

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

July 23, 2024

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

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- Dick Scott Manor remains on track for completion. RHA is actively working with the US Veterans Administration to identify the first group of tenants. The ribbon cutting ceremony has been moved to August 15th.
- The US Department of Housing and Urban Development (HUD) has approved RHA's FY2025 MTW Plan. However, one proposed activity, that was carried over from RHA's submitted FY2024 MTW Plan Amendment which allows for an increase in HUD's Total Development Cost (TDC) for RHA's development projects, is still under review as HUD is developing guidance for all MTW agencies on this topic. Increasing the TDC would enable RHA to better utilize its MTW resources on its development projects as HUD's cost limits would more appropriately align with the current actual market costs.
- HUD's Principal Assistant Deputy Secretary for Public Housing is scheduled to visit Reno on August 29th. The Executive Director is working with HUD to develop an itinerary for his visit and once finalized, more information will be shared with the Board.
- Agency staff received Diversity, Equity, Inclusion, and Belonging training at the all-staff meeting held July 12th.
- RHA's Night at the Aces staff appreciation event was well attended, and the Executive Director and the events committee have received a lot of positive feedback on the event. Staff also thanked the Board for supporting these types of events for employees.
- JD Klippenstein, RHA's Director of Development, is moderating Nevada Housing Coalition's July 24th Lunch and Learn. It will be a housing policy update and discussion.
- The Executive Team and other staff will attend the Nevada Housing Coalition's Housing Policy Forum in Sparks on July 25th. Attendees will provide input into the Coalition's policy agenda and hear additional updates on legislation passed in the last session.

B. Rental Assistance Voucher Programs/Asset Management

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 7/1/24	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,484	2,182	88%	144
VASH	429	337	79%	51
VASH – pending PBV awards	112	0	0%	0
EHV	123	106	86%	11
FYI	15	8	53%	1

Number HQS Inspections Conducted	June 2024	175
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City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 7/1/24	Number of Households Approved as of 7/1/24	Percent Funding Spent
\$1,455,000	\$0	0	0%

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 122 PBV units, 61 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, 14 vouchers are unable to be re-issued after 9/30/23 and have been removed from the baseline, leaving 123 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 continue to be busy with addressing irrigation repairs noted while energizing the systems at all the properties. They have also been focusing on weed removal and tree/bush trimming at each of the sites. During the month of July, the maintenance team attended a Bloodborne Pathogen Awareness course.
- The Management team finalized the set ups for Affordable Rent Café at the end of June. Letters will go out by the middle of July to all residents who reside in the scattered site or unaided properties to set up an account so they can begin creating work orders and paying rent online. Managers started using the Teller Scan machines to accept rent payments electronically and while a few issues have been encountered, bank deposits are posting properly, and notification of nonsufficient checks is much quicker. Management staff also finalized the legal module in Yardi and anticipate using the functionality in July. 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.
- The Asset Management team completed interviews for the two open Assistant Manager positions and one candidate was selected and has started. After we complete onboarding with the recently hired manager, we will repost the position to fill the other opening. During the month of June, we lost a Maintenance II staff member due to personal reasons. The Maintenance II position has been posted and interviews are currently being scheduled.
- Hawk View residents have been working with Housing to Home (HTH) and RHA to find units in the Reno area to relocate to. As of the end of June, 47 residents have vacated the property and 25 others have given notice of move out dates in July. HTH and management are working closely to ensure each household is actively working on viewing units and completing necessary steps to successfully relocate.
- Public Housing ended the month of April with 130 vacancies for an overall occupancy rate of 82.80% across all sites. In June, twenty-six residents vacated their unit (21 of these were from Hawk View), and two units were leased.

C. Update on Resident Services

Senior Services

- **Golden Groceries Food Pantry at Tom Sawyer:** Held on 06/06 and 06/20/2024, serving averaging 50 senior residents each time.
- **Senior Dance Class at Willie J. Wynn:** Every Tuesday, with an average attendance of 5-7 seniors per session.

- **Farmers Market Voucher Distribution:** Coordinated with the City of Reno. Many senior residents signed up this year. A total of 50 vouchers were distributed.
- **Fraud Awareness Workshop:** Conducted by Reno PD and the City of Reno at Silverada. Participants were very engaged and asked many questions to the Reno PD. One participant said, "I feel much more aware of potential scams now. This workshop was very helpful."
- **Resident Council Meetings:** Going well. The "Meet Your Neighbor" event, held on the last Wednesday of each month, has seen increased attendance.

Workforce Development

- **Elevating Your Career Workshop:** Conducted by Mari Demers/CSA, with 15 attendees learning essential skills for career advancement.

Youth Programs

- **Teen Pregnancy Prevention – Sex Ed Class with NV Hopes:** Reached 11 teenagers, providing crucial education on sexual health.
- **REMSA:** Awarded 5 scholarships for the babysitting class, enabling participants to gain valuable childcare skills.
- **Start Smart Graduation:** The 2024 Scholarship Night Program highlighted the remarkable achievements of this year's Start Smart graduates. Each graduate shared personal stories demonstrating how the program has positively influenced their academic and personal development:
 1. **Daanial Butt:** Plans to pursue an apprenticeship in the electric field at TMCC and then continue his studies at UNR. The program's workshops on stress management and career planning have significantly contributed to his personal growth and preparedness for future challenges.
 2. **Ishleyn Delgado:** Aims to complete her college education at TMCC and dreams of owning a food truck business. She credited the Start Smart Program for helping her set and achieve personal goals and appreciated the support from Rosa Hall in improving her academic performance.
 3. **Karizma Hinojos:** Will be attending the University of Nevada, Las Vegas, majoring in business. Her involvement in various activities, both academic and extracurricular, has been supported by the confidence and direction provided by the Start Smart Program.
 4. **Nathaniel Lichtenwalter:** Aspires to become a calculus professor. The program has provided him with valuable learning experiences that have reinforced his commitment to education and self-reliance.
 5. **Alondra Perez:** Will be majoring in public health with a focus on pre-nursing at the University of Nevada, Reno. The program has equipped her with essential skills like time management and effective communication, crucial for her future career as a trauma nurse.
- **Summer Camp Transportation:** Provided to Sierra Nevada Journey's, allowing youth to participate in enriching summer activities.

D. Update on Public Affairs Activities

- Recruitment is underway for a new Government and Public Affairs Officer.
- Staff continues to work with the Executive Team and Development to plan the Dick Scott Manor ribbon cutting event.
- Staff has worked to respond to recent requests for interviews or information on various RHA projects or matters.
- The summer edition of the resident newsletter was completed and will be mailed in August.
- Staff is working to schedule the next internal Celebrity Home Tour for new employees.
- Planning is starting for a candidate open house, tentatively scheduled for September, to enable incumbent and new candidates to learn more about RHA and the many ways it serves our community.

E. Update on Development Department Activities

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

Silverada Manor

- The project underwent value engineering throughout much of June and the first half of July.
- While the budget is very near final, this delay in pricing as well as other matters related to HUD approval has caused financial closing to be pushed till the middle of August.
- Resident relocation efforts began at the beginning of July. 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 in order to voluntarily permanently relocate from Silverada Manor.

Hawk View

- Resident relocation continues to move forward and is on track to be complete by the middle of August. Below is a summary of progress as of July 15.

Unit Summary	
Total Units:	100
Already Vacant	19
Moved Out:	38
Move Date Pending:	14
Remaining to place:	29
Remaining Occupied:	43

- In July, following a competitive bidding process, Brinshore has selected Pinecrest Construction & Development Co. as the general contractor for the project.
- Project is aiming for financial closing at the end of September and construction start in October.

Dick Scott Manor

- Project is very near completion. Final punch list walkthrough will begin at the end of July.
- Ribbon Cutting ceremony has been scheduled for August 15.

Railyard Flats

- Construction is moving forward ahead of schedule and within budget and current project scope.
- Original project completion was scheduled for December 2024, but it may be done as early as October if all materials are delivered with delay.

Stead Manor

- The project remains on track to begin construction in the late fall 2024.
- RHA Development staff is working with Plenium to finalize the GMP plans to bring the GMP for Board approval at the August Board meeting.
- The Nevada Housing Division has not confirmed if additional HMNI funding is available for the project. In addition to following up with NHD, RHA staff will be discussing potential funding opportunities with the Nevada Clean Energy Fund as well as looking into NVEnergy's Energy Rebate Program.

McGraw Court/Silver Sage Court

- Plenium Builders has finalized the GMP for both of these projects. RHA staff has brought these GMPs for approval at the July Board meeting.
- Following the approval of the GMP, Plenium will transition into the construction phase of the project. This will begin with finalizing contracts with all subcontractors and purchasing materials in order to meet an anticipated construction start date of October 1, 2024.

Carville Court

- RHA has requested a proposal from H&K Architects so that will be brought to the Board approval in August.
- RHA continues to work with Washoe County to submit a Nevada Supportive Housing Development Fund application.

Paradise Plaza

- Pest mitigation is being conducted and expected to be complete by the end of July. The extent of abatement required is much more extensive than originally anticipated.
- RHA has contacted CIRE to inform them that the abatement will delay the completion of the post-closing agreement scope of work.
- Per guidance from RHA leadership, the Development Staff is working to develop 3 possible scopes of works and budgets that will be presented to the Board in August for discussion and possible direction.

Essex Manor

- Development staff has developed a tentative scope of work for the removal of existing swamp coolers and installation of mini-split heat pumps.
- The estimated budget is around \$3M and RHA has currently secured \$1.5M in HMNI and estimates another \$1M in funding from 2025 Capital Funds could be put toward the project.
- Development staff will be reaching out to the Nevada Clean Energy Fund to explore potential additional funding for the project.

Capital Fund

- Staff will release 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. by the end of July. Project is projected to begin in August.

Reno Avenue

- The due diligence period wrapped up successfully at the end of June. The ALTA survey and Phase 1 Environmental review did not identify any issues that would prevent RHA from moving forward with the purchase.
- RHA and Catholic Charities executed an amendment to the PSA to extend the Closing Period an additional 45 days. This allowed more time for all parties to get final documents prepared for closing. This included the transferring escrow from Stewart Title to Core Title due to the office we have been working with transitioning from Stewart to Core.
- RHA staff anticipates closing on the purchase by early August.

F. Update on Information Technology Activities

Yardi Implementation

- Working with Wise Consulting to learn how to create GL accounts and upload budget ETLs.
- IT, Development, and Finance have scheduled a demo of the Payscan module within the Procure to Pay suite to discover the benefits of integrating with the Job Cost module.
- Invitation letters for Affordable residents have been reviewed and approved. We are set to send out letters on July 17th. Staff have been notified and prepared of the potential influx of calls for account creation assistance.
- Screening Services workflow training for Affordable, Public Housing, and The Work Number was completed. The Screening Services module officially became live and mandatory following both the training and the final configuration of our database properties.

Laserfiche Implementation

- The scanning team have completed the files for Willie J. Wynn, Carville Court, D&K Horizons, and Pilgrim Rest. They have transitioned to finalizing the scanning of FY 2023 and FY 2024 files for the Finance department.

Other Projects

- The IT team has been finishing configuration of the RHA kiosks. The first kiosk is set to be placed in the main office foyer to gather feedback for two weeks. Once the necessary tweaks have been made to improve user experience, IT will collaborate with the Social Media

Specialist to schedule and plan a ribbon cutting event for the second kiosk that will be located at the Downtown Reno Library.

G. Update on MTW Activities

MTW Baseline Figures – FY 2023

- On June 28, 2024, HUD released 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. RHA received a preliminary compliance determination of 94% or Substantially Compliant. Staff is currently reviewing the data to provide a response back to HUD before the August 5 deadline. Following this response, HUD will finalize the data and provide RHA with its final MTW Statutory Requirements Compliance Assessment for FY 2023.

FY 2024 Annual MTW Report

- Preparation for RHA's annual MTW Report to HUD continues. To date, detailed information has been pulled for families currently paying minimum rent, those undergoing triennial recertifications and households receiving RHA's standardized utility allowances in the HCV program. Detailed demographic information has been compiled on all public housing residents and the same information for rental assistance households is currently being pulled. A thorough data analysis 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.
- Completed surveys and internal data on current and prior Mobility Demonstration participants have been sent to Rebecca J. Walter, PhD at the University of Washington (UW). Details including household income, family composition, and employment status of each household will be used by UW to evaluate the overall progress of these families and the Demonstration program overall. This analysis is a requirement of RHA's MTW participation and will be included in the annual MTW report to HUD.

TDC Waivers Working Group

- RHA continues to work with the MTW Collaborative and HUD to standardize HUD's requirements for a Total Development Cost (TDC) waiver under MTW. Currently HUD is requiring project-specific requests rather than allowing for agency wide waiver request allowed for under MTW. The group continues to discuss HUD's calculation methodology for setting TDCs with the Collaborative to identify possible solutions moving forward.

H. Update on Legal Inquiries

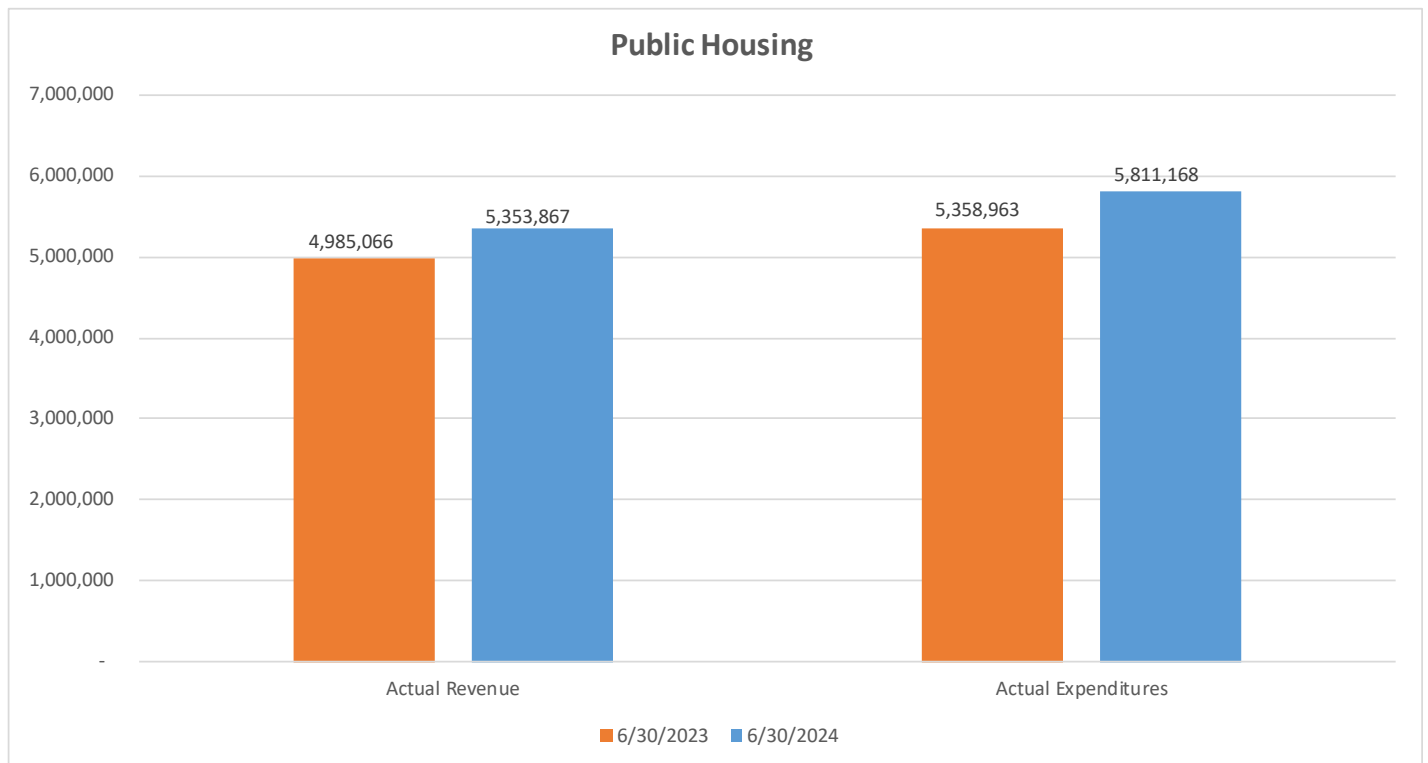
No legal updates.

I. Financials

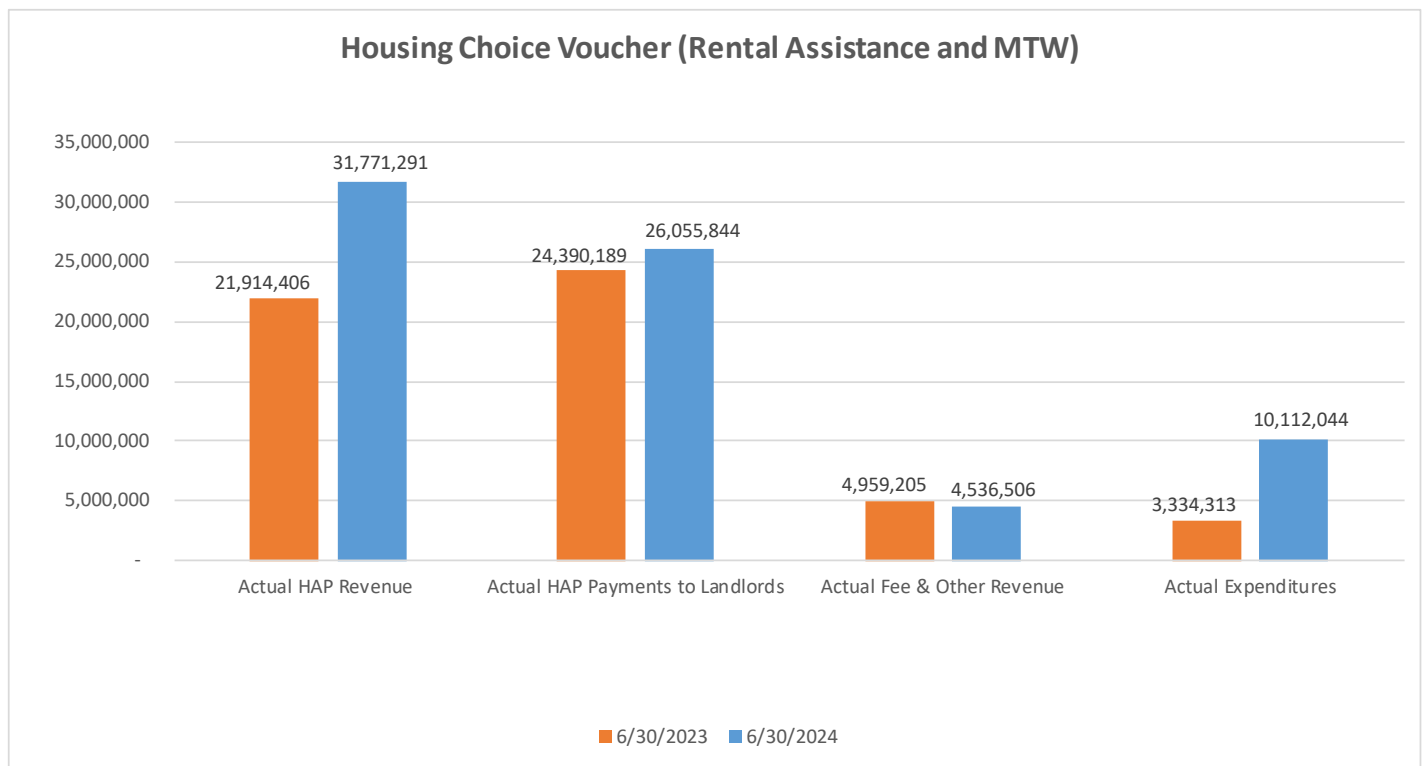
See attached graphics.

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 12 MONTHS ENDED JUNE 30, 2024**

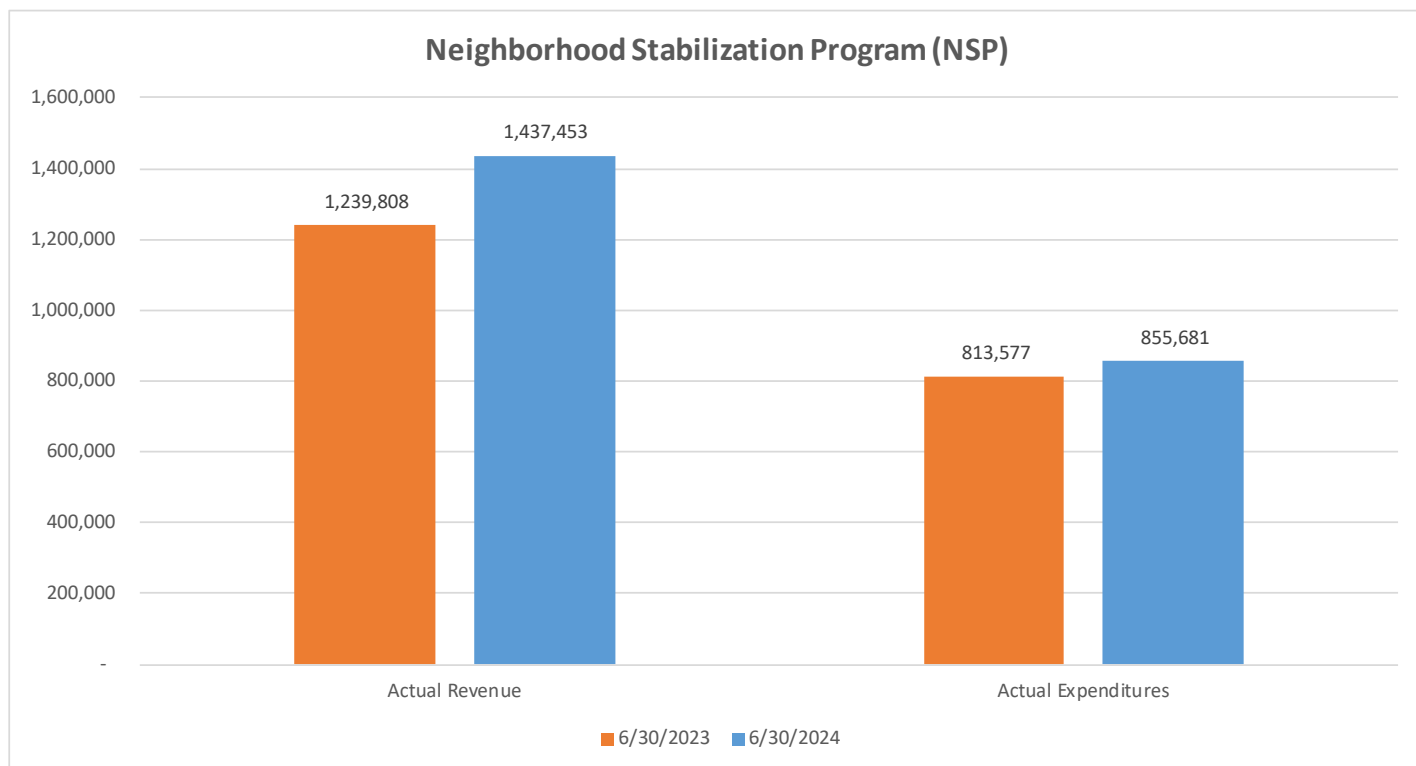
Public Housing	6/30/2024	6/30/2023	Variance	Variance Percentage
Actual Revenue	5,353,867	4,985,066	368,801	7.40%
Budgeted Revenue	5,284,379	4,668,839	615,540	13.18%
Actual Expenditures	5,811,168	5,358,963	452,205	8.44%
Budgeted Expenditures	6,612,593	5,685,699	926,894	16.30%
Actual Surplus (deficit)	(457,301)	(373,896)	(83,404)	22.31%



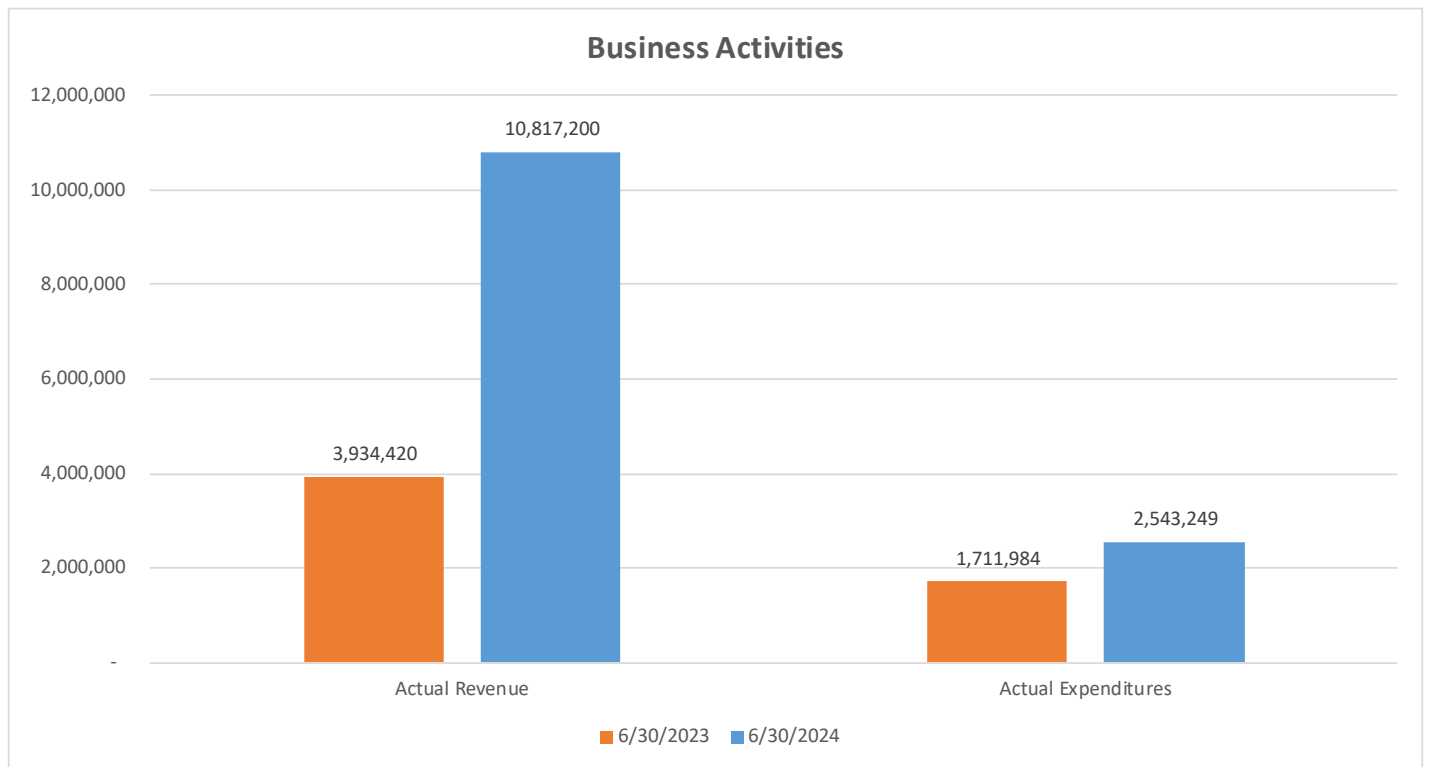
Housing Choice Voucher (Rental Assistance and MTW)	6/30/2024	6/30/2023	Variance	Variance Percentage
Actual HAP Revenue	31,771,291	21,914,406	9,856,885	44.98%
Budgeted HAP Revenue	27,950,167	25,592,604	2,357,563	9.21%
Actual HAP Payments to Landlords	26,055,844	24,390,189	1,665,655	6.83%
Budgeted HAP Payments to Landlords	24,695,950	25,224,916	(528,966)	-2.10%
<i>HAP Surplus (Deficit)</i>	<i>5,715,447</i>	<i>(2,475,783)</i>	8,191,230	0.00%
Actual Fee & Other Revenue	4,536,506	4,959,205	(422,699)	-8.52%
Budgeted Fee & Other Revenue	3,001,783	2,672,593	329,190	12.32%
Actual Expenditures	10,112,044	3,334,313	6,777,731	203.27%
Budgeted Expenditures	5,228,664	3,394,072	1,834,592	54.05%
<i>Unrestricted Profit (Loss)</i>	<i>(5,575,538)</i>	<i>1,624,892</i>	(7,200,430)	-443.13%
Actual Surplus (deficit)	139,909	(850,891)	990,800	-116.44%



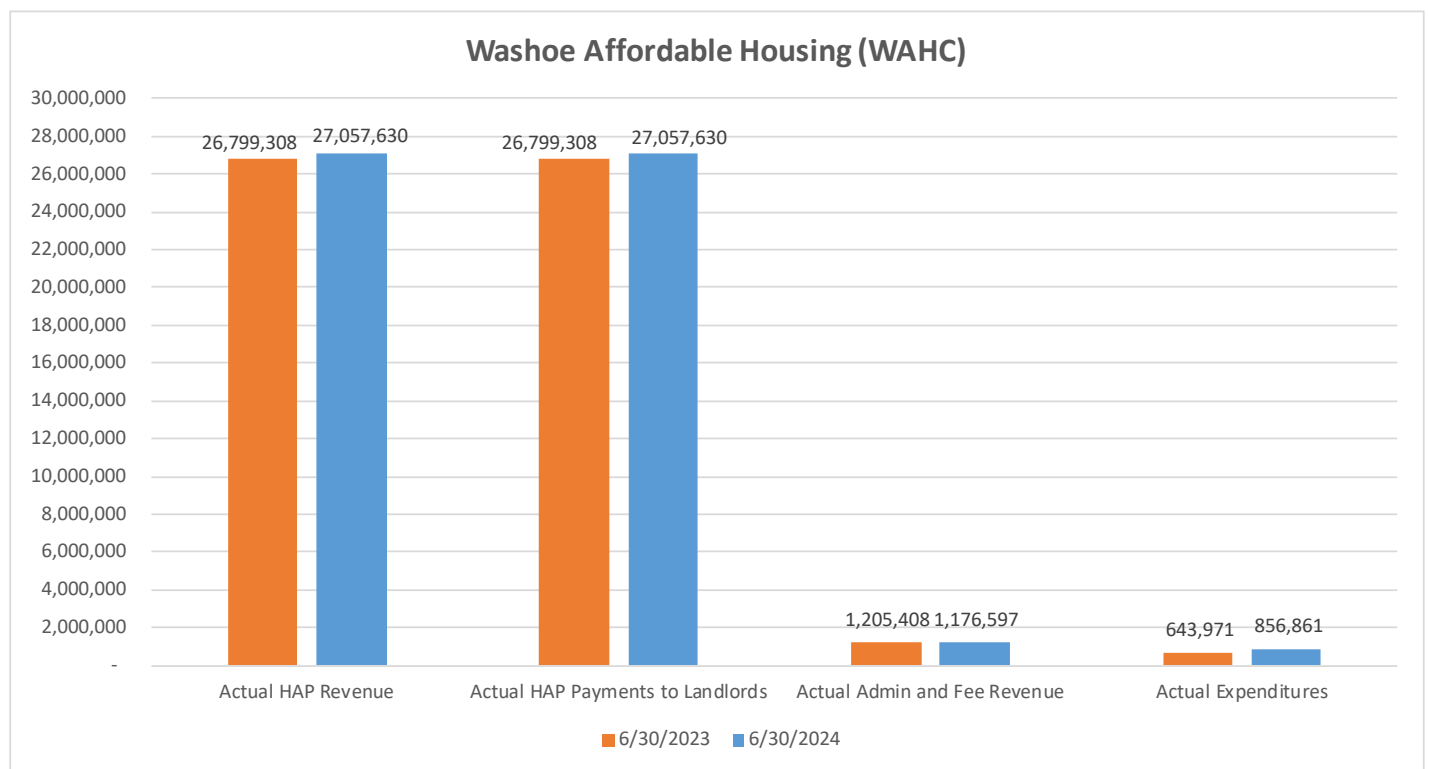
Neighborhood Stabilization Program (NSP)	6/30/2024	6/30/2023	Variance	Variance Percentage
Actual Revenue	1,437,453	1,239,808	197,645	15.94%
Budgeted Revenue	1,412,088	1,194,205	217,883	18.25%
Actual Expenditures	855,681	813,577	42,105	5.18%
Budgeted Expenditures	839,986	687,750	152,236	22.14%
Actual Restricted Surplus (deficit)	581,771	426,231	155,540	36.49%



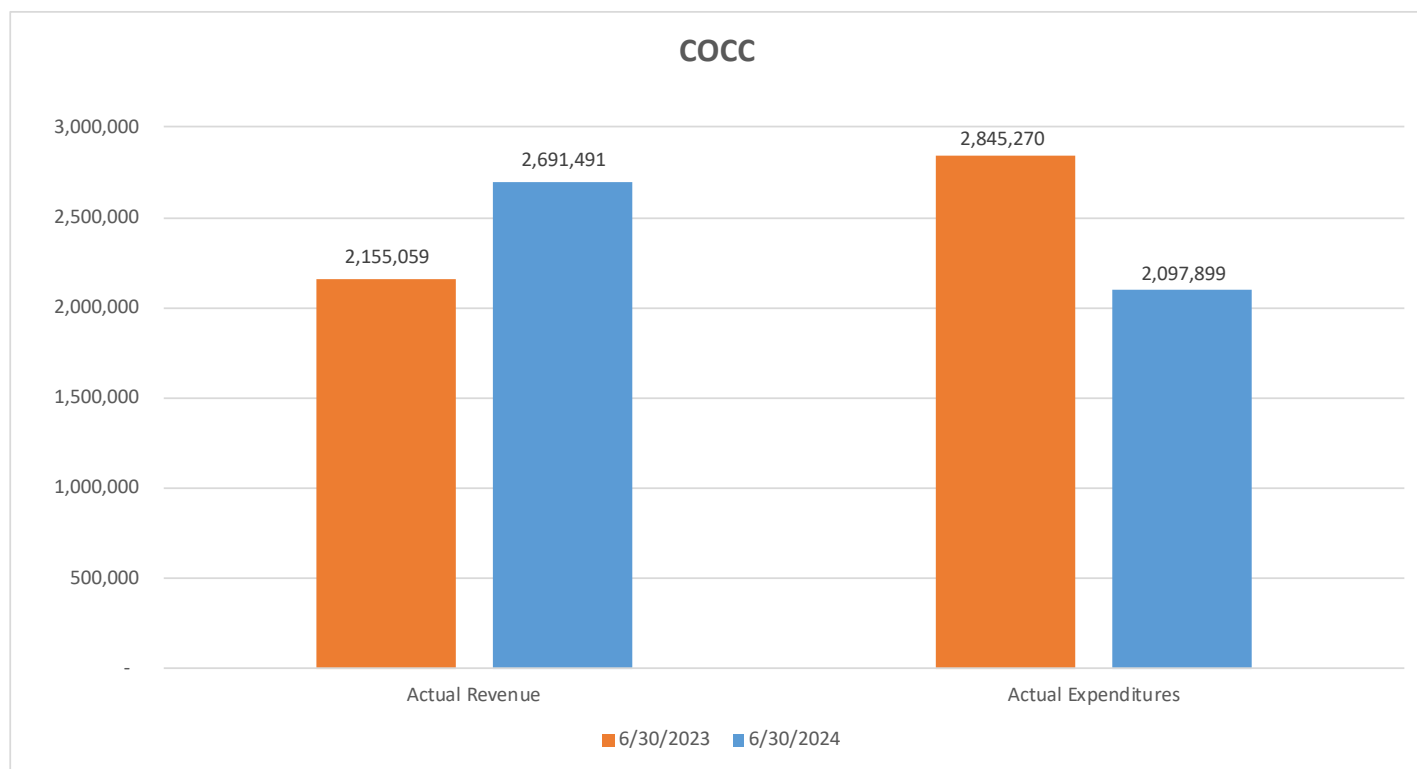
Business Activities	6/30/2024	6/30/2023	Variance	Variance Percentage
Actual Revenue	10,817,200	3,934,420	6,882,780	174.94%
Budgeted Revenue	3,965,928	4,097,478	(131,550)	-3.21%
Actual Expenditures	2,543,249	1,711,984	831,265	48.56%
Budgeted Expenditures	1,693,080	1,721,094	(28,014)	-1.63%
Actual Unrestricted Surplus (deficit)	8,273,951	2,222,436	6,051,514	272.29%



Washoe Affordable Housing (WAHC)	6/30/2024	6/30/2023	Variance	Variance Percentage
Actual HAP Revenue	27,057,630	26,799,308	258,322	0.96%
Budgeted HAP Revenue	26,815,888	25,737,290	1,078,598	4.19%
Actual HAP Payments to Landlords	27,057,630	26,799,308	258,322	0.96%
Budgeted HAP Payments to Landlords	26,815,888	25,737,290	1,078,598	4.19%
<i>HAP Surplus (Deficit)</i>	-	-	-	0.00%
Actual Admin and Fee Revenue	1,176,597	1,205,408	(28,811)	-2.39%
Budgeted Admin and Fee Revenue	1,031,211	1,033,015	(1,804)	-0.17%
Actual Expenditures	856,861	643,971	212,890	33.06%
Budgeted Expenditures	792,387	707,558	84,829	11.99%
<i>Unrestricted Profit (Loss)</i>	<i>319,736</i>	<i>561,437</i>	(241,701)	-43.05%
Actual Surplus (deficit)	319,736	561,437	(241,701)	-43.05%



COCC	6/30/2024	6/30/2023	Variance	Variance Percentage
Actual Revenue	2,691,491	2,155,059	536,432	24.89%
Budgeted Revenue	2,187,899	2,382,390	(194,491)	-8.16%
Actual Expenditures	2,097,899	2,845,270	(747,371)	-26.27%
Budgeted Expenditures	3,107,333	3,877,704	(770,371)	-19.87%
Actual Unrestricted Surplus (deficit)	593,592	(690,211)	1,283,803	-186.00%



Entity-Wide Totals	6/30/2024	6/30/2023	Variance	Variance Percentage
Actual HAP Revenue	58,828,922	48,713,714	10,115,208	20.76%
Budgeted HAP Revenue	54,766,055	51,329,894	3,436,161	6.69%
Actual HAP Payments to Landlords	53,113,474	51,189,497	1,923,978	3.76%
Budgeted HAP Payments to Landlords	51,511,838	50,962,206	549,632	1.08%
<i>HAP Surplus (Deficit)</i>	<i>5,715,447</i>	<i>(2,475,783)</i>	<i>8,191,230</i>	<i>-330.85%</i>
Actual Fee & Other Revenue	26,013,114	18,478,966	7,534,147	40.77%
Budgeted Fee & Other Revenue	16,883,288	16,048,520	834,768	5.20%
Actual Expenditures	22,276,902	14,708,078	7,568,825	51.46%
Budgeted Expenditures	18,274,043	16,073,877	2,200,166	13.69%
<i>Unrestricted Profit (Loss)</i>	<i>3,736,211</i>	<i>3,770,889</i>	<i>(34,677)</i>	<i>-0.92%</i>
Actual Surplus (deficit)	9,451,658	1,295,106	8,156,553	629.80%

