

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

August 27, 2024

SUBJECT: Executive Director/Secretary's Report.

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- The US Department of Housing and Urban Development's (HUD) Principal Deputy Assistant Secretary (PDAS) of Public and Indian Housing will be visiting RHA on August 28, 2024. As part of the PDAS' visit, staff will tour several of RHA's development and public housing properties and meet with Mr. Monocchio to discuss the MTW program and related items.
- The Executive Director was a panelist at the Nevada Housing Coalition's recent policy forum. The panel discussed the intersection between affordable housing and economic development. Approximately 45 attendees from local jurisdictions, organizations, and stakeholder groups were at the forum.
- RHA held a grand opening for Dick Scott Manor. RHA continues to work with the US Veterans Administration to identify eligible veterans to move into the new property. Nine (9) tenants have already signed leases and/or moved in with the remaining three units expected to be filled by the end of August.
- RHA unveiled its new service kiosk at the Downtown Reno Library. The service kiosk provides another way for customers and clients to access and submit forms and documents to RHA, apply for open waitlists, access Rent Café to pay rent, update household information, and more without having to come to the main office and at their convenience. Representatives from Washoe County, Senator Rosen's Office, and the library were in attendance for the opening and received a demonstration from IT Director Stice on the kiosk's various features. A second kiosk is available at RHA's main office.
- JD Klippenstein, RHA's Director of Development, was appointed to Nevada Clean Energy Fund's Affordable Housing Community Council. The Council will provide input and comments on the State's Solar for All program, with specific focus on advancing solar projects in multifamily affordable housing projects.
- RHA continues to work with HUD to design a potential direct rental assistance (DRA) demonstration program and staff anticipates bringing the design framework to the board for discussion and feedback in September. Heidi McKendree, Deputy Executive Director, and Kim Anhalt, RHA's MTW Initiatives and Housing Policy Manager, have been spoken with staff at New York University who are interested in working with RHA to research DRA and outcomes from a potential RHA program.
- RHA received four proposals to provide eviction prevention services. Staff rated and ranked proposals and will be awarding contracts to two providers. RHA will reimburse providers on a

tiered structure with one price for clients that were referred by RHA but chose not to pursue services and another reimbursement rate for clients that were referred and received services.

B. Rental Assistance Voucher Programs/Asset Management

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 8/12/24	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,484	2,247	90%	103
VASH	441	359	81%	46
VASH – pending PBV awards	100	0	0%	0
EHV	122	108	89%	7
FYI	15	8	53%	2

Number HQS Inspections Conducted	July 2024	230
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City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 8/20/24	Number of Households Approved as of 8/20/24	Percent Funding Spent
\$1,455,000	\$172,068	34	12%

Homeless Prevention Program

Total Funding Available	Total Assistance Approved as of 8/20/24	Number of Households Approved as of 8/20/24	Percent Funding Spent
\$161,024	\$15,418	7	10%

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 122 of our HCV's to assist special populations obtain housing. Of the total 121 PBV units, 60 are assigned to RHA-owned properties. Lease-Up Expectations: Although our total voucher allocation is 2554, HUD has set the agency's leasing expectation at 2484 (a.k.a. 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.

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 143 of these vouchers.

Emergency Housing Vouchers (EHV)

Description: Vouchers allocated by HUD for the specific purpose of assisting homeless individuals or families or those at risk of homelessness in obtaining housing. RHA is partnering with 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. Direct referrals for the program must come from the regional Continuum of Care (CoC) coordinated entry system through the partner agency. Lease-Up Expectations: Although 137 vouchers were originally allocated, 15 vouchers are unable to be re-issued after 9/30/23 and have been removed from the baseline, leaving 122 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 direct referrals and case management to clients.

Asset Management

- Maintenance staff have started to prepare for the winter season by ordering necessary supplies and servicing the snow blowers and the tractor. The maintenance team also completed a thorough cleanup of the Tom Sawyer shop after receiving feedback from SCATS on ways to keep the team safer while working in the shop. During the month of July, the team assisted with collecting donated items we received from various agencies for Dick Scott, they set up the new boardroom furniture and moved the old items over to Paradise Plaza, and they have continued to focus on weed removal and tree/bush trimming at each of the sites.
- On the management side, we ran into some issues with residents signing up for the Rent Café online accounts and we are working with Yardi to resolve the matter. We will send updated notices to the residents once a resolution is found. Management staff also finalized the legal module in Yardi and anticipate using the functionality in August. The legal module will save staff time in creating the Non-Payment of Rent Eviction Notices to upload to our process server and it will properly code tenants so partial payments are not accidentally accepted if the tenant has been served previously with a notice that has not yet expired.
- We have onboarded a new Assistant Manager and interviews have been completed for the Maintenance II position. The selected Maintenance II is currently going through the preemployment process, and we anticipate him starting in August. During the month of August, we plan on recruiting for the other open Assistant Manager position.
- Hawk View residents have been working with HTH and RHA to find units in the Reno area to relocate to. As of the end of July, 84 residents have vacated the property and all remaining residents have provided their notice with move out dates no later than mid-August. HTH and management are working closely to ensure each household is completing the necessary steps to successfully relocate.
- Public Housing ended the month of July with 168 vacancies for an overall occupancy rate of 77.58% across all sites. In July, 45 residents vacated their unit (37 of these were from Hawk View), and three units were leased.

C. Update on Resident Services

Senior Services

- **Golden Groceries Food Pantry at Tom Sawyer:** Held on 07/18/2024, serving approximately 45 senior residents.
- **Senior Dance Class at Willie J. Wynn:** Continued every Tuesday with attendance ranging from 5 to 7 seniors. To increase participation, a plan to enhance awareness through Nixle reminders and in-person announcements was initiated.
- **Ice Cream Social at Willie J. Wynn:** Hosted on 07/01/2024, with 20 participants enjoying social engagement and refreshments.
- **Grow Your Own Microgreens Workshop:** Conducted by Reno Food System at Willie J. Wynn on 07/11/2024. This event saw a great turnout with 30 participants, largely due to consistent reminders and promotional efforts.
- **Senior Wellness Program (Chair Yoga with licensed Physical Therapist):** Held on 07/15/2024 at Willie J. Wynn, with 25 participants. This program continues to grow in popularity among residents.
- **Movie Night at Silverada:** Screened "The Greatest Showman" on 07/18/2024, attended by 25 seniors who enjoyed a social evening with snacks and entertainment.

Success Story:

- **Deborah Levine:** A resident at Willie J. Wynn successfully won a small claims case due to a dentist's malpractice. Assistance was provided with documentation and paperwork submission, demonstrating the ongoing support offered to residents.

Resident Council Activities

- **Silverada Manor:** Held a "Meet Your Neighbor"
- **Tom Sawyer Village:** Planned an August luncheon
- **Mineral Manor:** Discussed potential end-of-summer activities
- **Essex Manor:** Attempted to hold a meeting on July 3rd, but no quorum was reached, with only 3 participants attending.
- **Hawk View Apartments:** Held their final meeting on July 11th, with 4 participants; the council is now inactive.
- **Myra Birch:** Conducted a community clean-up and back-to-school event on July 10th

Workforce Development

- **Family Self-Sufficiency (FSS) Program:**
 - **Active Participants:** 84 active participants, with 9 contracts pending.
 - **Workshop:** A Mental Health & Stress Management workshop was held on 07/03/2024, attended by 7 participants. Future plans include introducing incentives to increase workshop attendance.

- **Upcoming Event:** We are in the process of scheduling a **Sound Mind Walk** for residents on 09/14/2024 at Rancho San Rafael, promoting mental health and well-being.

Graduates: Two participants, Rosaura Lemus Vivar, and Dejanae Solley, successfully graduated from the FSS program this month.

Success Stories:

- **Rosaura Lemus Vivar:** Rosaura's journey from a shy immigrant to a successful small business owner was highlighted this month. She has overcome significant challenges, including language barriers, to run her own cleaning business and substantially improve her credit score.
- **Dejanae Solley:** Dejanae has achieved all her goals, including career advancement and educational achievements, while also contributing to the community as a commissioner on the RHA Board.

Youth Programs

- **Start Smart Program:**
 - **Recruitment:** The Start Smart recruitment efforts included distributing flyers, sending Nixle alerts, making phone calls, and conducting home visits to engage potential participants.
 - **Holiday Cards Project:** July-August, this activity involved Residents in creating cards for upcoming holidays.
 - **Last Summer Camp Transportation Pickup (8/2):** Provided to Sierra Nevada Journeys, enabling youth to participate in enriching summer activities.
- **Back to School Event:** Took place at Traner Middle School on August 6th. Approximately 88 families (61 RHA households and 27 other households), encompassing an estimated 260 students, participated. Students received backpacks, school supplies, coupons for free haircuts, and more at the event.
- **REMSA Health:** Provided free monthly car seat inspections through the Safety Seats program on August 17th at the RHA's main office from 8 AM to 1 PM.

D. Update on Public Affairs Activities

- RHA's Executive Director and Director of Development were interviewed about Dick Scott Manor on the Editor's Desk radio show hosted by Connie McMullen.
- Staff worked with community groups to organize donations for Dick Scott Manor and coordinated Home Depot volunteers to assist with building furniture and staging units ahead of the grand opening of the property.
- Prepared media advisories for Dick Scott Manor and the opening of the service kiosk at the Downtown Reno Library, both of which received positive press that was shared with the board.

- Staff is working with HUD for the upcoming PDAS site visit
- Staff is working to organize and schedule the upcoming Candidate Open House, which will provide an opportunity for local and state incumbents and candidates to learn about RHA, its multitude of housing, and its service programming. The Open Housing is currently scheduled for early October.

E. Update on Development Department Activities

Silverada Manor

- The project has been delayed while Brinshore Development continues to work on contract negotiations and the GMP with Pavilion. This has led to closing being pushed past August. As a result, Brinshore has decided to go back out to bid for the GMP and hopes to make a final selection by late September. This will delay financial closing till mid to late October. Under the terms of Brinshore's Development Agreement with RHA,
- HousingToHome staff have been holding 1-1 meetings with all residents in phase 1 to discuss and prepare for temporary relocation. Additionally, all Silverada residents received an alternative housing offer that would allow any eligible household to accept a Housing Choice Voucher to voluntarily permanently relocate from Silverada Manor.

Hawk View

- Resident relocation is very nearly complete at Hawk View. As of 8/20, five households were remaining. The property is expected to be fully vacant by the end of August.
- Project is aiming for financial closing in and construction starting in October.
- Temporary security measures have been put in place for the property prior to demolition. RHA has contracted with a security company to provide patrols three times a night. Once site is completely cleared, temporary fencing will be brought on site.

Dick Scott Manor

- Project is complete and a very successful ribbon cutting was held on August 15.
- Following the completion of the project, RHA worked with the City of Reno to finalize the donation of land and transfer of ownership.

Railyard Flats

- Construction is moving forward ahead of schedule and within budget and current project scope.
- Nearly all construction will be complete by the end of August, but project completion will not occur till electrical gear is delivered and installed in October.

Stead Manor

- The project remains on track to begin construction in December 2024.
- RHA Development staff is working with Plenum to finalize the GMP plans to bring the GMP for Board approval at the September Board meeting.
- RHA staff has worked to trim the relocation budget and identified other areas of potential savings in the construction contract budget. Based on these revisions staff has determined that with the addition of NV Energy's Energy Rebate Program, the program has adequate funding to be completed.

McGraw Court/Silver Sage Court

- RHA's Board of Commissioners approved Plenum Builders GMP for both of these projects at the July Board meeting. The construction contract has been brought forward for approval at the August meeting.
- Following the approval and execution of the construction contracts, Plenum is set to begin construction in October 2024.

Carville Court

- RHA received a proposal from H&K Architects for the Carville Court projects as well as a proposal for surveying and entitlement services from Wood Rodgers. RHA staff has updated the project budget and is determining next steps.

Paradise Plaza

- Phase 1 of pest mitigation has been completed and RHA has received a proposal for Phase 2. The scope of pest mitigation and abatement is much more substantial than originally anticipated and RHA staff is holding off on next steps for the project to wait for direction from the Board following the August Board meeting.
- Per guidance from RHA leadership, the Development Staff has created four possible scopes of works and budgets that will be presented to the Board in August for discussion and possible direction.
- Additionally, RHA staff have met with CIRE to discuss the scope of abatement and impact on the Purchase Sale Agreement and Post Closing Agreement. Further details are to be shared along with the 4 SOW/budget scenarios in a separate item at the August Board meeting.

Essex Manor

- Development staff met with the Nevada Clean Energy Fund and determined that their programs were not a viable funding source for the project.

Capital Fund

- RHA released the IFB for the 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 at the end of August. Project is projected to begin in late September and be completed in October. The main office may need to close for a period of time for the project to be completed. Any office closures will be posted ahead of time at the main office on RHA's website.

Reno Avenue

- RHA successfully closed on the purchase of the Reno Ave property. Predevelopment is set to begin in early 2025.

Ala Moana

- Development staff released an IFB for Ala Moana Asphalt Rehabilitation project in July and received two bids for the project in early August. Spanish Springs Construction submitted the lowest responsive bid at \$1,286,915.
- The company would like to delay the start of project until spring of next year due to challenges of installing asphalt in the winter. The submitted bid total will not increase with a later start.
- Development staff will be bringing the construction contract for Board approval to the September Board Meeting.

F. Update on Information Technology Activities

Yardi Implementation

- Working with Wise Consulting and Asset Management on setting up the Silverada RAD units, importing the Silverada LLC property into Rent Café, and updating the lease document.
- IT, Rental Assistance, and Asset Management held a meeting with our Rent Café PHA manager to discuss checklist items and the implementation timeline for setting up our Public Housing and Voucher clients in Rent Café.
- We received a demo for TRUV and Finicity which are payroll and asset verification services. These are additional verifications to the already implemented Screening Services module. We are working with our Screening Account Manager to implement these services into Site Manager.

Laserfiche Implementation

- The scanning team have completed the Finance department's files including all journal entries, deposits, insurance documents, and other miscellaneous files. They have transitioned to scanning reasonable accommodations for Public Housing, housing choice vouchers for Rental Assistance, and employee files for HR.

Other Projects

- The rollout of the RHA service kiosk in the main office foyer has been a success. We are seeing an increase in clients using the new technology with positive interactions.
- The ribbon cutting event for the second RHA service kiosk took place on Monday, August 19th at the Downtown Reno Library.
- IT has been working on updating all the forms on the RHA website to fillable PDF files. This will dramatically increase the ease of use and the user's experience on both the kiosk and the web.

G. Update on MTW Activities

Direct Rental Assistance

- Direct Rental Assistance (DRA) is gaining momentum with HUD and several researchers as an alternative to HUD's traditional tenant-based voucher program. DRA provides rental assistance subsidies paid directly to the tenants rather than the landlords allowing for tenant-landlord relationships that are more like market-rate renters. HUD recently announced that DRA is an allowable Local Non-Traditional activity under MTW. Following this announcement, RHA staff began having active conversations with HUD and researchers from NYU's Furman Center surrounding an in-depth study comparing both subsidy types. As momentum builds around DRA, staff is excited to have the opportunity to potentially propose an MTW activity and participate in this exciting research.

FY 2024 MTW Annual Plan Amendment - TDC Waivers

- RHA worked with the MTW Collaborative and HUD to standardize HUD's requirements for a Total Development Cost (TDC) waiver under MTW. Following this working group, HUD drafted a Local TDC Formula Review Process outlining the requirements of requesting a TDC waiver. To continue to request a TDC waiver under MTW, RHA must update and resubmit its FY 2024 MTW Annual Plan Amendment to reflect the information included and now required within HUD's new policy.

MTW Baseline Figures – FY 2023

- On August 2, 2024, staff provided a response to HUD regarding their FY 2023 preliminary figures related to the statutory requirement that MTW agencies serve substantially the same number of families had they not participated in the MTW demonstration. After reviewing RHA's response, HUD finalized RHA's FY 2023 Baseline workbook compliance at 94% or Substantially Compliant – Plan in Place.

FY 2024 Annual MTW Report

- Preparation for RHA's annual MTW Report to HUD continues. Detailed information has been pulled for all activities implemented under MTW. A thorough data analysis on each implemented activity will be used to gauge whether activities within RHA's MTW program are successful. Data analysis is also used to demonstrate areas where activities could be amended to ensure continued success. All data analyses will be finalized as of the end of the Fiscal Year with the final report due to HUD by September 30, 2024.

H. Update on Legal Inquiries

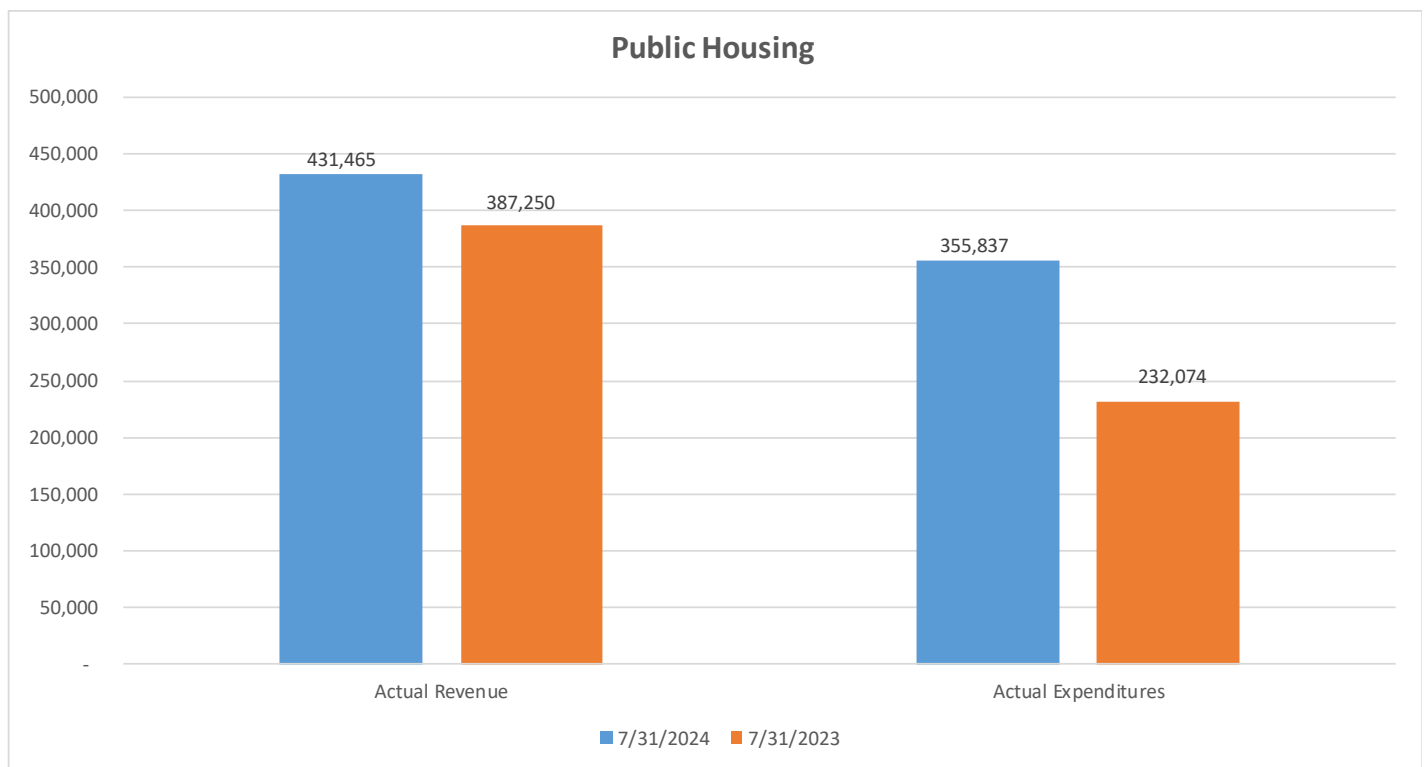
No legal updates.

I. Financials

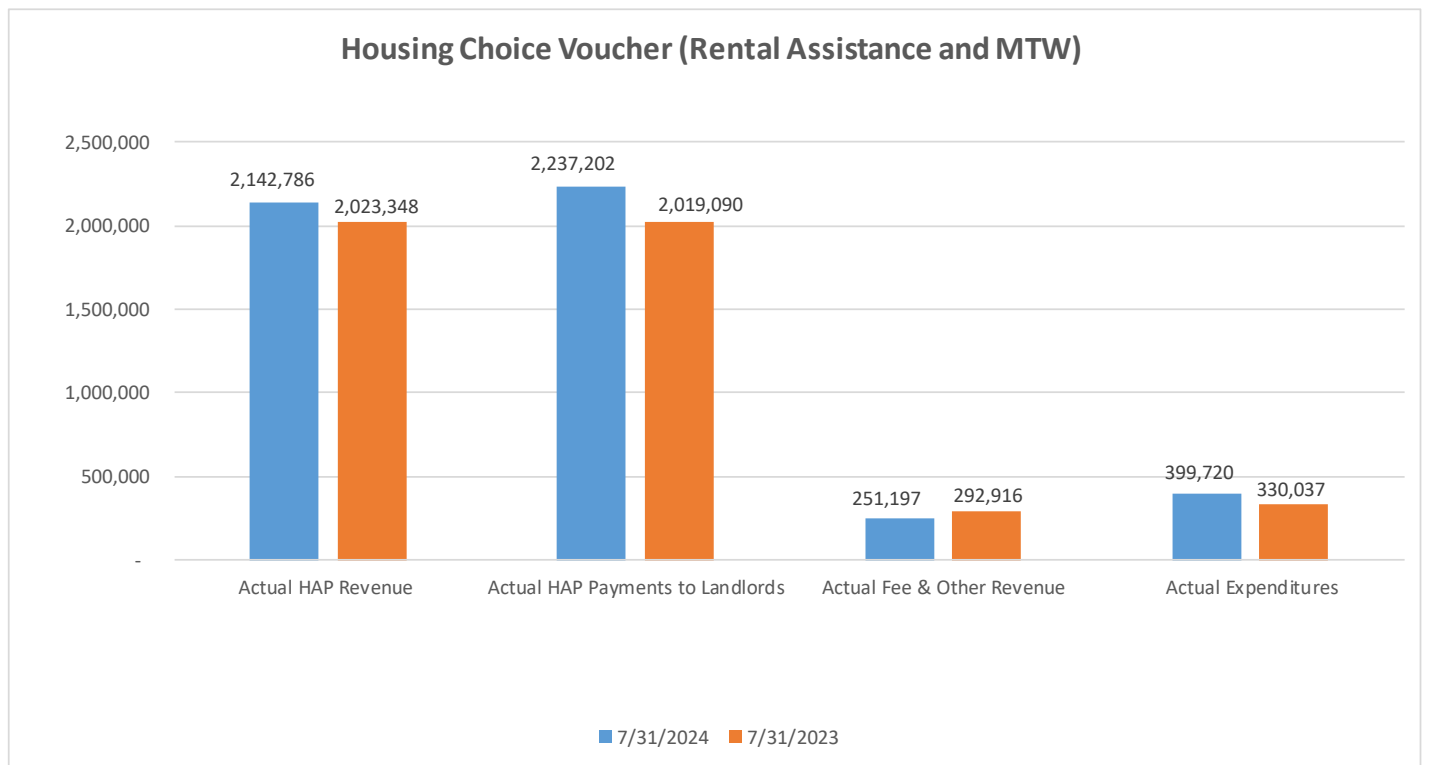
Graphics on following pages.

ENTITY-WIDE FINANCIAL REPORT
FOR THE 1 MONTH ENDED July 31, 2024

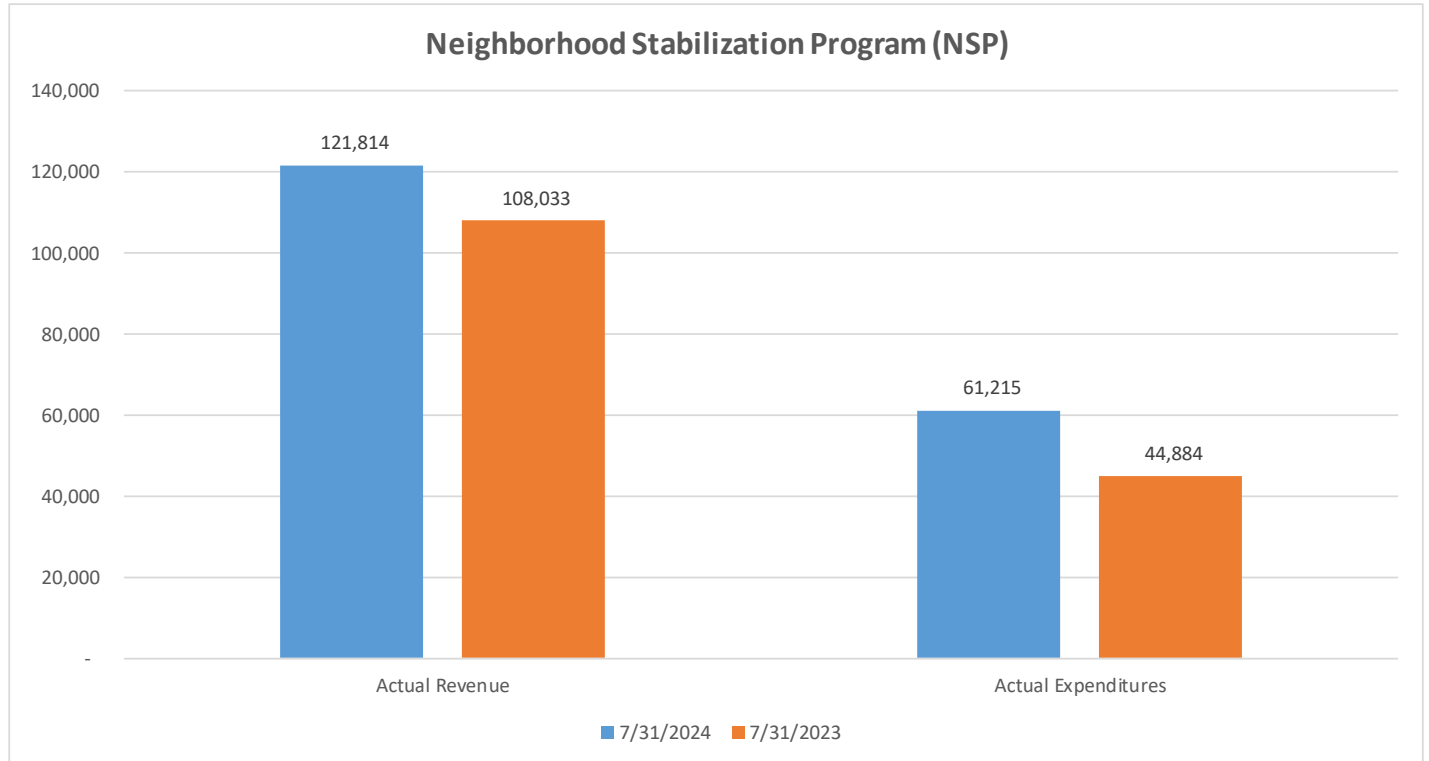
Public Housing	7/31/2024	7/31/2023	Variance	Variance Percentage
Actual Revenue	431,465	387,250	44,215	11.42%
Budgeted Revenue	396,927	440,365	(43,438)	-9.86%
Actual Expenditures	355,837	232,074	123,763	53.33%
Budgeted Expenditures	431,217	551,049	(119,832)	-21.75%
Actual Surplus (deficit)	75,628	155,176	(79,548)	-51.26%



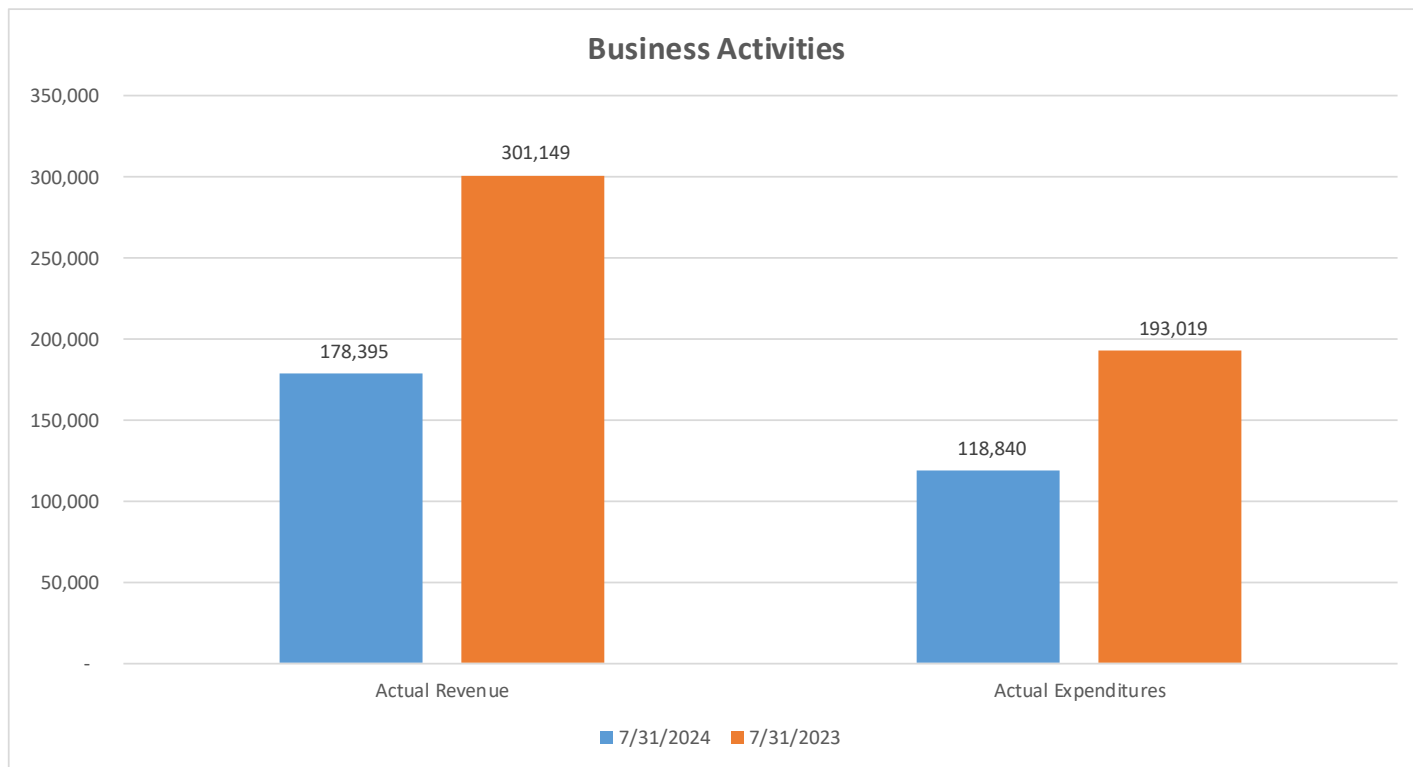
Housing Choice Voucher (Rental Assistance and MTW)	7/31/2024	7/31/2023	Variance	Variance Percentage
Actual HAP Revenue	2,142,786	2,023,348	119,438	5.90%
Budgeted HAP Revenue	2,368,430	2,329,181	39,249	1.69%
Actual HAP Payments to Landlords	2,237,202	2,019,090	218,112	10.80%
Budgeted HAP Payments to Landlords	2,146,469	2,057,996	88,473	4.30%
<i>HAP Surplus (Deficit)</i>	<i>(94,416)</i>	<i>4,258</i>	<i>(98,674)</i>	<i>0.00%</i>
Actual Fee & Other Revenue	251,197	292,916	(41,719)	-14.24%
Budgeted Fee & Other Revenue	322,664	250,149	72,515	28.99%
Actual Expenditures	399,720	330,037	69,684	21.11%
Budgeted Expenditures	545,109	435,722	109,387	25.10%
<i>Unrestricted Profit (Loss)</i>	<i>(148,524)</i>	<i>(37,121)</i>	<i>(111,403)</i>	<i>300.11%</i>
Actual Surplus (deficit)	(242,939)	(32,863)	(210,076)	639.25%



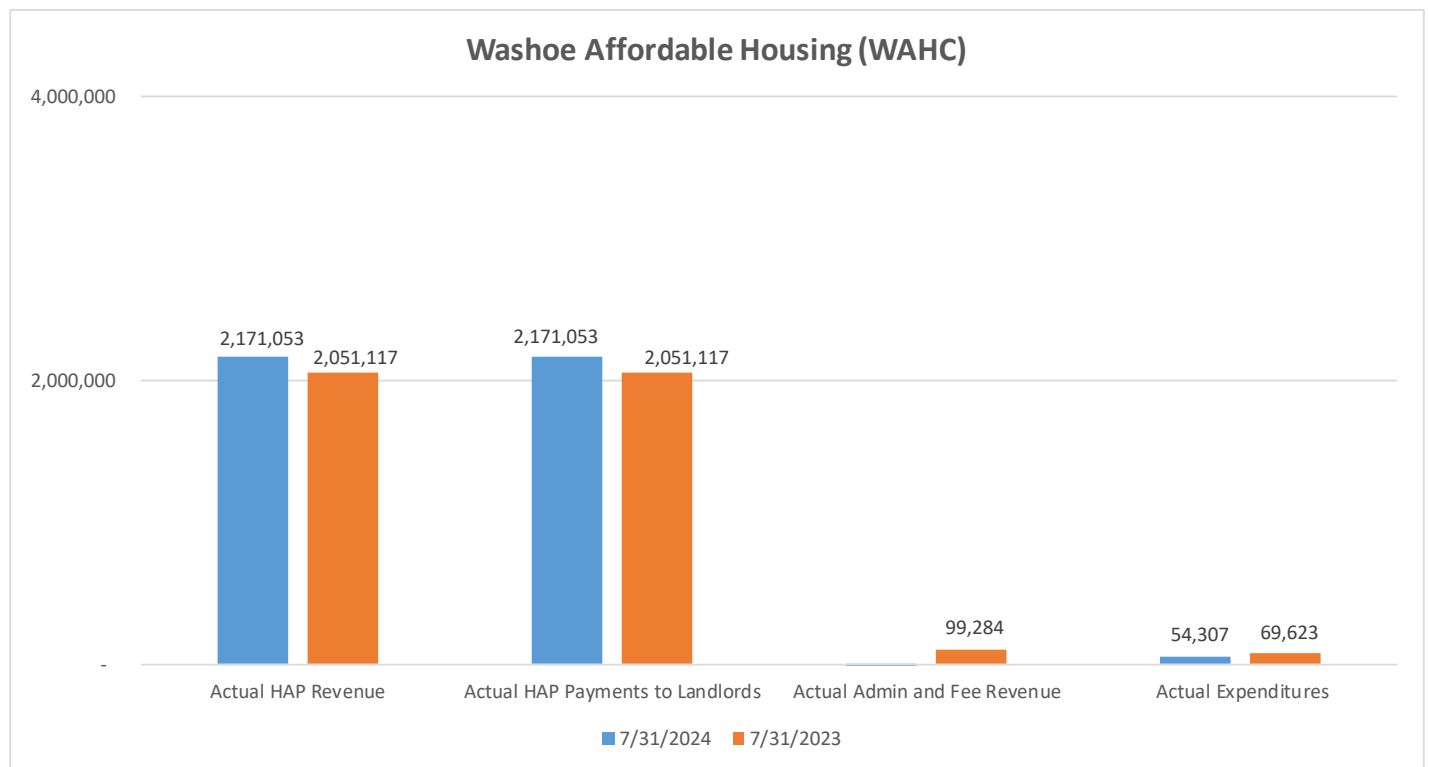
Neighborhood Stabilization Program (NSP)	7/31/2024	7/31/2023	Variance	Variance Percentage
Actual Revenue	121,814	108,033	13,781	12.76%
Budgeted Revenue	121,373	117,674	3,699	3.14%
Actual Expenditures	61,215	44,884	16,332	36.39%
Budgeted Expenditures	81,759	69,999	11,760	16.80%
Actual Restricted Surplus (deficit)	60,599	63,150	(2,551)	-4.04%



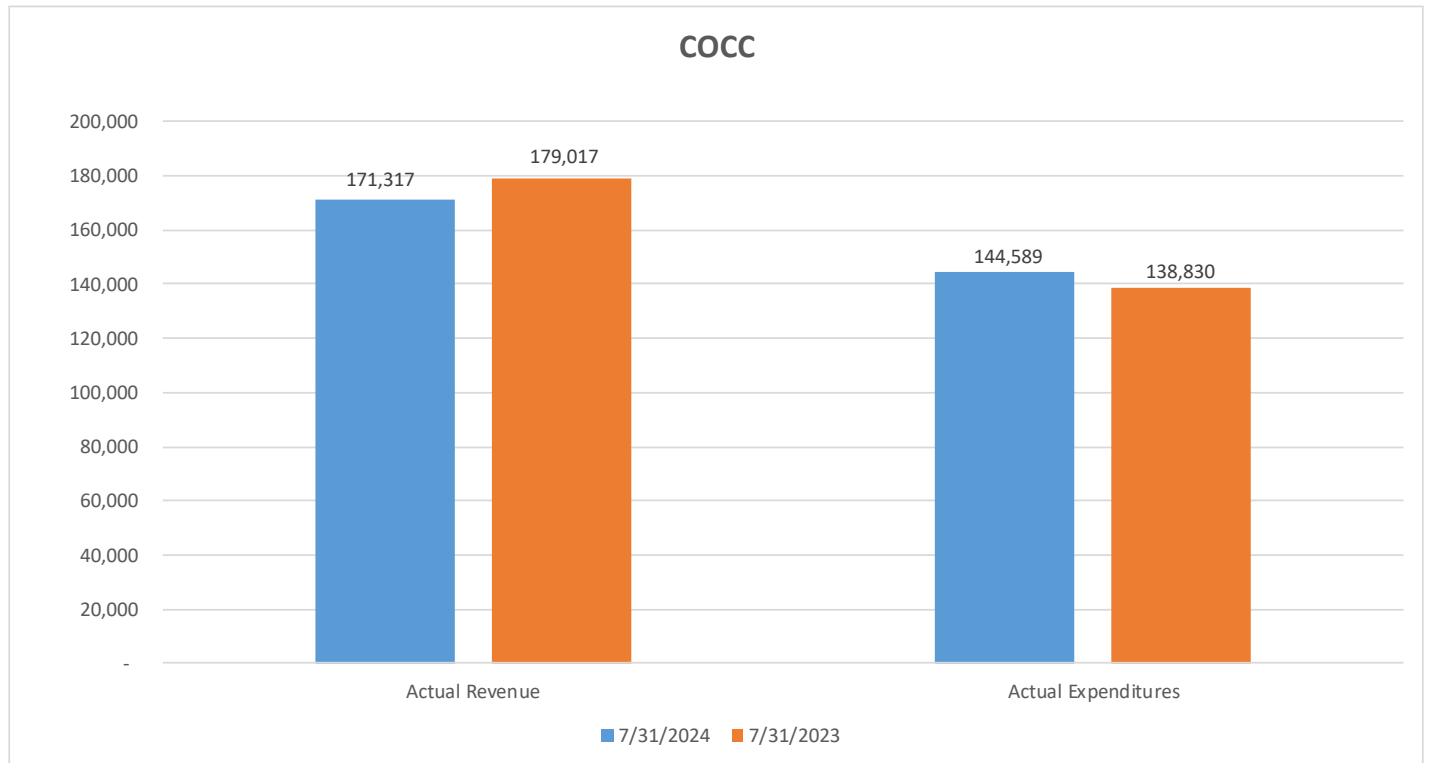
Business Activities	7/31/2024	7/31/2023	Variance	Variance Percentage
Actual Revenue	178,395	301,149	(122,754)	-40.76%
Budgeted Revenue	264,187	330,494	(66,307)	-20.06%
Actual Expenditures	118,840	193,019	(74,179)	-38.43%
Budgeted Expenditures	135,001	141,090	(6,089)	-4.32%
Actual Unrestricted Surplus (deficit)	59,555	108,130	(48,575)	-44.92%



Washoe Affordable Housing (WAHC)	7/31/2024	7/31/2023	Variance	Variance Percentage
Actual HAP Revenue	2,171,053	2,051,117	119,936	5.85%
Budgeted HAP Revenue	2,194,884	2,234,657	(39,773)	-1.78%
Actual HAP Payments to Landlords	2,171,053	2,051,117	119,936	5.85%
Budgeted HAP Payments to Landlords	2,194,884	2,234,657	(39,773)	-1.78%
<i>HAP Surplus (Deficit)</i>	-	-	-	0.00%
Actual Admin and Fee Revenue	(102,238)	99,284	(201,521)	-202.98%
Budgeted Admin and Fee Revenue	101,289	85,934	15,355	17.87%
Actual Expenditures	54,307	69,623	(15,316)	-22.00%
Budgeted Expenditures	77,304	66,032	11,271	17.07%
<i>Unrestricted Profit (Loss)</i>	<i>(156,545)</i>	<i>29,661</i>	<i>(186,206)</i>	<i>-627.78%</i>
Actual Surplus (deficit)	(156,545)	29,661	(186,206)	-627.78%



COCC	7/31/2024	7/31/2023	Variance	Variance Percentage
Actual Revenue	171,317	179,017	(7,699)	-4.30%
Budgeted Revenue	232,141	182,325	49,816	27.32%
Actual Expenditures	144,589	138,830	5,759	4.15%
Budgeted Expenditures	298,098	258,944	39,154	15.12%
Actual Unrestricted Surplus (deficit)	26,728	40,187	(13,459)	-33.49%



Entity-Wide Totals	7/31/2024	7/31/2023	Variance	Variance Percentage
Actual HAP Revenue	4,313,839	4,074,465	239,374	5.87%
Budgeted HAP Revenue	4,563,314	4,563,838	(524)	-0.01%
Actual HAP Payments to Landlords	4,408,255	4,070,206	338,048	8.31%
Budgeted HAP Payments to Landlords	4,341,353	4,292,653	48,700	1.13%
<i>HAP Surplus (Deficit)</i>	<i>(94,416)</i>	<i>4,258</i>	<i>(98,674)</i>	<i>-2317.21%</i>
Actual Fee & Other Revenue	1,051,950	1,367,648	(315,698)	-23.08%
Budgeted Fee & Other Revenue	1,438,581	1,406,941	31,640	2.25%
Actual Expenditures	1,134,508	1,008,466	126,042	12.50%
Budgeted Expenditures	1,568,488	1,522,837	45,651	3.00%
<i>Unrestricted Profit (Loss)</i>	<i>(82,558)</i>	<i>359,182</i>	<i>(441,740)</i>	<i>-122.99%</i>
Actual Surplus (deficit)	(176,974)	363,440	(540,414)	-148.69%

