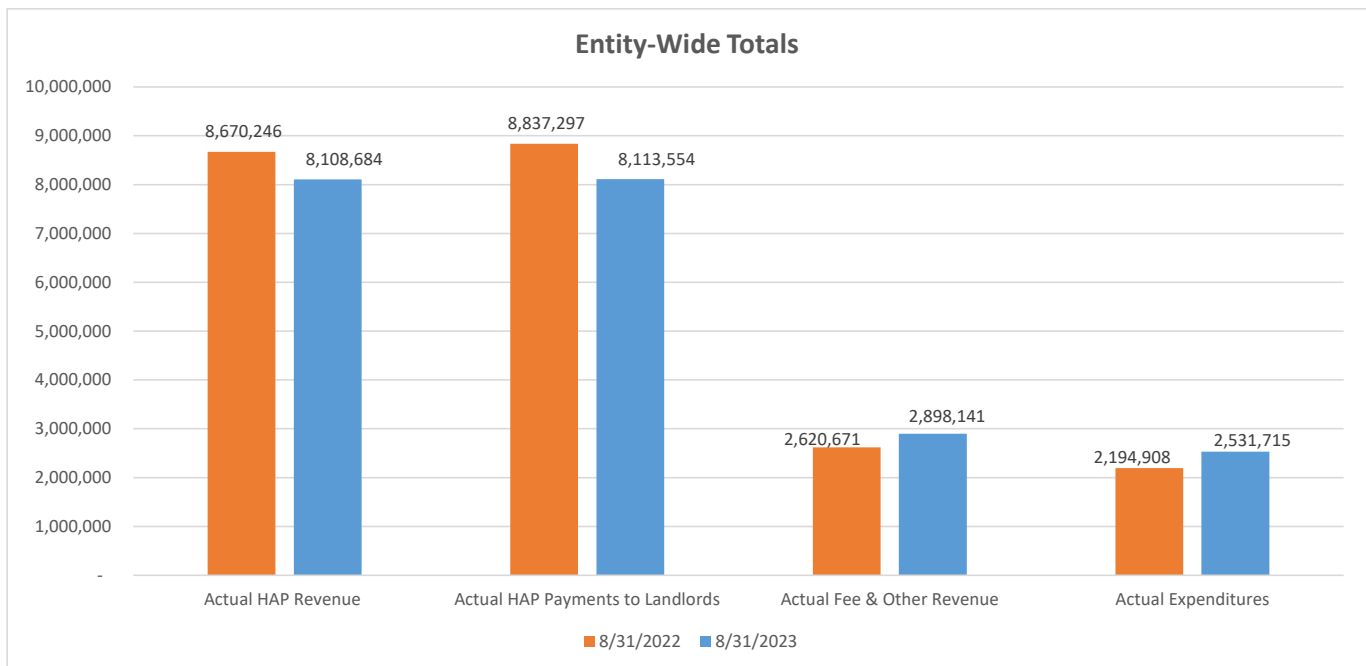
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

COCC	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	398,129	336,940	61,189	18.16%
Budgeted Revenue	364,650	397,065	(32,415)	-8.16%
Actual Expenditures	338,356	512,584	(174,228)	-33.99%
Budgeted Expenditures	517,889	646,284	(128,395)	-19.87%
Actual Unrestricted Surplus (deficit)	59,772	(175,644)	235,416	-134.03%



**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Entity-Wide Totals	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	8,108,684	8,670,246	(561,563)	-6.48%
Budgeted HAP Revenue	9,127,676	8,554,982	572,694	6.69%
Actual HAP Payments to Landlords	8,113,554	8,837,297	(723,743)	-8.19%
Budgeted HAP Payments to Landlords	8,585,306	8,493,701	91,605	1.08%
<i>HAP Surplus (Deficit)</i>	<i>(4,870)</i>	<i>(167,051)</i>	<i>162,181</i>	<i>-97.08%</i>
Actual Fee & Other Revenue	2,898,141	2,620,671	277,470	10.59%
Budgeted Fee & Other Revenue	2,813,881	2,674,753	139,128	5.20%
Actual Expenditures	2,531,715	2,194,908	336,807	15.34%
Budgeted Expenditures	3,045,674	2,678,980	366,694	13.69%
<i>Unrestricted Profit (Loss)</i>	<i>366,426</i>	<i>425,763</i>	<i>(59,337)</i>	<i>-13.94%</i>
Actual Surplus (deficit)	361,555	258,712	102,843	39.75%



5. Presentation and recap of State of Nevada 83rd Legislative Session and significant housing legislation by Mendy Elliott of Flynn Guidici (For Discussion Only)

Ms. Elliott provided an in-depth PowerPoint Presentation.

6. Presentation on quarterly update on construction projects. (For Discussion Only)

Director of Development Klippenstein provided an update on current discussions with a corresponding PowerPoint.

7. Discussion and possible approval of a contract with Clifton Larson Allen, LLP, in the amount of \$83,110.00 for the FY2022 required audit. (For Possible Action)

Commissioner Taylor motioned to approve agenda item seven as presented. Commissioner Schieve 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.

8. Discussion and possible approval to enter a contract with Plenium Builders, LLC, for pre-construction services for the following:

- a. Stead Manor rehabilitation project: \$36,000.00
- b. John McGraw rehabilitation project: \$7,000; and
- c. Silver Sage Manor rehabilitation project: \$3,000 (For Possible Action)

Commissioner Schieve motioned to approve agenda item eight as presented. Commissioner Taylor 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.

9. Discussion and possible approval of Agency's amended Home Means Nevada Initiative (HMNI) grant agreement for Dick Scott Manor and acceptance of \$163,330.00 in additional funds. (For Possible Action)

Commissioner Taylor motioned to approve agenda item nine as presented. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried.

10. Discussion and possible approval of the Material Change Policy that outlines construction and/or overall project changes that require Board of Commissioners review after initial approval. (For Possible Action)

Thoughtful and intelligent conversations took place. No action was taken.

11. Discussion and possible approval to enter a contract for up to \$4,965,918.00 with Pavilion Construction for General Contract Services for the Railyard Flats (419 10th Street) project. If approved, this item may include a budget augmentation in an amount not to exceed \$400,000 above the amount previously approved for this item. (For Possible Action)

Commissioner Taylor motioned to approve agenda item nine as presented. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried.

12. Discussion and possible direction to staff regarding potential strategies to financially leverage RHA's scattered site portfolio. (For Possible Action)

Thoughtful and intelligent conversations took place. The Board asked to discuss further at the annual Board retreat in November. No action was taken.

13. Discussion of potential RHA Board retreat dates and draft agenda. (For Discussion Only)

The Board members agreed to hold this year's Board retreat on November 16th.

14. 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, October 24, 2023; Tuesday, November 28, 2023; and Tuesday, December 19, 2023. (For Possible Action)**

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

Mr. Tscheekar encouraged Executive Director Lopez to consider allowing compound interest on security deposits.

16. Adjournment. (For Possible Action)

The meeting adjourned at 1:54 pm.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 2

October 24, 2023

SUBJECT: Annual nomination and election of chair, vice-chair, and secretary/treasurer.
(For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 3****October 24, 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: Discussion

- a) Possible approval of Commissioner Taylor's request to expend \$500.00 of her Contingency Fund allotment to purchase bus passes for RHA to make available to its clients and community partners.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

October 24, 2023

SUBJECT: Commissioner Reports

FROM: Commissioners

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 5****October 24, 2023**

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

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- Reno Housing Authority received EDAWN's Community Partner of the Year award at its 11th Annual EDAWN Existing Industry Awards Event on October 19th. This award recognizes RHA's workforce development programs and their contributions to economic development in our region.
- The Authority celebrates its 80th birthday this month. As part of this, staff were invited to a small celebration and our public affairs department created a short video of RHA's accomplishments over the past 80 years. Brief coverage of the event was shown on Channel 2 on October 19th.
- The City of Sparks has opened its rental assistance program and RHA has started distributing assistance payments. Fourteen (14) applications have been approved to date, totaling over \$78,000 and another 30 applications are currently under review.
- The Executive Director and Director of Resident Services participated in a panel discussion on permanent supportive housing at the Nevada Chapter of the American Planning Association meeting in Lake Tahoe on October 17th.
- Executive staff are working to schedule overviews of public finance options and homeownership programs ahead of the Board retreat, if possible. Staff are also working to get a better understanding of the economic impacts from RHA's main programs by contracting for a brief economic benefit analysis study.
- RHA is working with the Nevada State Apartment Association to host a Housing Choice Voucher educational session in January for its members.
- Staff will be participating in Halloween events at each family public housing site on October 31st. Activities will take place from 4-5 pm and, in several instances, will be in conjunction with resident council events.
- The main office will be under construction beginning in November and extending to January for remodeling and space planning. The Board had budgeted funds for this project. As a result, the office and/or portions of the office may need to be closed for

various periods of time and/or staff may be working remotely. RHA will advertise upcoming closures or changes to office hours on its website and at its main office.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 10/13/23	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,484	2,241	90%	144
VASH	416	297	71%	62
EHV	137	106	77%	15
FYI	15	5	33%	8

Number HQS Inspections Conducted by Month	
September 2023	164

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 has completed interviews for the open Assistant Manager and Maintenance II positions. The selected candidates are currently going through the pre-employment process.
- Maintenance staff have continued teaming up on Thursdays to complete weed removal and trimming at all sites. Staff have started shutting down the irrigation systems and swamp coolers at all sites in preparation for colder temperatures. The shutdown process will continue through the month of October.
- The Asset Management team continues to work in Yardi and become more comfortable using the software. Staff escalates discrepancies as they arise.
- The entire Asset Management team received NSPIRE inspection training during the month of October to become certified in the new HUD-mandated inspection protocol.
- Public Housing ended the month of September with 50 vacancies for an overall occupancy rate of 93.33% across all sites. In September, five residents vacated their unit, and five units were leased.
- In the month of September, the McGraw Court HVAC replacement project and the Myra Birch video surveillance system upgrade project were completed, and the Stead video surveillance system upgrade began.

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

Department Updates

- The Resident Services Administrator position has been filled to assist with department oversight and future growth. RHA is excited to have another passionate individual join the team.
- The Director of Resident Services accompanied Executive Director Lopez at the Nevada State Planners Conference to participate in a panel discussion regarding permanent supportive housing in Nevada.

Elderly Services

- Staff is preparing for the holiday season by working with **Reno Sparks Gospel Mission**, and **Holy Cross Catholic Church** to provide home-cooked meals on Thanksgiving and Christmas day to all senior residents. Additionally, staff is working with **Salvation Army** to sign senior residents up for the Silver Angel Tree program. Residents under the age of 60 will be “adopted” by RHA staff to ensure those in need receive a holiday gift.

Workforce Development (WFD)

- Staff is planning CY 2024 workshops and activities. In addition to new workshops, staff plans to bring networking opportunities and service-learning projects to our clients throughout the upcoming year.

Youth/Family Activities

- **Altrusa of Reno/Sparks** held an outreach event at Essex Manor and provided families with free groceries, household/cleaning supplies, laundry detergent, and community resource information.
- Staff is working with **Bobo's Ski & Board** and **Sky Tavern** to finalize details on the Junior Ski program. Scholarship amounts and program details will be available soon.

Resident Councils

- Staff is preparing for 2024 resident council elections, coming in November.
- Current resident council board members are collecting ideas for the usage of their new beautification funds. A full list of ideas will be submitted to management by the end of October, with final proposals due in December.
- Staff is working with resident councils that are interested to help pass out donated holiday meals to households in need, through partnership with **Reno Sparks Gospel Mission**.

** 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

Media: traditional and social

- Promoted RHA landlord programs, Safe Place, Affordable Connectivity Program, Kids Café for fall break, and RHA open positions for hire.
- Promoted multiple community partners' low/no-cost medical and dental events.
- Set for RHA/Nevada Rural joint media training event Nov. 2.

Opportunity Knocks Magazine

- Going to print in November.

Other

- Initial planning for RHA's next elected officials tour/open house is underway.
- Coordinated and executed 80th anniversary employee event.
- Planning for Railyard Flats groundbreaking event in December/January.

- 2024 RHA calendar going to print in early November.
- UNR political science department RHA history project is on hold.
- Mailchimp/Constant Contact email newsletter project is on hold.
- Working with other RHA departments to promote Home Depot Foundation grant in accordance with HDF guidelines.

E. Update on Development Activities

Silverada Manor & Hawk View Redevelopment

- Submitted Section 18 application for Hawk View on October 3rd. HUD gave a 60-day timeframe for review.
- Next round of resident meetings has been scheduled for November 7 and 8. RHA will host two meetings at each property (10am and 6pm). Brinshore and HousingToHome will be on site for meetings.
- Environmental Review process has been completed for Silverada and RHA has received the Authority to Use Grant Funds.

Dick Scott Manor

- Construction is moving forward on schedule.
- Subsidy Layering Review submitted and approved.

419 10th Street

- Aiming to execute construction contract and financially close by end of October.
- The projected start date is late November or early December.

Stead Manor

- Project has entered design phase.

McGraw Court/Silver Sage Court

- Projects have entered design phase.

Carville Court

- Development Department working on State of Nevada HOME-ARP application and plans to submit an application for funding to support the development by end of October.

Paradise Plaza

- No project updates as of October 2023.

Essex Manor

- No project updates as of October 2023.

Capital Fund Projects

- Video Surveillance System installation at Stead Manor began in early October.

F. Update on Information Technology activities

- RentCafé, a platform within Yardi to manage clients and vendors through portals in which they can login, for landlords will be going live by the end of October. Training will be conducted for the landlord liaison and receptionists on specific troubleshooting techniques depending on the client's issue while registering.
- Finance staff have been working on finalizing RHA's chart of accounts in Yardi. Staff will begin importing all beginning balances with the help of Wise Consulting during the week of October 23-27th. Full finance data conversion will be completed by November 1, 2023.
- Staff have begun creating custom reports for Admissions, Asset Management, and Rental Assistance to aid in pulling data and sending letters to clients quickly.

Laserfiche Implementation

- Scanning continues in Rental Assistance and Finance. The scanning team are three quarters of the way finished with scanning in Rental Assistance.

Other Projects

- Merit Electric is close to receiving the approved permit from the City of Reno which will allow the generator to be installed at Mineral Manor.
- Staff is working with Merit Electric to plan the location and quantity of CAT5 cables needed for the additional workstations being created from the main office remodel.
- Security panels at Yorkshire Terrace and Washoe Affordable Housing Corporation have been integrated with the Total Connect software that allows for increased safety through activity alerts and access control.

G. Update on MTW Activities

FY 2023 Annual MTW Report

- The FY 2023 Annual MTW Report was submitted to HUD on September 29, 2023. The report provides comparisons of actual outcomes to benchmarks set forth in the FY 2023 Annual Plan. It also provides an update on each of the ongoing activities that were approved and implemented by the agency in previous plan years.

FY 2024 Annual MTW Plan Amendment

- An amendment to the FY 2024 Annual MTW Plan is currently being drafted to allow for alternative reasonable cost limits to include Total Development Costs (TDC) and

Hard Construction Costs (HCC) for the amount of Moving to Work funds that can be contributed. Once finalized, the plan will be posted in accordance with the required public process before being brought to the Board for approval and submittal to HUD.

FY 2025 Annual MTW Plan

- Staff will begin brainstorming new MTW activities for RHA's FY 2025 MTW Plan in the coming months. Activities currently being implemented by RHA will also be reviewed to note any changes/amendments that may need HUD approval. Once new activities are identified, data will be gathered and analyzed to identify what the proposed activity's effects could be on the agency, tenants, etc.

H. Financials

No financial reports are available for the current period due to the Yardi conversion.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 6

October 24, 2023

SUBJECT: Presentation on MTW Annual Report and Mobility Study. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

Staff will provide a presentation at the meeting.

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 7****October 24, 2023**

SUBJECT: Discussion and possible approval of revised Procurement Policy. (Discussion and Possible Action)

FROM: Executive Director

RECOMMENDATION: Possible Action

Background:

RHA's Procurement Policy was last updated in 2019. Since then, the HUD small purchase amount limit has increased to \$250,000 and Section 3 requirements and definitions have been updated. Due to these changes, staff is proposing to update the agency's procurement policy in the following ways:

- Increase the small purchase limit from \$150,000 to \$250,000. This would allow projects to move forward faster and increase the capacity of Development Department Staff by decreasing the amount of staff time spent on preparing documents for competitive proposals. It also brings the limit into conformance with the federal limit.
- Update language in the policy regarding Section 3 to refer to updated federal code.

Additionally, since the policy was last updated, the agency has begun significant projects related to both affordable housing development and operations. In turn, RHA staff are more routinely dealing with significant purchases and contracts and tight timelines. Given HUD's small purchase limit increase, current market pricing, and the greatly expanded scope of work for the agency, staff are proposing an increase to the Executive Director's limit on purchases and contracts from \$50,000 to \$100,000. The Southern Nevada Regional Housing Authority and State of Nevada's Purchasing Division Administrator utilize this limit for their procurements and increasing to this limit will also facilitate "piggybacking" on their completed procurements.

Please see that attached procurement policy with the proposed updates in redline.

Staff Recommendation for Motion:

The Board of Commissioners moves to approve the revised procurement policy as presented and increase the Executive Director's authority to approve small purchases to \$100,000.00 effective upon passage.



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RHA PROCUREMENT POLICY

1. Introduction

1.1. General

Established for the Housing Authority of the City of Reno (hereinafter, ("the Agency")) by Action of the Agency Board of Commissioners of Commissioners on March 28, 2017, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the Agency and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR §200.317 through §200.326, Procurement Standards, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws.

2. General Provisions

2.1. General: The Agency Shall

- 2.1.1. Provide a procurement system of quality and integrity.
- 2.1.2. Provide fair and equitable treatment of all persons or firms involved in purchasing by the Agency.
- 2.1.3. Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to the Agency.
- 2.1.4. Promote competition in contracting and,
- 2.1.5. Assure that the Agency purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

2.2. Application

This Policy applies to all procurement actions of the Agency. Nothing in this Policy shall prevent the Agency from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

2.3. Definitions

The term "procurement", as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

2.4. Exclusions

This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR §990. These excluded areas are subject to applicable State and local requirements. **Projects fully funded with non-federal monies, regardless of amount, are not subject to this federal procurement policy.**



- 2.4.1. General Application:** These procurement policies apply to procurement action of the Agency, save and except where the Agency becomes a potential buyer in the acquisition of Real Estate (raw land or buildings, whether commercial, residential, single family or multi-family). For all non-Real-Estate purchases and contracts of ~~Fifty Thousand Dollars (\$50,000)~~ **One Hundred Thousand Dollars (\$100,000)** or more, Board of Commissioners authorization and approval by Resolution of the Board of Commissioners is required. For Real Estate purchase, the Agency may act in the nature of a private Buyer, seeking the best price within the best interest of the Agency and its mission. Board of Commissioners approval is required, however, for all real estate purchases in the excess of \$150,000. Approval may be given on a case-by-case basis, or by blanket authorization at the discretion of the Board of Commissioners and as the case may be.
- 2.4.2. Non-Public Housing Funds:** Save and except the limits on spending in section 2.4.1 for which Board of Commissioners approval is required, these procurement policies may be waived in writing at the discretion of the Executive Director for purchases made without the use of Public Housing (Federal) funds.

2.5. Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

2.6. Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Nevada Freedom of Information Act.

3. Ethics in Public Contracting

3.1. General

The Agency hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

3.2. Conflicts of Interest

No employee, officer, Board of Commissioners, or agent of the Agency shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- 3.2.1.** An employee, officer, Board of Commissioners, or agent involved in making the award.
- 3.2.2.** His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister).
- 3.2.3.** His/her partner; or
- 3.2.4.** An organization which employs or is negotiating to employ or has an arrangement concerning prospective employment of any of the above.



3.3. Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board of Commissioners, or agent of the Agency shall ask for or accept gratuities, favors, or items of more than nominal value (i.e., inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

3.4. Prohibition against Contingent Fees

Contractors wanting to do business with the Agency must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

4. Procurement Planning

4.1. General

Planning is essential to managing the procurement function properly. Hence, the Agency will periodically review its record of prior purchases, as well as future needs, to:

- 4.1.1. Find patterns of procurement actions that could be performed more efficiently or economically.
- 4.1.2. Maximize competition and competitive pricing among contracts and decrease the agency's procurement costs.
- 4.1.3. Reduce Agency's administrative costs.
- 4.1.4. Ensure that supplies and services are obtained without and need for re-procurement (i.e., resolving bid protests) and
- 4.1.5. Minimize errors that occur when there is inadequate lead time.

Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

5. Procurement Methods

5.1. Petty Cash Purchase's

Purchases under \$25 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the Agency shall ensure that security is maintained, and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically.

5.2. Small Purchase Procedures

For any amounts above the Petty Cash ceiling, but not exceeding ~~\$150,000~~, \$250,000, or a limit set by state law, if applicable, the Agency may use small purchase procedures. Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$10,000 (except for construction procurements which is set at \$2,000), also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, or through electronic procurement. The award shall be made to the responsive and responsible vendor that submits the lowest cost to the Agency. If the award is to be made for reasons other than the lowest price, documentation shall be provided in the contract



file. The Agency shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

5.3. Sealed Bids

Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the Agency publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed ~~\$150,000~~ \$250,000, or a limit set by state law, if applicable.

5.3.1. Conditions for Using Sealed Bids. The Agency shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; three or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

5.3.2. Solicitation and Receipt of Bids. An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsive and responsible bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

5.3.3. Bid Opening and Award. Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, the award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

5.3.4. Mistakes in Bids. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document, but the intended bid is unclear, or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the Agency or fair competition shall not be permitted.

5.4. Competitive Proposals

Unlike sealed bidding, the competitive proposal method, also known as Request for Proposals (RFP) permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or



estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the Agency, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

5.4.1. Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. As detailed within Section 7.2.B of HUD Procurement Handbook 7460.8 REV 2, "Only under limited circumstances would construction services be procured by competitive proposals;" accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP).

5.4.2. Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of- an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The Agency may assign price a specific weight in the evaluation factors, or the Agency may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

5.4.3. Evaluation. The proposals shall be evaluated only on the factors stated in the RFP. Where not apparent from the evaluation factors, the Agency shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non- Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to the award of a contract.

5.4.4. Negotiations. Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for an award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either a competitive or sole source environment) between the Agency and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the Agency's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer or designee shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer or designee, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's or designee's judgment. The contracting officer or designee may inform an offeror that its price is considered by the Agency to be too high, or too low, and reveal the results of the analysis supporting that



conclusion. It is also permissible to indicate to all offerors the cost or price that the Agency's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

5.4.5. Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the Agency provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

5.4.6. A/E Services. The Agency shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

5.5. Noncompetitive Proposals

5.5.1. Conditions for Use. Procurement by noncompetitive proposals (sole- or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

- 5.5.1.1. The item is available only from a single source, based on a good faith review of available sources.
- 5.5.1.2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Agency, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency.
- 5.5.1.3. HUD authorizes the use of noncompetitive proposals; or
- 5.5.1.4. After solicitation of a number of sources, competition is determined inadequate.

5.5.2. Justification

Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

- 5.5.2.1. Description of the requirement.
- 5.5.2.2. History of prior purchases and their nature (competitive vs. noncompetitive).
- 5.5.2.3. The specific exception in 2 CFR §200.320(f) (1)-(4) which applies.



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- 5.5.2.4. Statement as to the unique circumstances that require award by noncompetitive proposals.
- 5.5.2.5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.).
- 5.5.2.6. Statement as to efforts that will be taken in the future to promote competition for the requirement.
- 5.5.2.7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
- 5.5.2.8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.6. Cooperative Purchasing/Intergovernmental Agreements.

The Agency may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Agency may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.317 through §200.326.

5.7. Discretionary Use of Methods.

At the discretion of the Executive Director, the Sealed Bid and Competitive Bid methods may be used where the dollar amount of the purchase or contract is less than the floors set out above.

5.8. Confidentiality (Handbook, Section 7.2(J), 7-5)

No information regarding any of the proposals, including the names of the offerors or the number of proposals received, should be provided to anyone without the Purchasing Officer's written permission. Offerors may submit their proposals with confidence and expect that their proposals will be protected from disclosure to other offerors or individuals. Proprietary information, when properly identified to the Agency of the offeror, will be protected.

6. Independent Cost Estimate (ICE)

6.1. General

For all purchases above the Micro Purchase threshold, the Agency shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

7. Cost and Price Analysis (CPA)

7.1. General

The Agency shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.



- 7.1.1. Petty Cash and Micro Purchases.** No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.
- 7.1.2. Small Purchases.** A comparison with other offers shall generally be sufficient determination of the reasonableness of the price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.
- 7.1.3. Sealed Bids.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the Agency cannot reasonably determine price reasonableness, the Agency must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.
- 7.1.4. Competitive Proposals.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the Agency must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the Agency must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.
- 7.1.5. Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of ~~\$150,000~~ \$250,000, or a limit set by state law, if applicable.

8. Solicitation and Advertising

8.1. Method of Solicitation

- 8.1.1. Petty Cash and Micro Purchases.** The Agency may contact only one source if the price is considered reasonable.
- 8.1.2. Small Purchases.** Quotes may be solicited orally, through fax, E- Procurement, or by any other reasonable method.
- 8.1.3. Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The Agency must use one or more of the following solicitation methods, provided that the method employed provides for meaningful competition.
- 8.1.3.1. Advertising in newspapers or other print mediums of local or general circulations.
 - 8.1.3.2. Advertising in various trade journals or publications (for construction).
 - 8.1.3.3. Electronic Procurement. The Agency may conduct its public procurements through the Internet using electronic procurement systems. However, all electronic procurements must otherwise be in compliance with 2 CFR §200.317 through §200.326, State and local requirements, and the Agency's procurement policy.



8.2. Time Frame

For purchases of more than ~~\$150,000~~, \$250,000, or a limit set by state law, if applicable, the public notice should run not less than once each week for two consecutive weeks.

8.3. Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

8.4. Time Period for Submission of Bids

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

8.5. Cancellation of Solicitations

8.5.1. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

- 8.5.1.1. The supplies, services or construction are no longer required.
- 8.5.1.2. The funds are no longer available.
- 8.5.1.3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
- 8.5.1.4. Other similar reasons.
- 8.5.1.5. For good cause of a similar nature when it is in the best interest of the Agency.

8.5.2. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

- 8.5.2.1. The supplies or services (including construction) are no longer required.
- 8.5.2.2. Ambiguous or otherwise inadequate specifications were part of the solicitation.
- 8.5.2.3. All factors of significance to the Agency were not considered.
- 8.5.2.4. Prices exceed available funds, and it would not be appropriate to adjust quantities to come within available funds.
- 8.5.2.5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
- 8.5.2.6. For good cause of a similar nature when it is in the best interest of the Agency.

8.5.3. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/ or rejection shall be provided upon request.

8.5.4. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

8.5.5. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the Agency's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either:



- 8.5.5.1. Re-solicit using an RFP; or
- 8.5.5.2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the Agency's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

8.5.6. If problems are found with the specifications, the Agency should cancel the solicitation, revise the specifications and re-solicit using an IFB.

8.6. Credit (or Purchasing) Cards

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, the Agency shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

9. Bonding Requirements

9.1. General

The standards under this section apply to construction contracts that exceed \$25,000. There are no bonding requirements for small purchases or for competitive proposals. The Agency may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

9.1.1. Bid Bonds. For construction contracts exceeding \$25,000 (Non- Capital Fund \$50,000) offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

9.1.2. Payment Bonds. For construction contracts exceeding \$25,000 (Non-Capital Fund \$50,000), the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

- 9.1.2.1. A performance and payment bond in a penal sum of 100% of the contract price; or
- 9.1.2.2. A 20 % cash escrow; or
- 9.1.2.3. A 25 % irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Nevada. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

10. Contractor Qualifications and Duties

10.1. Contractor Responsibilities

10.1.1. The Agency shall not award any contract until the prospective contractor, i.e., a low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/ offeror must:



- 10.1.1.1. Have adequate financial resources to perform the contract, or the ability to obtain them.
- 10.1.1.2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeree's existing commercial and governmental business commitments.
- 10.1.1.3. Have a satisfactory performance record.
- 10.1.1.4. Have a satisfactory record of integrity and business ethics.
- 10.1.1.5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.
- 10.1.1.6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- 10.1.1.7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

10.1.2. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2. Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR §200.317 through §200.326) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Agency staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

10.3. Vendor List

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

11. Contract Pricing Arrangements

11.1. Contract Types

Any type of contract which is appropriate to the procurement, and which will promote the best interests of the Agency may be used, provided the cost - plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the Agency. For all cost reimbursement contracts, the Agency must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

11.2. Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- 11.2.1 The option is contained in the solicitation.



- 11.2.2 The option is a unilateral right of the Agency.
- 11.2.3 The contract states a limit on the additional quantities and the overall term of the contract.
- 11.2.4 The options are evaluated as part of the initial competition.
- 11.2.5 The contract states the period within which the options may be exercised.
- 11.2.6 The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- 11.2.7 The options may be exercised only if determined to be more advantageous to the Agency than conducting a new procurement.

12. Contract Clauses

12.1. Contact Pricing Arrangements

All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the Agency.

12.2. Required Forms

Additionally, the forms HUD-5369; 5369-A; 5369-B; 5369; 5370; 5370-C (Sections I and II); 51915; and 51915-A (or a new form issued by HUD that replaces any of these forms), which contain all HUD-required clauses and certifications for contracts of more than ~~\$150,000~~, ~~\$250,000~~, or a limit set by state law, if applicable, as well as any forms/clauses as required by HUD for small purchases, shall be used, as applicable, in all corresponding solicitations and contracts issued by the Agency.

12.3. Required Contract Administration

The Agency shall ensure that each contract executed by the Agency contains the required contract clauses detailed within 2 CFR §200.326 and Appendix II.

13. Contract Administration

13.1. General

The Agency shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

14. Specifications

14.1. General

All specifications shall be drafted to promote the overall economy for the purpose intended and to encourage competition in satisfying the Agency's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase.



14.2. Limitations

The following types of specifications shall be avoided:

- 14.2.1.** Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

15. Appeals and Remedies

15.1. General

It is Agency policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

15.2. Informal Appeals Procedure

The Agency shall adopt an informal bid protest/appeal procedure for contracts of \$25,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

15.3. Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$25,000.

- 15.3.1. Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within five (5) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

- 15.3.2. Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in the Agency. Contractor claims shall be governed by the Changes clause in the relevant form HUD-5370.

16. Assistance to Small and Other Businesses

16.1. Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the Agency project are used when possible. Such efforts shall include, but shall not be limited to:

- 16.1.1.** Including such firms, when qualified, on solicitation mailing lists.
- 16.1.2.** Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources.



- 16.1.3. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- 16.1.4. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR ~~§135.75~~ (so-called Section 3 businesses); and
- 16.1.5. Requesting prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

16.2. Goals

Shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in Agency prime contracts and subcontracting opportunities.

16.3. Definitions

- 16.3.1. A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.
- 16.3.2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- 16.3.3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- 16.3.4. A "Section 3 business concern" is as defined under 24 CFR ~~§135.75~~.
- 16.3.5. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

17. Board of Commissioners Approval of Procurement Actions

17.1. Authority

The Board of Commissioners appoints and delegates procurement authority to the Executive Director in the amount not to exceed ~~\$50,000~~ \$100,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the Agency. All procurements that exceed ~~\$50,000~~ \$100,000 must have approval from the Board of Commissioners prior to award and/or contract execution. ~~Change order requests exceeding 20% of the original award will be brought before the Board of Commissioners for approval.~~



18. Delegation of Contracting Authority

18.1. Delegation

While the Executive Director is responsible for ensuring that the Agency's procurements comply with this Policy, the Executive Director may delegate in writing all procurement authority as is necessary and appropriate to conduct the business of the Agency.

18.2. Procedures

Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this, Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section 3.0 herein, consistent with Federal, State, or local law.

19. Documentation

19.1. Required Records

The Agency must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

- 19.1.1.** Rationale for the method of procurement (if not self-evident).
- 19.1.2.** Rationale of contract pricing arrangement (also if not self-evident).
- 19.1.3.** Reason for accepting or rejecting the bids or offers.
- 19.1.4.** Basis for the contract price (as prescribed in this handbook).
- 19.1.5.** A copy of the contract documents awarded or issued and signed by the Contracting Officer.
- 19.1.6.** Basis for contract modifications; and
- 19.1.7.** Related contract administration actions.

19.2. Level of Documentation

The level of documentation should be commensurate with the value of the procurement.

19.3. Record of Retention

Records are to be retained for a period of three years after final payment and all matters pertaining to the contract are closed.

20. Disposition of Surplus Property

20.1. General

Property no longer necessary for the Agency's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.



21. Funding Availability

21.1. General

Before initiating any contract, the Agency shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 8****October 24, 2023**

SUBJECT: Discussion and possible approval of the Material Change Policy that outlines construction and/or overall project changes that require Board of Commissioners review after initial approval. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

As RHA continues to engage in significant affordable housing rehabilitation and new construction projects, staff wants to ensure there is strong and consistent communication with the Board of Commissioners. It is important for the Board to have a thorough understanding of these projects and be aware of the challenges and material changes that may arise during predevelopment and construction. At the same time, staff believe it is important to fully utilize the expertise of contracted professionals and to streamline decision making to ensure that projects can be completed on time.

With this aim in mind, staff developed the following communication guidelines regarding material changes for rehab and new construction projects for board consideration. These guidelines were developed based on RHA's current procurement policy, the Nevada Housing Division's 2023 Qualified Allocation Plan, and the Washoe County HOME Consortium's Operating Policies and Procedures.

*Material Change Policy*General Communication:

The Development Department will provide ongoing updates on development projects as part of the Executive Director's report presented at monthly Board meetings. The development department shall prepare specific staff reports as needed in addition to more in-depth quarterly development updates.

Procurement & Contracting:

The Development Department shall manage the procurement of all contracts related to rehabilitation and new construction projects and ensure that all procurement activities follow RHA's policy and abide by applicable federal, state, and local laws. Per policy, contractor selection is determined through a competitive process. Commissioners are encouraged to participate in the evaluation process for RHA Requests for Qualifications (RFQs) and Requests for Proposals (RFPs).

Project Design:

Preliminary site plans and schematics shall be presented to the Board for input no later than 50 percent of architectural design. The final project design shall be presented to the

Board as part of the Executive Director's monthly report, staff reports, and/or quarterly development updates. The board will be asked for input on the design as indicated above but shall not have the final approval of the design. Staff believes it is best for the design to be based on the expertise of the contracted design and construction professionals as well as the financial capacity of the project.

Project Financing and Budget:

Staff will provide regular updates to the Board regarding project scope and budget from concept through predevelopment. During this time staff and/or development partners will be actively identifying potential financing gaps. The Board is aware that preliminary pro forma represents estimated project costs and that costs will continue to be refined until financial closing. Should a financing gap be identified, the Executive Director will notify the Board to discuss potential sources of funding that may be available to fill the gap and/or project changes needed to bring the budget back into alignment with available resources. Given time is of the essence to meet closing deadlines, the Board may need to convene a special meeting to discuss items. If the Board cannot get a quorum for a special meeting within ten business days after the Executive Director's request, then the Executive Director, or their designee, is authorized to pursue potential sources of funding for Board consideration.

Staff will provide regular updates to the Board and seek applicable approval for the following:

- Grant agreements, amendments, and other related documents such as deed restrictions.
- Financial agreements that require debt servicing such as mortgage loans and tax-exempt bonds

Once the project has completed plan review and has a conformed plan set, staff will seek competitive proposals from General Contractors or a Guaranteed Maximum Price (GMP) from the project's Construction Manager at Risk (CMAR). The final project budget will be based on the conformed plan set and construction costs from the accepted competitive proposal or GMP. This final budget will also be used to determine if all necessary financing has been secured. If a project has a financing gap at this point staff and development partners may use value engineering, budget revisions, deferral of development fee, or seek additional funding to cover the gap. Once the project budget and secured funding match, the project will financially close.

Change Orders:

Once a project has financially closed and is under contract, the Executive Director, or their designee, will be able to approve change orders and/or complete budget line adjustments as long as they are within the project's total budget and established hard and soft cost contingencies. Staff will provide project progress reports at monthly Board meetings and update Commissioners on the amount of contingency that has been utilized. If the Executive Director believes it is necessary, the Executive Director may ask the Board to consider replenishing the contingency amount.

If the project experiences a financial gap that exceeds the overall project budget and established contingency(ies), staff will present this information to the Board along with potential sources for gap financing. Staff will seek approval from the Board, before pursuing potential gap financing. Given time is of the essence during construction, the Board may need to convene a special meeting to discuss items. If the Board cannot get a quorum for a special meeting within ten business days after the Executive Director's request, then the Executive Director is authorized to pursue potential gap financing.

Other Considerations:

Outside of the guidelines already discussed, staff shall notify the Board and seek applicable approval in the following circumstances:

- RHA and/or project partner(s) loses site control or rights of way.
- There is a change in project sponsor(s) and/or project partner(s).
- There is a dissolution, winding up of affairs, sale of assets, merger, or business combination of any project sponsor(s) and/or project partner(s).
- There is a change in any support service provider and/or change in the type of support services to be provided.
- Any other change that requires notification and/or written agreement by project funder(s).

Staff Recommendation for Motion:

The Board of Commissioners moves to approve the Material Change Policy as presented.

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 9****October 24, 2023**

SUBJECT: Discussion and possible action to direct staff to resubmit RHA's stormwater business impact statement and corresponding letter to the City of Reno in conjunction with the City's proposed Stormwater Utility Fee. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

The City of Reno re-released its proposed Stormwater Utility Fee ordinance. The ordinance and additional information can be found online at www.reno.gov/government/departments/utility-services/stormwater-utility. The revised ordinance reduces the proposed stormwater utility fee to \$9.80 per Equivalent Residential Unit (ERU). One ERU equals 3500 square feet of impervious surface. The total ERU per property is calculated using the formula outlined in the ordinance and is available for each parcel via the City's parcel viewer.

RHA previously submitted comments in January 2023 on the initial draft ordinance and the prior letter is attached for reference. Several of the identified points remain.

As with the City's initial draft ordinance, this version includes a Stormwater Income Assistance Program outlined in Section 12.17.320. Section "d" provides that residents living in Public Housing or receiving Rental Assistance under the Reno Housing Authority (RHA) are ineligible for the Stormwater Assistance Program. However, it is unclear within the ordinance if this is because RHA will automatically receive the 50% assistance provided under this section. Staff have reached out to the city to confirm if this is the intent. If this is the case, it should be stated within the ordinance to clarify and codify this item. Staff also suggest the language be changed to reflect that 50% assistance will be provided at all RHA owned properties and not just public housing. This is especially important as RHA repositions its public housing sites and develops new properties.

Additionally, per Section 12.17.410(b), the program provides that:

Communities that own and maintain Regional Stormwater infrastructure, including but not limited to manmade detention, retention or water quality improvement features may be considered eligible for a credit of up to 15% reduction of the ERU fee for SFR parcels or 15% of the impervious surface within a NSFR parcels.

RHA had previously requested clarification that its properties would still qualify for additional credits, if eligible, even upon receipt of any fee reduction through the Stormwater Income Assistance Program. This clarification has not been addressed.

The city is accepting business impact statements for the proposed Stormwater Utility Fee through November 6, 2023. Staff is seeking direction from the Board as to whether the Board would like to:

- A. Update the letter based on the revised ordinance requirements and ERU fee calculations and resubmit it; or
- B. No longer submit comments.

Staff Recommendation for Motion:

The Board moves to direct the Executive Director to update the previous letter based on the revised ordinance and ERU fee calculations and resubmit it by November 6, 2023.

January 31, 2023

City of Reno
Reno City Council
Reno City Hall
1 E. First Street
Reno, NV 89501
publiccomment@reno.gov

Re: PUBLIC COMMENT: Proposed Stormwater Utility Fee

INTRODUCTION

The Housing Authority of the City of Reno (“Reno Housing Authority” or “RHA”) respectfully requests relief from the City of Reno’s (“City”) proposed Stormwater Utility Fee.

Reno Housing Authority exists as a public housing authority under chapter 315 of the Nevada Revised Statutes with its Board of Commissioners appointed by the City’s mayor and confirmed by this council to serve four-year terms. Reno Housing Authority works in close partnership with the City to help achieve the City’s overarching goals of public safety, reducing homelessness and its impacts, providing affordable housing, and promoting economic development. These goals are not only published as strategic priorities but are included in your strategic plan as areas of focus for 2023-2025.

Reno Housing Authority currently owns and manages more than 750 units of public housing in eight different locations in Reno and Sparks under the Public Housing program. Through neighborhood stabilization programs and other funding, Reno Housing Authority also owns more than 165 rental properties specifically targeted for low-income households. Additionally, Reno Housing Authority and its subsidiary, Washoe Affordable Housing Corporation, own, manage, lease, or oversee HUD Section 8 contracts for more than 1,400 below market rate rental properties in Washoe County. Reno Housing Authority also provides housing subsidies to more than 2,500 low-income families in Reno, Sparks, and Washoe County through Rental Assistance vouchers. On top of that, the organization provides more than 400 housing subsidies specifically for veterans in the community through the HUD Veterans Administration Supportive Housing initiative, housing subsidies for 15 former foster youth, and more than \$50,000 a year to Eddy House as part of a shallow subsidy program to help provide shelter and programs for the area’s unhoused youth. More than 130 Emergency Housing Vouchers are also distributed in Washoe County to individuals or families that are homeless, at risk of homelessness, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking, or for whom providing rental assistance will prevent the family’s homelessness or high risk of housing instability.

To that end, staff of the Reno Housing Authority was disheartened to learn that City staff are proposing to impose the new Stormwater Utility Fee on Reno Housing Authority properties without exemption or fee reduction and believes that the proposed fee will a) impose a direct and significant economic burden upon Reno Housing Authority and b) directly restrict the formation,

operation, or expansion of RHA's housing. RHA staff has had productive discussions with City staff regarding the need and rationale for the requested relief. The proposed assistance credit acknowledges Reno Housing Authority's public mission and unique position as the only housing authority serving our region and puts it on par with the incentives offered in the ordinance and related documents to other public agencies and private owners. Reno Housing Authority operates its housing without local funding, relying on decreasing annual federal appropriations and other revenue sources. In 2022, the RHA used non-restricted revenue to backfill a shortfall of approximately \$870,000 (or 16%) of its public housing operating costs. By imposing this fee on RHA-owned properties, the Authority will be more limited in its ability to ensure safe, decent affordable housing for the City's lowest income households and to promote your overarching goals of meaningfully addressing homelessness and affordable housing in Reno. In considering this public comment, and the information set forth herein, it is the hope of the Reno Housing Authority that you will ultimately choose to either exempt or provide an assistance credit to RHA-owned properties from the Stormwater Utility fee.

DISCUSSION

As an "Authority" created under NRS Chapter 315, Reno Housing Authority is a political subdivision of the State of Nevada and a municipal corporation. The City of Reno is likewise a political subdivision of the State of Nevada. To that end, NRS 372.325 ensures that Reno Housing Authority is, for example, exempted from the computation of the amount of sales tax on the gross receipts from the sale of any tangible personal property to, in pertinent part, the State of Nevada, as well as any political subdivision thereof. Further, NRS 361.060 provides that all lands and other property owned by the Nevada Rural Housing Authority, or any municipal corporation in this state, are exempt from taxation with the limited exception for community pastures. Those exemptions further the not-for-profit benefit Reno Housing Authority provides to the entire Reno community. Indeed, provided in NRS 315.490, no provision of law with respect to the acquisition, operation, or disposition of property imposed by other public bodies shall be applicable to an Authority unless the legislature shall specifically so state.

As to the ordinance as proposed, Section 12.17.120 provides for several types of properties that are specifically exempted that also have a public purpose. Furthermore, Section 12.17.210 provides for stormwater income assistance of up to one half the annual calculated stormwater utility fee, subject to annual funding and proof of eligibility, for those enrolled in the State of Nevada Welfare Division Energy Assistance Program, the Federal Supplemental Security Income Program, Social Security Disability, or another low-income program established to aid in the payment of utility bills; thereby recognizing the additional burden of this fee on those Reno Housing Authority serves.

Although a significant portion of RHA tenants may receive assistance under these programs, Reno Housing Authority would be responsible for paying these fees for its properties and therefore, this provision would not assist the Reno Housing Authority. It will, however, if tenants are deemed eligible, create a substantial administrative burden for RHA and add further costs associated with ensuring tenants apply annually for identified programs and, subsequently, the City's credit and report any financial benefit from the income assistance.

It would be difficult, if not impossible, to continuously identify Reno Housing Authority beneficiaries who are, or are not, in receipt of such, or similar, assistance. Each resident should not be required to demonstrate the undeniable reality of hardship attendant to participation in any RHA program. As important, Reno Housing Authority should not be required to expend time and resources otherwise allocable to the provision of such services, which are in direct furtherance of your overarching goal of providing affordable housing and otherwise meaningfully addressing homelessness.

Further, the imposition of these fees would have an immediate, negative fiscal impact on Reno Housing Authority. Using the \$13.46 fee indicated in the proposed ordinance, the Reno Housing Authority will be required to pay an initial amount of \$7,941 per month (\$95,297/year) on RHA-owned properties. This amount would increase as the fee increases over time by the CPI. Reno Housing Authority's ability to provide low-income, affordable housing will be directly impacted by such a fiscal impact. As previously mentioned, the public housing program is consistently underfunded by Congress (16% in 2022) which requires Reno Housing Authority to supplement the shortage with funds received from other programs and housing managed by the agency. This new fee will further decrease our ability to provide or expand affordable housing. Conversely, the City of Reno's budget will receive a minimal benefit therefrom. Reno's current Stormwater Program-Sewer fund receives approximately \$5,250,000 per year. The addition of RHA's \$95,297 per year on its properties would result in an increase thereto of less than 2%. More poignantly, under the proposed ordinance, Reno seeks Stormwater Utility funds of \$440,000,000 over 20 years, or \$22,000,000 per year. Reno Housing Authority's proposed contribution would make up less than four-tenths of one percent ($.0035 \times 22,000,000$) of that amount. In other words, the benefit to the City of Reno of imposition of this fee on the Reno Housing Authority is far outweighed by the burden such imposition will cause the Authority.

CONCLUSION

Reno Housing Authority's purpose and function are well recognized by the City of Reno. Reno's Mayor is a standing member of the Board of Commissioners of RHA, and Reno City Council members have long held positions thereon. Those facts demonstrate the inextricable tie between the two organizations in furtherance of the shared goal to ensure the availability of affordable housing to those most in need in Washoe County. That availability would suffer a devastating blow but for the ability of the Reno Housing Authority to operate efficiently, and that efficiency would be damaged by the ordinance as proposed.

To continue to best meet our community's low-income and affordable housing needs, and barring Council exempting RHA from the fee, the Reno Housing Authority requests the following changes to the proposed ordinance:

- Insertion of language under Section 12.17.210 that codifies an annual 50% stormwater sewer fee assistance credit for RHA-owned properties, both current and future development.
- Updates to the *Stormwater Utility Fee Credit Policy Manual* to identify that in addition to the codified 50% stormwater sewer fee assistance credit, the Reno Housing Authority

Credit can be combined with the Stormwater Quantity Credit (20%) and Stormwater Quality Credit (10%) for a maximum of 80% credit for a particular property.

- Clarification that Section 12.17.170 (b)(3) applies to Reno Housing Authority-owned properties regardless of the 50% stormwater utility assistance credit.

These changes align the Reno Housing Authority with proposed incentives available to other public and private entities and helps to minimize the fiscal and business impact to RHA. We appreciate consideration of these comments and look forward to working with Council on these changes and jointly meeting the various needs within our City.

Sincerely,

A handwritten signature in cursive script, appearing to read "Hilary Lopez", written in black ink.

Housing Authority of the City of Reno,
By Hilary Lopez, Ph.D., Executive Director

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 10****October 24, 2023**

SUBJECT: Discussion of preliminary analysis of the Small Area Fair Market Rent based Exception Payment Standards approved in 2023. (Discussion)

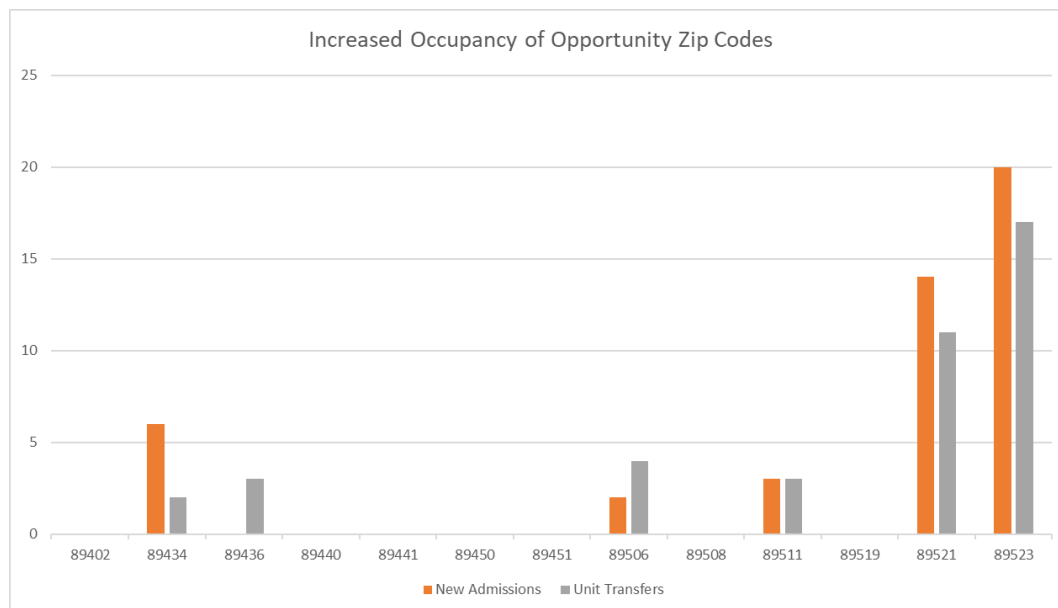
FROM: Executive Director

RECOMMENDATION: Discussion

Background

Effective October 1, 2023, the Reno Housing Authority Board of Commissioners approved the use of Small Area Fair Market Rent (SAFMR)-based payment standards in higher-cost zip codes throughout Washoe County, designated “Opportunity Zip Codes”. These exception payment standards were set higher than the basic payment standard, with the goal of deconcentrating poverty and offering clients the opportunity to live in higher opportunity zip codes.

After offering these exception payment standards for one year, a preliminary analysis of the data shows that 85 households have chosen to move to an Opportunity Zip Code. These moves are roughly split between clients who have just received their voucher and clients who are transferring their assistance from one unit to another, with 45 being new admissions and the remaining 40 being transfers. This represents 18% of new admissions and 27% of unit transfers choosing Opportunity Zip Codes.



Although households chose to move to six of the designated Opportunity Zip Codes, the majority moved to either northwest or south Reno. It is also worth noting that the largest

increase in occupancy occurred in 89523, which according to the Johnson, Perkins, Griffin Apartment Survey for Q2 2023, also saw an increase in rent.

An analysis of a small sample of these households showed that nearly 56% of the clients who leased up in Opportunity Zip Codes would not have been approved to move into their units were it not for the exception payment standards. Another 11% of households would have been more rent-burdened, paying roughly 37% of their income toward rent and utilities instead of the HUD-recommended 30%. The remaining 33% of households saw no change to their out-of-pocket costs as the units they leased were priced well below the basic payment standards, despite being in Opportunity Zip Codes.

With only one year of data to analyze it is difficult to draw any significant conclusions; however, staff is confident that with another year or two utilizing this flexibility we will be better able to predict motivators for leasing in a particular area, allowing us to tailor our programs to provide maximum housing choice, promote the deconcentration of poverty, and further reduce the number rent-burdened households.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 11

October 24, 2023

SUBJECT: Discussion of potential RHA Board retreat agenda topics. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 12

October 24, 2023

SUBJECT: Review of proposed 2024 Board meeting schedule. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

2024 Board of Commissioners Regular Meeting Schedule

All regular meetings will be held at 12:00 pm at 1525 East Ninth Street.

Regular Meetings

Tuesday, January 23

Tuesday, February 27

Tuesday, March 26

Tuesday, April 23

Tuesday, May 28

Tuesday, June 25

Tuesday, July 23

Tuesday, August 27

Tuesday, September 24

Tuesday, October 22 – includes Annual Meetings

Tuesday, November 26

Tuesday, December 17*

****meeting to be held on alternate Tuesday due to holidays***

RENO HOUSING AUTHORITY**AGENDA ITEM NUMBER: 13****October 24, 2023**

SUBJECT: Additional items:

- i) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
- ii) Reports on conferences and trainings. (Discussion)
- iii) Old and New Business. (Discussion)
- iv) Request for Future Agenda Topics
- i) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Thursday, November 16, 2023 (Annual Retreat); Tuesday, November 28, 2023; and Tuesday, December 19, 2023. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

The next regular Board meeting will be held Tuesday, November 28th. The Annual Retreat is currently scheduled for Thursday, November 16, 2023. However, due to a lack of quorum, a new date will be selected prior to December 31, 2023, in accordance with the Bylaws.