

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

January 28, 2025

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

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- RHA employees spread holiday cheer by delivering gifts to residents at Dick Scott Manor. D.G. Smith Enterprises, which owns and operates three local Taco Bell restaurants (Stead, North Valleys, and USA Parkway), generously donated \$1,000 to RHA to support our Angel Tree for residents at the property. Residents enjoyed visiting with employees and receiving the items.
- RHA's Executive Director graduated from PHADA's Executive Director Education Program in January 2025. This nationally recognized program is a partnership between PHADA and Rutgers University and provides a certification of completion for professional achievement at the executive level.
- Dr. Lopez was re-elected as a PHADA Trustee. In this role she provides leadership and input to the organization and works with other PHA executives on various items that impact housing authorities, its programs, and/or the clients served.
- RHA's Director of Rental Assistance participated as a panelist at the recent PHADA conference on a panel regarding NSPIRE for the housing choice voucher program and Dr. Lopez participated as a panelist on a panel discussing the benefits of MTW designation and local flexibilities.
- The annual financial audit is underway and CLA is on-track to provide a draft of the audit results to the Board of Commissioners at RHA's February meeting. The audit is due to the US Department of Housing and Urban Development (HUD) by March 31, 2025.
- The Executive Team continues to work with the Southern Nevada Regional Housing Authority and Nevada Rural Housing on proposed changes to NRS Chapter 315 for consideration by the State legislature during the upcoming legislative session. Assemblymember Philip PK O'Neill has introduced a BDR which opens Chapter 315. The BDR allows for a stipend of up to \$200 per meeting for Commissioners. RHA will also work with Flynn Guidici on this item. Flynn Guidici is working with all three housing authorities throughout the session.
- RHA, in partnership with Volunteers of America, was a top five scoring applicant for the State's recently released AB310 competitive funding. The funds, if received, will support staffing and services at the upcoming Carville Court supportive housing development.
- The Reno City Council approved the first reading of the zoning change for Carville Court. The zoning change will increase the zoning at the site to allow for a higher number of units. The second reading is anticipated in mid-February. City Council members were supportive of the application and RHA's work.

- RHA anticipates removing screen doors from its public housing properties. Upon review of 2024 work orders just for Mineral Manor, work orders related to screen doors account for over 16% of tasks. These are costly and time-consuming repairs that are negatively impacting the agency budget, keeping maintenance staff from other needed repairs, and will adversely impact HUD inspections. HUD does not require screen doors. Residents will be notified of the upcoming change. Reasonable accommodation will be provided where deemed necessary.

B. Rental Assistance Voucher Programs/Asset Management

Rental Assistance

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 1/3/25	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,638	2,370	90%	36
VASH	446	382	86%	34
VASH – pending PBV awards	95	0	0%	0
EHV	111	106	95%	4
FYI	15	11	73%	4

Number HQS Inspections Conducted	Dec 2024	208
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City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 1/9/25	Number of Households Approved as of 1/9/25	Percent Funding Spent
\$1,455,000	\$827,569	172	60%

Homeless Prevention Program

Total Funding Available (\$155,027.87 pending)	Total Assistance Approved as of 1/9/25	Number of Households Approved as of 1/9/25	Percent Funding Spent
\$161,024.00	\$156,841.79	57	97%

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 113 of our HCVs to assist special populations obtain housing. Of the total 117 PBV units, 64 are assigned to RHA-owned properties.

Lease-Up Expectations: Although our total voucher allocation is 2703 (increased from 2554 due to the Silverada RAD conversion), HUD has set the agency's leasing expectation at 2638 (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 2703 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 138 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: HUD allows RHA to cumulatively lease to the 137 vouchers that were originally allocated. 26 vouchers were previously leased and moved off and have been removed from the baseline, leaving 111 vouchers available.

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 has been working on leaf removal and tree and bush trimming around the properties. We also onboarded our new Maintenance I staff member and he is currently working alongside the Maintenance II and Lead to learn the intricacies of NSPIRE and HUD required maintenance protocols. During the month of December, the maintenance team attended Respirator Awareness and Safety Data Sheet training.
- Management continued working on the set up of the Public Housing Rent Café portal. Set ups are just about finalized and a refresher training for all staff has been scheduled for mid-January prior to going live with all Public Housing and Voucher clients. The affordable property management team completed a weeklong HOME program training in December to better understand how to maintain compliance with multi-layered funding units.
- During the month of December, the Reno Housing Authority received the Nevada Tobacco Control and Smokefree Coalition (NTCSC) Community Champion Award based on our continued involvement within the program and for ensuring all our rental properties remain smoke free.

- Public Housing ended the month of November with 166 vacancies for an overall occupancy rate of 73.00% across all sites. 100 of those are from Hawk View which has completed permanent relocation of all residents in preparation for demolition. Out of the 166 vacancies, 24 of the vacancies are being used by residents of Stead, McGraw, and Silver Sage who have been temporarily relocated while rehabilitation is being completed in their units. Once we have closed on the Hawk View project, those units will be pulled from the public housing portfolio and will no longer be counted in the vacancy rate. Without Hawk View vacancies, public housing has an occupancy rate of 89.00%. While that is still an unusually high vacancy rate for our agency, we have been holding vacancies at all our complexes for temporary relocation. RHA is working on completing substantial rehabilitation or demolition on 4 of the 8 public housing complexes which started in 2024.

C. Update on Resident Services

Senior Services

Golden Groceries Food Pantry at Tom Sawyer:

Held on December 6th and 19th, serving 39 and 45 clients.

Workshops and Events:

- **How to Make Your Own Tea Blend Workshop** at Willie J. Wynn on December 11th with 15 participants.
- **Latin Dance Class** at Willie J. Wynn (weekly sessions): December 3rd, 10th, and 17th, with 6, 2, and 7 participants
- **Mediterranean Diet Workshop by UNR Extension** at Willie J. Wynn on December 16th, attended by 9 residents.

Holiday Celebrations:

- **Silver Angel Tree Gift Giving:**
 - At Willie J. Wynn on December 17th, benefiting 55 residents.
 - At Tom Sawyer on December 20th, benefiting residents of Silverada, McGraw Court, and Tom Sawyer (101 participants).
- **Christmas Luncheons:**
 - At Willie J. Wynn on December 25th, with 53 attendees.
 - At Tom Sawyer on December 25th, with 58 attendees and 8 deliveries for home-bound residents.
- **Holiday Donations:**

Costco generously donated 40 turkeys, which were distributed to residents during the holiday season.

Resident Engagement

Resident Council Activities:

- **Mineral Manor:** Hosted a "Cookies, Cocoa, Crafts, and a Movie" event on December 10th with 6 participants. On December 21st, the Christmas event attracted 25 attendees.
- **Stead Manor:** Organized a "Christmas Take-Home" event on December 6th with 5 participants and a larger event on December 21st, with 25 attendees.
- **Myra Birch:** Planned a Christmas event on December 11th with 6 participants and hosted the event on December 21st, with 10 attendees.
- **Essex Manor:** Hosted a Christmas Cooking Demonstration on December 21st, with 40 participants.

Additional Activities:

- Recruitment and outreach efforts included ongoing resident services surveys and event planning for 2025.

Workforce Development

RHA worked with the University of Nevada to have two master-level social work interns start in January to assist in resident services.

Family Self-Sufficiency (FSS) Program:

- **Workshops:** An Open House was held on December 19th with 4 participants.

Program Development:

- Planning for upcoming workshops, including College Planning (February 2025) and FSS Graduation (April 2025).

Youth Programs

Start Smart Program:

- **Workshops:** Conducted a workshop for 10 participants in December.
- **Recruitment:** Sent 100 recruitment emails to potential participants on December 17th.

Junior Ski Program: Preparations continued for the upcoming season, including distributing recruitment materials and scheduling equipment fittings with Bobo's for 60 youth participants.

First Tee Program: Preparation continues for the First Tee program. We anticipate a four-week camp on Tuesday nights in March. We are asking for 25 participants, and we plan to host another camp in August.

Bike Camp: Initial preparations are underway for the spring Bike Camp, which aims to provide youth participants with skills in bike safety, maintenance, and riding. Recruitment will begin in February, to enroll 10 participants.

Bike Donation: In December, Reno Bike Project (RBP) donated 34 bikes to RHA. Of these, 23 bikes were distributed to families during December events. The remaining bikes will be given out at future events or as families visit the Reno Avenue office.

Upcoming Projects & Events

Anti-Fraud and Money Management Workshop Series: Scheduled to begin in January 2025, focusing on scam awareness and financial health for seniors.

Senior Dance and Wellness Programs: Continuing weekly at Willie J. Wynn.

FSS Recruitment and Intern Program: Expanding outreach efforts and leveraging new interns to enhance program participation.

D. Update on Government & Public Affairs Activities

- As part of a partnership between City of Reno, Reno Housing Authority, and Volunteers of America, Executive Deputy Director McKendree participated in a Rapid Rehousing video for The Village on Sage Street. The City of Reno will distribute the video.
- Attended the City of Reno's Community & Fair Housing survey meeting where a presentation was made regarding the different HUD funding streams, Community Development Block Grant, HOME Investment Partnership Program, Emergency Solutions Grants and their eligible activities, data on area housing needs, profiles, homeowner and rental cost burden, and next steps.
- Finalizing *Home Pages*, the semiannual resident newsletter.

E. Update on Development Department Activities

Silverada Manor

- Interior demolition and abatement complete for Phase 1 buildings.
- Interior demolition and abatement of community building began in early January.

Hawk View

- In mid-January, RHA entered into a contract with Pinecrest Construction for the demolition of Hawk View Apartments. Demolition is scheduled to begin in late January.
- Project financial closing targeted for early February.

Stead Manor

- Phase 1 interior demolition and sitework underway.

McGraw Court/Silver Sage Court

- Phase 1 is nearing completion. Phase 1 residents will move back to their units in late February and Phase 2 residents will be temporarily relocated by early March.

- McGraw and Silver Sage residents have been invited to an open house of a renovated unit in mid-February.

Carville Court

- RHA's Master Plan amendment and upzoning request recommended to Reno City Council by the Planning Commission in December.
- Reno City Council heard first reading of proposed changes on January 22.
- The second reading and approval of proposed changes expected by mid-February.
- The Development Department has requested another round of design proposals from H+K Architects and JKAE. Both firms have a professional services contract in place with RHA.
- The Development Department is developing a Scope of Work for CMAR RFP for the project.
- No update on status of Nevada Supportive Housing Development Fund or CoC BUILDS applications.

Essex Manor

- The Development Department finalizing scope of work and will be requesting proposals from our design consultants in February to kick off the design/preconstruction phase of the project by the end of March.

Capital Fund

- Mineral Manor ADA Lobby door project on track to begin in early February.

Reno Avenue

- The Development Department has requested a proposal from Wood Rodgers for potential predevelopment work needed for the project.

2026 I Street

- Application for the parcel was submitted to the City of Sparks on January 14th. No update on the status of the application as of the January Board meeting.

F. Update on Information Technology Activities

Yardi Implementation

- PSG Consultant Erika Lloyd conducted a Virtual Rent Café Workflow Training with Rental Assistance and Asset Management staff.

- Go Live tasks will resume once the workflow training has been completed.

Other Projects

- The laptop replacement project is progressing smoothly. So far, 24 out of the 47 newly acquired laptops have been successfully deployed to staff members.
- In 2025, the IT department will evaluate the organization's cybersecurity posture to address current cyber threats and develop effective mitigation strategies.
- We received two satisfaction surveys each for Mineral Manor and the Downtown Reno Library. The Mineral Manor kiosk saw a slight increase in sessions, going from 56 to 57. Meanwhile, the Downtown Reno Library kiosk had a significant jump, with sessions rising from 23 to 36.

G. Update on MTW Activities

MTW Agreement Extension

- On December 23, 2024, RHA received formal notice that pursuant to Section 241 of Title II of the Consolidated Appropriations Act, 2024, RHA's MTW Agreement was modified and extended until the end of its 2038 fiscal year.

FY 2026 Annual MTW Plan

- The FY 2026 Annual MTW Plan has been drafted and provided at today's meeting for review and discussion. New activities under consideration and included within the plan are (1) Direct Rental Assistance, (2) an alternative inspection policy for newly constructed or substantially rehabilitated properties, (3) limiting LIHTC assisted units to RHA's Basic Payment Standard, and (4) an activity that allows for the direct referral to waiting list from one of RHA's Continuum of Care partners.
- Summaries of each of the four proposed MTW activities were presented to members of RHA's Resident Advisory Board and Resident Councils. These meetings provide current residents with an opportunity to review and provide comments and/or concerns on each of the proposed MTW activities prior to the Public Hearing.
- RHA's draft FY 2026 Annual MTW Plan will be available for public review and comment until March 25, 2025. A public hearing to receive comments on the draft plan is scheduled for March 6, 2025.

H. Update on Legal Inquiries

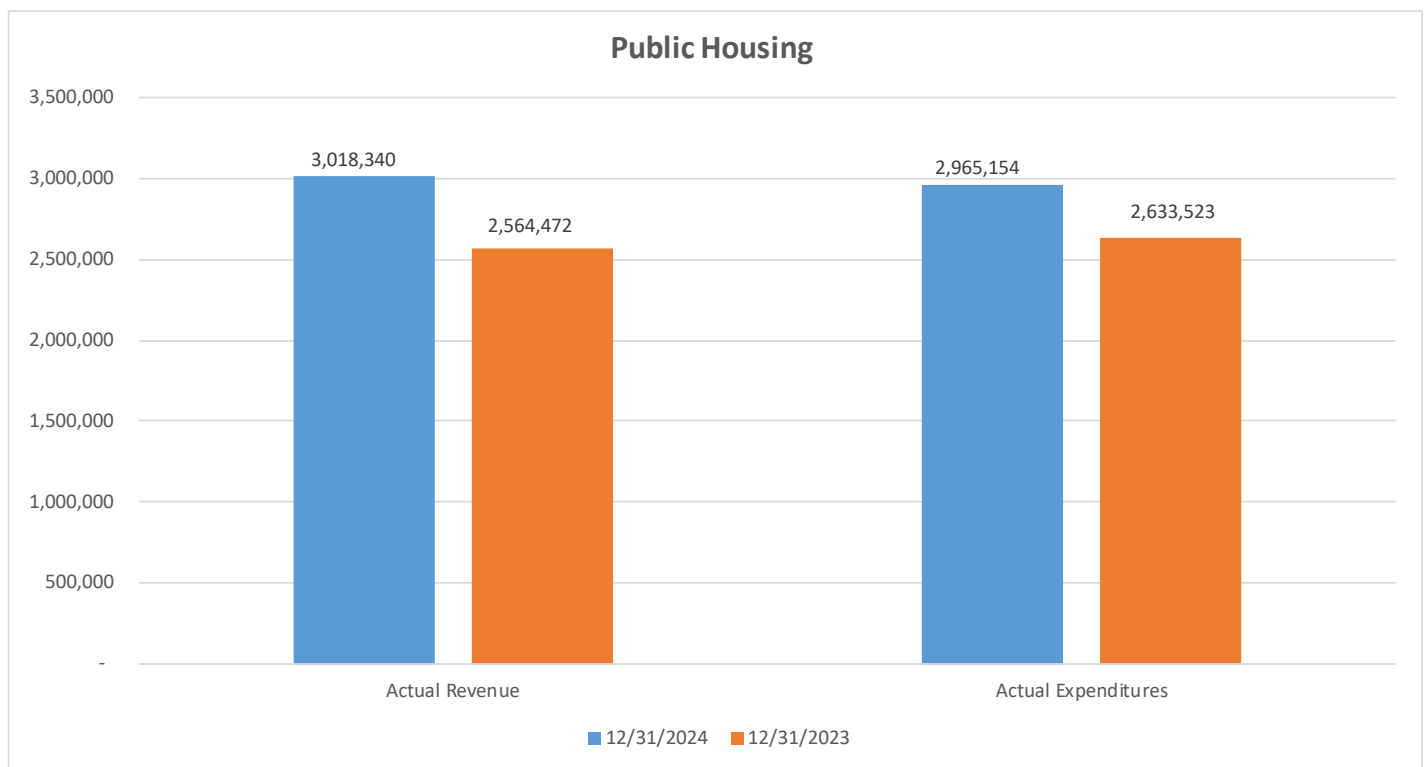
No legal updates.

I. Financials

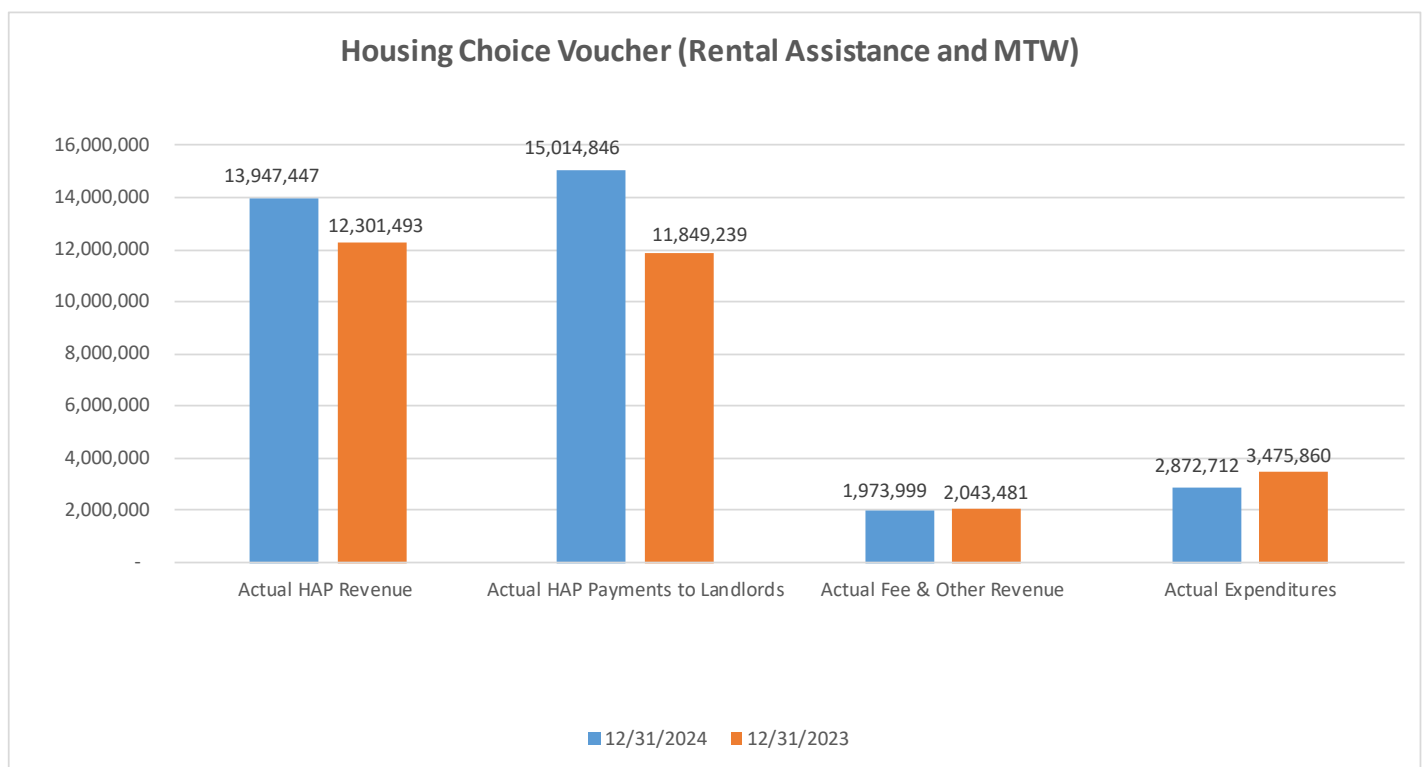
See attached graphics on the following pages.

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2024**

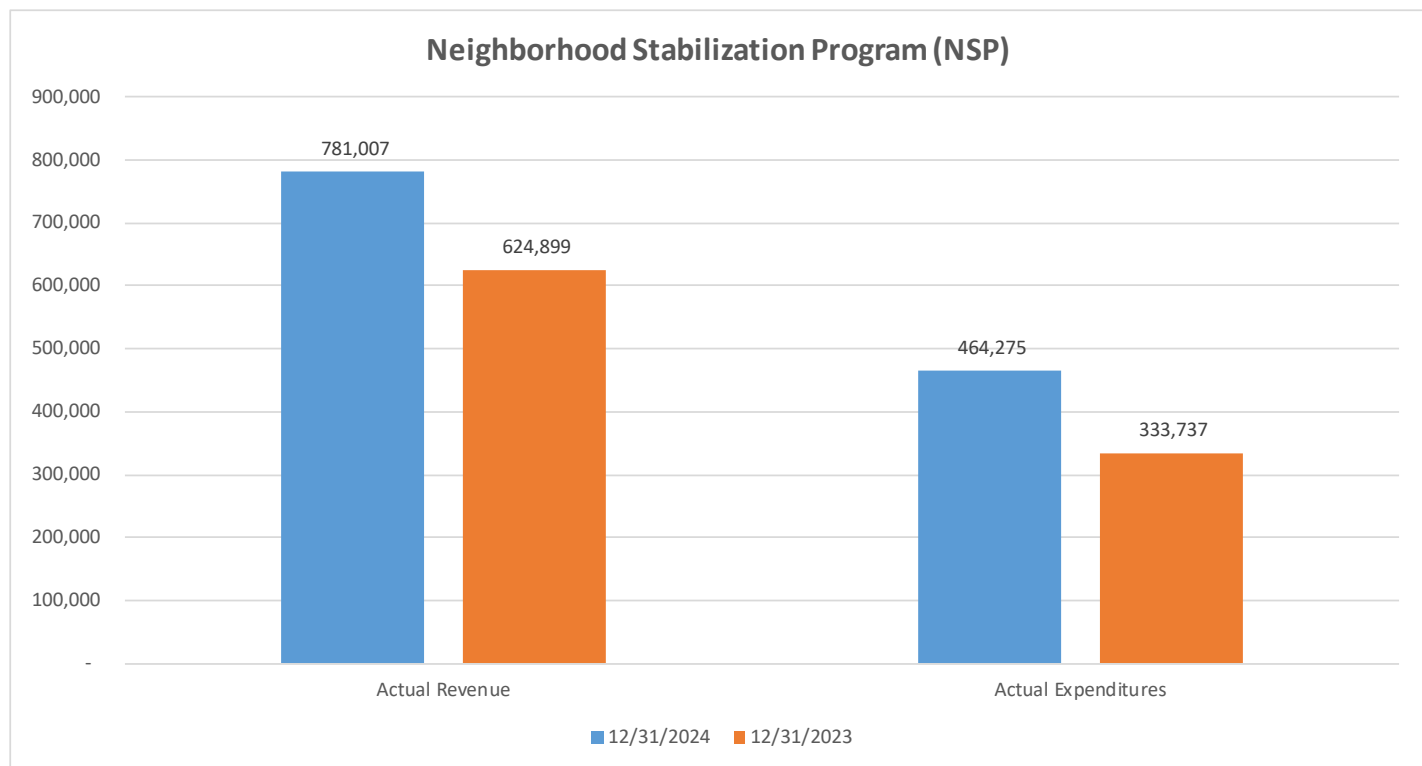
Public Housing	12/31/2024	12/31/2023	Variance	Variance Percentage
Actual Revenue	3,018,340	2,564,472	453,868	17.70%
Budgeted Revenue	2,381,559	2,642,189	(260,630)	-9.86%
Actual Expenditures	2,965,154	2,633,523	331,632	12.59%
Budgeted Expenditures	2,587,303	3,306,296	(718,993)	-21.75%
Actual Surplus (deficit)	53,186	(69,051)	122,237	-177.02%



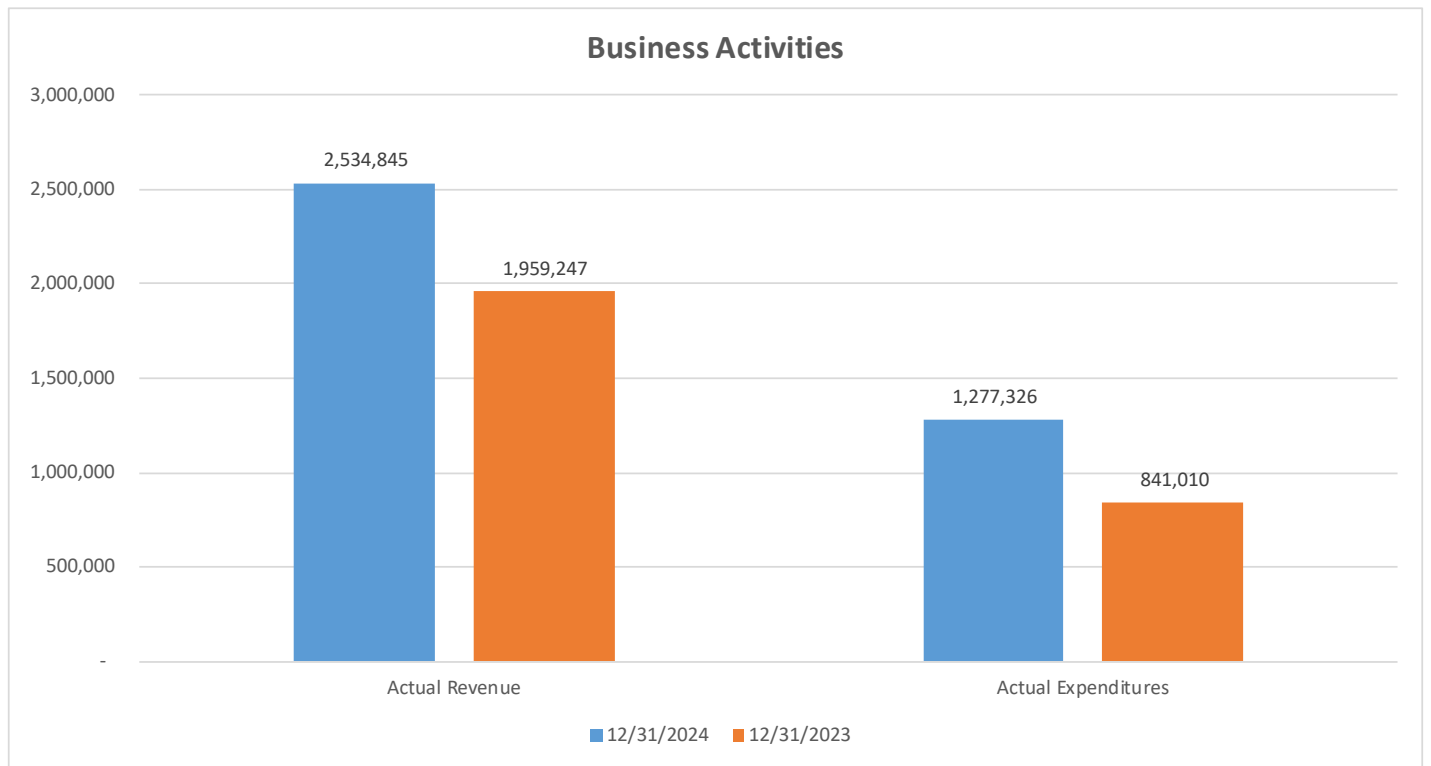
Housing Choice Voucher (Rental Assistance and MTW)	12/31/2024	12/31/2023	Variance	Variance Percentage
Actual HAP Revenue	13,947,447	12,301,493	1,645,954	13.38%
Budgeted HAP Revenue	14,216,580	13,975,083	241,497	1.73%
Actual HAP Payments to Landlords	15,014,846	11,849,239	3,165,607	26.72%
Budgeted HAP Payments to Landlords	12,761,316	12,347,975	413,341	3.35%
<i>HAP Surplus (Deficit)</i>	<i>(1,067,399)</i>	<i>452,254</i>	(1,519,653)	0.00%
Actual Fee & Other Revenue	1,973,999	2,043,481	(69,482)	-3.40%
Budgeted Fee & Other Revenue	1,929,984	1,500,891	429,093	28.59%
Actual Expenditures	2,872,712	3,475,860	(603,149)	-17.35%
Budgeted Expenditures	3,388,152	2,614,332	773,820	29.60%
<i>Unrestricted Profit (Loss)</i>	<i>(898,713)</i>	<i>(1,432,379)</i>	533,666	-37.26%
Actual Surplus (deficit)	(1,966,112)	(980,125)	(985,987)	100.60%



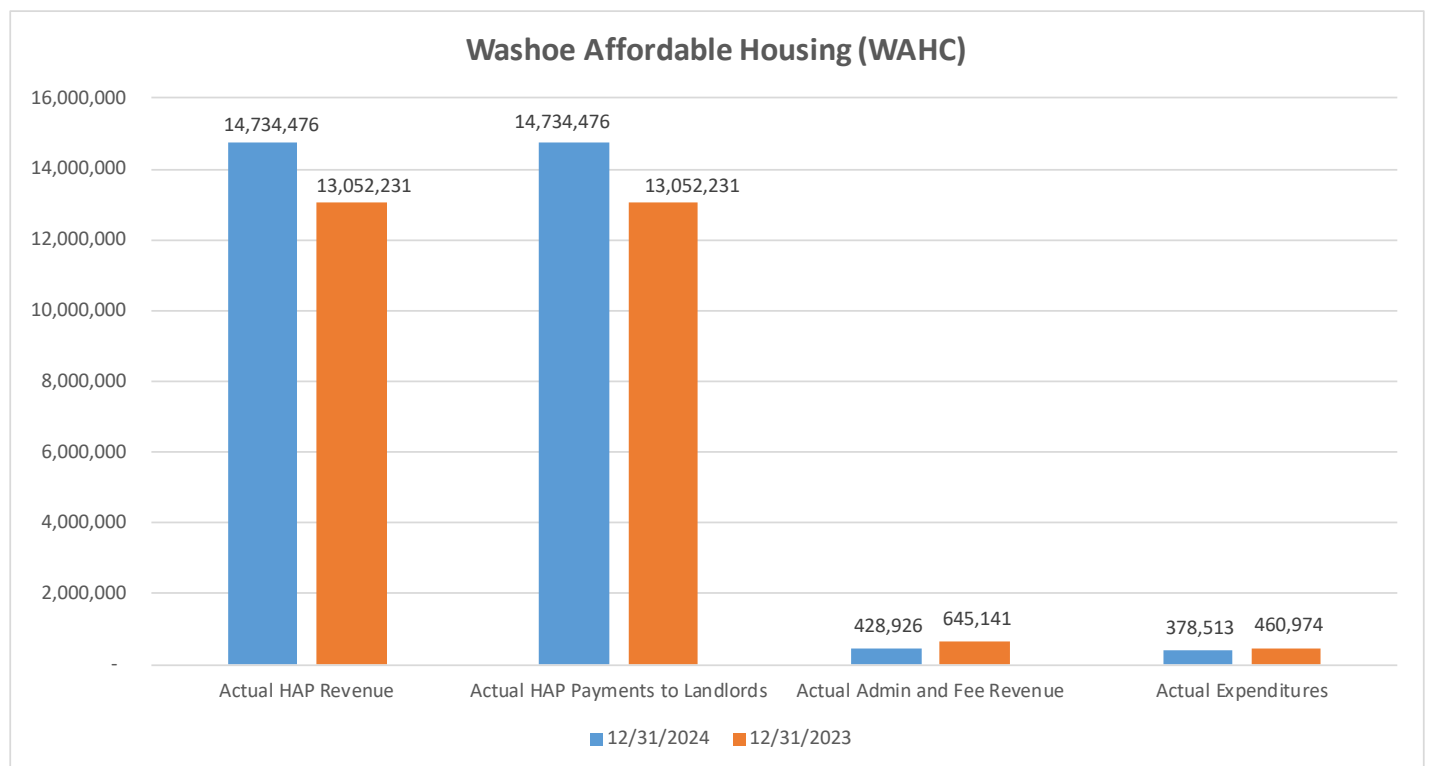
Neighborhood Stabilization Program (NSP)	12/31/2024	12/31/2023	Variance	Variance Percentage
Actual Revenue	781,007	624,899	156,108	24.98%
Budgeted Revenue	728,238	706,044	22,194	3.14%
Actual Expenditures	464,275	333,737	130,538	39.11%
Budgeted Expenditures	490,554	419,993	70,561	16.80%
Actual Restricted Surplus (deficit)	316,732	291,162	25,570	8.78%



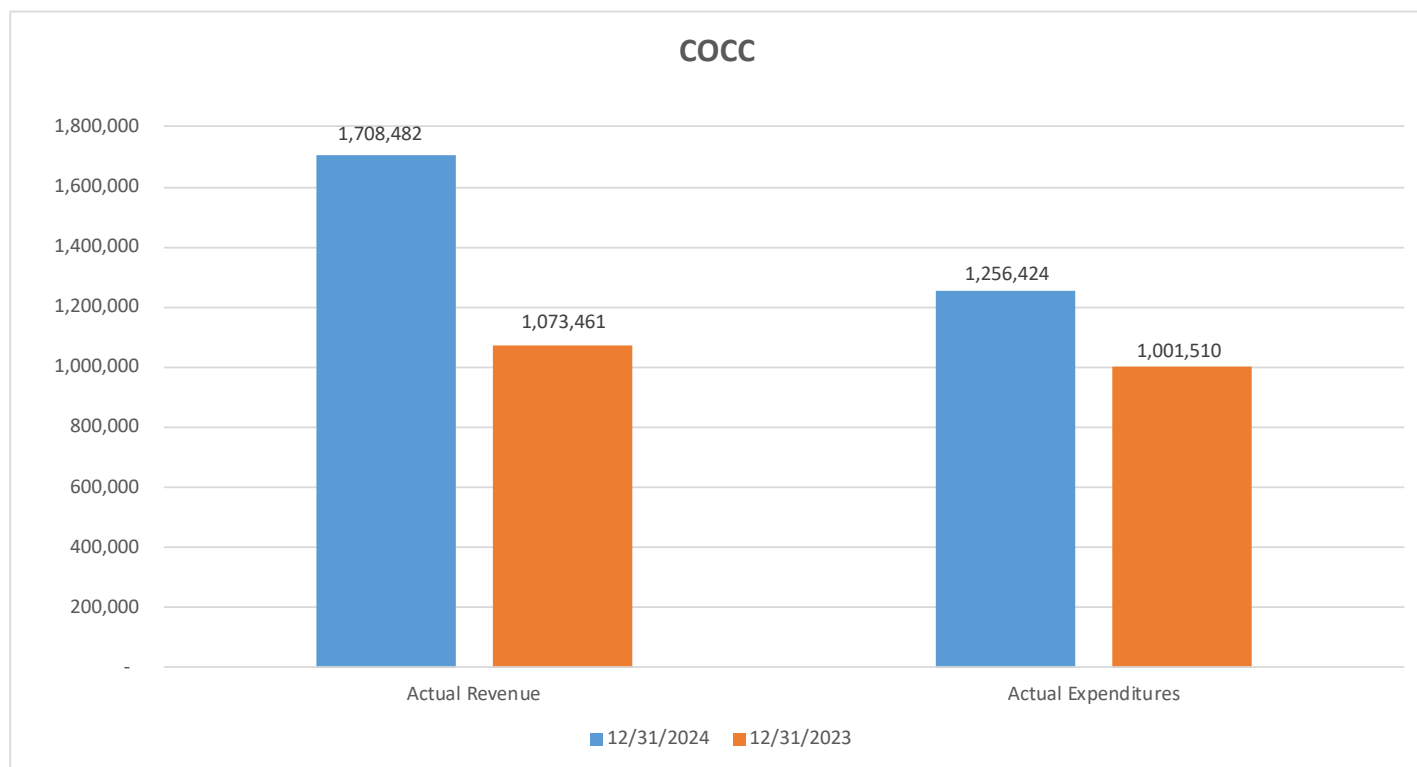
Business Activities	12/31/2024	12/31/2023	Variance	Variance Percentage
Actual Revenue	2,534,845	1,959,247	575,598	29.38%
Budgeted Revenue	2,146,254	1,982,964	163,290	8.23%
Actual Expenditures	1,277,326	841,010	436,316	51.88%
Budgeted Expenditures	1,112,538	846,540	265,998	31.42%
Actual Unrestricted Surplus (deficit)	1,257,519	1,118,237	139,282	12.46%



Washoe Affordable Housing (WAHC)	12/31/2024	12/31/2023	Variance	Variance Percentage
Actual HAP Revenue	14,734,476	13,052,231	1,682,245	12.89%
Budgeted HAP Revenue	13,169,304	13,923,549	(754,246)	-5.42%
Actual HAP Payments to Landlords	14,734,476	13,052,231	1,682,245	12.89%
Budgeted HAP Payments to Landlords	13,169,304	13,407,944	(238,640)	-1.78%
<i>HAP Surplus (Deficit)</i>	-	-	-	0.00%
Actual Admin and Fee Revenue	428,926	645,141	(216,216)	-33.51%
Budgeted Admin and Fee Revenue	607,734	689,161	(81,427)	-11.82%
Actual Expenditures	378,513	460,974	(82,461)	-17.89%
Budgeted Expenditures	463,822	396,193	67,629	17.07%
<i>Unrestricted Profit (Loss)</i>	<i>50,413</i>	<i>184,167</i>	(133,754)	-72.63%
Actual Surplus (deficit)	50,413	184,167	(133,754)	-72.63%



COCC	12/31/2024	12/31/2023	Variance	Variance Percentage
Actual Revenue	1,708,482	1,073,461	635,021	59.16%
Budgeted Revenue	1,392,846	1,093,950	298,896	27.32%
Actual Expenditures	1,256,424	1,001,510	254,914	25.45%
Budgeted Expenditures	1,788,588	1,553,667	234,921	15.12%
Actual Unrestricted Surplus (deficit)	452,058	71,951	380,107	528.28%



Entity-Wide Totals	12/31/2024	12/31/2023	Variance	Variance Percentage
Actual HAP Revenue	28,681,923	25,353,724	3,328,199	13.13%
Budgeted HAP Revenue	27,385,884	27,898,633	(512,749)	-1.84%
Actual HAP Payments to Landlords	29,749,322	24,901,470	4,847,852	19.47%
Budgeted HAP Payments to Landlords	25,930,620	25,755,919	174,701	0.68%
<i>HAP Surplus (Deficit)</i>	<i>(1,067,399)</i>	<i>452,254</i>	<i>(1,519,653)</i>	<i>-336.02%</i>
Actual Fee & Other Revenue	10,445,599	8,910,702	1,534,897	17.23%
Budgeted Fee & Other Revenue	9,186,615	8,615,199	571,416	6.63%
Actual Expenditures	9,214,404	8,746,614	467,790	5.35%
Budgeted Expenditures	9,830,957	9,137,021	693,936	7.59%
<i>Unrestricted Profit (Loss)</i>	<i>1,231,195</i>	<i>164,088</i>	<i>1,067,107</i>	<i>650.33%</i>
Actual Surplus (deficit)	163,796	616,342	(452,546)	-73.42%

