

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

March 26, 2024

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

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- President Biden signed the FY2024 minibus, which included the US Department of Housing and Urban Development's (HUD) budget, on March 8, 2024. The Public Housing Fund, consisting of capital and operating subsidies, received a 3.5% increase over FY2023 enacted amounts. The Housing Choice Voucher program received a 7.9% funding increase; however, funding for voucher administrative fees decreased by .3%. Also, of note, the HOME program budget was cut by 16.7% from FY23 enacted. RHA has not yet received its specific funding awards.
- The minibus included a provision to extend the MTW Contract for the initial 39 designated MTW agencies through 2038. This is great news as it provides surety for our agency and community of RHA's ability to continue to implement single fund flexibility, use reserves for housing development, and support non-traditional activities that best meet local needs.
- The Executive Director participated in a roundtable discussion with Principal Assistant Deputy Secretary (PDAS) Richard Monocchio and northern California PHAs on March 12th. Topics discussed included the Housing Choice Voucher program, administrative fees, budget needs, and repositioning.
- The Executive Director and Director of Development provided a tour of public housing properties in Ward 4 to Reno City Councilperson Ebert. The tour provided an opportunity to discuss upcoming renovations at Stead Manor, Essex Manor, and Hawk View Apartments and answer questions on these projects.
- RHA staff participated in an affordable housing town hall meeting hosted by the Nevada Housing Coalition on March 13th. Approximately 30 stakeholders participated and discussed topics related to regulatory and zoning impacts on creation of affordable housing, legislative initiatives and follow up on recently passed legislation, and other topics.
- RHA was awarded the US Department of Housing and Urban Development's (HUD) 2024 Repositioning Strategy Award by the HUD San Francisco Field Office. Per HUD's Field Office Director Mr. Windt, "the HUD team gives out awards to the PHAs for exceptional performance in various categories." Staff appreciate this recognition.
- RHA received HUD approval of its Section 18 disposition application for Hawk View Apartments. This approval allows RHA to continue to move forward with its relocation planning, financing, and related factors for the redevelopment of this public housing property. As the next step, RHA and its developer partner, Brinshore Development, will seek approval of bond financing from the State Board of Finance at its June meeting.

- Per prior Board approval, RHA released two Request for Proposals (RFP) to project-based HUD VASH vouchers. The RFPs are available for review through RHA's website on the Planning & Development page. Responses are due on April 1, 2024.
- RHA will be honoring Jazzmeen Johnson, RHA's previous resident board member, at the Nevada Women Fund's 2024 Salute to Women of Achievement. This allows RHA to support a local partner agency and be present in the community at an event that "honors the determination, passion, and dedication of women in our community, spanning various backgrounds and roles that contribute meaningfully to their workplaces, families, and communities." The event will be held on May 23, 2024. Board members interested in attending should contact April Conway.
- Per recent discussion with, and clarification from, HUD staff, all of RHA's public housing sites will operate as general occupancy housing available to any eligible household. Given current demographic data that HUD considers, there is not enough data to support an elderly designation at certain sites. This may change over time and, if so, RHA can submit for approval of a 5-year designated housing plan at Board identified sites. Staff are updating procedures to reflect this change. This does not impact current public housing residents but will provide RHA with an opportunity to serve a broader population at each site as units turnover.

B. Update on Rental Assistance / Asset Management

Rental Assistance

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 3/14/24	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,484	2,175	88%	152
VASH	541	294	54%	59
EHV	137	106	77%	19
FYI	15	7	47%	2

Number HQS Inspections Conducted by Month	
February 2024	209

City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 3/14/24	Number of Households Approved as of 3/14/24	Percent Funding Spent
\$1,309,500	\$1,180,067	259	90%

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 expectation 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.

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

- During the month of February, Asset Management on boarded one Assistant Manager and two maintenance II staff members. Currently, all Asset Management positions have been filled.
- Maintenance staff have been busy with snow removal, spreading pre-emergent and onboarding the new hire maintenance staff. They have also been working on ordering the items needed to complete the board approved \$5,000 resident council projects. During the month of February, the entire maintenance staff also attended an in-person ladder training and safety class.
- The Manager team continues to work on learning how to enter inspections using the Yardi Mobile Inspection application. Most of the mobile application software issues have been resolved and staff are learning how to properly cite NSPIRE deficiencies so work orders are automatically created. The only inspections still being completed on paper are the move in and move out inspections. Once Rent Café is live, we will be able to complete all inspections on the mobile application including move in and outs since the residents will be able to obtain a copy of the inspection electronically.
- Public Housing ended the month of February with 76 vacancies for an overall occupancy rate of 90.00% across all sites. In February, four residents vacated their unit, and three units were leased.

C. Update on Resident Services

- Resident Services staff attended a full day Mental Health Summit to increase their education and awareness of mental health topics.

Elderly Services

- Elderly Services staff attended the Senior Coalition meeting.
- Elderly Services staff continued to plan and operate the Golden Groceries Food Pantry. On average, 35-45 residents are served.
- Elderly Services staff members hosted **Sanford Center for Aging** at Willie J. Wynn for the Community Health and Wellness Program.

Workforce Development (WFD)

- Staff met to discuss Section 3 efforts. WFD Coordinators will include information regarding Section 3 opportunities in their quarterly and annual meetings with clients.
- Staff are planning the annual Career Fair for Workforce Development and Start Smart clients. Community partners have been contacted to host a table to promote open job opportunities and training. The event is scheduled for April 24th from 3pm-6pm at Silverada.

Youth/Family Activities

- 10 youth enrolled in Spring Break Bike Camp, a partnership with the **Reno Bike Project**. Participants received a bike, safety gear, lunch and snacks at no cost.
- Staff are 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.
- The 2024 Start Smart scholarship application has been released to eligible Start Smart students. Applications are due March 29, 2024, for the scholarship committee's review.
- Staff has begun contacting local businesses and community partners to discuss sponsorship opportunities to fund the scholarship awards.

Resident Councils

- 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!
- Tom Sawyer Resident Council hosted a St. Patrick's Day celebration featuring corn beef and cabbage for all RHA seniors and persons with disabilities.
- The Resident Council Easter Festival was held on March 23rd at Hawk View. This event was a collaborative effort put on by all of the resident councils.

D. Update on Public Affairs

Media: traditional and social

- Co-hosted news conference with Jacobs Entertainment regarding Sarrazin Arms land swap resulting in 48 total media placements. The story received 23 placements from the four local broadcast stations (KTVN 2, KOLO 8, KRNV 4, and KRXI 11), two placements from local online news outlets (Reno Gazette-Journal and This Is Reno), and 23 placements from local

radio stations (KUNR, KKFT, and KKOH). The announcement has acquired a grand total of 518K coverage views.

- Conducted round table and staff visit for Senator Rosen
- Represented RHA at the Nevada Housing Coalition Town Hall on March 13th.

Other

- Preparing fact sheet for upcoming Hawk View and Silverada resident meetings
- Conducted Sarrazin Arms resident meeting to discuss future of the property
- 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
- Gathering information to present to board regarding paths forward to brand RHA
- Coordinating Heidi to speak at the Incline/Crystal Bay Community Advisory Board in May
- Planning an “Open House” in late summer for candidates to learn more about RHA, its housing, and services.

E. Update on Development Department

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

Capital Fund

- RHA submitted a request to HUD’s Office of Capital Improvements to extend the obligation deadline for its FY2022 Capital Funds. The majority of these funds are budgeted for the Hawk View and Silverada Manor projects and RHA is unable to obligate the funds prior to final HUD approval, and financial closing, of these projects. The current HUD obligation deadline is May 11, 2024; however, pending approvals and financial closing for the projects will be after the deadline. Per regulations, HUD has the ability to extend the obligation deadline for factors beyond the PHA’s control such as required HUD reviews and approvals.

Reno Avenue

- RHA has executed an LOI with Catholic Charities of Northern Nevada for the purchase 5 parcels located on Reno Ave.
- RHA is drafting a Purchase Sale Agreement and plans to finalize the agreement with Catholic Charities over the next month.
- Staff is aiming to close on the purchase of the property in spring 2024.

Other Updates

- Blaine McGuire joined the Development Department as Project Manager.

F. Update on Information Technology Activities

Yardi Implementation

- IT is working closely with Admissions and our Rent Café PHA manager to ensure all setups are completed and accurate as we prepare to open waitlists.
- We are finalizing internal discussions before beginning the Payment Processing implementation. This module will allow the agency to accept online payments through Rent Café, as well as scanning resident checks.
- The Development, Finance, and IT departments continue working on the Job Cost Module setup.
- Staff from IT, Finance, and Asset Management attended the two-day virtual Yardi Advanced Solutions conference. This conference spanned topics ranging from new features in Yardi 8 to best reporting practices.

Laserfiche Implementation

- The scanning team has completed the files for scattered sites, Mineral Manor, and Tom Sawyer Village. They have transitioned to McGraw Court and Silver Sage.

Other Projects

- IT worked with Resident Services to set up a computer lab in the Hawk View community room that consists of a printer and four all in one HP computers.
- IT also finished setting up the point-to-point connection for the Housing to Home office at Hawk View.

G. Update on MTW Activities

FY 2025 Annual MTW Plan

- The FY 2025 Annual MTW Plan is included for Board approval. An overview of the Authority's plan was reviewed by members of the Resident Advisory Board and staff attended several Resident Council meetings to provide an overview of the proposed activities and their effect on current Public Housing residents. A public hearing to answer questions and receive comments on the proposed MTW Annual Plan was held on March 7, 2024. The public hearing was attended by five residents and one community member. All comments received were positive and the only questions asked surrounded around how soon the noted changes would be implemented. The Plan is due to HUD on or before April 15.

FY 2024 Annual MTW Report

- Preparation for RHA's Annual MTW Report to HUD has begun. Initial steps include several data pulls on current activities as well as disseminating surveys to Mobility Demonstration participants for analysis by the University of Washington.
- In 2016, RHA proposed and implemented an activity aimed at providing an incentive for adult children living in public housing, ages 18-20, to pursue employment and become economically self-sufficient. Activity 2016-06 (*Disregard earned income of PH household members, age 18-20, who are not the head of household, co-head, or spouse*) has allowed families, living in public housing, to have the earned income of adult children, within this age group, excluded from rent determinations for their households. To evaluate the overall effectiveness of this activity, staff recently began surveying all families who may have benefited from this income

exclusion. The survey includes questions to determine how this income exclusion impacted their household and if the activity assisted eligible members in becoming self-sufficient. Survey results will be included in the FY 2024 Annual MTW Report.

H. Update on Legal Inquiries

BOARD OF COMMISSIONERS				
Board Position	Name	Current Term	# of Terms	Notes
Chair	Dave Aiazzi	2/29/2024 to 2/28/2028	1	
Vice Chair	Mark Sullivan	2/1/2021 to 1/31/2025	3	
	Hilary Schieve	2/1/2024 to 1/31/2028	4	
	Kathleen Taylor	4/1/2023 to 3/31/2025	1	Completing term of Oscar Delgado
	Dejanae Brown	1/17/2024 to 4/30/2026	1	Completing term of Jazmeen Johnson

I. Financials

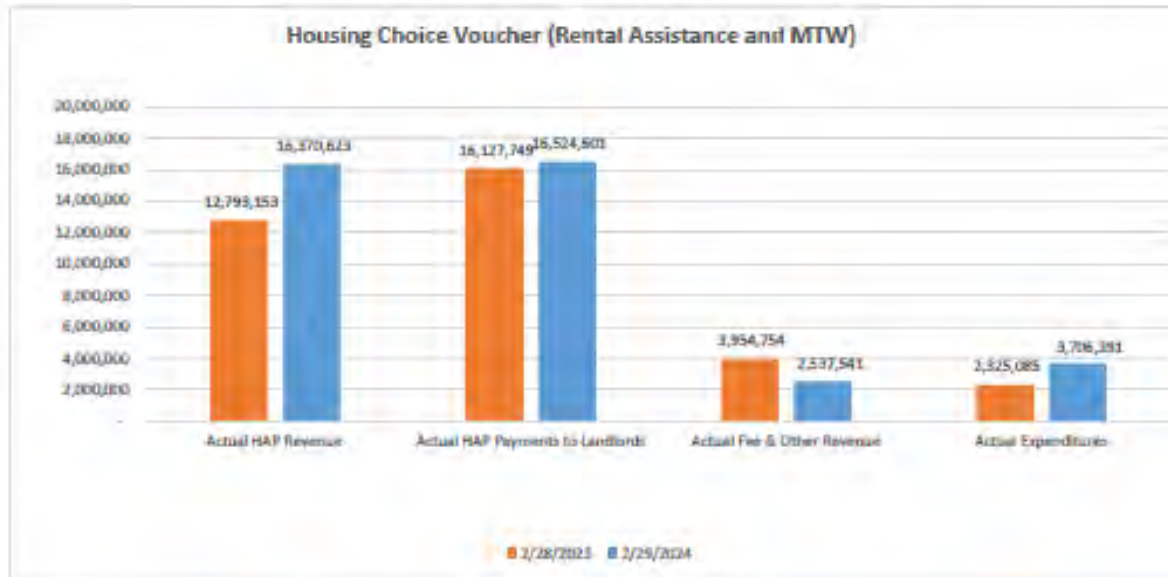
ENTITY-WIDE FINANCIAL REPORT FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024

Public Housing	2/29/2024	2/28/2023	Variance	Variance Percentage
Actual Revenue	3,251,419	3,220,023	31,397	0.98%
Budgeted Revenue	3,522,919	3,112,559	410,360	13.18%
Actual Expenditures	3,661,251	3,698,784	(37,533)	-1.01%
Budgeted Expenditures	4,408,395	3,790,466	617,929	16.30%
Actual Surplus (deficit)	(409,832)	(478,761)	68,930	-14.40%



ENTITY-WIDE FINANCIAL REPORT
FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024

Housing Choice Voucher (Rental Assistance and MTW)	2/29/2024	2/28/2023	Variance	Variance Percentage
Actual HAP Revenue	16,370,623	12,793,153	3,577,470	27.96%
Budgeted HAP Revenue	18,633,445	17,061,736	1,571,709	9.21%
Actual HAP Payments to Landlords	16,524,601	16,127,749	396,852	2.46%
Budgeted HAP Payments to Landlords	16,463,967	16,816,611	(352,644)	-2.10%
Actual Fee & Other Revenue	2,537,541	3,954,754	(1,417,213)	-35.84%
Budgeted Fee & Other Revenue	2,001,189	1,781,729	219,460	12.32%
Actual Expenditures	3,706,391	2,325,085	1,381,306	59.41%
Budgeted Expenditures	3,485,776	2,262,715	1,223,061	54.05%
Actual Surplus (deficit)	(1,322,829)	(1,704,927)	382,099	-22.41%



**ENTITY-WIDE FINANCIAL REPORT
FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024**

Neighborhood Stabilization Program (NSP)	2/29/2024	2/28/2023	Variance	Variance Percentage
Actual Revenue	947,407	801,320	146,087	18.23%
Budgeted Revenue	941,392	796,137	145,255	18.25%
Actual Expenditures	540,923	570,968	(30,044)	-5.26%
Budgeted Expenditures	559,991	458,500	101,491	22.14%
Actual Restricted Surplus (deficit)	406,484	230,352	176,132	76.46%



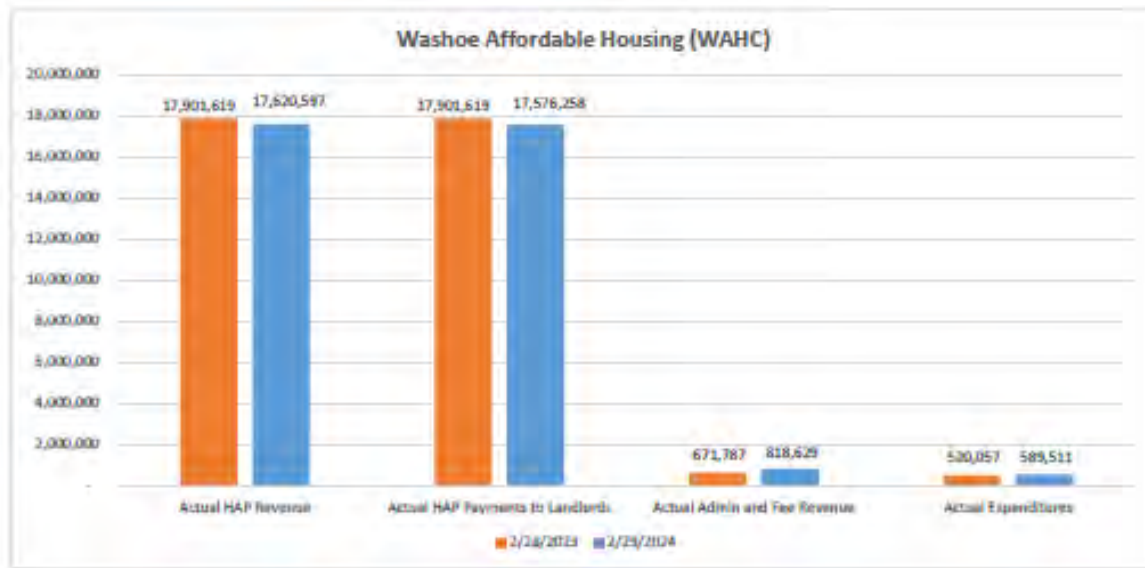
ENTITY-WIDE FINANCIAL REPORT
FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024

Business Activities	2/29/2024	2/28/2023	Variance	Variance Percentage
Actual Revenue	3,498,967	2,681,439	817,529	30.49%
Budgeted Revenue	2,643,952	2,731,652	(87,700)	-3.21%
Actual Expenditures	1,227,924	1,153,166	74,758	6.48%
Budgeted Expenditures	1,128,720	1,147,396	(18,676)	-1.63%
Actual Unrestricted Surplus (deficit)	2,271,043	1,528,273	742,770	48.60%



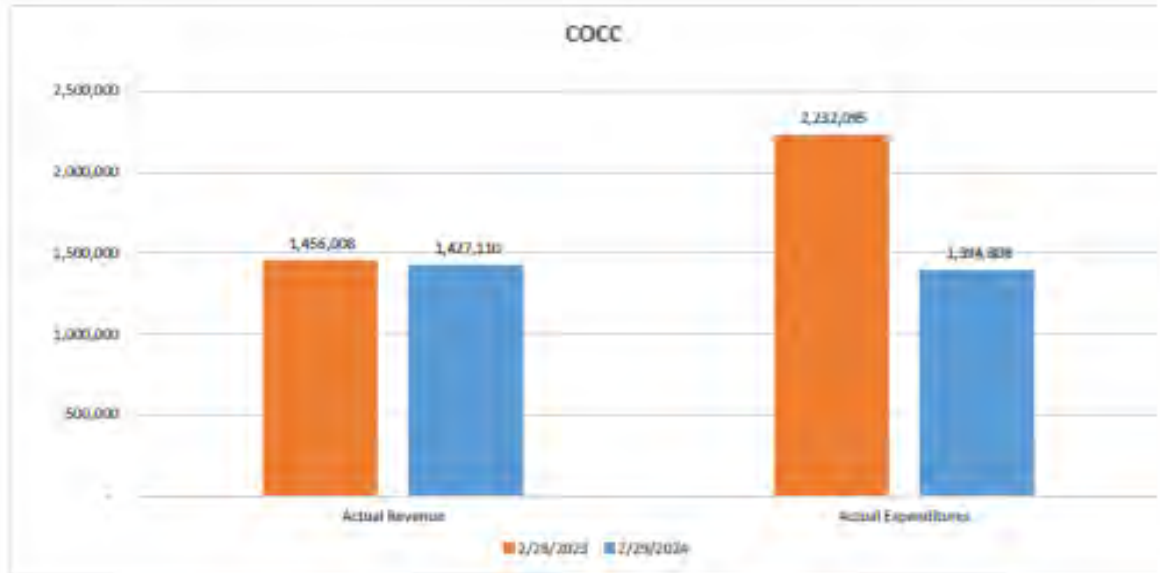
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FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024

Washoe Affordable Housing (WAHC)	2/29/2024	2/28/2023	Variance	Variance Percentage
Actual HAP Revenue	17,620,597	17,901,619	(281,022)	-1.57%
Budgeted HAP Revenue	17,877,259	17,158,193	719,065	4.19%
Actual HAP Payments to Landlords	17,576,258	17,901,619	(325,361)	-1.82%
Budgeted HAP Payments to Landlords	17,877,259	17,158,193	719,065	4.19%
HAP Surplus (Deficit)	44,339	-	44,339	0.00%
Actual Admin and Fee Revenue	818,629	671,787	146,842	21.86%
Budgeted Admin and Fee Revenue	687,474	688,677	(1,203)	-0.17%
Actual Expenditures	589,511	520,057	69,454	13.36%
Budgeted Expenditures	528,258	471,705	56,552	11.99%
Unrestricted Profit (Loss)	229,118	151,730	77,388	51.00%
Actual compared to budget	273,457	151,730	121,727	80.23%



**ENTITY-WIDE FINANCIAL REPORT
FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024**

COCC	2/29/2024	2/28/2023	Variance	Variance Percentage
Actual Revenue	1,427,110	1,456,008	(28,898)	-1.98%
Budgeted Revenue	1,458,599	1,588,260	(129,661)	-8.16%
Actual Expenditures	1,394,808	2,232,095	(837,287)	-37.51%
Budgeted Expenditures	2,071,555	2,585,136	(513,581)	-19.87%
Actual Unrestricted Surplus (deficit)	32,301	(776,088)	808,389	-104.16%



ENTITY-WIDE FINANCIAL REPORT
FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024

Entity-Wide Totals	2/29/2024	2/28/2023	Variance	Variance Percentage
Actual HAP Revenue	33,991,220	30,694,772	3,296,448	10.74%
Budgeted HAP Revenue	36,510,703	34,219,929	2,290,774	6.69%
Actual HAP Payments to Landlords	34,100,859	34,029,368	71,491	0.21%
Budgeted HAP Payments to Landlords	34,341,225	33,974,804	366,421	1.08%
HAP Surplus (Deficit)	(109,639)	(3,334,596)	3,224,957	-96.71%
Actual Fee & Other Revenue	12,481,073	12,785,330	(304,257)	-2.38%
Budgeted Fee & Other Revenue	11,255,525	10,699,013	556,512	5.20%
Actual Expenditures	11,120,809	10,500,155	620,654	5.91%
Budgeted Expenditures	12,182,695	10,715,918	1,466,777	13.69%
Unrestricted Profit (Loss)	1,360,264	2,285,175	(924,911)	-40.47%
Actual Surplus (deficit)	1,250,625	(1,049,421)	2,300,046	-219.17%

