

**NOTICE OF REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS**

The Housing Authority of the City of Reno (Agency) will conduct a public meeting:

MEETING DATE: Tuesday, October 1, 2024
TIME: 12:00 p.m. (Approximately)
PLACE: Reno Housing Authority Boardroom
1525 East Ninth Street, Reno, Nevada

Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, or address their comments, data, views, arguments in written form to Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: HLopez@renoha.org. Written submission should be received by the Board on or before, September 27, 2024, by 5:00 p.m., in order to make copies available to members of the Board and the public.

Below is an agenda of all items scheduled to be considered. At the discretion of the chairperson or the Board, items on the agenda may be taken out of order; the Board may combine two or more agenda items for consideration, and the Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public is advised that one or more members of the Board may participate in the meeting via electronic means.

AGENDA

- Call to order and roll call.
 - Introduction of guests.
 - First Period of Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.
 - Approval of agenda. (For Possible Action)
1. Approval of the minutes of the Regular Board Meeting held August 27, 2024. (For Possible Action)
 2. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.) (For Possible Action)
 - a) Possible adoption of Resolution 24-10-01 RH approving a revision to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs to update policies as they relate to the HUD-VASH program, the self-certification of

assets and the treatment of retirement accounts, the inspection protocol, and the Landlord Incentive Program. (For Possible Action)

- b) Possible adoption of Resolution 24-10-02 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Plan (ACOP) to update policies as they relate to the self-certification of assets and new HUD regulations regarding the treatment of retirement accounts. (For Possible Action)
 - c) Discussion and possible approval of Resolution 24-10-03 RH authorizing the Executive Director to open and administer bank accounts including the operating account, security deposit account, replacement reserves account, and/or other accounts as required by Railyard Flats, LLC to support the Railyard Flats project. (For Possible Action)
3. Commissioner Reports. (Discussion)
 4. Executive Director/Secretary's Report. (Discussion)
 - A. Update on Agency activities
 - B. Update on Rental Assistance Voucher Programs / Asset Management
 - C. Update on Workforce Development, Elderly Services, and Youth activities
 - D. Update on Public Affairs activities
 - E. Update on Development activities
 - F. Update on Information Technology activities
 - G. Update on MTW activities
 - H. Update on Legal Inquiries
 - I. Financials
 5. Discussion and possible approval to enter into a contract for up to \$ \$16,689,709 with Plenium Builders for General Contract Services with a Guaranteed Maximum Price of \$16,689,709 for the Stead Manor Rehabilitation Project. (For Possible Action)
 6. Discussion and possible approval of supplemental Resolution 24-10-04 RH approving the obligation of an additional \$524,570.00 in Capital Funds for a total of \$1,800,000.00 in Capital Funds as part of the financing for the rehabilitation of Silverada Manor. (For Possible Action)

Closed Session:

7. The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding:
 - Discussion and legal analysis of Right of First Refusal, potential sales options, and or other options for the property located at Parcel 4-B of Paradise Retail I, LLC, Sparks, Nevada (also known as Paradise Plaza) and estimated budgets associated with various potential scopes of work to renovate the site and address needed pest mitigation. (Discussion Only)

Reconvene Open Session:

8. Discussion and possible direction to staff regarding potential next actions, budgets and/or scopes of work for the property located at Parcel 4-B of Paradise Retail 1, LLC, Sparks, Nevada (also known as Paradise Plaza). (For Possible Action)
9. Discussion regarding findings of geotechnical investigation services for pavement replacement at Ala Moana Apartments and possible approval of \$1,286,915 bid by Spanish Springs Construction, Inc. for pavement rehabilitation at Ala Moana Apartments. (For Possible Action)
10. Discussion and quarterly update on the RHA development projects including, but not limited to:
 1. Dick Scott Manor
 2. Railyard Flats
 3. Silverada Manor
 4. Hawk View Apartments
 5. John McGraw & Silver Sage Apartments
 6. Stead Manor
 7. Carville Court
 8. Paradise Plaza
 9. Reno Avenue
(Discussion only)
11. Discussion regarding designing and evaluating a Direct Rental Assistance program as a Local Non-Traditional activity under RHA's Moving to Work program. (For Discussion Only)
12. Presentation by Josh Stice, RHA Director of Information Technology, on the IT Department and its current projects. (Discussion Only)
13. Discussion and review of the final draft of RHA's FY 2024 MTW Annual Report prior to submittal to the U.S. Department of Housing and Urban Development (HUD). (For Discussion Only)
14. Discussion to determine desire for a 2024 Board retreat and potential selection of date. (Discussion Only)
15. Additional Items:
 - a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
 - b) Reports on conferences and trainings. (Discussion)
 - c) Old and New Business. (Discussion)
 - d) Request for Future Agenda Topics (Discussion)
 - e) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time:
Tuesday, October 22, 2024, and November 19, 2024. (For Possible Action)

16. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.

17. Adjournment.

This meeting is accessible to the hearing impaired through the RHA TTY/TDD/voice phone line (385) 770-7166. Anyone with a disability, as defined by the Americans with Disabilities Act, requiring special assistance to participate in the meeting, may contact the Board of Commissioners at the following address, at least five days in advance of the meeting in order to make arrangements, if possible, for reasonable accommodations that would enable participation in the meeting by contacting JD Klippenstein, or by calling (775) 329-3630.

This agenda has been posted at the Housing Authority of the City of Reno Administrative Office, 1525 East Ninth Street; and further in compliance with NRS 241.020, this agenda has been posted on the official website for the Housing Authority of the City of Reno www.renoha.org and the State of Nevada Public Notification website <http://notice.nv.gov/>.

According to the provisions of NRS 241.020(5), a copy of supporting (not privileged and confidential) material provided to Board members may be obtained upon request made to: Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630. Copies of supporting (not privileged and confidential) material provided to Board members by staff may be obtained at the aforementioned address.

Dated September 24, 2024

Colleen Montgomery-Beltran

*By: Colleen Montgomery-Beltran
Interim Executive Administrative Assistant*

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 1

October 1, 2024

SUBJECT: Approval of the minutes of the regular Board Meeting held on August 27, 2024.

FROM: Executive Director

RECOMMENDATION: For Possible Action

The minutes of the regular Board Meeting held on August 27, 2024, are attached.

**MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
August 27, 2024**

The meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Aiazzi at 12:10pm on Tuesday, August 27, 2024, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairman
Mark Sullivan, Vice Chairman
Kathleen Taylor, Commissioner
Dejanae Solley, Commissioner (on Zoom, exited meeting at 1pm)

Commissioners Absent

Mayor Hillary Schieve

Staff Present

Dr. Hilary Lopez, Ph.D., Executive Director
Darren Squillante, Director of HR
JD Klippenstein, Director of Development
Kristin Scott, Director of Asset Management
Jeremy Stocking, Director of Resident Services
Simona Parton, Senior Accountant
Brenda Freestone, WAHC
Colleen Montgomery-Beltran, Executive Administrative Assistant

Staff Present (continued)

Alondra Prado, Rental Assistance Administrator
Crystal Washburn, Rental Assistance Administrator

Ryan Russell, Legal Counsel

Others Present

Workforce Development Coordinators:
Carmina Buenaventura
Karina Villasenor

Rosaura Lemus Vivar, Resident & Workforce Development graduate

There being a quorum present, the order of business was as follows:

- **Call to order and roll call.**

- **Introduction of guests.**

- **First Period of Public Comment.** The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public is limited to three minutes per person, under these items.

There were no public comments.

- **Approval of agenda. (For Possible Action)**

With no request to move agenda items, Vice Chairman Sullivan motioned to approve the agenda. Commissioner Taylor seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. All were in favor with 4 ayes, no nays.

- 1. Approval of the minutes of the regular Board Meeting held June 25, 2024. (For Possible Action)**

Commissioner Taylor motioned to approve the meeting minutes. Vice Chairman Sullivan seconded the motion. Chairman Aiazzi called for the question. Chairman Aiazzi declared that he would abstain from voting because he was not present at the June 25, 2024, meeting. The vote was 3 ayes, no nays.

- 2. Presentation by Jeremy Stocking, Director of Resident Services, to Rosaura Lemus Vivar and Dejanae Solley, Workforce Development graduates. (Discussion)**

Carmina Buenaventura and Karina Villasenor, RHA's Workforce coordinators, presented Commissioner Dejanae Solley (remotely) and resident Ms. Rosaura Lemus Vivar with checks for the money in their escrow accounts that they earned while in RHA's FSS program in recognition of their graduation from the program.

- 3. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.) (For Possible Action)**

None

4. Commissioner Reports. (Discussion)

None

5. Executive Director/Secretary's Report. (Discussion)

RHA Executive Director, Dr. Hilary Lopez, referencing the full report of agency activities in the packet, highlighted a few items:

- The US Department of Housing and Urban Development's Principal Deputy Assistant Secretary (PDAS) for Public and Indian Housing, Mr. Monocchio, will be visiting RHA on August 28. As part of his visit, we'll be touring several of our development and public housing projects and then meeting with Mr. Monocchio and his staff to discuss some topics of interest related to MTW, as well as public housing authorities in general.
- The Grand Opening and ribbon cutting ceremony for Dick Scott Manor was on August 15 and was well-attended by members of the board, Senator Jackie Rosen, Dick Scott's family, and many others. RHA continues to work with the Veterans Administration Office to fully lease all the units. 11 of the 12 units are leased and the last one is expected to be leased by the end of the month.
- RHA unveiled our new service kiosk at the Downtown Reno Library on August 9. This is a new and innovative way to expand opportunities for our customers and clients to access and submit forms to the Housing Authority, providing an opportunity for RHA's services to more accessible to the community even after hours and weekends when the office is closed. A service kiosk is already installed in RHA's main office lobby.
- We are continuing to work with HUD to design a potential direct rental assistance demonstration program with intent to bring a design framework to the Board for discussion and feedback next month.
- Executive Director Lopez will be at the PHADA legislative forum in September and is setting up meetings with federal representative staff to provide some updated information on all of the good things happening at RHA and the ways that HUD funding really benefits our community.
- On September 9, Heidi will be giving a presentation to the Community Homeless Advisory Board, providing an overview of RHA, our new programs, our housing and our expanded partnerships within the region.

- RHA is working to organize and schedule a candidate open house. This event would be for any incumbents or local state or local candidates to learn about the housing authority and all of the good things that we're doing in the community and in their wards.

Rental Assistance:

- RHA has reopened the City of Sparks' eviction prevention program. RHA already received applications and approved 34 of those applicants for a total assistance of just over \$172,000 or 12% of the funding.
- RHA has now fully transferred its homeless prevention program to the main office, and as of August 20, have approved seven applications for total assistance and just over \$15,000 and is still waiting to hear back from the state housing division as to RHA's new application for additional funding in terms of updates on resident services.

Resident Services:

- One of RHA's short term goals is to provide at least one new Health and Wellness related workshop or activity for our senior and non-elderly disabled residents throughout the year. Resident Services has partnered with UNR on Grow Your Own Microgreens workshops.
- RHA had the last of the youth attend and return from summer camp now that the school year has begun.
- The Back to School event that took place at Trainer Middle School was a success. Raising Canes brought in backpacks and supplies, and RHA was able to purchase needed items with our budget. Some of our partners provided vouchers for free haircuts and other items. Approximately 88 families, most of which were RHA residents or clients, and other community households, that encompassed approximately 260 students who received backpacks, school supplies, food vouchers, and other supplies.
- RHA worked with REMSA to provide a free car seat inspection here at Mineral Manor on August 17.

Public Affairs:

- RHA is still searching for a new PIO.

Development:

- JD Klippenstein, RHA's Development Director will provide a full quarterly update on the development projects next month.

- The Silverada Manor project is currently delayed. Brinshore, our master developer and development partner, is working on contract negotiations with Pavilion for the construction contract. As a result, we are being pushed past our initial August closing. If Brinshore is unable to resolve the issues with Pavilion, they would go back out to bid next week and make a final selection by late September, which would then push closing out to October. If negotiations are successful, then the project would just be delayed a few weeks and still allow us to close in September. If Brinshore did have to go back out to bid, we would still be aiming to close before the end of the year, which is what we need for our Home Means Nevada initiative funds.
- We are nearly complete with the relocation of the residents at the Hawk View site and anticipate being fully vacant by the end of the week.
- RHA successfully closed on the purchase of the Reno Avenue property yesterday, and should be getting the keys in the next day or so, so that we could then officially get into the property and start looking at time frames and pre-development.
- RHA is working with CloudTen on a CIP.
- RHA received four proposals for eviction prevention services and selected two. They were notified yesterday and will be moving to contracting. Being a smaller contract amount, it will not be brought to the Board. The Board has asked RHA to focus on referrals from RHA, rather than paying for referrals from the broader community. Therefore, RHA changed the way we're paying to be on a per referral basis.

MTW:

- HUD publishes a total development cost for each community in an annual basis. What we're finding is the cost that they're publishing doesn't align with what we're seeing development cost is when we're going out to bid, and so it's restricting how much MTW reserves or other HUD funding we could put into the project, which then limits what we could do with development. As a collaborative, we're working with HUD to come up with a process where you could submit data that identifies, based on recent projects and competitively bid cost, the total development cost needs to be higher. Then there's a waiver process that we could go through to get that approved by HUD

Resident Services:

- The Resident Services team has been looking at techniques to spark interest and strategies to encourage resident participation in the Resident Councils.

6. Discussion and possible approval to enter into a contract for up to \$3,879,457 with Plenium Builders for General Contract Services for the John McGraw Court Rehabilitation Project. (For Possible Action)

RHA's Director of Development, JD Klippenstein, explained that the construction contract with Plenium Builders is for the John McGraw Court rehab project. Last month, Plenium's guaranteed maximum price, their GMP, came forward as \$3,879,457, and that was approved by the Board. This contract reflects the same price with the terms and conditions. It's a standard AIA contract, and it reflects the same terms that we had for the Dick Scott Manor project. If the board approves the contract, Plenium would like to start site work as early as the middle of September at John McGraw Court.

After discussion, Chairman Aiazzi called for a motion. Commissioner Taylor motioned to approve the resolution as presented. Vice Chairman Sullivan seconded the motion. With no further questions, Chairman Aiazzi called for the vote. With 4 ayes and no nays, Chairman Aiazzi declared the motion carried unanimously.

7. Discussion and possible approval to enter into a contract for up to \$2,105,848 with Plenium Builders for General Contract Services for the Silver Sage Court Rehabilitation Project. (For Possible Action)

RHA's Director of Development, JD Klippenstein, explained that this is exactly the same as Item 6. It's just for Silver Sage Court, which is on the same site and will be coordinated very much like the same project, but it is not public housing. For accounting and funding purposes, we are keeping the project separate. Contractually, we'll account for the costs separately, but same exact terms, and the amount is the same amount that was brought forward in the GMP last month.

After Chairman Aiazzi called for questions and there being none, Chairman Aiazzi called for a motion. Vice Chairman Sullivan motioned to approve the contract with Plenium Builders. Commissioner Taylor seconded the motion. Chairman Aiazzi called for the vote. The motion passed unanimously with 4 ayes and no opposition.

8. Discussion and possible approval to enter into a contract for up to \$490,796 with Housing To Home for relocation assistance and services and relocation expenses associated with the John McGraw rehabilitation project. (For Possible Action)

RHA's Director of Development, JD Klippenstein, explained that this item is related to the relocation services contract that RHA is proposing to enter into with Housing To Home, which is the firm we have worked with for the Hawk View Apartments and Silverada Manor projects. Housing To Home was selected out of an RFQ back in March 2023 based on qualifications. They have put a proposal in for each of the projects and RHA is moving forward on a project by project basis, via proposal. In this proposal, there are two items. There is a staffing and then relocation expenses.

After some discussion, Chairman Aiazzi asked for questions or a motion. Vice Chairman Sullivan motioned to approve entering into a contract with Housing To Home for relocation assistance. Commissioner Taylor seconded the motion. Chairman Aiazzi called for the vote. The motion passed with 3 ayes and no nays. (Commissioner Solley excused herself from the meeting at 1pm and was not present to vote on this item).

9. Discussion and possible approval to enter into a contract for up to \$190,920 with Housing To Home for relocation assistance and services and relocation expenses associated with the Silver Sage Apartments rehabilitation project. (For Possible Action)

RHA's Director of Development, JD Klippenstein, explained that this item is the same as Item 8, but for Silver Sage Apartments and with separate accounting.

Vice Chairman Sullivan motioned to approve entering into a contract with Housing to Home for the Silver Sage Apartments rehabilitation project. Commissioner Taylor seconded the motion. With no further discussion, Chairman Aiazzi called for the vote. The vote carried unanimously with 3 ayes, no nays.

10. Discussion and possible direction to staff regarding potential budgets and scopes of work for the Paradise Plaza Rehab Project. (For Discussion Only)

Chairman Aiazzi expressed his desire to make clear that he felt there were more than four options in this discussion. There are the four different scopes of work and budgets, but there is also the option to not move forward with this project and that RHA owns this building. Legal Counsel, Mr. Russell, clarified that if the Board wished to discuss possible action to unwind the deal, sell the property, if the project is no longer attractive, those options are available, but would require a subsequent agenda item and likely a closed session.

The four floor plans and possible uses of the property were discussed at length. Ultimately, it was agreed that the purchase agreement would be recirculated among

the Board and a date for a Special Closed Session Meeting to discuss options would be set for mid-September. Phase two, the abatement, is held off until further discussion can be had and the Board has given direction.

11. Discussion to determine desire for a 2024 Board retreat and potential selection of date. (Discussion Only)

After a thorough discussion, it was agreed to check the bylaws for any requirement for a Board Retreat in December and receive an update in September or October.

12. Additional Items:

- a) **Possible change in day/time of Board meetings (Discussion)**
- b) **General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)**
- c) **Reports on conferences and trainings. (Discussion)**
- d) **Old and New Business. (Discussion)**
- e) **Request for Future Agenda Topics (Discussion)**
- f) **Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, August 27, 2024; and Tuesday, September 24, 2024. (For Possible Action)**

No additional items were discussed.

13. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.

None

14. Adjournment.

Chairman Aiazzi declared the meeting adjourned at 1:47pm.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 2

October 1, 2024

SUBJECT: Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.)

FROM: Executive Director

RECOMMENDATION: For Possible Action

- a) Possible adoption of Resolution 24-10-01 RH approving a revision to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs to update policies as they relate to the HUD-VASH program, the self-certification of assets and the treatment of retirement accounts, the inspection protocol, and the Landlord Incentive Program. (For Possible Action)

Background:

Staff is proposing to make the following changes to the Administrative Plan for the Housing Choice Voucher and Project Based Voucher programs:

Regulatory Changes

- Staff updated the eligibility for admission for the HUD-VASH program to exclude income from the veteran's service-connected disability benefits. (Section 2.1.2.5.1)
- Staff updated the list of annual income and assets to remove "IRA, Keogh and similar retirement savings accounts" and "contributions to company retirement/pension funds if any member of the family has access to the asset" due to Housing Opportunities Through Modernization Act (HOTMA) requirements. (Section 5.2.5.1, Section 5.2.14, Appendix 1)
- Staff removed all references to Housing Quality Standards (HQS) and replaced with National Standards for the Physical Inspection of Real Estate (NSPIRE) or HUD's inspection standards. (Chapters 1, 7, 8, 9, 12, 13, 19, 21, Appendix 1)

Approved MTW Plan Changes

- Staff updated the limit for the Self-Certification of household assets and the threshold for imputed asset income from \$10,000 to \$50,000. (Section 4.2.3.2.2, Section 4.3.2.3, Section 5.2.5.2, Section 5.2.5.10, Appendix 1)
- Staff updated the length of time an initial inspection is valid for from 45 days to 90 days. (Section 12.2.3)
- Staff added the definition of a Vacancy Loss Payment within the Landlord Incentives to be implemented at a future date. (Section 24.2.2.3)

General Changes

- Staff clarified that Quality Control inspections may be performed on a mobile device. (Section 12.5.3)
- Staff updated the references to the protocol for failed Quality Control inspections from 10.3.2 through 10.3.10 to 12.3.3 through 12.3.11 due to the previous addition of two chapters and one section within this chapter. (Section 12.5.4)

- Staff removed the verbiage stating an annual recertification could be requested within 14 days of notification that an annual recertification is not required for triennial recertification households. (Section 15.2.1)
- Staff added the definitions and guidelines for the HUD-VASH Incentive Program funded by the award of additional administrative fees. (Section 24.4)

Attached as Exhibits 241001-A and 241001-B are red lined and clean versions of the proposed updated Administrative Plan.

Staff Recommendation and Motion:

Staff recommends the Board of Commissioners motion to approve the updates to the Administrative Plan as presented.

HOUSING AUTHORITY OF THE CITY OF
RENO RESOLUTION **24-10-01 RH**

A RESOLUTION APPROVING REVISIONS TO THE HOUSING AUTHORITY OF THE CITY OF RENO ADMINISTRATIVE (ADMIN) PLAN FOR SECTION 8 HOUSING CHOICE VOUCHER AND PROJECT BASED VOUCHER PROGRAMS TO UPDATE POLICIES AS THEY RELATE TO THE HUD-VASH PROGRAM, THE SELF-CERTIFICATION OF ASSETS AND THE TREATMENT OF RETIREMENT ACCOUNTS, THE INSPECTION PROTOCOL, AND THE LANDLORD INCENTIVE PROGRAM.

WHEREAS, the Authority wishes to keep the Administrative Plan for Section 8 Housing Choice Voucher and Project Based Voucher up to date, clear, and in accordance with all required regulations, and

WHEREAS, staff has proposed the following revisions to the Administrative Plan as shown in attached Exhibit 241001-A, and

WHEREAS, staff has determined that these changes to the ADMIN Plan are in accordance with HUD regulations;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno as follows:

1. That the Board of Commissioners hereby approves the revision to the Section 8 Administrative Plan in substantially the form attached hereto marked Exhibit 241001-B
2. This Resolution is to be effective upon the date of its adoption

ADOPTED THIS 1st DAY OF October, 2024.

ATTEST:

CHAIRPERSON

SECRETARY

- b) Possible adoption of Resolution 24-10-02 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Plan (ACOP) to update policies as they relate to the self-certification of assets and new HUD regulations regarding the treatment of retirement accounts. (For Possible Action)

Background:

Staff is proposing to make the following changes to the Admission and Continued Occupancy Plan for the Public Housing program:

Regulatory Changes

- As a result of HOTMA regulations, staff removed all references regarding any retirement account recognized by the IRS as being included as an Asset. (Chapters 5.2.1.4., 5.5.5.1. and Appendix 1., Net Family Assets)

Approved MTW Plan Changes

- Staff updated the limit for the Self-Certification of household assets from \$10,000 to \$50,000. (Section 4.2.3.2.2, Section 4.3.2.3, Section 5.2.5.2, Section 5.2.5.10, and Appendix 1., Imputed Income)

General Changes

- Staff updated the triennial re-examination process to reflect that households will no longer be notified annually that they are not required to complete an annual recertification. (Section 8.4.1.)

Attached as Exhibits 241002-A and 241002-B are red lined and clean versions, respectively, of the proposed updated Admissions and Continued Occupancy Plan.

Staff Recommendation and Motion:

Staff recommends the Board of Commissioners motion to approve the updates to the Admission and Continued Occupancy Plan as presented.

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **24-10-02 RH**

A RESOLUTION APPROVING A REVISION TO THE HOUSING AUTHORITY OF THE CITY OF RENO'S ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) OF PUBLIC HOUSING UNITS TO UPDATE POLICIES AS THEY RELATE TO THE SELF-CERTIFICATION OF ASSETS AND THE TREATMENT OF RETIREMENT ACCOUNTS.

WHEREAS, the Authority wishes to keep the Public Housing Admissions and Continued Occupancy Policy (ACOP) up to date, clear, and in accordance with all required regulations, and

WHEREAS, staff is proposing to make the following revisions to the ACOP for Public Housing Housing Units as shown in attached Exhibit 241002-A, and

WHEREAS, staff has determined that these changes to the ACOP is in accordance with HUD regulations;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno as follows:

1. That the Board of Commissioners hereby approves this revision to the Public Housing Admissions and Continued Occupancy Policy in substantially the form attached hereto marked Exhibit 241002-B.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 1st DAY OF October, 2024.

ATTEST:

CHAIRPERSON

SECRETARY

- c) Discussion and possible approval of Resolution 24-10-03 RH authorizing the Executive Director to open and administer bank accounts including the operating account, security deposit account, replacement reserves account, and/or other accounts as required by Railyard Flats, LLC to support the Railyard Flats project. (For Possible Action)

Background:

RHA must open new bank accounts to separately account for and administer the funding for the operation of Railyard Flats once the project is started. Railyard Flats, LLC is the new sole-purpose entity created to own the project. RHA is the managing member and will manage the property. The three known required accounts are an account for tenant security deposits, an account for replacement reserves, and an operating account. Staff seeks the Board's approval and authorization to create these accounts. These accounts will be created at RHA's current banking institution, Bank of America, and may be transferred if the Board procures different banking services in the future and with the approval of the Board.

Staff Recommendation and Motion:

Staff recommends the Board motion to approve Resolution 24-10-03 RH as presented.

HOUSING AUTHORITY OF THE CITY OF RENO

RESOLUTION **24-10-03 RH**

A RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF RENO ("THE AUTHORITY") TO OPEN AND ADMINISTER BANK ACCOUNTS FOR THE PURPOSES OF THE OPERATION OF RAILYARD FLATS AND AUTHORIZING THE AUTHORITY'S EXECUTIVE DIRECTOR OR IN HER ABSENCE THE DEPUTY EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS RELATED TO THE CREATION OF THE ACCOUNTS

WHEREAS, the Authority was organized for the purpose, among others, of developing and operating low-income housing; and

WHEREAS, the Authority is authorized to prepare, carry out, and operate projects, and provide for the acquisition, new-construction, improvement, extension, alteration or repair of any project within its area of operation; and

WHEREAS, the Authority constructed and wishes to operate the affordable housing project known as RAILYARD FLATS, consisting of new construction in Sparks, Nevada, which provides affordable housing for low- income households located at 419 10th street Sparks, Nevada (the "Project"); and

WHEREAS, the Authority formed a limited liability company known as Railyard Flats LLC, a Nevada limited liability company, as the sole purpose owner entity.

WHEREAS, The Authority (RHA) is the managing and sole member of the owner entity and will be the initial property manager.

WHEREAS, as the sole member and property manager of Railyard, RHA wishes to open and administer three separate banks accounts for the operation of the Project, the collection of security deposits for the Project, and the collection of replacement reserves for the Project; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno that the Authority is hereby authorized to open and administer bank accounts for the following purposes;

1. The operation of the Project; and
2. The collection of security deposits for the project; and

3. The collection of replacement reserves for the Project.

BE IT FURTHER RESOLVED, that Dr. Hilary Lopez, the Executive Director of Authority, or in her absence, Heidi McKendree, the Deputy Executive Director of the Authority, are hereby authorized, empowered and directed, on behalf of the Authority for its own account, to take such actions set forth and take such further actions, and to execute such additional documents or instruments, as the persons taking such actions, or executing such documents or instruments, may deem necessary or appropriate in connection with matters authorized in the foregoing resolutions, and the signature of such Executive Director or Deputy Executive Director or any documents of instrument or the performance of any such actions shall be conclusive evidence of such Executive Director and Deputy Executive Director's authority to take such actions or execute such documents or instrument on behalf of the Authority for its own account; and

RESOLVED FURTHER, that any and all acts heretofore taken by such Executive Director and Deputy Executive Director of the Authority in connection with the matters authorized by the foregoing resolutions are hereby ratified, confirmed, adopted and approved by the Board of Commissioners of the Authority.

ADOPTED THIS 1st DAY OF October, 2024.

ATTEST:

CHAIRMAN

SECRETARY

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 3

October 1, 2024

SUBJECT: Commissioner Reports

FROM: Commissioners

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

October 1, 2024

SUBJECT: Executive Director/Secretary's Report.

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- RHA is currently accepting applications for several of its scattered sites, other affordable housing, and Railyard Flats properties. Applications are accepted until sites are filled. Those interested can find information on our website at www.renoha.org.
- HUD's Principal Deputy Assistant Secretary (PDAS) Mr. Monocchio, along with other HUD staff, visited RHA on August 28, 2024. The HUD team was able to visit several RHA properties and projects and meet with staff and board members. PDAS' feedback was very positive and supportive of the work and efforts by RHA to provide affordable housing and services to our residents and the community.
- RHA entered a Memorandum of Understanding (MOU) with the City of Reno for a Rapid Rehousing program. As part of the MOU, RHA is working with the City and Volunteers of America (VOA) to move unhoused individuals into housing until they come up on the public housing or housing choice voucher waitlist. Under the MOU, RHA will verify an individual is currently on and eligible for, and maintains their placement on, at least one RHA waitlist. RHA also contributed \$38,500 to the City to fund a housing navigator at VOA to work with participants to provide supportive services and ensure they maintain eligibility for RHA housing.
- RHA is partnering with Washoe County to help administer their Lease to Locals pilot program. The Lease to Locals pilot program is a Washoe County-funded demonstration created for the Incline Village and Crystal Bay communities to address the lack of workforce housing in these specific communities. Washoe County will be providing funding through their remaining American Rescue Plan Act funds to incentivize homeowners in these communities to lease their properties to workers within the community. RHA has been asked to participate in an administrative capacity by issuing incentive payments to participating landlords. RHA has been actively designing and planning the program with Tahoe Prosperity Center, Placemates, Washoe County and Incline and Crystal Bay community members. RHA will soon enter into an agreement with Washoe County to administer the funding to participating landlords.
- RHA closed on the transfer of the Dick Scott Manor property from the City of Reno to RHA and on the transfer of the Reno Avenue property from Catholic Charities to RHA.
- RHA's Deputy Executive Director will be presenting an overview of RHA and its current projects during the Nevada Housing Coalition's September 25th Lunch and Learn webinar.
- RHA's Executive Director and its MTW Policy Manager will be part of a panel discussing Direct Rental Assistance at the upcoming Nevada Housing Coalition conference in mid-October. Representatives from HUD and New York University will also be on the panel.

- RHA will host a candidate open housing on October 9th to provide information to interested candidates on our housing programs, development, and services.

B. Rental Assistance Voucher Programs/Asset Management

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 9/12/24	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,484	2,251	91%	94
VASH	441	360	82%	46
VASH – pending PBV awards	100	0	0%	0
EHV	120	107	89%	5
FYI	15	9	60%	2

Number HQS Inspections Conducted	Aug 2024	291
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City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 9/13/24	Number of Households Approved as of 9/13/24	Percent Funding Spent
\$1,455,000	\$302,796	63	22%

Homeless Prevention Program

Total Funding Available	Total Assistance Approved as of 9/13/24	Number of Households Approved as of 9/13/24	Percent Funding Spent
\$161,024	\$26,175	11	16%

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 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 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, 17 vouchers are unable to be re-issued after 9/30/23 and have been removed from the baseline, leaving 120 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.

C. Update on Resident Services

Senior Services:

- **Golden Groceries Food Pantry at Tom Sawyer:** Held on 08/15/2024 and 08/28/2024, serving approximately 42 and 73 senior residents, respectively.
- **Senior Dance Class at Willie J. Wynn:** Continued every Tuesday with varying attendance. To increase participation, Nixle reminders and in-person announcements have been planned.
- **Produce Drop-off by Reno Food Systems at Willie J. Wynn:** Occurred every Wednesday, consistently serving 15 participants each week. This program continues to receive positive feedback.
- **Healthy Living Workshop at Willie J. Wynn:** Conducted on 08/14/2024, with 13 participants attending. The workshop on making salad dressing was well-received, and there are plans to continue these educational sessions. The Healthy Living Workshop continues to thrive due to resident interest in health and wellness topics, highlighting the importance of community-based health education.
- **Senior Fitness Program at Willie J. Wynn:** Held on 08/22/2024, attended by 6 seniors. Participation is expected to increase with more regular reminders and announcements.
- **Movie Night at Silverada:** "Mama Mia!" screened on 08/30/2024, attended by 24 seniors, providing a social gathering and entertainment.

Success Story:

- The Healthy Living Workshop continues to thrive due to resident interest in health and wellness topics, highlighting the importance of community-based health education.

Resident Council Activities:

- **Silverada Manor:** Held a luncheon collaborative on 08/16/2024 with 11 participants.
- **Tom Sawyer Village:** Luncheon collaborative held on 08/05/2024 with 6 participants.
- **Mineral Manor:** Planning for a Family Appreciation BBQ scheduled for 09/21/2024.

- **Essex Manor:** Hosted a Mini Harvest event on 08/17/2024 and is preparing for the Seasons Harvest event on 09/27/2024.
- **Stead Manor:** Focused on potential expenditures for upcoming community events, including mental health awareness and clean-up activities.
- **Myra Birch:** Organized a community clean-up event on 09/14/2024, with active engagement from residents.

Workforce Development:

- **Family Self-Sufficiency (FSS) Program:**
 - **Workshops: "Cooking Nutritious Meals on a Budget" Workshop (08/07/2024):** The workshop, attended by 12 participants, was a collaborative effort with the University of Nevada, Reno (UNR). Participants learned how to prepare a healthy pasta salad using ingredients from our Golden Groceries program and explored additional nutritious recipes tailored to fit their budgets. The session provided valuable skills and knowledge to help residents make affordable, healthy meal choices.
 - **Events:** Sound Mind Walk scheduled for 09/14/2024 at Rancho San Rafael. The Workforce Development team successfully organized the Sound Mind Health Walk to promote mental well-being among residents. The team prepared for the event by scouting a suitable location and route for the walk and reaching out to community partners for donations. We received generous contributions from Children's Cabinet, Quest, Aflac, Renown, First Five, and Zephyr Wellness, who provided a variety of swag. Participants enjoyed each station along the walk that featured information on the connection between physical activities, hydration, meditation, and mental health, emphasizing the importance of a holistic approach to well-being. The event was a great success, effectively combining physical exercise, mindfulness, and community support.

Youth Programs:

- **Start Smart Program:**
 - **Start Smart Public Speaking:** The Public Speaking Workshop was designed to help participants build confidence and improve their communication skills.
 - **Holiday Card Project:** Ongoing through August to involve residents in creating holiday cards.

D. Update on Public Affairs Activities

- Assisted with organizing PDAS/HUD visit and prepared social media posts to highlight the sites and projects visited.
- Working on invites for the upcoming Candidate Open Housing to be held October 9th.
- Planning the grand opening event for Railyard Flats, currently anticipated in mid-November.

E. Update on Development Department Activities

Please see RHA's Development Quarterly Update on Item 10.

F. Update on Information Technology Activities

Yardi Implementation:

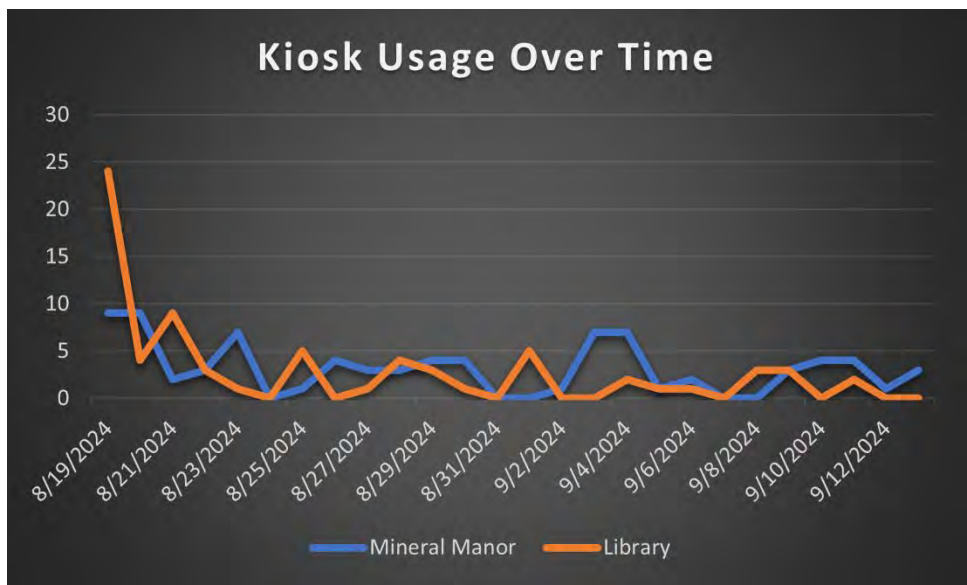
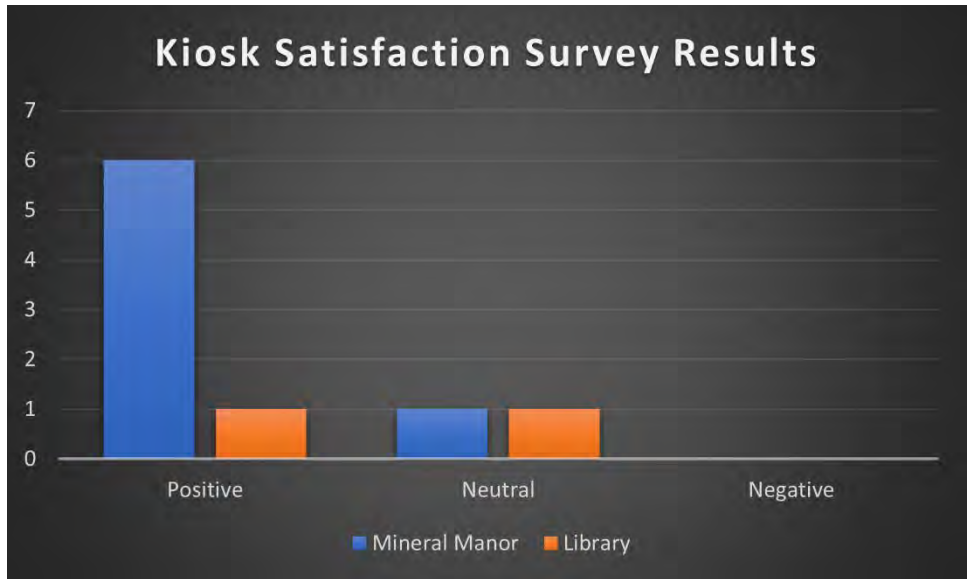
- IT, Rental Assistance, and Asset Management continue to hold weekly meetings with Juan Esleta, RHA's technical account manager, to complete checklist items for the implementation of the Rent Café PHA module.
- The implementation of TRUV, Finicity, and The Work Number into Site Manager was completed by IT and our Screening Services Account Manager, Adela Mercado. Staff received Verification Services workflow training, marking an end to this module.
- Aine Sandfort attended the Yardi Advanced Solutions Conference in San Diego, California on August 27-29.

Laserfiche Implementation:

- The EDMS team have completed their assignment by scanning every department's physical files into Laserfiche. The team has been informed that their official end date is on September 27th.
- IT is meeting with the Admissions, Rental Assistance, and Asset Management departments to discuss implementing additional workflows for increased efficiency.

Other Projects:

- IT has converted all forms on the RHA website to fillable PDF files. We will continue this process moving forward as additional files are added to the website.
- IT, Rental Assistance, Asset Management, and Admissions had training with our new phone and video interpretation provider, LanguageLine.
- All staff received their biannual cybersecurity training that focused on safety while working from home and common red flags to lookout for at work.
- The ribbon cutting event for the second RHA service kiosk at the Downtown Reno Library took place on Monday, August 19th. Results from user satisfaction surveys are primarily positive. After removing the large uptick in usage on the first day of the Downtown Reno Library kiosk, usage at the library is about 66% of what we see at Mineral Manor. See graphs below.



G. Update on MTW Activities

FY 2024 Annual MTW Report:

- RHA’s annual MTW Report to HUD is being reviewed with the final submission due to HUD by September 30, 2024. Detailed information has been pulled for all activities implemented under MTW to gauge whether activities within RHA’s MTW program have been successful. Data analysis is also used to demonstrate areas where activities could be amended to ensure continued success.

Direct Rental Assistance:

- Direct Rental Assistance (DRA) continues to gain momentum as an alternative way to provide housing assistance to low-income families. DRA is similar to HUD’s Housing Choice Voucher program, with the key difference being that DRA provides rental assistance subsidies directly to the tenant rather than the landlord. More details, including historical background information, have been included for your discussion.

H. Update on Legal Inquiries

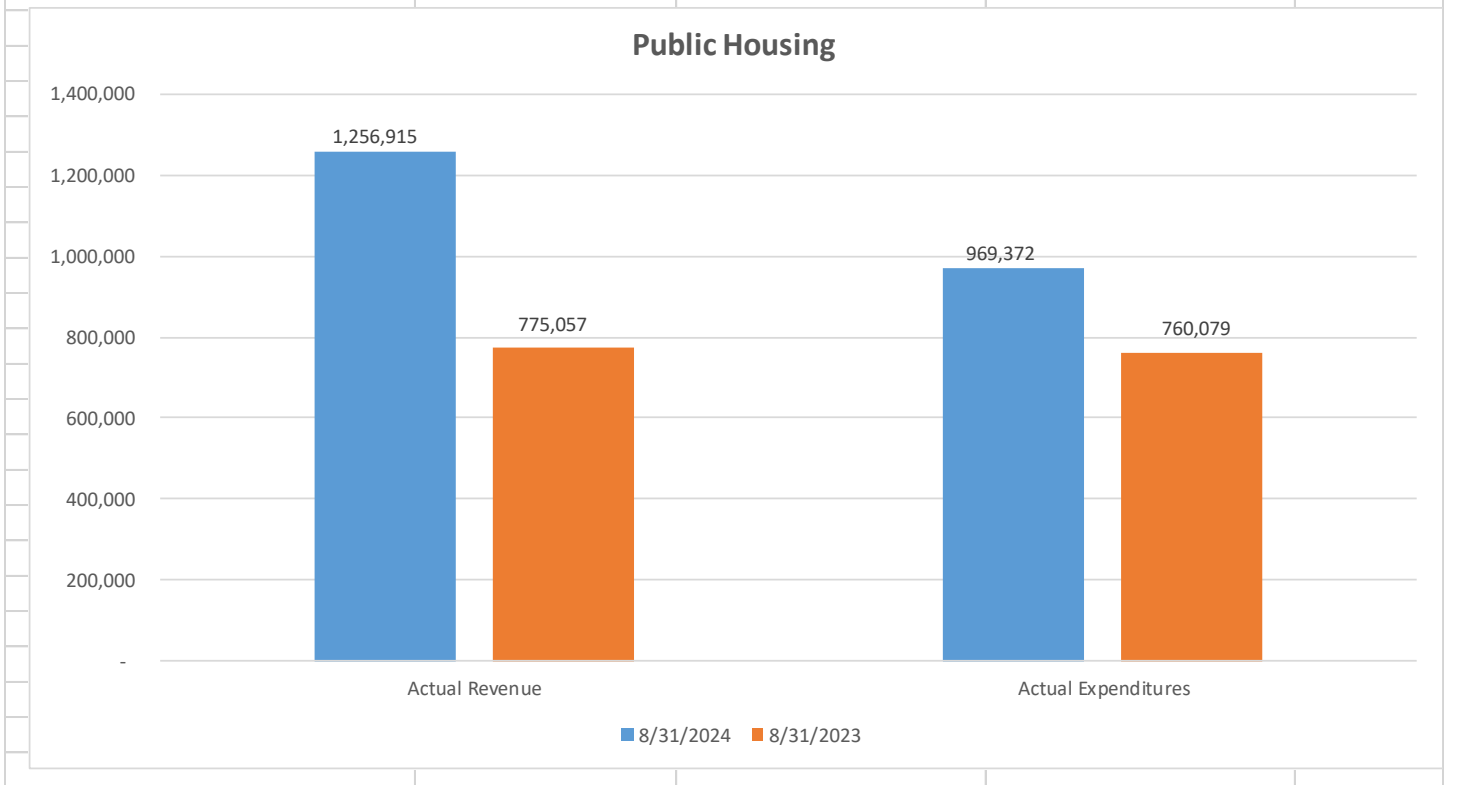
No legal updates.

I. Financials

See attached graphics.

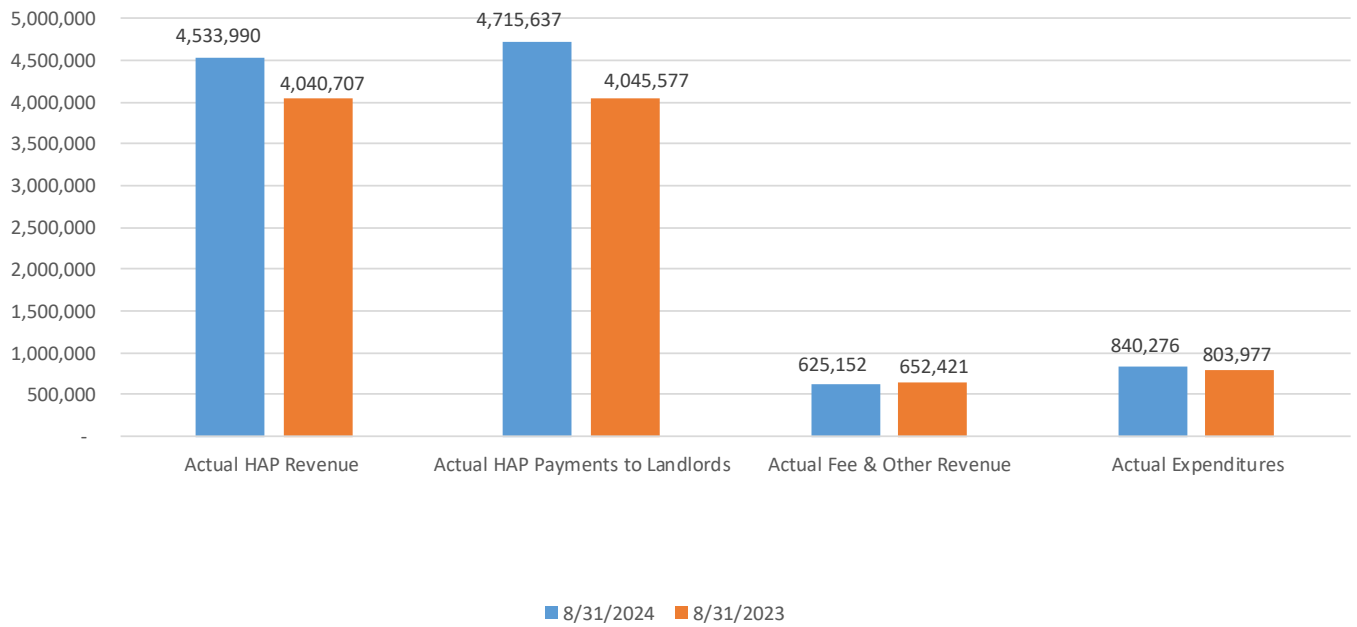
ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTH ENDED AUGUST 31, 2024

Public Housing	8/31/2024	8/31/2023	Variance	Variance Percentage
Actual Revenue	1,256,915	775,057	481,858	62.17%
Budgeted Revenue	793,853	880,730	(86,877)	-9.86%
Actual Expenditures	969,372	760,079	209,293	27.54%
Budgeted Expenditures	862,434	1,102,099	(239,665)	-21.75%
Actual Surplus (deficit)	287,542	14,978	272,564	1819.77%

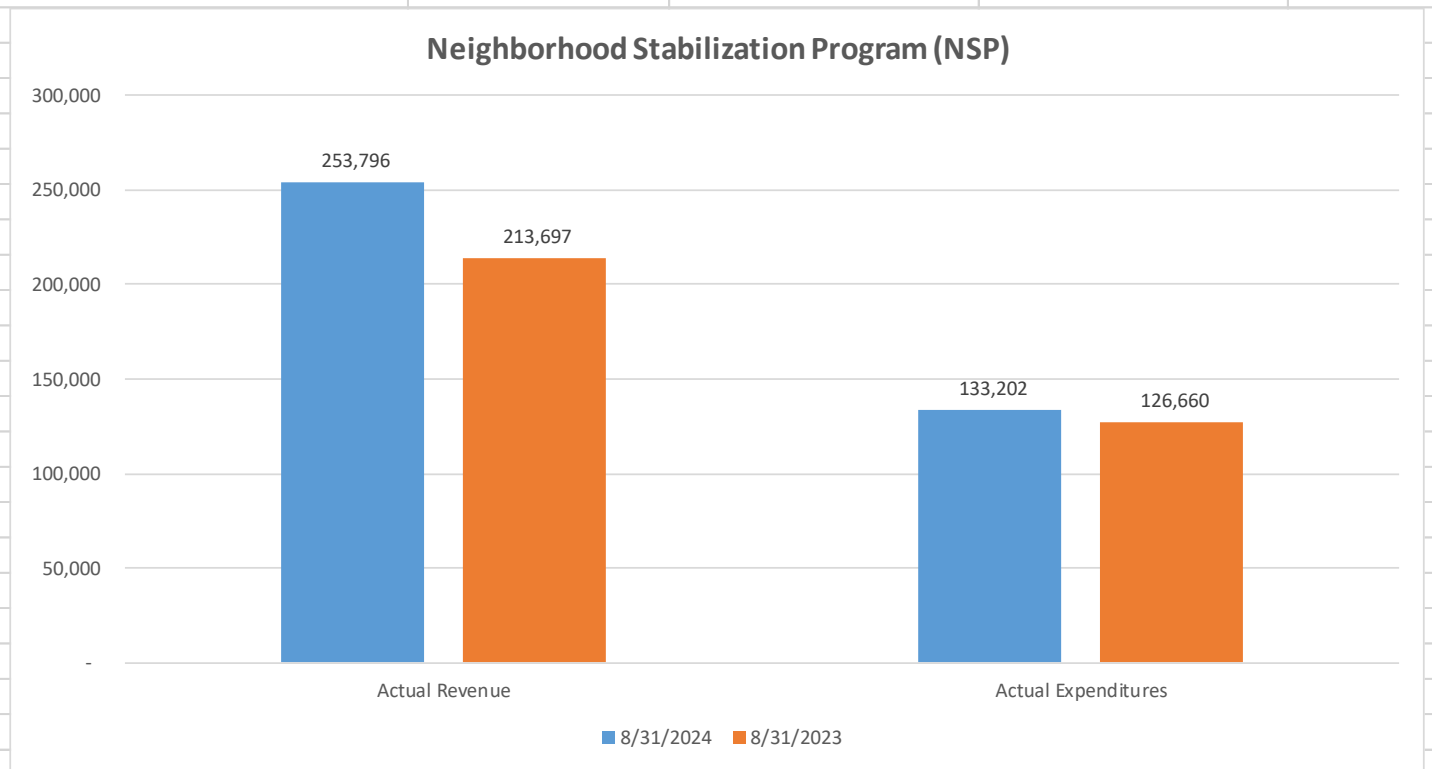


Housing Choice Voucher (Rental Assistance and MTW)	8/31/2024	8/31/2023	Variance	Variance Percentage
Actual HAP Revenue	4,533,990	4,040,707	493,283	12.21%
Budgeted HAP Revenue	4,736,860	4,658,361	78,499	1.69%
Actual HAP Payments to Landlords	4,715,637	4,045,577	670,060	16.56%
Budgeted HAP Payments to Landlords	4,292,938	4,115,992	176,946	4.30%
<i>HAP Surplus (Deficit)</i>	<i>(181,647)</i>	<i>(4,870)</i>	<i>(176,777)</i>	<i>0.00%</i>
Actual Fee & Other Revenue	625,152	652,421	(27,269)	-4.18%
Budgeted Fee & Other Revenue	645,328	500,297	145,031	28.99%
Actual Expenditures	840,276	803,977	36,299	4.51%
Budgeted Expenditures	1,090,218	871,444	218,774	25.10%
<i>Unrestricted Profit (Loss)</i>	<i>(215,124)</i>	<i>(151,556)</i>	<i>(63,568)</i>	<i>41.94%</i>
Actual Surplus (deficit)	(396,771)	(156,426)	(240,345)	153.65%

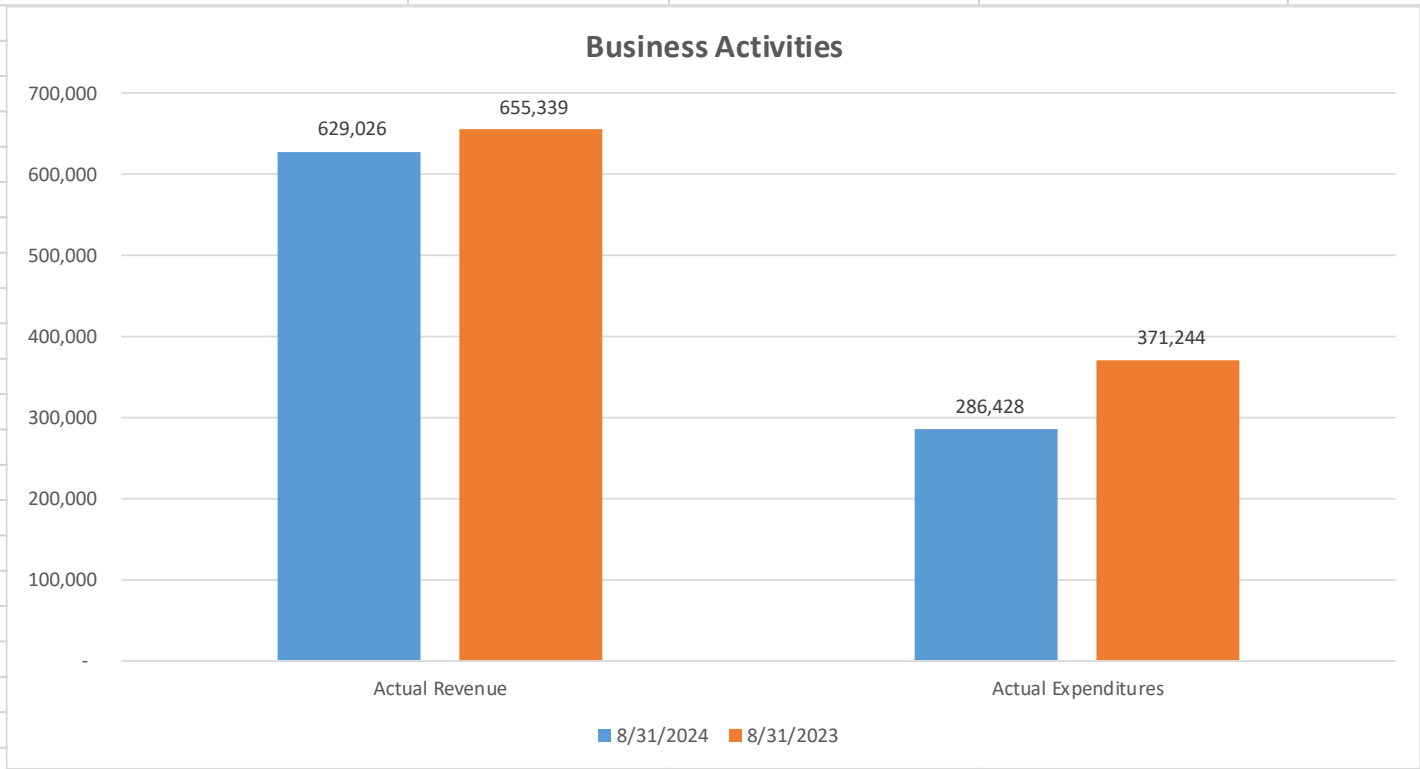
Housing Choice Voucher (Rental Assistance and MTW)



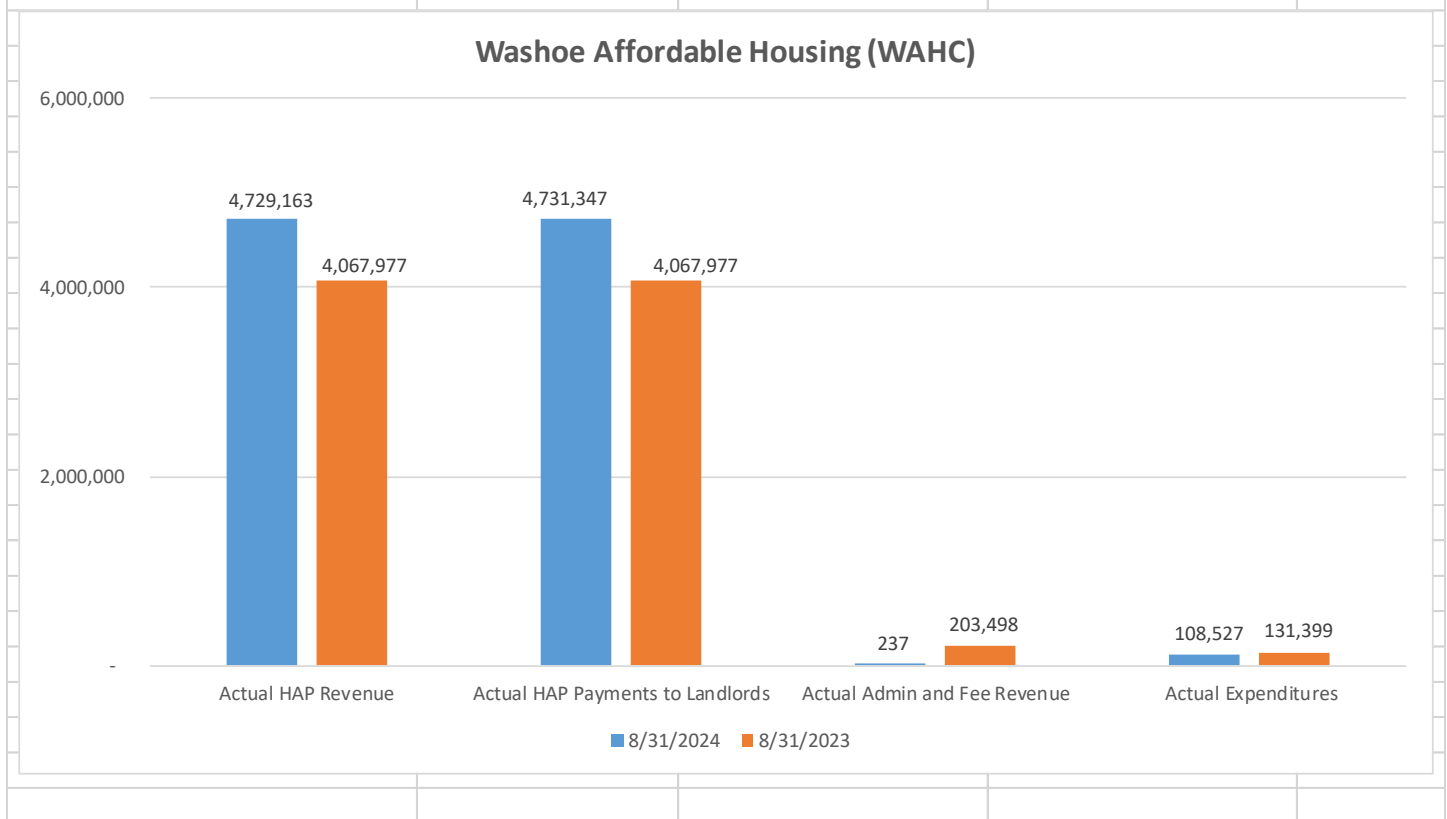
Neighborhood Stabilization Program (NSP)	8/31/2024	8/31/2023	Variance	Variance Percentage
Actual Revenue	253,796	213,697	40,099	18.76%
Budgeted Revenue	242,746	235,348	7,398	3.14%
Actual Expenditures	133,202	126,660	6,542	5.17%
Budgeted Expenditures	163,518	139,998	23,520	16.80%
Actual Restricted Surplus (deficit)	120,594	87,037	33,557	38.55%



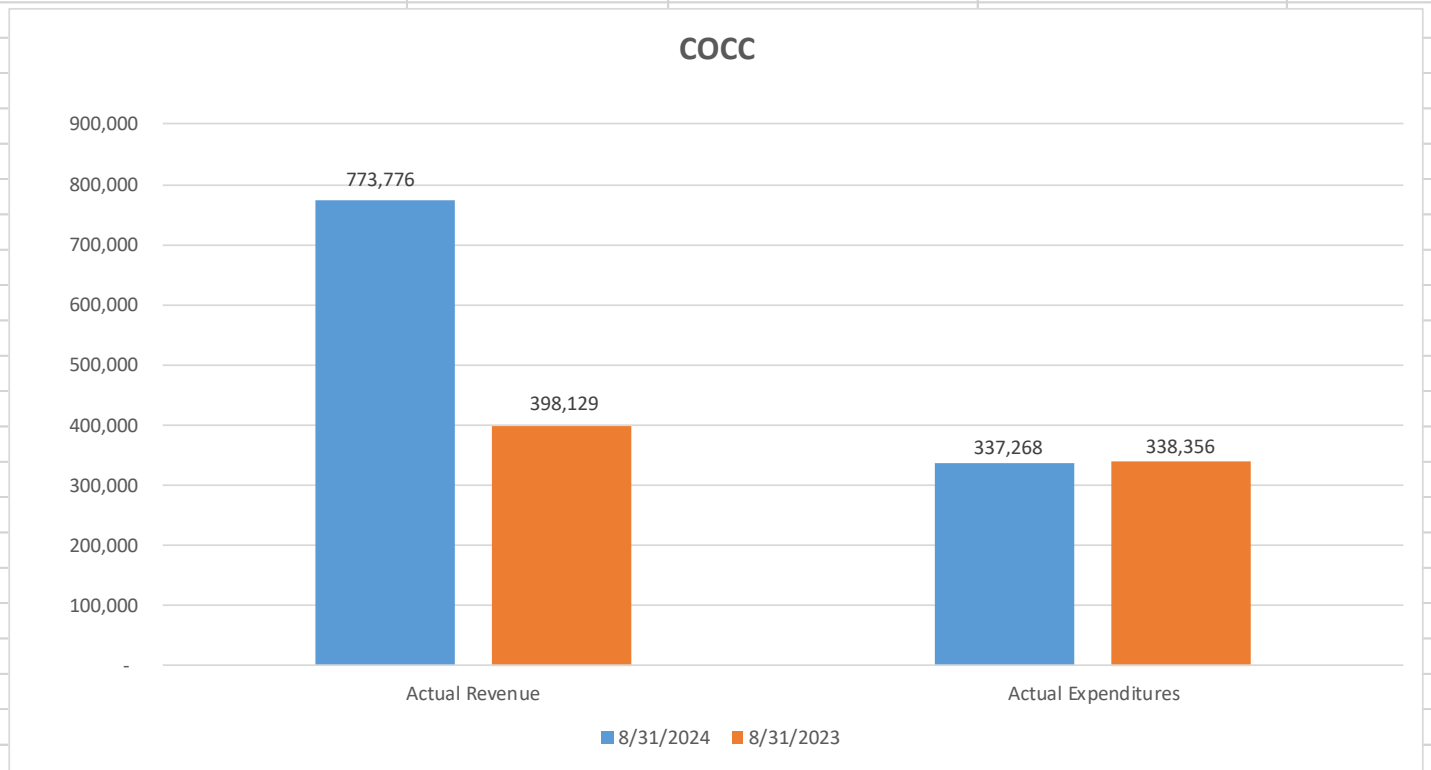
Business Activities	8/31/2024	8/31/2023	Variance	Variance Percentage
Actual Revenue	629,026	655,339	(26,313)	-4.02%
Budgeted Revenue	528,374	660,988	(132,614)	-20.06%
Actual Expenditures	286,428	371,244	(84,816)	-22.85%
Budgeted Expenditures	270,002	282,180	(12,178)	-4.32%
Actual Unrestricted Surplus (deficit)	342,598	284,095	58,503	20.59%



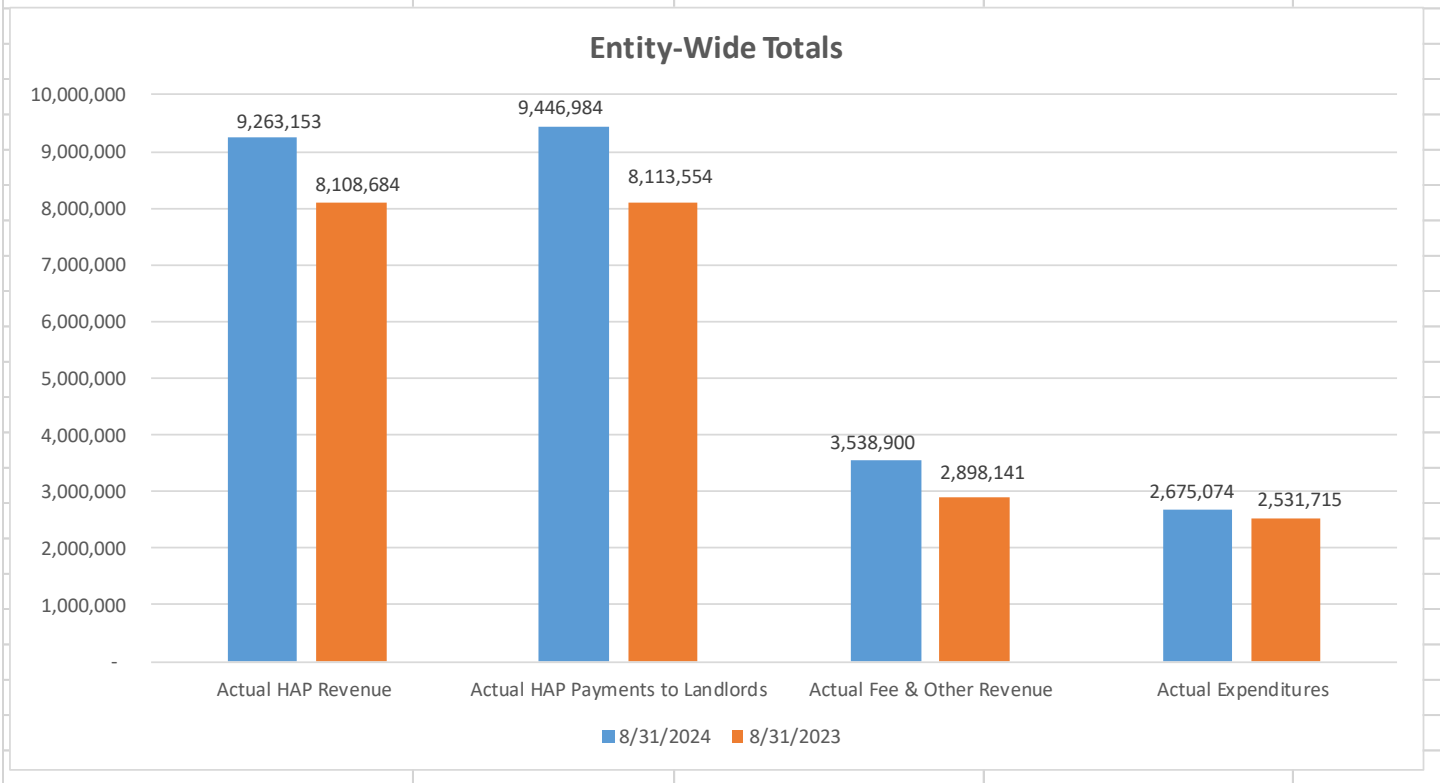
Washoe Affordable Housing (WAHC)	8/31/2024	8/31/2023	Variance	Variance Percentage
Actual HAP Revenue	4,729,163	4,067,977	661,186	16.25%
Budgeted HAP Revenue	4,389,768	4,469,315	(79,547)	-1.78%
Actual HAP Payments to Landlords	4,731,347	4,067,977	663,370	16.31%
Budgeted HAP Payments to Landlords	4,389,768	4,469,315	(79,547)	-1.78%
<i>HAP Surplus (Deficit)</i>	<i>(2,183)</i>	-	(2,183)	0.00%
Actual Admin and Fee Revenue	237	203,498	(203,261)	-99.88%
Budgeted Admin and Fee Revenue	202,578	171,869	30,709	17.87%
Actual Expenditures	108,527	131,399	(22,872)	-17.41%
Budgeted Expenditures	154,607	132,064	22,543	17.07%
<i>Unrestricted Profit (Loss)</i>	<i>(108,290)</i>	<i>72,099</i>	(180,389)	-250.20%
Actual Surplus (deficit)	(110,473)	72,099	(182,572)	-253.22%



COCC	8/31/2024	8/31/2023	Variance	Variance Percentage
Actual Revenue	773,776	398,129	375,647	94.35%
Budgeted Revenue	464,282	364,650	99,632	27.32%
Actual Expenditures	337,268	338,356	(1,088)	-0.32%
Budgeted Expenditures	596,196	517,889	78,307	15.12%
Actual Unrestricted Surplus (deficit)	436,507	59,773	376,734	630.28%



Entity-Wide Totals	8/31/2024	8/31/2023	Variance	Variance Percentage
Actual HAP Revenue	9,263,153	8,108,684	1,154,469	14.24%
Budgeted HAP Revenue	9,126,628	9,127,676	(1,048)	-0.01%
Actual HAP Payments to Landlords	9,446,984	8,113,554	1,333,430	16.43%
Budgeted HAP Payments to Landlords	8,682,706	8,585,306	97,400	1.13%
<i>HAP Surplus (Deficit)</i>	<i>(183,830)</i>	<i>(4,870)</i>	<i>(178,960)</i>	<i>3674.74%</i>
Actual Fee & Other Revenue	3,538,900	2,898,141	640,759	22.11%
Budgeted Fee & Other Revenue	2,877,161	2,813,881	63,280	2.25%
Actual Expenditures	2,675,074	2,531,715	143,359	5.66%
Budgeted Expenditures	3,136,976	3,045,674	91,302	3.00%
<i>Unrestricted Profit (Loss)</i>	<i>863,827</i>	<i>366,426</i>	<i>497,401</i>	<i>135.74%</i>
Actual Surplus (deficit)	679,997	361,556	318,441	88.08%



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

October 1, 2024

SUBJECT: Discussion and possible approval to enter into a contract for up to \$ \$16,689,709 with Plenium Builders for General Contract Services with a Guaranteed Maximum Price of \$16,689,709 for the Stead Manor Rehabilitation Project. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Plenium Builders was selected as Construction Manager at Risk (CMAR) for the Stead Manor Rehab project through a competitive RFQ process in the fall of 2023. The Board approved entering into a preconstruction services contract for the project in September 2023 for \$36,000. The pre-construction services included collaborating with the design team during the design phase, project review and consultation services, conducting value analysis, managing scheduling, logistics, phasing, and providing a guaranteed maximum price (GMP) for the project.

Plenium Builders worked diligently with the project's design team since being awarded the contract. Following the completion of the plan set, they gathered competitive bids from all required trades to create a GMP. They reviewed the draft GMP with RHA's Development Department to identify potential cost savings and budget items that needed an additional round of bids to secure a more competitive price. Based on this process, they have arrived at the proposed GMP of \$16,689,709.

The Development Department has also worked with Plenium to finalize a construction contract. That contract language is now finalized and ready to be approved and executed. Following the execution of the construction contract, Plenium is set to begin Phase 1 of the Stead Manor Rehab project in December.

The contract reflects the proposed GMP of \$16,689,709 and includes the same terms and conditions as RHA's contract with Plenium for the John McGraw Court, Silver Sage Court, and Dick Scott Manor projects. Important terms include:

- 5% retention for the duration of the project.
- Excludes contingency out of savings.
- If the project comes under budget and there are savings for the cost of the work, that will be split 50/50 between RHA and Plenium.

RHA received \$18 million in State of Nevada Home Means Nevada Initiative (HMNI) funds towards the project. Addition sources for the project include an anticipated NV Energy Rebate and RHA's HUD capital funds. The total project cost, including hard construction costs, soft costs, fees and reserves, and relocation is estimated to be \$20,420,620. A Sources and Uses table is included below.

RHA is seeking approval by the Board of Commissioners to enter into a construction contract with Plenium Builders for a GMP of \$16,689,709 for the Stead Manor Rehab project. Furthermore, RHA is seeking authorization for the Executive Director, Hilary Lopez, Ph.D., to sign and execute all required documents.

Stead Manor Rehab Sources & Uses

Permanent Sources	Amount	Uses	Amount
HMNI Funds	\$ 18,000,000	Hard Cost	\$ 16,689,709
NV Energy Rebate	\$ 500,000	Soft Cost	\$ 1,396,558
HUD Capital Funds	\$ 1,392,107	Fees/Reserves	\$ 1,171,487
		Relocation	\$ 634,353
Total	\$ 20,420,620		\$ 20,420,620

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners motion to approve entering into a construction contract with Plenium Builders for a gross maximum price of \$16,689,709 for the Stead Manor Rehab project and authorize, Executive Director, Hilary Lopez, Ph.D., to sign and execute all required documents.



AIA® Document A102® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

AGREEMENT made as of the 18th day of September in the year 2024
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Housing Authority of the City of Reno
1525 East Ninth Street
Reno, NV 89512
775-329-3630

and the Contractor:
(Name, legal status, address and other information)

Plenium Builders
825 Steneri Way
Sparks, NV 89431
775-398-0123

for the following Project:
(Name, location and detailed description)

Stead Manor Remodel
5062 Bravo Avenue
Reno, NV 89506
APN No. 086-146-01

The Architect:
(Name, legal status, address and other information)

JK Architecture Engineering
11661 Blocker Drive Suite #220
Auburn, CA 95603
530-883-8117

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A102™–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

User Notes:

TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	RELATIONSHIP OF THE PARTIES
4	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
5	CONTRACT SUM
6	CHANGES IN THE WORK
7	COSTS TO BE REIMBURSED
8	COSTS NOT TO BE REIMBURSED
9	DISCOUNTS, REBATES AND REFUNDS
10	SUBCONTRACTS AND OTHER AGREEMENTS
11	ACCOUNTING RECORDS
12	PAYMENTS
13	DISPUTE RESOLUTION
14	TERMINATION OR SUSPENSION
15	MISCELLANEOUS PROVISIONS
16	ENUMERATION OF CONTRACT DOCUMENTS
EXHIBIT A	INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern. An enumeration of the Contract Documents, other than a Modification, appears in Article 16.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 RELATIONSHIP OF THE PARTIES

The Contractor accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Contractor's skill and judgment in furthering the interests of the Owner; to furnish efficient business administration and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's

interests. The Owner agrees to furnish and approve, in a timely manner, information required by the Contractor and to make payments to the Contractor in accordance with the requirements of the Contract Documents.

ARTICLE 4 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 4.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:

Upon receipt of required permits, receipt of Notice to Proceed plus receipt of this Agreement executed, and a mutually agreed-to start date, (whichever occurs last).

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 4.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 4.3 Substantial Completion

§ 4.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

- Not later than (652) calendar days from the date of commencement of the Work.
- By the following date:

§ 4.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

§ 4.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 4.3, liquidated damages, if any, shall be assessed as set forth in Section 5.1.6.

ARTICLE 5 CONTRACT SUM

§ 5.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum is the Cost of the Work as defined in Article 7 plus the Contractor's Fee.

§ 5.1.1 The Contractor's Fee:

(State a lump sum, percentage of Cost of the Work, or other provision for determining the Contractor's Fee.)

Percentage of Cost of the Work: Six percent (6%) fee plus two percent (2%) overhead. Builder's Risk is calculated at one percent (1%), General Liability insurance at one percent (1%) and Bond at 0.6%.

§ 5.1.2 The method of adjustment of the Contractor's Fee for changes in the Work:

Percentage of Cost of the Work: Six (6%) fee plus two percent (2%) overhead. Builder's Risk is calculated at one percent (1%), General Liability insurance at one percent (1%) and Bond at 0.6%.

§ 5.1.3 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

§ 5.1.4 Rental rates for Contractor-owned equipment shall not exceed one hundred percent (100%) of the standard rental rate paid at the place of the Project.

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§ 5.1.5 Unit prices, if any: N/A

§ 5.1.6 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

\$300 per day

§ 5.1.7 Other:
(Insert provisions for bonus, cost savings or other incentives, if any, that might result in a change to the Contract Sum.)

Shared savings on the GMP (excluding any contingency) are fifty percent (50%) to the Owner and fifty percent (50%) to the Contractor. The savings shall be calculated at final payment.

§ 5.2 Guaranteed Maximum Price

§ 5.2.1 The Contract Sum is guaranteed by the Contractor not to exceed sixteen million, six hundred eighty-nine thousand, seven hundred and nine dollars (\$16,689,709.00), subject to additions and deductions by Change Order as provided in the Contract Documents. This maximum sum is referred to in the Contract Documents as the Guaranteed Maximum Price. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Contractor without reimbursement by the Owner.

§ 5.2.2 Alternates

§ 5.2.2.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
See Exhibit C – GMP Proposal	

§ 5.2.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
See Exhibit C – GMP Proposal		

§ 5.2.3 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Item	Price
See Exhibit C – GMP Proposal	

§ 5.2.4 Assumptions, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption.)

See Exhibit C – GMP Proposal

§ 5.2.5 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes or equipment, all of which, if required, shall be incorporated by Change Order.

§ 5.2.6 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions contained in Section 5.2.4. The Owner shall promptly furnish such revised Contract

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Documents to the Contractor. The Contractor shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions contained in Section 5.2.4 and the revised Contract Documents.

ARTICLE 6 CHANGES IN THE WORK

§ 6.1 Adjustments to the Guaranteed Maximum Price on account of changes in the Work may be determined by any of the methods listed in Article 7 of AIA Document A201™–2017, General Conditions of the Contract for Construction.

§ 6.2 Adjustments to subcontracts awarded on the basis of a stipulated sum shall be determined in accordance with Article 7 of A201–2017, as they refer to "cost" and "fee," and not by Articles 5, 7 and 8 of this Agreement. Adjustments to subcontracts awarded with the Owner's prior written consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.

§ 6.3 In calculating adjustments to the Guaranteed Maximum Price, the terms "cost" and "costs" as used in Article 7 of AIA Document A201–2017 shall mean the Cost of the Work as defined in Article 7 of this Agreement and the term "fee" shall mean the Contractor's Fee as defined in Section 5.1.1 of this Agreement.

§ 6.4 If no specific provision is made in Article 5 for adjustment of the Contractor's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Article 5 will cause substantial inequity to the Owner or Contractor, the Contractor's Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work, and the Guaranteed Maximum Price shall be adjusted accordingly.

ARTICLE 7 COSTS TO BE REIMBURSED

§ 7.1 Cost of the Work

§ 7.1.1 The term Cost of the Work shall mean costs necessarily incurred by the Contractor in the proper performance of the Work. The Cost of the Work shall include only the items set forth in this Article 7.

§ 7.1.2 Where, pursuant to the Contract Documents, any cost is subject to the Owner's prior approval, the Contractor shall obtain such approval in writing prior to incurring the cost.

§ 7.1.3 Costs shall be at rates not higher than the standard paid at the place of the Project, except with prior approval of the Owner.

§ 7.2 Labor Costs

§ 7.2.1 Wages or salaries of construction workers directly employed by the Contractor to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ 7.2.2 Wages or salaries of the Contractor's supervisory and administrative personnel when stationed at the site and performing Work, with the Owner's prior approval.

§ 7.2.2.1 Wages or salaries of the Contractor's supervisory and administrative personnel when performing Work and stationed at a location other than the site, but only for that portion of time required for the Work, and limited to the personnel and activities listed below:

(Identify the personnel, type of activity and, if applicable, any agreed upon percentage of time to be devoted to the Work.)

The salaries including burden and benefits of the Contractor's Project Director, Project Manager, Project Engineer, Project Administrator, Project Superintendent, VP Operations, Assistant Superintendent, Safety Director, Foreman, Scheduler and Estimators to the extent such Work is directly attributable to the project.

§ 7.2.3 Wages or salaries of the Contractor's supervisory or administrative personnel engaged at factories, workshops or while traveling, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ 7.2.4 Costs paid or incurred by the Contractor, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments, and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions,

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provided such costs are based on wages and salaries included in the Cost of the Work under Sections 7.2.1 through 7.2.3.

§ 7.2.5 If agreed rates for labor costs, in lieu of actual costs, are provided in this Agreement, the rates shall remain unchanged throughout the duration of this Agreement, unless the parties execute a Modification. Hourly Labor Rates shall be per Exhibit D and accepted as Cost of the Work.

§ 7.3 Subcontract Costs

Payments made by the Contractor to Subcontractors in accordance with the requirements of the subcontracts and this Agreement.

§ 7.4 Costs of Materials and Equipment Incorporated in the Completed Construction

§ 7.4.1 Costs, including transportation and storage at the site, of materials and equipment incorporated, or to be incorporated, in the completed construction.

§ 7.4.2 Costs of materials described in the preceding Section 7.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Contractor. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ 7.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

§ 7.5.1 Costs of transportation, storage, installation, dismantling, maintenance, and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Contractor at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment, and tools, that are not fully consumed, shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Contractor shall mean fair market value.

§ 7.5.2 Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Contractor at the site, and the costs of transportation, installation, dismantling, minor repairs, and removal of such temporary facilities, machinery, equipment, and hand tools. Rates and quantities of equipment owned by the Contractor, or a related party as defined in Section 7.8, shall be subject to the Owner's prior approval. The total rental cost of any such equipment may not exceed the purchase price of any comparable item.

§ 7.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ 7.5.4 Costs of the Contractor's site office, including general office equipment and supplies.

§ 7.5.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

§ 7.6 Miscellaneous Costs

§ 7.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract. General Liability insurance will be charged at a rate of 1% times the Cost of the Work.

§ 7.6.1.1 Costs for self-insurance, for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

§ 7.6.1.2 Costs for insurance through a captive insurer owned or controlled by the Contractor, with the Owner's prior approval.

§ 7.6.2 Sales, use, or similar taxes, imposed by a governmental authority, that are related to the Work and for which the Contractor is liable.

§ 7.6.3 Fees and assessments for the building permit, and for other permits, licenses, and inspections, for which the Contractor is required by the Contract Documents to pay.

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§ 7.6.4 Fees of laboratories for tests required by the Contract Documents; except those related to defective or nonconforming Work for which reimbursement is excluded under Article 13 of AIA Document A201–2017 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 7.7.3.

§ 7.6.5 Royalties and license fees paid for the use of a particular design, process, or product, required by the Contract Documents.

§ 7.6.5.1 The cost of defending suits or claims for infringement of patent rights arising from requirements of the Contract Documents, payments made in accordance with legal judgments against the Contractor resulting from such suits or claims, and payments of settlements made with the Owner's consent, unless the Contractor had reason to believe that the required design, process or product was an infringement of a copyright or a patent, and the Contractor failed to promptly furnish such information to the Architect as required by Article 3 of AIA Document A201–2017. The costs of legal defenses, judgments, and settlements, shall not be included in the Cost of the Work used to calculate the Contractor's Fee or subject to the Guaranteed Maximum Price.

§ 7.6.6 Costs for communications services, electronic equipment, and software, directly related to the Work and located at the site, with the Owner's prior approval. A lump sum amount of \$6,000 will be billed as Cost of the Work for the Procure project collaboration website.

§ 7.6.7 Costs of document reproductions and delivery charges.

§ 7.6.8 Deposits lost for causes other than the Contractor's negligence or failure to fulfill a specific responsibility in the Contract Documents.

§ 7.6.9 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Contractor, reasonably incurred by the Contractor after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.

§ 7.6.10 Expenses incurred in accordance with the Contractor's standard written personnel policy for relocation and temporary living allowances of the Contractor's personnel required for the Work, with the Owner's prior approval.

§ 7.6.11 That portion of the reasonable expenses of the Contractor's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ 7.7 Other Costs and Emergencies

§ 7.7.1 Other costs incurred in the performance of the Work, with the Owner's prior approval.

§ 7.7.2 Costs incurred in taking action to prevent threatened damage, injury, or loss, in case of an emergency affecting the safety of persons and property, as provided in Article 10 of AIA Document A201–2017.

§ 7.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Contractor, Subcontractors, or suppliers, provided that such damaged or nonconforming Work was not caused by the negligence of, or failure to fulfill a specific responsibility by, the Contractor, and only to the extent that the cost of repair or correction is not recovered by the Contractor from insurance, sureties, Subcontractors, suppliers, or others.

§ 7.8 Related Party Transactions

§ 7.8.1 For purposes of this Section 7.8, the term "related party" shall mean (1) a parent, subsidiary, affiliate, or other entity having common ownership of, or sharing common management with, the Contractor; (2) any entity in which any stockholder in, or management employee of, the Contractor holds an equity interest in excess of ten percent in the aggregate; (3) any entity which has the right to control the business or affairs of the Contractor; or (4) any person, or any member of the immediate family of any person, who has the right to control the business or affairs of the Contractor.

§ 7.8.2 If any of the costs to be reimbursed arise from a transaction between the Contractor and a related party, the Contractor shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If

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the Owner, after such notification, authorizes the proposed transaction in writing, then the cost incurred shall be included as a cost to be reimbursed, and the Contractor shall procure the Work, equipment, goods, or service, from the related party, as a Subcontractor, according to the terms of Article 10. If the Owner fails to authorize the transaction in writing, the Contractor shall procure the Work, equipment, goods, or service from some person or entity other than a related party according to the terms of Article 10.

ARTICLE 8 COSTS NOT TO BE REIMBURSED

§ 8.1 The Cost of the Work shall not include the items listed below:

- .1 Salaries and other compensation of the Contractor's personnel stationed at the Contractor's principal office or offices other than the site office, except as specifically provided in Section 7.2, or as may be provided in Article 15;
- .2 Bonuses, profit sharing, incentive compensation, and any other discretionary payments, paid to anyone hired by the Contractor or paid to any Subcontractor or vendor, unless the Owner has provided prior approval;
- .3 Expenses of the Contractor's principal office and offices other than the site office;
- .4 Overhead and general expenses, except as may be expressly included in Article 7;
- .5 The Contractor's capital expenses, including interest on the Contractor's capital employed for the Work;
- .6 Except as provided in Section 7.7.3 of this Agreement, costs due to the negligence of, or failure to fulfill a specific responsibility of the Contract by, the Contractor, Subcontractors, and suppliers, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable;
- .7 Any cost not specifically and expressly described in Article 7; and
- .8 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded.

ARTICLE 9 DISCOUNTS, REBATES AND REFUNDS

§ 9.1 Cash discounts obtained on payments made by the Contractor shall accrue to the Owner if (1) before making the payment, the Contractor included the amount to be paid, less such discount, in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Contractor with which to make payments; otherwise, cash discounts shall accrue to the Contractor. Trade discounts, rebates, refunds, and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Contractor shall make provisions so that they can be obtained.

§ 9.2 Amounts that accrue to the Owner in accordance with the provisions of Section 9.1 shall be credited to the Owner as a deduction from the Cost of the Work.

ARTICLE 10 SUBCONTRACTS AND OTHER AGREEMENTS

§ 10.1 Those portions of the Work that the Contractor does not customarily perform with the Contractor's own personnel shall be performed under subcontracts or other appropriate agreements with the Contractor. The Owner may designate specific persons from whom, or entities from which, the Contractor shall obtain bids. The Contractor shall obtain bids from Subcontractors, and from suppliers of materials or equipment fabricated especially for the Work, who are qualified to perform that portion of the Work in accordance with the requirements of the Contract Documents. The Contractor shall deliver such bids to the Architect and Owner with an indication as to which bids the Contractor intends to accept. The Owner then has the right to review the Contractor's list of proposed subcontractors and suppliers in consultation with the Architect and, subject to Section 10.1.1, to object to any subcontractor or supplier. Any advice of the Architect, or approval or objection by the Owner, shall not relieve the Contractor of its responsibility to perform the Work in accordance with the Contract Documents. The Contractor shall not be required to contract with anyone to whom the Contractor has reasonable objection.

§ 10.1.1 When a specific subcontractor or supplier (1) is recommended to the Owner by the Contractor; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Contractor may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Contractor and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ 10.2 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the Owner's prior written approval. If a subcontract is awarded on the basis of cost plus a fee, the Contractor shall provide in the subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Contractor in Article 11.

ARTICLE 11 ACCOUNTING RECORDS

The Contractor shall keep full and detailed records and accounts related to the Cost of the Work, and exercise such controls, as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Contractor's records and accounts, including complete documentation supporting accounting entries, books, job cost reports, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, Subcontractor's invoices, purchase orders, vouchers, memoranda, and other data relating to this Contract. The Contractor shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

ARTICLE 12 PAYMENTS

§ 12.1 Progress Payments

§ 12.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor, and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum, to the Contractor, as provided below and elsewhere in the Contract Documents.

§ 12.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 12.1.3 Provided that an Application for Payment is received by the Architect not later than the tenth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the last day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 12.1.4 With each Application for Payment, the Contractor shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that payments already made by the Contractor on account of the Cost of the Work equal or exceed progress payments already received by the Contractor plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Contractor's Fee.

§ 12.1.5 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among: (1) the various portions of the Work; (2) any contingency for costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order; and (3) the Contractor's Fee.

§ 12.1.5.1 The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. The schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment. Contractor shall provide Owner with a schedule of values as an Exhibit.

§ 12.1.5.2 The allocation of the Guaranteed Maximum Price under this Section 12.1.5 shall not constitute a separate guaranteed maximum price for the Cost of the Work of each individual line item in the schedule of values.

§ 12.1.5.3 When the Contractor allocates costs from a contingency to another line item in the schedule of values, the Contractor shall submit supporting documentation to the Architect.

§ 12.1.6 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed; or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Contractor on account of that portion of the Work and for which the Contractor has made payment or intends to make payment prior to the next Application for Payment, by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 12.1.7 In accordance with AIA Document A201–2017 and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 12.1.7.1 The amount of each progress payment shall first include:

- .1 That portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the most recent schedule of values;
- .2 That portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction or, if approved in writing in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect’s professional judgment, to be reasonably justified; and
- .4 The Contractor’s Fee, computed upon the Cost of the Work described in the preceding Sections 12.1.7.1.1 and 12.1.7.1.2 at the rate stated in Section 5.1.1 or, if the Contractor’s Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work included in Sections 12.1.7.1.1 and 12.1.7.1.2 bears to a reasonable estimate of the probable Cost of the Work upon its completion.

§ 12.1.7.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017;
- .5 The shortfall, if any, indicated by the Contractor in the documentation required by Section 12.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner’s auditors in such documentation; and
- .6 Retainage withheld pursuant to Section 12.1.8.

§ 12.1.8 Retainage

§ 12.1.8.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

| Five percent (5%)

§ 12.1.8.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

| N/A

§ 12.1.8.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 12.1.8.1 is to be modified prior to Substantial Completion of the entire Work, insert provisions for such modification.)

N/A

§ 12.1.8.3 Except as set forth in this Section 12.1.8.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 12.1.8. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage, such as upon completion of the Owner's audit and reconciliation, upon Substantial Completion.)

Upon mutual agreement

§ 12.1.9 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 12.1.10 Except with the Owner's prior written approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and suitably stored at the site.

§ 12.1.11 The Owner and the Contractor shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors, and the percentage of retainage held on Subcontracts, and the Contractor shall execute subcontracts in accordance with those agreements.

§ 12.1.12 In taking action on the Contractor's Applications for Payment the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Contractor, and such action shall not be deemed to be a representation that (1) the Architect has made a detailed examination, audit, or arithmetic verification, of the documentation submitted in accordance with Section 12.1.4 or other supporting data; (2) that the Architect has made exhaustive or continuous on-site inspections; or (3) that the Architect has made examinations to ascertain how or for what purposes the Contractor has used amounts previously paid on account of the Contract. Such examinations, audits, and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ 12.2 Final Payment

§ 12.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract, except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Contractor has submitted a final accounting for the Cost of the Work and a final Application for Payment; and
- .3 a final Certificate for Payment has been issued by the Architect in accordance with Section 12.2.2.

§ 12.2.2 Within 30 days of the Owner's receipt of the Contractor's final accounting for the Cost of the Work, the Owner shall conduct an audit of the Cost of the Work or notify the Architect that it will not conduct an audit.

§ 12.2.2.1 If the Owner conducts an audit of the Cost of the Work, the Owner shall, within 10 days after completion of the audit, submit a written report based upon the auditors' findings to the Architect.

§ 12.2.2.2 Within seven days after receipt of the written report described in Section 12.2.2.1, or receipt of notice that the Owner will not conduct an audit, and provided that the other conditions of Section 12.2.1 have been met, the Architect will either issue to the Owner a final Certificate for Payment with a copy to the Contractor, or notify the Contractor and Owner in writing of the Architect's reasons for withholding a certificate as provided in Article 9 of AIA Document A201–2017. The time periods stated in this Section 12.2.2 supersede those stated in Article 9 of AIA Document A201–2017. The Architect is not responsible for verifying the accuracy of the Contractor's final accounting.

§ 12.2.2.3 If the Owner's auditors' report concludes that the Cost of the Work, as substantiated by the Contractor's final accounting, is less than claimed by the Contractor, the Contractor shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Article 15 of AIA Document A201–2017. A request

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for mediation shall be made by the Contractor within 30 days after the Contractor's receipt of a copy of the Architect's final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner's auditors becoming binding on the Contractor. Pending a final resolution of the disputed amount, the Owner shall pay the Contractor the amount certified in the Architect's final Certificate for Payment.

§ 12.2.3 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 12.2.4 If, subsequent to final payment, and at the Owner's request, the Contractor incurs costs, described in Article 7 and not excluded by Article 8, to correct defective or nonconforming Work, the Owner shall reimburse the Contractor for such costs, and the Contractor's Fee applicable thereto, on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price. If adjustments to the Contract Sum are provided for in Section 5.1.7, the amount of those adjustments shall be recalculated, taking into account any reimbursements made pursuant to this Section 12.2.4 in determining the net amount to be paid by the Owner to the Contractor.

§ 12.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

All late payments will accrue interest at a nominal rate of twelve percent (12%) per annum from the due date, compounded monthly. All payments received will first be applied to interest outstanding then any remainder will be applied to the oldest invoice outstanding.

ARTICLE 13 DISPUTE RESOLUTION

§ 13.1 Initial Decision Maker

The Architect will serve as Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, unless the parties appoint below another individual, not a party to the Agreement, to serve as Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 13.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by mediation pursuant to Article 15 of AIA Document A201-2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- Arbitration pursuant to Section 15 of AIA Document A201-2017
- Litigation governed by Nevada law, with jurisdiction in the Second Judicial District Court of Nevada.
- Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 14 TERMINATION OR SUSPENSION

§ 14.1 Termination

§ 14.1.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2017.

§ 14.1.2 Termination by the Owner for Cause

§ 14.1.2.1 If the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A201-2017, the amount, if any, to be paid to the Contractor under Article 14 of AIA Document A201-2017 shall not cause the Guaranteed Maximum Price to be exceeded, nor shall it exceed an amount calculated as follows:

- 1 Take the Cost of the Work incurred by the Contractor to the date of termination;

Init.

- 2 Add the Contractor's Fee, computed upon the Cost of the Work to the date of termination at the rate stated in Section 5.1.1 or, if the Contractor's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- 3 Subtract the aggregate of previous payments made by the Owner; and
- 4 Subtract the costs and damages incurred, or to be incurred, by the Owner under Article 14 of AIA Document A201–2017.

§ 14.1.2.2 The Owner shall also pay the Contractor fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Contractor that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 14.1.2.1.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Contractor shall, as a condition of receiving the payments referred to in this Article 14, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Contractor, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Contractor under such subcontracts or purchase orders.

§ 14.1.3 Termination by the Owner for Convenience

If the Owner terminates the Contract for convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of or method for determining the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

The Contractor shall be paid for the Work performed to date and any proven loss, cost or expense in connection with the Work including all demobilization costs plus remaining overhead and profit as established by current estimate, and any attorney's fees and costs.

§ 14.2 Suspension

The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017; in such case, the Guaranteed Maximum Price and Contract Time shall be increased as provided in Article 14 of AIA Document A201–2017, except that the term "profit" shall be understood to mean the Contractor's Fee as described in Article 5 and Section 6.4 of this Agreement.

ARTICLE 15 MISCELLANEOUS PROVISIONS

§ 15.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 15.2 The Owner's representative:

(Name, address, email address and other information)

Hilary Lopez, Ph.D.
Housing Authority of the City of Reno
1525 E. 9th Street
Reno, NV 89512
775-445-9821
hlopez@renoaha.org

J.D. Klippenstein, Director of Development
Housing Authority of the City of Reno
1525 E. 9th Street
Reno, NV 89512
775-329-3630, ext. 212
jklippenstein@renoaha.org

Nestor Garcia
775-445-9821
ngarcia@renoaha.org

§ 15.3 The Contractor's representative:

(Name, address, email address and other information)

Jennifer MacQuarrie, Project Manager
Plenium Builders

Init.

825 Steneri Way
Sparks, NV 89431
775-870-2542
jmacquarrie@pleniumbuilders.com

§ 15.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 15.5 Insurance and Bonds

§ 15.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A102™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 15.5.2 The Contractor shall provide bonds as set forth in AIA Document A102™-2017 Exhibit A, and elsewhere in the Contract Documents.

§ 15.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

N/A

ARTICLE 16 ENUMERATION OF CONTRACT DOCUMENTS

§ 16.1 This Agreement is comprised of the following documents:

- .1 Standard Form of Agreement Between Owner and Contractor, AIA Document A102™-2017
- .2 General Conditions of the Contract for Construction, AIA Document A201™-2017
- .3 Exhibit A - Insurance and Bonds, AIA Document A102
- .4 Exhibit B - Drawing Log
- .5 Other documents, if any, listed below:
 - Exhibit C - Contractor's GMP Proposal
 - Exhibit D - Contractor's Billing Rates
 - Exhibit E - Contractor's Construction Schedule
 - Exhibit F - Schedule of Values
 - Exhibit G - Form HUD 2554
 - Exhibit H - Davis Bacon Nevada Residential Wage Determination

This Agreement entered into as of the day and year first written above.

OWNER (*Signature*)

Hilary Lopez, Ph.D., Executive Director /
Contracting Officer

(*Printed name and title*)

CONTRACTOR (*Signature*)

Tobin Basta, President

(*Printed name and title*)

Init.

/



AIA® Document A102® – 2017 Exhibit A

Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the 18th day of September in the year 2024.
(In words, indicate day, month and year.)

for the following PROJECT:
(Name and location or address)

Stead Manor Remodel
5062 Bravo Avenue
Reno, NV 89506

THE OWNER:
(Name, legal status and address)

Housing Authority of the City of Reno
1525 East Ninth Street
Reno, NV 89512

THE CONTRACTOR:
(Name, legal status and address)

Plenium Builders
825 Steneri Way
Sparks, NV 89431

TABLE OF ARTICLES

- A.1 GENERAL
- A.2 OWNER'S INSURANCE
- A.3 CONTRACTOR'S INSURANCE AND BONDS
- A.4 SPECIAL TERMS AND CONDITIONS

ARTICLE A.1 GENERAL

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201™–2017, General Conditions of the Contract for Construction.

ARTICLE A.2 OWNER'S INSURANCE

§ A.2.1 General

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Document A201™–2017, General Conditions of the Contract for Construction. Article 11 of A201™–2017 contains additional insurance provisions.

§ A.2.2 Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

§ A.2.3 Required Property Insurance

§ A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ A.2.3.1.2

Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

§ A.2.3.1.3 Deductibles and Self-Insured Retentions. If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ A.2.3.2 Occupancy or Use Prior to Substantial Completion. The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

§ A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

§ A.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below: N/A

ARTICLE A.3 CONTRACTOR'S INSURANCE AND BONDS

§ A.3.1 General

§ A.3.1.1 Certificates of Insurance. The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy or policies.

§ A.3.1.2 Deductibles and Self-Insured Retentions. The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

§ A.3.1.3 Additional Insured Obligations. To the fullest extent permitted by law, the Contractor shall cause the commercial general liability coverage to include (1) the Owner, the Architect, and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, CG 20 32 07 04.

§ A.3.2 Contractor's Required Insurance Coverage

§ A.3.2.1 The Contractor shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)

N/A

§ A.3.2.2 Commercial General Liability

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than two million (\$2,000,000) each occurrence, two million (\$2,000,000) general aggregate, and two million (\$2,000,000) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 3.18 of the General Conditions.

§ A.3.2.2.2 The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

- .1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
- .2 Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
- .3 Claims for bodily injury other than to employees of the insured.
- .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
- .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
- .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
- .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
- .8 Claims related to roofing, if the Work involves roofing.
- .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
- .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
- .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.

§ A.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than one million (\$1,000,000) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

§ A.3.2.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ A.3.2.5 Workers' Compensation at statutory limits.

§ A.3.2.6 Employers' Liability with policy limits not less than one million (\$1,000,000) each accident, one million (\$1,000,000) each employee, and one million (\$1,000,000) policy limit.

§ A.3.3 Contractor's Other Insurance Coverage

§ A.3.3.1 Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)

N/A

§ A.3.3.2 The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)

§ A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:
(Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)

§ A.3.3.2.2 Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form.

§ A.3.3.2.3 Property insurance on an "all-risks" completed value form, covering property owned by the

Contractor and used on the Project, including scaffolding and other equipment.

§ A.3.4 Performance Bond and Payment Bond

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows: N/A





Printed on Tue Aug 6, 2024 at 11:51 am PDT
 Job #: 11192 RHA Stead Manor
 4932 Bravo Avenue
 Reno, Nevada 89506

EXHIBIT B - DRAWING LOG

GMP Drawings - Current Drawings

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
General					
G0.1	COVER SHEET	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
G2.1	BUILDING CODE ANALYSIS PLAN TYPE A	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
G2.2	BUILDING CODE ANALYSIS PLAN TYPE B	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
G2.3	BUILDING CODE ANALYSIS PLAN TYPE C	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
G2.4	BUILDING CODE ANALYSIS PLAN TYPE D	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
G2.5	BUILDING CODE ANALYSIS PLAN TYPE E	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
G3.1	ACCESSIBILITY DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
G4.1	SHEET SPECS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
G4.2	SHEET SPECS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
Architectural					
A1.1	ARCHITECTURAL SITE PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
A1.2	ENLARGED SITE PLAN - PHASE 1A	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
A1.3	ENLARGED SITE PLAN - PHASE 1B	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
A1.4	ENLARGED SITE PLAN - PHASE 2	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
A1.5	ENLARGED SITE PLAN - PHASE 3	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
A1.6	ENLARGED SITE PLAN - PHASE 4	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
A8.1	ARCHITECTURAL DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AA2.1	TYPE A FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AA2.4	TYPE A ROOF PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AA3.1	TYPE A ELEVATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AA4.1	TYPE A SECTIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AA5.1	TYPE A REFLECTED CEILING PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AB2.1	TYPE B FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AB2.4	TYPE B ROOF PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AB3.1	TYPE B ELEVATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AB4.1	TYPE B SECTIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AB5.1	TYPE B REFLECTED CEILING PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AC2.1	TYPE C FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AC2.4	TYPE C ROOF PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AC3.1	TYPE C ELEVATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AC4.1	TYPE C SECTIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AC5.1	TYPE C REFLECTED CEILING PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AC7.1	TYPE C WINDOW, DOOR, AND FINISH SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)



EXHIBIT B - DRAWING LOG

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
AD2.1	TYPE D FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AD2.4	TYPE D ROOF PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AD3.1	TYPE D ELEVATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AD4.1	TYPE D SECTIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AD5.1	TYPE D REFLECTED CEILING PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AD7.1	TYPE D WINDOW, DOOR, AND FINISH SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AE2.0	TYPE E DEMO PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AE2.1	TYPE E FLOOR PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AE2.4	TYPE E ROOF PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AE3.1	TYPE E ELEVATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AE4.1	TYPE E SECTIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AE5.1	TYPE E REFLECTED CEILING PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AE7.1	TYPE E DOOR AND FINISH SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AU1.1	2 BEDROOM UNIT- FLOOR PLANS AND INTERIOR ELEVATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AU1.2	2 BEDROOM UNIT- WINDOW, DOOR, AND FINISH SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AU2.1	3 BEDROOM UNIT- FLOOR PLANS AND INTERIOR ELEVATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AU2.2	3 BEDROOM UNIT- WINDOW, DOOR, AND FINISH SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AU3.0	ACCESSIBLE UNIT - DEMO PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AU3.1	ACCESSIBLE UNIT - FLOOR PLAN AND INTERIOR ELEVATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
AU3.2	ACCESSIBLE UNIT - WINDOW, DOOR, AND FINISH SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
Structural					
S001	GENERAL NOTES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
S002	TYPICAL WOOD DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
S003	SCHEDULES AND TYPICAL DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
S101A	TYPE A - PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
S102B	TYPE B - PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
S103C	TYPE C - PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
S104D	TYPE D - PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
S105E	TYPE E - PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
S501	DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
Civil					
T-1	TITLE SHEET	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
DP-1	DEMOLITION PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
DP-2	DEMOLITION PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
S-1	SITE PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
S-2	SITE PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
U-1	UTILITY PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
U-2	UTILITY PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)



EXHIBIT B - DRAWING LOG

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
G-1	GRADING PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
G-2	GRADING PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
G-3	GRADING PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
G-4	GRADING PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
G-5	GRADING PLAN	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
D-1	DETAIL SHEET	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
D-2	DETAIL SHEET	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
D-3	DETAIL SHEET	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
Landscape					
L1	Landscape Cover Sheet	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L2	Tree Protection Plan	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L3	Tree Protection Plan	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L4	Landscape Plan	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L5	Landscape Plan	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L6	Mulch Plan	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L7	Irrigation Plan	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L8	Landscape and Two-Wire Irrigation Details	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L9	Landscape and Two-Wire Irrigation Details	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L10	Amenity Plan	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L11	Playground and Amenity Details	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
L12	Playground and Amenity Details	0	05/23/2024	05/31/2024	100% CD Set (05/31/24)
Mechanical					
MA0.1	MECHANICAL ABBREVIATIONS, SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MA0.2	MECHANICAL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MA0.3	MECHANICAL DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MA1.1	MECHANICAL DEMOLITION FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MA2.1	MECHANICAL FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MA8.1	MECHANICAL IECC COMPLIANCE CERTIFICATES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MA8.2	HVAC CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MA8.3	HVAC CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MB0.1	MECHANICAL ABBREVIATIONS, SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MB0.2	MECHANICAL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MB0.3	MECHANICAL DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MB1.1	MECHANICAL DEMOLITION FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MB2.1	MECHANICAL FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MB8.1	MECHANICAL IECC COMPLIANCE CERTIFICATES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MB8.2	HVAC CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MCO.1	MECHANICAL ABBREVIATIONS, SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)



EXHIBIT B - DRAWING LOG

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
MC0.2	MECHANICAL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MC0.3	MECHANICAL DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MC1.1	MECHANICAL DEMOLITION FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MC2.1	MECHANICAL FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MC8.1	MECHANICAL IECC COMPLIANCE CERTIFICATES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MC8.2	HVAC CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MD0.1	MECHANICAL ABBREVIATIONS, SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MD0.2	MECHANICAL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MD0.3	MECHANICAL DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MD1.1	MECHANICAL DEMOLITION FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MD2.1	MECHANICAL FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MD8.1	MECHANICAL IECC COMPLIANCE CERTIFICATES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
MD8.2	HVAC CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ME0.1	MECHANICAL ABBREVIATIONS, SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ME0.2	MECHANICAL SCHEDULES, SPECIFICATIONS, AND DETAILS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ME1.1	MECHANICAL DEMOLITION FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ME2.1	MECHANICAL FLOOR PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ME8.1	MECHANICAL IECC COMPLIANCE CERTIFICATES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
Plumbing					
PA0.1	PLUMBING ABBREV, SPECS., SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PA0.2	PLUMBING SCHEDULES, DETAILS, AND CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PB0.1	PLUMBING ABBREV, SPECS., SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PB0.2	PLUMBING SCHEDULES, DETAILS, AND CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PC0.1	PLUMBING ABBREV, SPECS., SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PC0.2	PLUMBING SCHEDULES, DETAILS, AND CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PD0.1	PLUMBING ABBREV, SPECS., SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PD0.2	PLUMBING SCHEDULES, DETAILS, AND CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PE0.1	PLUMBING ABBREV, SPECS., SYMBOLS, NOTES, AND SHEET INDEX	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PE0.2	PLUMBING SCHEDULES, DETAILS, AND CALCULATIONS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PE1.1	PLUMBING DEMOLITION FLOOR PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PE2.1	PLUMBING FLOOR PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PSA1.1	PLUMBING DEMOLITION FLOOR PLAN - WASTE & VENT	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PSA2.1	PLUMBING FLOOR PLAN - WASTE & VENT	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PSB1.1	PLUMBING DEMOLITION FLOOR PLAN - WASTE & VENT	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PSB2.1	PLUMBING FLOOR PLAN - WASTE & VENT	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PSC1.1	PLUMBING DEMOLITION FLOOR PLAN - WASTE & VENT	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PSC2.1	PLUMBING FLOOR PLAN - WASTE & VENT	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PSD1.1	PLUMBING DEMOLITION FLOOR PLAN - WASTE & VENT	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)



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 Job #: 11192 RHA Stead Manor
 4932 Bravo Avenue
 Reno, Nevada 89506

EXHIBIT B - DRAWING LOG

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
PSD2.1	PLUMBING FLOOR PLAN - WASTE & VENT	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PWA1.1	PLUMBING DEMOLITION FLOOR PLAN - WATER & GAS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PWA2.1	PLUMBING FLOOR PLAN - WATER & GAS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PWB1.1	PLUMBING DEMOLITION FLOOR PLAN - WATER & GAS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PWB2.1	PLUMBING FLOOR PLAN - WATER & GAS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PWC1.1	PLUMBING DEMOLITION FLOOR PLAN - WATER & GAS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PWC2.1	PLUMBING FLOOR PLAN - WATER & GAS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PWD1.1	PLUMBING DEMOLITION FLOOR PLAN - WATER & GAS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
PWD2.1	PLUMBING FLOOR PLAN - WATER & GAS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
Electrical					
EA0.1	ELECTRICAL LEGEND, SPECIFICATIONS, & DRAWING SCHEDULE	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EA0.2	BUILDING A ONELINE DIAGRAM & FIXTURE SCHED	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EA0.3	BUILDING A LOAD CALCS & PANEL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EA1.1	ELECTRICAL SITE PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EA2.1	BUILDING A OVERALL PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EA3.1	2-BR UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EA3.2	3-BR UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EA3.3	ADA UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EB0.1	ELECTRICAL LEGEND, SPECIFICATIONS, & DRAWING SCHEDULE	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EB0.2	BUILDING B ONELINE DIAGRAM & FIXTURE SCHED	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EB0.3	BUILDING B LOAD CALCS & PANEL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EB1.1	ELECTRICAL SITE PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EB2.1	BUILDING B OVERALL PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EB3.1	2-BR UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EB3.2	3-BR UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EC0.1	ELECTRICAL LEGEND, SPECIFICATIONS, & DRAWING SCHEDULE	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EC0.2	BUILDING C ONELINE DIAGRAM & FIXTURE SCHED	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EC0.3	BUILDING C LOAD CALCS & PANEL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EC1.1	ELECTRICAL SITE PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EC2.1	BUILDING C OVERALL PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EC3.1	2-BR UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EC3.2	3-BR UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EC3.3	OFFICE-LAUNDRY ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ED0.1	ELECTRICAL LEGEND, SPECIFICATIONS, & DRAWING SCHEDULE	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ED0.2	BUILDING D ONELINE DIAGRAM & FIXTURE SCHED	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ED0.3	BUILDING D LOAD CALCS & PANEL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ED1.1	ELECTRICAL SITE PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ED2.1	BUILDING D OVERALL PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)



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Job #: 11192 RHA Stead Manor
4932 Bravo Avenue
Reno, Nevada 89506

EXHIBIT B - DRAWING LOG

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
ED3.1	2-BR UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ED3.2	3-BR UNIT ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
ED3.3	MAINT-LAUNDRY ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EE0.1	ELECTRICAL LEGEND & DRAWING SCHEDULE	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EE0.2	BUILDING E ONELINE DIAGRAM & FIXTURE SCHED	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EE0.3	BUILDING E LOAD CALCS & PANEL SCHEDULES	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EE1.1	ELECTRICAL SITE PLAN	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EE2.1	BUILDING E ELECTRICAL DEMO PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)
EE3.1	BUILDING E ELECTRICAL PLANS	0	05/31/2024	05/31/2024	100% CD Set (05/31/24)

RFI's #1 - #14



September 18, 2024

Reno Housing Authority
Stead Manor

GMP Proposal REV 1 (with VE)

GMP Proposal Summary

General Conditions	\$850,675
Cost of the Work	\$13,754,152
1% General Liability Insurance	\$146,048
1% Builder's Risk Insurance	\$166,897
2% Overhead & 6% CMAR Fee	\$1,211,323
Performance & Payment Bond	\$74,506
Sub-Total	\$16,203,601
3% CMAR Contingency	\$486,108
TOTAL	\$16,689,709

Schedule

- Schedule dated 8/28/24 prepared by Plenium Builders (Pages 1 – 7)
 - Multi-phased 21.5 months; 12/2/24 Start Demo to 9/14/26 final Completion.
 - 21.5 months = 20 months of construction plus 6 weeks of relocation time between phases
 - We have allowed for two (2) weeks between phases for RHA to relocate residents into the finished phase and out of the next phase
 - Long Lead / Procurement items:
 - Cabinets & Countertops – A notice to proceed is needed by 10/7/24 for Cabinets and Countertops to meet the project schedule
- See separate Qualifications / Scope of Work document dated 9/18/24 prepared by Plenium Builders (Pages 1 – 9)

EXHIBIT C - PROPOSAL
Spreadsheet Report
Stead Manor GMP Estimate 081424

Group	Phase	Description	Takeoff Quantity	Sub Name	Total Cost/Unit	Total Amount
01000		GENERAL CONDITIONS				
	01310	PROJECT MANAGEMENT				
		Project Manager	21.50 MO		18,150.00 /MO	390,225
		Project Administrator	21.50 MO		1,100.00 /MO	23,650
		Schedule Consultant	21.50 MO		1,250.00 /MO	26,875
		PROJECT MANAGEMENT			/MO	440,750
	01312	FIELD PERSONNEL				
		Project Superintendent	21.50 MO		19,066.30 /MO	409,925
		FIELD PERSONNEL			/MO	409,925
		GENERAL CONDITIONS			/MO	850,675
02000		SITWORK				
	02010	SWPPP				
		Temp Water	21.50 MO		250.00 /MO	5,375
		SWPPP Maintenance	12.00 MO		600.00 /MO	7,200
		Street Sweeping 10 hr / MO	8.00 MO		1,500.00 /MO	12,000
		Dust Control	8.00 MO		500.00 /MO	4,000
		SWPPP			/SF	28,575
	02050	SITE WORK				
		Safety	21.50 MO		1,350.00 /MO	29,025
		Site Work Bid - Includes Demo, SWPPP, Paving, Grading, Sewer	1.00 LS	Aspen Earthworks	575,000.00 /LS	575,000
		Connex Storage	21.50 MO		250.00 /MO	5,375
		Site Survey	1.00 LS		16,750.00 /LS	16,750
		SITE WORK			/SF	626,150
	02225	SELECTIVE DEMOLITION				
		Dumpsters	42.00 EA		650.00 /EA	27,300
		Selective Demo	1.00 LS	All Eagle	484,239.19 /LS	484,239
		Continuous Cleanup	93.00 WK		2,750.00 /WK	255,750
		SELECTIVE DEMOLITION				767,289
	02226	ASBESTOS ABATEMENT				
		Asbestos Abatement Bid	1.00 LS	All Eagle	439,890.00 /LS	439,890
		ASBESTOS ABATEMENT				439,890
	02775	SIDEWALKS				
		Site Concrete	1.00 LS	Aspen Earthworks	119,671.00 /LS	119,671
		Forklift	21.50 MO		2,650.00 /MO	56,975
		SIDEWALKS			/SF	176,646
	02820	FENCES & GATES				
		Temp Construction Chain Link Initial Phase 1	750.00 LF		5.95 /LF	4,463
		Temp Fence reconfigure to Phase 2	707.00 LF		5.95 /LF	4,207
		Temp Fence reconfigure to Phase 3	660.00 LF		5.95 /LF	3,927
		Temp Fence reconfigure to Phase 4	347.00 LF		5.95 /LF	2,065
		Temp Fence reuse in place	867.00 LF		3.75 /LF	3,251
		Temp Construction Chain Link Initial Phase 1 Building C	506.00 LF		5.95 /LF	3,011
		Ornamental Iron Fence at Playground	1.00 LS	Tholl Fence	31,793.00 /LS	31,793
		FENCES & GATES			/SF	52,716
	02880	PLAY FIELD EQUIPMENT				
		Playground Equipment (Includes Benches & Picnic Tables)	1.00 LS	Game Time	147,527.00 /LS	147,527
		PLAY FIELD EQUIPMENT				147,527
	02905	LANDSCAPE SUBCONTRACT				
		Landscape & Irrigation Bid (includes, Planters & Pavers)	1.00 LS	Sunstate	452,143.00 /LS	452,143
		Site Snow Removal	8.00 MO		1,500.00 /MO	12,000
		LANDSCAPE SUBCONTRACT			/SF	464,143
		SITWORK				2,702,936
03000		CONCRETE				
	03310	CAST IN PLACE CONCRETE				
		Heat Pump Pads & Bathroom Infill Bldg E	1.00 LS	Cheek Construction	17,823.00 /LS	17,823
		Demising Wall 1 Hr Upgrade Concrete Curb	1.00 LS	Cheek Construction	78,620.00 /LS	78,620
		CAST IN PLACE CONCRETE				96,443
	03910	CONCRETE CLEANING				
		Concrete Washout	4.00 EA		1,000.00 /EA	4,000
		CONCRETE CLEANING				4,000
		CONCRETE				100,443
04000		MASONRY				
	04210	BRICK MASONRY				
		Allowance for Brick Repoint and Monument Sign CMU	1.00 LS	Kawcak Masonry	26,567.00 /LS	26,567
		BRICK MASONRY				26,567
		MASONRY				26,567
05000		METALS				
	05720	ORNAMENTAL RAILING				
		Ornamental Rail (Patios, ADA, Entries, Interior, Strongback)	1.00 LS	Stodtmeister Iron	365,070.00 /LS	365,070
		Railing Powdercoat Allowance	1.00 LS	Stodtmeister Iron	29,620.00 /LS	29,620
		ORNAMENTAL RAILING				394,690
		METALS				394,690
06000		WOOD & PLASTICS				
	06105	ROUGH CARPENTRY				
		Misc Tools & Equipment	21.50 MO		2,300.00 /MO	49,450
		Exterior Window Trim	6,300.00 LF		15.50 /LF	97,650
		Material Expediter	21.50 MO		1,050.00 /MO	22,575
		Rough Carp Quality Control	21.50 MO		3,460.00 /MO	74,390
		ROUGH CARPENTRY			/SF	244,065
	06110	WOOD FRAMING				
		Subfloor Framing	1.00 LS	LB Construction	776,040.00 /LS	776,040
		Demising Wall 1HR Upgrade for Plan Check	1.00 LS	LB Construction	108,000.00 /LS	108,000
		Check & Repair Stair Riser - 2 Bdrm	40.00 EA		610.00 /EA	24,400
		Check & Repair Stair Riser - 3 Bdrm	24.00 EA		610.00 /EA	14,640
		WOOD FRAMING			/SF	923,080
	06400	FINISH CARPENTRY				
		Wood Base Trim	29,423.00 LF		3.50 /LF	102,981
		Door Casing	21,661.00 LF		5.00 /LF	108,305
		Closets / Shelving	68.00 /EA		800.00 /EA	54,400
		Interior Window Trim	2,040.00 LF		6.00 /LF	12,240
		VE Buyout Placeholder - Trim	2,040.00 LF		/LF	(100,000)
		FINISH CARPENTRY				177,926
	06410	CABINETS				
		Cabinet Bid - Sub	1.00 LS	Lanz Cabinets	410,711.00 /LS	410,711
		CABINETS			/SF	410,711
	06415	COUNTER TOPS				
		Solid Surface Counter Top w/ Backsplash	1.00 LS	Lanz Cabinets	114,501.00 /LS	114,501

Group	Phase	Description	Takeoff Quantity	Sub Name	Total Cost/Unit	Total Amount
		COUNTER TOPS			/SF	114,501
		WOOD & PLASTICS			/SF	1,870,283
07000		THERMAL/MOISTURE PROTECT				
	07210	BUILDING INSULATION				
		Insulation Bid	1.00 LS	Gale Bldg Products	386,965.00 /LS	386,965
		Demising Wall 1 HR Upgrade Insulation	1.00 LS	Gale Bldg Products	66,938.00 /LS	66,938
		BUILDING INSULATION				453,903
	07310	SHINGLES				
		R & R Roofing Composite shingles	1.00 LS	Regan Roofing	415,035.00 /LS	415,035
		SHINGLES				415,035
	07620	SHEET METAL FLASHING/TRIM				
		Wall Flashing	1,064.00 LF		25.00 /LF	26,600
		SHEET METAL FLASHING/TRIM				26,600
	07840	FIRESTOPPING				
		Firestopping	70.00 LS		150.00 /LS	10,500
		FIRESTOPPING				10,500
	07920	JOINT SEALANTS				
		Window Caulking	8,130.00 LF		1.90 /LF	15,447
		Door Frame & casing Caulking	21,523.00 LF		1.18 /LF	25,384
		Wood base Caulking	25,523.00 LF		1.03 /LF	26,161
		JOINT SEALANTS				66,993
		THERMAL/MOISTURE PROTECT				973,031
08000		DOORS & WINDOWS				
	08005	DOOR BID				
		Temp Door & Storage	68.00 EA		200.00 /EA	13,600
		Door & Hardware Bid	1.00 LS		897,160.00 /LS	897,160
		Remove & Replace Entry Doors	68.00 EA		200.00 /EA	13,600
		VE Buyout Placeholder - Door & Hardware Bid	1.00 LS		/LS	(300,000)
		DOOR BID				624,360
	08120	ALUMINUM DOORS/FRAMES				
		Door C-104-D 3068 Aluminum Storefront	1.00 EA		7,000.00 /EA	7,000
		ALUMINUM DOORS/FRAMES				7,000
	08560	VINYL WINDOWS				
		Vinyl Window Bid	1.00 LS	NVision	415,737.00 /LS	415,737
		Mockup	1.00 LS		3,000.00 /LS	3,000
		Window Install Contingency	1.00 LS		132,500.00 /LS	132,500
		VINYL WINDOWS				551,237
		DOORS & WINDOWS				1,182,597
09000		FINISHES				
	09010	INTERIOR FINISH ALLOWANCE				
		Interior Punch List / Quality Control	21.50 MO		6,920.00 /MO	148,780
		INTERIOR FINISH ALLOWANCE				148,780
	09250	GYP SUM WALL BOARD				
		Gypsum Drywall - Sub	1.00 LS	Image Drywall	1,130,477.00 /LS	1,130,477
		Final Clean	62,180.00 SF		0.50 /SF	31,090
		Temp Heat	8.00 MO		2,000.00 /MO	16,000
		Demising Wall 1HR Upgrade Drywall	1.00 LS	Image Drywall	57,932.00 /LS	57,932
		GYP SUM WALL BOARD				1,235,499
	09650	RESILIENT FLOORING				
		Flooring Bid (includes underlayment)	1.00 LS	Contract Flooring	654,000.00 /LS	654,000
		Temp Protection	64.00 EA		470.00 /EA	30,080
		RESILIENT FLOORING				684,080
	09910	PAINTING				
		Paint Bid	1.00 LS	LC Paint	615,157.00 /LS	615,157
		PAINTING				615,157
		FINISHES				2,683,516
10000		SPECIALTIES				
	10430	EXTERIOR SIGNAGE				
		Exterior Address Letters	1.00 LS		8,500.00 /LS	8,500
		Monument Signage (includes address signage)	1.00 LS	Yesco	10,600.00 /LS	10,600
		Project Signage	1.00 LS		2,000.00 /LS	2,000
		EXTERIOR SIGNAGE				21,100
	10520	FIRE PROTECTION				
		10lb Extinguisher	68.00 EA		162.50 /EA	11,050
		20lb Extinguisher	1.00 EA		182.50 /EA	183
		FIRE PROTECTION				11,233
	10820	BATH ACCESSORIES				
		Toilet Accessories (includes OFCI)	1.00 LS	Henri's Specialties	33,865.00 /LS	33,865
		Shower Curtain & Rod Furnish & Install	64.00 EA		100.00 /EA	6,400
		BATH ACCESSORIES				40,265
		SPECIALTIES				72,598
11000		EQUIPMENT				
	11450	RESIDENTIAL EQUIPMENT				
		Appliance Bid	1.00 LS	Ferguson	210,653.00 /LS	210,653
		RESIDENTIAL EQUIPMENT				210,653
		EQUIPMENT				210,653
12000		FURNISHINGS				
	12490	WINDOW TREATMENTS				
		Blinds	1.00 LS	Evco Interiors	44,482.00 /LS	44,482
		WINDOW TREATMENTS				44,482
		FURNISHINGS				44,482
15000		MECHANICAL				
	15100	PLUMBING				
		Plumbing Bid	LS	Zephyr Plumbing	/LS	1,343,112
		Chemical Toilet (1/10/mo) 3bidg * 2ea * 3mo * 4ph	21.50 MO		750.00 /MO	16,125
		Ice Cups & Water	93.00 WK		25.00 /WK	2,325
		VE Accepted for Plumbing	LS	Zephyr Plumbing	/LS	(141,268)
		PLUMBING				1,220,294
	15510	HVAC				
		HVAC Budget	1.00 LS	FLEET HEATING & AIR	1,416,420.00 /LS	1,416,420
		HVAC				1,416,420
		MECHANICAL				2,636,714
16000		ELECTRICAL				
	16010	ELECTRICAL				
		Electrical Bid	1.00 LS	Helix Electric	687,015.00 /LS	687,015
		Procure Management System	1.00 LS		28,000.00 /LS	28,000
		MEP Punch List / Quality Control	21.50 MO		3,460.00 /MO	74,390

EXHIBIT C - PROPOSAL
Spreadsheet Report
Stead Manor GMP Estimate 081424

Group	Phase	Description	Takeoff Quantity	Sub Name	Total Cost/Unit	Total Amount
	16010	ELECTRICAL				
		Temporary Electric & Lights	65,675.00 SF		0.50 /SF	32,838
		ELECTRICAL				822,243
	16800	SPECIAL SYSTEMS				
		Electrical Useage	21.50 MO		500.00 /MO	10,750
		Monthly ISP	21.50 MO		200.00 /MO	4,300
		Security Monitoring 4 month phases	2.00 MO		2,000.00 /MO	4,000
		Copier / Equipment	21.50 MO		500.00 /MO	10,750
		Computer / AV / Network	2.00 EA		1,800.00 /EA	3,600
		SPECIAL SYSTEMS				33,400
		ELECTRICAL			/SF	855,643

Estimate Totals

Description	Amount	Totals	Rate
Labor	1,614,602		
Material	119,291		
Subcontract	12,757,396		
Equipment	113,538		
Other			
	<u>14,604,827</u>	14,604,827	
General Liability	146,048		1.000 %
Builders Risk	166,897		1.000 %
Overhead	298,355		2.000 %
CMAR Fee	<u>912,968</u>		6.000 %
	<u>1,524,268</u>	16,129,095	
P & P Bond	<u>74,506</u>		
	<u>74,506</u>	16,203,601	
CMAR Contingency	486,108		3.000 %
Total		16,689,709	

DIV 01 – GENERAL CONDITIONS

- 1) Full-Time Superintendent
- 2) Full-Time Project Manager
- 3) Part-Time Project Administrator
- 4) Scheduling Consultant (weekly update)

DIV 02 – SITEWORK

- 1) Site Demolition
 - a. Demolition of miscellaneous asphalt pavement & sidewalk areas as noted on plans
 - b. Demolition of front porches and railings
 - c. Demolition of rear patio wood enclosures
- 2) Site Construction
 - a. New asphalt paving & reworked existing aggregate base at fire access drive from Bravo Avenue.
 - b. Asphalt patching at utilities and new ADA ramp tie-ins
 - c. ADA signage and striping at new ADA ramp areas
 - d. Replacement of sanitary sewer mains & unit laterals w/ new cleanouts.
 - e. Provide 11 new domestic water backflow devices under 'hot rock' enclosure. Assumed 2" line.
- 3) Site Concrete
 - a. Provide new parking island areas w/ landscaping
 - b. Replacement of concrete front door walks & ramps, front porches.
 - c. Construction of pedestrian ADA ramps
- 4) Landscaping / Site Amenities
 - a. Provide tree mitigation and tree protection
 - b. Remove existing 12" river rock/cobble – replace with 4" min. DG.
 - c. Remove 12" +/- river cobble mulch throughout and replace with 4" depth of DG
 - d. 4" min depth ¾" crushed rock between sidewalks and turf areas
 - e. Furnish and install new irrigation system.
 - f. Construct planter beds & surrounding bark mulch areas at two locations (remove existing lawn)
 - g. Planting of new shrubs and trees
 - h. Concrete pavers at one planter bed area
- 5) Site Amenities
 - a. Replace existing trellis, picnic tables & benches per plans
 - i. Picnic tables and bench by UltraSite in lieu of Mytcoat
 - ii. Duralum aluminum alloy wood-look trellis
 - b. Remove and replace existing playground equipment with new equipment as per plan.
 - i. Manufacturer is GameTime in lieu of Landscape Structures
 - ii. 2-5 Year GameTime Echo Preschool Whimsy Inground
 - iii. 5-12 Year GameTime Playground
 - iv. GameTime Welcome Sign

- v. GameTime Rock-a-bout
- vi. GameTime Solo Spinner
- c. Furnish and install 4' tall, black factory-finished ornamental iron fence at playground.
- 6) Asbestos Abatement & Selective Demolition
 - a. Interior demolition at all units; cabinets, trim, doors, light fixtures, plumbing fixtures, HVAC registers, electrical devices, appliances, sheetrock, insulation, HVAC equipment
 - b. Abatement of asbestos containing materials per project report; 12"x12" Beige Floor Tile on the Main Floor of Apartments, Office and Laundry
 - c. Abatement of all upstairs and downstairs subfloor sheathing (except stairs). Assume subfloor contains asbestos containing mastic
 - d. Abatement and Selective Demo by single subcontractor
 - e. Air Clearance by building
- 7) Dairling Cleaning & Debris Removal
- 8) EXCLUSIONS
 - a. New asphalt pavements & civil concrete, striping & signage shown on MSE drawings to be performed by Spanish Springs Construction under direct contract to RHA. Plenium will coordinate with work of this contract
 - b. Any water line repairs or upgrades
 - c. Any Storm Drainage modifications
 - d. Refurbishment of basketball court & backboard
 - e. BBQ's

DIV 03 – CONCRETE

- 1) Sawcut, excavate and pour back plumbing trench in Bldg. E
- 2) 4" thick concrete pads for Split System Heat pumps
- 3) Non-structural concrete footing for crawl space demising walls (plan check revisions)
 - a. Placed on existing un-prepared grade

DIV 04 – MASONRY

- 1) ALLOWANCE of \$22,412 for repoint of mortar of existing brick wainscot veneers where needed
- 2) 8" x 8" x 4" CMU block & 2" cap portion of Monument Sign per plans

DIV 05 – METALS

- 1) New code-compliant 1-1/4" steel railings at front door stoops
 - a. Hot-dipped galvanized, prime coated, field painted
- 2) New steel picket fencing at rear patio areas
 - a. Hot-dipped galvanized, powder-coated
- 3) New 1-1/4" handrail at interior stairway per unit

- a. Prime-coated, field painted
- 4) 6" pipe bollards
- 5) HSS 3" x 3" x 3/16" strongback with 1/4" sheet metal and 5" x 3" x 1/4" angle iron

DIV 06 – WOOD, PLASTICS & COMPOSITES

- 1) Rough Carpentry
 - a. Misc requirements for blocking & backing for specialty & cabinetry items
 - b. Blocking for new gutters
 - c. Replacement of floor sheathing with required blocking
 - d. New framing at crawl space & attic for demising wall upgrade (plan check revisions)
 - e. Framing for 3 new walls in Bldg E and 4 new walls in ADA units.
- 2) Exterior & Interior Finish Carpentry
 - a. Exterior door & window trim
 - b. Interior 1/2" x 3-1/2" MDF base trim
 - c. Interior MDF door casing, window sill & apron
 - d. Closet rod & shelves, paint grade
- 3) Cabinets
 - a. Kitchen & bathroom cabinets Lanz Euroscapes Collection
 - b. Quartz countertops, Lanz Cabinets "Value Quartz" Line; Arctic Pebble or Blizzard White in lieu of specified Arizona Tile Della Terra Quartz
 - c. 3CM slab (in lieu of 2CM w/ 1-1/2" laminated edge) & 4" backsplash
 - d. No plywood subtop required for 3CM
- 4) EXCLUSIONS
 - a. Framing changes to interior stairs to meet code (dimensional adjustments to be by flooring contractor, see Div. 9)
 - b. Siding repairs (Owner to carry Allowance)
 - c. Framing repairs (Owner to carry Allowance)
 - d. Roof sheathing repairs (Owner to carry Allowance)

DIV 07 – THERMAL & MOISTURE PROTECTION

- 1) Building insulation
 - a. Spray closed cell R-19 foam insulation for exterior walls
 - b. R-49 blown-in insulation at roof cavity w/ baffles to ensure ventilation
 - c. R19 batt or blown in insulation at all unit demising walls
 - d. R13 unfaced batts between floor ceiling assembly and cantilever floor area.
 - e. Verify and add R19 unfaced batts to existing ceiling insulation at Bldg. E if needed.
 - f. Pinned insulation at gabled knee wall (Bldg E)
 - g. Poly foam seal around doors & windows
 - h. Roxul insulation for upgraded 1-hour demising wall (plan check revisions)
- 2) Roofing

- a. Demo existing roofing, gutters, downspouts, flashing sheet metal and underlayment
 - i. Demo assumes two (2) existing layers of asphalt shingles. We exclude additional layers.
 - b. Replace underlayment
 - c. Furnish and install new GAF Timberline HDZ asphalt shingles, flashing, and one layer ProGuard synthetic underlayment
 - d. Install new GAF 9" Cobra Snow Country Ridge Vent at all ridges
 - e. Install new pre-painted edge flashing at all eaves and gable ends
 - f. Install galvanized roof to wall flashing, step flashing and new roof jacks at penetrations.
- 3) Joint Sealants / Caulking
- a. Miscellaneous firestopping of penetrations in floors & walls as needed
 - b. Miscellaneous caulking as per plans
- 4) Gutters & Downspouts
- Replace gutters & downspouts where shown (front side of buildings only)
- 5) EXCLUSIONS
- a. Roof snow jacks or snow fences
 - b. Ice and snow melt systems
 - c. Heat trace cabling
 - d. Replacement of or addition of gable vents and eave vents. It appears gable and eave vents are existing as required on the plans and are adequate.

DIV 08 – DOORS & WINDOWS

- 1) Doors and frames
- a. Remove and store existing entry doors during construction; re-install
 - b. Remove and dispose of existing screen doors.
 - c. Temporary doors during construction for security
 - d. Repaint Entry Doors
 - e. Provide new pre-hung Hollow Core and Solid Core doors primed hardboard
 - i. Flush pre-hung, paired pre-hung, 2-leaf flush bifold, 4-leaf flush bifold, flush bypass
 - f. Finish hardware in US26D satin chrome; Yale 8800 locks, 5300 privacy locks, 4600 passage sets, 4400 closers.
 - i. Misc hardware pocket pulls, straight pulls, roller latches, pocket door tracks, bypass tracks, bifold tracks
 - ii. 5 RCI electric strikes
- 2) Windows
- a. Remove existing windows and replace with new vinyl windows as per plans
 - i. Amsco Studio Series, white
 - ii. CozE LoE glass
 - iii. Screens on operable windows
 - b. Window mockup
 - c. ALLOWANCE of \$132,500 for Window contingency to work out final installation / flashing details
- 3) Glazing

- a. Door Type G glazing at Building E
- b. ALLOWANCE \$7,000 for Door C-104-D, 3068 interior aluminum storefront at “office”. No specification provided and not sure this door is correct (RFI pending)

DIV 09 – FINISHES

- 1) Drywall
 - a. Provide new drywall throughout walls & ceilings, level 3, orange-peel texture
 - b. Moisture-resistant drywall at bathrooms
 - c. Drywall 1-hour demising walls at crawl space and attic (per plan check revisions)
- 2) Resilient Flooring
 - a. New underlayment throughout
 - b. Provide new LVT & wood base trim
 - c. ALLOWANCE of \$25,600 for build-up / leveling at stairs to address minor dimensional code issues
- 3) Painting
 - a. Paint all gypboard surfaces 1 coat primer 2 coats paint.
 - b. Repaint exterior doors & frames, siding & trim.
 - c. Paint all interior base, casing, sills, aprons, doors, shelving.
 - d. Paint bollards, front entry railings, interior stair railings

DIV 10 – SPECIALTIES

- 1) Toilet Accessories
 - a. Residential Unit toilet accessories are Owner Furnish Contractor Installed (OFCI).
 - b. Medicine Cabinets are OFCI in full baths only.
 - c. Furnish and install 2’x3’ mirror in all half baths.
 - d. Furnish and install all ADA grab bars.
 - e. Commercial toilet accessories are OFCI.
 - f. Shower curtains & rods
- 2) Signage
 - a. Furnish and install new unit address numbers.
 - b. Furnish and install new monument sign as per plan.
- 3) Fire Extinguishers
 - a. 10lb. fire extinguisher at each living unit

DIV 11 – EQUIPMENT

- 1) Appliances
 - a. Remove and dispose all existing kitchen appliances.

- b. Furnish and install new ADA compliant appliances by LG & GE, as per Appliance Schedule.
- c. Unit & Laundry washers & dryers to be Owner Furnished and Owner Installed. (OFOI)

DIV 12 – FURNISHINGS

- 1) Window Blinds
 - a. Hunter Douglas Precious Metals 1” Celebrity SimpleLift, Brilliant White in lieu of specified SWF Contract

DIV 13 – SPECIAL CONSTRUCTION

- 1) N/A

DIV 14 – ELEVATORS

- 1) N/A

DIV 15 – MECHANICAL

- 1) Plumbing
 - a. Demo piping, water heaters, expansion tanks, flues, condensate as shown
 - b. Demo & cap gas piping to stoves and furnaces as shown
 - c. Furnish and install hub drains.
 - d. Provide new DWV piping systems in all units
 - e. Provide new piping for domestic water service to new fixtures
 - f. New gas-fired tankless water heaters, flues, accessories
 - i. ALLOWANCE of \$6,800 for Expansion Tanks (RFI pending)
 - g. Demo and Install all new fixtures in the unit, including toilets, pedestal lavatories, kitchen sink, and single piece ‘roll-in’ shower unit in ADA units and tub shower combo in all other units.
 - h. Supply and install washer boxes
 - i. Reconfigured plumbing layout for Community Building. No kitchen sink shown in plans.
 - j. Value Engineering Accepted per VE Log dated 9/18/24
- 2) HVAC
 - a. Demo existing hvac equipment, flues and plenums as shown
 - b. Demo existing ductwork where indicated.
 - c. Demo dryer box and exhaust ductwork
 - d. Demo whole house fan in attic space.
 - e. Furnish and install new electric split systems, including T-stats in units and new gas furnace in Bldg E.

- f. Install ductwork and air distribution as shown
 - g. Provide new exhaust fan systems for bathrooms and kitchen exhaust with all necessary supports, ducting, dampers and wall cap per plan.
 - h. Provide new dryer boxes and route dryer exhaust to poc.
- 3) EXCLUSIONS
- a. Fire Sprinkler System (not required)

DIV 16 – ELECTRICAL

- 1) Furnish and install 2” conduit for monument sign.
- 2) Demo & replace all interior devices including outlets, light switches, and datacom outlets
- 3) Demo & replace all interior light fixtures
- 4) Demo and replace all unit sub-panels
- 5) Provide ArcFault CB revisions to unit panels.
- 6) Disconnect and reconnect condensing units, furnaces and water heaters.
- 7) Demo & replace exterior GFCI receptacles & weather cover
- 8) New circuits as shown
- 9) Provide replacement of smoke detectors/CO2 detectors.
- 10) New wall pack lighting for civil surrounding areas at building exterior
- 11) New pole fixture heads at Community Center Building E
- 12) Paddle fan/Light combination @ living & bedrooms
- 13) ALLOWANCE of \$3,750 for power/signal to five (5) electric strikes shown on door/hardware schedule but not shown on Electrical plans
- 14) Temporary electrical and lights
- 15) Remote security monitoring of jobsite
- 16) EXCLUSIONS
 - a. Assumes existing circuits, conduits and boxes for items to remain in same place may be re-used unless specifically shown to be replaced
 - b. Note 26.24 on Sheet EA0.1 requiring a new fire alarm system. Per conversation with Bryan Dagerman at PK Electric, the scope of work for Stead Manor is replacement of existing fire and smoke devices only.

GENERAL QUALIFICATIONS

- 1) PROPOSAL
 - a. This estimate is based on prequalified subcontractor bids. See Subcontractor bid invite list for participation.
- 2) CONTRACT
 - a. Proposal is based on utilization of AIA A102 Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price
- 3) SCHEDULE
 - a. Schedule dated 8/28/24 prepared by Plenium Builders (Pages 1 – 7)

- a. Multi-phased 21.5 months; 12/2/24 Start Demo to 9/14/26 final Completion.
 - 1. 21.5 months = 20 months of construction plus 6 weeks of relocation time between phases
 - 2. We have allowed for two (2) weeks between phases for RHA to relocate residents into the finished phase and out of the next phase
 - b. Long Lead / Procurement items:
 - 1. Cabinets & Countertops – A notice to proceed is needed by X/XX/24 for Cabinets and Countertops to meet the project schedule
 - 2. Rockwool for 1 hour demising walls will require early release – per Gale Building Products.
- 4) CONTINGENCY
- a. The Owner acknowledges that the cost estimating process is not exact, and therefore, the CMAR's Contingency included in the Construction GMP is to adjust the estimate for quantity and price estimating inaccuracies, and other eventualities which have not been taken into precise account in the establishment of the Construction GMP, including, but not limited to (a) unfavorable bidding from trade contractors, due to market conditions, price increases, lack of competition, and other variables; (b) contract default in payment or performance by a Subcontractor or supplier; (c) costs of corrective work not provided for elsewhere; (d) the cost of minor architectural errors or omissions by the Architect and/or Engineers which, based on industry standards, should have been included by General Contractor which result in an increase of the Contractor's Work, without increasing the Construction GMP. The CMAR's Contingency shall not be used for any changes in the Contractor's Work either by direction of Architect or Owner or for the correcting of errors and omissions in the project drawings which requires added project work or for unforeseen conditions, including the effects of soil conditions, or for winter protection, overtime, or conditions mandated by any governmental agency.
- 5) INSURANCE
- a. Plenium Builders includes General Liability, Workman's Comp and Auto Insurance
 - b. Plenium Builders includes project-specific Builder's Risk Insurance to cover the work during the course of construction.
- 6) DOCUMENTS
- a. See attached log.

ALLOWANCES

- 1) \$22,412 Masonry Repointing
- 2) \$25,600 Interior stair build-up / leveling to address dimensional code issues
- 3) \$132,500 Window final detail contingency
- 4) \$7,000 Door C-104-D 3068 Aluminum Storefront door at Office (RFI pending)
- 5) \$6,800 Water Heater expansion tanks (RFI pending)
- 6) \$3,750 Power / Signal to electric strikes (RFI pending)

GENERAL EXCLUSIONS

- 1) Building Department plan check and permit fees
 - 2) We exclude any plan check changes except added 1 hr demising walls shown in REV 1
 - 3) Water & sewer connection fees & assessments
 - 4) Gas & power application & service fees
 - 5) Hazardous materials testing
 - 6) Design & Engineering fees
 - 7) 3rd-Party owner-provided testing and inspections as required by Washoe County
 - 8) Weather-related delays
 - 9) Owner Contingency
 - 10) Corrections for ADA not specifically shown
 - 11) Structural repairs including straightening or shoring of foundation, new floor joists, new footings, exterior wall straightening, new exterior walls.
 - 12) Tree trimming by owner – must be complete before roofing begins.
 - 13) Overexcavation is excluded.
 - 14) Mail boxes
 - 15) Unforeseen conditions
-



Personnel Billing Rates // July 2023

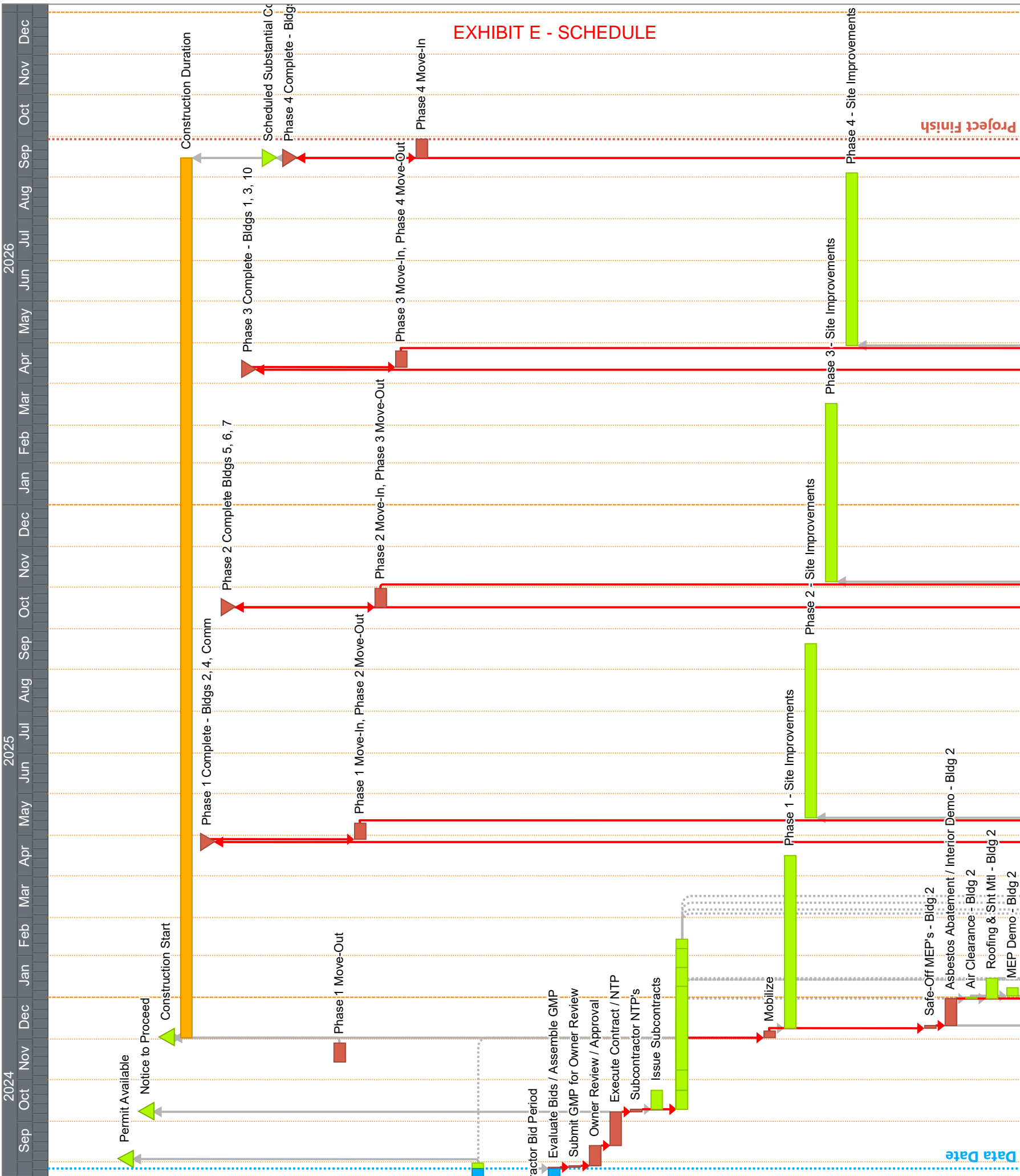
Preconstruction Department

825 Steneri Way, Sparks, NV 89431 • (775) 398-0123
 LIC: NV 76482 B • CA 983684 B • AZ 334246 • ID 60945

Job Description	Rate (\$/HR)
Project Executive	130
Senior Preconstruction Manager	110
Senior Project Manager	120
Project Manager	110
Assistant Project Manager	85
Project Engineer *	80
Chief Estimator	125
Estimator	110
Preconstruction Manager	90
Project Administrator *	55
Safety Manager	85
General Superintendent Custom Homes	110
Senior Superintendent	120
Superintendent *	110
Assistant Superintendent *	85
Carpenter Foreman *	75
Logistics Coordinator	75
Carpenter *	70
Apprentice Carpenter *	60
Laborer Foreman *	65
Laborer *	55

* For these positions, overtime is calculated at 1.5 times the hourly rate.

* Plenium Builders reserves the right to update these annually based on inflation and other cost factors.



ID	Description	Original Duration	Start	Finish	Responsibility
PROJECT MILESTONES					
MILE-10	Permit Available	0	09/03/24		CITY
MILE-20	Notice to Proceed	0	10/08/24		RHA
MILE-30	Construction Start	0	12/02/24		PLENIUM
MILE-40	Construction Duration	453	12/02/24	09/14/26	PLENIUM
MILE-50	Phase 1 Complete - Bldgs 2, 4, Comm	0		04/25/25	PLENIUM
MILE-60	Phase 2 Complete Bldgs 5, 6, 7	0		10/16/25	PLENIUM
MILE-70	Phase 3 Complete - Bldgs 1, 3, 10	0		04/10/26	PLENIUM
MILE-80	Scheduled Substantial Completion	0		09/14/26	PLENIUM
MILE-90	Phase 4 Complete - Bldgs 8, 9	0		09/14/26	PLENIUM
Tenant Relocation					
MILE-100	Phase 1 Move-Out	10	11/14/24	11/27/24	RHA
MILE-110	Phase 1 Move-In, Phase 2 Move-Out	10	04/28/25	05/09/25	RHA
MILE-120	Phase 2 Move-In, Phase 3 Move-Out	10	10/17/25	10/30/25	RHA
MILE-130	Phase 3 Move-In, Phase 4 Move-Out	10	04/13/26	04/24/26	RHA
MILE-140	Phase 4 Move-In	10	09/15/26	09/28/26	RHA
PRECONSTRUCTION					
Design		223	10/16/23A	08/30/24	
Bidding					
PRE-210	Subcontractor Bid Period	15	06/03/24A	07/10/24A	PLENIUM
PRE-220	Evaluate Bids / Assemble GMP	5	07/10/24A	08/27/24	PLENIUM
PRE-230	Submit GMP for Owner Review	1	08/28/24	08/28/24	PLENIUM
PRE-240	Owner Review / Approval	10	08/29/24	09/12/24	RHA
PRE-250	Execute Contract / NTP	17	09/13/24	10/07/24	RHA
PRE-260	Subcontractor NTP's	2	10/08/24	10/09/24	PLENIUM
PRE-270	Issue Subcontracts	10	10/10/24	10/23/24	PLENIUM
Procurement		85	10/10/24	02/12/25	
CONSTRUCTION					
Sitework					
SITE-10	Mobilize	5	12/02/24	12/06/24	PLENIUM
SITE-20	Phase 1 - Site Improvements	90	12/09/24	04/15/25	SITWORK
SITE-30	Phase 2 - Site Improvements	90	05/14/25	09/19/25	SITWORK
SITE-40	Phase 3 - Site Improvements	90	11/05/25	03/16/26	SITWORK
SITE-45	Phase 4 - Site Improvements	90	04/29/26	09/03/26	SITWORK
Phase 1 - (14 Units) - Bldgs 2, 4, 11					
Bldg 2					
PH1-2-10	Safe-Off MEP's - Bldg 2	2	12/09/24	12/10/24	ELECTRICIAN
PH1-2-20	Asbestos Abatement / Interior Demo - Bld	13	12/11/24	12/30/24	ABATEMENT
PH1-2-25	Air Clearance - Bldg 2	1	12/31/24	12/31/24	ABATEMENT
PH1-2-50	Roofing & Sht Mtl - Bldg 2	10	12/31/24	01/14/25	ROOFER
PH1-2-30	MEP Demo - Bldg 2	4	01/02/25	01/07/25	DEMO

Stead Manor
Reno Housing Authority
GMP Schedule



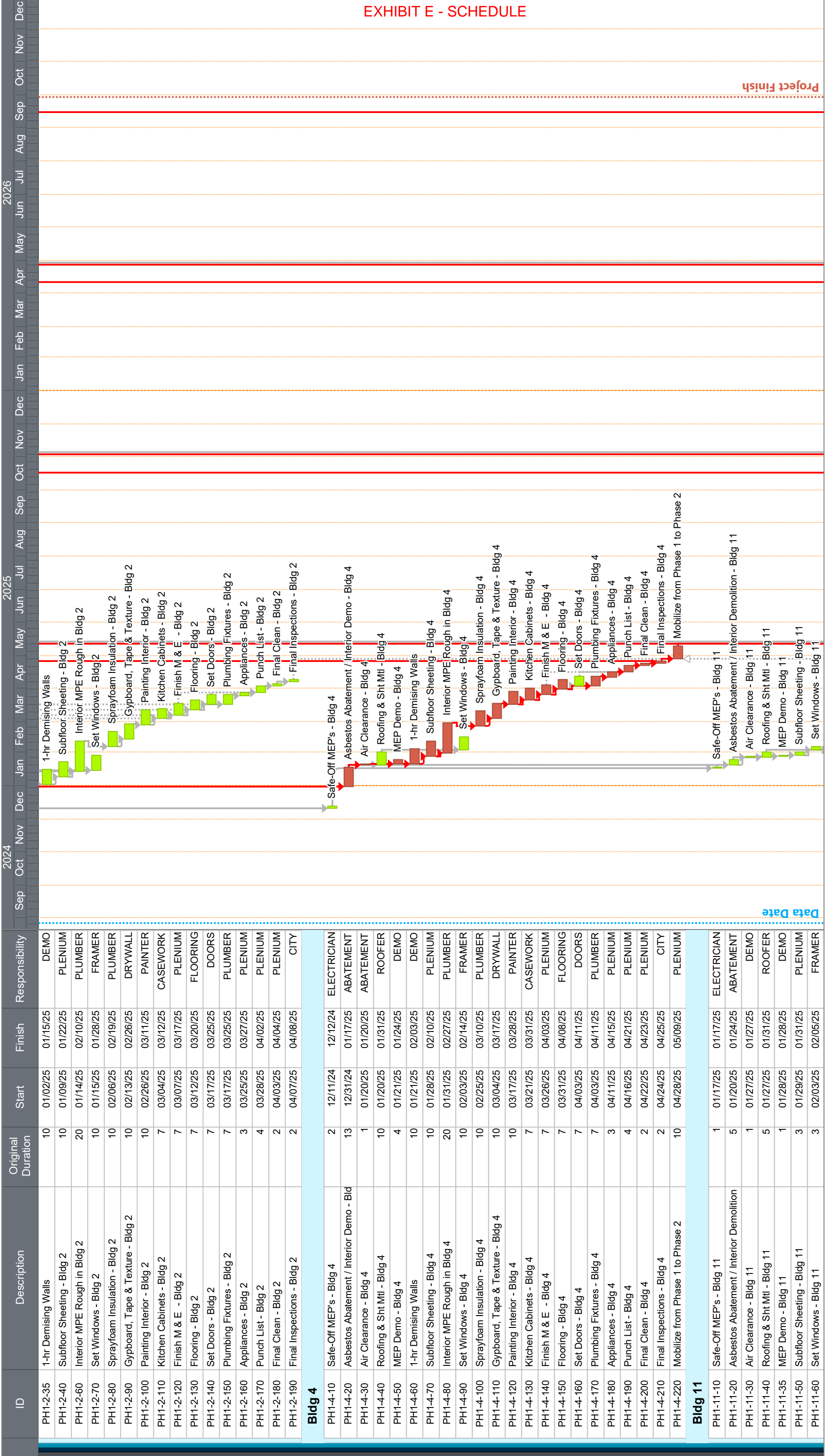


EXHIBIT E - SCHEDULE

Project Finish

Data Date



Stead Manor
Reno Housing Authority
GMP Schedule

Start Date: 10/16/23
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ID	Description	Original Duration	Start	Finish	Responsibility
PH1-2-35	1-hr Demising Walls	10	01/02/25	01/15/25	DEMO
PH1-2-40	Subfloor Sheeting - Bldg 2	10	01/09/25	01/22/25	PLENIUM
PH1-2-60	Interior MPE Rough in Bldg 2	20	01/14/25	02/10/25	PLUMBER
PH1-2-70	Set Windows - Bldg 2	10	01/15/25	01/28/25	FRAMER
PH1-2-80	Sprayfoam Insulation - Bldg 2	10	02/06/25	02/19/25	PLUMBER
PH1-2-90	Gypboard, Tape & Texture - Bldg 2	10	02/13/25	02/26/25	DRYWALL
PH1-2-100	Painting Interior - Bldg 2	10	02/26/25	03/11/25	PAINTER
PH1-2-110	Kitchen Cabinets - Bldg 2	7	03/04/25	03/12/25	CASEWORK
PH1-2-120	Finish M & E - Bldg 2	7	03/07/25	03/17/25	PLENIUM
PH1-2-130	Flooring - Bldg 2	7	03/12/25	03/20/25	FLOORING
PH1-2-140	Set Doors - Bldg 2	7	03/17/25	03/25/25	DOORS
PH1-2-150	Plumbing Fixtures - Bldg 2	7	03/17/25	03/25/25	PLUMBER
PH1-2-160	Appliances - Bldg 2	3	03/25/25	03/27/25	PLENIUM
PH1-2-170	Punch List - Bldg 2	4	03/28/25	04/02/25	PLENIUM
PH1-2-180	Final Clean - Bldg 2	2	04/03/25	04/04/25	PLENIUM
PH1-2-190	Final Inspections - Bldg 2	2	04/07/25	04/08/25	CITY
Bldg 4					
PH1-4-10	Safe-Off MEP's - Bldg 4	2	12/11/24	12/12/24	ELECTRICIAN
PH1-4-20	Asbestos Abatement / Interior Demo - Bldg 4	13	12/31/24	01/17/25	ABATEMENT
PH1-4-30	Air Clearance - Bldg 4	1	01/20/25	01/20/25	ABATEMENT
PH1-4-40	Roofing & Sht Mtl - Bldg 4	10	01/20/25	01/31/25	ROOFER
PH1-4-50	MEP Demo - Bldg 4	4	01/21/25	01/24/25	DEMO
PH1-4-60	1-hr Demising Walls	10	01/21/25	02/03/25	DEMO
PH1-4-70	Subfloor Sheeting - Bldg 4	10	01/28/25	02/10/25	PLENIUM
PH1-4-80	Interior MPE Rough in Bldg 4	20	01/31/25	02/27/25	PLUMBER
PH1-4-90	Set Windows - Bldg 4	10	02/03/25	02/14/25	FRAMER
PH1-4-100	Sprayfoam Insulation - Bldg 4	10	02/25/25	03/10/25	PLUMBER
PH1-4-110	Gypboard, Tape & Texture - Bldg 4	10	03/04/25	03/17/25	DRYWALL
PH1-4-120	Painting Interior - Bldg 4	10	03/17/25	03/28/25	PAINTER
PH1-4-130	Kitchen Cabinets - Bldg 4	7	03/21/25	03/31/25	CASEWORK
PH1-4-140	Finish M & E - Bldg 4	7	03/26/25	04/03/25	PLENIUM
PH1-4-150	Flooring - Bldg 4	7	03/31/25	04/08/25	FLOORING
PH1-4-160	Set Doors - Bldg 4	7	04/03/25	04/11/25	DOORS
PH1-4-170	Plumbing Fixtures - Bldg 4	7	04/03/25	04/11/25	PLUMBER
PH1-4-180	Appliances - Bldg 4	3	04/11/25	04/15/25	PLENIUM
PH1-4-190	Punch List - Bldg 4	4	04/16/25	04/21/25	PLENIUM
PH1-4-200	Final Clean - Bldg 4	2	04/22/25	04/23/25	PLENIUM
PH1-4-210	Final Inspections - Bldg 4	2	04/24/25	04/25/25	CITY
PH1-4-220	Mobilize from Phase 1 to Phase 2	10	04/28/25	05/09/25	PLENIUM
Bldg 11					
PH1-11-10	Safe-Off MEP's - Bldg 11	1	01/17/25	01/17/25	ELECTRICIAN
PH1-11-20	Asbestos Abatement / Interior Demolition	5	01/20/25	01/24/25	ABATEMENT
PH1-11-30	Air Clearance - Bldg 11	1	01/27/25	01/27/25	DEMO
PH1-11-40	Roofing & Sht Mtl - Bldg 11	5	01/27/25	01/31/25	ROOFER
PH1-11-35	MEP Demo - Bldg 11	1	01/28/25	01/28/25	DEMO
PH1-11-50	Subfloor Sheeting - Bldg 11	3	01/29/25	01/31/25	PLENIUM
PH1-11-60	Set Windows - Bldg 11	3	02/03/25	02/05/25	FRAMER

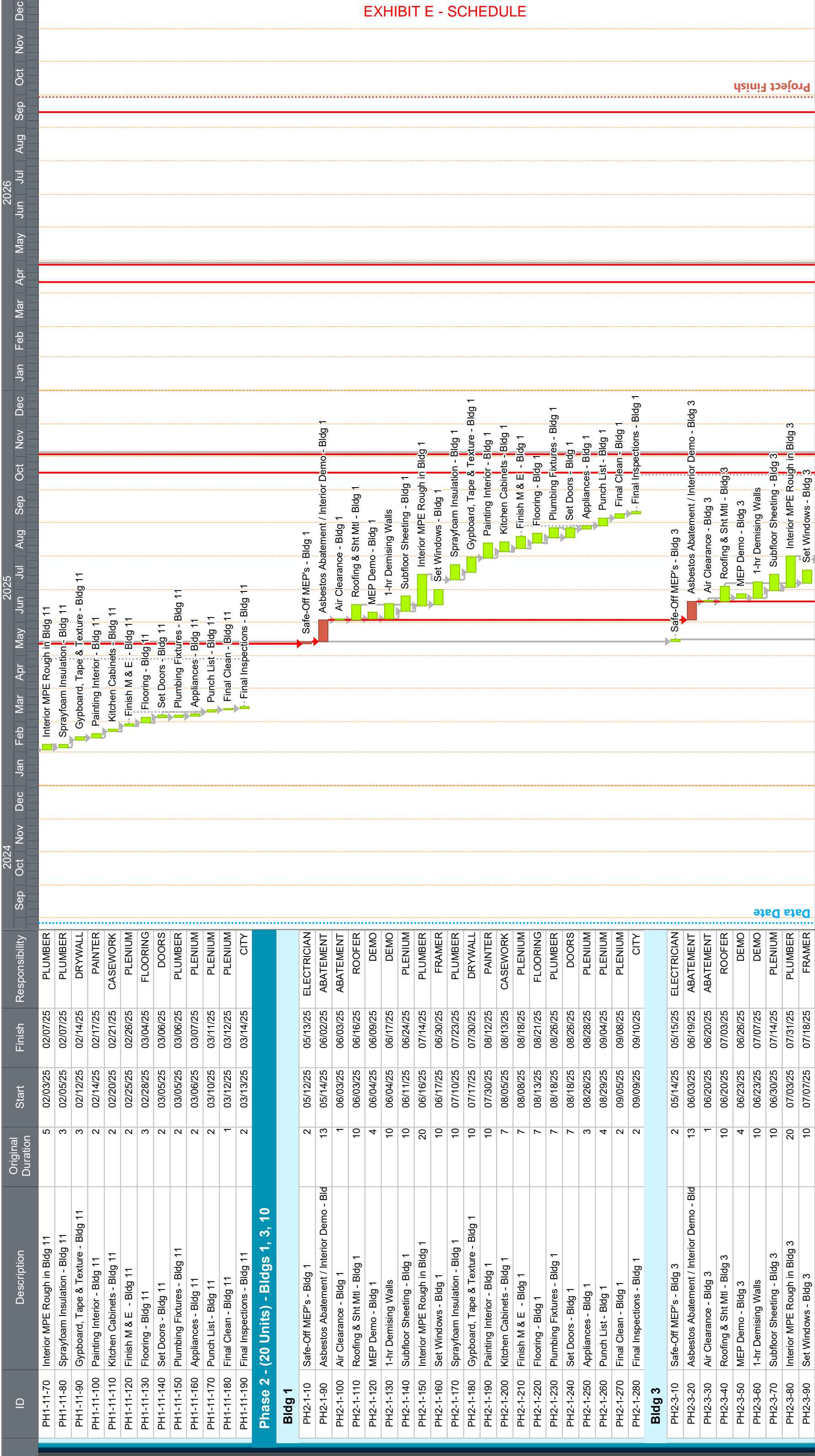


EXHIBIT E - SCHEDULE

2024 2025 2026
 Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Project Finish

Data Date

Phase 2 - (20 Units) - Bldgs 1, 3, 10

Bldg 1

ID	Description	Original Duration	Start	Finish	Responsibility
PH1-11-70	Interior MPE Rough in Bldg 11	5	02/03/25	02/07/25	PLUMBER
PH1-11-80	Sprayfoam Insulation - Bldg 11	3	02/05/25	02/07/25	PLUMBER
PH1-11-90	Gypboard, Tape & Texture - Bldg 11	3	02/12/25	02/14/25	DRYWALL
PH1-11-100	Painting Interior - Bldg 11	2	02/14/25	02/17/25	PAINTER
PH1-11-110	Kitchen Cabinets - Bldg 11	2	02/20/25	02/21/25	CASEWORK
PH1-11-120	Finish M & E - Bldg 11	2	02/25/25	02/26/25	PLENIUM
PH1-11-130	Flooring - Bldg 11	3	02/28/25	03/04/25	FLOORING
PH1-11-140	Set Doors - Bldg 11	2	03/05/25	03/06/25	DOORS
PH1-11-150	Plumbing Fixtures - Bldg 11	2	03/05/25	03/06/25	PLUMBER
PH1-11-160	Appliances - Bldg 11	2	03/06/25	03/07/25	PLENIUM
PH1-11-170	Punch List - Bldg 11	2	03/10/25	03/11/25	PLENIUM
PH1-11-180	Final Clean - Bldg 11	1	03/12/25	03/12/25	PLENIUM
PH1-11-190	Final Inspections - Bldg 11	2	03/13/25	03/14/25	CITY
PH2-1-10	Safe-Off MEP's - Bldg 1	2	05/12/25	05/13/25	ELECTRICIAN
PH2-1-90	Asbestos Abatement / Interior Demo - Bldg 1	13	05/14/25	06/02/25	ABATEMENT
PH2-1-100	Air Clearance - Bldg 1	1	06/03/25	06/03/25	ABATEMENT
PH2-1-110	Roofing & Sht Mtl - Bldg 1	10	06/03/25	06/16/25	ROOFER
PH2-1-120	MEP Demo - Bldg 1	4	06/04/25	06/09/25	DEMO
PH2-1-130	1-hr Demising Walls	10	06/04/25	06/17/25	DEMO
PH2-1-140	Subfloor Sheeting - Bldg 1	10	06/11/25	06/24/25	PLENIUM
PH2-1-150	Interior MPE Rough in Bldg 1	20	06/16/25	07/14/25	PLUMBER
PH2-1-160	Set Windows - Bldg 1	10	06/17/25	06/30/25	FRAMER
PH2-1-170	Sprayfoam Insulation - Bldg 1	10	07/10/25	07/23/25	PLUMBER
PH2-1-180	Gypboard, Tape & Texture - Bldg 1	10	07/17/25	07/30/25	DRYWALL
PH2-1-190	Painting Interior - Bldg 1	10	07/30/25	08/12/25	PAINTER
PH2-1-200	Kitchen Cabinets - Bldg 1	7	08/05/25	08/13/25	CASEWORK
PH2-1-210	Finish M & E - Bldg 1	7	08/08/25	08/18/25	PLENIUM
PH2-1-220	Flooring - Bldg 1	7	08/13/25	08/21/25	FLOORING
PH2-1-230	Plumbing Fixtures - Bldg 1	7	08/18/25	08/26/25	PLUMBER
PH2-1-240	Set Doors - Bldg 1	7	08/18/25	08/26/25	DOORS
PH2-1-250	Appliances - Bldg 1	3	08/26/25	08/28/25	PLENIUM
PH2-1-260	Punch List - Bldg 1	4	08/29/25	09/04/25	PLENIUM
PH2-1-270	Final Clean - Bldg 1	2	09/05/25	09/08/25	PLENIUM
PH2-1-280	Final Inspections - Bldg 1	2	09/09/25	09/10/25	CITY

Bldg 3

ID	Description	Original Duration	Start	Finish	Responsibility
PH2-3-10	Safe-Off MEP's - Bldg 3	2	05/14/25	05/15/25	ELECTRICIAN
PH2-3-20	Asbestos Abatement / Interior Demo - Bldg 3	13	06/03/25	06/19/25	ABATEMENT
PH2-3-30	Air Clearance - Bldg 3	1	06/20/25	06/20/25	ABATEMENT
PH2-3-40	Roofing & Sht Mtl - Bldg 3	10	06/20/25	07/03/25	ROOFER
PH2-3-50	MEP Demo - Bldg 3	4	06/23/25	06/26/25	DEMO
PH2-3-60	1-hr Demising Walls	10	06/23/25	07/07/25	DEMO
PH2-3-70	Subfloor Sheeting - Bldg 3	10	06/30/25	07/14/25	PLENIUM
PH2-3-80	Interior MPE Rough in Bldg 3	20	07/03/25	07/31/25	PLUMBER
PH2-3-90	Set Windows - Bldg 3	10	07/07/25	07/18/25	FRAMER

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 GMP Schedule



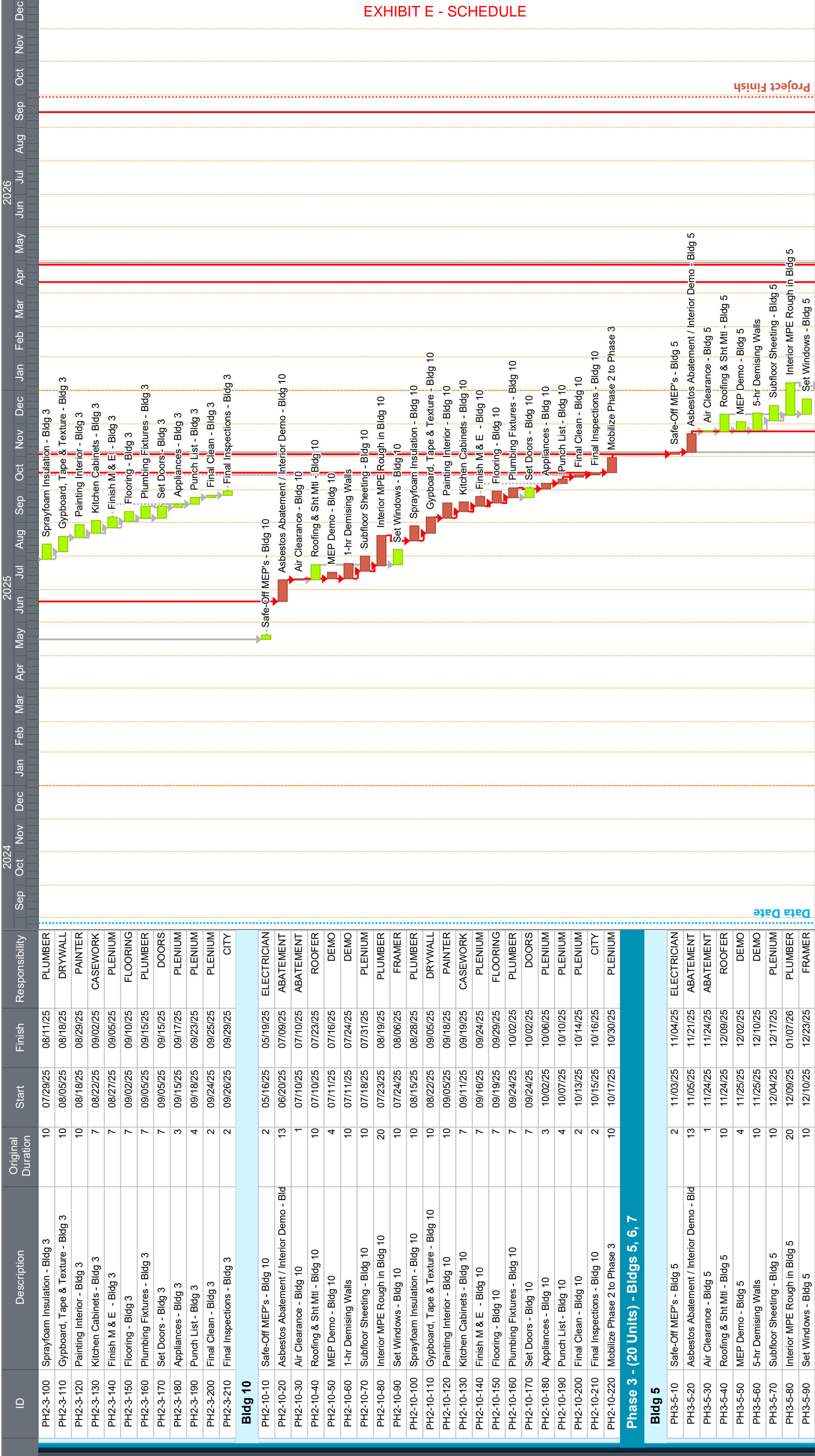


EXHIBIT E - SCHEDULE

Project Finish

Data Date

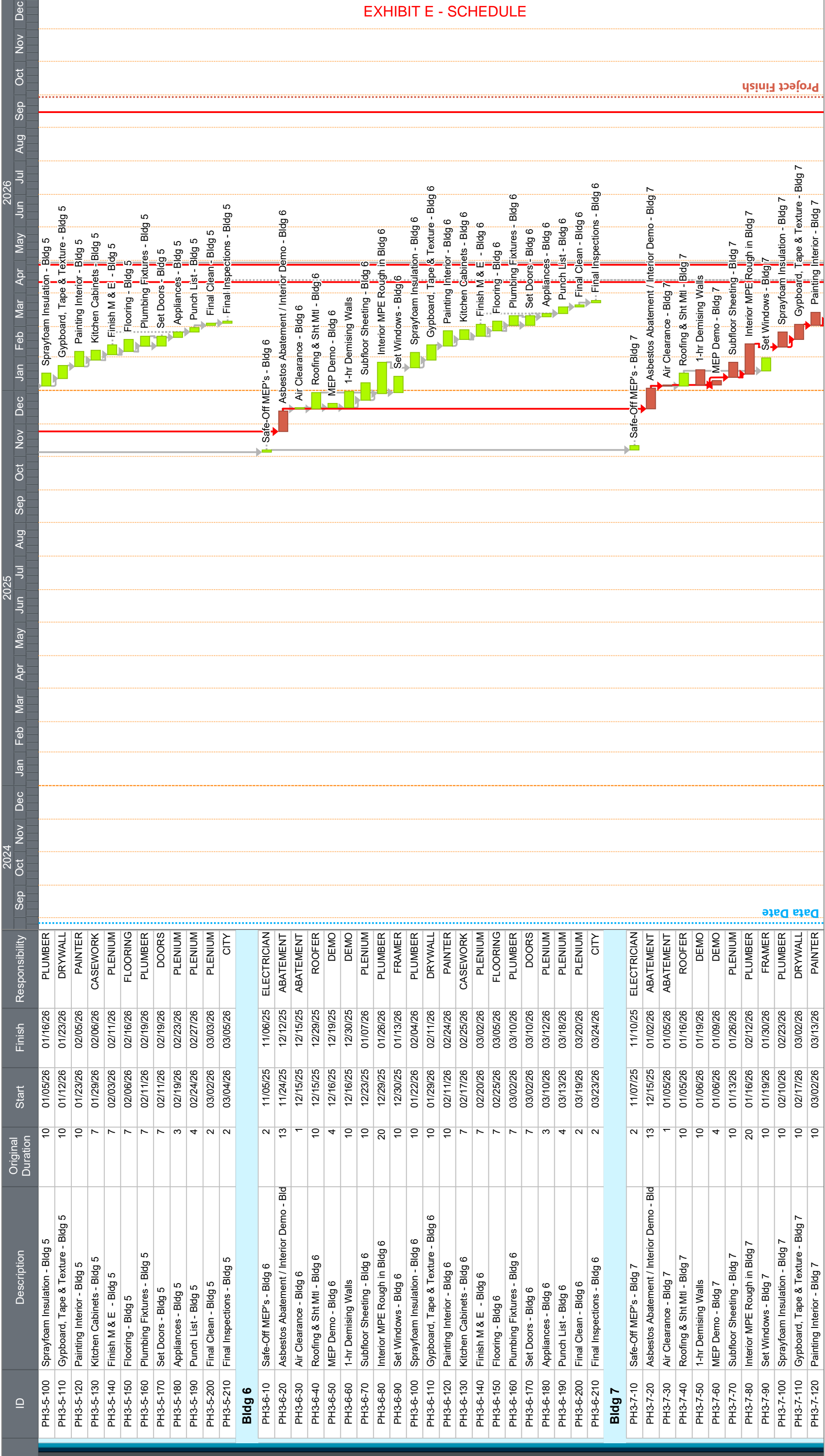
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 Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

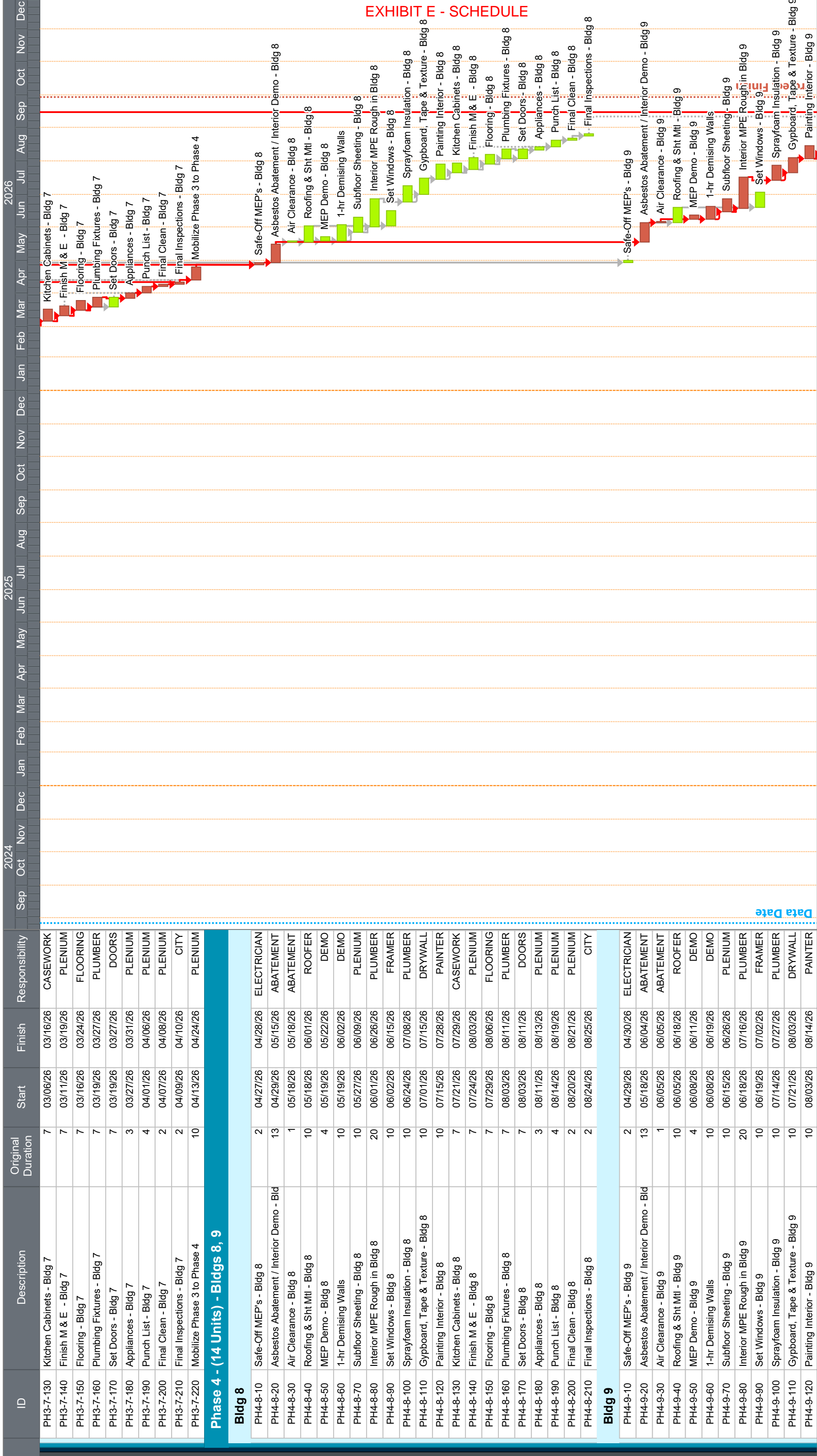
ID	Description	Original Duration	Start	Finish	Responsibility
PH2-3-100	Sprayfoam Insulation - Bldg 3	10	07/29/25	08/11/25	PLUMBER
PH2-3-110	Gypboard, Tape & Texture - Bldg 3	10	08/05/25	08/18/25	DRYWALL
PH2-3-120	Painting Interior - Bldg 3	10	08/18/25	08/29/25	PAINTER
PH2-3-130	Kitchen Cabinets - Bldg 3	7	08/22/25	09/02/25	CASEWORK
PH2-3-140	Finish M & E - Bldg 3	7	08/27/25	09/05/25	PLENIUM
PH2-3-150	Flooring - Bldg 3	7	09/02/25	09/10/25	FLOORING
PH2-3-160	Plumbing Fixtures - Bldg 3	7	09/05/25	09/15/25	PLUMBER
PH2-3-170	Set Doors - Bldg 3	7	09/05/25	09/15/25	DOORS
PH2-3-180	Appliances - Bldg 3	3	09/15/25	09/17/25	PLENIUM
PH2-3-190	Punch List - Bldg 3	4	09/18/25	09/23/25	PLENIUM
PH2-3-200	Final Clean - Bldg 3	2	09/24/25	09/25/25	PLENIUM
PH2-3-210	Final Inspections - Bldg 3	2	09/26/25	09/29/25	CITY
Bldg 10					
PH2-10-10	Safe-Off MEP's - Bldg 10	2	05/16/25	05/19/25	ELECTRICIAN
PH2-10-20	Asbestos Abatement / Interior Demo - Bldg 10	13	06/20/25	07/09/25	ABATEMENT
PH2-10-30	Air Clearance - Bldg 10	1	07/10/25	07/10/25	ABATEMENT
PH2-10-40	Roofing & Sht Mtl - Bldg 10	10	07/10/25	07/23/25	ROOFER
PH2-10-50	MEP Demo - Bldg 10	4	07/11/25	07/16/25	DEMO
PH2-10-60	1-hr Demising Walls	10	07/11/25	07/24/25	DEMO
PH2-10-70	Subfloor Sheeting - Bldg 10	10	07/18/25	07/31/25	PLENIUM
PH2-10-80	Interior MPE Rough in Bldg 10	20	07/23/25	08/19/25	PLUMBER
PH2-10-90	Set Windows - Bldg 10	10	07/24/25	08/06/25	FRAMER
PH2-10-100	Sprayfoam Insulation - Bldg 10	10	08/15/25	08/28/25	PLUMBER
PH2-10-110	Gypboard, Tape & Texture - Bldg 10	10	08/22/25	09/05/25	DRYWALL
PH2-10-120	Painting Interior - Bldg 10	10	09/05/25	09/18/25	PAINTER
PH2-10-130	Kitchen Cabinets - Bldg 10	7	09/11/25	09/19/25	CASEWORK
PH2-10-140	Finish M & E - Bldg 10	7	09/16/25	09/24/25	PLENIUM
PH2-10-150	Flooring - Bldg 10	7	09/19/25	09/29/25	FLOORING
PH2-10-160	Plumbing Fixtures - Bldg 10	7	09/24/25	10/02/25	PLUMBER
PH2-10-170	Set Doors - Bldg 10	7	09/24/25	10/02/25	DOORS
PH2-10-180	Appliances - Bldg 10	3	10/02/25	10/06/25	PLENIUM
PH2-10-190	Punch List - Bldg 10	4	10/07/25	10/10/25	PLENIUM
PH2-10-200	Final Clean - Bldg 10	2	10/13/25	10/14/25	PLENIUM
PH2-10-210	Final Inspections - Bldg 10	2	10/15/25	10/16/25	CITY
PH2-10-220	Mobilize Phase 2 to Phase 3	10	10/17/25	10/30/25	PLENIUM
Phase 3 - (20 Units) - Bldgs 5, 6, 7					
Bldg 5					
PH3-5-10	Safe-Off MEP's - Bldg 5	2	11/03/25	11/04/25	ELECTRICIAN
PH3-5-20	Asbestos Abatement / Interior Demo - Bldg 5	13	11/05/25	11/21/25	ABATEMENT
PH3-5-30	Air Clearance - Bldg 5	1	11/24/25	11/24/25	ABATEMENT
PH3-5-40	Roofing & Sht Mtl - Bldg 5	10	11/24/25	12/09/25	ROOFER
PH3-5-50	MEP Demo - Bldg 5	4	11/25/25	12/02/25	DEMO
PH3-5-60	5-hr Demising Walls	10	11/25/25	12/10/25	DEMO
PH3-5-70	Subfloor Sheeting - Bldg 5	10	12/04/25	12/17/25	PLENIUM
PH3-5-80	Interior MPE Rough in Bldg 5	20	12/09/25	01/07/26	PLUMBER
PH3-5-90	Set Windows - Bldg 5	10	12/10/25	12/23/25	FRAMER

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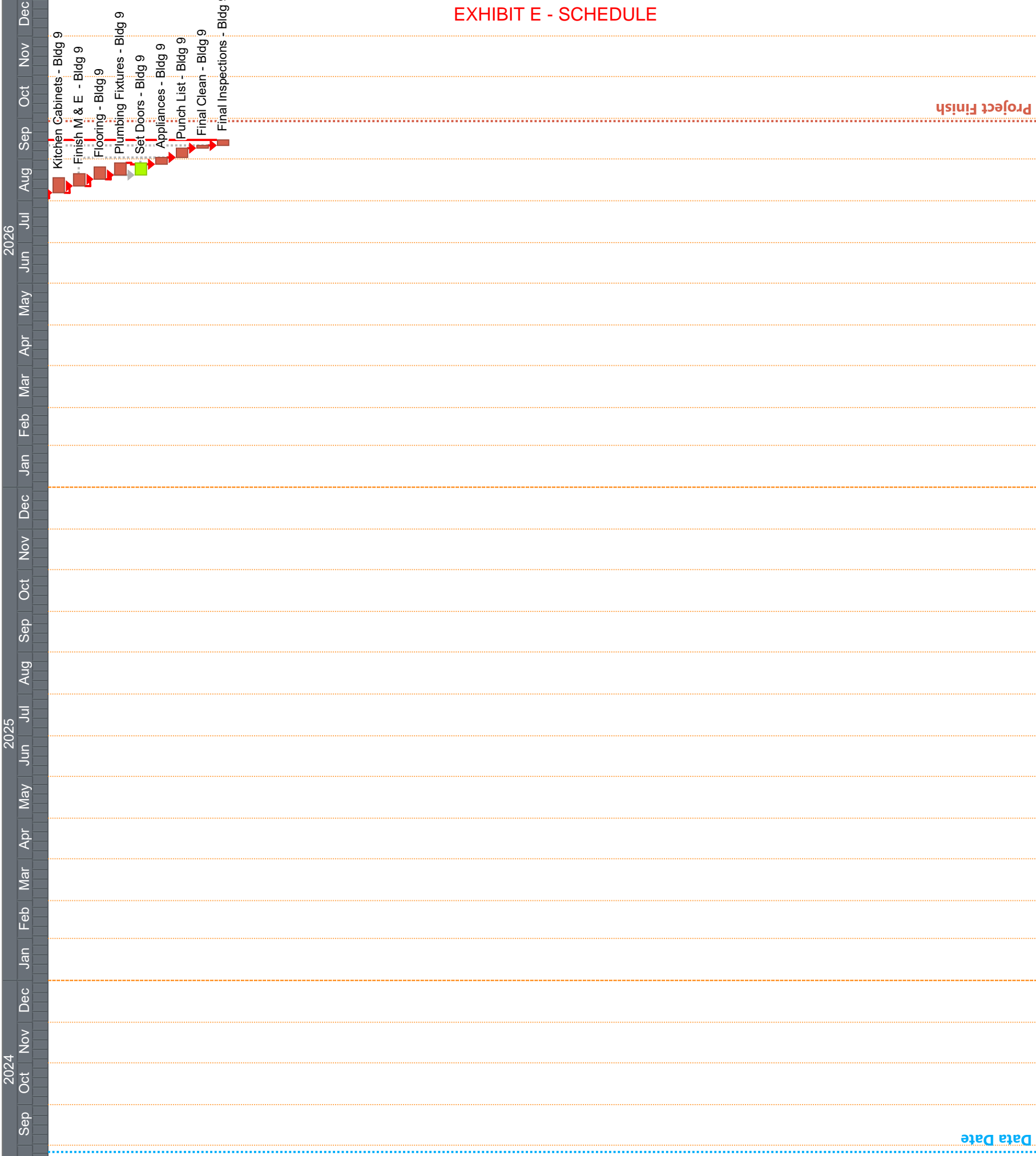


EXHIBIT E - SCHEDULE

Project Finish

Data Date

ID	Description	Original Duration	Start	Finish	Responsibility
PH4-9-130	Kitchen Cabinets - Bldg 9	7	08/07/26	08/17/26	CASEWORK
PH4-9-140	Finish M & E - Bldg 9	7	08/12/26	08/20/26	PLENIUM
PH4-9-150	Flooring - Bldg 9	7	08/17/26	08/25/26	FLOORING
PH4-9-160	Plumbing Fixtures - Bldg 9	7	08/20/26	08/28/26	PLUMBER
PH4-9-170	Set Doors - Bldg 9	7	08/20/26	08/28/26	DOORS
PH4-9-180	Appliances - Bldg 9	3	08/28/26	09/01/26	PLENIUM
PH4-9-190	Punch List - Bldg 9	4	09/02/26	09/08/26	PLENIUM
PH4-9-200	Final Clean - Bldg 9	2	09/09/26	09/10/26	PLENIUM
PH4-9-210	Final Inspections - Bldg 9	2	09/11/26	09/14/26	CITY



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EXHIBIT F	
Stead Manor	
Schedule of Values	
1 - General Conditions	850,675
2 - Sitework	2,702,936
3 - Concrete	100,443
4 - Masonry	26,567
5 - Metals	394,690
6 - Carpentry	1,870,283
7 - Insulation & Roofing	973,031
8 - Windows & Doors	1,182,597
9 - Finishes	2,683,516
10 - Accessories	72,598
11 - Appliances	210,653
12 - Window Treatments	44,482
15 - Mechanical	2,636,714
16 - Electrical	855,642
GL Insurance	146,048
Builder's Risk Insurance	166,897
Bond	74,506
CMAR Contingency	486,108
Overhead	298,355
CMAR Fee	912,968
TOTAL GMP	16,689,709

Supplementary Conditions of the Contract for Construction

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information collection is necessary to ensure that viable projects are developed. It is important to obtain information from applicants to assist HUD in determining if nonprofit organizations initially funded continue to have the financial and administrative capacity needed to develop a project and that the project design meets the needs of the residents. The Department will use this information to set forth the obligations of the contractor or subcontractor performing under the covered contract. This information is required in order to obtain benefits. This information is considered non-sensitive and no assurance of confidentiality is provided.

Article 1 – Labor Standards

Instructions

Whenever only FHA mortgage insurance is involved, use paragraph (A) and (C) of Article 1 – Labor Standards. Whenever any direct form of assistance (Section 8, Section 202/811 Capital Advance, grants etc.) is involved, use paragraphs (A) and (B) and (C) of Article 1 – Labor Standards.

Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted or insured by the United States of America and the following Federal Labor Standards Provisions are included in this Contract or related instrument pursuant to the provisions applicable to such Federal assistance or insurance.

A. 1. (i) Minimum Wages. All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR Part 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification

requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

(c) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

(d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs A.1.(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

2. Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the

same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

3. (i) Payrolls and basic records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and budget under OMB Control Numbers 1215-0140 and 1215-0017.)

(ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR Part 5.5(a)(3)(i). This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, D.C. 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

(b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be maintained under 29 CFR Part 5.5(a)(3)(i) and that such information is correct and complete;

(2) That each laborer or mechanic (including each

helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph A.3.(ii)(b) of this section.

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph A.3.(i) of this section available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR Part 5.12.

4. (i) Apprentices and Trainees. Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau

of Apprenticeship and Training, or a State Apprenticeship Agency recognized by the Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman's hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

5. Compliance with Copeland Act Requirements. The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as HUD or its designee may be appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR Part 5.5.

7. Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

10. (i) Certification of Eligibility. By entering into this contract the contractor certifies neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm

ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1010, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration . . . makes, utters or publishes any statement, knowing the same to be false . . . shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

B. Contract Work Hours and Safety Standards Act. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; liability for unpaid wages, liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

3. Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

C. The Contractor will be required to execute FHA Form No. 2403-A, Contractor's Prevailing Wage Certificate, as a condition precedent to insurance by the Federal Housing Administration of that certain mortgage loan, or an advance thereof, made or to be made by the mortgagee in connection with the construction of the project.

Article 2 – Equal Employment Opportunity

The applicant hereby agrees that it will incorporate or cause to be

incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the Contractor agrees as follows:

A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided setting forth the provisions of this nondiscrimination clause.

B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

C. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice to be provided advising the said labor union or workers representatives of the Contractor's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.

E. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations or order of the Secretary of Labor, or as otherwise provided by law.

G. The Contractor will include the portion of the sentence immediately preceding paragraph A and the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance. *Provided, however,* that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Secretary of Housing and Urban Development or the Secretary of Labor, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

H. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work:

Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

I. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

J. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

Article 3 – Equal Opportunity for Businesses and Lower Income Persons Located Within the Project Area

(Applicable to Section 236 projects, where the estimated replacement cost of the project as determined by the Secretary of Housing and Urban Development exceeds \$500,000, and to all projects, including Section 236 regardless of estimated replacement cost, receiving rent supplement assistance under Title I, Section 101 of the Housing and Urban Development Act of 1965.)

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the unit of local government or the metropolitan area (or nonmetropolitan county) as determined by the Secretary of Housing and Urban Development in which the projects located and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the same metropolitan area (or nonmetropolitan county) as the project.

Article 4 – Health and Safety

A. No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

B. The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 (formerly part 1518) and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act (Public Law 91-54, 83 Stat. 96).

C. The Contractor shall include the provisions of this Article in every subcontract so that such provisions will be binding on each subcontractor. The Contractor shall take such action with respect to any subcontract as the Secretary of Housing and Urban Development of the Secretary of Labor shall direct as a means of enforcing such provisions.

EXHIBIT H - Davis Bacon Nevada Residential Wage Determination

"General Decision Number: NV20240044 03/22/2024

Superseded General Decision Number: NV20230044

State: Nevada

Construction Type: Residential RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories).

County: Washoe County in Nevada.

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(1).

Table with 2 columns: Contract Scenario and Applicable Executive Order. Row 1: Contract entered on or after Jan 30, 2022, or renewed/extended after Jan 30, 2022. Row 2: Contract awarded on or between Jan 1, 2015 and Jan 29, 2022, and not renewed/extended after Jan 30, 2022.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at http://www.dol.gov/whd/govcontracts.

Table with 2 columns: Modification Number and Publication Date. Row 1: 0, 01/05/2024. Row 2: 1, 03/22/2024.

EXHIBIT H - Davis Bacon Nevada
Residential Wage Determination

ELEC0401-002 08/01/2021

	Rates	Fringes
ELECTRICIAN.....	\$ 29.40	11.16

ENGI0012-006 10/01/2022

	Rates	Fringes
POWER EQUIPMENT OPERATOR		
(6) Loader.....	\$ 50.77	30.85
(8) Paver (Asphalt, Aggregate, and Concrete)....	\$ 51.27	30.85

LAB00169-001 10/01/2022

	Rates	Fringes
LABORER		
(1) Common or General.....	\$ 30.05	15.02
(3) Mason Tender- Cement/Concrete.....	\$ 30.30	15.02
(4) Pipelayer.....	\$ 30.55	15.02

* PAIN0567-005 01/01/2024

	Rates	Fringes
PAINTER (Brush and Roller).....	\$ 34.24	15.45

SHEE0026-003 09/01/2023

	Rates	Fringes
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 43.88	29.05

* SUNV2014-030 09/08/2016

	Rates	Fringes
CARPENTER.....	\$ 17.82	0.00
CEMENT MASON/CONCRETE FINISHER...\$ 17.00 **		0.00
IRONWORKER, REINFORCING.....	\$ 19.78	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 20.16	0.00
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 24.11	0.00
PAINTER: Spray.....	\$ 20.50	0.00
PLUMBER.....	\$ 26.16	0.00
ROOFER.....	\$ 18.50	0.00

WELDERS - Receive rate prescribed for craft performing
operation to which welding is incidental.

EXHIBIT H - Davis Bacon Nevada
Residential Wage Determination

** Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.20) or 13658 (\$12.90). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 are not currently being enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate

changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

EXHIBIT H - Davis Bacon Nevada
Residential Wage Determination

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

=====

END OF GENERAL DECISION"

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 6

October 1, 2024

SUBJECT: Discussion and possible approval of supplemental Resolution 24-10-04 RH approving the obligation of an additional \$524,570.00 in Capital Funds for a total of \$1,800,000.00 in Capital Funds as part of the financing for the rehabilitation of Silverada Manor. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

In July 2024, the Board of Commissioners adopted Resolution 24-07-05 RH which authorized the rehabilitation and financing of Silverada Manor. This authorizing resolution is a HUD requirement to financially close on a public housing property through the Rental Assistance Demonstration (RAD) program.

The adopted resolution included the authorization of a \$1,275,430 loan from RHA's Capital Funds to the project to be used for relocation expenses. Since the adoption of the resolution, the project budget, phasing plan, and timeline have gone through revisions to reach a guaranteed maximum price, execute a construction contract and, ultimately, financially close as soon as possible. In particular, the project will now be completed in three (3) phases rather than four. While this speeds up the timeline and lowers the construction budget significantly, it increases the relocation budget to account for more households being moved off-site into master leased units. RHA staff, HousingToHome, and Brinshore have estimated that a \$1.8M relocation budget is more in line with the current scope of work and will ensure that relocation efforts are adequately resourced.

Additionally, the Hawk View project relocation efforts have wrapped up and have come in well under budget due to the ability of RHA to offer more public housing transfers because RHA had held vacant units and/or more residents successfully utilizing housing choice vouchers. This significantly reduced the amount of private market rental payments that were initially estimated. As a result, RHA has just over \$1,000,000 in Capital Funds available in CF2023 that can be used and must be obligated before February 26, 2025. Staff believes that allocating a portion of these funds to the Silverada Manor relocation budget is the best direction for both the project and to enable RHA to meet HUD's obligation deadline.

Resolution 24-10-04 RH, revises the amount of Capital Funds authorized to be loaned as part of the financing for the Silverada Manor Rehab project from \$1,275,430 to \$1,800,000. This is an increase of \$524,570.

By adopting the resolution, the Board will approve of the increase of Capital Funds and authorize RHA Executive Director, Dr. Hilary Lopez, to take any and all actions, execute any and all documents, instruments, and certificates, make any and all filings and reasonable expenditures and take any and all reasonable steps deemed to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions in the name of and on behalf of the Authority for itself, or as a member of the Managing Member of the Owner.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners motion to adopt Resolution 24-10-04 RH as presented.

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **24-10-04 RH**

A SUPPLEMENTAL RESOLUTION AUTHORIZING THE OBLIGATION OF
ADDITIONAL CAPITAL FUNDS FOR THE REHABILITATION AND FINANCING OF
SILVERADA MANOR

The following resolution was duly adopted by the Board of Commissioners (the “**Board**”) of the HOUSING AUTHORITY OF THE CITY OF RENO, a Nevada public body corporate and politic (the “**Authority**”), at a meeting held on September 24th, 2024 which meeting was duly called and at which a quorum was present:

WHEREAS, the Board previously passed Resolution No.24-07-05 authorizing the rehabilitation and financing of Silverada Manor (the “**Project**”);

WHEREAS, Resolution No. 24-07-05 authorizes a third-priority subordinate loan in the approximate original principal amount of \$1,275,430 made from the Authority’s Capital Funds (the “**Capital Funds Loan**”) to the owner of the Project, Silverada, LLC (the “**Owner**”). The Authority is a member of Silverada Manager, LLC, a Nevada limited liability company and managing member of the Owner (the “**Managing Member**”); and

WHEREAS, the Board has determined that it is in the best interest of the Authority and the Project to increase the Capital Funds Loan to the approximate original principal amount of \$1,800,000.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board approves the increase in the Capital Funds Loan contemplated herein; and

BE IT FURTHER RESOLVED, that Dr. Hilary Lopez, the Executive Director of Authority, or in her absence, Heidi McKendree, the Deputy Executive Director of the Authority, are hereby authorized, empowered and directed, on behalf of the Authority for its own account and as a member of the Managing Member, to take such actions set forth and take such further actions, and to execute such additional documents or instruments, as the persons taking such actions, or executing such documents or instruments, may deem necessary or appropriate in connection with matters previously authorized in Resolution No.24-07-05 and further authorized in the foregoing resolutions, and the signature of such Executive Director or Deputy Executive Director or any documents of instrument or the performance of any such actions shall be conclusive evidence of such Executive Director and Deputy Executive Director’s authority to take such actions or execute such documents or instrument on behalf of the Authority for its own account and as a member of the Managing Member; and

RESOLVED FURTHER, that any and all acts heretofore taken by such Executive Director and Deputy Executive Director of the Authority in connection with the matters authorized by Resolution No.24-07-05 and the foregoing resolutions are

hereby ratified, confirmed, adopted and approved by the Board of
Commissioners of the Authority.

ADOPTED THIS 1st DAY OF October , 2024.

ATTEST:

CHAIRMAN

SECRETARY

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 7

October 1, 2024

SUBJECT: Closed Session: The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding:

- Discussion and legal analysis of Right of First Refusal, potential sales options, and or other options for the property located at Parcel 4-B of Paradise Retail I, LLC, Sparks, Nevada (also known as Paradise Plaza) and estimated budgets associated with various potential scopes of work to renovate the site and address needed pest mitigation. (Discussion Only)

FROM: Executive Director

RECOMMENDATION: Discussion Only

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 8

October 1, 2024

SUBJECT: Reconvene Open Session: Discussion and possible direction to staff regarding potential next actions, budgets and/or scopes of work for the property located at Parcel 4-B of Paradise Retail 1, LLC, Sparks, Nevada (also known as Paradise Plaza). (For Possible Action)

FROM: Executive Director

RECOMMENDATION: (For Possible Action)

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 9

October 1, 2024

SUBJECT: Discussion regarding findings of geotechnical investigation services for pavement replacement at Ala Moana Apartments and possible approval of \$1,286,915 bid by Spanish Springs Construction, Inc. for pavement rehabilitation at Ala Moana Apartments. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Ala Moana Apartments is located in Reno and is part of RHA's portfolio of expanded housing opportunities. The complex is managed by CloudTen; however, RHA, as owner, is responsible for undertaking major projects at the site. The last major rehabilitation of the Ala Moana Apartments parking lot occurred in 1997. Since then, asphalt repairs and sealing have occurred in 2008 and 2013. Significant time has passed since these repairs occurred. To better understand the extent of repairs needed, in August 2023, Wood Rodgers completed a geotechnical field investigation of the site, which has been included along with this staff report.

The investigation found that the pavement surface was deteriorated and presented significant indicators of distress such as block cracking, rutting, alligator cracking, transverse cracking, longitudinal cracking, and potholes. Other noted distress conditions include utility patches, minor raveling, and stripping. Tree root penetration and uplift was also noted within parking stalls. Additionally, no significant maintenance could be identified as having been performed since the last overlay, which has resulted in the parking lot having uneven surfaces and matching the curb in elevation in some areas. This is a potential trip hazard for residents.

The investigation concluded that the existing pavement has exceeded its original design life and shows significant deterioration. Wood Rodgers provided three options to address or partially address the issue. Option 1 is reconstruction (remove and replace). Option 2 and 3 are cosmetic approaches which include resealing and/or patching asphalt in particular areas of the site. The report notes that these cosmetic approaches do not add to the overall structural integrity of the pavement mat like reconstruction would and add significantly less to the usable life of the site's parking lot. Because of this, the Development Department advocates moving forward with a scope to reconstruct the asphalt parking lot.

The Development Department requested and received a proposal for engineering services from JK Architecture Engineering. These services include support through pre-design, construction drawings, agency review, bidding assistance, and construction administration. The project was slated to come forward earlier but experienced delays throughout the first part of 2024 due to weather and time spent clarifying the bidding and wage requirements RHA should use for projects at non-subsidized properties paid for by cashflow from said properties. Ultimately, an Invitation for Bid for pavement removal and replacement at Ala Moana was issued in late June and bids were received in early August. The bid package included design and construction documents.

Two bids were received for this project, as presented in the Bid Tabulation sheet included with this staff report. Spanish Springs Construction was the lowest responsive bidder at \$1,286,915. If approved, Spanish Springs Construction would begin the project in Spring of 2025 to ensure weather and temperature conditions are right for asphalt replacement.

CloudTen maintains the bank accounts for Ala Moana and has built up property reserves over time. There is currently \$1.9 million in reserves available for repairs at this property or for a portion to be used by RHA. Staff has been meeting with CloudTen to develop capital improvement plans (CIP) for each property in their RHA portfolio and to develop a standard operating procedure for minimum reserve requirements, project funding estimates, and cash transfers. Staff is also reviewing the portfolio assessment previously prepared by Praxis Consulting Group for their recommendations for these properties. Though the CIP is not yet available, other identified needs at Ala Moana include enhanced site fencing and/or security cameras, exterior siding repair and painting, tree replacement, balcony renovation, and window and sliding glass door replacements.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners approve the \$1,286,915 bid by Spanish Springs Construction and authorize the Executive Director to execute any and all documents required to enter into a construction contract with Spanish Springs Construction for asphalt replacement at Ala Moana Apartments.



WOOD RODGERS

August 18, 2023
Project No. 8898006

Coral Flores
City of Reno Housing Authority
1525 East 9th Street
Reno, NV 89512

RE: Ala Moana Apartments Pavement Investigation
APN 019-342-02
Reno, Washoe County, Nevada

Dear Coral:

Wood Rodgers, Incorporated is pleased to present this letter report presenting the findings of our pavement investigation and exploration program.

SCOPE OF SERVICES

Per the contracted scope of services, the purposes of this letter are to:

- Describe the project site with approximate locations of our explorations indicated on a site plan.
- Provide descriptive logs of our field explorations performed for this study.
- Briefly describe our investigation and evaluation procedures for the study area.
- Describe existing pavement and subgrade conditions, and report results of the field investigation.
- Describe noted drainage features that may affect long term pavement performance.
- Present pavement rehabilitation and reconstruction alternatives.
- Present specifications for rehabilitation and reconstruction alternatives in accordance with local standards and practices that can be used for bidding and construction purposes.
- Provide an overview on pavement management and maintenance that can be implemented to increase the structural longevity and service level of the asphalt pavements throughout the service period.

PROJECT DESCRIPTION

The development consists of a 14-structure apartment complex with associated parking and drive areas in Reno, Nevada. Access is provided from via Kauai Court off Lakeside Court from North Lakeside Drive and Isbell Drive (Figure 1, Vicinity Map, Appendix A).

The pavement essentially consists of two travel lanes with a central valley gutter. Uncovered and covered parking zones border the main travel lanes. Approximately 1,620 lineal feet of roadway services the apartment complex; total travel lane width measures approximately 20 feet. Figure 2, Site Map and

Ms. Coral Flores

ALA MOANA PAVEMENT INVESTIGATION

August 18, 2023

Project Number 8898006

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Approximate Exploration Locations, presents a site map of the project area with approximate exploration locations indicated.

EXPLORATION

The project was explored by advancing four hand auger test holes in July 2023. Explorations were initially cored through the pavement mat with a 5-inch diameter core barrel. Pavement and base course thicknesses were measured at each location. In addition, dynamic cone penetration (DCP) tests were advanced to depths on the order of two to three feet into the subgrade soils. DCP testing can provide meaningful indications of subgrade strength. DCP values become less reliable in more granular soils with gravels and small cobbles and therefore were not relied upon in the development of design recommendations. Measured structural pavement section thicknesses are presented in Table 1.

Table 1 - Structural Pavement Section Measurements

Test Hole	¹ Structural Pavement Section (in.)	
	Pavement	Base Course
HA-01	3 ½	6 ½
HA-02	4	6
HA-03	2	6
HA-04	3 ½	4 ½

¹ Pavement thickness measured in the exploration boring.

Base course and subgrade soils were sampled by advancing a hand auger to depths on the order of 2-feet. Wood Rodgers' personnel examined and classified soils in the field in general accordance with ASTM D2488 (Description and Identification of Soils, Visual-Manual Procedure). Soil samples were returned to our laboratory for testing. Additional soil classifications, as well as verification of the field classifications, were performed in accordance with ASTM D2487 (Unified Soil Classification System [USCS]) upon completion of laboratory testing.

Logs of our explorations are attached as Figures B-1a thru B-1d (Attachments). The USCS explanatory chart of soil unit symbols and related descriptions has been included as B-2 - Unified Soil Classification and Key to Soil Descriptions.

In addition to measuring structural pavement sections, pavement condition proximate to the test holes was noted and summarized. Pavement condition summaries are presented in the Field Testing and Pavement Condition Summary section of this report.

Ms. Coral Flores

ALA MOANA PAVEMENT INVESTIGATION

August 18, 2023

Project Number 8898006

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LABORATORY TESTING

Soil testing performed in the Wood Rodgers' laboratory is conducted in accordance with the standards and methods described in Volume 4.08 (Soil and Rock; Dimension Stone; Geosynthetics) of the ASTM Standards. Subgrade soil samples were combined to develop a representative global subgrade sample. Subgrade and Aggregate Base samples were tested to determine their in-situ moisture contents (ASTM D2216), grain size distributions (ASTM D6913), plasticity indices (ASTM D 4318), water soluble sulfate in soil (ASTM C1580), and R-Value (ASTM D2844). Table 2 presents a summary of test data. Test results were used to classify soils according to the Unified Soil Classification System (USCS, ASTM D 2487) and to verify the field logs which were then updated.

Table 2 - Summary of Laboratory Test Data

Combined Test Hole & Sample Depths (in)		Moisture (%)	% Gravel (+#4)	% Sand (#4-#200)	% Fines (-#200)	Liquid Limit	Plastic Index	R-Value	USCS
ASTM Standard		D 2216	D 6913		D 4318		D 2844	D 2487	
Aggregate Base	HA-01, 3½ - 10	7.1	37.9	49.1	¹ 12.9	-	NP	-	SM
	HA-02, 4 - 10								
	HA-03, 2 - 8								
	HA-04, 3 ½ - 8								
Subgrade	HA-01, 10 - 22	12.1	20.1	50.3	29.6	28	14	13	SC
	HA-02, 10 - 14								
	HA-04, 8 - 18								

¹ Does not meet Section 200.01.01 of the Standard Specifications for Public Works Construction.

Water soluble sulfate testing (ASTM C1580) yielded results in the negligible range.

Ms. Coral Flores

ALA MOANA PAVEMENT INVESTIGATION

August 18, 2023

Project Number 8898006

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FIELD TESTING & PAVEMENT CONDITION SUMMARY

A cursory pavement condition survey was performed during the field investigation. Pervasively, the pavement surface was deteriorated and presented significant indicators of distress (block cracking, rutting, alligator cracking, transverse cracking, longitudinal cracking, and potholes). Other noted distress conditions include: utility patches, minor raveling and stripping (Image 1). Tree root penetration and uplift was also noted within parking stalls. Based on a review of historical imagery (Google Earth), no significant maintenance could be identified as having been performed since 1990.

DRAINAGE CONSIDERATIONS

No significant drainage conditions were noted at the time of our field investigation. The central valley gutter (Image 2) appears to be competent, of uniform slope, and may not require mitigation when addressing drainage conditions.



IMAGE 1: Alligator Cracking at HA-02



IMAGE 2: Valley Gutter along East Side of Site

Ms. Coral Flores

ALA MOANA PAVEMENT INVESTIGATION

August 18, 2023

Project Number 8898006

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REHABILITATION CONSIDERATIONS

The existing pavement has exceeded its original design life and shows significant deterioration. Therefore, recommendations for mediation present the option for reconstruction (Option 1) in addition to cosmetic approaches (Options 2 and 3). Any approaches less than the option for reconstruction do not add to the overall structural integrity of the pavement mat. Options 2 and 3 may be used in tandem.

Specifications - Sections referenced herein are specific to the Standard Specifications for Public Works Construction (SSPWC, Orange Book, 2012)

Option 1 – Reconstruction (Remove and Replace)

- Sawcut repair area.
- Remove existing pavement section to a depth of 9-inches below design grade.
- Compact exposed subgrade to not less than 90-percent of the soil's maximum dry density (ASTM D1557).
- If pumping soils are encountered within the roadbed, the area may be scarified and allowed to dry, or removed and replaced with a 12 to 18-inch zone of clean, angular, 12-inch minus rock fill. Aggregate base (compacted to not less than 90-percent) may also be used if the layer can adequately bridge the yielding subgrade and allow for the compaction of the final lift of aggregate base and the pavement mat.
- Reconstruct the structural section with 3-inches of Type 3 (SSPWC Section 337.04), plantmix bituminous pavement (with lime, 3-percent voids) capping 6-inches of Type 2, Class B aggregate base (SSPWC Section 200.01.03).
- Aggregate base within the structural section shall be compacted to not less than 95-percent (ASTM D1557).
- The pavement mat shall be compacted as indicated in Section 320.04.02 of the SSPWC.

Option 2 – Potholes and Surface Distortions

- In areas of pavement distortions such as potholes or tree root uplift (where ADA compliance needs to be addressed), saw cut the perimeter of the distorted area, remove pavement and soils to at least 6-inches below finish design grade. Patch with a full depth pavement section utilizing Type 3 plantmix bituminous pavement compacted as indicated in SSPWC 320.04.02

Option 3 – Crack Sealing + Type II Slurry Seal/Fog Seal

- Identify and mark cracks with widths between ¼ and 1 ½ inches to be sealed.
- Cracks to be sealed shall be cleaned and prepared per the manufacturer's instructions prior to application of the sealer.

Ms. Coral Flores

ALA MOANA PAVEMENT INVESTIGATION

August 18, 2023

Project Number 8898006

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- Fog Seal (SSPWC Section 317) or Slurry Seal (SSPWC Section 318) shall meet the composition and placement requirements per the referenced sections of the Standard Specifications for Public Works Construction.

PAVEMENT MAINTENANCE

Pavement maintenance is required for long-term pavement performance. Maintenance refers to any activity performed on the pavement that is intended to preserve its original service life or load carrying capacity. Typical maintenance procedures and approximate longevity timelines are presented below.

- Crack Seal (5 – 6 Years)
- Fog Seal (2 – 3 Years)
- Type II Slurry Seal (3 – 5 Years)


CONCLUSION

We appreciate the opportunity to provide our services for the Ala Moana Apartments Pavement Investigation. Civil design staff, planning staff, and construction service personnel are available through Wood Rodgers, Incorporated to help navigate the selection and design processes associated with the pavement rehabilitation and drainage mitigation processes.

Sincerely,

WOOD RODGERS, INCORPORATED

DocuSigned by:
Mischelle J. Smith
7E315DD301F5423
Mischelle J. Smith
Principal Engineer
RE No. 6972
Expires: 6-30-2024



Attachments

8/24/2023

Figure 1 – Vicinity Map

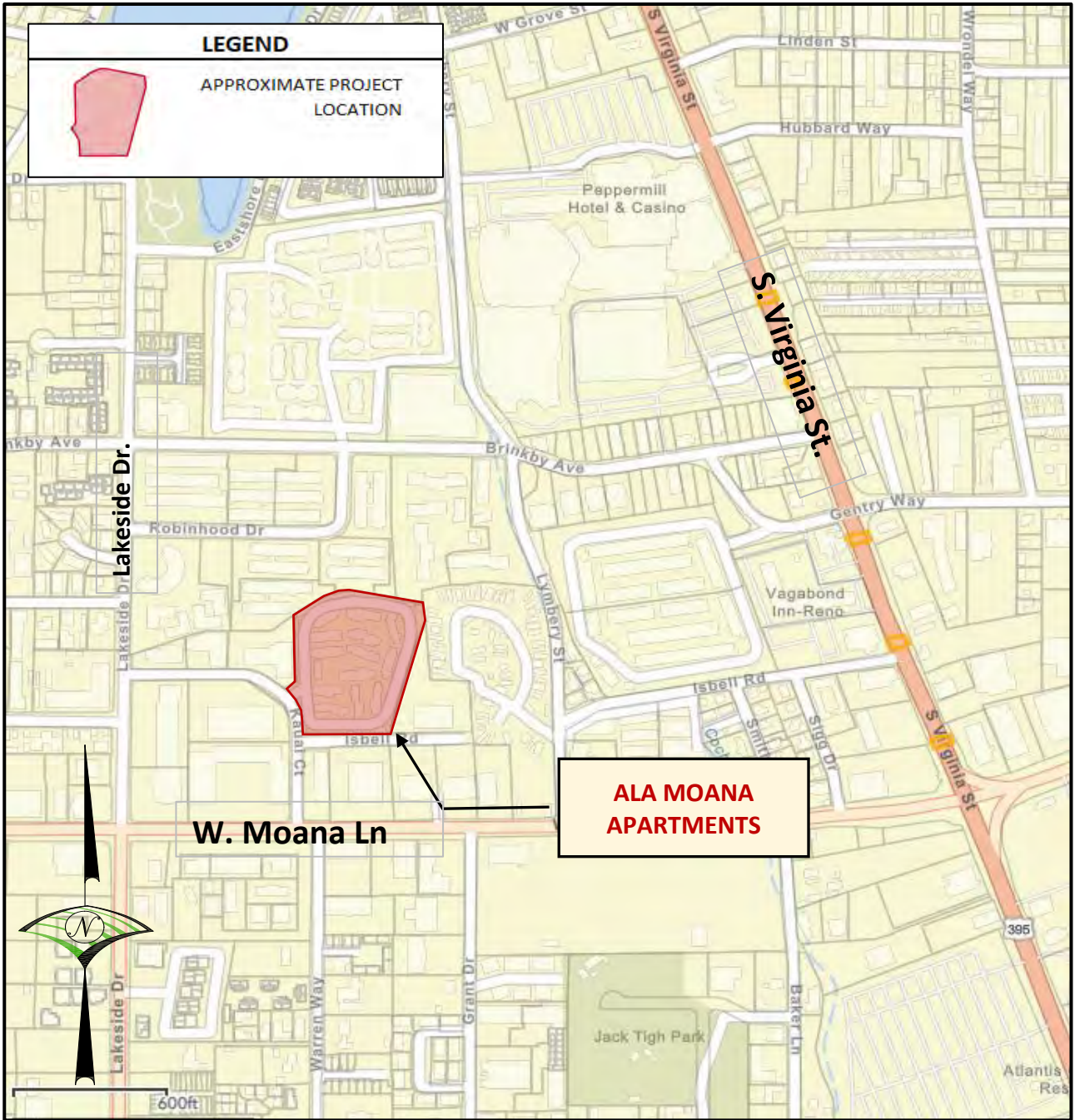
Figure 2- Site Map and Approximate Exploration Locations

B-1a through B-1d – Logs of Exploration Locations

B-2 – Unified Soil Classification and Key to Soil Descriptions

C-1a through C-1c – Laboratory Test Results

C-2 – Corrosion Potential Test Results



ALA MOANA APTS. PROJECT NO. 8898006	VICINITY MAP	FIGURE 1
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ALA MOANA APTS. PROJECT NO. 8898006	SITE MAP AND APPROXIMATE EXPLORATION LOCATIONS	FIGURE 2
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Wood Rodgers Inc.
 1361 Corporate Blvd
 Reno NV 89521
 Telephone: 775-823-4068
 Fax: 775-823-4066

BORING NUMBER HA-01

CLIENT Reno Housing Authority
PROJECT NUMBER 8898006
DATE STARTED 7/14/23 **COMPLETED** 7/14/23
DRILLING CONTRACTOR Wood Rodgers
DRILLING METHOD Coring Machine & Hand Auger
LOGGED BY Hunter Beadell **CHECKED BY** Mickey Smith
NOTES: _____

PROJECT NAME Ala Moana Apartments Pavement Investigation
PROJECT LOCATION Reno, Nevada
GROUND ELEVATION _____ **HOLE SIZE** 5 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- NO FREE WATER ENCOUNTERED
AT END OF DRILLING --- NO FREE WATER ENCOUNTERED
AFTER DRILLING --- NO FREE WATER ENCOUNTERED

GEOTECH BH COLUMNS PLATE - GINT STD US LAB.GDT - 8/17/23 09:43 - \\WOODRODGERS.LOC\PRODUCTION\DATA\JOBS-RENO\JOBS\8898_RHA\ALA MOANA\GEO\TECH\04_GINT\RHA ALA MOANA.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	R-VALUE	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES CONTENT (%)
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0		ASPHALTIC CONCRETE, (3.5")	GB 1A					7.1	NP	NP	NP	12.9
		AGGREGATE BASE COURSE, (6.5")	GB 1B					12.1	28	14	14	29.6
		CLAYEY SAND WITH GRAVEL, (SC) moist, orange brown, medium plasticity										

Practical Refusal at 1.8 feet.
 Bottom of Borehole at 1.8 Feet.



Wood Rodgers Inc.
 1361 Corporate Blvd
 Reno NV 89521
 Telephone: 775-823-4068
 Fax: 775-823-4066

BORING NUMBER HA-02

CLIENT Reno Housing Authority **PROJECT NAME** Ala Moana Apartments Pavement Investigation
PROJECT NUMBER 8898006 **PROJECT LOCATION** Reno, Nevada
DATE STARTED 7/14/23 **COMPLETED** 7/14/23 **GROUND ELEVATION** _____ **HOLE SIZE** 5 inches
DRILLING CONTRACTOR Wood Rodgers **GROUND WATER LEVELS:**
DRILLING METHOD Coring Machine & Hand Auger **AT TIME OF DRILLING** --- NO FREE WATER ENCOUNTERED
LOGGED BY Hunter Beadell **CHECKED BY** Mickey Smith **AT END OF DRILLING** --- NO FREE WATER ENCOUNTERED
NOTES: _____ **AFTER DRILLING** --- NO FREE WATER ENCOUNTERED

GEOTECH BH COLUMNS PLATE - GINT STD US LAB.GDT - 8/17/23 09:43 - \\WOODRODGERS.LOC\PRODUCTION\DATA\JOBS-RENO\JOBS\8898_RHA\ALA MOANA\GEO\TECH\04_GINT\RHA ALA MOANA.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	R-VALUE	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES CONTENT (%)
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0		ASPHALTIC CONCRETE, (4") AGGREGATE BASE COURSE, (6") POORLY GRADED GRAVEL WITH CLAY AND SAND, (GP-GC) moist, brown, low plasticity	GB 2A GB 2B									

Practical Refusal at 1.2 feet.
 Bottom of Borehole at 1.2 Feet.



Wood Rodgers Inc.
 1361 Corporate Blvd
 Reno NV 89521
 Telephone: 775-823-4068
 Fax: 775-823-4066

BORING NUMBER HA-03

CLIENT Reno Housing Authority
PROJECT NUMBER 8898006
DATE STARTED 7/14/23 **COMPLETED** 7/14/23
DRILLING CONTRACTOR Wood Rodgers
DRILLING METHOD Coring Machine & Hand Auger
LOGGED BY Hunter Beadell **CHECKED BY** Mickey Smith
NOTES: _____

PROJECT NAME Ala Moana Apartments Pavement Investigation
PROJECT LOCATION Reno, Nevada
GROUND ELEVATION _____ **HOLE SIZE** 5 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- NO FREE WATER ENCOUNTERED
AT END OF DRILLING --- NO FREE WATER ENCOUNTERED
AFTER DRILLING --- NO FREE WATER ENCOUNTERED

GEOTECH BH COLUMNS PLATE - GINT STD US LAB.GDT - 8/17/23 09:43 - \\WOODRODGERS.LOC\PRODUCTION\DATA\JOBS-RENO\JOBS\8898_RHA\ALA MOANA\GEO\TECH\04_GINT\RHA ALA MOANA.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	R-VALUE	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES CONTENT (%)
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	

0
 ASPHALTIC CONCRETE, (2")
 AGGREGATE BASE COURSE, (6")
 Practical Refusal at 0.7 feet.
 Bottom of Borehole at 0.7 Feet.

GB
 3A



Wood Rodgers Inc.
 1361 Corporate Blvd
 Reno NV 89521
 Telephone: 775-823-4068
 Fax: 775-823-4066

BORING NUMBER HA-04

CLIENT Reno Housing Authority
PROJECT NUMBER 8898006
DATE STARTED 7/14/23 **COMPLETED** 7/14/23
DRILLING CONTRACTOR Wood Rodgers
DRILLING METHOD Coring Machine & Hand Auger
LOGGED BY Hunter Beadell **CHECKED BY** Mickey Smith
NOTES: _____

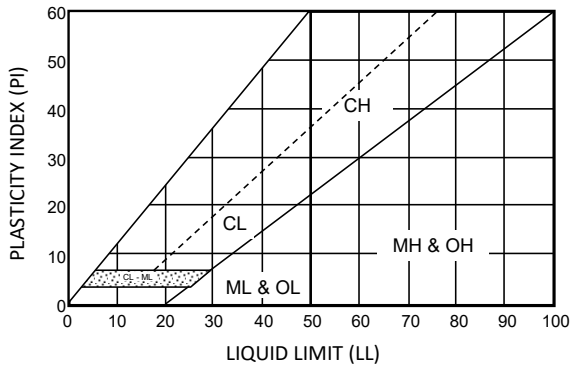
PROJECT NAME Ala Moana Apartments Pavement Investigation
PROJECT LOCATION Reno, Nevada
GROUND ELEVATION _____ **HOLE SIZE** 5 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- NO FREE WATER ENCOUNTERED
AT END OF DRILLING --- NO FREE WATER ENCOUNTERED
AFTER DRILLING --- NO FREE WATER ENCOUNTERED

GEOTECH BH COLUMNS PLATE - GINT STD US LAB.GDT - 8/17/23 09:43 - \\WOODRODGERS.LOC\PRODUCTION\DATA\JOBS-RENO\JOBS\8898_RHA\ALA MOANA\GEO\TECH\04_GINT\RHA ALA MOANA.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	R-VALUE	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES CONTENT (%)
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0		ASPHALTIC CONCRETE, (3.5") AGGREGATE BASE COURSE, (4.5") CLAYEY GRAVEL WITH SAND, (GC) moist, orange brown, medium plasticity	GB 4A GB 4B									

Practical Refusal at 1.5 feet.
 Bottom of Borehole at 1.5 Feet.

MAJOR DIVISION				TYPICAL NAMES	
COARSE-GRAINED SOILS MORE THAN HALF IS COARSER THAN NO. 200 SIEVE	GRAVEL MORE THAN HALF COARSE FRACTION IS LARGER THAN NO. 4 SIEVE	CLEAN SANDS WITH LITTLE OR NO FINES		GW	WELL GRADED GRAVELS WITH OR WITHOUT SAND, LITTLE OR NO FINES
				GP	POORLY GRADED GRAVELS WITH OR WITHOUT SAND, LITTLE OR NO FINES
		GRAVELS WITH OVER 12% FINES		GM	SILTY GRAVELS, SILTY GRAVELS WITH SAND
				GC	CLAYEY GRAVELS, CLAYEY GRAVELS WITH SAND
	SAND MORE THAN HALF COARSE FRACTION IS SMALLER THAN NO. 4 SIEVE	CLEAN SANDS WITH LITTLE OR NO FINES		SW	WELL GRADED SANDS WITH OR WITHOUT GRAVEL, LITTLE OR NO FINES
				SP	POORLY GRADED SAND WITH OR WITHOUT GRAVEL, LITTLE OR NO FINES
		SANDS WITH OVER 12% FINES		SM	SILTY SANDS WITH OR WITHOUT GRAVEL
				SC	CLAYEY SANDS WITH OR WITHOUT GRAVEL
FINE-GRAINED SOILS MORE THAN HALF IS FINER THAN NO. 200 SIEVE	SILT AND CLAY LIQUID LIMIT 50% OR LESS			ML	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTS WITH SANDS AND GRAVELS
				CL	INORGANIC CLAYS OF LOW TO MEDIUM PLASTICITY CLAYS WITH SANDS AND GRAVELS, LEAN CLAYS
				OL	ORGANIC SILTS OR CLAYS OF LOW PLASTICITY
	SILT AND CLAY LIQUID LIMIT GREATER THAN 50%			MH	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SANDY OR SILTY SOLID, ELASTIC SILTS
				CH	INORGANIC CLAYS OR HIGH PLASTICITY, FAT CLAYS
				OH	ORGANIC SILTS OR CLAYS MEDIUM TO HIGH PLASTICITY
				Pt	PEAT AND OTHER HIGHLY ORGANIC SOILS
HIGHLY ORGANIC SOILS					



CONSISTENCY		RELATIVE DENSITY	
SILTS & CLAYS	SPT BLOW* COUNTS (N)	SANDS & GRAVELS	SPT BLOW* COUNTS (N)
VERY SOFT	0 - 2	VERY LOOSE	0 - 4
SOFT	3 - 4	LOOSE	5 - 10
MEDIUM STIFF	5 - 8	MEDIUM DENSE	11 - 30
STIFF	9 - 15	DENSE	31 - 50
VERY STIFF	16 - 30	VERY DENSE	50 +
HARD	30 +		


* The Standard Penetration Resistance (N) in blows per foot is obtained by the ASTM D1585 procedure using 2" O.D., 1 3/8" I.D. samplers.

EXPLORATION PLASTICITY (PI) DESCRIPTIONS			
DESCRIPTION	RANGE	DESCRIPTION	RANGE
Nonplastic	<5	Medium	10-20
Low	< 10	Medium - High	15 - 25
Low - Medium	5 - 15	High	>25

DESCRIPTION OF ESTIMATED PERCENTAGES OF GRAVEL, SAND, AND FINES	
TRACE	Particles are present but est. < 5%
FEW	5% - 10%
LITTLE	15% - 20%
SOME	30% - 45%
MOSTLY	50% - 100%

NOTE: Percentages are presented within soil description for soil horizon with laboratory tested soil samples.

DEFINITIONS OF SOIL FRACTIONS	
SOIL COMPONENT	PARTICLE SIZE RANGE
BOULDERS	> 12 INCHES
COBBLES	3 to 12 Inches
GRAVEL	3 IN. TO NO. 4 SIEVE
COARSE GRAVEL	3 IN. TO 3/4 IN.
FINE GRAVEL	3/4 IN. TO NO. 4 SIEVE
SAND	NO. 4 TO NO. 200
COARSE SAND	NO. 4 TO NO. 10
MEDIUM SAND	NO. 10 TO NO. 40
FINE SAND	NO. 40 TO NO. 200
FINES (SILT OR CLAY)	MINUS NO. 200 SIEVE

 WOOD RODGERS 1361 Corporate Boulevard, Reno, NV 89502 Phone 775.823.4068 Fax 775.823.4066	UNIFIED SOIL CLASSIFICATION AND KEY TO SOIL DESCRIPTIONS	ALA MOANA APARTMENTS PAVEMENT INVESTIGATION RENO, NEVADA Project No.: 8898006 Date: 08/17/23
		B-2



Wood Rodgers Inc.
 1361 Corporate Blvd
 Reno NV 89521
 Telephone: 775-823-4068
 Fax: 775-823-4066

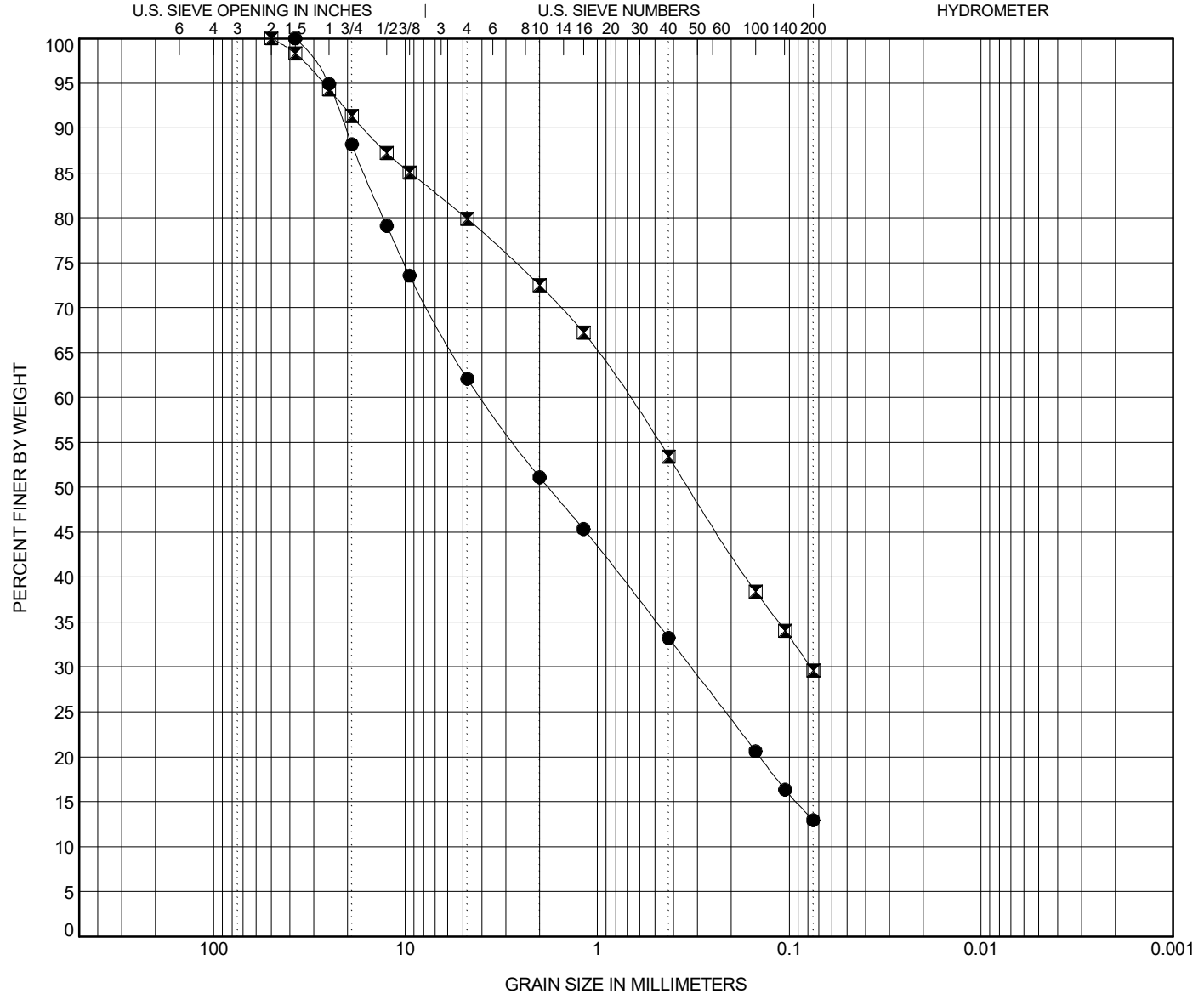
GRAIN SIZE DISTRIBUTION

CLIENT Reno Housing Authority

PROJECT NAME Ala Moana Apartments Pavement Investigation

PROJECT NUMBER 8898006

PROJECT LOCATION Reno, Nevada

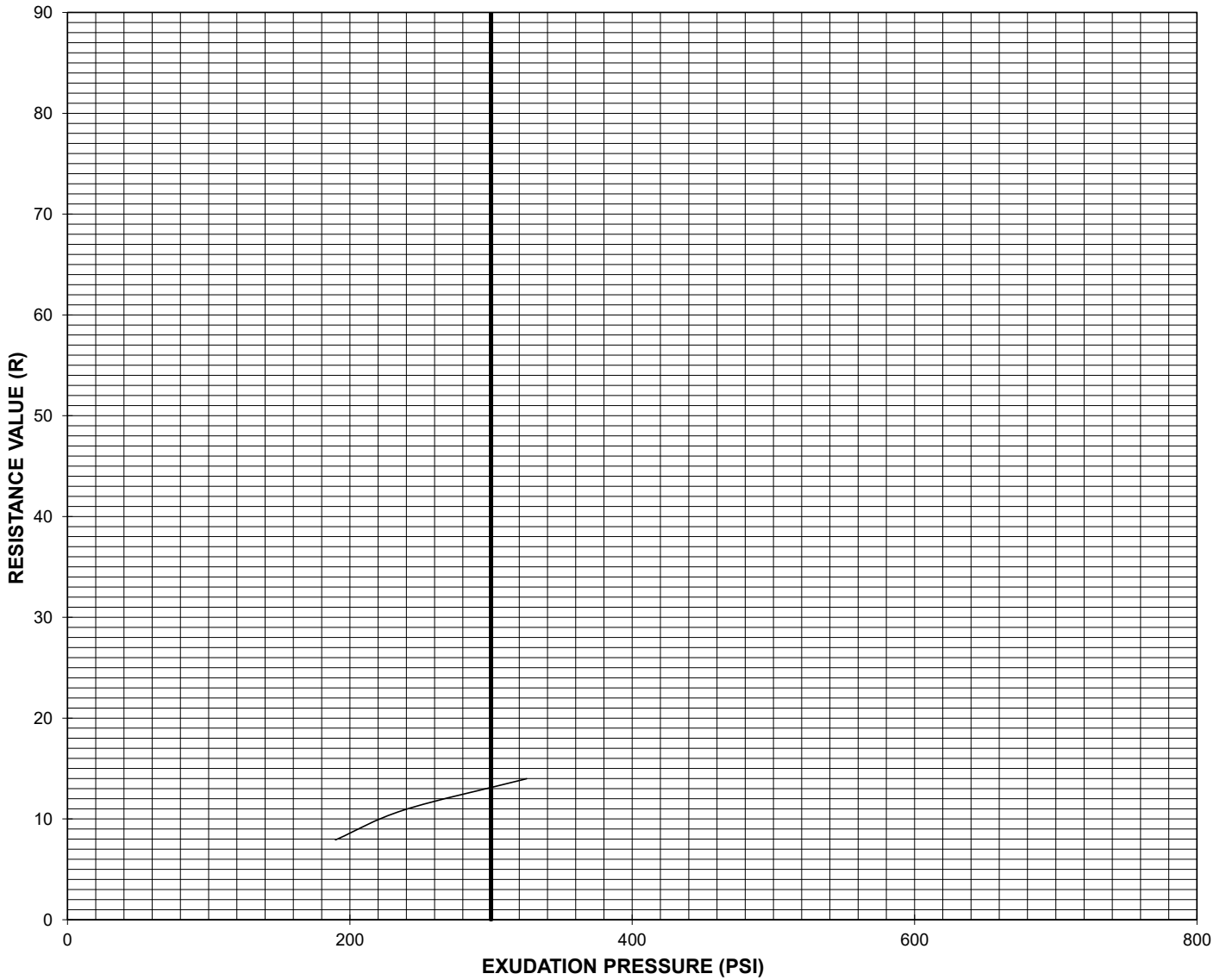


COBBLES	GRAVEL		SAND			SILT OR CLAY
	coarse	fine	coarse	medium	fine	

SAMPLE LOCATION	Classification					LL	PL	PI	Cc	Cu
	● HA-1+HA-2+HA-3+HA-4 Aggregate Base combo	SILTY SAND with GRAVEL(SM)					NP	NP	NP	
■ HA-1+HA-2+HA-3+HA-4 Subgrade combo	CLAYEY SAND with GRAVEL(SC)					28	14	14		
SAMPLE LOCATION	D100	D60	D30	D10	%Gravel	%Sand	%Silt	%Clay		
● HA-1+HA-2+HA-3+HA-4 Aggregate Base combo	37.5	4.028	0.326		37.9	49.2		12.9		
■ HA-1+HA-2+HA-3+HA-4 Subgrade combo	50	0.69	0.077		20.1	50.3		29.6		

GRAIN SIZE - QC PROJECTS - GINT STD US LAB.GDT - 8/14/23 10:36 - \\WOODRODGERS.LOC\PRODUCTION\DATA\JOBS-RENO\JOBS18898 - RHA\ALA MOANA\GEO\TECH\04 GINT\HA ALA MOANA.GPJ

R-Value and Expansion Pressure of Compacted Soils AASHTO T190 / ASTM D2844



Lab Log #	Sample Source	Material	Expansion Pressure (psf) @ 300 (psi)	R-Value @ 300 (psi)
6741	Subgrade combo	SC	0	13

POINT #	WATER CONTENT (%)	DRY DENSITY (PCF)	EXUDATION PRESS. (PSI)	EXPANSION PRESS. (PSF)	RESISTANCE VALUE (R)
1	17.9	109.6	190	-17	8
2	16.8	110.8	238	-9	11
3	15.6	111.9	325	0	14
4					
5					



Ala Moana Apartments
Pavement Investigation



TESTED BY	JOB NUMBER	APPROVED	DATE	REVISED	DATE
BL	8898006		7/17/2023		



SGS Silver State Analytical Laboratories
 3626 E. Sunset Road, Suite 100
 Las Vegas, NV 89120
 (702) 873-4478
 www.ssalabs.com

Analytical Report

WO#: 23071052
 Date Reported: 7/24/2023

CLIENT: Wood Rodgers **Collection Date:** 7/17/2023 10:33:00 AM
Project: 8898006
Lab ID: 23071052-01 **Matrix:** SOIL
Client Sample ID: HA-01 + HA-02 + HA-04 Subgrade Combo

Analyses	Result	RI	Qual	Units	DF	Date Analyzed
WATER SOLUBLE SULFATE IN SOIL					ASTM C1580	Analyst: LJ
Sulfate	ND	0.020	%		1	7/24/2023 3:02:00 PM



WOOD RODGERS

1361 Corporate Boulevard, Reno, NV 89502
 Phone 775.823.4068 Fax 775.823.4066

**CHEMICAL
 TESTING
 RESULTS**

**ALA MOANA APARTMENTS
 PAVEMENT INVESTIGATION**

RENO, NEVADA

Project No.: 8898006
 Date: 08/17/23

**PLATE
 C-2**



Bid Tabulation

Date: August 7, 2024

NAME OF BIDDER	BASE BID	SECURITY PROVIDED
1. Spanish Springs Construction	\$1,286,915.00	Bid Bond 5%
2. Sierra Nevada Construction	\$1,397,007.00	Bid Bond 5%
Apparent Low Responsive Bidder: Spanish Springs Construction		

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 10

October 1, 2024

SUBJECT: Discussion and quarterly update on the RHA development projects including, but not limited to:

1. Dick Scott Manor
2. Railyard Flats
3. Silverada Manor
4. Hawk View Apartments
5. John McGraw & Silver Sage Apartments
6. Stead Manor
7. Carville Court
8. Paradise Plaza
9. Reno Avenue
(Discussion only)

FROM: Executive Director

RECOMMENDATION: Discussion Only

2024 Quarter 3 Development Project Updates

Staff Report

Background:

Please see 2024 Quarter 3 updates for all active Development Department projects below:

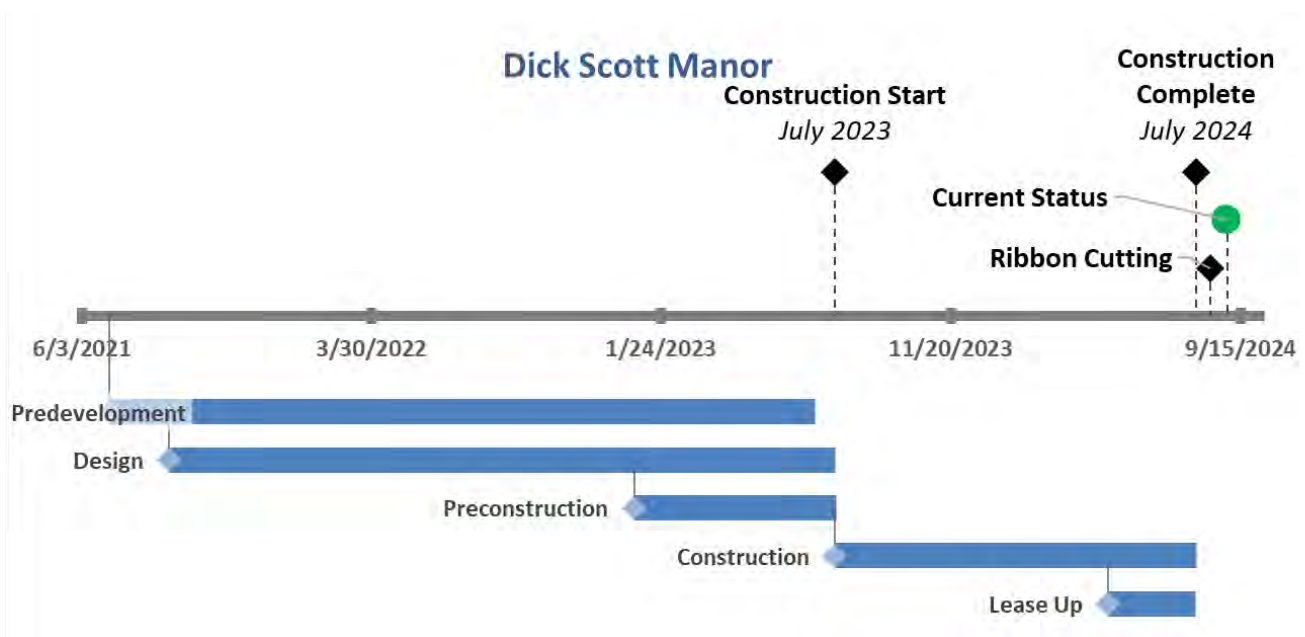
Dick Scott Manor

Q3 2024 Update

Project Info

- \$5M Budget
 - o Funding sources: City of Reno ARPA, HMNI, Home Depot Foundation, Deferred Developer Fee
- 12 units
- New Construction; Permanent Supportive Housing utilizing PBV HUD-VASH

Project Status



Project Updates

- Project is fully complete and leased up as of September 2024.
- The final project budget is as follows:
 - o Hard Cost: \$4,137,410.75
 - o Soft Cost: \$515,453.85
 - o Operating Reserves: \$79,237
 - o Developer Fee: \$174,174
 - o **TOTAL: \$4,863,330**

- Due to effective project and budget management, RHA and Plenium Builders closed out the project with savings on the project hard costs. This resulted in RHA recognizing more paid developer fee and lower deferred fee.
- Staff is working with City of Reno to transfer the property into RHA's ownership.

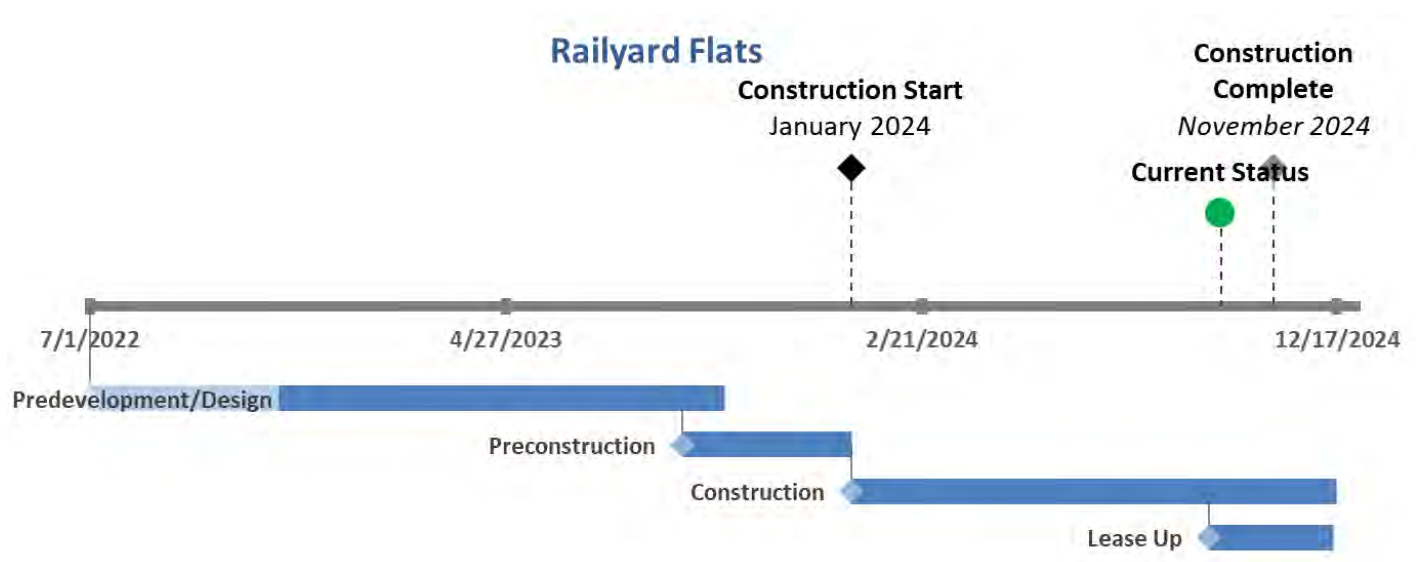
Railyard Flats

Q3 2024 Update

Project Info

- \$6.8M Budget
 - o Funding sources: HMNI, HOME-ARP, RHA Funds, Deferred Developer Fee
- 15 units
- New Construction

Project Status



Project Updates

- Project remains on budget and schedule.
- Residential construction is nearly complete but will be put on pause pending the delivery of electric panels in mid-October.
- Landscaping and parking lot installation began in mid-September.
- RHA Asset Management has begun lease-up for the property.

Upcoming Milestones

- Project completion is expected in early November.
- Project ribbon cutting to be scheduled in November.

Silverada Manor

Q3 2024 Update

Project Info

- \$73M Budget
 - o Funding sources: Tax-Exempt Bonds, 4% LIHTC, HMNI, RHA Seller's Note, Capital Funds
Deferred Developer Fee
- 150 units
- RAD/Section 18 conversion and substantial rehab of Public Housing property

Project Status



Project Updates

- After ongoing conversations, Brinshore and Pavillion agreed to contract terms and a Guaranteed Maximum Price. This has put the project back on track to close in October.
- As part of the ongoing conversations, the project has shifted from a 4-phase to a 3-phase schedule. This leads to a 27-month construction schedule which helped to reduce the overall cost of the project.
- The new schedule does, however, increase the relocation budget to account for more households being relocated at one time. To account for this, RHA staff has brought a supplemental resolution to the board to increase the Capital Funds committed to the project.
- Phase 1 residents received a 30-day notice for temporary relocation on September 10. Residents will begin to move after October 10.

Upcoming Milestones

- Financial closing targeted for October 7th.
- Phase 1 relocation completed by November 20th
- Residential construction begins November 20th.

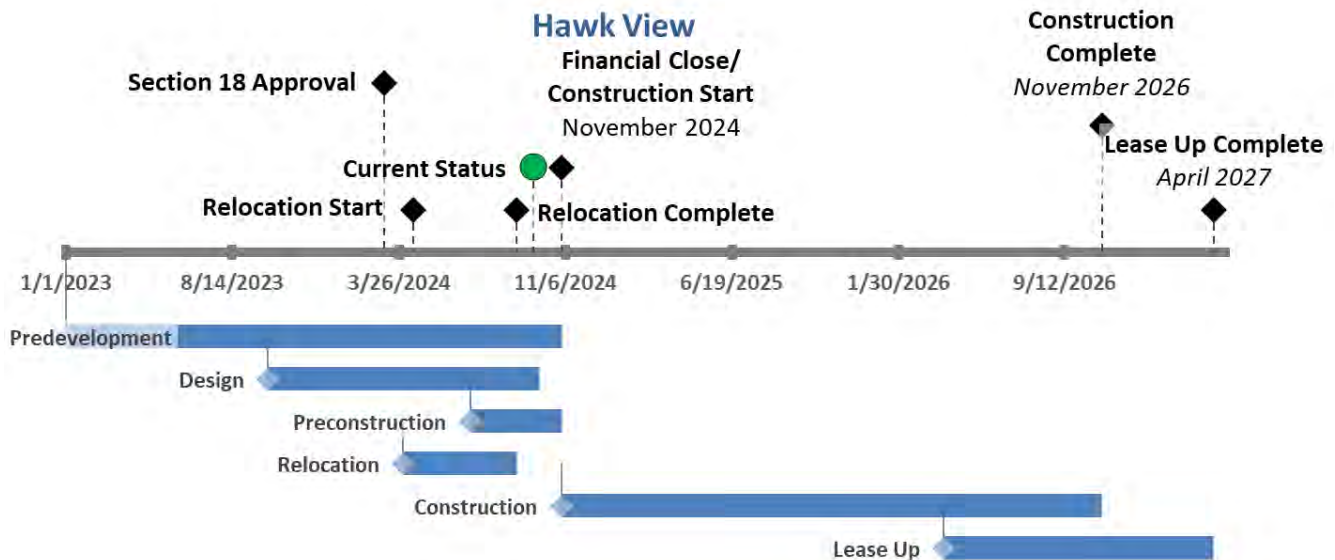
Hawk View Apartments

Q3 2024 Update

Project Info

- \$85M Budget
 - o Funding sources: Tax-Exempt Bonds, 4% LIHTC, HMNI, RHA Funds, Capital Funds, HOME, Deferred Developer Fee, NHTF
- 199 units
- Section 18 disposition of Public Housing property followed by demolition and redevelopment.

Project Status



Project Updates

- Pinecrest was selected as the project's General Contractor in July.
- Resident relocation was completed at the end of August. Property is now completely vacant, and entrances are gated off.
- Plans were submitted for permits in early September.
- Pinecrest began gathering bids in mid-September and is expected to deliver a GMP by mid-October.

Upcoming Milestones

- Financial closing, while delayed from original timeline, is on track for early November.
- Construction will start immediately after closing, beginning with demolition.

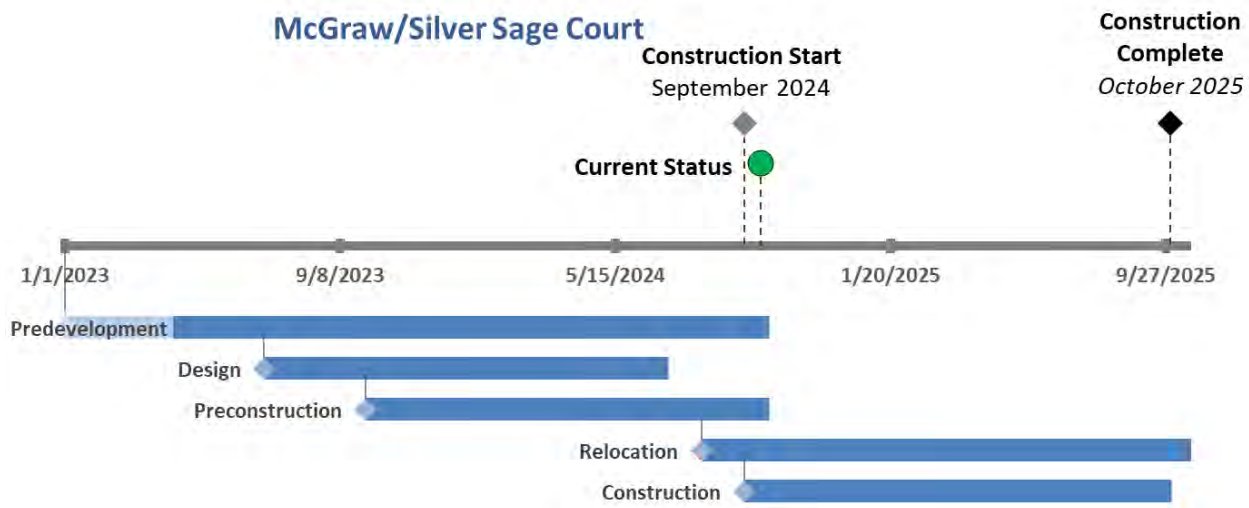
McGraw/Silver Sage Court

Q3 2024 Update

Project Info

- \$7.4M Budget
 - o Funding sources: HMNI, HOME, Capital Funds, NV Energy Rebate, Deferred Developer Fee
- 50 units (34 PH units @ McGraw | 16 units @ Silver Sage)
- Moderate rehab of Public Housing property and adjacent affordable housing property

Project Status



Project Updates

- Entered in a construction contract with Plenium Builders in August.
- Finalized relocation expenses and entered into contract with HousingToHome in August.
- Site work began on September 9th.
- Phase 1 resident relocation began on September 16th.

Upcoming Milestones

- Phase 1 residential construction will begin in mid-October.

Stead Manor

Q3 2024 Update

Project Info

- \$20.9M Budget
 - o Funding sources: HMNI, Capital Funds, NV Energy Rebate
- 68 units
- Substantial rehab of Public Housing property

Project Status



Project Updates

- Project completed plan review at the City of Reno and is permit ready.
- Plenium has completed GMP and worked with RHA to reduce the cost to keep it in line with the funding RHA has available for the project. RHA will bring Plenium's construction contract for board approval at the September meeting.
- Hawk View's relocation costs came in well under budget, which has led to additional Capital Funds being available for the project. Additionally, RHA staff has identified that the energy efficiency upgrades included in the scope of work are eligible for the NV Energy Rebate program. Both of these sources, as well as a slightly lowered developer fee, cover the gap for the project and it is ready to move forward.

Upcoming Milestones

- A resident meeting is scheduled for October 2nd to provide a project and timeline update.

- Residents in Phase 1 will receive a 30-Day notice for temporary relocation in early October and begin moving in early November. Residents will be moved to vacant units on site or at Essex Manor.
- Construction will begin in December.

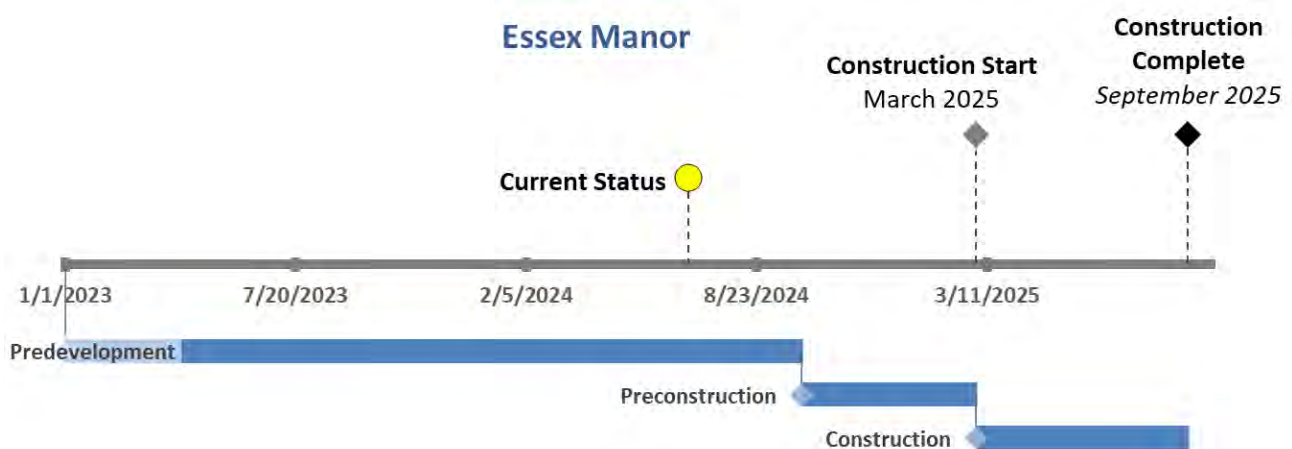
Essex Manor

Q3 2024 Update

Project Info

- Current: \$1.5M Budget / Potential: \$2-3M
 - o Funding sources: HMNI, RHA Capital Funds, ?
- 106 units
- Potential Scope: removal of existing swamp coolers and installation of mini-split heat pumps, renovation of community building

Project Status



Project Updates

- Development Department has continued to explore various project scopes for the HMNI funds.
 - o One option could be to add an additional \$1M in 2025 Capital Funds to allow for the removal of existing swamp coolers and installation of mini-split heat pumps.
 - o If the board decides to not pursue the Paradise Plaza rehab, the funding allocated to that project could be moved over to Essex Manor and combined with the HMNI funds for \$2.8M to rehabilitate the community building.
- Both of these scopes of work would increase the quality of life for residents and would also reduce the cost and scope of work required in a larger scale rehab if/when Essex Manor is repositioned from the public housing portfolio.

Upcoming Milestones

- Finalize project scope of work, budget, and funding sources.

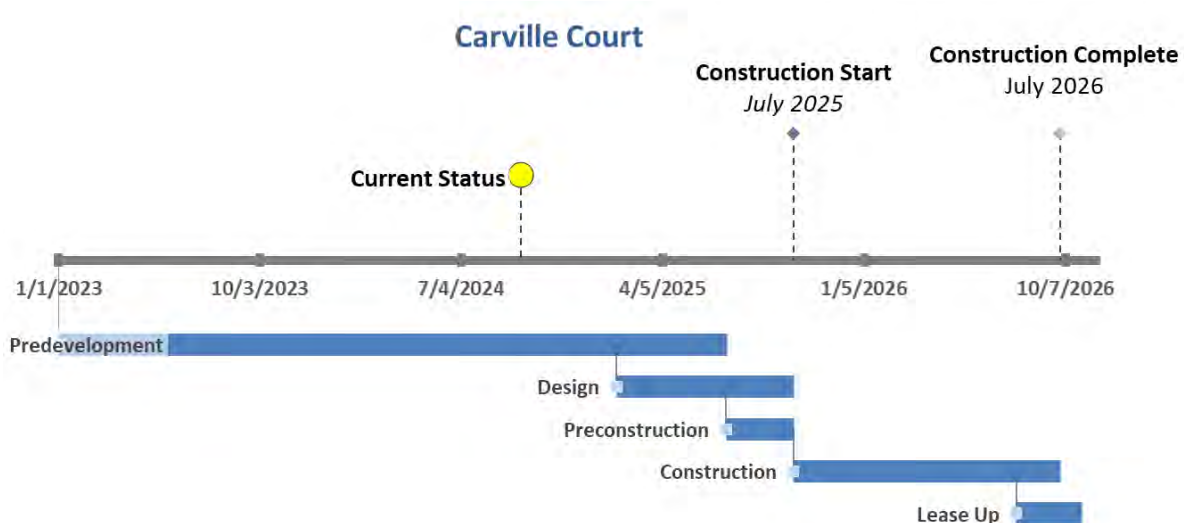
Carville Court

Q3 2024 Update

Project Info

- \$5.6M Budget
 - o Funding sources: HMNI, State HOME-ARP
- 11 units
- Demolition and redevelopment; supportive housing project

Project Status



Project Updates

- RHA received an architectural services proposal for \$540,000 for this project. This was about \$200,000 higher than expected.
- RHA has been working with Wood Rodgers to upzone the existing Carville Court parcels. Parcels are currently zoned MF-14 but would need to be MF-21 or higher to allow for 11 units or more.
 - o Wood Rodgers put together a proposal for surveying and planning services as part of this entitlement process. They identified that the current Master Plan does not allow for upzoning these parcels and that a Master Plan Amendment will be required to achieve the desired density. Because the Planning Commission does not approve spot zoning of individual parcels, Wood Rodgers suggested RHA pursue an amendment to upzone all three Carville Court parcels (APNs 008-490-18, 008-490-17, 008-490-16) as well as D&K Horizons (APN 008-490-19). Please see aerial view of all parcels below.

- The master plan amendment process can take 6 months or more and applications are only accepted on a quarterly basis, so RHA accepted Wood Rodgers proposal and asked that they prepare the application for the upcoming October 2024 deadline.
- The increased design and entitlement costs have increased the estimated budget to \$5.6M and resulted in a per unit cost of \$550,000. The project also now has a funding gap.
 - To address the gap, staff have researched other potential funding sources and identified an opportunity for an additional \$5M HUD funding through the CoC BUILDS grant. The application for this funding source was recently released by the Washoe County Continuum of Care.
 - It is anticipated that this funding will be very competitive. The current project scope of 11 units at \$550,000 a unit is likely not a very strong proposal. However, increasing the units to 20 would decrease the per unit cost to \$450,000 and create a more competitive proposal. *Applications are due in November 2024.*
 - Considering that the D&K Horizons parcel must be upzoned along with the Carville Court parcels, staff is exploring increasing the scope of the project to include all 4 parcels. While this will increase the project budget to an estimated \$9M, it will enable RHA to construct 20 units and community space for supportive services to provide more permanent supportive housing units for the community.



Upcoming Milestones

- Finalize project scope and secure additional funding needed to complete the project.

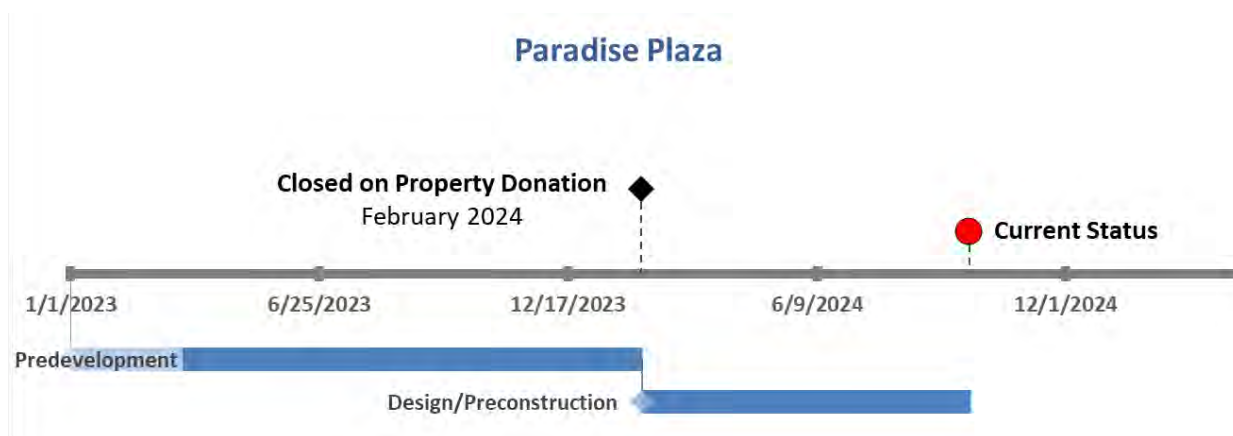
Paradise Plaza

Q3 2024 Update

Project Info

- Current: \$1.3M Budget
 - o Funding sources: RHA MTW Funds, Washoe County ARPA
- Commercial Rehab; Resident Services Hub

Project Status



Project Updates

- There have been significant delays and challenges due to the extensive abatement and pest mitigation. Phase 1 of the abatement has already occurred and costs nearly \$20,000. It is estimated that the rest of the abatement and mitigation will cost in the range of \$80-100k.
- RHA staff presented 4 potential scopes of work and budgets for the project to the board at the August meeting. Other options, including not moving forward with the rehab were discussed as well.
- All work is currently on hold pending further direction from the board.

Upcoming Milestones

- No significant milestones forecasted for Quarter 4 of 2024.

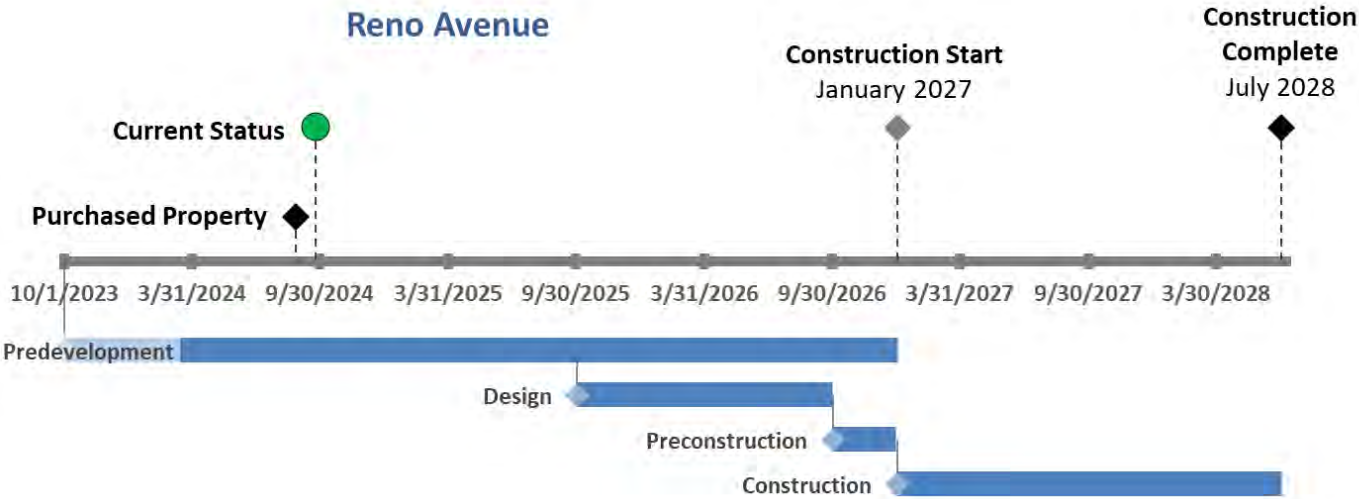
Reno Avenue

Q3 2024 Update

Project Info

- Current: TBD
 - o Funding sources: TBD
- 40-44 units affordable housing project

Project Status



Project Updates

- RHA closed on the purchase of the property on August 26, 2024.

Upcoming Milestones

- No significant milestones forecasted for Quarter 4 of 2024. Predevelopment activity will begin in earnest in Q1 of 2025.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 11

October 1, 2024

SUBJECT: Discussion regarding designing and evaluating a Direct Rental Assistance program as a Local Non-Traditional activity under RHA's Moving to Work program. (For Discussion Only)

FROM: Executive Director

RECOMMENDATION: For Discussion Only

Background:

In 2019, the City of Stockton launched the country's first mayor led guaranteed income study. Guaranteed income programs aim to create financial stability for participating households by providing supplemental income to a household without other requirements. Recipients can use the guaranteed income for basic needs including housing, food, medical services/medicine, or for any other purchases. Since then, similar direct cash assistance/guaranteed income demonstrations have taken place in several other cities and several studies have commenced to evaluate these programs, inform policy decisions, and tell the story of community members who are struggling to achieve financial security.

The emerging research from these initial pilot programs has now become pivotal in demonstrating the overall effectiveness of vouchers and unrestricted cash assistance in helping households secure housing and other needs. As a result, some members of the housing industry have become interested in testing these types of programs as another way to enable lower income households meet their housing needs. Originally, during several meetings attended by local and federal housing officials, discussions included using Moving to Work (MTW) to test cash subsidies for renters, but HUD's lawyers initially determined it would violate existing congressional law to distribute federal housing dollars as cash, even under MTW. However, amid growing interest to possibly reform or expand HUD's voucher assistance program, and as a way to test whether direct rental assistance allows participants to overcome some of the cited challenges for voucher holders, HUD has recently announced interest in testing a Direct Rental Assistance (DRA) model. The proposed DRA model would be similar to HUD's Housing Choice Voucher (HCV) program, with one key difference, any rental subsidy payment from the housing authority will be made directly to the renter rather than the landlord. It is important to note that HUD's DRA model differs from guaranteed income in that payments can only be used to support rent.

The idea of a direct rental assistance program is not new for HUD. In 1970, the Office of Policy Development and Research (PD&R) began research on the Experimental Housing Allowance Program (EHAP). EHAP tested two different versions of housing allowances, a "Demand Experiment", between 1973 and 1976, and a "Supply Experiment", between 1974 and 1979. However, before the outcomes of both studies were realized, Congress moved forward with legislation in 1974 to create the program we know today as the Housing Choice Voucher (HCV) program.¹

¹ <https://www.huduser.gov/portal/pdredge/pdr-edge-frm-asst-sec-032017.html>

Although Congress created the HCV program based on research gained from the implementation of both EHAP studies, they opted for the HCV program to pay the landlord directly rather than allow for payments to be made directly to tenants, which was being tested in both EHAP studies. HUD has now indicated their interest in testing DRA to better understand the implications of that policy design choice.

Industry groups including the MTW Collaborative, CLPHA, PHADA, NAHRO, and the Center on Budget and Policy Priorities sent letters to HUD expressing support for pilot studies of DRA and suggested that MTW agencies could do this with their Local, Non-Traditional (LNT) authority. On June 20, 2024, MTW agencies were notified of HUD's interest in exploring DRA. This notification indicated that the Office of Public and Indian Housing (PIH) is now open to this interpretation of LNT use if proposals comply with program requirements. HUD has expressed interest in rigorously evaluating DRA outcomes compared to HCV program outcomes as part of their evidence-based policy development and program improvement goals. As such, HUD believes any DRA program should align with the HCV program in specific ways, including:

- The subsidy should be provided to the renter, and the renter would be required to use the subsidy for housing. The rental subsidy should not exceed the recipient's total gross rent.
- The subsidy should be provided to low-income households eligible for the HCV program, and the amount of the subsidy should be roughly equivalent to the HCV subsidy.
- Any test of direct rental assistance should be administered in partnership with PHAs to ensure that the program draws HCV-eligible households from the PHA waitlists, but the PHAs would have no direct contractual relationships with landlords renting to direct rental assistance recipients.
- A housing quality requirement of some type should ensure that direct rental assistance recipients occupy decent, safe, and sanitary housing.

Last year, during our FY 2025 MTW Annual Plan brainstorming session, the possibility of offering direct cash assistance as a bold and innovative way to provide assistance to low-income families was identified by RHA's leadership. Implementing DRA as a LNT activity under MTW as one way to increase the amount of affordable housing provided by RHA was also identified during the annual Board retreat. Although RHA cannot offer direct unrestricted cash payments to participants using HUD funds, RHA can propose an LNT activity to administer and evaluate a local DRA program that aligns with HUD's requirements.

To do so, RHA staff began discussing each of the elements required to design and rigorously evaluate any proposed DRA program. Staff also began working closely with HUD's MTW office and recently began in-depth discussions surrounding evaluation/research with staff from New York University's (NYU) Furman Center. As this demonstration, along with those proposed by other MTW agencies, can potentially inform both voucher reforms and future DRA programs, NYU has been instrumental in identifying program design considerations to ensure that any proposal made by RHA can be readily evaluated.

Based on Board discussion and direction, staff will continue to work with HUD and NYU on program designs and evaluation elements, which will likely include household demographic data for applicants on RHA's HCV wait list to establish a good baseline for any evaluation. Additionally, key research questions and outcomes will be identified to ensure that these areas of interest are closely monitored

by the researchers over the course of the study. These areas of study may include analyzing the difference between DRA and HCV participants in lease up success rates, overall landlord participation (new vs. existing), geographical spread of participants, overall quality of housing chosen, and administrative burdens.

As previously indicated, staff is excited to have the opportunity to participate in this exciting research and looks forward to seeing how these evaluations help to reform and shape HUD's future rental assistance programs and may lead to better outcomes for local households in need of affordable housing. Staff has also developed a panel with RHA, HUD, and NYU representatives to discuss DRA and its potential policy implications at the upcoming Nevada Housing Coalition conference in October.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 12

October 1, 2024

SUBJECT: Presentation by Josh Stice, RHA Director of Information Technology, on the IT Department and its current projects. (Discussion Only)

FROM: Executive Director

RECOMMENDATION: Discussion Only

Presentation on following pages.



RENO HOUSING AUTHORITY

IT DEPARTMENT UPDATE – SEPTEMBER 2024



WHO WE ARE

Josh Stice –
Director of IT



David Beecher
– Systems
Administrator



Aine Sandfort
–Systems
Analyst





WHAT WE DO

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- We are directly involved with the success of every staff member from the moment they accept their job offer to the day they leave the agency.
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 - Staff Training
 - Tech Support
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- Screening Services
- Payment Processing

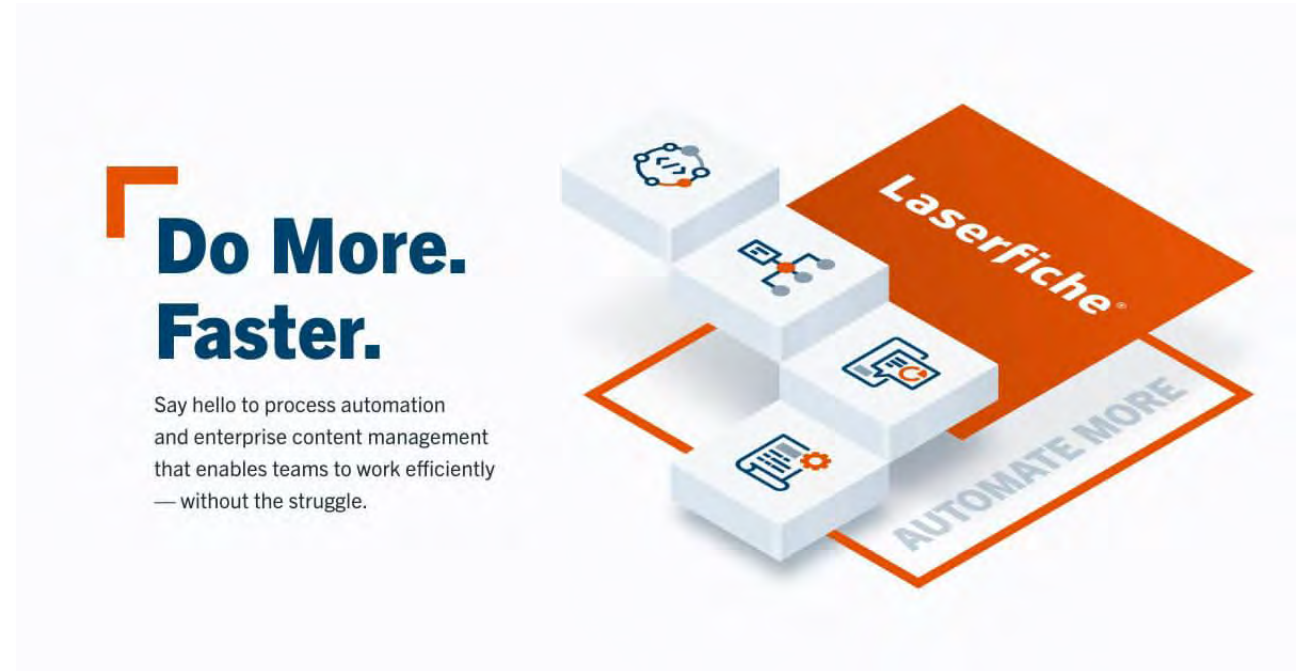
Upcoming Modules

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PAST PROJECTS



Main Office
Remodel



Board Room
Remodel



Hawk View
Community Room



Kiosks



FUTURE PROJECTS

- New Equipment
 - 43 Laptops
 - 43 Docking Stations
 - 6 Mobile Workstations
 - 4 Switches



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 13

October 1, 2024

SUBJECT: Discussion and review of the final draft of RHA's FY 2024 MTW Annual Report prior to submittal to the U.S. Department of Housing and Urban Development (HUD). (For Discussion Only)

FROM: Executive Director

RECOMMENDATION: For Discussion Only

Background:

Moving to Work (MTW) is a federal demonstration program, established by Congress in 1996, that offers a limited number of housing authorities to propose and test innovative, locally designed approaches to administering housing programs and self-sufficiency strategies. After receiving HUD's approval, PHAs participating in the MTW program can waive certain provisions in the United States Housing Act of 1937 along with some of HUD's requirements and regulations to explore different and creative ways to improve their housing programs. Implementing policy changes based on unique local circumstances allows each MTW PHA to more effectively address the challenges faced by low-income families in their community.

A draft copy of RHA's FY 2024 MTW Annual Report has been included for your review prior to submittal to HUD. The MTW Annual Report provides an update on the agency's identified goals and demonstrates overall program compliance for continued participation in MTW. Details on each of the MTW activities approved by HUD and implemented by RHA during the 2024 plan year are included as well as each ongoing activity that was approved and implemented in previous plan years.

Specifics on each activity are contained within the draft report, however, the following highlights are provided:

2015-01: Simplification of HCV utility allowances

- RHA simplified HCV utility allowances for all units by creating a flat utility allowance schedule based on structure type and authorized voucher bedroom size. This simplified schedule is reviewed annually based on current utility rates and usage to determine whether the schedule accurately reflects current market conditions.
- In FY 2024, RHA's average monthly utility allowance was \$105.39, a significant increase from the FY 2023 monthly average of \$68.44.
- To assist HCV participants in finding units that are affordable, RHA began implemented two utility allowance schedules in FY 2024. HCV participants whose landlords are no longer paying for utilities such as water, sewer, and trash, but rather passing this expense along to the tenant receive are now receiving a higher utility allowance. This increase in RHA's average monthly utility allowance noted in the annual report is directly related to this higher utility allowance schedule for those HCV participants.

2016-06: Disregard earned income of PH household members, age 18-20, who are not the head of household, co-head, or spouse

- To provide an incentive for PH household members, age 18-20, to pursue employment and become economically self-sufficient, RHA revised the definition of countable income and began excluding all earned income for these young adults when determining rent for the entire household.
- Throughout FY 2024, 69 adult children between the ages of 18-20 living in public housing were eligible to participate. Of these, 21 were employed on June 30, 2024, and \$27,939 on average was being excluded from rent calculations.
- To evaluate the overall effectiveness of this activity, staff surveyed eligible households in March 2024. The results of this survey are included in the FY 2024 MTW Annual Report as Attachment II.

2018-01: Landlord Incentive Program

- Based on a survey of participating HCV landlords, RHA implemented a Landlord Incentive Program in FY 2018.
- Throughout FY 2024, RHA experienced 167 move outs within its HCV program. Based on the criteria set forth in the MTW activity, 128 of these move outs were eligible for an additional HAP payment under the Landlord Incentive Program. In FY 2024, RHA made 167 payments for a total of \$194,409. This total included \$131,271 for HCV participants, \$39,493 on behalf of VASH voucher holders, \$22,085 was made on behalf of Emergency Housing Voucher (EHV) households, and \$1,560 on behalf of Foster Youth to Independence (FYI) households.

2019-02: Provide incentives to \$0 HAP households

- Activity provides for 12-month continuation on the HCV program and an escrow payment based on 15% of full contract rent amount, aka program completion funds. These participants are not participating in workforce development.
- Throughout FY 2024, RHA successfully moved off 11 HCV participants with program completion funds (an actual cost of \$14,458) while 18 households remain on the program at full contract rent.

Once the draft version of the FY 2024 MTW Annual Report is reviewed and finalized, it will be submitted to HUD. The report is due to HUD by September 30, 2024.



RENO HOUSING AUTHORITY

2024 ANNUAL REPORT

MTW

Local • Innovative • Solutions

Submitted to HUD on September XX, 2024.

About RHA

The Housing Authority of the City of Reno (RHA) was established on October 6, 1943, as a municipal corporation under Nevada Revised Statute (NRS) 315. Following its creation, RHA was appointed as the Public Housing Authority (PHA) for both the City of Sparks and Washoe County.

Mission Statement

Provide fair, sustainable, quality housing in diverse neighborhoods throughout Reno, Sparks and Washoe County that offers a stable foundation for low-income families to pursue economic opportunities, become self-sufficient and improve their quality of life.



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SECTION I

INTRODUCTION



I. Introduction

A. Agency Overview

Fiscal Year (FY) 2024, was RHA’s eleventh year as a Moving to Work (MTW) agency. Throughout the year, housing choice remained limited in the Truckee Meadows and costs remained out of reach for many low-income renters. Several years of economic growth resulted in a population influx that diversified the area’s workforce and bolstered the local economy, however the region’s available housing inventory failed to keep pace and a housing shortage followed. The high demand and low supply of affordable housing that began in FY 2017, continued in FY 2024 with similar issues noted within the single-family housing market. In June 2024, the median sales price for a single-family home in Reno was \$610,000, up slightly from this same period in 2023¹.

With the area’s housing shortage continuing to linger even now, RHA’s mission to provide sustainable and quality housing as a foundation for low-income families to pursue economic opportunities, become self-sufficient and improve their quality of life remains at the forefront for the agency. RHA’s participation in MTW for over a decade has provided the agency with innovative ways to support the local community while also staying true to the agency’s mission.

B. What is MTW?

MTW is a federal demonstration program, established by Congress in 1996, that offers a limited number of “high performing” PHAs the opportunity to propose and test innovative, locally designed approaches to administering housing programs and self-sufficiency strategies. The program permits PHAs to combine federal funds from the Public Housing (PH) operating fund, Capital Fund Program (CFP) and Housing Choice Voucher (HCV) program into a single, agency-wide funding source known as a “block grant”. This block grant approach does not provide MTW PHAs with additional funding from the U.S. Department of Housing and Urban Development (HUD) but allows PHAs to use their federal funding in a more flexible manner.

After receiving HUD’s approval, PHAs participating in the MTW program can waive certain provisions in the United States Housing Act of 1937 along with some of HUD’s requirements and regulations to explore different and creative ways to improve their housing programs. Implementing policy changes based on unique local circumstances allows each MTW PHA to more effectively address the challenges faced by low-income families in their community. However, each of the activities proposed and implemented by the PHA must address at least one of three MTW statutory objectives.

RHA’s designation as an MTW agency

After a national competition was held in 2012, RHA was selected and designated as one of four new MTW agencies in 2013. The MTW agreement between RHA and HUD, executed on June 27,

MTW Statutory Objectives

- Increase housing choices for low-income families.
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient.
- Reduce costs and achieve greater cost effectiveness in federal expenditures.

¹ <https://www.redfin.com/city/15627/NV/Reno/housing-market>



2013, was initially effective through RHA's FY 2018. On December 18, 2015, President Obama signed the FY 2016 Consolidated Appropriations Act into law. Pursuant to Section 239 of Title II, Division L of the Act, RHA's MTW agreement was extended through FY 2028. On March 8, 2024, Congress passed H.R. 4366, the Consolidated Appropriations Act of 2024. Passage of this legislation will provide initial MTW agencies, including RHA, a 10-year extension of the MTW agreement, which can now be extended through FY 2038.

What is the purpose of the MTW Annual Report?

The MTW Annual Report highlights and details the MTW activities approved by HUD and implemented by RHA during the plan year. The report provides comparisons of actual outcomes to the benchmarks set forth in the FY 2024 MTW Annual Plan for each newly approved activity. It also provides an update on each of the ongoing activities that were approved and implemented by the agency in previous plan years. Overall, the report describes RHA's accomplishments in the areas of housing choice, self-sufficiency, and cost effectiveness. It is presented in the required outline and format established in Attachment B of RHA's executed MTW agreement with HUD.

In FY 2024, RHA proposed and received approval from HUD for the following new MTW activities:

- *Time-Limited Workforce Development Vouchers*
RHA will establish a partnership referral program to allow the agency to provide time-limited housing assistance to clients referred by one of RHA's non-profit partners.
- *Local Project Based Voucher Program*
RHA has implemented several activities surrounding Project Based Vouchers (PBV). Through this activity, RHA consolidated each of its implemented PBV activities into one Local Project Based Voucher Program activity.

In addition, RHA amended the following activities in FY 2024 which were previously approved by HUD:

- *Simplify rent calculations and increase the minimum rent*
In 2014, RHA raised the minimum rent from \$50 to \$75 to save HCV HAP expense and PH operating subsidy. Based on current rental market conditions, RHA increased the minimum rent in FY 2024 to \$100.
- *Landlord Incentive Program*
RHA amended this activity to allow for an automatic payment of the second month to the landlord. Furthermore, the payment amount may be modified to ensure the landlord receives the actual contract rent amount for the unit rather than the monthly HAP amount. In addition, to provide more of an incentive to landlords who lease to RHA's HCV participants, RHA began implementing a re-lease bonus and a landlord referral bonus.
- *Redetermination of rent reasonableness as a result of a change in contract rent*
RHA will continue to waive the requirement for rent reasonableness determinations provided that the new requested rent amount is a change of 10% or less and automatically approves requests that are at or below the current HCV payment standard.



Overview of RHA's short and long term MTW goals and objectives

As one of the initial 39 MTW agencies designated by HUD, RHA has utilized the flexibilities offered to provide clients with streamlined processes, innovative programs, and new affordable housing units. RHA's MTW activities continue to be focused on the principals set forth in the agency's mission as well as the goals outlined by RHA's Board of Commissioners in its strategic plan. The following five goals were identified and have guided the agency's MTW program: (1) increase the amount of affordable housing to provide sustainable, quality housing in diverse neighborhoods; (2) offer a stable foundation for low-income families to pursue economic opportunities aimed at breaking the cycle of poverty amongst RHA's HCV participants and PH residents; (3) improve quality of life for RHA's families including health and wellness; (4) become an integral part of the community and create activities that assist local housing efforts; and (5) continue to make data driven decisions.

Progress toward goals and objectives

Expanding housing choice, streamlining agency operations, and developing creative solutions that meet the needs of low-income families in our community continues to be the overarching goal of RHA's MTW program. New initiatives that further both the MTW statutory objectives and RHA's strategic plan will always be explored and proposed as an MTW activity if feasible.

Over the past several years, RHA explored new construction opportunities and reviewed the capital needs of each of its PH properties to identify necessary capital improvement expenditures that will preserve, maintain, and enhance each of these complexes. Despite the lack of federal funding to address the necessary repairs needed at PH properties across the country, RHA has strived to maintain its portfolio to the highest standards possible to ensure long-term viability. In FY 2024, based on information provided through a Capital Needs Assessment, RHA submitted applications to HUD to reposition Silverada Manor and Hawk View Apartments using HUD's Rental Assistance Demonstration (RAD) and Section 18 Demolition/Disposition (Section 18).

With an estimated budget of \$73 million, Silverada Manor is comprised of 150 units that will undergo a substantial rehabilitation utilizing a variety of funding sources. In partnership with Brinshore Development, RHA will redevelop this property and reposition these 150 PH units to PBVs using HUD's RAD/Section 18 blend. RHA recently received the HUD RAD Conversion Commitment letter and is on track to close in the fall of 2024 however, supply chain issues led to a retooling of the construction and relocation schedule. Recent pricing saw a 22% increase which resulted in value engineering being undertaken to work toward finalizing the budget for this project.

At the same time, RHA applied to HUD for Section 18 disposition of Hawk View Apartments. This PH complex, currently consisting of 100 units, will be demolished and 199 units will be redeveloped on site. The project budget of \$85 million leverages various funding sources including 4% LIHTC, tax-exempt bonds, HOME funds, Home Means Nevada Initiative funds (American Rescue Plan Act SLFRF dollars), and MTW block grant funds. Resident relocation is nearing completion with financial closing and construction start scheduled for October/November 2024.

In addition to the progress made on repositioning RHA's PH portfolio, the agency has also made significant progress on Railyard Flats, a new 15-unit affordable housing development in Sparks, Nevada. RHA purchased the 1/3-acre parcel in 2023 utilizing American Rescue Plan Act (ARPA) funds from the State of Nevada. It will target households at or below 60% AMI with four of the units set aside for households at or below 30% AMI. All units will include energy-efficient and all-



electric appliances. Finally, the project is in an area of significant economic investment and redevelopment in downtown Sparks. Future tenants will be within easy walking distance of a major public transportation hub as well as retail and employment opportunities.

With a budget of \$6,811,915, construction of Railyard Flats broke ground in early 2024 and has proceeded ahead of schedule and under budget since then. The project is near 60% complete as of June 30, 2024, and expected to be complete by October. The funding is coming from a variety of sources including, Home Means Nevada Initiative funds (American Rescue Plan Act SLFRF dollars), HOME-ARP, and MTW Block Grant funds.

Non-MTW goals and objectives

In addition to the short-term and long-term goals and objectives previously identified, in FY 2024 staff worked to achieve the short-term strategic goals identified by RHA's Board of Commissioners. Throughout FY 2024, RHA:

- Reviewed and updated the HCV payment standards to ensure their viability with today's rental market to maintain adequate lease up levels within the HCV program.
- Assessed RHA's scattered site portfolio to evaluate estimated appraised value, capital needs, operating efficiency, energy efficiency, etc. A strategy has been developed to identify the best use of the portfolio to further affordable housing development and the possible ways that homeownership opportunities could be offered to members of the community.
- Increased staff efficiencies by fully implementing An Electronic Document Management System (EDMS) to manage the use and storage of documents created throughout the organization.
- Implemented new PHA application specific software, Yardi Systems, to increase staff efficiencies.
- Created a strategy to expand the overall footprint of RHA's Resident Services programs.



SECTION II

GENERAL OPERATING INFORMATION



II. General Housing Authority Operating Information

About RHA

Currently, RHA manages 751 units of PH in eight different locations within the cities of Reno and Sparks that are leased to eligible low-income families, the elderly, and persons with disabilities. Utilizing the Neighborhood Stabilization Program (NSP) and other identified funding sources, RHA acquired over 200 scattered site properties throughout the local area; 166 of these are still a part of the agency's housing portfolio. While some of these scattered site rental properties are leased to higher income families, the majority are specifically allocated to house very low-income households. In addition to these PH and scattered site units, RHA owns nine unaided multi-family housing properties that provide an additional 376 affordable housing units, one LIHTC property providing 44 units of affordable housing to seniors, and one complex with 12 units dedicated specifically to housing low-income veterans. RHA continues to ensure that many of these properties are leased at levels that are lower than HUD's Fair Market Rents (FMRs) for Washoe County.

RHA also operates several rental assistance programs created under Section 8 of the 1974 Federal Housing and Community Development Act which provides housing assistance to more than 2,500 low-income families and individuals residing in privately owned housing throughout Reno, Sparks and Washoe County. RHA also works closely with the local Department of Veterans Affairs (VA) office to provide assistance to over 400 veterans through the HUD-VA Supportive Housing (VASH) Program. RHA was also awarded 137 Emergency Housing Vouchers (EHV) to assist unsheltered community members with housing and 15 vouchers through the Foster Youth to Independence (FYI) Program. Through these programs, RHA helps ensure nearly 6,000 people in the Truckee Meadows have a safe, secure place to call home.

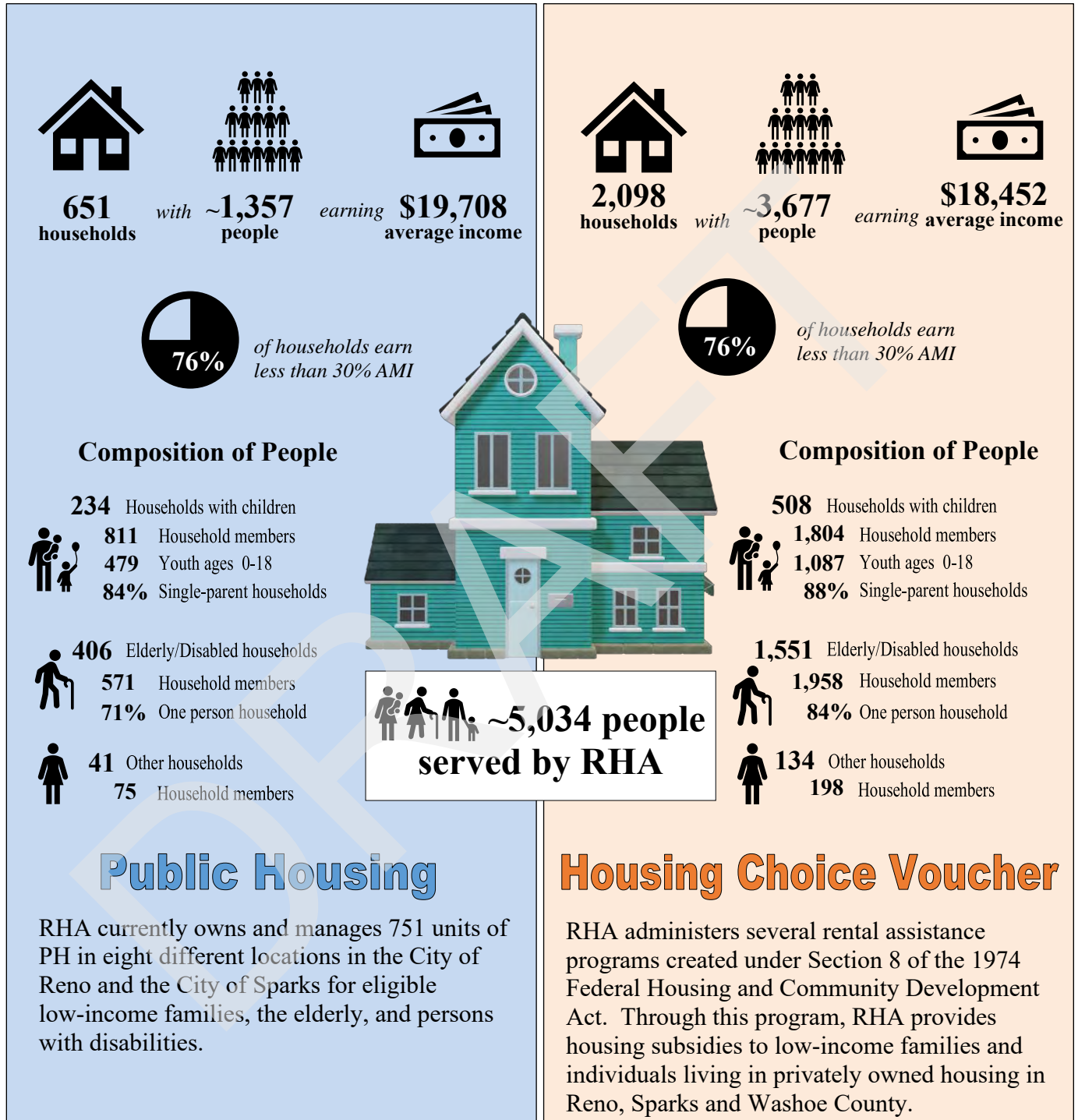
Households Served

Throughout FY 2024, RHA served 2,877 households through its PH and HCV programs of which 128 households moved off for various reasons. At the end of FY 2024, RHA was serving 2,749 households including 1,566 children, 1,594 people with disabilities and 1,546 elderly household members.² The average income for households living in RHA's PH complexes was \$19,708 and 75.58% of these households had annual incomes at or below 30% of the Area Median Income (AMI). Similarly, the average income for households assisted through RHA's HCV program on June 30, 2024, was \$18,452 and 75.98% of these households had annual incomes at or below 30% of the AMI.

² Some households are both elderly and disabled. On June 30, 2024, RHA had 675 HCV households and 186 PH households who were both elderly and disabled.



On June 30, 2024, RHA was providing housing assistance to 2,749 active households through its PH and HCV programs.³



Public Housing

RHA currently owns and manages 751 units of PH in eight different locations in the City of Reno and the City of Sparks for eligible low-income families, the elderly, and persons with disabilities.

Housing Choice Voucher

RHA administers several rental assistance programs created under Section 8 of the 1974 Federal Housing and Community Development Act. Through this program, RHA provides housing subsidies to low-income families and individuals living in privately owned housing in Reno, Sparks and Washoe County.

³ Number of active households indicated here does not include VASH, FYI or EHV participants.



The following table shows demographic information for active PH residents and HCV participants who were housed on June 30, 2024. The table includes residents/participants who were leased up under RHA's programs but excludes households who ported out of RHA's jurisdiction as well as those assisted through the VASH, EHV, and FYI programs.

Assisted families housed on June 30, 2024				
	PH residents		HCV participants	
Total # households	651	100%	2,098	100%
Income Level				
Extremely Low Income	492	75.58%	1,594	75.98%
Very Low Income	101	15.51%	404	19.26%
Low Income	40	6.14%	91	4.34%
Above Low Income	18	2.76%	9	0.43%
Family Type				
Elderly Disabled	186	28.57%	675	32.17%
Elderly Non-Disabled	114	17.51%	464	22.12%
Non-Elderly Disabled	106	16.28%	412	19.64%
Non-Elderly Non-Disabled	245	37.63%	547	26.07%
Race of Head of Household				
White	515	79.11%	1,637	78.03%
Black/African American	84	12.90%	362	17.25%
American Indian or Alaska Native	17	2.61%	51	2.43%
Asian	42	6.45%	75	3.57%
Native Hawaiian/Other Pacific Islander	9	1.38%	18	0.86%
Ethnicity of Head of Household				
Hispanic or Latino	164	25.19%	354	16.87%
Not Hispanic or Latino	487	74.81%	1,744	83.13%



A. Housing Stock Information

i. Actual New Project Based Vouchers

The following table reflects tenant-based vouchers that RHA project-based for the first-time during FY 2024 and includes only those where at least an Agreement to enter a Housing Assistance Payment (AHAP) was in place by the end of FY 2024.

Property Name	Number of Vouchers Newly Project-Based		Status at End of Plan Year**	RAD?	Description of Project
	Planned*	Actual			
Hawk View Apartments	99	0	Committed	No	PH general occupancy site that is being repositioned through Section 18 Demolition/Disposition.
Silverada Manor	149	0	Committed	Yes	PH general occupancy site that is being repositioned using RAD PBV/Section 18 blend.
Privately Owned Properties	16	16	Committed and Leased/Issued	No	Eight privately owned properties have been leased/issued PBVs through a competitive process another eight remain committed through the execution of an AHAP.
Total: Planned or Actual Newly Project-Based	264	16			

* Figures in the “Planned” column should match the corresponding Annual MTW Plan.

** Select “Status at the End of Plan Year” from: Committed, Leased/Issued

Differences between the Planned and Actual Number of Vouchers Newly Project-Based:

Both Hawk View Apartments and Silverada Manor have experienced delays during the repositioning process which accounts for the difference noted here. Financial closing for Hawk View Apartments is scheduled to take place soon with construction starting in October/November 2024. Similarly, the financial closing for Silverada Manor has been delayed until the fall 2024 with construction beginning sometime after that date.



ii. Actual Existing Project-Based Vouchers

The following table reflects tenant-based vouchers that RHA is currently project-basing in FY 2024 and includes only those where a HAP contract was in place by the beginning of FY 2024.

Property Name	Number of Project-Based Vouchers		Status at End of Plan Year**	RAD?	Description of Project
	Planned*	Actual			
Mobility Demonstration	22	19	Leased/ Issued	No	PH residents in good standing are allowed to move to RHA's scattered site properties with a PBV.
Single Family Home PBVs	10	14	Leased/ Issued	No	RHA has several single-family homes which are shifted to a PBV if/when the unit become vacant.
Yorkshire Terrace	12	11	Leased/ Issued	No	RHA has assigned units at Yorkshire Terrace, a 30-unit Low Income Housing Tax Credit (LIHTC) property.
Partnerships	10	10	Leased/ Issued	No	RHA has agreements with several nonprofit community partners and property owners to provide affordable housing.
Willie J. Wynn Apartments	12	12	Leased/ Issued	No	An affordable housing development designed specifically to support seniors aging in place.
Privately Owned Properties	33	33	Leased/ Issued	No	Privately owned properties are being assigned PBVs through a competitive process.
Pilgrims Rest	7	7	Leased/ Issued	No	Privately owned senior complex managed by RHA.
VASH PBV	75	43	Leased/ Issued	No	Privately owned properties have been assigned VASH PBVs.
Total:	181	149			

* Figures and text in the "Planned" column should match the corresponding Annual MTW Plan.

** Select "Status at the End of Plan Year" from: Committed, Leased/Issued

Differences between the Planned and Actual Existing Number of Vouchers Project-Based:

Due to the tightening rental market in Reno, Sparks, and Washoe County, many of the properties that RHA staff would have considered for the assignment of a PBV have remained occupied. Furthermore, many of the participants residing in a PBV unit have increased their income enough that they begin paying full contract rent. In many cases, these participants continue to lease the unit without any housing assistance and RHA must remove the PBV from the unit.



iii. Actual Other Changes to MTW Housing Stock in the Plan Year

Examples of the types of other changes include (but is not limited to): units held off-line due to relocation or substantial rehabilitation, local, non-traditional units to be acquired/developed, etc.

Actual Other Changes to MTW Housing Stock in the Plan Year
<p>To ensure the longevity of RHA’s PH properties for years to come, staff began pursuing viable repositioning strategies for each of the properties in its PH portfolio in FY 2023. RAD and Section 18 were both identified as strategies that RHA would utilize first to reposition Silverada Manor and Hawk View Apartments. On October 3, 2023, RHA applied to HUD for Section 18 Demolition and/or Disposition for Hawk View Apartments and began holding units at this site once they became vacant. Keeping units vacant rather than leasing them to another eligible household was done intentionally to decrease RHA’s relocation expense. Similarly, RHA applied to reposition Silverada Manor utilizing a RAD/Section 18 blend that includes a substantial rehabilitation of this property. Although the number of families served by RHA’s PH program is expected to decrease in FY 2024 due to units being held for relocation, this decrease is entirely related to RHA’s PH repositioning efforts at these two sites and the relocation requirements to do so.</p> <p>In January 2024, RHA began construction on Railyard Flats, an affordable housing complex consisting of 15 brand new units in the City of Sparks. This housing infill project is set to provide affordable housing for extremely low to low-income households.</p> <p>There were no additional changes to the MTW housing stock, however, RHA continues to look for single family homes, duplexes, and condominiums to expand its affordable housing options. All properties acquired/developed will be used to provide additional housing choice for low-income families and individuals throughout the Truckee Meadows.</p>

iv. General Description of All Actual Capital Expenditures During the Plan Year

General Description of All Actual Capital Expenditures during the Plan Year	
As of June 30, 2024, the following CFP expenditures were carried out:	
Mineral Manor:	\$48,298.32 - Tractor, Heat and A/C
Silverada Manor:	\$72,592.01 - Resident relocation services
Stead Manor:	\$77,495.47 - Video surveillance
Hawk View Apartments:	\$109,539.94 - Resident relocation services
Essex Manor:	\$3,140 - Bath tile demolition
Myra Birch:	\$37,032.45 - Video surveillance
McGraw Court:	\$169,393 - HVAC
Authority Wide:	\$169,353.80 - Technical equipment, Board Room
	FY24 Actual Capital Expenditure \$686,844.99



B. Leasing Information

i. Actual Number of Households Served

Snapshot and unit month information on the number of households RHA served on June 30, 2024.

Number of Households Served Through:	Number of Unit Months Occupied/Leased*		Number of Households Served**	
	Planned^^	Actual	Planned^^	Actual
MTW Public Housing Units Leased	8,676	7,812	723	651
MTW Housing Choice Vouchers (HCV) Utilized	27,936	25,176	2,328	2,098
Local, Non-Traditional: Tenant-Based	0	0	0	0
Local, Non-Traditional: Property-Based	516	516	43	43 ⁴
Local, Non-Traditional: Homeownership	0	0	0	0
Planned and Actual Totals:	37,128	33,504	3,094	2,792

* “Planned Number of Unit Months Occupied/Leased” is the total number of months the MTW PHA planned to have leased/occupied in each category throughout the full Plan Year (as shown in the Annual MTW Plan).

** “Planned Number of Households to be Served” is calculated by dividing the “Planned Number of Unit Months Occupied/Leased” by the number of months in the Plan Year (as shown in the Annual MTW Plan).

^^ Figures and text in the “Planned” column should match the corresponding Annual MTW Plan.

Please describe any differences between the planned and actual households served:

On June 30, 2024, RHA had its PH program leased at 87% of the MTW baseline. Although a decrease from the number of households the agency planned to serve, the decrease is directly related to RHA’s PH repositioning efforts. On October 3, 2023, RHA applied to HUD for Section 18 Demolition and/or Disposition of 100 units at Hawk View Apartments. In anticipation of upcoming repositioning efforts, staff began to hold units as they became vacant at this complex rather than leasing the unit to another eligible household who would later have to be relocated. Similarly, RHA applied to reposition Silverada Manor utilizing a RAD/Section 18 blend which includes a substantial rehabilitation of this property.

The number of actual families served by RHA’s HCV program on June 30, 2024, was 2,098. Although a decrease from the planned number of households, RHA is utilizing HCVs for the permanent relocation of many of the households at Hawk View Apartments. RHA anticipates this number to increase once the relocation of these residents is complete. Staff will continue to monitor

⁴ To accurately report on the number of households served utilizing this LNT activity, this number is based on a 12-month average rather than the actual number of beds funded for the month of June 2024.



the HCV program to ensure that efforts put in place to increase and maintain lease up remain effective.

Eddy House, RHA's first LNT Property Based partnership, averaged 43 shelter beds throughout FY 2024; a portion of which are allocated specifically to house youth on a semi-permanent basis up to six months.

Local, Non-Traditional Category	MTW Activity Name/Number	Number of Unit Months Occupied/Leased*		Number of Households to be Served*	
		Planned^^	Actual	Planned^^	Actual
Tenant-Based	N/A	N/A	N/A	N/A	N/A
Property-Based	2021-03: Partnership to Assist Homeless Youth	576	576	43	43
Homeownership	N/A	N/A	N/A	N/A	N/A
Planned/Actual Totals:		576	576	43	43

* The sum of the figures provided should match the totals provided for each Local, Non-Traditional category in the previous table. Figures should be given by individual activity. Multiple entries may be made for each category if applicable.

^^ Figures and text in the "Planned" column should match the corresponding Annual MTW Plan.

Households Receiving Local, Non-Traditional Services Only	Average Number of Households per Month	Total Number of Households in the Plan Year
Program Name/Services Provided	N/A	N/A



ii. Discussion of Any Actual Issues/Solutions Related to Leasing

Discussion of any actual issues and solutions utilized in the MTW housing programs listed.

Housing Program	Description of Actual Leasing Issues and Solutions
MTW Public Housing	<p>At the end of FY 2024, RHA leased this program at 83.35% of the MTW baseline. Currently, units are being held at several locations to accommodate relocation of residents at Silverada Manor and Hawk View Apartments in preparation for repositioning. For units that are not being held, common leasing issues typically involve tenant preferences being requested, which if not provided, result in the tenant’s refusal to lease a unit. These preferences often include the size of the unit being offered, the location of the property, or the lack of desired amenities. Compounding the longer leasing times are the normal vacancy issues that delay the turn of the unit including tenant damage and the disposal of personal property in accordance with Nevada Revised Statutes (NRS). RHA continues to select applicants off the waiting list based on preferences set forth in the Admissions and Continued Occupancy (ACOP) for Public Housing for referral to vacant PH units.</p>
MTW Housing Choice Voucher	<p>Washoe County continues to experience a strengthening housing market that resulted in an overall shortage of affordable housing units. With limited inventory and an influx in population due to the relocation of several tech companies to the region, the need for additional housing stock continues.</p> <p>At the end of FY 2024, RHA had this program leased at 88% of the MTW baseline. As RHA is utilizing HCVs for the permanent relocation of many of the households at Hawk View Apartments, staff anticipates this number to increase once the relocation of these residents is complete. On September 3, 2024, in direct relation to RHA’s relocation efforts, this program began to see a slight increase in lease up and was leased at 89% of the MTW baseline. With relocation efforts underway, this number is expected to continue to increase over the coming months.</p> <p>To maintain lease up numbers within its HCV program, RHA continued to monitor its payment standards to ensure they accurately reflecting local market conditions, expanded its Landlord Incentive Program, and implemented a “lease in place” preference. In November 2022, RHA adopted Exception Payment Standards for 12 specific zip codes throughout the Truckee Meadows where rents were unaffordable based on RHA’s traditional payment standards. Staff anticipates that the adoption of these small area payment standards will facilitate leasing in low-poverty neighborhoods and increase housing choice for RHA’s voucher holders. To further assist the lease up of this program,</p>



	RHA hired a Landlord Liaison. The Landlord Liaison serves as the primary point of contact for landlords as the agency works to promote the HCV program to new landlords and retain existing landlords throughout Washoe County.
Local, Non-Traditional	Following approval of the FY 2021 MTW Annual Plan on July 28, 2020, RHA began providing LNT assistance to Eddy House on August 1, 2020. Throughout FY 2024, RHA assisted 43 additional households through this activity. Although RHA did not anticipate any leasing issues related to this assistance, the very transient nature of this at-risk population makes it difficult to anticipate leasing issues that may be encountered.

C. Wait List Information

i. Actual Wait List Information

Snapshot information on the actual status of MTW wait lists at the end of FY 2024 including detail on the structure of the wait list and the population(s) served. The information reflected below is current as of June 30, 2024.

Wait List Name	Description	Number of Households on Wait List	Wait List Open Partially Open or Closed	Was the Wait List Opened During the Plan Year
Essex2BR	Site-based 2 Bedroom Public Housing	1,782	Closed	Yes
Essex3BR	Site-based 3 Bedroom Public Housing	659	Closed	Yes
McGraw1B	Site-based 1 Bedroom Public Housing	1,891	Closed	Yes
Miner1BR	Site-based 1 Bedroom Public Housing	2,395	Closed	Yes
Miner2BR	Site-based 2 Bedroom Public Housing	1,848	Closed	Yes
Miner3BR	Site-based 3 Bedroom Public Housing	690	Closed	Yes
Miner4BR	Site-based 4 Bedroom Public Housing	98	Closed	Yes
Myra2BR	Site-based 2 Bedroom Public Housing	1,593	Closed	Yes



Wait List Name	Description	Number of Households on Wait List	Wait List Open Partially Open or Closed	Was the Wait List Opened During the Plan Year
Stead2BR	Site-based 2 Bedroom Public Housing	1,757	Closed	Yes
Stead3BR	Site-based 3 Bedroom Public Housing	655	Closed	Yes
Tom0BR	Site-based 0 Bedroom Public Housing	1,533	Closed	Yes
Tom1BR	Site-based 1 Bedroom Public Housing	2,103	Closed	Yes
Tom2BR	Site-based 2 Bedroom Public Housing	827	Closed	Yes
HCV	Housing Choice Voucher	4,755	Closed	Yes
PB1BR	1 Bedroom Project Based Voucher	2,116	Closed	Yes
PB2BR	2 Bedroom Project Based Voucher	932	Closed	Yes
PB3	Homeless Partnership Project Based Voucher	1	Closed	Yes
PB3BR	3 Bedroom Project Based Voucher	339	Closed	Yes
PB4BR	4 Bedroom Project Based Voucher	54	Closed	Yes
PBPR	Pilgrim's Rest 1 Bedroom Project Based Voucher	24	Closed	Yes
PBSILV	Silverada Manor Project Based Voucher	1,910	Closed	Yes
PBWJWP	Willie J Wynn 1 Bedroom Project Based Voucher	1	Closed	Yes

Please describe any duplication of applicants across wait lists:

At the time of application, clients may apply for all open wait lists. Therefore, the numbers above include households who have applied for more than one program and/or bedroom size. As of June 30, 2024, RHA had 7,748 individual applicants across each of its housing programs. Of these applicants, 75.57% were on more than one wait list.



ii. Actual Changes to Wait List in the Plan Year

Actual changes to the organizational structure or policies of the wait list(s), including any opening or closing of a wait list during FY 2024.

Wait List Name	Description of Actual Changes to Wait List
Hawk View Public Housing	RHA closed and removed the Hawk View Public Housing wait list. This property is currently being repositioned using Section 18 Demolition/Disposition.
Silverada Manor Public Housing	RHA closed and removed the Silverada Manor Public Housing wait list. This property is currently being repositioned using RAD/Section 18 blend. A Silverada Manor Project Based Assistance wait list was established and opened for this property during the FY.
Public Housing (all bedroom sizes at Mineral Manor, Stead Manor, Myra Birch Manor, Tom Sawyer Village, John McGraw Court, and Essex Manor)	The site-based wait lists for all Public Housing complexes, all bedroom sizes were opened on April 15, 2024 and closed on May 3, 2024.
Project Based Assistance (all bedroom sizes)	Wait lists for Project Based Assistance all bedroom sizes were opened on April 15, 2024 and closed on May 3, 2024.
Silverada Manor Project Based Assistance (all bedroom sizes)	Wait lists for all bedroom sizes for Silverada Manor Project Based Assistance were opened on April 15, 2024 and closed on May 3, 2024.
Housing Choice Voucher	Wait list was opened on April 15, 2024 and closed on May 3, 2024.



D. Information on Statutory Objectives and Requirements

i. 75% of Families Assisted Are Very Low Income

The following table provides data for the actual families housed upon admission during RHA's FY 2024 Plan Year. Families receiving "Local, Non-Traditional Services Only" are not included.

Income Level	Number of Local, Non-Traditional Households Admitted in the Plan Year
80%-50% Area Median Income	0
49%-30% Area Median Income	0
Below 30% Area Median Income	43 ⁵

Total Local, Non-Traditional Households Admitted **43**

ii. Maintain Comparable Mix

Baseline Mix of Family Sizes Served (upon entry to MTW)					
Family Size	Occupied Public Housing Units	Utilized HCVs	Non-MTW Adjustments*	Baseline Mix Number	Baseline Mix Percentage
1 Person	284	1,307	0	1,591	50.88%
2 Person	207	433	0	640	20.47%
3 Person	115	290	0	405	12.95%
4 Person	76	192	0	268	8.57%
5 Person	40	107	0	147	4.70%
6+ Person	23	53	0	76	2.43%
TOTAL	745	2,382	0	3,127	100%

* "Non-MTW Adjustments" are defined as factors that are outside the control of the MTW PHA. An example of an acceptable "Non-MTW Adjustment" would include demographic changes in the community's overall population. If the MTW PHA includes "Non-MTW Adjustments," a thorough justification, including information substantiating the numbers given, should be included.

Please describe the justification for any "Non-MTW Adjustments" given:

No baseline adjustments given.

⁵ On August 29, 2024, Eddy House provided RHA certification that their clients are under 30% AMI. Many (75.32%) are unemployed upon their initial contact with Eddy House services. Those who are employed (24.68%) fall well under 30% AMI when sharing their paystubs with case managers and the intake team at Eddy House.



Mix of Family Sizes Served (in Plan Year)				
Family Size	Baseline Mix Percentage**	Number of Households Served in Plan Year[^]	Percentage of Households Served in Plan Year^{^^}	Percentage Change from Baseline Year to Current Plan Year
1 Person	50.88%	1,692	61.55%	10.67%
2 Person	20.47%	465	16.92%	-3.55%
3 Person	12.95%	258	9.39%	-3.56%
4 Person	8.57%	170	6.18%	-2.39%
5 Person	4.70%	96	3.49%	-1.21%
6+ Person	2.43%	68	2.47%	-0.04%
TOTAL	100%	2,749	100%	-0.08%

** The “Baseline Mix Percentage” figures given in the “Mix of Family Sizes Served (in Plan Year)” table should match those in the column of the same name in the “Baseline Mix of Family Sizes Served (upon entry to MTW)” table.

[^] The “Total” in the “Number of Households Served in Plan Year” column should match the “Actual Total” box in the “Actual Number of Households Served in the Plan Year” table in Section II.B.i. of this Annual MTW Report.

^{^^} The percentages in this column should be calculated by dividing the number in the prior column for each family size by the “Total” number of households served in the Plan Year. These percentages will reflect adjustment to the mix of families served that are due to the decisions of the MTW PHA. Justification of percentages in the current Plan Year that vary by more than 5% from the Baseline Year must be provided below.

Please describe the justification for any variances of more than 5% between the Plan Year and Baseline Year:

As of June 30, 2024, 1,592 or 94.08% of RHA’s one person households were elderly and/or disabled. Once housed, these families are far more likely to remain in the unit. The average length of stay for the 26 one person households who moved out of RHA’s PH complexes throughout FY 2024 was 102.85 months. Similarly, the average length of stay for the 35 one person households who ended their participation in the HCV program was 110.63 months. When comparing the length of stay for all other households, the average length of stay is 75.21 months in the PH program and 71.62 months in the HCV program. This stability coupled with the fact that many of homeless applicants served by RHA are also single person households account for RHA’s continued variance between the plan year and the baseline year.



iii. Number of Households Transitioned to Self-Sufficiency in the Plan Year

In FY 2017, RHA staff began reviewing the agency’s definition of self-sufficiency to determine whether it accurately captured whether a household should be considered self-sufficient. After deliberation, RHA staff decided that moving forward, the agency should look at self-sufficiency in two phases. The first phase occurs as household members maintain consistent employment for 12 months or when a reduction in subsidy results in the household being responsible for more than 50% of the rent. The final phase of self-sufficiency occurs automatically once the household is no longer receiving assistance or when the household voluntarily ends participation.

Throughout FY 2024, a total of 158 families moved-off of RHA’s HCV and PH programs. Of these, 22 voluntarily left or were determined no longer eligible for the HCV program and 47 moved off the PH program voluntarily.

RHA acknowledges the challenges our clients face in successfully obtaining self-sufficiency. The cost of housing in the Truckee Meadows continues to climb while the obstacles to earn a living wage remain, making the objective of self-sufficiency difficult to attain.

The table below reflects only those households who (1) were affected by one of RHA’s implemented MTW activities and (2) met RHA’s definition of the final phase of self-sufficiency.

MTW Activity Name/Number	# of Households Transitioned to Self-Sufficiency*	RHA’s Definition of Self-Sufficiency
Mobility Demonstration / 2014-02	1	Household is no longer receiving assistance or has voluntarily ended participation.
Simplify rent calculations and increase the minimum rent / 2014-05	25	
Disregard earned income of PH household members, age 18-20, who are not the head of household, co-head, or spouse / 2016-06	2	
Provide incentive to \$0 HAP households / 2019-02	9	
Workforce Development Program / 2022-01	1	
	8	<i>(Households Duplicated Across Activities)</i>
	38	Total Households Transitioned to Self-Sufficiency

* Figures should match the outcome reported where metric SS#8 is used in Section IV of this Annual MTW Report.



SECTION III

PROPOSED ACTIVITIES



III. Proposed Activities

All proposed MTW activities that were granted approval by HUD are reported in Section IV as 'Approved Activities'.

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SECTION IV

APPROVED ACTIVITIES





IV. Approved Activities

A. Implemented Activities

The activities discussed in this section have been previously approved by HUD and implemented by RHA. The following table provides an overview of all approved MTW activities including the year it was implemented and amended (if applicable), the primary statutory objective(s) the activity is intended to impact, and the authorization(s) cited.

Approved/Implemented MTW Activities				
Activity #	Activity Name	Fiscal Year Implemented/ Amended	Statutory Objective(s)	Authorization(s)
2014-02	Mobility Demonstration	2014	Increase housing choice for low-income families <i>and</i> create incentives for families to work, seek work or prepare for work.	Attachment C Sections D.1.b., D.4., D.7.a., and E.
2014-05	Simplify rent calculations and increase the minimum rent	2014 amended 2024	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.4., C.11., D.2.a., and D.3.b.
2014-06	Triennial recertifications for elderly/disabled participants on fixed incomes	2014 amended 2015 amended 2017 amended 2018 amended 2023	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.4. and D.1.c.
2015-01	Elimination of all negative rents and simplification of HCV utility allowances	2015	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.11. and D.2.a.
2015-02	Allow RHA to inspect its own HCV units	2015	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.9.a. and D.5.
2016-01	Simplification of medical deductions	2016 amended 2018	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.11. and D.2.a.
2016-05	Eliminate Earned Income Disallowance (EID)	2016	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.11. and D.2.a.
2016-06	Disregard earned income of PH household members, age 18-20, who are not the head of household or co-head	2016	Create incentives for families to work, seek work or prepare for work.	Attachment C Section C.11.
2016-07	Implement a \$75 fee for each additional HQS inspection when more than two inspections are required	2016	Reduce costs and achieve greater cost effectiveness.	Attachment C Section D.1.a.



Activity #	Activity Name	Fiscal Year Implemented/ Amended	Statutory Objective(s)	Authorization(s)
2017-01	Increase verified application data for applicants	2017	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.4. and D.3.a.
2017-02	Asset threshold to determine eligibility for admission	2017 amended 2019	Increase housing choice for low-income families.	Attachment C Sections C.2., D.3.a., D.3.b., and D.4.
2018-01	Landlord Incentive Program	2018 amended 2020 amended 2024	Increase housing choice for low-income families.	Attachment C Section D.1.a. and D.1.d.
2019-01	Redetermination of rent reasonableness as a result of a change in contract rent	2019	Reduce costs and achieve greater cost effectiveness and increase housing choice for low-income families.	Attachment C Section D.2.c.
2019-02	Provide incentives to \$0 HAP households	2019	Create incentives for families to work, seek work or prepare for work and reduce costs and achieve greater cost effectiveness.	Attachment C Sections D.1.a., D.1.b., and D.1.c. and Section E.
2021-01	Affordable Housing Acquisition, Rehabilitation and Preservation	2021	Increase housing choice for low-income families.	Attachment D and use of MTW block grant outlined in PIH Notice 2011-45 (HA)
2021-03	Partnership to Assist Homeless Youth	2021	Increase housing choice for low-income families.	Attachment D and use of MTW block grant outlined in PIH Notice 2011-45 (HA)
2022-01	Workforce Development Program	2022 amended 2023	Create incentives for families to work, seek work or prepare for work.	Attachment C Section E.
2024-02	Local Project Based Voucher Program	2024	Reduce costs and achieve greater cost effectiveness and increase housing choice for low-income families.	Attachment C Sections B.4., D.1.b., D.1.e., D.2.b., D.4., D.5., D.7.a., D.7.b., D.7.c. and D.7.d.



2014-02: Mobility Demonstration

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2014.

MTW Statutory Objective(s):

Increase housing choice for low-income families *and* provide incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient.

Description:

RHA's Mobility Demonstration allows low-income PH families with children to move to deconcentrated neighborhoods of opportunity. To make this possible for these families, RHA is assigning PBVs to single family homes, duplexes, and condominiums within low-poverty census tracts throughout the cities of Reno and Sparks⁶. Following approval of a new PBV or the vacancy of an existing PBV unit identified for this activity, PH families who meet the established requirements to participate, are offered the opportunity to move into one of these PBV properties.

This demonstration was established by RHA to encourage employment and upward mobility amongst qualified PH residents. Should a household be unemployed at the time of lease up or become unemployed at any time during their participation in the Mobility Demonstration, they are given 120 days to obtain employment. If employment is not secured, they can be referred to the Workforce Development Program unless they are otherwise determined to be exempt.

Impact:

At the end of FY 2024, a total of 54 former PH families with children have participated in the Mobility Demonstration. To date, 23 of these families have become completely self-sufficient and moved off housing assistance, while 15 families were removed from the program for various other reasons. There are currently 16 families participating in the Mobility Demonstration.

Update/Status:

Due to current real estate market conditions, the growth of the demonstration has remained stagnated. Throughout FY 2024, RHA was only able to increase participation in the program by two households due to the limited availability of properties within low poverty neighborhoods where a PBV can be assigned. Although this program remains small, it continues to be an exciting program for RHA to offer its qualified PH residents.

RHA continues to collect data on each family who agrees to participate in the Mobility Demonstration. This data is being analyzed by the University of Washington (UW) to evaluate the overall progress of these families. UW's most recent analysis of the program can be found at the end of this report (*see Attachment 1*).

The activity remains ongoing.

⁶ For this study, RHA has defined low poverty as occurring when 20% or less of households within the identified census tract are below the poverty line.



Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

2014-02 SS #1: Increase in Household Income				
<i>Average earned income of households affected by this policy in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average amount of earned income of Mobility Demonstration households.	\$15,007	\$15,757 ⁷	\$26,264 ⁸ FY 2023: \$27,310 FY 2022: \$30,570 FY 2021: \$23,581 FY 2020: \$21,572	Yes

2014-02 SS #2: Increase in Household Savings				
<i>Average amount of savings/escrow of households affected by this policy in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average amount of savings/escrow of participating Mobility Demonstration households.	\$231	\$531 ⁹	\$2,618 ¹⁰ FY 2023: \$1,349 FY 2022: \$1,276 FY 2021: \$1,404 FY 2020: \$2,358	No

⁷ Benchmark based on a 5% increase in earned income year over year, or an increase of roughly \$750/year. For FY 2024, this 5% increase would establish a benchmark of \$23,257.

⁸ Throughout most of FY 2024, 16 households were leased up under the Mobility Demonstration program of which 13 had earned income as of June 30, 2024. The amount of earned income reported under this metric is based on the 12-month average of all Mobility Demonstration households who had earned income throughout the year.

⁹ Benchmark based on an increase in household savings of \$25 per month or \$300 per year. For FY 2024, this \$300 per year increase would establish a benchmark of \$3,531.

¹⁰ Five Mobility Demonstration participants have a savings account with an average balance of \$2,311 and 14 participants have a checking account with an average balance of \$308.



2014-02 SS #3: Increase in Positive Outcomes in Employment Status				
<i>Report each type of employment status for those head(s) of households affected.</i>				
Unit of Measurement	Baseline	Benchmark	Outcome¹¹	Benchmark Achieved?
Employed Full-Time	8 or 25%	14 or 34%	5 or 28% (4 HOH, 1 Co-Head) FY 2023: 5 or 25% FY 2022: 8 or 38% FY 2021: 8 or 35% FY 2020: 7 or 30%	No
Employed Part-Time	9 or 28%	24 or 61%	6 or 33% (6 HOH, 0 Co-Head) FY 2023: 5 or 25% FY 2022: 3 or 14% FY 2021: 6 or 26% FY 2020: 6 or 26%	No
Enrolled in an Educational Program	0 or 0%	0 or 0%	0 or 0% FY 2023: 0 or 0% FY 2022: 0 or 0% FY 2021: 1 or 4% FY 2020: 0 or 0%	Yes
Enrolled in Job Training Program	0 or 0%	0 or 0%	0 or 0% FY 2023: 0 or 0% FY 2022: 0 or 0% FY 2021: 0 or 0% FY 2020: 10 or 43%	Yes
Unemployed	14 or 44%	2 or 5%	9 or 50% (7 HOH, 2 Co-Head) FY 2023: 11 or 44% FY 2022: 13 or 62% FY 2021: 12 or 52% FY 2020: 14 or 49%	No ¹²
Other	N/A	N/A	N/A	N/A

¹¹ Throughout FY 2024, 18 households were leased up under the Mobility Demonstration program of which 16 were still participating on June 30, 2024. The percentage calculation for each employment status within this metric includes co-head members, where applicable. In these instances, the actual breakdown of the number of head of households and co-heads included in the count is clearly noted.

¹² This metric includes one unemployed HOH with an exemption from being required to participate in WFD.



2014-02 SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)				
<i>Number of households receiving TANF assistance (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Mobility Demonstration households receiving TANF assistance.	2	2	0 FY 2023: 0 FY 2022: 1 FY 2021: 0 FY 2020: 0	Yes

2014-02 SS #5: Households Assisted by Services that Increase Self-Sufficiency				
<i>Number of households receiving services aimed to increase self-sufficiency (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome¹³	Benchmark Achieved?
Mobility Demonstration households receiving services aimed to increase self-sufficiency.	0	2	18 FY 2023: 20 FY 2022: 21 FY 2021: 23 FY 2020: 24	Yes

2014-02 SS #6: Reducing Per Unit Subsidy Costs for Participating Households				
<i>Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease).</i>				
Unit of Measurement	Baseline¹⁴	Benchmark	Outcome	Benchmark Achieved?
Average amount of Section 8 and/or 9 subsidy per Mobility Demonstration household.	\$269,280	\$266,251	\$164,613 ¹⁵ FY 2023: \$120,413 FY 2022: \$111,450 FY 2021: \$107,616 FY 2020: \$116,052	Yes

¹³ All Mobility Demonstration households can take advantage of the Workforce Development Program, however only those who are unemployed for longer than 120 days are referred to the program and required to participate.

¹⁴ Baseline has been calculated based on the average ceiling rent for each PH complex (\$776) less the average TTP at each PH complex based on the bedroom size (\$235) of current Mobility Demonstration households at time of admission.

¹⁵ RHA paid an average of \$806.93/per family in HAP payments or \$13,717.74 per month for the 18 families who participated in the Mobility Demonstration throughout FY 2024. At the end of FY 2024, two of these households had moved off of the Mobility Demonstration, one transitioning to a regular HCV voucher and the other voluntarily giving up assistance and achieving self-sufficiency.



2014-02 SS #7: Increase in Agency Rental Revenue				
<i>PHA rental revenue in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increase in RHA rental revenue.	\$0	\$347,534	\$401,498 FY 2023: \$301,644 FY 2022: \$326,520 FY 2021: \$322,638 FY 2020: \$305,304	Yes

2014-02 SS #8: Households Transitioned to Self-Sufficiency				
<i>Number of households transitioned to self-sufficiency (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome ¹⁶	Benchmark Achieved?
Mobility Demonstration households transitioned to self-sufficiency.	0	2	1 FY 2023: 4 FY 2022: 2 FY 2021: 0 FY 2020: 1	No

2014-02 HC #5: Increase in Resident Mobility				
<i>Number of households able to move to a better unit and/or neighborhood of opportunity (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Mobility Demonstration households able to move to a better unit and/or neighborhood of opportunity.	0	40	54 FY 2023: 52 FY 2022: 49 FY 2021: 49 FY 2020: 47	Yes

¹⁶ In FY 2017, RHA changed its definition of self-sufficiency to two phases. The first phase occurs as household members maintain consistent employment for 12 months or when a reduction in subsidy results in the household being responsible for more than 50% of the rent. The final phase of self-sufficiency occurs automatically once the household is no longer receiving assistance or when the household voluntarily ends participation. The outcome for this metric includes only those households who have met the final phase of self-sufficiency per RHA's definition.

Furthermore, the outcome includes only households who were active in in FY 2024, it does not include families who moved off the program prior to FY 2024. Of the households currently leased up under the Mobility Demonstration, six have met RHA's first phase of self-sufficiency.



2014-02 HC #7: Households Assisted by Services that Increase Housing Choice				
<i>Number of households receiving services aimed to increase housing choice (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Mobility Demonstration households receiving services.	0	40	54 FY 2023: 52 FY 2022: 49 FY 2021: 49 FY 2020: 47	Yes

The following RHA Local Metric was identified and continues to be tracked for this activity:

2014-02 RHA Local Metric: Improvement in poverty level of census tract				
<i>Improvement in poverty level of census tract for families participating in the Mobility Demonstration.</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Improvement in census tract poverty level for participating families.	31.72%	20%	6.32% ¹⁷	Yes

The following table provides the actual percentage of people living below the poverty line for each census tract where RHA's PH family complexes are located. It also provides the number of residents from each complex who have participated in the Mobility Demonstration and the improvement in percentage of households below the poverty line within the new neighborhoods chosen by Mobility Demonstration participants. On average, by participating in the Mobility Demonstration, these PH families have moved to neighborhoods where the poverty level has effectively been decreased by 78% based solely on census tract information at the time of Mobility Demonstration move-in.

¹⁷ This is an average percentage of people who are below the poverty line based on the census tract where each of the Mobility Demonstration properties are located. This ranges from a low of 1.01% of people in the census tract below the poverty line to a high of 24.65%.



Improvement in neighborhood poverty lines for Mobility Demonstration participants			
PH complex	Number of families in Mobility Demonstration from PH complex	Percentage of people below poverty line in census tracts where PH complexes are located	Percentage of people below poverty line in census tracts chosen by Mobility Demonstration participants from each PH complex
Essex Manor	13	14.19 ¹⁸	9.58, 16.03, 14.89, 14.89, 14.89, 14.89, 9.79, 10.91, 13.17, 9.58, 4.28, 24.65, 5.61
Hawk View Apartments	13	44.06	22.21, 22.21, 7.24, 9.58, 9.58, 9.58, 14.89, 14.89, 7.5, 7.5, 22.21, 4.28, 24.65
Mineral Manor	13	29.71 ¹⁹	10.25, 22.21, 16.03, 19.31, 14.89, 24.65, 9.79, 10.91, 10.91, 22.21, 4.28, 24.65, 1.01
Myra Birch Manor	6	23.76	14.89, 22.21, 24.65, 4.44, 7.17, 4.66
Stead Manor	9	34.73	10.25, 9.58, 9.58, 16.03, 10.91, 10.91, 4.28, 4.28, 10.91

Hardship Policy:

For any issues pertaining to a tenant’s inability to pay rent, the Housing Choice Voucher Program’s hardship policy will be in effect.

For issues pertaining to an unemployed resident’s referral and required participation in the Workforce Development Program, the participant must request a temporary exemption within thirty (30) days that can be verified by a medical professional. If a participant does not participate in the Workforce Development Program and does not provide verifiable documentation of his/her inability to comply, the Workforce Development Coordinators may initiate termination of the resident’s assistance under the HCV program as allowed under 24 CFR §984.303(b)(5)(iii).

Hardship Requests:

There are currently seven households with unemployed heads of households. Of these seven households, one is elderly/disabled. The additional households who are currently unemployed will

¹⁸ The neighborhood surrounding Essex Manor is changing resulting in a drastic change in the percentage of people below the poverty line in this census tract. In FY 2014, 11.46% were below the poverty line. This number increased in FY 2020 to 20.42%. In FY 2024, this census tract now has 2.19% of people living below the poverty line. The number noted here is the average percentage for each year a mobility family moved from Essex Manor and out of this census tract.

¹⁹ The neighborhood surrounding Mineral Manor is changing slightly resulting in the percentage of people below the poverty line decreasing in this census tract. In FY 2014, 29.93% were below the poverty line. This number increased in FY 2018 to 30.48%. In FY 2024, this census tract now has 25.42% of people living below the poverty line. The number noted here is the average percentage for each year a mobility family moved from Mineral Manor and out of this census tract.



be referred to the Workforce Development Program should they fail to gain employment in the coming months.

To date, there have been no hardship requests related to this activity.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

As of June 30, 2024, 16 Mobility Demonstration properties are occupied and leased with a PBV. In addition, 23 families have met the final phase of self-sufficiency and moved off housing assistance and 16 continue to occupy the property they originally leased under the Mobility Demonstration. On average these families spent 4.34 years on housing assistance prior to moving off but continue to occupy the unit. Although this resulted in additional rental revenue (2014-02 SS #7) of \$401,498, it also limits the number of new families who can be given the opportunity to participate in the demonstration. While each of the benchmarks were not achieved for this activity in FY 2024, this continues to be an exciting activity for RHA to offer to PH residents who may not have other mobility options.



2014-05: Simplify rent calculations and increase the minimum rent

Plan Year Approved, Implemented and Amended (if applicable):

This policy was identified, approved, and implemented in FY 2014. In FY 2020, this activity was temporarily expanded to provide financial relief to PH residents and HCV participants who experienced a financial loss due to COVID-19. This temporary expansion expired on December 31, 2020. The activity was amended in FY 2024 to increase the minimum rent amount to \$100.

MTW Statutory Objective(s):

Reduce costs and achieve greater cost effectiveness in federal expenditures.

Description:

To reduce costs and achieve greater cost effectiveness, RHA began excluding all educational financial aid from income calculations and allowing self-certification of assets under \$10,000. Implementation of this activity also raised RHA's minimum rent from \$50 to \$75. In FY 2024, RHA's minimum rent policy was reviewed by staff and an increase from \$75 to \$100 was proposed and subsequently approved.

Impact:

Throughout FY 2024, RHA sent student status verifications for 157 household members. For each verification sent, RHA incurred the following cost:

HCV Cost for Verification of Student Status			
	Material	Time	Labor
Cost For Housing Specialist		.17 hrs @ \$25.86 per hr.	\$4.40
Cost for Office Clerk	\$2.33	.23 hrs @ \$22.34 per hr.	\$5.14
Total	\$2.33		\$9.53
HCV Total Cost Per Client :			\$11.86

Similarly, RHA verified assets for 69 HCV participants and 14 PH residents with assets greater than \$10,000. For each asset verification sent and processed, RHA incurred the following costs:

HCV Cost for Verification of Asset Calculations			
	Material	Time	Labor
Cost For Housing Specialist		.325 hrs @ \$25.86 per hr.	\$8.40
Cost for Office Clerk	\$3.13	.37 hrs @ \$22.34 per hr.	\$8.27
Total	\$3.13		\$16.67
HCV Total Cost Per Client :			\$19.80

PH Cost for Verification of Asset Calculations			
	Material	Time	Labor
Cost For Assistant Manager		.43 hrs @ \$27.15 per hr.	\$11.67
Total	\$3.13		\$11.67
PH Total Cost Per Client :			\$14.80



Over the course of FY 2024, a total of 131 PH residents and 261 HCV participants paid minimum rent. However, as of June 30, 2024, only 76 PH residents and 181 HCV participants were housed paying the minimum rent amount. The remaining 135 households who paid minimum rent during FY 2024 either moved off the program or are still housed paying more than RHA's established minimum rent.

Update/Status:

In FY 2024, RHA increased the minimum rent to \$100.

This activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

2014-05 SS #1: Increase in Household Income				
<i>Average earned income of households affected by this policy in dollars (increase).</i>				
Unit of Measurement	Baseline ²⁰	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households affected by increasing the minimum rent.	\$7,450	\$500/per year	\$2,021 ²¹	No

2014-05 SS #3: Increase in Positive Outcomes in Employment Status				
<i>Data for each type of employment status for those head(s) of households affected.</i>				
Unit of Measurement	Baseline	Benchmark	Outcome ²²	Benchmark Achieved?
Employed Full-Time	20 or 5%	7%	0 or 0%	No
Employed Part-Time	37 or 10%	7%	16 or 6% (11 HCV participants, 5 PH residents)	No
Enrolled in an Educational Program	13 or 3%	3%	0 or 0%	No
Enrolled in Job Training Program	0 or 0%	0 or 0%	0 or 0%	No
Unemployed	309 or 82%	82% No change.	241 or 94% (170 HCV participants, 71 PH residents)	No
Other	0	0	0	N/A

²⁰ Baseline was set using the average earned income for 379 HCV participants and PH residents paying minimum rent in FY 2013. This number also includes the average earned income of families on EID at that time. Average earned income of 270 HCV participants paying minimum rent was \$5,014 and 109 PH residents was \$9,886.

²¹ Average earned income for 257 HCV participants and PH residents who are currently paying minimum rent. Of these, only 20 households had earned income and four had income from an employed full-time student.

²² Outcome percentage based on a total of 257 households who were paying minimum rent on June 30, 2024.



2014-05 SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)				
<i>Number of households receiving TANF assistance (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households paying minimum rent who are receiving TANF assistance.	25 or 7%	7%	6 or 2% (6 HCV participants)	Yes

2014-05 SS #8: Households Transitioned to Self-Sufficiency				
<i>Number of households transitioned to self-sufficiency (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome²³	Benchmark Achieved?
Number of households paying minimum rent who have transitioned to self-sufficiency.	0	4	25	Yes

2014-05 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of rent simplification tasks (student status verifications).	\$2,997 ²⁴	\$875	\$1,862 ²⁵	No
Total cost of rent simplification tasks (self-certification of assets).	\$28,265 ²⁶	\$1,076	\$1,573 ²⁷	No

²³ In FY 2017, RHA changed its definition of self-sufficiency to two phases. The first phase occurs as household members maintain consistent employment for 12 months or when a reduction in subsidy results in the household being responsible for more than 50% of the rent. The final phase of self-sufficiency occurs automatically once the household is no longer receiving assistance or when the household voluntarily ends participation. The outcome for this metric includes only households who met RHA's definition regarding the final phase of self-sufficiency.

Throughout FY 2024, 21 HCV participants and four PH residents who paid minimum rent following implementation of this activity moved off assistance having met the final phase of self-sufficiency. An additional 77 HCV participants and 49 PH residents remain housed but have met RHA's first phase of self-sufficiency.

²⁴ When this activity was proposed in FY 2014, student status verifications cost the agency \$8.10 per HCV participant.

²⁵ In FY 2024, student status verifications were processed for 157 dependents at an approximate cost to the agency of \$11.86 per HCV participant.

²⁶ Verification/processing of assets cost RHA approximately \$13.92 per HCV participant and \$10.96 per PH resident when this activity was proposed in FY 2014.

²⁷ Total cost to verify/process 69 HCV participants and 14 PH residents with assets over \$10,000. In FY 2024, asset verifications cost RHA approximately \$19.80 per HCV participant and \$14.80 per PH resident.



2014-05 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total staff hours to complete the rent simplification tasks.	134.4 hours ²⁸	43.2 hours	62.8 hours	No
	1,323.3 hours ²⁹	51.16 hours	60 hours	No

2014-05 CE #3: Decrease in Error Rate of Task Execution				
<i>Average error rate in completing a task as a percentage (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing rent simplification tasks.	6% HCV 3% PH	0.5%	0%	Yes

2014-05 CE #5: Increase in Agency Rental Revenue				
<i>Rental revenue in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increase in rental revenue in dollars due to excluding financial aid from income calculations and increasing the minimum rent.	\$0	(\$7,274)	(\$7,274)	Yes
	\$0	\$154,200	\$584,184 ³⁰ HCV: \$35,063/month PH: \$13,619/month	Yes

Hardship Policy:

Although the change in student status verification is technically a rent reform activity, the benefit of the activity is going directly to the HCV household. As a result, no hardship policy was established or required.

RHA's standard hardship policies for an exception to minimum rent for HCV households and PH residents are still in place and can be requested if the family experiences one or more of the following qualifying events:

- a. The household has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance, including a household with a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act, and

²⁸ On average staff spend 0.4 hours per student status verification.

²⁹ On average staff spend 0.695 hours to process and verify assets in the HCV program and 0.43 hours in the PH program.

³⁰ The HCV number represents the monthly TTP for 204 HCV participants who were housed paying the minimum rent. On June 30, 2024, 23 of these households had moved off paying the minimum rent. Similarly, the PH number represents 88 PH residents who were housed paying the minimum rent. On June 30, 2024, 12 of these residents were no longer being assisted.



who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.

- b. The household would be evicted as a result of the imposition of the minimum rent requirement.
- c. The income of the household has decreased because of changed circumstances, including loss of employment or death of a household member. "Loss of employment" is defined as being laid off or terminated through no fault of the employee. Loss of employment does not, for the purposes of exemption to minimum rent, include voluntarily quitting employment. "Death in the family", for the purposes of exemption to minimum rent, includes head of household or spouse, or any household member.
- d. Other circumstances as determined by RHA or HUD.

RHA will review all household requests for exception from the minimum rent due to financial hardships. If RHA determines that the hardship is temporary (defined as a duration of less than 90 consecutive days), a minimum rent will not be imposed for a period of up to 90 days from the date of the household's request. At the end of the temporary suspension period, a minimum rent will be imposed retroactively to the time of suspension.

If RHA determines that there is a qualifying long-term financial hardship, RHA must exempt the household from the minimum rent requirements for as long as the hardship continues. The exemption from minimum rent shall apply from the first day of the month following the household's request for exemption.

Hardship Requests:

During FY 2024, 10 HCV participants were approved to pay less than the minimum rent due to a requested hardship. While each of these participants had an approved hardship, it is not known whether the hardship was directly related to RHA's implementation of this activity.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Solutions:

In FY 2013, RHA established a baseline for increase in earned income (2014-05 SS#1) for this activity based on 379 HCV participants and PH residents paying minimum rent at that time. This baseline number was erroneous as it included the average earned income of families who were paying the minimum rent while participating in EID. In FY 2016, RHA eliminated EID resulting in the removal of the earned income of these participating households from the outcome. The reported outcome for this metric is based on 257 HCV and PH households who were paying the established minimum rent on June 30, 2024. Of these 257 households, 93% had no earned income. Based on the prior elimination of EID and the fact that a high percentage of minimum rent households typically have no earned income, RHA does not anticipate meeting this benchmark.



Should the outcome for this same metric be comprised of households who had previously paid minimum rent following implementation but are now paying more than the minimum rent, the outcome would be quite different. At the end of FY 2024, 287 HCV participants and 140 PH residents, who had previously paid minimum rent, had either moved off assistance or were still housed paying more than the minimum rent. Of these 427 households, 80 PH residents and 170 HCV participants reported an average earned income of \$29,397. Based on the data from these households, the benchmark for increase in earned income would have been met (2014-05 SS#1). Furthermore, the employment status for these households would have increased enough to also meet the established employment benchmarks set for this activity (2014-05 SS#3).

The outcomes reported under agency cost savings (2014-05 CE #1) is completely comprised of the administrative cost RHA incurs to verify and process both assets and student status. To accurately reflect a more realistic cost associated with these verifications, staff cost estimates have been updated to reflect average payroll costs for those staff members who process the verification. If metric outcomes were based the costs incurred when this activity was initially proposed, student status verifications would have cost the agency \$1,272 while asset verifications would carry a cost of \$1,114.

DRAFT



2014-06: Triennial recertifications for elderly/disabled participants on fixed incomes

Plan Year Approved, Implemented and Amended (if applicable):

This policy was identified, approved, and implemented as a biennial activity in FY 2014. It was expanded into a triennial activity in FY 2015, amended in FY 2017 to allow for the use of local forms to accommodate the triennial schedule and amended in FY 2018 to disregard Cost of Living Adjustment (COLA) increases between recertifications. In FY 2023, RHA amended the activity to allow for changes in the HCV payment standard to be applied if/when a contract rent increase was implemented by the participant's landlord.

MTW Statutory Objective(s):

Reduce costs and achieve greater cost effectiveness in federal expenditures.

Description:

Elderly and disabled PH residents and HCV participants with stable income sources now have recertifications on a triennial schedule as the amount of rent RHA receives from stable income households when the COLA is applied is completely negligible. Any COLA increases received between recertification dates are retained by the family and will not be counted towards rent until a "true" triennial recertification is processed.

Stable income sources include and are limited to: Social Security benefits, Supplemental Security Income (SSI), Social Security Disability (SSD), and pensions. There can be no earned income in the household and no minors.

If a participant meets both the elderly or disabled definition as defined by HUD *and* the stable income definition, RHA performs a triennial recertification rather than an annual recertification; if not, the participant remains under the annual recertification schedule. Any elderly/disabled household with additional income sources other than the above-defined stable income sources, are required to have annual recertifications.

As the region's affordable housing shortage continues, RHA's goal is to ensure continued affordability for RHA's elderly and disabled HCV participants on this triennial recertification schedule. To accommodate this, updated payment standards are applied following a contract rent increase request rather than allowing them to only be applied during the family's annual reexamination.

Impact:

In FY 2024, RHA continued to experience both staff time savings and agency cost savings. This savings was based on 862 recertifications in the HCV program and 225 recertifications in the PH program that were skipped based on the established triennial recertification schedule.

Update/Status:

The activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.



2014-06 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost for recertification of elderly/disabled participants on fixed incomes.	\$140,933 HCV: \$112,291 PH: \$28,642	\$113,887 HCV: \$91,989 PH: \$21,898	\$121,010 HCV: \$98,318.48 PH: \$22,691.25 Total annual savings: \$19,924 FY 2023: \$141,426 FY 2022: \$129,558 FY 2021: \$112,978 FY 2020: \$124,761	No

2014-06 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total amount of staff time to complete recertification of elderly/disabled participants on fixed incomes.	6,726.23 hours HCV: 468.02 hours per month or 5,616.23 hours annually PH: 92.5 hours per month or 1,110 hours annually	5,625.94 hours HCV: 401.49 hours per month or 4,817.86 hours annually PH: 67.34 hours per month or 808.08 hours annually Total savings of 91.69 hours per month or 1,100.28 hours annually	3,369.2 hours HCV: 215.45 hours per month or 2,991.52 hours annually PH: 65.32 hours per month or 783.78 hours annually Total savings of 121.85 hours per month or 1,462.22 hours annually FY 2023: 3,907.02 FY 2022: 3,414.66 FY 2021: 3,381.50 FY 2020: 3,958.86	Yes

2014-06 CE #5: Increase in Agency Rental Revenue				
<i>Rental revenue in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	\$0	\$0	\$0	Yes

Hardship Policy:

RHA proposed no hardship policy as no additional burden was being placed on residents, however, residents can request an annual recertification should they experience a hardship. Throughout FY



2024, no participants requested an annual recertification instead of waiting for the scheduled triennial recertification. However, if a participant requests a hardship where an annual recertification is processed, future triennial recertification dates will be reset and based on the requested recertification date.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

Due to the overall nature of this activity, not all benchmarks were achieved. RHA does not anticipate achieving benchmarks year over year.

DRAFT



2015-01: Elimination of all negative rents & simplification of HCV utility allowances

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2015.

MTW Statutory Objective(s):

Reduce costs and achieve greater cost effectiveness in federal expenditures by eliminating the amount spent each month on negative rents, reducing the amount of staff time needed to calculate utility allowances and encouraging participants to find a unit that matches their voucher size.

Description:

Due to HUD's rules regarding calculation of income, PHAs may pay a utility reimbursement to the participant if the utility allowance (for tenant-paid utilities) exceeds the amount of the TTP.

Following implementation of this activity, RHA's PH residents and HCV participants no longer receive negative rents due to utility allowances.

RHA also simplified the HCV utility allowances for all units by creating a flat utility allowance schedule based on structure type and authorized voucher bedroom size through this activity. This simplified schedule is reviewed annually based on current utility rates and usage to determine whether the schedule accurately reflects current market conditions.

Impact:

Following HUD's approval of RHA's FY 2015 MTW Plan, RHA notified PH residents and HCV participants regarding the elimination of all negative rents effective October 1, 2014. There are currently no HCV participants or PH residents receiving a utility reimbursement payment.

At the end of FY 2024, 1,998 HCV participants were receiving the simplified utility allowance. This schedule allows HCV participants to know exactly what amount they will receive and encourages them to seek out units based on their authorized voucher size and energy efficiencies. Implementation of the simplified schedule has saved a significant amount of staff time and alleviated errors within rent calculations.

Update/Status:

The simplified utility allowance schedules have been set using current utility rates and reasonable expectations of use. RHA reviews the utility allowance schedule annually. If the review finds a utility rate has changed by 10 percent or more since the last revision, the schedule is revised to reflect the new utility rates. RHA also noted that several landlords were no longer paying for utilities such as water, sewer, and trash, but rather passing this expense along to the tenant. To assist tenants in finding units that are affordable, RHA established an updated utility allowance schedule in October 2023. Tenants who now pay for at least two of these additional utilities receive a higher utility allowance to cover this increased expense.

This activity remains ongoing.



Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

The following Baselines, Benchmarks and/or Metrics relate to the elimination of negative rents:

2015-01 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline³¹	Benchmark³²	Outcome	Benchmark Achieved?
Amount in negative rents issued to PH residents.	\$13,180	\$660	\$0	Yes
Amount in negative rents issued to HCV participants.	\$198,785	\$9,940	\$0	Yes

2015-01 CE #2: Staff Time Savings				
<i>Total time to complete task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
PH staff hours to complete task.	6 hours annually or 0.5 hours per month	0 hours	0 hours	Yes
HCV staff hours to complete task.	204 hours annually or 17 hours per month	0 hours	0 hours	Yes

The following Baselines, Benchmarks and Metrics relate to the simplification of HCV utility allowances:

2015-01 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline³³	Benchmark	Outcome	Benchmark Achieved?
Cost of HCV utility allowances.	\$263,371 per month	\$253,566 per month	\$174,310 per month FY 2023: \$133,943 FY 2022: \$126,853 FY 2021: \$129,807 FY 2020: \$132,798	Yes

³¹ Baseline is set at the cost incurred January – December 2013.

³² Benchmark is set at 5% of original cost based on probable hardship requests.

³³ RHA's baseline for this Metric was estimated based on a sample of 372 HCV participants in January 2014 and assumed 100% voucher utilization with all participants receiving a utility allowance. The actual cost in October 2014 for 2,174 HCV participants who were leased up and receiving a utility allowance that month was \$201,684 which included 1,353 HCV participants who were still on the old utility allowance schedule.



2015-01 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Hours to calculate HCV utility allowances.	32.5 hours annually	12 hours annually	9.9 hours annually FY 2023: 10.0 FY 2022: 10.4 FY 2021: 10.3 FY 2020: 10.5	Yes

2015-01 CE #3: Decrease in Error Rate of Task Execution				
<i>Average error rate in completing task as a percentage (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing the HCV utility allowances.	2.6%	0.5%	0%	Yes

2015-01 CE #5: Increase in Agency Rental Revenue				
<i>Rental revenue in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome ³⁴	Benchmark Achieved?
Rental revenue after the simplification of HCV utility allowances.	\$0	\$117,760	\$1,467,459 \$122,288 per month or \$1,467,459 annually FY 2023: \$983,063 FY 2022: \$897,976 FY 2021: \$862,525 FY 2020: \$826,635	Yes

Hardship Policies:

RHA established a hardship policy based on the elimination of negative rents that included referring affected families to Workforce Development for budgeting classes and any other assistance necessary to learn to manage their finances.

³⁴ This outcome reflects year over year increases due to higher utility allowances. It is not an actual increase in agency rental revenue for RHA. Outcome reflects accumulated annual savings following implementation of this activity in FY 2014. For FY 2024 only, RHA's annual increase was \$484,397 or \$40,366 per month.



Hardship Requests:

This activity was implemented in FY 2015 and to date, there have been no related hardship requests. Therefore, staff have determined that no excessive hardship exists for the population as a whole and no annual reevaluation of the activity has taken place.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Solutions:

In FY 2024, RHA's average utility allowance increased to \$105.39, based on the 1,998 HCV participants who were receiving one. This is a significant increase from FY 2023, where RHA's average utility allowance was \$68.44 based on 2,016 HCV participants. This increase reflects new utility rates and RHA's higher utility allowance schedule for those participants who now pay for at least two additional utilities such as water, sewer, and trash. RHA does not anticipate any challenges in achieving the benchmarks identified for this activity.



2015-02: Allow RHA to inspect its own HCV units

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2015.

MTW Statutory Objective(s):

Reduce costs and achieve greater cost effectiveness in federal expenditures by allowing RHA staff to inspect agency owned units rather than paying a contractor.

Description:

Under HUD's rules, a unit that is owned by the PHA that administers the HCV program may not be inspected for HQS compliance by PHA staff. The PHA must obtain the services of a HUD approved independent entity to perform HQS inspections, which often resulted in longer lead times for a unit to become available for a tenant. In FY 2015, RHA staff began conducting inspections on all HCV and PBV units rather than using a third-party contractor, regardless of ownership or property management status, including properties that are owned or managed by RHA.

Impact:

Prior to the implementation of this activity, RHA was required to hire outside inspectors to conduct all inspections on RHA owned units. Furthermore, RHA staff were required to accompany the inspector to each inspection to fill out any additional paperwork. Scheduling these inspections between RHA staff and the third-party contractors often slowed down occupancy, which, over time, cost the agency more money based on the length of the vacancy.

During FY 2024, RHA staff conducted 3 initial inspections, 15 reinspections, and 39 annual inspections on agency owned units rather than using a third-party contractor.

The following table shows the estimated amount of time RHA staff spent at each annual/initial HQS inspection. The total amount of time spent at each inspection is based on the bedroom size of the unit. It is important to note that the times estimated are conservative and do not include travel to and from the property location.

Estimated FY 2024 staff time spent inspecting RHA owned units			
Bedroom Size	Estimated amount of staff time per inspection	# of inspections performed	Staff time (in minutes)
0	25 minutes	3	75
1	30 minutes	20	600
2	30 minutes	8	240
3	35 minutes	21	735
4	40 minutes	5	200
5	45 minutes	0	0
6	50 minutes	0	0
Total amount of staff time spent (in minutes):			1,850
Total amount of staff time spent (in hours):			31



Update/Status:

The activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

2015-02 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total amount incurred to have RHA owned HCV units inspected by outside agencies.	\$4,645	\$0	\$0	Yes

2015-02 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Hours spent inspecting HCV units owned by the Agency.	117.83 hours ³⁵	75.75 hours ³⁶	30.83 hours ³⁷ FY 2023: 95.75 FY 2022: 66.83 FY 2021: 121.08 FY 2020: 47	Yes

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual changes to the metrics/data collection methodology.

³⁵ Baseline was set based on each inspection taking 10 minutes to schedule and log and one hour for a staff member to accompany the inspector to fill out any additional paperwork for a total of 70 minutes.

³⁶ Benchmark has been set based on RHA staff spending approximately 45 minutes per inspection; a savings of 25 minutes per inspection or 42.08 hours annually.

³⁷ RHA staff conducted 57 inspections in FY 2024. Each inspection took approximately 25-45 minutes based on bedroom size resulting in a savings of 23.75 staff hours.



Challenges in Achieving Benchmarks and Possible Strategies:

Although the amount of staff time did meet the set benchmark for staff time savings (2015-02 CE #2), RHA's ability to meet this metric is completely reliant on the number of inspections scheduled. During FY 2024, RHA staff conducted 57 inspections on agency owned properties at approximately 32.46 minutes per property, 12.54 minutes less than RHA's benchmark of 45 minutes per property. Implementation of this activity continues to allow inspections to become more efficient and cost effective.

DRAFT



2016-01: Simplification of medical deductions

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2016. The activity was amended in FY 2018 to restructure and further simplify the income tiers and associated deductions.

MTW Statutory Objective(s):

Reduce cost and achieve greater cost effectiveness in federal expenditures by reducing the amount of time staff spend verifying all medical deductions claimed during HCV and PH recertifications.

Description:

Under HUD regulations (24 CFR §5.611), if the head, co-head/spouse, or sole member of an applicant household is elderly or disabled, the entire household may claim, as a deduction, medical expenses that are more than three percent (3%) of their annual income if the expenses are not compensated for or covered by insurance. As all deductions from income must be verified, gathering the required documentation often results in a substantial amount of time spent by households wanting to claim the deduction and, in many cases, the required documentation may include private information that some would rather not share. Rather than use third party verifications and require residents to provide receipts showing out of pocket medical expenses, RHA established simplified medical deductions based entirely on the household's gross income.

Impact:

As of June 30, 2024, 392 PH residents and 1,595 HCV participants were directly impacted by this activity. Under RHA's revised income tiers, several households are now receiving a medical deduction of \$0. Of the 1,987 eligible households, 36.39% were receiving a simplified medical deduction that was more than \$0. Broken down by program, this included 131 PH residents and 592 HCV participants.

Update/Status:

The following simplified medical deductions remain effective for annuals and vouchers issued on or after January 1, 2021:

Simplified Medical Deductions	
Gross Annual Income Range	Annual Medical Deduction
\$1 - \$12,729	\$0
\$12,730 - \$17,110	\$1,700
\$17,111 +	\$2,915

The activity remains ongoing.



Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

2016-01 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline³⁸	Benchmark	Outcome	Benchmark Achieved?
Costs associated with PH program calculations.	\$5,040	\$0	\$67.40 FY 2023: \$67 FY 2022: \$0 FY 2021: \$30 FY 2020: \$30	No
Costs associated with HCV program calculations.	\$20,412	\$0	\$59.81 FY 2023: \$29.90 FY 2022: \$0 FY 2021: \$24 FY 2020: \$119	No

2016-01 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline³⁹	Benchmark	Outcome	Benchmark Achieved?
Hours associated with PH program calculations.	191.14 hours	0 hours	2.1 hours FY 2023: 2.1 hours FY 2022: 0 hours FY 2021: 1.05 hours FY 2020: 1.05 hours	No
Hours associated with HCV program calculations.	966.47 hours	0 hours	2.11 hours FY 2023: 1.055 hours FY 2022: 0 hours FY 2021: 1.055 hours FY 2020: 5.275 hours	No

³⁸ Prior to implementation, medical deductions were verified for approximately 15.17 PH households and 76.34 HCV households per month. Baseline costs were estimated based on a total cost per client of \$27.70 per PH verification and \$22.28 for each HCV verification.

³⁹ PH Asset Managers/Assistant Managers spend approximately 1.05 hours per PH verification. Within the HCV program, each verification took Housing Specialists .325 hours and Office Clerks .73 hours.



2016-01 CE #3: Decrease in Error Rate of Task Execution				
<i>Average error rate in completing task as a percentage (decrease).</i>				
Unit of Measurement	Baseline ⁴⁰	Benchmark	Outcome ⁴¹	Benchmark Achieved?
Rate associated with PH program calculations.	2%	0%	1.27%	No
Rate associated with HCV program calculations.	5%	0%	0.31%	No

2016-01 CE #5: Increase in Agency Rental Revenue				
<i>Rental revenue in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark ⁴²	Outcome ⁴³	Benchmark Achieved?
Rental revenue associated with PH program.	\$0	\$11,221	\$2,328 FY 2023: \$2,200 FY 2022: \$2,164 FY 2021: \$68 FY 2020: (\$8,883)	No
Rental revenue associated with HCV program.	\$0	\$8,765	(\$13,472) FY 2023: \$772 FY 2022: \$9,113 FY 2021: (\$148) FY 2020: (\$19,284)	No

Hardship Policy:

In the event a participant wishes to have their portion of rent calculated based on unreimbursed medical expenses contrary to this activity, they must request a hardship. A three-person committee was established by RHA to review all requests for hardship. Prior to being considered for a hardship and referred to the established committee, participants are required to meet all the criteria set forth in RHA's MTW Annual Plan and internal hardship procedure. These criteria include (1) the household's monthly rent can be no less than RHA's established minimum rent, and (2) third party documentation must be provided detailing all anticipated medical expenses including

⁴⁰ Out of 225 audits conducted on PH tenant files, six were found to contain errors related to the calculation of medical deductions. Similarly, out of 72 audits conducted on HCV participant files, four were found to contain errors.

⁴¹ Five of the 392 PH households who were eligible for a deduction greater than \$0 were found to contain errors. Similarly, five of the 1,595 HCV households who were eligible for a deduction greater than \$0 were found to contain errors.

⁴² RHA estimated that 308 PH residents would have their rent increased by an average of \$3.04 per month, increasing PH rental revenue by \$11,221 after implementation. Likewise, 1,094 HCV participants would have their portion of the rent increased by \$0.67 per month, an increase in annual tenant contribution to rent of \$8,765.

⁴³ As of June 30, 2024, all PH residents and HCV participants were receiving RHA's standard medical deduction. Within PH, 131 PH residents had their rent increased an average of \$1.45 per month, increasing PH rental revenue by \$2,328. Similarly, 592 HCV participants had their portion of rent decrease by \$1.91 per month, an annual decrease in tenant contribution to rent of \$13,472.02.



monetary amounts and frequency. Once the hardship is submitted, the three-person committee will review all the detailed expenses provided and determine whether the requested hardship is warranted. If any part of the established criteria is not met, a hardship will not be granted.

Should a medical hardship be approved in either program, RHA will experience the following cost to the agency:

HCV Cost for Medical Deduction Verification/Processing			
	Material	Time	Labor
Cost for Housing Specialist		.325 hrs @ \$25.86 per hr.	\$8.40
Cost for Office Clerk	\$5.19	.73 hrs @ \$22.34 per hr.	\$16.31
HCV Total Cost Per Client:			\$29.90

PH Cost for Medical Deduction Verification/Processing			
	Material	Time	Labor
Cost for Assistant Manager	\$5.19	1.05 hrs @ \$27.15 per hr.	\$28.51
PH Total Cost Per Resident:			\$33.70

Hardship Requests:

During FY 2024, RHA received three hardship requests due to the implementation of this activity. RHA also has one approved hardship that the committee has approved indefinitely as long as the resident is housed in PH.

Actual Non-Significant Changes:

There are no additional actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

Throughout FY 2024, this activity affected 471 PH residents and 1,714 HCV participants, of which 198 have since moved off assistance. The outcomes reported under this metric include only those families who were eligible for the standard medical deduction and housed on June 30, 2024. This includes 388 PH residents of which six are receiving the correct FY 2018 medical deduction, 122 are receiving the correct FY 2021 medical deduction, and four are receiving an incorrect deduction amount. Similarly, 1,583 HCV participants of which two are receiving the correct FY 2018 medical deduction, 580 are receiving the correct FY 2021 medical deduction, and four are receiving the incorrect deduction amount. The remaining households receive no deduction based on the established income tiers or the household's certification that no medical expense is being incurred.

Benchmarks for agency cost savings (2016-01 CE #1) and staff time savings (2016-01 CE #2) were not met for both programs due to medical hardships that were requested. RHA does not anticipate meeting either of these benchmarks if a hardship is requested and approved by the committee. When this activity was initially proposed, it was anticipated that RHA's rental revenue would



increase (2016-01 CE #5). However, implementation of this activity resulted in an overall loss. During initial analysis, RHA assumed that this activity would affect approximately 308 PH residents and 1,094 HCV participants. Upon further review it was discovered that several households were omitted from the baseline data during the initial analysis. Realizing the overall loss of rental revenue and tenant contribution to rent, RHA amended this activity in FY 2018. The amended activity revised the income tiers and related deductions. It also established a requirement that all households self-certify that ongoing medical expenses were actually incurred prior to receiving the deduction. In FY 2025, each of the income tiers were revised based on the current Medicare Assistance Program.

DRAFT



2016-05: Eliminate Earned Income Disallowance (EID)

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2016.

MTW Statutory Objective(s):

Reduce cost and achieve greater cost effectiveness in federal expenditures by saving the staff time necessary to track EID participants throughout their eligibility period.

Description:

EID allows eligible tenants in the PH and HCV programs to increase their incomes through employment without triggering rent increases. Under HUD's guidelines (24 CFR §960.255), EID applies to a family member residing in PH whose annual income increases because of employment or increased earnings. Within the HCV program, EID applies to a family whose income increases because of employment or increased earnings of a family member who is a person with disabilities (24 CFR §5.617). The resulting income increase is fully excluded for 12 months and 50% excluded for an additional 12 months. As EID regulations are cumbersome to apply and only affected approximately three percent (3%) of the tenants in RHA's PH and HCV programs, RHA eliminated this HUD-mandated calculation of rent in FY 2016.

Impact:

As of July 31, 2017, all existing EID participants have transitioned off the program.

Update/Status:

The activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

2016-05 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline ⁴⁴	Benchmark	Outcome	Benchmark Achieved?
Costs associated with EID calculations in the PH program.	\$2,553	\$2,553	\$0 FY 2017: \$1,612 FY 2016: \$2,016	Yes
Costs associated with EID calculations in the HCV program.	\$440	\$440	\$0 FY 2017: \$308 FY 2016: \$396	Yes

⁴⁴ Based on 74 PH residents participating in EID (35 who were employed) and 25 HCV households participating in EID (10 who were employed). Baselines were based on a cost of \$53.74 per employed PH resident and \$43.99 per employed HCV participant. Monthly tracking by six PH staff members (25 min per month) resulted in an additional cost of \$55.98 per month.



2016-05 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline⁴⁵	Benchmark	Outcome	Benchmark Achieved?
Hours associated with EID calculations in the PH program.	114 hours Asset Manager & Assistant Asset Manager: $35 \times 0.8 = 28$ $35 \times 1.6 = 56$ $2.5 \times 12 = 30$ $28 + 56 + 30 = 114$	114 hours	0 hours FY 2017: 72 hours FY 2016: 90 hours	Yes
Hours associated with EID calculations in the HCV program.	24 hours Housing Specialist: $10 \times 0.8 = 8$ $10 \times 1.6 = 16$ $8 + 16 = 24$	24 hours	0 hours FY 2017: 17 hours FY 2016: 21 hours	Yes

2016-05 CE #3: Decrease in Error Rate of Task Execution				
<i>Average error rate in completing a task as a percentage (decrease).</i>				
Unit of Measurement	Baseline⁴⁶	Benchmark	Outcome	Benchmark Achieved?
Error rate associated with PH program calculations.	0%	0%	0%	Yes
Error rate associated with HCV program calculations.	0%	0%	0%	Yes

⁴⁵ Based on 74 PH residents participating in EID (35 who were employed) and 25 HCV households participating in EID (10 who were employed). Annual recertifications take staff 0.8 hours to complete while staff spend 1.6 hours on each change to rent calculation due to an increase in income. On average, each household also requested two changes to their rent calculation due to a change in income. Furthermore, PH staff tracked all 74 EID participants on a monthly basis. Similarly, EID rent calculations were conducted for 10 HCV households. On average, each of these households also requested two changes to their rent calculations due to a change in income.

⁴⁶ Staff routinely conduct audits on tenant files to determine and identify errors based on the various variables to calculate rent in the PH and HCV programs. Several audits conducted less than 1% have been found to contain errors associated with EID calculations within the PH program. Furthermore, the number of households enrolled in EID on the HCV program is less than 1% of the population. Both of these factors render the average error rate as negligible.



2016-05 CE #5: Increase in Agency Rental Revenue				
<i>Rental revenue in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue associated with PH program.	\$0	\$28,171	\$28,171 FY 2017: \$50,836 FY 2016: \$10,459	Yes
Rental revenue associated with HCV program.	\$0	\$4,747	\$4,747 ⁴⁷ FY 2017: 17,921 FY 2016: \$0	Yes

Hardship Policy:

EID PH residents and HCV participants who were enrolled in the program upon implementation on August 25, 2015, could retain their benefits for a minimum of one year following plan approval. As a result, no hardship policy was established or required for this activity.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Solutions:

Upon implementation of this activity, RHA stopped enrolling new households in EID and existing EID participants began to be phased off the program through a transition period. As all PH residents and HCV participants have successfully transitioned off the EID program, the outcomes for agency cost savings and staff time savings (2016-05 CE #1 and 2016-05 CE #2) will remain at zero. Furthermore, the outcomes for error rate and increase in agency rental revenue (2016-05 CE #3 and 2015-05 CE #5) will continue to show RHA’s initial benchmark going forward.

⁴⁷ This is tenant contribution to rent, not an increase in rental revenue to RHA.



2016-06: Disregard earned income of PH household members, age 18-20, who are not the head of household, co-head, or spouse

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2016.

MTW Statutory Objective(s):

Create incentives for young adults to work, seek work or prepare for work in order to become economically self-sufficient.

Description:

Current HUD regulations for the PH program require that all earned income of adult children, between the ages of 18 and 20, be factored into the household's rent. To provide an incentive to pursue employment and become economically self-sufficient, RHA revised the definition of countable income and began excluding all earned income for these young adults when determining rent for the entire household. This exclusion is only applicable if the young adult is not the head of household, co-head, or spouse.

Impact:

During FY 2024, there were 69 adult children between the ages of 18-20 living in PH who were eligible to participate in this activity upon gaining employment. Of these 69 young adults, 21 are currently employed, 22 are unemployed, two receive SSI, 21 moved off the program and three turned 21.

Average earned income of adult children (ages 18-20) who are not the head of household or co-head	
	PH residents
Maximum Amount Earned	\$40,268
Minimum Amount Earned	\$7,025

Total annual earned income amount	
Annual amount of income earned by adult children (ages 18-20) in the PH program who were not the head of household or co-head	\$335,272

On average \$27,939 was excluded from income calculations per month due to the implementation of this activity. As earned income for these young adults living in PH, who are not the head of household, co-head, or spouse, has been completely excluded, RHA experienced a loss of \$11,019 per month in potential rental revenue. With the assumption that this remained consistent throughout the year, these PH households saved an average of \$525 per month from their portion of the rent.

Update/Status:

To evaluate the overall effectiveness of this activity, in March 2024, RHA began surveying all families who benefited or could have benefited from this income exclusion. The results of this survey can be found at the end of this report (*see Attachment II*). The activity remains ongoing.



Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

2016-06 CE #5: Increase in Agency Rental Revenue				
<i>Rental revenue in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars.	\$0	\$0	\$0	Yes

2016-06 SS #1: Increase in Household Income				
<i>Average earned income of households affected by this policy in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of adult children, ages 18-20, living in PH affected by this policy.	\$11,481	\$12,629	\$27,939 FY 2023: \$27,099 FY 2022: \$21,583 FY 2021: \$20,932 FY 2020: \$14,555	Yes

2016-06 SS #8: Households Transitioned to Self-Sufficiency				
<i>Number of households transitioned to self-sufficiency (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome ⁴⁸	Benchmark Achieved?
Number of households transitioned to self-sufficiency.	0	0	2 FY 2023: 0 FY 2022: 0 FY 2021: 3 FY 2020: 1 16 households affected by this policy have met RHA's first phase of self-sufficiency with two transferring to the HCV program.	Yes

⁴⁸ In FY 2017, RHA changed its definition of self-sufficiency to two phases. The first phase occurs as household members maintain consistent employment for 12 months or when a reduction in subsidy results in the household being responsible for more than 50% of the rent. The final phase of self-sufficiency occurs automatically once the household is no longer receiving assistance or when the household voluntarily ends participation. The outcome for this metric includes only those households who have met RHA's definition in regard to the final phase of self-sufficiency.



Hardship Policy:

Although this is technically a rent reform activity, the benefit of the activity is going directly to the PH household. As a result, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Solutions:

There were no challenges in achieving the benchmarks identified for this activity.

DRAFT



2016-07: Implement a \$75 fee for each additional HQS inspection when more than two inspections are required

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2016.

MTW Statutory Objective(s):

Reduce cost and achieve greater cost effectiveness in federal expenditures by saving the staff time necessary to conduct more than two inspections on a single property due to the owner/manager's failure to complete the needed repairs.

Description:

RHA is required to conduct re-inspections on units that fail a Housing Quality Standards (HQS) inspection to ensure that the owner/manager or tenant has corrected the noted violations. If the unit fails HQS, the owner/manager is notified in writing of the deficiencies and repairs that need to be made within 30 days. If the owner/manager does not take the required corrective action, RHA can abate the HAP payment beginning 30 days from the date of the first inspection until the required work is complete. Frequently, a third inspection is required to verify the completion of the noted deficiencies.

To encourage owners/managers to correct the noted violations quickly and provide RHA's clients with safer living conditions, RHA began charging the owner/manager a \$75 fee for each additional HQS inspection when more than two inspections are required due to their failure to complete the necessary repairs. This fee does not remove the abatement of subsidy but covers the administrative costs of conducting inspections.

Impact:

During FY 2024, RHA conducted 79 third inspections, 73 of which were due to the owner/manager's failure to correct the noted violations. Throughout FY 2024, RHA charged 34 HCV landlords the third inspection fee of \$75.

Each time RHA conducts a third inspection, the agency incurs the following cost:

Cost for a Third HQS Inspection		
	Time	Labor
Cost for Inspector	1 hr @ \$33.00 per hr.	\$33.00
Average cost for mileage (assuming 15 miles round trip)	15 miles @ \$0.62 per mile	\$9.38
Total Cost Per Third HQS Inspection:		\$42.38

Update/Status:

The activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.



2016-07 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Cost to complete an HQS inspection after the second fail.	\$3,353	\$1,677	\$3,093 FY 2023: \$3,136 FY 2022: \$4,196 FY 2021: \$3,030 FY 2020: \$1,324	No

2016-07 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Staff time to complete an HQS inspection after the second fail.	101 hours	50 hours	73 hours FY 2023: 74 hours FY 2022: 99 hours FY 2021: 87 hours FY 2020: 38 hours	No

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Solutions:

RHA charged 34 HCV landlords the \$75 third inspection fee in FY 2024, 139 units have incurred the \$75 third inspection fee since this activity was implemented.

As the rental market in the City of Reno, the City of Sparks and Washoe County remains tight, RHA does not want to burden or discourage landlord participation in the HCV program. Therefore, prior to the \$75 fee being assessed, staff review and consider all the reasons a unit may have failed the required inspection. If this activity were to be completely successful, the outcome for both metrics being tracked (2016-07 CE#1 and 2016-07 CE#2) would be zero.



2017-01: Increase verified application data to 120 days for applicants

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2017.

MTW Statutory Objective(s):

Reduce cost and achieve greater cost effectiveness in federal expenditures by reducing the amount of duplicative work needed to re-verify applicant information that was previously deemed true and complete.

Description:

RHA's Section 8 Administrative Plan and federal regulations require information submitted by each applicant to be verified for accuracy as this data is ultimately used to determine program eligibility, priority status, voucher size and the amount of HAP to be paid to the landlord. Per 24 CFR §982.201(e), RHA must receive information verifying that an applicant is eligible for the HCV program within the period of 60 days prior to the issuance of a voucher. Information that is subject to change, which was verified more than 60 days prior, must be re-verified prior to the certification of the applicant's file. If there is a delay after the file has been referred to the HCV program that causes the voucher to not be issued within 60 days, the voucher is suspended, and the information is re-verified. If changes are reported after the file has been referred, but the changes took place prior to the issuance of a voucher, the file is referred back to Admissions staff to obtain written verification and determination as to whether or not the changes have any effect on eligibility, rent or unit size.

The amount of time RHA staff spends following up and tracking third party verification requests is significant and often results in information that is no more reliable than the documents provided by the applicants directly. To streamline the admissions process, reduce the amount of time required by staff, and decrease the time necessary to build a qualified applicant pool, RHA extended the length of time that all verified application data related to income is deemed valid for the HCV program to 120 days. Furthermore, stable income verifications, such as pensions and Social Security award letters, are now valid for all applicants for the duration of the current year.

Impact:

Prior to implementation of this activity, RHA staff sent out approximately 2,772 third party verifications for admission on an annual basis. Following implementation of this activity, the process has become streamlined, and the number of third-party verifications was reduced by 77% in FY 2024 to 636. Allowing stable income verifications to be valid for the current year rather than requiring applicants to obtain additional social security award letters or pension statements every 60 days has also helped to expedite applicants through the admissions process.

The following table reflects costs incurred by RHA for each verification for admission in FY 2024:

Cost for Verifications/Processing in Admissions			
	Material	Time	Labor
Cost for Housing Specialist		.17 hrs @ \$25.86 per hr	\$4.40
Cost for General Office Clerk	\$2.48	.23 hrs @ \$22.34 per hr	\$5.14
Cost per Verification:			\$12.01



Update/Status:

This activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

2017-01 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars.	\$24,643	\$18,483	\$7,638.36 FY 2023: \$3,891 FY 2022: \$4,059 FY 2021: \$2,352 FY 2020: \$3,730	Yes

2017-01 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours.	1,108.8 hours	831.8 hours	254.4 hours FY 2023: 129.6 hours FY 2022: 135.2 hours FY 2021: 104.4 hours FY 2020: 165.6 hours	Yes

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

No challenges were experienced in achieving the benchmarks identified and established for this activity. Benchmarks for this activity were originally based on a decrease of approximately 25% in agency cost and time savings. In FY 2024, both the agency cost savings (2017-01 CE #1) and staff time savings (2017-01 CE #2) saw a decrease of nearly 77% of RHA's original baseline.



2017-02: Asset threshold to determine eligibility for admission

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2017. It was amended in FY 2020 to exclude cash assets when determining eligibility for elderly/disabled HCV and PH households.

MTW Statutory Objective(s):

Increase housing choice for low-income families with limited financial resources.

Description:

Pursuant to 24 CFR §5.609, annual income is defined to include amounts derived (during the 12-month period) from assets to which any member of the family has access. Income resulting from any assets held by the family must be calculated and included when determining program eligibility and rent portions. Under HUD's current guidelines, there is no limit on the amount of assets a family may have access to prior to determination of eligibility.

To serve applicants with the greatest financial need, RHA established an asset threshold when determining initial eligibility for admission to its housing programs. If an applicant has combined assets with a cash value of more than \$50,000, or ownership interest in a suitable dwelling unit that they have a legal right to reside in, they are now determined ineligible.

Impact:

On June 30, 2024, RHA had 7,748 individual applicants on wait lists for various programs offered by the agency. Of these applicants, only one had assets that exceeded RHA's asset threshold.

Update/Status:

This activity remains ongoing.

Activity Metrics:

The following HUD Standard Metric was identified and continues to be tracked for this activity.

2017-02 HC #3: Decrease in Wait List Time				
<i>Average applicant time on wait list in months (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list.	15.45 months	15.45 months	23.45 months FY 2023: 19.84 months FY 2022: 20.92 months FY 2021: 29.79 months FY 2020: 21.84 months	No



Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

There are several factors that influence the length of time an applicant will remain on the wait list which should be noted including, but not limited to, sequestration, local preferences, and the closure of the wait list. Due to these factors, it is nearly impossible to determine whether the length of time an applicant remains on the wait list has decreased as a direct result of implementation of this activity.

DRAFT



2018-01: Landlord Incentive Program

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2018. It was expanded upon in FY 2020 to allow for an additional condition for payment based entirely on damages to the unit caused by the tenant beyond normal wear and tear. It was expanded upon in FY 2024 to provide landlords with a re-lease bonus and a \$1,000 referral bonus.

MTW Statutory Objective(s):

Increase housing choice for low-income families by providing an incentive for private landlord participation within the HCV program.

Description:

Reno, Sparks and Washoe County have experienced a strengthening housing market resulting in private landlords refusing to participate in the HCV program. While this is due in part to the myriad of regulations that must be adhered to prior to leasing to a family participating in the HCV program, it is made worse when some landlords would rather demand a higher rent than lease to an HCV participant. Complicating matters further is that, in some cases, proper notification of a family's intent to move is not always provided which, in the HCV program, can result in the landlord having to pay back a portion of the HAP that they may have already received.

Based on a survey of participating HCV landlords, RHA implemented a Landlord Incentive Program in FY 2018. The program allows landlords to receive their contracted HAP payment through the end of the month for units occupied by HCV participants who vacate under the following conditions: (1) deceased, (2) eviction, (3) skip, (4) family responsibility violation or (5) damages to the unit caused by the tenant, beyond normal wear and tear, that are proven to cost more than the tenant's security deposit. Furthermore, an additional HAP payment equal to one month may be received for these same units regardless of the actual move-out date of the participant, if the request is made in writing by the landlord.

Under RHA's Landlord Incentive Program, landlords will only be able to qualify for payment of one additional month utilizing one of the five conditions. At no time will they be allowed to claim more than one month by using a combination of more than one of five conditions identified.

Impact:

The Landlord Incentive Program was designed to facilitate lease ups and increase landlord participation resulting in an increase in housing choice for RHA's low-income families. As private landlords are now provided with additional assurances should they rent to HCV participants that they otherwise would not have, RHA expects this activity to facilitate the retention of landlord participation within the HCV program.

As of June 30, 2024, RHA experienced 167 move outs within its HCV program for the following reasons:



Move Out Reason	Number
Moved to Other Section 8 Unit	32
Porting Out to Other PHA	8
End of Participation: Termination – Fraud	0
End of Participation: No Longer Eligible	0
End of Participation: Voluntary Move Out	8
End of Participation: Absorbed Port	0
End of Participation: Family Responsibility Violation	13
End of Participation: Deceased	58
End of Participation: Skipped	7
End of Participation: Eviction	41
Temporary Move Out	0

Based on the criteria set forth in this activity, 128 of these move outs were eligible for an additional HAP payment under the Landlord Incentive Program. In FY 2024, RHA made 167 payments for a total of \$194,409. This total included \$131,271 for HCV participants, \$39,493 on behalf of VASH voucher holders, \$22,085 was made on behalf of EHV households, and \$1,560 on behalf of FYI households.

Landlord Incentive Program	
Move Out Reason	Amount Paid
End of Participation: Family Responsibility Violation	\$23,165
End of Participation: Deceased	\$75,998
End of Participation: Skipped	\$11,174
End of Participation: Eviction	\$69,295
Damages	\$14,777
Total Amount Paid:	\$194,409

Update/Status:

Current market conditions within Reno, Sparks and Washoe County have resulted in some private and tax credit properties carrying wait lists to fill new vacancies. To ensure that landlords in our area can maintain equal housing opportunities and follow existing procedures, RHA does not require landlords to rent to another voucher holder to qualify for this incentive.

In FY 2024, RHA amended this activity to allow for an automatic payment of the second month to the landlord. Furthermore, the payment amount can be modified to ensure the landlord receives the actual contract rent amount for the unit rather than the monthly HAP amount. To provide more of an incentive to landlords who lease to RHA’s HCV participants, RHA also received approval to implement a re-lease bonus and a landlord referral bonus program.

This activity remains ongoing.



Activity Metrics:

The following HUD Standard Metric was identified and tracked for this activity.

2018-01 HC #2: Units of Housing Preserved				
<i>Number of housing units preserved that would otherwise not be available (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of housing units preserved for households at or below 80% AMI.	19	31	25	No

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

RHA implemented its Landlord Incentive Program on October 1, 2017. Following implementation, staff began promoting the program to both new and current landlords through its website, quarterly landlord newsletters, landlord briefings, word of mouth, and most recently by bringing a Landlord Liaison on staff. In FY 2024, 15% of landlords who received the incentive payment leased their unit to another HCV family.



2019-01: Redetermination of rent reasonableness as a result of a change in contract rent

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2019.

MTW Statutory Objective(s):

Reduce costs and achieve greater cost effectiveness in federal expenditures by reducing the amount of time it takes to process rent change requests of 10% or less. Providing some flexibility from regulation is expected to increase housing choice through the retention of landlords who are leasing to HCV program participants.

Description:

Reno, Sparks and Washoe County have continued to experience a strengthening housing market that has resulted in an overall shortage of affordable housing units. With limited inventory and an influx in population the need for additional housing stock has continued to grow resulting in an extremely tight rental market and increased rents throughout the area. This strengthening market has resulted in private landlords becoming wary or simply refusing to rent to HCV participants. This is due in part to the desire of private landlords to make more of a profit but made worse by the abundance of regulations that must be adhered to when leasing to a family participating in the HCV program. These restrictive regulations include mandatory inspections and the requirement to determine whether a contract rent increase (CRI) request is reasonable. In the past, RHA's landlords expressed dissatisfaction in having to complete a rent reasonableness determination when requesting a rent increase and many openly disagreed with the comps used if the amount requested was determined to be unreasonable.

Based on this information and the current rental market conditions, RHA began waiving the requirement for a rent reasonableness determination if the new requested rent amount represented a change of 10% or less.

Impact:

During FY 2024, RHA processed 1,343 rent change requests of which 620 or 46% sought a change of 10% or less. Should a rent reasonableness determination be required, RHA incurs the following cost:

Cost for Processing CRI			
	Material	Time	Labor
Cost for General Office Clerk II	\$0.4024	.21 hrs @ \$23.45 per hr	\$4.92
Cost for Rental Assistance Administrator		.02 hrs @ \$37.81 per hr	\$0.76
Totals	\$0.4024		\$5.68
Cost per CRI Request			\$6.08

Update/Status:

To ensure this policy change remains a viable option for waiving the required rent reasonableness determination following a CRI request, RHA will conduct a general analysis of the local rental



market once the market stabilizes. Based on this analysis, RHA may adjust this percentage to accommodate the current conditions.

In FY 2024, RHA amended this activity to waive the requirement for rent reasonableness determinations provided that the new requested rent amount is a change of 10% or less but requests that are at or below the current HCV payment standard are automatically approved.

This activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and tracked for this activity.

2019-01 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost to redetermine reasonable rent as a result of a CRI request.	\$5,451	\$1,854	\$5,229 FY 2023: \$6,080 FY 2022: \$1,739 FY 2021: \$802 FY 2020: \$1,574	No

2019-01 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to redetermine reasonable rent as a result of a CRI request.	254.03 hours	86.40 hours	108.68 hours FY 2023: 85.28 hours FY 2022: 64.35 hours FY 2021: 37.35 hours FY 2020: 73.35 hours	No

2019-01 CE #3: Decrease in Error Rate of Task Execution⁴⁹				
<i>Average error rate in completing a task as a percentage (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate when determining reasonable rent as a result of a CRI request.	0%	0%	0%	Yes

⁴⁹ RHA utilizes GoSection8 for all rent reasonableness determinations, therefore, the agency has not experienced an error rate in task execution.



2019-01 CE #5: Increase in Agency Rental Revenue				
<i>Rental revenue in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increase in rental revenue following the determination of reasonable rent as a result of a CRI request.	\$212,665	\$232,952	\$229,126 ⁵⁰ FY 2023: \$132,782 FY 2022: \$288,893 FY 2021: \$300,893 FY 2020: \$308,646	No

2019-01 HC #4: Displacement Prevention				
<i>Number of households at or below 80% AMI that would lose assistance or need to move (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total number of households at or below 80% AMI who would lose assistance or need to move should landlords no longer participate in the HCV program.	1,129	24	0	Yes

2019-01 HC #5: Increase in Resident Mobility				
<i>Number of households able to move to a better unit and/or neighborhood (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total number of households able to move to a better unit and/or neighborhood of opportunity as a result of landlords continuing to participate in the HCV program.	1,105	2,382	2,098 FY 2023: 2,299 FY 2022: 2,235 FY 2021: 2,188 FY 2020: 2,251	No

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

⁵⁰ This is an increase in tenant contribution to rent and not an actual increase in rental revenue to RHA.



Challenges in Achieving Benchmarks and Possible Strategies:

Throughout FY 2024, RHA received 1,343 CRIs of which 64 were requests from landlords who were not eligible to receive one. Although not included in the reporting metrics, 117 landlords from the VASH program requested CRIs of which six were deemed ineligible.

In FY 2024, approximately 64% of CRI requests processed by RHA were from landlords who requested more than a 10% increase, a slight decrease from the 73% requested in FY 2023. Although RHA did not meet some of the established benchmarks during this FY, the volatile rental market explains the challenges faced for agency cost savings (*2019-01 CE #1*) and staff time savings (*2019-01 CE #2*). If/when the rental market in Reno/Sparks begins to stabilize, RHA anticipates meeting both of these benchmarks.

DRAFT



2019-02: Provide incentives to \$0 HAP households

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2019.

MTW Statutory Objective(s):

This activity provides incentives to families with children where the head of households is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient.

Allowing qualifying households to self-certify annual income also reduces cost and achieves greater cost effectiveness in federal expenditures.

Description:

Many of RHA's families who increase their household earnings and begin to pay full contract rent also experience the "benefits cliff". For several of these families, an increase in earned income results in a loss of eligibility for certain public benefits such as Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), childcare subsidy and housing. As a result, it is not uncommon for households approaching the end of their housing assistance within the HCV program to elect to reduce their income or lose employment to keep their housing assistance. Although these families have successfully increased their household earnings enough to pay the full contract rent, many remain fearful of no longer having the safety net offered through assistance eligibility.

To ease this fear and increase the success rate of RHA's HCV households in becoming economically self-sufficient, RHA adopted a new policy that extends the length of time a household can remain on the HCV program while receiving zero assistance. By lengthening the period from six months to 12 months, RHA expects to provide an additional level of security and confidence. Participants can continue to increase their earned income while at the same time eliminating the incentive to terminate employment or reduce working hours. The new policy aims to remove the choice many participants face between becoming more self-sufficient and maintaining housing assistance.

As an additional incentive to HCV participants on their way to self-sufficiency, RHA began to allow households at \$0 HAP to accrue a "program completion escrow" account for up to 12 months and alleviate the administrative burden placed on staff by self-certification of income for these households. Using single-fund flexibility, RHA began setting aside 15% of each household's contracted rent monthly in an escrow account while the household remains on the program receiving zero assistance. This escrow accrues beginning the first month that the family reaches \$0 HAP, accumulates monthly for up to 12 months and is provided to the family once the HAP contract has been terminated by RHA and the family has successfully transitioned off the HCV program.⁵¹

⁵¹ All escrow accruals are subject to funding availability and limited to one per lifetime for all adults living in the household at the time of move-off. Should the escrow accrual program cease due to funding restraints, HCV participants will receive any amounts accumulated prior. All households must be moved off of housing assistance at \$0 HAP in order to receive the accumulated escrow funds and will only be able to reapply for assistance following a three year sit out period.



Impact:

Throughout FY 2024, RHA successfully moved off 11 HCV participants with some program completion funds while 18 households remain on the program at full contract rent.

The following table provides an overview of the number of HCV clients who are currently housed or who moved off the program at \$0 HAP in FY 2024:

HCV households at \$0 HAP within FY 2024		
	# of households	Cost of 12-Month Escrow Accrual
EOP - full contract rent for 12 months	7	\$11,436
EOP - full contract rent, moved off prior to 12 months	4	\$3,022
Full contract rent, but within 12-month \$0 HAP period	18	\$41,167 ⁵²
Full contract rent within the FY, but remain on HCV program	17	\$0
Lost employment just prior to EOP at 12 months	1	\$0
Estimated annual cost:		\$55,625
Actual FY 2024 cost:		\$14,458

Update/Status:

This activity remains ongoing.

Activity Metrics:

The following HUD Standard Metric was identified and tracked for this activity.

2019-02 SS #1: Increase in Household Income				
<i>Average earned income of households affected by this policy in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households receiving \$0 HAP (increase).	\$16,198	\$41,675	\$54,302 FY 2023: \$51,813 FY 2022: \$47,190 FY 2021: \$41,875 FY 2020: \$42,295	Yes

⁵² Estimated cost is calculated based on the assumption that these 18 clients will remain on the HCV program at \$0 HAP and accumulate an escrow account for 12 months. These clients are currently accumulating escrow funds, but to date have not moved off the HCV program.



2019-02 SS #2: Increase in Household Savings				
<i>Average amount of savings/escrow of households affected by this policy in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average amount of savings/escrow of households receiving \$0 HAP (increase).	\$81	\$2,484	\$5,250 FY 2023: \$2,231 FY 2022: \$4,091 FY 2021: \$2,433 FY 2020: \$1,724 FY 2019: \$1,699	Yes

2019-02 SS #3: Increase in Positive Outcomes in Employment Status				
<i>Report for each type of employment status for those head(s) of households affected.</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Employed Full-Time	12	41	24 (19 HOH, 5 Co-Head)	No
Employed Part-Time	20	6	4 (4 HOH, 0 Co-Head)	No
Enrolled in an Educational Program	N/A	N/A	N/A	N/A
Enrolled in Job Training Program	N/A	N/A	N/A	N/A
Unemployed	20	8	9 (6 HOH, 3 Co-Head)	No
Other	N/A	N/A	N/A	N/A

2019-02 SS #5: Households Assisted by Services that Increase Self-Sufficiency				
<i>Households assisted by services that increase self-sufficiency (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving \$0 HAP and assisted by services that increased self-sufficiency.	7	21	9	No



2019-02 SS #8: Households Transitioned to Self-Sufficiency				
Unit of Measurement	Baseline	Benchmark	Outcome ⁵³	Benchmark Achieved?
Number of households who were receiving \$0 HAP and successfully transitioned to self-sufficiency.	25	42	9	No

2019-02 CE #1: Agency Cost Savings				
<i>Total cost of task in dollars (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost to process an annual reexamination of HCV households at \$0 HAP.	\$2,398	\$1,046	\$232 FY 2023: \$564 FY 2022: \$696 FY 2021: \$349 FY 2020: \$698 FY 2019: \$1,021	Yes

2019-02 CE #2: Staff Time Savings				
<i>Total time to complete the task in staff hours (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to process an annual reexamination of HCV households at \$0 HAP.	116.76 hours	55.02 hours	9.17 hours FY 2023: 22.27 hours FY 2022: 27.51 hours FY 2021: 18.34 hours FY 2020: 36.68 hours FY 2019: 53.71 hours	Yes

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

⁵³ In FY 2017, RHA changed its definition of self-sufficiency to two phases. The first phase occurs as household members maintain consistent employment for 12 months or when a reduction in subsidy results in the household being responsible for more than 50% of the rent. The final phase of self-sufficiency occurs automatically once the household is no longer receiving assistance or when the household voluntarily ends participation. The outcome for this metric includes only those households who have met RHA's definition in regard to the final phase of self-sufficiency.



Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

The ability to become self-sufficient can vary from one household to another based on several factors including educational, social, and economic foundations. By increasing the timeline to 12 months and adding in an escrow accrual component, RHA anticipates providing an additional level of security for those participants who have increased their household income enough to be removed from housing assistance. RHA hopes to meet each of the benchmarks in the future.

DRAFT



2021-01: Affordable Housing Acquisition, Rehabilitation and Preservation

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2021.

MTW Statutory Objective(s):

This activity will increase housing choice for low-income families.

Description:

RHA is committed to expanding affordable housing throughout the Truckee Meadows through acquisition, new construction, or rehabilitation of housing that not only builds upon the goals outlined in the agency's strategic plan but is also consistent with the MTW demonstration. Through this activity, MTW funds are being utilized to assist in the acquisition/development of new affordable units, the rehabilitation of newly acquired properties, and the preservation and revitalization of existing affordable housing properties. Public and private funds are being leveraged, when possible, to create innovative financing and development strategies through joint ventures or other partnerships.

Update/Status:

Railyard Flats

Railyard Flats is a new affordable housing development at 419 10th Street, in Sparks, Nevada. RHA purchased the land in 2023 utilizing American Rescue Plan Act (ARPA) funds from the State of Nevada. The project is a 3-story walk up on a 1/3 acre consisting of 15 units (nine 1-BR units and six 2-BR units). It will target households at or below 60% AMI with four of the units set aside for households at or below 30% AMI. All units will include energy-efficient and all-electric appliances. Finally, the project is in an area of significant economic investment and redevelopment in downtown Sparks. Future tenants will be within easy walking distance of a major public transportation hub as well as retail and employment opportunities.

The development budget as of June 30, 2024, is \$6,811,915. The funding is coming from a variety of sources including, Home Means Nevada Initiative funds (American Rescue Plan Act SLFRF dollars), HOME-ARP, and MTW Block Grant funds. Construction started in early 2024 and is moving forward ahead of schedule and within budget. Construction completion is expected in October 2024 with lease-up to follow in November 2024.

Hawk View Apartments Redevelopment

Hawk View Apartments Redevelopment project involves the conversion of a 100-unit public housing site to a project-based Section 8 project under the demolition and disposition rules authorized by Section 18 of the U.S. Housing Act of 1937. The Hawk View Apartments are located on two parcels at 1500 Steelwood Lane and 2531 Tripp Drive, Reno, Nevada 89512. In partnership with Brinshore Development, RHA plans to demolish all 28 buildings and build new 3-story buildings that will create 199 units of modern low-income affordable housing on the site. The project will be built using Home Means Nevada Initiative funds (American Rescue Plan Act SLFRF dollars), 4% Low Income Housing Tax Credit (LIHTC) equity, and tax-exempt bonds. Additionally, to ensure that the project can add as many new affordable housing units as possible, RHA's Board of Commissioners have committed up to \$7,550,000 in MTW Block Grants funding to cover potential financial gaps.



RHA contracted with the relocation services company HousingtoHome to provide relocation services to tenants. Tenants have been offered a variety of resources and continued rental assistance to smoothly transition to another property and maintain housing stability. Resident relocation is expected to be complete in August 2024.

RHA has worked closely with its development partner, Brinshore Development, throughout the predevelopment phase of the project. As of June 30, 2024, all major financing for the \$85 million budget has been secured for the project and financial closing and construction start is expected in November 2024.

Silverada Manor Redevelopment

The Silverada Manor redevelopment project involves the substantial rehabilitation of a 150-unit public housing site through the Rental Assistance Demonstration (RAD) program. In partnership with Brinshore Development, RHA will redevelop this property and reposition these 150 public housing units to Project Based Vouchers using HUD's RAD/Section 18 blend. The project has a \$73 million budget and will be completed in three phases. RHA recently received the HUD RAD Conversion Commitment letter and is on track to financially close and begin construction in the fall of 2024. The project will be built using Home Means Nevada Initiative funds (American Rescue Plan Act SLFRF dollars), 4% Low Income Housing Tax Credit (LIHTC) equity, and tax-exempt bonds.

Carville Court Redevelopment

Carville Court is an existing RHA owned property consisting of three 2-unit duplexes located at 1245-1259 Carville Dr, Reno, NV. It was built in 1963 and purchased by RHA in 1997. Following the permanent relocation of existing tenants, RHA plans to demolish and replace the existing buildings with a 2-story walk-up with 11 or more residential units (1BD/1BR), a community room, and on-site offices for property management and supportive services staff. In order to increase the number of units that can be built on the site, a Master Plan Amendment to current zoning must be approved by the City of Reno. As of June 2024, the development budget is \$5,594,427. Based on 2023 TDC limits, \$2,423,894 of the budget will be funded through MTW Block Grant funds. Additionally, RHA was awarded \$701,348 in HOME-ARP funds from the State of Nevada. The agency is continuing to pursue other funding opportunities to fill the project's funding gaps.

RHA anticipates this project to be a supportive housing project and is actively pursuing funding opportunities to support intensive case management at the property including partnering with Washoe County as a co-applicant for a Nevada Supporting Housing Development Fund grant. RHA was awarded \$278,000 in HOME-ARP funds to fund the salary of a full-time supportive service provider on-site through 2030. RHA projects that once occupied, the property's cash flow will allow for that position to be funded beyond 2030.

This activity remains ongoing.



Activity Metrics:

The following HUD Standard Metrics were identified and tracked for this activity.

2021-01 HC #1: Additional Units of Housing Made Available				
<i>Number of new housing units made available for households at or below 80% AMI (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI because of RHA's Affordable Housing Acquisition, Rehabilitation and Preservation activity.	0	0	0	Yes

2021-01 HC #2: Units of Housing Preserved				
<i>Number of housing units preserved for households at or below 80% AMI (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of housing units preserved for households at or below 80% AMI because of RHA's Affordable Housing Acquisition, Rehabilitation and Preservation activity.	0	0	0	Yes

2021-01 HC #5: Increase in Resident Mobility				
<i>Number of households able to move to a better unit and/or neighborhood of opportunity (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity because of RHA's Affordable Housing Acquisition, Rehabilitation and Preservation activity.	0	0	0	Yes

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

There were no challenges in achieving the established benchmarks.



2021-03: Partnership to Assist Homeless Youth

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2021.

MTW Statutory Objective(s):

This activity increases housing choice for homeless youth.

Description:

Washoe County continues to see a steady number of individuals experiencing homeless. Unfortunately, this also includes our community's youth. Eddy House, a local 501(c)3 non-profit, is the central intake and assessment facility in northern Nevada for homeless youth, ages 12-24. Since 2011, Eddy House has provided resources towards stabilizing youth who have experienced homelessness and/or are considered high risk. Recently, the local non-profit purchased and moved into a building that now serves as a resource center during the day and an overnight facility with 43 beds. The new center continues to serve as the central intake and assessment facility while also addressing the immediate overnight and emergency needs of Eddy House's extremely marginalized, non-system population of high-risk youth, ages 12-24.

To complement the new facility and assist this vulnerable population, RHA began utilizing single fund flexibility to assist Eddy House with their 24-hour center by funding up to 43 beds.

Impact:

Through this activity, RHA assists Eddy House in their mission to provide shelter and services to the homeless youth population. In FY 2024, RHA provided Eddy House with monthly assistance for 43 youth.

Update/Status:

This activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and tracked for this activity.

2021-03 HC #1: Additional Units of Housing Made Available				
<i>Number of new housing units made available for households at or below 80% AMI (increase).</i>				
Unit of Measurement	Baseline	Benchmark⁵⁴	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI due to this partnership.	0	43	43	Yes

⁵⁴ Eddy House originally proposed 48 overnight beds, however upon completion of their new 24-hour facility, this number was reduced to 43. The benchmark for this activity was updated to reflect this change.



2021-03 HC #7: Households assisted by Services that Increase Housing Choice				
<i>Number of households receiving services aimed to increase housing choice (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase housing choice due to this partnership.	0	43 ⁵⁵	43	Yes

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

This activity is designed to assist homeless youth in both a community living space and 24-hour drop-in center. The very transient nature of the at-risk population being served make it difficult to anticipate any leasing issues that may be encountered. In FY 2024, Eddy House expanded these services to include 50 emergency shelter beds and 26 community living beds. This expansion resulted in several months where Eddy House provided more beds for homeless youth than RHA had budgeted through this activity. In response to this increased demand, RHA may increase the number of beds this activity is funding in future plans.

⁵⁵ Eddy House originally proposed 48 overnight beds, however upon completion of their new 24-hour facility, this number was reduced to 43. The benchmark for this activity was updated to reflect this change.



2022-01: Workforce Development Program

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2022. It was amended in FY 2023 to allow for any adult member of the household to sign a contract to participate.

MTW Statutory Objective(s):

Implementation of this activity will provide incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient.

Description:

Beginning with its initial application to HUD in 2012, the Family Self-Sufficiency (FSS) program has been a critical component of RHA's participation in the MTW Demonstration. Based on activities implemented and expanded upon over the years, the FSS program quickly began to evolve. Past successes and failures led staff to revise the agency's definition of self-sufficiency in FY 2017 and restructure the FSS program into a Workforce Development (WFD) Program in FY 2019. Through this restructuring, RHA began to provide a more client focused approach to all facets of self-sufficiency.

Increasing the number of PH residents and HCV participants moving toward the final phase of self-sufficiency by directly providing or connecting them to available educational opportunities and job trainings that promote economic independence continued to be a main pillar of RHA's WFD program. Addressing the need for sustainable employment that encourages economic mobility across multiple generations became an integral part of the program's design as well. To achieve this, RHA's WFD program began addressing the needs of the entire family - from one individual member, to parents, and youth.

The mission of the Workforce Development Program is to increase economic security among participants, to strengthen family foundations with the intention of building generational wealth, and to teach fundamental skills to promote independence. Our goal is to lead RHA families and youth to their fullest potential while participating in the Workforce Development Program.

It is anticipated that the addition of a two-generation approach to WFD will help motivate parents to pursue their education or obtain a better job based on the success they see from their child(ren)'s involvement while inspiring youth to become self-sufficient as they enter adulthood. Although some parents and/or youth may already be reaching milestones or engaged with WFD programs, the goal of a two-generation approach is to encourage more family members to participate. Increased participation will serve to cultivate growth within the family, improve the odds of building generational wealth, and move the entire family toward self-sufficiency.

Impact:

By the end of FY 2024, 77 participants have signed Contracts of Participation and are actively involved in RHA's WFD program. The program is designed for motivated participants who are ready to create a concise plan to reach self-sufficiency. As such, each active participant must be interested and have the motivation to work with their Workforce Development Coordinator to:



- Set and attain goals
- Increase employment skills and/or enroll in higher education classes
- Attend Workforce Development in-house workshops that focus on soft and hard employment skills
- Conduct job searches and/or attend career fairs
- Maintain employment

To assist motivated WFD participants working toward the goals identified in their Individual Training and Services Plans (ITSPs), RHA utilized single fund flexibility to implement several financial incentives. This includes providing rent credits based on goal completion and financial assistance with some of the most common barriers to self-sufficiency through the establishment of a Self-Sufficiency Fund.

Throughout FY 2024, RHA provided \$2,072.87 in financial assistance to WFD program participants who experienced unexpected hardships that created a barrier to self-sufficiency. Prior to disbursing any Self-Sufficiency Funds, RHA’s three-person Hardship Committee must review each request to determine viability. Some of the requests approved by the hardship committee over the year include assistance with transportation fees, car payments, and school supplies.

The following table provides a breakdown of the number of rent credits provided by RHA to 26 participating WFD households who met some of the goals identified in their ITSPs:

Rent credits provided to WFD participants within FY 2024			
	\$ of rent credit	# of households	Cost of Rent Credit
Obtaining Employment (32+ hours/week)	\$25	3	\$75
Six months - Consistent same source employment	\$50	4	\$200
12 months – Consistent same source employment	\$100	3	\$300
18 months – Consistent same source employment	\$150	1	\$150
Vocational Certification Earned	\$150	5	\$750
AA/BS Degree Earned	\$200	1	\$200
24 months – Consistent same source employment	\$200	5	\$1,000
36 months - Consistent same source employment	\$250	1	\$250
60 months - Consistent same source employment	\$350	3	\$1,050
JOIN workshop	\$100	1	\$100
Getting Ahead workshop	\$200	8	\$1,600
16 Hours of Volunteer time	\$150	1	\$150
Misc. workshops	-	3	\$250
Actual FY 2024 cost:			\$6,225

Implementation of this activity also serves as an investment in RHA’s youth. RHA’s Youth Workforce Development Program, or Start Smart, has been designed to assist PH and HCV youth in



establishing short and long-term educational and career goals. Benefits of program participation are highlighted with each eligible family and include one-on-one mentoring with RHA staff, financial credits for workshop participation, job search support, and assistance with financial aid and scholarship searches. Earned financial credits are paid directly to the participating youth upon graduation from the Start Smart program. Furthermore, each graduate will also be given the opportunity to apply for one of three one-time scholarships, \$10,000 each, to be used toward post-secondary plans identified through participation in the program.

In FY 2024, RHA saw its second class of Start Smart graduates. These five young adults accumulated \$33,800 in financial incentives and three were awarded an additional scholarship of \$10,000 each to be used toward their post-secondary plans. RHA's 2024 Scholarship Night, held on June 26, 2024, celebrated the remarkable achievements of this year's graduates, and allowed each of them to share personal stories on how the program positively influenced their academic and personal development. RHA is extremely proud of each of the following graduates and commends their determination as they work toward their future goals.



Daanial plans to pursue an apprenticeship in the electric field at TMCC and then continue his studies at the University of Nevada, Reno. The program's workshops on stress management and career planning have significantly contributed to his personal growth and preparedness for future challenges.

Daanial Butt
2024 Start Smart Graduate
& Scholarship Recipient

Ishleyn 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, RHA's WFD Youth Coordinator, in improving her academic performance.



Ishleyn Delgado
2024 Start Smart Graduate



Karizma 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.

Karizma Hinojos
2024 Start Smart Graduate

Nathaniel 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.



Nathaniel Lichtenwalter
2024 Start Smart Graduate
& Scholarship Recipient



Alondra 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.

Alondra Perez
2024 Start Smart Graduate
& Scholarship Recipient

As of June 30, 2024, RHA has 14⁵⁶ youth, from PH and HCV households, who are actively participating in Start Smart and building their financial incentive credits. Since joining the program, these 14 young adults have accumulated \$64,750 in financial incentive credits including \$37,650 over the last year. The following table provides a breakdown on the number of financial credits accumulated by participants who continued to participate in the program throughout FY 2024:

Incentive credits earned by RHA youth through Start Smart in FY 2024			
	\$ earned	# of youth	Cost of incentive
Quarterly meetings with Youth WFD Coordinator	\$50	53	\$2,650
Attended workshop w/parent	\$400	81	\$32,400
Attended workshop w/o parent	\$200	12	\$2,400
Obtained employment	\$100	2	\$200
Total FY 2024 Start Smart financial incentive credits:			\$37,650

As indicated when this activity was proposed, RHA anticipates that the addition of a two-generation approach to WFD could motivate parents to pursue their education or obtain a better job based on the success they see from their child(ren)’s involvement. In FY 2024, five active WFD participants have a child who is also active in the Start Smart program.

Update/Status:

In FY 2024, CIRE Equity finalized the donation of a space within the Paradise Plaza shopping center to RHA for a workforce development hub that will house all of RHA’s Workforce

⁵⁶ An additional five participants joined at the beginning of FY 2025. Currently, RHA has 19 active youth in its Start Smart program.



Development activities. Utilizing single fund flexibility, RHA's Board of Commissioners has committed \$950,000 to assist in the necessary rehab of this donated space.

This activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and tracked for this activity.

2022-01 SS #1: Increase in Household Income				
<i>Average earned income of households affected by this policy in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households enrolled in WFD Program.	\$7,222 ⁵⁷	\$10,111	FY 2024: \$18,535 FY 2023: \$18,092 FY 2022: \$15,364	Yes

2022-02 SS #2: Increase in Household Savings				
<i>Average amount of savings/escrow of households affected by this policy in dollars (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average amount of savings/escrow of households enrolled in WFD program.	\$1,468 ⁵⁸	\$1,615	FY 2023: \$1,616 FY 2023: \$3,340 FY 2022: \$2,351	Yes

2022-01 SS #3: Increase in Positive Outcomes in Employment Status				
<i>Report for each type of employment status for those head(s) of households affected.</i>				
Unit of Measurement	Baseline	Benchmark	Outcome⁵⁹	Benchmark Achieved?
Employed Full-Time	7	9 or 18%	25 or 32% (23 HOH, 2 Co-Head)	Yes
Employed Part-Time	11	14 or 28%	16 or 21% (15 HOH, 1 Co-Head)	No
Enrolled in an Educational Program	0	0 or 0%	0 or 0%	Yes
Enrolled in Job Training Program	0	0 or 0%	0 or 0%	Yes
Unemployed	37	28 or 56%	48 or 62% (39 HOH, 9 Co-Head)	No
Other	N/A	N/A	N/A	N/A

⁵⁷ Baseline was established using participating WFD households and reflects the average earned income at the time each household signed the contract of participation.

⁵⁸ Baseline was established using participating WFD households and reflects the average amount of savings/escrow at the time each household signed the contract of participation.

⁵⁹ Outcome percentages are based on 77 WFD participants with signed contracts at the end of FY 2024.



2022-01 SS #5: Households Assisted by Services that Increase Self-Sufficiency				
<i>Households assisted by services that increase self-sufficiency (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households enrolled in WFD program and assisted by services that increased self-sufficiency.	50	67	77	Yes

2022-01 SS #8: Households Transitioned to Self-Sufficiency				
Unit of Measurement	Baseline	Benchmark	Outcome ⁶⁰	Benchmark Achieved?
Number of households enrolled in WFD program who successfully transitioned to self-sufficiency.	0	2	1	No

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

Although RHA successfully graduated three households from the WFD program, only one household voluntarily moved off assistance earning the 25% escrow bonus. RHA understands the fear that many households experience when they no longer have the safety net of ongoing housing assistance. RHA continues to explore ways to highlight the additional 25% escrow bonus incentive as a way to not only increase participation but encourage graduates to voluntarily move off of housing assistance.

⁶⁰ In FY 2017, RHA changed its definition of self-sufficiency to two phases. The first phase occurs as household members maintain consistent employment for 12 months or when a reduction in subsidy results in the household being responsible for more than 50% of the rent. The final phase of self-sufficiency occurs automatically once the household is no longer receiving assistance or when the household voluntarily ends participation. The outcome for this metric includes only those households who have met RHA's definition in regard to the final phase of self-sufficiency.



2024-02: Local Project Based Voucher Program

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2024.

MTW Statutory Objective(s):

This activity is expected to reduce costs and achieve greater cost effectiveness in federal expenditures and increase housing choice for low-income families.

Description:

Throughout RHA's participation in MTW, the agency proposed and implemented several activities directly related to PBVs. These activities allowed for the assignment of PBVs to agency owned/controlled properties for ongoing partnerships, PBVs for privately owned properties, and the ability to assign PBVs to agency owned properties without going through a competitive process. Implementation of this activity combined all of RHA's PBV activities into one Local Project Based Voucher Program.

Impact:

Although the housing market has strengthened and the amount of available inventory has become increasingly limited, RHA remains committed to purchasing or developing additional housing should the units further the agency's mission. Properties purchased and/or developed will continue to be reviewed to determine whether the use of a PBV is appropriate.

Units that are assigned a PBV through this activity are housing residents in RHA's programs, being assisted by one of RHA's partners or being housed at another affordable housing property. With the limited number of affordable housing units available throughout the area, the ability to assign PBVs has proven to be an effective way to increase housing choice for several low-income households. RHA will continue to utilize this approved flexibility should the opportunity present itself.

Update/Status:

This activity remains ongoing.

Activity Metrics:

The following HUD Standard Metrics were identified and tracked for this activity.

2024-02 CE #1: Agency Cost Savings				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of assigning PBVs to agency owned units without a competitive process.	\$720/property	\$0	\$0	Yes



2024-02 HC #4: Displacement Prevention				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households at or below 80% AMI that would lose assistance or need to move.	0	0	0	Yes

2024-02 HC #5: Increase in Resident Mobility				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity.	0	50	45	No

2024-02 HC #7: Households Assisted by Services that Increase Housing Choice				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase housing choice.	0	50	45	No

Hardship Policy:

This activity is not considered a rent reform activity, no hardship policy was established or required.

Actual Non-Significant Changes:

There are no actual non-significant changes.

Actual Changes to Metrics/Data Collection:

There are no actual changes to the metrics/data collection methodology.

Actual Significant Changes:

There are no actual significant changes.

Challenges in Achieving Benchmarks and Possible Strategies:

In FY 2023, RHA awarded 16 PBVs to two privately owned complexes that were under construction. Both properties had an AHAP in place and the first eight units are expected to be leased in the coming months. Construction continues on the second property with units expected to be leased by the end of the fall of 2025. In addition to these 16 PBVs, RHA has also awarded 43 VASH PBVs to five separate complexes.



B. Not Yet Implemented Activities

The activities discussed in this section have been approved by HUD but not yet implemented by RHA. The following table provides an overview of each of the approved MTW activities that have not yet been implemented including the year it was identified, the primary statutory objective(s) the activity is intended to impact, and the Authorization(s) cited.

MTW activities approved but not yet implemented				
Activity #	Plan Year Approved	Activity Name	Statutory Objective(s)	Authorization(s)
2021-02	2021	STAR Apprenticeship Program	Create incentives for families to work, seek work or prepare for work.	Attachment C Sections C.11 and D.2.a.
2024-01	2024	Time-Limited Workforce Development Vouchers	Create incentives for families to work, seek work or prepare for work.	Attachment C Sections D.1.b., D.1.c., D.2.d., D.4., and Section E

2021-02: STAR Apprenticeship Program

Description

As Washoe County’s workforce and employers evolve, training and preparation programs are becoming necessary to secure several of the higher paying jobs that are available within the region. In FY 2021, RHA proposed using single fund flexibility to establish the STAR Apprenticeship Program. This 24-week program will be designed to provide career-connected learning opportunities for residents of all ages. Through the program, PH residents and HCV participants will be provided with on-the-job training and related classroom instruction that will serve to increase current skill levels. More importantly, each STAR participant will gain valuable work experience within one of RHA’s departments (maintenance, development, finance, etc.) and be provided with continuous feedback regarding expectations and overall performance throughout.

Update/timeline for implementation

RHA initially anticipated this activity was to be implemented in January 2021, however the COVID-19 pandemic forced this activity to be a delayed. Although RHA is still interested in implementing this activity, it is unclear when this activity will be implemented.

2024-01: Time-Limited Workforce Development Vouchers

Description

RHA proposes to assist Washoe County’s younger population who have successfully completed a community-based education or life-skills program and are at risk of long-term housing instability. To do this, RHA will allow at least 15 tenant-based vouchers to be earmarked to house youth who want to achieve self-sufficiency. Currently, this population is largely unassisted by the agency’s traditional housing programs and due to waitlist preferences in place, are very unlikely to receive a traditional voucher. Through this activity, RHA proposes to expand the services already provided



to these youth with a structured, goal-oriented program that provides ongoing self-sufficiency support.

RHA's Workforce Development program is the cornerstone of the success of this activity. Consequently, direct referrals for Workforce Development Vouchers will be accepted from established non-profit partnering agencies specifically for these Workforce Development Vouchers. RHA's Workforce Development staff will accept the initial referral from the partnering agency and assist during the entire process from referral, admission, tenancy, and finally, self-sufficiency as they transition off housing assistance. As such, each applicant housed under this activity will receive a time-limited voucher of eight years and be required to participate in RHA's Workforce Development program.

Update/timeline for implementation

The success of this activity is reliant on community partners with strong case management services in place. As such, RHA needs to solicit for qualified, community-based, non-profit organizations through its RFQ process. Once awarded, both agencies will collaborate on case management and wraparound services for each of these time-limited tenant-based vouchers. Once this RFQ process is complete, staff will move toward the implementation of this activity.

C. Activities on Hold

RHA does not have any MTW activities on hold.



D. Closed Activities

The activities discussed in this section have been previously approved by HUD but closed by RHA. The following table provides an overview of each activity including the year it was approved, the primary statutory objective(s) the activity is intended to impact, and the authorization(s) cited.

Closed MTW Activities					
Activity #	Fiscal Year Approved	Fiscal Year Closed	Activity Name	Statutory Objective(s)	Authorization(s)
2014-01	2014	2023	Assign PBVs to RHA owned/controlled units without competitive process	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections D.2.b. and D.7.a.
2014-03	2014	2019	Rent Reform Controlled Study	Create incentives for families to work, seek work or prepare for work <u>and</u> reduce costs and achieve greater cost effectiveness.	Attachment C Sections D.1.b., D.1.c., D. 2. a., and D.4.
2014-04	2014	2021	Expand self-sufficiency activities	Create incentives for families to work, seek work or prepare for work	Attachment C Section E.
2014-07	2014	2017	Alternate HQS verification policy	Reduce costs and achieve greater cost effectiveness.	Attachment C Section D.5.
2014-08	2014	2023	Partner with local nonprofit to provide special needs household	Increase housing choice for low-income families <u>and</u> create incentives for families to work, seek work or prepare for work reduce costs and achieve greater cost effectiveness.	Attachment C Sections B.4., D.1.b., and D.7.a.
2015-03	2015 amended 2017	2023	Eliminate caps on PBV allocations and allow for assignment of PBVs to 100% of RHA-owned, non-Public Housing properties	Reduce costs and achieve greater cost effectiveness <u>and</u> increase housing choice for low-income families.	Attachment C Sections D.1.e. and D.7.a.
2015-04	2015	2018	Required Savings Plan for Earned Income Disallowance (EID) PH residents	Create incentives for families to work, seek work or prepare for work.	Attachment C Section E.



Activity #	Fiscal Year Approved	Fiscal Year Closed	Activity Name	Statutory Objective(s)	Authorization(s)
2016-02	2016	2024	Redefine near-elderly person	Increase housing choice for low-income families.	Attachment C Section B.3.
2016-03	2016	2020	Time limited vouchers and redesign of traditional FSS Program	Create incentives for families to work, seek work or prepare for work <u>and</u> reduce costs and achieve greater cost effectiveness <u>and</u> increase housing choice for low-income families	Attachment C Sections D.1.b., D.1.c., D.2.d., E <u>and</u> Attachment D Use of MTW Funds
2016-04	2016	2023	Allow HCV participants to lease units that exceed the 40% rent burden	Increase housing choice for low-income families.	Attachment C Section D.2.a.
2016-08	2016 amended 2019	2023	Expand Project Based Voucher Program	Increase housing choice for low-income families.	Attachment C D.1.e. and D.4.



2014-01: Assign PBVs to RHA owned/controlled units without competitive process

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2014.

Description:

Utilizing numerous funding sources, RHA acquired and maintains over 160 scattered site properties throughout the City of Reno, the City of Sparks, and Washoe County. To expand the housing choices of many low-income families, RHA began assigning PBVs to these agency owned/controlled units without going through a competitive process. A Technical Amendment to the FY 2014 MTW Annual Plan followed that allows for initial contract rents to be set by RHA if that rent is set at or below the applicable low HOME rents for the area.

MTW Statutory Objective(s):

Reduce costs and achieve greater cost effectiveness in federal expenditures.

Year of Close Out:

This activity was closed in FY 2023.

Reason for Close Out:

In FY 2024 RHA received approval to create a Local Project Based Voucher Program (*Activity 2024-02*) to consolidate all current PBV activities into one. The outcomes related to this activity will continue to be reported on under this new activity.

2014-03: Rent Reform Controlled Study

Plan Year Approved, Implemented and Amended (if applicable):

This policy was identified, approved, and implemented in FY 2014.

Description:

This activity's main objective was to rigorously promote self-sufficiency through a rent reform program that provided strong incentives to adult household members to seek and obtain employment. The Rent Reform Study was tested by bringing at least 150 families with children off the HCV wait list, assigning them to one of two groups of participants based on when their name was pulled from the wait list, and issuing them vouchers limited to five years. This activity did include elderly/disabled families with children.

For half of the families participating the study, rent was set using standard HCV rent calculations subject to the same policies and procedures as all other HCV participants. This group, also known as the control group, had rents set using RHA's current HCV policy, 30% of adjusted monthly income.

The study was designed to test two of the strongest incentives for HCV participants to become self-sufficient: (1) the ability to increase income without affecting rent and (2) the knowledge that their housing assistance will end after five years. These two incentives were given to study group participants, the other half of the Rent Reform Study. Participants in this group had rents set in advance which did not change based on income or household size. Rents for the study group only



changed after the participant was on the program for two years or if the required bedroom size of the unit changed based on additional members being added to the household. As a result, the disincentive for obtaining new income was removed as these families can keep any increase in earned income without worrying that 30% of this income increase will be calculated for rent.

MTW statutory objective(s):

Create incentives for families to work, seek work or prepare for work *and* reduce costs and achieve greater cost effectiveness in federal expenditures.

Year of close out:

This activity was closed in FY 2019.

Reason for close out:

RHA staff considered several factors before reaching a decision to close this activity. Based on the rental market conditions resulting in a decline in RHA's current HCV lease up figures along with the undue stress that a time-limited voucher may cause for the participating family, it was determined that this activity would be closed. Notification was given to all remaining Rent Reform Controlled Study participants of RHA's intent to close the activity at which time all active households were transitioned to a regular HCV voucher.

2014-04: Expand self-sufficiency activities

Plan Year Approved, Implemented, Amended and Closed:

This activity was identified, approved, and implemented in FY 2014. It was amended in FY 2015 and FY 2017.

MTW Statutory Objective(s):

Provide incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient.

Description of Statutory Exceptions outside of MTW Flexibilities that could have been beneficial:

RHA has not identified any statutory exceptions outside of MTW flexibilities that might have provided additional benefit to this activity.

Description:

The FSS Lite Program, like the traditional FSS Program without an interest-bearing escrow account, was proposed and implemented in FY 2014. Upon implementation, the FSS Lite Program, designed to promote self-sufficiency through streamlined FSS service delivery, became mandatory for PH residents who are delinquent in completing their Community Service hours. Mobility Demonstration households who are unemployed without a qualifying exemption are also required to participate in the FSS Lite Program and prior to close out, Rent Reform Controlled Study participants were encouraged to take advantage of the program.

By utilizing single fund flexibility, RHA expanded the FSS Lite Program in FY 2015 and established a Self-Sufficiency Fund. The Self-Sufficiency Fund is designed to cover specific costs



associated with self-sufficiency activities and is used whenever possible to assist program participants in achieving their self-sufficiency goals.

In FY 2017, RHA re-proposed this activity to allow for the establishment of one-time and/or ongoing rent credits to serve as an incentive to FSS Lite Program participants to complete the goals identified in their Individual Training and Services Plans (ITSP), as well as increase participation in the FSS Lite Program overall.

Year of close out:

This activity was closed out and replaced with Activity 2022-01 in FY 2022.

Reason for Close Out:

RHA recently restructured its entire FSS Program into a Workforce Development Program focused on Job placement and job retention for all able-bodied participants in RHA's housing programs, including youth. As the goal of this activity is to propel households toward the final phase of self-sufficiency, RHA will no longer refer households with delinquent community service hours to the Workforce Development Program. This fundamental change resulted in this activity, including the FSS Lite Program, being closed and replaced with RHA's newest Workforce Development Program (*Activity 2022-01*).

2014-07: Alternate HQS verification policy

Implementation year:

This policy was identified, approved, and implemented in FY 2014.

MTW statutory objective(s):

Reduce costs and achieve greater cost effectiveness in federal expenditures.

Description:

HCV units that pass the HQS inspection on the first visit will not be inspected until two years following the last passed inspection, as long as both the landlord and HCV participant sign a certification that the unit is in good repair. If the landlord and HCV participant do not each certify or agree on the condition of the unit, an annual HQS inspection is conducted. The year following a successful self-certification, RHA will conduct a standard HQS inspection.

Year of close out:

This activity was closed out in FY 2017.

Reason for close out:

HUD is now allowing for biennial HQS HUD inspections through Section 220 of the 2014 Appropriations Act, this activity has been closed.

2014-08: Partner with local nonprofits to provide housing to at risk families

Plan Year Approved, Implemented and Amended (if applicable):

This policy was identified, approved, and implemented in FY 2014.



Description:

RHA is providing PBV units to clients of its nonprofit partners. These PBVs are for two years and each of the nonprofit partners provide supportive services. RHA also worked with Silver Sage Manor, Inc. to assign five PBVs for units at their NSP3 property located at 435 Moran Street. This property was completely rehabilitated using NSP3 funds provided by the City of Reno. Although Silver Sage Manor, Inc. does not provide any supportive services, their property houses elderly individuals in the City of Reno, the City of Sparks, and Washoe County community who are, or may soon become, homeless.

MTW Statutory Objective(s):

Increase housing choice for low-income families and provide incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient.

Year of close out:

This activity was closed in FY 2023.

Reason for close out:

In FY 2024 RHA received approval to create a Local Project Based Voucher Program (*Activity 2024-02*) to consolidate all current PBV activities into one. The outcomes related to this activity will continue to be reported on under this new activity.

2015-03: Eliminate caps on PBV allocations and allow for assignment of PBVs to 100% of RHA-owned, non-Public Housing properties

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2015. It was amended in FY 2017.

Description:

RHA owns non-PH dwelling units and complexes which have been assigned PBVs and utilized in various housing programs to help more households move off the wait lists. Per 24 CFR §983.56, PBV assistance for units in a project cannot exceed more than 25% of the number of dwelling units (assisted or unassisted) in the project.

In FY 2015, RHA waived the per project cap on RHA owned non-PH complexes allowing for the assignment of PBVs to up to 100% of these units, increasing both the rental revenue for RHA and housing choices for low-income families. In FY 2017, RHA requested and received approval for a waiver to lift the 20% limit on the amount of voucher funding that may be utilized under the PBV program.

Year of close out:

This activity was closed in FY 2023.

Reason for close out:

In FY 2024 RHA received approval to create a Local Project Based Voucher Program (*Activity 2024-02*) to consolidate all current PBV activities into one. The outcomes related to this activity will continue to be reported on under this new activity.



2015-04: Required Savings Plan for Earned Income Disallowance (EID) PH residents

Plan Year Approved, Implemented and Amended:

This activity was identified, approved, and implemented in FY 2015.

MTW statutory objective(s):

Create incentives for families to work, seek work or prepare for work.

Description:

EID allows eligible residents in the PH program to increase their incomes through employment without triggering rent increases. When any assisted participant in the PH program, who is unemployed or under-employed, obtains a job or increases their wages, they are eligible for the EID benefit. The resulting increase in income is fully excluded for 12 months and 50% excluded for an additional 12 months.

While the goal of EID is to motivate people who qualify for the program to accept employment, PH EID participants are often unable to maintain steady employment and frequently have issues once the EID period runs out because they have not learned how to effectively manage their money. To encourage PH residents to think more about their finances and ultimately prepare for the end of the EID period, RHA began requiring that all EID PH residents participate in a savings plan.

Year of close out:

This activity was closed out in FY 2018.

Reason for close out:

With the elimination of EID in RHA's FY 2016 MTW Annual Plan, this activity has been closed.

2016-02: Redefine near elderly person

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2016. It was expanded upon in FY 2020 to include use of this near-elderly definition within RHA's PBV program.

MTW Statutory Objective(s):

Increase housing choice for low-income families by allowing RHA to change the definition of near elderly for its PH program only and allowing RHA to treat these newly defined households as elderly for admission to one of RHA's senior PH complexes.

Description:

In FY 2016, RHA modified HUD's definition of near elderly as it relates to the PH program to limit it to persons who are at least 55 years of age but below the age of 62. In FY 2020, RHA expanded this near-elderly definition to its PBV program. These newly defined near elderly households are treated as elderly to allow for their admission from the wait list to one of RHA's senior PH complexes or PBV sites, which define elderly as 55 years of age and older. RHA anticipates that this activity will increase the number of eligible families for referral to these units without raising concerns with current residents regarding potential lifestyle conflicts.



Implementation of this policy change does not qualify the near elderly family for the Elderly/Disabled Allowance, triennial recertification schedule or Simplified Medical Deduction.

Impact:

Since the implementation of this activity, there have been 1,034 near elderly persons/families on the wait lists. This includes 120 households in FY 2024 who would not have been eligible to apply had this activity not been in place.

Activity Metrics:

The following HUD Standard Metrics were identified and continue to be tracked for this activity.

2016-02 HC #4: Displacement Prevention				
<i>Number of households at or below 80% AMI that would lose assistance or need to move (decrease).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Households who would lose assistance or need to move.	0	0	0	Yes

2016-02 HC #5: Increase in Resident Mobility				
<i>Number of households able to move to a better unit and/or neighborhood of opportunity (increase).</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of near-elderly households able to move to a better unit and/or neighborhood of opportunity.	0	0	0	Yes

The following RHA Local Metric was identified and continues to be tracked for this activity.

2016-02 RHA Local Metric: Additional Units of Housing Made Available				
<i>Number of housing units made available to households at or below 80% AMI.</i>				
Unit of Measurement	Baseline	Benchmark ⁶¹	Outcome	Benchmark Achieved?
Number of housing units made available to near-elderly households at or below 80% AMI.	0	17	6 FY 2023: 8 FY 2022: 11 FY 2021: 8 FY 2020: 8 FY 2019: 6 FY 2018: 8 FY 2017: 27 FY 2016: 2	No

⁶¹ During CY 2014, RHA experienced 55 vacancies within its three senior PH complexes. The benchmark for this activity was established assuming that approximately 30% of these vacancies could have been offered/leased to near-elderly households.



Reason for close out/Lessons learned:

When this activity was proposed, it was intended to increase the number of eligible families for referral to RHA's units without raising concerns with current residents regarding potential lifestyle conflicts. Newly defined near elderly households were treated as elderly to allow for their admission from the wait list to one of RHA's senior PH complexes or PBV sites, which define elderly as 55 years of age and older. In FY 2024, all RHA PH complexes were designated as "general occupancy" rather than elderly. As a result of this designation, the near-elderly definition is no longer being used during the admissions process and the activity is being closed.

2016-03: Time limited vouchers and redesign of traditional FSS Program

Plan Year Approved, Implemented and Amended:

This activity was identified and approved in FY 2016.

MTW statutory objective(s):

Create incentives for families to work, seek work or prepare for work.

Description:

In FY 2016, RHA proposed and received approval to establish a five-year time limit for all new non-elderly/non-disabled applicants participating in the HCV program with the goal of promoting self-sufficiency and increasing housing opportunities. Furthermore, to better serve existing HCV and PH FSS participants and all new non-elderly/non-disabled HCV participants with time limited vouchers, RHA received approval to redesign the traditional HCV and PH FSS Program.

Time limited vouchers:

To assist more families in need and promote self-sufficiency, work-able non-elderly/non-disabled households receiving subsidies will be given an impetus to become self-sufficient and cycle off of the program through the implementation of five-year time limited vouchers. Prior to being issued a time limited voucher, all new non-elderly/non-disabled applicants will be required to attend an in depth, eight-hour financial literacy class. Should a family choose not to participate in the class, they will be removed from the HCV wait list entirely and will need to reapply.

In addition to the mandatory financial literacy class, all new non-elderly/non-disabled HCV participants will meet with a Workforce Development Coordinator within three months of lease up to create an ITSP. The ITSP will outline the family's goals to achieve self-sufficiency within five years. All time limited voucher holders will also be required to meet annually, at minimum, with a Workforce Development Coordinator to review the ITSP and track their progress.

Redesign of traditional FSS Program:

To better serve existing HCV and PH FSS participants and all new non-elderly/non-disabled HCV participants with time limited vouchers, the traditional HCV and PH FSS Program will be redesigned. The redesign will eliminate the escrow accrual for all new HCV participants while allowing PH FSS participants to continue to participate in FSS with the traditional escrow accrual; however, upon successful completion of the FSS Program, the PH resident will only receive their escrow balance upon forfeiture of their housing assistance. Should the family choose to forfeit the balance of the accrued escrow, they will be allowed to maintain their PH unit. All current/existing HCV and PH FSS participants will be allowed to continue their escrow accrual through the



expiration of their FSS contracts and maintain housing assistance under current FSS Program guidelines.

Year of close out:

This activity was closed in FY 2020.

Reason for close out:

In FY 2014, RHA began issuing vouchers limited to five years as part of a Rent Reform Controlled Study (*Activity 2014-03*) within the HCV program. RHA partnered with an outside institution to evaluate the continuing effects and changing statuses of families participating in the Rent Reform Controlled Study. The purpose of the evaluation was to properly gauge whether increases in income that do not affect a household's rent and whether limiting vouchers to five years was incentive enough for families to become self-sufficient. As RHA worked through the lessons learned from the Rent Reform Controlled Study, staff determined that implementation of this activity on all non-elderly/non-disabled HCV participants would result in undue stress on participating families and determined that this activity should be closed.

2016-04: Allow HCV participants to lease units that exceed the 40% rent burden

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2016.

Description:

Through the HCV program, rental subsidies are provided for standard-quality units that are chosen by the tenant in the private market. Per 24 CFR §982.508, tenant rent plus utilities is limited to no more than 40% of monthly adjusted income when the family first receives voucher assistance in a unit. However, this maximum rent burden requirement is not applicable at reexamination if the family stays in place. In many cases, tenancy is not approved because the tenant's portion of rent exceeds this maximum 40% rent burden by a relatively small amount.

To increase housing choice for several HCV participants, RHA began permitting these participants to lease units that exceed the 40% maximum rent burden in accordance with their individual financial circumstances. HCV participants can now choose housing that is more costly than otherwise permitted under HUD regulations if the initial maximum rent burden does not exceed 50% of their monthly adjusted income at the time of approving tenancy and executing a HAP contract.

MTW Statutory Objective(s):

Increase housing choice for low-income families by providing HCV participants with more of a choice at lease up.

Year of close out:

This activity was closed in FY 2023.

Reason for close out:

RHA began implementing this activity in FY 2016. Overall, this activity has been relatively ineffective at increasing housing choice among HCV participants. Recently staff began exploring ways the agency could not only increase voucher utilization but also assist HCV participants who



want to move to low poverty, high opportunity neighborhoods within our region. Rather than place the increased rent burden on the participants, RHA recently implemented Exception Payment Standards for 12 specific zip codes throughout the Truckee Meadows where rents were unaffordable based on RHA's traditional payment standards to allow for more upward mobility.

2016-08: Expand Project Based Voucher Program

Plan Year Approved, Implemented and Amended (if applicable):

This activity was identified, approved, and implemented in FY 2016. It was expanded upon in FY 2019 to include families who are participating in Washoe County's workforce development programs.

MTW Statutory Objective(s):

Increase housing choice for low-income families.

Description:

In FY 2016, RHA expanded its PBV program to include an allocation of up to 50 PBVs to privately owned properties in exchange for the owner's commitment to provide affordable housing to individuals and/or families who are experiencing homelessness. This activity was amended in FY 2019 to expand RHA's PBV program even further to address the lack of affordable housing options for families who are actively participating in workforce development programs within Washoe County. RHA will continue to partner with local non-profit organizations who can provide ongoing case management as well as direct referral for each PBV unit once a vacancy occurs. Through these collaborations, RHA strives to provide stability in housing so that homeless and "working poor" households can improve their skills, obtain employment, and ultimately work toward self-sufficiency.

According to the requirements outlined in RHA's Administrative Plan, no project may set aside more than 25% of its total units for PBVs. However, depending on the size of the owner's complex, it is possible that 100% of the units within the complex will be project based. Therefore, this 25% requirement has been waived for properties applying for PBVs under this activity.

Year of close out:

This activity was closed in FY 2023.

Reason for close out:

In FY 2024 RHA received approval to create a Local Project Based Voucher Program (*Activity 2024-02*) to consolidate all current PBV activities into one. The outcomes related to this activity will continue to be reported on under this new activity.



SECTION V

SOURCES AND USES OF MTW FUNDS

Housing Authority
1525 East North Street
Serving Reno, Sparks and Washoe Co.
Reno, NV



V. Sources and Uses of MTW Funds

A. Financial Reporting

- i. Available MTW Funds in the Plan Year
RHA has submitted unaudited and audited information in the prescribed Financial Data Schedule (FDS) format through the Financial Assessment System – PHA (FASPHA), or its successor system.
- ii. Expenditures of MTW Funds in the Plan Year
RHA has submitted unaudited and audited information in the prescribed FDS format through the FASPHA, or its successor system.
- iii. Describe Application of MTW Funding Flexibility

Application of “MTW Funding” Flexibility

In FY 2024, RHA utilized single fund flexibility allowed for under its MTW designation for the following applications that do not use MTW authorizations in Attachment C and/or D:

- Recently, RHA began using single fund flexibility to cover the wage and benefits costs for staff members throughout the agency who work directly and indirectly on RHA’s MTW program. The total wage and benefits cost based on these staff allocations for FY 2024 was \$2,644,666.

B. Local Asset Management Plan

- i. Did the MTW PHA allocate costs within statute in the Plan Year?
 YES NO
- ii. Did the MTW PHA implement a local asset management plan (LAMP) in the Plan Year?
 YES NO
- iii. Did the MTW PHA provide a LAMP in the appendix?
 YES NO
- iv. If the MTW PHA has provided a LAMP in the appendix, please provide a brief update on implementation of the LAMP. Please provide any actual changes (which must be detailed in an approved Annual MTW Plan/Plan amendment) or state that the MTW PHA did not make any changes in the Plan Year.

Description: N/A



SECTION VI

ADMINISTRATIVE



VI. Administrative

- A. General description of any HUD reviews, audits or physical inspection issues that require the agency to take action to address the issue;

There are no actions required from any reviews, audits, or physical inspections.

- B. Results of latest PHA-directed evaluations of the demonstration, as applicable; and

RHA executed its MTW agreement on June 27, 2013, and began working with the University of Nevada, Reno (UNR) to administer and conduct an annual analysis of its Rent Reform Controlled Study and Mobility Demonstration participants. A questionnaire was developed and has since been administered annually to program participants beginning in September of 2014. On August 30, 2018, RHA received notification from UNR that they would no longer be able to meet their obligation toward the studies. As of that date, UNR released data related to both studies to RHA for an in-house staff member or non-UNR contractor to analyze.

On January 23, 2019, RHA executed a data sharing agreement to establish a research partnership with UW to assist with the Mobility Demonstration, Rent Reform Controlled Study, and other related research projects and needs. The survey and administrative data for the Mobility Demonstration and Rent Reform Controlled Study was transferred to Rebecca Walter, the project lead at UW to begin analyses. As the Rent Reform Controlled Study has been closed, analyses and results for the Mobility Demonstration is included in Section VII as Attachment I.

- C. Certification that the PHA has met the three statutory requirements of: 1) assuring that at least 75 percent of the families assisted by the Agency are very low-income families; 2) continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and 3) maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.

- 1) At the end of FY 2024, 2,591 households out of a total of 2,749 households or 94.25% were very low-income (<50% AMI).
 - a) Public Housing: 593 out of 651 or 91.09%
 - b) Housing Choice Vouchers: 1,998 out of 2,098 or 95.23%
- 2) Baseline numbers have been set by HUD at 3,229. On June 30, 2024, 2,749 households were housed or 85.13% of baseline. Detailed information on why RHA has experienced this decrease to the number of households served and its direct correlation to RHA's repositioning efforts can be found within the General Housing Authority Operating Information section of this report, beginning on page 11.
- 3) RHA is maintaining a comparable mix of families by family size as shown in the table on page 24, Mix of Family Sizes Served (in Plan Year).



SECTION VII

ATTACHMENTS



VII. Attachments

Attachment I: Mobility Demonstration Study Analyses and Results as of August 9, 2024

The Mobility Demonstration began in 2014 and allows households in public housing to move to PBV single-family, duplex, or multifamily units in low-poverty neighborhoods. The purpose of this study is to determine if a move out of public housing to a low-poverty neighborhood improves outcomes for households with children. RHA has partnered with Dr. Rebecca J. Walter at the University of Washington to analyze the data and outcomes for the Mobility Demonstration Study.

A within-subject design is used to compare household outcomes over time using administrative, survey, and American Community Survey (ACS) data (Table 1). Many of the households moved in public housing before the Mobility Demonstration Study was initiated and were enrolled in the study when they moved from public housing to a PBV unit. The household characteristics, household outcomes, and neighborhood characteristics assessed in this study are included in Table 1. The Wilcoxon Rank Sum Test was used instead of the Paired Samples T-Test since the data violates the assumption of normality, there are outliers in the data, and the sample size is small. The 2016 ACS 5-year Estimates were used for the neighborhood characteristics since most participants moved from public housing to a PBV unit in 2014. In 2022, a new survey was administered to capture additional household outcomes. The survey gathers information about physical and mental health, safety, finances and wealth accumulation, employment and education, child well-being, and neighborhood and housing preferences. Eighteen households that have entered the Mobility Demonstration have participated in the new survey and descriptive statistics are provided for their initial responses.

Table 1. Variables

	Data Source	Data Type	Statistical Test
Household Characteristics			
Gender	Administrative	Categorical	Descriptive Statistics
Race	Administrative	Categorical	Descriptive Statistics
Ethnicity	Administrative	Categorical	Descriptive Statistics
Years in Public Housing	Administrative	Discrete	Descriptive Statistics
Head of Household Age	Administrative	Discrete	Descriptive Statistics
Household Size	Administrative	Discrete	Descriptive Statistics
Number of Adults in Household	Administrative	Discrete	Descriptive Statistics
Number of Children in Household	Administrative	Discrete	Descriptive Statistics
Household Outcome Variables			
Employment Status	Administrative	Categorical	McNemar
Annual Household Income	Administrative	Continuous	Wilcoxon
Physical and Mental Health	Survey	Discrete	Descriptive Statistics
Safety	Survey	Likert Scale	Descriptive Statistics
Financial Security/Wealth Accumulation	Survey	Likert Scale	Descriptive Statistics
Employment and Education	Survey	Likert Scale	Descriptive Statistics
Child Well-being	Survey	Likert Scale	Descriptive Statistics
Housing and Neighborhood Preferences	Survey	Rank Order	Descriptive Statistics



Neighborhood Characteristics			
Percent high school graduate or higher	ACS	Continuous	Wilcoxon
Percent bachelor's degree or higher	ACS	Continuous	Wilcoxon
Unemployment rate	ACS	Continuous	Wilcoxon
Median household income	ACS	Continuous	Wilcoxon
Percent of people in poverty	ACS	Continuous	Wilcoxon
Proportion of vacant housing units	ACS	Continuous	Wilcoxon
Proportion of single-family homes	ACS	Continuous	Wilcoxon
Owner occupancy rate	ACS	Continuous	Wilcoxon
Median home value	ACS	Continuous	Wilcoxon
Median gross rent	ACS	Continuous	Wilcoxon
Percent White	ACS	Continuous	Wilcoxon
Percent Hispanic or Latino	ACS	Continuous	Wilcoxon

Only households that have been enrolled for at least one year are included in the study so within-subject analyses over time can be conducted. This results in 51 households being included in the analyses. Households entered and exited the study at different times. There are 14 households that are currently enrolled in the study and 37 households that have exited (Table 2).

Table 2. Sample Size and Number of Years of Participation in the Study

Participant Year	Count	Currently Enrolled	Exits
Year 1	51	3	8
Year 2	40	0	8
Year 3	32	1	6
Year 4	25	1	4
Year 5	20	1	3
Year 6	16	2	0
Year 7	14	2	2
Year 8	10	0	3
Year 9	7	1	3
Year 10	3	3	0
Total		14	37

Of the 37 exits, half of the exits from the mobility program have been voluntary self-sufficiency exits (Table 3). Within the second year after the move from public housing, some households voluntarily exited the program and were able to pay rent in full on their own, while on the other hand, it took other households over six years or more to reach this point. The sample size is too small to generalize an approximate period for how long the average non-elderly and/or non-disabled household needs housing assistance before they can afford housing without a subsidy.

Table 3. Reasons for Exiting the Program

Reason	Count	Percent
Deceased	1	2.7%
Program/Lease Violation	4	10.8%
Transferred to VOO	9	24.3%
Voluntarily Left Program	5	13.5%
Paying Full Rent/Purchased Home	18	48.7%
Total	37	100%



Many households in the study are White, non-Hispanic, and female-headed that are single, divorced, or widowed (Table 4). The median number of years that households were in public housing before transferring to a PBV unit was four, with the range being from one to seventeen years. The median household age is thirty-five with the youngest householder when transferring to a PBV unit age 23 and oldest 63. The median household size is four and ranges from two to nine members (this program is specifically for families with children). The median number of adults per household is one while the median number of children is two (Table 4).

Table 4. Household Characteristics at Baseline (n=51)

		Count	Percent
Gender	Male	5	9.8%
	Female	46	90.2%
Race	White	40	78.4%
	Non-White	11	21.6%
Ethnicity	Hispanic or Latino	19	37.3%
	Non-Hispanic or Latino	32	62.7%
Marital Status	Married/Cohabiting	13	25.5%
	Single/Divorced/Widowed	38	74.5%
		Median	Range
Years in Public Housing		4	1 - 17
Head of Household Age		35	23 - 63
Household Size		4	2 - 9
Number of Adults in Household		1	1 - 4
Number of Children in Household		2	0 - 7

Although more heads of household are typically employed in PBV units compared to their tenure in public housing, there isn't any statistical difference in employment compared to baseline regardless of how long the household has participated in the program (Table 5).

Table 5. Employment Status

		Baseline Unemployed	Baseline Employed	p-value ¹
Year 1 (n=51)	Unemployed	17	4	0.388
	Employed	8	22	
Year 2 (n=40)	Unemployed	12	2	0.109
	Employed	8	18	
Year 3 (n=32)	Unemployed	9	1	0.070
	Employed	7	15	
Year 4 (n=25)	Unemployed	5	2	0.065
	Employed	9	9	
Year 5 (n=20)	Unemployed	4	3	0.344
	Employed	7	6	



Year 6 (n=16)	Unemployed	7	1	1.000
	Employed	2	6	
Year 7 (n=14)	Unemployed	5	1	0.625
	Employed	3	5	
Year 8 (n=10)	Unemployed	3	1	0.625
	Employed	3	3	
Year 9 (n=7)	Unemployed	2	1	1.000
	Employed	2	2	
Year 10 (n=3)	Unemployed	1	0	----- ²
	Employed	0	2	

¹The exact *p*-value is calculated based on a binomial distribution because there are 25 or fewer records in at least one cell. ²No value is reported because each group must have a minimum of one to conduct a statistical comparison.

Annual household income is statistically significantly higher from baseline compared to every year recorded after baseline through the first eight years for households that moved from public housing to PBV units (Table 6). The median difference at Year 1 was only \$3,272 but in later years doubled, and in some years tripled, compared to the difference observed in Year 1. While the annual household income in Years 9 and 10 is not statistically significantly higher than the baseline, the median difference remains substantial and continues to trend in line with prior years. The small sample size for these two years may account for the lack of statistical significance. It's important to note that the annual household income figures are not adjusted for inflation, as there is no consistent base year for such adjustments, given that households begin the program at various times.

Table 6. Annual Household Income

	Baseline Median	Comparison Year Median	Median Difference	Z
<i>Annual Household Income</i>				
Year 1 (n=51)	\$16,396	\$19,668	\$3,272	-3.176**
Year 2 (n=40)	\$15,738	\$19,990	\$4,253	-3.671**
Year 3 (n=32)	\$15,738	\$23,889	\$8,151	-3.506**
Year 4 (n=25)	\$15,853	\$22,819	\$6,966	-2.839**
Year 5 (n=20)	\$16,125	\$23,339	\$7,215	-2.315*
Year 6 (n=16)	\$14,612	\$21,463	\$6,852	-2.379*
Year 7 (n=14)	\$14,612	\$32,603	\$17,992	-2.605**
Year 8 (n=10)	\$11,854	\$28,968	\$17,114	-2.803**
Year 9 (n=7)	\$13,370	\$21,252	\$7,882	-1.183
Year 10 (n=3)	\$15,853	\$22,935	\$7,082	-1.604

* *p* < 0.05; ** *p* < .01

As reported in the baseline survey which is taken within the first year a household enters the program, most households had no visits to a hospital or emergency room for physical health issues. Visits to a



hospital or emergency room for mental health, behavioral health or emotional issues was rare with most households having no visits (Table 7).

Table 7. Physical and Mental Health Outcomes (n=18)

	Median	Range
Number times in the past year any member in the household visited a hospital or emergency clinic for <i>physical health</i> problems	0	0-10
Number times in the past year any member in the household visited a hospital or emergency clinic for <i>mental health, behavioral health, or emotional</i> problem	0	0-5

The survey asked households to rank the neighborhood amenities that were most and least important to them (Table 8). The most important neighborhood attribute is a low crime rate. This is followed by, being within close proximity to grocery stores, neighborhoods with sidewalks, and near restaurants and shopping and parks and recreation.

Table 8. Neighborhood Preferences (n=17)

A neighborhood that has a low crime rate.	↑	Most Important
A neighborhood close to grocery stores.		
A walkable neighborhood with sidewalks.		
A neighborhood close to restaurants and shopping.		
A neighborhood close to parks and recreation	↓	Least Important
A neighborhood with job opportunities nearby.		
A neighborhood with low population and dispersed housing density.		
A neighborhood that has a lot of diversity in terms of race, age, family type.		
A neighborhood accessible by public transportation.		
A neighborhood with low poverty rates.		
A neighborhood with a community center and/or community events.		
A neighborhood close to downtown.		

The survey asked households to rank the housing and neighborhood amenities most important for their children (Table 9). The most important attribute is each child having their own bedroom. Having a home that has a yard that is safe for children to play in and a low crime rate are also important.

Table 9. Housing and Neighborhood Preferences for Children (n=16)

Each child has their own bedroom.	↑	Most Important
The home has a yard that is safe for children to play in.		
The neighborhood has low crime rates.		
The home is on a quiet street away from heavy traffic.	↓	Least Important
The neighborhood has good schools/daycares.		
The home is close to my child/children's school/daycare.		
The neighborhood has friendly neighbors that I can count on.		
The home is near a park or other recreational activities.		
There are other children in the neighborhood living close by.		



In the survey, households were asked why they might stay in their current home if they are paying full contract rent (Table 10). Respondents were given the option to select one or multiple reasons. The most common reason for households to remain in place is because the rent is affordable and many households responded it is too expensive to move somewhere else. Other common reasons include liking the home and neighborhood. Several households wanted to remain in place because their current home is either close to their child’s school/daycare, work, or family/friends. A few households don’t have time to search for a new place or move. Two of the households plan to move as soon as they can pay the full contract rent.

Table 10. Reasons for Staying in Current Home (n=18)

	Frequency
The rent is affordable.	13
I like the neighborhood.	12
I like the home.	10
It is too expensive to move somewhere else.	9
I am close to work.	9
I don't want my child/children to go to a different daycare/school.	6
I am close to family/friends.	3
I don't have time to search for a new place or move.	2
I plan to move as soon as I can pay the full contract rent.	2

The survey asked each household to envision their tenure situation in five years (Table 11). The majority believe they will own their own home or will be in the same home paying full contract rent. Less than half of the respondents believe they will still be receiving subsidized rent.

Table 11. Future Plans (n=18)

	Frequency	Percent
In the same home with subsidized rent.	8	44%
In the same home paying full contract rent.	3	17%
In a home that you own.	7	39%

For neighborhood characteristics of public housing compared to PBV unit location, there are statistically significant differences in all neighborhood characteristics except for the median gross rent. Educational attainment, median household income, and median home value are all statistically significantly higher in PBV neighborhoods compared to public housing neighborhoods. In the neighborhoods where PBV units are located, the poverty rate, unemployment rate, and proportion of vacant housing units are statistically significantly lower than the neighborhoods where public housing is located. Additionally, in PBV neighborhoods, there are statistically significantly higher proportions of single-family homes and owner occupancy. In the PBV neighborhoods, there is a higher percentage of White households and less Hispanic or Latino households than in the public housing neighborhoods (Table 12).



Table 12. Neighborhood Characteristics (n=51)

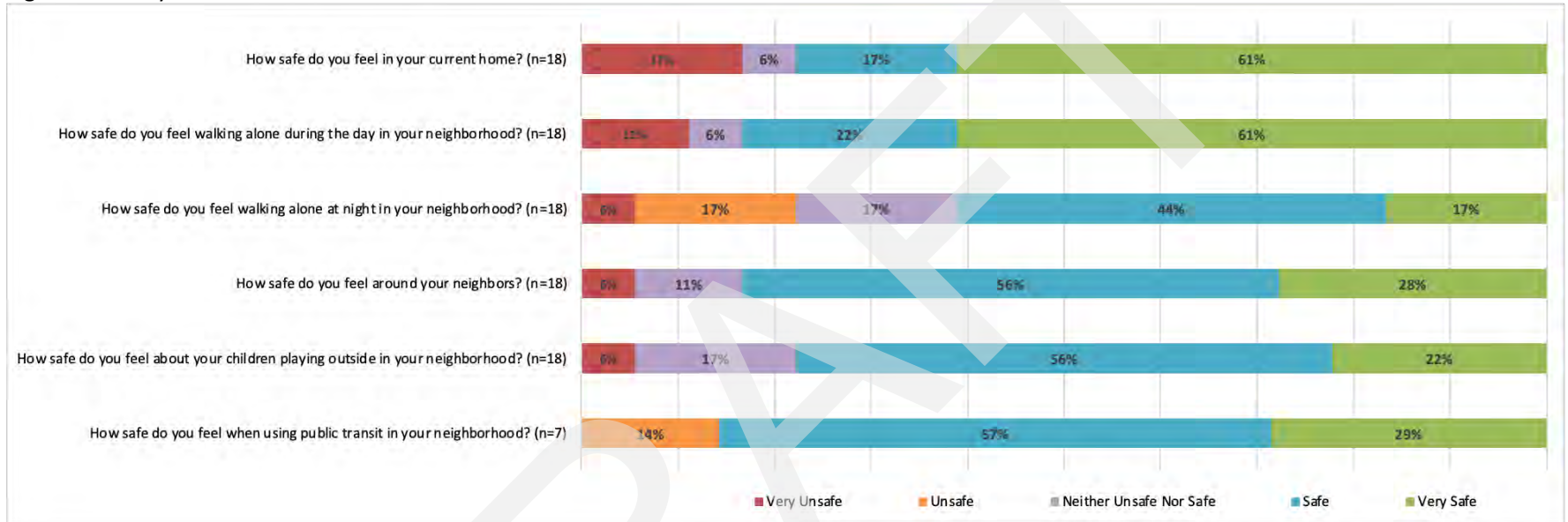
	Public Housing Median	PBV Median	Median Difference	Z
Percent high school graduate or higher	65.2%	91.2%	26.0%	-5.578**
Percent bachelor's degree or higher	14.2%	24.1%	9.9%	-5.447**
Unemployment rate	8.3%	5.3%	-3.0%	4.111**
Median household income	\$25,545	\$52,008	\$26,463	-4.931**
Percent of people in poverty	40.1%	12.9%	-27.2%	6.216**
Proportion of vacant housing units	8.6%	8.4%	-0.2%	4.520**
Proportion of single-family homes	45.0%	60.9%	15.9%	-3.863**
Owner occupancy rate	44.8%	53.4%	8.6%	-2.119*
Median home value	\$100,800	\$164,100	\$63,300	-5.878**
Median gross rent	\$823	\$833	\$10	-1.186
Percent White	69.3%	82.4%	13.1%	-4.660**
Percent Hispanic or Latino	51.6%	26.3%	-25.3%	5.006**

* p < 0.05; ** p < .01



Most households feel safe in their home, neighborhood, and around their neighbors. The majority also feel safe when their children are playing outside in their neighborhood. Most survey respondents even feel safe walking alone in their neighborhood at night. The few households that use public transit also consider it to be generally safe.

Figure 1. Safety





39% of households report that their household income has increased from the previous year and 45% of households stated that their basic financial needs were met. At least half of the respondents were able to make all their payments on time over the year and had lower balances on their credit cards compared to the previous year. However, the majority of households were unable to increase their credit score and report that they were unable to save more money than the previous year. Respondents did not participate in financial education classes or programs. The response regarding future income is mixed and only 39% of the households believe that their income will be higher in a year from now.

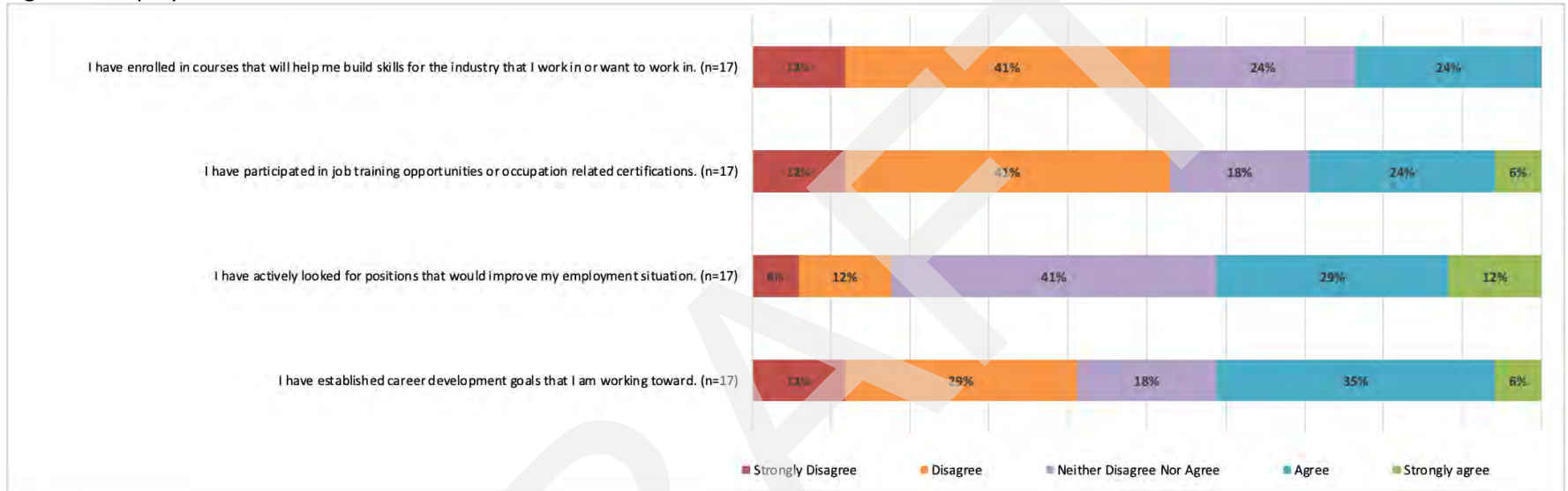
Figure 2. Financial Security and Wealth Accumulation





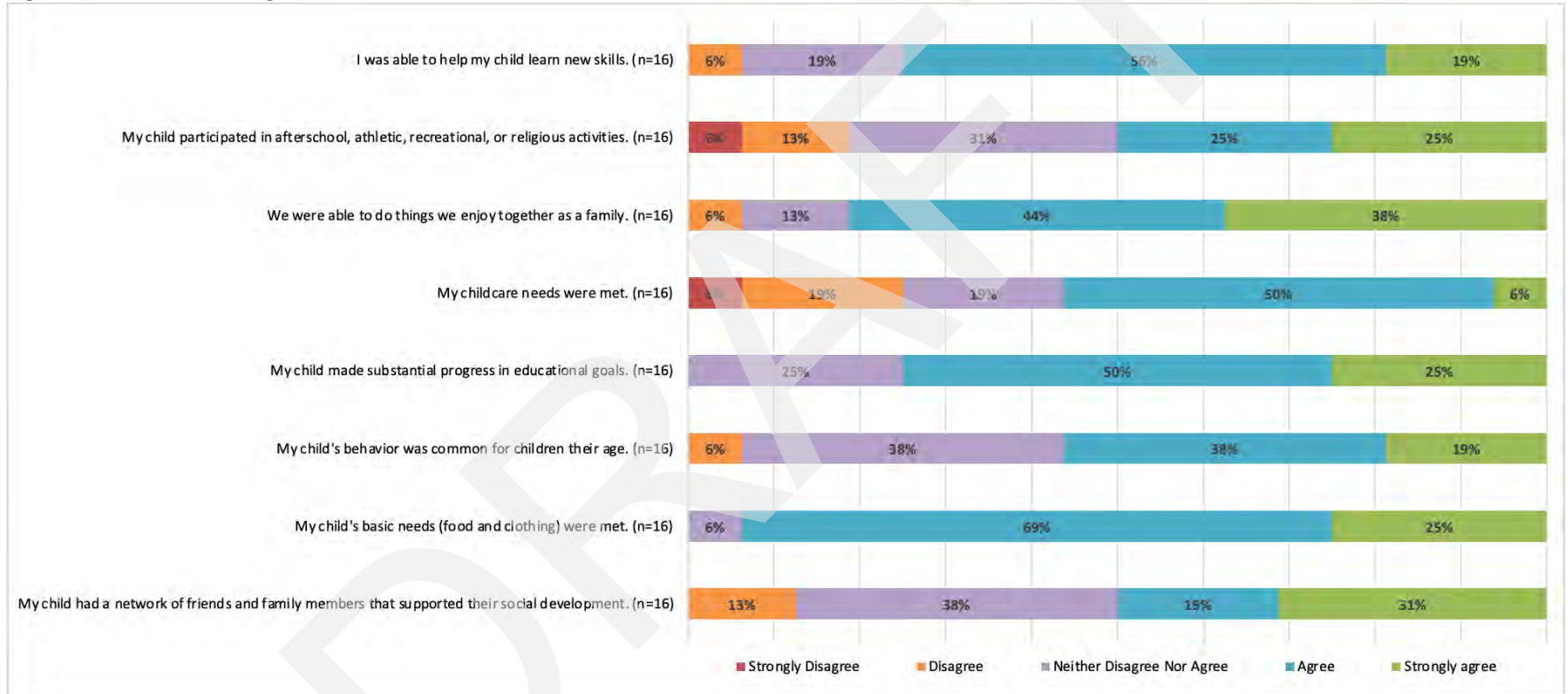
Although some households have established career development goals that they are working toward, less than one-third of respondents have taken advantage of job training opportunities or occupation related certificates. 41% of the respondents are actively looking for a position that would improve their employment situation.

Figure 3. Employment and Education



Most households responded positively regarding their child's well-being. Respondents reported being able to help their child learn new skills, thought their child's basic needs were met, saw substantial progress in educational goals, and were able to do things together as a family. Most households also reported having a network of friends and family members that supported the social development of their child and that they were able to provide the opportunity for their child to participate in after school, athletic, recreational, or religious activities. Childcare needs were met for more than half of the households although there are a few households that reported childcare is a challenge.

Figure 4. Child Well-Being





Attachment II: Survey Results - Disregard earned income of PH household members, age 18-20, who are not the head of household, co-head or spouse

Summary

With a few exceptions, current HUD regulations require that earned income of every adult household member living in public housing who is over the age of 18 be factored into the household's rent. In some cases, when a young adult works, the head of household has little to no control over this member's willingness to contribute to the monthly rent. When a child is employed and turns 18, this sudden increase in rent can put a financial burden on the family, placing them at risk of losing their housing if they are unable to pay their portion of the rent increase.

In 2016, RHA proposed and implemented an MTW activity specifically targeting families living in public housing with young adults, between the ages of 18-20, who are not the head of household, co-head, or spouse. Through this initiative, families living in public housing have the earned income of adult children, within this age group, excluded from rent determinations for their households. Over the past seven years, this income exclusion has been automatically applied to all eligible households, with no formal requirement to sign up to participate.

To evaluate the overall effectiveness of this activity, in March 2024, RHA began surveying all families who benefited or could have benefited from this income exclusion. To learn about the experiences of all eligible households, outreach included current and past families, those with eligible members who have or had income excluded through this activity, and those who did not. The survey included questions to determine how this income exclusion impacted their household and whether this activity assisted young adult members in becoming self-sufficient. Overall, 49 public housing households with eligible family members, who either worked or chose not to work, participated in the survey.

Findings

Twenty-five (25) households, both current and past, who had employed young adult members with income excluded under this activity were asked the following questions:

1. On a scale from 1 to 5, with 1 being not helpful and 5 being very helpful, how helpful has this income exclusion been in increasing opportunities for self-sufficiency for your adult child, age 18-20?
 - Average: 4.33 → 4
 - Unsure: 1
 - On average, 64% of participating households believe this income exclusion increased the self-sufficiency opportunities of their adult child.

2. On a scale from 1 to 5, with 1 being not at all and 5 being completely, has this income exclusion alleviated undue stress on the head of household?
 - Average: 4.44 → 4
 - On average, 56% of households surveyed experienced alleviated stress.



3. If the income exclusion for this age group were to end tomorrow, do you see it impacting your household and your child's self-sufficiency?
 - Yes: 17 No/minimum: 6 Unsure: 2
 - 68% stated that their household would have been impacted if the program ended.

4. If there is a household member currently having income excluded under this MTW activity, do you foresee this young adult quitting employment once they turn 21?
 - Yes: 3 No: 20 Unsure: 2
 - 80% stated that their adult child would not quit employment after turning 21.

5. Impact of this activity on the household overall:
 - Positive: 19 No/Little: 6
 - 76% stated that the program has had a positive impact overall.

Twenty-four (24) eligible households, both current and past, who had unemployed young adult members were asked the following questions:

1. Are you aware that if your adult child (age 18-20) were to be employed, their income would be excluded from rent calculations?
 - Yes: 16 No: 7 Unsure: 1
 - 67% indicated that they were aware of the income exclusion benefit.
 - 29% did not know about the exclusion benefit.

2. On a scale from 1 to 5, with 1 being not at all or 5 being completely, how much stress do you feel this income exclusion would have alleviated on the head of household?
 - Average: 4.3 → 4
 - Unsure: 1
 - On average, 67% of households believed this activity would have alleviated stress.

3. On a scale from 1 to 5, with 1 being not at all or 5 being completely, how helpful would this income exclusion have been in increasing the self-sufficiency opportunities for your adult child?
 - Average: 4.79 → 5
 - On average, 71% of respondents believed the income exclusion would have increased self-sufficiency opportunities for their adult child.

4. Do you feel this income exclusion would have incentivized your child to seek employment?
 - Yes: 22 No: 2
 - 92% believed this would be an incentivize for their child to seek employment.



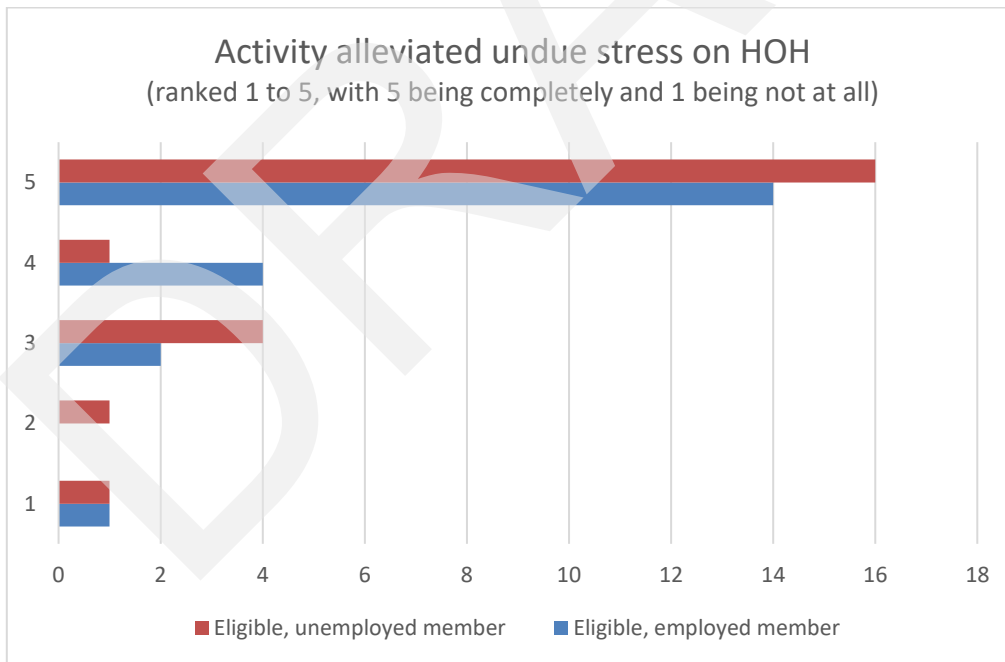
5. Are there any barriers that have prevented your adult child from seeking employment?
 - o Yes: 14 No: 10
 - o 58% indicated that their child is experiencing some form of barrier to employment.
 - o Barriers identified in >1 case: health/disabilities (6), risk of rent increase (2), school related (2), other/random (4).

6. If your adult child were employed and having their annual earned income excluded, what impact would it have on you and your household?
 - o Positive: 18 No/Little impact: 6
 - o 75% stated that the program could have had a positive impact on their household.

Patterns

Of the households surveyed, 20% noted that the young adult in their household, who is currently employed, does not contribute to the rent, but rather focuses on their own bills and/or school expenses. In each of these instances, it was suggested that an increase in rent, should this excluded income now be included, would put more stress on the family since they “don’t take from their child.”

The following graph ranks the amount of stress alleviated for the heads of households because of this earned income exclusion. As a comparison, it also ranks the number of households who feel their stress would have been alleviated if their adult child were employed and receiving the earned income exclusion.

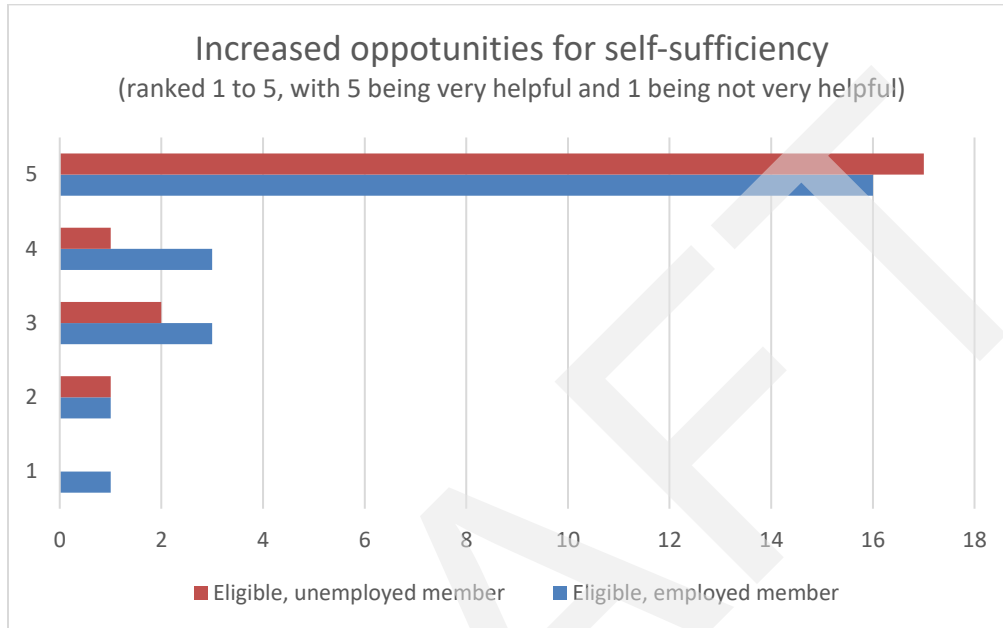


In addition to alleviating stress on the household, the survey noted multiple cases where the young adult was able to increase their self-sufficiency opportunities because of this initiative. Specifically, five members were able to move out of the household, becoming completely self-sufficient.



Furthermore, three were able to buy a car because of the program and an additional three were able to help contribute to their school expenses.

The following graph ranks the increased opportunities offered to participating households and self-sufficiency. As a comparison, it also ranks the number of households who felt their household member would have become more self-sufficient if they had taken advantage of the income exclusion.



Notable Stories/Quotes

- **Shannon:** Shannon’s daughter is eligible, but she has chosen not to work because they didn’t want to risk rent increases. During the conversation, she stated the excluded income would, "Help a lot, she would be responsible for her own things and would be able to save enough money to be self-sufficient on her own."
- **Veronica:** Veronica’s son is working with his earned income excluded from rent calculations. She stated, "I only get so much on social security and with him working and not having to worry about helping me out it’s been nice being able to pay rent, buy food, pay bills. I don’t get much help from my son."
- **Kristian:** Kristian’s daughter is a full-time college student. If the program were to end tomorrow, she would have to quit college, work a lower-paying job, and she wouldn’t be able to live within the household anymore. Kristian stated that anything that helps her child be better educated and get a good paying job is one of the most positive things we can do. She also said that children often must choose between a job or education, and we need to give them an opportunity to have the best job through their education.
- **Charity:** Charity’s daughter uses the excluded money to save for college. She mentioned that it’s useful for her child since her income contributes to her school costs.



- **Andrea:** Andrea's son had income excluded under this activity. She stated it had "Good impact not having to include his money towards household expenses...He was saving up money, so he was able to move out."
- **Francisco:** Francisco's daughter had income excluded under this activity. Francisco stated, "I feel calm because if she earns money, she can pay for the stuff she needs. Sometimes we can't afford to pay for her things because we pay rent and bills."

DRAFT

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 14

October 1, 2024

SUBJECT: Discussion to determine desire for a 2024 Board retreat and potential selection of date.
(Discussion Only)

FROM: Executive Director

RECOMMENDATION: For Discussion Only

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 15

October 1, 2024

SUBJECT: Additional Items (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Additional Items:

- a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
- b) Reports on conferences and trainings. (Discussion)
- c) Old and New Business. (Discussion)
- d) Request for Future Agenda Topics (Discussion)
- e) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, October 22, 2024, and Tuesday, November 19, 2024. (For Possible Action)