



# WASHOE HOUSING AUTHORITY ANNUAL JOINT BOC AND TRIBAL COUNCIL MEETING

Annual Joint Meeting with the  
Washoe Tribal Council  
March 11, 2021



## **WASHOE HOUSING AUTHORITY MISSION STATEMENT**

**The Washoe Housing Authority will work from a consistent core set of principals including, integrity, trust, communication, capacity to improve and dedication to those we serve.**

**The Washoe Housing Authority promotes safe, sanitary, affordable and healthy homes for Tribal Members and Native Americans.**

# WASHOE HOUSING AUTHORITY BOARD OF COMMISSIONERS APPOINTED IN JUNE 2018

- Jody Steele (Off Reservation) – Chairwoman
- Dorothy McCloud (Stewart) – Commissioner
  - Kristy Vann (Woodfords) – Commissioner
- Roseanna Roberts (Carson) – Commissioner
- Millie Kizer (Dresslerville) – Commissioner

## Alternates

- Vacant (Stewart)
  - Ellen Fillmore (Carson)
- Allen Garcia (Off Reservation)
- Cassandra Fred (Woodfords)
  - Vacant (Dresslerville)

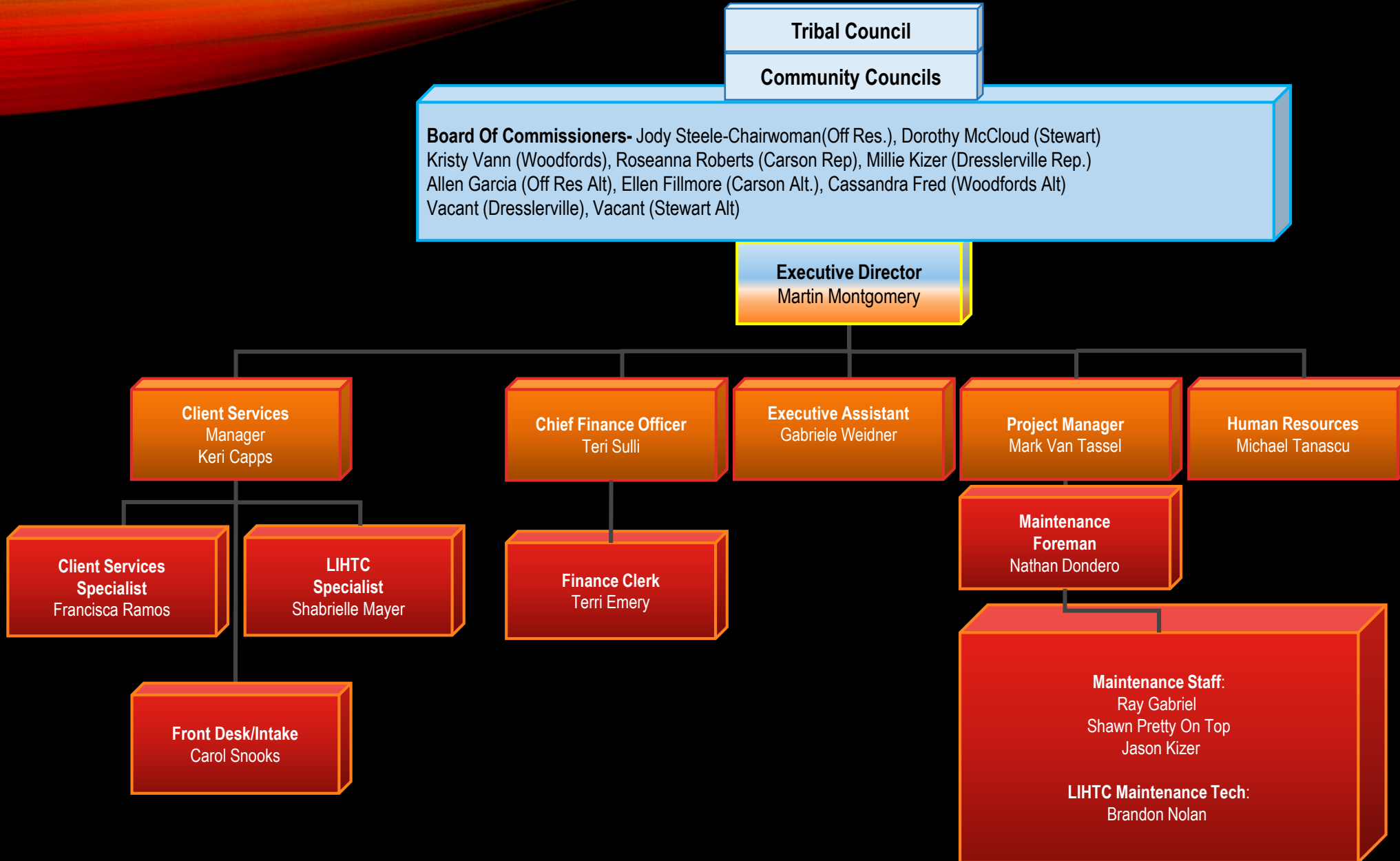
# Washoe Housing Authority

STAGGERED TERMS CHART- Title 29 Terms  
Approved on January 14, 2021

| BOC Term        | Year 1               | Year 2              | Year 3              | Year 4               | Year 1              | Year 2    | Year 3   | Year 4   | Year 1    | Year 2    |
|-----------------|----------------------|---------------------|---------------------|----------------------|---------------------|-----------|----------|----------|-----------|-----------|
| Commissioners   | 1/10/2019            | 1/9/2020            | 1/14/2021           | 1/13/2022            | 1/12/2023           | 1/11/2024 | 1/9/2025 | 1/8/2026 | 1/14/2027 | 1/13/2028 |
| Off Reservation | Dec. 2019            | Jan. 2020-Dec. 2023 |                     |                      |                     |           |          |          |           |           |
| Carson          | Jan. 2019- Dec. 2020 |                     | Jan.2021- Dec. 2024 |                      |                     |           |          |          |           |           |
| Dresslerville   | Jan. 2019- Dec. 2021 |                     |                     | Jan. 2022- Dec. 2025 |                     |           |          |          |           |           |
| Woodfords       | Jan. 2019- Dec. 2022 |                     |                     |                      | Jan.2023- Dec. 2026 |           |          |          |           |           |
| Stewart         | Jan. 2019- Dec. 2022 |                     |                     |                      | Jan.2023- Dec. 2026 |           |          |          |           |           |

Law and Order Code, Title 29- Washoe Housing Authority, 29-20-030, Board of Commissioners, (B) Term- After the initial appointment of Commissioners and Alternates in 2011, the Council shall appoint Commissioners and Alternates in the January Council meeting of the following years: 2015, 2019, 2023, and so on. The term of office shall be four (4) years. Each member of the Board shall hold office until a successor has been appointed and qualified.

# WHA ORGANIZATION CHART





# 2020 ACCOMPLISHMENTS

## Washoe Housing Authority 2020 Accomplishments

- Indian Housing Plan (IHP)
  1. 2<sup>nd</sup> year of On Time submission and compliance approval
  2. 2<sup>nd</sup> year of approving new programs like (Conveyed Health and Safety Program for homeowners)
  3. HUD letter of confirmation received
- Annual Performance Report (APR) for 2019
  1. Timely reporting is key for future grant application consideration and compliance with 2 CFR 200 requirements
  2. APR is a summary of the eligible programs that were listed in the IHP
  3. HUD letter of confirmation received

## 2020 Accomplishments( Continued)

- 2019 Annual Audit
  1. Completed by the September 30,2020 deadline. Blue Bird firm worked remotely with staff to finalize the audit and submit to the National Federal Register Clearing House and the Tribe.
  2. Only 1 immaterial finding in this year's audit, related to balancing between the General Ledger (GL) and the payments on the Title VI loan for the infrastructure project. Primarily due to interest rates changing or being adjusted (reduction) and WHA continuing to pay the same amount that should have been adjusted in the GL.
  3. As recommended by HUD, WHA will be posting an RFP for auditing firms in January, 2021. The recommendation for best practice was to change out auditing firms approximately every three years. Blue Bird has completed three years of Annual IHBG Audits for WHA.



## 2020 Accomplishments cont.

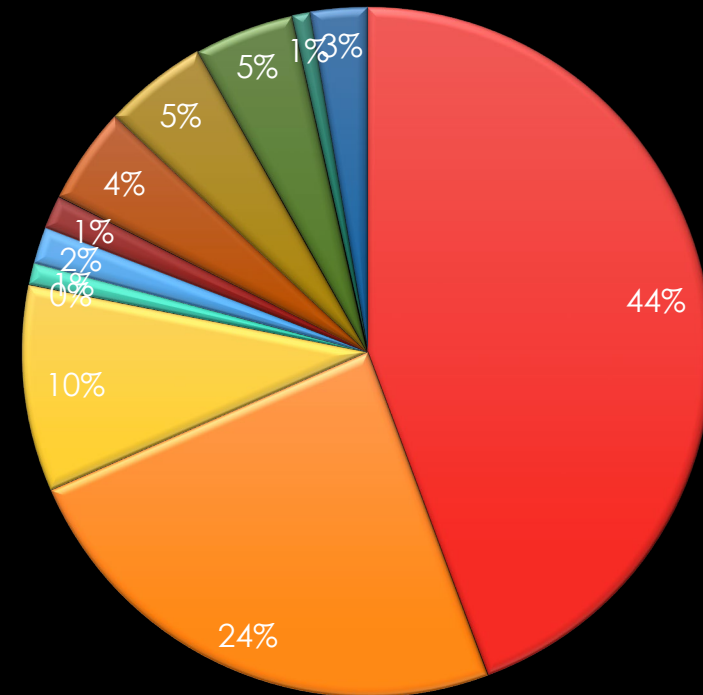
### Corona Aid Relief and Economic Security Act (CARES)

- On July 1<sup>st</sup>, 2020, WHA received \$493,550.00 directly from HUD.
- Prior to the funding being received, the Board of Commissioners and Executive Director met to allocate funding and develop a temporary policy for applicable use.
- Eligibility requirements are generally the same as the regular “Admissions and Occupancy policy”.
- Income exemption was granted for some programs.
- Funding will roll over to 2021 and possibly 2022.
- Reporting is still required through an abbreviated IHP and APR.
- From July 1 to December 31, 2020, \$154,379 of the \$493,550 has been spent on applicants and program activities. \$100,043 was allocated for the community projects, most projects were designated in the 4<sup>th</sup> quarter of 2020. Project expenses will be finalized with the projects in the 1<sup>st</sup> quarter of 2021.

## CARES Allocation Amounts

|                       | <u>Funded vs. Spent</u> |                  |
|-----------------------|-------------------------|------------------|
| Plan & Admin-         | \$148,065/              | \$68,384         |
| PP&E-                 | \$39,484/               | \$37,289         |
| Down Payment-         | \$18,474/               | \$14,917         |
| Comm. Rehab-          | \$100,043/              | \$0.00           |
| EUS (elder)-          | \$24,678/               | \$1,574          |
| EUS (non elder)-      | \$34,548/               | \$2,698          |
| Eviction Prev.-       | \$24,678/               | \$2,400          |
| Health&Safety-        | \$24,677/               | \$6,989          |
| Health&Safety(elder)- | \$24,678/               | \$7,522          |
| Rental Assist.-       | \$24,678/               | \$7,200          |
| Security Deposit-     | \$9,806/                | \$1,350          |
| Transitional Housing- | \$19,742/               | \$4,056          |
| <b>Total-</b>         | <b>\$493,550/</b>       | <b>\$154,379</b> |

## Cares funds spent from July 1 – Dec 31, 2020



- Plan & Admin
- PP&E
- Down Payment Assistance
- Comm Rehad Projects
- EUS (Elder)
- EUS (Non elder)
- Eviction Prevention
- Health & Safety- Non elder
- Health & Safety- Elder
- Rental Assistance
- Security Deposit
- Transitional Housing

## 2020 ACCOMPLISHMENTS CONT.

### HUD Onsite Monitoring- Close out

- In May, 2019, HUD conducted an onsite monitoring and program review.
- HUD scheduled the review in December, 2018 after being notified of program deficiencies, errors and issues from past administration.
- The HUD team spent 4 days reviewing federal funding related to the Indian Housing Block Grant (IHBG) and the Indian Community Development Block Grant (ICDBG).
- Initially 6 official findings were concluded; Separation of Duties, Control of Physical Asset Requirements, Internal Controls and Financial Management, FCAS Discrepancies, Fair and Open Competition, Unallowable Costs.
- The Executive Director and Management Team worked directly with the HUD team to correct any deficiencies and essentially close out all findings.
- One finding that will remain open is the FCAS discrepancy, this will remain open until the Formula Center updates the information.
- Letter received on December 10, 2020 from HUD confirms the Close Out of any findings or adjustments made by WHA with HUD recommendation.

# HUD MONITORING COVER LETTER



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
SOUTHWEST OFFICE OF NATIVE AMERICAN PROGRAMS

December 10, 2020

Mr. Martin Montgomery  
Executive Director  
Washoe Housing Authority  
1588 Watasheamu Drive  
Gardnerville, NV 89460  
Sent via email with read receipt to: martin@whauthority.com

SUBJECT: Status of Open IHBG and ICDBG Findings from the October 11, 2019  
Washoe Housing Authority Final Monitoring Reports

Dear Mr. Montgomery:

On March 19-21, 2019, the Southwest Office of Native American Programs (SWONAP) conducted an on-site monitoring review of the Washoe Housing Authority's (WHA) Indian Housing Block Grant (IHBG) and Indian Community Development Block Grant (ICDBG) programs. SWONAP issued the Final Monitoring Reports on October 11, 2019 that identified five findings in the IHBG Program and one finding in the ICDBG program. Finding IHBG 2019-1 was closed on February 10, 2020.

This letter responds to documentation submitted by the WHA, on September 30, 2020 to resolve IHBG Findings 2019-2 through 2019-5 and the ICDBG Finding 2019-1. Enclosed, please find the complete list of documents submitted by WHA labeled *Appendix*.

| Finding      | Finding Name   | Status          |
|--------------|--|-----------------|
| IHBG 2019-1  | Non-Compliance with Separation of Duties Requirements          | Closed, 2/10/20 |
| IHBG 2019-2  | Non-Compliance with Control of Physical Asset Requirements     | Closed          |
| IHBG 2019-3  | Non-Compliance with Internal Controls and Financial Management | Closed          |
| IHBG 2019-4  | Major FCAS Discrepancies                                       | Open            |
| IHBG 2019-5  | Non-Compliance with Fair and Open Competition                  | Closed          |
| ICDBG 2019-1 | Unallowed Costs  | Closed          |

The chart above reflects the status of the monitoring findings. After reviewing the provided documentation, SWONAP determined the corrective actions completed and there the following findings were closed effective the date of this letter, unless otherwise noted: Findings IHBG 2019-2: Non-Compliance with Separation of Duties Requirements, IHBG 2019-3: Non-Compliance with Internal Controls and Financial Management, IHBG 2019-5: Non-Compliance with Fair and Open Competition and ICDBG 2019-1: Unallowed Costs. Therefore, only Finding IHBG 2019-5: Major FCAS Discrepancies remains open with a revised target date of completion of April 30, 2021.

## Accomplishments 2020 (Cont.)

- October 10, 2019- Site visit from Justin Espanol, program analyst from the California Tax Credit Allocation Committee(CTCAC).
  1. Inspection of all 24 units, 24 files and community building
  2. Letter received from Mr. Espanol with list of compliance items needed after site visit. Two areas most notable, tenant damage and files needing additional income verification
  3. Documentation was collected and work orders carried out for tenant damage
- On September 25, 2020, WHA received a letter from Mr. Espanol regarding WHA's compliance from the previous site visit in October, 2019. The letter concludes that the WHA LITHC project is in full compliance.
- Added fillable forms on WHA web page to aid in contactless applications
- WHA was certified as a merchant with two major banks – able to accept debit and credit cards over the phone



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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Director of HCD

TIA BOATMAN PATTERSON  
Executive Director of CalHFA

EXECUTIVE DIRECTOR  
Judith Blackwell

September 25, 2020

Martin Montgomery  
Woodfords LIHTC Limited Partnership  
1558 Watasheamu Road  
Gardnerville, NV 89460

**RE: Woodfords LIHTC (CA-2015-083)**  
**Compliance Inspection: October 10, 2019**

The California Tax Credit Allocation Committee (CTCAC) has received and reviewed your documentation dated August 18, 2020, regarding correction of all the deficiencies reported by staff during the compliance inspection. This completes the file with respect to the compliance inspection. There are no reportable issues and no further documentation is required.

If you have any questions, please call me at (916) 651-1342.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Justin Espanol', is written over a horizontal line.

Justin Espanol  
Compliance Program Analyst

cc: Martin Montgomery – Washoe Housing Authority  
Quang Le, Compliance Program Manager – CTCAC

# BIA HIP Program

- **On September 20, 2020, WHA was informed that a Washoe Tribal elder applicant had been awarded through the FY2020 BIA HIP program.**
- **The awardee has been approved under Category C-2 for a full replacement unit or new home.**
- **Awardee was selected by a federal point system database.**
- **The grant award was \$160,000.00.**
  
- **One topic for consideration: Who will be managing the HIP projects moving forward?**
  1. **Prior to 2017, WHA had provided technical support and project planning for HIP recipients after application approval. One of the previous board's decision to withdraw was the payments from the tribe for reimbursement were not collected. There is still an outstanding balance from the Washoe Tribe for approximately \$180,000-\$200,000 from previous projects that is payable to WHA.**
  2. **The most recent HIP project was led by Rob Beltramo and later joined by WHA.**
  3. **If there is no objections, WHA will move forward with the current award and future HIP awards.**

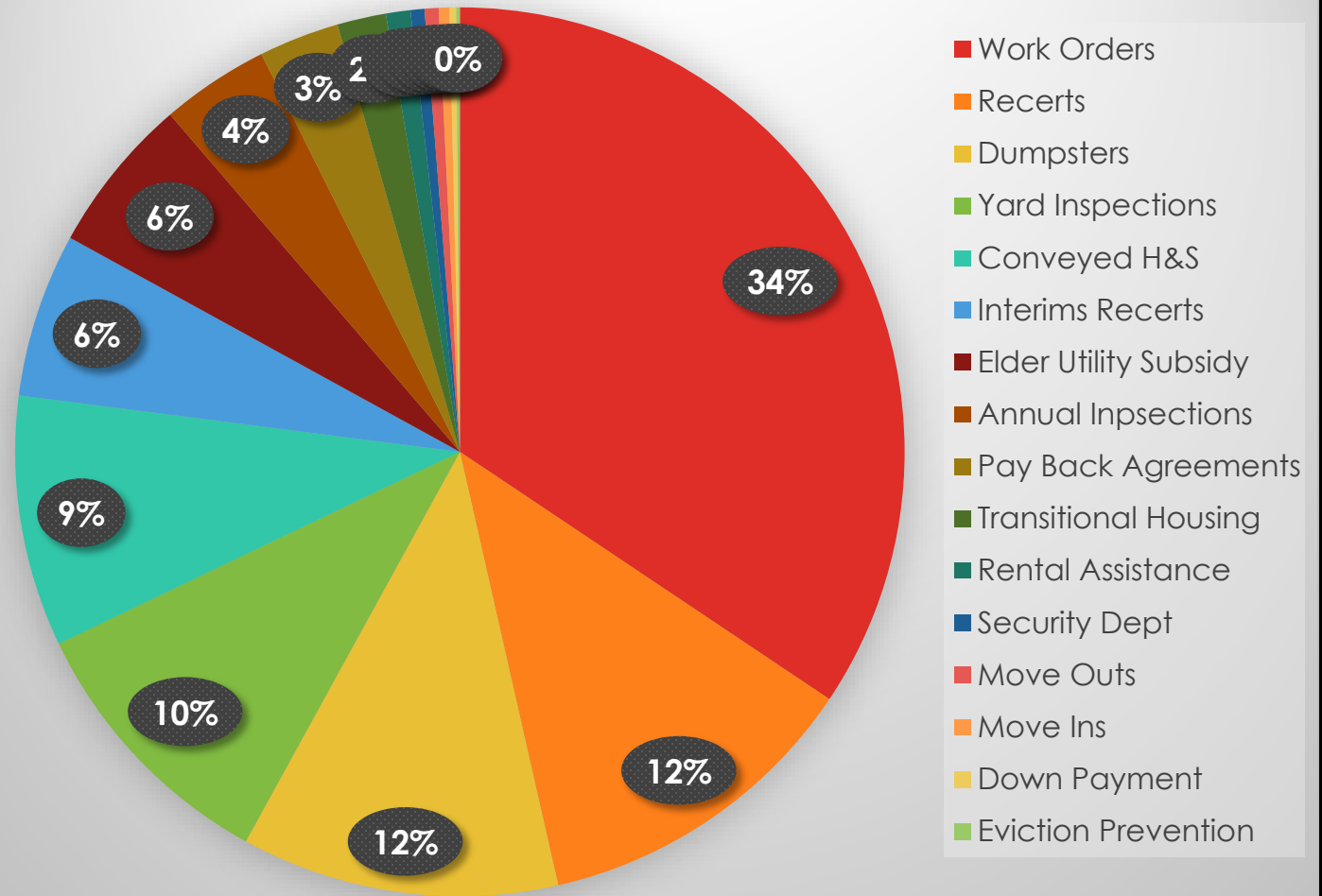
# Client Services (CS) Annual Report

## Tenants:

Applications for Low Rentals, NAHSADA, Mutual Help Units, Recertification, Interim Recertification, Inspections, Work Order Intake, Policy Review and Revision, Outsourcing Resources, Client Counseling, Assist with Social Issues, Insurance, Move-ins & Move-outs, Background Checks, Application Processing

## Non-Tenants:

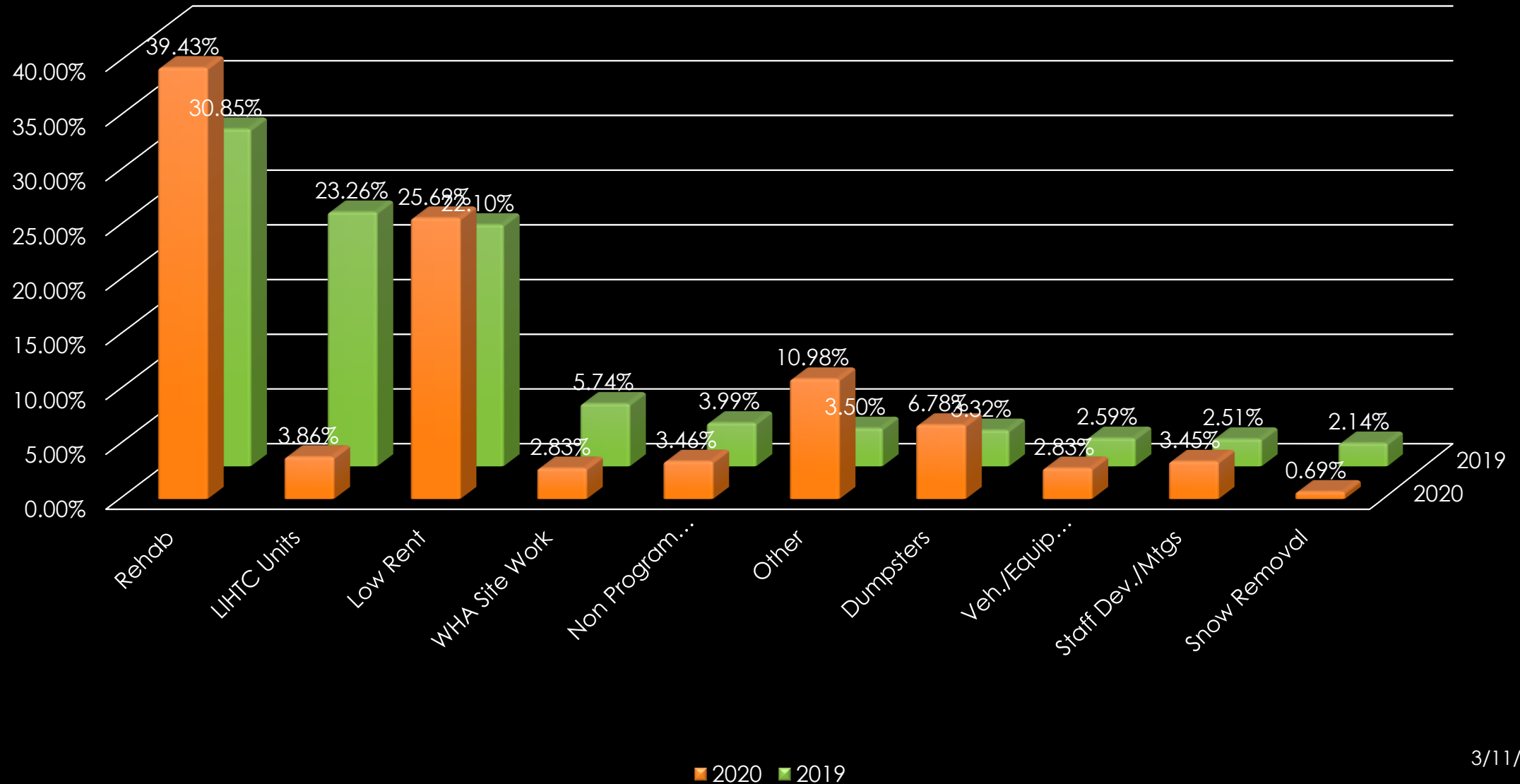
Applications (Low Rent, Mutual Help, TBA, Security Deposit, Eviction Prevention, Transitional Housing, Elder & Non-elder Insurance, Elder Utility Subsidy, HIP Applications, Conveyed Health & Safety), Grant Research, Outreach at Community Events, Outsourcing Resources, Community Wrap Around Services Partnership





# Maintenance Chart- 2020 & 2019

## Percentage of



## Non Routine Maintenance (Rehab) Units

- 5204 Barrington
- 835 WaSheShu (completed – occupied)
- 838 A WaSheShu (completed – occupied)
- 5353 Dat So La Lee (started)
- 776 Dula'uk (started)
- 770 Peleu (started)
- 753 Peleu (started)
- 1615 Watasheamu (started)
- 5239 Barrington (started)
  
- Carson 4-plex Elder Center Lights

# 835 WaSheShu











# 838-A WaSheShu









# 753 Peleu





## 2020 Indian Housing Plan (IHP)


- Formula Funding – Award Amount \$1,614,451.00
- Continue to Operate and Manage Current Assisted Stock (CAS 99+ units)
- Tenant Based Assistance Programs (TBA)
  - a) Transitional Housing
  - b) Security Deposit
  - c) Eviction Prevention
  - d) Down Payment Assistance
  - e) Elderly Utility Subsidy
  - f) Conveyed Homeowner Request (Health and Safety only)
  - g) Dumpster Program
- Acquisition of Previously Conveyed Homes
- Application Support Services – HIP Program, 184 Reference, 504 and 502 Loan Programs, New Applications for WHA Services

## Review, Revisit and Rewrite

- Inventory Policy Revision 01/30/2020
- Temporary COVID-19 Emergency Policy Revision 05/03/2020
- Criminal and Drug Related Activity Policy Revision 05/17/2020
- Lifetime Use Permits Revision 06/15/2020
- Tenant Based Assistance Policy Revision 07/15/2020
- Financial Management Policy Revision 09/17/2020
- Procurement Policy Revision 09/17/2020

## Focus Areas for 2021

- Housing Improvement Program(HIP)- Applications and Renewal
- Previously Conveyed Units- 52 Identified as needing titles (when BIA opens again)
- Treasury Funded COVID 19 rent relief
- Rehab of 10 Units
- Revision of Policies
  - Admission and Occupancy Policies
  - Elder and Disabled Senior Assistance Program
  - Mortgage Loan and Housing Assistance Programs
  - Personnel Policy
  - Maintenance Policies and Procedures



# Conclusion

## Q & A