



**HOUSING AUTHORITY OF
THE CITY OF RENO**



FY 2020 MTW ANNUAL PLAN

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About

Founded in October 1943, the Housing Authority of the City of Reno (RHA) owns and manages 751 units of Public Housing in eight different locations in the City of Reno and City of Sparks. Through the use of the Neighborhood Stabilization Programs (NSP) and other funding, RHA acquired and manages over 160 scattered site rental properties specifically targeted for low income households. RHA also provides housing subsidies to more than 2,500 low income families in Reno, Sparks, and Washoe County through various rental assistance programs.

Mission

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. In doing so, RHA will continue to cultivate strong community partnerships, promote fiscal responsibility, and administer all of its programs and activities in an efficient, ethical, and professional manner.

Housing Authority of the City of Reno
1525 East Ninth Street
Reno, NV 89512-3012
www.renoha.org

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Section I

1

INTRODUCTION





I. Introduction

A. What is MTW?

Moving to Work (MTW) is a demonstration program, established by Congress in 1996, that offers a limited number of “high performing” Public Housing Authorities (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 allows MTW PHAs to allocate resources based on a local determination of how to effectively address the needs of the local community. It is important to note that the MTW designation does not provide PHAs with additional funding from the U.S. Department of Housing and Urban Development (HUD), but rather allows each agency to use their funding in a more flexible manner.

With HUD's approval, PHAs participating in the MTW program are allowed to waive certain statutes and regulations in the United States Housing Act of 1937 to explore different and creative ways to improve their housing programs. These policy changes allow PHAs to address challenges for low-income families that are unique to their local needs. In doing so, each of the activities proposed and implemented must address at least one of three 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.

B. RHA's designation as a 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 was executed on June 27, 2013, and established RHA as a MTW agency through RHA's Fiscal Year (FY) 2018. On April 14, 2016, RHA received notice that pursuant to Section 239 of Title II, Division L of the Consolidated Appropriations Act, 2016, RHA's current MTW agreement with HUD was extended through the end of FY 2028. This is true for all PHAs currently participating in the MTW program. The Act also authorized HUD to expand the MTW demonstration program by an additional 100 PHAs over a seven year period.

C. FY 2020 MTW Annual Plan overview

FY 2020 (i.e. the period from July 1, 2019 through June 30, 2020) will be RHA's seventh year as a MTW agency. Each year RHA is required to adopt a MTW Annual Plan for HUD's approval in advance of the start of the fiscal year. This plan, which is organized according to HUD's requirements as outlined in Form 50900, explains the proposed/amended MTW activities for the



coming year, and provides an update on current MTW activities that have already received approval from HUD. For the purpose of this plan, a “MTW activity” is defined as any activity that requires MTW flexibility to be utilized in order to waive statutory or regulatory requirements.

The MTW Annual Plan is intended to provide PH residents, HCV participants, local officials, the public and HUD with pertinent information on each of RHA's proposed and implemented activities. It also serves to provide stakeholders with details on RHA's operating budget and capital improvement plans.

As part of RHA's planning process, staff began discussing the FY 2020 MTW Annual Plan, including each of the proposed/amended activities and capital improvement plans, during Resident Advisory Board and Resident Council meetings in January 2019. Public review and comment was solicited prior to consideration and approval by RHA's Board of Commissioners on March 26, 2019. After receiving approval from the Board of Commissioners, RHA's FY 2020 MTW Annual Plan was submitted to HUD on March 29, 2019.¹

D. Overview of RHA's annual goals and objectives

During the first six years as a MTW agency, RHA implemented activities intended to simplify the administration of both the PH and HCV programs. These activities include, but are not limited to, “true” triennial recertifications for elderly/disabled participants on fixed incomes, the complete disregard of earned income for certain PH household members and the elimination of the HUD-mandated Earned Income Disallowance (EID) for both programs. RHA also implemented two key activities as part of its participation in MTW: (1) a Rent Reform Controlled Study within the HCV program and (2) a Mobility Demonstration for PH residents.

Throughout RHA's participation in the MTW demonstration, staff have continued to seek innovative activities to propose that are designed to streamline resident requirements and increase the overall efficiency of the agency. To identify ways that approved MTW activities might be improved upon, staff continue to monitor activities following full implementation.

RHA's proposed FY 2020 MTW activities

RHA is not proposing any new MTW activities in FY 2020.

Short-term MTW goals and objectives

In FY 2017, staff began reviewing the agency's definition of self-sufficiency to determine if it accurately captured whether or not a household should be considered self-sufficient. After discussion and deliberation, staff determined that the agency will now begin to address 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.

In FY 2019, RHA began restructuring its entire FSS Program into a Workforce Development Program focused on job placement and job retention for all able-bodied participants in RHA's

¹ Additional details on RHA's public process can be found in Section VI of this plan and the accompanying attachments.



housing programs, including youth. RHA has recently recruited additional Workforce Development staff who will focus entirely on providing RHA's workable families with the tools, skills and support they often need to confidently seek, gain, and maintain employment. Through this restructuring, RHA will provide a client focused approach to all facets of self-sufficiency at one location.

Through ongoing training and increased inner-department communication, RHA will continue to cultivate the agency's new definition of self-sufficiency in FY 2020. Rather than simply refer workable HCV participants and PH residents to RHA's Workforce Development staff, the agency's management team will encourage staff at all levels to motivate, support and assist each of the families in obtaining their self-identified self-sufficiency goals.

Long-term MTW goals and objectives

The City of Reno, the City of Sparks and Washoe County have experienced a strengthening housing market due in part to a "tech boom" which is bringing some of Fortune's highest-ranked companies, including Tesla, Switch, Amazon, Google and Microsoft, to the area. While the arrival of these companies into the Truckee Meadows means higher wages for some, many residents have not seen a significant spike in pay.

The demand for housing, as a result of this population influx, has tightened the community's rental market and, in some cases, made it harder for RHA's HCV participants to find units to lease. Motels have become home to families as home prices have climbed to a median price of \$377,000 in November 2018, a price that is 7% higher than November 2017 according to the Reno-Sparks Association of REALTORS and rents continue to climb. Complicating this issue further is that several of the extended stay motels that were considered affordable, are now being demolished to allow for future development.

The lack of affordable housing has contributed to an increase in the number of families at risk of experiencing homelessness. RHA continues to collaborate with local community organizations to explore ways to overcome homelessness within our jurisdiction. On May 11, 2016, an amendment to RHA's FY 2016 MTW Annual Plan was approved to establish a MTW activity to assign Project Based Vouchers (PBVs) to privately owned properties (Activity 2016-08) within our community after undergoing a competitive process. These PBVs are assigned to affordable housing units where the owner commits to house individuals and/or families who were experiencing homelessness. Following the assignment of the PBV, the owner also works closely with RHA's partners who provide case management services. In FY 2019, RHA expanded this PBV allotment to address the lack of affordable housing for individuals participating in workforce development programs throughout Washoe County. By coupling stable housing with case management, RHA strives to give both homeless individuals and working families the resources and skills needed to take the first step in upward mobility.

RHA's Mobility Demonstration (Activity 2014-02) was implemented after HUD's approval of the FY 2014 MTW Annual Plan. The program offers qualified PH families, who otherwise lack mobility options, the opportunity to move to low poverty neighborhoods throughout the City of Reno, the City of Sparks and Washoe County. To date, 37 properties have been made available for the program and 43 former PH families have been given the opportunity to live in low poverty neighborhoods, 23 of whom are still active in the program.



With dwindling federal funding to address necessary repairs and improvements needed at PH properties across the country, single fund flexibility has proven to be vital in the improvement and conservation of RHA's PH complexes. RHA will continue to use the flexibility allowed for in Section B of Attachment C of the Standard MTW Agreement to make additional improvements to these properties, specifically those focused on energy and water savings, to ensure long-term viability.

Utilizing the flexibilities available through MTW to expand housing choice, streamline agency operations and develop creative solutions to meet the needs of low-income families in our community remains a long-term goal of RHA. New initiatives that further both the MTW statutory objectives and RHA's strategic plan will continue to be explored and proposed if feasible. In future years, RHA will be exploring ideas to assist working families in overcoming the "benefits cliff", reforming interim reexaminations and providing sponsor-based vouchers to families with emergency housing needs.

Non-MTW goals and objectives

Non-MTW goals and objectives are defined by HUD as those activities that do not require MTW authority of flexibility to implement. In addition to its planned short-term and long-term goals and objectives, RHA will:

- Continue to meet the goals outlined in RHA's strategic plan which includes increasing the agency's housing portfolio through the development of affordable housing units. In FY 2018, staff began exploring the development of an affordable housing site with 44 dwelling units for seniors. With architectural renderings complete, funding sources secured and zone change requests approved, RHA is on scheduled to break ground on this development in the coming months.
- Continue to identify any additional physical needs improvements that will preserve, maintain and enhance each of RHA's eight PH complexes.
- Continue to update the five year plan for capital improvement expenditures.

Section II

2

GENERAL OPERATING INFORMATION





II. General Housing Authority Operating Information

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. Utilizing the Neighborhood Stabilization Program (NSP) and other funding sources, RHA acquired over 200 scattered site properties throughout the local area. The majority of these scattered site rental properties are allocated specifically for very low-income households.

In addition to these PH and scattered site units, RHA owns eight unaided multi-family housing properties. Working with a private property management company, these eight properties provide an additional 332 housing units. Although not required to do so, RHA leases each of these properties at levels that are lower than HUD's Fair Market Rents (FMRs) for Washoe County.

RHA also administers a number of rental assistance programs that were created under Section 8 of the 1974 Federal Housing and Community Development Act. Through these programs, RHA provides housing subsidies to more than 2,500 low-income families and individuals living in privately owned housing in Reno, Sparks and Washoe County. Furthermore, RHA works closely with the local Department of Veterans Affairs (VA) office to provide assistance to over 300 veterans through the HUD-VA Supportive Housing (VASH) Program.

This section includes RHA's general housing stock, lease-up, and wait list information.

A. Housing Stock Information

i. Planned New Public Housing Units to be added during the Fiscal Year

RHA will not be adding any new PH units in FY 2020.

ASSET MANAGEMENT PROJECT (AMP) NAME AND NUMBER	BEDROOM SIZE						TOTAL UNITS	POPULATION TYPE*	# of Uniform Federal Accessibility Standards (UFAS) Units	
	0/1	2	3	4	5	6+			Fully Accessible	Adaptable
Name/Number	0	0	0	0	0	0	0	N/A	0	0
Name/Number	0	0	0	0	0	0	0	N/A	0	0
Name/Number	0	0	0	0	0	0	0	N/A	0	0

Total Public Housing Units to be Added in the Plan Year

0

* Select "Population Type" from: General, Elderly, Disabled, Elderly/Disabled, Other

If "Population Type" is "Other" please describe:

N/A

**ii. Planned Public Housing Units to be removed**

RHA will not be removing any PH units in FY 2020.

AMP NAME AND NUMBER	NUMBER OF UNITS TO BE REMOVED	EXPLANATION FOR REMOVAL
Name/Number	0	N/A
Name/Number	0	N/A
Name/Number	0	N/A

0**Total Public Housing Units to be removed in the Plan Year****iii. Planned New Project Based Vouchers**

In FY 2020, RHA anticipates project-basing the following tenant-based vouchers for the first time. These include only those in which at least an Agreement to enter into a Housing Assistance Payment (HAP) will be in place by the end of the Plan Year. It also indicates whether the unit is included in the Rental Assistance Demonstration (RAD).

PROPERTY NAME	NUMBER OF VOUCHERS TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
Privately Owned Partnerships	25	No	RHA anticipates issuing another RFP to assign PBVs to privately owned properties in exchange for the owner's commitment to provide affordable housing to individuals and/or families who are participating in workforce development programs throughout Washoe County.

25**Planned Total Vouchers to be Newly Project-Based**

**iv. Planned Existing Project Based Vouchers**

RHA is currently project-basing the following tenant-based vouchers in the Plan Year. These include only those in which at least an AHAP is already in place at the beginning of the Plan Year. It also indicates whether the unit is included in RAD.

PROPERTY NAME	NUMBER OF PROJECT BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR*	RAD?	DESCRIPTION OF PROJECT
Mobility Demonstration and Opportunity Properties	38	Leased/Issued	No	PH tenants in good standing are being allowed to move to RHA's scattered site properties on a two-year PBV. RHA plans to assign additional PBVs as properties are acquired or repurposed from other programs.
Single Family Home Project Based Vouchers	16	Leased/Issued	No	RHA has a number of single family homes acquired under NSP2 and other programs which are shifted to a PBV if/when the unit becomes vacant. RHA plans to assign additional PBVs as properties are acquired or repurposed from other programs.
Yorkshire Terrace	16	Leased/Issued	No	RHA has assigned PBVs to units at Yorkshire Terrace, a 30 unit LIHTC property. RHA plans to expand this to include additional units should they become vacant.
Partnerships	12	Leased/Issued	No	RHA has formalized agreements with several nonprofit community partners to provide affordable housing for their clients.
Privately Owned Partnerships	25	Leased/Issued	No	Privately owned properties are being assigned PBVs through a competitive process in exchange for their commitment to provide affordable housing to individuals and/or families who are experiencing homelessness.

107**Planned Total Existing Project-Based Vouchers**

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



v. Planned Other Changes to MTW Housing Stock Anticipated During the Plan Year

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

PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED IN THE PLAN YEAR

RHA plans to continue to purchase or repurpose single family homes, duplexes, and condominiums for use with PBVs. Scattered site properties in low poverty neighborhoods, either currently owned or yet to be acquired, may be identified for use in RHA's Mobility Demonstration. All other properties acquired or repurposed will be used to provide additional housing choice to low-income families through RHA's single family home PBVs.

vi. General Description of All Planned Capital Expenditures during the Plan Year

Narrative general description of all planned capital expenditures of MTW funds during the Plan Year.

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL EXPENDITURES DURING THE PLAN YEAR

RHA is planning to work on the following capital projects in FY 2020. These planned capital improvements are based on funding availability and may change during the plan year based on the safety needs of RHA's PH residents:

- **Boiler room replacement – expected FY 2017 expenditure: \$460,000.**
Due to the increased amount of maintenance on the central boiler at Silverada Manor, it will be replaced.
- **Landscape improvements – expected FY 2017 / FY 2018 expenditure: \$105,000.**
Landscape improvements will be carried out at Myra Birch Manor and Hawk View Apartments. These improvements include tree trimming, irrigation repairs and the addition/replacement of trees, shrubs and other vegetation to assist in water conservation efforts and to improve the overall safety and appearance of both properties.
- **Asphalt replacement – expected FY 2017 / FY 2018 expenditure: \$145,000.**
Several square feet of 2 ½" asphalt and 6" of aggregate base will be removed and replaced at Myra Birch Manor.
- **Roof replacement – expected FY 2017 expenditure: \$130,000**
The roof of RHA's main office building is aging beyond repair. As the last repairs were made in 2013, it now needs to be replaced.

**B. Leasing Information****i. Planned Number of Households Served**

Snapshot and unit month information on the number of households the MTW PHA plans to serve at the end of the Plan Year.

PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH:	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED**
MTW Public Housing Units Leased	751 ²	9,012
MTW Housing Choice Vouchers (HCV) Utilized	2,168 ³	26,016
Local, Non-Traditional: Tenant-Based [^]	0	0
Local, Non-Traditional: Property-Based [^]	0	0
Local, Non-Traditional: Homeownership [^]	0	0
Planned Total Households Served	2,919	35,028

* "Planned Number of Unit Months Occupied/Leased" is the total number of months the MTW PHA plans to have leased/occupied in each category throughout the full Plan Year.

** "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.

[^] In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the MTW PHA should estimate the number of households to be served.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED*
Tenant-Based	N/A	0	0
Property-Based	N/A	0	0
Homeownership	N/A	0	0

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

² RHA has 751 ACC units. Lease up is not anticipated to drop below 97% of the MTW baseline of 745.

³ RHA has 2,519 ACC Housing Choice Vouchers. Although RHA did not anticipate a drop below 90% of the MTW baseline of 2,382, on January 2, 2019, RHA's lease up was at 88% of the MTW baseline. RHA anticipates to lease this program at 91% of the established baseline in the coming year.



ii. Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing

Discussions of any anticipated issues and solutions in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ANTICIPATED LEASING ISSUES AND POSSIBLE SOLUTIONS
MTW Public Housing	RHA continues to select applicants off the wait list on the basis of preferences set forth in the Admissions and Continued Occupancy (ACOP) for Public Housing for referral to vacant PH units. There are no anticipated leasing issues in this program.
MTW Housing Choice Voucher	<p>Reno, Sparks and Washoe County continues 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 due to the relocation of several tech companies to the region, the need for additional housing stock continues to grow resulting in an extremely tight rental market and increased rents throughout the area. This strengthening market has led to in an increase in the desire of private landlords to make more profit rather than rent to HCV participants.</p> <p>In response to the decline in the number of landlords willing to rent to HCV program participants, RHA adjusted its payment standards, implemented a Landlord Incentive Program, and continued to conduct initial admission interviews over the telephone. In FY 2019, based on feedback provided from the local HUD Field Office, RHA also implemented a "lease in place" preference for applicants on the waiting list.</p>
Local, Non-Traditional	N/A

C. Wait List Information

The following table reflects RHA's wait list information as of January 9, 2019.

i. Waiting List Information Anticipated

Snapshot information of waiting list data as anticipated at the beginning of the Plan Year. The "Description" column should detail the structure of the waiting list and the population(s) served.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	PLANS TO OPEN THE WAITING LIST DURING THE PLAN YEAR
HCV	Housing Choice Voucher Program serving all populations	1,856	Closed	Yes
Project Based Voucher	Unit Based Voucher serving all populations	1,440	Closed	Yes



Section 8 Moderate Rehabilitation	Private Owned Unit Based Voucher serving single individuals	302	Closed	No
CV Public Housing	1-4 bedroom units serving all populations	1,776	Closed	Yes
Stead	2 & 3 bedroom units located at Stead Manor serving all populations	855	Closed	Yes
Elderly & Disabled Public Housing	Studio, 1 & 2 bedroom units serving disabled and/or applicants age 55+	587	Closed	Yes

Please describe any duplication of applicants across waiting lists:

At the time of application, clients may apply for all open waiting lists. Therefore, the number of households reported will reflect some households who have applied for more than one program and/or bedroom size.

ii. Planned Changes to Waiting List in the Plan Year

Please describe any anticipated changes to the organizational structure or policies of the waiting list(s), including any opening or closing of a waiting list, during the Plan Year.

WAITING LIST NAME	DESCRIPTION OF PLANNED CHANGES TO WAITING LIST
HCV, CV Public Housing, Stead, Elderly & Disabled Pubic Housing	RHA recently implemented an online application portal to assist in the admissions process. In order to work through all of the bugs identified with the new application system, RHA closed the waiting lists for all housing programs on December 31, 2018. RHA anticipates these waiting lists to open either before or during the Plan Year.
Section 8 Moderate Rehabilitation	Currently, RHA maintains a waiting list for one Section 8 Moderate Rehabilitation property that is privately owned. On January 4, 2019, RHA was notified that this property would be opting out of the Section 8 Moderate Rehabilitation program following the expiration of their final contract on May 19, 2019. There is one remaining Moderate Rehabilitation property within Washoe County, however this property maintains its own waiting list. Therefore, each of the applicants on RHA's Section 8 Moderate Rehabilitation waiting list will be notified that this list will be dissolved.

Section III

3

PROPOSED MTW ACTIVITIES





III. Proposed MTW Activities: HUD approval requested

This section describes RHA's proposed MTW activities for the coming year. Information is included on which MTW statutory objective(s) will be achieved, the anticipated impact of the proposed activity on the stated objective(s) and the anticipated schedules for achieving the stated objective(s). It also details specific waivers to be used along with data collection and evaluation criteria, if applicable.

RHA is not proposing any new MTW activities for FY 2020.

Section IV

4

APPROVED MTW ACTIVITIES





IV. Approved MTW Activities: HUD approval previously granted

A. Implemented Activities

The activities discussed in this section have previously been approved by HUD and implemented by RHA. The following tables provide an overview of each of the approved MTW activities including the year it was implemented, the primary statutory objective(s) the activity is intended to impact and the Authorization(s) cited.

Approved MTW activities				
Activity #	Activity Name	Year Implemented / Modified (if applicable)	Statutory Objective(s)	Authorization(s) Cited
2014-01	Assignment of PBVs to RHA Owned/ Controlled Units without competitive process	FY 2014	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections D.2.b. and D.7.a.
2014-02	Mobility Demonstration	FY 2014	Increase housing choices for low-income families.	Attachment C Sections D.1.b., D.4., D.7.a., and Section E.
2014-03	Rent Reform Controlled Study	FY 2014 <ul style="list-style-type: none"> FY 2019 revision of hardship procedure related to activity 	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	Expand self-sufficiency activities	FY 2014 <ul style="list-style-type: none"> FY 2015 creation of self-sufficiency fund FY 2017 establishment of rent credits 	Create incentives for families to work, seek work or prepare for work.	Attachment C Section E.
2014-05	Simplify rent calculations and increase the minimum rent	FY 2014	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.4., C.11, D.2.a., and D.3.b.



Activity #	Activity Name	Year Implemented / Modified (if applicable)	Statutory Objective(s)	Authorization(s) Cited
2014-06	Triennial recertifications for elderly/disabled participants on fixed incomes	FY 2014 <ul style="list-style-type: none"> FY 2015 implementation of triennial recertifications rather than biennial FY 2017 approval to use local form rather than HUD Form 9886 FY 2018 approval to process COLA every third year 	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.4. and D.1.c.
2014-08	Partner with local nonprofit to provide special needs housing	FY 2014	Increase housing choices for low-income families and reduce costs and achieve greater cost effectiveness.	Attachment C Sections B.4., D.1.b., and D.7.a.
2015-01	Elimination of all negative rents and simplification of HCV Utility Allowances	FY 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	FY 2015	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.9.a. and D.5.
2015-03	Eliminate Caps on PBV allocations and allow for assignment of PBVs to 100% of RHA-owned, non-Public Housing properties	FY 2015 <ul style="list-style-type: none"> FY 2017 eliminate voucher allocation cap 	Reduce costs and achieve greater cost effectiveness <u>and</u> Increase housing choices for low-income families.	Attachment C Sections D.1.e. and D.7.a.
2016-01	Simplification of medical deductions	FY 2016 <ul style="list-style-type: none"> FY 2018 self-certification of actual expenses incurred prior to receiving deduction 	Reduce costs and achieve greater cost effectiveness.	Attachment C Sections C.11. and D.2.a.
2016-02	Redefine near-elderly person	FY 2016	Increase housing choices for low-income families.	Attachment C Section C.2.



Activity #	Activity Name	Year Implemented / Modified (if applicable)	Statutory Objective(s)	Authorization(s) Cited
2016-04	Allow HCV participants to lease units that exceed the 40% rent burden	FY 2016	Increase housing choices for low-income families.	Attachment C Section D.2.a.
2016-05	Eliminate Earned Income Disallowance (EID)	FY 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	FY 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	FY 2016	Reduce costs and achieve greater cost effectiveness.	Attachment C Section D.1.a.
2016-08	Expand Project Based Voucher Program	FY 2016 <ul style="list-style-type: none"> FY 2019 assignment to PBVs to privately owned properties who commit to house families participating in Washoe County's workforce development programs 	Increase housing choices for low-income families.	Attachment C Sections B.4., D.1.e., and D.7.b.
2017-01	Increase verified application data for HCV applicants	FY 2017	Reduce costs and achieve greater cost effectiveness <u>and</u> increase housing choices for low-income families.	Attachment C Section D.3.a.
2017-02	Asset threshold to determine eligibility for admission	FY 2017 <ul style="list-style-type: none"> FY 2019 exclude cash assets of elderly/disabled applicants 	Increase housing choices for low-income families.	Attachment C Sections C.2., D.3.a., D.3.b., and D.4.
2018-01	Landlord Incentive Program	FY 2018	Increase housing choices for low-income families.	Attachment C Sections D.1.a. and D.1.d.



Activity #	Activity Name	Year Implemented / Modified (if applicable)	Statutory Objective(s)	Authorization(s) Cited
2019-01	Redetermination of rent reasonableness as a result of a change in contract rent	FY 2019	Reduce costs and achieve greater cost effectiveness.	Attachment C Section D.2.c.
2019-02	Provide incentives to \$0 HAP households	FY 2019	Create incentives for families to work, seek work or prepare for work.	Attachment C Sections D.1.a, D.1.b, D.1.c and Section E



2014-01

Assign PBVs to RHA owned/controlled units without a competitive process

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

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

Description

RHA owns several single family homes, duplexes and condominiums throughout Reno, Sparks, and Washoe County that were purchased using various funding sources. In an effort to expand the housing choice of low-income households, PBVs have been assigned to several of these agency owned/controlled scattered site units without going through the competitive process. To assist in expediting the PBV approval process, initial contract rents at or below the applicable Low HOME Rents, are set by RHA rather than contracting with a state-certified appraiser and a HUD-approved independent agency.

Status/Update

Although the local housing market has gained momentum resulting in a significant reduction in the amount of available inventory to purchase, RHA remains committed to acquiring additional affordable housing units if they can be effectively used within RHA's housing programs.

Properties currently owned by the agency that become vacant throughout the plan year will be reviewed by staff to determine whether or not the assignment of a PBV could be beneficial for RHA's program participants and/or the community.

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2014-02

Mobility Demonstration

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

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

Description

RHA's Mobility Demonstration enables select low-income PH families with children to move to deconcentrated neighborhoods where opportunities are more abundant within the surrounding area. To facilitate this, RHA is utilizing MTW flexibilities (Activity 2014-01) and assigning PBVs to agency-owned single family homes, duplexes and condominiums located within low-poverty neighborhoods throughout the City of Reno and the City of Sparks. Based on a pool of eligible households and the family's approved voucher size, PH families with children, who are currently



in good standing and who meet the established requirements to participate in the program, are offered the opportunity to move into one of these PBV properties.

RHA's FSS Lite Program (Activity 2014-04) continues to be available to all Mobility Demonstration families. Should a tenant be unemployed at the time of lease up or become unemployed at any time during their participation in the demonstration, they are given 120 days to obtain employment. If employment is not secured within 120 days, they are required to participate in the FSS Lite Program unless they are otherwise determined to be exempt.

Status/Update

To date, 43 PH families with children have moved to properties located in low-poverty census tracts, 23 of whom are still participating in the demonstration.

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2014-03

Rent Reform Controlled Study

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

This activity was proposed, approved and implemented in FY 2014. It was amended in FY 2019 to update the hardship policy.

Description

This activity's main objective is to rigorously promote self-sufficiency through a rent reform program that provides strong incentives to adult household members to seek and obtain employment. 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 it affecting rent and (2) the knowledge that the family's housing assistance will end after five years.

RHA's Rent Reform Controlled Study is comprised of two sets of participants who collectively make up a control group and a study group. Control group participants have their rent calculated using 30% of adjusted monthly income and they remain subject to the same policies and procedures that all other HCV participants adhere to. Participants in the study group have rents set in advance, and these rents do not change based on income or household size. For the first two years, rent has been set for the study group at 95% of the average Total Tenant Payment (TTP). After the second year, the family's rent automatically increases to 105% of the same measure. This second rent level remains in effect until the family has been on the program for five full years. As a result, the disincentive for obtaining new income has been removed for families participating in the study group as they are allowed to keep any increase in earned income without worrying that 30% of this increased income will be calculated by RHA for rent.



Status/Update

To date, 211 families have leased up under this activity of which 103 are still on the program.

Based on the current rental market and the lack of affordable housing within the City of Reno, the City of Sparks and Washoe County, RHA revised the hardship procedure as it relates to this activity in FY 2019. The revision established an automatic hardship for the following households, provided that a formal request of a hardship is received by RHA:

- Elderly and/or disabled households, and
- Families with a disabled dependent residing in the household.

Households who do not meet the requirements for an automatic hardship are allowed to request a hardship three months prior to the expiration of their voucher. Based on the criteria set forth in RHA's internal hardship procedure, each request will be reviewed and examined to determine whether the following conditions have been met and a hardship from the five-year time limited voucher is warranted.

1. The family has remained in compliance and in good standing with the HCV program for six months prior to the request of the hardship, and
2. One of the following conditions is true:
 - Washoe County's rental market vacancy rate is at or below 4%
 - Washoe County's unemployment rate is at or above 8%
 - Household has a signed Individual Training and Services Plans (ITSP) and they are actively pursuing goals.

If granted a hardship by the committee, Rent Reform Controlled Study families will be transferred to a regular HCV voucher. RHA will not be providing extensions.

This activity will remain ongoing in FY 2020; however, RHA is no longer issuing vouchers related to this activity.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2014-04

Expand self-sufficiency activities

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

This activity was proposed, approved and implemented in FY 2014. It was expanded upon in FY 2015 to use single fund flexibility to create a Self-Sufficiency Fund and expanded further in FY 2017 to allow for the establishment of rent credits.



Description

The FSS Lite Program, similar to 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 resident self-sufficiency through streamlined FSS service delivery, became mandatory for PH residents who are delinquent in completing their required Community Service hours. Mobility Demonstration households who are unemployed without a qualifying exemption are also required to participate in the FSS Lite Program and Rent Reform Controlled Study participants are encouraged to take advantage of the program as they prepare for the end of their housing assistance.

By utilizing single fund flexibility, RHA expanded the FSS Lite Program in FY 2015 and established a Self-Sufficiency Fund. The Self-Sufficiency Fund was 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 expanded this activity further to allow for the establishment of one-time and/or ongoing rent credits to serve as an incentive for participants to complete the goals identified in their ITSPs, as well as, increase participation in the FSS Lite Program overall.

Status/Update

In FY 2019, RHA began restructuring 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. Through this restructuring, RHA will provide a client focused approach to all facets of self-sufficiency at one location. Each of RHA's workable families will be provided with the tools, skills and support they often need to confidently seek and gain employment.

RHA anticipates using single fund flexibility to assist in the overall expansion of this department. This may include, but is not limited to, additional Workforce Development staff, and/or workshops and training for both staff, clients and youth who are actively participating in RHA's Workforce Development program(s) or pursuing their career goals. In addition, RHA anticipates replenishing the Self-Sufficiency Fund if/when needed.

As a result of this ongoing redesign and restructuring of the FSS Program, RHA anticipates this activity to be completely amended or possibly closed in FY 2021.

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2014-05

Simplify rent calculations and increase the minimum rent

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

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



Description

RHA is excluding all educational financial aid from income calculations and allowing self-certification of assets under \$10,000. The full amount of student financial assistance paid directly to the student or to the educational institution is now excluded from income calculations for HCV participants. RHA's HCV participants can now benefit from being able to attend an institution of higher education without being penalized with an increase in rent due to any financial assistance that they may secure. Furthermore, households with assets less than \$10,000 can now submit a self-certification as to the value of the asset and the amount of expected income. At the time of application, applicants are asked to provide a well-documented baseline asset value. RHA staff will only calculate income on assets if the value of the assets total more than \$10,000.

RHA also raised the minimum rent from \$50 to \$75 not only to save significant HCV and PH operating subsidy, but provide an incentive for participants to seek employment due to the higher participant contribution to rent.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

On March 16, 2020, in response to the COVID-19 pandemic, Hillary Schieve, Mayor of the City of Reno, mandated that all nonessential businesses close beginning March 17, 2020 through April 5, 2020. On March 17, 2020, Governor Steve Sisolak ordered the closure of all nonessential businesses throughout the State of Nevada for 30 days by Wednesday, March 18, 2020. This statewide closure will inevitably have a major effect on many of RHA's assisted families who are already struggling and will now experience an unexpected decrease in income.

To prevent undue stress on PH residents and HCV participants, RHA staff began to quickly work through all change of income forms, particularly those reporting a loss of income in order to reduce the amount of rent owed. With this practice in place, RHA began to explore ways to further assist these families through the troubling times that many of them will face over the coming months. Through this technical amendment, RHA proposes to expand upon the income exclusions allowed for under this activity to allow for any increase in household income, between HUD approval of this amendment and December 31, 2020, to be excluded from rent calculations. Although temporary, RHA anticipates that this will help PH and HCV families as they recover from the financial impact that many will soon experience as a result of loss of employment.

RHA will continue to require that all clients report all changes in income which will be reviewed, verified and excluded until December 31, 2020. RHA staff will track all clients affected by this temporary exclusion in order to report on cost implications to the agency and the outcomes of households provided with this temporary relief. Following HUD approval, RHA will notify affected households that this temporary exclusion is available and inform them that interim recertifications will be processed to include all income sources back into rent calculations effective January 1, 2021.

PH residents and HCV participants who have experienced permanent loss of employment due to the COVID-19 crisis along with those who may need some assistance securing future employment will be encouraged to join RHA's Workforce Development Program. Workforce Development



Coordinators will provide the ongoing support, tools and community referrals to help affected families secure employment or reach their existing educational goals.

RHA does not anticipate any additional changes to this activity or modifications to the metrics/data collection during the plan year.

2014-06

Triennial recertifications for elderly/disabled participants on fixed incomes

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

This activity was proposed, 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 allow for “true” triennial recertifications.

Description

Elderly and/or disabled PH residents and HCV participants on fixed incomes now have recertifications on a triennial schedule rather than annually as the change in the amount of rent RHA receives from these stable income households from year to year is completely negligible. In FY 2018, RHA began allowing for “true” triennial recertifications for this population resulting in all Cost-of-Living Adjustment (COLA) increases being processed every third year. Furthermore, any changes to RHA’s payment standards are now processed only during the household’s scheduled triennial recertification.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2014-08

Partner with local nonprofit to provide special needs housing

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

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

Description

RHA is providing PBV units to clients of its nonprofit partners including the Domestic Violence Resource Center (formerly CAAW), Casa de Vida, Human Services Agency of Washoe County, Safe Embrace, Northern Nevada HOPES and Northern Nevada Adult Mental Health Services



(NNAMHS). These PBVs are for two years and each of the nonprofit partners provides the supportive services.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2015-01

Elimination of all negative rents and simplification of HCV utility allowances

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

This activity was proposed, approved and implemented in FY 2015.

Description

RHA's PH residents and HCV participants no longer receive negative rents due to utility allowances. Furthermore, RHA simplified the HCV utility allowances for all units by creating a flat utility allowance schedule based on structure type and authorized voucher bedroom size. The new utility allowances, are designed to cover the full cost of apartment utilities, but a lesser percentage proportionally for participants who choose single family homes, duplexes and mobile homes.

The monthly rent obligation of HCV participants includes both the monthly rent payment and the costs for reasonable amounts of utilities. Utilizing RHA's simplified utility allowance schedule, HCV participants know exactly what amount has been identified as a reasonable allowance to cover the family's monthly utility bills. Provided with this information, HCV participants can seek out units based on their authorized voucher size, water conservation and energy efficiencies. In addition, the simplified schedule has saved a significant amount of staff time and alleviated errors within the calculations.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.



2015-02

Allow RHA to inspect its own HCV units

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

This activity was proposed, approved and implemented in FY 2015.

Description

RHA owns a significant number of units which, under HUD's established rules, had to previously be inspected by third party contractors. In FY 2015, RHA staff began conducting inspections on all HCV and PBV units, regardless of ownership or property management status, rather than using third party contractors. Implementation of this activity has saved RHA money and increased inspection time.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2015-03

Eliminate caps on PBV allocations and allow for assignment of PBVs to 100% of RHA-owned, non-Public Housing properties

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

This activity was proposed, approved and implemented in FY 2015. It was amended in FY 2017 to eliminate the voucher allocation cap.

Description

RHA owns several non-PH complexes and dwelling units that have been utilized in various housing programs through the assignment of PBVs. To provide additional low-income families housing assistance and increase the agency's rental revenue, the cap on the number of units where a PBV can be assigned within each project was lifted. This has allowed for the assignment of PBVs to up to 100% of these RHA-owned, non-PH units. In FY 2107, the 20% limit on the amount of voucher funding that may be utilized under the PBV program was also eliminated.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.



2016-01

Simplification of medical deductions

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

This activity was proposed, approved and implemented in FY 2016. It was amended in FY 2018 to require all eligible households to self-certify that actual medical expenses were incurred.

Description

Rather than use third party verifications and require residents to provide receipts showing out of pocket medical expenses, RHA established and implemented a simplified medical deduction schedule based entirely on the household's gross income. Implementation resulted in the process becoming streamlined for RHA staff and the policy becoming easier for PH residents and HCV participants to understand. In FY 2018, RHA amended this activity and began requiring participants to self-certify actual expenses rather than allowing all participants to simply receive the simplified medical deduction regardless of whether or not the household incurs the expense.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2016-02

Redefine near-elderly person

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

This activity was proposed, approved and implemented in FY 2016.

Description

In FY 2016, RHA implemented a change to the near-elderly definition for the PH program to limit it to persons who are at least 55 years of age but below the age of 62. These newly defined households are treated as "elderly" to allow for their admission from the waiting list to one of RHA's senior PH complexes. This has allowed the number of eligible families referred to these PH units to increase without raising concerns from current residents in regards to potential lifestyle conflicts. By redefining near-elderly and allowing these households to be treated as "elderly" for admission to RHA's senior PH complexes, the affordable housing opportunities for these individuals has successfully increased.

Status/Update

This activity will remain ongoing in FY 2020.



Planned Changes

In FY 2020, RHA will expand the use of this near-elderly definition to its PBV program and allow for PBV sites, which define elderly as 55 years of age and older, to be considered an elderly property. This expansion will allow RHA to refer a larger pool of applicants from its PBV waiting list to fill vacancies within these units.

RHA does not anticipate any additional changes to this activity or modifications to the metrics/data collection during the plan year.

2016-04

Allow HCV participants to lease units that exceed the 40% rent burden

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

This activity was proposed, approved and implemented in FY 2016.

Description

In an effort to allow HCV participants to choose housing in accordance with their individual financial circumstances, RHA began allowing HCV participants, at their option, to lease units that exceed the 40% maximum rent burden. However, at the time tenancy is approved and the HAP contract is executed, the maximum initial rent burden cannot exceed 50% of monthly adjusted income. Implementation of this activity allows participants to look for housing that may be more costly than otherwise permitted under HUD regulations, but it also gives participants the option to live in lower poverty neighborhoods with access to better schools and employment opportunities.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2016-05

Eliminate Earned Income Disallowance (EID)

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

This activity was proposed, approved and implemented in FY 2016.

Description

Earned Income Disallowance (EID) allows eligible tenants in the PH and HCV programs to increase their incomes through employment without triggering rent increases. The resulting income increase is fully excluded for 12 months and 50% excluded for an additional 12 months. Under the "Streamlining Administrative Regulations for Public Housing, Housing Choice



Voucher, Multifamily Housing, and Community Planning and Development Programs” published on March 8, 2016, the duration for this exclusion of wages was revised from 48 months to 24 months. However, each eligible family member may be in a different exclusion phase or month count, which remains burdensome for PHA staff to track.

In FY 2016, RHA eliminated the HUD-mandated EID from the calculation of rent. Following the approval of the FY 2016 MTW Annual Plan on August 25, 2015, RHA stopped enrolling new households in EID. In order to alleviate the impact that this would have on rent calculations for some PH residents and HCV participants, existing EID participants were allowed to keep their benefits for one year following plan approval; after which time, they had their EID benefits eliminated upon their first annual recertification or immediately following the termination of employment income.

Status/Update

RHA has phased off all PH residents and HCV participants from the EID program. This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2016-06

Disregard earned income of PH household members, ages 18-20, who are not the head of household or co-head

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

This activity was proposed, approved and implemented in FY 2016.

Description

HUD regulations for PH residents require that earned income of adult children, between the ages of 18 and 20, be factored into the household's rent calculation. In many cases where an adult child works, the head of household has no control over the child's willingness to contribute to the rent. In some cases, this increased rent burden may place the family at risk of being terminated from the program if the head of household is unable to pay their portion of the increased rent.

In FY 2016, RHA began providing these adult children, ages 18-20 who live in PH and are not the head of household or co-head, an incentive to pursue employment and become economically self-sufficient by revising the definition of countable income. This revision excludes all earned income for these young adults when determining rent for the entire household.

RHA anticipates that this activity will create an incentive for young people in the PH program to seek and maintain work as doing so will not increase the amount of rent paid by the family.

Status/Update

This activity will remain ongoing in FY 2020.



Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2016-07

Implement a \$75 fee for each additional HQS inspection when more than two inspections are required

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

This activity was proposed, approved and implemented in FY 2016.

Description

Currently RHA is required to conduct a re-inspection on units that fail an annual HQS inspection to ensure that the owner/manager 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 within the specified time period, RHA can abate the HAP beginning 30 days from the date of the first inspection until the required work is totally 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 HCV participants with safer living conditions, RHA began to assess a \$75 fee for each additional HQS inspection. This fee commences when more than two HQS inspections are required due to the owner/manager's failure to complete the necessary repairs. The fee for the inspection does not remove the abatement of the subsidy, but rather seeks to cover the administrative costs of conducting a third inspection that would not have been required had the owner/manager corrected the noted violations in a timely manner and incentive landlords to make timely repairs. The owner/manager cannot pass this fee on to the tenant.

Owners/managers frequently request extensions to complete the necessary repairs prior to the third inspection, and RHA anticipates that this will continue. However, upon implementation of this activity, extensions are no longer granted for more than 30 days following the date of the second inspection except under certain circumstances which are approved by RHA.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.



2016-08

Expand Project Based Voucher Program

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

This activity was proposed, 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.

Description

RHA allocates PBVs to RHA-owned units which are utilized in several of RHA's housing programs and to assist RHA's local nonprofit partners in housing high risk families who have immediate housing needs. On May 11, 2016, RHA received approval to amend its FY 2016 MTW Annual Plan to allow for the expansion of its PBV program.

This expansion allows for the 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.

In order to implement the activity effectively, RHA also received approval to remove the 25% per building cap established in 24 CFR §983.56 for all PBVs assigned under this activity.

Status/Update

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, and obtain and ultimately maintain employment.

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2017-01

Increase verified application data for HCV applicants

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

This activity was proposed, approved and implemented in FY 2017.

Description

RHA's Administrative Plan for Section 8 Housing Choice Voucher, Project Based Voucher, and Moderate Rehabilitation (Admin Plan) and federal regulations require that information submitted



by each applicant be verified by staff to ensure that the data provided by the applicant that was used to determine eligibility, priority status, HAP to be paid and voucher size is true and complete. The Admin Plan stipulates that RHA will verify this information through four methods of verification acceptable to HUD in the following order of preference: (1) Upfront Income Verification using HUD's Enterprise Income Verification System, (2) Upfront Income Verification using non-HUD system, (3) Third Party Verification dated within the 60-day period preceding RHA's request date, and (4) Certification/Self-Declaration.

Per 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 to the applicant. Information not subject to change (i.e. date and place of birth) does not need to be re-verified. Information that is subject to change, which was verified more than 60 days prior, must be re-verified close to certification of the applicant's file. If there is a delay after the file has been certified and referred to the HCV program that would cause an applicant to not lease up, the voucher will be suspended while the information is re-verified. If changes are reported late, the file will be referred back to the Admissions staff to obtain written verification and to determine their effect on eligibility, rent and unit size.

The amount of time RHA staff spent following-up and tracking third-party verification requests was significant and often resulted in information that was 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 received approval to extend the length of time that all verified application data related to income is deemed valid for the HCV program to 120 days. Furthermore, this activity also allows stable income verifications, such as pensions and Social Security award letters, to be valid for the current year.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.



2017-02

Asset threshold to determine eligibility for admission

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

This activity was proposed, approved and implemented in FY 2017. It was amended in FY 2019 to exclude cash assets of elderly/disabled applicants.

Description

Under 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. However, 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.

In order to serve applicants who are most in financial need, RHA received approval to establish an asset threshold when determining eligibility for admission to its housing programs. Should an applicant have combined assets with a cash value of more than \$50,000, or ownership interest in a suitable dwelling unit which they have a legal right to reside in, they are determined to be ineligible for admission.

In FY 2019, RHA amended this activity to exclude cash assets only when determining eligibility for elderly/disabled HCV and PH households. Ownership interest in a property that the applicant has a legal right to reside in remains in place for all applicants when determining eligibility for RHA's housing programs.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2018-01

Landlord Incentive Program

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

This activity was proposed, approved and implemented in FY 2018.

Description

As the housing market in the City of Reno, the City of Sparks and Washoe County tightens, private landlords have become increasingly unwilling to rent to HCV participants. This is due in part to the ongoing stigma within the community regarding HCV participants and affordable multifamily properties in general, but increased by the desire of private landlords to make more



profit rather than rent to assisted households. This unwillingness to rent to HCV participants is made worse by the myriad of additional regulations and inspection requirements that must be adhered to prior to leasing to an assisted family. Complicating matters further is that, in some cases, proper notification of a family's intent to move is not always provided which can result in the landlord having to pay back a portion of the HAP that they may have already received.

On October 28, 2016, RHA conducted a survey of HCV landlords in an effort to identify what incentives the agency could offer to not only ensure their continued participation, but increase it. Compiling what current landlords felt were the barriers to their continued participation in the HCV program served as a starting point for staff to discuss and identify ways RHA could improve landlord retention and build future participation. As of January 19, 2017, 49% of survey respondents indicated that the establishment of a damage claim fund would serve as an incentive for their continued participation. Moreover, 39% noted vacancy loss payments as another possible incentive.

Utilizing this information, 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 vacating under the following conditions: (1) deceased tenant, (2) eviction, (3) skip, or (4) a family responsibility violation. Because these conditions are of no fault or cause of the landlord, RHA will provide the contracted HAP payment automatically through the end of the month. Furthermore, a HAP payment equal to one additional month may be made for these same units regardless of the actual move-out date of the participant, if requested in writing by the landlord. Landlords can then utilize the additional HAP toward damages incurred within the unit or as compensation for a vacancy loss.

Current market conditions have resulted in private and tax credit properties carrying wait lists to fill new vacancies at their properties. In an effort to ensure that landlords are able to maintain equal housing opportunities and follow their existing procedures, RHA will not require landlords to rent to another voucher holder in order to qualify for this incentive.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

Following implementation of this activity and based on feedback provided from current HCV landlords, RHA proposes to amend this activity to include a fifth condition for payment under RHA's Landlord Incentive Program. This additional condition will be based entirely on 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. Should an HCV participant end their tenancy at a unit for any reason and leave the unit with damages that are documented to cost more than the required security deposit, the landlord may be eligible for an additional HAP payment through the Landlord Incentive Program.

Per NRS 118A.242, a landlord may claim only amounts that are reasonably necessary to repair damages to the premises caused by the tenant other than normal wear of which the landlord must provide the tenant with an itemized written accounting of the disposition of the security deposit. In order to qualify for an additional HAP payment under this condition, the landlord must provide



RHA with a copy of the itemized written account of charges that was provided to the HCV participant upon termination of tenancy. Following receipt of documentation, RHA may pay the landlord an amount in excess of the participant's security deposit, but this amount will not exceed the value of one additional month's HAP payment. Should a landlord utilize this condition to participate in the Landlord Incentive Program, RHA will take steps to recover the loss of HAP from the HCV participant through the agency's current debt/collection process.

Under RHA's Landlord Incentive Program, landlords will only be able to qualify for one month additional HAP payment utilizing one of the five conditions. At no time will they be allowed to claim more than one month's HAP payment by using a combination of more than one of five conditions identified.

To market the HCV program, including the Landlord Incentive Program, to new and existing landlords as well as assist all landlords through the lease up process, RHA may use single fund flexibility to create a Landlord Liaison position within the Rental Assistance Department (approximate cost of \$60,000 annually). RHA anticipates that through the implementation of a single point of contact for landlords coupled with the expansion to the Landlord Incentive Program, the agency will be able to maintain current landlords and attract new landlords to the program who are willing to rent to HCV participants in this tough rental market.

RHA does not anticipate any additional changes or modifications to the metrics/data collection related to this activity in FY 2020.

2019-01

Redetermination of rent reasonableness as a result of a change in contract rent

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

This activity was proposed, approved and implemented in FY 2019.

Description

Under the HCV program, the amount of initial rent to owner is established at the beginning of the HAP contract term and redetermined at the owner's request for a rent increase or when there is a five percent or greater decrease in HUD's published FMRs. A comparability requirement established in CFR §983.303 stipulates that the rent to owner for each contracted unit may not exceed the reasonable rent as determined by the PHA at any time during the term of the HAP contract. It is up to the PHA to determine if the rent for the contracted unit is reasonable by comparing the rent for other comparable units in the private unassisted market. This comparability study must consider factors that affect market rent, such as: location, quality, size, unit type and amenities offered.

To request a change in rent, the landlord must provide a written request to RHA at least 60 days before the annual anniversary of the HAP contract. Once received, RHA conducts a rent reasonableness determination through GoSection8 to certify and document, on a case-by-case basis, that the rent to owner for the unit for which a lease has been approved is reasonable. Through this determination, staff verify that the rent requested does not exceed rents currently



being charged for comparable units in the private unassisted market, including rents charged by the owner/manager for comparable unassisted units in the same complex. Based on the comparability study, RHA approves or disapproves the new rent accordingly and the owner and participant are notified of the decision. If the rent is not reasonable, the owner may (1) accept the recommended rent, (2) not renew the lease, or (3) terminate the tenancy for "other good cause." If a new lease is executed, RHA must be provided with copy and new HAP contracts are drafted for signature. If the owner elects to terminate the tenancy, RHA begins the transfer process.

The strengthening housing market and the lack of affordable housing in the City of Reno, the City of Sparks and Washoe County has resulted in private landlords becoming wary or simply refusing to rent to HCV participants. This is made worse by the myriad of regulations that must be adhered to when leasing to a family participating in the HCV program. These burdensome regulations include mandatory inspections and the requirement to determine whether or not a contract rent increase (CRI) request is reasonable. Several of RHA's landlords expressed dissatisfaction in having to complete a rent reasonableness determination when requesting a rent increase and many disagree with the comps used if the amount requested is determined to be unreasonable. In fact, some landlords have openly expressed that they can easily rent the unit to a family who is not receiving assistance at whatever price they deem appropriate.

Based on the local rental market, RHA began waiving the requirement for a rent reasonableness determination in FY 2019 if the new requested rent amount represents a change of 10% or less. This policy change is anticipated to assist in retaining landlords who continue to lease to HCV participants in this challenging rental market and alleviate the amount of time required of staff to process requests.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

2019-02

Provide incentives to \$0 HAP households

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

This activity was proposed, approved and implemented in FY 2019.

Description

Participants who receive assistance through RHA's HCV program have their household income recertified either annually or triennially. This recertification includes a reexamination of continued eligibility, household composition and a redetermination of household income, assets and allowances. Concurrent with the redetermination of household income, RHA staff also determine whether or not the household is eligible for continued assistance.



If during this reexamination a household's income has increased to a point that HAP payments will no longer be made by RHA to the landlord, the family continues to stay on the HCV program and remains eligible for assistance for an additional 180 calendar days or six months. This continued eligibility for assistance automatically terminates should the family remain without any HAP payments for 180 continuous days. If, at any time during the 180 days, the household reports a change in circumstance or a landlord's rent increase request results in the household becoming eligible once again for HAP assistance, RHA resumes HAP payments and the family continues participating in the program.

Many of RHA's families who increase their household earnings and begin to pay full contract rent may also experience the "benefits cliff." For many 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 the six month period of zero assistance to elect to reduce their income or lose employment in order 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.

In an effort to ease this fear and increase the success rate of RHA's HCV households in becoming economically self-sufficient, RHA adopted a new policy in FY 2019 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 intends to allow households at \$0 HAP to accrue an escrow account for up to 12 months and alleviate the administrative burden placed on staff by allowing HCV households at \$0 HAP to self-certify income rather than be subjected to a third party verification process that has no effect on housing assistance levels.

Using single-fund flexibility, RHA proposes to set aside 15% of each household's contracted rent monthly in an escrow account for no more than 12 months while the household remains on the program receiving zero assistance. This escrow accrual will begin the first month that the family reaches \$0 HAP, accumulate monthly for up to 12 months and will be provided to the family once the HAP contract is terminated by RHA and the family has successfully transitioned off of the HCV program. If, at any time during the 12 month accrual period, the family becomes eligible to receive housing assistance again, the amount of money accrued is forfeited and the escrow accrual starts over from zero if/when the household reaches \$0 HAP again. If the family chooses to move off of the HCV program within the 12 month period that they are receiving zero assistance, RHA will allow them to move off the program with the amount accrued in the account up to the date of their voluntary departure.

This policy change is intended to encourage increased earnings and upward mobility by providing a small amount of additional assistance for RHA's families as they approach the "benefits cliff."



As a result, it is not RHA's intent to put restrictions on what the escrow amount can be spent on. However, each escrow accrual during this \$0 HAP period is subject to funding availability and payouts will be limited to one per lifetime for all adults within the household at the time the escrow accrual is paid to the family. Households who accept the escrow accrual payment and transition off of housing assistance will only be allowed to reapply following a three year period without housing assistance. Furthermore, families who are participating in RHA's traditional FSS program and escrowing as part of their participation, will only be allowed to receive one escrow.

Status/Update

This activity will remain ongoing in FY 2020.

Planned Changes

RHA does not anticipate any changes to this activity or modifications to the metrics/data collection during the plan year.

**B. Not yet implemented activities**

The activities discussed in this section have previously 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)
2016-03	2016	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 choices for low-income families.	Attachment C Section D.1.b., Section D.1.c., Section D.2.d., and Section E. Attachment D Use of MTW Funds

2016-03**Time limited vouchers and redesign of traditional FSS Program****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. 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:

In an effort 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 hours financial literacy class conducted by the FGC. 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 an FSS 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 an FSS Coordinator to review the ITSP and track their progress.

Redesign of traditional FSS Program:

In order 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.

Update on implementation

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 is now working with the University of Washington to evaluate the continuing effects and changing statuses of families participating in the Rent Reform Controlled Study. To properly gauge whether increases in income that do not affect a household's rent and whether or not limiting vouchers to five years is incentive enough for families to become self-sufficient, implementation of this activity on all non-elderly/non-disabled HCV participants has been postponed.

Timeline for implementation

An exact date for implementation of this activity is not known at this time.

Non-Significant changes or modifications to the activity since approved by HUD

RHA does not anticipate any non-significant changes or modifications to the activity.

C. Activities on hold

Not applicable. RHA does not have any activities on hold.



D. Closed Activities

The activities discussed in this section have previously been approved by HUD, but closed by RHA. The following table provides an overview of each of the approved MTW activities that have been closed by RHA including the year it was identified and implemented, the primary statutory objective(s) the activity was intended to impact and the Authorization(s) cited.

Closed MTW activities					
Activity #	Fiscal Year Implemented	Fiscal Year Closed	Activity Name	Statutory Objective(s)	Authorization(s)
2014-07	2014	2017	Alternate HQS verification policy	Reduce costs and achieve greater cost effectiveness.	Attachment C Section D.5.
2015-04	2015	2018	Required Savings Plan for Earned Income Disallowance (EID) PH clients	Create incentives for families to work, seek work or prepare for work.	Attachment C Section E.

2014-07

Alternate HQS verification policy

Plan Year Proposed, Approved, Implemented and Closed Out

This activity was proposed, approved and implemented in FY 2014. It was closed out in FY 2017.

Reason for close out

As HUD is now allowing for Biennial HQS Inspections through Section 220 of the 2014 Appropriations Act, this activity was closed out in FY 2017 and will no longer be reported on.

2015-04

Required Savings Plan for Earned Income Disallowance (EID) PH clients

Plan Year Proposed, Approved, Implemented and Closed Out

This activity was proposed, approved and implemented in FY 2015. It was closed out in FY 2018.

Reason for close out:

RHA received approval through Activity 2016-05 to eliminate the HUD-mandated EID from the calculation of rent. In order to alleviate the impact that this would have on rent calculations for some PH residents and HCV participants, EID participants were allowed to keep their benefits for one year following plan approval. After this initial year, all participants will have their EID benefits eliminated upon their first annual recertification or immediately following the termination of employment income. This activity was closed in FY 2018 and will be closed out and no longer reported on.

Section V

5

SOURCES AND USED OF MTW FUNDS





V. Sources and Uses of MTW Funds

This section includes summary budget information for FY 2020 including planned sources and uses for MTW funds.

A. Estimated Sources and Uses of MTW Funds

i. Estimated Sources of MTW Funds

RHA's estimated sources and amount of MTW funding by FDS line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
70500 (70300+70400)	Total Tenant Revenue	\$2,708,617
70600	HUD PHA Operating Grants	\$16,513,316
70610	Capital Grants	\$999,100
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$5,427
71600	Gain or Loss on Sale of Capital Assets	\$2,830
71200+71300+71310+71400+71500	Other Income	\$565,745
70000	Total Revenue	\$20,795,035

ii. Estimated Uses of MTW Funds

RHA's estimated uses and amount of MTW spending by FDS line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$3,820,289
91300+91310+92000	Management Fee Expense	\$1,254,017
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$253,114
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$534,188
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$1,699,991
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$147,698
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$334,995
96700 (96710+96720+96730)	Total Interest Expense & Amortization Cost	\$0



97100+97200	Total Extraordinary Maintenance	\$0
97300+97350	HAP + HAP Portability-In	\$14,552,321
97400	Depreciation Expense	\$1,116,737
97500+97600+97700+97800	All Other Expense	\$0
90000	Total Expenses	\$23,713,350

Variance between Estimated Total Revenue and Estimated Total Expenses:

According to the preceding table, expenses on the FY 2018 Unaudited FDS Submission exceeded revenue by \$2.9M. However, there was some one-time activity that is accounted for on FDS Line 11040 (prior period adjustment) in the amount of \$2.16M causing the net loss for MTW-related programs to be \$758,068. In fact, there were one-time adjustments in the preceding year as well.

In preparing our prediction for FY 2020, we have eliminated said one-time adjustments from our calculation and believe losses in FY 2020 will be approximately \$1.2M across all MTW-related programs. In order to offset the deficit, RHA plans to use surplus funds from Business Activities, Washoe Affordable Component Unit and COCC. Additionally, RHA fully intends to request HUD held reserves in order to offset predicted losses.

iii. Description of Planned Use of MTW Single Fund Flexibility

The MTW PHA shall provide a thorough narrative of planned activities that use only the MTW single fund flexibility. Where possible, the MTW PHA may provide metrics to track the outcomes of these programs and/or activities. Activities that use other MTW authorizations in Attachment C and/or D of the Standard MTW Agreement (or analogous section in a successor MTW Agreement) do not need to be described here, as they are already found in Section (III) or Section (IV) of the Annual MTW Plan. The MTW PHA shall also provide a thorough description of how it plans to use MTW single fund flexibility to direct funding towards specific housing and/or service programs in a way that responds to local needs (that is, at a higher or lower level than would be possible without MTW single fund flexibility).

PLANNED USE OF MTW SINGLE FUND FLEXIBILITY

RHA does not have any additional planned use of MTW single fund flexibility other than those found in Section (III) or Section (IV) of the Annual MTW Plan.



B. Local Asset Management Plan

- i. Is the MTW PHA allocating costs within statute? **YES/No**
- ii. Is the MTW PHA implementing a local asset management plan (LAMP)? **Yes/NO**
- iii. Has the MTW PHA provide a LAMP in the appendix? **Yes/NO**
- iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.

N/A

C. Rental Assistance Demonstration (RAD) Participation

- i. Description of RAD Participation
The MTW PHA shall provide a brief description of its participation in RAD. This description must include the proposed and/or planned number of units to be converted under RAD, under which component the conversion(s) will occur, and approximate timing of major milestones. The MTW PHA should also give the planned/actual submission dates of all RAD Significant Amendments. Dates of any approved RAD Significant Amendments should also be provided.

RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

N/A

- ii. Has the MTW PHA submitted a RAD Significant Amendment in the appendix? A RAD Significant Amendment should only be included if it is a new or amended version that requires HUD approval. **Yes/NO**
- iii. If the MTW PHA has provided a RAD Significant Amendment in the appendix, please state whether it is the first RAD Significant Amendment submitted or describe any proposed changes from the prior RAD Significant Amendment?

N/A

Section VI

6

ADMINISTRATIVE





VI. Administrative

A. Board Resolution and Certifications of Compliance

Board Resolution 2019-03-01 RH approving the content and submission of the FY 2020 MTW Annual Plan and the Certifications of Compliance (see Attachment I).

B. Public Review Process

- The FY 2020 MTW Annual Plan was discussed at multiple Resident Advisory Board and Resident Council meetings beginning in January 2019. The plan continued to be discussed at meetings of the Resident Councils through March 2019. Resident sign in sheets from each of the above mentioned meetings are available upon request.
- The FY 2020 MTW Annual Plan was made available for public review and comment on RHA's website and at RHA's Administrative Office from January 30, 2019 through March 25, 2019.
- The FY 2020 MTW Annual Plan was advertised in the Legal Notices section of the Reno Gazette-Journal as follows:

The Housing Authority of the City of Reno (RHA) is required to submit an Annual Plan for HUD's approval as part of its participation in HUD's Moving to Work (MTW) Demonstration Program.

RHA's FY 2020 MTW Annual Plan for the period July 1, 2019 – June 30, 2020 will be available for public review and comment from January 25 - March 25, 2019 at RHA's Administrative Office, 1525 E. Ninth St, Reno, NV 89512 or on RHA's website at www.renoha.org. Copies of the FY 2020 MTW Annual Plan may also be obtained by contacting Kim Anhalt, MTW Coordinator at (775) 329-3630; TTY (385) 770-7166 or by email at kanhalt@renoha.org.

Comments on RHA's draft FY 2020 MTW Annual Plan must be received by close of business on Monday, March 25, 2019.

A Public Hearing to answer questions and receive comments will be held at 6:00 PM on Wednesday, March 6, 2019 in Silverada Manor's Community Room, 1400 Silverada Blvd., Reno, NV 89512.

Proof of Publication Notice (see Attachment II).

- A public hearing for the FY 2020 MTW Annual Plan was held on March 6, 2019. It was attended only by staff.

C. Lobbying Disclosures

Certification of Payments to Influence Federal Transactions (see Attachment III).



D. Certifications of Consistency with the Consolidated Plan

Certifications of Consistency with the Consolidated Plan (see Attachment IV).

E. Description of any planned or ongoing Agency-directed evaluations of the demonstration

(see Attachment V).

F. Annual Statement/Performance and Evaluation Reports

The Annual Statement/Performance and Evaluation Report for MTW and non-MTW Capital Fund grants for each grant that has unexpended amounts, including estimates for the plan year (see Attachment VI).

G. Capital Fund Program/Five-Year Action Plan

The Capital Fund Program/Five-Year Action Plan for future MTW and non-MTW Capital Fund grants through RHA's FY 2022 (see Attachment VII).



BOARD RESOLUTION AND CERTIFICATIONS OF COMPLIANCE



Attachment I





HOUSING AUTHORITY OF THE CITY OF RENO

RESOLUTION 19-03-01 RH

**A RESOLUTION APPROVING THE CONTENT AND SUBMISSION OF THE
AUTHORITY'S FY 2020 MOVING TO WORK ANNUAL PLAN AND CERTIFICATIONS
OF COMPLIANCE TO THE U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT**

WHEREAS, Moving to Work (MTW) is a demonstration program, established by Congress in 1996, that offers a limited number of "high performing" Public Housing Authorities the opportunity to propose and test innovative, locally-designed approaches to administering housing programs and self-sufficiency strategies; and

WHEREAS, After a national competition was held in 2012, the Housing Authority of the City of Reno was selected and designated as one of four new MTW agencies in 2013; and

WHEREAS, the Authority's MTW agreement was signed by Sandra B. Henriquez, Assistant Secretary of the U.S. Department of Housing and Urban Development (HUD) on June 27, 2013; and

WHEREAS, on June 28, 2016, the Board of Commissioners approved an extension to the Authority's agreement with HUD to participate in the MTW Demonstration Program through the end of the Authority's Fiscal Year (FY) 2028; and

WHEREAS, in compliance with the Authority's MTW agreement, HUD requires an annual submission of a MTW Plan and Certifications of Compliance following a public process; and

WHEREAS, the Authority developed the FY 2020 MTW Annual Plan and invited public comment beginning on January 30, 2019 allowing for a 30-day comment period; and

WHEREAS, comments were solicited through notices posted on the Authority's website, and through legal notice publications in the *Reno Gazette-Journal* on February 1, 2019 and February 8, 2019; and

WHEREAS, a public hearing was held on March 6, 2019 to receive comments on the Authority's plan which was attended only by staff;

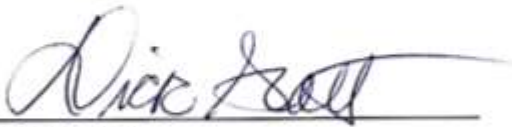
NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno as follows:

1. That the Board of Commissioners hereby authorizes and directs the Executive Director to submit the Authority's FY 2020 Moving to Work Annual Plan and Certifications of Compliance to HUD.

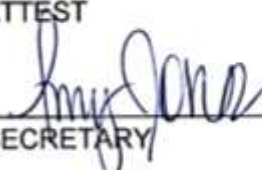


2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 26th DAY OF March, 2019.



CHAIRMAN

ATTEST


SECRETARY



CERTIFICATIONS OF COMPLIANCE

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PUBLIC AND INDIAN HOUSING

Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (07/01/2019), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.



OMB Control Number: 2577-0216
Expiration Date: 01/31/2021

- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.
- (21) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
- (22) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Housing Authority of the City of Reno

NV001

MTW PHA NAME

MTW PHA NUMBER/HA CODE

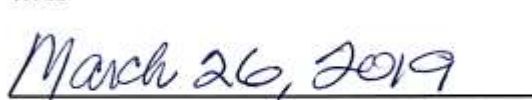
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Dick Scott

Chairman, Board of Commissioners

NAME OF AUTHORIZED OFFICIAL

TITLE

SIGNATURE

DATE

* Must be signed by either the Chairman or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.



PROOF OF PUBLICATION

Attachment II





RECEIVED

FEB 11 2019



RENO HOUSING AUTHORITY

PROOF OF
PUBLICATION

STATE OF WISCONSIN SS.
COUNTY OF BROWN

RENO HOUSING AUTHORITY
RENO HOUSING AUTHORITY
1525 E 9TH ST
RENO NV 89512

Being first duly sworn, deposes and says: That as the legal clerk of the Reno Gazette-Journal, a daily newspaper of general circulation published in Reno, Washoe County, State of Nevada, that the notice referenced below has published in each regular and entire issue of said newspaper between the date: 02/01/2019 - 02/08/2019, for exact publication dates please see last line of Proof of Publication below.

02/01/19, 02/08/19

Legal Clerk

Subscribed and sworn before me this
8th of February 2019.

NOTARY PUBLIC RESIDING
AT STATE OF WISCONSIN
COUNTY OF BROWN

Notary Expires: 11/1/22

Ad#:0003362513
P O:
of Affidavits: 1



The Housing Authority of the City of Reno (RHA) is required to submit an Annual Plan for HUD's approval as part of its participation in HUD's Moving to Work (MTW) Demonstration Program.

RHA's FY 2020 MTW Annual Plan for the period July 1, 2019 - June 30, 2020 will be available for public review and comment from January 30, 2019 - March 25, 2019 at RHA's Administrative Office, 1525 E. Ninth St, Reno, NV 89512 or on RHA's website at www.renoha.org. Copies of the FY 2020 MTW Annual Plan may also be obtained by contacting Kim Anhalt, MTW Coordinator at (775) 329-3630; TTY (385) 770-7166 or by email at kanhalt@renoah.org.

Comments on RHA's draft FY 2020 MTW Annual Plan must be received by close of business on Monday, March 25, 2019.

A Public Hearing to answer questions and receive comments will be held at 6:00 PM on Wednesday, March 6, 2019 in Silverada Manor's Community Room, 1400 Silverada Blvd., Reno, NV 89512.

No. 3362513

Feb 1, 8, 2019



CERTIFICATION OF PAYMENTS TO INFLUENCE FEDERAL TRANSACTIONS

Attachment III





Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Housing Authority of the City of Reno

Program/Activity Receiving Federal Grant Funding

Moving to Work

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Amy Jones

Title

Executive Director

Signature

Date (mm/dd/yyyy)

3/27/19

Previous edition is obsolete

form HUD 50071 (01/14)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3



CERTIFICATIONS OF CONSISTENCY WITH THE CONSOLIDATED PLAN



Attachment IV





Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Housing Authority of the City of Reno

Project Name: Moving to Work Demonstration Program

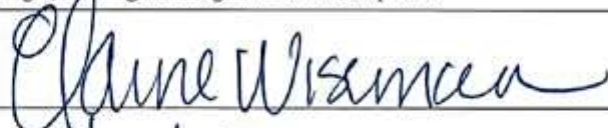
Location of the Project: Reno, Sparks and Washoe County, Nevada

Name of the Federal
Program to which the
applicant is applying: Moving to Work Demonstration Program

Name of
Certifying Jurisdiction: Washoe County HOME Consortium (WCHC)

Certifying Official
of the Jurisdiction
Name: Ms. Elaine Wiseman

Title: Manager, Housing and Neighborhood Development

Signature: 

Date: 2/20/19



DESCRIPTION OF ONGOING AGENCY-DIRECTED EVALUATIONS

Attachment V





Researcher Contact Information:

Rebecca J. Walter, PhD
Assistant Professor of Real Estate
University of Washington
College of Built Environments
Runstad Department of Real Estate
317 Gould Hall, Box 355727
Seattle, Washington 98195
rjwalter@uw.edu

Research Progress Report as of March 27, 2019

The University of Washington (UW) has established a research partnership with the Reno Housing Authority (RHA) to assist with the Moving to Work Mobility Demonstration, Rent Reform Controlled Study, and other related research projects and needs requested by RHA. A data agreement was executed between the two agencies on January 23, 2019. The survey and administrative data for the Moving to Work Mobility Demonstration and Rent Reform Controlled Study was transferred to Rebecca Walter, the project lead at the University of Washington, to begin analyses. For the Mobility Demonstration, a within-subject design is being used to compare household outcomes over time. For the Rent Reform Controlled Study, analyses are being conducted to compare household outcomes for a control group and treatment group across five points of time. The analyses for both initiatives are expected to be completed before RHA's next annual report, which is due in September 2019.



CAPITAL FUND PROGRAM ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORTS

Attachment VI





YEAR 2015
(NOT PART OF THE 2017-2021 EPIC PLAN)

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RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2015
(NOT PART OF THE 2017-2021 EPIC PLAN)

Dev. Number /Name	Estimated Costs	Obligated 04.12.17	Expensed 04.12.19
Major Work Category			
NV39-P001-003: SILVERADA MANOR			
NV39-P001-003: Proj. Tot.	-	-	-
NV39-P001-006: STEAD MANOR			
NV39-P001-006: Proj. Tot.	-	-	-
NV39-P001-007:HAWK VIEW APTS.			
NV39-P001-007: Proj. Tot.	-	-	-

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RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2015
 (NOT PART OF THE 2017-2021 EPIC PLAN)

Dev. Number / Name	Estimated Costs	Obligated 04.12.17	Expensed 04.12.19
Major Work Category			
NV39-P001-009: ESSEX MANOR			
KITCHEN CABINET REPLACEMENT	528,527		
Gibraltar Construction Contract		528,527	
03.14.16 Draw			17,817
04.02.16 Draw			119,426
05.04.16 Draw			338,432
05.11.16 Draw			52,853
11-28 B.A. Move from Mineral	13,270		
Manor Concrete to cover excess cost of Kitchen Cabinet Replacement \$13,270	541,797	528,527	528,527
DRAIN LINE REPLACEMENT	34,439		
PROTOTYPE			
Jet Plumbing 05.05.16		3,282	3,282
PHASE II			
Michael's Plumbing		36,361	
11.30.16 Draw			16,142
12.22.16 Draw			14,373
12.27.16 Draw			2,210
12.29.16 Draw			3,636
11-28 B.A. Move from Mineral	5,204		
Manor Concrete to cover excess cost of Drain Line Replacement	39,643	39,643	39,643
NV39-P001-009 Proj. Tot.	581,440	568,170	568,170

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YEAR 2015
(NOT PART OF THE 2017-2021 EPIC PLAN)

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RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2015
 (NOT PART OF THE 2017-2021 EPIC PLAN)

Dev. Number / Name Major Work Category	Estimated Costs	Obligated 04.12.17	Expensed 04.12.19
MANAGEMENT IMPROVE.	11,000		
Remaining Portion of SWCA Invoice Claim # 179219		11,000	11,000
		11,000	11,000
AUDIT	3,000	3,000	3,000
NON DWELLING EQUIPMENT	71,000		
TRUSS REINFORCEMENT			
RCM Construction		46,621	
07.31.17 RCM Change Order		1,672	
05.25.17 Draw			9,259
06.13.17 Draw			16,838
08.03.17 Draw			15,651
08.25.17 Draw			6,544
HVAC FOR MAIN OFFICE			
M.L. Rose Heating & Air		22,707	
11.30.17 Contract = \$86,500 but portion was carried into 2016			
05.29.18 Draw #1 JE 127933			22,707
Portion of \$64,265.98 draw carried into CFP2016			
		71,000	71,000
TOTAL SOFT (ADMIN) COSTS	274,400	274,400	274,400
Award Amount:	894,635	98%	98%
Budgeted:	894,635	880,223	880,223

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RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2016
 (NOT PART OF THE 2017-2021 EPIC PLAN)

Dev. Number/Name Major Work Category	Estimated Costs	Obligated By 04.12.18	Expensed By 04.12.20
NV39-P001-003: SILVERADA MANOR			
Landscape Improvements	28,258		
11-10-16 Powerhouse Const.		28,258	
03-22-17 Draw #1			23,373
04-10-17 Final Draw			4,885
NV39-P001-003: Proj. Tot.	28,258	28,258	28,258
NV39-P001-006: STEAD MANOR			
NV39-P001-006: Proj. Tot.	-	-	-
NV39-P001-007:HAWK VIEW APTS.			
NV39-P001-007: Proj. Tot.	-	-	-

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RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2016
 (NOT PART OF THE 2017-2021 EPIC PLAN)

Dev. Number/Name Major Work Category	Estimated Costs	Obligated By 04.12.18	Expensed By 04.12.20
NV39-P001-009: ESSEX MANOR			
ACCESSIBLE KITCHENS	30,000		
Moved from Silverada Appliances	33,000		
	63,000		
05.04.17 RCM Constr Contract		60,490	
08.22.17 RCM Change Order 1		1,857	
10.17.17 RCM Change Order 2		4,919	
T1 with change orders exceeds budget. Can we use unconsumed admin costs to cover difference?		67,267	
05.25.17 Draw Ck 102118			7,123
09.12.17 Draw Ck 99859			17,851
11.16.17 Draw #3 Pd 12.04			6,727
11.16.17 Final Pd 12.04			35,566
			67,267
DRAIN LINE REPLACEMENT	425,000		
09.18.17 Advance Installations		441,932	
Contract Amount = \$441,932 but limited to CFP Budget of \$425,000. Can we use unconsumed admin costs to cover difference?			
03.12.18 Change Order #1		2,346	
04.20.18 Change Order #2		2,516	
02.12.18 Draw #1 Ck 200964			64,568
03.12.18 Draw #2 Batch 941016234			94,923
03.23.18 Draw #3 Batch 941016459			95,299
04.18.18 Draw #4 JE 126267			130,894
05.14.18 Draw #5 JE 127678			16,430
05.16.18 Final Draw JE 127679			44,679
		446,794	446,794
NV39-P001-009 Proj. Tot.	488,000	514,061	514,061

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RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2016
 (NOT PART OF THE 2017-2021 EPIC PLAN)

Dev. Number/Name Major Work Category	Estimated Costs	Obligated By 04.12.18	Expensed By 04.12.20
NV39-P001-010: MYRA BIRCH MANOR			
NV39-P001-010 Proj. Tot.	-	-	-
NV39-P001-018: McGRAW COURT			
NV39-P001-018: Proj. Tot.	-	-	-
TOTAL, PHYS. IMPROVE.	619,431	644,323	644,323
Percent Obligated / Expended		1	1
ADMINISTRATION	91,559		
A&E, PERMIT, INSPECTION	100,000		
	191,559		
Contract, Environmental Test 03.03.17 Payment		7,265	7,265
FY17 Activity at 06.30.17		27,909	27,909
FY18 Activity at 06.30.18			
411000-317000 Wages - Admin		10,536	10,536
441000-317000 Wages - Maint		31,598	31,598
451001-317000 Ins - Worker's Comp		812	812
454000-317000 Benefits		24,356	24,356
All Other Expenses		2,818	2,818
FY19 Activity			
411000-317000 Wages - Admin		12,951	12,951
441000-317000 Wages - Maint		3,721	3,721
451001-317000 Ins - Worker's Comp		384	384
454000-317000 Benefits		7,492	7,492
All Other Expenses			
		129,842	129,842

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RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2016
 (NOT PART OF THE 2017-2021 EPIC PLAN)

Dev. Number/Name Major Work Category	Estimated Costs	Obligated By 04.12.18	Expensed By 04.12.20
MANAGEMENT IMPROVE.	31,000		
Admin Sulte Implementation and Training:			
06.30.17 Emphasys Inv 34637			
Paid 07.25.17 Ck # 099467		12,150	12,150
07.31.17 Emphasys Inv 34729			
Paid 08.18.17 Ck # 099560		6,480	6,480
08.29.17 Emphasys Inv 34844			
Paid 08.29.17 Ck # 099882		5,400	5,400
11.30.17 Emphasys Inv 35208			
Paid 12.15.17 Ck # 200411		5,400	5,400
Nan McKay FSS Training			
30% of INV226155			
Paid 12.04.17 Ck # 200362		1,570	1,570
limited to budget Amount.			
		31,000	31,000
AUDIT	3,000	3,000	3,000
NON DWELLING EQUIPMENT	71,000		
HVAC FOR MAIN OFFICE			
ML Rose Heating & Air		63,793	
04.09.18 Change Order 1 (Thermostats)		10,137	
05.29.18 Draw #1 JE 127933			41,559
Carried over from CFP2015			
06.23.18 Mt. Rose HVAC CK201759			22,707
08.28.18 Mt Rose HVAC JE #133324			9,664
		73,930	73,930
TOTAL SOFT (ADMIN) COSTS	296,559	237,772	237,772
Award Amount:	915,990	96%	96%
Budgeted:	915,990	882,095	882,095

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YEAR 2017
(IN EPIC)

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RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2017
 (IN EPIC)

Dev. Number/Name Major Work Category	Estimated Costs	Obligated By 05.01.19	Expensed By 05.01.21
NV39-P001-003: SILVERADA MANOR			
Boiler Room Replacement	350,000		
Moved from M Manor Concrete	21,107		
Moved from Essex Playground	80,000		
Moved from Essex Thermostats	10,000		
TOTAL PROJECT	461,107		
03.26.18 Brown & Reed REPORTED AS CIP IN 2018 FDS		5,540	5,540
NV39-P001-003: Proj. Tot.	461,107	5,540	5,540
NV39-P001-006: STEAD MANOR			
Security Improvements (Replace Monitoring System) RFI Enterprises access control instal 09-21-18 Clk 202756	31,000		
		16,597	16,597
NV39-P001-006: Proj. Tot.	31,000	16,597	16,597
NV39-P001-007:HAWK VIEW APTS.			
Landscape Improvements	60,000		
NV39-P001-007: Proj. Tot.	60,000		

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YEAR 2017
(IN EPIC)

1/18/2019 4:08 PM



RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2017
 (IN EPIC)

Dev. Number/Name Major Work Category	Estimated Costs	Obligated By 05.01.19	Expensed By 05.01.21
NV39-P001-010: MYRA BIRCH MANOR			
Asphalt Repairs	15,000		
Concrete Repl.	35,000		
Landscape Improvements (Tree trimming irrigation repairs)	35,000		
NV39-P001-010 Proj. Tot.	85,000	-	-
NV39-P001-018: MCGRAW COURT			
NV39-P001-018: Proj. Tot.	-	-	-
TOTAL, PHYS. IMPROVE.	637,107	22,137	22,137
Percent Obligated / Expended		0	0
ADMINISTRATION	86,000		
A&E, PERMIT, INSPECTION	100,000		
	186,000		
03.21.18 Battleborn Legal Notice		332	332
04.17.18 RGJ Ad - Access Controls		726	726
Forensic Engineering - Silverada		46,000	
08.31.18 Invoice 180822			9,200
11.21.18 Prelim Design Changes			18,400
FY17 Activity at 06.30.17		-	-
FY18 Activity at 06.30.18			
411000-317000 Wages - Admin		6,424	6,424
441000-317000 Wages - Maint		1,371	1,371
451001-317000 Ins - Worker's Comp		32	32
454000-317000 Benefits		2,953	2,953
All Other Expenses		1,058	1,058
FY19 Activity			
411000-317000 Wages - Admin		12,951	12,951
441000-317000 Wages - Maint		8,377	8,377
451001-317000 Ins - Worker's Comp		491	491
454000-317000 Benefits		9,933	9,933
All Other Expenses			
		90,647	72,247

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2017 CFP (NV39P001501-17)

Page 5 of 5

RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2017
 (IN EPIC)

Dev. Number/Name Major Work Category	Estimated Costs	Obligated By 05.01.19	Expensed By 05.01.21
MANAGEMENT IMPROVE.	47,000		
Emphasys Web Portal Design and Implementation:			
02.15.18 Emphasys Web Portal PO #695-581		47,000	
Emphasys Invoice # 35582			21,740
08.28.18 Emphasys Ck #202521			20,796
		47,000	42,536
AUDIT	3,000	3,000	3,000
NON DWELLING EQUIPMENT	70,000		
Administration Building Roof Replacement, Phase 1			
		-	-
TOTAL SOFT (ADMIN) COSTS	306,000	140,647	117,783
Award Amount:	943,107	17%	15%
Budgeted:	943,107	162,784	139,920

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YEAR 2018
(IN EPIC)

1/18/2019 4:11 PM



RENO HOUSING AUTHORITY
CAPITAL FUND YEARS IN PROGRESS at 12.31.18

YEAR 2018
(IN EPIC)

Dev. Number/Name	Estimated Costs	Obligated By 05.01.20	Expensed By 05.01.22
Major Work Category			
NV39-P001-003: SILVERADA MANOR			
Electrical System Upgrades (Replace Amp Sub-Panels)	75,000		
NV39-P001-003: Proj. Tot.	75,000	-	-
NV39-P001-006: STEAD MANOR			
Playground Rehabilitation	20,000		
Appliance Replacements	13,000		
Exterior Paint	200,000		
Asphalt	120,000		
Landscaping	75,000		
NV39-P001-006: Proj. Tot.	428,000	-	-
NV39-P001-007: HAWK VIEW APTS.			
Asphalt Sealing and Repairs	185,000		
Appliance Replacements	13,000		
NV39-P001-007: Proj. Tot.	198,000	-	-

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YEAR 2018
(IN EPIC)

1/18/2019 4:11 PM



YEAR 2018
(IN EPIC)

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CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN

Attachment VII





Capital Fund Program/Five-Year Action Plan through FY 2022

Page 1 of 11

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
07/31/2017

Capital Fund Program - Five-Year Action Plan

Part I: Summary						
PHA Name : CITY OF RENO HOUSING AUTHORITY		Locality (City/County & State) <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
PHA Number: NV001						
A.	Development Number and Name	Work Statement for Year 1 2018	Work Statement for Year 2 2019	Work Statement for Year 3 2020	Work Statement for Year 4 2021	Work Statement for Year 5 2022
	AUTHORITY-WIDE	\$1,446,328.00	\$1,446,328.00	\$1,446,328.00	\$1,446,328.00	\$1,446,328.00

Form HUD-50075 2/4/2008



Capital Fund Program/Five-Year Action Plan through FY 2022

Page 2 of 11

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
07/31/2017

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NOAWASID)			\$1,446,328.00
JE0000	MTW Site Wide Improvement & Admin/OTW (1402)	To plan, administer, and fund capital improvements at each of the 3 Projects. This also includes management improvements and audit fees. A detailed list of all expenses by project is available.		\$1,446,328.00
	Summary of Estimated Cost			\$1,446,328.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NOAWASID)			\$1,446,328.00
JE0002	MTW Site Wide Improvement & Admin/OTW (1402)	To plan, administer, and fund capital improvements at each of the 3 Projects. This also includes management improvements and audit fees. A detailed list of all expenses by project is available.		\$1,446,328.00
	Sum of Estimated Cost			\$1,446,328.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2020	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NOAWASID)			\$1,446,328.00
JE0003	MTW Site Wide Improvement & Admin/OTW (1492)	To plan, administer, and fund capital improvements at each of the 3 Projects. This also includes management improvements and audit fees. A detailed list of all expenses by project is available.		\$1,446,328.00
	Summary of Estimated Cost			\$1,446,328.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NOAWASID)			\$1,446,328.00
JE0004	MTW Site Wide Improvement & Admin/OTW (1402)	To plan, administer, and fund capital improvements at each of the 3 Projects. This also includes management improvements and audit fees. A detailed list of all expenses by project is available.		\$1,446,328.00
	Sum of Estimated Cost			\$1,446,328.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NOAWASID)			\$1,446,328.00
JE0005	MTW Site Wide Improvement & Admin/OTW (1492)	To plan, administer, and fund capital improvements at each of the 3 Projects. This also includes management improvements and audit fees. A detailed list of all expenses by project is available.		\$1,446,328.00
	Summary of Estimated Cost			\$1,446,328.00

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Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	i	2018
Development Number/Name General Description of Major Work Categories		
Housing Authority Wide		
MTW Site Wide Improvement & Admin(MTW (1492))		\$1,446,328.00
Subtotal of Estimated Cost		\$1,446,328.00

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Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2019	
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
MTW Site Wide Improvement & Admin(MTW (1492))		\$1,446,328.00
Subtotal of Estimated Cost		\$1,446,328.00

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Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	3	2020
Development Number/Name General Description of Major Work Categories		
Housing Authority Wide		
MTW Site Wide Improvement & Admin(MTW (1492))		\$1,446,328.00
Subtotal of Estimated Cost		\$1,446,328.00

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Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2021	
Development Number/Name General Description of Major Work Categories		
Housing Authority Wide		
MTW Site Wide Improvement & Admin(MTW (1492))		\$1,446,328.00
Subtotal of Estimated Cost		\$1,446,328.00

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Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	5	2022
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
MTW Site Wide Improvement & Admin(MTW (1492))		\$1,446,328.00
Subtotal of Estimated Cost		\$1,446,328.00

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