

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

November 18, 2025

SUBJECT: Executive Director/Secretary's Report.

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- The federal government shutdown ended on November 12, 2025. As a result, public housing operating and Housing Assistance Payments (HAP) funding are available under a Continuing Resolution through the end of January 2026.
- Reno Housing Authority (RHA) will be hosting a neighborhood meeting at its Reno Avenue site on November 20, 2025, at 5:30 pm.
- RHA has received almost 400 new applications for its public housing, project-based voucher, Silverada Manor, and Pilgrim's Rest waitlists which opened on November 3, 2025. Further, 319 applicants updated their current applications to join additional waiting lists.
- The Executive Team will be presenting to the Community Homeless Advisory Board on December 3, 2025. The presentation will provide an overview of RHA's current programming and development, discuss HUD's Emergency Housing Voucher program, and federal funding.
- As part of the transition to Rent Café, RHA has started online recertifications for its housing choice voucher clients. This provides an alternative way for clients to complete this process thereby making it easier for those we serve.
- RHA will begin transitioning current Emergency Housing Voucher (EHV) clients to its Housing Choice Voucher (HCV) program in December. All EHV clients were notified of this pending change. Approximately five (5) households will be transitioned per month. Current EHV subsidy is available through late 2026.

B. Rental Assistance

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 11/1/25	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,638	2,274	86%	46
VASH	498	421	85%	49
VASH – pending PBV awards	95	0	0%	0
EHV	104	103	99%	1
FYI	11	11	100%	0
FYI – pending PBV awards	4	0	0%	0

Number HQS Inspections Conducted	October 2025	234
---	--------------	-----

Homeless Prevention Program

Total Funding Awarded	Total Assistance Approved as of 11/1/25	Number of Households Approved as of 11/1/25	Percent Funding Spent
\$155,027.87	\$0	0	0%

Housing Choice Vouchers (HCV)

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

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

Veteran's Affairs Supporting Housing Vouchers (VASH)

Description: Vouchers allocated by HUD with an ongoing partnership with the VA to serve homeless veterans, 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 143 of these vouchers.

Emergency Housing Vouchers (EHV)

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

- Maintenance has been busy preparing for the winter season and completed the shutdown of the irrigation systems and swamp coolers across our entire portfolio during the month of October. They will now focus on leaf removal from all sites during the month of November.
- Due to the delay of the 1st phase of Silverada, management has been working on rescheduling initial recertifications as the documentation received in July is expired. Management plans on recertifying the approximately 40 residents who will be moving into the 1st phase of Silverada during the month of November. Management has also been working on processing the rent increases for all Silverada residents as they all took effect November 1, 2025.
- Through a partnership with Washoe County, RHA finalized the Property Management Agreement and leased five veteran households at the newly constructed Care Campus Permanent Supportive Housing complex. The remaining 45 units are expected to lease over the next few months.
- During the month of October, the Asset Management team prepared for HUD REAC inspectors at Essex, scheduled for October 21, 2025. On October 20, RHA received notice that the inspection was canceled due to the government shutdown. HUD NSPIRE inspections for all RHA public housing complexes are anticipated to occur within the next year.
- Public Housing ended the month of October with 78 vacancies for an overall occupancy rate of 84.65% across all sites. Of these, 35 are at Stead, which is in the 2nd phase of rehabilitation and units will not be leased until completion of the project.
- With most rehabilitation projects underway or closing out, staff made the determination that RHA no longer needs to hold vacant units at any of the public housing complexes not going through rehabilitation, except Tom Sawyer. The vacancies at Tom Sawyer will remain reserved for temporary offsite housing during Silverada's 3rd phase which is the largest phase of rehab. Waitlists have recently reopened to secure applicants for units that are available or will become available as each rehab phase concludes.

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

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

Golden Market Food Pantry at Tom Sawyer

Held on October 2nd and 16th, serving 42 and 53 clients. The pantry continues to play a key role in reducing food insecurity for residents by offering fresh produce, pantry staples, and household essentials. Volunteers and staff coordinated distribution, assisted with grocery selections, and provided wellness check-ins with seniors. Residents expressed gratitude for the consistent support and variety of healthy food options.

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

Weekly deliveries on October 7th, 8th, 14th, 21st, and 28th provided seniors with seasonal produce, including squash, tomatoes, and herbs. The partnership with Reno Food Systems continues to improve residents' nutrition while supporting local agriculture and fostering sustainability education.

Young at Heart Dance Class – Willie J. Wynn

Classes were held on October 7th, 14th, 21st, and 28th with 8–10 residents per session. The classes improve balance and mobility while fostering community connection and enjoyment among older adults.

Savor the Seasons Snack Workshop at Willie J. Wynn - October 7th

Held in partnership with Reno Food Systems, this interactive workshop taught residents how to prepare simple, healthy snacks using fresh, seasonal produce from the weekly deliveries. Participants sampled recipes, discussed the benefits of eating locally grown foods, and received take-home ingredients to recreate the snacks in their own kitchens.

Resident Council Meetings

Harvest Fest – Essex Manor - October 26th

Over 120 residents attended the fall celebration co-hosted with Reno Sparks Gospel Mission, featuring games, food, and community building. The event fostered resident connection and showcased partnerships between RHA and local service organizations.

TMCC EPIC Senior Workshop Tom Sawyer - October 30th

Held in partnership with TMCC's EPIC program, this month's Resident Council meeting focused on promoting senior education and lifelong learning opportunities. Residents learned about upcoming EPIC classes tailored for older adults, including computer literacy, wellness, and creative arts courses. The discussion encouraged participants to explore continued learning as a way to stay active, connected, and engaged within their community. Staff also gathered feedback on class topics of interest to inform future programming.

To increase Resident Council participation and ensure residents remain active partners in shaping their communities, Resident Services is implementing several strategies across Mineral Manor, Essex Manor, Myra Birch Manor, and Stead Manor. Staff are scheduling evening meetings to better accommodate residents' work and family schedules, expanding direct outreach through door-to-door engagement, flyers, and personalized invitations, and coordinating with property management teams to share meeting reminders and updates. The department is also updating the Resident Council Handbook and bylaws to align with HUD guidance and clarify leadership roles, while providing ongoing support and training for council officers. These combined efforts aim to rebuild quorum, strengthen resident leadership, and promote consistent two-way communication between residents and RHA staff.

Community Garden – Paradise Park

Residents concluded the fall harvest season and prepared the garden for winter. This month, participants planted garlic and helped winterize the raised beds to protect the soil for next year's growing season.

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

Technology & IT Certification Workshop - October 1st

Six residents (four from FSS) participated in an introductory course on technology literacy and IT certification pathways. The session emphasized basic computer troubleshooting, resume formatting for tech positions, and awareness of TMCC's short-term IT programs. Participants reported increased confidence using digital tools and expressed interest in certification follow-up sessions.

Sound Mind and Wellness Event - October 18th

Sound Mind event, which offered mindfulness exercises and stress management strategies. The instructor, a former RHA resident, demonstrated accessible ways to reduce stress—highlighting how community connection and health workshops reinforce job readiness and life balance.

Facility Tours – Planning and Coordination

Planning advanced for a three-part industry tour series introducing participants to major regional employers:

- Tesla Gigafactory Tour – November 12: Residents will learn about manufacturing careers and apprenticeship opportunities.
- Northern Nevada Building Trades Alliance – November 17: Focused on construction apprenticeship pathways and on-the-job training programs.
- Renown Health Tour – December 12: Designed for participants pursuing healthcare careers, offering a behind-the-scenes look at hospital operations.

Client Success Story – Meixin Huang

An exemplary FSS participant, Meixin earned her bachelor's degree in Computer Science from Western Governors University while working full time and raising two children. RHA's support through hardship and escrow funds helped her persist and complete her degree in just three semesters, a remarkable achievement demonstrating the long-term impact of RHA's Workforce Development programs.

Youth Workforce Development Programs – Kick Start and Start Smart

Start Smart Program

Mental Health Workshop – Air Force Presentation - October 1st

Nineteen youth attended this workshop on emotional wellness, stress management, and drug prevention, facilitated by Air Force representatives. Youth engaged in interactive discussions about healthy coping skills, goal setting, and resilience.

Family Wellness and Medicaid Resource Day – O'Brien Middle School - October 22nd

Staff tabled at this community resource event to promote Start Smart and connect families with Medicaid renewal assistance, emphasizing the importance of healthcare coverage for students' success.

ASSIST Suicide Prevention Training - October 15–16

Staff completed Applied Suicide Intervention Skills Training to strengthen youth mental health support capacity and reinforce trauma-informed practice across all youth programs.

Kick Start Program

Halloween Celebrations – Across RHA Sites - October 29th

More than 300 youth and families participated in Halloween festivities, including costume contests, candy giveaways, and site decorations. Events encouraged family participation and strengthened the sense of community across properties.

Junior Ski Program

Staff continued preparations for the Junior Ski Program with Sky Tavern and Bobo's. The program will provide youth access to skiing and snowboarding lessons, promoting outdoor recreation and confidence-building.

Early Foundations Program

December 2nd Book-Kit Event at 440 Reno Avenue

Planning progressed for the December 2nd Book-Kit Event at 440 Reno Avenue. Partners include The Children's Cabinet, United Way of Northern Nevada, UNR Extension, and First 5 Nevada. Program materials, family activity kits, and outreach flyers were finalized. The event aims to improve early childhood literacy, strengthen parent-child engagement, and connect families with local early learning resources.

Community Engagement & Outreach

Family Resource Fair – October 8th

Resident Services staff participated in the City of Reno's Family Resource Fair, connecting families to RHA programs and community partners providing childcare, employment, and health resources.

Nevadaworks Lithium Battery Lifecycle Industry Sector Partnership - October 9th

Resident Services staff participated in the Nevadaworks Lithium Battery Lifecycle Industry Sector Partnership meeting, hosted at the Nevadaworks office in Reno. The session convened education, workforce, and community partners to align with regional employers on workforce needs within Nevada's rapidly expanding lithium battery sector. Discussion topics included identifying skill gaps, supporting training pipelines, and coordinating resources to connect job seekers with high-demand technical careers.

Nevada Works Sector Partnership and Workforce Development Meeting - October 24th

Resident Services staff attended the Nevadaworks Regional Workforce Development Meeting, which brought together industry leaders, education partners, and government representatives to align workforce strategies across Northern Nevada. The session included updates from the Governor's Office of Economic Development, apprenticeship expansion initiatives, and sector discussions in advanced manufacturing, logistics, and healthcare.

D. Update on Government & Public Affairs Activities

- A landlord recruitment campaign is in development.
- The newly redesigned annual calendar will drop in the mail in early December.
- Staff is working to finish editing the Start Smart video interviews for different marketing purposes.
- Staff is completing the landlord newsletter for distribution this winter.
- GPA continues to build out the communications plan with the executive team, and prepare for implementation in early 2026.

E. Update on Development Department Activities

Silverada Manor

- New siding installation completed on phase 1 buildings.
- Asphalt and concrete work for phase 1 at 85% complete.
- Phase 1 is scheduled for completion in early December.
- Relocation planning for the turnover between Phase 1 and Phase 2 remains on track for completion in December.
- On October 16th, RHA held a meeting with off-site residents to discuss the delay in Phase 1 completion, share the revised timeline, and explain residents' rights under the RAD program. The information was well received, and residents indicated they were comfortable remaining off-site a bit longer in order to return to Silverada. Residents have since chosen to move back and have received official 30-day notices for their return.
- On November 7, the teams from RHA and Brinshore completed the initial punch-list inspection of Building 1. Corrections are scheduled for completion by late November.

Hawk View

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

Stead Manor

- Phase 2 construction started August 7th.
- Drywall installation, taping, and texture work for the buildings in Phase 2 are on schedule for completion in late November.
- Exterior paint for buildings 1,3, and 10 on track to be completed late November.
- Turnover between Phase 2 and Phase 3 is expected in late January 2026.
- The full project remains on track for completion in July 2026.

McGraw Court/Silver Sage Court

- Phase 3 construction was completed in late September.
- Silver Sage close-out was completed in September.
- McGraw Court Closeout to be completed late November.
- Successful ribbon cutting event was held on October 3rd.

Carville Court

- Design Development (DD) drawings were received early October.
- DD estimate from CORE Construction was received in late October.
- Wood Rodgers received approval from Washoe County for Record of Survey and Deed of Combination. Documents recorded late October.
- Project is on track to deliver Construction Documents drawings late January.

Essex Manor

- Construction Documents delivered to RHA in September.
- The permit set was submitted to the City of Reno for plan review in late September and issued early November.
- Proposals for general contractors were received on October 24.
- The lowest responsive bidder is Reyman Brothers Construction (\$1,365,525).
- Construction contract will come to Board for discussion and possible approval at the December Board meeting.

Capital Fund

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

Reno Avenue

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

2026 I Street

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

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.
- Construction is expected to be completed late November.

GEN-DEN Housing Project

- RHA revised documents were executed, and the Memo of Ground Lease was recorded.
- The initial kick-off meeting was held on October 1.
- Monthly draw requests are expected not later than the 15th of each month.

- The Development Department will conduct monthly inspections alongside the GC; however, given the site constraints, we have also agreed to schedule weekly Microsoft Teams meetings to review progress and discuss any changes during construction.
- The first draw request is expected in December.
- On October 20th, the project team submitted a summary report detailing updated sources and uses of funds, and confirmed there is no initial financial gap.
- Construction started early November.
- The project is expected to be completed in 10-12 months.

F. Update on Information Technology Activities

Initiatives

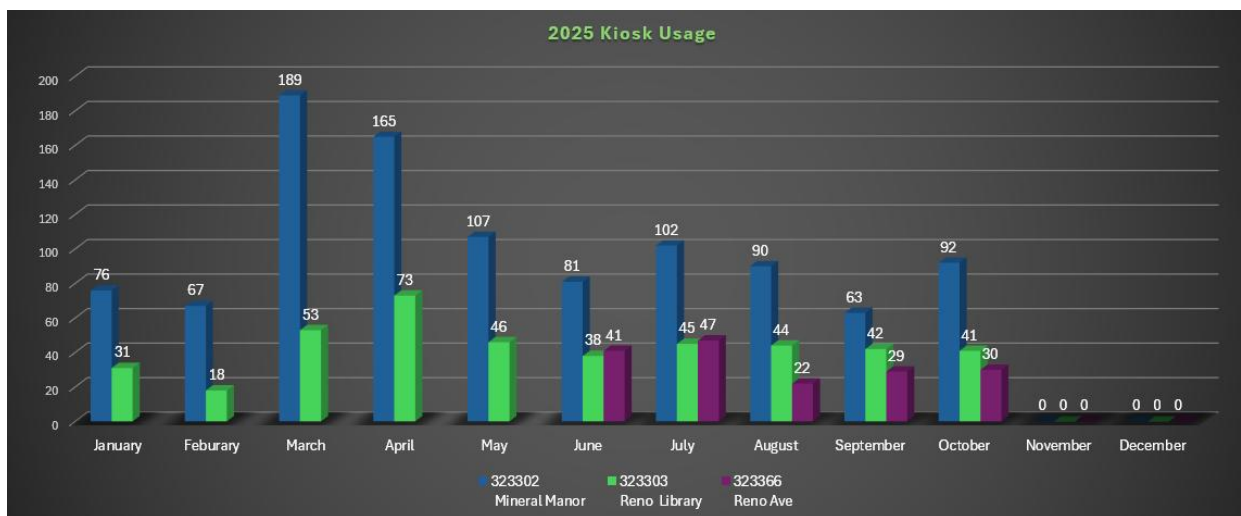
- Diligent Community/BoardDoc project is underway.

“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 - 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 by staff will be brought to the Board next month. 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 in January.

2026 MTW Conference

- RHA's MTW team is on the planning committee for the upcoming MTW Conference. The MTW Conference, which is held annually in Washington DC, brings staff from 138 MTW agencies, researchers, and HUD officials together to network and learn from each other. This year's conference will be held Wednesday, April 8 – Friday, April 10, 2026.
- Staff suggested and will be moderating a 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 that agencies are supporting youth and how this approach is impacting the self-sufficiency goals of the entire household.

Internal Policy Review

- RHA's MTW team continues 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 Plan (ACOP), the Administrative Plan for Section 8 Housing Choice Voucher and Project Based Voucher, Family Self Sufficiency (FSS) Action Plan, and a new Administrative Plan for Resident Services. Each of these policies will go through a public review process with the FY 2027 Annual MTW Plan before being brought to the Board in March for final review and approval.

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

- RHA's MTW Policy & Planning Analyst began analyzing the results of the resident needs assessment survey of four public housing sites in support of RHA's application for funding under the ROSS-SC NOFO. The ROSS-SC program provides awards to PHAs to assist public housing residents in making progress toward self-sufficiency by addressing educational, professional, and health-related barriers. Data from this survey will be used to identify areas of need with the narrative clearly demonstrating how the agency, and its identified partners, will help address the areas of need identified. Applications for this NOFO are due on December 2, 2025.

H. Update on Legal Inquiries

No legal updates.

I. Financials

12 Month Actual to Budget

Oct-25

		Actual Jul 2025	Actual Aug 2025	Actual Sep 2025	Actual Oct 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	3,645,732.08	9,872,274.37	6,226,542.29	37%	
3499-00-000	TOTAL GRANT INCOME	5,654,959.57	5,610,213.75	6,233,987.61	5,627,444.98	23,126,605.91	68,561,831.00	45,435,225.09	34%	
3699-00-000	TOTAL OTHER INCOME	498,109.27	1,195,702.44	438,349.17	220,112.73	2,352,321.63	6,001,061.18	3,648,739.55	39%	
3999-00-000	TOTAL INCOME	7,040,512.98	7,720,502.53	7,551,357.98	6,812,034.29	29,124,659.62	84,435,166.55	55,310,506.93	34%	
4000-00-000	EXPENSES									
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	721,191.73	950,958.65	808,122.78	769,830.97	3,309,495.24	9,795,035.81	6,485,540.57	34%	
4299-00-000	TOTAL TENANT SERVICES EXPENSES	27,314.31	30,130.89	48,523.39	22,177.23	135,322.12	243,617.98	108,295.86	56%	Unit cable expenses are anticipated to end 12/31/2025. Overall expenses for category should level off after.
4399-00-000	TOTAL UTILITY EXPENSES	53,211.97	85,457.61	213,321.54	94,759.36	496,831.02	1,499,205.22	1,002,374.20	33%	
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	170,956.68	264,911.23	205,132.81	253,578.61	942,991.79	3,018,337.90	2,075,346.11	31%	
4599-00-000	TOTAL GENERAL EXPENSES	286,357.44	518,352.77	348,841.84	298,193.15	1,492,093.32	4,218,260.11	2,726,166.79	35%	
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	5,346,142.78	5,122,265.11	5,493,968.14	5,242,227.57	21,204,603.60	60,275,448.00	39,070,844.40	35%	
4899-00-000	TOTAL FINANCING EXPENSES	45,257.50	45,400.00	45,347.50	45,325.00	181,830.00	534,725.00	352,895.00	34%	
5999-00-000	TOTAL NON-OPERATING ITEMS	191,129.13	225,663.05	80,067.02	15,739.31	355,310.73	3,010,050.98	2,654,740.25	12%	
8000-00-000	TOTAL EXPENSES	6,841,561.54	7,243,139.31	7,243,325.02	6,741,831.20	28,118,477.82	82,594,681.00	54,476,203.18	34%	
9000-00-000	NET INCOME	198,951.44	477,363.22	308,032.96	70,203.09	1,006,181.80	1,840,485.55	834,303.75	55%	

*YTD Actual to Budget expectation is 8-10% usage a month (4/12 of the year = 33 %)

Reno Housing Authority

Unrestricted Cash & HUD Held Reserve Report

October 2025

Bank Account/Funding Source		Balance	Obligations/Recommendations	Value
Unrestricted	Bank of America Unaided - X1775	\$ 5,626,563	Board Obligations	
Unrestricted	Bank of America WAHC Contract Administration Fee - X5181	\$ 4,893,036	Development Guarantees	\$ 2,000,000
Unrestricted	Wells Fargo Investment - X2551	\$ 14,118,778	Gen Den	\$ 1,750,000
			Operating Reserves (4-months Administrative Expenses)	\$ 3,361,848
			Carville Court Development	\$ 3,575,000
			Capital Improvement Plan (CloudTen Properties 2026-2027)	\$ 3,770,000
			\$ 14,456,848	
			Staff Recommendations for Upcoming Projects	
			Reno Avenue Development (estimated)	\$ 1,000,000
			I Street (estimated)	\$ 2,160,000
			Resident Services New Location	\$ 2,500,000
			\$ 5,660,000	
Unrestricted Subtotal		\$ 24,638,376	Unrestricted Obligation Subtotal	\$ 20,116,848
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		\$ 34,233,158	TOTAL	\$ 29,711,630