

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 1

December 16, 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, December 16, 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, December 12, 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.

A G E N D A

- 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 Regular Board Meeting held on November 18, 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. Discussion and possible adoption of Resolution 25-12-01 RH approving the commitment of up to approximately \$1,460,000.00 in RHA HUD held reserve funds for the existing HUD and board approved MTW activity no. 2021-03 which provides shallow subsidy to Eddy House to provide transitional and emergency beds to homeless youth from December 2025 through December 2030. (For Possible Action)

- B. Discussion and possible approval of the below listed donations from Board of Commissioner contingency funds.
- Commissioner Taylor:
 - \$5,000 to RHA's Department of Resident Services to create a food program in partnership with Great Basin Food Cooperative to provide additional food resources to RHA clients and the community.
(For Possible Action)
4. Commissioner Reports. (Discussion)
5. Executive Director/Secretary's Report.
- 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)
6. Discussion and possible adoption of Resolution 25-12-02 RH approving up to \$312,000.00 in RHA unrestricted business activity funds to support construction improvements and related soft costs, totaling \$1,812,000.00, in connection with the clubhouse renovation and accessibility improvements at Essex Manor public housing in Reno. (For Possible Action)
7. Discussion and possible approval of a construction contract with Reyman Brothers Construction in the amount of \$1,365,525.00 for the renovation of the clubhouse at Essex Manor public housing in Reno. (For Possible Action)
8. Discussion and possible authorization of an Allocation of Services Agreement between RHA and Pathways to Prosperity, RHA's nonprofit instrumentality. There is no fiscal impact associated with this item. (For Possible Action)
9. Discussion and possible authorization of an Allocation of Services Agreement between RHA and Truckee Meadows Affordable Housing, RHA's nonprofit instrumentality. There is no fiscal impact associated with this item. (For Possible Action)
10. Discussion and possible approval to dissolve Transitional Housing Corporation and Washoe Housing Finance Corporation, two RHA instrumentalities, due to continued nonuse of the entities and creation of new instrumentalities. (For Possible Action)
11. Discussion and possible approval of Task Order #1 with Praxis Consulting Group, LLC, in an amount up to \$105,000.00 in unrestricted business activity funds for development finance services in conjunction with the Reno Avenue development. (For Possible Action)

12. Discussion and possible adoption of Resolution 25-12-03 RH authorizing the submission of applications for funding for the Reno Avenue Development and authorizing the Executive Director to execute any and all documents necessary for the financing of the development. (For Possible Action)

Closed Session:

13. The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding:
 - Per NRS 288.220(4), to discuss labor relations with RHA's management representatives, including without limitation, the position or positions to be taken or the strategy to be employed leading to the execution of a new Collective Bargaining Agreement (CBA), the upcoming expiration of the current CBA expiring June 30, 2026, potential items for negotiation in a new CBA and associated fiscal impacts. There will be no approval of the collective bargaining agreement during the course of the closed session. (Discussion Only)

Reconvene Open Session:

14. Presentation and design/development update by Brinshore Development, LLC, Reno Housing Authority's Master Developer, for The Village at Hawk View. (Discussion)
15. Presentation and design/development update by Brinshore Development, LLC, Reno Housing Authority's Master Developer, for Silverada Manor Apartments. (Discussion)
16. Discussion and quarterly update on the RHA development projects including, but not limited to:
 1. Silverada Manor
 2. The Village at Hawk View
 3. John McGraw & Silver Sage Apartments
 4. Stead Manor
 5. Essex Manor
 6. Carville Court
 7. Reno Avenue
 8. I Street(Discussion)
17. Discussion and possible direction to staff on proposed new MTW FY2027 activities. (Discussion)
18. 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, January 27, 2026, and Tuesday, February 24, 2026. (For Possible Action)

19. 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.
20. Adjournment.
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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 December 11, 2025

Colleen Montgomery-Beltran

By: Colleen Montgomery-Beltran
Executive Administrative Assistant

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 2

December 16, 2025

SUBJECT: Approval of the minutes of the Regular Board Meeting held on November 18, 2025.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Meeting minutes can be found on the following pages.

**MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
November 18, 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, November 18, 2025, in the Agency's Boardroom.

Commissioners Present

Kathleen Taylor, Madame Chair
Dave Aiazzi, Vice Chair
Miguel Martinez, Commissioner
Dejanae Solley, Commissioner (on Zoom)

Commissioners Absent

Mark Sullivan, Commissioner

Staff Present

Hilary Lopez, Executive Director
Heidi McKendree, Deputy Executive Director
JD Klippenstein, Deputy Executive Director
Nestor Garcia, Director of Development
Darren Squillante, Director of Human Resources
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
Jeff Miller, Director of IT
Colleen M. Beltran, Executive Administrative Assistant

Jim Cavilia, Legal Counsel (on Zoom)

Others Present

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, Hilary Lopez, performed the roll call.

- **Introduction of guests.**

No guests were present.

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

There were no public comments.

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

Vice Chair Aiazzi moved to approve the agenda. Commissioner Martinez seconded the motion. Acknowledging the motion and the second, Madame Chair Taylor called for the vote. With 4 ayes, no nays, Madame Chair Taylor declared the motion carried unanimously.

- 2. Approval of the minutes of the Regular Board Meeting held on October 28, 2025. (For Possible Action)**

Commissioner Martinez motioned to approve the minutes. Vice Chair Aiazzi seconded the motion. Hearing no discussion, Madame Chair Taylor called for the vote. With 4 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.)**

- A. Discussion and possible adoption of Resolution 25-11-01 RH authorizing the Reno Housing Authority to Project-Base Four (4) Veterans Affairs Supportive Housing Vouchers at Railyard Flats Apartments in Sparks, Nevada. (For Possible Action)**

B. Discussion and possible approval of the below listed donations from Board of Commissioner contingency funds.

- **Commissioner Martinez:**
 - **\$3,000 to Traner Middle School, part of Washoe County School District, to support new wrestling mats, gear, and other associated items for the wrestling team; and**
 - **\$200 to Karma Box for the Thanksgiving in a Bag community event and, if that event is fully funded, then for food support for clients. (For Possible Action)**

Commissioner Martinez moved to approve all Consent Agenda items. Vice Chair Aiazzi seconded the motion. Hearing no request for discussion or comments, Madame Chair Taylor called for the vote. With 4 ayes and no nays, Madame Chair Taylor declared the motion carried.

4. Commissioner Reports. (Discussion)

Madame Chair Taylor reported that Councilman Miguel Martinez was elected the new Vice Mayor of The City of Reno.

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

RHA's Executive Director, Dr. Hilary Lopez, highlighted items of interest regarding RHA's activities and programs.

In addition, Dr. Lopez acknowledged that RHA's Deputy Executive Director, Heidi McKendree, was awarded the Nevada Housing Coalition 2025 Leadership Award.

6. Discussion and possible approval of Resolution 25-11-02 RH to approve up to \$2,160,000 in unrestricted business funding for the development of the I Street Project in Sparks. (For Possible Action)

Vice Chair Aiazzi moved to approve to approve item 6 as presented. Commissioner Martinez seconded the motion. Hearing no additional comments or questions, Madame Chair Taylor called for the vote. With all ayes and no nays, Madame Chair Taylor declared the motion carried.

7. Department overview and progress update on CY25 Board Goals relating to the Government and Public Affairs Department. (Discussion)

RHA's Government and Public Affairs Manager, Jerri Williams Conrad, presented an update on her department's progress on CY25 goals to the Board of Commissioners.

This was a presentation and discussion item. No action was taken.

8. 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, November 18, 2025, and Tuesday, December 16, 2025.**
(For Possible Action)

No action was taken on these items.

14. 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.

15. Adjournment.

Madame Chair Taylor declared the meeting adjourned at 12:42pm.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 3

December 16, 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. Discussion and possible adoption of Resolution 25-12-01 RH approving the commitment of up to approximately \$1,460,000.00 in RHA HUD held reserve funds for the existing HUD and board approved MTW activity no. 2021-03 which provides shallow subsidy to Eddy House to provide transitional and emergency beds to homeless youth from December 2025 through December 2030. (For Possible Action)
- B. Discussion and possible approval of the below listed donations from Board of Commissioner contingency funds.
 - Commissioner Taylor:
 - \$5,000 to RHA's Department of Resident Services to create a food program in partnership with Great Basin Food Cooperative to provide additional food resources to RHA clients and the community. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

- A. Discussion and possible adoption of **Resolution 25-12-01 RH** approving the commitment of up to approximately \$1,460,000.00 in RHA HUD held reserve funds for the existing HUD and board approved MTW activity no. 2021-03 which provides shallow subsidy to Eddy House to provide transitional and emergency beds to homeless youth from December 2025 through December 2030. (For Possible Action)

Background:

HUD requires the formal obligation of HUD-held reserves related to an ongoing MTW activity to be documented through a board resolution when a contract or other mechanism of obligation is not appropriate. An obligation of funding does not require RHA to expend the full amount of obligated funds; instead, it provides an estimate of funds that could be expended for HUD tracking purposes.

In June of 2022, the RHA Board of Commissioners approved the commitment of Moving to Work (MTW) HUD-held reserves to support RHA's HUD-approved MTW activity number 2021-03 regarding homeless youth. The activity provides a shallow subsidy to Eddy House to support emergency and transitional housing beds for homeless youth.

With the Board's approval of RHA's FY26 MTW Plan and the approval of RHA's FY26 Operating Budget, the Board agreed to increase the number of beds subsidized through this activity from 40 to 80 to help support Eddy House's newly constructed transitional housing project. Youth homelessness is an issue in our community, with limited funding available to support it. Without this activity, it would be unlikely that RHA could assist homeless youth in our community through traditional programs. Therefore, a resolution requesting an update to the obligation for additional funds specifically for this activity is being proposed.

Staff is requesting approval of resolution 25-12-01 RH, which updates the obligation of funds for MTW activity 2021-03 to \$1,460,000 from December 2025 through December 2030. In the past, RHA has provided a 5-year estimate to HUD to demonstrate planned use of reserves. The \$1.46 million is based on the current \$10 shallow subsidy per bed night multiplied by 365 days per year for five years.

RHA's agreement with Eddy House can be terminated without cause with 30 days' notice by either party if community needs change or RHA funding priorities shift.

Staff Recommendation and Motion:

Staff recommends the Board motion to approve Resolution 25-12-01 RH as presented.

HOUSING AUTHORITY OF THE CITY OF RENO

RESOLUTION 25-12-01 RH

A RESOLUTION APPROVING THE COMMITMENT OF THE HOUSING AUTHORITY OF THE CITY OF RENO'S ('THE AUTHORITY') HUD HELD RESERVE FUNDS FOR THE AUTHORITY'S MOVING TO WORK ('MTW') ACTIVITY #2021-03 REGARDING HOMELESS YOUTH PARTNERSHIP

WHEREAS, through approval of RHA's FY26 Operating Budget, the Authority's Board approved a commitment of its HUD Held Reserve funds for its MTW Activity #2021-03 regarding the Homeless Youth Partnership.

WHEREAS, HUD has also approved the Authority's commitment of its HUD Held Reserve funds for its MTW Activity #2021-03 regarding the Homeless Youth Partnership.

WHEREAS, in order to evidence a formal commitment of HUD reserves held by HUD for approved MTW activities, the Authority resolves as set forth below.

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 Authority's commitment of its HUD-held funds for its MTW Activity #2021-03 regarding the Homeless Youth Partnership. That approval consists of \$1,460,000 for December 2025 through December 2030.
2. This Resolution is to be effective upon the date of its adoption.

ADOPTED THIS 16th DAY OF December, 2025.

ATTEST:

CHAIRPERSON

SECRETARY

B. Discussion and possible approval of the below listed donations from Board of Commissioner contingency funds. (For Possible Action)

- Commissioner Taylor:
 - \$5,000 to RHA's Department of Resident Services to create a food program in partnership with Great Basin Food Cooperative to provide additional food resources to RHA clients and the community. (For Possible Action)

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

December 16, 2025

SUBJECT: Commissioner Reports

FROM: Executive Director

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

December 16, 2025

SUBJECT: Executive Director/Secretary's Report.

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- The Reno Aces Foundation awarded RHA \$5,000 to support RHA's Early Foundations program. The funding will help cover costs for age-appropriate book kits, family literacy activities, and workshop supplies that encourage parents and children to read together at home.
- RHA was awarded \$8,520.50 through the Food Bank of Northern Nevada's Capacity Grant to support the Golden Market Food Pantry. This funding will help purchase additional equipment and supplies needed to expand pantry operations and increase our ability to store and distribute fresh food to residents.
- RHA was awarded Washoe County's Housing and Homeless Services Department's Partnership Award for its continued partnership and collaboration on numerous programs like Welcome Home Washoe and permanent supportive housing efforts.
- The federal government has not yet released the Transportation, Housing and Urban Development (T-HUD) budget. Staff continues to monitor federal updates.
- RHA's Executive Director participated in the Federal Home Loan Bank of San Francisco's Affordable Housing Roundtable with Congresswoman Susie Lee on November 24, 2025. Participants discussed various housing topics including challenges with the new Continuum of Care NOFO, the need for full funding for public and other housing programs, the upcoming end of the Emergency Housing Voucher and impacts to the Housing Choice Voucher program, regulatory issues, and other items.
- RHA hosted its second neighborhood meeting for the Reno Avenue development on November 20th. Staff introduced JKAE, the project architect, who conducted a brief design charrette to gather input from area residents. The feedback collected was used to hone the site layout, identify a preferred exterior design style, and to help inform other items.
- Rental Assistance staff will be participating in the local Veteran Affairs (VA) upcoming VA Surge Event, Home for the Holidays, scheduled for December 19th. After the July event staff talked with the VA about what went well and what could be improved and found that one roadblock to housing homeless veterans in a single day was completing the landlord approval piece. Although units were inspected and rents approved, applicants still had to get through the tenant screening and compliance process. Knowing that, RHA staff started talking to some of our property partners about having their management staff and even their compliance staff come to the event to assist with applications and approvals in real time. As of now, staff have worked with Lincoln Avenue to have staff from several of their properties (including the newly opened Pinyon Apartments as well as Zephyr Pointe, Ridgeview, and Park on Virginia) and CloudTen (including Palace Apartments, Ala Moana, and Sarrazin) that are planning to be

on site. The management teams are working on identifying a few 1-bedroom units they could have available, and RHA will be pre-inspecting them and doing the rent reasonableness approval prior to the event in order to expedite move-ins. As in July, RHA staff will be onsite to process the VASH referrals and brief the clients.

B. Rental Assistance

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 12/1/25	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,638	2,261	86%	44
VASH	498	424	85%	53
VASH – pending PBV awards	95	0	0%	0
EHV	103	102	99%	1
FYI	11	11	100%	0
FYI – pending PBV awards	4	0	0%	0

Number HQS Inspections Conducted	November 2025	177
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Homeless Prevention Program

Total Funding Awarded	Total Assistance Approved as of 12/5/25	Number of Households Approved as of 12/5/25	Percent Funding Spent
\$155,027.87	\$886.40	1	1%

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 300 PBV units, 239 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, where 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 144 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. Starting December 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 December 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.

Asset Management

- In November, the Asset Management, Rental Assistance, and Deputy Executive Director teams met with the judiciary and other members of the legal community at the Washoe County District Court offices. The purpose was to provide an overview of our programs and the regulations governing them. The discussion generated numerous questions about various community programs, including HUD-funded initiatives not affiliated with RHA. Based on the positive engagement and feedback, we anticipate hosting additional presentations in the future.
- The Asset Management team currently has two vacancies: Property Manager and Senior Property Manager. These openings resulted from one internal promotion and one departure for an external opportunity. Interviews are scheduled for December, with the goal of filling both positions promptly.
- Maintenance continues to focus on leaf removal across all sites and preparing unit turnovers at Tom Sawyer in anticipation of the second phase of Silverada temporary relocations.
- Management finalized plans for the first and second phase moves at Silverada Manor and completed recertifications for all first-phase residents in preparation for relocation.
- We have also been preparing for the Dick Scott sewer audit which will take place in early December and providing the requested documentation for the public housing audit. Additionally,

we received notice that audits for Pilgrims Rest and Railyard Flats will occur in January 2026. Staff will begin gathering required documentation for these audits.

- Public Housing ended the month of November with 71 vacancies for an overall occupancy rate of 86.20% across all sites. Of these, 35 are at Stead, which is currently in the second phase of rehabilitation. These units will remain offline until project completion.

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

The Golden Market pantry operated on November 6th and 20th, serving 42 and 46 residents. Seniors and families accessed fresh produce and pantry staples. Staff and volunteers supported distribution, conducted wellness check-ins, and assisted with SNAP and Medicaid inquiries. The pantry continues to play an essential role in addressing food insecurity and supporting healthy eating among older adults.

Produce Drop-offs at Willie J. Wynn

Weekly produce deliveries continued throughout November, supplying residents with fresh, seasonal ingredients. These deliveries help seniors maintain nutritional well-being and reinforce our partnership with local growers.

Young at Heart Dance Class — Willie J. Wynn

Classes were held on November 4th and 18th, each session averaging 7 participants, who reported improvements in mobility, balance, and social connection. The group remains highly engaged and appreciates the consistent opportunities for physical activity.

Soup-in-a-Jar Workshop at Willie J. Wynn (November 12th)

Seventeen seniors participated in a hands-on workshop where they assembled ready-to-make soup kits using pantry staples and fresh produce. Participants enjoyed the creative activity and appreciated receiving ingredients to take home.

Christmas in November — Hosted by the Wynn Family

Staff supported the Christmas in November event at Willie J. Wynn, hosted by the Wynn family. The event brought residents together for a holiday meal, gifts, and community connection. It was a great opportunity to engage with residents, provide support, and strengthen relationships going into the holiday season.

Thanksgiving Luncheons at Tom Sawyer Village and Willie J. Wynn

The annual holiday meals saw a strong turnout:

- Tom Sawyer Village, Silverada Manor, and McGraw Court: 88 residents
- Willie J. Wynn: 56 residents

Resident Council Meetings

- Essex Manor (November 4th): Officer nominations held with 5 participants.
- Myra Birch Manor (November 12th): Officer nominations held with 10 participants.

- Mineral Manor (November 18th): Attempted nominations, but no quorum.
- Stead Manor (November 14th): Meeting canceled by RC President 24 hours prior.

Resident Services recognizes that construction, access issues, and the time of year have all played a role in lower participation. We're continuing to look at different ways to increase engagement and make it easier for residents to attend. Staff are expanding door-to-door outreach, adjusting meeting times, increasing communication through flyers, phone calls, Nixle alerts, and working closely with property management on reminders and officer recruitment.

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

Reach Higher

Tesla Gigafactory Tour (November 12th)

Eight residents attended the industry tour, which offered a firsthand view of manufacturing operations, safety systems, and career pathways at one of the region's largest employers. Several participants expressed interest in applying for Tesla positions and appreciated the opportunity to see the production lines up close. Case coordinators will follow up with each resident to discuss next steps, explore different options in the manufacturing field, and connect them to available training or application support.

Northern Nevada Building Trades Tour (November 17th)

Four participants joined the hands-on exploration of sheet metal fabrication, welding, and computer-aided design through the Joint Apprenticeship and Training Committee (JATC). One participant showed a strong interest in the apprenticeship pathway, and staff will support the next steps in the application process.

Computer Confidence Class

The Computer Confidence Class through TMCC's EPIC program went well. Six out of nine residents completed the four-part series in the class. The sessions focused on basic computer skills and helping residents feel more comfortable using technology for everyday tasks.

IMPACT

Understanding Healthcare Workshop (November 5th)

Residents received a brief overview of Medicare and Medicaid, including how both programs work and what they cover. Molina walked through the enrollment help and additional services they offer to support residents in navigating their healthcare options.

Youth Workforce Development Programs – Kick Start and Start Smart

Kick Start

Junior Ski Program Enrollment

From October 1st through November 30th, more than 150 youth and families enrolled and completed fittings through Sky Tavern and Bobo's, demonstrating exceptional early engagement in the winter recreation program.

Start Smart Program

Work Readiness Workshop — TMCC Career Center Edison Campus (November 19th)

Eighteen youth, parents, and siblings attended an interactive workshop at the Edison campus that focused on career exploration, resume development, and labor market awareness. TMCC's career specialists engaged families in discussions about educational pathways and job readiness.

Karma Box Volunteer Event (November 15th)

Six Start Smart youth and four parents participated in a community service activity preparing hygiene and care kits for community members. Youth demonstrated leadership skills and commitment to service.

Early Foundations Program

December 2nd Book Kit Event Preparation

Staff completed significant outreach in November to prepare for the upcoming Early Foundations Book-Kit Event. Preparation efforts included:

- 180+ cold calls to families with children ages 0–5
- 400+ flyers printed and mailed
- 3 Nixle alerts sent
- Email outreach to all 0–5 households
- Coordination with partners, including The Children's Cabinet, United Way, UNR Extension, HOPES Pediatrics, and First 5 Nevada
- Development of a data-informed outreach list and a cold-call tracking tool

This coordinated effort ensures families are aware of early literacy resources and supports that promote kindergarten readiness and family engagement.

Community Engagement & Outreach

Join Together Northern Nevada (JTNN) — All Coalition Meeting

Staff participated in the JTNN All Coalition Meeting on November 17th, which included a presentation from Washoe County Commissioner Mariluz Garcia and Cheryl Wood from Nevada Rural Hospitals on AB 60. The meeting provided a good networking opportunity and a chance to exchange resources with community partners.

Nevadaworks Youth Council Meeting

Staff attended the Nevadaworks Youth Advisory Council meeting on November 19th. The meeting included agency updates and a youth career exploration event. Members also participated in a networking Meet and Greet, which created space to connect with other youth-serving agencies and share resources.

Looking Ahead – December 2025

- Early Foundations Book-Kit Event

- Resident Services Workforce Develop Event (Start Smart, Reach Higher, IMPACT) New Year New Me
- Continuation of winter holiday programming at Tom Sawyer, Silverada, Essex Manor, Stead Manor, McGraw, and WJW
- Ongoing recruitment and preparation for 2026 Resident Services workshops
- Golden Milk Workshop and Intergenerational Rock Painting at Tom Sawyer
- Senior holiday luncheons and year-end celebrations

D. Update on Government & Public Affairs Activities

- Deputy Executive Director McKendree presented to the Community Homeless Advisory Board regarding program and development updates, and the latest information on federal funding
- GPA continues to build out the comm plan with the executive team, and prepare for implementation in 2026

E. Update on Development Department Activities

Please see Item 16 for Quarter 4 Development Updates.

F. Update on Information Technology Activities

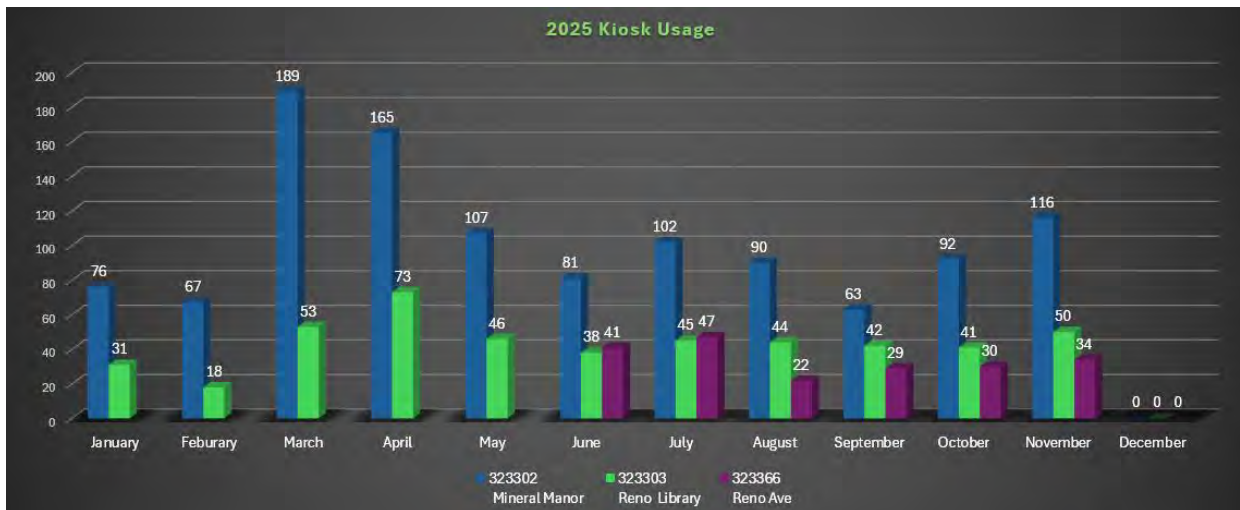
Initiatives

- 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. Each of the activities identified have been included for the Board to review today. Once new initiatives are finalized, relevant data will be gathered to identify possible impacts to the agency and tenants before being presented to the Resident Advisory Board and Resident Councils beginning in January or February.

2026 MTW Conference

- RHA's MTW team is on the planning committee for the upcoming MTW Conference. The MTW Conference, 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.
- RHA's MTW team will be moderating one session that explores the ways a multi-generation approach to Workforce Development, one that allows parents and youth to participate in coordinated services, can encourage economic mobility across multiple generations. Discussions will center around the different ways agencies are supporting youth and how this approach is impacting the self-sufficiency goals of the entire household. In addition to Director of Resident Services Stocking, leaders from the Housing Authority of Champaign County and Norwalk Housing Authority, will share how their agencies are promoting and cultivating self-sufficiency amongst future generations.

Internal Policy Review

- RHA's MTW team continue to review 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 Policy (ACOP), the Administrative Plan for Section 8 Housing Choice Vouchers, the Family Self-Sufficiency (FSS) Action Plan, and a new Administrative Plan for Project Based Vouchers. 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 began drafting 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. Data from a resident needs assessment survey has been used to identify areas of need and the grant narrative will clearly describe how RHA, and our identified partners, are addressing the areas of need identified. Applications for this NOFO are now due on January 12, 2026.

H. Update on Legal Inquiries

No legal updates.

I. Financials

12 Month Actual to Budget

Nov-25

		Actual Jul 2025	Actual Aug 2025	Actual Sep 2025	Actual Oct 2025	Actual Nov 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	964,476.58	943,376.47	4,589,015.70	9,872,274.37	5,283,258.67	46%	
3499-00-000	TOTAL GRANT INCOME	5,654,959.57	5,610,213.75	6,393,849.61	5,627,444.98	5,482,138.75	28,768,606.66	68,561,831.00	39,793,224.34	42%	
3699-00-000	TOTAL OTHER INCOME	498,109.27	1,195,702.44	438,349.17	403,551.36	350,216.34	2,885,953.10	6,001,061.18	3,115,108.08	48%	
3999-00-000	TOTAL INCOME	7,040,512.98	7,720,502.53	7,711,219.98	6,995,472.92	6,775,731.56	36,243,575.46	84,435,166.55	48,191,591.09	43%	
4000-00-000	EXPENSES										
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	721,191.73	950,958.65	808,122.78	769,830.97	788,191.00	4,072,718.68	9,795,035.81	5,722,317.13	42%	
4299-00-000	TOTAL TENANT SERVICES EXPENSES	27,314.31	30,130.89	48,523.39	22,177.23	35,644.26	167,378.21	243,617.98	76,239.77	69%	Unit cable expenses are anticipated to end 12/31/2025. Overall expenses for category should level off after.
4399-00-000	TOTAL UTILITY EXPENSES	53,152.09	85,457.61	213,321.54	94,759.36	57,561.95	531,539.42	1,499,205.22	967,665.80	35%	
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	170,956.68	264,911.23	205,132.81	253,578.61	203,839.69	1,098,419.02	3,018,337.90	1,919,918.88	36%	
4599-00-000	TOTAL GENERAL EXPENSES	286,357.44	518,352.77	348,841.84	298,270.36	329,640.37	1,781,462.78	4,218,260.11	2,436,797.33	42%	
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	5,346,142.78	5,122,265.11	5,493,968.14	5,242,227.57	5,203,379.75	26,407,983.35	60,275,448.00	33,867,464.65	44%	
4899-00-000	TOTAL FINANCING EXPENSES	45,257.50	45,400.00	45,347.50	45,325.00	45,310.00	226,640.00	534,725.00	308,085.00	42%	
5999-00-000	TOTAL NON-OPERATING ITEMS	191,129.13	225,663.05	254,517.86	199,785.54	222,154.52	1,093,250.10	3,010,050.98	1,916,800.88	36%	
8000-00-000	TOTAL EXPENSES	6,841,501.66	7,243,139.31	7,417,775.86	6,925,954.64	6,885,721.54	35,379,391.56	82,594,681.00	47,215,289.44	43%	
9000-00-000	NET INCOME	199,011.32	477,363.22	293,444.12	69,518.28	-109,989.98	864,183.90	1,840,485.55	976,301.65	47%	November's negative net income of approximately \$110,000 is primarily due to not receiving the November WAHC administrative fee, which averages about \$150,00 per month. We do anticipate HUD to send the admin fee. This shortfall reflects a temporary timing issue rather than an ongoing operational concern, and all other income and expense categories remain generally aligned with budget expectations.

*YTD Actual to Budget expectation is 8-10% usage a month (5/12 of the year = 43 %)

Reno Housing Authority

Unrestricted Cash & HUD Held Reserve Report

November 2025

Bank Account/Funding Source		Balance	Obligations/Recommendations	Value
Unrestricted	Bank of America Unaided - X1775	\$ 5,097,284	Board Obligations	
Unrestricted	Bank of America WAHC Contract Administration Fee - X5181	\$ 4,771,986	Development Guarantees	\$ 2,000,000
Unrestricted	Wells Fargo Investment - X2551	\$ 14,669,951	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
			I Street	\$ 2,160,000
				\$ 16,616,848
			Staff Recommendations for Upcoming Projects	
			Reno Avenue Development (estimated)	\$ 1,000,000
			Resident Services New Location (estimated)	\$ 2,500,000
			Rehabilitation of Essex Community Building project	\$ 312,000
				\$ 3,812,000
	Unrestricted Subtotal	\$ 24,539,221	Unrestricted Obligation Subtotal	\$ 20,428,848
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	\$ 34,134,003	TOTAL	\$ 30,023,630

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 6

December 16, 2025

SUBJECT: Discussion and possible adoption of Resolution 25-12-02 RH approving up to \$312,000.00 in RHA unrestricted business activity funds to support construction improvements and related soft costs, totaling \$1,812,000.00, in connection with the clubhouse renovation and accessibility improvements at Essex Manor public housing in Reno.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

In 2023, RHA was awarded \$1.5 million in Home Means Nevada Initiative (HMNI) funds for the Rehabilitation at Essex Manor. In September 2025, RHA's Development Department finalized the budget to renovate the community building and improve accessibility on the community building. Based on the lowest responsive bid the overall budget is now \$1,812,000 creating a gap of \$312,000 as noted on the attached project budget.

RHA is seeking to finance the project by using a combination of HMNI funds and unrestricted funds. Unrestricted funds are requested because a current HUD Environmental Assessment (EA) was not completed for the project since HUD funding was not anticipated. However, upon review of the bids, even with value engineering, additional monies are needed. Completing the EA will take approximately three to four months and RHA could not execute the construction contract until the EA is completed and approved by HUD. This will cause significant delays to the project and may cause rebidding and further cost increases to the project. Unrestricted funds are currently available.

A preliminary sources and uses are included below for reference. The proposed funding plan includes an up to \$312,000 commitment of RHA Business Activity funds and a \$1,500,000 from the HMNI funds. Soft costs include, but are not limited to, design costs, utility costs, third-party reports, and permitting fees. As part of the project, RHA must secure additional water rights for the property.

Rehabilitation of the Essex Manor Community Building

Sources & Uses

HMNI Funds	\$	1,500,00
RHA unrestricted Funds	\$	312,000
Total	\$	1,812,000

Sources & Uses

Hard Costs	\$	1,365,525
Soft Costs	\$	446,475
Total	\$	1,812,000

RHA will move forward with construction after all financing is secured. The budget will be revised, if necessary, staff will determine if additional RHA funds are needed. If so, staff will come back to the Board at that time.

Resolution 25-12-02 RH obligating the requested up to \$312,000 in unrestricted funds is attached for your review and consideration.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners adopt Resolution 25-12-02 RH as presented.

HOUSING AUTHORITY OF THE CITY OF RENO

RESOLUTION 25-12-02 RH

A RESOLUTION APPROVING THE COMMITMENT OF THE HOUSING AUTHORITY
OF THE CITY OF RENO'S ('THE AUTHORITY') UNRESTRICTED FUNDS FOR THE
REHABILITATION OF THE ESSEX MANOR CLUB HOUSE AND RELATED SITE
ACCESSIBILITY IMPROVEMENTS

The following resolutions were duly adopted by the Board of Commissioners (the "**Board**") of the HOUSING AUTHORITY OF THE CITY OF RENO, a Nevada public body corporate and politic (the "**Authority**"), at a meeting held on December 16, 2025, which meeting was duly called and at which a quorum was present:

WHEREAS, the agency has chosen to rehabilitate the Essex Manor Community Building (the "Project");

WHEREAS, the Authority has non-restricted Business Activity funds available that can be pledged for the acquisition, development, rehabilitation, and preservation of affordable housing; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Reno commits up to \$312,000.00 of the Authority's unrestricted funds to successfully complete the rehabilitation project;

BE IT FURTHER RESOLVED, that this Resolution becomes effective immediately.

ADOPTED THIS 16TH DAY OF December, 2025.

ATTEST:

CHAIRPERSON

SECRETARY

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 7

December 16, 2025

SUBJECT: Discussion and possible approval of a construction contract with Reyman Brothers Construction in the amount of \$1,365,525.00 for the renovation of the clubhouse at Essex Manor public housing in Reno.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Reyman Brothers Construction was selected as General Contractor for the Rehabilitation of the Essex Manor Community Building project through a competitive process on October 24, 2025. Seven bids were received for this project, as presented in the Bid Tabulation sheet included in this staff report.

The Development Department has also worked with Reyman Brothers Construction to finalize a construction contract. That contract language is now finalized and ready to be approved and executed. Following the execution of the construction contract, the Reyman Brothers Construction is set to start construction in early February.

Key components of the scope of work include:

- Interior Improvements
 - o Asbestos abatement.
 - o Removal and replacement of flooring, dry wall, windows, and doors.
 - o Kitchen remodel.
 - o Replacement of HVAC, electrical, and plumbing systems.
- Site & Exterior improvements
 - o Roof re-coat and shingle replacement.
 - o Landscape refresh.
 - o ADA improvements for parking and walking paths.
 - o Parking lot pavement.

In 2023, RHA was awarded \$1.5 million in HMNI funds for the Rehabilitation at Essex Manor. In September 2025, RHA's Development Department finalized the budget to renovate the community building and improve accessibility on the community building. The overall budget is now \$1,812,000 and will be funded by the previously awarded HMNI monies and proposed funding from the agency's unrestricted funds.

Sources & Uses

Permanent Sources	Amount	Uses	Amount
HMNI Funds	\$ 1,500,000	Hard Cost	\$ 1,365,525
Unrestricted Funds	\$ 312,000	Soft Cost	\$ 446,475.00
Total	\$ 1,812,000		\$ 1,812,000

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners approve to enter into a construction contract with a \$1,365,525.00 lump sum amount with Reyman Brothers Construction for the Rehabilitation of the Essex community Building project and authorize, Executive Director, Hilary Lopez, Ph.D., to sign and execute all required documents.

**Construction Contract
Section 242**

**U.S. Department of Housing
and Urban Development**
Office of Hospital Facilities

OMB Approval No. 2502-0602
(Exp. 4/30/2026)

Public Burden Statement:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average **2 hours** per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information requested is required in order to receive the benefits to be derived. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, Attention: Departmental Clearance Officer, 451 7th Street SW, Room, Washington, DC 20410 or email Hospitals@hud.gov. HUD collects this information, pursuant to Section 242 of the National Housing Act and regulations at 24 CFR Part 242, in order to review Section 242 applications to determine eligibility, underwrite insured hospital loans, ensure adequate collateral, process initial/final endorsement, manage FHA's hospital portfolio, monitor and manage risk, and ensure ongoing compliance with regulations. No confidentiality is assured.

WARNING: Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions..

Project Name: General Contractor for Rehabilitation of Essex Manor Community Building
Lump Sum Contract: Yes

THIS CONSTRUCTION CONTRACT (“Contract”) is made this 16th day of December, 2025, between Reyman Brothers Construction (“**Contractor**”) and Housing Authority of the City of Reno (“**Owner**”)

The definition of any capitalized term or word used herein can be found in this Contract and the General Conditions, except the term “**Project**” shall have the same definition as in the Regulatory Agreement between Borrower (Owner) and HUD, except that the term “**Program Obligations**” means (1) all applicable statutes and any regulations issued by the Secretary pursuant thereto that apply to the Project, including all amendments to such statutes and regulations, as they become effective, except that changes subject to notice and comment rulemaking shall become effective only upon completion of the rulemaking process, and (2) all current requirements in HUD handbooks and guides, notices, and mortgagee letters that apply to the Project, and all future updates, changes and amendments thereto, as they become effective, except that changes subject to notice and comment rulemaking shall become effective only upon completion of the rulemaking process, and provided that such future updates, changes and amendments shall be applicable to the Project only to the extent that they interpret, clarify and implement terms in this Contract rather than add or delete provisions from such document. Handbooks, guides, notices, and mortgagee letters are available on “HUDCLIPS,” at www.hud.gov.

The Contractor and the Owner agree as follows:

Article 1: Scope of Contract

- A. The contract between the parties is set forth in the “**Contract Documents**,” which consist of this Contract and the other documents identified in Article 2 below. Together, these

form the entire Contract between Owner and Contractor, and by this reference these Contract Documents are fully incorporated herein. Any previously existing contract or understanding concerning the work contemplated by the Contract Documents (“Work”) is hereby revoked. Any side agreements between Owner and Contractor shall be disclosed to HUD.

- B. Except to the extent specifically indicated in the Contract Documents to be the responsibility of others, Contractor shall furnish all of the materials and perform all of the Work shown on, and in accordance with, the Drawings and Specifications.

Article 2: Identification of Contract Documents

A. The Contract Documents are identified as follows:

- (1) This Construction Contract (**Agreement**).
- (2) The General Conditions of the Contract for Construction, AIA Document A201-2017 (“**General Conditions**”), expressly excepting those provisions mandating binding arbitration. If any of the provisions of this Agreement conflict with the terms contained in the General Conditions, the provisions in this Agreement shall control.
- (3) The Supplementary Conditions of the Contract for Construction (HUD-92554-OHF).
- (4) The HUD Labor Standards 4010, attached hereto as Exhibit A.
- (5) The Drawings, an index of which is attached hereto as Exhibit B.

Number 1 Title Essex Manor Community Building
Renovation 10/24/2025 Pages 7-57

Addendums 1 October 9, 2025 and Addendum 2 October 15, 2025.

- (6) The Specifications, an index of which is attached on the drawings.

Number 1 Title Essex Manor Community Building
Renovation 10/24/2025 Pages 1-6

- (7) The schedules of values approved by RHA on the date of December 18, 2025, attached hereto as Exhibit C.
- (8) The Prevailing Wage Determination NV20250044 Modification Number 5, last published/modified on (date) October 10, 2025, and attached hereto as Exhibit D.

- B. The Drawings and Specifications were prepared by JKAE (**Design Architect**). The architect administering this Contract is Casey Snell ("**Architect**").
- C. A master set of the Drawings and Specifications, identified by the signatures of Owner, Contractor, Architect, and Contractor's surety or guarantor (if applicable), have been placed on file with HUD, and shall govern in all matters that arise with respect to the Contract Documents.
- D. Changes in the Drawings and Specifications, or any terms of the Contract Documents, including orders for extra work, changes by altering or adding to the Work, orders that shall change the design concept, or orders extending the Project Final Completion Deadline (identified in Article 3) may be effected only with the prior written approval of the Owner (as defined in Article 11) and HUD, and under such conditions as either Owner or HUD may establish.

Article 3: Time

- A. Contractor shall commence the Work to be performed under this Contract within **15** calendar days of the Owner's "Notice to Proceed" date. The "Notice to Proceed" shall be transmitted to the Contractor no later than **15** calendar days from initial endorsement. Furthermore, the project shall be substantially complete within **232** calendar days of the "Notice to Proceed."
- B. The "Date of Substantial Completion" shall be the date as determined by the HUD Architect/Engineer upon inspection of the project and review of the pertinent documents submitted by the Contractor and Architect. The Owner shall be notified in writing of the established Substantial Completion date.
- C. The Project Substantial Completion Deadline may be extended in accordance with the terms of the General Conditions only with the prior written approval of HUD through a HUD-approved change order.
- D. Contractor shall correct any defects due to faulty materials or workmanship which appear within twelve (12) months from the Date of Substantial Completion.
- E. The Owner will suffer financial loss if the project is not substantially complete on the date set forth in the Contract Documents. The Contractor (and Surety) shall be liable for and shall pay to the Owner the sums hereinafter stipulated as fixed, agreed and liquidated damages for each calendar day of delay until the work is substantially complete: fifty dollars per day (\$50). This amount is based upon \$.09/\$1,000 of total construction cost in the contract,

Article 4: Contract Sum -- Lump Sum Contract

- A. Owner shall pay Contractor for the performance of this Contract, hereinafter provided, the sum of \$1,365,525.00.

Article 5: Requisition and Payment Procedures

- A. Each month after the commencement of Work hereunder following initial endorsement, Contractor shall make a monthly request for payment by Owner for Work done during the preceding month. Each request for payment shall be filed at least 30 days before the date payment is desired. Contractor shall be entitled to payment thereon in an amount equal to (1) the total value of classes of the Work acceptably completed; plus (2) the value of materials and equipment not incorporated in the Work, but delivered to and suitably stored at the site; plus (3) the value of components stored off-site in compliance with Program Obligations; less (4) ten (5) percent holdback (or as reduced by HUD in writing.
- B. Holdback requirement for the purposes of this Section is defined as the withholding of 5% [or such lower maximum dictated by State law] on the entire request by the Contractor for the (a) fee for services performed; (b) cost of the work performed; and (c) reimbursement of General Conditions items. Holdback will be withheld up to 90% of the sum established in this Construction Contract between Owner and Contractor, on a cumulative basis. Thereafter, with the approval of the architect for the Project (General Contractor for Rehabilitation of Essex Manor Community Building), HUD, and the surety company providing payment and performance bonds for the Project (General Contractor for Rehabilitation of Essex Manor Community Building), no further retainage may be required on the balance.
- C. With its final application for payment by Owner, Contractor shall disclose, on a form prescribed by HUD, all unpaid obligations contracted in connection with the Work performed under this Contract. Contractor agrees that within 15 days following receipt of final payment, it shall pay such obligations in cash and furnish satisfactory evidence of such payment to Owner.
- D. The balance due to Contractor hereunder shall be payable upon the expiration of thirty (30) days after the Work hereunder is fully completed, provided the following have occurred: (1) all Work hereunder requiring inspection by Governmental Authorities having jurisdiction has been inspected and approved by such authorities and by the rating or inspection organization, bureau, association or office having jurisdiction; (2) all certificates of occupancy, or other approvals, with respect to the Project have been issued by Governmental Authorities; (3) as-built Drawings and Specifications and all warranties shall have been delivered to Owner; and (4) all executed final advance documents required by HUD have been submitted.

Article 6: Receipts, Releases of Liens & Payments for Materials & Equipment

- A. Contractor agrees that within fifteen (15) days following receipt of each monthly payment, it shall pay in full and in cash all obligations for Work done and materials, equipment and fixtures furnished through the date covered by such monthly payment. Contractor may withhold retainage from the payment due each subcontractor, corresponding to, but not exceeding, the ten (10) percent holdback specified in item (4) of Article 5, paragraph A.
- B. Owner may require Contractor to attach to each request for payment its acknowledgment of payment and all subcontractors' and material suppliers' acknowledgments of payment for Work done and materials, equipment and fixtures furnished through the date covered by the previous payment.
- C. Contractor agrees that no materials or equipment required by the Drawings and Specifications shall be purchased under a conditional sale contract or with the use of any security agreement or other vendor's title or lien retention instrument.

- D. Concurrently with the final payment, Contractor shall execute an unconditional waiver or release of lien for all the Work performed and materials furnished hereunder, and Owner shall require Contractor to obtain similar waivers or releases from all subcontractors and material suppliers, if permitted by state law.

Article 7: Obligations of Contractor

- A. Contractor shall furnish, at its own expense, all building and other permits, licenses, tools, equipment and temporary structures necessary for the construction of the Project. Contractor shall give all required notices and shall comply with all applicable codes, laws, ordinances, rules and regulations, and protective covenants, wherever applicable. Contractor shall comply with the provisions of the Occupational Safety and Health Act of 1970. Contractor shall immediately notify Owner and HUD of the delivery of all permits, licenses, certificates of inspection, certificates of occupancy, and any other such certificates and instruments required by law, regardless of to whom issued, and shall cause them to be displayed to Owner and HUD upon request.
- B. If Contractor observes that the Drawings and Specifications are at variance with any applicable codes, laws, ordinances, rules or regulations, or protective covenants, it shall promptly notify Architect in writing, and any necessary changes shall be made as provided in this Contract for changes in the Drawings and Specifications. If Contractor performs any Work knowing it to be contrary to such codes, laws, ordinances, rules or regulations, or protective covenants, without giving such notice to Architect, it shall bear all costs arising therefrom.
- C. Upon completion of construction, HUD shall be furnished an As-Built ALTA/ACSM Land Title Survey prepared in accordance with Program Obligations, showing the location on the site of all improvements constructed thereon, and showing the location of all water, sewer, gas and electric lines and mains, and of all existing utility easements. To the extent such data shows that the Contractor has deviated from the Drawings and Specifications, Contractor shall be responsible, at its own expense, for correcting any such deviations.
- D. Contractor shall assume full responsibility for the maintenance of all landscaping that may be required by the Drawings and Specifications until such landscaping has been fully completed. Owner hereby agrees to make available to the Contractor, for such purpose, without cost to the latter, such facilities as water, hose and sprinkler.
- E. There shall be withheld from the final payment an amount satisfactory to Owner and HUD for any Work items that are incomplete at the time of such final payment.

Article 8: Assurance of Completion

Contractor shall furnish to Owner assurance of completion of the Work in the form of performance and payment bonds each in the amount of 100% of the Contract Sum. (specify

amount) Such assurance of completion shall run to Owner as obligees and shall contain a provision whereby the surety agrees that any claim or right of action that either Owner might have thereunder may be assigned to HUD.

Article 9: Waiver of Lien or Claim

- A. In jurisdictions where permitted by law, Contractor shall not file a mechanic's or materialman's lien or maintain any claim against Owner's Land or Improvements (as each such term is defined in the Regulatory Agreement) for or on account of any Work done, labor performed or materials furnished under this Contract, and shall include in each subcontract a clause which shall impose this requirement on the subcontractor.
- B. In jurisdictions where permitted by law, Owner may require Contractor to execute a waiver of liens that shall be recorded prior to the commencement of construction. Contractor for itself, subcontractors, suppliers, materialmen, and all persons acting through or under it, agrees not to file or maintain mechanics' liens or claims against the property described herein, on account of Work done, labor performed or materials provided by them.

Article 10: Right of Entry

At all times during construction, HUD and their agents or assigns shall have the right of entry and free access to the Project and the right to inspect all Work done and materials, equipment and fixtures furnished, installed or stored in and about the Project. For such purpose, Contractor shall furnish such enclosed working space as HUD may require and find acceptable as to location, size, accommodations and furnishings.

Article 11: Assignments, Subcontracts and Termination

- A. This Contract shall not be assigned by either party without the prior written consent of the other party HUD, except that Owner may assign this Contract, or any rights hereunder, to HUD.
- B. Contractor shall not subcontract all of the Work to be performed hereunder without the prior written consent of Owner and HUD.
- C. Upon request by Owner HUD, Contractor shall disclose the names of all persons with whom it has contracted or will contract with respect to Work to be done and materials and equipment to be furnished hereunder.

Article 12: Roles of HUD

Nothing provided herein, no action or inaction of the parties to this Contract, or actions or inaction by any third parties, shall impute to HUD status as a party to this Agreement; HUD has no liability to Contractor or Owner under the Contract Documents.

Article 13: Designation of Representatives

- A. Owner hereby designates Nestor Garcia as its representative for all communications involving Work performed pursuant to this Contract.
- B. Contractor hereby designates **Gatlon Reyman** as its representative for all communications involving Work to be performed pursuant to this Contract.

Article 14: Headings and Titles

Any heading, section title, paragraph or part of this Agreement is intended for convenience only, and is not intended, and shall not be construed, to enlarge, restrict, limit or affect in any way the construction, meaning, or application of the provisions thereunder, or under any other heading or title.

Article 15: Severability

The invalidity of any provision of this Contract shall not affect the validity of any other provision, and all other provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the parties to these presents have executed this Contract in at least six (6) counterparts, each of which shall be deemed an original, as of the year and day first above mentioned.

(Seal) Attest: Housing Authority of the City of Reno

(Seal) Attest: Reyman Brothers Construction

Note: If Contractor or Owner is a corporation, Secretary should attest.



Bid Tabulation

Rehabilitation of Essex Manor Community Building

IFB 2025-08GCEM

October 27, 2025

NAME OF BIDDER	BASE BID
1. Reyman Brothers Construction	\$1,365,525
2. Pellett Construction	\$1,477,304
3. Pavilion Construction	\$1,577,455
4. Houston Smith Construction	\$1,600,000
5. American Brothers Construction	\$1,791,413.33
6. KP Construction	\$2,250,063
7. Apex Construction	\$2,586,598

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 8

December 16, 2025

SUBJECT: Discussion and possible authorization of an Allocation of Services Agreement between RHA and Pathways to Prosperity, RHA's nonprofit instrumentality. There is no fiscal impact associated with this item.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

In July 2023, the Board of the Housing Authority of the City of Reno ("RHA") adopted Resolution 23-07-07 RH, which authorized the creation of a non-profit organization to facilitate fundraising and grant opportunities supportive of the RHA's resident services programs. Since that time, the organization has been named Pathways to Prosperity ("PTP") and is structured as an instrumentality of RHA. PTP has established a 5-member board, as well as bylaws and other operational policies. PTP was incorporated as a non-profit corporation in the State of Nevada on September 22, 2025. PTP's board authorized staff to submit an application for IRS 501c3 federal tax-exempt status in December 2025.

To submit a complete 501c3 application, PTP needs to enter into an Allocation of Services Agreement with RHA. The purpose of this agreement is for RHA to provide staffing and ancillary operational support to PTP. Per the agreement, RHA will:

- Perform the role of employer of staff determined necessary for the fulfillment of PTP's activities.
- Assess PTP's staffing needs and fill positions as needed.
- Adequately account for salary, indirect, and ancillary expenses allocated to or incurred on behalf of PTP.
- Fulfill goals for funding RHA resident services activities as established by PTP's Board of Directors.
- Manage bank accounts for PTP and issue checks for the financial obligations upon receipt of a properly signed disbursement request.

In its sole discretion, RHA may choose to invoice for the cost of these services. Because PTP is an instrumentality of RHA, it is anticipated that services will be provided without direct cost to the non-profit.

The Allocation of Services Agreement is included as an exhibit to this staff report.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners authorize the Executive Director, or her designee, to enter into an Allocation of Services Agreement with Pathways to Prosperity.

ALLOCATION OF SERVICES AGREEMENT

Housing Authority of the City of Reno & Pathways to Prosperity

This ALLOCATION OF SERVICES AGREEMENT (this “**Agreement**”) is made and entered into by and between the HOUSING AUTHORITY OF THE CITY OF RENO, a Nevada public body corporate and politic (the “**Authority**”), and PATHWAYS TO PROSPERITY, a Nevada nonprofit corporation (the “**Nonprofit**”), for the purpose of providing staffing and ancillary operational support to the Nonprofit. The Authority and the Nonprofit are each referred to herein as a “**Party**” and are collectively referred to as the “**Parties**”.

In consideration of the conditions and agreements contained herein, the Authority and the Nonprofit do mutually agree as follows:

General Provisions

- (1) This Agreement can be altered or modified at any time by mutual agreement between the Parties.
- (2) The Parties understand that the compensation to the Authority will be for actual staffing expenses, indirect expenses related to allocation of time for services provided to Nonprofit and ancillary related operational expenses.
- (3) Certain of the Authority’s Commissioners and staff members may also serve as Directors of the Nonprofit.
- (4) The Parties acknowledge and agree that for the purposes of the United States Department of Housing and Urban Development (“**HUD**”), the Nonprofit is to be operated as an “instrumentality” of Authority, as that term is defined in HUD Notice PIH-2007-15, as that notice may be revised and reissued.
- (5) Unless otherwise terminated by mutual written agreement between the Parties, this Agreement shall continue in perpetuity.

Responsibilities of the Authority

The Authority agrees that it will be responsible for the following activities:

- (a) Perform role as employer of staff determined necessary for fulfillment of the Nonprofit’s activities.
- (b) Assess the Nonprofit’s staffing needs and fill positions as needed.
- (c) Adequately account for salary, indirect, and ancillary expenses allocated to or incurred on behalf of the Nonprofit. Attached as Exhibit A is a Staff Allocation Plan for

calendar years 2026 and 2027. The Staff Allocation Plan may be modified at any time with the consent of the Parties. The Authority shall send invoices to the Nonprofit on a quarterly basis for the expenses related to the staff time allotted to Nonprofit as well as other expenses incurred by the Authority on behalf of the Nonprofit.

(d) Fulfill goals for affordable housing as established by the Nonprofit's Board of Directors.

(e) Manage bank accounts for the Nonprofit and issue checks for the financial obligations of the Nonprofit upon receipt of a properly signed disbursement request.

Responsibilities of the Nonprofit

(a) The Nonprofit shall provide payment to the Authority for services received as indicated by invoices sent by the Authority. Payment shall be due to the Authority within thirty (30) days from receipt of any invoice.

(b) If the Nonprofit develops its own capacity such that the Authority wishes to purchase goods, services, or assets from the Nonprofit, the Parties agree to revise this Agreement as to ensure that any such transactions are likewise negotiated at arm's length to ensure that the Nonprofit receives at least market value compensation for any such goods, services or assets.

[Signature page follows.]

IN WITNESS WHEREOF, the authorized representatives of the Parties have executed this Agreement.

AUTHORITY:

Housing Authority of the City of Reno,
a Nevada public body corporate and politic

By: _____
Name: Hilary Lopez, Ph.D.
Title: Executive Director

Date: _____, 2025

NONPROFIT:

PATHWAYS TO PROSPERITY
a Nevada nonprofit corporation

By: _____
Name: _____
Title: President

Date: _____, 2025

Exhibit A

Staff Allocation Plan 2026 and 2027

**PATHWAYS TO PROSPERITY [INC./CORPORATION]
EIN 39-4973994**

Staff of Authority	Percentage of Time Allotted to Nonprofit Activities	Estimated Time Allotted (Based on 40 hour work week)
Deputy Executive Director	2.5%	1 hours
Director of Finance	2.5%	1 hours
Administrative Staff	2.5%	1 hours

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 9

December 16, 2025

SUBJECT: Discussion and possible authorization of an Allocation of Services Agreement between RHA and Truckee Meadows Affordable Housing, RHA's nonprofit instrumentality. There is no fiscal impact associated with this item.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

In July 2023, the Board of the Housing Authority of the City of Reno ("RHA") adopted Resolution 23-07-08 RH, which authorized the creation of non-profit organization to facilitate fundraising and grant opportunities supportive of the RHA's development goals. Since that time, the organization has been named Truckee Meadows Affordable Housing ("TMAH") and is structured as an instrumentality of RHA. TMAH has established a 5-member board as well as bylaws and other operation policies. TMAH was incorporated as a non-profit corporation in the State of Nevada on November 26, 2025. TMAH's board authorized the law firm Reno & Cavanaugh to submit an application for IRS 501c3 federal tax-exempt status in December 2025.

To submit a complete 501c3 application, TMAH needs to enter into an Allocation of Services Agreement with RHA. The purpose of this agreement is for RHA to provide staffing and ancillary operational support to TMAH. Per the agreement, RHA will:

- Perform role as employer of staff determined necessary for fulfillment of TMAH's activities.
- Assess TMAH's staffing needs and fill positions as needed.
- Adequately account for salary, indirect, and ancillary expenses allocated to or incurred on behalf of TMAH.
- Fulfill goals for affordable housing as established by TMAH's Board of Directors.
- Manage bank accounts for TMAH and issue checks for the financial obligations upon receipt of a properly signed disbursement request.

On a quarterly basis, RHA will invoice TMAH for the cost of these services. Because TMAH is an instrumentality of RHA, it is anticipated that services will be minimal. RHA anticipates receiving most of its financial compensation related to TMAH's development activity by means of potential developer, property management, operating, and other related agreements.

The Allocation of Services Agreement is included as an exhibit to this staff report.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners authorize the Executive Director, or her designee, to enter into Allocation of Services Agreement with Truckee Meadows Affordable Housing.

ALLOCATION OF SERVICES AGREEMENT

Housing Authority of the City of Reno & Truckee Meadows Affordable Housing

This ALLOCATION OF SERVICES AGREEMENT (this “**Agreement**”) is made and entered into by and between the HOUSING AUTHORITY OF THE CITY OF RENO, a Nevada public body corporate and politic (the “**Authority**”), and TRUCKEE MEADOWS AFFORDABLE HOUSING, a Nevada nonprofit corporation (the “**Nonprofit**”), for the purpose of providing staffing and ancillary operational support to the Nonprofit. The Authority and the Nonprofit are each referred to herein as a “**Party**” and are collectively referred to as the “**Parties**”.

In consideration of the conditions and agreements contained herein, the Authority and the Nonprofit do mutually agree as follows:

General Provisions

(1) This Agreement can be altered, or modified at any time by mutual agreement between the Parties.

(2) The Parties understand that the compensation to the Authority will be for actual staffing expenses, indirect expenses related to allocation of time for services provided to Nonprofit and ancillary related operational expenses.

(3) Certain of the Authority’s Commissioners and staff members may also serve as Directors of the Nonprofit.

(4) The Parties acknowledge and agree that for the purposes of the United States Department of Housing and Urban Development (“**HUD**”), the Nonprofit is to be operated as an “instrumentality” of Authority, as that term is defined in HUD Notice PIH-2007-15, as that notice may be revised and reissued.

(5) Unless otherwise terminated by mutual written agreement between the Parties, this Agreement shall continue in perpetuity.

Responsibilities of the Authority

The Authority agrees that it will be responsible for the following activities:

(a) Perform role as employer of staff determined necessary for fulfillment of the Nonprofit’s activities.

(b) Assess the Nonprofit’s staffing needs and fill positions as needed.

(c) Adequately account for salary, indirect, and ancillary expenses allocated to or incurred on behalf of the Nonprofit. Attached as Exhibit A is a Staff Allocation Plan for calendar years 2026 and 2027. The Staff Allocation Plan may be modified at any time with the consent of the Parties. The Authority shall send invoices to the Nonprofit on a quarterly basis for the expenses related to the staff time allotted to Nonprofit as well as other expenses incurred by the Authority on behalf of the Nonprofit.

(d) Fulfill goals for affordable housing as established by the Nonprofit's Board of Directors.

(e) Manage bank accounts for the Nonprofit and issue checks for the financial obligations of the Nonprofit upon receipt of a properly signed disbursement request.

Responsibilities of the Nonprofit

(a) The Nonprofit shall provide payment to the Authority for services received as indicated by invoices sent by the Authority. Payment shall be due to the Authority within thirty (30) days from receipt of any invoice.

(b) If the Nonprofit develops its own capacity such that the Authority wishes to purchase goods, services, or assets from the Nonprofit, the Parties agree to revise this Agreement as to ensure that any such transactions are likewise negotiated at arm's length to ensure that the Nonprofit receives at least market value compensation for any such goods, services or assets.

[Signature page follows.]

IN WITNESS WHEREOF, the authorized representatives of the Parties have executed this Agreement.

AUTHORITY:

Housing Authority of the City of Reno,
a Nevada public body corporate and politic

By: _____
Name: Hilary Lopez, Ph.D.
Title: Executive Director

Date: _____, 2025

NONPROFIT:

TRUCKEE MEADOWS AFFORDABLE HOUSING,
a Nevada nonprofit corporation

By: _____
Name: _____
Title: President

Date: _____, 2025

Exhibit A

Staff Allocation Plan 2026 and 2027

**TRUCKEE MEADOWS AFFORDABLE HOUSING [INC./CORPORATION]
EIN 41-2844026**

Staff of Authority	Percentage of Time Allotted to Nonprofit Activities	Estimated Time Allotted (Based on 40 hour work week)
Executive Director	5%	2 hours
Deputy Executive Director	5%	2 hours
Administrative Staff	10%	4 hours

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 10

December 16, 2025

SUBJECT: Discussion and possible approval to dissolve Transitional Housing Corporation and Washoe Housing Finance Corporation, two RHA instrumentalities, due to continued nonuse of the entities and creation of new instrumentalities.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Reno Housing Authority previously created Washoe Housing Finance Corporation (WHFC) and Transitional Housing Corporation (THC) as instrumentalities of the agency. WHFC was created in 1979 and THC in 1987. Both entities are currently listed as active with the State of Nevada. They are both designated as State of Nevada non-profit organizations but do not have federal non-profit designation. Neither entity has been utilized in the recent past and, to staff's knowledge, there are no assets associated with either entity.

Given that RHA has recently created two new federally designated non-profit instrumentalities, these entities are no longer needed, and staff is recommending that each entity be dissolved. The current Bylaws for each entity are attached for reference. However, neither set of Bylaws includes a section on dissolution of the entity. RHA's counsel has indicated that a vote in favor of dissolution of each entity by RHA's Board of Commissioners, along with authorization for the Executive Director to execute and file required paperwork, is needed to effectuate the dissolutions. A similar vote will be needed by the Trustees of each entity and the item is on the annual meeting agenda for WHFC and THC.

Staff Recommendation and Motion:

Staff recommends the Board of Commissioners motion to approve the dissolution of Washoe Housing Finance Corporation and Transitional Housing Corporation and authorize RHA's Executive Director to execute and file the required paperwork to effectuate the dissolutions.

SECOND AMENDED BY-LAWS
OF
WASHOE HOUSING FINANCING CORPORATION,
a Nevada Non-Profit Corporation

ARTICLE I

Offices

Section 1.01. The corporation shall have its registered office in Reno, Washoe County, Nevada, and may have offices at such other places within or without this State as the Board of Trustees may from time to time designate.

ARTICLE II

Trustees

Number and Qualifications of Trustees

Section 2.01. There shall be five (5) Trustees governing this non-profit corporation. Said Trustees shall be the same persons who are the members of the Board of Commissioners of the Housing Authority of the City of Reno.

Responsibility of Board [N.R.S. §82.201]

Section 2.02. Subject to the provisions of Chapter 82 of the Nevada Revised Statutes and to any limitations as may be provided in the Articles of Incorporation of the corporation or an amendment thereof, the business and affairs of the corporation shall be managed and all corporate powers shall be exercised by or under the direction of the Board of Trustees.

Election and Term of Office

Section 2.03. The Trustees of the Corporation shall serve for a like period of time as their service as Commissioners of the Housing Authority of the City of Reno, including replacements thereof, from time to time.

Filling Vacancies by Board (N.R.S. §82.211)

Section 2.04. Whenever a vacancy on the Board of Trustees occurs due to a vacancy created on the Board of Commissioner's at the Reno Housing Authority, the City of Reno shall be promptly notified in writing of the vacancy. All vacancies on the Board of Trustees may be temporarily filled by a majority of the remaining Trustees, though less than a quorum. Whenever a vacancy occurs on the Board, the Board shall have the power to fill such vacancy or vacancies when they occur. In such case, each Trustee so appointed shall hold office until the time that a new member of the Board of Commissioners of the Housing Authority of the City of Reno is elected or appointed, by the City of Reno, as the case may be. Thereafter, the new Commissioner will assume the position lost to the vacancy.

Eliminating Personal Liability of Trustees [N.R.S. §82.221)

Section 2.05. Subject to the provisions of N.R.S. §82.221(4), there is no personal liability of a trustee or officer to the corporation for damages for breach of fiduciary duty as a trustee or officer.

Call of Meeting

Section 2.06; Meetings of the Board may be called by the Chairman of the Board, if any there be, or the President, or any Vice President, or the Secretary, or any two trustees of the corporation.

Place of Meetings [N.R.S. §82.266)

Section 2.07. Regular meetings of the Board of Trustees shall be held at any place within or without the State of Nevada which has been designated from time to time by resolution of the Board or by written consent of all members of the Board. In the

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absence of such designation, regular meetings shall be held at the registered office of the corporation. Special meetings of the Board may be held either at a place so designated or at the registered office.

Time of Regular Meeting

Section 2.08. A regular meeting of the Board of Trustees shall occur without call or notice coincident with the annual meeting of the members.

Notice of Special Meetings

Section 2.09. Notice of any special meeting of the Board shall be given to each trustee by first class mail, postage prepaid, at least ten (10) days in advance of the meeting or delivered in person or by telephone or telegraph at least forty-eight (48) hours in advance of the meeting.

Waiver of Notice [N.R.S. §82.281]

Section 2.10. No notice need be given to any trustee who consents to the holding of the meeting by writing on the records of the meeting or filed with the secretary of the corporation, or who is present at such a meeting and his oral consent is entered on the minutes, or who takes part in the deliberating at such a meeting without objection.

Quorum [N.R.S. §82.271]

Section 2.11. A majority of the authorized number of trustees constitutes a quorum of the Board for the transaction of business.

Action Without Meeting [N.R.S. §82.276]

Section 2.12. Any action required or permitted to be taken at any meeting of the Board of Trustees may be taken without a

meeting if a written consent thereto is signed by all members of the Board. Such written consent shall be filed with the minutes of the proceedings of the Board.

Participation by Telephone [N.R.S. §82.271(3)]

Any action required or permitted to be taken at any meeting of the Board of Trustees may be done by telephone conference or similar method of communication by which all persons participating in the meeting can hear each other.

Compensation [N.R.S. §82.226]

Section 2.13. Trustees may receive such compensation for their services and reimbursement for their expenses as shall be determined from time to time by resolution of the Board. In no event shall a Trustee receive a regular salary from the corporation unless he or she is also an officer or employee of the corporation who receives a salary for his or her position as an officer or employee.

ARTICLE III

Officers

Titles, Appointment, Terms and Compensation [N.R.S. §82.211]

Section 3.01. This corporation shall have a president, a secretary, a treasurer and such other officers, including a chairman of the board, as the Board of Trustees may from time to time designate and appoint. Any person may hold two or more of said offices. All officers shall be chosen by, and subject to, any rights an officer may have under an employment contract with the corporation, hold office at the pleasure of, the Board which shall fix their compensation.

Chairman of the Board

Section 3.02. The President as Chairman of the Board, if there be such an officer, shall, if present, preside at all meetings of the Board and perform such other powers and duties as may from time to time be assigned by the Board or prescribed by law or by these by-laws.

President

Section 3.03. Subject to such supervisory powers as may be given by the Board of Trustees to the Chairman of the Board, if there be such an officer, the president shall perform all the duties commonly incident to that office. The president shall preside at all meetings of the Board.

Secretary

Section 3.04. The secretary shall see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; shall keep the minutes of all proceedings of and of the Board; and shall perform such other duties as are incident to the office of secretary or as are assigned from time to time by the Board or by the president:

Treasurer

Section 3.05. The treasurer shall receive and have custody of all funds and securities of the corporation; keep and maintain adequate and corporate books and records of account and of the corporation's assets and liabilities; and shall perform such other duties as may be assigned from time to time by the Board or by the president.

ARTICLE IV

Execution of Instruments

The Board of Trustees may, in its discretion, determine the method and by resolution designate the signatory officer or officers, or other person or persons, to execute any corporate instrument or documents or to sign the corporate name without limitation, except where otherwise provided by law, and such execution or signature shall be binding on the corporation.

ARTICLE V

Corporate Records and Reports Keeping

Records [N.R.S. §82.181)

Section 5.01. The corporation shall keep adequate and correct books and records of account and shall keep minutes of the proceedings of its trustees, Board of Trustees, and Board committees, and shall keep at its registered office, a record of its trustees, giving the names and addresses of all trustees. The minutes must be kept in written form. The other books and records shall be kept either in written form or in any other form capable of being converted into written form.

Inspection of Records [N.R.S. §82.186)

Section 5.02. Any trustee, upon at least five days written demand, is entitled to inspect in person or by agent or attorney, during normal business hours, the books of account and all financial records of the corporation, to make extracts therefrom, and to conduct an audit of such records. All costs for making extracts of records must be borne by the person exercising such right of inspection.

Certificate of Secretary

I hereby certify that I am the secretary of Washoe Housing Finance Corporation and that the foregoing by-laws comprising seven (7)pages constitute the code of Washoe Housing Finance Corporation as duly adopted at a meeting of the Board of Trustees of the corporation held on the 24th day of November, 1993.

IN WITNESS WHEREOF, I have hereunto subscribed my name this _____ day of _____ , 1993.

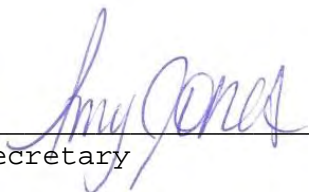
DAVID C. MORTON, SECRETARY

REVISED AND ADOPTED THIS 15TH DAY OF NOVEMBER 2016.

ATTEST:



Chairman



Secretary

BY-LAWS
OF
TRANSITIONAL HOUSING CORPORATION

By-Laws for the regulation, except as otherwise provided by statute or its Articles of Incorporation, of TRANSITIONAL HOUSING CORPORATION, a Nevada non-profit corporation, (the "Corporation").

ARTICLE I
MEMBERS

Section 1. Classification of Members. There shall be but one class of members of the Corporation, who are its trustees and the rights, powers and privileges of all members shall be equal.

Section 2. Qualification of Members: Termination of Membership. As provided in the Articles of Incorporation, the persons who are Trustees of the corporation from time to time, shall be the only members of the Corporation, and upon ceasing to be a trustee of the corporation such person shall also cease to be a member.

Section 3. Quorum. The presence in person, of a majority of the Trustees of the Corporation shall constitute a quorum for the transaction of business at any meeting.

Section 4. Voting. Each Trustee of the Corporation shall be entitled to one vote on each matter submitted to a vote.

Section 5. Dues and Assessments. No Trustee shall be liable for any dues or assessment.

ARTICLE II
TRUSTEES

Section 1. Powers. Subject to any limitation of the Articles of Incorporation of this Corporation, these By-Laws and the laws of the State of Nevada under and by which the corporation was formed as to action to be authorized or approved by the Trustees, and subject to the duties of Trustees as prescribed by these By-Laws, all corporate powers shall be exercised by or under the authority of and the business and affairs of the corporation shall be controlled by, the Board of Trustees. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Trustees shall have the following powers:

(a) To select and remove any of the officers, agents and employees of the Corporation, prescribe and delegate such powers and duties for and to them as may be consistent with law, such Articles of Incorporation or by these By-Laws, fix their compensation and require from them security for faithful service.

(b) To conduct, manage and control the affairs and business of the Corporation, and to make such rules and regulations therefor consistent with law, such Articles of Incorporation or these By-Laws, as they may deem best.

(c) To designate any place within the County of Washoe for the holding of any meeting.

(d) To borrow money and incur indebtedness for the purpose of the Corporation and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities therefor.

(e) To appoint an executive committee (composed of three or more trustees) and other committees, and to delegate to the executive committee any of the powers and authority of the board in the management of the business and affairs of the Corporation, except the power to adopt, amend or repeal By-Laws; to prescribe the manner in which proceedings of the executive committee and other committees shall be conducted

Section 2. Executive Committee. Unless otherwise provided by the Board of Trustees, regular meetings of the executive committee, should one be appointed shall be held at such times and at such place as are determined by the Board of Trustees or by such committee. Special meetings of the executive committee shall be held at the principal office of the Corporation, or at any place which has been designated from time to time, by resolution of the executive committee or by written consent of all members thereof, and may be called by the chairman of the committee or a majority of the members thereof, upon written notice to the members of the executive committee of business to be transacted at and the time and place of such special meeting given in the manner provided for the giving of written notice to members of the Board of Trustees of the time and place of special meeting of the Board of Trustees. Vacancies in the membership of the executive committee may be filled by the Board of Trustees. A majority of the authorized number of members of the executive committee shall constitute a quorum for the transaction of business.

Section 3. Number and Qualification of Trustees. The authorized number of Trustees shall be five.

Section 4. Meetings.

(a) Annual Meeting. An annual meeting of the Board of Trustees shall be held at the date and place designated by the Board of Trustees as the date and place of the annual meeting of the members. At the annual meeting, the Board of Trustees shall elect officers and may transact other business of the Corporation as it may require.

(b) Other Regular Meetings. Other regular meetings of the Board of Trustees shall be held on such dates and at such times as the board shall fix by resolution.

(c) Special Meetings. The Chairman of the Trustees, may when he deems it expedient, or shall, upon the written request of two (2) Trustees, call a special meeting of the Trustees for the purpose of transacting any business designated in the call. A written notice of the call for a special meeting shall either be personally delivered to each member of the corporation at any time prior to the meeting or mailed to the business or home address of each member of the corporation at least two (2) days prior to the date of such meeting. At such special meeting, no business shall be considered other than that as designated in the call,

(d) Place of Meeting. Annual, regular and special meetings of the Board of Trustees shall be held at any place within or without the state which has been designated from time to time, by resolution of the board; provided, however, no

meeting, conference or other function shall be conducted in any facility that prohibits the admittance of any person or persons on the basis of race, religious creed, color, national origin, ancestry or sex. In the absence of such designation, annual, regular and special meetings shall be held at the principal office of the corporation.

Section 5. Quorum. A majority of the authorized number of trustees shall be necessary to constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the trustees present at a meeting duly called, noticed and held at which a quorum is present, shall be regarded as the act of the Board of Trustees unless a greater number are required by the Articles of Incorporation of this Corporation or by law.

ARTICLES III OFFICERS

Section 1. Officers. The officers of the Corporation shall be a president/chairman, vice president/vice chairman, a secretary and a treasurer. The Corporation may also have, at the discretion of the Board of Trustees, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed by the Board of Trustees. One person may hold two or more offices, except that the offices of president/chairman and secretary shall not be held by the same person. Only Trustees shall be qualified to hold the offices of president/chairman or vice president/vice chairman.

Section 2. Election. The Board of Trustees shall annually elect the president/chairman, vice president/vice chairman, treasurer and secretary at the annual meeting of the Board of Trustees. Each of these officers shall serve for a one year term. The president/chairman, vice president/vice chairman must be members of the Board of Trustees. The treasurer and secretary may be members of the Board of Trustees.

Section 3. Subordinate Officers. The Board of Trustees may appoint and may empower the president/chairman to appoint such other officers, aside from those elected pursuant to Section 2, as the business of the Corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in the By-Laws or as the Board of Trustees or the president/chairman may from time to time determine.

Section 4. Removal and Resignation. Any officer may resign an office in the Corporation at any time, by giving written notice to the Board of Trustees, the president/chairman, or the secretary of the corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancy. A vacancy in any office because of death, resignation, disability, removal, disqualification or any other cause, shall be filled at the time that the vacancy occurs or promptly thereafter in the manner prescribed in these By-Laws.

Section 6. President/chairman. The president/chairman shall be the chief executive officer of the corporation and, subject to the control of the Board of Trustees, shall have general supervision, direction and control of the affairs of the Corporation. The president/chairman shall preside at all meetings of members and meetings of the Board of Trustees.

Section 7. Vice President/Vice Chairman. The vice president/vice chairman, in the absence or disability of the president/chairman or his refusal or inability to act, shall exercise and have all the powers of, shall perform all the duties of, and shall be subject to all the restriction upon, the president/chairman. The vice president/vice chairman shall have such other powers and perform such other duties as may be prescribed by the Board of Trustees, the president/chairman or these By-Laws.

Section 8. Secretary. The secretary shall keep or cause to be kept, at the principal office or such other place as the Board of Trustees may order, a book of minutes of all meetings of trustees and all meetings of members, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present at all such meetings, and the proceedings thereof.

The secretary shall keep, or cause to be kept at the principal office of the Corporation, a membership book containing the name and address of each member. Termination of any membership shall be recorded in the book, together with the date on which membership ceased.

The secretary shall give, or cause to be given, notice of all the meetings of the Board of Trustees as required by these By-Laws and in accordance with the open meeting laws of the State of Nevada as amended from time to time, and shall have such other powers and perform such other duties as may be prescribed by the Board of Trustees or by these By-Laws.

Section 9. Treasurer. The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books of account shall at all reasonable times, be open to inspection by any member or trustee.

The treasurer shall deposit all moneys and other valuables in the name and to the credit of the Corporation with such depositaries as may be designated by the Board of Trustees. The treasurer shall disburse the funds of the corporation as may be ordered by the Board of Trustees and shall render to the president/chairman and trustees, whenever they required it, an account of all transactions as treasurer and of the financial condition of the Corporation.

The treasurer shall have such other powers and perform such other duties as may be prescribed by the Board of Trustees of these By-Laws.

ARTICLE IV MISCELLANEOUS

Section 1. Contracts, Etc.: How Executed. The Board of Trustees, except as otherwise provided in these By-Laws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances; but, unless so authorized by the Board of Trustees, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or for any amount.

Section 2. Inspection of Corporate Records The books of account and minutes or proceedings of the Board of Trustees and of the executive and other committees of the Trustees, shall be open to inspection upon the written demand of any Trustee at any reasonable time, and for a purpose reasonably related to

their respective interests. Such inspection may be made in person or by an agent or attorney and shall include the right to make extracts. Demand for inspection other than at a Trustee's meeting, shall be made in writing and delivered to the president/chairman or secretary of the Corporation.

Section 3. Inspection of By-Laws. The Corporation shall keep in its principal office, the original or a copy of these By-Laws, as amended, certified by the Secretary, which By-Laws shall be open to inspection by the Trustees.

Section 4. Fiscal Year. The fiscal year of the Corporation shall begin on January 1 and end on December 31 each year.

Section 5. Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the Nevada Non-Profit Corporations for Educational, Religious, Scientific, Charitable and Eleemosynary Activities Law, as applicable, shall govern the construction of these By-Laws.

Section 6. Prohibition Against Sharing in Corporate Earnings. No Trustee, officer, or employee of, or person connected with the Corporation, or any other private individual shall receive, at any time, any of the net earnings or pecuniary profit from the operations of the corporation; provided, however, that this shall not prevent the payment to any such person of such reasonable compensation as shall be fixed by the Board of Trustees for services rendered to, for or on behalf of the corporation in effecting any of its purposes as shall be fixed by the Board of Trustees; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. All Trustees of the Corporation shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation, then remaining in the hands of the Board of Trustees after all debts have been satisfied, shall be distributed in accordance with the Articles of Incorporation of this Corporation to the Housing Authority of the City of Reno.

Section 7. Annual Audit of Corporation. The corporation shall have prepared an annual financial audit of the corporation by an independent certified public accountant to the extent required by HUD and shall forward a copy of such audit to the Housing Authority of the City of Reno for review.

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ARTICLE V


AMENDMENTS

Section 1. Power of Trustees. These By-Laws may be adopted, amended or repealed by the Board of Trustees; at any authorized meeting of the Board of Trustees upon due notice and a Three/Fifths (3/5ths) vote of approval.

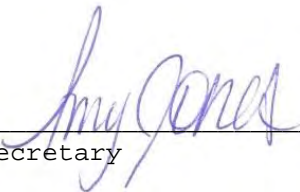
Adopted by the Corporation on December 2, 1987.

Amendment adopted by the Corporation on November 15, 2016.

ATTEST:



Chairman



Secretary

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 11

December 16, 2025

SUBJECT: Discussion and possible approval of Task Order #1 with Praxis Consulting Group, LLC, in an amount up to \$105,000.00 in unrestricted business activity funds for development finance services in conjunction with the Reno Avenue development.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

On September 19, RHA issued a Request for Qualifications (RFQ) to solicit proposals from qualified firms to serve as a Development Financial Consultant for upcoming housing development projects. Praxis Consulting Group ("Praxis") submitted a responsive proposal that includes a detailed scope of services, resumes of key personnel, and proposed approach. Their submission was evaluated under the criteria set forth in the RFQ, including relevant experience, demonstrated capacity, staffing plan, and fee reasonableness. After evaluation, it was determined that Praxis had the strongest track record of partnering with PHAs on affordable housing developments and demonstrated adequate staffing and competitive pricing. Due to these factors, Praxis was awarded a professional service contract for development finance consulting.

With the professional service contract in place, RHA requested a project specific proposal and task order from Praxis for the Reno Avenue development. Services requested include:

- Preparing detailed development budgets and cash-flow projections
- Conducting financial feasibility and sensitivity analyses
- Advising on financing options (public funds, tax-credit structures, debt, grants, etc.)
- Assisting with grant/loan application financial documentation
- Providing ongoing financial consulting and monitoring throughout development phases.




In response, Praxis submitted a proposal and Task Order 1, both of which are included with this staff report. The proposal includes base and optional services that will be provided from predevelopment through the development placing in service and receiving its final tax credit authorizations (anticipated to be April 2029). Additionally, if awarded tax credits, the expense associated with this contract will be transferred to the project as part of the project budget.

As this task order includes an up to amount of \$105,000, staff have brought it to the board for review and authorization of the Executive Director to execute.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners authorize the Executive Director to execute Task Order 1 with Praxis Consulting Group in an amount up to \$105,000 for Development Financial Services for the Reno Avenue development.



 praxisreno.com/
 775.786.2003
 888 West Second St.
Suite 300
Reno, NV 89503

November 18, 2025

Hilary Lopez, Ph.D.
Executive Director
City of Reno Housing Authority
1525 East 9th Street
Reno, NV 89512

Re: Reno Avenue Project, Reno, Washoe County
Proposal to Provide Development Finance Consulting Services

Dear Hilary,

On behalf of Praxis Consulting Group, LLC, I am pleased to submit this proposal to provide Development Finance Consulting Services for the Reno Avenue project, a planned 40-unit, new construction, affordable family development to be located 440 Reno Avenue, Reno (APN 011-262-02; 0.51 acres). The proposed development will have twenty-four (24) Section 18 project-based vouchers through a RAD transfer of assistance from Myra Birch Manor, and will benefit from a Section 18/RAD 90/10 Blend per the most recent RAD Notice.

Based on initial discussions with RHA, the proposed financing for the project will include 9% Low-Income Housing Tax Credits and conventional permanent and construction debt, as well as some of the following soft subordinate sources: WCHC HOME funds, NHD National Housing Trust Funds, FHLBSF AHP and/or Nevada Attainable Housing Account (NAHA) funds. The 9% LIHTC application is due in May 2026. If awarded, we expect construction start by April 2027, construction completion by October 2028 and conversion in approximately April 2029.

Based upon this understanding of the project, Praxis proposes the following scope of work separated into three consecutive phases, as follows:

Phase I: Carry Out Feasibility Analysis; Prepare Funding Applications (November 1, 2025 – May 31, 2026). Proposed Fee: \$50,000 total fee: \$37,500 base fee, plus two optional services of \$12,500).

As a first step, Praxis will assist in confirming the initial feasibility of the project with regards to its competitiveness under the 9% LIHTC program, and the availability of gap funding for the proposed project. Tasks will include:

- Review proposed development program and existing project information;
- Prepare analysis of financing options;
- Prepare project funding schedule and pro forma;
- Review NHD, WCHC and FHLBSF funding requirements; and,
- Carry out initial conversations with tax credit syndicator and public funders.

Based upon an initial determination that Reno Avenue project is financially feasible, Praxis proposes to assemble the project financing as follows:

- Prepare HUD HOME funds application for the Project to the Washoe County HOME Consortium, due on January 2, 2026. Consultant will assist Client in forming the development team, creating the sole purpose ownership entities, and securing required third-party reports and financing letters of intent to assemble a competitive application. Consultant will take the lead in writing and packaging the applications. Consultant will also take part in the four scheduled public hearings for allocation of the funds (\$7,500 fee).
- Prepare a RAD Application and RAD Financing Plan for the transfer of assistance from Myra Birch Apartments. Consultant will assist RHA as needed in the resident notification and meeting process and in seeking RHA Board approval for the initial application. Once the RAD CHAP is issued, Praxis will prepare the RAD Financing Plan, including transferring development and operating projections to the Transaction Log, uploading the RAD Financing Plan checklist due diligence items, assisting in completing the HUD Part 50 ER, relocation planning, the Upfront Civil Right Review, additional Section 18 Blend checklist items, and taking part in the Concept Call with HUD (\$10,000 total fee: \$2,500 upon submission RAD Application; \$7,500 upon submission of the RAD Financing Plan).
- Prepare an AHP Nevada Targeted Fund Grant Application to the Federal Home Loan Bank of San Francisco, due in March 2026. Consultant will attend the 2026 AHP webinar, identify a Member Bank for the application(s), and take the lead in writing and packaging the application(s). If unsuccessful, Consultant will take part in the debriefing session with FHLBSF staff and resubmit the next round until successful. (\$7,500 fee per application; \$5,000 for each resubmission.)
- Prepare a Tax Credit Application for the Reno Avenue project to the Nevada Housing Division, due May 2026. Consultant will assist Client in forming the development team, securing additional required third-party reports, forming ownership entities, and in negotiating service commitments for Project, to assemble a competitive application. Consultant will take part in 2026 QAP

hearings in the Fall of 2025. Consultant will take the lead in writing and packaging the application. (\$12,500 fee);

- If requested, prepare State of Nevada National Housing Trust Fund (NHTF) application for the Project to the Nevada Housing Division, due in May 2026. Consultant will assist Client in completing the applications and workbooks, and securing required third-party reports, updated financing letters of intent, and coordination scoring with tax credit scoring to assemble a competitive application. Consultant will take the lead in writing and packaging the applications. (\$5,000 fee optional); and,
- If requested, prepare NHD Nevada Attainable Housing Account (NAHA) application. While the second round application is not yet available, we assume it will include many of the due diligence items included in the NHD bond or LIHTC application. (\$7,500 fee optional).

Phase II: Construction and Financial Closing (October 1, 2026 – April 1, 2027, 6 months). Proposed Fee: \$35,000 (\$3,500 monthly and \$14,000 LS payment at construction closing; Note that an additional fee of \$3,500 will be charged each month that the closing is delayed beyond April 2027).

In Phase II, we propose to provide development finance and project management services to RHA to bring the Reno Avenue to construction closing.

Tasks will include:

- Coordinate activities of development team members (architect, engineers, lawyers, property manager, general contractor, etc. (RHA will take lead; Praxis will advise);
- Update project pro forma and schedule;
- Assist RHA in marketing the tax credits, selecting an investor and in negotiating the terms of the LLC Operating Agreement;
- Assist Client in review of the NHD HOME and NHTF documents and in the completion of the HUD ER;
- Assist Client in review of FHLBSF AHP documents and requirements for closing (if necessary),
- Take part, as needed, in project meetings related to design, construction cost estimating, and value engineering,
- Take part, as needed, in RHA Board meetings to report on status of project;
- Engage affordable housing attorney and tax credit accountant to assist in financial closing (RHA will take lead; Praxis will advise);
- Coordinate closing conference calls;
- Coordinate HUD RAD transfer of assistance closing and TPV application;
- Assist in drafting AHAP and HAP documents for transaction;

- Work with Property Management to draft management documents (RHA will take lead; Praxis will advise);
- Assist RHA in completing closing checklist items (RHA will take lead; Praxis will advise);
- Transfer assets and liabilities to newly created LLC (RHA will take lead; Praxis will advise);
- Prepare FHLBSF AHP Disbursement Request;
- Assist RHA in preparing 1st requisition to draw down funds for closing (RHA will take lead; Praxis will advise); and,
- Prepare Construction Start and Tax Credit Carryover and 10% Test documentation for the Nevada Housing Division, due in approximately October 2027 (RHA will take lead; Praxis will advise).

Phase III: Construction Start Through Cost Certification/Permanent Conversion (May 1, 2027 through approximately April 30, 2029, 24 months) Proposed Fee: \$20,000 (\$2,500 at 50% construction completion, \$15,000 at cost certification and 8609 application to NHD, \$2,500 at conversion).

In Phase III, Consultant will assist Client on as-needed basis through the construction process, lease-up, cost certification and permanent closing. Proposed tasks include:

- Assist as-needed in monthly draw requests during construction to NHD and investor (RHA will take lead; Praxis will advise);
- Attend construction project meetings as-needed;
- Resolve issues during construction related to the project financing, such as tenant recertification, eligible basis and placed-in-service calculations by building;
- Assist RHA in ramping up supportive services as required under funding agreements (RHA will take lead; Praxis will advise);
- Work with accountant on Cost Certification, audits and tax returns;
- Prepare Cost Certification documents to Nevada Housing Division for IRS form 8609;
- Prepare RAD Completion documentation; and,
- Prepare FHLBSF AHP Initial Monitoring submission.

It is our assumption that RHA will secure its own Owner's Representative for construction, and that Praxis' role during this phase will be limited to development finance issues.

Please review the scope of services and contact me with your questions or concerns. If you find the scope acceptable as presented, please acknowledge your acceptance of this proposal by signing the attached Agreement.

We look forward to working with you to make the Reno Avenue project a reality.

Sincerely,

A handwritten signature in green ink, appearing to read 'E. Novak', with a stylized flourish at the end.

Eric Novak, Principal

Attachments: Agreement

EXHIBIT A: STANDARD TASK ORDER FORM

Date: November 19, 2025

Hilary Lopez, Ph.D.
Reno Housing Authority
1525 E. 9th Street
Reno, NV 89512

Project: Reno Avenue Project

Scope of Work: Development Finance Services for Reno Avenue Project

Task Order Amount: \$105,000 (includes optional services)

Exclusions: Please see attached Praxis Proposal for details regarding exclusions.

Owner Responsibilities: Please see attached Praxis Proposal for details regarding Owner Responsibilities.

Praxis Consulting Group, LLC



Eric Novak
President

November 19, 2025

Housing Authority of the City of Reno

Hilary Lopez, Ph.D. November 19, 2025
Contracting Officer

EXHIBIT A: FEE SCHEDULE

Date: November 19, 2025

Hilary Lopez, Ph.D.
Reno Housing Authority
1525 E. 9th Street
Reno, NV 89512

Project: Reno Avenue Project

Payment	Description	Amount
1	Phase I (Base fee)	\$37,500
2	Phase I (Optional services)	\$12,500
3	Phase II	\$35,000
4	Phase III	\$20,000
5		

Praxis Consulting Group, LLC



Eric Novak
President

November 19, 2025

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 12

December 16, 2025

SUBJECT: Discussion and possible adoption of Resolution 25-12-03 RH authorizing the submission of applications for funding for the Reno Avenue Development and authorizing the Executive Director to execute any and all documents necessary for the financing of the development.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

The Authority has diligently pursued the development of affordable housing at Reno Avenue since the fall of 2023. The predevelopment activities have included the acquisition of the site, a successful application for alley abandonment, and the selection of JKAE to serve as the project architect. The Authority has also led meaningful community engagement with the neighborhood surrounding the development. This has included two (2) community meetings as well as a dedicated page on the Authority's website to provide project updates.

The next step in the development process is to secure financing. This includes submitting various upcoming applications for competitive funding including, but not limited to, the Washoe County HOME Consortium's Affordable Housing Municipal Loan Program in January 2026 and the Nevada Housing Division's 9% Low Income Housing Tax Credit (LIHTC) in May 2026. Staff is also evaluating potential submission to the Federal Home Loan Bank of San Francisco's Affordable Housing Program and other gap financing sources. The goal is to maximize and leverage funding sources to fill the financing needs of the project.

Additionally, upon successful award of LIHTC, staff will solicit and procure, either through RHA directly or its new instrumentality, Truckee Meadows Affordable Housing, a LIHTC equity investor and construction/permanent debt provider. Non-binding letters of interest will be provided for the tax credit application.

Resolution 25-12-03 RH authorizes the submission of applications for any and all financing required for the Reno Avenue Development. It also authorizes the Executive Director, or her designee, to execute the applications and take required actions such as procuring needed third-party studies and drawings related to the submission of complete applications for funding.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners adopt Resolution 25-12-03 RH authorizing the submission of applications for funding for the Reno Avenue Development and authorizing the Executive Director to execute any and all documents necessary for the submission of each application.

HOUSING AUTHORITY OF THE CITY OF RENO

RESOLUTION 25-12-03 RH

A RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF RENO ('THE AUTHORITY') TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY FOR THE FINANCING OF THE CONSTRUCTION OF THE RENO AVENUE DEVELOPMENT AND AUTHORIZING THE AUTHORITY'S EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS RELATED TO THE SUBMISSIONS

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

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

WHEREAS, the Authority currently owns five (5) parcels located east of Arlington Avenue, between Reno Avenue and Taylor Street (APNs: 011-262-02, 011-262-03, 011-262-04, 011-262-14, 011-262-15) ("Reno Avenue"); and

WHEREAS, the Authority wishes to construct up to 42 apartments to provide housing affordable to low-income households at Reno Avenue (the "Development"); and

WHEREAS, as a critical element of financing the Development, the Authority wishes to apply to the Nevada Housing Division ("NHD") for competitive 9% Low-Income Housing Tax Credits ("LIHTCs"); and

WHEREAS, as a critical element of financing for the Development, the Authority wishes to apply to the Washoe County HOME Consortium's Affordable Housing Municipal Loan Program for HOME Investment Partnership Program (HOME) funds; and

WHEREAS, the Board of Commissioners of the Authority deems it to be in the best interests of the Authority to take all actions to facilitate the application to the NHD for LIHTCs; the application to the Washoe County HOME Consortium's Affordable Housing Municipal Loan Program for HOME funds; and to apply for any other financing, including, but not limited to, Federal Home Loan Bank Affordable Housing Program ("AHP") Funds, NHD National Housing Trust Funds ("NHTF"), and NHD Nevada Attainable Housing Account ("NAHA") funds, related to the Development;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of the City of Reno that the Executive Director, or her designee, is hereby authorized to execute and deliver the following documents;

1. Nevada Housing Division 9% Low Income Housing Tax Credit Application;
and
2. Washoe County HOME Consortium's Affordable Housing Municipal Loan
Program Application; and
3. Applications for any other financing, including, but not limited to, the Federal
Home Loan Bank AHP funds, Nevada Housing Division NHTF, and Nevada
Housing Division NAHA funds.

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

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

ADOPTED THIS 16th DAY OF December, 2025.

ATTEST:

CHAIRPERSON

SECRETARY

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 13

December 16, 2025

Closed Session:

- SUBJECT: The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding:
- Per NRS 288.220(4), to discuss labor relations with RHA's management representatives, including without limitation, the position or positions to be taken or the strategy to be employed leading to the execution of a new Collective Bargaining Agreement (CBA), the upcoming expiration of the current CBA expiring June 30, 2026, potential items for negotiation in a new CBA and associated fiscal impacts. There will be no approval of the collective bargaining agreement during the course of the closed session.

FROM: Executive Director

RECOMMENDATION: Discussion Only

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 14

December 16, 2025

Reconvene Open Session

SUBJECT: Presentation and design/development update by Brinshore Development, LLC, Reno Housing Authority's Master Developer, for The Village at Hawk View.

FROM: Executive Director

RECOMMENDATION: Discussion

Presentation slides are on the following pages.



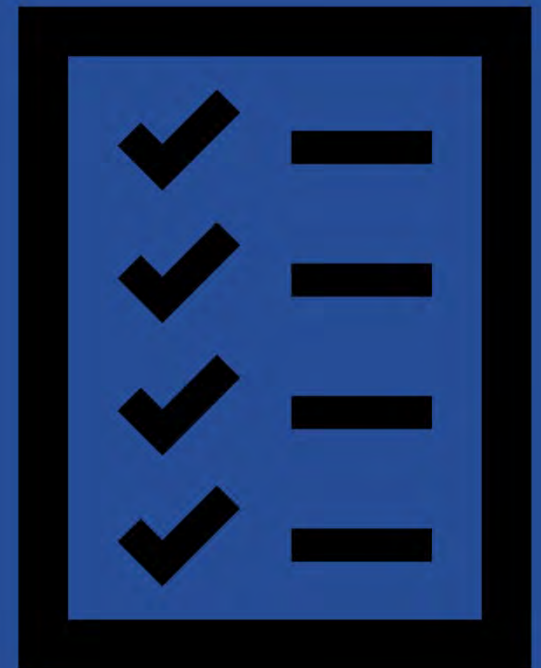
SILVERADA MANOR & THE VILLAGE AT HAWK VIEW

PROJECT UPDATE

December 15, 2025

AGENDA

- I. Introduction
- II. Silverada: Background, Current Status, Next Steps, Risk Mitigation
- III. The Village at Hawk View: Background, Current Status, Next Steps, Risk Mitigation
- IV. Questions



INTRODUCTION

BRINSHORE

- Affordable Housing Developer headquartered in Evanston, IL
120 developments across 20 States, 5 active in Nevada
- Experience with PHA partnerships and RAD/Section 18 projects

RHA PARTNERSHIP

- Brinshore procured by RHA through competitive procurement process
- Entered into MDA in September 2023
- Brinshore is acting as a turnkey developer with RHA owning and operating properties long-term



SILVERADA MANOR

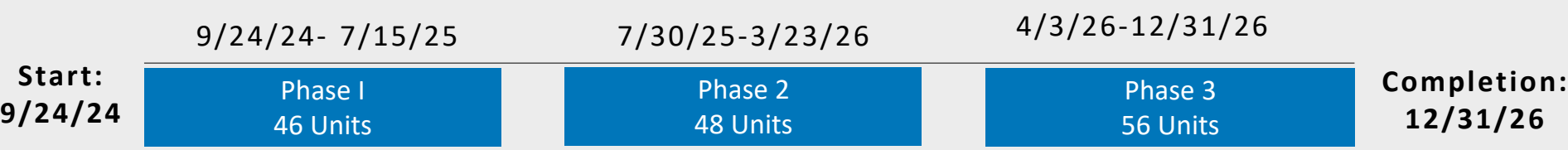
PROJECT OVERVIEW

- 150-unit public housing development at 1400 Silverada Blvd.
- RAD/Section 18 Blend: 40% RAD, 60% Section 18
- 3-phased redevelopment
- Income restrictions:
 - 62 units @ 30% AMI
 - 87 units @ 50% AMI
 - 1 unit @ 60% AMI
- Financing: 4% Tax Credit Equity, Perm Debt, HMNI Grant, RHA Capital Funds, Seller's Note, Income During Construction, Deferred Fee
- Scope: Full gut rehab, new HVAC, kitchens, baths, Hardie siding, accessibility upgrades.
- Pavilion GC contract: \$33.5M, 2 years 4 months

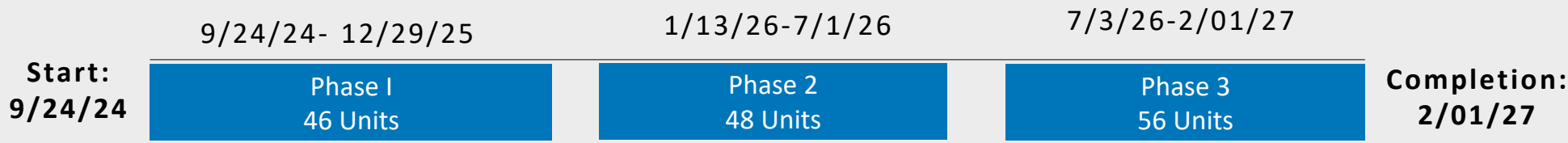


SILVERADA MANOR

Original Timeline



Current Timeline*



*Based on General Contractor’s Current Critical Path Schedule

SILVERADA MANOR

Progress to Date

- Construction financing closed: Oct 24, 2024.
- Progress:
 - \$8.94M Spent on Hard Costs to date (26.6% of contract)
 - \$2M of Buyout Saving enabled new siding
 - Buildings 1,2,3 inspected; move-ins expected starting Dec 18
 - Buildings 4,5 nearly complete; move-ins expected in January
- Challenges/Causes for Delay:
 - Material delays of switch gear, transformer, Hardie siding, etc.
 - Coordination issues with Architect/GC
 - Design/scope changes- Community building, kitchens, siding
 - Accessibility challenges with the site concrete
 - Fire Inspection



SILVERADA MANOR

Going Forward

- Phase I to be turned over in December
- Lease up for buildings 1 and 2 will begin in December, building 3, 4, 5 in January
- Relocate Phase 2 residents into Phase I completed buildings and start work on Phase 2 in January 2026
- Community Center will be completed April 2026
- Laundry Building will be completed by May 2026
- Continue to access site concrete for accessibility concerns and evaluate if scope changes are needed



SILVERADA MANOR

Risk Mitigation

- Increased Architect CA Staff and Involvement
- GC will be taking a more active role driving coordination with Architect
- Twice monthly site visits from Construction Manager
- Fewer scope changes going forward- Decisions have been made on Phase I
- Materials that caused delays in Phase I have already been ordered
- Monitor Supply Chain
- Coordinate with Relocation Specialist, GC, Property Management to ensure smooth transition between phases



SILVERADA MANOR

EXTERIOR



2-BED KITCHEN



THE VILLAGE AT HAWK VIEW

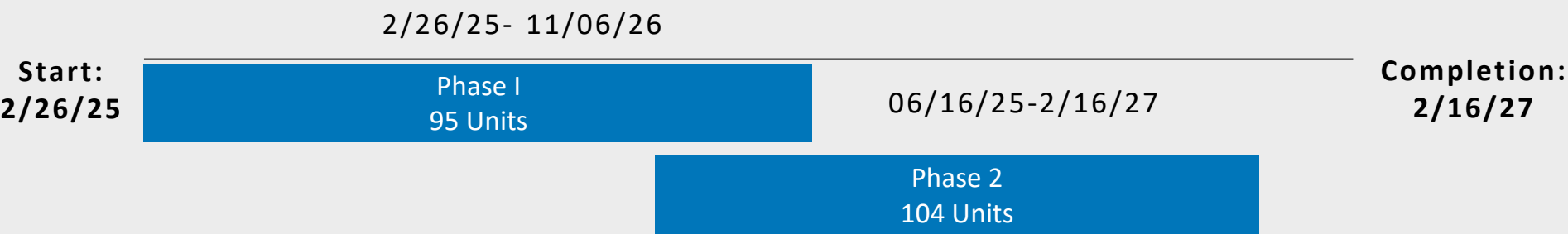
PROJECT OVERVIEW

- Former 100-unit site redeveloped into 199-unit mixed-income community
- 1 community center and 7 residential buildings including walk-up buildings and townhomes
- Section 18 Demo/Dispo program; land ground-leased for 99 years.
- Income averaging:
 - 25 units @ 20% AMI
 - 37 @ 30% AMI
 - 37 @ 50% AMI
 - 50 @ 60% AMI
 - 50 @ 80% AMI.
- Structural redesign: wood → light gauge steel (saved \$1.3M).
- Financing: 4% Tax Credit Equity, Perm Debt, HMNI Grant, NHD GAHP Funds, HOME Funds, RHA Sponsor Loan, Seller's Note, Deferred Fee

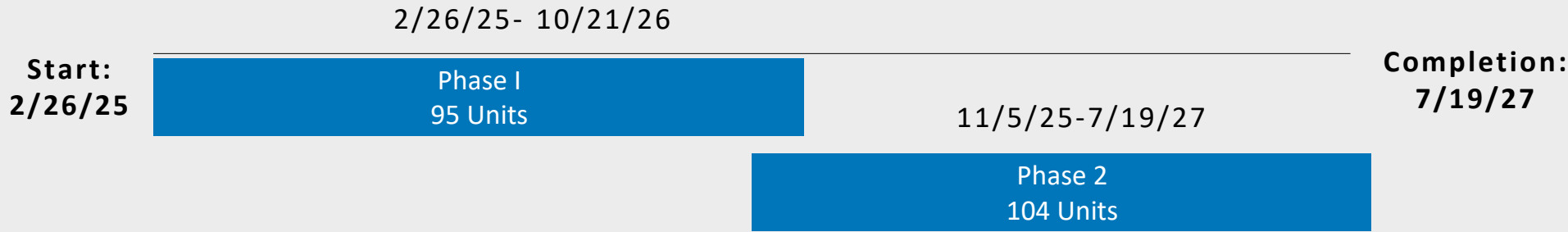


THE VILLAGE AT HAWK VIEW

Original Timeline



Current Timeline*



*Based on General Contractor’s Current Critical Path Schedule

THE VILLAGE AT HAWK VIEW

Progress to Date

- Construction financing closed: February 26, 2025
- Budget: \$87.4M (hard costs ~\$60M).
- Progress:
 - \$16.5M Spent on Hard Costs to date (19.5% of contract)
 - \$2M of Buyout Saving enabled new siding
 - Phase 1 (Building 1 and 2) are vertical; steel panels being erected
 - Phase 2 Site work complete; foundations have started to be poured
- Challenges:
 - Permit revisions, seismic compliance and structural steel redesign caused delays
 - City occupancy requirements
 - Tariffs- increased contract by approximately \$400k



THE VILLAGE AT HAWK VIEW

Phase 1 Aerial



Phase 2 Aerial



THE VILLAGE AT HAWK VIEW

Building 1 Elevation Rendering



THE VILLAGE AT HAWK VIEW

Building 1 Elevation Rendering



THE VILLAGE AT HAWK VIEW

Building 1 Elevation Rendering



THE VILLAGE AT HAWK VIEW

Community Building Renderings



THE VILLAGE AT HAWK VIEW

Going Forward

- Phase 1 and Community building to be turned over in October 2026
- Phase 2 will be completed in July 2027
- Lease up projections 15 units/month. Marketing will begin in early 2026
- Previous Hawk View Residents will be given the right to return

Risk Mitigation

- Tight coordination between Light Gauge Steel subcontractor, GC and Design team
- Additional erection crews added to increase speed and make up time in schedule
- 100% of contract has been bought out reducing risk of further tariff escalations
- Onsite security guard
- Accessibility consultant to ensure compliance with all applicable rules and regulations

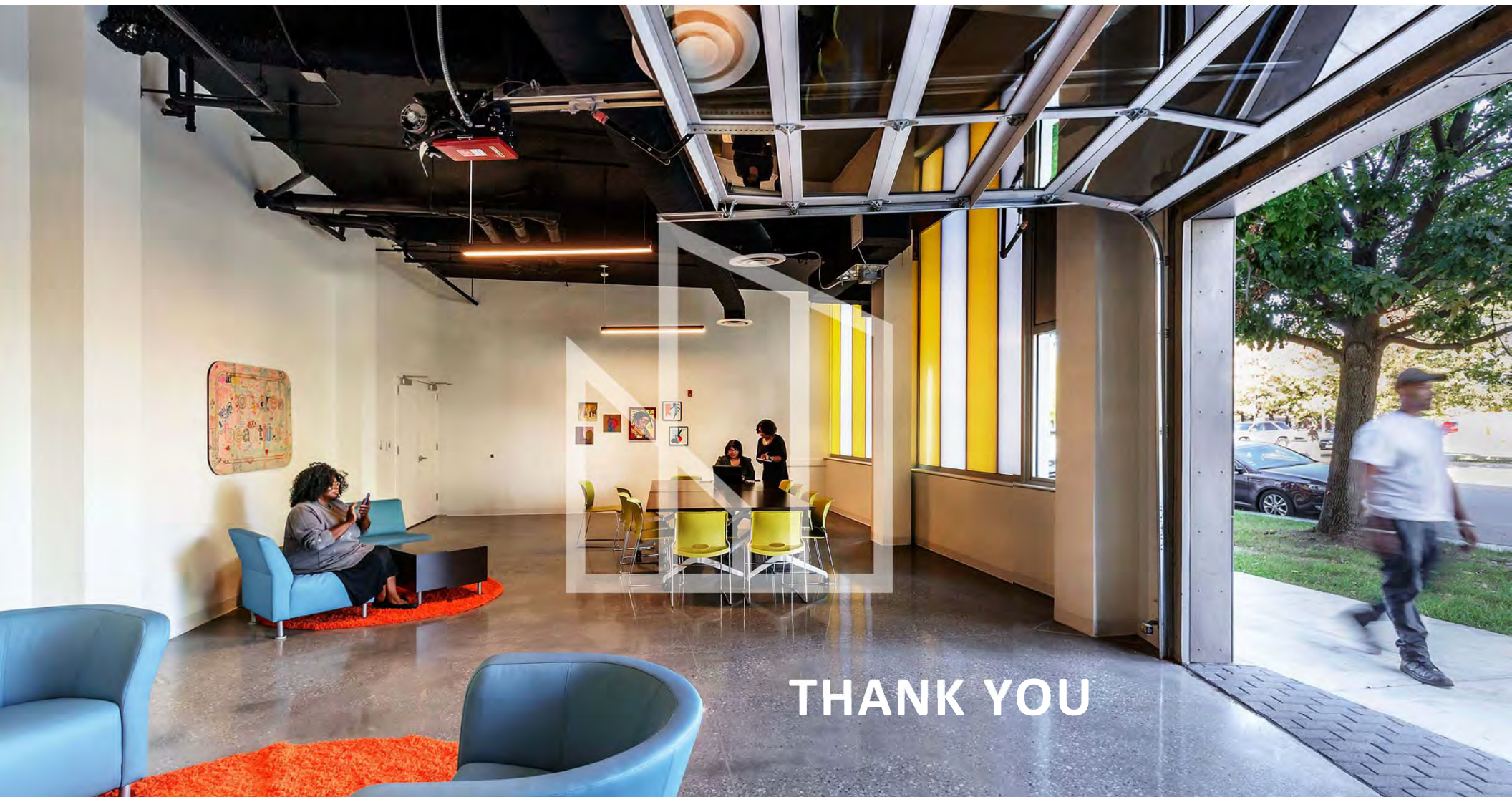
THE VILLAGE AT HAWK VIEW

Risk Mitigation

- Tight coordination between Light Gauge Steel subcontractor, GC and Design team
- Additional erection crews added to increase speed and make up time in schedule
- 100% of contract has been bought out reducing risk of further tariff escalations
- Onsite security guard
- Accessibility consultant to ensure compliance with all applicable rules and regulations

Community Building Rendering

Questions?



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 15

December 16, 2025

SUBJECT: Presentation and design/development update by Brinshore Development, LLC, Reno Housing Authority's Master Developer, for Silverada Manor Apartments.

FROM: Executive Director

RECOMMENDATION: Discussion

Please see presentation slides attached with Item 14.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 16

December 16, 2025

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

1. Silverada Manor
2. The Village at Hawk View
3. John McGraw & Silver Sage Apartments
4. Stead Manor
5. Essex Manor
6. Carville Court
7. Reno Avenue
8. I Street

FROM: Executive Director

RECOMMENDATION: Discussion

Background:

Please see 2025 Quarter 4 updates for all active Development Department projects on the following pages.

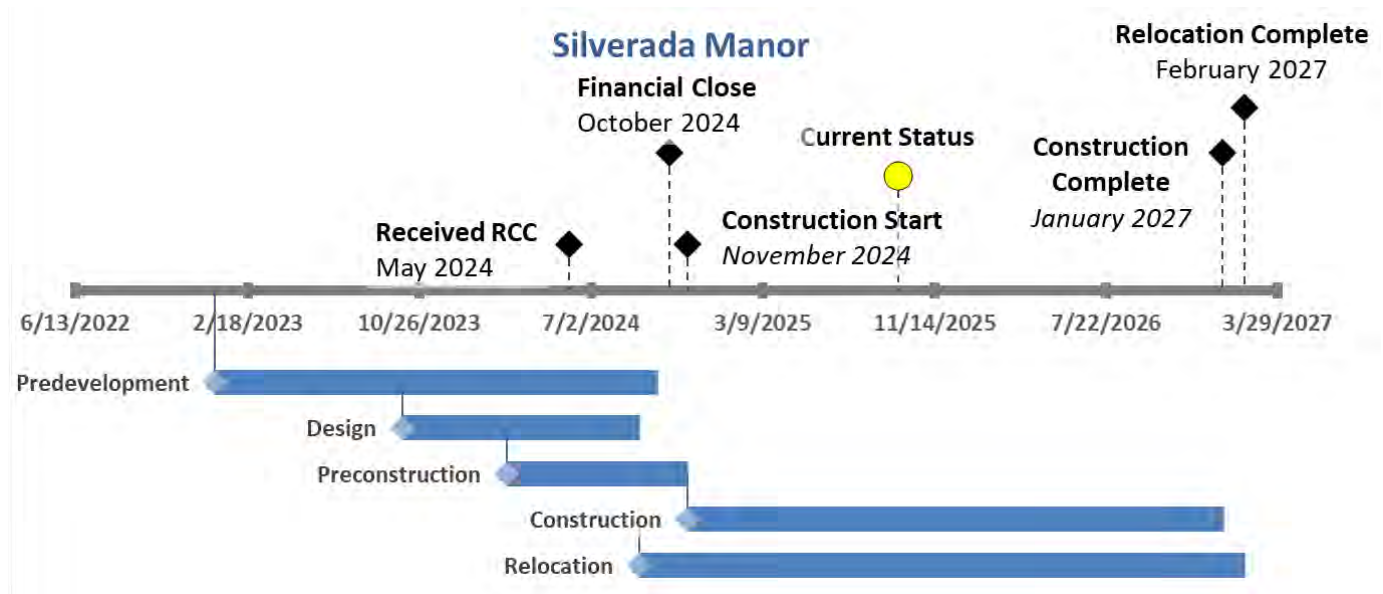
Silverada Manor

Q4 2025 Update

Project Info

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

Project Status



Project Updates

- Updates provided by Brinshore Development.

Upcoming Milestones

- Updates provided by Brinshore Development.

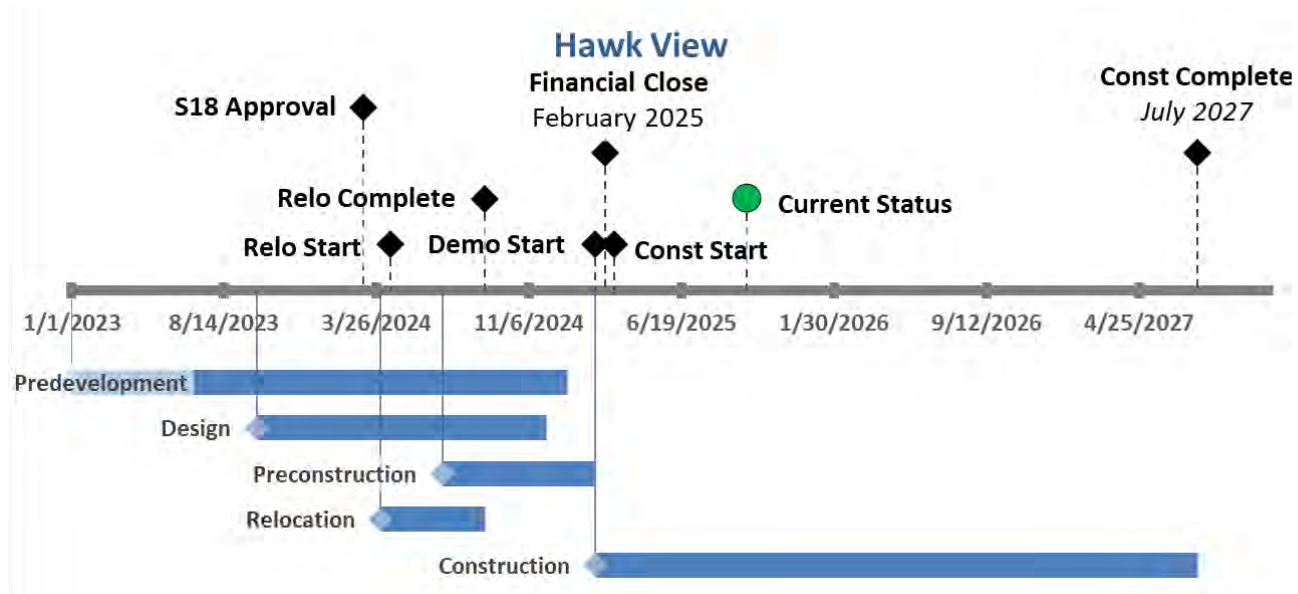
Hawk View Apartments

Q4 2025 Update

Project Info

- \$87M Budget
 - o Funding sources: Tax-Exempt Bonds, 4% LIHTC, HMNI, RHA Funds, HOME, Deferred Developer Fee
- 199 units
- Section 18 demo/disposition of Public Housing property followed by redevelopment.

Project Status



Project Updates

- Updates provided by Brinshore Development.

Upcoming Milestones

- Updates provided by Brinshore Development.

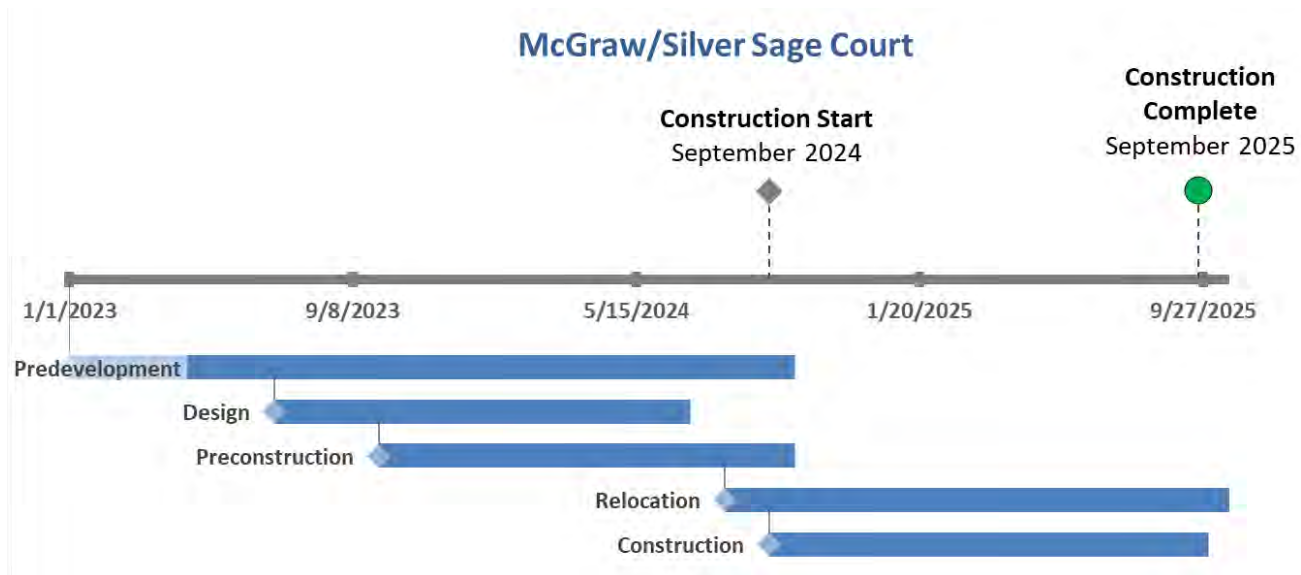
McGraw/Silver Sage Court

Q4 2025 Update

Project Info

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

Project Status



Project Updates

- John McGraw Court construction was completed in late September.
- Phase 3 residents moved back to permanent units in late September.
- Grand re-opening was held October 3rd.

Upcoming Milestones

- Project closeout process completion expected late December.

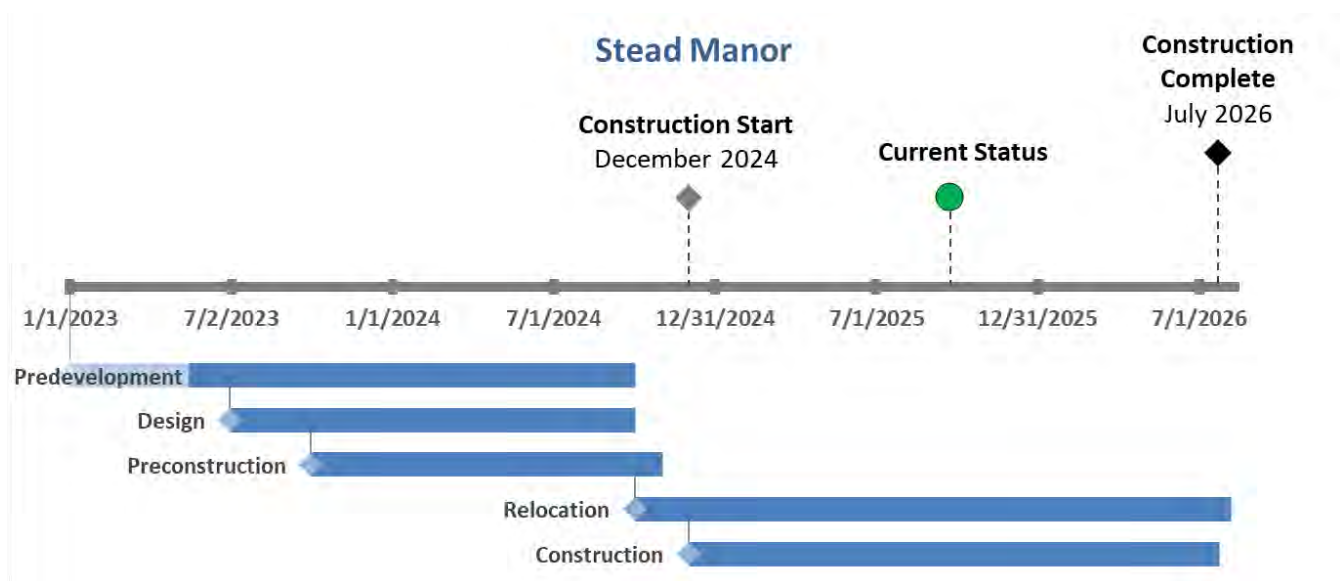
Stead Manor

Q4 2025 Update

Project Info

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

Project Status



Project Updates

- Phase 1 construction completed in July.
- Phase 1 residents moved back to permanent unit in July.
- Phase 2 construction began in early August and is expected to be completed in January 2026.
- Phase 2 residents were temporarily relocated at the end July.
- Project remains on track to be completed by July 2026.

Upcoming Milestones

- Exterior paint phase 2 buildings.
- Relocation of existing mailboxes.
- Completion of sitework for phase 2.

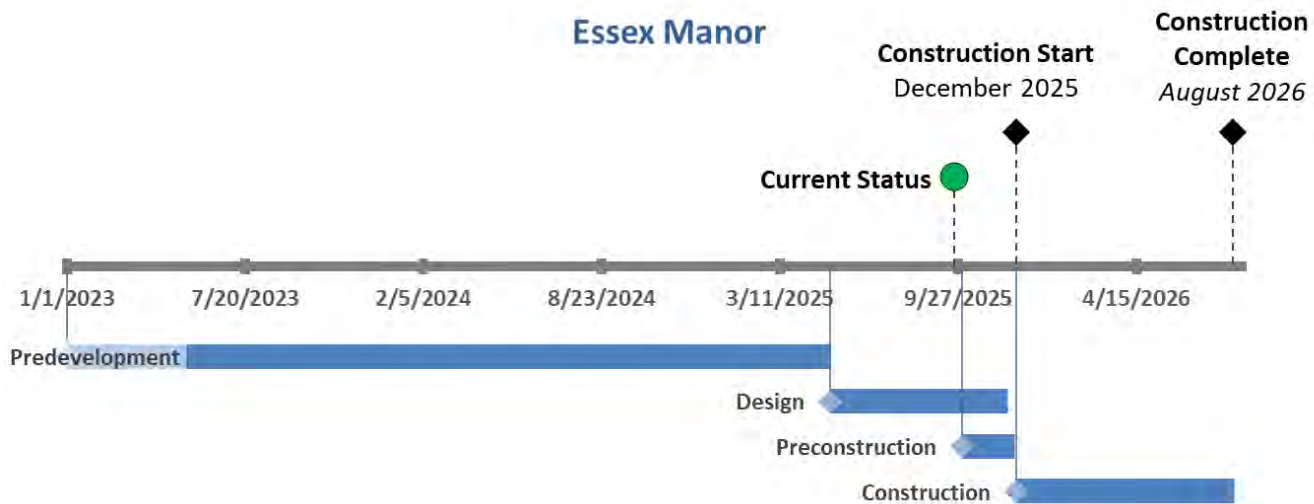
Essex Manor

Q4 2025 Update

Project Info

- Current: \$1.5M Budget
 - o Funding source: HMNI
- 106 units
- Gut rehab of community building

Project Status



Project Updates

- JKAE submitted construction documents to RHA in early September for agency review and approval.
- JKAE and RHA received permit approval early October.
- RHA advertised for project general contractor in mid-September. Seven bids were submitted with Reyman Brothers Construction being the lowest responsive bidder.

Upcoming Milestones

- Development staff to present project to resident council in early January.
- General Contractor selection and contract approval by Board in December.
- Construction to begin early February.
- Asset Management and Resident Services will temporarily relocate to vacant units on site early January.

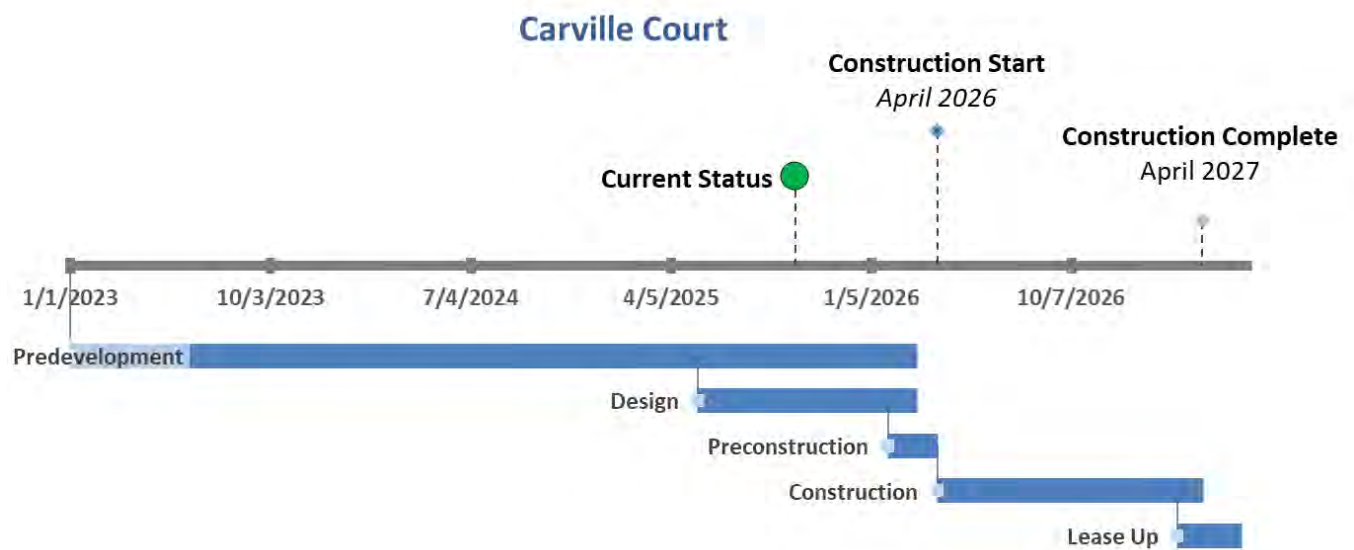
Carville Court

Q4 2025 Update

Project Info

- \$8.4M Budget
 - o Funding sources: State HOME-ARP, NHTF, RHA Funds, Deferred Fee
- 15 units
- Demolition and redevelopment; permanent supportive housing project

Project Status



Project Updates

- H+K Architects finalized conceptual design and submitted Design Development (DDs) documents for the project in late August.
- CORE submitted DD budget estimates in late October.
- Development department has revised project budget based on DD budget estimate.
- RHA was awarded \$1.7M in National Housing Trust Funds from the Nevada Housing Division.
- Permanent relocation of current residents was completed in September.

Upcoming Milestones

- Receive Construction Documents and budget estimate.
- Submit HUD Subsidy Layering Review to HUD Headquarters.
- Submit Utility applications.

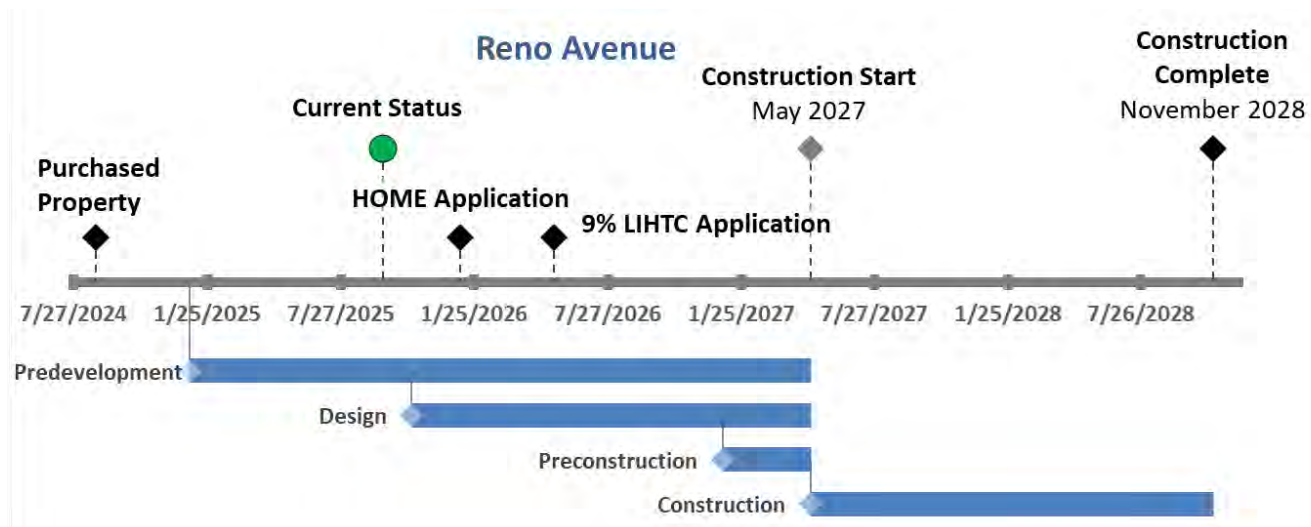
Reno Avenue

Q4 2025 Update

Project Info

- Budget: TBD
 - o Funding sources: TBD
- 42 Affordable Housing project

Project Status



Project Updates

- JK Architectural & Engineering firm selected for the project late October.
- Alley abandonment approved by Reno City Council on August 13th and recorded on September 10th.
- Held Neighborhood meeting on November 20th. Community members were able to ask questions and provide feedback on conceptual options for the site. RHA committed to holding an additional meeting late spring of 2026 to discuss design and project progress with community members.

Upcoming Milestones

- Conceptual site plans developed by end of December.
- Submit HOME application on January 2nd.
- Submit reversion to acreage early January.

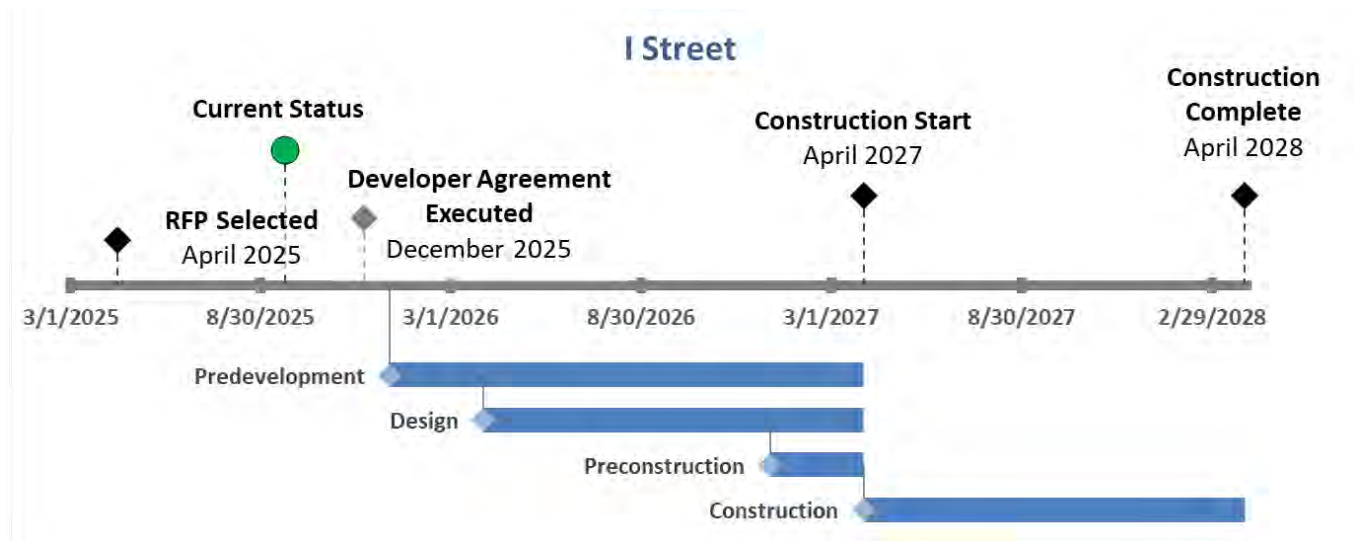
I Street

Q3 2025 Update

Project Info

- Budget: TBD
 - o Funding sources: TBD
- 12-unit Affordable Housing project

Project Status



Project Updates

- The Developer Agreement was presented to the City of Sparks Planning Commission on October 16.
- The First reading of Developer Agreement took place on November 24.
- On December 8, the City of Sparks Council approved the Developer Agreement including the transfer of the property via Quitclaim Deed, and the related Assignment and Assumption Agreements.
- Development Department completed a detailed per-unit breakdown for comparable projects.

Upcoming Milestones

- Submit full application for NAHA funds on December 10th.
- Execution of all approved document by the City of Sparks council on December 8th.

Project Development Analysis

PROJECT	DICK SCOTT MANOR	RAILYARD FLATS	I STREET
DATE	9/10/2024	03/07/2025	12/01/2025
COST OF THE WORK	\$4,182,427	\$5,142,293	\$5,074,234
LAND	\$-----	\$775,000	\$-----
SOFT COST	\$482,092	\$309,930	\$591,524
DEVELOPER FEE	\$198,811	\$503,158	\$564,242
TOTAL	\$4,863,330	\$6,730,381	\$6,230,000
PRICE PER UNIT	\$405,277.50	\$448,692.07	\$519,166.67

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.
- Post closing agreement construction completed on November 26.

GEN-DEN Housing Project (NYEP Development/RHA is primary funder)

- 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 not later than the 15th of each month.
- The first draw request is expected in January.
- NYEP began construction November 10.
- The project is expected to be completed in October 2026.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 17

December 16, 2025

SUBJECT: Discussion and possible direction to staff on proposed new MTW FY2027 activities.

FROM: Executive Director

RECOMMENDATION: Discussion

Background:

On October 17, 2025, RHA staff met to brainstorm potential new initiatives for RHA's FY 2027 MTW Annual Plan. Following this discussion, three new initiatives are under consideration and four possible changes to existing activities are being reviewed. Prior to performing any additional research and data analysis, staff is providing the Board with a description on each of the proposed initiatives for review and feedback. Based on this review, staff will take the next steps to determine the overall impact each of the proposed initiatives may have on the agency and the clients we serve.

New activities under consideration for the FY 2027 MTW Annual Plan:

1. Permanent Supportive Housing assistance

Washoe County is facing a potential loss of \$1.9 million in federal funding for Permanent Supportive Housing and Rapid Rehousing program types. Overall, this loss of funding may result in approximately 88 households, who were previously homeless, losing rental assistance and supportive services. In response, RHA began working closely with the Continuum of Care (CoC) on ways the agency can provide support for this vulnerable population. To ensure that these families/individuals maintain housing stability, as part of the solution RHA proposes to provide a reduced housing subsidy for those housed in a Permanent Supportive Housing program through a local non-traditional (LNT) activity. The estimated amount for the LNT activity is being evaluated as more information becomes available from the federal government but is not anticipated to fill the entire potential gap.

2. Redefine over-income Public Housing residents

Current HUD regulations under 24 CFR § 960.201 state that no family other than a low-income family is eligible for admission to the Public Housing program. According to HUD, low-income is defined as income that is at or below 80% of the area median income (AMI) for a specific area. This low-income restriction is used only during the eligibility process and once housed, families can earn up to 120% AMI before being determined over-income. With shrinking resources and a limited supply of affordable housing, RHA proposes to change HUD's definition of over-income in the Public Housing program from 120% AMI to 80% AMI and decrease the length of time a family can remain in the unit once they reach this income threshold from HUD's grace period of 24 months to 12 months.

Households at this income level often opt to pay RHA's flat rent, currently calculated at 80% of the metropolitan FMR. Once determined over-income, RHA proposes to allow these higher income households to remain housed for 12 months while increasing their rent portion to 100% of the Small Area Fair Market Rent (SAFMR). To assist higher income households as they prepare to move out of Public Housing, a program completion escrow, that mirrors the voucher

program, will be provided. This program completion escrow will be paid to the family once they vacate the unit and calculated at 15% of the monthly rent each month for up to the full 12 months.

3. *Deed restricted affordable housing payment standards*

In the FY 2026 Annual MTW Plan, RHA proposed an activity to limit all Low-Income Housing Tax Credit (LIHTC) properties to RHA's basic payment standard. However, due to delays in HUD's approval of the FY 2026 Plan, limiting these properties to the basic payment standard has yet to be implemented. Recently, RHA reviewed the area's SAFMRs and determined that the use of SAFMRs, when establishing payment standards, may be a more viable option as SAFMRs are calculated for individual ZIP codes and provide more granular data than traditional metropolitan FMRs. Due to this policy shift, RHA will no longer use or establish a basic payment standard schedule. This activity is now being repropose to set payment standards for all deed restricted affordable housing properties at the 60% LIHTC Rent Limits each year based on Multifamily Tax Subsidy Project for the appropriate bedroom size.

Currently, RHA has 1,696 tenant-based voucher families residing in LIHTC units. Based only on these households, RHA anticipates a long-term savings of \$343,695 per month or \$4.124 million annually by limiting these properties to the 60% LIHTC Rent Limits when compared to 100% of the SAFMR. This change will only affect new move-ins and transfers to new units.

The following amendments/updates to previously approved activities are also under consideration:

1. *Simplify rent calculations and increase the minimum rent*

HUD's income calculations exclude earned income of dependent full-time students that is more than the deduction amount for a dependent. To streamline the recertification process for assisted households, RHA proposes to allow assisted households, with full-time dependent students over the age of 18, to self-certify earned income as only \$480 is included in HUD's calculation of household annual income.

2. *Landlord Incentive Program*

In FY 2025, RHA received approval to extend the length of time for which an initial HQS inspection was valid for from 45 days to 90 days. Building on this approval, RHA is proposing to allow initial inspections to take place with or without a Request for Tenancy Approval (RFTA) submission and be valid for 90 days. This will allow for landlords who are setting aside units for voucher holders to have a pre-inspection completed and a unit that is ready to move in once the voucher holder submits the RFTA to RHA and has it approved.

3. *Provide incentives to \$0 HAP households*

An update to this initiative is proposed to allow households who leave housing assistance to get back on the waiting list, at times when the waiting list is open rather than requiring a three year wait out.

4. *Reduce interim increases*

RHA proposes a policy change to this activity that will allow for a recertification of household income when a noticeable pattern of sporadic or loss of income exists prior to annual recertification and remains consistently sporadic for two years. Ongoing sporadic income noted

during the second annual reexamination will be used to calculate household income, regardless of whether the income is currently being earned.

RHA's FY 2027 Annual MTW Plan will be drafted and posted for public review and comment in January 2026. The Plan will also be presented to members of the Resident Advisory Board and Resident Councils prior to Board review/approval in March 2026.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 18

December 16, 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 meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, January 27, 2026, and Tuesday, February 24, 2026. (For Possible Action)