

**Silverada Manor  
Relocation Plan  
October 18, 2023**

**Prepared for The Housing Authority of the City of Reno (RHA)**

**Prepared by HousingToHome (HTH)**



HousingToHome (HTH) | [www.housingtohome.com](http://www.housingtohome.com) | 50 Summer St. Boston, MA 02110 | 617-804-0154

## **TABLE OF CONTENTS**

- I. DEFINITIONS
- II. INTRODUCTION
- III. PROJECT DESCRIPTION
- IV. RESIDENT RELOCATION AND PLAN
  - i. Property and Demographic Information
  - ii. Relocation Plan for Affected Households
  - iii. Relocation Assistance and Benefits
  - iv. Advisory Services and Resident Relocation Assessment
  - v. Ongoing Communication and Notices
  - vi. Record Keeping and Resident Log
- V. APPEALS

## **ATTACHMENTS**

- A. RAD Information Notice (RIN)
- B. General Information Notice (GIN)
- C. 30 Day RAD Notice of Relocation
- D. Notification of Return

## I. DEFINITIONS

1. Affected Residents - All households living at Silverada Manor as of the date the General Information Notice is sent, if applicable. This term shall not apply to any resident who is or becomes in violation of their lease or currently is involved in an eviction proceeding.
2. Area Median Income (AMI) - a measure of residents' median income in a broad area and it is calculated and released every year by the U.S. Department of Housing and Development (HUD).
3. Decent, Safe and Sanitary - A temporary replacement dwelling that is (a) structurally sound, weather tight and in good repair, (b) contains safe electrical wiring and a safe heating system, (c) is adequate in size to meet the space needs of the displaced person, (d) contains safe unobstructed egress that is free from barriers in cases where there is mobility impairment and (e) complies with lead based paint requirements.
4. Development Team - Housing Authority of the City of Reno, the owner and property manager of Silverada Manor.
5. HousingToHome (HTH) - A highly experienced national firm that specializes in relocation, resident engagement, community building, and consulting services. HTH provides services for affordable and mixed-income owners undertaking a renovation or redevelopment project. HTH wrote the Silverada Manor Relocation Plan, is providing relocation consulting services to the Housing Authority of the City of Reno and will be the Relocation Specialist for the project.
6. Low-Income Housing Tax Credit (LIHTC) - Created by the Tax Reform Act of 1986, the LIHTC program gives State and local LIHTC-allocating agencies the equivalent of approximately \$8 billion in annual budget authority to issue tax credits for the acquisition, rehabilitation, or new construction of rental housing targeted to lower-income households.
7. Owner of Silverada Manor - Housing Authority of the City of Reno.
8. Rehabilitation - The act or process of expanding, remodeling, altering or renovating apartments and common areas within a housing development.
9. Relocation Manager - Representative of HousingToHome (HTH) whose specific task is to provide relocation counseling to affected residents and relocate affected residents for the redevelopment of Silverada Manor and implement the relocation plan to ensure compliance with applicable relocation regulations, guidelines, and laws.
10. Relocation Unit - An on-site vacant apartment at the property or an off-site decent, safe, and sanitary vacant apartment that will house residents who must relocate during the redevelopment process.
11. Rental Assistance Disposition (RAD) - Assistance that was created in order to give public housing authorities (PHAs) a powerful tool to preserve and improve public housing properties and address the nationwide backlog of deferred maintenance. RAD also gives owners of HUD "legacy" programs the opportunity to enter into long-term contracts that facilitate the financing of improvements.
12. RAD Conversion Commitment (RCC) - The contract executed by HUD, the PHA and, as applicable, the pre-conversion owner (if not the PHA), and the post-conversion Project Owner. The RCC follows completion of HUD's review of the Financing Plan and describes

the terms and conditions under which HUD will approve the proposed conversion and execute closing documents.

13. Temporary Relocation - When residents must relocate for less than one year or transfer permanently to a comparable unit on-site.
14. United States Department of Housing and Urban Development (HUD) - The Federal agency responsible for national policy and programs that address America's housing needs, that improve and develop the Nation's communities, and enforce fair housing laws. HUD's business is helping create a decent home and suitable living environment for all Americans, and it has given America's communities a strong national voice at the Cabinet level.
15. Uniform Relocation Act (URA) - A federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displaced persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. The actual funding sources for this project will determine if the URA is triggered.

## II. INTRODUCTION

The Housing Authority of the City of Reno (RHA) owns Silverada Manor which is located at 1400 Silverada Boulevard, Reno, Nevada 89512 (Washoe County APN 008-073-04). RHA's mission is to 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. RHA currently owns and manages more than 750 units of Public Housing in eight different locations in Reno and Sparks under the Public Housing program. Through Neighborhood Stabilization Programs and other funding, the organization also owns more than 165 rental properties specifically targeted for low-income households.

Silverada Manor consists of 150 apartments and the parcel that Silverada Manor is built on is zoned as MF30 (Multi-family – 30 Units per Acre). The immediately surrounding properties are other residential complexes. The plan is to convert Silverada Manor from a public housing project to a project-based Section 8 project under the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. This project is subject to 24 CFR Part 58. Under HUD regulation 24 CFR 58.4, the City of Reno has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties.

This project will require temporary relocation for residents utilizing vacant on-site units, vacant units throughout the RHA portfolio, and units within the community, to complete this redevelopment project. Every resident has the right to occupy a renovated unit once the redevelopment is completed at Silverada Manor. Safe and thoughtful resident relocation is a priority for RHA, and for this reason, RHA has engaged HousingToHome. HousingToHome (HTH) is a national relocation firm, and their co-founders have extensive experience in relocation. HTH's leadership has much experience in executing all types of relocation across the country including temporary, occupied/resident in-place, permanent relocation, as well as consulting services. HTH currently provides a range of relocation services to relocation projects throughout the United States. HTH is highly knowledgeable about and up to date with the relocation rules and regulations for the Uniform Relocation and Real Properties Acquisition Act of 1970, as amended (URA), Section 18 Demolition/Disposition, and the Rental Assistance Demonstration (RAD) Program and other pertinent local, state, and federal guidelines. HTH is also very experienced in preparing and submitting Relocation Plans, notices, and all other required relocation documents to the United States Department of Housing and Urban Development (HUD) as well as other local and state entities including the Department of Housing and Community Development.

HTH has a commitment to high quality service to clients and to residents of public and affordable housing. HTH prides themselves on being on schedule and budget and having excellent communication and follow through on our work. HTH strives to grow our business while at the same time having extremely knowledgeable, productive, and satisfied employees. HTH is a certified Women Business Enterprise (WBE). Diversity, Equity, and Inclusion (DEI) is a

priority for us and is reflected in the staff who we hire as well in the decisions that we make as a company.

HTH is committed to working with the Owner, RHA, and every resident of Silverada Manor, along with their families, to ensure excellent attention to details in terms of relocation.

This Plan, written by HousingToHome, ensures that residents of Silverada Manor are treated fairly and in accordance with the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition, The “Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions,” Notice H 2016-17; PIH 2016-17 (HA), and 24 CFR Part 58. Under HUD regulation 24 CFR 58.4, the City of Reno has assumed HUD’s environmental review responsibilities for the project, including tribal consultation related to historic properties.

People of contact for this relocation plan are as follows:

**Ownership**

J.D. Klippenstien, Director of Development  
Housing Authority of the City of Reno  
1525 East 9<sup>th</sup> Street  
Reno, NV 89512  
775-329-3630 ext. 212  
[jklippenstein@renoha.org](mailto:jklippenstein@renoha.org)

**Relocation Consultant**

Katie Provencher, Cofounder  
HousingToHome  
50 Summer St  
Boston, MA 02110  
617-293-6572  
[katie@housingtohome.com](mailto:katie@housingtohome.com)

A copy of this Relocation Plan will be available to all residents of Silverada Manor. Copies of the plan will be available at the Housing Authority of the City of Reno office located at 1525 East 9th Street Reno, NV 89512.

### III. PROJECT DESCRIPTION

Silverada Manor is located at 1400 Silverada Blvd. (Washoe County APN 008-073-04) in Reno, Nevada. RHA is the owner of the property and will be having the property undergo redevelopment beginning in 2023. The parcel is zoned as MF30 (Multi-family – 30 Units per Acre) and the immediately surrounding properties are other residential complexes. Silverada Manor was built in 1966 and consists of 16 buildings, one single story office/ community room, and one single story training maintenance building within the complex. The 16 residential buildings in the complex consist of 150 units, including: 22 studio units, 64-one-bedroom units, and 64-two-bedroom units. As of October 2023, there are 139 occupied units and 11 vacant units.

The plan is to convert Silverada Manor from a public housing project to a project-based Section 8 project under the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. This project is subject to 24 CFR Part 58. Under HUD regulation 24 CFR 58.4, the City of Reno has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

The scope of work at Silverada Manor includes:

- Removal and replacement of new flooring in each unit, new flooring shall consist of vinyl plank flooring in all public and private areas including living rooms, dining areas, bathrooms, hallways, and bedrooms. Old carpet and vinyl flooring shall be removed and discarded.
- Interior walls: All existing drywall including all walls and ceilings throughout the structure shall be removed and replaced. All the walls shall be painted with one coat of primer and two coats of finish paint.
- Existing windows shall be removed in all units and replaced with the same type of existing windows.
- All existing interior doors shall be replaced with new wood doors, walls and frames shall be replaced or adjusted to allow for new doors. New doors to receive new door hardware.
- All units shall be insulated to meet the current building code for insulation.
- Existing kitchen cabinets and vanities need to be removed and replaced and should include new countertops.
- All designated handicap units shall be upgraded to full ADA standard Units and all Units shall meet ANSI requirements.
- Plumbing: All tub-showers or shower units shall be removed and replaced in all standard Units, lavatories, faucets, and new shower valves shall be also included in tub-showers or shower units.
- All waste lines shall be removed and replaced with new ABS pipes.

- HVAC: All existing heating and cooling equipment systems remain. All air handlers, flexible duct pipes, zone valves and controls shall be replaced with energy efficient energy star units with new programmable thermostats. Hydronics lines shall be removed and replaced with new copper pipes.
- Electrical: In all units install new smoke detectors with battery backup, all wiring shall be brought up to current codes, GFI's shall be installed, lights that are not currently energy efficient lights shall be replaced with energy efficient lighting, including exterior wall mounted lighting at the front and back entries.
- Install broadband infrastructure that will consist of cables, fiber optics, wiring, or other permanent platform necessary to result in the installation of broadband infrastructure in each dwelling unit as necessary to meet Federal Communications Commission (FCC's) standards.

Exterior and site improvements include:

- All exterior asbestos sidings shall be removed and replaced with new siding.
- Remove and replace all shingles on the roofs, new shingles shall be asphalt shingles; if damaged wood decking is encountered, they shall be removed and replaced.
- Remove and replace gutters and downspouts.
- New landscaping shall be installed in all areas affected by construction.
- Install new monument identification signs at property.
- The existing Community Building that includes administrative offices and a common area for residents will have the same exterior work as the residential buildings. Interior work will include new flooring, asbestos abatement, new plumbing fixtures, and new HVAC equipment. The building will also be rehabbed to meet current Reno Municipal Code and Accessibility guidelines.
- The existing Training/Maintenance Building will remain but will continue to serve as a training facility for maintenance staff and offices. The building shall receive a new shingle roof.

Residents will need to temporarily relocate with all of their furniture and belongings to an on-site vacant unit or another vacant unit throughout the RHA portfolio in order to complete this scope of work at Silverada Manor.

Construction is proposed to begin in May 2024, with 100% completion in October 2025

Timeline includes:

- Closing in 4/30/2024
- Construction Start 5/13/2024
- 100% Completion 10/14/2025
- Full Lease Up 3/1/2026
- Conversion 6/1/2026

The project will be financed by funds from the Home Means Nevada Initiative (State Fiscal Recovery Funds allocated to the State of Nevada through the American Rescue Plan Act), tax-



exempt bonds, and 4% LIHTC equity. The rehabilitated housing will be a 100% affordable development targeted to seniors/people with disabilities with incomes at or below 50% of the area median income (AMI).

#### **IV. RESIDENT RELOCATION AND PLAN**

##### **i. Property and Demographic Information**

The 16 residential buildings in the complex consist of 150 units, including: 22 studio units, 64-one-bedroom units, and 64-two-bedroom units. As of July 2023, there are 139 out of 150 units occupied at the property. There are 11 vacant units.

There are a total of 174 residents living at the property. 136 of these residents identify as White; 3 as American Indian/Alaska Native; 8 as Black/African American; 2 as Native Hawaiian/Other Pacific Islander; and 25 as Asian. 25 residents identify as Hispanic/Latino and 149 identify as not Hispanic/Latino.

##### **ii. Relocation Plan for Affected Households**

Construction is proposed to begin in May 2024, with 100% completion in October 2025. The rehabilitation of Silverada Manor will require temporary relocation for residents while their units are being renovated. The Team's goal is to be resident-focused and to minimize disruption for the residents of Silverada Manor as much as possible. The Team will have on-site Staff who will work closely with residents and their families to provide any and all guidance and support needed throughout the temporary relocation process which will require that residents to vacate their units temporarily with all of their belongings.

Relocation will take place in phases, the first phase will require off site temporary relocation (under 12 months). Residents relocated in subsequent phases will be relocated into rehabilitated units on the property. Residents relocated in the first phase will be relocated to another vacant unit within the RHA portfolio, or a unit within the community while renovations occur in their unit. Residents will be relocated to a unit that best matches their household needs and any existing reasonable accommodations. Residents will not incur any additional expenses or increased housing costs associated with this temporary relocation. The residents will move with their belongings and furniture from their home to the relocation unit and then back again. Residents will be provided with all necessary packing materials, packing/unpacking assistance as needed, and moving assistance paid by the development team. The vacant unit, and relocation unit that residents move into while renovations occur in their home, will be decent, safe and sanitary as well as meet any identified reasonable accommodation needs by the affected resident. Upon completion of their unit, the resident will return to their newly renovated apartment or another unit at Silverada Manor. All affected residents have the right to return to a unit in the property under RAD requirements.

### iii. Relocation Assistance and Benefits

HTH will provide all affected households with relocation notices and benefits in accordance with the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition, The “Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions,” Notice H 2016-17; PIH 2016-17 (HA), and 24 CFR Part 58. Under HUD regulation 24 CFR 58.4, the City of Reno has assumed HUD’s environmental review responsibilities for the project, including tribal consultation related to historic properties.

Residents will have the full support and assistance of HousingToHome (HTH) to provide relocation consulting services to the affected residents of Silverada Manor. HTH will have a designated relocation staff member to execute the relocation tasks outlined in this relocation plan. HTH’s Relocation staff will have accessible offices located at Silverada Manor or nearby and work a flexible schedule generally between 9am and 5:00pm, as well as some evenings and weekends to be accessible to all households and their support networks. Residents and their friends, family, and caregivers will have the opportunity to meet personally with HTH’s Relocation team at their request throughout the relocation and redevelopment process.

HTH will provide the following relocation benefits to residents and act as the main contact for residents regarding any questions, concerns or needs around their relocation.

RHA will provide the following relocation assistance and benefits to residents and HTH will act as the main contact for residents regarding any questions, concerns or needs around their relocation:

- Meet with each household one-on-one (in whatever format makes residents feel most comfortable including by phone, in-person, virtually, etc.) to explain their relocation rights, benefits and complete a relocation assessment to best understand and assist residents through the renovation and relocation process, **see Section iv: Advisory Services and Resident Relocation Assessment.**
- Provide required notices and all verbal and written correspondence, in accordance with any translation/interpretation needs or other reasonable accommodation requests, regarding relocation updates, progress and other important information, **see Section v: Ongoing Resident Communication and Notices.**
- Be accessible to residents and their families for their questions or concerns and have business hours communicated to residents with contact information and an on-site office location.
- Notify residents of the option to meet outside of office hours.

- Provide appropriate counseling for residents who may be unable to read and understand notices.
- Ensure that residents have appropriate temporary relocation units for the time that their unit is under construction.
- Understand and anticipate the needs of the residents and their families and be able to meet the special advisory services they may need.
- Inspect and treat any pest issues in residents' units.
- Assign temporary on-site and off-site relocation units to affected residents based on any reasonable accommodation needs and, as possible, other preferences.
- Arrange, schedule, and supervise the moving of residents' belongings to and from their temporary relocation unit. This includes packing and unpacking assistance, distribution of packing materials as needed, and monitoring the move(s).

Other Benefits to residents include:

- Temporary Move(s) in connection to the project will be arranged and paid for at no cost to the resident. This will include utility connection and transfer fees.
- Moves will be conducted by a licensed, bonded and insured moving company.
- Packing and unpacking services will be provided by a licensed, bonded and insured moving company.
- No additional housing costs will be incurred during relocation.
- HTH's Relocation Manager will also facilitate the transfer of any cable/phone/internet services, any other utilities, in-home services, deliveries, and USPS change of address, as needed.

#### **iv. Advisory Services and Resident Relocation Assessment**

Relocation counseling and advisory services shall include community meetings at Silverada Manor and personal interviews with each household and any designated friends, family and caregivers. HTH's Relocation Manager will be responsible for conducting resident meetings; providing required resident notices and additional notices about renovations and relocation process; conducting mobility counseling; scheduling and coordinating moves; coordinating transfer of services; conducting follow-up visits; communicating on an ongoing basis with residents as needed; and documenting all relocation activities.

HTH's Relocation Manager will begin providing relocation advisory services and mobility counseling by conducting a comprehensive relocation needs assessment survey with each of the households (in whatever format makes residents feel most comfortable including by phone, in-person, virtually, etc.). The resident's family and caregivers are more than welcome to be a part of completing these surveys with the resident. During the assessment, HTH's Relocation Manager will explain the renovations, review resident's relocation benefits, and develop a relocation plan that works for the household. HTH's Relocation Manager will document the concerns and issues facing each resident with the aim of minimizing the adverse impacts of relocation.

The Resident Assessment process includes the following:

- Meet one on one with each household to establish their relocation plan based on their household's situation and needs. Identify any and all obstacles and/or issues that may impact relocation. Among the information collected in assessment will include household composition, approved reasonable accommodations, pets, current in-home services, planned vacations/hospitalizations, etc.
- If the Head of Household does not speak English then the relocation staff will arrange for appropriate translation services.
- Discuss and evaluate the renovations planned for the apartment and identify furniture and belongings that may need to be packed and/or moved for renovations to occur. Relocation staff makes note of large furnishings, housekeeping issues, clutter, required day space accommodations, pest issues, and hoarding concerns.
- Relocation staff determine with the resident if they do not wish for certain items to be packed or unpacked by the movers. It is assumed that all residents at Silverada Manor, who have to temporarily relocate on-site or off-site, will require full packing and unpacking assistance and this will be provided for them.

Assessment Questions will include:

1. Family size and bedroom size needs.
2. Reasonable accommodation needs in identifying affected residents' temporary relocation units (need for accessibility features or other reasonable accommodations).
3. Identification of any planned vacations or hospitalizations during the timeframe for relocation.
4. Other issues of importance to the household.

HTH's Relocation Manager will also take this one-on-one opportunity to begin providing comprehensive advisory services to residents including:

- Explanation and details on the renovation and relocation process and timeline;
- Counseling and orientation in the mitigation of problems associated with relocation;
- Explanation of relocation benefits, assistance and procedures;
- Follow up with residents post their move(s) to address any concerns, questions or grievances.
- Explanation of relocation schedule;
- Close coordination of activities through individual on-going contact.

#### **v. Ongoing Resident Communication and Notices**

Residents will receive ongoing and frequent communication regarding the rehabilitation of Silverada Manor timeline from HTH's Relocation Manager. Along with phone calls and letter updates that will provide residents with information regarding relocation, the required notices will be promptly sent to each affected household. Any requested translation and/or interpretation of these notices will be completed and delivered. Any identified

friends/family/caregivers will also be given copies of these letters in order to help advise residents and be included in the relocation process.

Required notices will include:

- Resident Information Notice (RIN) - This notice was sent to residents on March 28, 2023. The RIN explains the RAD conversion, relocation benefits and right to return to the property and occupy a new unit. **See Attachment A.**
- General Information Notice (GIN) - The GIN explains that ownership plans to renovate Silverada Manor using local, state and federal funds soon and contact information for questions or concerns. **See Attachment B.**
- RAD Notice of Relocation/30 Day Notice of Renovations - This notice will be issued and delivered no less than 30 days before a resident has renovations starting in their unit. The notice will state the specific start date and anticipated duration of renovations; provide contact information for the Relocation Manager who will supervise the move; and state the unit address to which the resident will temporarily relocate on-site during relocation. **See Attachment C.**
- Notification of Return - This notice will be sent when the resident's unit is ready for them to return to. **See Attachment D.**

These notices will be hand-delivered and signed for by each resident or sent certified first-class mail with return receipt requested in order to confirm receipt. All relocation notices, communications, relocation reimbursements and receipts will be documented in files for each affected household.

#### **vi. Record Keeping and Resident Log**

Along with files for each resident holding all copies of the received relocation notices, HTH's Relocation Manager will maintain and update a RAD Resident Log containing the information of all affected residents.

Information tracked for all affected households since the RIN was sent and the issuance of the RCC will include, as applicable for each household:

- Date(s) of all required notices
- Date of relocation away from the Converting Project or Covered Project
- Dates of any intermediate relocation moves
- Date of return return
- The type of move and form of temporary housing
- Address and unit size of any temporary relocation housing
- The type and amount of any payments for moving expenses
- Rent differential payments or other payments for temporary rental assistance
- Any other relocation-related compensation or assistance

## V. APPEALS

The RAD Program continues similar grievance and lease termination provisions available under the public housing process (under Section 9 of the Housing Act of 1937). If a resident contends that this Relocation Plan is not being implemented properly or believes that RHA has failed to properly consider the person's request for relocation assistance, the resident may file a written appeal to RHA. This complaint can be based on RHA not providing appropriate relocation assistance and/or the Owner or the Relocation Advisory Agent, HTH, not implementing any other part of the Relocation Plan.

Grounds for appeal shall not include suspension of discretionary relocation benefits to former residents. RHA is required to consider a written appeal regardless of form as set in the URA. The time limit shall not be less than 60 days after the person receives written notification of RHA's determination on the person's claim.

Promptly after receipt of all information submitted by a person in support of an appeal, RHA shall make a written determination on the appeal, including an explanation of the basis on which the decision was made and furnish the person a copy. If the full relief requested is not granted, RHA shall advise the person of his or her right to seek judicial review.

The RHA official conducting the review of the appeal shall be either the head of the Ownership entity or his or her authorized designee. However, the official shall not have been directly involved in the action appealed.

### Appeal to HUD

A displaced person who is dissatisfied with the Owner's determination on the appeal may submit a written request for further review with HUD's Regional Relocation Specialist.

W. Jay Smith  
HUD Regional Relocation Specialist  
U.S. Dept. of Housing and Urban Development  
Office of Community Planning and Development  
1 Sansome Street, 11th Floor  
San Francisco, CA 94104  
Phone: (415) 489-6591  
Fax: (415) 489-6419  
Email: [jay.smith@hud.com](mailto:jay.smith@hud.com)

If a review by the Bureau of Relocation is not sought within 30 days of receipt of a decision, the decision of the Owners shall be final.

**Attachment A: Resident Information Notice (RIN)**



**Reno Housing Authority, 1525 East 9th Street, Reno, NV 89512**  
775.786.1712 Fax 385.770.7166 TDD  
775.329.3630 RenoHA.org

---

**RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)  
RESIDENT INFORMATION NOTICE (RIN)  
SILVERADA MANOR**

March 28, 2023

Entity ID: 056423

Alan M Boldt  
2649 Carville Dr  
Reno, NV 89512

Dear Alan M Boldt:

You are invited to a resident meeting to talk about the Housing Authority of the City of Reno's (RHA) plans to convert Silverada Manor from the public housing program to Section 8 rental assistance under the Rental Assistance Demonstration (RAD). RHA is holding two meetings to inform residents of the Housing Authority's plans. You should plan on attending one of these meetings (you do not need to attend both meetings). The meeting information is:

**Tuesday, April 4, 2023, at 10:00 a.m. in the Silverada Manor Community Room**

**OR**

**Tuesday, April 4, 2023, at 6:00 p.m. in the Silverada Manor Community Room**

RAD is a voluntary program run by the U.S. Department of Housing and Urban Development (HUD). Under RAD, HUD will change the way it provides rental assistance to the property from public housing to a long-term Section 8 assistance contract. The Section 8 program would make it easier for us to access money to repair and improve the property, either now or in the future.

**This letter describes your rights under RAD and explains how a RAD conversion might affect you.**

**Whether we participate in RAD or not, you will still get rental assistance.**

**Your Right to Information**

With this letter, we have included "Attachment #1," which is a description of our current plans for the property. At the meeting, we will describe the RAD program and our current ideas in more detail. When we have applied to HUD and are accepted into the program, we will have at

least two (2) additional meetings with you about our plans. You have the right to hear about major changes in the plans for the project, and we will invite you to additional meetings if key features of the plans change. You also have a right to organize and to form a resident council to serve as your voice and to help you become well informed about the RAD plans.

#### Your Right to Rental Assistance

Our decision to participate in RAD does not affect your rental assistance eligibility. You are not subject to new eligibility screening. If we satisfy all HUD requirements and the property is placed under a Section 8 Housing Assistance Payment (HAP) contract, you have a right to ongoing rental assistance as long as you comply with the requirements of your lease. **In most cases, your rent will not change with the conversion from public housing to Section 8.** In the rare event that your rent calculation would change (most commonly, when you are paying a “flat rent”), the increase would be phased in over time if the increase is more than 10% or \$25/month.

#### Your Right to Relocation Assistance

In some situations, we may need to relocate you from your unit temporarily in order to complete repairs or do construction. Since we are at the beginning of the planning process for the RAD conversion, we don't yet know whether you will need to move. You **do not** need to move now.

If we require you to move, you are entitled to certain relocation protections under the RAD rules, including, in all cases, advance written notice and detailed information about the move. The other specific relocation protections depend on the situation, but may include advisory services, moving assistance, payments and other assistance.

In some cases, you have additional rights under other Federal laws, such as the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, often referred to as the “Uniform Relocation Act.” If the Uniform Relocation Act applies, we must give you a “General Information Notice” which is also referred to as a “GIN.” To make sure we are complying with the Uniform Relocation Act, we are including the GIN with this letter. The GIN describes rights you have but may also describe situations that don't apply to you.

#### Your Right to Return

If you need to move temporarily for repairs, you have a right to return to an assisted unit once any construction work is done. However, we may need to move you during construction and your post-construction home may be a different unit than your current home. If the plans involve the transfer of the rental assistance to a different site, you may need to move to the new site to keep your rental assistance (provided that it is within a reasonable distance of your current home), but you still have a right to an assisted unit.



You get to return to a RAD Section 8 unit unless **you choose** to move somewhere else. If you believe the plans prevent you from exercising your right to return, you have the right to object to the plans. RAD program rules require us to make sure anyone who wants to return can do so.

**Don't Put Your Rights at Risk!**


You are always welcome to move based on your household's needs and personal goals. However, if the RAD effort will require relocation and you choose to move from the property on your own without waiting for instructions from us, you may lose your eligibility for relocation payments and assistance.

The RAD conversion, and any relocation associated with it, must be implemented consistent with fair housing and civil rights requirements. If you need reasonable accommodation due to a disability, or have other questions about the RAD conversion, please contact your manager or Deputy Executive Director at (775) 329-3630, who will be happy to assist you. If you need to appeal a decision made by us, or if you think your rights aren't being protected, you may contact the U.S. Department of Housing and Urban Development at (800) 955-2232.

Because we are very early in the process, the plans for the RAD conversion are likely to change. We are holding resident meetings to share our current ideas and will keep you informed about major changes to these ideas as we develop our plans. You should also share with us any information you have on repairs that need to be made, since you know the property best. We will give that information to the people who are helping us figure out what work needs to be done at the property.

We hope this letter gives you useful information about your rights. We are also including with this letter a fact sheet that may help you understand the RAD program better. We encourage you to come to the resident meetings to learn more about how the RAD conversion would impact your property and you. If you have additional questions about RAD and would like to contact HUD directly, you may send an email to [rad@hud.gov](mailto:rad@hud.gov).

Sincerely,



Hilary Lopez, Ph.D.  
Executive Director

Attachments:  
RAD Fact Sheet #1  
General Information Notice (GIN)  
Description of Project

## Attachment B: GENERAL INFORMATION NOTICE (GIN)



Reno Housing Authority, 1525 East 9th Street, Reno, NV 89512  
775.786.1712 Fax 385.770.7166 TDD  
775.329.3630 RenoHA.org

---

### RENTAL ASSISTANCE DEMONSTRATION (RAD) GENERAL INFORMATION NOTICE (GIN)

The property you currently occupy is being proposed for participation in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. At this time, we expect that the proposed rehabilitation may require you to be relocated temporarily from your unit. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit.

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed RAD project receives HUD approval and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- 1) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
- 2) At least 90 days' advance written notice of the date you will be required to move;
- 3) Payment for moving expenses; and
- 4) Payments to enable you to rent a similar replacement home.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

As a resident of a property participating in RAD, you have the right to return to the project after the project is complete. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.

If you are permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. If you are temporarily

relocated and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received.

If you are required to relocate from the property in the future, you will be informed in writing. Housing Authority of the City of Reno (RHA) will inform you of what assistance and payments you are eligible for if you will be relocated because of RAD and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, RHA may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

You will be contacted soon so we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact your manager or any other RHA staff. Relocation services will be provided by Housing to Home. Specific contact information for Housing to Home will be provided soon. This notice is important to you and should be retained.

**ATTACHMENT B: NOTICE OF NONDISPLACEMENT**  
**NOTICE OF NONDISPLACEMENT FOR RESIDENTIAL TENANT**  
**Silverada Manor**

Date:

Dear (Resident name and address):

On (date of GIN), Housing Authority of the City of Reno (RHA) notified you of proposed plans to rehabilitate *Silverada Manor* and the apartment you currently occupy for a project which could receive funding under the Project Based Voucher program. On (date of RCC) the project was approved and will receive federal funding. Repairs will begin soon.

- **This is a notice of nondisplacement.** You will not be required to move permanently as a result of the rehabilitation.

This notice guarantees you the following:

1. Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.
2. If you must move temporarily so that the rehabilitation can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from temporary housing and any increased interim housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

**Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move.** (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs.

Because federal funding is involved in this project, you are protected by the RAD Relocation Notice, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and Massachusetts General Laws Chapter 79A and 760 Code of Massachusetts Regulations 27.00. Of course, you must continue to comply with the terms and conditions of your lease.

This letter is important to you and should be retained.

Sincerely,  
Name, Title  
Agency

I acknowledge receipt of this notice: \_\_\_\_\_ Date: \_\_\_\_\_  
(Resident Signature)

**ATTACHMENT C: 30-DAY RAD NOTICE OF RELOCATION**  
**30-Day Notice of Relocation**  
**Silverada Manor**

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On March 28, 2023, Housing Authority of the City of Reno (RHA), notified you of proposed plans to acquire and redevelop the property you currently occupy, Silverada Manor. On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

In order for RHA to complete the project, you will need to be relocated for approximately [X] months. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation assistance and payments.

This notice is to inform you that in approximately 30 days, you will be required to move to your temporary unit due to renovations scheduled for your current apartment.

*You will be temporarily relocated to (temporary unit address) for approximately (relocation time frame) **Or** You will be permanently transferred to a renovated apartment at: (new unit address).*

Your move details are as follows:

Move Date: \_\_\_\_\_

Move Start Time Frame: \_\_\_\_\_

Moving Company: \_\_\_\_\_

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

The relocation assistance to which you are entitled includes:

- Relocation Advisory Services. The HousingToHome (HTH) relocation team will provide you with continuous information and assistance leading up to your relocation.
- Payment for Moving Expenses. We will pay for a moving company to conduct your move on your behalf and provide you with boxes, tape and packing materials. Please contact the HTH team at [phone number] for more information.
- Your temporary housing unit identified above has been determined to be decent, safe and sanitary.

If you disagree with this determination, you may file a written appeal to the PHA in accordance with 49 CFR 24.10. This letter is important to you and should be retained. If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact the HousingToHome team at [phone number] before you make any moving plans. They will assist you with your move to your temporary relocation unit.

Name, Title

Please sign below to confirm receipt of this notice:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ATTACHMENT D: NOTIFICATION OF RETURN**

**Return Move Notice**

Date:

Dear:

Temp Unit:

Moving To Unit: \_\_\_\_\_

Move Day:

Estimated Start Time:

Great news! This notice is to confirm your apartment is ready for you to return to.

On the day of your move, [NAME OF MOVING COMPANY], which is an insured, licensed and bonded moving company, will move all of your furniture, belongings and packed boxes back to your apartment. HTH will be present on the day of your move to assist with logistics and act as your main point of contact with any move related questions.

Just as you did for your move before, please be sure to complete the following:

- Transfer (or set-up) any phone, cable, internet service to your new home for active service starting on your move day. Let us know if you want assistance with this. Any transfer fees will be reimbursed to you.
- Transfer any medical alert systems and/or other support services that you may have in your home.
- Pack up all closets, cupboards and rooms in the boxes and tape provided to you. There are extra boxes in the property management office if you need more. (TIP: pack light and label boxes; it allows you and the movers to easily locate and accommodate your belongings in the new unit.)
- On move day, make sure to keep all cash, prescription medications, and valuables like documents and jewelry in your possession during the move. We will complete an inventory with you before the movers begin your move to ensure this is done.
- Pick up your new keys for the unit and complete any necessary paperwork with the property management team.
- Dispose of any unwanted items, trash, and ensure no food is left in the refrigerator or cabinets prior to returning your keys to the property manager.
- Make sure that you are present and ready to move at your scheduled time and date above.**

If you need any assistance with completing the above items, please let us know. It is our goal to ensure that your move is done efficiently and with care. If you have any questions or concerns about this notice or your move please contact HTH at [phone number]. We look forward to welcoming you back to your newly renovated home.

Thank you,  
HousingToHome (HTH)

\_\_\_\_\_  
Resident Signature confirming receipt

\_\_\_\_\_  
Date