

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

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

MEETING DATE: Tuesday, May 28, 2024
TIME: 12:00 p.m. (Approximately)
PLACE: Reno Housing Authority Boardroom
1525 East Ninth Street, Reno, Nevada

Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, or address their comments, data, views, arguments in written form to Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: HLopez@renoha.org. Written submission should be received by the Board on or before, May 24, 2024, 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 are limited to three minutes per person.
- Approval of agenda. (For Possible Action)
 1. Presentation on Rebuilding Together and its programs by Meg Shae, Executive Director of Rebuilding Together Northern Nevada. (Discussion)
 2. Approval of the minutes of the regular Board Meeting held April 23, 2024. (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) Discussion and possible approval of the below listed donations from Board of Commissioner contingency funds.

- Commissioner Schieve: \$1,000 to Good Shepard's Clothes Closet to support its Drop Box program, \$2,500 to Join Together Northern Nevada to support its substance abuse prevention programs, and \$6,500 to the City of Reno Housing and Neighborhood Development Department to support its emergency housing program for people in crisis.
- Commissioner Solley: \$4,000 to Black Wall Street to support its programming and \$6,000 to support RHA Resident Services programs as follows:
 - Workshop/Event Food and Supplies - \$500
 - Workforce Development Graduation Celebration - \$450
 - Youth Summer Camp - \$1800
 - Emergency funds for youth needs - \$500
 - Back to School Event - \$1000
 - Dance Classes - \$1000
 - Senior Services Emergency Funds - \$750
- Commissioner Taylor: \$9,501.10 to Eddy House to support its programming.

b) Discussion and possible approval of updates to RHA signature authorities.

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
 - H. Update on Legal Inquiries
 - I. Financials
6. Review and possible approval of changes to the RHA Board of Commissioners Bylaws. (For Possible Action)
7. Discussion and possible approval of a revised Fixed Asset Threshold. (For Possible Action)
8. Discussion and possible approval of Sales and Services Schedule. (For Possible Action)
9. Discussion and possible approval of FY2025 RHA budget. (For Possible Action)

10. Discussion and possible action to direct the Executive Director to submit a letter to AT&T regarding the delayed removal of a utility pole and its impact on the completion of Dick Scott Manor supportive housing project. (For Possible Action)

Closed Session:

11. The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding:
(For Possible Action)
 - Per NRS 288.220(4), to discuss labor relations with RHA's management representatives, including without limitation, the position or positions to be taken or the strategy to be employed leading to the execution of a new Collective Bargaining Agreement (CBA), the upcoming expiration of the current CBA expiring June 30, 2024, potential items for negotiation in a new CBA and associated fiscal impacts. There will be no approval of the collective bargaining agreement during the course of the closed session.

Reconvene Open Session:

12. Annual Open Meeting Law Training by Ryan Russell of Allison Mackenzie.
(Discussion)
13. Presentation on RHA's Rental Assistance Department by Jamie Newfelt, Director of Rental Assistance. (Discussion)
14. Additional Items:
 - a) Possible change in day/time of Board meetings (Discussion)
 - b) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
 - c) Reports on conferences and trainings. (Discussion)
 - d) Old and New Business. (Discussion)
 - e) Request for Future Agenda Topics (Discussion)
 - f) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time:
Tuesday, June 25, 2024, and Tuesday, July 23, 2024.
(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. Comments from the public are limited to three minutes per person.
16. Adjournment.

This meeting is accessible to the hearing impaired through the RHA TTY/TDD/voice phone line (385) 770-7166. Anyone with a disability, as defined by the Americans with Disabilities Act, requiring special assistance to participate in the meeting, may contact the Board of Commissioners at the following address, at least five days in advance of the

meeting in order to make arrangements, if possible, for reasonable accommodations that would enable participation in the meeting by contacting JD Klippenstein, 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: Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630. Copies of supporting (not privileged and confidential) material provided to Board members by staff may be obtained at the aforementioned address.

Dated May 22, 2024

Colleen Montgomery-Beltran

*By: Colleen Montgomery-Beltran
Interim Executive Administrative Assistant*

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 1

May 28, 2024

SUBJECT: Presentation of Rebuilding Together and its programs by Meg Shae, Executive Director of Rebuilding Together Northern Nevada. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

Presentation slides are attached.

Rebuilding Together Northern Nevada

Repairing Homes | Revitalizing Communities | Rebuilding Lives

Safe homes and communities for everyone

Est. February 2020



Why we're here

“No one should have to choose between putting food on the table and having a roof over their head. Children need a safe home to focus on learning, parents need to be able to focus on maintaining employment and not worry about losing their home and older adults need to be able to shelter in place. **Rebuilding Together** provides home repairs at no cost for our most vulnerable neighbors so they are able to *live, learn, work, thrive* and *age* in a safe place.”

Meg Shea
Executive Director
Rebuilding Together Northern Nevada



happiness

safety



memories



connection

love



But for millions in America, that feeling is...



sickness

uncertainty

isolation



hopelessness



despair



An urgent challenge is facing our country

Millions of deserving people—seniors, veterans, people with disabilities, and families with children—rely on Rebuilding Together to:



revitalize their communities

rebuild their lives



What we do

Repair homes

- The Eight Principles of a Healthy Home
- 25 critical health and safety priorities

Revitalize and strengthen communities

- Preserve affordable homeownership

Rebuild lives

Safe and healthy housing is the foundation, framework and focus of what we do.

We do this at no cost to the homeowner.



EIGHT PRINCIPLES OF HEALTHY HOMES

Keep it **DRY**

Keep it **CLEAN**

Keep it **PEST-FREE**

Keep it **SAFE**

Keep it **CONTAMINANT-FREE**

Keep it **WELL VENTILATED**

Keep it **MAINTAINED**

Keep it **THERMALLY-CONTROLLED**



Principles created by the National Center of Healthy Housing

Outcomes of our work

Increased
SAFETY

Improved
PHYSICAL
HEALTH

Improved
MENTAL
HEALTH



Increased
UPWARD
MOBILITY

Fostered
INDEPENDENCE

Increased
COMMUNITY
CONNECTION



Where we serve

RTNNV plans to serve 10 of the 17 counties in Nevada:

Urban Washoe and Carson City

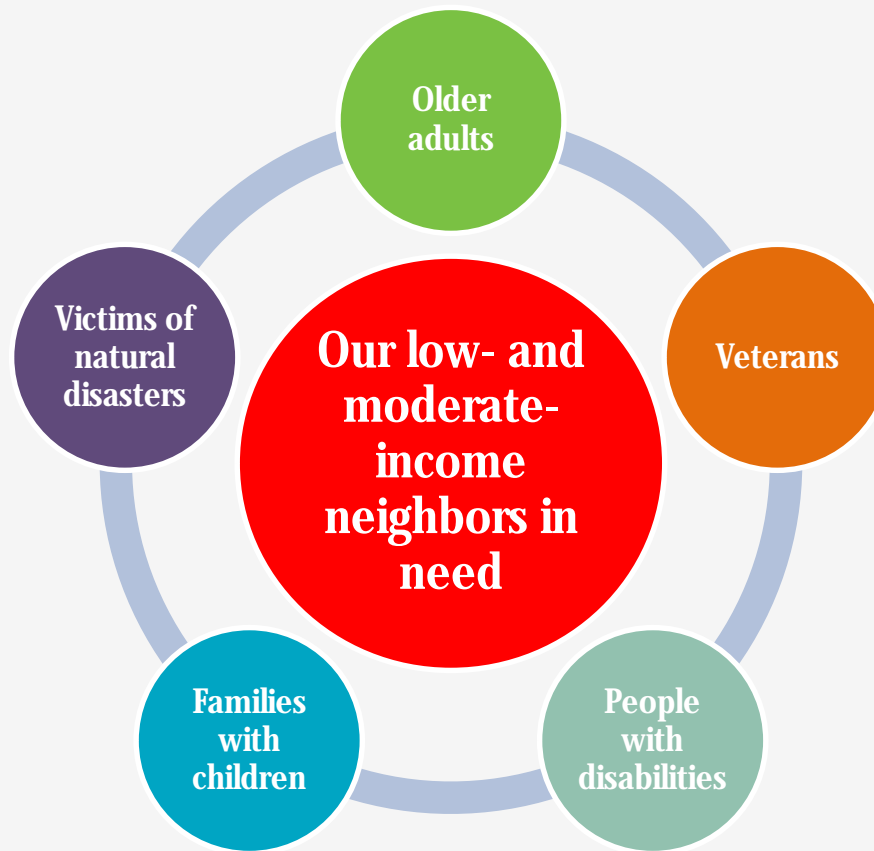
Rural Douglas, Lyon and Storey

Frontier Churchill, Elko, Humboldt, Lander and Pershing

Our primary service areas are Washoe County and Carson City, and we are currently expanding into Douglas and Lyon counties.



Who we serve



Eligibility

- **Applicant must own their home, live in it as their primary residence and intend to remain in the home for at least two years following completion of the work.**
 - **Proof of insurance – current homeowner insurance policy declaration;**
 - **Bank statement;**
 - **Identification.**
- **Acceptable proof of income includes, but is not limited to, past year income tax statements, payroll stubs, social security or disability statements, pension and/or veteran benefits statements, alimony or child support statements, AFDC statements and proof of any rental income or other assets.**
- **The total gross combined income for all residents (18+ years) in the home cannot exceed a maximum 80% AMI.**
- **Proof of ownership includes current property tax statement, current homeowner insurance policy, or current mortgage statement, title, or certificate of ownership.**

Mission Moment



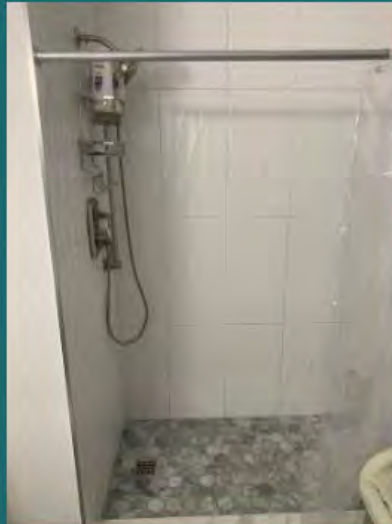
BEFORE



BATHROOM RENOVATION TO AGE IN PLACE

MARTHA
NEIGHBOR

AFTER



Mission
Moment

Current projects

Critical Safe and Healthy Home repair

- Determined on case-by-case basis;
- Critical repairs include bathroom renovation, replacement of HVAC systems, electrical and plumbing repairs, and roofing.

Safe and Healthy Home Projects

- American Red Cross Sound the Alarm Program includes fire prevention overview, smoke detectors, Co2;
- Grab bars, railings and ramps;
- Lighting;
- Security such as locks and security lighting.

Signature Rebuilding Days

- National Rebuilding Month - Annually in April;
- Local signature Rebuilding Day events.



Our Partners & Stakeholders

Partnerships have always been a key ingredient to the success of Rebuilding Together. By partnering, we not only change lives but change entire communities.

Governments

**Building & Trade
Organizations**

**Client Referral
Partners**

Funders

**Volunteer Groups
& Organizations**

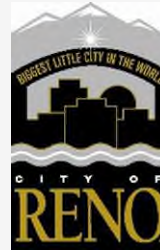
**Housing
Advocacy**

**Economic
Development**

Referral Partners & Stakeholders

- **Aging and Disability Services Division (ADSD);**
- **Catholic Charities;**
- **Community Services Agency (CSA);**
- **Access to Healthcare Network (AHN);**
- **Senior Services Network (SSN);**
- **Center for Independent Living (CIL);**
- **Rural Nevada Development Corp (RNDC);**
- **City of Reno;**
- **City of Sparks;**
- **Fire Department Chiefs;**
- **Nevada Department of Veterans Services (NDVS);**
- **Nevada Rural Counties & Senior Volunteer Program (RSVP);**
- **Reno Sparks Association of Realtors;**
- **And more everyday!**

Corporate & Community Sponsors - Current and Past



UMPQUA BANK Charitable Foundation



American Red Cross



RENEWAL
by ANDERSEN
FULL-SERVICE WINDOW & DOOR REPLACEMENT



PRINT • MARKETING • MAIL



How you can help

- Become a Community Partner, make appropriate introductions to agencies.
- Follow and share our social media posts (LinkedIn, Facebook, Instagram, Twitter)
- Sign up to receive our e-newsletter at [RTNNV newsletter sign-up](#)
- Promote the mission of RTNNV and tell people you know to visit our website at <https://rebuildingtogethernnv.org/>
- Become a [Re]Builder (volunteer) or recruit [Re]Builders to sign up at [RTNNV volunteer website](#)
- Designate Rebuilding Together Northern Nevada as your charity of choice at Amazon Smile by enrolling at [RTNNV Amazon Smile](#)
- Designate Rebuilding Together Northern Nevada as your charity of choice at Smith's Inspiring Donations, <https://www.smithsfoodanddrug.com/i/community/smiths-inspiring-donations>
- Make a donation at the [RTNNV donation portal](#) or mail to PO Box 19432, Reno, NV 89511





For More Information

rebuilder@rtnnv.org

Website

Local

www.rebuildingtogethernnv.org or www.rtnnv.org

National

www.rebuildingtogether.org

Phone

775.395.9808

Contact

Meg Shea, Executive Director

megshea@rtnnv.org

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 2

May 28, 2024

SUBJECT: Approval of the minutes of the regular Board Meeting held April 23, 2024.
(For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

The minutes of the regular Board Meeting held on April 23, 2024, are attached.

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

April 23, 2024

The special meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Aiazzi at 12pm on Tuesday, April 23, 2024, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairman
Kathleen Taylor, Commissioner
Mark Sullivan, Vice Chairman (called in)
Mayor Hillary Schieve (called in)
Dejanae Solley, Commissioner

Commissioners Absent

None

Staff Present

Dr. Hilary Lopez, Ph.D., Executive Director
Darren Squillante, Director of HR
JD Klippenstein, Director of Development
Kristin Scott, Director of Asset Management
Jamie Newfelt, Director of Rental Assistance
Jeremy Stocking, Director of Resident
Services
Ashley Butler, Resident Services
Administrator

Staff Present (continued)

Brenda Freestone, WAHC
Colleen Montgomery-Beltran, Executive
Administrative Assistant
Ryan Russell, Legal Counsel

Others Present

Scott Lupo, Union Rep., Local 39
Jamie Gehrman-Selby, UNR Early Head Start

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

- **Call to order and roll call.**
- **Receive introduction of guests.**
Scott Lupo, the new business representative with stationary engineers local 39 wanted to introduce himself and see how the process of the Board of Commissioners meetings works.
- **First Period of Public Comment.**
None

- **Approval of agenda.**

Chairman Aiazzi asked the group if there were any questions about the Consent Agenda, Item 3, Resolution 24-04-01. With no questions brought forward, Chairman Aiazzi suggested the group address Agenda Item 3 first, then move back to Item 1, the annual ethics training.

The Open Meeting Laws training will be pushed to the next board meeting on May 28, 2024.

Chairman Aiazzi asked for a motion to approve the agenda with the changes. Mayor Schieve motioned to approve. Commissioner Taylor seconded. 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. Annual Ethics and Open Meeting Law Training by State of Nevada Ethics Commission (Discussion)**

The Open Meeting Law Training was pushed to the May Board Meeting.

Mr. Ross Armstrong, Executive Director for the Nevada Commission on Ethics, presented the ethics training.

- 2. Approval of the minutes of the regular Board Meeting held March 26, 2024. (For possible Action)**

Commissioner Solly motioned to accept the meeting minutes. Commissioner Taylor seconded the motion. Chairman Aiazzi called for the question. All were in favor, no nays. Chairman Aiazzi declared the motion carried.

- 3. Consent Agenda. (For Possible Action)**

- a) Discussion and possible adoption of Resolution 24-04-01 approving an amendment to the HUD Standard MTW Agreement, amending Attachment A, Calculation of Subsidies, to include provisions for subsidies related to the Rental Assistance Demonstration (RAD) program and authorizing the Executive Director to execute the Amendment. (For Possible Action)

Chairman Aiazzi asked if there were any questions about the Consent Agenda item Resolution 24-04-01. Commissioner Solly disclosed that she must abstain from voting on this item due to a conflict. Commissioner Taylor motioned to approve the Consent Agenda. Mayor Hillary Schieve seconded the motion. Chairman Aiazzi declared the motion carried with one abstention.

4. Commissioner Reports. (Discussion)

None

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

- Dr. Lopez advised the Board that RHA was awarded \$701,340 in State of Nevada HOME ARP monies, specifically for the Carville Court redevelopment project. This project entails the demolition of existing units at the Carville Court site and redeveloping 11 units and supportive housing at that same site. RHA is currently working with the housing division on a funding agreement and will present it to the Board as soon as it is available.
- Dr. Lopez introduced Jeremy Stocking, RHA's new Director of Resident Services, and welcomed him to the team.
- RHA received \$20,000 from Eaglemark Savings Bank in form of a donation to support the continued expansion of our workforce development programming. This donation will help to advance the Board's goal of increasing opportunities for our RHA residents and participants to break the cycle of poverty.
- RHA's public housing and voucher waitlist opened on April 15 and will close on May 3, 2024, at 5pm local time. RHA has been working with the media, stakeholders, as well as posting on our various social media channels, on our website, to spread the word. As of today, RHA has 503 current applicants who have added more waitlist information to their current accounts, and then 3119 new applicants. To date, RHA has already received over 3600 applications for the waitlist, and then there are another 600 requests for assistance with placing their application that the admissions department is diligently working through to return phone calls or assist people with submitting those applications. In addition, RHA has provided 250 applications to Washoe County for their team that is assisting those who are currently unhoused and residing along the river to complete in-place applications. RHA is also working with other community groups on their efforts to help those in the community submit applications.
- RHA's resident services staff will be hosting a career fair on April 24, from 3pm to 6pm at Silverada Manor. It will include workforce development workshops, and several community partners will be on site to discuss their current job openings and opportunities. Approximately 15 community partners are expected to attend. The event is open to anyone in the community who wishes to participate in the career fair.
- RHA is purchasing two document kiosks that integrate with our Rent Cafe that will allow residents to perform functions such as scanning or printing forms, applying for wait lists, and paying rent or other bills through the kiosks. RHA is anticipating installing one kiosk in our lobby which will help reduce the burden on our reception staff, and then RHA is reaching out to Washoe County to see if we can place another one either in the downtown or CRP library.

- As a general reminder, any remaining contingency funds must be allocated by June 30 of this year. The commissioners could submit any request to allocate their remaining contingency funds to a nonprofit organization, government programming, or internally to RHA activities. Commissioners could submit their request via email to Dr. Lopez, who would need it by May 17 to place it on the May agenda, or June 14th to place it on the June agenda. Chairman Aiazzi has a remaining contingency fund balance of \$4,000. Mayor Schieve has a balance of \$10,000. Commissioner Solly has \$10,000. Commissioner Sullivan has \$10,000. Commissioner Taylor has \$9,501.10. Dr. Lopez also stated that she has a list of ongoing projects that Board members have allocated funds to in the past, and others are items RHA would otherwise go to the community to fundraise for, and others are new activities. Priority items on the list have been highlighted. Chairman Aiazzi requested that the amounts of remaining contingency funds each of the commissioners have and the list of priority items be emailed to the commissioners.
- As an update on rental assistance, the Board had previously approved RHA to issue an RFP for our project-based VASH vouchers. RHA has received submissions and is currently reviewing and anticipate making awards in the very near future, and that will also help us increase the percentage leased of the VASH vouchers.
 - Commissioner Taylor asked if the percentage of 55% will likely go up due to the RFPs.
 - Dr. Lopez responded to Commissioner Taylor's question in the affirmative and stated that part of the reason it's so low is because RHA had received 125 new vouchers at once, which then impacted our lease upgrade, and those are the ones that we're working to get out into the community.
- RHA has been on track to fully expand the funds for The City of Sparks eviction prevention program. RHA's director of rental assistance, Jamie Newfelt, just provided the Sparks City Council with a report out and an update on that program and, based on our performance, they have agreed to continue that contract and we will continue to administer that program for them for the second year of funding.
- Regarding of youth and family activities, all five of our graduating StartSmart participants submitted scholarship packets and Commissioner Taylor, who is on that review committee, is going to be reviewing those and selecting the three graduates who will be receiving scholarships. The Start Smart Scholars dinner will be held on June 26 at the El Dorado.
- Commissioner Taylor asked, of the 3600 applications for the waitlist, how many of those does RHA expect to fill and, at some point in the future, can the Board expect to know the actual number of residents placed.
 - Commissioner Solly responded that, when it comes to the waitlists, it's difficult to give a specific number because even though we have 3,600 people who have applied, we have already received 200 to 300 pieces of mail that was returned to us.

RHA sends out welcome letters and they're already coming back. Those people are going to get removed from the waitlist. So that number changes daily.

- Dr. Lopez responded that it's a continuously moving target. The waitlists are opened when RHA believes there's a reasonable expectation within the next 24 months that RHA would be able to make an offer of housing or assistance to someone on the waitlist. For some families it could be shorter and for some families it could be longer. And a lot of those people are out of state, so those are not just strictly Washoe County residents.
- Commissioner Taylor asked how many people were on the waitlist when it was opened up.
 - Commissioner Solly responded that she believed there were less than 1,000 people on the HCV list, and of those 1,000 only about 100 were from Washoe County.
 - Commissioner Taylor stated that she will want to know more at some point about the number of people on the waitlists compared to the number of people RHA is able to place.

6. Discussion and possible approval of revisions to the employment contract between RHA and Dr. Hilary Lopez, inclusive of up to 15 percent (15%) potential salary increase and/or COLA and/or bonus based on positive performance review on February 27, 2024. (For Potential Action)

Commissioner Solly disclosed that she must abstain from voting on this item due to a conflict.

Mr. Ryan Russell provided an update on Dr. Lopez's contract, including requested changes and evaluation structure.

- The Board conducted an annual evaluation of Dr. Lopez's performance in February.
- Dr. Lopez requested the term start on July 5, 2024, which is a correction that needs to be made.
- The salary requested is \$219,500, plus a COLA adjustment that will be tied to adjustment that the administrative staff receive, as opposed to the adjustment that the entirety of the staff receive if Dr. Lopez is comfortable with that.
- Dr. Lopez also requested a potential bonus of up to \$5,000 for each goal that she meets or exceeds.
 - Mr. Russell stated that he received a request for a general bonus pool of \$25,000 at the Board's discretion.
- Language was also added to the contract about the evaluation structure.
 - In February it was agreed that the Board was very pleased with Dr. Lopez's performance but had no real rating mechanism in place.

- Mr. Russell suggested an evaluation matrix that can be customized to Dr. Lopez's goals, priorities, and job description, that can be brought back to the Board for review for the 2025 evaluation based on a more objective criteria.
- Aside from the adjustments outlined, the contract agreement is largely the same as Dr. Lopez's current contract.
- Mr. Russell suggested that if the Board agreed, the Board is asked to approve the substance as presented with direction to counsel to finalize and execute the agreement with Chairman Aiazzi and with Dr. Lopez.
- Commissioner Taylor asked for clarification about contract Item 2D, the commitment limit of \$100,000 and if that is different from the spending authority limit of \$50,000.
 - Mr. Russell stated that the commitment limit is meant to be consistent with the new spending authority, which was increased to \$100,000 recently.
- Commissioner Taylor asked if Darren Squillante, RHA's Director of Human Resources, had a chance to review Dr. Lopez's contract and who has had input into the contract.
 - Mr. Russell stated that the contract was discussed with Dr. Lopez and himself, her counsel, and briefly with Chairman Aiazzi but that the contract truly is between the Board and Dr. Lopez.
- Commissioner Taylor asked the HR Director, Mr. Squillante, if it was customary for someone in Dr. Lopez's position to receive an additional 10 paid personal days off.
 - Mr. Squillante confirmed that executive compensation can be different than that in RHA's policies for employees in general.
 - Mr. Russell also pointed out that Dr. Lopez is the only contract employee of RHA. He also stated that it was his opinion that there was nothing in Dr. Lopez's contract that was out of the ordinary. In addition, Mr. Russell pointed out that because Dr. Lopez is the Board's only employee, she would not work with Mr. Squillante, her employee, on the terms of her contract.
- Commissioner Taylor expressed her uncertainty with tying Dr. Lopez's bonuses with goals, which Commissioner Taylor feels are items the agency should be working on achieving anyway; she wants to tie bonuses with achievements that are above and beyond.
 - Mr. Russell said that it was suggested to him to make the language call it an available bonus pool of up to \$25,000 total, which would be awardable at the Board's discretion based on performance of the goals and the matrix that evaluates if Dr. Lopez exceeds expectations, is superior, that would inform how the commissioners would like to dish out the bonus pool.
- Mayor Schieve asked about the language in Dr. Lopez's contract regarding a severance provision.
 - Mr. Russell stated that the contract says upon termination of the agreement the authority agrees to pay Dr. Lopez severance pay equal to the lesser amount of a buyout of the remaining term, if any, of Dr. Lopez's agreement then current base

salary or three month's salary, according to Dr. Lopez's then current base salary plus accrued vacation pay.

- Commissioner Sullivan asked about Dr. Lopez's two-year term contract.
 - Mr. Russell clarified that Dr. Lopez's contract goes from 2024-2026, and, referring to paragraph B of the contract, at the end of the two-year term, unless there was notice of termination given by Dr. Lopez or by the Board, the contract would automatically renew.
 - Mr. Russell further explained that the maximum would be the two years because the language is tied to the then existing term, so the automatic extension is a new term on its own. So, to pay Dr. Lopez for two years, she would have to be fired on July 6, 2024, immediately after the start of the contract. The Board would have to come to an agreement that the Board would not renew the contract at least a year ahead of end of the term.
- Commissioner Sullivan also had a question regarding section 8 of Dr. Lopez's contract; the language about termination pay does not address termination pay with or without cause. Commissioner Sullivan expressed his belief that if Dr. Lopez is terminated without cause, then she should be compensated for things she has invested in and other benefits such as sick pay and vacation time. However, if Dr. Lopez was terminated for cause, there should be no compensation for salary.
 - Mr. Russell informed the Board that the agreement is for a renewal, the contract does not have "for cause" language but can be added to the contract if the Board wishes and Dr. Lopez agrees.
- Commissioner Sullivan read from the contract that the COLA would match their collective bargaining agreement. One of the proposals during the collective bargaining agreement is that COLA would be done differently, so Commissioner Sullivan suggested the contract should contain the language the Board wants to have in the collective bargaining agreement, tying the contract to the leadership COLA that is awarded.
 - Chairman Aiazzi suggested that one of the changes that can be made in the contract is providing an annual cost of living adjustment equal to COLA that is provided to the RHA executive staff, as opposed to RHA general staff.
- Commissioner Sullivan agreed with Commissioner Taylor that the language in the contract regarding bonuses should be for going above and beyond; achieving goals should be the job and he disagreed that bonuses of \$5,000 should be given for achieving each of the five goals. The commissioner suggested the language should tie the bonuses with a bonus pool and perhaps say the awards can be *up to* \$5,000.
- Mr. Russell clarified that the Matrix form that will streamline the evaluation process for years to come will be developed among the Board members, Dr. Lopez, and legal counsel. This Matrix will be available at a subsequent meeting and will be made to be specifically consistent with the language in the contract.

- Commissioner Sullivan asked about Item 9 of Dr. Lopez's contract, regarding exempt employees and work commitments, specifically the reason official government travel would not apply.
 - Mr. Russell admitted that he did not know why that wording is included and Chairman Aiazzi pointed out that it hasn't changed and is in the current contract.
 - Commissioner Sullivan expressed his concern for having language in a contract if the reasoning wasn't apparent or known. Mr. Russell suggested the substance of the contract would not change if those words were removed.
- Regarding section 11A of Dr. Lopez's contract, Commissioners Sullivan and Aiazzi pointed out that the contract says that auto insurance to cover employees' personal vehicles must be maintained to the Board's satisfaction, but the Board has never seen the insurance policy and doesn't know who keeps track of that.
 - Dr. Lopez stated that RHA has its own internal policy on vehicles.
 - Chairman Aiazzi suggested the contract be consistent with the current RHA auto policy in force for use of personal vehicles.
- Commissioner Sullivan asked for language in the contract preventing the ability to use just under the signing authorization limit, multiple times on a project.
 - Director of Development, JD Klippenstein, and Mr. Russell assured Commissioner Sullivan that that language is already in the procurement policy. The policy does not permit abusing the signing authority in such a manner.
- Chairman Aiazzi asked to change the start of the term from July 5 to July 1, which would be consistent with the start of the fiscal year, and asked to have specific dates placed to pin down exactly when contract items are due or to be completed.
 - Legal counsel, Mr. Russell, agreed there was no reason that change couldn't be made.
- Chairman Aiazzi stated that he was in disagreement with Commissioners Taylor and Sullivan in that he believes that goals are above and beyond the day-to-day activities, and when achieved, should be rewarded with bonuses. However, he did state that he would like to see some flexibility, instead of basing bonuses on only achieving every goal, the commissioners should have the ability to award portions of up to the \$25,000 bonus pool amount per year as they see appropriate.
- Chairman Aiazzi asked how the new start of term date, July 1, affects the current contract discussion, Dr. Lopez's evaluation, and the ability to award bonuses this year.
 - Mr. Russell clarified that the bonus and the raise the Board is giving Dr. Lopez now is within the 15% agendaized, with 5% remaining. If the Board approved the contract, the new salary (10% increase) would go into effect on July 1 of this year. But if they chose to utilize the remaining 5% for a bonus, that would be within the agenda amount and could be done.
- Commissioner Taylor commented that she needs to be fully informed and understand the financial, legal, and HR ramifications when she makes decisions.

- Mr. Russell assured Commissioner Taylor that the contract as written is legally sound. The Board is permitted to enter this contract and provide the funds that were discussed. From an HR perspective, nothing in the contract violates any internal policies or HR standards.
- The only questions Mr. Russell says he cannot address are the financials because he does not handle the financials for the entity.
- Commissioner Sullivan suggested, because there are several language changes and there is no urgency in finalizing the contract, could the subject of the contract be brought back to the next Board meeting in May, with the changes made to the contract and they can see the matrix.
 - Mr. Russell answered that, because under the current contract, the Board is already past due to agree on the contract. He stated that the Board could make the motion clearer on what the substantive changes are and vote on that, or if Dr. Lopez agrees, the Board can see the revised version before they vote on it (next month).
 - Chairman Aiazzi felt it would be unfair to Dr. Lopez to further postpone voting on extending her contract and stated that he did not need to see a matrix to know if Dr. Lopez was doing her job well.

Mr. Russell pointed out that there is a clear recording of the discussion and asked for the motion to approve the agreement as presented and summarized by Chairman Aiazzi. The changes summarized are as follows: The initial term will change to July 1 instead of July 5. On part B, the compensation will state “leadership team”. The bonus will be *up to* \$25,000 per year. And 10 additional paid days off.

Mayor Schieve motioned to approve Dr. Lopez’s contract with the discussed changes and with the direction to Mr. Russell to finalize the agreement and bring it back to the Board at the next meeting (in May). Mayor Schieve added in this motion to include the remainder of the \$10,000 bonus for this fiscal year, per Chairman Aiazzi’s request. Commissioner Taylor seconded the motion. With no further discussion on the matter, Chairman Aiazzi called for the vote. The vote was four ayes and one abstention, the abstention from Commissioner Solly.

7. Discussion and possible action to extend the UNR Early Head Start Childcare facility lease for 870 Sage Street, Reno, through December 31, 2025, for a total monthly fee of \$7,080.00 which includes monthly contract rent of \$6,880.00 and a monthly facility improvement account contribution of \$200.00. (For Possible Action)

Representatives from UNR Early Head Start Childcare, Jamie Gehrman-Selby, director of Home Visiting and Community Outreach for the Child and Family Research Center, and Kalina Long, the Early Head Start Director, gave a presentation about the Early Head Start Childcare program.

- UNR had reached out to RHA to request an extension of their lease. They're currently set 870 Sage Street, which we also refer to as the sage street facility, through December

31 of 2025. The current lease agreement has been in place since October of 2017 and is set to expire on July 31, 2024.

- The Mineral Manor location is easily accessible to the RHA public housing residents and serves the broader community as well.
- RHA has provided a substantial offset to the current rent, which is \$675 per month, and includes monthly rent of \$475 as well as a monthly facility improvement account contribution of \$200.
- UNR has been asked to apply for an expansion grant which would enable them to maintain the Sage Street facility as well, and then increase the rent paid for the site to market rent. The award of the expansion grants would allow them to maintain their 32 slots at the Sage Street location and expand their overall program to provide services to not only youth ages zero to three years but also up to five years of age and almost double the overall size of the program.
- To better align with their program funding, they have requested a new extension through December 31 of 2025. Based on current market rent, it would be approximately \$24 per square foot. The Sage Street site is 3540 square feet, so using this data, it would equal a total monthly rental fee of \$7,080 which would include the contract rent of \$6,880 and continuing that \$200 monthly facility improvement account contribution.
- If awarded, a letter would be provided by RHA to UNR that they could include as evidence of state control in their expansion grant application.

Commissioner Taylor motioned to extend the Early Head Start Childcare facility lease for 870 Sage Street, Reno, through December 31, 2025. Mayor Schieve seconded the motion. Chairman Aiazzi commented that it was his hope that the organizers of the Early Head Start program would come to the RHA Board to request help if ever they are in need of additional help to fund the program. Hearing no further discussion or questions, Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Aiazzi declared the motion carried unanimously.

8. Discussion and possible approval of a grant to the UNR Early Head Start Childcare program for up to \$42,480.00 to support increased programming and early childcare slots for youth ages 0-3 years old at the Sage Street facility. (For Possible Action)

- Dr. Lopez explained that this item would provide a grant to the program equivalent to 33% of the new rental rate over the term of the lease through December 31, 2025. Since we would no longer be doing an offset through a below market rate lease, this would then help the program to reinvest in the Sage Street site as well as their program as a whole.
- Commissioner Taylor asked the presenters if this grant would help to open slots to allow for more children into the program.

- Kalina Long stated that the grant would certainly help to stabilize the program and help more of the Board's constituents.

Chairman Aiazzi asked for a motion. Commissioner Taylor motioned to approve a one-time grant to UNR Early Head Start Childcare program in the amount of \$42,480. Mayor Schieve motioned to second. Chairman Aiazzi called for all in favor. The response was all ayes, no nays. Chairman Aiazzi declared the motion carried unanimously.

9. Discussion and possible approval of the tax credit equity investor and the construction and permanent financing lender for the Hawk View Apartments public housing repositioning project. Total equity financing is estimated to be up to \$45 million. Debt financing is estimated up to \$55 million for construction and up to \$30 million for permanent financing. (For Possible Action)

Chairman Aiazzi asked if there were any questions or motions about Item 9.

Commissioner Solly declared that she must disclose that she has a commitment in a private capacity which creates a conflict of interest on this item.

- Mr. Russell gave Commissioner Solly his legal opinion that, even though her disclosure was appropriate, she need not abstain from voting on this item.

Director of Development, JD Klippenstein, gave an update on the tax credit equity investor and lender selection process.

- Brinshore has closed the RFP process to select the lender and investor for the Hawk View project. At the time the Board packet was being prepared, the RFPs were still being reviewed. The educational session on lender/investor selection criteria that was presented last Friday, along with the previous presentation for the Silverada selection, those same criteria are in place. RHA is considering total equity the tax credit investors are willing to put into the project, the pricing that they're giving us on the tax credits. And then we're also considering things like how quickly they're going give us the equity in terms of the debt. We're considering interest rates and fees that we would be required to pay or liability or net worth and liquid assets that we have to have on hand.
- After a call to Brinshore and what was received regarding the tax credit equity investor, a company, bank, or investor purchasing our tax credits, it appears that Hudson Housing, who was also the investor on the Silverada project, has come in with the most competitive offer to be our LIHTC investor.
 - Hudson Housing's offer is 85.5 cents on the dollar. The range offered was 84 cents on the dollar, which was the lowest, on up to 87 cents which is higher than Hudson. Hudson gives us more money quicker meaning that we would carry less interest on our construction loan.

- Based on the different factors, Brinshore recommends we move forward with Hudson Housing as the LIHTC investor.
- As of the day of the Board meeting, the best and final terms have not been fully negotiated yet.
- Commissioner Taylor asked to see the LIHTC investor information that was negotiated for the Silverada project and asked if there was a reason the data isn't available for the Board to see before making this decision, like timing or scheduling.
 - Director Klippenstein responded that he received the information late the day before and did not have time to prepare it for the Board but offered to provide it.
 - Director Klippenstein added that the bond application must be submitted by Friday of that week. If the Board would like to have more information before authorizing Dr. Lopez to execute the LOI, another special meeting would need to take place before Friday.
 - Director Klippenstein pointed out that Dr. Lopez is an expert and advised the Board that could trust Dr. Lopez and authorize her to execute what is best for the organization and added that due to the moving timelines, it would be difficult to fit in a special Board agenda among those timelines.
 - Director Klippenstein offered to have specific information the Board could review by end of week, but for now the staff recommendation would be to authorize Dr. Lopez to execute knowing that she is an expert on these terms.
 - Dr. Lopez also pointed out that the State Board of Finance only meets at specified times. The housing division releases a schedule of application submission deadline based on the Board of Finance's meeting schedule. And if the deadline is missed for the application submittal, we miss the June Board of Finance meeting and get pushed out to their August meeting. In addition, the housing division said RHA's ARPA funds would be at risk of being withdrawn if the June Board of Finance deadline is missed.
- Commissioner Taylor asked if there would be a benefit to having an established relationship with Hudson Housing, working with them on both the Silverada and Hawk View projects.
 - Director Klippenstein clarified that the underwriting to review the Housing Authority as a guarantor on operation as well as the Housing Authority's experience would not be required again because RHA has already provided much of the same information for Hawk View. This would speed up the closing process for Hawk View considerably.
 - Dr. Lopez also pointed out that RHA is also trying to meet the Board of Finance June meeting deadline so that we can close before HUD's special application center closes for two months.
- On the debt front, the most competitive lender of the two who are being considered is Bellwether, who is also the lender on the Silverada project, and the other is Citi. And they are two lenders that Brinshore was having further conversations with to get more

competitive proposals. They offered the same amount on the construction loan, a very similar amount on the permanent loan, and both offered more in permanent debt than we need for the project. In addition, the permanent debt terms are very similar. The difference is the interest on the construction loan; Citi's construction loan is about a percentage higher than Bellwether construction loan. Bellwether is offering a fixed rate, and Citi's is a higher variable rate. Brinshore is asking Citi to offer a lower fixed rate, but there's no confirmation on that yet. Brinshore would be recommending either Bellwether or Citi pending further negotiations over the next day or two. Final terms do not need to be finalized by Friday for the submission. We need to know who the selected lender and investor will be for the bond application.

- Chairman Aiazzi suggested the commissioners could continue the meeting on Thursday, with no agenda or posting necessary, if the Board wishes. He also added, however, that the Board has no real choice in this matter. The developer agreement says the Board can only review the terms and then decide if the project moves forward or not.

Commissioner Taylor motioned to authorize the Executive Director to execute an LOI with the selected investor and term sheet for the Hawk View redevelopment project.

Commissioner Solly seconded the motion. Hearing no further discussion or questions, Chairman Aiazzi called for the vote. Chairman Aiazzi declared the motioned passed with four ayes, no nays.

10. Discussion and possible approval of a grant agreement with the State of Nevada for Home Means Nevada Initiative (HMNI) funds and corresponding deed restrictions for \$1,500,000.00 for the acquisition of 5 parcels (APNs 011-262-02, 011-262-03, 011-262-04, 011-262-14, and 011-262-15) on Reno Avenue, in Reno, for future development of affordable housing. (For Possible Action)

Director of Development, JD Klippenstein, informed the Board that this is a standard grant agreement and it requires accepting the funding for the HMNI funds that will be part of the purchase for the Reno Avenue parcels.

- We have the finalized language on a purchase sale agreement, and it aligns with the terms that were offered in the LOI.
- The \$1.5M will cover the vast majority of the purchase price, plus there will be some additional RHA funds. The RHA funds were previously approved.

Chairman Aiazzi asked for any questions, comments, motions. Commissioner Taylor motioned to approve the HMNI grant. Commissioner Solly seconded the motion. With no further discussion, Chairman Aiazzi called for the vote. The vote was four ayes and no nays. Chairman Aiazzi declared the motion carried.

11. Discussion and possible approval of an amendment to RHA's State of Nevada Home Means Nevada Initiative (HMNI) grant agreement for John McGraw Court and Silver Sage

Court and acceptance of \$2,000,000 in additional HMNI funds for the rehabilitation project. (For Possible Action)

Director of Development, JD Klippenstein, explained that this item is nearly the same as the previous item of the agenda, but is for additional funding that RHA received for John McGraw Court and Silver Sage Court. And in order to accept those funds, we have to execute and record amended and restated grant agreements and deed restrictions. That accounts for the additional funding that we are receiving for these projects.

Executive Director Lopez took a moment to praise and express gratitude to the Director of Development and his team who were able to secure an additional \$2M to see the project across the finish line.

Chairman Aiazzi asked for any discussion or questions about this agenda item. Hearing no additional comments or discussion, Commissioner Taylor then motioned to approve. Commissioner Solly motioned to second. Chairman Aiazzi asked for the vote. The motion carried with all ayes and no nays.

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

Commissioner Solly declared that she must abstain from voting on this item due to a commitment in a personal capacity which creates a conflict of interest.

- As clarification, Executive Director Lopez pointed out that this agenda item was misprinted to say draft FY 2024 RHA budget. It should have read as draft FY 2025 RHA budget.
- The annual budget needs to be approved no later than June 30 of 2024.
- This is a draft budget for discussion. We will bring it back in May and at that point the Board could either act on it or ask for further revisions. However, by the June board meeting, we would need to have a Board recommendation either for approval or have a special meeting to address any final items.
- The draft budget started with the fiscal year 2024 budget and received input from all our directors and then we also considered how costs have been escalating, etc. and putting together the projected fiscal year 2025 budget. The budget is based on eight months of actuals for fiscal year 2024 and then extrapolation for the remaining four months.
- RHA has adjusted salaries and benefits based on historical data.
- We've increased materials and contracted services by an inflation factor of 3%.
- We've increased insurance premiums by 6% based on recent estimates and premiums.
- Audit fees were increased by 8% based on our 2024 fees compared to 2023 fees.
- Training budgets were updated based on department needs.
- We reviewed our employee salaries to make sure that our staff allocations are correct and appropriate to where staff salaries are being billed to with the work that different employees are completing.

- We have now estimated and budgeted for overtime.
- We have budgeted for currently vacant positions that are on the organization chart and approved by the board that we anticipate filling in fiscal year 2025.
- We have included new positions that we anticipate and are asking for.
- Rent increases, based on the board approved rent increase policy, have been estimated and included for Silverada Manor, which is in our public housing budget.
- We have prorated income and expenses, based on our projected financial closing and conversion of that property from public housing, and the same with Hawk View.
- We have estimated and included City of Reno stormwater fees for RHA owned properties.
- We have budgeted operating expenses including utilities for Paradise Plaza for when that comes online.
- We have included fencing and insurance costs for the Reno Avenue parcels that we'll be acquiring.
- We've included IT equipment replacement for aging laptops and other IT equipment.
- All resident services events like Start Smart graduation, and FFS graduation have been budgeted. Youth activities such as bike camp, dance classes have been budgeted. Food purchases for the Golden Grocery have been budgeted.
- Landlord engagement has been budgeted as well as a new landlord appreciation event that staff would like to hold to support landlord outreach.
- Our ongoing staffing and MTW activity funding has been budgeted.
- Using our annual authority, we've budgeted for the replacement of two vehicles, specifically within the neighborhood stabilization budget.
- We've put in provisions for unanticipated contracts such as additional legal that might be required or local opinions regarding some of our conversions that may be needed have been budgeted.
- And recently the board had implemented a policy that provided the executive director with ability to adjust employee salaries or provide bonuses up to a certain amount per year, so we've now put those funds into the budget.
- We've provided a breakout of all the major budget components which includes business activities, our central office cost center, which is really where we bill our programs for costs that are central to the agency and include things like legal, IT, some of the executive staff salaries, etc.
- We are still working with Cloud 10 to get updated income projections. For right now, we have utilized our fiscal year 24 figures.

The budget as drafted shows and ending net income of approximately just over \$3 million. We're continuing to refine that budget based on this session and other information and then we will bring an updated version to the main meeting for the Board to consider for adoption. We've included an attachment which shows our projected revenue and expenses

under each component unit and then there is a column at the very end, which identifies totals and a net income that shows most of our component units have positive net income. For those that have a negative net income, we have the ability to move some of our funds around which is why there is a positive net income across all component units of just over \$3.1 million.

- Executive Director Lopez said she was previously asked which funds are completely unrestricted and which have some restrictions in terms of how the board can use any net income.
 - In her response, Executive Director Lopez stated that things identified as unrestricted has to do with RHA's business activities. Our central cost center right now is not projected to be positive, so we did not include that. Our MTW would be restricted funds, so those funds would have to be used on an approved MTW eligible activity. If we proceed with the line of credit that the board had approved, then the NFP funds would be restricted because that's what would be securing the line of credit. Public housing are restricted funds. When we earn administrative fees for WAHC, those would be unrestricted.
- Chairman Aiazzi asked Executive Director Lopez how the inflation rate was determined to be 3%, because his research has shown it could be up to 3.6% and asked how that may affect the bottom line.
 - Executive Director Lopez explained that the interest rate is based on a review of contracts and materials as well as information from underwriting that were used for new projects.
- Chairman Aiazzi asked Executive Director Lopez what was factored in for employee increases.
 - Executive Director Lopez explained that the current CBA was factored in. Salary adjustment was based on FY 24, those step increases of 5% plus COLA's 3%.
- Chairman Aiazzi asked Executive Director Lopez if the funds from J Resort were included in the budget.
 - Executive Director Lopez said that she believed Deputy Director McKendree did include that information.
- Chairman Aiazzi said that he would like to see a year-to-year comparison, showing what was spent on the budget items last year so he can see what has increased or decreased.
- Chairman Aiazzi asked if RHA's contract with Farrah Downey is in the current budget.
 - Executive Director Lopez answered that the two months on the contract is under the current fiscal year. An RFP will be released.
- Chairman Aiazzi asked about a sheet that that the Board were once given that showed staff requests.
 - Executive Director Lopez said that RHA is changing our development clerk position to a GRC II position and that is in the budget. We are also moving the social media

- specialists from part time to full time and filling some of those weekend positions which are on the org chart including backfilling the Director of Finance position.
- Chairman Aiazzi asked if there are things that RHA would like to have in the budget to do.
 - Executive Director Lopez said that, except for a recent conversation about adding a housing specialist to the Asset Management team, everything that the directors have provided has been included in the budget.
 - Executive Director Lopez pointed out that what the budget doesn't include from last year is \$5,000 per site, the \$40,000 for the residents. The reason is because RHA is still working on the projects from last time so this would be something that would be better either bi-annually or even every third year by the time we go through the process and then get those projects in place. We have currently installed a computer center at Hawk View Apartments and a shed at Myra Birch Manor. We just finished the barbecue area here at Mineral Manor and we're working with the other public housing sites on their requests.

Closed Session:

**13. The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding:
(For Possible Action)**

- Per NRS 288.220(4), to discuss labor relations with RHA's management representatives, including without limitation, the position or positions to be taken or the strategy to be employed leading to the execution of a new Collective Bargaining Agreement (CBA), the upcoming expiration of the current CBA expiring June 30, 2024, potential items for negotiation in a new CBA and associated fiscal impacts. There will be no approval of the collective bargaining agreement during the course of the closed session.

Reconvene Open Session:

14. Additional Items:

This item was addressed before the closed session.

a) Possible change in day/time of Board meetings (Discussion)

- Commissioner Solly pointed out that the Board meetings go from 3 to sometimes 4 hours long and take her away from her job duties. She did not have a suggestion for an alternate date and time in mind.
 - o Chairman Aiazzi suggested Commissioner Solly request to place this on a future agenda as well as any possible dates/times that will work better for her so that the Board can make a decision that will be acceptable to everyone.
Commissioner Solly agreed.

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

c) Reports on conferences and trainings. (Discussion)

d) Old and New Business. (Discussion)

e) Request for Future Agenda Topics. (Discussion)

f) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, May 28, 2024, and Tuesday, June 25, 2024.

(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. Comments from the public are limited to three minutes per person.

Chairman Aiazzi reconvened the meeting after the closed session and opened the meeting up to public comment. There were no comments.

16. Adjournment.

Chairman Aiazzi declared the meeting adjourned at 3:48pm.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 3

May 28, 2024

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)

- a) Discussion and possible approval of the listed donations from Board of Commissioner contingency funds.
- b) Discussion and possible approval of updates to RHA signature authorities

FROM: Executive Director

RECOMMENDATION: For Possible Action

-
- a) Discussion and possible approval of the below listed donations from Board of Commissioner contingency funds.
 - Commissioner Schieve: \$1,000 to Good Shepard's Clothes Closet to support its Drop Box program, \$2,500 to Join Together Northern Nevada to support its substance abuse prevention programs, and \$6,500 to the City of Reno Housing and Neighborhood Development Department to support its emergency housing program for people in crisis.
 - Commissioner Solley: \$4,000 to Black Wall Street to support its programming and \$6,000 to support RHA Resident Services programs as follows:
 - Workshop/Event Food and Supplies - \$500
 - Workforce Development Graduation Celebration - \$450
 - Youth Summer Camp - \$1800
 - Emergency funds for youth needs - \$500
 - Back to School Event - \$1000
 - Dance Classes - \$1000
 - Senior Services Emergency Funds - \$750
 - Commissioner Taylor: \$9,501.10 to Eddy House to support its programming.

- b) Discussion and possible approval of updates to RHA signature authorities.

With the new Director of Finance onboard, further revisions to RHA staff and Board member check signing authority must also be updated with the Bank. Jeff Tenebaum, RHA Director of Finance will replace Simona Parton, RHA Senior Accountant, on the schedule of authorized signers.

Check signing authority will be updated as follows:

Category 1:

Hilary Lopez
Heidi McKendree
Dave Aiazzi

Category 2:

Jeff Tenebaum
Jamie Newfelt
Mark Sullivan

Staff Recommendation and Motion:

Staff recommend the Board motion to approve the revision to RHA's check signing authority schedule as presented.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

May 28, 2024

SUBJECT: Commissioner Reports (Discussion)

FROM: Commissioners

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

May 28, 2024

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

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- RHA's public housing and voucher waitlists closed on May 3, 2024. While open, the Authority received 5,723 applications. Staff are diligently working through these applications and continue to move households off the waitlists as quickly as possible.
- Per prior Board approval, staff released a Request for Proposals to project-base up to 125 Veterans Affairs Supportive Housing (VASH) vouchers. Three awards were made. Accessible Space, Inc. was awarded 30 vouchers for its upcoming Line Drive Apartments in Reno and Washoe County was awarded five (5) vouchers for its new construction NV Cares Campus Affordable Housing development. Additionally, Sutro Senior Sanctuary, LLC, was awarded 65 vouchers for its new construction Sutro Senior Apartments project. This development will serve as an enhanced service site in partnership with the US Department of Veterans Affairs. This provides a deeper level of case management and medical and mental health services to residents.
- The Executive Director presented an overview of RHA and its current programming at the May 13, 2024, City of Sparks City Council meeting and at the May 22, 2024, Washoe County Incline Village/Crystal Bay Neighborhood Advisory Board meeting.
- The Executive Director participated in a housing policy panel during the 2024 Regional Affordable Housing Forum held in Las Vegas on May 6, 2024. The panel included representatives from federal, state, and local agencies and discussed recent policy changes and opportunities to collaborate on affordable housing solutions.
- The executive team is working with the City of Reno to explore potential collaborative efforts to utilize Section 108 loan funds to advance affordable housing and address other affordable housing challenges.
- RHA is partnering with the Continuum of Care and Washoe County to develop a database of active and available housing units for households on the community queue.
- RHA is partnering with the local jurisdictions and Washoe County court system to explore development of an eviction diversion program. Discussions regarding this are ongoing.
- JD Klippenstein, RHA's Director of Development, was appointed chair of the Nevada Housing Coalition's (NHC) Policy Committee. The Executive Director is participating on the NHC Events Committee to help plan the 2024 statewide housing conference to be held October 16-17 at the Nugget in Sparks.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 5/13/24	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,484	2,189	88%	200
VASH	541	307	57%	76
EHV	127	108	85%	15
FYI	15	8	53%	2

Number HQS Inspections Conducted by Month	
April 2024	227

City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 5/1/24	Number of Households Approved as of 5/1/24	Percent Funding Spent
\$1,455,000	\$1,455,000	303	100%

Housing Choice Vouchers (HCV)

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

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

Veteran's Affairs Supporting Housing Vouchers (VASH)

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

Emergency Housing Vouchers (EHV)

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

Foster Youth to Independence Vouchers (FYI)

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

Asset Management

- Maintenance staff have been busy with energizing irrigations systems at the public housing complexes and starting up swamp coolers. This task is continuing through the month of May. Maintenance has also continued working on trimming bushes and trees and completing the board approved \$5,000 resident council projects around the public housing projects. During the month of April, the maintenance team also attended an Asbestos awareness course.
- The Management team continues to work on setting up Rent Café with hopes of going live in June 2024 with the scattered site properties. Staff worked on setups for the electronic payment processing portal in the month of April and the Teller Scan machines were ordered in anticipation of going live with electronic check processing in May. During the month of April, management was able to complete the setups for the automation of monthly rent posting and work order assignments.
- During the month of May, management staff worked on generating rent increases notices across the entire portfolio which will be effective August 01, 2024. Staff plan on sending out these notices prior to the end of May to allow for the 60-day notification requirement per NRS. The last mass increase was completed in August 2023. This year will start year 2 year of the 4-year proration allocated by the Board if the total increase is over \$100.00.
- Leadership attended meetings with Hawk View residents, Housing to Home, and Rental Assistance to discuss available relocation options for residents who are between 50% - 80% AMI. All other residents are in the process of scheduling their briefing sessions for vouchers to be issued. The 90 Day Relocation Notices have been issued to all residents. Those that received vouchers have started looking at units in the community that they have been referred to and those that were offered transfers to other available public housing units have started meeting with the new complex managers to view the units and discuss next steps.

- Public Housing ended the month of April with 90 vacancies for an overall occupancy rate of 88.10% across all sites. In April, eleven residents vacated their unit, and one unit was leased.

C. Update on Resident Services

Elderly Services

- May is Older Americans Month. The Elderly Services team have a full calendar of various events they plan to participate in.
- Resident Services hosted a table at the Washoe County Senior Center Resource Fair. Staff promoted the opening of the waitlist and food pantry.
- Staff plans to host a Dementia Friendly workshop on May 17th in partnership with Dementia Friends Nevada. Attendees will learn about key messaging, resources and how to make our community more dementia friendly.
- Staff held an arts and crafts event at Silverada on May 15th.
- Elderly Services staff continued to plan and operate the Golden Groceries Food Pantry. On average, 35-45 residents are served.
- \$5,000 was awarded by Greater Nevada Credit Union to our Elderly Services program to assist with the Golden Groceries Food Pantry.

Workforce Development (WFD)

- Staff continues to coordinate upcoming workforce workshops. May's workshop was centered on time management while June's topic will focused on leveling up our career.
- Current RHA employee, Karina Villasenor-Espino, will be joining the WFD team as the new Workforce Development Coordinator. She will begin in mid-May.
- The Harley Davidson Foundation (Eaglemark Bank) awarded our Workforce Development program with a \$20,000 donation.

Youth/Family Activities

- RHA partnered with REMSA for a car seat installation checkpoint at Essex.
- Staff is preparing for 2024 summer camp in partnership with **Sierra Nevada Journeys**. Thanks to the generous **Helen Close Charitable Foundation** scholarships, 43 youth will get to attend summer camp at no cost.
- Staff continues to plan and coordinate the Start Smart Scholars Night dinner, to be held on June 26th at the Eldorado.
- Youth dance classes have seen increased participation since moving the class to Stead.
- \$5,000 was awarded by Greater Nevada Credit Union to our Start Smart program.

Resident Councils

- The Essex community garden is being installed during the month of May with assistance from Urban Roots. A gardening committee will be established to keep the garden flourishing.
- Myra Birch will reconvene their garden committee starting at the end of May.
- Resident Services staff continues to work with Development and Asset Management staff to actuate 2023 resident council community beautification fund projects. RHA looks forward to seeing these projects come to fruition soon!
- All regularly scheduled Resident Council meetings were held.

D. Update on Public Affairs Activities

- Continuing to look for sponsorship for DSM furniture/outfitting needs. Have reached out to Nevada Military Support Alliance, the Katie Grace Foundation, and the Elks Club of Reno thus far.
- Working with resident services on graphic collateral material for Start Smart Scholars Night.

E. Update on Development Department Activities

For active development projects update, please see quarterly Development Department Update

Silverada Manor

- On April 24th, the State Board of Finance authorized the issuance of a tax-exempt multi-unit housing revenue bond in an amount up to \$36,200,000 for the project. This was a major step in financing the project.
- On April 26th, RHA submitted the RAD Financing Plan. Staff have already responded to multiple requests for information as part of HUD's review and, at this point, HUD approval is expected by mid-June at the latest.
- The development staff has spent considerable time gathering required due diligence items for the Lender (Bellwether) and Investor (Hudson Housing). Currently, the project is on track to financially close in early July.
- Project plans were submitted for permit on May 9th. Plan approval and permits in hand are expected by early July, in time for financial closing.
- Pavilion Construction is currently gathering bids for subcontractors to establish GMP. GMP is expected by the end of June.
- Due to significant lead time on some of the electrical components required for residential rehab, there has been a slight adjustment to project timeline. The project will start shortly after financial close, as originally planned, but the initial scope will only include site work. Residential rehab and resident relocation will not occur until early fall. This delay better aligns the electrical component delivery with residential rehab schedule and is meant to reduce the amount of time that residents will be temporarily relocated in Phase 1.

Hawk View

- On April 26th, RHA and Brinshore submitted the Multifamily tax-exempt bond application to the Nevada Housing Division. The application will be presented to the State Board of Finance for possible approval on June 6.

- Following a thorough review of LOIs and additional negotiating, Brinshore and RHA selected Hudson Housing as the LIHTC equity investor for the project and Citibank as the construction and permanent debt lender. LOIs were executed on May 22.
- Overall, Hudson Housing and Citibank were chosen in part because of their competitive offers, but also because RHA and Brinshore are already working with Hudson on the Silverada project and Brinshore has worked extensively with Citibank on other projects. This will speed up the due diligence and financial closing process significantly, which is very important given the time sensitive nature of the HMNI funds. The following table provides the key terms of the offers, the range of all offers, and a brief analysis of where the selected offers fell in the range.

<i>Hudson Housing – Equity Financing Terms</i>		
Price Per Credit	\$0.855	Range: \$0.84-\$0.87 Hudson is middle of the range for LIHTC pricing.
Total Equity	\$32,794,580	Range: \$31,950,352-\$32,794,580 Hudson offered highest total equity proposed.
Equity Installment Schedule	Financial Closing – 15% Construction Completion – 55% Conversion to Perm Financing – 28% Receipt of IRS Form 8609 – 2%	Hudson in line with other schedules proposed.
First Year Credit Delivery	\$1,470,013 by end 2026	Range: \$1,462,663-\$1,482,403 Hudson on lower end of the range, which is preferred
Developer Fee Schedule	Financial Closing – 12.41% Construction Completion – 14.89% Conversion to Perm Financing – 15.99% Receipt of IRS Form 8609 – 6.4% Deferred – 50.4%	Deferred Fee Range: 40%-58% Hudson is middle of the range for deferred fee.
Minimum Liquidity and Net Assets for RHA Guaranty	Liquidity – \$1,000,000 Unrestricted Net Assets – \$5,000,000	Hudson in line with other offers

<i>Citibank – Debt Financing Terms</i>		
Loan Amount &Term	<p>Construction – \$48,921,262 (36-month term)</p> <p>Permanent – \$25,100,000 (15-year term; 40 year amortization schedule)</p>	<p>Range:</p> <ul style="list-style-type: none"> - Construction: \$45.1M - \$48.9M Citibank offered largest construction loan. - Perm: \$24.7M-\$36.2M Citibank on lower end of perm debt offered, but offer is more than adequate for project.
Interest Rates	<p>Construction – 7.32%</p> <p>Permanent – 6.42%</p>	<p>Range:</p> <ul style="list-style-type: none"> - Construction: 5.22%-7.75% Citibank on the higher end but includes option to purchase cap rate prior to close in order to lower interest rate. - Permanent: 5.72%-6.65% Citibank is on the higher end of permanent interest rates.
Interest only payment periods	No interest only periods	Majority of offers did not include i/o periods, so this is in line with other offers.
Debt Coverage Ratio (DCR)	1.15	<p>Range: 1.15-1.20</p> <p>Citibank Among the most competitive DCR offered</p>
Loan-to-Value Ratio (LTV)	90%	<p>Range: 80%-90%</p> <p>Citibank among the most competitive LTV offered</p>
Loan Origination Fee	1%	<p>Range: 0.75%-1.25%</p> <p>Citibank is in the middle of the range for loan origination fees</p>

- On May 21st, RHA and Brinshore applied for \$1,000,000 in National Housing Trust Funds administered through the Nevada Housing Division.
- Resident relocation is well underway. All residents have been issued a 90-Day Notice, which included at least one offer of comparable housing. HousingToHome staff are working with

households to identify and secure new rental units based on their needs and preferences. Around 70 residents will be utilizing Housing Choice Vouchers to secure their new home, while the remainder are slated to transfer to different RHA Public Housing properties. RHA's Rental Assistance and Asset Management teams have provided a significant amount of support throughout the process. It is projected that all residents will be relocated by August, which lines up with a financial closing and construction start in September.

- Frame Architecture completed Design Plan Sets in early May and Brinshore has released and RFP for General Contractor. The General Contractor will be selected by the end of June.

Dick Scott Manor

- The project has run into an unforeseen delay due to AT&T. AT&T must remove existing poles and fiber cable from the project site, an area where the parking lot will be. Despite multiple efforts made by development staff and Plenium to address the issue more quickly, AT&T will not be able to complete the removal until the end of July. This project will now be unable to be delivered ahead of schedule. Instead, it is estimated to be complete in August, which aligns with the original timeline.

Railyard Flats

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

Stead Manor

- Stead Manor predevelopment continues to move forward on schedule.
- RHA received 50% construction documents in April and the architect and CMAR are continuing to refine budget estimates based on the updated construction documents.
- The project remains on track to begin construction in the winter of 2024.

McGraw Court/Silver Sage Court

- RHA has executed the amended and restated HMNI agreement and deed restrictions for the additional \$2 Million in funding approved by the board in April.
- McGraw Court/Silver Sage Court predevelopment continues to move forward on schedule.
- RHA received 100% construction development documents in April and plans were submitted to the City of Sparks for review. Permits are expected to be available by the end of May.
- Once the permitted plan set is available, the project CMAR, Plenium, will begin bidding subcontractors to establish a Gross Maximum Price (GMP).
- The project remains on track to begin construction in October 2024.

Carville Court

- No updates to provide for May.

Paradise Plaza

- Project architect, H&K, is expected to deliver the scope of work by the end of May.
- Development staff will move to procure a General Contractor for the project in early June and construction is estimated to begin in early July.
- The scope of work required by CIRE's post-closing agreement will be completed by early August and the entire project is expected to be complete by November 2024.

Essex Manor

- Development staff oversaw the repair and renovation of a bathroom located in a Section 504 mobile accessibility unit.
- Development staff continue to develop a scope of work for the \$1.5M in HMNI funds. Currently, staff believe it would be best to pair the HMNI funds with a significant amount of FY25 Capital Funds to create a larger scope of work that will be more beneficial to the property and residents. The FY25 Capital Fund estimates are unknown right now, so further development of the scope of work is on hold for the moment.

Capital Fund

- Development staff are developing the scope of work for a project to improve accessibility into the main office by replacing the existing doors with automatic doors that will accommodate visitors with a variety of needs.
- Staff will release the IFB by the end of May. Project is projected to begin in early July and be closed out by early August at the latest.

Reno Avenue

- RHA has executed the \$1.5M HMNI agreement for the land acquisition approved by the board in April.
- The ALTA survey and Phase 1 Environmental review of the property are near completion. Upon review and approval by RHA Executive Director, RHA will move to close the purchase by anticipates closing on the purchase by mid-June. The sources for the purchase would be: \$1,500,000 in HMNI funds and \$265,000 in the agency's unrestricted business activity funds.
- Staff has begun preliminary planning for this project and is aiming to bring a project concept to the board for discussion by late summer.

F. Update on Information Technology Activities

Yardi Implementation

- IT and Admissions closed the portals for the waiting lists on May 3rd at 5:00pm.
- We are transitioning from our weekly Affordable Implementation calls to the Client Success Team.
- Asset Management has been assigned their check scanners. A test payment has been scanned to verify driver installation. Payment dashboard and CHECKscan training has been scheduled for the Asset Management team.
- The Rent Café Affordable Housing marketing sites have been updated and are waiting to go live after the Payment Processing module is completed.

- The Development, Finance, and IT departments are close to finishing the implantation of the Job Cost module.

Laserfiche Implementation

- The scanning team have completed the files for Essex Manor and transitioned to scanning the files for Silverada Manor.

Other Projects

- David and Josh attended a 3-day Laserfiche conference to learn about the new updates in Laserfiche 12 as well as additional ways to implement forms, QuickFields, and increased security within the agency.

G. Update on MTW Activities

MTW Statutory Requirements Compliance Assessment for FY 2022

- On April 30, 2024, HUD completed an assessment of compliance with the five statutory requirements for the MTW Demonstration Program for Fiscal Year (FY) 2022. RHA was found compliant with all of HUD's final compliance determinations.

FY 2024 Annual MTW Report

- Preparation for RHA's Annual MTW Report to HUD has begun with data being pulled on all activities approved by HUD and implemented by RHA. 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. Additional data will be pulled on households eligible for RHA's standardized medical deductions, those who paid full contract rent throughout the fiscal year and on rent reasonableness determinations due to contract rent increase requests from participating HCV landlords. Detailed demographic information on all public housing and rental assistance households will also be pulled and finalized as of June 30. Data analysis must be finalized following the end of the Fiscal Year with the final report due to HUD by September 30.
- Surveys were sent to all Mobility Demonstration participants. Survey results and internal data on Mobility Demonstration households including income, family composition, and employment status will be sent to Rebecca J. Walter, PhD at the University of Washington (UW). This data is being used by UW to evaluate the overall progress of these families and the program.

H. Update on Legal Inquiries

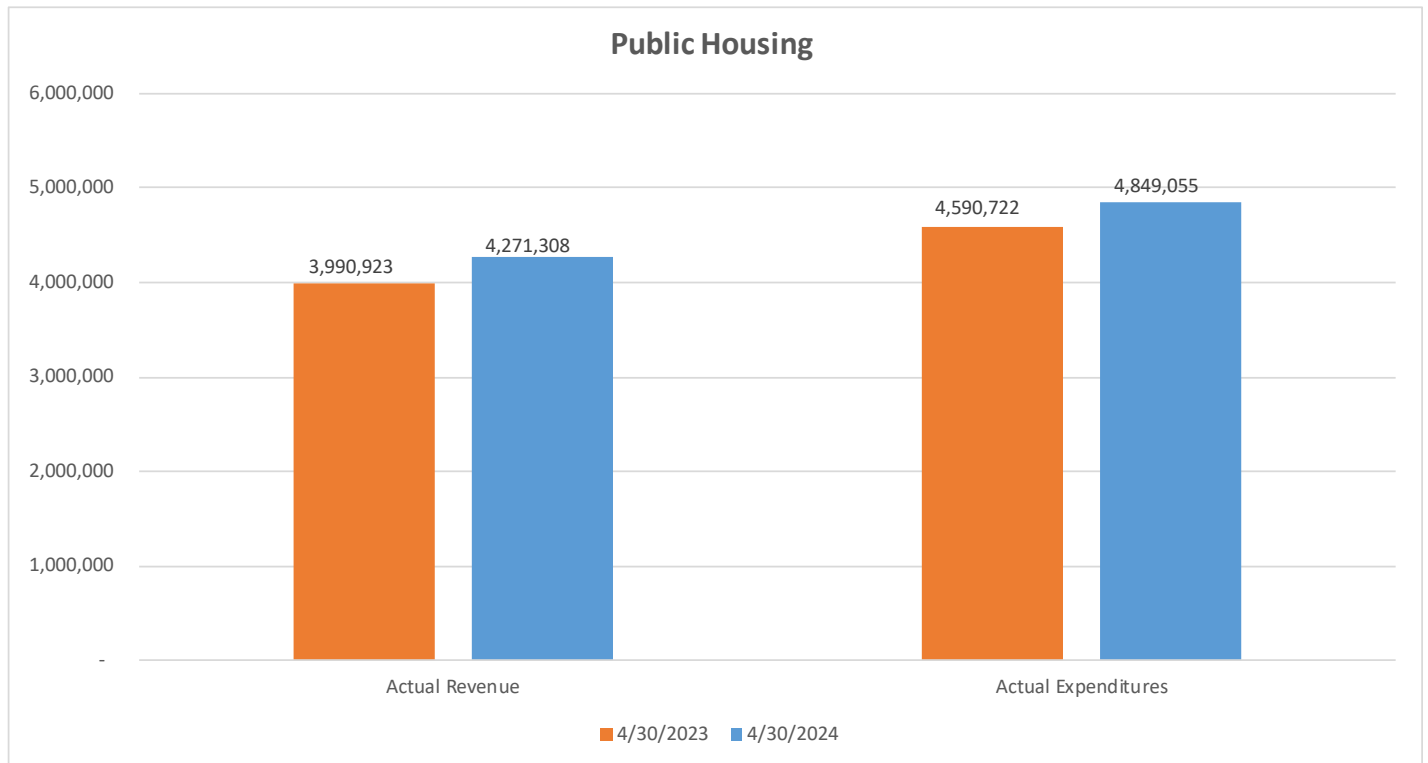
No legal updates.

I. Financials

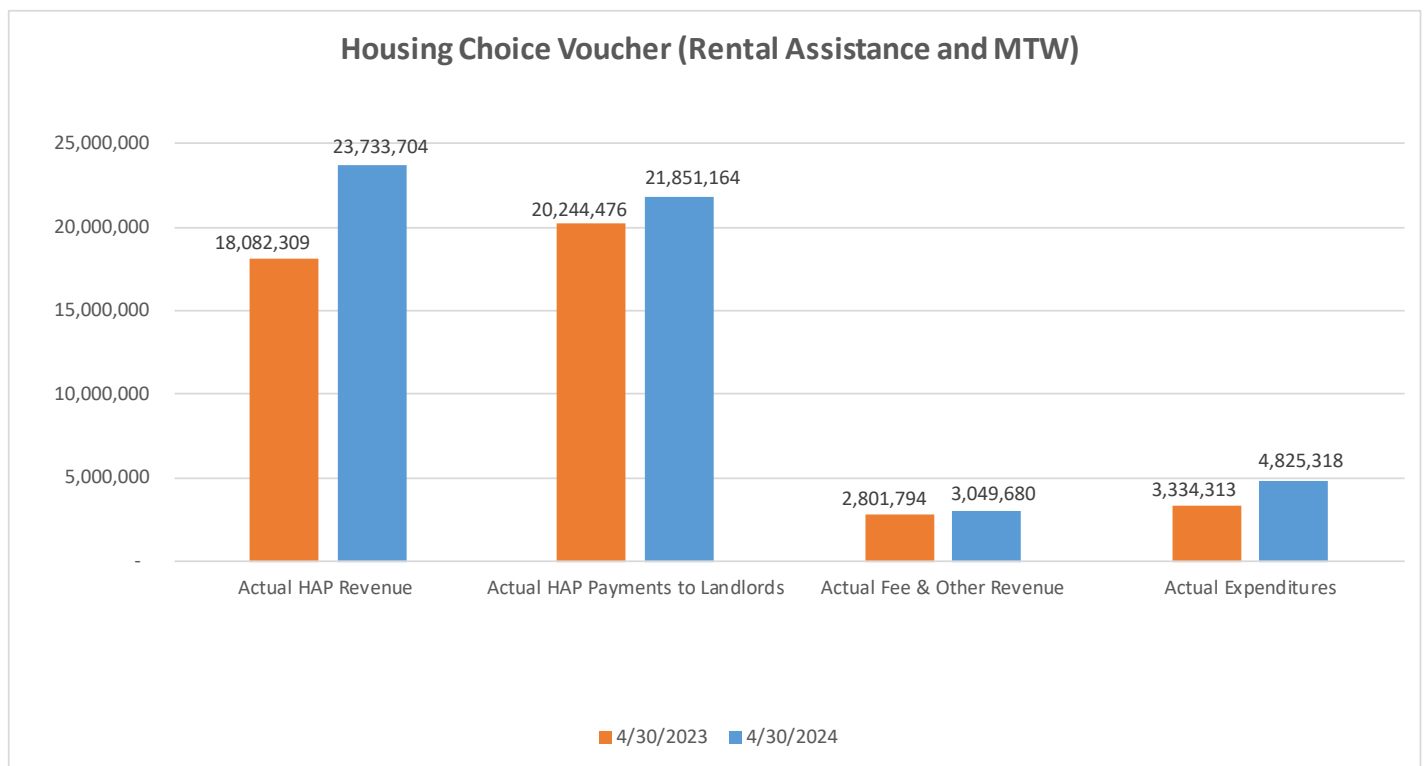
See attached graphics.

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED APRIL 30, 2024**

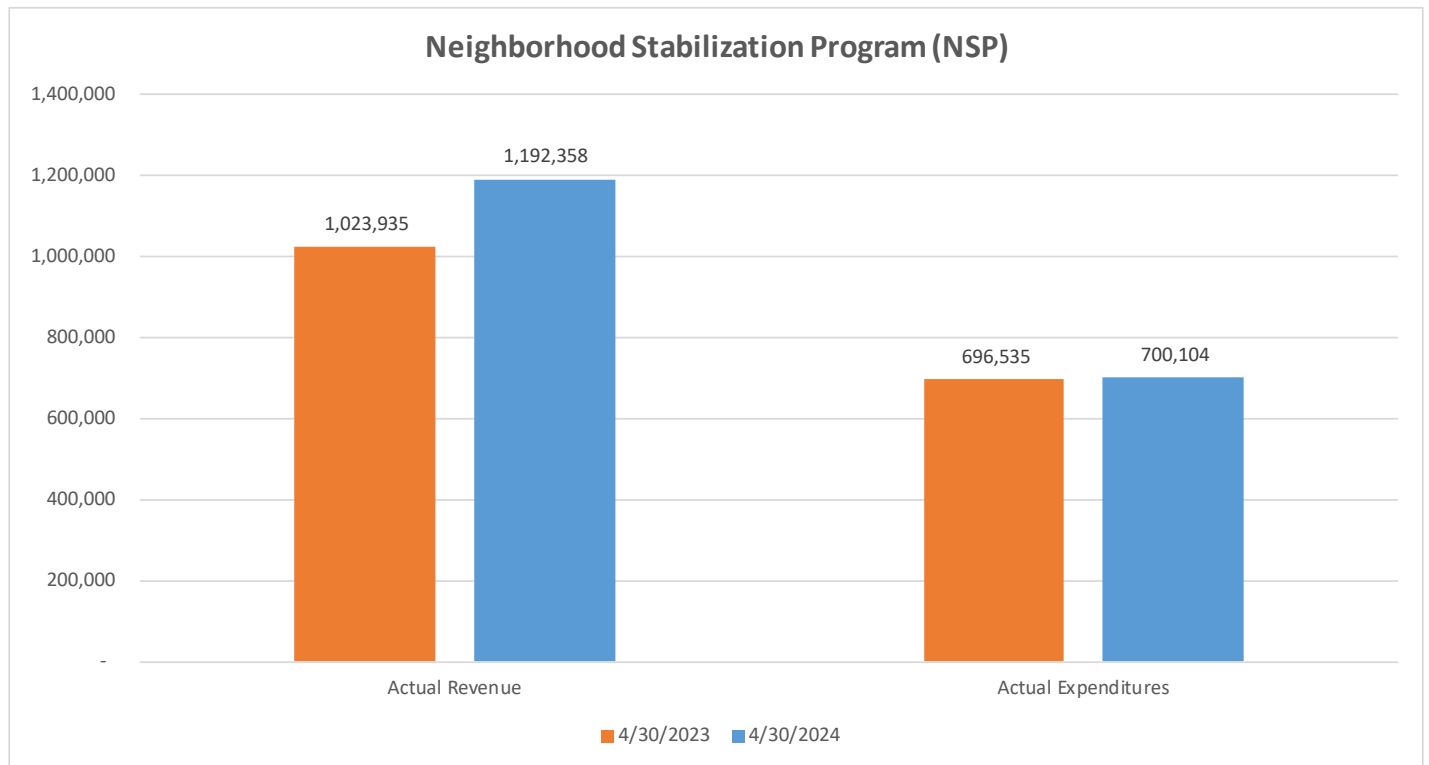
Public Housing	4/30/2024	4/30/2023	Variance	Variance Percentage
Actual Revenue	4,271,308	3,990,923	280,385	7.03%
Budgeted Revenue	4,403,649	3,890,699	512,950	13.18%
Actual Expenditures	4,849,055	4,590,722	258,333	5.63%
Budgeted Expenditures	5,510,494	4,738,033	772,462	16.30%
Actual Surplus (deficit)	(577,747)	(599,799)	22,052	-3.68%



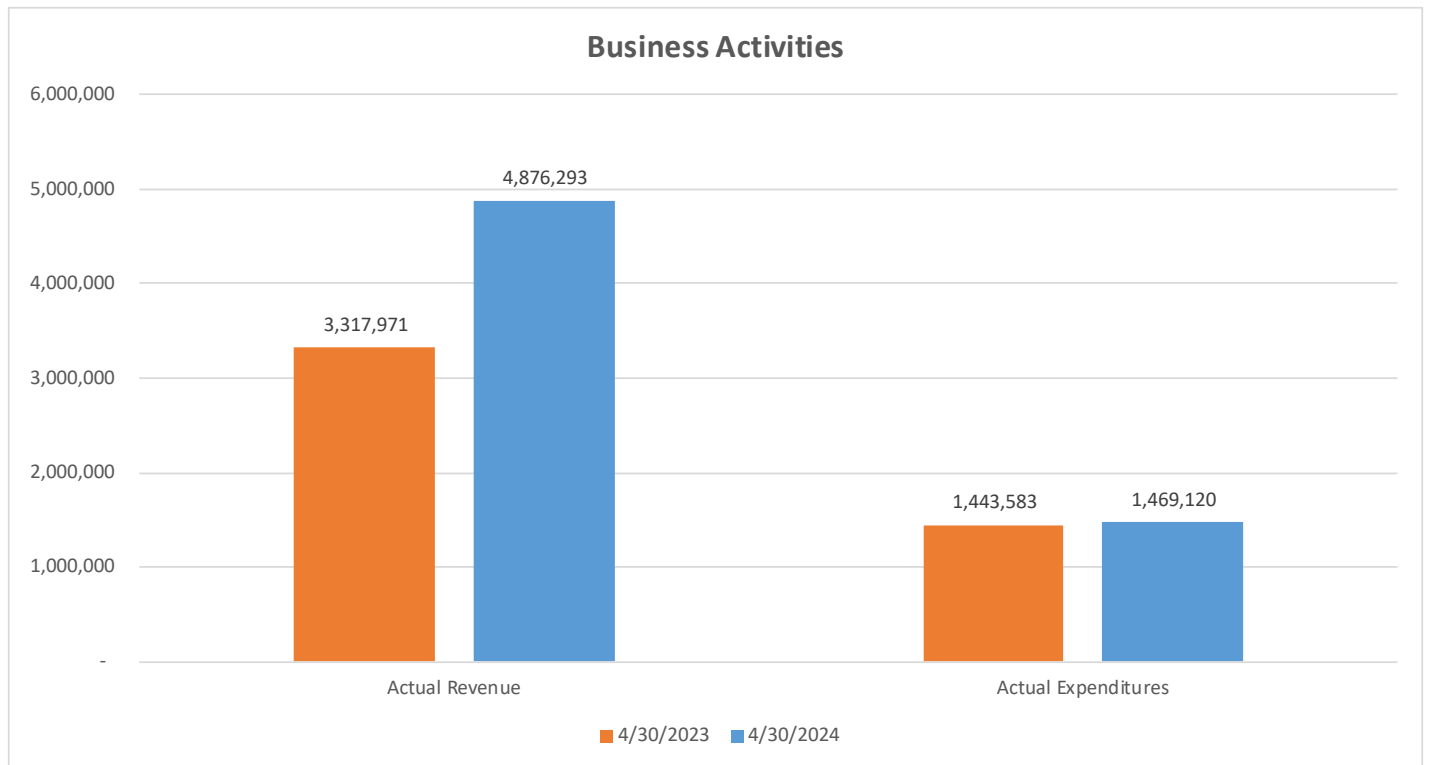
Housing Choice Voucher (Rental Assistance and MTW)	4/30/2024	4/30/2023	Variance	Variance Percentage
Actual HAP Revenue	23,733,704	18,082,309	5,651,395	31.25%
Budgeted HAP Revenue	23,291,806	21,327,170	1,964,636	9.21%
Actual HAP Payments to Landlords	21,851,164	20,244,476	1,606,689	7.94%
Budgeted HAP Payments to Landlords	20,579,958	21,020,763	(440,805)	-2.10%
<i>HAP Surplus (Deficit)</i>	<i>1,882,540</i>	<i>(2,162,167)</i>	4,044,707	0.00%
Actual Fee & Other Revenue	3,049,680	2,801,794	247,885	8.85%
Budgeted Fee & Other Revenue	2,501,486	2,227,161	274,325	12.32%
Actual Expenditures	4,825,318	3,334,313	1,491,005	44.72%
Budgeted Expenditures	4,357,220	2,828,394	1,528,827	54.05%
<i>Unrestricted Profit (Loss)</i>	<i>(1,775,638)</i>	<i>(532,519)</i>	(1,243,119)	233.44%
Actual Surplus (deficit)	106,902	(2,694,685)	2,801,588	-103.97%



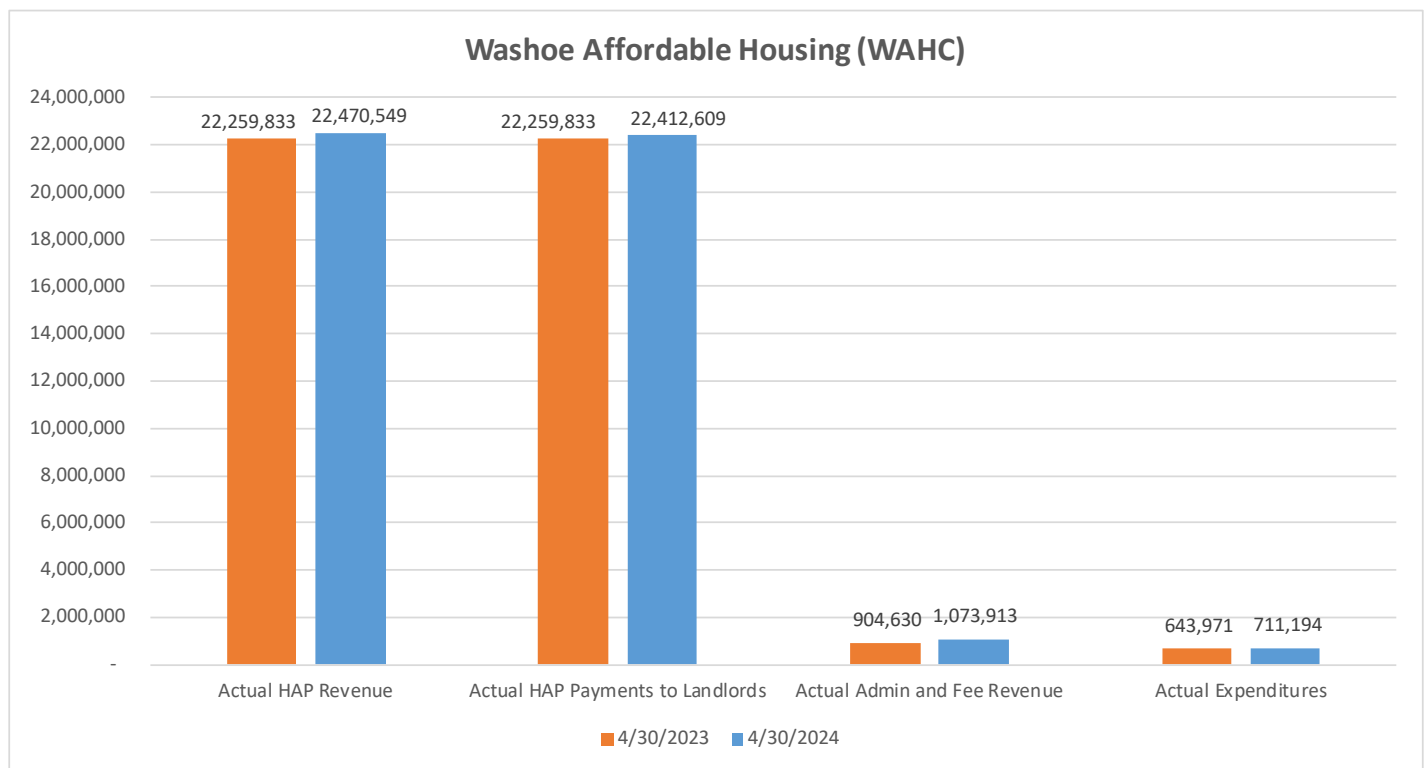
Neighborhood Stabilization Program (NSP)	4/30/2024	4/30/2023	Variance	Variance Percentage
Actual Revenue	1,192,358	1,023,935	168,423	16.45%
Budgeted Revenue	1,176,740	995,171	181,569	18.25%
Actual Expenditures	700,104	696,535	3,569	0.51%
Budgeted Expenditures	699,988	573,125	126,863	22.14%
Actual Restricted Surplus (deficit)	492,254	327,400	164,853	50.35%



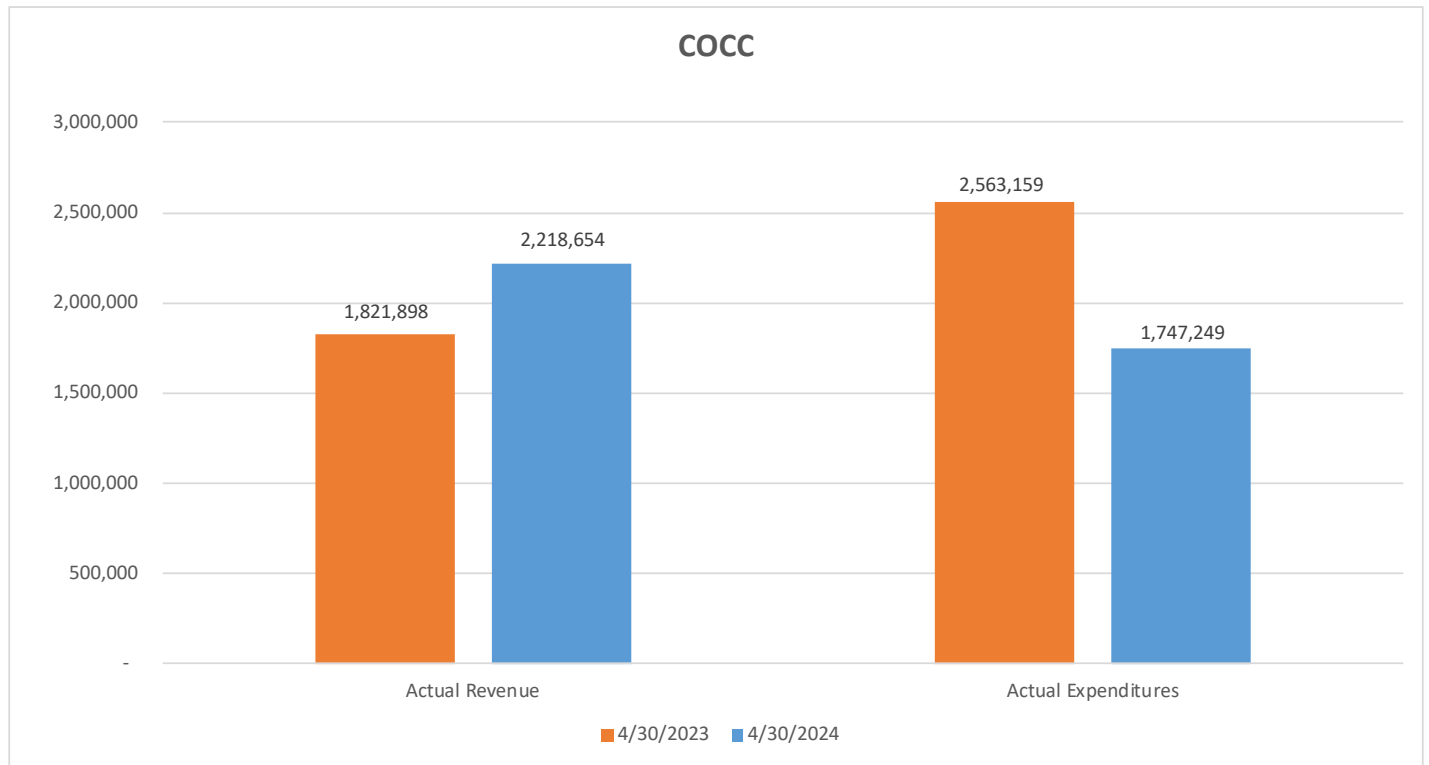
Business Activities	4/30/2024	4/30/2023	Variance	Variance Percentage
Actual Revenue	4,876,293	3,317,971	1,558,322	46.97%
Budgeted Revenue	3,304,940	3,414,565	(109,625)	-3.21%
Actual Expenditures	1,469,120	1,443,583	25,537	1.77%
Budgeted Expenditures	1,410,900	1,434,245	(23,344)	-1.63%
Actual Unrestricted Surplus (deficit)	3,407,173	1,874,388	1,532,784	81.78%



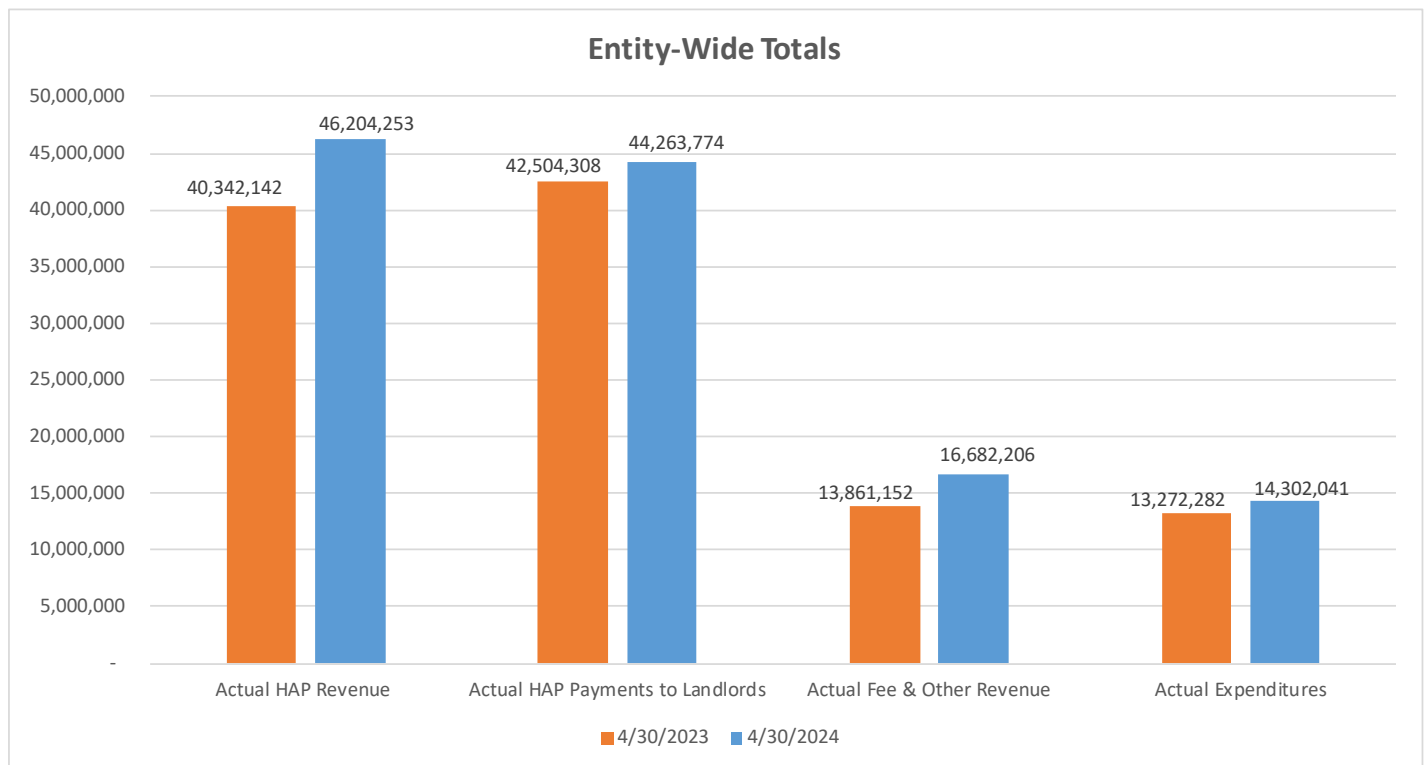
Washoe Affordable Housing (WAHC)	4/30/2024	4/30/2023	Variance	Variance Percentage
Actual HAP Revenue	22,470,549	22,259,833	210,716	0.95%
Budgeted HAP Revenue	22,346,573	21,447,742	898,832	4.19%
Actual HAP Payments to Landlords	22,412,609	22,259,833	152,777	0.69%
Budgeted HAP Payments to Landlords	22,346,573	21,447,742	898,832	4.19%
<i>HAP Surplus (Deficit)</i>	<i>57,939</i>	<i>-</i>	57,939	0.00%
Actual Admin and Fee Revenue	1,073,913	904,630	169,283	18.71%
Budgeted Admin and Fee Revenue	859,343	860,846	(1,503)	-0.17%
Actual Expenditures	711,194	643,971	67,224	10.44%
Budgeted Expenditures	660,322	589,632	70,691	11.99%
<i>Unrestricted Profit (Loss)</i>	<i>362,719</i>	<i>260,659</i>	102,060	39.15%
Actual compared to budget	420,658	260,659	159,999	61.38%



COCC	4/30/2024	4/30/2023	Variance	Variance Percentage
Actual Revenue	2,218,654	1,821,898	396,756	21.78%
Budgeted Revenue	1,823,249	1,985,325	(162,076)	-8.16%
Actual Expenditures	1,747,249	2,563,159	(815,909)	-31.83%
Budgeted Expenditures	2,589,444	3,231,420	(641,976)	-19.87%
Actual Unrestricted Surplus (deficit)	471,405	(741,261)	1,212,666	-163.60%



Entity-Wide Totals	4/30/2024	4/30/2023	Variance	Variance Percentage
Actual HAP Revenue	46,204,253	40,342,142	5,862,112	14.53%
Budgeted HAP Revenue	45,638,379	42,774,912	2,863,467	6.69%
Actual HAP Payments to Landlords	44,263,774	42,504,308	1,759,465	4.14%
Budgeted HAP Payments to Landlords	42,926,532	42,468,505	458,027	1.08%
<i>HAP Surplus (Deficit)</i>	<i>1,940,480</i>	<i>(2,162,167)</i>	<i>4,102,646</i>	<i>-189.75%</i>
Actual Fee & Other Revenue	16,682,206	13,861,152	2,821,055	20.35%
Budgeted Fee & Other Revenue	14,069,407	13,373,767	695,640	5.20%
Actual Expenditures	14,302,041	13,272,282	1,029,759	7.76%
Budgeted Expenditures	15,228,369	13,394,848	1,833,522	13.69%
<i>Unrestricted Profit (Loss)</i>	<i>2,380,166</i>	<i>588,870</i>	<i>1,791,296</i>	<i>304.19%</i>
Actual Surplus (deficit)	4,320,645	(1,573,297)	5,893,942	-374.62%



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 6

April 23, 2024

SUBJECT: Review and possible approval of changes to the RHA Board of Commissioners Bylaws
(For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Please see attached Bylaws for annual review. Board members may identify proposed changes during the meeting.

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

ARTICLE I - THE AUTHORITY

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

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

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

ARTICLE II – OFFICERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE III – MEETINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV - AMENDMENT TO BY-LAWS

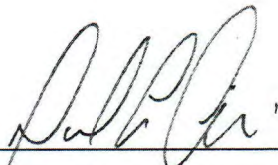
Section 1. The by-laws of the Authority may be amended by majority vote of its Board of Commissioners at any regular or special meeting.

ARTICLE V - RULES OF ORDER

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


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

ADOPTED THIS 21 DAY OF June, 2023.



CHAIRMAN

ATTEST:



SECRETARY

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 7

May 28, 2024

SUBJECT: Discussion and possible approval of a revised Fixed Asset Threshold. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

The Housing authority's external auditor, Clifton Larson Allen LLP, has recommended that RHA update the capitalization threshold to be in line with the Government Finance Officer Association (GFOA) and federal requirements. Capital assets, also known as "fixed assets," refers to assets that are used in operations with a useful life of one year or more. The term includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art, intangibles, and all other tangible or intangible assets that are used in operations. Governments do not have to capitalize items whose dollar value is so low as to be immaterial for financial reporting purposes. Accordingly, governments set a minimum dollar value, and often a minimum useful life, at which outlays are capitalized rather than charged off as an expense of the period. Currently, RHA's threshold for capitalization is set at \$2,000, and this threshold has not been changed in the last 18 years.

The Government Finance Officers Association (GFOA) is a professional association that provides best practices guidance to governmental agencies based on the Governmental Accounting Standards Board (GASB). They have published a best practices guidance titled Capitalization Thresholds for Capital Assets (2006) and recommended that governments use a capitalization threshold of at least \$5,000 or more for any individual item that has a useful life of at least two years.

Based on this guidance, most US government agencies have established thresholds at or above \$5,000. Locally, City of Sparks already increased their capitalization threshold from \$5,000 to \$10,000 effective July 1st, 2023. Washoe County and Truckee Meadows Fire Protection District also have a current threshold of \$10,000. The Office of Management and Budget, which handles 2 CFR Part 200 (the guidance for properly handling federal grants and awards), is updating and revising the federal threshold for capitalization to be \$10,000 as of October 1st, 2024.

The proposed threshold change would place RHA at a comparable level with industry standards. Approval of the increase would also help reduce the administrative costs and time associated with tracking and recording of low dollar items that should be expensed to begin with. The adoption of this policy will bring RHA to be in conformance with the recommendations of our external auditor and current with GFOA best practices. There is no fiscal impact associated with this change. This would actually save time and reduce the administrative burden associated with tracking and recording of immaterial items.

Staff Recommendation and Motion:

Staff recommends that the Board authorizes the Finance Department to establish a minimum threshold of \$10,000 for capital assets effective July 1, 2024.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 8

May 28, 2024

SUBJECT: Discussion and possible approval of Sales and Services Schedule. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Staff are proposing to make changes to the Sales and Service Schedule of Maintenance Charges. This schedule is used anytime a resident is charged for tenant caused damages that are beyond normal wear and tear. It is updated on an annual basis for Board review and approval. Upon approval, residents and clients will be notified of the new schedule of rates which will become effective on July 1, 2024.

To determine the new rates, staff completed a review of the current Sales and Service Schedule of Maintenance Charges and priced out the material used in units. Costs were updated to reflect actual prices for materials, vendor contracting, and maintenance labor as of April 2024. The proposed Sales and Service Schedule of Maintenance Charges is attached and shows the current rate per item, proposed new rate per item, and change in rate, if any.

Staff Recommendation and Motion:

The Board motion to approve the Sales and Service Schedule as presented and implement the new schedule effective July 1, 2024.

Sales & Service: Schedule of Fees

Effective: July 01, 2024

CATEGORY	SUBCATEGORY	SUBSUBCATEGORY	SUBSUBSUBCATEGORY	SITE	ITEM DESCRIPTION	VENDOR	2023	2024
*RATE	MAINTENANCE	LABOR	MAINTENANCE GROUNDS KEEPER	GENERAL	Labor	RHA	\$ 22.34	\$ 24.13
*RATE	MAINTENANCE	LABOR	MAINTENANCE I HOURLY RATE	GENERAL	Labor	RHA	\$ 25.37	\$ 27.40
*RATE	MAINTENANCE	LABOR	MAINTENANCE II HOURLY RATE	GENERAL	Labor	RHA	\$ 31.43	\$ 33.94
BUILDING	BATHROOM	EXHAUST FAN	FAN	GENERAL	Exhaust Fan	HDS	\$ 35.61	\$ 35.61
BUILDING	BATHROOM	TOILET	SUPPLY LINE, 12"	GENERAL	Stainless Steel 12" Toilet Supply Connector	HDS	\$ 5.63	\$ 6.89
BUILDING	BATHROOM	TOILET	SUPPLY LINE, 20"	GENERAL	20" Toilet Supply Line 3/8 x 7/8 Ballcock	HDS	\$ 7.48	\$ 7.79
BUILDING	BATHROOM	TOILET	TOILET - ELONGATED	GENERAL	1.28 Gpf All-in-one Toilet-In-a-box Elongated (ADA)	HDS	\$ 179.00	\$ 179.00
BUILDING	BATHROOM	TOILET	TOILET - ROUND	GENERAL	1.28 GPF Round All-In-One Toilet Kit (White)	HDS	\$ 165.00	\$ 154.99
BUILDING	BATHROOM	TOILET	TOILET BOWL - ELONGATED	GENERAL	American Standard® Cadet® PRO Elongated Toilet Bowl ADA	HDS	\$ 251.69	\$ 256.00
BUILDING	BATHROOM	TOILET	TOILET BOWL - ROUND	GENERAL	Cadet® PRO Round Toilet Bowl	HDS	\$ 154.48	\$ 158.00
BUILDING	BATHROOM	TOILET	TOILET FLAPPER VALVE	GENERAL	Korky® 3" Universal Red Flapper	HDS	\$ 15.29	\$ 15.99
BUILDING	BATHROOM	TOILET	TOILET FLUSH HANDLE	GENERAL	Toilet Tank Lever For Raleigh 1.28 GPF Tank	HDS	\$ 7.89	\$ 8.39
BUILDING	BATHROOM	TOILET	TOILET FLUSH VALVE	GENERAL	Fluidmaster Performax Universal High Performance Toilet Fill Valve	HDS	\$ 15.99	\$ 17.29
BUILDING	BATHROOM	TOILET	TOILET PAPER HOLDER	GENERAL	Chrome Toilet Paper Dispenser Exposed Mount	HDS	\$ 5.29	\$ 5.69
BUILDING	BATHROOM	TOILET	TOILET SEAT - WOOD - ELONGATED	GENERAL	Bemis® Closed Elongated Wood Toilet Seat (White)	HDS	\$ 26.58	\$ 27.99
BUILDING	BATHROOM	TOILET	TOILET SEAT - WOOD - ROUND	GENERAL	Bemis® Easy Clean® Closed Round Wood Toilet Seat (White)	HDS	\$ 16.79	\$ 17.99
BUILDING	BATHROOM	TOILET	TOILET TANK	GENERAL	Cadet® PRO™ 1.6 GPF Toilet Tank, 12" Rough-In	HDS	\$ 113.29	\$ 116.00
BUILDING	BATHROOM	TOWEL BAR	18" TOWEL BAR	GENERAL	Bradshire™ Chrome Towel Bar 18"	HDS	\$ 14.99	\$ 14.99
BUILDING	BATHROOM	TOWEL BAR	24" TOWEL BAR	GENERAL	Bradshire™ Chrome Towel Bar 24"	HDS	\$ 16.99	\$ 16.99
BUILDING	BATHROOM	TUB	CARTRIDGE, AMERICAN STANDARD	GENERAL	Seasons® Gold 4-1/4" Tub-Shower Valve Ceramic Cartridge	HDS	\$ 16.69	\$ 16.69
BUILDING	BATHROOM	TUB	CARTRIDGE, MOEN	GENERAL	Moen® Posi-Temp® Hot/Cold Cycling Valve Cartridge, 4-1/8" Length	HDS	\$ 67.99	\$ 69.99
BUILDING	BATHROOM	TUB	SHOWER HEAD	GENERAL	Showerhead	HDS	\$ 36.29	\$ 36.29
BUILDING	BATHROOM	TUB	SHOWER HEAD ASSEMBLY W/ GRAB BAR - ADA	GENERAL	ADA Showerhead with Grab Bar	HDS	\$ 295.79	\$ 330.71
BUILDING	BATHROOM	TUB	SHOWER ROD	GENERAL	72" Chrome Adjustable Cam Lock Tension Shower And Utility Rod	HDS	\$ 21.79	\$ 21.79
BUILDING	BATHROOM	TUB	TUB DRAIN STOPPER	GENERAL	Push Pull® Tub Drain Stopper 5/16" Or 3/8" Threaded Pin Chrome Plated	HDS	\$ 21.29	\$ 21.29
BUILDING	BATHROOM	TUB	TUB DRAIN STOPPER - UNIVERSAL RUBBER	GENERAL	Rubber Tub Stopper, 1-1/2" To 2", White	HDS	\$ 1.85	\$ 1.85
BUILDING	BATHROOM	TUB	TUB FAUCET	GENERAL	Seasons® One Handle 3 Spray Tub And Shower Faucet, Chrome	HDS	\$ 86.29	\$ 97.99
BUILDING	BATHROOM	VANITY	CABINET - HINGE	GENERAL	Cabinet Hinge	HDS	\$ 10.28	\$ 12.10
BUILDING	BATHROOM	VANITY	CABINET - MEDICINE	GENERAL	SINGLE DOOR, MIRRORRED, 16"x20"	HDS	\$ 61.29	\$ 61.29
BUILDING	BATHROOM	VANITY	CABINET - SINK BASE	GENERAL	Seasons® 24W x 31-1/2H x 21"D Honey Oak 2 Door Vanity Base Cabinet	HDS	\$ 186.44	\$ 186.44
BUILDING	BATHROOM	VANITY	CABINET - SINK BASE	GENERAL	Seasons® 30W x 32-1/2H x 21"D Amber Oak Vanity Cabinet	HDS	\$ 167.29	\$ 167.29
BUILDING	BATHROOM	VANITY	CABINET - SINK BASE	GENERAL	Seasons® Bath Vanity Base Cabinet, 36W x 34-1/2H x 21D, Caramel Finish	HDS	\$ 352.99	\$ 352.99
BUILDING	BATHROOM	VANITY	COUNTER TOP	GENERAL	VT Industries 22-1/2"D x 4'L Buttermint Matte Vanity Laminate Countertop	HDS	\$ 54.99	\$ 56.05
BUILDING	BATHROOM	VANITY	COUNTER TOP - END CAP	GENERAL	VT Industries Buttermint Matte Vanity End Splash Kit	HDS	\$ 37.29	\$ 38.03
BUILDING	BATHROOM	VANITY	FAUCET	GENERAL	Standard Faucet	HDS	\$ 65.00	\$ 57.50
BUILDING	BATHROOM	VANITY	SINK	GENERAL	31" x 22" SOLID WHITE	HDS	\$ 114.40	\$ 130.79
BUILDING	BATHROOM	VANITY	SOAP DISH - PORCELIN	GENERAL	Lenape White Porcelain Soap Holder Tile-in Mount	HDS	\$ 13.29	\$ 13.41
BUILDING	BATHROOM	VANITY	SOAP DISH - STAINLESS	GENERAL	Chrome Wall Soap Holder Concealed Screw Mount	HDS	\$ 4.79	\$ 4.99
BUILDING	BATHROOM	VANITY	TOOTHBRUSH HOLDER - CHROME	GENERAL	Toothbrush-Tumbler Holder, Concealed Screw Mount, Chrome	HDS	\$ 4.29	\$ 4.39
BUILDING	BATHROOM	VANITY	TOOTHBRUSH HOLDER - PORCELIN	GENERAL	Lenape White Porcelain Toothbrush Holder Concealed Screw Mount	HDS	\$ 7.49	\$ 8.88
BUILDING	CLOSET	DOOR	BI-PASS DOOR ROLLER, PAIR	GENERAL	Sliding Closet Door Roller Kit 1 Pair	HDS	\$ 12.17	\$ 12.49
BUILDING	CLOSET	ROD	ROD	GENERAL	Woodgrain Distribution 1-1/4"x8" Wood Closet Rod 1-1/4" x 8"	HDS	\$ 24.39	\$ 18.79
BUILDING	CLOSET	ROD HOLDER	ROD HOLDER	GENERAL	Closed Rod Bracket Hanger	HDS	\$ 2.48	\$ 5.49
BUILDING	DOOR	CLOSET, WARDROBE	BIFOLD, SET	YORKSHIRE	24 x 80 in. 6-Panel Molded Hollow Core Bi-Fold Door (Primed White)	HDS	\$ 105.00	\$ 105.00
BUILDING	DOOR	CLOSET, WARDROBE	BIFOLD, SET		30 x 80 in. 6-Panel Molded Hollow Core Bi-Fold Door (Primed White)	HDS	\$ 114.00	\$ 114.00
BUILDING	DOOR	CLOSET, WARDROBE	BIFOLD, SET		36 x 80 in. 6-Panel Bi-Fold Door (Primed White)	HDS	\$ 127.00	\$ 127.00
BUILDING	DOOR	CLOSET, WARDROBE	BYPASS, PAIR		QUOTE ONLY	TGD	\$ -	\$ -
BUILDING	DOOR	CLOSET, WARDROBE	FLOOR GUIDES, PAIR	GENERAL	4" Wardrobe Door Floor Guide, Package of 2	HDS	\$ 3.38	\$ 3.49
BUILDING	DOOR	CLOSET, WARDROBE	KNOB	GENERAL	1-1/2" Ceramic Knob White,	HDS	\$ 1.41	\$ 1.41
BUILDING	DOOR	CLOSET, WARDROBE	PULLS	GENERAL	4-1/2" WHITE	HDS	\$ 3.79	\$ 3.79
BUILDING	DOOR	EXTERIOR	CORE, BEST	GENERAL	36" Door Sweep	HDS	\$ 56.00	\$ 56.00
BUILDING	DOOR	EXTERIOR	DOOR SWEEP, 36"	GENERAL	Frost King 36" Slide On Door Bottom Brown	HDS	\$ 14.79	\$ 15.79
BUILDING	DOOR	EXTERIOR	ENTRANCE	GENERAL	QUOTE ONLY	TGD	\$ -	\$ -
BUILDING	DOOR	EXTERIOR	JAMB, LEFT	GENERAL	4-9/16" x 6"8" PFI Door Jam Exterior LEFT	HDS	\$ 77.79	\$ 78.99
BUILDING	DOOR	EXTERIOR	JAMB, RIGHT	GENERAL	4-9/16" x 6"8" PFI Door Jam Exterior RIGHT	HDS	\$ 77.79	\$ 78.99
BUILDING	DOOR	EXTERIOR	JAMB, SILL	GENERAL	1-1/4x4-9/16x85" Reversible Exterior Door Angled Sill Cut	HDS	\$ 36.70	\$ 38.71
BUILDING	DOOR	EXTERIOR	KEY, REPLACEMENT,	GENERAL	Schlage SC1 Key Blank	HDS	\$ 0.32	\$ 0.50
BUILDING	DOOR	EXTERIOR	SCREEN DOOR, CLOSER	GENERAL	Hydraulic Screen Door Closer (Black)	HDS	\$ 19.29	\$ 20.09
BUILDING	DOOR	EXTERIOR	SCREEN DOOR, HANDLE	GENERAL	1-3/4 In Aluminum Screen Door Handle (black)	HDS	\$ 15.29	\$ 15.29
BUILDING	DOOR	EXTERIOR	SCREEN DOOR, SECURITY	GENERAL	32 In. X 80 In. Steel Security Door - BLACK	HDS	\$ 145.39	\$ 148.58
BUILDING	DOOR	EXTERIOR	SCREEN DOOR, SECURITY	GENERAL	36 x 80 in Steel Security Door (Black)	HDS	\$ 144.29	\$ 148.58
BUILDING	DOOR	EXTERIOR	STRIKE PLATE	GENERAL	Door Lockset Strike Plate Steel, Satin Nickel	HDS	\$ 3.85	\$ 8.29
BUILDING	DOOR	EXTERIOR	WEATHERSTRIP	GENERAL	Frost King 17" Black EPDM Rubber Weather-strip	HDS	\$ 11.99	\$ 11.99
BUILDING	DOOR	EXTERIOR	WEATHERSTRIP	GENERAL	Frost King 7" Replacement Door Seal Brown	HDS	\$ 9.19	\$ 9.19
BUILDING	DOOR	EXTERIOR	WEATHERSTRIP	GENERAL	Pemko Q1030-97 Dark Brown Weather-Strip Foam 8'	HDS	\$ 26.64	\$ 26.89
BUILDING	DOOR	INTERIOR	DOOR CASING	GENERAL	11/16" x 2-1/4" x 7" Primed Finger-Jointed Casing	HDS	\$ 12.50	\$ 12.86
BUILDING	DOOR	INTERIOR	DOOR STOP	GENERAL	3 in Commercial Spring Door Stop (chrome)	HDS	\$ 0.84	\$ 0.88
BUILDING	DOOR	INTERIOR	HOLLOW CORE	WJW	3/0 x 6/8 X 1-3/8"	ADH	\$ 182.50	\$ 196.50
BUILDING	DOOR	INTERIOR	HOLLOW CORE, 28"	GENERAL	28 x 80 in. 1-3/8 in. Hollow Core Hardboard Slab Door (Primed White)	HDS	\$ 81.00	\$ 66.49
BUILDING	DOOR	INTERIOR	HOLLOW CORE, 30"	GENERAL	30 x 80 in. 1-3/8 in. Hollow Core Hardboard Slab Door (Primed White)	HDS	\$ 81.00	\$ 63.49
BUILDING	DOOR	INTERIOR	HOLLOW CORE, 36"	GENERAL	36 x 80 in. 1-3/8 in. 6-Panel Hollow Core Slab Door (Primed White)	HDS	\$ 98.00	\$ 79.49
BUILDING	DOOR	INTERIOR	JAMB, FLAT, KIT	GENERAL	H458 11/16" x 4-5/8 Interior Door Flat Jamb	HDS	\$ 63.65	\$ 130.09
BUILDING	DOOR	INTERIOR	LOCKSET, DUMMY	GENERAL	Shield Security® 913872 Ball Dummy Knob, Satin Nickel	HDS	\$ 8.19	\$ 8.19
BUILDING	DOOR	INTERIOR	LOCKSET, PASSAGE	WJW	WOCL230 PASSAGE	ADH	\$ 129.00	\$ 139.00
BUILDING	DOOR	INTERIOR	LOCKSET, PRIVACY	WJW	QCL240 PRIVACY	ADH	\$ 136.00	\$ 146.00
BUILDING	DOOR	INTERIOR	PASSAGE, SHIELD SECURITY	GENERAL	913880 Round Passage Knob, 2.375/2.75" Backset, Grade 3, Satin Nickel	HDS	\$ 14.09	\$ 14.29
BUILDING	DOOR	INTERIOR	PRIVACY, SHIELD SECURITY	GENERAL	913889 Round Privacy Knob, 2.375/2.75" Backset, Grade 3, Satin Nickel	HDS	\$ 15.21	\$ 15.49
BUILDING	DOOR	INTERIOR	SOLID CORE	GENERAL	36 x 80 in. 1-3/8 in. Thick 6-Panel Solid Core Slab Door (Primed White)	HDS	\$ 214.00	\$ 214.00
BUILDING	DOOR	INTERIOR	STRIKE PLATE	GENERAL	Door Lockset Strike Plate Steel, Satin Nickel	HDS	\$ 4.85	\$ 4.96
BUILDING	DOOR	INTERIOR	WALL PROTECTOR, 5", WHITE	GENERAL	3-1/4 In Self-Adhesive Wall Protector (White)	HDS	\$ 2.96	\$ 3.16
BUILDING	DOOR	PATIO	SCREEN DOOR, HANDLE	GENERAL	Patio Screen Door Handle	HDS	\$ 3.69	\$ 4.28
BUILDING	DOOR	PATIO	SCREEN DOOR, SLIDER	GENERAL	36 x 78 - 80 in Steel Economy Sliding Screen Door (Bronze)	HDS	\$ 59.46	\$ 384.59
BUILDING	DOOR		KEY, REPLACEMENT, BEST	GENERAL	US Security	USS	\$ 9.75	\$ 9.75
BUILDING	DOOR		LOCK OUT/CHANGE AFTER HOURS	GENERAL	2 HOURS Maint II at 1.5 Hourly Rate Labor		\$ 94.29	\$ 101.82
BUILDING	DOOR		LOCK CHANGE DURING BUSINESS HOURS	GENERAL	1 Hour Maint II Hourly Rate Labor		\$ 31.43	\$ 33.94
BUILDING	DOOR		LOCKSET, DEADBOLT, BEST	GENERAL	US Security	USS	\$ 56.50	\$ 62.72
BUILDING	DOOR		LOCKSET, DEADBOLT, SCHLAGE	GENERAL	B Series Heavy Duty Single Cylinder Deadbolt (Satin Chrome)	HDS	\$ 74.18	\$ 73.49
BUILDING	DOOR		LOCKSET, ENTRY, BEST	GENERAL	US Security	USS	\$ 56.50	\$ 62.72
BUILDING	DOOR		LOCKSET, ENTRY, SCHLAGE	GENERAL	Plymouth F Series Knob, Entry, Grade AAA, Die Cast Zinc, Aged Bronze	HDS	\$ 62.26	\$ 74.45
BUILDING	ELECTRICAL	RECEPTACLE	3-PRONG, ROUND	GENERAL	15 Amp Duplex Standard Wall Outlet (White)	HDS	\$ 0.90	\$ 1.50
BUILDING	ELECTRICAL	RECEPTACLE	GFCI	GENERAL	Hubbell® 15 Amp 125 Volt Commercial Self-Test Gfci Receptacle (White)	HDS	\$ 24.99	\$ 25.99
BUILDING	ELECTRICAL	WALL PLATE	2-GANG	GENERAL	Maintenance Warehouse® 2-Gang Decorator Switch Wall Plate	HDS	\$ 1.60	\$ 1.60
BUILDING	ELECTRICAL	WALL PLATE	3-GANG	GENERAL	Hubbell 3-Gang Polycarbonate Decorator Wall Plate (White)	HDS	\$ 1.79	\$ 1.79
BUILDING	ELECTRICAL	WALL PLATE	ROUND	GENERAL	Hubbell 1-Gang Mid-Size Receptacle Wall Plate (White)	HDS	\$ 0.78	\$ 0.79
BUILDING	ELECTRICAL	WALL PLATE	SQUARE	GENERAL	1-Gang Polycarbonate Wall Plate (White)	HDS	\$ 0.73	\$ 0.79
BUILDING	ELECTRICAL	WALL SWITCH	1-POLE, 15A	GENERAL	15 Amp 1-Pole Quick/Side-Wired Toggle Wall Switch	HDS	\$ 1.40	\$ 1.40
BUILDING	ELECTRICAL	WALL SWITCH	3-WAY	GENERAL	15 Amp 3-Way Quick Toggle Wall Switch (White)	HDS	\$ 2.50	\$ 2.50
BUILDING	ELECTRICAL	WALL SWITCH	DIMMER	GENERAL	Lutron® Skylark R-C-L-R 600 Watt 3-Way Dimmer - White	HDS	\$ 35.29	\$ 35.29
BUILDING	EXTERIOR	HOUSE NUMBERS	HOUSE NUMBERS EXTERIOR	GENERAL	3 in. House Number 5, Plastic, Black With Nails	HDS	\$ 4.06	\$ 8.59
BUILDING	EXTERIOR		HOSE BIB	GENERAL	Brass Hose Bibb 1/2" FIP	HDS	\$ 9.79	\$ 9.79
BUILDING	FLOOR		COVE BASE, price per foot	GENERAL	Roppe 4" X 120" White Cove Base	HDS	\$ 5.80	\$ 6.09
BUILDING	FLOOR		FLOOR TILE, per ea.	GENERAL	Armstrong® Excelion® Vinyl Dry-Back Floor Tile, 12 x 12"	HDS	\$ 1.76	\$ 1.93
BUILDING	HVAC	EVAP COOLER	EVAPORATIVE COOLER COVER	GENERAL	Grille Cover	WWG	\$ 32.51	\$ 32.51
BUILDING	HVAC	EVAP COOLER	EVAPORATOR COOLER MOTOR	GENERAL	Split-Phase Evaporative Cooler AC Motors - 1/3hp, 1/2" DRIVE	WWG	\$ 163.00	\$ 163.00
BUILDING	HVAC	FILTER	12x24x1 MERV4	GENERAL	12x24x1" Fiberglass Air Filter, Merv 4,	HDS	\$ 2.08	\$ 2.74
BUILDING	HVAC	FILTER	14x18x1 MERV4	GENERAL	14x18x1" Fiberglass Air Filter, MERV 4,	HDS	\$ 4.46	\$ 4.46
BUILDING	HVAC	FILTER	16x20x1 MERV4	GENERAL	16x20x1" Fiberglass Air Filter, Merv 4,	HDS	\$ 2.08	\$ 2.44
BUILDING	HVAC	FILTER	18x20x1 MERV4	GENERAL	18x20x1" Fiberglass Air Filter, Merv 4,	HDS	\$ 5.25	\$ 5.25
BUILDING	HVAC	FILTER	20x20x1 MERV4	GENERAL	20x20x1" HD Fiberglass Air Filter, Merv 4,	HDS	\$ 2.08	\$ 2.08
BUILDING	HVAC	FURNACE	THERMOSTAT, HEATING	GENERAL	Line Volt Mech Tstat: Electric Cooling/Electric Heating, Analog, SPDT	WWG	\$ 178.45	\$ 178.45
BUILDING	HVAC	FURNACE	THERMOSTAT, HEATING/COOLING	GENERAL	Honeywell® 24 Volt Snap Action Heat/Cool Thermostat, 2-7/8W X 4-3/4"H	HDS	\$ 57.51	\$ 57.51
BUILDING	HVAC	REGISTER, FLOOR	REGISTER	GENERAL	4x10" Brown Floor Register	HDS	\$ 9.01	\$ 9.19

BUILDING	DOOR	INTERIOR	SOLID CORE	GENERAL	36 x 80 in. 1-3/8 in. Thick 6-Panel Solid Core Slab Door (Primed White)	HDS	\$	214.00	\$	214.00
BUILDING	KITCHEN	GARBAGE DISPOSAL	GARBAGE DISPOSAL	GENERAL	InSinkErator® Badger 5™ 1/2 HP, Garbage Disposal w/ Power Cord	HDS	\$	124.00	\$	124.00
BUILDING	KITCHEN	CABINET	BRIDGE	GENERAL	Seasons® 30w X 15h X 12d Bridge Cabinet Auburn Oak	HDS	\$	102.32	\$	102.32
BUILDING	KITCHEN	CABINET	CABINET HINGE, Pr	GENERAL	Self-Closing Concealed Hinge For Frameless Cabinets	HDS	\$	22.57	\$	24.22
BUILDING	KITCHEN	CABINET	CORNER	GENERAL	Seasons® 24w X 30h X 12d Corner Wall Cabinet Auburn Oak	HDS	\$	190.99	\$	190.99
BUILDING	KITCHEN	CABINET	SINK BASE	GENERAL	Seasons® 24"W x 34-1/2"H x 24"D 2 Door Kitchen Base Cabinet Auburn Oak	HDS	\$	215.25	\$	247.29
BUILDING	KITCHEN	CABINET	WALL, DOUBLE	GENERAL	Seasons® 24w X 36h X 12d Wall Cabinet Auburn Oak	HDS	\$	153.04	\$	153.04
BUILDING	KITCHEN	CABINET	WALL, SINGLE	GENERAL	Seasons® 36w X 36h X 12d Wall Cabinet Auburn Oak	HDS	\$	204.92	\$	204.92
BUILDING	KITCHEN	COUNTER	BREAD BOARD	GENERAL	16 X 20" Hardwood Breadboard	HDS	\$	37.62	\$	37.62
BUILDING	KITCHEN	COUNTER TOP	END CAP - RIGHT	GENERAL	VT Industries Buttermur Matte Kitchen End Splash Kit	HDS	\$	39.29	\$	39.29
BUILDING	KITCHEN	COUNTER TOP	LEFT MITRE	GENERAL	25"D X 81. Buttermur Matte Kitchen Laminate Countertop Left Miter	HDS	\$	120.49	\$	122.68
BUILDING	KITCHEN	COUNTER TOP	RIGHT MITRE	GENERAL	25"D X 81. Buttermur Matte Kitchen Laminate Countertop Right Miter	HDS	\$	120.49	\$	122.68
BUILDING	KITCHEN	COUNTER TOP	COUNTER TOP	GENERAL	25"D X 81. Buttermur Matte Kitchen Laminate Countertop	HDS	\$	112.39	\$	114.58
BUILDING	KITCHEN	GARBAGE DISPOSAL	STOPPER	GENERAL	Replacement For In-Sink-Erator Disposer Stopper	HDS	\$	3.39	\$	3.39
BUILDING	KITCHEN	MICROWAVE	MICROWAVE AIR FILTER	GENERAL	Microwave Air Filter	HDS	\$	18.49	\$	19.99
BUILDING	KITCHEN	MICROWAVE	MICROWAVE GREASE FILTER	GENERAL	Microwave Grease Filter	HDS	\$	25.49	\$	25.49
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC, A COMPLETE UNIT		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	HDC	\$	699.00	\$	699.00
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: BURNER, LARGE		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APC	\$	144.44	\$	144.44
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: BURNER, SMALL		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APP	\$	144.44	\$	144.44
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DOOR		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APP	\$	144.44	\$	144.44
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DOOR GASKET		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APC	\$	178.40	\$	178.40
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DOOR HANDLE		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APC	\$	91.55	\$	91.55
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DRIP PAN, LARGE		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	HDS	\$	3.92	\$	4.16
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: DRIP PAN, SMALL		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	HDS	\$	3.42	\$	3.77
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: ELECTRIC: KNOB		FRIDGIDAIRE FCRE3052AS: 3/24/202330 in. 5.3 cu. ft. Rear Control Electric	APC	\$	13.90	\$	13.90
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS, A COMPLETE UNIT		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	HDC	\$	791.00	\$	791.00
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: BURNER, LARGE		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$	29.06	\$	29.06
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: BURNER, SMALL		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$	27.00	\$	27.00
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DOOR		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$	145.10	\$	145.10
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DOOR GASKET		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$	56.52	\$	56.52
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DOOR HANDLE		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$	124.10	\$	124.10
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DRIP PAN, LARGE		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$	84.97	\$	84.97
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: DRIP PAN, SMALL		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$	25.73	\$	25.73
BUILDING	KITCHEN	OVEN/RANGE	FRIDGIDAIRE: GAS: KNOB		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APP	\$	22.29	\$	22.29
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC, A COMPLETE UNIT		FRIDGIDAIRE FCRG3015AW: 30 in. 5.0 cu. ft. Gas Range with Manual Clean	APC	\$	28.30	\$	28.30
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: BURNER, LARGE		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	HDC	\$	746.00	\$	746.00
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: BURNER, SMALL		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$	126.70	\$	126.70
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DOOR		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$	114.52	\$	114.52
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DOOR GASKET		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$	136.10	\$	136.10
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DOOR HANDLE		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$	25.69	\$	25.69
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DRIP PAN, LARGE		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$	108.48	\$	108.48
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: DRIP PAN, SMALL		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$	20.12	\$	20.12
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: ELECTRIC: KNOB		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$	9.40	\$	9.40
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS, A COMPLETE UNIT		GE JB256RTSS 30 in. 5 cu. ft. Electric Range with Self Cleaning Oven	APP	\$	14.73	\$	14.73
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS, BURNER, BASE		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	HDC	\$	728.00	\$	759.00
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS, BURNER, CAP		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$	36.26	\$	36.26
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DOOR		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$	18.17	\$	18.17
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DOOR GASKET		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$	187.12	\$	187.12
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DOOR HANDLE		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$	26.60	\$	26.60
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DRIP PAN, LARGE		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$	25.60	\$	25.60
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: DRIP PAN, SMALL		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$	76.00	\$	76.00
BUILDING	KITCHEN	OVEN/RANGE	GENERAL ELECTRIC: GAS: KNOB		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$	76.00	\$	76.00
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC, A COMPLETE UNIT		GE JGB561RPPS: 30 in. 4.8 cu. ft. Gas Range in Stainless Steel	APP	\$	9.01	\$	13.17
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: BURNER, LARGE		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	HDC	\$	777.00	\$	777.00
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: BURNER, SMALL		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$	158.14	\$	158.14
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DOOR		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$	158.14	\$	158.14
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DOOR GASKET		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$	128.70	\$	149.32
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DOOR HANDLE		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$	25.69	\$	26.74
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DRIP PAN, LARGE		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$	102.60	\$	102.60
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: DRIP PAN, SMALL		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	HDS	\$	3.92	\$	9.28
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: ELECTRIC: KNOB		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	HDS	\$	3.42	\$	6.52
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS, A COMPLETE UNIT		WHIRLPOOL WFES05WOHB: 30 in. 5.3 cu. ft. 4-Burner Electric Range	APP	\$	21.37	\$	32.30
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS, BURNER, BASE		WHIRLPOOL WFG505MOMW: 30 in. 5-Burner Freestanding Gas Range	HDC	\$	699.00	\$	956.79
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS, BURNER, CAP		WHIRLPOOL WFG505MOMW: 30 in. 5-Burner Freestanding Gas Range	APP	\$	48.10	\$	48.10
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS: DOOR		WHIRLPOOL WFG505MOMW: 30 in. 5-Burner Freestanding Gas Range	APP	\$	39.70	\$	39.70
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS: DOOR GASKET		WHIRLPOOL WFG505MOMW: 30 in. 5-Burner Freestanding Gas Range	APP	\$	149.76	\$	149.76
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS: DOOR HANDLE		WHIRLPOOL WFG505MOMW: 30 in. 5-Burner Freestanding Gas Range	APP	\$	54.24	\$	54.24
BUILDING	KITCHEN	OVEN/RANGE	WHIRLPOOL: GAS: KNOB		WHIRLPOOL WFG505MOMW: 30 in. 5-Burner Freestanding Gas Range	APP	\$	78.37	\$	78.37
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: A COMPLETE UNIT		WHIRLPOOL WFG505MOMW: 30 in. 5-Burner Freestanding Gas Range	APP	\$	41.86	\$	49.36
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FREEZER: DOOR		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	HDC	\$	678.00	\$	728.00
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FREEZER: DOOR BAR		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	346.19	\$	364.89
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FREEZER: DOOR GASKET		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	42.63	\$	49.69
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FREEZER: DOOR HANDLE		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	102.38	\$	105.59
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FRIDGE CRISPER		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	57.33	\$	57.33
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FRIDGE CRISPER COVER		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	87.89	\$	119.99
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FRIDGE: DOOR		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	69.99	\$	72.89
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FRIDGE: DOOR BAR		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	714.92	\$	714.92
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FRIDGE: DOOR GASKET		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	38.25	\$	41.99
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FRIDGE: DOOR HANDLE		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	79.99	\$	149.79
BUILDING	KITCHEN	REFRIGERATOR	FRIDGIDAIRE: FRIDGE: DOOR SHLEF		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	57.33	\$	132.15
BUILDING	KITCHEN	REFRIGERATOR	GE: A COMPLETE UNIT		FRIDGIDAIRE FFTR1814WW: 18.3 Cu. Ft. Top Freezer Refrigerator	APP	\$	76.74	\$	98.79
BUILDING	KITCHEN	REFRIGERATOR	GE: FREEZER: DOOR		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	HDC	\$	768.00	\$	799.00
BUILDING	KITCHEN	REFRIGERATOR	GE: FREEZER: DOOR BAR		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	463.68	\$	639.99
BUILDING	KITCHEN	REFRIGERATOR	GE: FREEZER: DOOR GASKET		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	51.60	\$	57.99
BUILDING	KITCHEN	REFRIGERATOR	GE: FREEZER: DOOR HANDLE		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	55.63	\$	138.99
BUILDING	KITCHEN	REFRIGERATOR	GE: FRIDGE CRISPER		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	330.10	\$	330.10
BUILDING	KITCHEN	REFRIGERATOR	GE: FRIDGE CRISPER COVER		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	176.10	\$	176.10
BUILDING	KITCHEN	REFRIGERATOR	GE: FRIDGE: DOOR		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	127.79	\$	127.79
BUILDING	KITCHEN	REFRIGERATOR	GE: FRIDGE: DOOR BAR		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	542.06	\$	542.06
BUILDING	KITCHEN	REFRIGERATOR	GE: FRIDGE: DOOR GASKET		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	51.60	\$	57.99
BUILDING	KITCHEN	REFRIGERATOR	GE: FRIDGE: DOOR HANDLE		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	56.40	\$	149.79
BUILDING	KITCHEN	REFRIGERATOR	GE: FRIDGE: DOOR SHLEF		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	330.10	\$	330.10
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: A COMPLETE UNIT		GE GTS18BBDPRWW: 17.5 cu. ft. Top Freezer Refrigerator	APP	\$	176.34	\$	176.34
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FREEZER: DOOR		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	HDC	\$	719.00	\$	799.00
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FREEZER: DOOR BAR		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APC	\$	360.32	\$	457.46
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FREEZER: DOOR GASKET		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	65.69	\$	65.69
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FREEZER: DOOR HANDLE		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	141.44	\$	214.31
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FRIDGE CRISPER		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	118.77	\$	132.15
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FRIDGE CRISPER COVER		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	86.50	\$	90.45
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FRIDGE: DOOR		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	111.94	\$	119.26
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FRIDGE: DOOR BAR		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	360.43	\$	360.43
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FRIDGE: DOOR GASKET		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	53.50	\$	70.27
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FRIDGE: DOOR HANDLE		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	129.17	\$	170.94
BUILDING	KITCHEN	REFRIGERATOR	WHIRLPOOL: FRIDGE: DOOR SHLEF		WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APP	\$	118.77	\$	125.47
BUILDING	KITCHEN	SINK	AERATOR	GENERAL	WHIRLPOOL WRT106TFDT01: 16 cu. ft. Top Freezer Refrigerator	APC	\$	61.63	\$	70.89
BUILDING	KITCHEN	SINK	CARTRIDGE, CLEVELAND	GENERAL	Neoperl Dual Thread Aerator 1.0 GPM	HDS	\$	1.04	\$	2.16
BUILDING	KITCHEN	SINK	CARTRIDGE, MOEN	GENERAL	Replacement for Cleveland Faucet Group Ceramic Disc Hot Cartridge	HDS	\$	8.39	\$	13.99
BUILDING	KITCHEN	SINK	FAUCET SPRAYER	GENERAL	Moen® Hot/Cold Faucet Cartridge, 2-9/16" Length	HDS	\$	14.99	\$	15.19
BUILDING										

BUILDING	DOOR	INTERIOR	SOLID CORE	GENERAL	36 x 80 in. 1-3/8 in. Thick 6-Panel Solid Core Slab Door (Primed White)	HDS	\$	214.00	\$	214.00
BUILDING	UFE SAFETY	SMOKE DETECTOR	HARD WIRED, BATTERY B/U, COMBO UNIT	GENERAL	First Alert® BRK Hardwired Smoke/CO COMBO Alarm w/ Battery Backup	HDS	\$	55.99	\$	55.99
BUILDING	LIGHTING	BULB	40W APPLIANCE BULB - FRIDGE (2 PK)	GENERAL	Frigidaire Light Bulb	HDS	\$	8.75	\$	13.99
BUILDING	LIGHTING	BULB	40W APPLIANCE BULB - OVEN/RANGE	GENERAL	Whirlpool® Replacement Light Bulb For Range, Part# W10888179	HDS	\$	33.49	\$	57.89
BUILDING	LIGHTING	BULB	48" T8 LED BULB	GENERAL	Sylvania® OCTRON® 48 in. 32W T8 Fluorescent Linear Bulb (4100K)	HDS	\$	6.00	\$	19.49
BUILDING	LIGHTING	FIXTURE	CEILING 1-BULB	GENERAL	Seasons® 13.25 In. 1-Light Incandescent Flush Mount Light (Bronze)	HDS	\$	35.39	\$	40.19
BUILDING	LIGHTING	FIXTURE	CEILING 2-BULB	GENERAL	Seasons® 2-Light Incandescent Flush Mount Light (Brushed Nickel)	HDS	\$	41.29	\$	41.29
BUILDING	LIGHTING	FIXTURE	GLOBE REPLACEMENT	GENERAL	Lithonia Lighting™ Acrylic Light Fixture Cover	HDS	\$	24.79	\$	35.29
BUILDING	LIGHTING	FIXTURE	GLOBE, REPLACEMENT	GENERAL	Alabaster-Style Bowl Glass	HDS	\$	36.07	\$	41.29
BUILDING	LIGHTING	FIXTURE	GLOBE, REPLACEMENT, CEILING FAN	GENERAL	White Schoolhouse Glass SH x 7" Diameter 4" Fitter	HDS	\$	12.32	\$	24.79
BUILDING	LIGHTING	FIXTURE	PORCH	GENERAL	Satco® 5.5 X 8.5 in. Incandescent Outdoor Wall Sconce (Black)	HDS	\$	21.99	\$	36.07
BUILDING	LIGHTING	FIXTURE	T8, 2-BULB	GENERAL	Lithonia Lighting® 48 in. 2-Light Fluorescent Wraparound Light	HDS	\$	65.29	\$	65.29
BUILDING	LIGHTING	FIXTURE	T8, 4-BULB	GENERAL	Lithonia Lighting® 48 in. 4-Light Fluorescent Flush Mount Light	HDS	\$	118.99	\$	118.99
BUILDING	LIVING ROOM	CEILING FAN	4 BLADE	GENERAL	Seasons® Torrey™ 42 in. 4-Blade Ceiling Fan W/ Light (White)	HDS	\$	55.29	\$	65.29
BUILDING	LIVING ROOM	CEILING FAN	5 BLADE	GENERAL	Seasons® 99014 Ceiling Fan Bladed, 5 Blades, White/bleached Oak	HDS	\$	92.49	\$	118.99
BUILDING	LIVING ROOM	ELECTRICAL	CABLE/PHONE JACK, per ea.	GENERAL	Hubbell 1-Gang Molded-In Decorator Frame W/jack	HDS	\$	7.29	\$	7.69
BUILDING	WINDOW	DRAPERY RODS	TRAVERSE ROD, 24"-42"	GENERAL	Kenney Regency Traverse Rod, Variable Width 78-150	HDS	\$	48.99	\$	107.79
BUILDING	WINDOW	DRAPERY RODS	TRAVERSE ROD, 40"-78"	GENERAL	Kenney Regency Traverse Rod, Variable Width 40-78	HDS	\$	36.99	\$	47.99
BUILDING	WINDOW	DRAPERY RODS	TRAVERSE ROD, 78"-150"	GENERAL	Kenney Regency Traverse Rod, Variable Width 78-150	HDS	\$	85.99	\$	98.99
BUILDING	WINDOW	DRAPERY, PANEL	115" x 55" 2-WAY DRAW	GENERAL	Drapery	MDW	\$	117.69	\$	129.63
BUILDING	WINDOW	DRAPERY, PANEL	48 x 84" 2-WAY DRAW	GENERAL	Drapery	MDW	\$	55.90	\$	67.23
BUILDING	WINDOW	DRAPERY, PANEL	66" x 120" 2-WAY DRAW	GENERAL	Drapery	MDW	\$	64.43	\$	85.99
BUILDING	WINDOW	DRAPERY, PANEL	79" x 55" 2-WAY DRAW	GENERAL	Drapery	MDW	\$	90.10	\$	108.84
BUILDING	WINDOW	DRAPERY, PANEL	92" x 55" 2-WAY DRAW	GENERAL	Drapery	MDW	\$	79.70	\$	93.73
BUILDING	WINDOW	SASH LOCK	SLIDING SNAP	GENERAL	2-1/16" White Window Sash Lock	HDS	\$	5.39	\$	6.91
BUILDING			BASEBOARD	GENERAL	Woodrains Millwork 3-1/4" x 12'-1/2" Primed MDF Colonial Base	HDS	\$	22.49	\$	83.68
BUILDING			DRYWALL	GENERAL	Construction Metals 16 x 16 in. Drywall Patch Repair Sheet	HDS	\$	5.29	\$	6.19
SERVICE	CLEANING	CARPET	DIAMOND SHINE JANITORIAL	GENERAL	PER CONTRACT RATES	DSJ				
SERVICE	CLEANING	GENERAL	DIAMOND SHINE JANITORIAL	GENERAL	PER CONTRACT RATES	DSJ				
SERVICE	CLEANING	VACANCY	DIAMOND SHINE JANITORIAL	GENERAL	PER CONTRACT RATES	DSJ				
SERVICE	DISPOSAL FEE	ELECTRONICS	ELECTRONICS	GENERAL	PER ITEM	WMI	\$	45.00	\$	50.00
SERVICE	DISPOSAL FEE	MISC WASTE	MISC WASTE	GENERAL	PER CUBIC YARD	WMI				
SERVICE	ELECTRICAL	MERIT ELECTRICAL	MERIT ELECTRICAL	GENERAL	HOURLY SERVICE RATE PER CONTRACT	MEC				
SERVICE	ELECTRICAL	MERIT ELECTRICAL	MERIT ELECTRICAL	GENERAL	OVERTIME/HOLIDAY HOURLY SERVICE RATE PER CONTRACT	MEC				
SERVICE	FLOORING	CARPET	INSTALLATION/REPAIR		CONTRACT QUOTE ONLY	FS				
SERVICE	FLOORING	VINYL	INSTALLATION/REPAIR		CONTRACT QUOTE ONLY	FS				
SERVICE	PAINTING	ALL ROOMS/UNITS	2 or more COATS	MCGRW	PER CONTRACT RATES	JFP				
SERVICE	WINDOW	GLASS	REPLACEMENT, LABOR	GENERAL	PER CONTRACT RATES	CGC				
SERVICE	WINDOW	SCREEN	REPAIR	CARVILLE CT	KITCHEN	SSC	\$	13.50	\$	13.50
SERVICE	WINDOW	SCREEN	REPAIR	CARVILLE CT	LIVING ROOM / BEDROOM	SSC	\$	17.50	\$	17.50
SERVICE	WINDOW	SCREEN	REPAIR	CARVILLE CT	PATIO	SSC	\$	35.00	\$	35.00
SERVICE	WINDOW	SCREEN	REPAIR	D&K HORIZONS	KITCHEN	SSC	\$	15.12	\$	15.12
SERVICE	WINDOW	SCREEN	REPAIR	D&K HORIZONS	LIVING ROOM / BEDROOM	SSC	\$	18.63	\$	18.63
SERVICE	WINDOW	SCREEN	REPAIR	ESSEX	BEDROOM	SSC	\$	16.74	\$	16.74
SERVICE	WINDOW	SCREEN	REPAIR	ESSEX	KITCHEN	SSC	\$	12.42	\$	12.42
SERVICE	WINDOW	SCREEN	REPAIR	ESSEX	LIVING ROOM	SSC	\$	18.36	\$	18.36
SERVICE	WINDOW	SCREEN	REPAIR	HAWKVIEW	BATHROOM	SSC	\$	13.34	\$	13.34
SERVICE	WINDOW	SCREEN	REPAIR	HAWKVIEW	BEDROOM	SSC	\$	16.25	\$	16.25
SERVICE	WINDOW	SCREEN	REPAIR	HAWKVIEW	KITCHEN	SSC	\$	15.00	\$	15.00
SERVICE	WINDOW	SCREEN	REPAIR	HAWKVIEW	LIVING ROOM	SSC	\$	17.11	\$	17.11
SERVICE	WINDOW	SCREEN	REPAIR	MCGRW / SILVER SAGE	BEDROOM	SSC	\$	15.75	\$	15.75
SERVICE	WINDOW	SCREEN	REPAIR	MCGRW / SILVER SAGE	KITCHEN	SSC	\$	10.71	\$	10.71
SERVICE	WINDOW	SCREEN	REPAIR	MCGRW / SILVER SAGE	LIVING ROOM	SSC	\$	17.01	\$	17.01
SERVICE	WINDOW	SCREEN	REPAIR	MINERAL MANOR	BEDROOM	SSC	\$	19.00	\$	19.00
SERVICE	WINDOW	SCREEN	REPAIR	MINERAL MANOR	KITCHEN	SSC	\$	17.50	\$	17.50
SERVICE	WINDOW	SCREEN	REPAIR	MINERAL MANOR	LIVING ROOM	SSC	\$	29.05	\$	29.05
SERVICE	WINDOW	SCREEN	REPAIR	MYRA BIRCH	DINING ROOM	SSC	\$	19.44	\$	19.44
SERVICE	WINDOW	SCREEN	REPAIR	MYRA BIRCH	ENTRY	SSC	\$	16.20	\$	16.20
SERVICE	WINDOW	SCREEN	REPAIR	MYRA BIRCH	LIVING ROOM / BEDROOM	SSC	\$	19.71	\$	19.71
SERVICE	WINDOW	SCREEN	REPAIR	MYRA BIRCH	PATIO	SSC	\$	35.00	\$	35.00
SERVICE	WINDOW	SCREEN	REPAIR	PILGRIM'S REST	BATHROOM	SSC	\$	7.29	\$	7.29
SERVICE	WINDOW	SCREEN	REPAIR	PILGRIM'S REST	BEDROOM	SSC	\$	14.58	\$	14.58
SERVICE	WINDOW	SCREEN	REPAIR	PILGRIM'S REST	KITCHEN	SSC	\$	12.96	\$	12.96
SERVICE	WINDOW	SCREEN	REPAIR	PILGRIM'S REST	LIVING ROOM	SSC	\$	18.63	\$	18.63
SERVICE	WINDOW	SCREEN	REPAIR	SILVERADA	BEDROOM	SSC	\$	14.49	\$	14.49
SERVICE	WINDOW	SCREEN	REPAIR	SILVERADA	LIVING ROOM	SSC	\$	15.75	\$	15.75
SERVICE	WINDOW	SCREEN	REPAIR	SILVERADA	PATIO	SSC	\$	35.00	\$	35.00
SERVICE	WINDOW	SCREEN	REPAIR	STEAD	BATHROOM	SSC	\$	13.34	\$	13.34
SERVICE	WINDOW	SCREEN	REPAIR	STEAD	BEDROOM	SSC	\$	18.56	\$	18.56
SERVICE	WINDOW	SCREEN	REPAIR	STEAD	KITCHEN	SSC	\$	17.11	\$	17.11
SERVICE	WINDOW	SCREEN	REPAIR	STEAD	LIVING ROOM	SSC	\$	22.14	\$	22.14
SERVICE	WINDOW	SCREEN	REPAIR	TOM SAWYER	BEDROOM	SSC	\$	13.44	\$	13.44
SERVICE	WINDOW	SCREEN	REPAIR	TOM SAWYER	LIVING ROOM	SSC	\$	25.96	\$	25.96
SERVICE	WINDOW	SCREEN	REPAIR	TOM SAWYER	PATIO	SSC	\$	35.00	\$	35.00
SERVICE	WINDOW	SCREEN	REPAIR	WILLIE J WYNN	ALL	SSC	\$	21.75	\$	21.75
SERVICE	WINDOW	SCREEN	REPAIR	YORKSHIRE	BEDROOM	SSC	\$	15.39	\$	15.39
SERVICE	WINDOW	SCREEN	REPAIR	YORKSHIRE	LIVING ROOM	SSC	\$	18.64	\$	18.64
SERVICE	WINDOW	SCREEN	REPAIR	YORKSHIRE	PATIO	SSC	\$	35.00	\$	35.00
SERVICE	WINDOW	SCREEN	REPLACEMENT	CARVILLE CT	KITCHEN	SSC	\$	15.12	\$	15.12
SERVICE	WINDOW	SCREEN	REPLACEMENT	CARVILLE CT	LIVING ROOM / BEDROOM	SSC	\$	19.60	\$	19.60
SERVICE	WINDOW	SCREEN	REPLACEMENT	CARVILLE CT	PATIO	SSC	\$	110.00	\$	110.00
SERVICE	WINDOW	SCREEN	REPLACEMENT	D&K HORIZONS	KITCHEN	SSC	\$	17.67	\$	17.67
SERVICE	WINDOW	SCREEN	REPLACEMENT	D&K HORIZONS	LIVING ROOM / BEDROOM	SSC	\$	21.39	\$	21.39
SERVICE	WINDOW	SCREEN	REPLACEMENT	ESSEX	BEDROOM	SSC	\$	23.56	\$	23.56
SERVICE	WINDOW	SCREEN	REPLACEMENT	ESSEX	KITCHEN	SSC	\$	17.48	\$	17.48
SERVICE	WINDOW	SCREEN	REPLACEMENT	ESSEX	LIVING ROOM	SSC	\$	25.84	\$	25.84
SERVICE	WINDOW	SCREEN	REPLACEMENT	HAWKVIEW	BATHROOM	SSC	\$	11.78	\$	11.78
SERVICE	WINDOW	SCREEN	REPLACEMENT	HAWKVIEW	BEDROOM	SSC	\$	18.60	\$	18.60
SERVICE	WINDOW	SCREEN	REPLACEMENT	HAWKVIEW	KITCHEN	SSC	\$	16.78	\$	16.78
SERVICE	WINDOW	SCREEN	REPLACEMENT	HAWKVIEW	LIVING ROOM	SSC	\$	20.47	\$	20.47
SERVICE	WINDOW	SCREEN	REPLACEMENT	MCGRW / SILVER SAGE	BEDROOM	SSC	\$	18.75	\$	18.75
SERVICE	WINDOW	SCREEN	REPLACEMENT	MCGRW / SILVER SAGE	KITCHEN	SSC	\$	12.72	\$	12.72
SERVICE	WINDOW	SCREEN	REPLACEMENT	MCGRW / SILVER SAGE	LIVING ROOM	SSC	\$	20.25	\$	20.25
SERVICE	WINDOW	SCREEN	REPLACEMENT	MINERAL MANOR	BEDROOM	SSC	\$	25.56	\$	25.56
SERVICE	WINDOW	SCREEN	REPLACEMENT	MINERAL MANOR	KITCHEN	SSC	\$	21.70	\$	21.70
SERVICE	WINDOW	SCREEN	REPLACEMENT	MINERAL MANOR	LIVING ROOM	SSC	\$	29.88	\$	29.88
SERVICE	WINDOW	SCREEN	REPLACEMENT	MYRA BIRCH	DINING ROOM	SSC	\$	22.32	\$	22.32
SERVICE	WINDOW	SCREEN	REPLACEMENT	MYRA BIRCH	ENTRY	SSC	\$	18.60	\$	18.60
SERVICE	WINDOW	SCREEN	REPLACEMENT	MYRA BIRCH	LIVING ROOM	SSC	\$	22.32	\$	22.32
SERVICE	WINDOW	SCREEN	REPLACEMENT	MYRA BIRCH	PATIO	SSC	\$	110.00	\$	110.00
SERVICE	WINDOW	SCREEN	REPLACEMENT	PILGRIM'S REST	BATHROOM	SSC	\$	8.37	\$	8.37
SERVICE	WINDOW	SCREEN	REPLACEMENT	PILGRIM'S REST	BEDROOM	SSC	\$	16.74	\$	16.74
SERVICE	WINDOW	SCREEN	REPLACEMENT	PILGRIM'S REST	KITCHEN	SSC	\$	14.88	\$	14.88
SERVICE	WINDOW	SCREEN	REPLACEMENT	PILGRIM'S REST	LIVING ROOM	SSC	\$	21.39	\$	21.39
SERVICE	WINDOW	SCREEN	REPLACEMENT	SILVERADA	BEDROOM	SSC	\$	17.25	\$	17.25
SERVICE	WINDOW	SCREEN	REPLACEMENT	SILVERADA	LIVING ROOM	SSC	\$	18.75	\$	18.75
SERVICE	WINDOW	SCREEN	REPLACEMENT	SILVERADA	PATIO	SSC	\$	150.00	\$	150.00
SERVICE	WINDOW	SCREEN	REPLACEMENT	STEAD	BATHROOM	SSC	\$	11.76	\$	11.76
SERVICE	WINDOW	SCREEN	REPLACEMENT	STEAD	BEDROOM	SSC	\$	26.88	\$	26.88
SERVICE	WINDOW	SCREEN	REPLACEMENT	STEAD	KITCHEN	SSC	\$	19.32	\$	19.32
SERVICE	WINDOW	SCREEN	REPLACEMENT	STEAD	LIVING ROOM	SSC	\$	31.16	\$	31.16
SERVICE	WINDOW	SCREEN	REPLACEMENT	TOM SAWYER	BEDROOM	SSC	\$	23.04	\$	23.04
SERVICE	WINDOW	SCREEN	REPLACEMENT	TOM SAWYER	LIVING ROOM	SSC	\$	27.36	\$	27.36
SERVICE	WINDOW	SCREEN	REPLACEMENT	TOM SAWYER	PATIO	SSC	\$	110.00	\$	110.00
SERVICE	WINDOW	SCREEN	REPLACEMENT	WILLIE J WYNN	ALL	SSC	\$	26.97	\$	26.97
SERVICE	WINDOW	SCREEN	REPLACEMENT	YORKSHIRE	BEDROOM	SSC	\$	17.67	\$	17.67
SERVICE	WINDOW	SCREEN	REPLACEMENT	YORKSHIRE	LIVING ROOM	SSC	\$	21.39	\$	21.39
SERVICE	WINDOW	SCREEN	REPLACEMENT	YORKSHIRE	PATIO	SSC	\$	110.00	\$	110.00

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 9

May 28, 2024

SUBJECT: Discussion and possible approval of FY2025 RHA budget (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

RHA must submit a board-approved annual operating budget to HUD no later than the 30th of June every year. This draft FY25 budget is being presented for Board review and approval.

The FY Budget is based on FY24 8-month actual income and expenses with the remaining 4 months of FY24 extrapolated. Variances between the FY25 budgeted figures and FY24 projected actual income and expenses are provided. Explanations for variances over 10% are also provided.

Due to RHA's software conversion in late 2023, FY24 budgeted general ledger accounts (from Elite) do not match, line by line, FY25 budgeted general ledger accounts (from Yardi). Variances between FY24 budgeted income and expenses as they compare to FY24 projected actual income and expenses, reflect a net -2% and -5% variance, respectively.

The current draft budget includes the following considerations:

- RHA's Annual Budget Authority (ABA) for Housing Assistance Payment (HAP) has been reflected based on the May 9, 2024, funding notification.
- Salaries and benefits have been increased based on anticipated COLA and merit increases.
- Materials and contracted services have been increased by an inflation factor of 3% based on CPI estimates.
- Insurance premiums were increased by 6%.
- Audit fees were increased by 8% based on FY24 fees compared to FY23 fees.
- Training budgets were updated based on department needs and include anticipated associated travel expenses.
- Employee salaries have been reviewed to ensure allocations are appropriate.
- Overtime has been estimated and budgeted.
- Currently vacant positions that will be filled in FY25 have been budgeted.
- New positions are anticipated and have been budgeted.
- Rent increases based on the Board approved rent increase policy have been included.
- Silverada Manor, in the Public Housing budget, has had income and expenses prorated to

match the anticipated financing closing date.

- Hawk View Apartments, in the Public Housing budget, has had income and expenses prorated to match the anticipated financing closing date.
- City of Reno stormwater fees have been budgeted for RHA-owned properties.
- Operating expenses (utilities, etc.) have been budgeted for Paradise Plaza.
- Fencing and insurance fees have been budgeted for the Reno Avenue parcel.
- IT equipment replacement has been budgeted for aging laptops and other IT equipment.
- Resident Services events, such as Start Smart Graduation and FSS Graduation have been budgeted.
- Youth activities, such as bike camp and dance classes have been budgeted.
- Funds to continue stocking Golden Groceries have been budgeted.
- Landlord Engagement has been budgeted to include a Landlord Appreciation event as well as funds to support landlord outreach.
- Ongoing staffing and MTW activity funding has been budgeted utilizing RHA's Annual Budget Authority. Utilizing RHA's MTW flexibilities reduces expenses to the Central Office Cost Center (COCC).
- The replacement of two vehicles to support the Neighborhood Stabilization aka Scattered Sites has been budgeted.
- Provisions for unanticipated contracts have been budgeted.
- Funding to allow the Executive Director to exercise employee salary-related flexibility has been budgeted.
- A single Public Housing project has been budgeted to include resident input at one site.

Staff Recommendation and Motion: Staff recommends the Board motion to approve the budget as presented.

Reno Housing Authority

FY25 Annual Budget

by REAC/FDS Reporting Group

		FY24 Budget FY24 Projected Actual FY25 Budget			Variance FY24 Budget to FY24 Projected Actual	Variance FY25 Budget to FY24 Projected Actual	Explanation of Variances of greater than 10% FY25 Budget to FY24 Projected Actual
G/L	Description	TOTAL	TOTAL	TOTAL			
3000-00-000	INCOME						
3100-00-000	TENANT INCOME						
3101-00-000	Rental Income						
3111-00-000	Tenant Rent	\$7,939,560.00	\$7,291,820.05	\$7,099,481.14	-9%	-3%	
3111-03-000	Non-Dwelling Rent	\$173,340.00	\$174,052.50	\$174,052.50	0%	0%	
3112-00-000	LIPH FSS Escrow Payments	\$0.00	\$0.00	\$0.00			
3112-01-000	Tenant Based Subsidy	\$0.00	\$329,617.00	\$358,854.00	100%	9%	
3112-06-000	PBV HAP Subsidy	\$0.00	\$182,159.00	\$218,298.00	100%	20%	Utilizing Payment Standard on PBV units
3114-00-000	Less: Concessions	\$0.00	\$0.00	\$0.00			
3119-00-000	Total Rental Income	\$8,112,900.00	\$6,557,532.55	\$7,689,533.14			
3120-00-000	Other Tenant Income						
3120-01-000	Laundry and Vending	\$48,172.00	\$42,691.68	\$52,388.54	-13%	23%	Contract Adjustments
3120-02-000	Cleaning Fee	\$0.00	\$716.67	\$750.00	100%	5%	
3120-03-000	Damages	\$0.00	\$37,099.79	\$29,423.28	100%	-21%	Reduction in PH units (Silverada & Hawk View)
3120-04-000	Late Charges	\$23,522.00	\$26,933.08	\$19,691.74	13%	-27%	Reduction in PH units (Silverada & Hawk View)
3120-05-000	Legal Fees - Tenant	\$0.00	\$14,947.17	\$11,527.00	100%	-23%	Reduction in PH units (Silverada & Hawk View)
3120-06-000	NSF Charges	\$775.00	\$916.67	\$475.00	15%	-48%	Reduction in PH units (Silverada & Hawk View)
3120-07-000	Tenant Owed Utilities	\$0.00	\$9,031.30	\$9,735.31	100%	8%	
3120-09-000	Misc.Tenant Income	\$0.00	\$608.20	\$608.00	100%	0%	
3120-11-000	Cable Charge Income	\$0.00	\$103,954.00	\$112,402.88	100%	8%	
3121-00-000	Tenant Payment Agreement (TPA) Rent	\$0.00	\$3,274.50	\$2,160.75	100%	-34%	Reduction in PH units (Silverada & Hawk View)
3121-02-000	Tenant Payment Agreement (TPA) Other	\$0.00	\$9,529.32	\$4,629.02	100%	-51%	Reduction in PH units (Silverada & Hawk View)
3129-00-000	Total Other Tenant Income	\$72,469.00	\$234,738.51	\$168,110.63			
3199-00-000	TOTAL TENANT INCOME	\$8,185,369.00	\$6,959,911.06	\$8,025,283.77			
3400-00-000	GRANT INCOME						
3401-00-000	HUD PHA Operating Grants/Subsidy	\$1,597,589.00	\$1,512,799.50	\$2,201,567.38	-6%	46%	CF23 & CF24 Operations are reflected in FY25 Budget
3410-01-000	Section 8 HAP Earned	\$59,706,808.00	\$52,676,551.88	\$54,611,268.00	-13%	4%	
3410-02-000	Section 8 Admin. Fee Income	\$3,590,685.00	\$4,485,320.27	\$4,417,647.27	20%	-2%	
3410-04-000	Port-In Admin Fees Earned	\$13,392.00	\$11,955.81	\$12,000.00	-12%	0%	
3410-06-000	Port In HAP Earned	\$164,299.00	\$148,339.50	\$148,500.00	-11%	0%	
3415-00-000	Other Government Grants	\$2,000,225.00	\$92,288.97	\$0.00	-2067%	-100%	ARPA Grants ended
3499-00-000	TOTAL GRANT INCOME	\$67,072,998.00	\$58,927,255.93	\$61,390,982.65			
3600-00-000	OTHER INCOME						
3601-00-000	Other Income	\$185,671.00	\$77,856.34	\$332,109.50	-138%	327%	HPP moving to RHA and annual grant awared increased by 200%
3610-00-000	Interest/Investment Income - Unrestricted	\$200,391.00	\$541,569.11	\$526,223.53	63%	-3%	
3620-00-000	Management Fee Income	\$1,320,553.00	\$1,356,536.91	\$2,026,039.00	3%	49%	CF23 & CF 24 Admin Fee reflected here
3620-01-000	COCC Asset Mgmnt Fee Income	\$59,640.00	\$0.00	\$0.00			
3620-02-000	COCC Bookkeeping Fee Income	\$541,116.00	\$536,355.00	\$536,355.00	-1%	0%	
3640-00-000	Fraud Recovery - RHA	\$10,000.00	\$198,044.25	\$200,000.00	95%	1%	
3640-50-000	Fraud Recovery - HUD	\$10,000.00	\$36,135.39	\$36,200.00	72%	0%	
3650-00-000	Miscellaneous Other Income	\$4,259.00	\$61,736.58	\$62,542.16	93%	1%	
3690-04-000	Carport Rental Income	\$1,778.00	\$1,866.00	\$0.00	5%	-100%	Reduction in PH units (Silverada & Hawk View)
3690-60-000	Donations	\$45,143.00	\$18,120.00	\$0.00	-149%	-100%	Donations will not be budgeted
3690-70-000	Monthly Pet Fee	\$12,428.00	\$12,457.10	\$7,657.10	0%	-39%	Reduction in PH units (Silverada & Hawk View)
3699-00-000	TOTAL OTHER INCOME	\$2,390,979.00	\$2,712,343.67	\$3,725,126.78			
3999-00-000	TOTAL INCOME	\$71,649,343.00	\$69,992,688.60	\$73,141,393.20	-2%	4%	

		FY24 Budget FY24 Projected Actual FY25 Budget			Variance FY24 Budget to FY24 Projected Actual	Variance FY25 Budget to FY24 Projected Actual	Explanation of Variances of greater than 10% FY25 Budget to FY24 Projected Actual
G/L	Description	TOTAL	TOTAL	TOTAL			
4000-00-000	EXPENSES	\$0.00	\$0.00	\$0.00			
4100-00-000	ADMINISTRATIVE EXPENSES	\$0.00	\$0.00	\$0.00			
4100-99-000	Administrative Salaries	\$0.00	\$0.00	\$0.00			
4110-00-000	Administrative Salaries	\$5,059,991.00	\$3,278,399.85	\$6,033,798.60	-54%	84%	Staffing adjustments
4110-99-000	Total Administrative Salaries	\$0.00	\$0.00	\$0.00			
4130-00-000	Legal Expense	\$0.00	\$0.00	\$0.00			
4130-02-000	Criminal Background Checks	\$0.00	\$353.60	\$510.38	100%	44%	Negligible change
4130-04-000	General Legal Expense	\$96,361.00	\$105,433.27	\$98,381.44	9%	-7%	
4131-00-000	Total Legal Expense	\$0.00	\$0.00	\$0.00			
4139-00-000	Other Admin Expenses	\$0.00	\$0.00	\$0.00			
4140-00-000	Staff Training	\$165,784.00	\$67,946.40	\$231,220.06	-144%	240%	Agencywide focus on staff development and education.
4150-00-000	Travel	\$54,130.00	\$68,897.75	\$17,000.00	21%	-75%	Travel for training is included in Staff Training G/L
4171-00-000	Auditing Fees	\$82,444.00	\$79,547.40	\$73,694.89	-4%	-7%	
4171-50-000	Payroll Processing Fee	\$23,338.00	\$23,925.32	\$22,248.34	2%	-7%	
4172-00-000	Port Out Admin Fee Paid	\$0.00	\$9,606.24	\$10,000.00	100%	4%	
4173-00-000	Management Fee	\$1,400,109.00	\$1,397,197.88	\$1,292,851.66	0%	-7%	
4180-00-000	Office Rent	\$169,020.00	\$167,640.00	\$152,865.60	-1%	-9%	
4189-00-000	Total Other Admin Expenses						
4190-00-000	Miscellaneous Admin Expenses						
4190-00-100	Sundry	\$272,347.00	\$156,395.05	\$272,923.32	-74%	75%	Increase for employee appreciation, Landlord and FSS events
4190-01-000	Membership Dues and Fees	\$68,091.00	\$67,897.40	\$72,593.92	0%	7%	
4190-02-000	Publications	\$2,471.00	\$3,952.92	\$4,277.00	37%	8%	
4190-03-000	Advertising	\$3,741.00	\$4,108.92	\$6,571.19	9%	60%	Increase anticipated for hiring
4190-04-000	Office Supplies	\$66,366.00	\$46,356.65	\$52,205.74	-43%	13%	Inflation
4190-06-000	Computer Expenses	\$332,358.00	\$130,644.56	\$281,484.29	-154%	115%	Replacement plan for laptops
4190-06-100	Consulting Costs	\$242,654.00	\$509,125.21	\$287,000.00	52%	-44%	Yardi conversion nearly complete & Director of Finance hired
4190-07-000	Telephone	\$74,258.00	\$84,702.13	\$86,168.62	12%	2%	
4190-07-100	Court Costs	\$23,294.00	\$576.17	\$30,905.25	-3943%	5264%	Eviction service contract (Elite Adjustments made prior to conversion)
4190-08-000	Postage	\$51,532.00	\$46,466.09	\$44,107.40	-11%	-5%	
4190-08-100	Collection Agency Fees	\$397.00	\$928.47	\$1,140.46	57%	23%	Negligible change
4190-09-000	Software Lisense Fees	\$0.00	\$213,413.22	\$439,632.37	100%	106%	Increase is related ongoing software licensing fees including Yardi, Elite (read only), and others. The addition of Yardi Online RFTA module and increase utilization of ADP for Human Resources. Initial Yardi contract costs and implementation fees were spread between RHA annual budget and Capital Fund Budget (Management Improvements).
4190-09-100	Technical Assistance	\$232,703.00	\$227,049.83	\$89,611.95	-2%	-61%	Consultant contracts anticipated to decrease post software conversion
4190-11-000	Printer Supplies	\$71,588.00	\$24,173.42	\$23,092.45	-196%	-4%	
4190-13-000	Internet	\$0.00	\$357.83	\$400.00	100%	12%	Negligible change
4190-17-000	Temporary Administrative Labor	\$0.00	\$2,071.83	\$0.00	100%	-100%	Negligible change
4190-18-000	Home Ownership Fees	\$146,791.00	\$172,635.01	\$180,000.00	15%	4%	
4190-20-000	Bank Fees	\$12,134.00	\$8,827.69	\$9,275.13	-37%	5%	
4190-22-180	Commisioner Costs	\$0.00	\$25,547.34	\$54,800.00	100%	115%	FY24 contingency funds not fully utilized as of FY25 budgeting
4190-23-000	Office Equipment & Furniture	\$269,165.00	\$8,385.19	\$19,712.97	-3110%	135%	Off site furniture
4190-26-000	Contract Service	\$1,876.00	\$1,952.60		4%	-100%	Third part compliance contract for LIHTC - will discontinue in FY25
4190-27-000	Copier Expense - Contract	\$27,920.00	\$24,706.62	\$25,415.11	-13%	3%	
4190-28-000	Drug Testing - Contract	\$1,474.00	\$898.50	\$886.15	-64%	-1%	
4190-29-000	Criminal History - Contract	\$108,170.00	\$93,927.92	\$71,196.56	-15%	-24%	FY25 will begin utilizing Yardi for these services
4191-00-000	Total Miscellaneous Admin Expenses	\$0.00	\$0.00	\$0.00			
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	\$0.00	\$0.00	\$0.00			
4200-00-000	TENANT SERVICES	\$0.00	\$0.00	\$0.00			
4210-00-000	Tenant Services Salaries	\$112,400.00	\$123,450.77	\$124,772.00	9%	1%	
4220-01-000	Other Tenant Svcs.	\$15,461.00	\$72,303.97	\$73,850.00	79%	2%	
4230-00-000	Tenant Services Charged to Tenants	-\$156,820.00	-\$35,910.00	-\$35,940.00	-337%	0%	
4230-03-000	Tenant Services - Cable	\$440,916.00	\$411,462.77	\$428,285.61	-7%	4%	

		FY24 Budget FY24 Projected Actual FY25 Budget			Variance FY24 Budget to FY24 Projected Actual	Variance FY25 Budget to FY24 Projected Actual	Explanation of Variances of greater than 10% FY25 Budget to FY24 Projected Actual
G/L	Description	TOTAL	TOTAL	TOTAL			
4230-05-000	Laundry Service	\$5,339.00	\$5,677.50	\$4,571.25	6%	-19%	Reduction in PH units (Silverada & Hawk View)
4299-00-000	TOTAL TENANT SERVICES EXPENSES	\$0.00	\$0.00	\$0.00			
4300-00-000	UTILITY EXPENSES	\$0.00	\$0.00	\$0.00			
4300-10-000	Cable & Internet	\$62,339.00	\$65,034.07	\$53,671.02	4%	-17%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4390-00-100
4310-00-000	Water	\$205,693.00	\$189,486.60	\$119,100.99	-9%	-37%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4390-00-100
4320-00-000	Electricity	\$151,671.00	\$148,621.97	\$82,190.63	-2%	-45%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4390-00-100
4320-01-000	Electricity-Vacant Units	\$0.00	\$13,380.53	\$11,059.46	100%	-17%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4390-00-100
4320-02-000	KWH Contra Accounts	\$0.00	\$0.00	\$0.00			
4320-03-000	KWH	\$0.00	\$0.00	\$0.00			
4321-00-000	Outdoor Lighting	\$7,439.00	\$12,435.98	\$10,176.09	40%	-18%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4390-00-100
4330-00-000	Gas	\$48,803.00	\$111,723.56	\$48,684.39	56%	-56%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4390-00-100
4330-01-000	Therms	\$0.00	\$0.00	\$0.00			
4330-02-000	Therms Contra Account	\$0.00	\$0.00	\$0.00			
4390-00-000	Sewer	\$734,431.00	\$719,506.66	\$490,610.22	-2%	-32%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4390-00-100
4390-00-100	Other Utility Expenses	\$36,198.00	\$6,442.66	\$374,664.46	-462%	5715%	CloudTen Utilities reflected here as lump sum
4390-10-000	Utilities Charged to Tenants	-\$3,780.00	-\$1,002.91	-\$1,005.99	-277%	0%	
4399-00-000	TOTAL UTILITY EXPENSES	\$0.00	\$0.00	\$0.00			
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	\$0.00	\$0.00	\$0.00			
4400-10-000	Maint - Consumables	\$50,496.00	\$25,093.20	\$335,686.27	-101%	1238%	All CloudTen maintenance expenses reflected here
4400-99-000	General Maint Expense	\$0.00	\$0.00	\$0.00			
4410-00-000	Maintenance Salaries	\$1,080,408.00	\$957,713.98	\$791,419.89	-13%	-17%	More maintenance staff with less tenure than past years
4410-50-000	Retiree Benefits	\$17,760.00	\$13,394.28	\$11,087.94	-33%	-17%	Reduction in retirees receiving benefits
4419-00-000	Total General Maint Expense	\$0.00	\$0.00	\$0.00			
4420-00-000	Materials	\$0.00	\$0.00	\$0.00			
4420-01-000	Materials - Plumbing	\$98,789.00	\$21,102.11	\$14,360.88	-368%	-32%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4400-10-000
4420-02-000	Materials - Electrical	\$17,851.00	\$19,067.20	\$19,333.44	6%	1%	
4420-04-000	Materials - Building & Grounds	\$123,355.00	\$140,811.52	\$25,173.48	12%	-82%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4400-10-000
4420-05-000	Materials - Paint	\$8,992.00	\$4,751.71	\$777.69	-89%	-84%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4400-10-000
4420-06-000	Materials - Heating & Cooling	\$27,361.00	\$11,867.75	\$9,935.35	-131%	-16%	Reduction in PH units (Silverada & Hawk View) & CloudTen Utilities reflected in G/L 4400-10-000
4420-07-000	Materials - Maintenance	\$68,858.00	\$70,441.40	\$98,297.80	2%	40%	Unit Turns after relocation
4420-08-000	Materials - Drapes & Parts	\$1,819.00	\$16,766.18	\$37,313.74	89%	123%	Unit turns after relocation
4420-09-000	Materials - Janitorial Supp	\$10,603.00	\$12,578.91	\$10,750.42	16%	-15%	Negligible change
4420-10-000	Maintenance Charged to Tenants	-\$43,686.00	-\$17,914.89	-\$16,518.84	-144%	-8%	
4420-11-000	Materials - Irrigation	\$3,905.00	\$450.33	\$351.88	-767%	-22%	Negligible change
4420-12-000	Materials - Flooring	\$623.00	\$630.74	\$649.66	1%	3%	
4420-15-000	Materials - Pest Control	\$4,357.00	\$3,062.13	\$2,026.89	-42%	-34%	Negligible change
4425-00-710	Materials - Maintenance Tools	\$11,107.00	\$5,990.62	\$5,165.18	-85%	-14%	Negligible change
4429-00-000	Total Materials	\$0.00	\$0.00	\$0.00			
4430-00-000	Contract Costs	\$0.00	\$0.00	\$0.00			
4430-01-100	Contract - Vacancy Cleaning	\$103,407.00	\$44,455.00	\$54,530.00	-133%	23%	Unit turns after relocation
4430-02-000	Contract-Appliance	\$49,796.00	\$38,171.70	\$11,117.75	-30%	-71%	Reusing appliances from Silverada & Hawk View at other PH sites
4430-02-100	Contract - Vacancy Paint	\$158,887.00	\$130,197.60	\$145,524.47	-22%	12%	Unit turns after relocation
4430-03-000	Contract-Buildings and Grounds	\$58,109.00	\$11,007.21	\$7,627.21	-428%	-31%	Maintenance staff taking on some of these jobs - All Hands On Deck Thursdays
4430-04-100	Contract - Landscaping	\$137,706.00	\$124,555.35	\$97,702.51	-11%	-22%	Maintenance staff taking on some of these jobs - All Hands On Deck Thursdays
4430-05-000	Contract-Decorating/Painting	\$2,309.00	\$2,366.67	\$2,663.00	2%	13%	Negligible change
4430-05-100	Contract - Uniform Service	\$19,739.00	\$10,416.06	\$9,534.63	-90%	-8%	
4430-06-000	Contract-Electrical	\$15,229.00	\$34,855.24	\$11,186.86	56%	-68%	Reduction of PH units
4430-06-100	Contract - Inspections	\$10,446.00	\$7,274.25	\$7,295.00	-44%	0%	
4430-07-000	Contract-Pest Control	\$106,811.00	\$40,765.77	\$27,451.50	-162%	-33%	Property Management unit inspections identifying issues sooner
4430-07-100	Contract - Glass Repair	\$20,089.00	\$16,359.86	\$15,410.93	-23%	-6%	
4430-08-000	Contract-Floor Covering	\$86,625.00	\$43,420.98	\$108,744.70	-100%	150%	Unit turns being charged as operating expense not Capital Expense going forward

		FY24 Budget FY24 Projected Actual FY25 Budget			Variance FY24 Budget to FY24 Projected Actual	Variance FY25 Budget to FY24 Projected Actual	Explanation of Variances of greater than 10% FY25 Budget to FY24 Projected Actual
G/L	Description	TOTAL	TOTAL	TOTAL			
4430-09-100	Contract - Equipment Repair & Svc	\$3,920.00	\$4,259.37	\$2,636.56	8%	-38%	Negligible change
4430-10-000	Contract-Janitorial/Cleaning	\$64,617.00	\$84,844.54	\$82,226.29	24%	-3%	
4430-10-100	Contract - Security	\$9,960.00	\$21,066.97	\$18,120.57	53%	-14%	Reduction of PH units (Silverada & Hawk View)
4430-11-000	Contract-Plumbing	\$73,200.00	\$45,480.15	\$18,967.61	-61%	-58%	Reduction of PH units (Silverada & Hawk View)
4430-12-000	Contract-Window Covering	\$0.00	\$990.15	\$990.15	100%	0%	
4430-13-000	Contract-HVAC	\$48,384.00	\$63,441.63	\$21,891.25	24%	-65%	Reduction of PH units (Silverada & Hawk View)
4430-14-000	Contract-Vehicle Maintenance	\$0.00	\$2,346.07	\$107,855.73	100%	4497%	2 new vehicles for NSP \$105,000
4430-16-100	Contract - Radio Service	\$36,422.00	\$25,937.75	\$27,487.27	-40%	6%	
4430-18-100	Contract - Consultants	\$3,400.00	\$9,828.05	\$150,000.00	65%	1426%	Nan McKay and Wise Consulting here - in FY24, spread across multiple G/L's
4430-19-000	Contract-Sprinkler Monitoring	\$0.00	\$681.08	\$1,200.00	100%	76%	Negligible change
4430-19-100	Contract - Fuel & Mileage Reimbursement	\$35,000.00	\$26,054.68	\$25,196.09	-34%	-3%	
4430-20-000	Contract - Answering Svc	\$12,324.00	\$8,669.54	\$7,798.78	-42%	-10%	
4430-21-000	Contract - Misc	\$28,517.00	\$50,174.59	\$41,852.41	43%	-17%	Reduction of PH units (Silverada & Hawk View)
4430-23-000	Contract-Consultants	\$0.00	\$5,570.12	\$0.00	100%	-100%	Consulting fees
4430-27-000	Contract - Fencing	\$40,395.00	\$3,135.00	\$13,733.00	-1189%	338%	NSP home fencing needs
4430-31-000	Contract - Garage Door Repair	\$7,871.00	\$15,335.23	\$18,511.67	49%	21%	Negligible change
4430-31-100	Contract - Disposal Svc	\$416,901.00	\$388,967.30	\$287,295.63	-7%	-26%	Reduction of PH units (Silverada & Hawk View)
4430-90-000	Contract-Fee For Service	\$0.00	\$67.50	\$67.50	100%	0%	
4430-99-000	Contract Costs-Other	\$1,333.00	\$4,500.00	\$4,635.00	70%	3%	
4431-00-000	Auto Repair	\$19,788.00	\$21,003.13	\$19,194.50	6%	-9%	
4439-00-000	Total Contract Costs	\$0.00	\$0.00	\$0.00			
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	\$0.00	\$0.00	\$0.00			
4500-00-000	GENERAL EXPENSES	\$0.00	\$0.00	\$0.00			
4510-00-000	Insurance	\$19,591.00	\$19,939.14	\$19,830.00	2%	-1%	
4510-01-000	Insurance - Worker's Comp	\$112,121.00	\$59,603.23	\$64,896.18	-88%	9%	
4510-04-000	Insurance - Other	\$33,889.00	\$18,908.51	\$137,713.52	-79%	628%	HAARP Ins. Premium here, not prorated to other G/L's
4510-10-000	Property Insurance	\$331,023.00	\$351,385.02	\$221,762.71	6%	-37%	Reduction of PH units (Silverada & Hawk View)
4510-20-000	Liability Insurance	\$26,201.00	\$26,725.07	\$27,662.88	2%	4%	
4520-00-000	Payments in Lieu of Taxes	\$228,000.00	\$249,301.50	\$249,302.00	9%	0%	
4520-01-000	Property Tax	\$6,806.00	\$10,367.58	\$10,368.95	34%	0%	
4540-00-000	Employee Benefits	\$2,813,704.00	\$2,115,074.73	\$3,368,569.51	-33%	59%	Staffing increases and benefits:salary ratio more accurately reflected
4570-00-000	Bad Debt-Write Offs	\$176,488.00	\$6,018.70	\$7,000.00	-2832%	16%	Post COVID reduction will continue
4585-00-000	Port-In HAP/URP Expense	\$163,875.00	\$147,033.00	\$150,000.00	-11%	2%	
4590-00-000	Other General Expense	\$53,732.00	\$127,603.53	\$130,000.00	58%	2%	
4590-01-000	Water Cooler Rental	\$7,016.00	\$3,348.18	\$2,963.73	-110%	-11%	Negligible change
4599-00-000	TOTAL GENERAL EXPENSES	\$0.00	\$0.00	\$0.00			
4700-00-000	HOUSING ASSISTANCE PAYMENTS	\$0.00	\$0.00	\$0.00			
4715-00-000	Housing Assistance Payments	\$50,507,150.00	\$50,359,583.79	\$51,861,244.00	0%	3%	
4715-01-000	Tenant Utility Payments-Voucher	\$0.00	\$11,397.00	\$0.00	100%	-100%	Reflected in G/L 4715-00-000
4715-02-000	Port Out HAP Payments	\$0.00	\$186,826.50	\$0.00	100%	-100%	Reflected in G/L 4715-00-000
4715-06-000	FSS Escrow Payments	\$0.00	\$2,082.00	\$0.00	100%	-100%	Reflected in G/L 4715-00-000
4715-07-000	Landlord Incentive Program	\$208,139.00	\$6,407.00	\$0.00	-3149%	-100%	Reflected in G/L 4715-00-000
4715-08-100	HAP - Vash	\$0.00	\$563,493.00	\$0.00	100%	-100%	Reflected in G/L 4715-00-000
4715-09-000	HAP - Mainstream 75	\$632,675.00	\$158,797.00	\$0.00	-298%	-100%	Reflected in G/L 4715-00-000
4715-10-000	UAP - RHA - VASH	\$0.00	\$1,863.00	\$0.00	100%	-100%	Reflected in G/L 4715-00-000
4715-81-000	Homeless Prevention - Other	\$64,500.00	\$25,779.98	\$235,000.00	-150%	812%	Increase in Homeless Prevention Program funding
4750-00-000	Admin Fee Expense (pay to COCC)	\$13,404.00	\$4,289.00	\$4,417.00	-213%	3%	
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	\$0.00	\$0.00	\$0.00			
4800-00-000	FINANCING EXPENSE	\$0.00	\$0.00	\$0.00			
4810-01-000	Asset Mgt Fee Expense	\$59,900.00	\$26,145.00	\$26,145.00	-129%	0%	
4810-02-000	Bookkeeping Fee Expense (pay to COCC)	\$546,299.00	\$526,003.50	\$531,481.00	-4%	1%	

					Variance	Variance	Explanation of Variances of greater than 10% FY25 Budget to FY24 Projected Actual
		FY24 Budget	FY24 Projected Actual	FY25 Budget	FY24 Budget to FY24 Projected Actual	FY25 Budget to FY24 Projected Actual	
G/L	Description	TOTAL	TOTAL	TOTAL			
4899-00-000	TOTAL FINANCING EXPENSES	\$0.00	\$0.00	\$0.00			
5000-00-000	NON-OPERATING ITEMS	\$0.00	\$0.00	\$0.00			
5210-00-000	Operating Transfers OUT	\$0.00	\$0.00	\$0.00			
5610-00-000	Interest Expense	\$6,988.00	\$11,019.16	\$12,396.00	37%	12%	Negligible change
5999-00-000	TOTAL NON-OPERATING ITEMS						
8000-00-000	TOTAL EXPENSES	\$69,785,881.00	\$66,315,581.25	\$71,285,105.64	-5%	7%	
9000-00-000	NET INCOME	\$1,863,462.00	\$3,677,105.32	\$1,856,287.56			

FY25 Budget Staffing Changes

Current Positions on Org Chart - To Be Filled or Reclassed in FY25

IT Network Administrator	\$	59,862.00
Accountant	\$	76,422.00
Accounting Tech	\$	46,904.00
HR Intern	\$	19,302.00
Social Media Specialist PT ---> FT	\$	17,872.00
MTW Coordinator (7) ---> Policy Analyst/MTW Coordinator (3)	\$	33,000.00
Senior Housing Specialist - Rental Assistance	\$	54,288.00
Housing Specialists (15 --->14) x 7	\$	19,000.00
Assistant Manager x2 ----> Senior Property Manager x2 (currently vacant)	\$	10,396.00
	\$	337,046.00
Benefits at 57%	\$	192,116.00

New Org Chart Positions to be Added in FY25

Procurement Specialist	\$	57,000.00
Sr. Housing Specialist - Asset Management (Tenant Screening)	\$	54,288.00
Grant Writer	\$	66,000.00
Asset Management Budget position	\$	57,012.00
	\$	234,300.00
Benefits at 57%	\$	133,551.00

Total Fiscal Impact \$ 897,013.00

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 10

May 28, 2024

SUBJECT: Discussion and possible action to direct the Executive Director to submit a letter to AT&T regarding the delayed removal of a utility pole and its impact on the completion of Dick Scott Manor supportive housing project. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 11

May 28, 2024

SUBJECT: Closed Session: The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding:
(For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Per NRS 288.220(4), to discuss labor relations with RHA's management representatives, including without limitation, the position or positions to be taken or the strategy to be employed leading to the execution of a new Collective Bargaining Agreement (CBA), the upcoming expiration of the current CBA expiring June 30, 2024, potential items for negotiation in a new CBA and associated fiscal impacts. There will be no approval of the collective bargaining agreement during the course of the closed session.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 12

May 28, 2024

SUBJECT: Reconvene Open Session:
Annual Open Meeting Law Training by Ryan Russell of Allison Mackenzie (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 13

May 28, 2024

SUBJECT: Presentation on RHA's Rental Assistance Department by Jamie Newfelt, Director of Rental Assistance (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

Presentation slides are attached.



RENO HOUSING AUTHORITY

RENTAL ASSISTANCE DEPARTMENT



Board Presentation – May 2024



WHO WE ARE



- The Rental Assistance team is the second largest in RHA, consisting of:
 - 1 Director
 - 2 Rental Assistance Administrators
 - 1 Landlord Liaison
 - 2 Inspectors
 - 1 Senior Housing Specialist
 - 7 Housing Specialists
 - 1 Leasing Agent
 - 2 General Office Clerk II's
 - 3 General Office Clerk I's

WHAT WE DO

- The Rental Assistance Department is responsible for administering RHA's voucher programs, including:
 - 2,402 Housing Choice Vouchers
 - 122 Project Based Vouchers
 - 541 Veteran's Affairs Supportive Housing (VASH) Vouchers
 - 137 Emergency Housing Vouchers (EHV)
 - 15 Foster Youth to Independence (FYI) Vouchers



WHAT WE DO

- The Rental Assistance Department also administers emergency rental assistance programs, such as:
 - CARES Act Housing Assistance Program (CHAP)
 - From 2020-2022, nearly 4,000 households were provided assistance with rent and utilities totaling over \$29 Million.
 - City of Sparks Emergency Rental Assistance Program
 - From October 2023 through May 2024, 303 households were approved for over \$1.375 Million in emergency rental assistance.
 - Starting July 2024, an additional \$1.455 Million will be available.
 - Homeless Prevention Program
 - Between May and June 2024, this program will transition from Washoe Affordable Housing Corporation to RHA's Rental Assistance Department.



WHO WE SERVE

- We house approximately 4,175 people in 2,523 households
 - 51% are seniors or persons with disabilities.
- 68% of our households are currently under 30% AMI and 16% are under 50% AMI.
- The average household income is \$17,314 per year.

Race

79% White

15% Black / African American

2% American Indian / Alaskan Native

3% Asian

1% Native Hawaiian / Pacific Islander

Ethnicity

15% Hispanic / Latinx

85% Not Hispanic / Latinx



VOUCHER PROGRAMS ADMINISTERED



VOUCHER PROGRAMS ADMINISTERED

The Rental Assistance Department is responsible for administering over 3,200 vouchers throughout Washoe County, with each utilizing a unique combination of eligibility requirements, file referral process, community partner involvement, rent calculation method, move/transfer limitations, and assistance sunset period. The RA team must be familiar with the rules and regulations that apply to each voucher program to ensure ongoing compliance.



VOUCHER PROGRAMS ADMINISTERED

Housing Choice Vouchers (HCV)

- Allocation: 2,352
 - Clients pay 30-40% of their income toward their rent + utilities.
 - Clients can transfer their assistance to other units in Washoe County or take their assistance portable.
 - Once on the program there is no “income limit” except that once the household can pay the full contract rent with their 30-40% portion, they are moved off the program as self sufficient.
- Annual Budget Authority: \$29,121,540
 - Expenses for MTW Activities come out of this funding, including the Landlord Incentive Program, MTW Salaries, HCV Admin Fee Shortfall, and Public Housing Shortfall.
 - All awarded RFPs for project-based vouchers come out of this allocation – no additional vouchers or funding is provided.

VOUCHER PROGRAMS ADMINISTERED

Project Based Vouchers (PBV)

- Allocation: 122
 - Clients pay 30% of their income toward their rent + utilities.
 - Assistance is tied to the unit through long-term contract with owner. If the client moves out of the unit, the assistance does not move with them.
 - After 1 year, clients may request a Housing Choice Voucher and they would receive the next available HCV.
- Pilgrim's Rest (7) – seniors, Pilgrim's Rest W/L
- Moran Street (5) – homeless seniors, PBV W/L
- Homeless (33) – contracted properties, direct referral HOPES & WC
- Willie J. Wynn (12) – direct referral WCHSA
- Copper Mesa (8) – PBV W/L
- Pinyon Apartments (8) – PBV W/L (still in AHAP)
- Mobility (19) – PH residents, RHA-owned units in low-poverty areas
- Partnership (5) – RHA-owned units, direct referral DVRC, Casa de Vida, WC & Safe Embrace
- Single Family (14) – RHA-owned SFH, PBV W/L
- Yorkshire (11) – RHA-owned Yorkshire, PBV W/L

VOUCHER PROGRAMS ADMINISTERED

Veteran's Affairs Supportive Housing (VASH) Vouchers

- Tenant-Based / RHA Vouchers
 - Allocation: 510
 - One of the few types of vouchers that continually receive additional voucher allocations from HUD
- Project-Based / RHA Vouchers
 - Allocation: 31, across 4 properties
 - 112 additional vouchers will convert from tenant-based to project-based due to recently awarded RFPs
- Port-In / Nevada Rural Vouchers
 - Allocation: 15
 - Originally awarded to NRH prior to their ability to use them in the rural counties, they agreed to port the clients to RHA and we would administer the vouchers.

All VASH Vouchers are specifically for homeless veterans in partnership with the local VA. VASH clients have different minimum rent and utility reimbursement rules, as well as restrictions on portability.

VOUCHER PROGRAMS ADMINISTERED

Emergency Housing Vouchers (EHV)

- Allocation: 137
 - 5 community partners who provide the direct referrals and ongoing case management.
 - Vouchers come with additional monetary incentives for landlords.
 - Vouchers may not be re-issued after 9/30/23.
 - Funding obligated by HUD until 2030.

Foster Youth to Independence (FYI)

- Allocation: 15
 - Assist youth aging out of the foster care system with 36 months of rental assistance.
 - Eligible for up to 24 additional months if working with Workforce Development.
 - Must be between 18-25 years old at the time the HAP Contract is executed.
 - Washoe County HSA and Eddy House provide the direct referrals as well as ongoing case management.

VOUCHER PROGRAMS ADMINISTERED

Mainstream Single Non-Elderly (MS1)

- Allocation: 75
 - Single, non-elderly disabled individuals referred from the HCV waiting list.
 - RHA must maintain 75 MS1 vouchers at all times, so monitoring move-outs and upcoming move-ins for eligibility is critical.
 - Otherwise follow the standard HCV rent calculation and program rules.

Preservation (PRV)

- Allocation: 5
 - Issued when Project-Based Rental Assistance (PBRA) contracts are terminated, so clients can remain in their current unit under affordable rent.
 - When living in their original unit, the payment standard = the gross rent to ensure their portion is 30%.
 - If they move, they are issued an HCV and the standard calculations apply.

RENTAL ASSISTANCE ACTIVITIES





GENERAL OFFICE CLERK ACTIVITIES

- Incoming Mail Logging & Verifications
 - Log all incoming mail and distribute to department personnel for processing, send and track verifications for recertifications.
- Inspection Scheduling
 - Schedule all biennial inspections as well as move-in and special inspections, ensuring efficient use of the Inspector's time.
- Contract Rent Increase Tracking
 - Log landlord requests and ensure they are in compliance with regulations, request Rent Reasonableness tests, send approvals to landlords, and draft updated HAP Contracts if a new lease was signed.
- Reasonable Accommodation Verification
 - Log household requests, send verifications to providers, monitor responses, and draft response letters.
- Front Desk Coverage
 - All General Office Clerks provide coverage for the front desk as needed.
- Conduct Client Briefings



LEASING AGENT ACTIVITIES



- Initiate Transfers / Issue Voucher & RFTA
 - Ensures client is in good standing with the program prior to issuing a transfer voucher.
- Process RFTA Paperwork
 - Using standard formulas, processes RFTA paperwork to ensure the requested rent is affordable for the family, and coordinates with the Inspections team to ensure the rent is reasonable and the unit passes the inspection.
 - Processes an average of 780 RFTAs each year.
- Verify Lease Compliance
 - Reviews all leases to ensure they are in compliance with HUD regulations and align with the data previously provided by the client and landlord.
- Ensure Timely Execution of HAP Contracts
 - Regularly communicates with landlords to ensure all documentation is received and the HAP Contract is executed within 60 days of the lease start date.



HOUSING SPECIALIST ACTIVITIES



- Maintain Client Files and Update Income
 - Each Housing Specialist is responsible for a caseload of approx. 450 households, and they must update their income according to RHA policy once a change is reported.
- Verify Continued Eligibility
 - Households must have their income, assets, deductions, and family composition recertified every 1-3 years, depending on the stability of their income. On average, each Housing Specialist performs 357 certifications each year.
- Ensure Compliance with Voucher Family Obligations
 - Counsel households regarding any violations and issue a notice of termination of assistance for serious or repeated violations. Present the case for the termination at the File Review and create the Informal Hearing packet.
- Calculate Overpaid HAP & Monitor Repayment Agreements
 - Upon discovery of misreporting, the Housing Specialist is responsible for calculating the overpaid HAP and notifying the household of their debt. The Senior Housing Specialist is also responsible for monitoring their compliance with their repayment agreement.





INSPECTIONS ACTIVITIES

- Conduct Biennial, Move-In, and Special Inspections
 - Following HUD inspection protocols (currently HQS but moving to NSPIRE effective 10/2024), inspect assisted units prior to move-in and at least every two years thereafter, including upon special request.
- Reschedule Inspections
 - Reschedule failed inspections based on the severity of items observed, ensuring all life-threatening items are remedied within 24 hours and all others within 30 days.
- Verify Rent Reasonableness & Reasonable Accommodations
 - Verify data vital to Rent Reasonableness determinations, such as structure type and number of bedrooms. Also verify ongoing need for Reasonable Accommodations for additional bedrooms to ensure proper HAP payment.





LANDLORD LIAISON ACTIVITIES

- Marketing Voucher Programs / Conducting New Landlord Briefings
 - Promotes understanding and education regarding program requirements and benefits, with the goal of increasing landlord participation and voucher utilization.
- Expediting Lease-Up Process
 - Travels to local management offices to obtain executed leases and signed HAP Contracts. May also conduct time-sensitive move-in inspections.
- Publishes Landlord Newsletter
 - Sources relevant material and publishes the semi-annual landlord newsletter.
- Serves as Primary Point of Contact
 - Resolves landlord questions and concerns in person, over the phone, and via email, without the landlord having to go through multiple staff members.





LEADERSHIP ACTIVITIES

- Staff Training & Development
 - Train all new hires and provide ongoing training and professional development to all staff, preparing them for career growth.
- Monitor Utilization & Budget
 - Monitor utilization across voucher types and react to trends, coordinating with Admissions to ensure appropriate referrals. Balance high utilization requirements from HUD with budgeting needs, including availability of HAP funds for MTW activities.
- Ensure Compliance with Regulations
 - Monitor all department activities to ensure compliance with federal, state, and local regulations.
- Represent Agency at Industry Events
 - Panel member at 11/2023 VASH Bootcamp and 3/2023 Landlord Workshop; Northern Nevada Continuum of Care Leadership Council member; Landlord Engagement Working Group co-chair.



2024 GOALS



RENTAL ASSISTANCE 2024 GOALS

Short Term Goals

- Increase landlord participation in the HCV program by 10 new landlords.
 - Implement Yardi landlord portal
 - Begin publishing semi-annual landlord newsletter
 - Host Landlord Appreciation event
- Obligate 125 HUD-VASH vouchers by issuance or execution of AHAP.
 - Issue RFP to project-base up to 100 VASH vouchers

RENTAL ASSISTANCE 2024 GOALS

Mid Term Goals

- Increase landlord participation in the HCV program by 35 new landlords.
 - Publish quarterly landlord newsletter
 - Host lunch and learn events aimed at landlord education
 - Host a Landlord and/or Leasing Fair
 - Host annual Landlord Appreciation event
- Increase special purpose voucher utilization to 80%.
 - Provide monthly reporting to community partners with special purpose vouchers to aid in communications regarding leasing needs
 - Explore project-basing FYI vouchers to increase utilization

Questions?



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 14

May 28, 2024

SUBJECT: Additional Items. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Additional Items:

- a) Possible change in day/time of Board meetings (Discussion)
- b) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
- c) Reports on conferences and trainings. (Discussion)
- d) Old and New Business. (Discussion)
- e) Request for Future Agenda Topics (Discussion)
- f) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, June 25, 2024, and Tuesday, July 23, 2024.
(For Possible Action)