



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 23, 2026

DATE: Wednesday, June 17, 2026

TO: Board of County Commissioners

FROM: Ryan Gustafson, Assistant County Manager
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THROUGH: Kate Thomas, County Manager

SUBJECT: Recommendation to approve a Sole Source waiver and a related award to the Housing Authority of the City of Reno for the Hope Landing project consisting of a 15-unit housing project at 1247 Carville Drive in the amount of [\$1,400,000], funded by an allocation of the American Rescue Plan Act (ARPA) funds through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), retroactively beginning May 1, 2026, with an expenditure deadline of October 31, 2026 and a project completion deadline of approximately June 1, 2027; authorize funds to be distributed from the Affordable Housing Trust Fund, as authorized by Ordinance 1694 adopted on November 4, 2022; and if approved, authorize the Purchasing and Contracts Manager to execute the required contracts. (All Commission Districts)

SUMMARY

Recommendation to approve a Sole Source waiver and a related award to the Housing Authority of the City of Reno for the Hope Landing project consisting of a 15-unit housing project at 1247 Carville Drive in the amount of [\$1,400,000], funded by an allocation of the American Rescue Plan Act (ARPA) funds through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), retroactively beginning May 1, 2026, with an expenditure deadline of October 31, 2026 and a project completion deadline of approximately June 1, 2027; authorize funds to be distributed from the Affordable Housing Trust Fund, as authorized by Ordinance 1694 adopted on November 4, 2022; and if approved, authorize the Purchasing and Contracts Manager to execute the required contracts.

Pursuant to NRS 244.1505, the Board of County Commissioners may expend money for any purpose which will provide a substantial benefit to the inhabitants of the County and that board. The contract recommended for approval with the Housing Authority of the City of Reno is valued at \$1,400,000; thus, Board approval is requested.

Washoe County Strategic Objective supported by this item: Vulnerable Populations; Expand Appropriate Housing Options Across Community

AGENDA ITEM # _____

PREVIOUS ACTION

On November 18, 2025, the Board deobligated a previously approved allocation of Affordable Housing Trust Fund funds in the amount of [\$1,000,000] awarded to American Covenant Housing Foundation Inc. (ACHF) for the Sutro Senior Sanctuary Supportive Housing project. ACHF stated that they were unable to complete the project and subsequently rejected the funding. This deobligation allows for the funding to be reallocated to other projects.

On May 28, 2024, the Board awarded American Covenant Housing Foundation Inc. for the Sutro Senior Sanctuary Supportive Housing project consisting of two buildings at 696 Sutro Avenue and 839 Sutro Avenue and 838 Quincy Street in the amount of \$1,000,000 and Accessible Space, Inc. (ASI) \$750,000 for the Line Drive Apartments Supportive Housing project at 1775 E 4th Street and authorize funds to be distributed from the Affordable Housing Trust Fund.

On April 3, 2024, negotiations with ASI and American Covenant Housing Foundation concluded resulting in recommendation for final funding approval to the Board.

On February 23, 2024, after review and scoring by an evaluation committee, a Notice of Recommendation and Intent to Award identified two responsive and responsible bidders, Accessible Space, Inc. (ASI) and American Covenant Housing Foundation, Inc.

On December 7, 2023, the Housing and Homeless Division released RFP 3243-24 Affordable Housing Trust Fund, seeking applications for permanent supportive housing projects that would meet the needs and preferences of people experiencing chronic homelessness with a due date of February 2, 2024.

On December 13, 2022, the Board approved allocations of the American Rescue Plan Act (ARPA) funds through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) for multiple projects, including approval of an allocation to the Affordable Housing Trust Fund (AHTF) - Project #55 in the amount of \$2,060,000 to be overseen by the Washoe County Division of Housing and Homeless Services. Funding will be used to incentivize developers to build affordable housing in Washoe County through a competitive loan process managed by Washoe County and disbursed through the Community Foundation of Northern Nevada which will receive \$60,000 of funding to act as the fiscal agent of the funds.

On October 25, 2022, the second public hearing and adoption of ordinance 1694 was approved.

On October 11, 2022, the Board of County Commissioners was introduced to the first reading of an ordinance amending Washoe County Code Chapter 45 (Public Welfare) by adding a section defining “low-income households”, “very low-income households”, “extremely low-income households”, and “permanent supportive housing”; and by amending provisions related to: the establishment and purpose of the Washoe County Affordable Housing Trust Fund (“the Fund”); the administration of the Fund, which is to be administered by the Housing and Homeless Services Division of Washoe County rather than a non-profit contractor; the use of a fiscal agent to collect, hold, manage and

disburse Fund assets; the potential funding sources and availability of monies in the Fund; the use and disbursement of monies in the Fund; the location of units/projects to be assisted with Fund monies; and requirements for the annual evaluation; and all matters necessarily connected therewith and pertaining thereto.

On August 16, 2022, the Board of County Commissioners authorized the initiation of amendments to Washoe County Code Chapter 45 (Public Welfare) to amend sections related to the Washoe County Affordable Housing Trust Fund and directed the County Clerk to submit the request to the District Attorney's Office for the preparation of a proposed ordinance in accordance with WCC 2.040.

On June 22, 2021, the Board approved a grant award of \$60,137 received by Washoe County as program income from closed Community Development Block Grants (CDBG) to the Community Foundation of Northern Nevada for the Washoe County Affordable Housing Trust Fund and approve Resolution necessary for same.

On May 25, 2021, the Board of County Commissioners approved a fund agreement with the Community Foundation of Northern Nevada to establish a non-endowed field-of-interest fund to enable acceptance of assets for the Washoe County Affordable Housing Trust Fund.

On March 26, 2019, the Board adopted Ordinance Number 1632, which established the Washoe County Affordable Housing Trust Fund and provided that the fund will receive monies from various sources to be used to increase and improve the supply of housing projects affordable to households of low income in a manner consistent with the provisions of the Ordinance. The Ordinance also provides that the Board will approve an allocation plan for the use and disbursement of monies in the Fund and which will identify a non-profit contractor as the administrator of the Fund.

On February 26, 2019, the Board introduced and conducted a first reading of an ordinance establishing the Washoe County Affordable Housing Trust Fund and set the second reading and public hearing date for March 26, 2019.

On November 27, 2018, the Board gave direction on elements to be included in an ordinance establishing the Washoe County Affordable Housing Trust Fund.

BACKGROUND

In 2018, the County was approached by a local advocacy group interested in enhancing housing resources in the region. Following a series of policy discussions, the Board set forth the elements of an ordinance and established the Washoe County Affordable Housing Trust Fund (AHTF). Since that date, adjustments were made and the AHTF evolved as a new and significant tool to finance affordable housing for extremely low-income households in need of permanent supportive housing.

In 2021, the Board approved a fund agreement with the Community Foundation of Northern Nevada (CFNN) to enable acceptance of funds for the AHTF. That same year, the Board approved a grant award of \$60,137 to CFNN for the AHTF. In December 2022, the Board approved an allocation of the American Rescue Plan Act (ARPA) funds

through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) in the amount of \$2,060,000 for the AHTF, to be disbursed through the Community Foundation of Northern Nevada. Additional contributions were made to the fund by CFNN donors over the years as well. As of the submittal of this staff report, the fund has a balance of \$1,696,432.54.

In May 2024, the Board awarded funding for two projects from the AHTF: \$1,000,000 to American Covenant Housing Foundation Inc. for the Sutro Senior Sanctuary Supportive Housing project and \$750,000 to Accessible Space, Inc. (ASI) for the Line Drive Apartments Supportive Housing project. Construction of the Line Drive Apartments project, located on the grounds of the Nevada Cares Campus, was completed in the fall of 2025, and the building is expected to be fully occupied (51 units) by June 30, 2026.

American Covenant was unable to complete the Sutro Senior Sanctuary project, and no AHTF funds were expended. In November 2025, the Board deobligated the previously approved allocation of AHTF funds. This deobligation allowed for funds to be reallocated to other projects, and as a result, funds are now being requested for the recommended Hope Landing project.

Hope Landing, as implemented by the Housing Authority of the City of Reno (RHA), will create 15 one-bedroom permanent supportive housing units for individuals experiencing homelessness who require long-term housing stability and supportive services. Each unit will be paired with project-based rental assistance and on-site supportive services, ensuring long-term affordability for households earning at or below 30% of Area Median Income (AMI).

The recommended \$1,400,000 Affordable Housing Trust Fund investment will help close the project's financing gap while leveraging RHA resources, project-based vouchers, and additional project financing. A sole source waiver is recommended in lieu of a formal procurement process because RHA is the only entity in the community that administers and has committed the project-based vouchers required to support all 15 units. These vouchers are an essential component of the project's financing structure, operating model, and long-term affordability, making RHA uniquely qualified to develop and operate the proposed project.

Project construction began in May 2026 and is expected to be completed by June 1, 2027, with full occupancy anticipated by August 2027. The award will also leave approximately \$296,000 in Affordable Housing Trust Fund resources available for future housing initiatives.

FISCAL IMPACT

The Affordable Housing Trust Fund held by the Community Foundation of Northern Nevada, has a current balance of \$1,696,432.54.

Washoe County receives quarterly statements from the Community Foundation of Northern Nevada on the balance of funds.

Reimbursement based drawdowns from the grant amount will be processed and vetted through the agreement with CFNN.

RECOMMENDATION

Recommendation to approve a Sole Source waiver and a related award to the Housing Authority of the City of Reno for the Hope Landing project consisting of a 15-unit housing project at 1247 Carville Drive in the amount of [\$1,400,000], funded by an allocation of the American Rescue Plan Act (ARPA) funds through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), retroactively beginning May 1, 2026, with an expenditure deadline of October 31, 2026 and a project completion deadline of approximately June 1, 2027; authorize funds to be distributed from the Affordable Housing Trust Fund, as authorized by Ordinance 1694 adopted on November 4, 2022; and if approved, authorize the Purchasing and Contracts Manager to execute the required contracts.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to approve a Sole Source waiver and a related award to the Housing Authority of the City of Reno for the Hope Landing project consisting of a 15-unit housing project at 1247 Carville Drive in the amount of [\$1,400,000], funded by an allocation of the American Rescue Plan Act (ARPA) funds through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), retroactively beginning May 1, 2026, with an expenditure deadline of October 31, 2026 and a project completion deadline of approximately June 1, 2027; authorize funds to be distributed from the Affordable Housing Trust Fund, as authorized by Ordinance 1694 adopted on November 4, 2022; and if approved, authorize the Purchasing and Contracts Manager to execute the required contracts.”