

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 1

October 28, 2025

SUBJECT: Approval of the Agenda.

FROM: Executive Director

RECOMMENDATION: For Possible Action

The agenda can be found on the following page.

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

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

MEETING DATE: Tuesday, October 28, 2025
TIME: 12:00 p.m. (Approximately)
PLACE: Reno Housing Authority Boardroom
1525 East Ninth Street, Reno, Nevada

Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, or address their comments, data, views, arguments in written form to Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: HLopez@renoha.org. Written submission should be received by the Board on or before, October 24, 2025, by 5:00 p.m., in order to make copies available to members of the Board and the public.

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

AGENDA

- Call to order and roll call.
 - Introduction of guests.
 - First Period of Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.
1. Approval of agenda. (For Possible Action)
 2. Approval of the minutes of the Special Board Meeting held on August 15, 2025, and the Regular and Closed Session Board Meetings held on September 23, 2025. (For Possible Action)
 3. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.)
 - A. Possible adoption of Resolution 25-10-01 RH approving the updated Utility Allowance schedules for the Public Housing, Housing Choice Voucher, and Project Based Voucher programs with an effective date of January 1, 2026. (For Possible Action)
 - B. Analysis of Exception Payment Standards and possible adoption of Resolution 25-10-02 RH approving the updated Basic and Exception Payment Standard schedules for the Housing Choice Voucher program with an effective date of January 1, 2026. (For Possible Action)

- C. Possible adoption of Resolution 25-10-03 RH approving revisions to the Administrative Plan for the Homeless Prevention Program to refine the assistance provided by RHA to eligible households. (For Possible Action)
- D. Possible adoption of Resolution 25-10-04 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy (ACOP) to update policies as they relate to the annual required HUD update of flat rents, MTW Plan approved changes related to interim recertifications and medical deductions, updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations and general updates regarding changes in position titles. (For Possible Action)
- E. Possible adoption of Resolution 25-10-05 RH approving a revision to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher programs to update policies as they relate to HUD's annual update of Inflationary Adjustment Schedules, Payment Standards and Utility Allowances, further updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations, and general changes to provide clarification to policies already in place. (For Possible Action)
- ~~F. Discussion and possible approval of Resolution 25-10-06 RH authorizing the Executive Director, or her designee, to enter into an agreement with LeSar Support Services on behalf of Anthem Nevada Medicaid to engage RHA in administering a deposit assistance program to Anthem Nevada Medicaid clients for a term of no more than two years, in exchange for compensation to RHA of up to \$37,500.00 (25% of the overall assistance amount of \$150,000.00). (For Possible Action)~~ **WITHDRAWN**

- 4. Commissioner Reports. (Discussion)
- 5. Executive Director/Secretary's Report. (Discussion)
 - A. Update on Agency activities
 - B. Update on Rental Assistance Voucher Programs / Asset Management
 - C. Update on Workforce Development, Elderly Services, and Youth activities
 - D. Update on Government & Public Affairs activities
 - E. Update on Development activities
 - F. Update on Information Technology activities
 - G. Update on MTW activities
 - H. Update on Legal Inquiries
 - I. Financials
(Discussion)

Closed Session:

- 6. Legal advice/counsel to the Board regarding Assembly Bill 103 passed in the 83rd State Legislative Session and other possible or threatened litigation. No action will be taken in closed session. (Discussion Only)

Reconvene Open Session:

- 7. Discussion and possible action to provide direction to the Executive Director regarding a draft Joint Resolution regarding Assembly Bill 103 passed in the 83rd State Legislative Session, as well as possible direction to the Executive Director as

to possible consideration of AB 103 in a special session of the State Legislature.
(For Possible Action)

8. Discussion of potential Rental Assistance Demonstration (RAD) Conversion and partial Transfer of Assistance at Myra Birch Manor as part of the Reno Avenue development project. (Discussion)
9. Presentation and progress update on CY25 Board Goals relating to the Human Resources Department. (Discussion)
10. Presentation and progress update on CY25 Board Goals relating to the Information Technology Department. (Discussion)
11. Additional Items:
 - a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
 - b) Reports on conferences and training. (Discussion)
 - c) Old and New Business. (Discussion)
 - d) Request for Future Agenda Topics (Discussion)
 - e) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, November 18, 2025, and December 16, 2025 (Annual and Regular Meetings) (For Possible Action)
12. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.
13. Adjournment.

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

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

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

Dated October 23, 2025

Colleen Montgomery-Beltran

By: Colleen Montgomery-Beltran
Executive Administrative Assistant

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 2

October 28, 2025

SUBJECT: Approval of the minutes of the Special Meeting held on August 15, 2025, and the Regular and Closed Session Board Meetings held on September 23, 2025.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Meeting minutes can be found on the following pages.

**MINUTES OF THE SPECIAL MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
August 15, 2025**

The meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Madame Chair Taylor at 12:05pm on Tuesday, August 15, 2025, in the Agency's Boardroom.

Commissioners Present

Kathleen Taylor, Madame Chair (on Zoom)
Dave Aiazzi, Vice Chair
Mark Sullivan, Commissioner (by phone)

Commissioners Absent

Dejanae Solley, Commissioner
Miguel Martinez, Commissioner

Staff Present

Dr. Hilary Lopez, Ph.D., Executive Director
JD Klippenstein, Deputy Executive Director
Nestor Garcia, Interim Director of Development
Colleen M. Beltran, Executive Administrative Assistant

Ryan Russell, Legal Counsel

Others Present

Dave Grunenwald, Jacobs Entertainment

Garrett Gordon, Womble Bond Dickinson (Attorney for Jacobs Entertainment)(on Zoom)

Samantha Vanillo, Womble Bond Dickinson (Attorney for Jacobs Entertainment)

Monica DuPea, Truckee Meadows Housing Solutions

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

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

Vice Chair Aiazzi called the meeting to order at 12:05pm. The Secretary/Treasurer, Dr. Hilary Lopez, performed the roll call.

- **Introduction of guests.**

Samantha Vanillo, Womble Bond Dickinson

Monica DuPea, Truckee Meadows Housing Solutions

Dave Grunenwald, Jacobs Entertainment, on behalf of Truckee Meadows Housing Solutions

Garrett Gordon, Womble Bond Dickinson

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

None

Vice Chair Aiazzi stated that he would be leading the meeting.

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

Madame Chair Taylor motioned to approve the agenda as presented. Commissioner Sullivan seconded the motion. Acknowledging the motion and the second, Vice Chair Aiazzi called for the vote. With 3 ayes, no nays, Vice Chair Aiazzi declared the motion carried unanimously.

- 2. Discussion and possible approval of the Restated and Amended Loan Agreement, Restated and Amended Promissory Note, and related documents and construction oversight requirements for continuation of the Reno Housing Authority's \$1.75 million loan to Truckee Meadows Housing Solutions for its GenDen development located at 1100 W. 4th Street in Reno (APN 010-610-19). (For Possible Action)**

RHA's Executive Director, Dr. Hilary Lopez, provided the group with a brief description and background information for the GenDen development project. Mr. Dave Grunenwald of Jacobs Entertainment provided an update on the project, including the challenges they encountered.

An in-depth discussion of the project details and a discussion regarding the revised documents took place. RHA's Executive Director, Dr. Hilary Lopez, explained that the staff recommends the commissioners consider approving the Amended and Fully

Restated Loan Agreement and the Amended and Fully Restated Promissory Note for continuation of Reno Housing Authority's \$1.75 million loan to Truckee Meadows Housing Solutions for its GenDen development located at 1100 W. 4th Street in Reno (APN 010-610-19) and authorize the Executive Director to effectuate the closing and start of construction, with the condition that RHA's funds cannot be drawn down until the documents are fully executed.

Madame Chair Taylor motioned to approve the item as presented and consistent with the staff recommendation as outlined by Dr. Lopez. Vice Chair Aiazzi seconded the motion. Hearing no further questions or comments, Vice Chair Aiazzi called for the vote. With 3 ayes and no nays, Vice Chair Aiazzi declared the motion carried unanimously.

3. Additional Items:

- a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)**
- b) Reports on conferences and trainings. (Discussion)**
- c) Old and New Business. (Discussion)**
- d) Request for Future Agenda Topics (Discussion)**
- e) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, August 26, 2025, and Tuesday, September 23, 2025.
(For Possible Action)**

No action was taken on these items.

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

There were no public comments.

5. Adjournment.

The meeting adjourned at 12:34pm.

**MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
September 23, 2025**

The meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Madame Chair Taylor at 12:00pm on Tuesday, September 23, 2025, in the Agency's Boardroom.

Commissioners Present

Kathleen Taylor, Madame Chair
Dave Aiazzi, Vice Chair
Miguel Martinez, Commissioner

Commissioners Absent

Dejanae Solley, Commissioner
Mark Sullivan, Commissioner

Staff Present

Heidi McKendree, Deputy Executive Director
JD Klippenstein, Deputy Executive Director
Nestor Garcia, Director of Development
Jerri W. Conrad, Government & Public Affairs Manager
Kristin Scott, Director of Asset Management
Jamie Newfelt, Director of Rental Assistance
Jeremy Stocking, Director of Resident Services

Staff Present (continued)

Shwin Prasad, Director of Finance
Kim Anhalt, MTW Coordinator
Jeff Miller, Director of IT
Colleen M. Beltran, Executive Administrative Assistant

Ryan Russell, Legal Counsel

Others Present

Nicole Lamboley, CEO of The Food Bank of Northern Nevada/Oddie Project

Julie Henderson, City of Reno

Cheryl Olson, NevadaWorks

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

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

Madame Chair Taylor called the meeting to order at 12:00pm. The Secretary/Treasurer's designee, Heidi McKendree, performed the roll call.

- **Introduction of guests.**

None

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

None

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

Vice Chair Aiazzi motioned to approve the agenda as presented. Commissioner Martinez seconded the motion. Acknowledging the motion and the second, Madame Chair Taylor called for the vote. With 3 ayes, no nays, Madame Chair Taylor declared the motion carried unanimously.

- 2. Approval of the minutes of the Regular and Closed Session Board Meetings held on August 26, 2025. (For Possible Action)**

Commissioner Martinez motioned to approve the minutes. Vice Chair Aiazzi seconded the motion. Hearing no questions or comments, Madame Chair Taylor called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried unanimously.

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

None

- 4. Commissioner Reports. (Discussion)**

The commissioners had no reports to present.

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

RHA's Deputy Executive Director, Heidi McKendree, highlighted items of interest regarding RHA's activities and programs.

- 6. Presentation from Nicole Lamboley, CEO of The Food Bank of Northern Nevada and Kim Young, Executive Director of The Children's Cabinet on the Oddie Project, located on Oddie Boulevard between El Racho Drive and Sullivan Lane, discussion of business and other space availability and related items, and direction to the Executive Director regarding further pursuing the potential relocation of RHA's resident services department within the facility. This item has no fiscal impact at this time. (For Possible Action)**

Nicole Lamboley discussed the Oddie Project, a partnership between the Food Bank and Children's Cabinet.

Commissioner Martinez motioned to support RHA staff in exploring the concept of partnering with the Food Bank and Children's Cabinet for the Oddie Project. Vice Chair Aiazzi seconded the motion.

After further discussion, Madame Chair Taylor called for the vote. 3 were in favor, with no objections. Madame Chair Taylor declared the motion carried.

- 7. Discussion and possible adoption of Resolution 25-09-01 RH committing \$3,575,000 in RHA Unrestricted Funds for the redevelopment of Carville Court Apartments. (For Possible Action)**

After an extensive discussion, Madame Chair Taylor motioned to adopt Resolution 25-09-01 as presented, authorizing RHA's Executive Director or her designee to commit up to \$3.575 million in unrestricted funds for the Carville Court Redevelopment Project. Commissioner Martinez seconded the motion.

Madame Chair Taylor called for the vote. 2 were in favor, with one objection. After further discussion, Madame Chair Taylor recalled the motion for reconsideration and then called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried.

- 8. Discussion and possible action to authorize the Executive Director to execute a one-year agreement with Washoe County in the amount of \$47,000 for RHA to manage fifty (50) units of Permanent Supportive Housing at the Cares Campus. (For Possible Action)**

Commissioner Martinez motioned to approve the agreement as presented by staff. Vice Chair Aiazzi seconded the motion. Hearing no additional comments, Madame Chair Taylor called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried.

As there were several presentations on the agenda following the closed session, the Board agreed to hear those presentations before moving on to the closed session. At his point, the meeting proceeded to item 10.

Closed Session

- 9. The Board may convene in closed session to receive legal advice from its counsel as well as to discuss strategy and position in relation to competitive funding and attainable housing project submissions through the Nevada Attainable Housing Act. The Board may also receive an update, regarding RHA's legal position(s), obligations, and options in relation to such matters. No action will be taken in closed session. (Discussion Only)**

No action was taken on this item.

Reconvene Open Session

- 10. Discussion and review of the final draft of RHA's FY 2025 MTW Annual Report prior to submittal to the U.S. Department of Housing and Urban Development (HUD). (Discussion)**

RHA's MTW Coordinator, Kim Anhalt, presented the FY 2025 MTW Annual Report to the Board. The commissioners had no questions and praised the MTW Coordinator for writing an exceptional report.

This was a discussion item. No action was taken.

- 11. Presentation and progress update on CY25 Board Goals relating to the Rental Assistance Department. (Discussion)**

RHA's Director of Rental Assistance, Jamie Newfelt, presented a progress update on CY25 Board Goals. There were questions and some discussion, after which the Rental Assistance director concluded her presentation.

This was a discussion item. No action was taken.

- 12. Presentation on revised programming and a progress update on CY25 Board Goals relating to the Resident Services Department. (Discussion)**

RHA's Director of Resident Services, Jeremy Stocking, gave a presentation on revised programming and a progress update on CY25 Board Goals relating to the Resident Services Department. The commissioners had several questions and offered praise to the director for his department's work to elevate the programs offered by RHA's Resident Services.

This was a discussion item. No action was taken.

- 13. ~~Presentation and discussion of FY2025 Budget Closeout report. (Discussion)~~
(WITHDRAWN)**

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

- 1. Silverada Manor**
 - 2. Hawk View Apartments**
 - 3. John McGraw & Silver Sage Apartments**
 - 4. Stead Manor**
 - 5. Essex Manor**
 - 6. Carville Court**
 - 7. Reno Avenue**
 - 8. I Street**
- (Discussion only)**

RHA's Director of Development, Nestor Garcia, provided the department's quarterly update on RHA's development projects. After the commissioners' questions were answered, the Development Director concluded his presentation to the Board.

This item was for discussion only. No action was taken.

15. Annual Open Meeting Law Training by Ryan Russell of Allison MacKenzie. (Discussion)

The Board decided to push this item to the October meeting, as RHA's legal counsel will have additional information to present to the Board next month.

16. Additional Items:

- a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)**
None
- b) Reports on conferences and trainings. (Discussion)**
None
- c) Old and New Business. (Discussion)**
None
- d) Request for Future Agenda Topics (Discussion)**
None
- e) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, October 28, 2025, and Tuesday, November 18, 2025. (For Possible Action)**

No action was taken on these items.

17. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be

taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.

There were no public comments.

18. Adjournment.

Madame Chair Taylor declared the meeting adjourned at 1:40pm.

September 23, 2025, Closed Session Meeting Minutes are presented separately.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 3

October 28, 2025

- SUBJECT: Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.)
- A. Possible adoption of **Resolution 25-10-01 RH** approving the updated Utility Allowance schedules for the Public Housing, Housing Choice Voucher, and Project Based Voucher programs with an effective date of January 1, 2026.
 - B. Analysis of Exception Payment Standards and possible adoption of **Resolution 25-10-02 RH** approving the updated Basic and Exception Payment Standard schedules for the Housing Choice Voucher program with an effective date of January 1, 2026.
 - C. Possible adoption of **Resolution 25-10-03 RH** approving revisions to the Administrative Plan for the Homeless Prevention Program to refine the assistance provided by RHA to eligible households.
 - D. Possible adoption of **Resolution 25-10-04 RH** approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy (ACOP) to update policies as they relate to the annual required HUD update of flat rents, MTW Plan approved changes related to interim recertifications and medical deductions, updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations and general updates regarding changes in position titles.
 - E. Possible adoption of **Resolution 25-10-05 RH** approving a revision to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher programs to update policies as they relate to HUD's annual update of Inflationary Adjustment Schedules, Payment Standards and Utility Allowances, further updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations, and general changes to provide clarification to policies already in place.

FROM: Executive Director

RECOMMENDATION: For Possible Action

- A. Possible adoption of **Resolution 25-10-01 RH** approving the Updated Utility Allowance schedules for the Public Housing, Housing Choice Voucher, and Project Based Voucher programs with an effective date of January 1, 2026. (For Possible Action)

Background:

The Department of Housing and Urban Development (HUD) has defined Total Resident Payment for “rent” to include both the cost of shelter and utilities. The amount that a Public Housing Authority (PHA) determines is necessary to cover the resident’s reasonable utility costs is called the utility allowance. RHA utilizes the current utility allowance schedule when determining the tenant’s portion of rent for both the Public Housing and voucher programs to ensure that all clients can afford their portion of rent and utilities.

HUD requires all PHA’s to conduct an annual utility study to determine if changes to the current utility allowance schedules are necessary. If the study determines that the change in average utility costs is less than 10%, a change to the schedules is not necessary. However, a change greater than 10% warrants an update to the utility allowance schedules.

This year, RHA contracted with The Nelrod Company to conduct a utility study for each of RHA’s public housing complexes as well as the voucher program. The study determined there was a greater than 10% change in average utility costs since the last study was conducted in 2024.

The Utility Allowance Schedules in Exhibit 251001-A represent the proposed updated utility allowance schedules to be used at each household’s annual recertification beginning January 1, 2026. Staff determines the amount of the utility allowance provided to each household at recertification based on the bedroom size of the unit, structure type, and utilities provided by the owner versus the tenant.

Staff Recommendation and Motion:

Staff recommends the Board of Commissioners motion to approve the updated utility allowance schedules for the Public Housing, Housing Choice Voucher, and Project Based Voucher programs with an effective date of January 1, 2026.

RHA Public Housing Utility Allowance Schedule - Effective 01/01/2026

| | 0 Bdrm | 1 Bdrm | 2 Bdrm | 3 Bdrm | 4 Bdrm |
|---------------------------|---------------|---------------|---------------|---------------|---------------|
| Mineral Manor | | \$ 84 | \$ 94 | \$ 101 | \$ 113 |
| Tom Sawyer Village | \$ 58 | \$ 62 | \$ 66 | | |
| With 1 Security Light | \$ 62 | \$ 66 | \$ 71 | | |
| With 2 Security Lights | \$ 67 | \$ 70 | \$ 75 | | |
| Stead Manor | | | \$ 65 | \$ 68 | |
| Essex Manor | | | \$ 99 | \$ 109 | |
| Myra Birch Manor | | | \$ 97 | | |
| McGraw Court | | \$ 59 | | | |

RHA 2026 Utility Allowance - Rental Assistance

1/1/2026

Owner Paid Water/Sewer/Trash

| STRUCTURE TYPE | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| EES* | \$ 50 | \$ 58 | \$ 71 | \$ 87 | \$ 101 |
| Apartment | \$ 59 | \$ 66 | \$ 84 | \$ 102 | \$ 120 |
| Townhouse/Semi Detached/Duplex | \$ 70 | \$ 79 | \$ 104 | \$ 126 | \$ 170 |
| Detached - Single Family | \$ 85 | \$ 98 | \$ 124 | \$ 151 | \$ 178 |
| Mobile | \$ 85 | \$ 98 | \$ 121 | \$ 143 | \$ 166 |

*EES-Energy Efficient Systems includes cooking, heating and all electric.

Tenant Paid Water/Sewer/Trash (must pay at least 2 to qualify)

| STRUCTURE TYPE | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| EES* | \$ 155 | \$ 165 | \$ 181 | \$ 201 | \$ 221 |
| Apartment | \$ 166 | \$ 173 | \$ 194 | \$ 217 | \$ 240 |
| Townhouse/Semi Detached/Duplex | \$ 177 | \$ 186 | \$ 214 | \$ 241 | \$ 268 |
| Detached - Single Family | \$ 202 | \$ 215 | \$ 244 | \$ 276 | \$ 308 |
| Mobile | \$ 202 | \$ 215 | \$ 241 | \$ 268 | \$ 296 |

*EES-Energy Efficient Systems includes cooking, heating and all electric.

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **25-10-01 RH**

A RESOLUTION APPROVING THE UPDATED UTILITY ALLOWANCE SCHEDULES FOR THE PUBLIC HOUSING, HOUSING CHOICE VOUCHER, AND PROJECT BASED VOUCHER PROGRAMS WITH AN EFFECTIVE DATE OF JANUARY 1, 2026.

WHEREAS, the Department of Housing and Urban Development requires all PHAs to conduct an annual utility study to determine if changes to the current utility allowance schedules are necessary, and

WHEREAS, the Housing Authority of the City of Reno contracted with The Nelrod Company to conduct the utility study for each of RHA's public housing complexes as well as the voucher program, and

WHEREAS, the utility study determined there was a greater than 10% change in average utility costs since the study conducted last year, requiring an update to the Utility Allowance schedules, and

WHEREAS, staff has proposed the following revisions to the Utility Allowance schedules as shown in attached Exhibit 251001-A, and

WHEREAS, staff has determined that these changes to the Utility Allowance schedules are in accordance with HUD regulations;

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

1. That the Board of Commissioners hereby approves the updates to the Utility Allowance schedules in substantially the form attached hereto marked Exhibit 251001-A
2. This Resolution is to be effective upon the date of its adoption

ADOPTED THIS 28th DAY OF OCTOBER, 2025.

ATTEST:

CHAIRPERSON

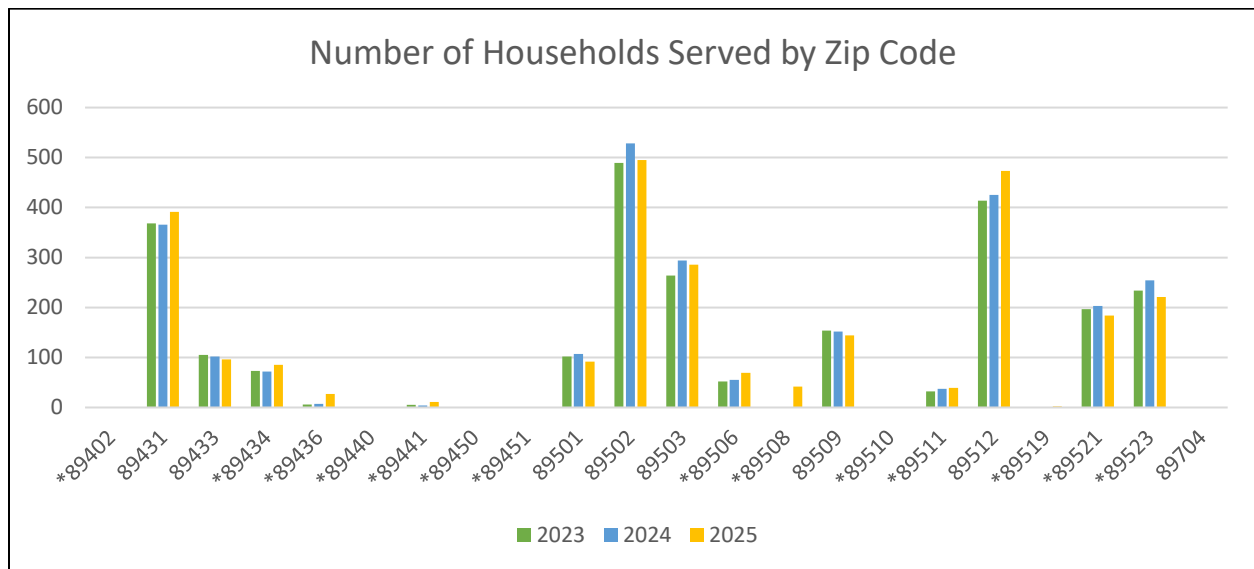
SECRETARY

B. Analysis of Exception Payment Standards and possible adoption of **Resolution 25-10-02 RH** approving the updated Basic and Exception Payment Standard schedules for the Housing Choice Voucher program with an effective date of January 1, 2026. (For Possible Action)

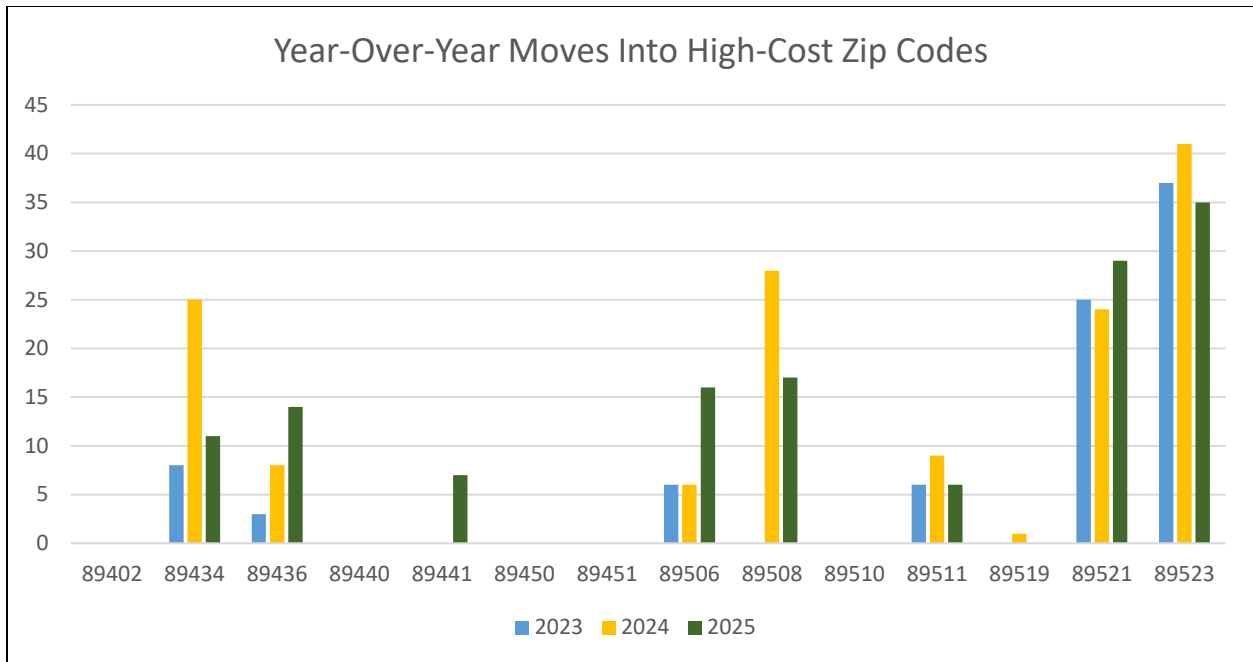
Background:

Effective October 1, 2022, the Reno Housing Authority (RHA) Board of Commissioners approved the use of Small Area Fair Market Rent (SAFMR)-based payment standards in higher-cost zip codes throughout Washoe County. These Exception Payment Standards were set higher than the Basic Payment Standard, with the goal of deconcentrating poverty and offering clients the opportunity to live in zip codes with greater educational and employment opportunities.

Staff reviewed the data on the total number of households being assisted in each zip code and noted declining occupancy in all lower-cost zip codes except 89431 and 89512. Staff also noted a corresponding increase in occupancy across high-cost zip codes, with 26% of assisted households living in these areas (up from 24%).



During the first year of offering Exception Payment Standards, 85 households chose to move to a high-cost zip code. During the second year, 142 households chose to move to a high-cost zip code. After analyzing the data from the third year of Exception Payment Standards, an additional 135 households have chosen to move to a high-cost zip code. Not only do households continue to choose to move to these high-cost zip codes, but the average length of occupancy for units in these zip codes is 24 months, meaning households who move there tend to stay there. This is a strong indicator that the Exception Payment Standards are meeting their goal of offering clients the opportunity to live in zip codes that were previously unattainable with a voucher.



HUD recently published 2026 Fair Market Rents (FMR) and Small Area Fair Market Rents (SAFMR) for Washoe County. Regulations allow Housing Authorities to set Payment Standards between 90 and 110% of the HUD published FMR and SAFMR. Although at this time RHA is not using SAFMRs for our lower-cost zip codes, the data still provides valuable insight into the average market rent for those areas, especially as the market continues to stabilize and average rents no longer greatly exceed the FMR. After comparing the average area market rent (obtained by averaging the market rent data on AffordableHousing.com and from the Johnson Perkins Griffin Apartment Survey) to the zip code level SAFMR data, staff determined that setting the Basic Payment Standard below the published FMR would more appropriately represent the lower-cost zip codes covered by the Basic Payment Standard.

In the past, if a Housing Authority decreased their payment standards, HUD required them to wait to apply it to current households until their second annual recertification, requiring administratively burdensome tracking and notification for every affected household. HUD updated this policy in 2024 as part of the Housing Opportunities Through Modernization Act (HOTMA) implementation, and on December 17, 2024, the RHA Board of Commissioners approved a new policy to hold current households harmless when decreasing the payment standards. This means that RHA can establish decreased payment standards to better align with market conditions without harming current households or requiring significant additional staff time.

Based on this updated policy and the data on average rents in lower-cost zip codes, staff is recommending setting the Basic Payment Standard for all bedroom sizes at 95% of the FMR.

FY 2026 Basic Payment Standard Data

| | Studio | 1 Bdrm | 2 Bdrm | 3 Bdrm | 4 Bdrm | 5 Bdrm |
|--------------------------|----------|----------|----------|----------|----------|----------|
| Johnson/Perkins/Griffin | \$ 1,311 | \$ 1,557 | \$ 1,769 | \$ 2,290 | No data | No data |
| GoSection8 Market Rents | \$ 1,314 | \$ 1,539 | \$ 1,818 | \$ 2,353 | \$ 2,541 | \$ 4,465 |
| Average Area Market Rent | \$ 1,312 | \$ 1,548 | \$ 1,794 | \$ 2,321 | \$ 2,541 | \$ 4,465 |

| | | | | | | |
|---|----------|----------|----------|----------|----------|----------|
| FY 2026 HUD FMR | \$ 1,289 | \$ 1,489 | \$ 1,870 | \$ 2,539 | \$ 2,949 | \$ 3,391 |
| Avg FY26 HUD SAFMR (lower-cost zip codes) | \$ 1,200 | \$ 1,386 | \$ 1,738 | \$ 2,374 | \$ 2,761 | \$ 3,176 |

| | | | | | | |
|------------------------------|----------|----------|----------|----------|----------|----------|
| Current Payment Standard | \$ 1,233 | \$ 1,429 | \$ 1,712 | \$ 2,286 | \$ 2,700 | \$ 3,105 |
| Proposed PS Effective 1/1/26 | \$ 1,224 | \$ 1,414 | \$ 1,776 | \$ 2,412 | \$ 2,801 | \$ 3,221 |

In addition, RHA staff recently reviewed the definition of “areas where vouchers are difficult to use.” Following this definition will result in a more uniform and objective method for determining zip codes which qualify for use of the Exception Payment Standards, and staff is recommending updating the list of zip codes to remove 89434, 89440, 89506, 89510, and 89523 based on this definition. These zip codes would now follow the Basic Payment Standard.

After reviewing the 2026 SAFMR data for the zip codes meeting the above definition of areas where vouchers are difficult to use, staff is recommending setting the Exception Payment Standards for all bedroom sizes in the nine (9) identified zip codes to 95% of the applicable SAFMR.

Proposed FY2026 Exception Payment Standards - 95% of SAFMR

| Bedroom Size | 89402 | 89436 | 89441 | 89450 | 89451 | 89508 | 89511 | 89519 | 89521 |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 0 | \$ 1,539 | \$ 1,615 | \$ 1,815 | \$ 1,606 | \$ 1,606 | \$ 1,558 | \$ 1,501 | \$ 1,644 | \$ 1,701 |
| 1 | \$ 1,739 | \$ 1,862 | \$ 2,100 | \$ 1,853 | \$ 1,853 | \$ 1,796 | \$ 1,729 | \$ 1,900 | \$ 1,957 |
| 2 | \$ 2,185 | \$ 2,337 | \$ 2,632 | \$ 2,328 | \$ 2,328 | \$ 2,261 | \$ 2,176 | \$ 2,385 | \$ 2,461 |
| 3 | \$ 2,955 | \$ 3,173 | \$ 3,572 | \$ 3,164 | \$ 3,164 | \$ 3,069 | \$ 2,955 | \$ 3,240 | \$ 3,344 |
| 4 | \$ 3,420 | \$ 3,686 | \$ 4,152 | \$ 3,667 | \$ 3,667 | \$ 3,563 | \$ 3,430 | \$ 3,762 | \$ 3,876 |
| 5 | \$ 3,933 | \$ 4,239 | \$ 4,774 | \$ 4,217 | \$ 4,217 | \$ 4,097 | \$ 3,944 | \$ 4,326 | \$ 4,457 |

By setting our Payment Standards at 95% of the FMR and SAFMR, we can strike a balance between remaining competitive in the market as it stabilizes and preserving valuable HAP funding to serve as many families as possible. The combined Basic and Exception Payment Standard Schedule in Exhibit 251002-A represents the proposed updated payment standard schedule to be used at each household’s annual recertification and for vouchers issued on or after January 1, 2026. See Exhibit 251002-B for a map of the zip codes in Washoe County.

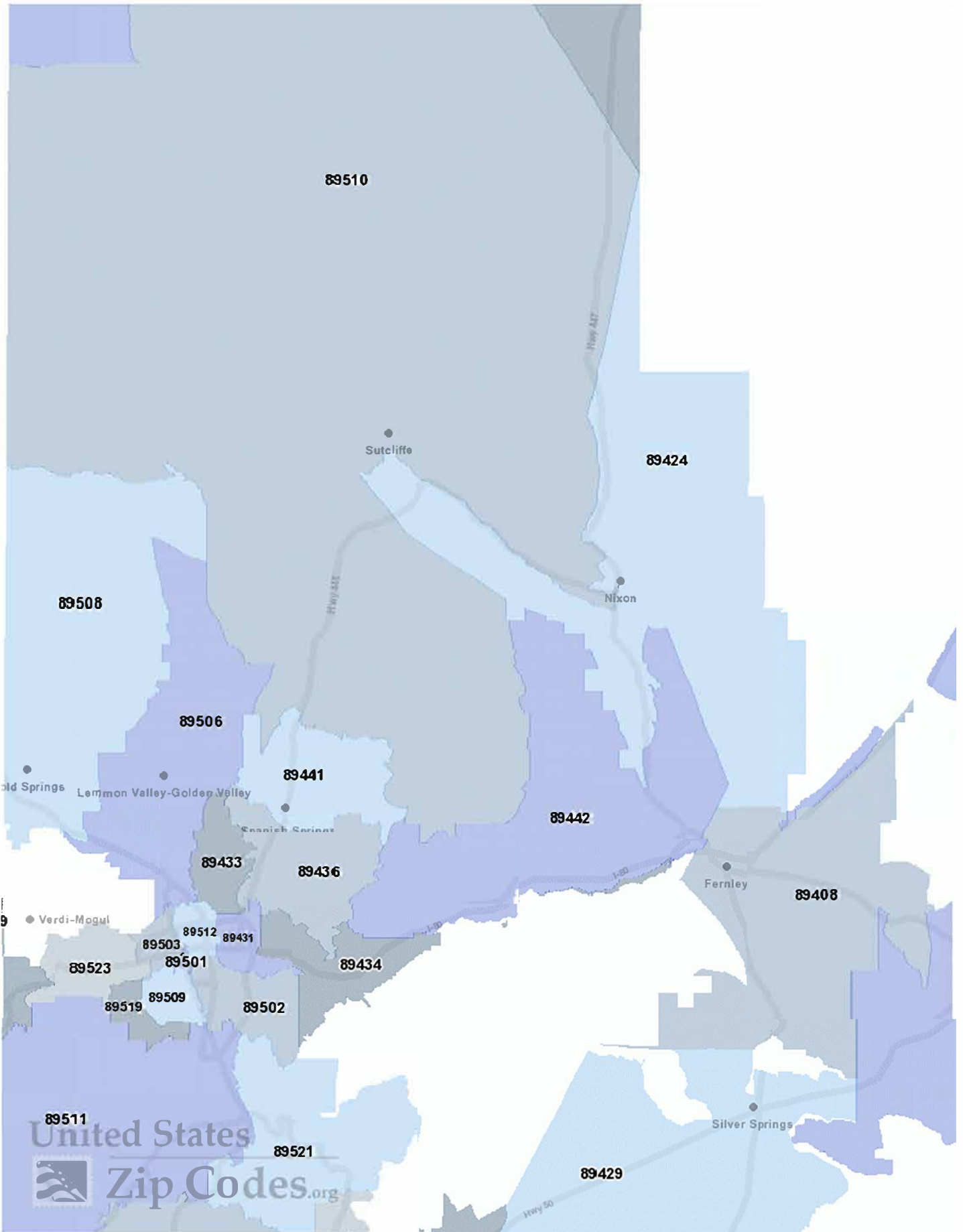
Staff Recommendation and Motion:

Staff recommends the Board of Commissioners motion to approve the updated Basic and Exception Payment Standards for the Housing Choice Voucher program to be effective for annual recertifications and vouchers issued on or after January 1, 2026.

RHA 2026 Basic and Exception Payment Standards

| Zip Code | Bedroom Size | | | | | |
|--------------|--------------|----------|----------|----------|----------|----------|
| | 0 | 1 | 2 | 3 | 4 | 5 |
| Basic | \$ 1,224 | \$ 1,414 | \$ 1,776 | \$ 2,412 | \$ 2,801 | \$ 3,221 |
| 89402 | \$ 1,539 | \$ 1,739 | \$ 2,185 | \$ 2,955 | \$ 3,420 | \$ 3,933 |
| 89434 | \$ 1,425 | \$ 1,653 | \$ 2,071 | \$ 2,812 | \$ 3,268 | \$ 3,758 |
| 89436 | \$ 1,615 | \$ 1,862 | \$ 2,337 | \$ 3,173 | \$ 3,686 | \$ 4,239 |
| 89440 | \$ 1,492 | \$ 1,710 | \$ 2,147 | \$ 2,926 | \$ 3,411 | \$ 3,922 |
| 89441 | \$ 1,815 | \$ 2,100 | \$ 2,632 | \$ 3,572 | \$ 4,152 | \$ 4,774 |
| 89450 | \$ 1,606 | \$ 1,853 | \$ 2,328 | \$ 3,164 | \$ 3,667 | \$ 4,217 |
| 89451 | \$ 1,606 | \$ 1,853 | \$ 2,328 | \$ 3,164 | \$ 3,667 | \$ 4,217 |
| 89506 | \$ 1,368 | \$ 1,577 | \$ 1,986 | \$ 2,698 | \$ 3,135 | \$ 3,605 |
| 89508 | \$ 1,558 | \$ 1,796 | \$ 2,261 | \$ 3,069 | \$ 3,563 | \$ 4,097 |
| 89510 | \$ 1,368 | \$ 1,587 | \$ 1,995 | \$ 2,708 | \$ 3,145 | \$ 3,616 |
| 89511 | \$ 1,501 | \$ 1,729 | \$ 2,176 | \$ 2,955 | \$ 3,430 | \$ 3,944 |
| 89519 | \$ 1,644 | \$ 1,900 | \$ 2,385 | \$ 3,240 | \$ 3,762 | \$ 4,326 |
| 89521 | \$ 1,701 | \$ 1,957 | \$ 2,461 | \$ 3,344 | \$ 3,876 | \$ 4,457 |
| 89523 | \$ 1,340 | \$ 1,539 | \$ 1,938 | \$ 2,632 | \$ 3,059 | \$ 3,518 |

Effective for vouchers issued on or after and annuals effective 1/1/26.



HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **25-10-02 RH**

A RESOLUTION APPROVING THE UPDATED BASIC AND EXCEPTION PAYMENT STANDARD SCHEDULES FOR THE HOUSING CHOICE VOUCHER PROGRAM WITH AN EFFECTIVE DATE OF JANUARY 1, 2026.

WHEREAS, the Department of Housing and Urban Development (HUD) requires all PHAs to set their Payment Standards within 90-110% of the published Fair Market Rent (FMR) or Small Area Fair Market Rent (SAFMR), and

WHEREAS, HUD recently published updated FMR and SAFMR data for 2026, and

WHEREAS, staff has proposed the following revisions to the Basic and Exception Payment Standard schedules as shown in attached Exhibit 251002-A, and

WHEREAS, staff has determined that these changes to the Basic and Exception Payment Standard schedules are in accordance with HUD regulations;

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

1. That the Board of Commissioners hereby approves the updates to the Basic and Exception Payment Standard schedules in substantially the form attached hereto marked Exhibit 251002-A
2. This Resolution is to be effective upon the date of its adoption

ADOPTED THIS 28th DAY OF OCTOBER, 2025.

ATTEST:

CHAIRPERSON

SECRETARY

- C. Possible adoption of **Resolution 25-10-03 RH** approving revisions to the Administrative Plan for the Homeless Prevention Program to refine the assistance provided by RHA to eligible households. (For Possible Action)

Background:

Staff is proposing to make the following changes to the Administrative Plan for the Homeless Prevention Program (HPP). These changes are being made to facilitate the administration of the HPP in collaboration with community partner agencies:

- Staff updated the Objective to clearly identify the eligible population and purpose of the Security Deposit activity. (Section 1.2)
- Staff updated the payment method for the Security Deposit activity to allow for reimbursement of approvable deposit assistance to designated community partners. (Section 1.3.3.1.1)
- Staff updated the program-specific eligibility criteria for the Security Deposit activity. (Section 2.1.5.3)
- Staff clarified that the identified long-term housing unit must pass inspection following HUD’s inspection protocol. (Section 2.1.5.3.1)
- Staff revised the procedure for receiving applications for the Security Deposit activity to reference “designated community partners,” removing the specification for their scope of services to include homeless services. (Section 4.1.1.3)
- Staff updated the income verification requirement to show 4 weeks of paystubs instead of 6. (Section 4.2.2.3)
- Staff updated the requirements regarding proof of program-specific eligibility for the Emergency Rental Assistance activity to include proof that the household contains a Transition Aged Youth. (Section 4.2.2.5.1.4)
- Staff updated the requirements regarding proof of program-specific eligibility for the Security Deposit activity to include documentation the household is approved for ongoing rental assistance through the Housing Choice Voucher program and that the long-term housing unit has passed inspection following HUD’s protocols. (Section 4.2.2.5.3.1 and Section 4.2.2.5.3.3)
- Staff clarified that payments in the Security Deposit activity may be made directly to the landlord OR to the referring partner for reimbursement of allowable deposit expenses paid by the partner agency to the landlord. (Section 5.3.1 and Section 5.3.3)

Staff Recommendation and Motion:

Staff recommends the Board of Commissioners motion to approve the updates to the Administrative Plan for the Homeless Prevention Program as presented.

October 28, 2025

**Agenda Item 3,
Consent Agenda C**

**Homeless Prevention
Program**

Redline

Exhibit 251003-A
ADMINISTRATIVE PLAN
FOR THE HOMELESS PREVENTION PROGRAM

Resolution ~~245-1210-03~~ adopted ~~December 17, 2024~~~~October 28, 2025~~ to be effective ~~January-November 1, 2025~~

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1. OVERVIEW, OBJECTIVES AND PROGRAM DESCRIPTIONS

1.1. OVERVIEW

The Homeless Prevention Program was created by Washoe Affordable Housing Corporation (WAHC) in June 2017 and transferred to the Reno Housing Authority (RHA) effective June 1, 2024. RHA applies annually for funds from the Nevada Housing Division's (NHD) Account for Affordable Housing Trust Funds. RHA may also seek other funding sources in the future to support this program.

Administration of this program will comply with all federal, state and local housing laws and fair housing regulations.

1.2. OBJECTIVE

The objective of RHA's Homeless Prevention Program is to prevent homelessness arising from emergencies that temporarily jeopardize a family or individual's ability to pay rent or utilities, assist individuals or families with short-term motel assistance while they develop a long-term housing plan, and to ~~shorten the shelter stays of homeless individuals who have identified a long-term housing unit, thereby increasing their chance of long-term success and housing stability~~ prevent homelessness by providing security deposit assistance for households who have identified a long-term housing unit and have been approved for a source of ongoing rental assistance. The number of households served is limited by the funding available from the annual application for funds through the NHD. The jurisdiction for this program is Washoe County.

The Homeless Prevention Program allocates resources to preventing homelessness so that families do not have to experience shelters or live on the streets. It also helps minimize public resources dedicated to the homeless population within Washoe County.

1.3. PROGRAM DESCRIPTIONS

The Homeless Prevention Program has the following features:

1.3.1. Emergency Rental Assistance

1.3.1.1. Eligible households facing an emergency situation, as defined in Appendix 1, may receive one-time assistance to pay the unpaid rent and/or utility bills in order to defer them from experiencing homelessness and utilizing a shelter bed in the upcoming 30 days.

1.3.1.1.1. The payment is made directly to the landlord or utility company.

1.3.2. Motel Assistance

1.3.2.1. Eligible households facing homelessness who are actively working with a community-based social service agency to develop a long-term housing plan, may receive assistance to pay for a motel for up to 60 days while their situation stabilizes.

1.3.2.1.1. The payment is made directly to the landlord.

1.3.3. Application Fee, Holding Fee, and Security Deposit Assistance

1.3.3.1. Eligible households exiting homelessness or at risk of homelessness who have identified a suitable long-term housing unit may receive assistance to pay the application fee, holding fee, and/or security deposit in order to shorten or prevent their shelter stay and assist them to secure the long-term housing unit.

1.3.3.1.1. The payment is made directly to the landlord or to the referring partner when eligible expenses were paid to the landlord by the partner agency.

1.4. NONDISCRIMINATION AND REASONABLE ACCOMMODATIONS

- 1.4.1. Federal regulations prohibit discrimination because of race, color, sex, religion, familial status, age, disability or national origin.
 - 1.4.1.1. If an applicant or participant believes that any family member has been discriminated against by RHA or an owner, the family should advise RHA.
- 1.4.2. A person with a disability may require special accommodations in order to have equal access to the program. If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability, the family must explain what type of accommodation is needed to provide the person with the disability full access to the program. If the need for the accommodation is not readily apparent, the family must explain the relationship between the requested accommodation and the disability. There must be an identifiable relationship between the accommodation and the disability.
 - 1.4.2.1. The definition of disability for the purpose of reasonable accommodation is different than the definition used for admission. The Fair Housing definition used for this purpose is: "A person who has a physical or mental impairment that substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment."
 - 1.4.2.1.1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic skin; and endocrine.
 - 1.4.2.1.2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.
 - 1.4.2.1.3. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning.
 - 1.4.2.2. RHA will provide the applicant or participant with the necessary forms to be completed with RHA staff. RHA staff will send the Reasonable Accommodation forms directly to a professional third party, of the applicant or participants choosing, who is competent to make the assessment and provide written verification that the individual needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program. The professional third party provider must return the completed Reasonable Accommodation forms directly to RHA for final review by the Director of Rental Assistance or designated staff. In the case where the professional third party provider fails to respond, a second request for verification may be made of a different provider of the applicant or participants choosing.
 - 1.4.2.3. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible. The requested accommodation will not violate or release applicant/participant from any family obligation under the program.

2. CONDITIONS GOVERNING ELIGIBILITY

2.1. ELIGIBILITY FOR ASSISTANCE

To be eligible for financial assistance through the Homeless Prevention Program, applicants must meet the following criteria and provide acceptable documentation of each criterion, as outlined in Section 4.2:

- 2.1.1. Must reside in Washoe County at the time of application. Must verify they have lived in Nevada for the past two years.
- 2.1.2. Have annual income that does not exceed the HUD determined low-income limits (60% of Area Median Income) set forth in Appendix 2.
- 2.1.3. Must not have combined assets with a current cash value exceeding the equivalent of three months of rent at the household's current unit, or have ownership interest in a suitable dwelling unit which they have a legal right to reside in.
- 2.1.4. Citizenship Status: At least one household member must be a U.S. citizen or national or non-citizen with an eligible immigration status as defined in 24 CFR 5.508 (see Appendix 1, "Eligible Immigration Status").
- 2.1.5. Must meet one of the following program-specific criteria:
 - 2.1.5.1. Emergency Rental Assistance: A household containing Transition Aged Youth, as defined in Appendix 1, which is at risk of homelessness in the upcoming 30 days as a result of an emergency situation, as defined in Appendix 1, which occurred in the last 90 days.
 - 2.1.5.2. Motel Assistance: A household at risk of or experiencing homelessness who is working with a community-based social service agency on a long-term housing plan.
 - 2.1.5.3. Application Fee, Holding Fee, and Security Deposit Assistance: A household approved for ongoing rental assistance through the Housing Choice Voucher program, who ~~at risk of or experiencing homelessness with~~ has a potential suitable long-term housing unit identified.
 - 2.1.5.3.1. The potential new unit must be located within Washoe County and pass inspection following HUD's inspection protocol.
- 2.1.6. Must not have received assistance from WAHC/RHA's Homeless Prevention Program within three years preceding the date of application or have been denied for assistance within 90 days preceding the date of application.

3. APPLICATION PROCEDURE

3.1. SELECTION

3.1.1. Eligible households will be selected according to the date and time applications were received.

3.2. PREFERENCE

3.2.1. No preferences will be given beyond the date and time the application was received.

3.3. APPLICANT WITHDRAWAL

3.3.1. An applicant may, at any time, request their application to be withdrawn should they no longer require the assistance. Withdrawn applicants are not considered denied, and therefore can reapply with no time restriction for future assistance.

3.4. FUNDING

3.4.1. Emergency Rental Assistance Program

3.4.1.1. RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

3.4.1.2. RHA will provide up to 2 months of total eligible rent and/or utilities and fees. Eligible rent includes the rent documented in the lease verified by the landlord and/or property manager.

3.4.2. Motel Assistance Program

3.4.2.1. RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

3.4.2.2. RHA will provide up to 60 days of total eligible rent and fees. Eligible rent includes the rent documented in the lease or summary of charges verified by the landlord and/or property manager.

3.4.3. Application Fee, Holding Fee, and Security Deposit Assistance Program

3.4.3.1. RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

3.4.3.2. RHA will provide up to two (2) application and/or holding fees, as well as one (1) security deposit.

3.4.3.2.1. Any application and/or holding fees which are refunded due to the household not leasing the unit must be returned to the Homeless Prevention Program.

4. RECEIPT OF APPLICATIONS AND DETERMINATION OF ELIGIBILITY

This section sets forth the basic steps which are to be taken in obtaining and verifying information from applicant households for the purpose of determining whether they meet the conditions of eligibility for assistance set forth in Section 2.

4.1. ESTABLISHING APPLICANTS

4.1.1. Receipt of Applications

4.1.1.1. *Emergency Rental Assistance Program.* RHA will accept direct referrals for this assistance from designated community partners whose scope of services includes homeless services for Transition Aged Youth. Referrals will be accepted until the funding allocated for this activity has been depleted.

4.1.1.2. *Motel Assistance.* RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

4.1.1.3. *Application Fee, Holding Fee, and Security Deposit Assistance.* RHA will accept direct referrals for this assistance from designated community partners ~~whose scope of services includes homeless services.~~ Referrals will be accepted until the funding allocated for this activity has been depleted.

4.1.2. Applications will be provided to all designated community partners and can be submitted via email.

4.1.3. Applicants must submit the application and all supporting documentation to RHA either by email, fax or in the office drop box. RHA does not accept walk-in appointments.

4.1.4. The application process will involve two phases. The first phase results in the household's completion of the application and submitting all required documentation. The second phase is determining eligibility through review of supporting documents.

4.2. PROCEDURE GOVERNING RECEIPT OF APPLICATIONS

4.2.1. The application constitutes the basic record of each household applying for assistance, as well as the required supporting documentation to verify eligibility. Each applicant, therefore, will be required to supply information as called for on the Application and sign the application, attesting to the accuracy of the data provided. Each application will reflect the date and time received. The application and all other materials relating to the household's eligibility are to be maintained in an active file for each applicant not classified as denied or withdrawn.

4.2.2. Designated community partners will contact RHA to return the completed application on behalf of the applicant. Applicants must submit the following additional documentation along with their application in order to determine eligibility for assistance:

4.2.2.1. *Proof of Identity.* In order to prevent program abuse, RHA will require applicants to furnish verification of legal identity for all household members.

4.2.2.1.1. Applicants must provide a current picture ID for all adult members of the household. This may include a DMV-issued driver's license or identification card, or other state or federally issued picture identification card.

4.2.2.2. *Proof of Residency.* RHA will require applicants to furnish verification of Washoe County Residency.

4.2.2.2.1. If the picture ID provided for proof of Identity does not list a Washoe County address, the applicant must provide other proof of residency, such as a lease agreement, utility bill, or postal verification.

4.2.2.2.2. Applicant must verify they have lived in Nevada for the last 2 years.

4.2.2.2.1. Documentation may include (but is not limited to) leases, bank statements, paycheck stubs, IDs, official mail, vehicle registration, etc. which shows a date of at least 2 years prior to the application.

4.2.2.2.2. For applicants exiting homelessness who do not have any of the above documentation, a Self Certification co-signed by a Case Manager, shelter staff, or referring partner will be accepted.

4.2.2.3. *Income.* Proof of applicant's current income is needed. Current is defined as the most recent ~~6-4~~ weeks of paycheck stubs for employment or the current year's award letter for benefits such as Social Security, pension, welfare cash assistance, etc. RHA will determine income based on the guidelines in 24 CFR 5.609.

4.2.2.4. *Assets.* Verification of all household assets is needed. Households may self-certify assets up to \$50,000. For assets exceeding \$50,000, the household will be required to provide three (3) consecutive months of statements for all accounts.

4.2.2.5. *Proof of Program-Specific Eligibility.*

4.2.2.5.1. *Emergency Rental Assistance.*

4.2.2.5.1.1. Proof of an emergency situation that is preventing the applicant from being able to pay their unpaid rent and/or utility bills. Applicant must provide:

- Proof of medical event, job loss, death in the family, accident, or other emergency in the last 90 days, that includes a decrease of income, medical bills, or other expenses.

4.2.2.5.1.2. Proof of household's risk of homelessness. Applicant must provide:

- Their current lease; AND
- An eviction notice showing the cause is for non-payment of rent and the amount of rent due; OR
- A notice from utility provider showing utilities will be or have been shut off due to non-payment and the amount due; OR
- A certification from the referring agency that without the assistance, the household would be homeless in the upcoming 30 days.

4.2.2.5.1.3. Proof of balance(s) due. Applicant must provide:

- Eviction notice showing the amount of rent due; OR
- Notice from utility provider showing the amount due; OR
- A current ledger or utility bill showing the amount due (if the Proof of Household's Risk of Homelessness was documented with a certification from the referring agency).

4.2.2.5.1.4. Proof of Transition Aged Youth. Applicant must provide documentation showing the household contains a youth between the ages of 18 to 25.

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4.2.2.5.2. *Motel Assistance.*

- 4.2.2.5.2.1. Proof of household's plan for housing stability. Applicant must provide:
- Documentation that they are working with a community-based social service agency on a plan for long-term housing stability.
- 4.2.2.5.2.2. Proof of household's risk of homelessness. Applicant must provide:
- Documentation that the household is homeless or at risk of homelessness. This may include documentation of Health Department or Code Enforcement actions to shut down their prior residence, or documentation from Domestic Violence advocacy groups that the household was fleeing or attempting to flee domestic violence.
- 4.2.2.5.2.3. Proof of household's motel expenses. Applicant must provide:
- Motel check-in/registration documentation showing the weekly and/or monthly rate.
- 4.2.2.5.3. *Application Fee, Holding Fee, and Security Deposit Assistance.*
- 4.2.2.5.3.1. Proof of household's ~~risk of homelessness~~ongoing rental assistance. Applicant must provide:
- Documentation that the household is ~~homeless or at risk of homelessness. This may include a statement from a shelter or a certification from the referring agency that without the assistance, the household would be homeless in the upcoming 30 days~~approved for ongoing rental assistance through the Housing Choice Voucher program.
- 4.2.2.5.3.2. Proof of household's potential long-term housing unit and unit-search expenses. Applicant must provide:
- Documentation showing the potential long-term housing unit is located within Washoe County; AND
 - Application Fees: A copy of the submitted application and documentation from the landlord showing the cost of the application fee.
 - Holding Fees: Documentation from the landlord showing the cost of the holding fee and how it will be treated if a) the application is accepted or b) the application is denied and/or withdrawn.
 - Security Deposit: A copy of the lease showing the household's name, the address for the long-term housing unit, the monthly rent, and the security deposit.
- 4.2.2.5.3.3. Proof the household's potential long-term housing unit meets HUD's standards. Applicant must provide:
- Documentation showing the unit has passed a housing inspection within the last 30 days following HUD

protocols.

- 4.2.3. Applicant Interview. The applicant will be required to furnish complete and accurate information verbally as requested by the interviewer. The interviewer will review the application with answers supplied by the applicant. All adult members must sign the General Release of Information Form, and any other documents required by RHA. Failure to do so will be cause for denial of the application.
- 4.2.4. If RHA determines at or after the review of the application that additional information or document(s) are needed, RHA will request the document(s) or information in writing. The household will be given up to ten (10) calendar days to supply the information. If the information is not supplied in this time, RHA will provide the household a notification of denial for assistance.
- 4.2.4.1. RHA may, at its discretion, grant up to an additional ten (10) calendar days for the applicant to supply the required information if RHA determines the reason the applicant has been unsuccessful is beyond their control.
- 4.2.5. If, during the application review, it appears that the applicant is not eligible, the applicant is to be so informed in writing as to the reasons for ineligibility. The application will then be classified as denied. A copy of the denial letter will be attached to the application.
- 4.2.6. After receipt of initial application, changes affecting applicant information will be recorded. Such changes are to be dated and the reason and authority for such changes noted in the record.
- 4.2.7. The applicant may make an appeal of a determination of denial, in writing, within 10 calendar days of the notification of denial. The appeal will be considered by the Director of Rental Assistance or designated staff. A decision will be made within 10 calendar days of receiving the written appeal. Once the appeal has been decided the applicant will either be approved or denied. Any decision is final. If denied, the applicant must wait 90 days to apply again.

4.3. VERIFICATION AND DOCUMENTATION OF APPLICANT DATA

To assure that the data upon which determinations of eligibility, priority status, and amount of assistance to be paid are full, true and complete, the information submitted by each applicant/participant is to be verified.

- 4.3.1. Methods of Verification. The applicant is responsible for providing all verification of residency, income, assets, proof of emergency situation, housing crisis, and citizenship. RHA will only make independent attempts to verify information if it is beyond the applicants control to obtain the information. Should the applicant fail to provide acceptable verification, as outlined below, the application will be denied. RHA will independently verify the owner/management agent to whom the assistance or security deposit will be paid.

4.3.1.1. *Written Third Party Verification* –An original or authentic document generated by a third party source dated within the 120-day period preceding RHA’s request date. All documents will be photocopied and retained in the applicant/participant file. In cases where documents are viewed which cannot be photocopied, staff viewing the documents will complete a certification statement for the file. RHA will accept faxed or emailed documents.

- 4.3.1.1.1. RHA may reject a document for the following reasons:
- 4.3.1.1.1.1. The document is not original.
 - 4.3.1.1.1.2. The original document has been altered, mutilated, or is not legible.
 - 4.3.1.1.1.3. The document does not appear to be authentic.
- 4.3.1.1.2. If a document is rejected, the staff member will do the following:
- 4.3.1.1.2.1. Get concurrence from the Director of Rental Assistance or

designated staff.

4.3.1.1.2.2. Place a copy of the document in the file.

4.3.1.1.2.3. Note on the document the reason why the document is being rejected.

4.3.1.1.3. If a document is verified to be a forgery, RHA will deny the application and place the household on a list, preventing them from receiving HPP funds on a future application.

4.3.1.2. *Third-Party Oral* – Oral third-party verifications may be used when written third-party is not possible. When third-party oral verification is used, staff will be required to originate the call and note with whom they spoke, the date of the conversation, and the facts provided. Third-party oral may be used to clarify information provided on the third-party written.

4.3.1.3. *Certification/Self-Declaration* – When verification cannot be made by the above verification methods, households will be required to submit a self-certification.

4.4. SUPPLYING REQUIRED INFORMATION

4.4.1. The household must supply any information that RHA determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. “Information” includes any requested certification, release, or other documentation.

4.4.2. All information supplied by the household must be true and complete.

4.5. SUMMARY OF VERIFICATION DATA

4.5.1. Verification data is to be reviewed and evaluated as received for completeness, accuracy and conclusiveness. Where the information received is not complete in all respects, follow-ups or new efforts to obtain such information are to be made and carried through to conclusion. If, during the verification process, it becomes evident that for one or more reasons an applicant is ineligible, the investigation is to be discontinued and the applicant notified in writing of his/her ineligibility, and the reasons therefore.

4.5.2. As verification of all necessary items for each application is completed, a summary of the verified information is to be prepared on a Certification Form attached to the application. The summary is to cover the following determinations and the basis for such:

4.5.2.1. Eligibility of the applicant as a family

4.6. NOTIFICATION TO APPLICANTS

4.6.1. If determined to be ineligible for assistance, the applicant is to be informed in writing of the determination. The reasons for the determination will be included in the written notification.

4.6.2. Applicants are required to inform RHA of changes in address or phone number. Applicants are also required to respond to requests from RHA to update information on their application and to determine their continued interest in assistance.

4.7. REFERRAL FOR FINANCIAL GUIDANCE

4.7.1. All applicants, regardless of approval or denial, will be referred to Opportunity Alliance for financial guidance.

4.8. CERTIFICATION

As a part of the application record of each household determined to be eligible for assistance, a designated staff member is to complete and sign the eligibility certification.

5. ASSISTANCE AMOUNT DETERMINATION AND APPROVAL PROCESS

The accurate determination of the proper amount of assistance to be paid will ensure that RHA is efficiently utilizing its resources. This section defines how the amount of assistance will be determined. An applicant may only receive one of the benefits offered through this program. At no point may an applicant receive multiple types of assistance (Emergency Rental Assistance, Motel Assistance, and Application Fee/Holding Fee/Security Deposit Assistance) during a two-year period.

5.1. EMERGENCY RENTAL ASSISTANCE

- 5.1.1. For households eligible under criteria 2.1.5.1, RHA will provide a one-time payment to pay unpaid rent and/or utility bills to prevent the household from becoming homeless and utilizing a shelter bed. The payment will be made directly to the landlord and/or utility provider. The amount paid is determined by the amount owed on their ledger and/or utility notice (not including insufficient funds (NSF) fees), up to the two-month maximum.
 - 5.1.1.1. If the household owes more than the maximum assistance amount and the landlord or utility provider has verified that they will NOT accept a partial payment, the application will be denied.
- 5.1.2. RHA may attempt to independently verify the information on the provided documentation, including the amount owed, if it has reason to question the authenticity of the document.
 - 5.1.2.1. If unpaid rent, the applicant must also provide the contact information for the landlord.
 - 5.1.2.2. If the amounts owed are unpaid utilities, the applicant must provide their account number and contact information for the billing department of the utility provider, if this is not contained on the utility notice.
- 5.1.3. RHA will verify the payee is the management agent or owner of the unit by searching records through the Washoe County Assessor's Office, or by requesting documentation directly from the payee that may include a management agreement, title, or deed. The assistance will not be paid until RHA can verify the payee is the management agent or owner of the unit.
- 5.1.4. RHA will make every effort to issue the assistance payment to the payee on or before any eviction date or utility shut-off date. If there are pending verification items, or if the payee's identity cannot be verified prior to an eviction or shut-off date, but payment will still resolve the eviction or utility issue, RHA will issue payment within 3 business days of verifying the payee or final information.
- 5.1.5. RHA will mail the check to the payee, or upon request, the check may be picked up with corresponding photo identification at the RHA main office.

5.2. MOTEL ASSISTANCE

- 5.2.1. For households eligible under criteria 2.1.5.2, RHA will provide up to 60 days of rent payment for a motel unit to allow the household to develop a plan for long-term housing stability. The payment will be made directly to the landlord. The amount paid is determined by the lease or summary of charges, verified by the landlord and/or property manager (up to the 60-day maximum).
- 5.2.2. RHA may attempt to independently verify the information on the provided documentation if it has reason to question the authenticity of the document.
- 5.2.3. RHA will verify the payee is the management agent or owner of the unit by searching records through the Washoe County Assessor's Office, or by requesting documentation directly from the payee that may include a management agreement, title, or deed. The assistance will not be paid until RHA can verify the payee is the management agent or owner of the unit.
- 5.2.4. RHA will mail the check to the payee, or upon request, the check may be picked up with corresponding photo identification at the RHA main office.

5.3. APPLICATION FEES, HOLDING FEES, AND SECURITY DEPOSIT ASSISTANCE

- 5.3.1. For households eligible under criteria 2.1.5.3, RHA will provide up to two (2) application fees, two (2) holding fees, and one (1) security deposit to assist the household to secure a long-term housing unit in Washoe County. The payment(s) will be made directly to the landlord [or to the referring partner as reimbursement for allowable expenses paid by the partner to the landlord](#). The amount paid is determined by the documented application fee, holding fee, and security deposit, verified by the landlord and/or property manager.
- 5.3.2. RHA may attempt to independently verify the information on the provided documentation if it has reason to question the authenticity of the document.
- 5.3.3. [For payments directly to the landlord](#), RHA will verify the payee is the management agent or owner of the unit by searching records through the Washoe County Assessor's Office, or by requesting documentation directly from the payee that may include a management agreement, title, or deed. The assistance will not be paid until RHA can verify the payee is the management agent or owner of the unit.
- 5.3.4. RHA will mail the check to the payee, or upon request, the check may be picked up with corresponding photo identification at the RHA main office.

6. USE OF PROGRAM RECEIPTS

6.1. PROGRAM RECEIPTS

RHA shall use program receipts to provide homeless prevention assistance for eligible households. Program receipts may only be used to pay program expenditures.

6.2. PROGRAM EXPENDITURES

RHA shall reserve the right to utilize up to 6% of program receipts for administrative expenditures.

APPENDIX 1 - DEFINITION OF TERMS

ANNUAL INCOME. All amounts, monetary or not, which:

- a. Go to, or on behalf of, the family head or to any other family member; or
- b. Are anticipated to be received from a source outside the family during the 12-month period following approval for assistance; and
- c. Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

APPLICANT. For the purposes of this document, the term "applicant" includes the head of household, spouse, all dependents, and all other adult members of the household and their dependents.

APPLICATION FEE. The amount the owner/manager collects from the tenant at the date of application to cover the cost to process the application. This fee is usually non-refundable.

DISABLED FAMILY. A household with a household member who is a person with disabilities. It may include two or more persons with disabilities living together.

DISABLED PERSON. "Disabled Person" means a person who is under a disability as defined in Section 223 of the Social Security Act or in Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970, or who is handicapped as defined in this Part. Section 223 of the Social Security Act defines "disability" as:

- a. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to last for a continuous period of not less than 12 months; or
- b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416(1) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time. Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970, defines "disability" as: a disability attributable to mental retardation, cerebral palsy, epilepsy or another neurological condition of an individual found by the Secretary (of Health, Education and Welfare) to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen, which has continued or can be expected to continue indefinitely and which constitutes a substantial handicap to such individual.

ELDERLY FAMILY. A household with a household member who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together.

ELDERLY PERSON. A person who is at least 62 years old.

ELIGIBLE FAMILY. A household which qualifies as a Low-Income Family and which meets the other requirements of this Administrative Plan. The term "Family" includes Elderly, Disabled Person, or a single person.

ELIGIBLE IMMIGRATION STATUS. 24 CFR 5, Subpart E.

- a. Restrictions on assistance. Financial assistance under this program is restricted to:

Citizens; or

Noncitizens who have eligible immigration status in one of the following categories:

A noncitizen lawfully admitted for permanent residents, as defined by Section 101(a)(30) of the Immigration and Nationality Act (INA)(8 U.S.C. 1101 (a)(20) and 1101 (a)(15), respectively) (immigrants). (This category includes a noncitizen admitted under Section 210 or 210A of the INA (8 U.S.C. 1160 or 1161) who has been granted lawful temporary resident status);

A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not ineligible for citizenship,

but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA (8 U.S.C. 1259);

A noncitizen who is lawfully present in the United States pursuant to an admission under Section 207 of the INA (8 U.S.C. 1157) (refugee status); pursuant to the grant of asylum (which has not been terminated) under Section 208 of the INA (8 U.S.C. 1153 (a)(7)) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity;

A noncitizen who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons deemed strictly in the public interest under Section 212 (d)(5) (parole status);

A noncitizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation under Section 243(h) of the INA (8 U.S.C. 1253(h)) (threat to life or freedom); or

A noncitizen lawfully admitted for temporary or permanent residence under Section 245 A of the INA (8 U.S.C. 1255(a) amnesty granted under INA 245 A).

b. Family eligibility for assistance.

A family shall be eligible for assistance so long as at least one member of the family residing in the unit is determined to have eligible status, as described in paragraph (a) of this section;

EMERGENCY SITUATION. An event including a medical event, job loss, death in the family, accident, or other emergency that has affected a household member within the last 90 days.

FAMILY (HOUSEHOLD). "Family" includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- a. A single person, who may be an elderly person, displaced, person, disabled person, near-elderly person or any other single person; or
- b. A group of persons residing together, and such group includes, but is not limited to:
 - i. Households with or without children;
 - ii. An elderly family;
 - iii. A disabled family and;
 - iv. A minor who has been awarded a decree of emancipation by a competent court having jurisdiction over said minor.

Also included in the Family for purposes of determining the amount of relocation assistance may be:

- a. Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively. (There will be a self-certification required of households who claim joint custody or temporary guardianship.)
- b. Other persons who will live regularly as part of the Family group, including foster children and members of the Family temporarily absent, and whose income and resources are available for use in meeting the living expenses of the group.
- c. Lodgers may not be included in the Family.

HOLDING FEE (a.k.a. UNIT HOLDING FEE). The amount the owner/manager collects from the tenant at the date of application to take the unit off the market. This fee may be refundable should the application be denied, depending on the landlord's policies. If the application is approved, this fee is usually applied toward the security deposit.

INCOME. The types of money which are to be used as income for purposes of calculating the family's income are defined by HUD in federal regulations. See 24 CFR 5.609.

INCOME LIMITS. The maximum annual income a household may have to be eligible for assistance as determined by

HUD (Appendix 2).

LANDLORD. This term means either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.

LEASE. A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a household.

LOW-INCOME FAMILY. A household whose income does not exceed 60 percent of the median household income for the area, as determined by HUD with adjustments for smaller and larger households (Appendix 2, Income Limits)

NET FAMILY ASSETS. Value of equity in savings, checking, real property, stocks, bonds and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles is excluded from the definition.

NON-CITIZEN. A person who is neither a citizen nor a national of the United States.

OWNER. Any person or entity, including a cooperative, having the legal right to lease or sub-lease a dwelling unit.

SECURITY DEPOSIT. The amount the owner/manager collects from the tenant at the date of lease up, as outlined in the lease agreement for protecting the landlord from damages, unpaid rent, or if the tenant breaks or violates the terms of the lease or rental agreement.

TRANSITION AGED YOUTH. A youth between the ages of 18 to 25 years old. This person may be the head of household/co-head of household/spouse, or they may be another adult in the household.

UNPAID RENT. Rent owed to the landlord resulting from the failure of the tenant to pay their portion of the rent through the end of the month.

UTILITIES. Includes electricity, gas, water, sewer or trash collection.

APPENDIX 2 - INCOME LIMITS

| # Persons | 30% AMI (Extremely Low-Income) | 50% AMI (Very Low-Income) | 60% AMI (Low-Income) |
|-----------|-----------------------------------|------------------------------|-------------------------|
| 1 | \$21,250 | \$35,450 | \$42,540 |
| 2 | \$24,300 | \$40,500 | \$48,600 |
| 3 | \$27,350 | \$45,550 | \$54,660 |
| 4 | \$30,350 | \$50,600 | \$60,720 |
| 5 | \$32,800 | \$54,650 | \$65,580 |
| 6 | \$35,250 | \$58,700 | \$70,440 |
| 7 | \$37,650 | \$62,720 | \$75,300 |
| 8 | \$40,100 | \$66,800 | \$80,160 |

<https://www.hudexchange.info/programs/home/home-income-limits/>

October 28, 2025

**Agenda Item 3,
Consent Agenda C**

**Homeless Prevention
Program**

Clean

Exhibit 251003-B
ADMINISTRATIVE PLAN
FOR THE HOMELESS PREVENTION PROGRAM

Resolution 25-10-03 adopted October 28, 2025 to be effective November 1, 2025

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1. OVERVIEW, OBJECTIVES AND PROGRAM DESCRIPTIONS

1.1. OVERVIEW

The Homeless Prevention Program was created by Washoe Affordable Housing Corporation (WAHC) in June 2017 and transferred to the Reno Housing Authority (RHA) effective June 1, 2024. RHA applies annually for funds from the Nevada Housing Division’s (NHD) Account for Affordable Housing Trust Funds. RHA may also seek other funding sources in the future to support this program.

Administration of this program will comply with all federal, state and local housing laws and fair housing regulations.

1.2. OBJECTIVE

The objective of RHA’s Homeless Prevention Program is to prevent homelessness arising from emergencies that temporarily jeopardize a family or individual’s ability to pay rent or utilities, assist individuals or families with short-term motel assistance while they develop a long-term housing plan, and to prevent homelessness by providing security deposit assistance for households who have identified a long-term housing unit and have been approved for a source of ongoing rental assistance. The number of households served is limited by the funding available from the annual application for funds through the NHD. The jurisdiction for this program is Washoe County.

The Homeless Prevention Program allocates resources to preventing homelessness so that families do not have to experience shelters or live on the streets. It also helps minimize public resources dedicated to the homeless population within Washoe County.

1.3. PROGRAM DESCRIPTIONS

The Homeless Prevention Program has the following features:

1.3.1. Emergency Rental Assistance

1.3.1.1. Eligible households facing an emergency situation, as defined in Appendix 1, may receive one-time assistance to pay the unpaid rent and/or utility bills in order to defer them from experiencing homelessness and utilizing a shelter bed in the upcoming 30 days.

1.3.1.1.1. The payment is made directly to the landlord or utility company.

1.3.2. Motel Assistance

1.3.2.1. Eligible households facing homelessness who are actively working with a community-based social service agency to develop a long-term housing plan, may receive assistance to pay for a motel for up to 60 days while their situation stabilizes.

1.3.2.1.1. The payment is made directly to the landlord.

1.3.3. Application Fee, Holding Fee, and Security Deposit Assistance

1.3.3.1. Eligible households exiting homelessness or at risk of homelessness who have identified a suitable long-term housing unit may receive assistance to pay the application fee, holding fee, and/or security deposit in order to shorten or prevent their shelter stay and assist them to secure the long-term housing unit.

1.3.3.1.1. The payment is made directly to the landlord or to the referring partner when eligible expenses were paid to the landlord by the partner agency.

1.4. NONDISCRIMINATION AND REASONABLE ACCOMMODATIONS

1.4.1. Federal regulations prohibit discrimination because of race, color, sex, religion, familial status, age, disability or national origin.

- 1.4.1.1. If an applicant or participant believes that any family member has been discriminated against by RHA or an owner, the family should advise RHA.
- 1.4.2. A person with a disability may require special accommodations in order to have equal access to the program. If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability, the family must explain what type of accommodation is needed to provide the person with the disability full access to the program. If the need for the accommodation is not readily apparent, the family must explain the relationship between the requested accommodation and the disability. There must be an identifiable relationship between the accommodation and the disability.
 - 1.4.2.1. The definition of disability for the purpose of reasonable accommodation is different than the definition used for admission. The Fair Housing definition used for this purpose is: “A person who has a physical or mental impairment that substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment.”
 - 1.4.2.1.1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic skin; and endocrine.
 - 1.4.2.1.2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.
 - 1.4.2.1.3. “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning.
 - 1.4.2.2. RHA will provide the applicant or participant with the necessary forms to be completed with RHA staff. RHA staff will send the Reasonable Accommodation forms directly to a professional third party, of the applicant or participants choosing, who is competent to make the assessment and provide written verification that the individual needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program. The professional third party provider must return the completed Reasonable Accommodation forms directly to RHA for final review by the Director of Rental Assistance or designated staff. In the case where the professional third party provider fails to respond, a second request for verification may be made of a different provider of the applicant or participants choosing.
 - 1.4.2.3. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible. The requested accommodation will not violate or release applicant/participant from any family obligation under the program.

2. CONDITIONS GOVERNING ELIGIBILITY

2.1. ELIGIBILITY FOR ASSISTANCE

To be eligible for financial assistance through the Homeless Prevention Program, applicants must meet the following criteria and provide acceptable documentation of each criterion, as outlined in Section 4.2:

- 2.1.1. Must reside in Washoe County at the time of application. Must verify they have lived in Nevada for the past two years.
- 2.1.2. Have annual income that does not exceed the HUD determined low-income limits (60% of Area Median Income) set forth in Appendix 2.
- 2.1.3. Must not have combined assets with a current cash value exceeding the equivalent of three months of rent at the household's current unit, or have ownership interest in a suitable dwelling unit which they have a legal right to reside in.
- 2.1.4. Citizenship Status: At least one household member must be a U.S. citizen or national or non-citizen with an eligible immigration status as defined in 24 CFR 5.508 (see Appendix 1, "Eligible Immigration Status").
- 2.1.5. Must meet one of the following program-specific criteria:
 - 2.1.5.1. Emergency Rental Assistance: A household containing Transition Aged Youth, as defined in Appendix 1, which is at risk of homelessness in the upcoming 30 days as a result of an emergency situation, as defined in Appendix 1, which occurred in the last 90 days.
 - 2.1.5.2. Motel Assistance: A household at risk of or experiencing homelessness who is working with a community-based social service agency on a long-term housing plan.
 - 2.1.5.3. Application Fee, Holding Fee, and Security Deposit Assistance: A household approved for ongoing rental assistance through the Housing Choice Voucher program, who has a potential suitable long-term housing unit identified.
 - 2.1.5.3.1. The potential new unit must be located within Washoe County and pass inspection following HUD's inspection protocol.
- 2.1.6. Must not have received assistance from WAHC/RHA's Homeless Prevention Program within three years preceding the date of application or have been denied for assistance within 90 days preceding the date of application.

3. APPLICATION PROCEDURE

3.1. SELECTION

3.1.1. Eligible households will be selected according to the date and time applications were received.

3.2. PREFERENCE

3.2.1. No preferences will be given beyond the date and time the application was received.

3.3. APPLICANT WITHDRAWAL

3.3.1. An applicant may, at any time, request their application to be withdrawn should they no longer require the assistance. Withdrawn applicants are not considered denied, and therefore can reapply with no time restriction for future assistance.

3.4. FUNDING

3.4.1. Emergency Rental Assistance Program

3.4.1.1. RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

3.4.1.2. RHA will provide up to 2 months of total eligible rent and/or utilities and fees. Eligible rent includes the rent documented in the lease verified by the landlord and/or property manager.

3.4.2. Motel Assistance Program

3.4.2.1. RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

3.4.2.2. RHA will provide up to 60 days of total eligible rent and fees. Eligible rent includes the rent documented in the lease or summary of charges verified by the landlord and/or property manager.

3.4.3. Application Fee, Holding Fee, and Security Deposit Assistance Program

3.4.3.1. RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

3.4.3.2. RHA will provide up to two (2) application and/or holding fees, as well as one (1) security deposit.

3.4.3.2.1. Any application and/or holding fees which are refunded due to the household not leasing the unit must be returned to the Homeless Prevention Program.

4. RECEIPT OF APPLICATIONS AND DETERMINATION OF ELIGIBILITY

This section sets forth the basic steps which are to be taken in obtaining and verifying information from applicant households for the purpose of determining whether they meet the conditions of eligibility for assistance set forth in Section 2.

4.1. ESTABLISHING APPLICANTS

4.1.1. Receipt of Applications

4.1.1.1. *Emergency Rental Assistance Program.* RHA will accept direct referrals for this assistance from designated community partners whose scope of services includes homeless services for Transition Aged Youth. Referrals will be accepted until the funding allocated for this activity has been depleted.

4.1.1.2. *Motel Assistance.* RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

4.1.1.3. *Application Fee, Holding Fee, and Security Deposit Assistance.* RHA will accept direct referrals for this assistance from designated community partners. Referrals will be accepted until the funding allocated for this activity has been depleted.

4.1.2. Applications will be provided to all designated community partners and can be submitted via email.

4.1.3. Applicants must submit the application and all supporting documentation to RHA either by email, fax or in the office drop box. RHA does not accept walk-in appointments.

4.1.4. The application process will involve two phases. The first phase results in the household's completion of the application and submitting all required documentation. The second phase is determining eligibility through review of supporting documents.

4.2. PROCEDURE GOVERNING RECEIPT OF APPLICATIONS

4.2.1. The application constitutes the basic record of each household applying for assistance, as well as the required supporting documentation to verify eligibility. Each applicant, therefore, will be required to supply information as called for on the Application and sign the application, attesting to the accuracy of the data provided. Each application will reflect the date and time received. The application and all other materials relating to the household's eligibility are to be maintained in an active file for each applicant not classified as denied or withdrawn.

4.2.2. Designated community partners will contact RHA to return the completed application on behalf of the applicant. Applicants must submit the following additional documentation along with their application in order to determine eligibility for assistance:

4.2.2.1. *Proof of Identity.* In order to prevent program abuse, RHA will require applicants to furnish verification of legal identity for all household members.

4.2.2.1.1. Applicants must provide a current picture ID for all adult members of the household. This may include a DMV-issued driver's license or identification card, or other state or federally issued picture identification card.

4.2.2.2. *Proof of Residency.* RHA will require applicants to furnish verification of Washoe County Residency.

4.2.2.2.1. If the picture ID provided for proof of Identity does not list a Washoe County address, the applicant must provide other proof of residency, such as a lease agreement, utility bill, or postal verification.

4.2.2.2.2. Applicant must verify they have lived in Nevada for the last 2 years.

4.2.2.2.2.1. Documentation may include (but is not limited to) leases, bank

statements, paycheck stubs, IDs, official mail, vehicle registration, etc. which shows a date of at least 2 years prior to the application.

4.2.2.2.2. For applicants exiting homelessness who do not have any of the above documentation, a Self Certification co-signed by a Case Manager, shelter staff, or referring partner will be accepted.

4.2.2.3. *Income.* Proof of applicant's current income is needed. Current is defined as the most recent 4 weeks of paycheck stubs for employment or the current year's award letter for benefits such as Social Security, pension, welfare cash assistance, etc. RHA will determine income based on the guidelines in 24 CFR 5.609.

4.2.2.4. *Assets.* Verification of all household assets is needed. Households may self-certify assets up to \$50,000. For assets exceeding \$50,000, the household will be required to provide three (3) consecutive months of statements for all accounts.

4.2.2.5. *Proof of Program-Specific Eligibility.*

4.2.2.5.1. *Emergency Rental Assistance.*

4.2.2.5.1.1. Proof of an emergency situation that is preventing the applicant from being able to pay their unpaid rent and/or utility bills. Applicant must provide:

- Proof of medical event, job loss, death in the family, accident, or other emergency in the last 90 days, that includes a decrease of income, medical bills, or other expenses.

4.2.2.5.1.2. Proof of household's risk of homelessness. Applicant must provide:

- Their current lease; AND
- An eviction notice showing the cause is for non-payment of rent and the amount of rent due; OR
- A notice from utility provider showing utilities will be or have been shut off due to non-payment and the amount due; OR
- A certification from the referring agency that without the assistance, the household would be homeless in the upcoming 30 days.

4.2.2.5.1.3. Proof of balance(s) due. Applicant must provide:

- Eviction notice showing the amount of rent due; OR
- Notice from utility provider showing the amount due; OR
- A current ledger or utility bill showing the amount due (if the Proof of Household's Risk of Homelessness was documented with a certification from the referring agency).

4.2.2.5.1.4. Proof of Transition Aged Youth. Applicant must provide documentation showing the household contains a youth between the ages of 18 to 25.

4.2.2.5.2. *Motel Assistance.*

4.2.2.5.2.1. Proof of household's plan for housing stability. Applicant

must provide:

- Documentation that they are working with a community-based social service agency on a plan for long-term housing stability.

4.2.2.5.2.2. Proof of household's risk of homelessness. Applicant must provide:

- Documentation that the household is homeless or at risk of homelessness. This may include documentation of Health Department or Code Enforcement actions to shut down their prior residence, or documentation from Domestic Violence advocacy groups that the household was fleeing or attempting to flee domestic violence.

4.2.2.5.2.3. Proof of household's motel expenses. Applicant must provide:

- Motel check-in/registration documentation showing the weekly and/or monthly rate.

4.2.2.5.3. *Application Fee, Holding Fee, and Security Deposit Assistance.*

4.2.2.5.3.1. Proof of household's ongoing rental assistance. Applicant must provide:

- Documentation that the household is approved for ongoing rental assistance through the Housing Choice Voucher program.

4.2.2.5.3.2. Proof of household's potential long-term housing unit and unit-search expenses. Applicant must provide:

- Documentation showing the potential long-term housing unit is located within Washoe County; AND
- Application Fees: A copy of the submitted application and documentation from the landlord showing the cost of the application fee.
- Holding Fees: Documentation from the landlord showing the cost of the holding fee and how it will be treated if a) the application is accepted or b) the application is denied and/or withdrawn.
- Security Deposit: A copy of the lease showing the household's name, the address for the long-term housing unit, the monthly rent, and the security deposit.

4.2.2.5.3.3. Proof the household's potential long-term housing unit meets HUD's standards. Applicant must provide:

- Documentation showing the unit has passed a housing inspection within the last 30 days following HUD protocols.

4.2.3. Applicant Interview. The applicant will be required to furnish complete and accurate information verbally as requested by the interviewer. The interviewer will review the application with answers supplied by the applicant. All adult members must sign the General Release of Information Form, and any other documents required by RHA. Failure to do so will be cause for denial of the application.

4.2.4. If RHA determines at or after the review of the application that additional information or document(s) are needed, RHA will request the document(s) or information in writing. The household will be given up to ten (10) calendar days to supply the information. If the information is not supplied in this time, RHA will provide the household a notification of denial for assistance.

4.2.4.1. RHA may, at its discretion, grant up to an additional ten (10) calendar days for the applicant to supply the required information if RHA determines the reason the applicant has been unsuccessful is beyond their control.

4.2.5. If, during the application review, it appears that the applicant is not eligible, the applicant is to be so informed in writing as to the reasons for ineligibility. The application will then be classified as denied. A copy of the denial letter will be attached to the application.

4.2.6. After receipt of initial application, changes affecting applicant information will be recorded. Such changes are to be dated and the reason and authority for such changes noted in the record.

4.2.7. The applicant may make an appeal of a determination of denial, in writing, within 10 calendar days of the notification of denial. The appeal will be considered by the Director of Rental Assistance or designated staff. A decision will be made within 10 calendar days of receiving the written appeal. Once the appeal has been decided the applicant will either be approved or denied. Any decision is final. If denied, the applicant must wait 90 days to apply again.

4.3. VERIFICATION AND DOCUMENTATION OF APPLICANT DATA

To assure that the data upon which determinations of eligibility, priority status, and amount of assistance to be paid are full, true and complete, the information submitted by each applicant/participant is to be verified.

4.3.1. Methods of Verification. The applicant is responsible for providing all verification of residency, income, assets, proof of emergency situation, housing crisis, and citizenship. RHA will only make independent attempts to verify information if it is beyond the applicants control to obtain the information. Should the applicant fail to provide acceptable verification, as outlined below, the application will be denied. RHA will independently verify the owner/management agent to whom the assistance or security deposit will be paid.

4.3.1.1. *Written Third Party Verification* –An original or authentic document generated by a third party source dated within the 120-day period preceding RHA’s request date. All documents will be photocopied and retained in the applicant/participant file. In cases where documents are viewed which cannot be photocopied, staff viewing the documents will complete a certification statement for the file. RHA will accept faxed or emailed documents.

4.3.1.1.1. RHA may reject a document for the following reasons:

4.3.1.1.1.1. The document is not original.

4.3.1.1.1.2. The original document has been altered, mutilated, or is not legible.

4.3.1.1.1.3. The document does not appear to be authentic.

4.3.1.1.2. If a document is rejected, the staff member will do the following:

4.3.1.1.2.1. Get concurrence from the Director of Rental Assistance or designated staff.

4.3.1.1.2.2. Place a copy of the document in the file.

4.3.1.1.2.3. Note on the document the reason why the document is being rejected.

4.3.1.1.3. If a document is verified to be a forgery, RHA will deny the application and place the household on a list, preventing them from receiving HPP

funds on a future application.

4.3.1.2.*Third-Party Oral* – Oral third-party verifications may be used when written third-party is not possible. When third-party oral verification is used, staff will be required to originate the call and note with whom they spoke, the date of the conversation, and the facts provided. Third-party oral may be used to clarify information provided on the third-party written.

4.3.1.3.*Certification/Self-Declaration* – When verification cannot be made by the above verification methods, households will be required to submit a self-certification.

4.4. SUPPLYING REQUIRED INFORMATION

4.4.1. The household must supply any information that RHA determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. “Information” includes any requested certification, release, or other documentation.

4.4.2. All information supplied by the household must be true and complete.

4.5. SUMMARY OF VERIFICATION DATA

4.5.1. Verification data is to be reviewed and evaluated as received for completeness, accuracy and conclusiveness. Where the information received is not complete in all respects, follow-ups or new efforts to obtain such information are to be made and carried through to conclusion. If, during the verification process, it becomes evident that for one or more reasons an applicant is ineligible, the investigation is to be discontinued and the applicant notified in writing of his/her ineligibility, and the reasons therefore.

4.5.2. As verification of all necessary items for each application is completed, a summary of the verified information is to be prepared on a Certification Form attached to the application. The summary is to cover the following determinations and the basis for such:

4.5.2.1. Eligibility of the applicant as a family

4.6. NOTIFICATION TO APPLICANTS

4.6.1. If determined to be ineligible for assistance, the applicant is to be informed in writing of the determination. The reasons for the determination will be included in the written notification.

4.6.2. Applicants are required to inform RHA of changes in address or phone number. Applicants are also required to respond to requests from RHA to update information on their application and to determine their continued interest in assistance.

4.7. REFERRAL FOR FINANCIAL GUIDANCE

4.7.1. All applicants, regardless of approval or denial, will be referred to Opportunity Alliance for financial guidance.

4.8. CERTIFICATION

As a part of the application record of each household determined to be eligible for assistance, a designated staff member is to complete and sign the eligibility certification.

5. ASSISTANCE AMOUNT DETERMINATION AND APPROVAL PROCESS

The accurate determination of the proper amount of assistance to be paid will ensure that RHA is efficiently utilizing its resources. This section defines how the amount of assistance will be determined. An applicant may only receive one of the benefits offered through this program. At no point may an applicant receive multiple types of assistance (Emergency Rental Assistance, Motel Assistance, and Application Fee/Holding Fee/Security Deposit Assistance) during a two-year period.

5.1. EMERGENCY RENTAL ASSISTANCE

- 5.1.1. For households eligible under criteria 2.1.5.1, RHA will provide a one-time payment to pay unpaid rent and/or utility bills to prevent the household from becoming homeless and utilizing a shelter bed. The payment will be made directly to the landlord and/or utility provider. The amount paid is determined by the amount owed on their ledger and/or utility notice (not including insufficient funds (NSF) fees), up to the two-month maximum.
- 5.1.1.1. If the household owes more than the maximum assistance amount and the landlord or utility provider has verified that they will NOT accept a partial payment, the application will be denied.
- 5.1.2. RHA may attempt to independently verify the information on the provided documentation, including the amount owed, if it has reason to question the authenticity of the document.
- 5.1.2.1. If unpaid rent, the applicant must also provide the contact information for the landlord.
- 5.1.2.2. If the amounts owed are unpaid utilities, the applicant must provide their account number and contact information for the billing department of the utility provider, if this is not contained on the utility notice.
- 5.1.3. RHA will verify the payee is the management agent or owner of the unit by searching records through the Washoe County Assessor's Office, or by requesting documentation directly from the payee that may include a management agreement, title, or deed. The assistance will not be paid until RHA can verify the payee is the management agent or owner of the unit.
- 5.1.4. RHA will make every effort to issue the assistance payment to the payee on or before any eviction date or utility shut-off date. If there are pending verification items, or if the payee's identity cannot be verified prior to an eviction or shut-off date, but payment will still resolve the eviction or utility issue, RHA will issue payment within 3 business days of verifying the payee or final information.
- 5.1.5. RHA will mail the check to the payee, or upon request, the check may be picked up with corresponding photo identification at the RHA main office.

5.2. MOTEL ASSISTANCE

- 5.2.1. For households eligible under criteria 2.1.5.2, RHA will provide up to 60 days of rent payment for a motel unit to allow the household to develop a plan for long-term housing stability. The payment will be made directly to the landlord. The amount paid is determined by the lease or summary of charges, verified by the landlord and/or property manager (up to the 60-day maximum).
- 5.2.2. RHA may attempt to independently verify the information on the provided documentation if it has reason to question the authenticity of the document.
- 5.2.3. RHA will verify the payee is the management agent or owner of the unit by searching records through the Washoe County Assessor's Office, or by requesting documentation directly from the payee that may include a management agreement, title, or deed. The assistance will not be paid until RHA can verify the payee is the management agent or owner of the unit.
- 5.2.4. RHA will mail the check to the payee, or upon request, the check may be picked up with corresponding photo identification at the RHA main office.

5.3. APPLICATION FEES, HOLDING FEES, AND SECURITY DEPOSIT ASSISTANCE

- 5.3.1. For households eligible under criteria 2.1.5.3, RHA will provide up to two (2) application fees, two (2) holding fees, and one (1) security deposit to assist the household to secure a long-term housing unit in Washoe County. The payment(s) will be made directly to the landlord or to the referring partner as reimbursement for allowable expenses paid by the partner to the landlord. The amount paid is determined by the documented application fee, holding fee, and security deposit, verified by the landlord and/or property manager.
- 5.3.2. RHA may attempt to independently verify the information on the provided documentation if it has reason to question the authenticity of the document.
- 5.3.3. For payments directly to the landlord, RHA will verify the payee is the management agent or owner of the unit by searching records through the Washoe County Assessor's Office, or by requesting documentation directly from the payee that may include a management agreement, title, or deed. The assistance will not be paid until RHA can verify the payee is the management agent or owner of the unit.
- 5.3.4. RHA will mail the check to the payee, or upon request, the check may be picked up with corresponding photo identification at the RHA main office.

6. USE OF PROGRAM RECEIPTS

6.1. PROGRAM RECEIPTS

RHA shall use program receipts to provide homeless prevention assistance for eligible households. Program receipts may only be used to pay program expenditures.

6.2. PROGRAM EXPENDITURES

RHA shall reserve the right to utilize up to 6% of program receipts for administrative expenditures.

APPENDIX 1 - DEFINITION OF TERMS

ANNUAL INCOME. All amounts, monetary or not, which:

- a. Go to, or on behalf of, the family head or to any other family member; or
- b. Are anticipated to be received from a source outside the family during the 12-month period following approval for assistance; and
- c. Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

APPLICANT. For the purposes of this document, the term "applicant" includes the head of household, spouse, all dependents, and all other adult members of the household and their dependents.

APPLICATION FEE. The amount the owner/manager collects from the tenant at the date of application to cover the cost to process the application. This fee is usually non-refundable.

DISABLED FAMILY. A household with a household member who is a person with disabilities. It may include two or more persons with disabilities living together.

DISABLED PERSON. "Disabled Person" means a person who is under a disability as defined in Section 223 of the Social Security Act or in Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970, or who is handicapped as defined in this Part. Section 223 of the Social Security Act defines "disability" as:

- a. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to last for a continuous period of not less than 12 months; or
- b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416(1) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time. Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970, defines "disability" as: a disability attributable to mental retardation, cerebral palsy, epilepsy or another neurological condition of an individual found by the Secretary (of Health, Education and Welfare) to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen, which has continued or can be expected to continue indefinitely and which constitutes a substantial handicap to such individual.

ELDERLY FAMILY. A household with a household member who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together.

ELDERLY PERSON. A person who is at least 62 years old.

ELIGIBLE FAMILY. A household which qualifies as a Low-Income Family and which meets the other requirements of this Administrative Plan. The term "Family" includes Elderly, Disabled Person, or a single person.

ELIGIBLE IMMIGRATION STATUS. 24 CFR 5, Subpart E.

- a. Restrictions on assistance. Financial assistance under this program is restricted to:

Citizens; or

Noncitizens who have eligible immigration status in one of the following categories:

A noncitizen lawfully admitted for permanent residents, as defined by Section 101(a)(30) of the Immigration and Nationality Act (INA)(8 U.S.C. 1101 (a)(20) and 1101 (a)(15), respectively) (immigrants). (This category includes a noncitizen admitted under Section 210 or 210A of the INA (8 U.S.C. 1160 or 1161) who has been granted lawful temporary resident status);

A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by

the Attorney General under Section 249 of the INA (8 U.S.C. 1259);

A noncitizen who is lawfully present in the United States pursuant to an admission under Section 207 of the INA (8 U.S.C. 1157) (refugee status); pursuant to the grant of asylum (which has not been terminated) under Section 208 of the INA (8 U.S.C. 1153 (a)(7)) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity;

A noncitizen who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons deemed strictly in the public interest under Section 212 (d)(5) (parole status);

A noncitizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation under Section 243(h) of the INA (8 U.S.C. 1253(h)) (threat to life or freedom); or

A noncitizen lawfully admitted for temporary or permanent residence under Section 245 A of the INA (8 U.S.C. 1255(a) amnesty granted under INA 245 A).

b. Family eligibility for assistance.

A family shall be eligible for assistance so long as at least one member of the family residing in the unit is determined to have eligible status, as described in paragraph (a) of this section;

EMERGENCY SITUATION. An event including a medical event, job loss, death in the family, accident, or other emergency that has affected a household member within the last 90 days.

FAMILY (HOUSEHOLD). "Family" includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- a. A single person, who may be an elderly person, displaced, person, disabled person, near-elderly person or any other single person; or
- b. A group of persons residing together, and such group includes, but is not limited to:
 - i. Households with or without children;
 - ii. An elderly family;
 - iii. A disabled family and;
 - iv. A minor who has been awarded a decree of emancipation by a competent court having jurisdiction over said minor.

Also included in the Family for purposes of determining the amount of relocation assistance may be:

- a. Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively. (There will be a self-certification required of households who claim joint custody or temporary guardianship.)
- b. Other persons who will live regularly as part of the Family group, including foster children and members of the Family temporarily absent, and whose income and resources are available for use in meeting the living expenses of the group.
- c. Lodgers may not be included in the Family.

HOLDING FEE (a.k.a. UNIT HOLDING FEE). The amount the owner/manager collects from the tenant at the date of application to take the unit off the market. This fee may be refundable should the application be denied, depending on the landlord's policies. If the application is approved, this fee is usually applied toward the security deposit.

INCOME. The types of money which are to be used as income for purposes of calculating the family's income are defined by HUD in federal regulations. See 24 CFR 5.609.

INCOME LIMITS. The maximum annual income a household may have to be eligible for assistance as determined by HUD (Appendix 2).

LANDLORD. This term means either the owner of the property or his/her representative or the managing agent or

his/her representative, as shall be designated by the owner.

LEASE. A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a household.

LOW-INCOME FAMILY. A household whose income does not exceed 60 percent of the median household income for the area, as determined by HUD with adjustments for smaller and larger households (Appendix 2, Income Limits)

NET FAMILY ASSETS. Value of equity in savings, checking, real property, stocks, bonds and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles is excluded from the definition.

NON-CITIZEN. A person who is neither a citizen nor a national of the United States.

OWNER. Any person or entity, including a cooperative, having the legal right to lease or sub-lease a dwelling unit.

SECURITY DEPOSIT. The amount the owner/manager collects from the tenant at the date of lease up, as outlined in the lease agreement for protecting the landlord from damages, unpaid rent, or if the tenant breaks or violates the terms of the lease or rental agreement.

TRANSITION AGED YOUTH. A youth between the ages of 18 to 25 years old. This person may be the head of household/co-head of household/spouse, or they may be another adult in the household.

UNPAID RENT. Rent owed to the landlord resulting from the failure of the tenant to pay their portion of the rent through the end of the month.

UTILITIES. Includes electricity, gas, water, sewer or trash collection.

APPENDIX 2 - INCOME LIMITS

| # Persons | 30% AMI (Extremely Low-Income) | 50% AMI (Very Low-Income) | 60% AMI (Low-Income) |
|-----------|-----------------------------------|------------------------------|-------------------------|
| 1 | \$21,250 | \$35,450 | \$42,540 |
| 2 | \$24,300 | \$40,500 | \$48,600 |
| 3 | \$27,350 | \$45,550 | \$54,660 |
| 4 | \$30,350 | \$50,600 | \$60,720 |
| 5 | \$32,800 | \$54,650 | \$65,580 |
| 6 | \$35,250 | \$58,700 | \$70,440 |
| 7 | \$37,650 | \$62,720 | \$75,300 |
| 8 | \$40,100 | \$66,800 | \$80,160 |

<https://www.hudexchange.info/programs/home/home-income-limits/>

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **25-10-03 RH**

A RESOLUTION APPROVING REVISIONS TO THE ADMINISTRATIVE PLAN FOR THE HOMELESS PREVENTION PROGRAM TO REFINE THE ASSISTANCE PROVIDED BY RHA TO ELIGIBLE HOUSEHOLDS.

WHEREAS, the Authority wishes to keep the Administrative Plan for the Homeless Prevention Program up to date, clear, and in accordance with all required regulations, and

WHEREAS, staff has proposed the following revisions to the Administrative Plan as shown in attached Exhibit 251003-A, and

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

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

1. That the Board of Commissioners hereby approves the revision to the Homeless Prevention Program Administrative Plan in substantially the form attached hereto marked Exhibit 251003-B
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 28th DAY OF OCTOBER, 2025.

ATTEST:

CHAIRPERSON

SECRETARY

- D. Possible adoption of Resolution 25-10-04 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy (ACOP) to update policies as they relate to the annual required HUD update of Flat Rents, MTW Plan approved changes related to interim recertifications and medical deductions, updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations and general updates regarding changes in position titles. (For Possible Action)

Background:

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

HUD Updates

- As a result of the Housing Opportunities Through Modernization Act (HOTMA) implementation guidance, staff:
 - Updated mandated income inclusions to remove workers' compensation benefits as they are now always excluded from annual income per PIH Notice 2023-27. (Section 5.2.7.1.)
 - Updated flat rents with the FY 2025 Fair Market Rent limits published by HUD. (Appendix 3)
 - Updated Appendix 6 to provide the amount of each HUD deduction or exclusion that can be adjusted annually for inflation. (Appendix 6)

Internal Policy Updates

- Clarified language related to Annual Reexaminations, defining the duration of income change to be 30 days to substantially alter annual income. (Section 8.3.6.2.3.)
- Clarified language, on a previously adopted ACOP change, related to Interim Reexaminations specifically related to when a household experiences a decrease in income and that rent decreases will not be retroactive to reflect late reporting. (Sections 8.5.1., 8.5.1.1., and 8.5.1.2.)

Staff Recommendation and Motion:

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

October 28, 2025

**Agenda Item 3, Consent
Agenda D**

**Admissions and
Continued Occupancy
Policy**

Redline

Presented Separately

October 28, 2025

**Agenda Item 3, Consent
Agenda D**

**Admissions and
Continued Occupancy
Policy**

Clean

Presented Separately

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **25-10-04 RH**

A RESOLUTION APPROVING A REVISION TO THE HOUSING AUTHORITY OF THE CITY OF RENO'S ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) TO UPDATE POLICIES AS THEY RELATE TO THE ANNUAL REQUIRED HUD UPDATE OF FLAT RENTS, MTW PLAN APPROVED CHANGES RELATED TO INTERIM RECERTIFICATIONS AND MEDICAL DEDUCTIONS, UPDATES RELATED TO THE IMPLEMENTATION OF HOUSING OPPORTUNITIES THROUGH MODERNIZATION ACT (HOTMA) REGULATIONS AND GENERAL UPDATES REGARDING CHANGES IN POSITION TITLES.

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

WHEREAS, staff is proposing to make the following revisions to the ACOP for Public Housing Housing Units as shown in attached Exhibit 251004-A, and

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

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

1. That the Board of Commissioners hereby approves this revision to the Public Housing Admissions and Continued Occupancy Policy in substantially the form attached hereto marked Exhibit 251004-B
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 28th DAY OF OCTOBER, 2025.

ATTEST:

CHAIRPERSON

SECRETARY

- E. Possible adoption of Resolution 25-10-05 RH approving a revision to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher programs to update policies as they relate to HUD's annual update of Inflationary Adjustment Schedules, Payment Standards and Utility Allowances, further updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations, and general changes to provide clarification to policies already in place. (For Possible Action)

Background:

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

Regulatory Changes

- The following changes are mandated by the latest Housing Opportunities Through Modernization Act (HOTMA) implementation guidance:
 - Staff updated mandated income inclusions to remove workers' compensation benefits as they are now always excluded from annual income per PIH Notice 2023-27. (Section 5.2.7.1)
 - Staff updated the Inflationary Adjustment Schedule to define the current amounts for items that are adjusted annually by HUD due to inflation. (Appendix 8)

Internal Policy Changes

- Eligible Types of Voucher Housing has been updated to include a Special Housing Types category. Clarifying language has been provided on each special housing type to note which types are only applicable to the HUD-VASH program. (Section 2.5.4.)
- Updated language in the Utility Allowance Schedule section to clarify that an energy efficient utility allowance may be applied when an entire building meets Leadership in Energy and Environmental Design (LEED) or Energy Star standards. (Section 5.8.4.1.)
- Staff clarified language, on a previously adopted ADMIN Plan, related to Interim Reexaminations specifically related to when a household experiences a decrease in income and that rent decreases will not be retroactive to reflect late reporting. (Sections 15.3.1., 15.3.1.1., and 15.3.1.2.)

Staff Recommendation and Motion:

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

October 28, 2025

**Agenda Item 3,
Consent Agenda E**

Administrative Plan

Redline

Presented Separately

October 28, 2025

**Agenda Item 3,
Consent Agenda E**

Administrative Plan

Clean

Presented Separately

HOUSING AUTHORITY OF THE CITY OF RENO
RESOLUTION **25-10-05 RH**

A RESOLUTION APPROVING REVISIONS TO THE HOUSING AUTHORITY OF THE CITY OF RENO ADMINISTRATIVE (ADMIN) PLAN FOR SECTION 8 HOUSING CHOICE VOUCHER AND PROJECT BASED VOUCHER PROGRAMS TO UPDATE POLICIES AS THEY RELATE TO HUD'S ANNUAL UPDATE OF INFLATIONARY ADJUSTMENT SCHEDULES, PAYMENT STANDARDS AND UTILITY ALLOWANCES, FURTHER UPDATES RELATED TO THE IMPLEMENTATION OF HOUSING OPPORTUNITIES THROUGH MODERNIZATION ACT (HOTMA) REGULATIONS, AND GENERAL CHANGES TO PROVIDE CLARIFICATION TO POLICIES ALREADY IN PLACE.

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

WHEREAS, staff has proposed the following revisions to the Administrative Plan as shown in attached Exhibit 251005-A, and

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

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

1. That the Board of Commissioners hereby approves the revision to the Section 8 Administrative Plan in substantially the form attached hereto marked Exhibit 251005-B.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 28th DAY OF OCTOBER, 2025.

ATTEST:

CHAIRPERSON

SECRETARY

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

October 28, 2025

SUBJECT: Commissioner Reports

FROM: Executive Director

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

October 28, 2025

SUBJECT: Executive Director/Secretary's Report.

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- RHA will open its Public Housing, Project Based Voucher, Silverada Manor, and Pilgrim's Rest waitlists on November 3, 2025, at 8 am local time. In an effort to best assist our community, waitlists will remain open until further notice. Interested individuals and families can apply via RHA's website, its kiosks, or by contacting the main office for assistance. Applicants are encouraged to apply to multiple waitlists.
- RHA will host its second neighborhood meeting on the Reno Avenue development on November 20, 2025, at 5:30 pm at 440 Reno Avenue. As part of the meeting, RHA will introduce its selected architect, share its preliminary design concept, and engage the neighbors in discussion regarding the concept.
- RHA selected JK Architects and Engineers (JKAE) through a competitive procurement process as the architect for the Reno Avenue development. Under a task order, JKAE will provide services through submission of the Low Income Housing Tax Credit (LIHTC) application. Upon successful LIHTC award, RHA and/or the newly created owner entity, will enter an architectural agreement with JKAE for full plan design and project supervision services. At that time, an additional task order will be brought to the board for approval based on the scope of work.
- RHA procured Praxis Consulting Group under a professional services agreement to act as its development finance consultant, as needed, on a project by project basis. In this role, Praxis will assist RHA with required applications, structured financing, equity and debt solicitations, and related items.
- Staff took several residents from the Reno Avenue neighborhood on a tour of RHA properties to provide more information on the housing authority and its developments and to answer questions. Staff received positive feedback from attendees regarding RHA's portfolio and quality of housing.
- RHA celebrated the grand reopening of John McGraw and Silver Sage Courts on October 3, 2025. The event was well attended by elected officials, board members, staff, residents, and other guests. One of the highlights of the event was hearing from two residents who shared what they liked about the renovations. Attendees also had an opportunity to tour a renovated unit, the updated clubhouse, and the new outdoor space.
- RHA hosted its first landlord appreciation luncheon on September 25, 2025. Over 50 landlords and/or property managers attended the event and heard updates on the housing choice voucher (HCV) program, results from the agency's recent landlord survey, and how these results were used to modify RHA's HCV incentives and program. Additionally, RHA presented awards to five landlords and/or property managers to acknowledge long-term partners and those that provide housing to high numbers of voucher holders across their portfolios.

Landlords that accept housing choice voucher clients help make housing happen and RHA is grateful for their partnership.

- Heidi McKendree, Deputy Executive Director, was awarded the Nevada Housing Coalition’s (NHC) 2025 Culture of Leadership award. The award was presented at the recent NHC statewide conference. The award recognizes leadership in the affordable housing community through vision, integrity, and an unwavering commitment to drive solutions and inspire lasting change.
- As of this writing, the federal government remains shut. However, RHA continues business as usual and has received its HUD public housing operating and capital funds through November and its Housing Assistance Payments for the Housing Choice Voucher program through the end of the year.
- RHA continues to work with Anthem Nevada Medicaid to develop a partnership to administer deposit assistance specifically targeted to its eligible clients.
- RHA will partner with Eddy House, the Washoe County School District’s Family Resource Center, Domestic Violence Resource Center, Washoe County Housing and Homeless Services, and City of Reno’s Clean and Safe program to provide direct referrals for the Homeless Prevention Program (HPP). Through these partnerships, RHA will provide rental assistance to transition age youth, motel assistance to clients in temporary shelter, and security deposit assistance to housing choice voucher recipients. As part of today’s meeting, staff is presenting modifications to the HPP that will further facilitate these direct referrals for potential board approval.

B. Rental Assistance

| Voucher Type | Total Voucher Baseline | Vouchers Leased as of 10/1/25 | Percent Leased | Vouchers Issued Not Yet Leased |
|---------------------------|-------------------------------|--------------------------------------|-----------------------|---------------------------------------|
| Housing Choice Voucher | 2,638 | 2,274 | 86% | 52 |
| VASH | 498 | 412 | 83% | 47 |
| VASH – pending PBV awards | 95 | 0 | 0% | 0 |
| EHV | 105 | 103 | 98% | 2 |
| FYI | 15 | 10 | 67% | 1 |

| | | |
|---|----------------|-----|
| Number HQS Inspections Conducted | September 2025 | 195 |
|---|----------------|-----|

Homeless Prevention Program

| Total Funding Awarded | Total Assistance Approved as of 10/1/25 | Number of Households Approved as of 10/1/25 | Percent Funding Spent |
|------------------------------|--|--|------------------------------|
| \$155,027.87 | \$0 | 0 | 0% |

Housing Choice Vouchers (HCV)

Description: Vouchers used by clients to lease a unit in Washoe County of their choosing. Applicants are pulled from the RHA HCV Waitlist. These vouchers also include Project Based Vouchers. The RHA has chosen to project-base some of our HCV's to assist special populations obtain housing. Of the total 294 PBV units, 102 are assigned to RHA-owned properties.

Lease-Up Expectations: Although our total voucher allocation is 2703, HUD has set the agency's leasing expectation at 2638 (a.k.a. RHA's MTW Baseline), which is the maximum leasing expectation set by HUD when RHA signed its MTW Contract. Funds provided by HUD to support the HCV program are also used to support the agency's MTW activities and therefore full lease up of all 2703 vouchers is not expected or suggested by HUD.

Veteran's Affairs Supporting Housing Vouchers (VASH)

Description: Vouchers allocated by HUD with an ongoing partnership with the VA to serve homeless veterans, including 52 additional vouchers as of 6/1/25. The VA provides case management services to participants. The VA makes direct referrals to RHA of eligible clients and the RHA provides a VASH voucher. Currently, RHA has project-based 143 of these vouchers.

Emergency Housing Vouchers (EHV)

Description: Vouchers allocated by HUD for the specific purpose of assisting homeless individuals or families or those at risk of homelessness in obtaining housing. RHA is partnering with four local agencies (Catholic Charities, Washoe County Human Services-Our Place, Washoe County Housing and Homeless Services-Cares Campus, and Volunteers of America) that have experience providing services to this population.

Lease-Up Expectations: HUD allows RHA to cumulatively lease to the 137 vouchers that were originally allocated. 32 vouchers were previously leased and moved off and have been removed from the baseline, leaving 105 vouchers available. Starting late 2025, RHA will begin to transition these households onto the HCV program due to sunseting funding in late 2026.

Foster Youth to Independence Vouchers (FYI)

Description: Vouchers allocated by HUD for the specific purpose of assisting foster youth aging out of the foster care system. RHA is partnering with Washoe County Human Services and Eddy House to provide direct referrals and case management to clients. In October 2025, RHA will be executing a PBV HAP Contract with 865 Willow LLC to project-base four (4) FYI vouchers onto their property.

Homeless Prevention Program (HPP)

Description: Funds received through Nevada Housing Division's Account for Affordable Housing to provide emergency rental assistance, motel assistance, and deposit assistance to designated populations. Referrals for HPP come directly through partnering agencies. The solicitation process for these agencies ended in September 2025 and a Memorandum of Understanding (MOU) has been provided to all partners. Once the MOUs are executed, RHA will begin receiving referrals and anticipates it will quickly start funding these services. RHA has already executed two of the five MOUs and the remainder are under review.

Asset Management

- Maintenance has been busy preparing for the winter season and has started the process of shutting down irrigation systems across the portfolio and swamp coolers at the sites that have them. This is anticipated to continue throughout October.
- Management has been working on drafting a universal lease across all properties to bring them into alignment as much as possible. While we will have more than one lease due to the variety of properties we manage and the different program rules, the general lease terms will be unified. We will continue to work on the document while we await updates on HOTMA and the 30-Day Non-Payment rule.
- In September, all Asset Management staff attended a two day in person NSPIRE certification course and tested to become certified NSPIRE Inspectors.
- RHA received notification that HUD REAC Inspectors would be onsite at Essex for an official NSPIRE inspection on October 21, 2025, through October 24, 2025. Staff inspected all units and created work orders for any deficiencies noted. However, with the government shutdown, the inspection was cancelled.
- Asset Management has been partnering with NV Energy on a new Weatherization Pilot Program and the Tom Sawyer complex was selected as part of the pilot. The weatherization program will provide the following material and labor cost to RHA and its residents for zero cost:
 - Air Sealing (Door weather-stripping, caulking in cracks and gaps, and outlet gaskets)
 - Solar Window Screens
 - Water heater insulation blankets
 - Pipe wrap for hot water pipes around the water heater

The project should start in November.

- Public Housing ended the month of March with 76 vacancies for an overall occupancy rate of 85.04% across all sites. Out of the 76 vacancies, 10 of the vacancies are at Tom Sawyer and those are being held for Silverada's next phase of rehabilitation and 34 of them are at Stead which will not be leased until the rehabilitation is completed.

C. Update on Workforce Development, Elderly Services, and Youth Activities

Golden Connections Programs – Senior Services, Golden Market, and Resident Councils

Golden Market Food Pantry at Tom Sawyer

Held on September 4th and 18th, serving 48 and 55 clients

Produce Drop-offs at Willie J. Wynn by Reno Food Systems

Held weekly on September 2nd, 9th, 16th, 23rd, and 30th, supporting food security and healthy eating among seniors in partnership with Reno Food Systems.

Tom Sawyer Resident Council Meeting – September 8th

Attended by 14 residents. The meeting provided a platform for residents to discuss upcoming community activities, provide feedback on maintenance and property needs, and organize support for the Sound Mind Health Walk. Resident leaders shared updates on event planning and coordinated with staff to improve communication and outreach efforts.

Veggie Wrap Workshop – September 9th

16 residents participated in a hands-on nutrition class at Willie J. Wynn, where they prepared fresh veggie wraps using produce from Golden Market and Reno Food Systems. The instructor guided participants through affordable, heart-healthy recipes, encouraging creative cooking and balanced diets. Residents enjoyed a shared meal afterward, reinforcing the social and wellness benefits of group learning.

Silverada Resident Council Meeting – September 11th

12 residents attended the monthly meeting to discuss upcoming fall programs, property updates, and volunteer opportunities. Participants expressed interest in planning holiday-themed gatherings and engaging in joint projects with nearby communities.

Resident Councils

Resident Services continues to work closely with Resident Councils across properties to navigate ongoing construction impacts and maintain participation in community activities. Councils continue to provide valuable feedback and help ensure residents remain informed and engaged throughout the planning and event coordination process.

Community Garden – Weekly at Paradise Park

Throughout September, residents tended to the community garden, harvesting seasonal vegetables including tomatoes, zucchini, and herbs. The garden continues to serve as both a food source and a social hub for seniors and families, supporting mental well-being, connection, and lifelong learning about sustainability and nutrition.

Young at Heart Dance Class – Weekly at Willie J. Wynn

Held September 2nd, 9th, 16th, 23rd, and 30th, these low-impact dance classes drew between 5–10 residents per session. Led by a certified instructor, the sessions encourage physical activity, rhythm, and confidence while helping to reduce isolation and increase social engagement among older adults.

Workforce Development Programs – Reach Higher and I.M.P.A.C.T.

Stress Management Workshop – September 3rd Time Management Workshop – August 6th

11 participants attended this interactive workshop focused on reducing stress, improving work-life balance, and strengthening time management skills. The session incorporated practical exercises in breathing, journaling, and prioritization to help participants build healthy daily routines.

Confidence for Success Workshop – September 17th

Seven (7) participants joined this session focused on professional communication, mindset, and self-advocacy. The facilitator discussed interview techniques, positive self-talk, and strategies for maintaining confidence during the job search process. Participants reported an increase in motivation and readiness to pursue employment opportunities.

V.A. Homeless Stand-Down Event– September 19th

Resident Services staff attended the VA Sierra Nevada Health Care System's annual Homeless Veteran Stand Down at the Veterans Outreach Center. The event connected hundreds of veterans with meals, clothing, haircuts, and on-site medical and employment services. RHA's participation supported housing and workforce resources for veterans and their families.

NET/PCC Meeting – September 20th

Resident Services staff attended the regional Network of Employment and Training Program Coordinating Committee meeting, joining partners from local workforce, education, and social service agencies. This collaboration helps streamline referrals and ensures residents have access to the strongest available pathways toward self-sufficiency.

Youth Workforce Development Programs– Kick Start and Start Smart

Stress Management – September 3rd Holiday Card Contest – August 4th

On September 3rd, nine (9) participants attended a Stress Management Workshop in collaboration with TMCC. The session focused on coping strategies, emotional awareness, and practical techniques for managing school-related stress. Youth shared personal experiences, identified triggers, and developed short-term goals to support academic and emotional balance.

Nevada Works Youth Council Meeting – September 18th

Staff participated in the Nevada Youth Council meeting to share Start Smart updates and coordinate efforts that align with regional workforce and education priorities. Participation in this council ensures RHA youth have access to leadership opportunities, mentorship, and training programs that prepare them for future employment.

Early Foundations Program

Book Kit Planning Event

Resident Services is in the planning phase of the upcoming Early Foundations Book-Kit event in collaboration with The Children's Cabinet, United Way of Northern Nevada, and UNR Extension. This initiative supports early childhood literacy and family engagement by providing book kits, hands-on learning activities, and connections to community resources.

Community Engagement & Outreach

Senior Fest 2025 – September 2nd

Resident Services hosted a booth at the annual Senior Fest at Reno Town Mall alongside more than 60 agencies. The event connected hundreds of older adults to health screenings, flu vaccinations, and vital community resources. RHA staff distributed program flyers and promoted Golden Market and Workforce Development programs.

Washoe County Children’s Mental Health Coalition – September 18th

Staff participated in the countywide coalition meeting to align Start Smart initiatives with local youth wellness and school-based support services. The meeting reinforced collaborative efforts to address academic and emotional well-being among RHA youth.

2025 Partner Agency Conference – September 26th

Resident Services staff attended the Food Bank of Northern Nevada’s annual Partner Agency Conference at The Renaissance Hotel. The event, themed “Meeting the Moment: Thriving in Times of Change,” brought together regional partners to strengthen collaboration and share best practices in addressing community food security and support services.

Common Application Readiness Webinar – September 30th

High school participants joined an informational session on preparing college applications, essay writing, and scholarship planning. The webinar helped students understand admission requirements and timelines as they prepare for post-secondary education.

Alzheimer’s Walk – October 18th

Resident Services staff began coordinating RHA’s participation in the annual Alzheimer’s Walk, scheduled for October 18th. The event promotes awareness, early detection, and support for individuals and families impacted by memory-related illnesses. RHA is donating to the walk in support of continued research, advocacy, and community education. Staff are working with partners to recruit resident participants and volunteers, ensuring senior representation from multiple sites.

Sound Mind Health Event –October 18th

Staff continued preparations for RHA’s second annual Sound Mind Health event, scheduled for October. This community wellness event promotes both physical activity and mental well-being and brings together residents, staff, and community partners to support health awareness and social connection across generations.

EPIC Computer Literacy Workshops – October 21st, 23rd, 28th, 30th

A four-part “Computer Confidence” series begins in October to strengthen participants’ digital skills and improve access to online job searches, training, and career tools.

Halloween Event Planning – October 29th

Resident Services began planning Halloween celebrations across RHA communities, focusing on family-friendly activities, youth engagement, and site-specific events. Staff are coordinating with Resident Councils, community partners, and volunteers to provide safe, inclusive festivities that promote community connection and resident involvement.

Workforce Tours – November

Resident Services is working with community partners, including Tesla and the Builders Association of Northern Nevada, to schedule on-site tours this November. These visits will provide residents with hands-on exposure to local industries, career pathways, and potential employment opportunities.

D. Update on Government & Public Affairs Activities

- RHA held “A Road Home” landlord appreciation luncheon and awards ceremony at the National Automobile Museum. Attendees enjoyed being appreciated in this way and were happy to be recognized.
- The grand reopening of John McGraw and Silver Sage Courts drew residents, elected officials and media in celebration of the modernization and preservation of 50 affordable housing units. Attendees heard from speakers, and toured the club house, the grounds, and a unit.
- As part of the Nevada Housing Coalition's annual Nevada Housing Conference, Dr. Hilary Lopez moderated a workshop led by Elisa Cafferata, that RHA submitted, encouraging participants to imagine future housing scenarios and consider what actions they can take now to begin building the next generation of housing. After the event, attendees shared their appreciation for the opportunity to talk about the future of housing in new ways, and hear ideas from others outside their organization, and leave with not only innovative ideas but ways to bring the conversation to their teams.

E. Update on Development Department Activities

Silverada Manor

- New siding installation completed on buildings 1,2, and 3.
- Asphalt and concrete work for phase 1 at 85% complete.
- Phase 1 is scheduled for completion in early December.
- Relocation planning for the turnover between Phase 1 and Phase 2 remains on track for completion in December.
- On October 16th, RHA held a meeting with off-site residents to discuss the delay in Phase 1 completion, share the revised timeline, and explain residents' rights under the RAD program. The information was well received, and residents indicated they were comfortable remaining off-site a bit longer in order to return to Silverada. They will make their final decision in late October.

Hawk View

- Basement/daylight unit walls have been installed for Buildings 1 and 2.
- Site work continues across the remainder of the site.
- The project will be delivered in two phases: Phase 1 is scheduled for completion in October 2026, and Phase 2 is scheduled for July 2027.

Stead Manor

- Phase 2 construction started August 7th.
- Interior demolition and abatement for buildings in phase 2 completed in mid-September.
- Drywall installation, taping, and texture work for the buildings in Phase 2 are on schedule for completion in early November.
- Turnover between Phase 2 and Phase 3 is expected in late January 2026.
- The full project remains on track for completion in July 2026.

McGraw Court/Silver Sage Court

- Phase 3 construction was completed in early September.
- Relocation for Phase 3 was completed by mid-September; project close-out is expected in November.
- Silver Sage close-out was completed in September.
- Successful ribbon cutting event was held on October 3rd.

Carville Court

- Design Development (DD) drawings were received early October.
- DD estimate from CORE Construction is expected late October.
- Wood Rodgers received approval from Washoe County for Record of Survey and Deed of Combination. Documents recorded late October.
- Development staff will conduct an analysis for early demolition of the existing buildings in early November.

Essex Manor

- Construction Documents delivered to RHA in September.
- The permit set was submitted to the City of Reno for plan review in late September.
- Proposals for general contractors were received on October 24.
- Permit issuance and general contractor selection are expected in early November, with interior demolition to begin in December 2025.
- Construction contract will come to Board in November for discussion and possible approval.

Capital Fund

- Preliminary budget for CF25 has been identified and will include work at Stead Manor, and Mineral Manor.
- Additional capital improvements have been incorporated into the CF-25 budget for Stead Manor to fund work that the renovation project couldn't include due to limited time and funds. Among the items now covered are stone-veneer replacement and the exterior main electrical-panel replacement.
- Mineral Manor swap Cooler Replacement has been requested from the Asset Management team as a priority for FY25, as the current equipment has exceeded its expected service life.

Reno Avenue

- Procurement process for Architectural & Engineer services was completed late October. Four firms submitted and JK Architecture & Engineering was selected after a two-phase evaluation process.
- RHA will execute Task Order 1 for JK Architecture & Engineering services in early November.
- A community meeting is scheduled for November 20 at 5:30 pm at Reno Avenue to discuss project status, architect selection, and next steps.

2026 I Street

- Developer Agreement was approved by the City of Sparks Planning Commission meeting on October 16th.
- The first reading of the ordinance to adopt the Development Agreement is scheduled for the Sparks City Council meeting on November 10, 2025.
- The Development Department will apply for Attainable Housing Funding in early November.

306 10th Street

- Development Department completed the submission for City of Sparks RFP on August 21st.
- City of Sparks council will select a Developer at the October 27, 2025, Council meeting. RHA was disappointed to learn it is not the staff recommended developer. However, RHA staff will attend the council meeting to answer questions on our proposal, if asked, and hear the Council's final decision.

Paradise Plaza Building

- Bio-cleaning was completed in early August.
- The general contractor submitted Construction Documents for required post-closing work on August 27, 2025.
- RHA received CIRE Equity approval on September 18, 2025.
- Plans were submitted for City of Sparks plan review in late September.
- The permit was approved on October 16, 2025.

- The construction schedule is expected to be presented to RHA in late October.

GEN-DEN Housing Project

- RHA revised documents were executed, and the Memo of Ground Lease was recorded.
- The initial kick-off meeting was held on October 1.
- Monthly draw requests are expected on the 15th of each month.
- The Development Department will conduct monthly inspections alongside the GC; however, given the site constraints, we have also agreed to schedule monthly Microsoft Teams meetings to review progress and discuss any changes during construction. Meeting will be held more frequently, if necessary.
- The first draw request is expected in November.
- On October 20th, the project team submitted a summary report detailing updated sources and uses of funds, and reconfirmed there is no financial gap.
- Construction is scheduled to begin on October 27, 2025.
- The project is expected to be completed in 10-12 months.

F. Update on Information Technology Activities

Initiatives

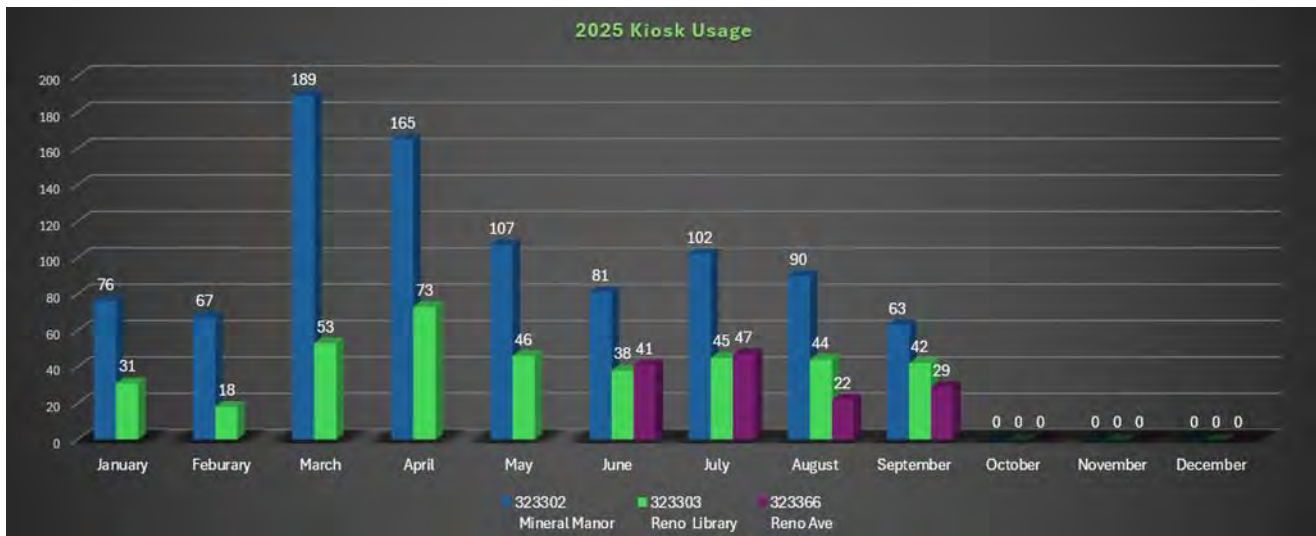
- Diligent Community/BoardDoc project implementation is progressing well and is anticipated to be fully implemented towards the end of 2025.

“Diligent Community is a board management solution designed to help public and elected boards operate more efficiently. Users can prepare agendas and manage meetings, ensure security of sensitive information, and enable transparency to promote positive community engagement”.

Cybersecurity

- On going focus - Proactively enhancing RHA's cybersecurity posture to effectively counter current cyber threats and develop robust mitigation strategies.

Kiosk Sessions by Month



G. Update on MTW Activities

FY 2027 Annual MTW Plan

- Staff began brainstorming new MTW initiatives for the FY 2027 Annual MTW Plan. Activities that have already been implemented by RHA are also being reviewed to note any changes/amendments that require HUD approval. Once new initiatives are finalized, relevant data will be gathered to identify possible impacts to the agency and tenants.

2026 MTW Conference

- RHA's MTW team is on the planning committee for the upcoming MTW Conference. The MTW Conference, which is held annually in Washington DC, brings staff from 138 MTW agencies, researchers, and HUD officials together to network and learn from each other. This year's conference will be held Wednesday, April 8 – Friday, April 10, 2026.

Internal Policy Review

- RHA's MTW team is reviewing all policy related documents to ensure that all federal regulations and discretionary policies are included, while any unnecessary language is removed. Policy documents undergoing this thorough review include the Admissions and Continued Occupancy Plan (ACOP), the Administrative Plan for Section 8 Housing Choice Voucher and Project Based Voucher, Family Self Sufficiency (FSS) Action Plan, and a new Administrative Plan for Resident Services. Each of these policies will go through a public review process with the FY 2027 Annual MTW Plan before being brought to the Board in March for final review and approval.

Resident Opportunity and Self-Sufficiency Service Coordinator (ROSS-SC)

- RHA's MTW Policy & Planning Analyst is conducting a new resident needs assessment survey of four public housing sites in support of RHA's application for funding under the ROSS-SC NOFO. The ROSS-SC program provides awards to PHAs to assist public housing residents in making progress toward self-sufficiency by addressing educational, professional, and health-related barriers. Completion of the survey is the first step in the application process as a 20% response rate from the combined public housing sites targeted for funding is required under

the NOFO. Once complete, RHA's MTW Policy & Planning Analyst will work with Resident Services to draft the grant narrative based on survey responses and staff feedback. Applications for this NOFO are due on December 2, 2025.

H. Update on Legal Inquiries

No legal updates.

I. Financials

For each revenue and expense category, the attached report identifies:

- Actual totals
- FY26 Board-approved budget
- Budget-to-Actual variance (Actual minus Budget)
- Percent variance

Items with variances exceeding 3/12th of the annual budgeted amount (equaling 25%) have been investigated, with explanations provided. Variance indicators are color-coded for clarity:

- **Green** denotes areas of no concern
- **Orange** signals areas to monitor
- **Red** highlights areas of significant concern or deviation from expectations.

A monthly cash report is also attached.

12 Month Actual to Budget

Sep-25

| | | Actual Jul 2025 | Actual Aug 2025 | Actual Sep 2025 | Total Actual | Original Budget | Remaining Budget FY26 | YTD Actual to Budget* | Explanation/Comments |
|-------------|--|--------------------|--------------------|--------------------|-----------------|--------------------|--------------------------|--------------------------|--|
| 2999-99-999 | Revenue & Expenses | | | | | | | | |
| 3000-00-000 | INCOME | | | | | | | | |
| 3199-00-000 | TOTAL TENANT INCOME | 887,444.14 | 914,586.34 | 879,021.20 | 2,681,051.68 | 9,872,274.37 | 7,191,222.69 | 27% | |
| 3499-00-000 | TOTAL GRANT INCOME | 5,654,959.57 | 5,610,213.75 | 6,233,987.61 | 17,499,160.93 | 68,561,831.00 | 51,062,670.07 | 26% | |
| 3699-00-000 | TOTAL OTHER INCOME | 498,109.27 | 1,195,702.44 | 193,950.24 | 1,887,761.95 | 6,001,061.18 | 4,113,299.23 | 31% | |
| 3999-00-000 | TOTAL INCOME | 7,040,512.98 | 7,720,502.53 | 7,306,959.05 | 22,067,974.56 | 84,435,166.55 | 62,367,191.99 | 26% | |
| 4000-00-000 | EXPENSES | | | | | | | | |
| 4199-00-000 | TOTAL ADMINISTRATIVE EXPENSES | 721,191.73 | 950,958.65 | 603,908.99 | 2,276,059.37 | 9,795,035.81 | 7,518,976.44 | 23% | |
| 4299-00-000 | TOTAL TENANT SERVICES EXPENSES | 27,314.31 | 30,130.89 | 43,474.29 | 100,919.49 | 243,617.98 | 142,698.49 | 41% | Above expectations due to slightly increased cable expenses. |
| 4399-00-000 | TOTAL UTILITY EXPENSES | 53,211.97 | 85,457.61 | 213,321.54 | 351,991.12 | 1,499,205.22 | 1,147,214.10 | 23% | |
| 4499-00-000 | TOTAL MAINTENANCE AND OPERATIONAL EXPENSES | 170,956.68 | 264,911.23 | 171,111.33 | 606,979.24 | 3,018,337.90 | 2,411,358.66 | 20% | |
| 4599-00-000 | TOTAL GENERAL EXPENSES | 286,357.44 | 518,352.77 | 211,280.22 | 1,015,990.43 | 4,218,260.11 | 3,202,269.68 | 24% | |
| 4799-00-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 5,346,142.78 | 5,122,265.11 | 5,493,968.14 | 15,962,376.03 | 60,275,448.00 | 44,313,071.97 | 26% | |
| 4899-00-000 | TOTAL FINANCING EXPENSES | 45,257.50 | 45,400.00 | 45,347.50 | 136,005.00 | 534,725.00 | 398,720.00 | 25% | |
| 5999-00-000 | TOTAL NON-OPERATING ITEMS | 191,129.13 | 225,663.05 | 11,298.08 | 428,090.26 | 3,010,050.98 | 2,581,960.72 | 14% | |
| 8000-00-000 | TOTAL EXPENSES | 6,841,561.54 | 7,243,139.31 | 6,793,710.09 | 20,878,410.94 | 82,594,681.00 | 61,716,270.06 | 25% | |
| 9000-00-000 | NET INCOME | 198,951.44 | 477,363.22 | 513,248.96 | 1,189,563.62 | 1,840,485.55 | 650,921.93 | 65% | |

*YTD Actual to Budget expectation is 8-10% usage a month (3/12 of the year = 25 %)

Reno Housing Authority

Unrestricted Cash & HUD Held Reserve Report

September 2025

| Bank Account/Funding Source | | Balance | Obligations/Recommendations | Value |
|-----------------------------|--|----------------------|--|----------------------|
| Unrestricted | Bank of America Unaided - X1775 | \$ 8,460,856 | Board Obligations | |
| Unrestricted | Bank of America WAHC Contract Administration Fee - X5181 | \$ 4,860,894 | Development Guarantees | \$ 2,000,000 |
| Unrestricted | Wells Fargo Investment - X2551 | \$ 14,071,282 | Gen Den | \$ 1,750,000 |
| | | | Operating Reserves (4-months Administrative Expenses) | \$ 3,361,848 |
| | | | Carville Court Development | \$ 3,575,000 |
| | | | Capital Improvement Plan (CloudTen Properties 2026-2027) | \$ 3,770,000 |
| | | | \$ 14,456,848 | |
| | | | Staff Recommendations for Upcoming Projects | |
| | | | Reno Avenue Development (estimated) | \$ 1,000,000 |
| | | | I Street (estimated) | \$ 2,000,000 |
| | | | Resident Services New Location | \$ 2,500,000 |
| | | | \$ 5,500,000 | |
| | Unrestricted Subtotal | \$ 27,393,032 | Unrestricted Obligation Subtotal | \$ 19,956,848 |
| Restricted | MTW HUD Held Reserves | \$ 9,594,782 | Carville Court Development | \$ 2,000,000 |
| | | | Paradise Plaza | \$ 950,000 |
| | | | Operating Reserves (2-months HAP and Operating Subsidy) | \$ 6,644,782 |
| | MTW HUD Held Reserves Subtotal | \$ 9,594,782 | MTW HUD Held Reserves Obligation Subtotal | \$ 9,594,782 |
| | TOTAL | \$ 36,987,814 | TOTAL | \$ 29,551,630 |

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 6

October 28, 2025

Closed Session

SUBJECT: Legal advice/counsel to the Board regarding Assembly Bill 103 passed in the 83rd State Legislative Session and other possible or threatened litigation. No action will be taken in closed session.

FROM: Executive Director

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 7

October 28, 2025

Reconvene Open Session

SUBJECT: Discussion and possible action to provide direction to the Executive Director regarding a draft Joint Resolution regarding Assembly Bill 103 passed in the 83rd State Legislative Session, as well as possible direction to the Executive Director as to possible consideration of AB 103 in a special session of the State Legislature.

FROM: Executive Director

RECOMMENDATION: For Possible Action

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 8

October 28, 2025

SUBJECT: Discussion of potential Rental Assistance Demonstration (RAD) Conversion and partial Transfer of Assistance at Myra Birch Manor as part of the Reno Avenue development project.

FROM: Executive Director

RECOMMENDATION: Discussion

Background

Staff anticipates using 9% Low Income Housing Tax Credits (LIHTC) as the primary financing tool for the Reno Avenue development. The equity raised through the sale of the project's tax credits is anticipated to fund 60-70% of the project, leaving a 30-40% gap to fill. Staff also anticipates applying for typical gap funding sources such as HOME, National Housing Trust Funds (NHTF), and Federal Home Loan Bank Affordable Housing Program (AHP) to help fill the funding gap. However, given the limited amount of these resources, it is also projected that the capital stack will need to include permanent mortgage debt. Therefore, staff have been exploring ways to maximize and support long-term, permanent debt.

This report outlines a proposed strategy utilizing HUD's Rental Assistance Demonstration (RAD) program, along with its allowable Transfer of Assistance (TOA) option to help support financing for the Reno Avenue development while providing a chance for some residents at Myra Birch to move to a high opportunity neighborhood.

Under RAD, agencies are able to complete a full or partial TOA from a converting public housing property to a new or existing property under certain conditions. For example, HUD allows for TOAs when it supports deconcentrating poverty and improving access to neighborhoods with increased socioeconomic opportunities. In a full TOA, all of the operating and capital fund subsidy associated with the current public housing units is transferred to the new or existing replacement property as part of the RAD conversion and new RAD rent. In a partial TOA, the housing authority identifies a specific number of units and only the subsidy associated with those units is transferred as a partial RAD conversion to the new or existing replacement property. Like all RAD conversions, the operating and capital fund subsidy is monetized into a long-term (initial 20-year term) project-based rental assistance contract which, along with the HUD estimated average tenant portion of rent, equals the HUD approved RAD rent for each unit size. Once the TOA and RAD conversion are completed, the initial units are removed from the public housing inventory, and the housing authority can repurpose the vacant units for naturally occurring affordable housing, sell them, if viable, or explore other uses.

Additionally, several years ago, HUD created another tool as part of the RAD program which allows for PHAs to blend components of a RAD conversion with a Section 18 Disposition. This tool enables PHAs to maximize permanent debt which, in turn, supports the financing needed to undertake substantial renovations or fully finance new construction projects. This is because units converted through HUD's Section 18 process are eligible for Tenant Protection Vouchers (TPVs) that are

project-based back to the property, thus offering higher rental subsidies based on local payment standards versus the HUD RAD rents. RHA and Brinshore successfully used this tool for the Silverada Manor rehabilitation, with 60% of units converting under a Section 18 approval and receiving TPVs for those units. This resulted in more projected annual net income for the project which, in turn, increased debt leverage. It is important to note that the TPVs still limit the tenant portion of rent to 30% of each household's income.

The RAD program guidelines allow TOAs to trigger a RAD/Section 18 blend in which 90% of converting units are eligible to receive TPVs. Furthermore, while this tool was previously only available for tax-exempt bond financed developments, new RAD program guidelines now allow developments financed through the 9% LIHTC to take advantage of RAD/Section 18 blends. Given these RAD program changes, RHA staff believe it would be beneficial to consider a partial RAD conversion and TOA from Myra Birch Manor to the Reno Avenue site. This strategy supports the agency's public housing repositioning goals while simultaneously increasing the estimated amount of debt that can be leveraged as part of the financing for the Reno Avenue development.

Public Housing Repositioning

Myra Birch Manor is a public housing complex located in southeast Reno. It was constructed in 1981 and consists of 56 two-bedroom, townhouse-style apartments. The property is situated on two parcels, bisected by Mazzone Avenue, with 32 units on the western parcel (APN 020-281-47) and 24 units on the eastern parcel (APN 020-281-44). (See Figure 1 below.) In 2023, AEI Consultants conducted a HUD Capital Needs Assessment at the property and found it to be in overall good condition and estimated that, with continued upkeep, the property had a remaining useful life of not less than 50 years. Despite its overall good condition, several site-specific and neighborhood challenges impact Myra Birch Manor. These challenges include:

- A clubhouse and leasing office were not included in the original construction, so two units on the western parcel have been converted for those purposes. While functional, these spaces offer limited amenities to the residents.
- There are no fully accessible units due to second-floor bedrooms and stair-only access to all buildings. Due to the age of the property, it is exempt from current accessibility standards, but any substantial rehab of the property would make it subject to current standards. This impacts the viability of redeveloping the public housing site from a cost and constructability standpoint.
- A high-density housing complex recently constructed next to the property has created a direct connection from Mazzone Avenue to Moana Lane. Current residents have raised concerns about site safety due to the anticipated increase in traffic flowing through the site.
- Myra Birch Manor is RHA's only Public Housing complex located in a HUD-designated Racially or Ethnically Concentrated Area of Poverty (R/ECAP). R/ECAPS are neighborhoods of extreme poverty with at least 40% of residents living at or below the poverty level and which have a non-white population of 50% or more.

Due to these site and neighborhood conditions, RHA staff believes Myra Birch is a strong candidate for a partial RAD Conversion with a TOA. This potential RAD conversion would positively impact the lives of the Myra Birch residents who move to the Reno Avenue development, which is in a higher income census tract with access to high performing public schools, public transportation, increased walkability, and other nearby socioeconomic opportunities. Staff have researched a partial TOA of the

24 units on the eastern parcel (outlined in red below). These 24 units would be incorporated into the current 40-unit Reno Avenue development concept.

Figure 1: Myra Birch Site Layout



The RAD conversion process would be similar to the process RHA completed for the Silverada Manor rehab project. Overall, staff anticipate the HUD approval process for this partial RAD conversion and TOA would take 9-12 months. Therefore, RHA would need to start the process in the near future to ensure the approval is received in line with projected Reno Avenue timelines assuming the project receives an allocation of 9% LIHTC in summer 2026.

There are several steps and significant resident engagement that must be completed before HUD will provide final approval and allow for the project to financially close and construction to begin at Reno Avenue. Under the RAD program, the impacted residents at Myra Birch would have specific rights including:

- *Right to a Comparable Unit at the New Site:* Residents must be offered a unit at the new property that is similar in size and features taking into account rightsizing of households.
- *Advance Notice and Relocation Assistance:* Residents must receive at least 30–90 days' notice before any move and be provided relocation support.
- *No Rescreening:* Residents cannot be rescreened for eligibility at the new site.
- *Rent Protections:* Residents' rent remains capped at 30% of adjusted income.

Following the RAD conversion, RHA would maintain ownership of the 24 units on the eastern parcel at Myra Birch, but with all HUD restrictions on the property lifted. At that point, the agency could choose to continue to rent the units under the same rental policy adopted for the CloudTen managed properties or pursue other options, including selling the property.

The 32 remaining units at Myra Birch would continue to be part of the agency's Public Housing portfolio. An initial analysis, which accounts for a loss of income and decrease in expenses, shows that the removal of 24 units will not substantially alter the financial viability of the site. In terms of long-term planning for the remaining units, staff had been considering a second partial TOA of the units as part of the potential 306 10th Street development. However, City of Sparks staff have recommended a different developer for selection to Sparks City Council, and, as of the time of writing, it does not

appear that RHA will be awarded the property. Moving forward, staff will continue to explore other preservation strategies for Myra Birch including an additional partial TOA.

Reno Avenue Financing

This strategy provides several benefits to the Reno Avenue development:

- The TOA provides a long-term rental subsidy that will enable RHA to serve a higher number of extremely low-income households at the site (i.e. 30% AMI and below).
- This deeper affordability makes RHA's 9% LIHTC application more competitive because points are awarded to applicants based on income targeting.
- The rental subsidy allows the development to maintain competitive income targeting without losing debt capacity. A preliminary analysis, using similar underwriting assumptions as RHA's previously financed projects, shows that the project can leverage at least \$1.2M more in debt with vouchers than without.

Overall, staff believe this strategy would advance the Board's goal of increasing the amount of affordable housing in the community while also preserving RHA's public housing units via repositioning and providing an opportunity for current public housing tenants to relocate to a high opportunity neighborhood. As part of this item, the Executive Director is seeking initial feedback on pursuing this strategy.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 9

October 28, 2025

SUBJECT: Presentation and progress update on CY25 Board Goals relating to the Human Resources Department.

FROM: Executive Director

RECOMMENDATION: Discussion

Presentation slides are on the following pages.

RENO HOUSING AUTHORITY

Human Resource Department
Overview



HR Dept Mission

The Human Resources Department is dedicated to supporting the mission and values of the Reno Housing Authority (RHA) by fostering a professional, positive, respectful, and stable work environment.

Core Expectations

1. Customer Service
2. Professionalism
3. Confidentiality
4. Team First
5. Value



What We Do

- Benefits Administration
- Compensation & Classification
- Employment Services
- Labor and Employee Relations
- Learning and Development
- Legal Compliance
- Payroll Management
- Workplace Safety



HR Goals

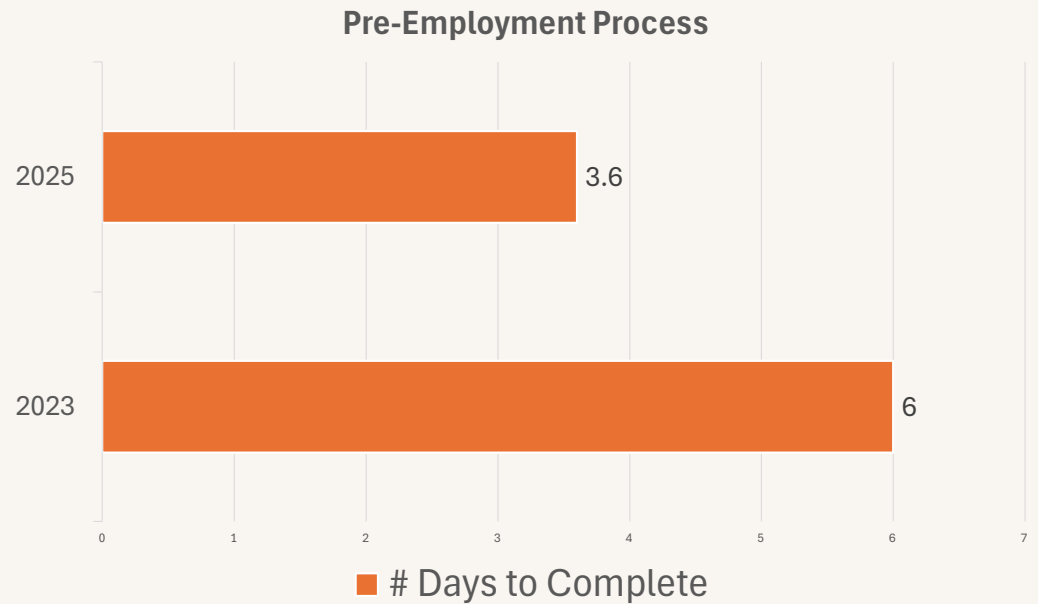
- Increase HR Department Efficiency
- Increase Staff Retention
- Improve Recruitment Process
- Organizational Culture



HR Accomplishments

Increase HR Department Efficiency

- Implement HRIS
- Data-Driven Decision Making
- Cross-Training

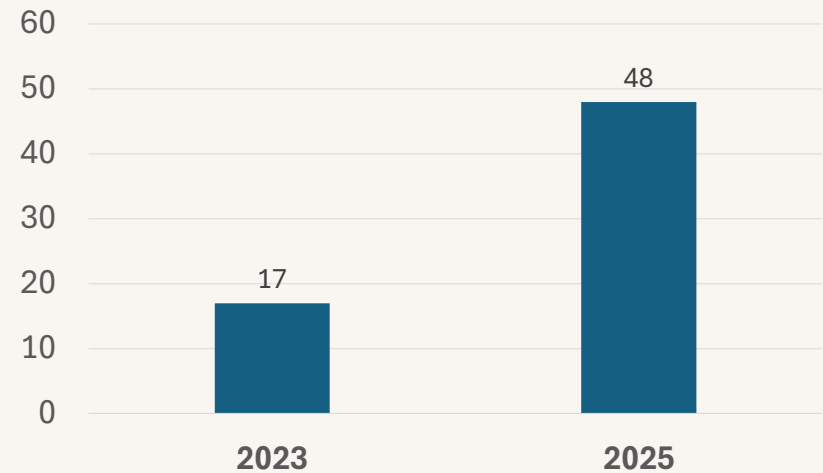


HR Accomplishments

Improve Recruitment Process

- Recruitment Marketing
- Candidate Experience Enhancements

Avg # Qualified Applicants
for Entry Level Positions

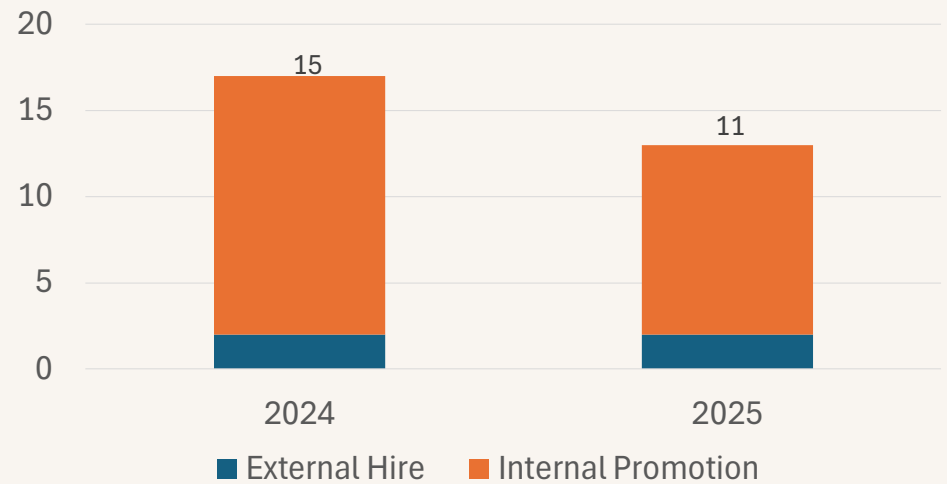


HR Accomplishments

Increase Staff Retention

- Onboarding & Orientation Program
- Career Development

Promotional Position Vacancies Filled By

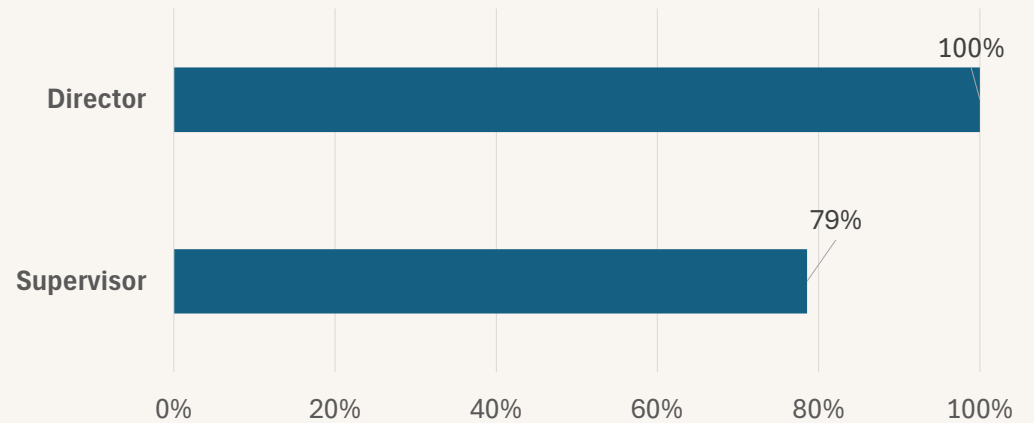


HR Accomplishments

Organizational Culture

- Employee Engagement
- Work-Life Balance Initiatives
- Leadership Development

Supervisory Leadership Development Trainings



Questions?



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 10

October 28, 2025

SUBJECT: Presentation and progress update on CY25 Board Goals relating to the Information Technology Department.

FROM: Executive Director

RECOMMENDATION: Discussion

Slides will be presented at the meeting.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 11

October 28, 2025

SUBJECT: Additional Items

FROM: Executive Director

RECOMMENDATION: For Possible Action

Additional Items:

- a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
- b) Reports on conferences and training. (Discussion)
- c) Old and New Business. (Discussion)
- d) Request for Future Agenda Topics (Discussion)
- e) Schedule of next meetings. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, November 18, 2025, and December 16, 2025. (For Possible Action)