

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

November 19, 2024

SUBJECT: Executive Director/Secretary's Report.

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- The grand opening of Railyard Flats will be on November 22, 2024, at 10 am. RHA is currently accepting applications for leasing the 15 new apartments and those interested can call the office or visit RHA's website for more information.
- The Nevada Housing Division (NHD) awarded \$1,000,000 in additional Home Means Nevada Initiative (HMNI) funding to Hawk View, LLC. As the master developer, Brinshore will accept these monies for the project, and they will become part of the HMNI loan financing. These funds will provide part of the gap financing needed for the development.
- RHA was awarded \$155,000 from NHD for its Homeless Prevention Program (HPP). Staff have requested a debrief with NHD to understand how funding amounts were determined and if there are ways to strengthen the application going forward. RHA had applied for \$500,000. Based on the funding received, staff will revise the previously approved Program Plan to conform with funding available for next year.
- The majority of Resident Services staff and programming will move to the Early Childhood Center at the Reno Avenue site (Reno Ave) on December 2, 2024. This temporary move is necessary because Pavilion, the General Contractor for the Silverada Manor rehabilitation project, will start work at Silverada Manor on December 3rd and the community building is part of the redevelopment and staging area. Senior services staff have been relocated to Tom Sawyer and Willie J. Wynn. Residents and clients have been/will be notified of these changes via Nixle (RHA's resident services software), flyers, and RHA's website. Necessary upgrades are underway at Reno Avenue to accommodate this move.
- Staff met with Angela Fuss at the City of Reno to discuss upzoning RHA's properties and is following up with the requested information. Ms. Fuss indicated that each property would need to be analyzed individually based on zoning and other requirements in each property's area. RHA already applied to upzone its current Carville Court and D&K Horizons properties in order to accommodate a higher density of units at its proposed new Carville Court project. The required public meeting was held on November 13, 2024. Staff attended the meeting which was hosted at Willie J Wynn. No neighbors attended. The application will now proceed to the Planning Commission in December and Reno City Council in January.
- UNR provided notification that they did not receive expansion funding and cannot maintain the Sage Street facility at the new lease terms. Staff has contacted them to determine if they can maintain the facility at other terms and are awaiting their response.

- Jamie Newfelt, RHA's Director of Rental Assistance, was asked to present, along with Veterans Affairs staff, to VISN, our region's veterans care system, on our adoption of Special Housing Types and how this works to help house more veterans. She will also participate in a panel on the new NSPIRE-V inspections for the Housing Choice Voucher program at PHADA's upcoming conference in January.
- RHA's Executive Director was elected Vice-Chair of the Federal Home Loan Bank of San Francisco's Affordable Housing Advisory Council.
- RHA's Executive Team met with EDAWN staff to discuss affordable housing issues in the region and to provide more information on our services.

B. Rental Assistance Voucher Programs/Asset Management

Rental Assistance

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 11/1/24	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,638	2,362	90%	72
VASH	441	373	85%	40
VASH – pending PBV awards	100	0	0%	0
EHV	119	107	90%	7
FYI	15	9	60%	4

Number HQS Inspections Conducted	Oct 2024	202
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City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 11/7/24	Number of Households Approved as of 11/7/24	Percent Funding Spent
\$1,455,000	\$553,340	116	40%

Homeless Prevention Program

Total Funding Available	Total Assistance Approved as of 11/7/24	Number of Households Approved as of 11/7/24	Percent Funding Spent
\$316,051.87	\$76,366.35	22	24%

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 121 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 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 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, 18 vouchers are unable to be re-issued after 9/30/23 and have been removed from the baseline, leaving 119 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 finished shutting down irrigation and swamp coolers at all properties during the month of October. They also worked on moving the Property Manager and the Elderly Services Administrator from the Silverada Manor office to Tom Sawyer Village in preparation of the Silverada Manor community room rehabilitation. Maintenance also attended a Personal Protective Equipment training during the month of October.

- On the management side, we continue working on setting up the Public Housing Rent Café portal and we are making good progress. Staff have also been working with the residents who are located in the 1st phase of construction at Silverada Manor to complete temporary transfers to new units while their units are rehabilitated, we anticipate the 1st phase residents will be completely moved no later than the first week of November.
- During the month of October, we completed interviews for the Maintenance II position, and the selected candidate is expected to start by the middle of November. We completed interviews and selected an internal candidate for the Senior Property Manager position and our new Property Manager started in October. We plan on posting and interviewing candidates during the month of November for the open Maintenance I position.
- Public Housing ended the month of October with 173 vacancies for an overall occupancy rate of 71.50% across all sites. 100 of those are from Hawk View Apartments which has completed permanent relocation of all residents in preparation for demolition. The vacancy percentage decrease was due to Silverada Manor dropping off the public housing portfolio. Out of the 173 vacancies, 13 of the vacancies are being used by residents of McGraw Court and Silver Sage Court who have been temporarily relocated. Once we have closed on the Hawk View Apartments project, those units will be pulled from the public housing portfolio and will no longer be counted in the vacancy rate. Without Hawk View Apartments' vacancies, public housing has a occupancy rate of 88.20%. 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 will start before the end of 2024.

C. Update on Resident Services

Senior Services

- **Golden Groceries Food Pantry at Tom Sawyer:** Held on October 5th and 19th, serving 42 and 39 participants, respectively.
- **Produce on Wheels at Silverada:** This ongoing program served 20 and 15 participants across two sessions this month. Residents were informed that Produce on Wheels will be moving to Notable in November due to the construction at Silverada, which is projected to start in December.
- **Senior Dance Class at Willie J. Wynn:** Continued weekly, increasing participation to 6 attendees per session.
- **Workshops and Wellness Programs:**
 - **Picklin' Workshop at Willie J. Wynn:** Hosted by Reno Food Systems on October 9 with 15 participants.
 - **Access to Health Care State Health Insurance Assistance Program (SHIP) Program:** Held on October 17 with 17 attendees.

- **Community Health and Wellness Program:** Hosted at Silverada Manor on October 15 and Willie J. Wynn on October 31, with 11 and 5 participants, respectively.
- **Hi-Fiber Workshop:** Conducted by UNR Extension on October 18 with 10 participants.

Workforce Development

- **Family Self-Sufficiency (FSS) Program:**
 - **Workshops:** Budgeting and Planning Workshop on October 2 attracted 7 attendees.
 - **Community Outreach:** A presentation at Jan Evans Juvenile Center on October 17 with 39 case managers, probation officers, and staff.
 - **Success Story:** Assisted a participant with English comprehension tutoring, enabling her to pass her administrative certification and earn a \$150 rent credit.

Resident Engagement

- **Resident Council Activities:**
 - **Silverada Manor:** Hosted Day of the Dead discussions on October 10 with 6 participants and cultural recognition events during October 28-November 1.
 - **Tom Sawyer Village:** Organized a Nevada Day Informative Luncheon on October 7th, with 12 attendees, and a Halloween-themed event on October 31st, with 27 participants.
 - **Mineral Manor:** Planned a Halloween Trunk or Treat with 20 attendees on October 31st.
 - **Essex Manor:** Conducted a Baking Demonstration on October 26 with 18 attendees and reviewed the final garden harvest for 2024.
 - **Stead Manor:** Hosted a sensory-friendly haunted house and mental health session, elected a new tenant representative, and began planning for the 2025 garden in collaboration with Urban Roots.

Youth Programs

- **Start Smart Program:**
 - **Workshops:** Time Management Workshop on October 11th, 2024, with 16 attendees.
 - **Outreach:** Presentation at Jan Evans Juvenile Center on October 17th reached 39 case managers, probation officers, and staff.
 - **Halloween Event:** The Halloween event was a tremendous success, thanks to the collaborative efforts of our staff. The event continues to be a highlight for residents and the community. While each site worked hard to showcase its creativity, the true success lies in the joy it brought to the children and its meaningful impact on our families. Events

like these exemplify the sense of community and connection we strive to foster.

- The RHA team that won this year's Halloween event was Stead Manor Legoland



Upcoming Projects & Events

- **Community Health and Wellness Program:**
 - Scheduled for November 2024, at Willie J. Wynn with free health assessments and consultations.
- **Thanksgiving Luncheons:** Luncheons will be held at Willie J. Wynn and Silverada Manor and sponsored by Reno Gospel Mission and Holy Cross Church.
- **Garlic Growing Workshop:** An interactive gardening event scheduled for November 19, 2024, at Willie J. Wynn.

D. Update on Public Affairs Activities

- Greater Nevada Credit Union presented RHA with a \$100,000 check for the Federal Home Loan Bank of San Francisco AHEAD Grant on 11/18. The funds will support current Workforce Development programs including participant workshops, training sessions, incentives, and scholarships.
- RHA will host the Railyard Flats ribbon cutting on 11/22 and commemorate the project with remarks on behalf of Nevada's federal and state delegations, and elected officials from the cities of Reno and Sparks.

- Completed Elderly Services outreach regarding staff's relocation due to Silverada construction.
- Finalizing communication needs for Silverada staff during the relocation to ensure a smooth transition.
- Developing 2025 calendar for residents and clients.

E. Update on Development Department Activities

Silverada Manor

- The project closed on October 24th!
- Phase 1 resident relocation was completed by November 6th. Residents were temporarily relocated on-site at Silverada Manor as well as off-site at Tom Sawyer Village and Essex Manor.
- Residential demolition in Phase 1 units began on November 19th, 2024.

Hawk View

- RHA and Brinshore secured an additional \$1M in HMNI funds from the Nevada Housing Division for a total of \$12M.
- RHA worked out a solution with the Washoe County HOME Consortium to address the BABA challenges while still receiving some HOME funding. The project will receive approximately \$400k-500k in program income, which does not trigger BABA requirements.
- Delays in receiving permits due to easement issues, complications with demolition permit process, and minor conditional use permit. Aiming to receive permits by early December.
- Bids came in on November 5th, 2024, and they were higher than what was originally budgeted. Project is currently undergoing value engineering with primary focus on finishes and structural steel.
- Permit delays and pricing exercise has moved closing target date to December 15th.

Railyard Flats

- All major exterior and interior work has been completed. The project is waiting for switchgears to be delivered in order to be completed.
- Switch gear delivery was slightly delayed due to impact of natural disasters in southeast on supply chain. Project general contractor received notice that the equipment had been shipped and is set to be received in late November.

- Aiming for project completion in early December, certificate of occupancy by mid-December and lease-up starting in early January 2025.
- The project's ribbon cutting ceremony is set for November 22, 2024.

Stead Manor

- Temporary relocation of residents in Phase 1 began on November 11, 2024, and will be completed before Thanksgiving. All residents in this phase will be moved into vacant units on-site.
- Construction set to begin on December 3rd, 2024.

McGraw Court/Silver Sage Court

- Site work and interior renovations are underway for Phase 1 of the project and are expected to be completed early next year.
- Phase 1 completion is projected to be delayed by approximately a month due to material deliveries. The overall project will experience minimal delays though because subsequent phases will be likely to be completed more quickly than Phase 1.

Carville Court

- RHA submitted a master plan amendment application to upzone the three parcels that comprise Carville Court as well as D&K Horizons' parcel. RHA requested to upzone the parcels from MF-14 to MF-30 in October.
- Application was presented to Ward 3 Neighborhood Advisory Board on November 5 and no major concerns were raised. RHA staff will be holding the required community meeting for application on the evening of November 13, 2024. The meeting will be hosted at Willie J. Wynn.
- RHA's pre-application to the Nevada Housing Division's Supportive Housing Development Fund was approved. The full application will be submitted by the end of November. The funds requested would be for operating and supportive services costs at the redeveloped Carville Court.
- At the end of November, RHA will also be applying for the HUD CoC BUILDS for \$5M to go towards capital costs of the project.

Paradise Plaza

- This project remains on hold while RHA leadership discusses changes to the requirements of the purchase sale agreement and post-closing agreement with CIRE Equity.

Essex Manor

- Development staff aims to finalize scope of work for this minor rehabilitation project by the end of year and move into design/permitting in the first quarter of 2025.

Capital Fund

- RHA has executed a contract with Capital Glass to complete the Mineral Manor ADA Lobby door project.
- Based on material delivery schedule, we are anticipating the project being completed by February 2025.

Reno Avenue

- Now that Silverada has closed, the Resident Service Department needs to relocate from Silverada Manor by the end of November 2024.
- Nevada Housing Division agreed to having RHA use the Early Childhood Center located at Reno Avenue as a temporary location for the Resident Services Department.
- The Development Department has moved quickly to get the property ready for Resident Services to move into by the end of November 2024.

F. Update on Information Technology Activities

Yardi Implementation

- IT, Rental Assistance, and Asset Management continue to hold weekly meetings with Juan Esleta, RHA's technical account manager, to complete checklist items for the implementation of the Rent Café PHA module.
- IT completed the switch to Rent Caffeine for our Affordable properties with the assistance of Justin Kaplan, our Affordable Rent Café manager. Rent Caffeine is a version of Rent Café that puts increased emphasis on the mobile version of our resident portal. There are few a minor adjustment that need to be made: site wording and text layout.

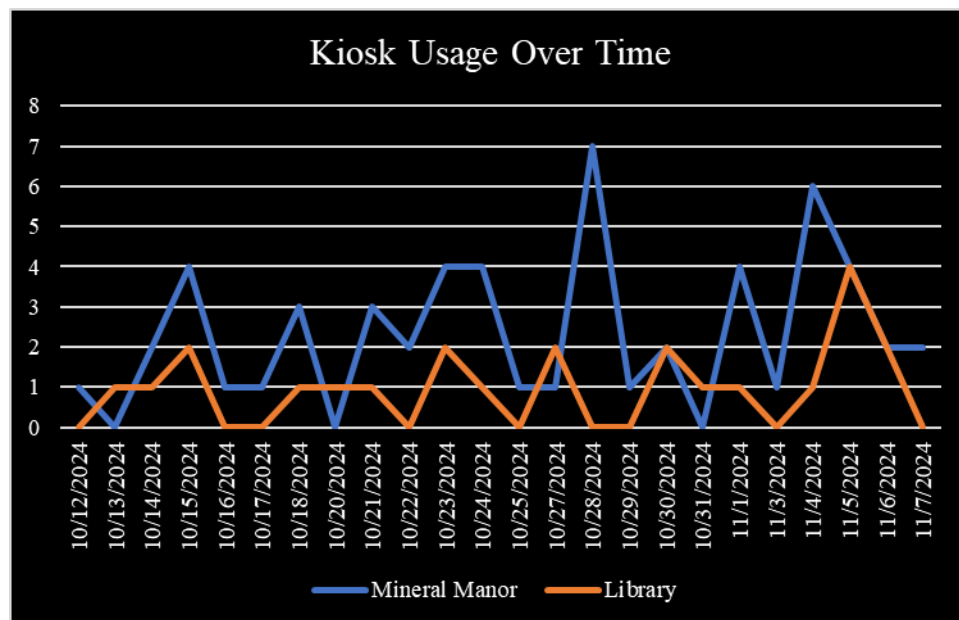
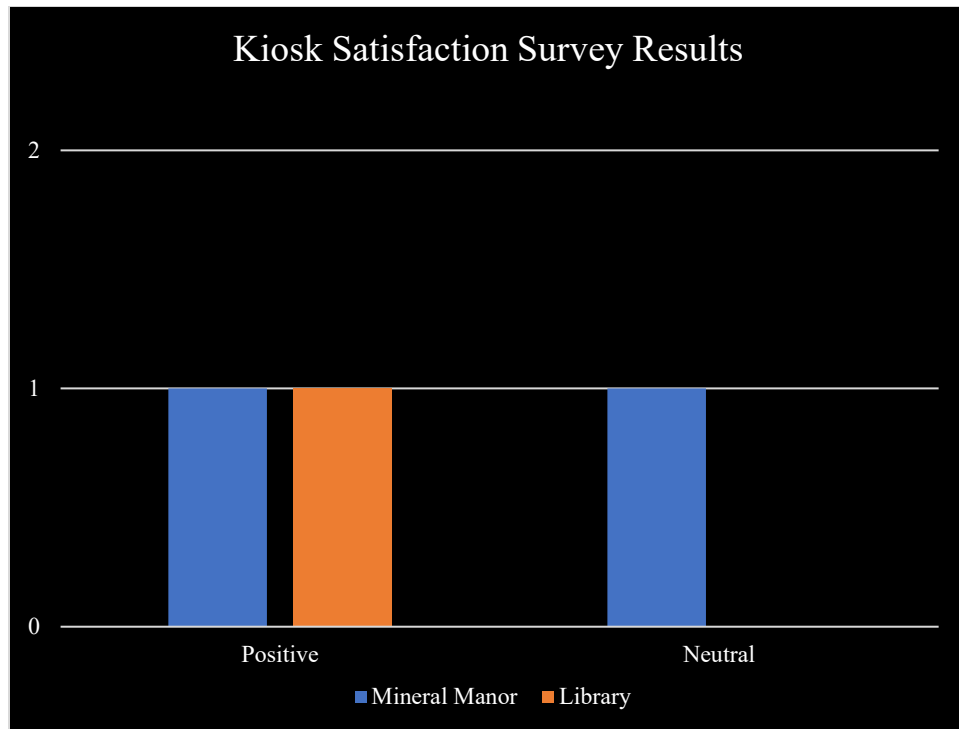
Laserfiche Implementation

- IT added an additional folder for the Admissions department and assigned the appropriate access rights for the Admissions team.
- Worked with Global Solutions Group to renew our license for another year.

Other Projects and Tasks

- Working with Sierra Computer Group and Development to get the Reno Avenue network up and running before we shut down the Silverada Manor network.
- Relocated the Elderly Services Administrator and Silverada Manor Property Manager to Tom Sawyer.
- Recycled our end of life and damaged IT equipment using Lifecycle Solutions: 1 laptop, 26 monitors, and 4 printers.

- There were only 3 satisfaction surveys, combined, for the kiosks at Mineral Manor and Downtown Reno Library. Usage on the Mineral Manor kiosk was down this month from 94 sessions to 56 sessions The usage of the library kiosk declined as well from 39 sessions to 23 sessions.



G. Update on MTW Activities

FY 2026 Annual MTW Plan

- Staff began brainstorming new MTW activities for the FY 2026 MTW Plan. New activities under consideration are currently before the Board for discussion and feedback. Activities that have already been implemented by RHA have also been reviewed to note any changes/amendments that require HUD approval. Once new activities have been identified and confirmed, staff will begin to gather data to identify possible impacts on the agency and its clients.

Direct Rental Assistance (DRA)

- Staff continue to work with HUD's MTW office and NYU on a possible DRA pilot program for the FY 2026 Annual MTW Plan. On October 28, 2024, RHA's MTW Initiatives and Housing Policy Manager presented the agency's design elements during the national DRA meeting hosted by the University of Pennsylvania and Enterprise. This meeting was attended by HUD staff, housing authorities and universities from across the country. Following the presentation, questions surrounding monitoring strategies and timeframes were discussed. These discussions have become instrumental as we continue to work through a possible design for a DRA pilot study at RHA.

H. Update on Legal Inquiries

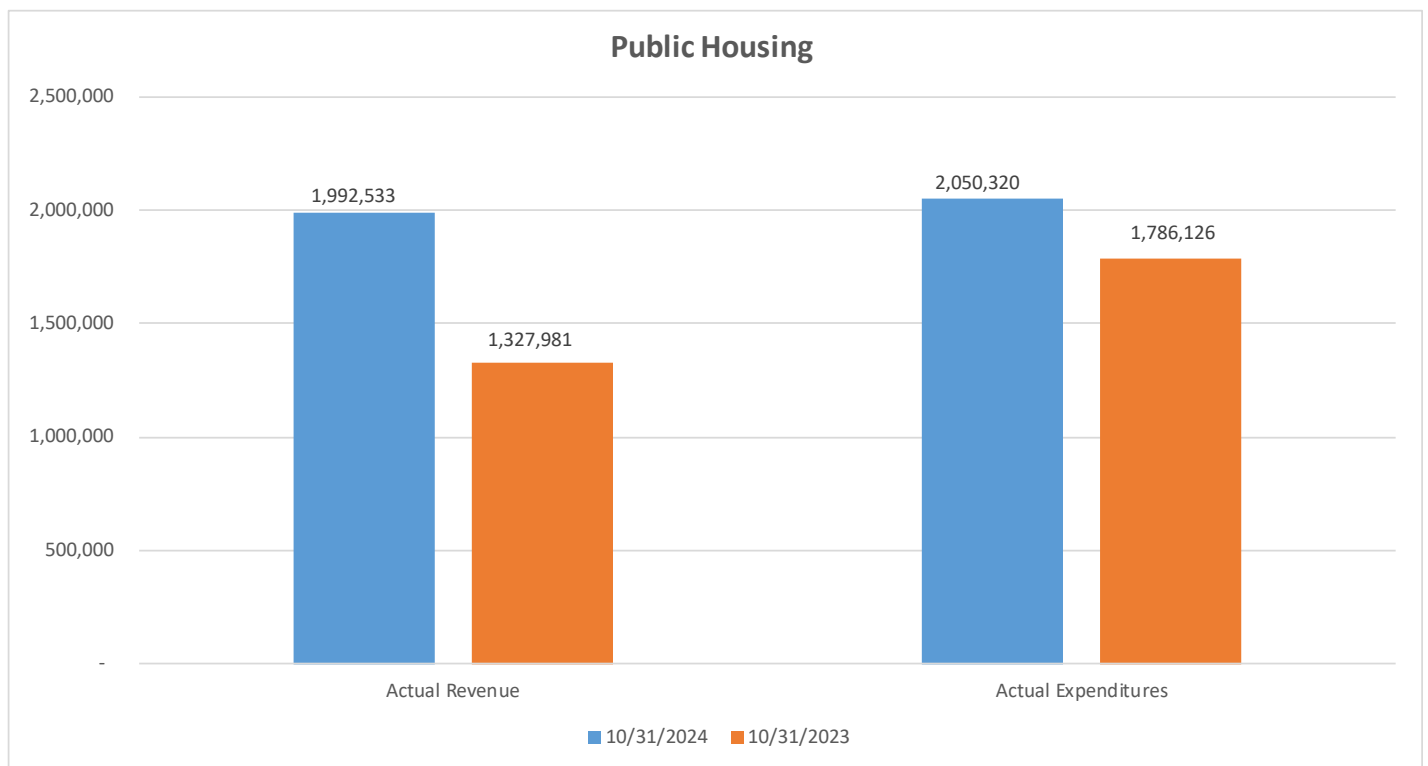
No legal updates.

I. Financials

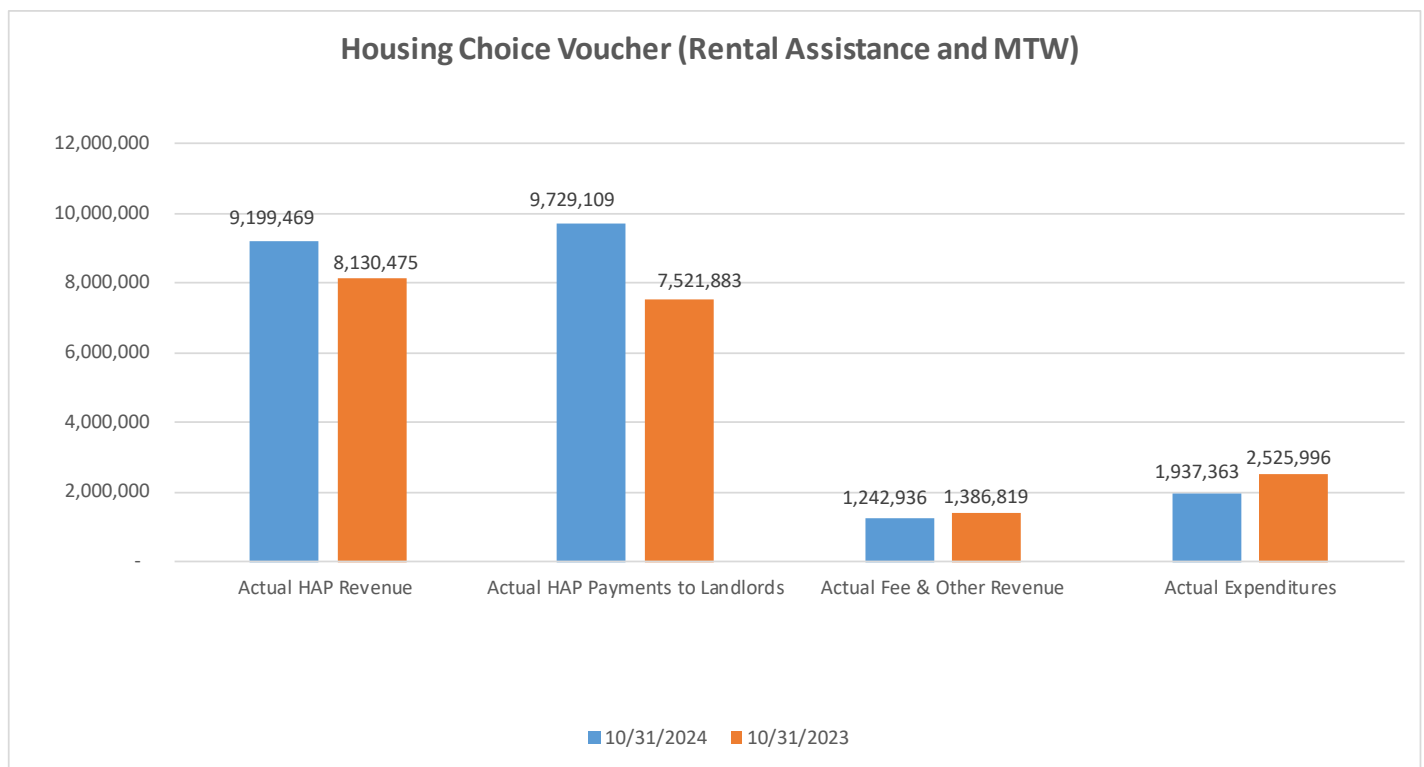
See attached graphics on following pages.

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 4 MONTHS ENDED OCTOBER 31, 2024**

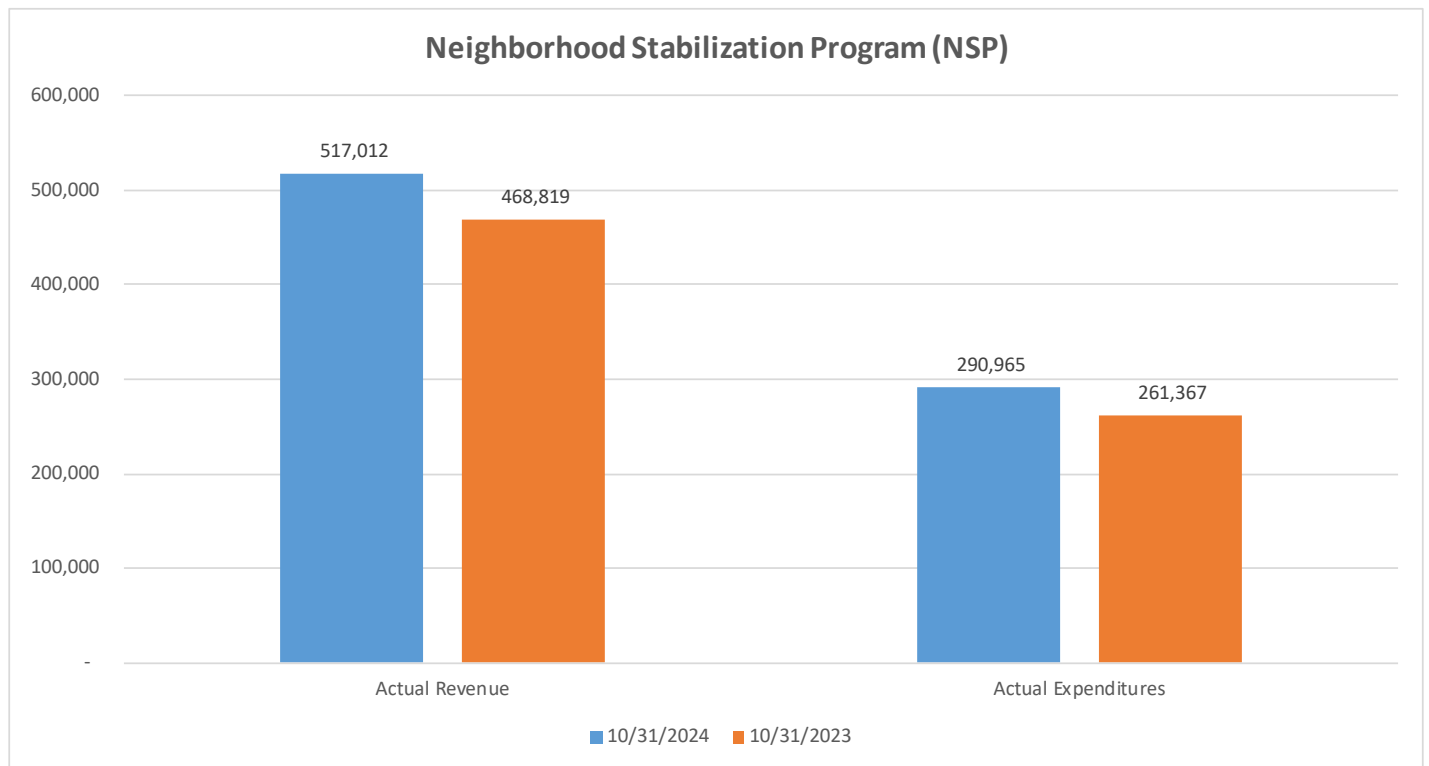
Public Housing	10/31/2024	10/31/2023	Variance	Variance Percentage
Actual Revenue	1,992,533	1,327,981	664,552	50.04%
Budgeted Revenue	1,587,706	1,761,460	(173,754)	-9.86%
Actual Expenditures	2,050,320	1,786,126	264,194	14.79%
Budgeted Expenditures	1,724,869	2,204,198	(479,329)	-21.75%
Actual Surplus (deficit)	(57,787)	(458,145)	400,359	-87.39%



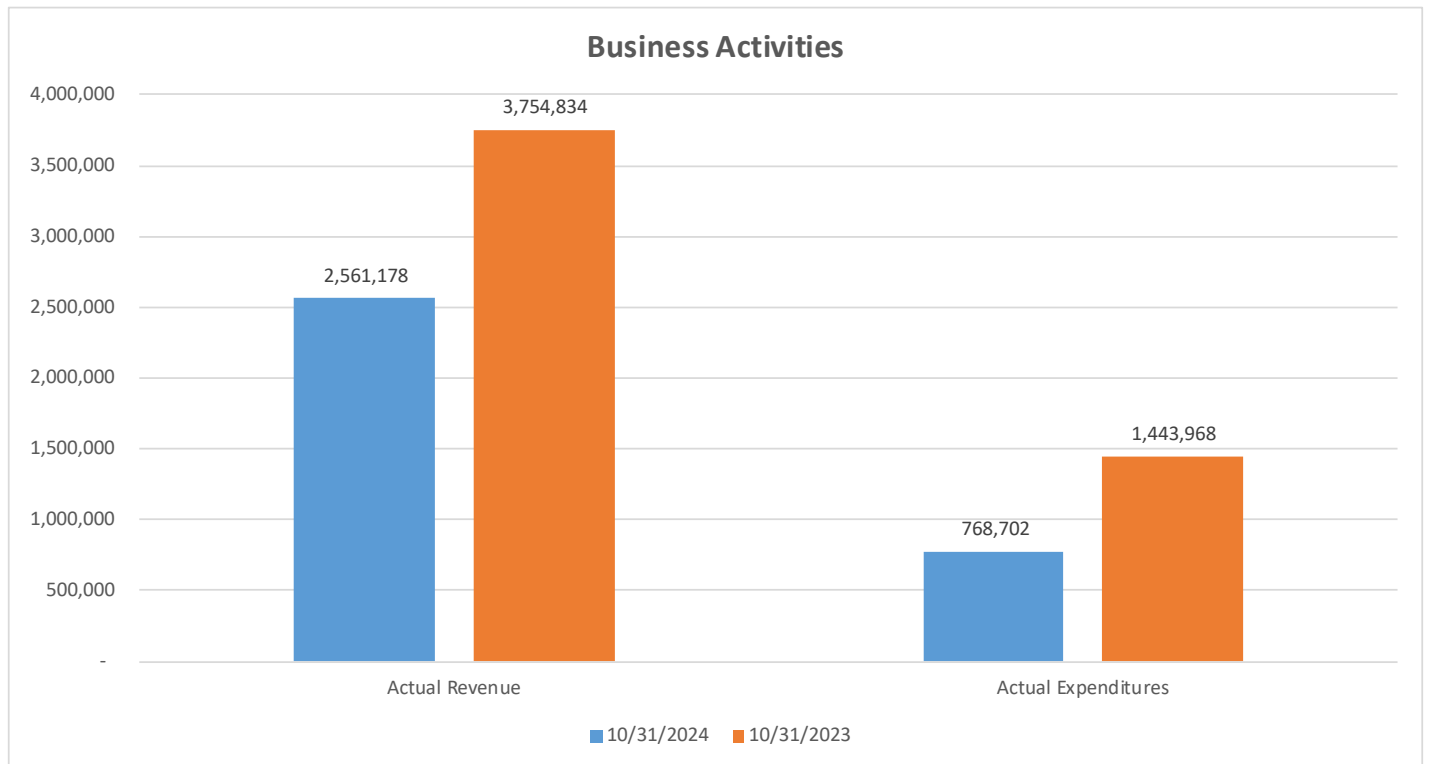
Housing Choice Voucher (Rental Assistance and MTW)	10/31/2024	10/31/2023	Variance	Variance Percentage
Actual HAP Revenue	9,199,469	8,130,475	1,068,994	13.15%
Budgeted HAP Revenue	9,477,720	9,316,722	160,998	1.73%
Actual HAP Payments to Landlords	9,729,109	7,521,883	2,207,226	29.34%
Budgeted HAP Payments to Landlords	8,585,876	8,231,983	353,893	4.30%
<i>HAP Surplus (Deficit)</i>	<i>(529,640)</i>	<i>608,592</i>	<i>(1,138,232)</i>	<i>0.00%</i>
Actual Fee & Other Revenue	1,242,936	1,386,819	(143,882)	-10.37%
Budgeted Fee & Other Revenue	1,286,656	1,000,594	286,062	28.59%
Actual Expenditures	1,937,363	2,525,996	(588,632)	-23.30%
Budgeted Expenditures	2,180,436	1,742,888	437,548	25.10%
<i>Unrestricted Profit (Loss)</i>	<i>(694,427)</i>	<i>(1,139,177)</i>	<i>444,750</i>	<i>-39.04%</i>
Actual Surplus (deficit)	(1,224,067)	(530,585)	(693,481)	130.70%



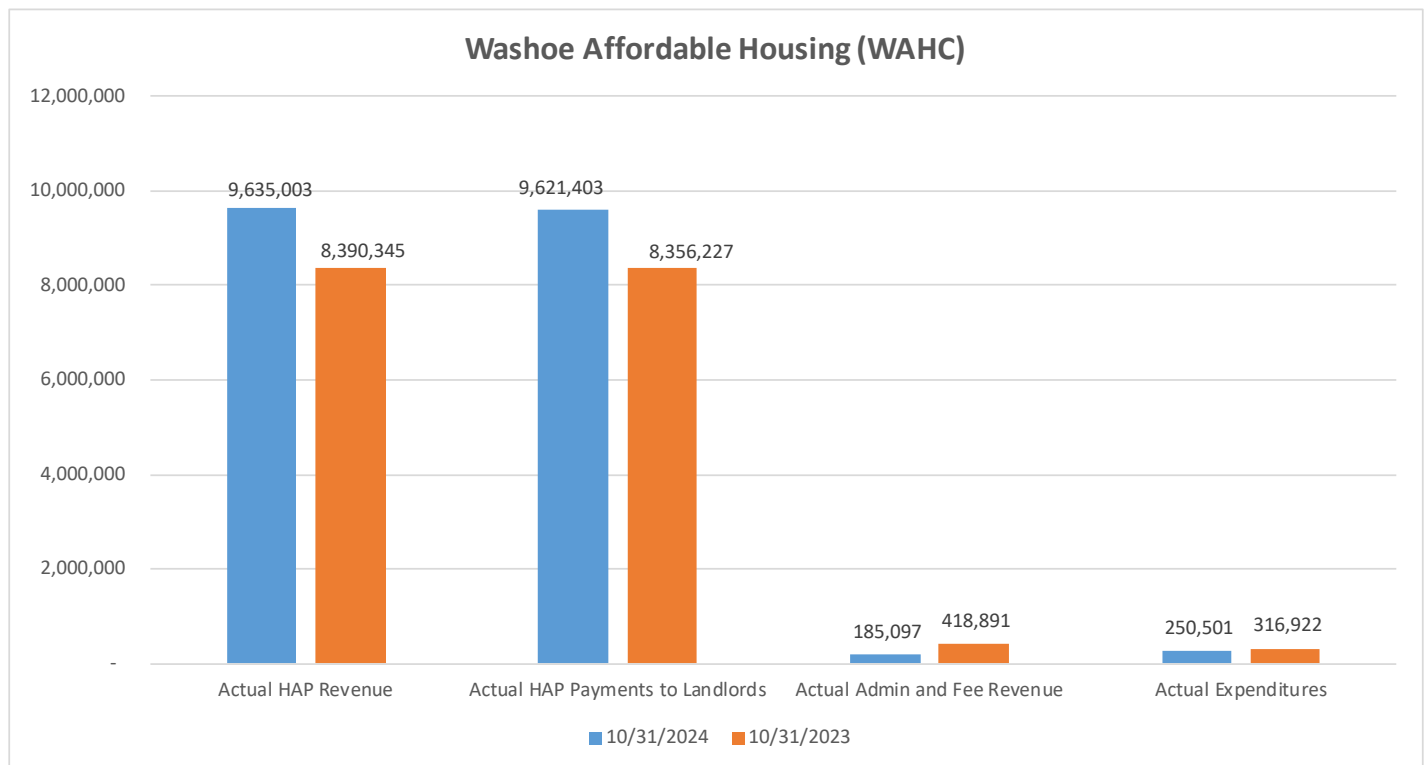
Neighborhood Stabilization Program (NSP)	10/31/2024	10/31/2023	Variance	Variance Percentage
Actual Revenue	517,012	468,819	48,193	10.28%
Budgeted Revenue	485,492	470,696	14,796	3.14%
Actual Expenditures	290,965	261,367	29,598	11.32%
Budgeted Expenditures	327,036	279,995	47,041	16.80%
Actual Restricted Surplus (deficit)	226,047	207,452	18,595	8.96%



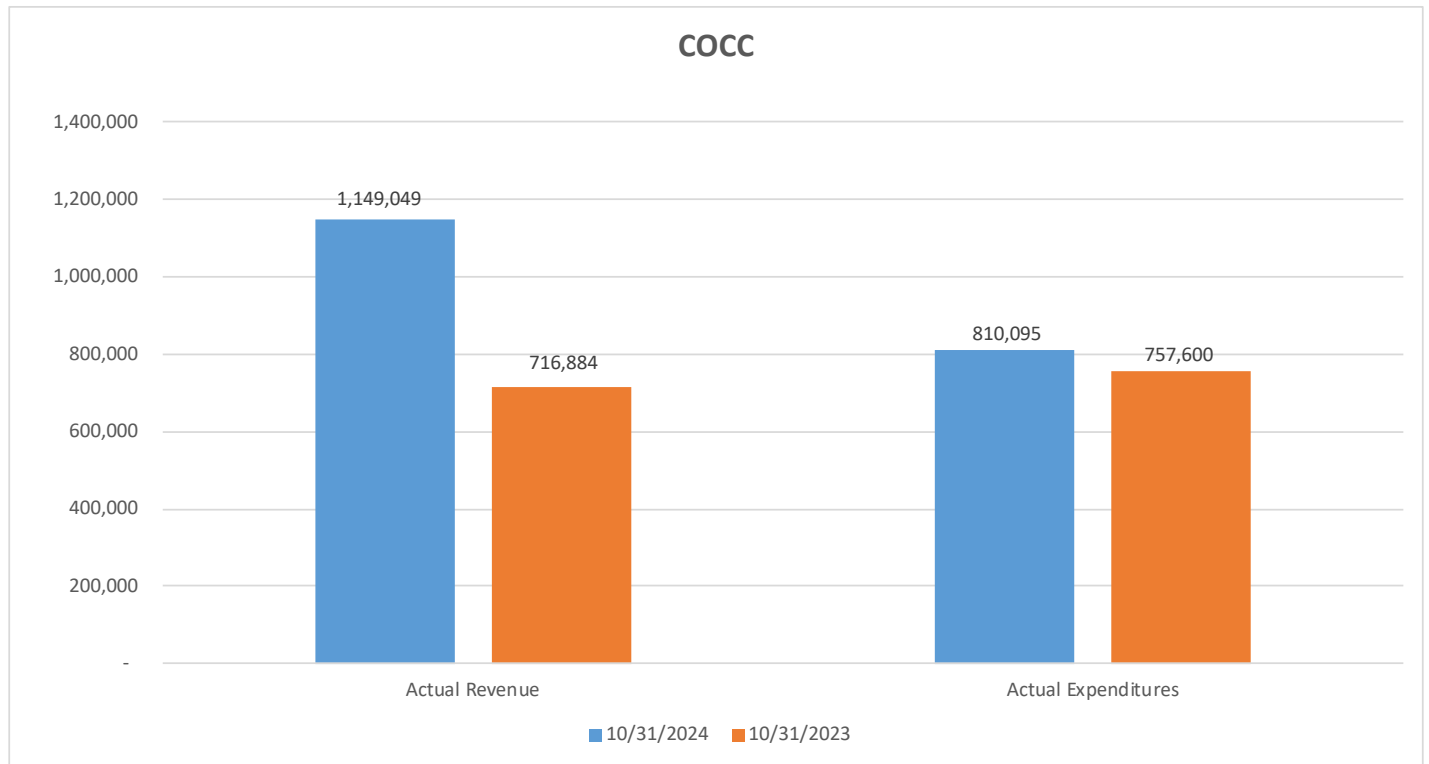
Business Activities	10/31/2024	10/31/2023	Variance	Variance Percentage
Actual Revenue	2,561,178	3,754,834	(1,193,656)	-31.79%
Budgeted Revenue	1,375,060	1,321,976	53,084	4.02%
Actual Expenditures	768,702	1,443,968	(675,267)	-46.76%
Budgeted Expenditures	738,512	564,360	174,152	30.86%
Actual Unrestricted Surplus (deficit)	1,792,476	2,310,866	(518,390)	-22.43%



Washoe Affordable Housing (WAHC)	10/31/2024	10/31/2023	Variance	Variance Percentage
Actual HAP Revenue	9,635,003	8,390,345	1,244,658	14.83%
Budgeted HAP Revenue	8,779,536	8,938,629	(159,094)	-1.78%
Actual HAP Payments to Landlords	9,621,403	8,356,227	1,265,176	15.14%
Budgeted HAP Payments to Landlords	8,779,536	8,938,629	(159,094)	-1.78%
<i>HAP Surplus (Deficit)</i>	<i>13,600</i>	<i>34,118</i>	(20,518)	0.00%
Actual Admin and Fee Revenue	185,097	418,891	(233,794)	-55.81%
Budgeted Admin and Fee Revenue	405,156	343,737	61,419	17.87%
Actual Expenditures	250,501	316,922	(66,422)	-20.96%
Budgeted Expenditures	309,215	264,129	45,086	17.07%
<i>Unrestricted Profit (Loss)</i>	<i>(65,404)</i>	<i>101,969</i>	(167,373)	-164.14%
Actual Surplus (deficit)	(51,804)	136,087	(187,891)	-138.07%



COCC	10/31/2024	10/31/2023	Variance	Variance Percentage
Actual Revenue	1,149,049	716,884	432,166	60.28%
Budgeted Revenue	928,564	729,300	199,264	27.32%
Actual Expenditures	810,095	757,600	52,495	6.93%
Budgeted Expenditures	1,192,392	1,035,778	156,614	15.12%
Actual Unrestricted Surplus (deficit)	338,954	(40,717)	379,671	-932.47%



Entity-Wide Totals	10/31/2024	10/31/2023	Variance	Variance Percentage
Actual HAP Revenue	18,834,472	16,520,820	2,313,652	14.00%
Budgeted HAP Revenue	18,257,256	18,255,352	1,904	0.01%
Actual HAP Payments to Landlords	19,350,512	15,878,110	3,472,402	21.87%
Budgeted HAP Payments to Landlords	17,365,412	17,170,613	194,799	1.13%
<i>HAP Surplus (Deficit)</i>	<i>(516,040)</i>	<i>642,710</i>	<i>(1,158,750)</i>	<i>-180.29%</i>
Actual Fee & Other Revenue	7,647,806	8,074,228	(426,421)	-5.28%
Budgeted Fee & Other Revenue	6,068,634	5,627,763	440,871	7.83%
Actual Expenditures	6,107,946	7,091,980	(984,034)	-13.88%
Budgeted Expenditures	6,472,460	6,091,348	381,112	6.26%
<i>Unrestricted Profit (Loss)</i>	<i>1,539,860</i>	<i>982,248</i>	<i>557,612</i>	<i>56.77%</i>
Actual Surplus (deficit)	1,023,821	1,624,958	(601,137)	-36.99%

