

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

October 22, 2024

SUBJECT: Executive Director/Secretary's Report.

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- Railyard Flats is nearing construction completion and RHA is currently accepting applications for the apartments. Interested applicants can find more information on RHA's website (www.renoha.org) or call our office. The grand opening ribbon cutting is currently scheduled for November 22, 2024, at 10 am.
- The Executive Director and Kim Anhalt, RHA's MTW Initiatives & Housing Policy Manager, participated on a Direct Rental Assistance (DRA) panel at the recent Nevada Housing Coalition conference and provided information on RHA's potential DRA demonstration project. Many stakeholders in the audience expressed support for a potential DRA project and appreciated RHA and its Board exploring new approaches to increase housing opportunities for low-income households.
- The Nevada Housing Division (NHD) approved RHA's request to use the existing facilities at the Reno Avenue site on a temporary basis for its Resident Services staff and programs. The property must ultimately be used for affordable housing. Staff currently anticipates seeking 9% Low Income Housing Tax Credits during NHD's 2026 funding round for this project and will begin predevelopment activities by mid-2025 to align with this timeline.
- Staff continue to work with CIRE Equity to finalize changes to the timeframes associated with construction and other items in the Post-Closing Agreement and Purchase and Sale Agreement for Parcel 4-B (aka Paradise Plaza).
- Staff submitted, and NHD approved, a pre-application for \$3.2 million in Assembly Bill 310 supportive housing funding. A full application will now be submitted for consideration. The funds would be used to pay for partial operations and the supportive services (staff and programming) at Carville Court for five years. The application is submitted in partnership with Volunteers of America as the service provider.

B. Rental Assistance Voucher Programs/Asset Management

Rental Assistance

| Voucher Type | Total Voucher Baseline | Vouchers Leased as of 10/1/24 | Percent Leased | Vouchers Issued Not Yet Leased |
|---------------------------|------------------------|-------------------------------|----------------|--------------------------------|
| Housing Choice Voucher | 2,489 | 2,256 | 91% | 85 |
| VASH | 441 | 367 | 83% | 39 |
| VASH – pending PBV awards | 100 | 0 | 0% | 0 |
| EHV | 119 | 106 | 89% | 5 |
| FYI | 15 | 9 | 60% | 2 |

| | | |
|----------------------------------|-----------|-----|
| Number HQS Inspections Conducted | Sept 2024 | 231 |
|----------------------------------|-----------|-----|

City of Sparks Eviction Prevention Program

| Total Funding Awarded | Total Assistance Approved as of 10/9/24 | Number of Households Approved as of 10/9/24 | Percent Funding Spent |
|-----------------------|---|---|-----------------------|
| \$1,455,000 | \$403,416 | 84 | 29% |

Homeless Prevention Program

| Total Funding Available | Total Assistance Approved as of 10/9/24 | Number of Households Approved as of 10/9/24 | Percent Funding Spent |
|-------------------------|---|---|-----------------------|
| \$161,024 | \$34,679 | 15 | 22% |

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 2554, HUD has set the agency's leasing expectations at 2489 (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, 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 have started shutting down irrigation and swamp coolers throughout our entire portfolio. We expect to have them all shut down by the end of October.
- On the management side, we have been 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, McGraw and Silver Sage to complete temporary transfers to new units. We anticipate that all residents will be transferred to their temporary units by the middle of November.
- During the month of September, we completed interviews and selected a Property Manager. She is currently going through the pre-employment process, and we anticipate her starting during the month of October. We posted the Senior Property Manager position and will be conducting interviews for that position in October. We also lost a Maintenance II team member in September, so we will post that position and conduct interviews during the month of October.
- Public Housing ended the month of August with 194 vacancies for an overall occupancy rate of 74.30% across all sites. 100 of those are from Hawk View which has completed permanent relocation of all residents in preparation for demolition, 23 of them are from Silverada which is expected to close and transition out of public housing in October, and 13 of the vacancies are being used by residents of McGraw and Silver Sage who have been temporarily relocated. Once we have closed on the Silverada and Hawk View projects, those units will be pulled from the public housing portfolio and will no longer be counted in the vacancy rate. 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. In September, 12 residents vacated their units and three units were leased.

C. Update on Resident Services

Senior Services:

- **Golden Groceries Food Pantry at Tom Sawyer:** Held on 09/19/2024, serving 50 senior residents.
- **Community Health Alliance Flu Shot:** Held on 9/19/2024, 50 residents received flu shots.
- **Senior Dance Class at Willie J. Wynn:** It continues every Tuesday, and participation is increasing due to Nixle reminders and in-person announcements.
- **Produce Drop-off by Reno Food Systems at Willie J. Wynn:** Occurred every Wednesday, consistently serving 15 participants per session.
- **Healthy Living Workshop at Willie J. Wynn:** This workshop was conducted on September 6, 13, 20, and 27, with 10 participants per session. The workshop series saw high engagement, with 90% of participants completing the 6-week program.
- **Salad In a Jar Workshop:** This workshop, which had 15 participants, was held on September 11. Attendees appreciated learning new, healthy meal preparation techniques.
- **Senior Wellness Program:** On September 12, 7 seniors attended a program that focused on promoting physical and mental well-being.

Success Story:

The Healthy Living Workshop demonstrated strong commitment from residents, with 90% of participants completing the full program. The Sanford Center for Aging provided certificates of completion, celebrating their dedication to improving health and wellness.

Resident Council Activities:

- **Silverada Manor:** Hosted a September 12 discussion with 8 participants regarding potential Day of the Dead cultural recognition.
- **Tom Sawyer Village:** Held a September 9 meeting with 7 residents addressing complex issues like lighting and possible marijuana smells from the adjacent complex.
- **Mineral Manor:** Organized a Family Appreciation BBQ on September 21, attended by residents, and discussed plans for a Halloween Trunk or Treat event.
- **Essex Manor:** Held the Seasons Harvest event on September 27 with 4 participants and prepared for the October 26 Halloween Baking and Decorating event.
- **Stead Manor:** Hosted a Zephyr Mental Health session on September 21, discussed 2025 garden plans, and introduced a resident-led "Art Night" to foster community engagement.

- **Myra Birch:** Conducted a community clean-up on September 14 with active participation from residents.

Workforce Development:

- **Family Self-Sufficiency (FSS) Program:**
 - **Workshops:** Preventive Health Care Workshop held on September 4, with 8 participants, focusing on self-care practices.
 - **Sound Mind Health Walk Event:** Held on September 14, with 14 participants learning about the importance of mental and physical well-being.

Youth Programs:

- **Start Smart Program:**
 - **Youth Mental Health Awareness Workshop:** Conducted on September 4 with 27 participants, aiming to improve youth mental health understanding.
 - **Holiday Cards Drawings:** Sent to DigiPrint on September 24 as part of community engagement activities.

Upcoming Projects, Activities, & Events:

- **RHA Food Pantry & RTC Taxi Bucks Application:** Next session on October 3 and 17.
- **Quick Picklin' Workshop at WJW:** Scheduled for October 9.
- **Community Health & Wellness Clinic at Silverada:** This clinic, scheduled for October 15, will offer free health assessments and consultations.
- **4-H Afterschool Program:** Starting on October 21 at the Essex Community Room.
- **Fundraiser for Resident Councils:** Taking place October 4-6 Reno Air Show, utilizing Stead Manor parking lots to raise funds for resident council activities.

D. Update on Public Affairs Activities

- Planning continues for the Railyard Flats grand opening scheduled for November 22nd.
- Staff assisted with the Candidate Open House held October 9, 2024.
- Staff hosted an exhibitor table at the Nevada Housing Coalition conference on October 16-17 and provided information on RHA and its programs to conference participants.

E. Update on Development Department Activities

Silverada Manor

- The project received final HUD approval on October 10th, 2024, and is on track for financial closing on October 22nd, 2024. Project budget has been finalized at \$74.5M.
- Phase 1 resident relocation is in progress and will be completed early November. Residents will be temporarily relocated to vacant units on-site or to other units in RHA's portfolio.
- Construction will begin in early December 2024.

Hawk View

- Project plans are currently in permitting process and received first round of comments from the City of Reno in mid-October 2024.
- On track to receive permits by early November 2024 and financially close late November/ early December.
- Due to a delay in HUD's process, the 2024-2025 HOME funds that were awarded to the project will be subject to the Build America Buy America Act (BABAA). After a thorough review, Brinshore and the development team determined that the current lack of clear guidance on BABAA compliant materials will result in significant challenges during the bidding process and that the waiver process is extremely cumbersome for a residential construction project. Overall, the significant cost increases for both materials and time-intensive compliance efforts would cost the project much more than the \$1M the project was awarded in HOME funds.
- Brinshore and RHA are exploring funding alternatives with the Washoe County HOME Consortium and the Nevada Housing Division, but the decision has been made to not move forward with any funds that have BABAA requirements.

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 is scheduled by late October 2024, but the recent hurricanes in the southeast may impact that timing.
- If the switchgears arrive by late October 2024, the project would get a certificate of occupancy from the City of Sparks by mid-November and residents would be able to start moving in by early December 2024.
- The project's ribbon cutting ceremony is scheduled for November 22, 2024.

Stead Manor

- The project's GMP and construction contract were finalized and executed in September and construction is scheduled to begin in early December 2024.
- Two resident meetings were held in early October 2024 to update residents on the scope of work, phased schedule, and temporary relocation.
- Residents in phase 1 will be temporarily relocated started early November 2024. All residents will be moved into vacant units on-site.

McGraw Court/Silver Sage Court

- All residents in Phase 1 have been temporarily relocated to vacant units on site or to other units in RHA's portfolio.
- Site work and interior renovations are underway for Phase 1 of the project and are expected to be completed early next year.

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. If successful, this would provide high enough density to move forward with the redevelopment of Carville Court.
- RHA submitted a pre-application to the Nevada Housing Division's Supportive Housing Development Fund. The funds requested would be for operating and supportive services costs at the redeveloped Carville Court. In the pre-application, RHA proposed a collaboration with Volunteers of America to provide the more intensive on-site case management required for a permanent supportive housing development.

Paradise Plaza

- This project is 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

- No responsive bids were received for the Invitation for Bids (IFB) for ADA Improvements at Mineral Manor. The project is estimated to be \$40,000 and is currently categorized as a physical improvement project in RHA's 2022 Capital Fund year. The physical improvement categorization triggers significant administrative, compliance, and bonding requirements and development staff believes this was a barrier to receiving responsive bids for what is a relatively smaller scale project. Staff are exploring other ways, within HUD's requirements and allowable use of capital funds, to procure a contractor for this project.

Reno Avenue

- No project update for October 2024

F. Update on Information Technology Activities

Yardi Implementation

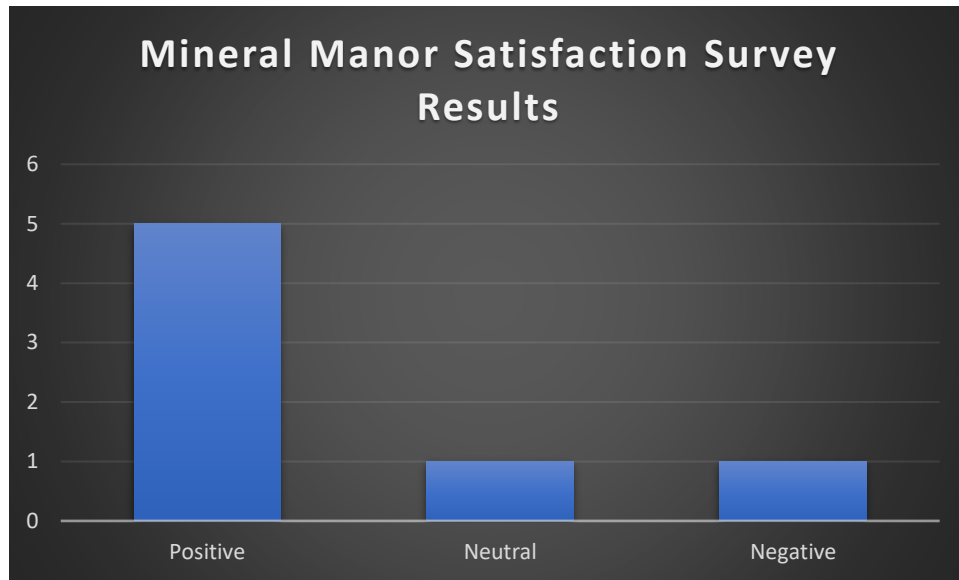
- IT, Rental Assistance, and Asset Management continue to hold weekly meetings with Juan Esleta, RHA's technical account manager, to complete checklist items for the implementation of the Rent Café PHA module.
- Completed an update in Yardi to add the NSPIRE-V environment which includes the NSPIRE – HCV Inspections Template as well as the NSPIRE Inspection letters. IT and Rental Assistance then updated these letters to include specific details about our Agency's process.
- IT has been working with Justin Kaplan, our Affordable Rent Café manager, to switch our Affordable properties to Rent Caffeine, a version of Rent Café that puts increased emphasis on the mobile version of our resident portal.

Laserfiche Implementation

- IT changed the Admissions file structure for Applicants from "LIPH Lease Up" to "Housing Offer." This required us to update and delete 30,000+ folders. We also changed the Unaided and LIPH folders from "Lease Up Documents" to "Rental History." Finally, we created workflows for Unaided, Tax Credit, and Public Housing to move the "Active Tenants" folder to the "Closed File" folder for each property when the tenant is end of program.

Other Projects

- With the help of Sierra Computer Group, we began staging the newly purchased laptops, preparing them for staff to ensure that no data is lost during the transition.
- Adobe Acrobat Pro licenses have been purchased and installed on all Rental Assistance and Admissions staff. This program has many advantages over Adobe Reader such as the ability to edit, combine, and compress PDF documents.
- IT upgraded Myra Birch, Stead Manor, Stead Community Room, and Essex Manor to Meraki Z3 firewalls allowing us to monitor and manage their networks from a centralized, cloud-based dashboard.
- Results from the satisfaction surveys for the Mineral Manor and Downtown Reno Library kiosks are mostly positive. We did not receive any feedback from the Downtown Reno Library kiosk. We did receive one negative review from the Mineral Manor kiosk, but no feedback was provided on how we can improve. Usage on the Mineral Manor kiosk was up this month from 82 sessions to 94 sessions while usage at the library decreased from 72 sessions to 39 sessions.



G. Update on MTW Activities

FY 2026 Annual MTW Plan

- Staff will begin brainstorming new MTW activities for the FY 2026 MTW Plan in the coming months. Activities that have already been implemented by RHA will also be reviewed to note any changes/amendments that require HUD approval. Once new activities are identified, data will be gathered and analyzed to identify possible impacts to the agency and tenants.

Direct Rental Assistance (DRA)

- Staff continue to work with HUD's MTW office and NYU on a possible Direct Rental Assistance (DRA) pilot program for the FY 2026 Annual MTW Plan. In addition, staff recently discussed potential design elements with fellow MTW agencies and researchers from Abt Global. HUD staff also recommended that RHA present possible design elements during the national DRA meeting hosted by the University of Pennsylvania and Enterprise. RHA's MTW Initiatives and Housing Policy Manager will provide an overview of possible design elements to this group at their next meeting which is attended by HUD staff, housing authorities and universities from across the country.

HUD Standard Metrics Working Group

- The working group, comprised of eight MTW agencies and the MTW Collaborative Program Director, reconvened with HUD representatives to continue discussions on HUD's proposed MTW standard metrics. The goal of these new metrics continues to be decreasing administrative burden, ensuring a clear connection to the statutory objectives, and effectively communicating the MTW narrative. HUD anticipates having the ability to evaluate each of the metrics internally using data submitted into HUD systems followed by the creation of an outward facing dashboard to ensure transparency.

FY 2023 Compliance Determination

- On October 9, 2024, RHA received notification from HUD that RHA is fully compliant with the five statutory requirements of the MTW Demonstration program for FY 2023. The statutory requirements include:
 1. Ensure at least 75% of families assisted by participating in the MTW Demonstration shall be very low-income (VLI) families.
(RHA compliant at 97%)
 2. Establish a reasonable rent policy that is designed to encourage employment and self-sufficiency.
 3. Continue to assist substantially the same total number of eligible low-income families as would have been served had funds not been combined.
(RHA substantially compliant at 94% of adjusted baseline)
 4. Maintain a comparable mix of families (by family size) as would have been provided had the funds not been used under the MTW Demonstration.
 5. Ensure housing assisted under the MTW Demonstration program meets housing quality standards established or approved by the Secretary.

H. Update on Legal Inquiries

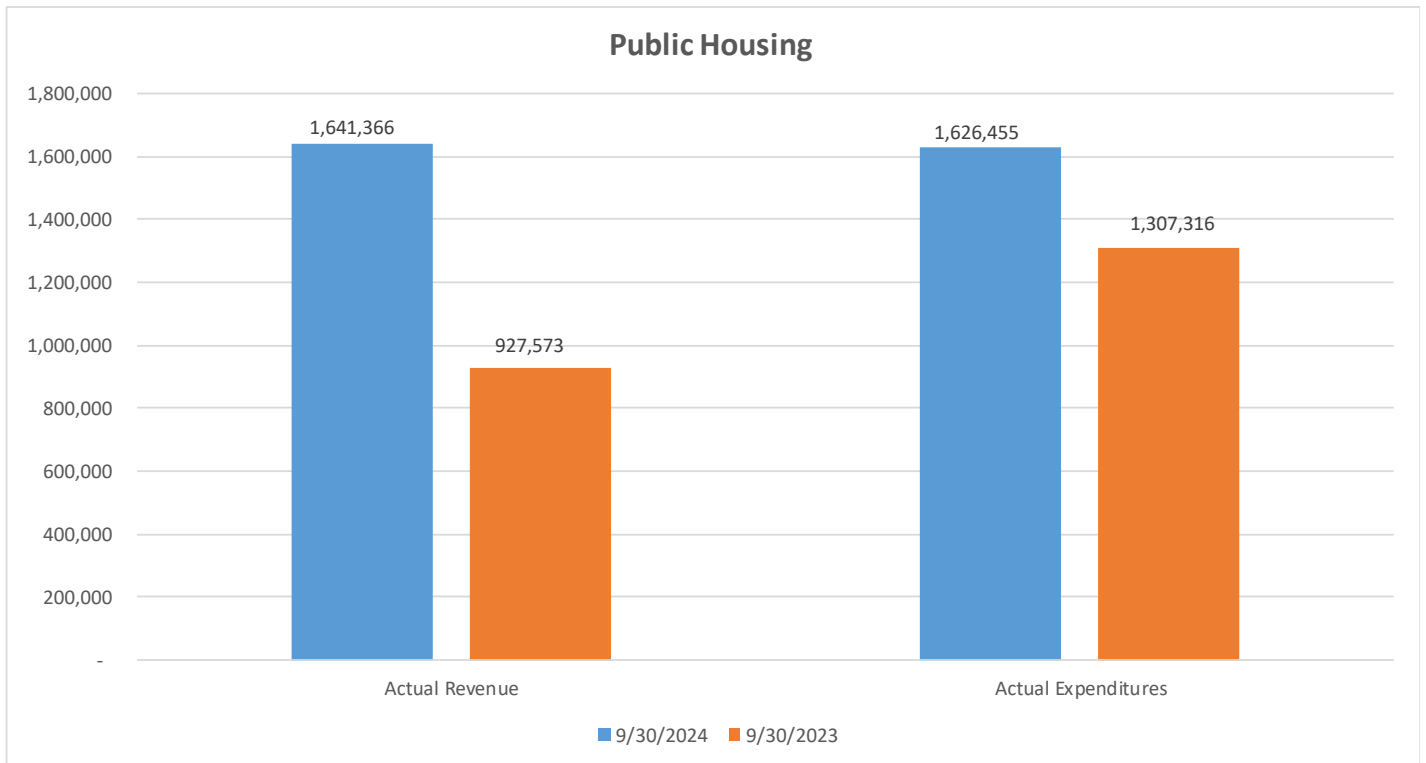
No legal updates.

I. Financials

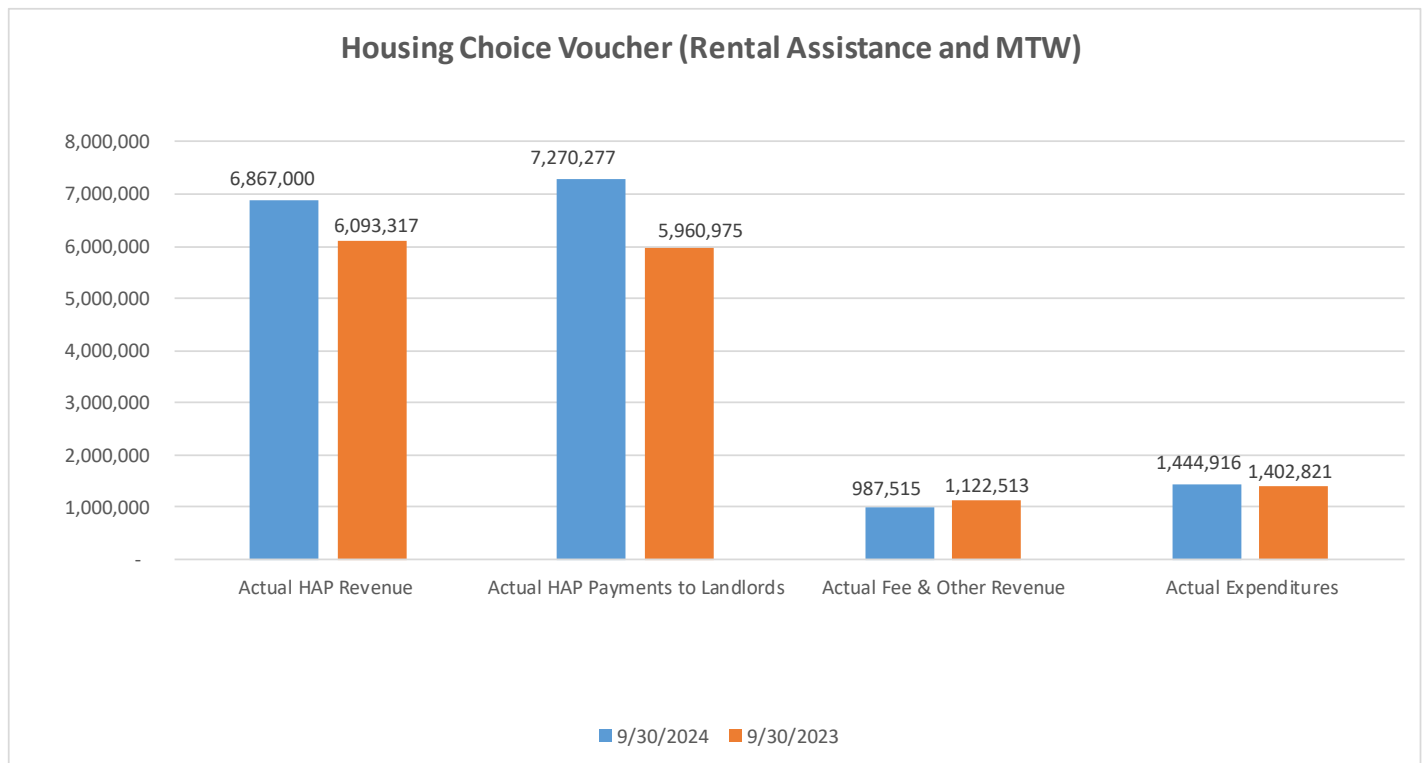
See attached graphics.

ENTITY-WIDE FINANCIAL REPORT
FOR THE 3 MONTHS ENDED SEPTEMBER 30, 2024

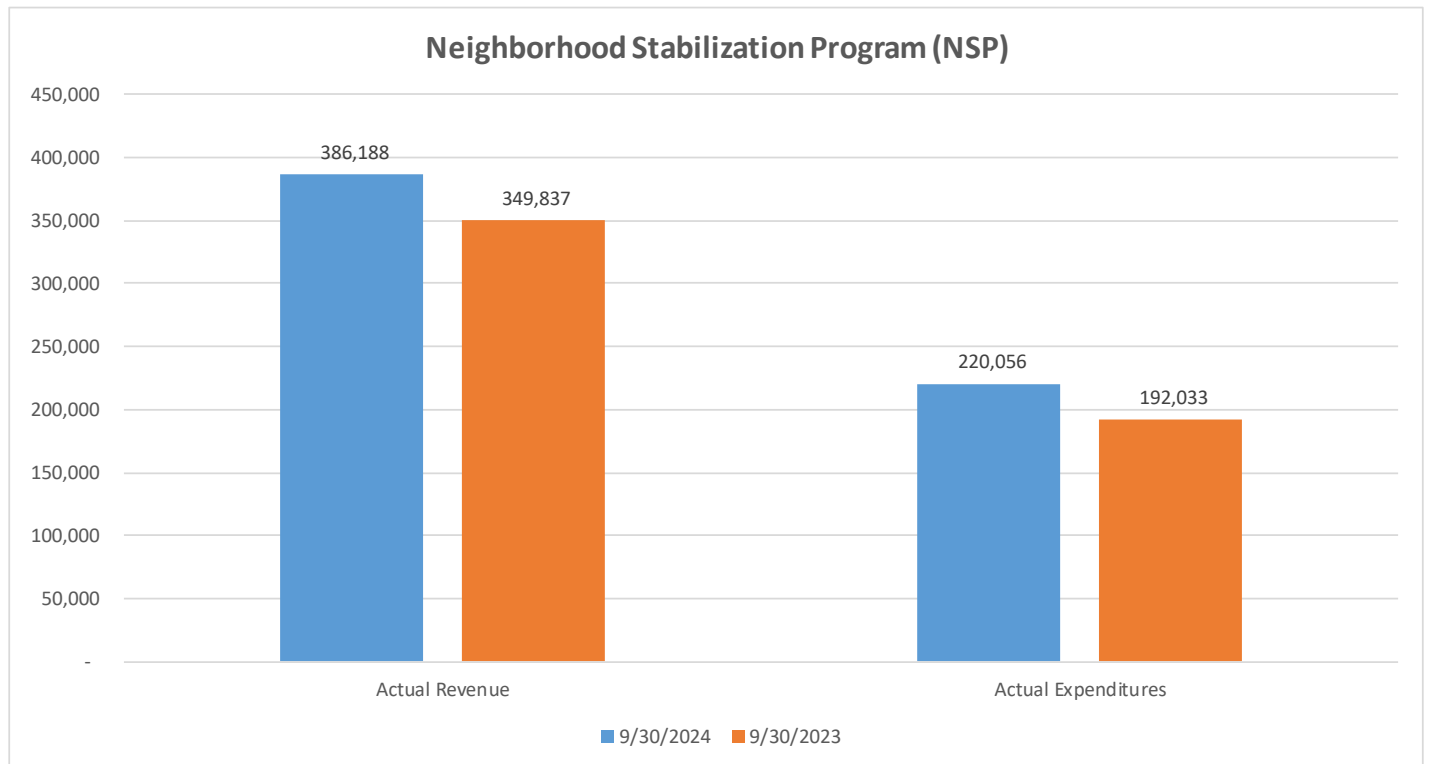
| Public Housing | 9/30/2024 | 9/30/2023 | Variance | Variance Percentage |
|--------------------------|-----------|-----------|-----------|---------------------|
| Actual Revenue | 1,641,366 | 927,573 | 713,793 | 76.95% |
| Budgeted Revenue | 1,190,780 | 1,321,095 | (130,315) | -9.86% |
| Actual Expenditures | 1,626,455 | 1,307,316 | 319,139 | 24.41% |
| Budgeted Expenditures | 1,293,652 | 1,653,148 | (359,497) | -21.75% |
| Actual Surplus (deficit) | 14,911 | (379,743) | 394,654 | -103.93% |



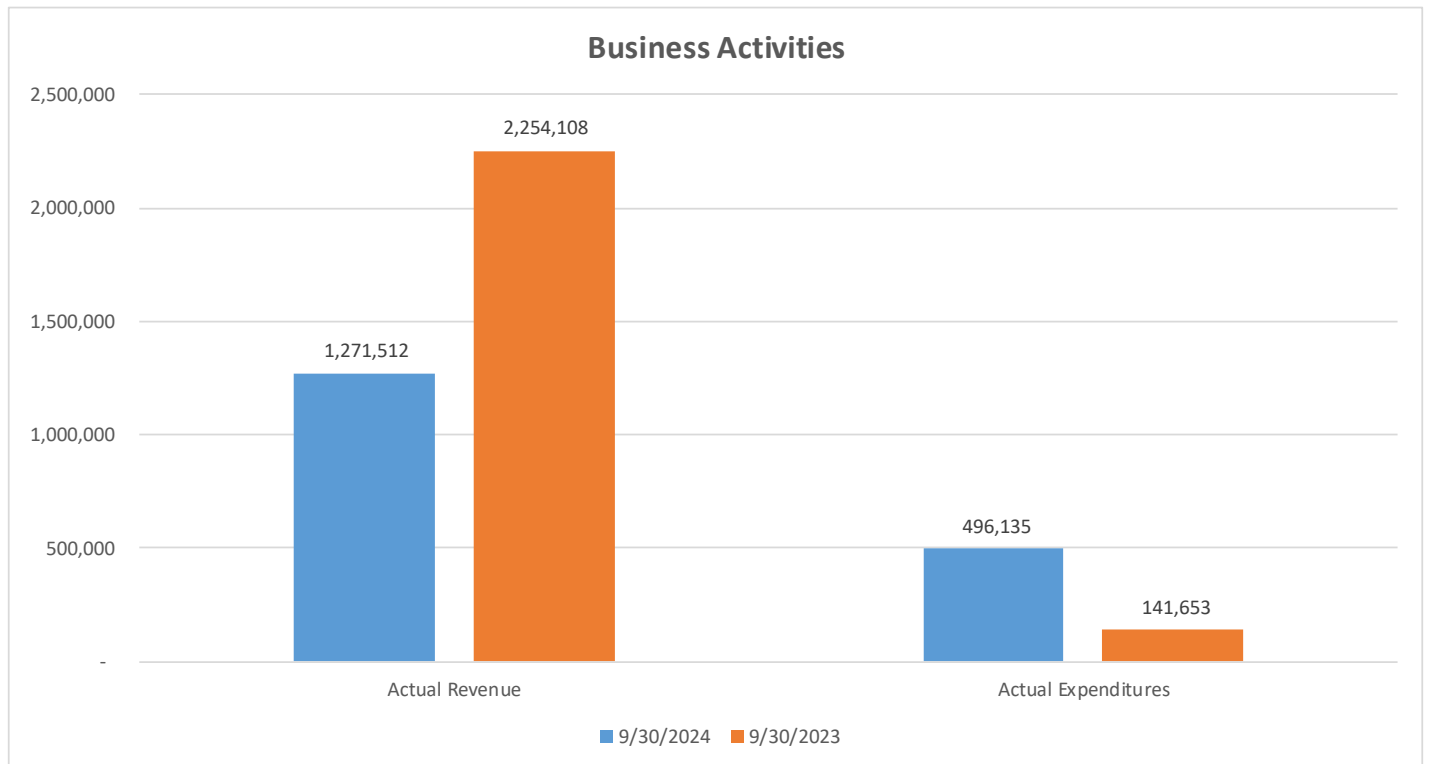
| Housing Choice Voucher (Rental Assistance and MTW) | 9/30/2024 | 9/30/2023 | Variance | Variance Percentage |
|--|------------------|------------------|------------------|---------------------|
| Actual HAP Revenue | 6,867,000 | 6,093,317 | 773,683 | 12.70% |
| Budgeted HAP Revenue | 7,108,290 | 6,987,542 | 120,748 | 1.73% |
| Actual HAP Payments to Landlords | 7,270,277 | 5,960,975 | 1,309,302 | 21.96% |
| Budgeted HAP Payments to Landlords | 6,439,407 | 6,173,987 | 265,420 | 4.30% |
| <i>HAP Surplus (Deficit)</i> | <i>(403,277)</i> | <i>132,342</i> | <i>(535,619)</i> | <i>0.00%</i> |
| Actual Fee & Other Revenue | 987,515 | 1,122,513 | (134,998) | -12.03% |
| Budgeted Fee & Other Revenue | 964,992 | 750,446 | 214,546 | 28.59% |
| Actual Expenditures | 1,444,916 | 1,402,821 | 42,095 | 3.00% |
| Budgeted Expenditures | 1,635,327 | 1,307,167 | 328,160 | 25.10% |
| <i>Unrestricted Profit (Loss)</i> | <i>(457,401)</i> | <i>(280,308)</i> | <i>(177,093)</i> | <i>63.18%</i> |
| Actual Surplus (deficit) | (860,678) | (147,966) | (712,712) | 481.67% |



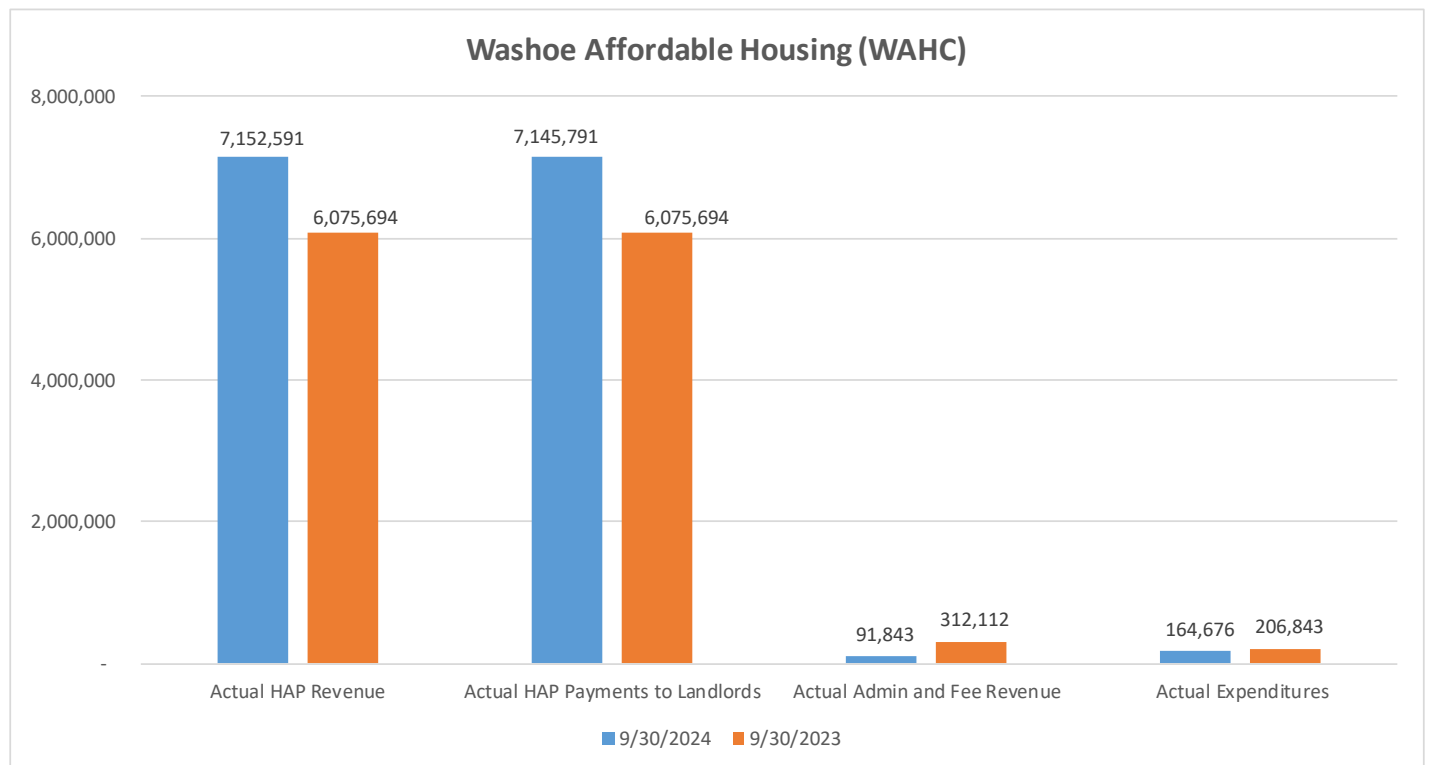
| Neighborhood Stabilization Program (NSP) | 9/30/2024 | 9/30/2023 | Variance | Variance Percentage |
|--|-----------|-----------|----------|---------------------|
| Actual Revenue | 386,188 | 349,837 | 36,351 | 10.39% |
| Budgeted Revenue | 364,119 | 353,022 | 11,097 | 3.14% |
| Actual Expenditures | 220,056 | 192,033 | 28,023 | 14.59% |
| Budgeted Expenditures | 245,277 | 209,997 | 35,280 | 16.80% |
| Actual Restricted Surplus (deficit) | 166,132 | 157,804 | 8,328 | 5.28% |



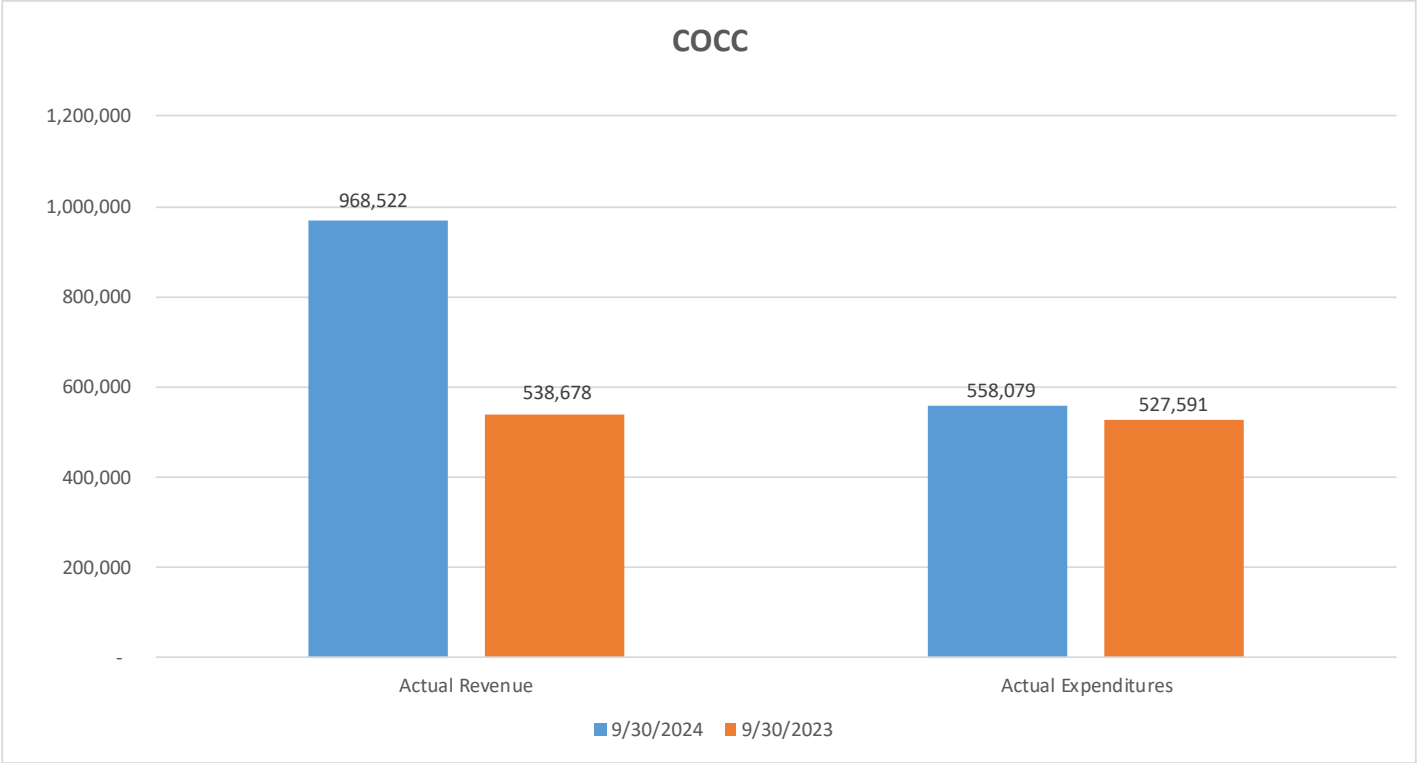
| Business Activities | 9/30/2024 | 9/30/2023 | Variance | Variance Percentage |
|---------------------------------------|-----------|-----------|-------------|---------------------|
| Actual Revenue | 1,271,512 | 2,254,108 | (982,596) | -43.59% |
| Budgeted Revenue | 1,031,295 | 991,482 | 39,813 | 4.02% |
| Actual Expenditures | 496,135 | 141,653 | 354,482 | 250.25% |
| Budgeted Expenditures | 553,884 | 423,270 | 130,614 | 30.86% |
| Actual Unrestricted Surplus (deficit) | 775,377 | 2,112,455 | (1,337,078) | -63.29% |



| Washoe Affordable Housing (WAHC) | 9/30/2024 | 9/30/2023 | Variance | Variance Percentage |
|------------------------------------|-----------------|----------------|------------------|---------------------|
| Actual HAP Revenue | 7,152,591 | 6,075,694 | 1,076,897 | 17.72% |
| Budgeted HAP Revenue | 6,584,652 | 6,703,972 | (119,320) | -1.78% |
| Actual HAP Payments to Landlords | 7,145,791 | 6,075,694 | 1,070,097 | 17.61% |
| Budgeted HAP Payments to Landlords | 6,584,652 | 6,703,972 | (119,320) | -1.78% |
| <i>HAP Surplus (Deficit)</i> | <i>6,800</i> | <i>-</i> | <i>6,800</i> | <i>0.00%</i> |
| Actual Admin and Fee Revenue | 91,843 | 312,112 | (220,269) | -70.57% |
| Budgeted Admin and Fee Revenue | 303,867 | 243,235 | 60,632 | 24.93% |
| Actual Expenditures | 164,676 | 206,843 | (42,167) | -20.39% |
| Budgeted Expenditures | 231,911 | 198,097 | 33,814 | 17.07% |
| <i>Unrestricted Profit (Loss)</i> | <i>(72,834)</i> | <i>105,269</i> | <i>(178,102)</i> | <i>-169.19%</i> |
| Actual Surplus (deficit) | (66,034) | 105,269 | (171,302) | -162.73% |



| COCC | 9/30/2024 | 9/30/2023 | Variance | Variance Percentage |
|---------------------------------------|-----------|-----------|----------|---------------------|
| Actual Revenue | 968,522 | 538,678 | 429,844 | 79.80% |
| Budgeted Revenue | 696,423 | 546,975 | 149,448 | 27.32% |
| Actual Expenditures | 558,079 | 527,591 | 30,488 | 5.78% |
| Budgeted Expenditures | 894,294 | 776,833 | 117,461 | 15.12% |
| Actual Unrestricted Surplus (deficit) | 410,443 | 11,087 | 399,356 | 3602.02% |



| Entity-Wide Totals | 9/30/2024 | 9/30/2023 | Variance | Variance Percentage |
|------------------------------------|------------------|----------------|------------------|---------------------|
| Actual HAP Revenue | 14,019,592 | 8,108,684 | 5,910,908 | 72.90% |
| Budgeted HAP Revenue | 13,692,942 | 9,127,676 | 4,565,266 | 50.02% |
| Actual HAP Payments to Landlords | 14,416,068 | 8,113,554 | 6,302,514 | 77.68% |
| Budgeted HAP Payments to Landlords | 13,024,059 | 8,585,306 | 4,438,753 | 51.70% |
| <i>HAP Surplus (Deficit)</i> | <i>(396,477)</i> | <i>(4,870)</i> | <i>(391,607)</i> | <i>8041.21%</i> |
| Actual Fee & Other Revenue | 5,346,946 | 2,898,141 | 2,448,805 | 84.50% |
| Budgeted Fee & Other Revenue | 4,551,476 | 2,813,881 | 1,737,595 | 61.75% |
| Actual Expenditures | 4,510,317 | 2,531,715 | 1,978,602 | 78.15% |
| Budgeted Expenditures | 4,854,345 | 3,045,674 | 1,808,671 | 59.38% |
| <i>Unrestricted Profit (Loss)</i> | <i>836,628</i> | <i>366,426</i> | <i>470,202</i> | <i>128.32%</i> |
| Actual Surplus (deficit) | 440,151 | 361,556 | 78,595 | 21.74% |

