

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

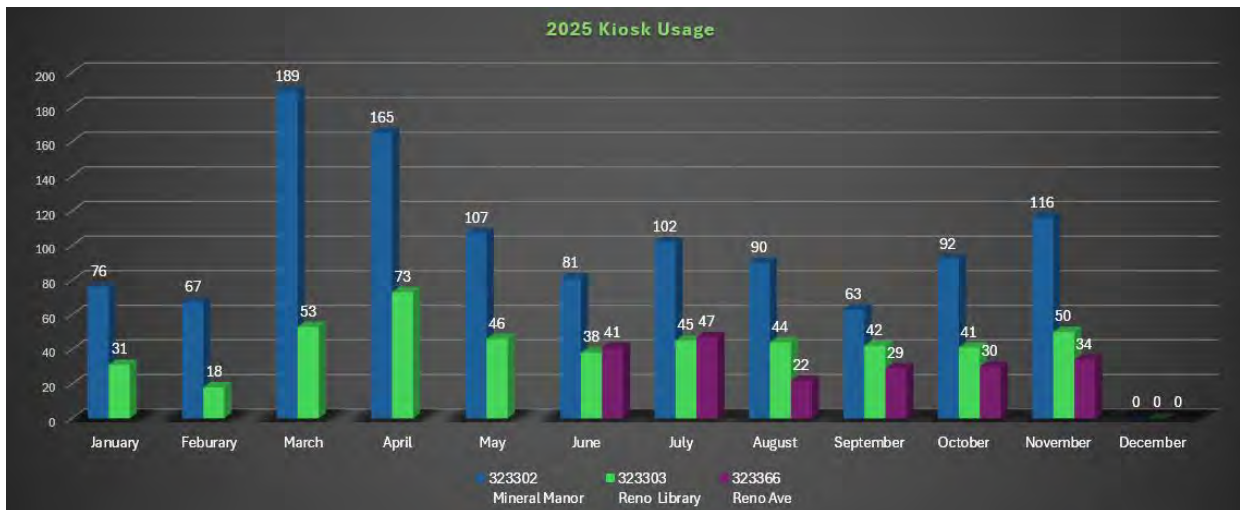
Initiatives

- 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