



AGENDA

Washoe County Home Consortium Technical Review Committee Hybrid Meeting

Tuesday February 10, 2026 at 9:30 AM
Reno City Hall, 7th Floor Caucus Room
1 E. First Street Reno, NV, 89501

Members

Chohnny Sousa

Truckee Meadows Regional Planning, Technical Staff, Chair

Amy Jones

City of Sparks, Technical Staff, Vice Chair

Monica Kirch

City of Reno, Technical Staff

Catrina Peters

Washoe County, Technical Staff

Donna DiCarlo

At-Large Representative

T Tran

Sparks Citizen Representative

Vacant

Reno Citizen Representative

Ross Kinson

Washoe County Citizen Representative

Public Notice

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Members of the Board/Commission/Committee may participate in this meeting using the zoom video conference platform.

Members of the public may participate in the meeting by registering through the below zoom link which will provide the meeting ID number and call-in phone number.

Virtual link: <https://shorturl.at/XJlrU>

In Person: One East First Street, 7th floor Caucus Conference Room

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Accommodations

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Supporting Materials

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Order of Business

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Public Comment

In-Person

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A. Introductory Items

A.1 Call To Order/Roll Call

A.2 Public Comment – This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

A.3 Approval of the Agenda (For Possible Action) – February 10, 2026

A.4 Approval of the Minutes (For Possible Action) – August 12, 2025, September 9, 2025, and October 14, 2025

B. Business Items

B.1 1st Public Hearing: Applicant presentation, discussion, and review of applications for 2026/2027 HOME and Affordable Housing Trust Fund grant funding. (For Discussion Only)

C. Technical Review Committee Items and Announcements - Limited to items that do not appear elsewhere on the agenda. No action may be taken on this item.

D. Staff Technical Support Update - Staff may provide an update on projects, funding or other programmatic issues (For Discussion Only)

E. Future Agenda Items - Discussion of items for future agendas. No action may be taken on this item.

F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

G. Adjournment (For Possible Action)



AGENDA

Washoe County Home Consortium Technical Review Committee Hybrid Meeting

Tuesday August 12, 2025, at 9:30 AM
Reno City Hall, 7th Floor Caucus Room
1 E. First Street Reno, NV, 89501

Members

Chohnny Sousa

Truckee Meadows Regional Planning, Technical Staff, Chair

Amy Jones

City of Sparks, Technical Staff, Vice Chair

Monica Kirch

City of Reno, Technical Staff

Catrina Peters

Washoe County, Technical Staff

Donna DiCarlo

At-Large Representative

T Tran

Sparks Citizen Representative

Kathleen Teipner McCoy

Reno Citizen Representative

Ross Kinson

Washoe County Citizen Representative

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A. Introductory Items

A.1 Call To Order/Roll Call

Member Sousa called the meeting to order at 9:32 a.m.

Present: Sousa, Jones, Peters, DiCarlo, Tran, Kinson

Absent: Kirch, McCoy

A.2 Public Comment – This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

No public comment.

A.3 Approval of the Agenda (For Possible Action) – August 12, 2025

Sousa mentioned that member McCoy has resigned from the position, so remove her from the board. Member Tran motioned to approve the agenda, member Peters second. The motion carried unanimously with members Kirch and McCoy absent.

A.4 Approval of the Minutes (For Possible Action) – April 8, 2025

Member Peters motioned to approve the April 8, 2025 WCHC-TRC meeting minutes. Member Kinson second. The motion carried unanimously with members Kirch and McCoy absent.

B. Business Items

B.1 Discussion and Potential Update of Washoe County HOME Consortium Funding Priorities (For Possible Action)

Member Sousa provided some background knowledge on the WCHC funding priorities. The current WCHC funding priorities were last revised in 2015, so much has changed in the affordable housing landscape. It makes sense for staff to go through the funding priorities and determine what aligns best with current needs.

Elaine Wiseman gave a presentation on where the WCHC is currently at with the funding priorities and asked for direction from TRC members in revising the level 1 and level 2 priorities while taking into consideration legislative changes and understanding the housing landscape today.

Elaine provided an overview of the level I and level II priorities as they stand now. Level I and level II priorities are made available in the staff reports titled “Attachment A to B.1 SR WCHC Funding Priorities.”

Level 1: The average rent for all HOME units is at or below 40% of the AMI for family units, and at or below 45% of AMI for senior projects.

Elaine asked the TRC if this priority still targets the population that most needs those AMIs; are those realistic AMI’s considering the increased cost of living and costs to build and develop; should the thresholds be adjusted for inflation or market trends? Peters suggested that most developments focus on 30% and 60% so prioritizing 40% and 45% makes sense. Jones suggested the prioritization of developments that include 30% in their projects, however, questions whether it is feasible for developers to make their projects pencil with those AMIs. Peters confirmed that today’s discussion is all preliminary and the focus is to get ideas on the table for a draft version of the WCHC funding priorities. Peters also agreed that 30% AMIs are important but challenging so she agrees to incentivizing them.

Level 1: Project provides supportive services, or owner/manager partners with a service provide to provide supportive services.

Elaine asked the TRC if there should be a minimum service level requirement. She stated that at this time this funding priority does not specify what a supportive service is; also asked if the language should be updated to permanent supportive services. Peters commented that Nevada now has language in the NRS to clearly define what supportive services are and that this funding priority should adopt that language as to provide a more concrete definition. Sousa asked if the funding priority is already grounded in NRS, however Elaine explained that as it currently stands, it is not. Peters commented that with the passing of AB310, there is now a dedicated funding source for supportive services where projects can apply for funding and help make their projects pencil. Jones agreed that the funding priority as it stands, is too vague and likes the idea of adopting language from the NRS. Peters suggested that those who meet this priority should use HMIS for basic entry and exit data. Elaine asked for clarification on if the use of HMIS must be included in the funding priority however Peters explained that not fully, but as long as the basic enrollment and exit data is used it would be very beneficial to the region.

Level II: Project is accessible and located near public transportation options.

Elaine asked the TRC how “near” is defined in the funding priority and if transportation should be broadened to include bike paths or paratransit access. Jones also asked how “near” is defined. She reviewed NHD’s QAP where they define “near” as a quarter of a mile to a bus stop with services and suggested to adopt this language for this funding priority. Elaine asked if this priority needs to be kept or if it should remain a level II priority. Jones agreed that it should stay a level II priority but is flexible to moving it however the TRC believes is best. Kinison suggested removing bike paths from the funding priority and that access to transportation should be access to bus stops.

Level II: Project contains one or more green components above and beyond the minimum energy efficiency requirements.

Elaine commented that the energy efficiency incentives at the federal level are in jeopardy of not getting funded, so questioned if this priority still makes sense. Kinison suggested that developers should be developing for the future, and given the region we are in, this should be a funding priority for the WCHC. Tran suggested that if the incentive at federal level is going away, and the WCHC keeps it, it should be ranked a level I as opposed to a level II priority. She also commented that there is an abundance of smart technology that can help build more efficient buildings. Peters supported Tran’s suggestion. Jones agreed. Ross added that if developers are building appropriately for the environment, it can add value to the development.

Level II: Project addresses one or more objectives of the current Consolidated Plan for the region.

Level II: Project addressed one or more objectives of the current Regional Plan

Elaine asked the TRC if the funding priority should reference the consolidated plan, which can be found on www.reno.gov/housing. She explained that due to the nature of the consolidated plan, every affordable housing development will meet some criteria and

having this funding priority seems repetitive. Jones, Tran and Peters all agreed to remove this funding priority. Peters suggested the same with the regional plan funding priority. Sousa explained that the consolidated plan and the regional plan are two very different plans with different goals. The regional plan does not have any boxes a developer can check off to make their project more attractive. Rather, the Truckee Meadows Regional Planning Authority (TMRPA) encourages the development of affordable housing but does not necessarily incentivize it as the WCHC would. Jones asked if there are objectives in the regional plan that developers can go above and beyond to satisfy this requirement. Sousa explained that with the population growth section, there's policy NG4 and that is for affordable housing strategies. Also, she explained that TMRPA relied on the jurisdictions to create their own policies to promote affordable housing developments. An affordable housing developer came forth with a project to build housing, it is seen as a plus however it doesn't provide any additional "points" because it's affordable. The two plans, the consolidated plan and the regional plans are two very different plans with different scopes. The regional plan is focused on tiers, particularly development in urban vs rural areas. Jones suggested the funding priority then be aligned with the tiered structure of the regional plan. Sousa disagreed and suggested that the regional plan may be referenced in an affordable housing development application but not required. Sousa also explained that virtually all affordable housing development will already meet a tiered criteria in the regional plan. Tran agreed to remove the consolidated and regional plan language from the funding priorities. Sousa agreed.

Peters asked if the language can be changed to align with regional plan as the language with the transportation goal. Sousa will think on this and see what additional information she can bring back. Elaine suggested it may just be a point of reference as opposed to a funding priority.

Sienna Reed provided public comment and suggested that if the regional plan's tiering is super broad and doesn't necessarily incentivize affordable housing, maybe the WCHC can use this as an opportunity to provide some sort of incentive that the TMRPA would not. For example, mixed-use core in Tier 1 of the regional plan, it would make an affordable housing development closer to many amenities and could possibly be seen as an incentive. Sousa agreed with Reed's public comment. She suggested this can be a helpful tool for the TRC members. Elaine echoed Sousa. Sousa will send out a map so the TRC can see the tiering.

Level II: Project is mixed income/use project.

Elaine asked the TRC if this priority is a relevant priority. Tran agreed that it is not and that these projects don't come to the TRC for funding. Sousa and Peters agreed that it should not be a funding priority and that most projects already blend in mixed-income. Elaine commented that the NHD allows for income averaging on their projects for the low-income housing tax credit program, so seeing 70% and 80% AMIs is not unusual anymore. Peters agreed with Elaine. Peters and Sousa feel indifferent about this being a priority or not.

Additional discussion on the level I and II priorities.

Ross suggested adding an additional priority: labor agreements for affordable housing development projects. Tran suggested that non-union pay is now competing with union pay, which is good for competitive wages. Ross expanded his suggestion by adding that labor agreement, in addition to prevailing wages, is important. Peters commented that wages in the region have been stagnant and this can be useful but is unsure of how this implicates HOME. Elaine responded by mentioning that if a project has 12 or more HOME unit, the entire project is subject to Davis-Bacon so incentivizing labor agreement or prevailing wages would make sense as this would be an above and beyond requirement.

Sousa would like to see a preference given to projects who have an affordability period over 20 years. Attorney Mehta commented that HUD only requires 20 years, and that if that's extended, the WCHC is on the hook for repayment should the project default on their loans 30 or 40 years from now. She suggested having the 20 years of affordability period and then a separate internal extended affordability period. Alex also commented that all HOME-funded projects that are in their affordability period must be monitored on an annual basis. Jones asked what would happen if the federal government does not fund HOME. Elaine said that City of Reno is still responsible for compliance and monitoring, but may be able to use CDBG funds to do so. Tran asked what would happen to the project's compliance once the federal 20 years has elapsed, but has an extended affordability period through the WCHC. Alex mentioned that there's never been a project in which this was the case however a policy would be developed and implemented so those projects don't go unchecked.

Jones would like to see a requirement for proximity to services such as a half mile to at least two or three of the following: grocery store, pharmacy, bank, school, daycare, park, community center, medical facility, library, place of worship, post office, etc. Sousa agreed.

Jones would like to see a requirement that allows the WCHC to see where the developer is at with their funding and if all of their funding is in place at the time of application. Attorney Mehta mentioned that the TRC can add language about the project's viability, such as asking if the developer has their funding in place and if their construction timeline is reasonable and attainable. Tran opposes additional restrictive language be added for this category because she believes the City staff has a process in place where they can better understand where the project is at and if it is a viable project. Peters agreed with Tran's comment.

Jones would like the TRC to look at the funding priority levels I and II and asked if they should be left like that, moved around, or just change them all to a funding priority and get rid of level I and II. Peters commented that as part of the HOME application, developers submit a project summary sheet where they indicate what funding priority they are meeting. Elaine provided clarification and as reviewers, they do a good job at identifying

each project's scope and what funding priorities they meet. She explained that this is provided to TRC members in a staff report and that all qualified applicants should apply, regardless of whether they meet a funding priority or not. The level I and II priorities are especially useful when it comes to competitive funding rounds. Jones commented that the board can identify what is a level I and a level II priority. Tran wants the scoring process to be as simple as possible and that the reviewers do a great job at summary each project and what funding priorities they meet, if any.

Member Peters motioned to request staff to develop a revised priority sheet to bring back to the next meeting for further consideration. Member Tran second. The motion carried unanimously with members Kirch and McCoy absent.

B.2 Presentation on the Washoe County HOME Consortium Compliance Program (For Discussion only)

Alex gave a presentation on the new WCHC monitoring and compliance program. The City of Reno previously contracted the Nevada Housing Division to complete the required annual monitoring of all HOME-funded projects in the WCHC portfolio. This was due to staffing issues with the City of Reno HOME office. Due to staffing issues with the NHD and COVID, many HOME projects did not receive annual monitoring as required by HUD. On March 2024, the City of Reno terminated their contract with NHD and brought back monitoring in-house. Today, there are 82 HOME-funded projects. A 3-year plan was created to get all the WCHC's HOME-funded projects monitored on site and back into compliance with HUD. Monitoring priorities were established to determine who gets onsite monitoring in year 1, year 2, and year 3. For fiscal year 2024, 38 HOME projects were monitored, 212 units were inspected, and 212 tenant files were reviewed. 5 environmental reviews were also completed in fiscal year 2024. For fiscal year 2025, it was the first 12-month monitoring cycle for the City of Reno. A total of 74 HOME projects were monitored, 42 were onsite visits, 32 were remote monitoring reviews. 352 units inspected, 352 tenant files reviewed, and 6 environmental reviews. For fiscal year 2026, 82 home projects will be monitored. 51 onsite reviews, 30 remote monitoring reviews, 453 scheduled unit inspections, 453 tenant file reviews, and 3 environmental reviews. At the end of fiscal year 2025, every single HOME project that could have been monitored was monitored. At the end of fiscal year 2026, every HOME project will be monitored onsite, which means that the WCHC will be back into full compliance with monitoring HOME-funded projects.

Common monitoring findings and takeaways: identifying underperforming projects, high performing projects, an opportunity for building relationships with different property managements, and providing technical assistance. There were hundreds of tenants whose rent was increased too much, so their rents were adjusted and credited for overpayment. Working on getting lease agreements in compliance. There were issues with vacancies in HOME units. There were issues with over-income tenants in extremely low AMI HOME units. Also, working with property management teams in developing and assisting with internal policies and procedures to ensure HOME compliance.

Tran asked when the next HOME compliance training will be held. Alex mentioned it will be on August 12, 2025, at 11:00 a.m. at McKinley. He mentioned that this year's training will encompass the 2025 HOME final rule and the HOTMA updates to HUD programs. Peters asked what happens when a HOME unit is uninhabitable. Alex commented that all HOME-assisted units are held to HUD's NSPIRE standards, so any deficiency found in an inspection must be cured within the timeline as identified by HUD in the standards. He added that a monitoring review cannot be completed and closed out until all deficiencies and findings are corrected.

C. Technical Review Committee Items and Announcements - Limited to items that do not appear elsewhere on the agenda. No action may be taken on this item.

None

D. Staff Technical Support Update - Staff may provide an update on projects, funding or other programmatic issues (For Discussion Only)

Elaine: HOME Compliance lunch and learn event, RSVP. Kathleen McCoy has submitted her resignation for the City of Reno citizen representative.

E. Future Agenda Items - Discussion of items for future agendas. No action may be taken on this item.

None

F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

None

G. Adjournment (For Possible Action)

Sousa adjourned the meeting at 11:02 a.m.



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A. Introductory Items

A.1 Call To Order/Roll Call

Member Sousa called the meeting to order at 9:30 a.m.
Present: Sousa, Jones, Peters, Tran and Kinson
Absent: Kirch and DiCarlo

A.2 Public Comment – This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

No public comment.

A.3 Approval of the Agenda (For Possible Action) – September 9, 2025

Jones motioned to approve the agenda, Peters second. The motion carried unanimously with members Kirch and DiCarlo absent.

A.4 Approval of the Minutes (For Possible Action) – None

B. Business Items

B.1 Discussion and Potential Update of Washoe County HOME Consortium Funding Priorities (For Possible Action)

Elaine took the feedback that was received from TRC members and put it into a draft plan for the WCHC funding priorities. The draft shows what was suggested and what may be removed. She mentioned that the goal for next month's meeting is to approve the funding priorities, and that today should be a discussion.

Sousa noted that the consolidated plan and the regional plans were pulled out of the funding priorities and added in a general area that is not tied into a funding priority. Sousa commented that per NRS, the regional plan is updated every 5 years, so back in 2019 there was a big overhaul and language was updated. The regional format was also updated, which is where tiering became a thing. Mixed-use core, tier 1, tier 2, and tier 3, all the way out to the county boundary. Sousa explained the services that are under each tier, which may be helpful when looking at affordable housing developments and what services may be near the proposed affordable housing development depending on what tier they meet of the regional plan. An example is a development in tier 1 has more services, such as public transportation. Sousa suggested that moving the regional language away from a funding priority, but keeping it in the general information. The regional plan also helps with some of the WCHC goals.

Jones commented that the regional plan aligns with the level II priority: project is accessible and located near public transportation options. Sousa agreed. Peters also agreed that the language should include "should align." Sousa mentioned that there was a previous project that was not near services and it experienced additional obstacles that eventually led to the project falling apart.

Elaine asked for clarification on the language. Peters clarified said the "should align" with the regional plan should be included in the top general information section, separate from the funding priority that way if a project doesn't align with the regional plan, they can still apply and are not eliminated.

Jones questioned how the document needs to be structured and if level I and II are necessary – should it be just simplified to priorities without the levels. Elaine explained how the level I and II priorities are especially helpful when it comes to competitive funding rounds. She explained how the items in level I should be weighted more than level II because they are priorities that are in higher need. Peters agreed with Elaine. Jones questioned the 40% AMI priority because of how difficult that can be for developers. Elaine said that it used to be 40% AMI for family apartments and 45% for seniors. Tran commented that she is all onboard for making projects doable for developers, but that she supports the funding priorities even if it means getting creative with ensuring projects can pencil. She supports that each project is so different and unique, so keeping the priorities with two distinctive levels makes sense. Trans also supports the regional plan language in the general area as opposed to a funding priority. Sousa explained that she can

agree with having the regional plan left where it's at or moved into a level II priority. She wants staff to have the ability to review projects using the regional plan at their discretion. Elaine explained that the WCHC previously approved a project that was not near services and the project never ended up happening due to its location. Sousa suggested that they can provide applicants with a general link to the regional plan so they are aware where they which criteria from the regional plan the applicant may meet, if any.

Peters wants the supportive services level I funding priority to align with the language as established in the NRS. Elaine said the "reasons" section of the table can be changed to include how to meet this priority, so applicants understand the criteria and metrics for each funding priority. Jones asked if supportive services for seniors would fall under the NRS language. Peters explained that the senior population alone wouldn't qualify for supportive services, unless they have a disability. She further explained that the supportive service funding priority language must be explicit, so the applicant knows what supportive services are permitted to meet the funding priority. Elaine explained how in the past, teaching computer classes was allowed under the supportive services language. Jones agreed that the language should be tightened and more explicit.

Elaine explained that the projects have minimum standards they must meet in order to apply for HOME funds. However, the funding priorities outline things that the applicants can do to go above and beyond what is required. The draft has ideas of what can be considered above and beyond and that there should be language that this list is not all inclusive, possibly in the general section. Tran agreed.

Sousa opened the meeting for public comment. Aaina Khurana with Praxis consulting wanted to mention that most of the projects are going for a 9% tax credit and suggested that the TRC should be looking at the QAP so that the WCHC funding priorities align with the QAP criteria.

Sousa liked the language in the draft for level II near transportation funding priority as is. Peters agreed.

Sousa agreed with the strikethrough language of removing level II priority project is a mixed income/use project. Peters agreed.

Sousa liked the language in the draft for level II projects that commit to maintaining affordability beyond the federal HOME minimum requirement of 20 years, and such applicants will receive additional consideration.

Elaine asked for public comment and feedback from the TRC for the language used in the draft for level II labor agreement funding priority. Ross Kinson left the meeting 10:01 a.m.

Tran asked the labor agreements are related to Davis-Bacon wages. Elaine explained that if HOME projects have more than 11 HOME units, it does trigger prevailing wages. However, she explained that Ross' idea was broader than Davis-Bacon, such as labor agreements for HOME-funded projects. Also, she suggested there could be some potential changes to this requirement at the federal level. Peters asked for clarification, that this is just a priority but not a requirement. Sousa echoed Peters. Elaine mentioned that Build America, Buy America is a requirement and has already shown financial strains on developments. Sousa asked if there had been a project in the past with a labor agreement.

Elaine believes that Home Means Nevada Initiative recipients must use Davis-Bacon wages. Peters believes it's an important consideration.

Sienna Reid gave public comment: asked for clarification on level II access to transportation priority or if it'll be expanded to services and amenities. She also asked what type of public transportation options. Elaine reiterated that they want to change the wording on "reason" in the chart, so it encompasses more of a criterion as opposed to the why. This would include services and amenities in the language for that funding priority. Peters asked if the discussion with the level II labor agreements can be paused so that they can get Kinison's feedback.

Jones asked if they could include language to show that the preference will be given to applicants that meet more than just one funding priority such as meeting a preference in each level priority. Sousa suggested if it can possibly just be meeting two preferences, regardless of which level it's at.

Jones asked if they should also add the Washoe County HOME Consortium consolidated plan into the funding priorities draft. Elaine explained that all HOME projects will naturally align with the WCHC consolidated plan.

Sousa informed the TRC that she will send out information about the regional plan that shows how tiering works, including the maps.

C. Technical Review Committee Items and Announcements - Limited to items that do not appear elsewhere on the agenda. No action may be taken on this item.

None.

D. Staff Technical Support Update - Staff may provide an update on projects, funding or other programmatic issues (For Discussion Only)

Elaine suggested that the proposed draft will be much sooner than last time. Staff was out sick, which is what caused the delay in sending out the staff reports.

E. Future Agenda Items - Discussion of items for future agendas. No action may be taken on this item.

Peters wanted confirmation that at the next meeting the draft will be finalized and the TRC will be voting on it. Elaine confirmed. She also added that the housing needs assessment will be made available to the public. A live dashboard will also be live that shows the housing needs assessment on www.reno.gov/housing.

F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

None.

G. Adjournment (For Possible Action)

Sousa adjourned the meeting at 10:19 a.m.



AGENDA

Washoe County Home Consortium Technical Review Committee Hybrid Meeting

Tuesday October 14, 2025, at 9:30 AM
Reno City Hall, 7th Floor Caucus Room
1 E. First Street Reno, NV, 89501

Members

Chohnny Sousa

Truckee Meadows Regional Planning, Technical Staff, Chair

Amy Jones

City of Sparks, Technical Staff, Vice Chair

Monica Kirch

City of Reno, Technical Staff

Catrina Peters

Washoe County, Technical Staff

Donna DiCarlo

At-Large Representative

T Tran

Sparks Citizen Representative

Vacant

Reno Citizen Representative

Ross Kinson

Washoe County Citizen Representative

Public Notice

This agenda has been physically posted in compliance with NRS 241 (notice of meetings) at Reno City Hall – 1 East First Street. In addition, this agenda has been electronically posted in compliance with NRS 241 at <http://www.reno.gov>, and NRS 232 at <https://notice.nv.gov/>. To obtain further documentation regarding posting, please contact the City Clerk's Office at (775) 334-2030 or cityclerk@reno.gov.

Members of the Board/Commission/Committee may participate in this meeting using the zoom video conference platform.

Members of the public may participate in the meeting by registering through the below zoom link which will provide the meeting ID number and call-in phone number.

Virtual link: <https://shorturl.at/P0KWR>

In Person: One East First Street, 7th floor Caucus Conference Room

You can also join the meeting by typing zoom.us/join into your computer browser and entering the Webinar ID: 830 0487 0805. NOTE: This option will require a computer with audio and video capabilities. Alternatively, you can join the meeting by telephone only by dialing 1-669-444-9171, entering the Webinar ID: 830 0487 0805, and pressing #.

Accommodations

Reasonable efforts will be made to assist and accommodate individuals with disabilities attending the meeting. Please contact the City Clerk's Office at (775) 334-2030 at least 48 hours in advance so that arrangements can be made.

Supporting Materials

Staff reports and supporting material for the meeting are available by contacting Elaine Wiseman at (775) 334-2578, wisemane@reno.gov and on the City's website at Reno.Gov. Pursuant to NRS 241, supporting material is made available to the general public at the same time it is provided to the public body.

Order of Business

The presiding officer shall determine the order of the agenda and all questions of parliamentary procedure at the meeting. Items on the agenda may be taken out of order. The public body may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. See NRS 241. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

Public Comment

In-Person

A person wishing to address the public body shall submit a “Request to Speak” form to the presiding officer. Public comment, whether on items listed on the agenda or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. The presiding officer may prohibit comment if the content of comments is a topic that is not relevant to, or within the authority of, the public body, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers. Any person making willfully disruptive remarks while addressing the public body or while attending the meeting may be removed from the room by the presiding officer, see, NRS 241 and the person may be barred from further audience before the public body during that session. See, Nevada Attorney General Opinion No. 00-047 (April 27, 2001); Nevada Open Meeting Law Manual, § 8.05. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of the public body or meeting participants.

Virtual

No action may be taken on a matter raised under general public comment until the matter is included on a subsequent agenda as an action item.

Pursuant to NRS 241, those wishing to submit public comment may do so through the online public comment form found at Reno.Gov/PublicComment, by sending an email to cityclerk@reno.gov, or at the meeting during virtual public comment. Public comment is limited to three (3) minutes per person.

A. Introductory Items

A.1 Call To Order/Roll Call

Member Sousa called the meeting to order at 9:30 a.m.

Present: Sousa, Casey for Amy, Kirch, DiCarlo, Tran

Absent: Peters, Kinson

A.2 Public Comment – This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

No public comment.

A.3 Approval of the Agenda (For Possible Action) – October 14, 2025

Kirch motioned to approve the agenda, Tran second. The motion carried unanimously with members Kinison and Peters absent.

B. Business Items

B.1 Discussion, Review, and Possible Approval of the Updated Washoe County HOME Consortium Funding Priorities (For Possible Action)

Elaine explained that in the meeting packet there is a red line version and a clean version showing the WCHC funding priorities and updated general language. She explained that after the packet was distributed, member Jones sent over additional information that needs to be entered into the public record. Her concern was having the green energy requirements in the funding priorities.

Casey, sitting in for Amy Jones, explained that with their CDBG grant funds, HUD is considering rescinding the green building and efficiency standards and that the WCHC funding priority may conflict with the administration's executive order to remove similar language from all HUD grants, including HOME. Kirch added that this is a funding priority, not a requirement so the language shouldn't conflict with HUD grant agreements. Elaine explained that the language should be kept in the funding priorities and that WCHC staff has the discretion to amend the language if there's a HUD directive, without needing TRC members to vote. Kirch explained that with different administrations, priorities change, and that adding language or removing language continuously does not make much sense. She also reiterated that it's a funding priority but not a requirement. Sousa and Tran agreed.

Ross Kinison joined the meeting at 9:07 a.m.

Kinison stated that he agrees with the language in the draft for the labor agreement funding priority. Sousa asked if labor agreements are required for the HOME Program. Elaine explained that only if there are 12 or more HOME units, Davis-Bacon is triggered, but most projects stay at 11 or under. She also added that for recipients of Home Means Nevada Initiative, the Nevada Housing Division is requiring Davis-Bacon or something similar. Elaine further explained that Kinison's idea was to broaden the funding priority to include language regarding use of union labor and a commitment to fair labor practices. Kirch asked if there's a correlation between this funding priority and the San Francisco Federal Home Loan Bank and Infrastructure Bank. Kinison explained that the language use in this funding priority has some overlap with those two banks. He also added that this shouldn't deter developers. Kirch mentioned that most projects use finance layering, so they could already be doing this. Sousa reiterated that this is a funding priority as opposed to a requirement. Tran questioned if this could be redundant with Davis-Bacon and that the language in the funding priority as is, is very vague. Kirch agreed. She suggested that projects who don't agree to fair labor practices would not have a contractor license. Tran agreed. Tran is not sure where this would fit into the funding priorities. Kirch mentioned that the bullet points in the funding priority are more concrete. Kinison clarified that as the funding priority is written, he is comfortable with it. He also added that if it were up to him, he would expand it. Kirch and Tran are indifferent. Sousa asked staff if previous

projects have met this requirement. Elaine said no. Sousa said she is comfortable with leaving it as a priority.

Casey, sitting in for Amy Jones, shared additional comments regarding the tiering levels. Jones would like to know if there needs to be level I and II funding priorities, or if they should be just kept as a funding priority without the levels. She also asked if the supportive services would apply to only the HOME units or for the whole project. Elaine explained that it would only apply to the HOME units. Casey explained that the supportive services language should specify that it only applies to the HOME units. Tran explained that this only applies to the HOME units. Elaine agreed. Kirch asked if there are projects where the supportive services only apply to the HOME units. Tran and Sousa said no. Elaine explained that this funding priority came from Washoe County and that the intent was a level I funding priority but that the language should be changed to align with the NRS supportive services language. Elaine also explained that in the past computer classes were seen as supportive services, so this language is more concrete.

Casey, sitting in for Amy Jones, also shared that Jones had some language changes for the project accessibility funding priority. She would like to see the language changed to half a mile to transit and a half mile to 2 or 3 essential community services – changing “should” to “must.” Sousa explained that it makes sense to add Jones’ requested language to the funding priorities.

Peters was able to join the meeting briefly and submitted a chat due to microphone issues. Peters said she is good if the language includes that the supportive services funding priority only includes the HOME units because there may be higher AMI units that may be blended into the project that may not need supportive services.

Casey, sitting in for Amy Jones, also shared that Jones and the City of Sparks would like to remove tiering and have all of the funding priorities levelled. Kirch added that the two levels help with the ranking process. Sousa added that these are funding priorities, not requirements and that no applicant is precluded from applying. Elaine explained that the funding priorities with the two levels are helpful when identifying what the TRC prioritizes such as HOME units at 40% AMI. Tran added that during previous competitive funding rounds, the tiering was very helpful in reviewing applicants. Sousa agreed and supports the two levels for the funding priorities.

Sousa read a comment on behalf of Peters: Catrina wants to thank the City of Reno staff for all their hard work, to take the feedback from the committee and incorporate it into the proposed draft for the HOME consortium funding priorities. Managing a program of this scale and complexity is a substantial undertaking and they have an excellent job continuously improving the program to best meet the needs of the community, while taking into consideration this current extreme environment, which makes building affordable housing difficult. I also want to thank my fellow committee members for their thoughtful and respectful discussion on the funding priorities, and how to weave these factors together to get more units built.

Sousa motioned to approve the draft of the WCHC funding priorities. Kirch Second.

C. Technical Review Committee Items and Announcements - Limited to items that do not appear elsewhere on the agenda. No action may be taken on this item.

Tran asked about the TRC board vacancy. Elaine explained that there is only one person who has applied. The City of Reno council will need to vote for the Reno Citizen representative. Tran mentioned that she is aware of someone she personally knows that applied. Julie Henderson is going to check on the status of applicants.

Sousa commented that the housing dashboard looks great. Elaine added that the housing needs assessment is also on the www.reno.gov/housing website. Kirch added that this is the foundation and that more information will be added throughout time. Sousa said it is very useful, especially for planners.

D. Staff Technical Support Update - Staff may provide an update on projects, funding or other programmatic issues (For Discussion Only)

Elaine mentioned that director's meeting is next week. They will vote on the funding priorities. Julie added that November 3, the HOME application will open and it close on January 2, 2026. Staff will begin reviewing the applicants on the week of January 5, 2026. Elaine mentioned that the November and December TRC meetings will be canceled.

E. Future Agenda Items - Discussion of items for future agendas. No action may be taken on this item.

None

F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

None

G. Adjournment (For Possible Action)

Sousa adjourned the meeting at 10:06 a.m.

Staff Report

Date: February 10, 2026
To: Technical Review Committee, Washoe County HOME Consortium
From: Housing & Neighborhood Development Division, City of Reno, Lead Agency
Subject: B.1 1st Public Hearing: Applicant presentation, discussion, and review of applications for 2026/2027 HOME and Affordable Housing Trust Fund Grant Funding Organizations (For Discussion Only)

This is the first of three public hearings held by the Washoe County HOME Consortium (WCHC) Technical Review Committee (TRC) to review applications for affordable housing projects and programs funded by federal and state HOME Partnership (HOME) grant funds, as well as state Affordable Housing Trust Funds (AHTF). The TRC will make a funding recommendation at the third public hearing, tentatively scheduled for April 14, 2026. Table 1 below outlines the funding sources that may be available in the 2026/2027 program year; these amounts are subject to change.

The HOME fund estimates are based on funding received for the FY2025/2026 program year until staff receives official confirmation from the U.S. Department of Housing and Urban Development (HUD) and the Nevada Housing Division (NHD), which historically occurs in the spring. Program income is also available for new projects and programs, with the estimated amount based on the program income currently available for allocation.

<u>Table 1. 2026/2027 Estimated Washoe County HOME Consortium Funding</u>	
Federal HOME Allocation available for AHMLP (<i>estimated</i>)	\$2,381,865
CHDO Rollover (2023)	\$244,149
Total:	\$2,626,014
Nevada State HOME Allocation (<i>estimated</i>):	\$279,000
Program Income (<i>estimated</i>):	\$713,000
Total Estimated for Development Projects:	\$3,618,014
Min. CHDO set aside (<i>FY25 & FY26</i>):	\$412,746
Nevada Affordable Housing Trust Funds (<i>estimated</i>):	\$768,045

Tenant Based Rental Assistance

Tenant-Based Rental Assistance (TBRA) programs provide funding to help qualifying households cover security and utility deposits, application fees, and, in some cases, monthly rental assistance for individuals and families experiencing financial hardship. The City of Reno operates a TBRA program that allows deposit and/or rental assistance to be used throughout Washoe County.

The Consortium has historically allocated Affordable Housing Trust Funds (AHTF) to support the City of Reno’s TBRA program. The amount shown in Table 2 represents the total AHTF funding awarded for State FY2026. AHTF awarded through the State comes with less restrictive TBRA regulations, allowing the WCHC to target individuals with extremely low or no income, whereas HOME funds have more restrictive requirements.

Table 2. Rental & Deposit Assistance Program

City of Reno	Rental & Deposit Assistance	\$768,045 (or full amount allocated by State)
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City of Reno Deposit and Rental Assistance

The Affordable Housing Trust Fund Financial Assistance Program provides rental and/or deposit assistance to eligible residents. Assistance is available to Washoe County residents who have lived in Nevada for at least two years and have an income at or below 60% of the area median income for Washoe County. Residents may receive up to two months of rental and/or deposit assistance. An inspection of the rental unit is required before funding can be released, and documentation of the financial hardship that caused the household to fall behind on rent must be provided.

New Construction Applications

Table 3 below lists the applications received for new construction of affordable housing. There were three (3) new construction applications, all of which are eligible activities under the HOME program.

Table 3. New Construction Applications

Summit Heights Senior Apartments	\$1,000,000
The Reserve at Sparks	\$1,417,298
Reno Avenue Project	\$1,200,000
Total Ask:	\$3,617,298
Estimated Amount of Available Development Funds:	\$3,618,014

Project Summaries

Summit Heights Senior Apartments (Phase II)

Summit Heights Senior Apartments (“Summit Heights”) is a proposed 70-unit affordable rental development for seniors at the corner of Sky Mountain Drive and Summit Ridge Drive in Reno, adjacent to Renown Health Urgent Care. Developed by Greenstreet Development Inc., the project will serve residents aged 55 and older, with all units affordable at or below 60% of area median income (AMI) and a weighted average income target of 51.29% of AMI. Ten units will serve households at or below 30% of AMI, 31 units at or below 50% of AMI, and 29 units at or below 60% of AMI, and 6 HOME-assisted units helping address the critical housing needs of low- and extremely low-income seniors in Northern Nevada. Phase I of this project was approved by the TRC during the 2025 funding round for \$1,000,000, with financing projecting to close in April. Following approval of Phase II, the HOME loan agreement will be amended to combine both phases into a single loan.

The Reserve at Sparks

The Reserve at Sparks is a new construction 40-unit multifamily affordable rental development in the Sparks market area, designed to expand the supply of deeply affordable units and address severe cost burdens among low- and very-low-income renters in Washoe County. The project site was made available through a City of Sparks Request for Proposals, and Northern Nevada Community Housing (NNCH) was selected by unanimous City Council vote. The City’s donation of the land represents a significant public investment in affordable housing. All units are one-bedroom and will serve households at or below 60% of area median income (AMI), with three units targeted at or below 50% AMI.

Reno Avenue Project

Reno Avenue Development (“Reno Avenue”) is a proposed 42-unit family apartment community at 440 Reno Avenue in Reno, designed to provide safe, energy-efficient, and affordable housing for low- and very low-income residents. Developed and managed by the Housing Authority of the City of Reno (RHA), the project will replace two vacant single-family homes and a former daycare center, offering 24 project-based vouchers through a Rental Assistance Demonstration (RAD) transfer from Myra Birch Manor (pending approval). The development will consist of one- and two-bedroom units, with 22 units reserved for households at or below 30% of area median income (AMI) and 20 units at or below 50% of AMI, and offering 5 HOME units to help fill a critical gap in high-quality, affordable housing for families in Northern Nevada.

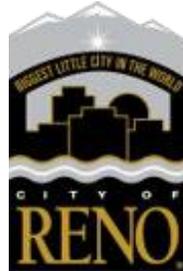
Project Comparisons

	Summit Heights	The Reserve at Sparks	Reno Avenue Project
Total Request	\$1,000,000	1,417,298	\$1,200,000
Total Units	42 (70 Total Units) (Studios & 1-BR)	40 (All 1-BR)	42 (1 and 2 BR units)
Total Estimated Project Cost	\$25,114,196	\$15,196,235	\$18,430,531
# of HOME Units & Composition	6 1 one-BR @ 50% 5 one-BR @ 30%	6 3 one-BR @ 60% 3 one-BR @ 50%	5 2 one-BR @ 50% 3 two-BR @ 30%
All Units Composition	10 @ 30%; 31 @ 50%; 29 @ 60%	At or below 60% 34 @ 60%	22 @ 30% 20 @ 50%
Affordability Period	50 Years	50 Years	50 Years
Loan Terms	Soft note, payable out of residual cash flow, set at 1% simple interest, beginning in year 16, amortizing over a 40-year period.	Loan to be amortized over the length of the affordability period, at 3% interest with equal monthly payments, not to exceed 25% of cash flow.	RHA plans to begin repayments in Year 1 subject to available cash flow, with 1% interest.
Site Control	Yes	Yes	Yes
Projected Construction Start Date	4/1/2026	5/1/2027	4/1/2027
Projected Project Completion Date	9/1/2027	5/1/2028	9/1/2028
Funding Priorities Met	Level 1: AMI. One or more green components have been met. Level 2: Accessible and will have a 50-year affordability period.	Level 1: Will provide supportive services as defined in NRS 319.600 and will contain green energy. Level 2: 50-year affordability period.	Level 1: Avg rent is at or below 40%. Project contains one or more green components. Level 2: Accessible and near public transportation options, within a half a mile. 50 years of affordability.
Will Project Move Forward if not Funded in full?	No	Yes	No
Property Management Company	Weststates	NNCH (Themselves)	RHA (Themselves)

Washoe County HOME Consortium

1st Public Hearing

February 10, 2026



Washoe County HOME Consortium Estimated Funding

2026/2027

Federal HOME Allocation available for AHMLP (estimated)	\$2,381,865
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Total:	\$2,626,014
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Program Income (estimated):	\$713,000
Total Estimated for Development Projects:	\$3,618,014
Min. CHDO set aside (FY25 & FY26):	\$412,746
Nevada Affordable Housing Trust Funds (estimated):	\$768,045



Tenant Based Rental Assistance Program

City of Reno

Rental & Deposit Assistance

\$768,045

(or full amount allocated by the State)



-  Rental & Security Deposit Assistance
-  For Washoe County Residents ($\leq 60\%$ AMI)
-  Nevada Residency Required (2+ years)
-  Rental Unit Inspection Required
-  Financial Hardship Documentation Required

New Construction Applications

Projects	Requested HOME Funds
Summit Heights Senior Apartments (Greenstreet)	\$1,000,000
The Reserve at Sparks (Northern Nevada Community Housing)	\$1,417,298
Reno Avenue Project (Reno Housing Authority)	\$1,200,000
Total requested:	\$3,617,298
Estimated amount available:	\$3,618,014

Project Presentations



Discussion

Project Comparison

	Summit Heights	The Reserve at Sparks	Reno Avenue Project
Total Request	\$1,000,000	1,417,298	\$1,200,000
Total Units	42 (70 Units Total) (Studios & 1-BR)	40 (All 1-BR)	42 (1 and 2 BR units)
Total Estimated Project Cost	\$25,114,196	\$15,196,235	\$18,430,531
# of HOME Units & Composition	6 5 one-BR@30% and 1 one-BR@50%	7 5 one-BR@60% and 2 one-BR@50%	6 3 one-BR@50% and 3 two-BR@30%
All Units Composition	10@30%; 31@50%; 29@60%	At or below 60% 38@60%; 2@50%	22@30% 20@50%
Affordability Period	50 Years	50 Years	50 Years
Loan Terms	Soft note, payable out of residual cash flow, set at 1% simple interest, beginning in year 16, amortizing over a 40-year period.	Loan to be amortized over the length of the affordability period, at 3% interest with equal monthly payments, not to exceed 25% of cash flow.	RHA plans to begin repayments in Year 1 subject to available cash flow, with 1% interest.
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Will Project Move Forward if not Funded in full?	No	Yes	No
Property Management Company	Weststates	NNCH (Themselves)	RHA (Themselves)



THANK YOU



CITY OF
RENO

Program Overview

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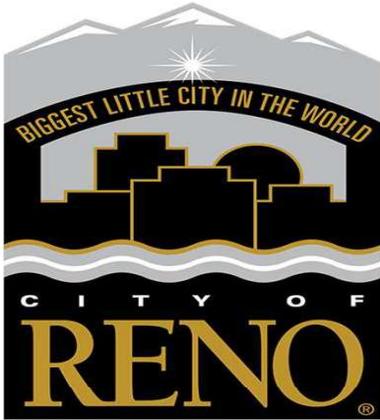
Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

Program Overview

Please provide the following information.



WASHOE COUNTY HOME CONSORTIUM (WCHC) AFFORDABLE HOUSING MUNICIPAL LOAN PROGRAM (AHMLP)

Housing & Neighborhood Development
Reno, NV 89501
775-334-2578
Housing@reno.gov

All interested parties must schedule a pre-application meeting with the HOME Program Coordinator before submitting an application. An appointment can be made by calling (775)334-2578 or emailing Housing@reno.gov

Application Deadline: Friday, January 2, 2026 @ 5:00 p.m. NO EXCEPTIONS

Introduction

The Washoe County HOME Consortium (WCHC) is accepting Affordable Housing Municipal Loan Program (AHMLP) applications for Fiscal Year (FY) 2026-2027 (July 1, 2026 – June 30, 2027) for eligible activities under the US Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) (CFDA 14.239), and State of Nevada Account for Affordable Housing Trust Funds (AAHTF). Typically, this funding consists of HOME funds allocated to the WCHC directly by HUD as well as sub-grants from the State of Nevada Housing Division for HOME funds and AAHTF (formerly called Low-Income Housing Trust Funds).

This is a competitive application/award process and applicants are not guaranteed award funding. In addition, applicants may be awarded funding amounts less than what is requested, and funding terms may be different than requested due to underwriting, subsidy layering review, the WCHC's determination of the financial gap, proven market-based demand, and economic growth. The following table provides an estimate of funding based upon current year grants and is subject to change.

Estimated Washoe County HOME Consortium FY2026-2027 Funding

Total for Non-CHDO Development Projects (Estimated): \$2,249,423.86

Total CHDO set aside (FY25 & FY26) (Estimated): \$412,746.06

Printed By: Julie Henderson on 1/7/2026

All applicants should become familiar with the HOME final rule found at [24 CFR Part 92](#) and all related federal regulations, including but not limited to [Davis Bacon and related acts](#), [Section 3 of the Housing and Urban Development Act of 1968](#), [The Uniform Relocation Act](#), [Section 504 of the Rehabilitation Act of 1973](#), and the [Uniform Guidance \(2 CFR 200\)](#) which outlines requirements for receiving and using federal awards. Applicants should become familiar with the WCHC Energy Efficiency Requirements and the WCHC Funding Priorities ([Appendix A](#) and [Appendix B](#) respectively) as well. Applicants should become familiar with the Build America, Buy America (BABA) Act. Applicants accepting funding will be required to adhere to all applicable Federal, State, local, and WCHC laws, regulations, and policies.

Applicants may be ineligible to apply for funds if, in WCHC's discretion, the applicant has demonstrated a documented untimely or poor use of previously awarded AHMLP funds. Applicants that are currently receiving AHMLP funds through WCHC or the City of Reno must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings, or concerns. No applicant, clients, or contractors that have been suspended or debarred by federal or state authorities may receive AHMLP funds ([SAM.gov](#) and [Nevada State Contractors Board](#)).

The following is the anticipated schedule for the funding allocation process. Please contact the WCHC Program Coordinator for more information at (775)334-2578.

- November 3, 2025: Application released
- January 2, 2026: Applications due by 5:00pm
- February 10, 2026: First public hearing and presentation of projects by applicants
- March 10, 2026: Second public hearing, staff report(s), and recommendations by the Technical Review Committee (TRC)
- April 14, 2026: Final Public Hearing, final funding recommendation(s) by TRC
- April 2026: Anticipated month for Director's Meeting to approve, modify, or deny TRC funding recommendation(s)
- Late Spring/early Summer 2026: Anticipated timeline for the Truckee Meadows Regional Planning Governing Board's ratification of funding

Dates are subject to change based on direction from the TRC and Directors.

Once an AHMLP application is submitted for a project, an Environmental Review is required before work can begin. An Environmental Review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. No work on any project may begin nor can AHMLP funds be released until the HUD Environmental Review process has been completed by a third party in conjunction with the Lead Agency (City of Reno) in accordance with the provisions of the National Environmental Policy Act of 1969 and the related authorities listed in HUD's Regulations at 24 CFR Parts 50 and 58 and a WCHC agreement has been signed. Completion of the Environmental Review process is mandatory before making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, and lease, repair, or construction activities. "Non-HUD funds" means any other federal, state, local, private, or other funds. Participating Jurisdictions (PJs), State recipients, subrecipients, contractors, owners, developers (including CHDOs) who had committed or expended non-Federal funds including permanent financing, to begin the development of an affordable housing project before the jurisdiction obtains an Authority to Use Grant Funds form (HUD-7015.16) by HUD (or the state) may be reimbursed with HOME funds for such expenditures only when the following conditions are met:

A. The contractors, owners and developers started the project without the intention of using Federal

assistance (e.g., as evidenced by other anticipated funding, the original project budget, etc.);

- B. The jurisdiction informs the state recipient, subrecipients, contractor, owner, or developer that all work on the project must cease once an application for HOME funds is made. No work or other choice limiting actions may occur after that date. Work may recommence upon receipt of form HUD-7015.16 from HUD (or the state). No funds may be obligated to projects unless the PJ or state recipient first determines that the result of the Environmental Review is satisfactory, and HUD (or the state) has issued a form HUD-7015.16.**

Eligible Activities

A developer, sponsor and/or owner of housing, may undertake four different types of HOME assisted projects:

- Homeowner rehabilitation: AHMLP funds may be used to assist existing owner-occupants with the repair, rehabilitation, or reconstruction of their homes.
- Homebuyer activities: AHMLP funds may finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.
- Rental housing: Affordable rental housing may be acquired and/or rehabilitated or constructed.
- Tenant based rental assistance (TBRA): Financial assistance for rent, security deposits, and utility deposits may be provided to tenants. Assistance for utility deposits may only be provided in conjunction with a TBRA security deposit or monthly rental assistance program. In August 2019, the WCHC adopted the policy to only use AAHTF for TBRA.
- Other activities may be permitted with the approval of HUD.

Housing may consist of single or multi-family units providing ownership and/or rental housing. Eligible costs include those associated with new construction, re-construction, rehabilitation, site acquisition, site improvement, and demolition. Other expenses include financial costs and relocation expenses of any displaced persons, businesses, or organizations.

Project/Activity Participant/Client Eligibility

All HOME funded activities must benefit low-income families or households that have a gross annual income that does not exceed 80% of the Area Median Income (AMI). All AAHTF funded activities must benefit low-income families or households at or below 60% AMI. Depending on the type of activity, more strict income requirements may apply, see below:

- In projects of five or more HOME units, more than half (51% or more) of the total number of HOME units shall be affordable and serve households at or below 50% of the area median income.
- For group homes, a minimum of three beds shall be provided per project, which shall serve households at or below 30% of the area median income.

Forms of Assistance

HOME allows virtually any form of financial assistance, or subsidy, to be provided for eligible projects and to eligible beneficiaries. Forms of assistance may include interest-bearing or non-interest-bearing loans or advances, deferred loans (forgivable or repayable), grants, and other forms of assistance as approved by HUD. The Lead Agency reserves the right to modify the terms of assistance based on the needs of the individual project. AHMLP funds for the construction of affordable housing are intended to fill financing gaps.

Minimum Amount of Assistance

The minimum amount of AHMLP funds that must be invested in a project is \$50,000 (adopted by WCHC 8/2019). The program also has maximum rent and AHMLP investment amounts, an established time period that the project must remain affordable, and funding priorities. By accepting AHMLP funds the developer is committing to the required

affordability period and rent limits.

The AHMLP follows HOME income and rent limits established by HUD annually

- [Rent](#)
- [Income](#)
- [Program Primer](#)
- [HOME Maximum Per-Unit Subsidy Limits](#)

Funding Priorities

[Appendix B](#) outlines the minimum criteria used to evaluate eligible projects. The Five-Year Consolidated Plan as prepared by the City of Reno, WCHC Lead Agency, has identified cost burden for low to very low-income renters as the most critical housing need in the region, as well as a lack of supply for low-income households in general. HOME dollars will be prioritized to projects that serve very low-income residents and residents with special needs (i.e., veterans, elderly, persons with disabilities, mental health support).

Additional Information can be found at the City of Reno's [Website](#).

A. Applicant Information

Completed by daneo@me.com on 12/23/2025 5:04 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

A. Applicant Information

Please provide the following information.

ORGANIZATION INFORMATION

A.1. Organization Name

Greenstreet Development Inc.

A.2. Address

9590 Protoype Ct. Suite 100 Reno, NV 89521

A.3. Federal ID No:

83-2953740

A.4. Type of Organization

Other

Please describe type of organization.

For-Profit Entity

AUTHORIZED REPRESENTATIVE INFORMATION

A.5. Authorized Representative Name

Dane Hillyard

A.6. Authorized Representative Title

President

A.7. Phone Number

(775) 745-3950

A.8. Email

daneo@me.com

Documentation



[Applicant Certification Form](#) *Required

A.1. Applicant Certification Form- Signed.pdf



Attendance list/board minutes for the previous 12 months *Required

A.2. No Board Resolution.pdf



Documentation Authorizing Application Submittal-Applications must include a letter of submittal on letterhead signed by the organization authorized official to commit the organization. *Required

A.3. Greenstreet Letter Authorizing Submittal Signed v2.pdf

Organization Chart *Required

A.4. Org Chart_Summit Heights_20250918.1.pdf

CHDO Certification-Certification of CHDO Set-Aside Eligible Project

***No files uploaded*

B. Project Overview

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Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

B. Project Overview

Please provide the following information.

B.1. Project Name

Summit Heights Senior Apartments

B.2. Project Address

Northeast Corner of Summit Ridge Drive and Sky Mountain Drive Reno, NV 89523

B.3. Is the project located in one of the following areas?

Reno City Limits

B.4. APN, Census Tract(s), or Census Block(s) if Homeowner Rehab

Portion of 400-023-01; Census tract 12.03

B.5. Project Construction Start Date

04/01/2026

B.6. Project Construction Completion Date

09/01/2027

B.7. Estimated Total Project Cost

\$25,114,196.00

B.8. Current WCHC Funds Requested

\$1,000,000.00

B.9. Previous WCHC Funds Requested-Put \$0.00 if not applicable.

\$2,200,000.00

B.10. Will this project be seeking Low Income Housing Tax Credits?

Yes

B.11. Target Area Medium Income-AMI %

51.29%

Project Developer Team Information

B.12. Developer Name

Greenstreet Development Inc.

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B.13. Developer Address

9590 Prototype Ct. Suite 100 Reno, NV 89521

B.14. Phone Number

(775) 745-3950

B.15. Email

daneo@me.com

B.16. Tax ID Number

83-2953740

B.17. Duns Number

UXRJNJ1SJ7L6

B.18. CCR Number

N/A

B.19. Developer Consultant Name

Praxis Consulting Group, LLC

B.20. Investor

PNC Bank, National Association

B.21. General Contractor Name

Mountain West Builders

B.22. Property Management Company

Weststates Property Management

B.23. LLC Name/LP Name

Summit Heights Associates LLC

B.24. Project Type

Check all that apply

- Acquisition Only
- Rehab Only
- Acquisition and Rehab
- Acquisition & New Construction
- New Construction Only
- Multi-Family

- Single-Family
- Single Room Occupancy
- Townhouse
- Condominium
- Mixed Use
- Senior
- Homeless
- Special Needs
- Other

Define Other

B.25. Are there existing structures on the property?

No

Type of Structure

Year Built

B.26. What is the current form of site control for the property?

Own Site-Fee Simple

Define Other



IF THE APPLICANT DOES NOT HAVE SITE CONTROL THE APPLICATION WILL NOT BE FORWARDED FOR FUNDING CONSIDERATION.

Units

B.27. Total Proposed Units

70

B.28. Number of New Units

70

B.29. Number of Existing Units

0

B.30. Number of Proposed WCHC assisted Units

5

B.31. Number of Market Rate Units

0

B.32. Number of Other Assisted Units

0

C. Project Narrative

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Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

C. Project Narrative

Please provide the following information.

C.1. Describe the type of activity (new construction, rehabilitation, acquisition only, etc.) that will be undertaken. Indicate the project objectives to be addressed and the role of the applicant in the development.

Summit Heights Senior Apartments (“Summit Heights”) is a proposed, new construction, 70-unit affordable senior rental development to be located at the corner of Sky Mountain Drive and Summit Ridge Drive in Reno. The development is adjacent to the Renown Health Urgent Care at Summit Ridge. The project is sponsored and developed by Greenstreet Development Inc. (“Greenstreet”), a full service multifamily real estate development company with a proven track record of high-quality, affordable developments in Northern Nevada. Summit Heights will be a senior development available to residents ages 55 and above. All units will be affordable to seniors at or below 60% of area median income (AMI). The property will target a weighted average income level below 51.29% of AMI. 10 units will serve households earning at or below 30% of AMI, while 31 units will serve households earning at or below 50% of AMI and 29 units will serve households earning at or below 60% of AMI. The deep income targeting at Summit Heights will help address the housing gap for low-income, very low-income, and extremely low-income seniors in Northern Nevada. The attractive, three-story elevator building will consist of 2 studio units (460 GSF) and 68 one-bedroom/one-bathroom units (552 GSF). The property will include five accessible units. The common areas will include a dining room with warming kitchen, library/lounge, computer lab and business center, fully equipped fitness center game room and offices for management and supportive service staff, and secure and landscaped grounds and courtyards. Outdoor areas will include resident and visitor parking, a barbeque and picnic area, community gardens, gazebo and pet zone. Summit Heights will include 64 parking spaces, including 8 accessible parking spaces.

C.2. Indicate the specific WCHC Funding Priorities the project meets. Additionally, does the site already have the correct zoning for the project?

The project meets the following WCHC Funding Priorities: Level I: • The average rent for all HOME units is at or below 40% of AMI. Specifically, the 2025 HOME award funded one unit at or below 30% of AMI and four units at or below 50% of AMI. The 2026 application requests funding for four units at or below 30% of AMI and one unit at or below 50% of AMI. When combined, the average AMI for all ten HOME units at Summit Heights yields targeting at or below 40% of AMI. • The project contains green components and will be built to the Nevada Housing Division’s high energy efficiency standards. Specifically, the project features at least 75% desert/xeriscape landscaping and will be built to the Silver State Sustainable Home Tier I Certification. Level II: • The project is accessible, located near public transportation options, and within walking distance to key community services. Specifically, RTC Bus Route 11 stops less than 0.1 mile west and south of the project site. In addition to the Renown Urgent Care directly adjacent to the property, residents will be walking distance from a dentist’s office, Summit Ridge Park, and Great Basin Federal Credit Union. • The project has adopted an extended affordability period of 50 years as a condition of its 9% tax credit award from the Nevada Housing Division. Yes, the site already has the correct zoning for the project. Summit Heights received its Minor Conditional Use Permit from the City of Reno on December 4, 2024. The project team submitted the formal building permit application for Summit Heights to the City of Reno on December 15, 2025.

C.3. Describe the location chosen and the population to be served. Why was this “market area” targeted? Please

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include the market study and/or documentation demonstrating need and demand. For development projects describe how the property will: (1) provide housing that promotes greater choice of housing opportunities; and (2) meet the site and neighborhood standards (projects are encouraged to be proposed outside of areas of low-income or minority concentration, where the proportion of low-income or any racial or ethnic minority is more than 10% higher than the proportion for the region as a whole).

The 2-acre infill site is located at the intersection of Sky Mountain Drive and Summit Ridge Drive in the City of Reno's Ward 1. The property is well-located in a mixed commercial and residential area and is surrounded by a variety of amenities. Immediately adjacent to the site is the Renown Health Urgent Care at Summit Ridge. This facility provides treatment for injuries and illnesses requiring urgent medical attention. The facility is open during the week and on weekends. In addition, the Northern Nevada Medical Center Emergency Room at North McCarran is 1.2 miles north of the property for more acute medical care. This facility is open 24/7. The area surrounding Summit Heights includes a variety of grocery and retail options. Just 1.2 miles north of the property is a shopping center that features a Safeway, a Verizon store, a Ross Dress for Less, a Kohl's department store, multiple eateries, including Chipotle and Port of Subs, a pet supply store, a pet hospital, a dry cleaner, a beauty salon, and an internet service provider. A Walmart Supercenter is located 1.6 miles north of the property. The Supercenter includes a supermarket, pharmacy, auto care center, vision center, garden center, and photo center. In the same shopping center as the Walmart Supercenter are a gas station, a donut shop, and two fast food restaurants. A sushi restaurant and a dentist's office are located directly west of the Walmart shopping center. Along N. McCarran boulevard, 1.1 miles north of the property, is a shopping center with a Staples office supply store, a Walgreens Pharmacy, a Chase Bank, a Planet Fitness location, a tire store, and multiple eateries, including Chili's and El Pollo Loco. The other half of this shopping center features a Save Mart grocery store, a Dollar Tree, two beauty supply stores, H&R Block, Great Clips, The UPS Store, a children's acting school, and Batteries Plus, which services phone, car, and other types of batteries. Please see the PDF response attached in this section for additional details regarding the project location, market area, and site and neighborhood demographics.

C.4. Describe how the project was or will be introduced to the existing neighborhood.

On October 28, 2024, the City of Reno posted public notice signs on the property announcing a proposed Minor Conditional Use Permit at the project site. Signs included a description of the proposed senior apartments and were posted facing both Summit Ridge Dr and Sky Mountain Dr. The City of Reno also sent a public notice mailer to all neighboring property owners. The mailed notice was a postcard identical to the posted public notice signs. Photos of the public notice signs are attached in this section. On February 11, 2025, Greenstreet presented the Summit Heights project to the Washoe County HOME Consortium Technical Review Committee (TRC). The HOME Consortium represents the City of Reno, City of Sparks, and Washoe County. The TRC also includes representation from the Truckee Meadows Regional Planning Authority. On April 8th, 2025, The TRC recommended funding in the amount of \$942,041 for Summit Heights. On April 24th, 2025, the WCHC HOME Consortium Directors approved the TRC's funding recommendation for Summit Heights. Summit Heights has also completed its extensive HUD environmental review, which is a condition of HOME funding. This process was led by the City of Reno's Housing and Neighborhood Development department. As a part of the environmental review, project information was shared with numerous local agencies, including the City of Reno's fire and police departments, the City of Reno's Public Works Department, the Washoe County Human Services Agency, the Northern Nevada Public Health department, the Regional Transportation Commission, and others. The environmental review process also included consultation with the Nevada State Historic Preservation Office and with local tribal governments. On June 4, 2025, Summit Heights received its Authority to Use Grant Funds.

C.5. Describe the measures that have been or will be used to garner community support for the project, including neighborhood notification letters, mailing lists, meetings, etc. Include copies of the notification letters and letters of support.

On May 13, 2024, Greenstreet Development Inc., Odyssey Engineering, and StK Architects introduced the project to the City of Reno. The development team presented conceptual project designs and answered questions related to traffic,

public access, project phasing, fire department access, building height, and zoning. City Departments in attendance included Building, Planning, Engineering, Parks, Police, and Fire. On May 16, 2024, Greenstreet Development Inc., Odyssey Engineering, and STK Architects met with Bob Flores, head of the City of Reno Building Department, to discuss phasing in more detail. On September 19, 2024, Greenstreet Development Inc. participated in a meeting of the Reno Vista Ridge Homeowners Association (HOA) Board of Directors. Jim Zaccheo, Greenstreet's Treasurer, presented the project site plans and elevations. The HOA Board was supportive of the project. The HOA Board meeting agenda is attached in this section. On September 23, 2024, the development team submitted its formal Minor Conditional Use Permit application to the city. On November 6, 2024, the development team responded to the City of Reno's comments and requested changes. On November 19, 2024, City staff met with Odyssey Engineering. The City addressed and approved all changes. On November 25, 2024, Jim Zaccheo and Dane Hillyard of Greenstreet Development Inc. met with Councilwoman Kathleen Taylor to introduce her to the project. Councilwoman Taylor was supportive of the proposed project; her letter of support is attached. On December 4, 2024, the City of Reno's Development Services Department issued an approval letter for the requested Minor Conditional Use Permit. The letter stated that the project conforms to findings required by City code and that the project is not expected to have an adverse impact on the area. The approval letter is attached in this section. Throughout 2025, the Summit Heights team has continued working with the City of Reno on the design process. Please see the PDF response attached in this section for the complete list of community engagement in 2025.

C.6. Describe any neighborhood meetings, tenant meetings, public input, notices, etc. that are proposed or have already been completed, and the process for receiving and responding to input on this specific project. Provide meeting notices, attendance lists, etc. if meetings have already been held.

On September 19, 2024, Greenstreet Development Inc. participated in a meeting of the Reno Vista Ridge Homeowners Association (HOA) Board of Directors. Jim Zaccheo, Greenstreet's Treasurer, presented the project site plans and elevations. The HOA Board was supportive of the project. The HOA Board meeting agenda is attached in this section. On February 11, 2025, Greenstreet presented the Summit Heights project to the Washoe County HOME Consortium Technical Review Committee (TRC). On April 8th, 2025, The TRC recommended funding in the amount of \$942,041 for Summit Heights. On April 24th, 2025, the WCHC HOME Consortium Directors approved the TRC's funding recommendation for Summit Heights. In February and August 2025, the Reno Vista Ridge HOA sent voting ballots to HOA members to enable the project's parcel to be split. Currently, the Renown Health Urgent Care at Summit Ridge and the site for Summit Heights Senior Apartments are on the same parcel; HOA member approval was needed to separate them. On December 8th, 2025, HOA members provided their final approval for the parcel split. A formal parcel map application to the City of Reno was submitted on 12/22/25. The parcel map will be recorded prior to the financial closing so the apartment financing will just be on the separate apartment parcel.

C.7. Describe the process used to include low to moderate income beneficiaries' input in this project.

Greenstreet Development Inc. has developed multiple senior affordable projects and maintains close communication with residents and staff at those properties. Prior to embarking upon each new project, Greenstreet consults with residents, property management, and maintenance staff to gather input on physical amenities and programming. Specifically, for Summit Heights Senior Apartments, resident input from Vintage at the Crossings, the Sanctuary and Vintage at Redfield has been incorporated into the project design. The primary design improvements are: 1. Additional lighting. The project design incorporates double the code-required lighting in community areas, corridors and hallways. The design also includes an increased number of lighting fixtures in units, as many residents have some vision issues. 2. Open Floor plans. The project team has eliminated the kitchen island, which enables residents to determine the size and location of their own kitchen tables, thereby allowing for easier access in the unit. 3. Garden amenities. The project team has added community gardens for residents to seasonally grow their own fruits, vegetables and flowers. 4. Flooring. The project team has replaced the unit carpeting with vinyl plank flooring for ease of mobility. 5. Safety. The project team has added grab bars to all showers and adjacent to toilets for resident safety and stability. As project

development continues, Greenstreet Development Inc. will work with Washoe County, the City of Reno, and local service providers to refine project amenities and services. Greenstreet will also continue soliciting input from residents at existing properties to ensure that unit and common area designs serve the needs of senior residents.

C.8. Describe the impacts (economic, visual, social, etc.) of this project on the existing neighborhood. These could be both positive and negative impacts.

This project is expected to have a positive impact on the neighborhood. By developing vacant land on an infill parcel, the development team is enhancing an underutilized property. Development of this parcel will complement neighboring resources, including the Renown Urgent Care directly west of the project site, and will strengthen the community and social atmosphere of the neighborhood. Summit Heights will be designed in character with buildings in the surrounding neighborhood, including Sky Mountain at Vintage, located just 0.2 miles from the property. By building new, attractive housing in close proximity to parks, groceries, retail, restaurants, and other amenities, Summit Heights will enhance neighborhood aesthetics and support local businesses while supporting a high quality of life for area seniors. The project will also provide construction-related jobs during construction and permanent jobs for on-site management staff. This will create positive local economic benefits.

C.9. Describe the design features and amenities of this project. Describe how these features address the health and safety concerns of tenants and enhance the project's ability to meet target population needs and demands.

The attractive, three-story elevator building will consist of 2 studio units (460 GSF) and 68 one-bedroom/one-bathroom units (552 GSF). The property will include five accessible units. The common areas will include a dining room with warming kitchen, library/lounge, computer lab and business center, fully equipped fitness center game room and offices for management and supportive service staff, and secure and landscaped grounds and courtyards. Outdoor areas will include resident and visitor parking, a barbeque and picnic area, community gardens, gazebo and pet zone. The property will include key FOB entry to ensure residents' safety and security. Summit Heights will provide 64 parking spaces, including 8 accessible parking spaces.

C.10. Describe how the project will meet the WCHC Energy Efficiency Requirements. Describe methods that will be used to lower energy costs, improve building performance, lower maintenance costs, enhance financial stability, and any additional "green" building practices. Please indicate if the project will be Energy Star Certified ([How to Apply for ENERGY STAR Certification](#)) and if the building will meet the State of Nevada energy requirements.

Summit Heights will meet or exceed energy conservation requirements as detailed in the 2024/25 AHMLP application and in the 2025 Nevada Housing Division Qualified Allocation Plan. The apartments will include high efficiency heating and cooling equipment, EnergyStar appliances, low-E argon thermal pane windows, high R-value wall and attic insulation, and automatic thermostat controls. Summit Heights will promote sustainable building techniques through the use of low- and no-VOC paints, carpeting, padding, and adhesives, and formaldehyde-free particleboard. The development will promote water conservation with low-flow fixtures. As part of its 9% tax credit funding through the Nevada Housing Division, Summit Heights has committed to at least 75% desert and/or xeriscape landscaping. The project will also be built to the Silver State Sustainable Home Tier I Certification as a condition of its tax credit application. Assuming additional funding offsets for solar generation is secured, electrical consumption through photovoltaic solar generation will help offset utility costs.

C.11. Describe the social or special services that will be provided to residents. Describe who will provide the services, their qualifications, if there is an agreement in place for the services already, etc. Describe who will pay for the services, how often services are provided, and if the services are provided to certain tenants, all tenants, or the entire neighborhood.

Services at Summit Heights Senior Apartments will be provided through a property management agreement with Weststates Property Management. Weststates Property Management Company will employ a Service Coordinator who

will assist Summit Heights residents with remaining financially and physically self-sufficient. Weststates will help residents access an extensive network of on- and off-site services and will carry out group workshops and information sessions and one-on-one consultations to ensure that individual needs are met. On-site programming will include services such as: food and produce delivery through various nutrition programs, blood pressure screenings, annual flu-shot clinics, transportation assistance, and educational series on topics such as nutrition, health, financial literacy, and computer/phone use. Weststates will also assist residents in accessing resources available to low-income elderly in the community, including home health care and homemaker assistance, taxi vouchers, energy assistance, rental rebates, healthcare, and emergency food. Summit Heights residents will also be provided with several social supports including a monthly newsletter containing information on on-site services, community resources, maintenance tips, and social activities. On-site management staff organizes holiday lunches, entertainment, game clubs, outings, and activity classes, including chair yoga and scrapbooking. Summit Heights will not provide Supportive Services as defined by NRS 319.600.

If this project is going to provide Supportive Services as defined by NRS.319.600, describe who will provide the services, their qualifications, if there is an agreement in place for the services already, etc. Describe who will pay for the services, how often services are provided, and if the services are provided to certain tenants, all tenants, or the entire neighborhood.

C.12. Describe how the project intends to serve Limited English Proficient (LEP) or non-English speaking community members. Describe how individuals will apply to live in the project, any translation services that will be available, and how services will be provided to these members who may live in the property.

Summit Heights Senior Apartments will be managed by Weststates Property Management. Weststates has extensive property management experience and employs Spanish-speaking employees who assist with applications and lease translation. Outreach to potential Spanish-speaking applicants is done through Spanish-language newspapers and flyers in Spanish. For non-English speakers in languages other than Spanish, Weststates will connect with local service agencies to identify interpreters.

C.13. Describe how the project will be marketed to the target population, promote equal housing opportunities, and ensure compliance with Federal Fair Housing regulations. Please complete the forms in the Affirmative Marketing Section of this application.

Greenstreet Development Inc. and its property management firm, Weststates Property Management, will make every effort to create a pool of applicants who are programmatically appropriate, racially and ethnically diverse, and representative of a range of physical abilities. Greenstreet Development Inc. will ensure that the property manager undergoes training involving all applicable federal and state housing laws, including regulations relevant to Summit Heights Senior Apartments. Weststates Property Management requires management staff to learn and adhere to all State and Federal Fair Housing policies and procedures. Weststates' trainings include: • Weststates' new Manager training • Silver State Fair Housing - various, new Managers and update Managers annually • YARDI Aspire - on-line training, required and elective courses on an annual basis • Weststates' annual training for all Managers and Home Office staff • Spectrum Seminars - as available Greenstreet Development Inc. and Weststates Property Management have identified the following demographic groups as least likely to apply for housing at Summit Heights without special outreach efforts: American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, Hispanic or Latino, and "some other race." Weststates will market the project to target populations through the following methods of advertisement and outreach: • Electronic media including, Facebook, Craigslist.org, and Weststates's website • Posting on bulletin boards as permitted and as needed • Promotion and posting of flyers in cooperation with local community organizations, community centers, and public agencies. Agencies listed in the AFHMP include the Community Services Agency, the NV Welfare Office, Nevada Hispanic Services, Northern NV Black Cultural Awareness Society, Neil Road Senior Center, VA Administration, Senior Connect at Evelyn Mount Center, NV Aging & Disability Services, and the Reno-

Sparks Indian Health & Services Housing Division. • The Nevada Housing Division’s NVHousingSearch.org portal. Marketing may be expanded to include additional community partners as needed. Should the target market activity not produce the applicants it needs, it will be adjusted accordingly to ensure that target households are reached. Should the target market change, marketing will be adjusted as needed and a change in area contacts may also be made. The complete AFHMP is attached in Section N.

C.14. Describe how the property will affect the demand on local services (schools, parks, fire, police, etc.) both positively and negatively. Please indicate whether the responsible local service agencies have been made aware of the project and if feedback was provided, please describe.

On May 13, 2024, Greenstreet Development Inc., Odyssey Engineering, and StK Architecture introduced the project to the City of Reno. The development team presented conceptual project designs and answered questions related to traffic, public access, project phasing, fire department access, building height, and zoning. City Departments in attendance included Building, Planning, Engineering, Parks, Police, and Fire. On December 4, 2024, the City of Reno’s Development Services Department issued an approval letter for the requested Minor Conditional Use Permit. The letter stated that the project conforms to findings required by City code and that the project is not expected to have an adverse impact on the area. On October 1, 2025, Greenstreet Development Inc., StK Architects, and Odyssey Engineering met with the City of Reno’s Fire Department and the Truckee Meadows Water Authority to confirm water design and fire flow pressure for Summit Heights. On November 20, 2025, Greenstreet Development Inc., StK Architects, and Odyssey Engineering met with the City of Reno’s Fire Department to complete the fire design. Summit Heights Senior Apartments is unlikely to have significant impacts on schools, as it is a senior project. Area parks may benefit from marginal increases in usership. Impacts to local police and fire services are expected to be minimal. As noted above, the local police and fire departments were part of the public outreach process for the project. The most recent meetings with the City of Reno Fire Department were to ensure that the project’s design would meet fire safety standards. On December 15, 2025, the project team submitted its formal building permit application. The project is now in the plan check stage with the City of Reno and will be permit-ready by the end of March 2026. In addition, as noted in previous responses, Summit Heights has completed its extensive HUD environmental review, which is a condition of HOME funding. This process was led by the City of Reno’s Housing and Neighborhood Development department. As a part of the environmental review, project information was shared with numerous local agencies, including the City of Reno’s fire and police departments, the City of Reno’s Public Works Department, the Washoe County Human Services Agency, the Northern Nevada Public Health department, the Regional Transportation Commission, and others. The environmental review process also included consultation with the Nevada State Historic Preservation Office and with local tribal governments. On June 4, 2025, Summit Heights received its Authority to Use Grant Funds.

C.15. If the project is a homeowner rehabilitation program, please be specific about the type and level of assistance that will be provided. For example, what will be the terms of the agreement to the homeowner? Will the assistance be in the form of a grant, deferred-payment loan, non-interest-bearing loan, interest-bearing loan, or a combination of the above? Please also describe how eligible applicants will be screened and selected, and who will oversee the rehabilitation process.

N/A

Documentation

Community Letters of Support

C.0. Question C3 Response.pdf

C.0. Question C5 Response.pdf

- C.1. Taylor_LetterofSupport_Summit Heights.pdf
- C.1a. MUP25-00003 (Sky Mountain Senior Apartments) - TR.pdf

 **Market Study**

- C.2. Email from WCHC- Market Study.pdf
- C.2.a. Cover Sheet- Summit Heights Market Study.pdf
- C.2.b Summit Heights - Updated Market Study Proposal - Johnson Perkins - Executed.pdf
- C.2.c 25-039-01 Report (Summit Heights Phase I UPDATE) Reduced.pdf
- C.2.d 25-039-02 Report (Summit Heights Phase II UPDATE) Reduced.pdf

 **Neighborhood Notification Letters**

- C.3. HOA Meeting Agenda - 9.19.24.pdf

 **Public Meeting/Notice Information-If applicable**

- C.4. Posting 1- IMG_3159.pdf
- C.4a. Posting 2- IMG_3166.pdf

D. Scope of Work

Completed by daneo@me.com on 12/23/2025 5:05 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

D. Scope of Work

Please provide the following information.

D.1.

Give a detailed description of the scope of work. This scope of work represents the applicant's commitments, activities, and representations that will be part of the funding consideration. The scope of work should explain the work/services that will be provided on the project and the work that will be performed under a contractual agreement.

The scope of work should list performance requirements, both qualitative and quantitative, and reference specifications, notices, and drawings, if construction or design related.

The scope of work should describe how the work will be divided, with specific tasks listed with their deadlines.

Important Note: Substantial changes to the scope of work after allocation of funds must be submitted to the WCHC for review and approval. Examples of possible changes that are considered substantial:

- **Changes in the total number of units in a project greater than 10 percent;**
- **Changes in the proposed rent/income targeting;**
- **Changes in project design beyond those that may be determined as cosmetic;**
- **Changes to the budget or use of funds; and**
- **Changes in funding sources**

Summit Heights Senior Apartments ("Summit Heights") is a proposed, new construction, 70-unit affordable senior rental development to be located at the corner of Sky Mountain Drive and Summit Ridge Drive in Reno. The development is adjacent to the Renown Health Urgent Care at Summit Ridge. The project is sponsored and developed by Greenstreet Development Inc. ("Greenstreet"), a full service multifamily real estate development company with a proven track record of high-quality, affordable developments in Northern Nevada. Summit Heights will be a senior development available to residents ages 55 and above. All units will be affordable to seniors at or below 60% of area median income (AMI). The property will target a weighted average income level below 51.29% of AMI. 10 units will serve households earning at or below 30% of AMI, while 31 units will serve households earning at or below 50% of AMI and 29 units will serve households earning at or below 60% of AMI. Income targeting at or below 60% of AMI has been added to the project since the 2025 HOME application. However, all current and proposed HOME units target income levels at or below 30% or 50% of AMI. As described in Question C.1., the average targeting for all ten HOME units at Summit Heights is at or below 40% of AMI. The deep income targeting at Summit Heights will help address the housing gap for low-income, very low-income, and extremely low-income seniors in Northern Nevada. The attractive, three-story elevator building will consist of 2 studio units (460 GSF) and 68 one-bedroom/one-bathroom units (552 GSF). The property will include five accessible units. Summit Heights will provide 64 parking spaces, including 8 accessible parking spaces. The common areas will include a dining room with warming kitchen, library/lounge, computer lab and business center, fully equipped fitness center game room and offices for management and supportive service staff, and secure and landscaped grounds and courtyards. Outdoor areas will include resident and visitor parking, a barbeque and picnic area, community gardens, gazebo and pet zone. Apartments at Summit Heights

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will include high efficiency heating and cooling equipment, EnergyStar appliances, low-E argon thermal pane windows, high R-value wall and attic insulation, and automatic thermostat controls. Summit Heights will promote sustainable building techniques through the use of low- and no-VOC paints, carpeting, padding, and adhesives, and formaldehyde-free particleboard. The development will promote water conservation with low-flow fixtures and extensive xeriscaping. Weststates Property Management Company will employ a Service Coordinator who will assist Summit Heights residents with remaining financially and physically self-sufficient. Weststates will help residents access an extensive network of on- and off-site services and will carry out group workshops and information sessions and one-on-one consultations to ensure that individual needs are met. On-site programming will include services such as: food and produce delivery through various nutrition programs, blood pressure screenings, annual flu-shot clinics, transportation assistance, and educational series on topics such as nutrition, health, financial literacy, and computer/phone use. Weststates will also assist residents in accessing resources available to low-income elderly in the community, including home health care and homemaker assistance, taxi vouchers, energy assistance, rental rebates, healthcare, and emergency food. Summit Heights residents will also be provided with several social supports including a monthly newsletter containing information on on-site services, community resources, maintenance tips, and social activities. On-site management staff organizes holiday lunches, entertainment, game clubs, outings, and activity classes, including chair yoga and scrapbooking. In 2025, Summit Heights Senior Apartments applied for \$2,200,000 in WCHC HOME funds as a two-phased project. The WCHC HOME Consortium awarded \$942,041 to Phase I of the project, understanding that, if awarded 9% tax credits by the Nevada Housing Division, the project would return in 2026 to apply for additional WCHC HOME funds. In May 2025, Summit Heights received a 9% tax credit award from the Nevada Housing Division (NHD) as one combined project, eliminating the need for the project to be developed in two phases. Consequently, this application is for 70 units, which was the original total of the two phases. The combined project has a total development cost of \$25,114,196, which is approximately 92% of the cost of the original two-phased project. The 2026 WCHC HOME request for \$1,000,000 brings the total funding request to \$1,942,041, which is approximately 12% less than the original 2025 application. No changes have been made to the project design other than to build the project as one combined phase. The uses of HOME funds have not changed, either.

E. Development Timetable

Completed by daneo@me.com on 12/23/2025 5:05 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

E. Development Timetable

Please provide the following information.

Indicate the actual or expected date by which the following activities will be completed. Please remember, this funding is for the current Fiscal Year. If awarded, funding will not be available until grant agreements are received by the Consortium (traditionally in October) and the Environmental Review is complete which can take up to 110 days. These conditions should be kept in mind when creating the development timetable as they cannot be changed.

Site

E.1. Acquisition

6/24/2025

E.2. Zoning Approval

12/4/2024

E.3. Tax Abatement

06/2028

Construction Financing

E.4. Loan Application

10/2025

E.5. Conditional Commitment

01/2026

E.6. Closing and Disbursement

04/2026

Other Financing

E.7. Type and Source

9% Tax Credits, State Tax Credits- Nevada Housing Division. Nevada Attainable Housing Account- Nevada Housing Division

E.8. Application

5/2025, 12/2025

E.9. Closing or Award

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8/3/2025, 01/2026

Equity Syndication

E.10. Letter of Commitment

12/2025

E.11. Partnership Closing

04/2026

Permanent Financing

E.12. Loan Application

10/2025

E.13. Conditional Commitment

01/2026

E.14. Firm Commitment

04/2026

E.15. Closing and Disbursement

04/2026

Local Permits

E.16. Conditional Use Permit

12/4/2024

E.17. Variance

N/A

E.18. Site Plan Review

12/2025

E.19. Building Permit

3/31/2026

E.20. Other-Specify

?

Construction

E.21. Project Put Out to Bid

02/2026

E.22. Construction Start

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04/2027

E.23. Construction 90%

06/2027

E.24. Construction Complete

09/2027

E.25. Placed in Service-Certificate of Occupancy

09/2027

E.26. Occupancy of ALL Low Income Units

01/2028

E.27. Will this project execute an agreement for AMHLP funds within 24 months and expend all funds within 4 years or within the time frame indicated in the agreement? Describe potential barriers to meeting this deadline.

Yes. There will be no problem executing the agreement within 24 months and expending all funds within 4 years.

E.28. Provide an overview of the development timetable for any on-going development project(s) funded with WCHC funds. Include details, dates, items that have been completed, and changes from the proposed development timeline.

Summit Heights is the only project for which Greenstreet has applied for WCHC HOME funds. Greenstreet has supported Vintage Housing Development, The Empowerment Center, and Silver Sage Manor on past projects that included HOME funds.

F. Funding

Completed by daneo@me.com on 12/23/2025 5:05 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

F. Funding

Please provide the following information.

F.1. Funding Sources Received and/or Pending

Agencies must list **ALL** funding and/or in-house assistance they are currently receiving from the City of Reno or other sources and any pending assistance from the City of Reno or any other source (applied for, but not yet received).

Funding Source	Amount	Status of Funds
WCHC HOME- 2025	\$942,041.00	Awarded
State Tax Credits	\$830,000.00	Awarded
Limited Partner Equity (9% LIHTC)	\$15,388,461.00	Awarded
Deferred Developer Fee	\$53,694.00	Awarded
Permanent Mortgage	\$4,300,000.00	Awarded
2026 WCHC AHMLP HOME Funds	\$1,000,000.00	Applied
Gap- Additional 9% tax credits, NHD Attainable Housing Funds	\$2,600,000.00	Applied
	\$25,114,196.00	

F.2. Funding Sources Eliminated or Reduced

Agencies must list **ALL** funding and/or in-house assistance which has been eliminated or reduced within the past 12 months. Describe the funding source, amount of prior allocation, use of funds and reason for elimination or reduction of funding.

Funding Source	Amount	Use of Funds	Reason for Elimination/Reduction
	\$0.00		

F.3. Amount requested from WCHC in this application

\$1,000,000.00

F.4. Indicate the interest rate requested from the WCHC

1.00%

F.5 Indicate if requesting a payment deferral period: If so, the length of the deferral; what you request to be done with the accrued interest during that period (i.e. added to balance of loan) and after the deferral period, how you would want the loan to amortize? (WCHC generally amortizes over 30 years and requires the Affordability Period to equal the amortization period). How you would like payments to be calculated (i.e. straight amortization of equal annual payments over the whole amortization period; or another schedule with a balloon payment at the end of the amortization period)?

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Greenstreet Development Inc. requests that the loan be structured as a “soft” note, payable out of residual cash flow, set at 1% simple interest, beginning in year 16, amortizing over a 40-year period. Because of the project’s deep income targeting (with the average rent being below 52% of AMI), the development has limited ability to service debt.

F.6 Please attach Pro Forms that include (i) a straight amortizing loan, or (ii) any other payment schedule you are requesting.

Pro Forma *Required

F. Summit Heights Senior Apartments Pro Forma 12.10.25.pdf

F.7. Will the project move forward if it is not allocated the full AHMLP funding request?

No

Describe why and what methods will be taken to be able to move forward.

Without the HOME funds, the project is not financially feasible. There are no other comparable sources of grant/loan funds of this magnitude to replace the absence of HOME funds.

F.8. Has this project received previous WCHC funding

Yes

F.9. Amount of previous WCHC funding committed to this project (including pre-development):

\$942,041.00

F.10. Previous WCHC funding for this project spent to date:

\$0.00

F.11. Date project broke or will break ground/begin construction:

04/01/2026

F.12. Describe the progress made on this project, and any changes that have been made on the project (financial, scope of work, design, etc.).

Since the 2025 WCHC HOME application, Greenstreet has secured multiple sources of funding for Summit Heights. Since the 2025 WCHC HOME application, Greenstreet has secured multiple sources of funding for Summit Heights. These include 9% federal tax credits from the Nevada Housing Division, Transferable State Tax Credits from the Nevada Housing Division (NHD), and permanent mortgage financing. Greenstreet is actively negotiating a tax credit equity proposal from PNC Bank, priced at \$0.81. The project submitted a Nevada Attainable Housing Account (NAHA) application to NHD in December 2025 and will be applying for additional 9% tax credits from NHD in 2026. The development has completed its environmental review and received its Authority to Use Grant Funds (AUGF) on June 6, 2025. Soon after the receipt of the AUGF, Greenstreet purchased the land for Summit Heights Senior Apartments. The project design has also progressed significantly since the 2025 application. The project submitted its formal building permit application on December 15, 2025. The project is now in the plan check stage with the City of Reno and will be permit-ready by the end of March 2026.

F.13. Why are additional funds needed for this project? Are the additional funds more or less than what was anticipated in the previous funding application?

In 2025, Summit Heights Senior Apartments applied for \$2,200,000 in WCHC HOME funds as a two-phased project.

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The WCHC HOME Consortium awarded \$942,041 to Phase I of the project, understanding that, if awarded 9% tax credits by the Nevada Housing Division, the project would return in 2026 to apply for additional WCHC HOME funds. In May 2025, Summit Heights received a 9% tax credit award from the Nevada Housing Division (NHD) as one combined project, eliminating the need for the project to be developed in two phases. The combined project is more efficient and has a total development cost of \$25,114,196, which is approximately 92% of the cost of the original two-phased project. The 2026 WCHC HOME request for \$1,000,000 brings the total funding request to \$1,942,041, which is approximately 12% less than the original 2025 application. The 2026 HOME funds will help fill the funding gap for Summit Heights Senior Apartments. As noted in the response to Question F.12, Greenstreet is working to fill the gap through multiple avenues, including by submitting other funding applications and by negotiating higher tax credit pricing. Because the project will be permit-ready by the end of March 2026, Greenstreet is confident that Summit Heights will obtain the funding necessary to close in April 2026.

G. Proposed Project Budget

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Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

G. Proposed Project Budget

Please provide the following information.

INSTRUCTIONS FOR COMPLETING THE BUDGET

Fill out all applicable expenditure categories. If an expense does not easily fit into any one category, please list it under "Other Expenses." A detailed supplementary budget schedule is required for every expenditure category. Please read the description of the supplementary budget schedule below and complete the additional pages accordingly.

The total dollar amount budgeted on the supplementary budget schedule must equal the dollar amount for that expense classification as reported on the proposed budget summary page. The City of Reno reserves the right to request further clarification on any expenditure category, possibly requesting additional supplementary budget schedules.

The City of Reno will not reimburse agencies for food or food-related items under the CDBG or HOME programs, whether or not they are incurred in conjunction with eligible activities. Only costs incurred after the signing of the grant agreement will be considered for reimbursement. Additionally, items whose costs are considered excessive by Community Development & Planning staff will not be reimbursed.

Please note the following in preparing the Supplementary Budget Schedules:

1. Salaries & Employee Benefits

Show the total amount of salaries, wages, etc. to be paid to permanent and temporary personnel who will be paid with federal funds through this application. List name and/or title of employee(s) and indicate the type of employment, length of time to be paid and the rate of pay. Be specific. Describe the employee benefits as well, showing the total amount of appropriate fringe benefits for proposed program personnel. Fringe benefits budgeted must be consistent with organizational policy and consistent with those budgeted for personnel not funded herein, and may include social security, workers compensation, unemployment compensation, retirement and health insurance. Fringe benefits must be subdivided by type (i.e., Social Security, insurance, etc.) for each employee. Administrative oversight percentages should be listed under contractual services as they are contractual in nature.

2. Transportation

This includes routine local and in-state travel by program employees which is necessary to carry out eligible activities. Mileage records will be required for reimbursement. Federal mileage rates will apply.

3. Supplies and Materials

Show a breakdown of all construction materials, informational/instructional materials and office supplies of an expendable nature necessary and appropriate for carrying out eligible activities.

4. Utilities

This includes utility expenses which are necessary and appropriate in order to carry out eligible activities.

5. Rent

This includes the rental of office space necessary and appropriate in order to carry out eligible activities.

6. Contractual Services

Show the amount for services to be rendered by organizations or personnel not on payroll, including all related expenses covered by the contract. This includes services which by nature can be performed only by persons or firms with specialized skills and knowledge such as professional services, contracted and paid consultants, speakers, auditors and others. Audit expenses, if required, must be budgeted under contracted services. Administrative percentages should be included in this section.

7. Equipment/Maintenance

This includes the purchase or rental of equipment valued in excess of \$200.00 and/or equipment with a useful life in excess of one (1) year. This also includes maintenance of equipment owned by a subrecipient which is to be used for eligible activities.

8. Insurance

This includes insurance expenses necessary and appropriate in order to conduct eligible activities.

9. Real Property

This includes purchase and/or improvements to real property to be used for CDBG, HOME or ESG-eligible activities.

10. Other Expenses

This includes any amounts paid for goods or services not otherwise classified in categories 01 through 09. Fully describe each item.

Reminder: HOME funds may not be used for operational expenses.

G.1. Proposed Budget Summary

CDBG/HOME-Assisted Activity

Expenditure Category	Define Other Expenditure	Budget Total
01-Salaries and Employee Benefits		\$0.00
02-Transportation		\$0.00
03-Supplies and Materials		\$0.00
04-Utilities		\$0.00
05-Rent		\$0.00
06-Contractual Services	Architectural Services	\$347,836.90
07-Equipment/Maintenance		\$0.00
08-Insurance		\$0.00
09-Real Property		\$0.00
10-Other Expenses	Permit and Impact Fees Residential Construction	\$1,594,204.10
		\$1,942,041.00

G.2. Is the project applying for Low Income Housing Tax Credits (LIHTC)?

Yes

Application Date

05/15/2025

Rate Expected

81.00%

Total Dollar Amount

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\$15,388,461.00

G.3. Does the project require a Tax-exempt Bond allocation (Volume Cap) from the local jurisdiction and/or state?

No

Date Required

Tax Exempt Bond Amount

\$0.00

G.4. Will the project request a property tax exemption?

Yes

Estimated annual exemption

\$546,000.00

G.5. Please list all projects in which any member of the development team has WCHC funds.

Project	Year Completed	Amount of WCHC Funds Received	Repayment Start Date	Project still in affordability period?
Summit Heights Senior Apartments	N/A	\$942,041.00	M/d/yyyy	
		\$942,041.00		

G.6. Has the repayment start date passed and payment are not being made?

No

Explain below:

H. Financial Layering Certifications/Assurances

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

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H. Financial Layering Certifications/Assurances

Please provide the following information.

- The WCHC's AHMLP applicant, based on the U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) Notice 98-01, has furnished a pro forma(s) that includes achievable rent levels, market vacancies and operating expenses and also specifies the consequences of tax benefits, if any, and any other assumptions used in calculating the project cash flow to determine the reasonableness of the rate of return on the equity investment.
- The WCHC's AHMLP applicant has submitted a pro forma(s) that represents Basic Pro Forma Industry Standards, at a minimum, in accordance with the term of the project affordability.
- The WCHC's AHMLP applicant understands that if the income/expense statement does not meet the guidelines and/or the supporting documentation presented is not adequate to justify the projections in the pro forma, the income/expense analysis in the appraisal will be reviewed for consistency and/or verification. The expense sources may be contacted for verification of the costs.
- The WCHC's AHMLP applicant understands that the project cash flow is defined as: the spendable cash generated annually (at the end of the yearly period) after all operating expenses and debt service payments have been deducted from the gross revenues of the property.
- The WCHC's AHMLP applicant further understands that the determination of a reasonable rate of return on the equity investment will be based on an evaluation of the individual project as it compares to market standards for similar investments.

H.1. I, as the applicant and/or principal officers associated with this AHMLP project, from this date of certification forward certify that:

Governmental assistance provided or future governmental assistance are/will be in the project.

It is further certified that should other governmental assistance be sought in the future, the WCHC will be notified promptly.

It is also further certified that total proposed funding (both private and public) does not exceed the total development costs for the project.

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The WCHC will also be notified promptly by the recipient should changes to this certification occur.

In Witness whereas, the AHMLP recipient has caused this document to be executed in its name as signed and date/time stamped below:

Dane Hillyard

Electronically signed by daneo@me.com on 12/23/2025 5:06 PM

I. Site Information

Completed by daneo@me.com on 12/23/2025 5:06 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

I. Site Information

Please provide the following information.

Developers are encouraged to propose project sites outside of areas of low income or minority concentration, where the proportion of low income or any racial or ethnic minority is more than 10% higher than the proportion for the region as a whole. Developers should be aware that projects located in concentrated areas of low income or minority populations may be subject to additional review by the WCHC and the U.S. Department of Housing and Urban Development. Ultimately a project allocated funds by the WCHC may be prohibited by the Division of Fair Housing and Equal Opportunity within HUD from entering into a funding agreement and proceeding.

SITE AND NEIGHBORHOOD STANDARDS

The WCHC must administer its HOME program in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d—2000d-4), the Fair Housing Act (42 U.S.C. 3601 et seq., E.O. 11063 (3 CFR, 1959-1963 Comp., p. 652), and HUD regulations issued pursuant thereto; and promotes greater choice of housing opportunities.

New rental housing: In carrying out the site and neighborhood requirements with respect to new construction of rental housing, a participating jurisdiction is responsible for making the determination that proposed sites for new construction meet the requirements in 24 CFR 983.57(e)(2) and (3).

Existing and rehabilitated housing site and neighborhood standards: A site for existing or rehabilitated housing must meet the following site and neighborhood standards. The site must:

1. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.)
2. Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
3. Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
4. Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.

New construction site and neighborhood standards. A site for newly constructed housing must meet the following site and neighborhood standards:

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units

proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.

2. The site must not be located in an area of minority concentration, except as permitted under paragraph (e)(3) of this section and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
3. A project may be located in an area of minority concentration only if:
 - I. Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration (see paragraph (e)(3)(iii), (iv), and (v) of this section for further guidance on this criterion); or
 - II. The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (e) (3)(vi)) of this section for further guidance on this criterion).
 - III. As used in paragraph (e)(3)(i) of this section, “sufficient” does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, in order that over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.
 - IV. Units may be considered “comparable opportunities,” as used in paragraph (e)(3)(i) of this section, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.
 - V. Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:
 - i. A significant number of assisted housing units are available outside areas of minority concentration.
 - ii. There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.
 - iii. There are racially integrated neighborhoods in the locality.
 - iv. Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.
 - v. Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.
 - vi. A significant proportion of minority households has been successful in finding units in non-minority areas under the tenant-based assistance programs.
 - vii. Comparable housing opportunities have been made available outside areas of minority concentration through other programs.
 - VI. Application of the “overriding housing needs” criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a “revitalizing area”). An “overriding housing need,” however, may not serve as the basis for determining that a site is acceptable, if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status, or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.
4. The site must promote greater choice of housing opportunities and avoid undue concentration of assisted

persons in areas containing a high proportion of low-income persons.

5. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.
6. The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
7. Except for new construction, housing designed for elderly persons, travel time, and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.

I.1. Number of Acres:

2

I.2. Total Number of Existing Units in the Project:

0

I.3. Total Number of Proposed Units in the Project:

70

I.4. Density (units/acres):

35

I.5. Number of Buildings:

1

I.6. Number of Stories:

3

I.7. Number of Elevators:

1

I.8. Average Unit SqFt:

550

I.9. Common Area SqFt:

3,100

I.10. Residential Manager and Staff Area SqFt:

500

I.11. Is this a rehabilitation project?

No

In what year was the building completed?

I.12. How old are the buildings on the property—date of construction.

N/A

I.13. Are the units occupied?

No

Will relocation be necessary?

Explain:

How long has the property been unoccupied?

A relocation plan is required if the property has not been vacant for the prior 6 months.

[Relocation Plan](#)

***No files uploaded*

I.14. Current zoning and Master Plan Designation

Zoning: Neighborhood Commercial (NC). Master Plan designation: Suburban Mixed-Use (SMU).

I.15. Does your project require zoning/master plan amendment(s)?

No

Has an application been submitted?

Anticipated date(s) of completion

I.16. Provide a description of the surrounding properties. Are the buildings surrounding the property residential, commercial, etc.? Are they single level, two stories, three stories, etc.?

Summit Heights Senior Apartments is located directly east of the Renown Health Urgent Care at Summit Ridge. The surrounding properties are 1-2 story single family homes built in the 1990s. The property is located within the Reno Vista Ridge Homeowners Association.

I.17. How old are the surrounding buildings?

If any buildings on the site or the surrounding properties are over 50 years old, or the project is within an Historic District, you should refer to the Secretary of the Interior's [Standards for Rehabilitation Manual](#) available from the U. S. Government printing Offices or the Nevada State Historic Preservation Offices for any additional requirements that may be placed on the property/project. Include copies of communication with the State Historic Preservation Office in the Site Information Section of the application.

Any rehab of a 50-year-old building or any demo of any portion of a structure over 50 years old in Reno will need to be reviewed by the Reno Historic Resources Committee. Developer should arrange to place the project on an agenda of that committee prior to the beginning of the TRC public hearings in January.

Approximately 30 years

I.18. Which Regional Land Designation does the proposed project lie? (See <https://www.tmrpa.org/>)

Tier 1 Land

Documentation

Evidence of Site Control ***Required**

I.1. Summit Heights - Recorded Deed.pdf

Site Plan/Renderings ***Required**

I.2. 2025-0915 SUMMIT HEIGHTS.pdf

Property Appraisal

***No files uploaded*

J. Site Impact Overview

Completed by daneo@me.com on 12/23/2025 5:06 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

J. Site Impact Overview

Please provide the following information.

Does the project have constraints regarding the following categories?

J.1. Access/Parking

No

Explain

J.2. Existing/Proposed site improvements not included in narrative

No

Explain

J.3. Design Standards

No

Explain

J.4. Environmental/Phase I:

Yes

Explain

No known constraints. The Phase I report dated January 16, 2025 by Partner Engineering and Science, Inc. (Partner) is attached. Partner did not identify any Recognized Environmental Conditions, Controlled Recognized Environmental Conditions, or Historical Recognized Environmental Conditions. The project completed its environmental review with the Department of Housing and Urban Development. It received its Authority to Use Grant Funds on June 4, 2025.



Phase 1 *Required

J.1. 24-478136.1_Phase_I_Report_-_Summit_Sky_Mountain_Apartments,_Reno,_NV_011625 (1).pdf

J.5. Topography and Soils

No

Explain

J.6. Lead Paint

If built before 1978. For all rehab or new construction projects on property built before 1978, the developer must provide tenants with the following pamphlet found and disclosure forms:

[Pamphlet](#) and [Disclosure](#).

Individuals must be trained in lead-safe work practices.

No

Explain

[Lead Based Paint Certifications and Assurances Form](#) *Required

**No files uploaded

J.7. Asbestos:

No

Explain

Asbestos Report *Required

**No files uploaded

J.8. Flood Plain Concerns

No

Explain

J.9. Relocation Required per (24 CFR 92.353):

No

Explain

[Relocation Plan](#)

**No files uploaded

J.10. Preliminary Title Report:

Yes

Explain

No known constraints. Please find preliminary title report attached.

Title report *Required

J.2. 4791 Summit Ridge - Title Report Report.pdf

J.11. Water Rights

No

Explain

J.12. Location/Availability of Utilities

No

Explain

J.13. Any Other Constraints not shown above:

No

Explain

K. Environmental Review Acknowledgement

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

Completed by daneo@me.com on 12/23/2025 5:06 PM

K. Environmental Review Acknowledgement

Please provide the following information.

- Applicant understands and acknowledges that the environmental effects of each activity/project carried out with WCHC federal and state HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58.
- Applicant understands and acknowledges that the Washoe County HOME Consortium staff has the responsibility for the environmental review, decision-making, and action for each activity/project that it carries out with HOME funds in accordance with the requirements imposed on a recipient under 24 CFR part 58.
- Applicant understands and acknowledges that completion of the environmental review process is mandatory BEFORE taking any physical action on a site or making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair, or construction activities. "Non-HUD funds" means any Federal, state, local, private, or other funds.
- Applicant understands and acknowledges that HOME funds may not be used to reimburse a non-governmental entity for project-related costs incurred after the entity has submitted/or intends to submit an application for HOME funds and before approval by HUD (or the state in the case of state recipients) of the Request for Release of Funds and Certification except for activities that are exempt or are excluded and not subject to the laws in §58.5 and for certain relocation costs. A non-governmental entity (subrecipients, contractors, owners, and developers) must not take actions that would have an adverse impact or limit the choice of reasonable alternatives on projects.
- Applicant further understands and acknowledges that undertaking any of the mentioned activities will jeopardize WCHC funding and may result in any funding that was awarded being rescinded.
- Applicant understands and acknowledges that if Applicant is allocated funding the Environmental Assessment packet on the following page must be completed and returned by the applicant to the WCHC within two months of receiving confirmation of HOME funding.

Signature of Executive Director or Authorized Official

Dane Hillyard

Electronically signed by daneo@me.com on 12/23/2025 5:06 PM

Printed By: Julie Henderson on 1/7/2026

Documentation

 **Communication with Historic Resources Committee and State Historic Preservation Office (SHPO)**

K. AUGF - Summit Heights.pdf

L. Unit Information

Completed by daneo@me.com on 12/23/2025 5:06 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

L. Unit Information

Please provide the following information.

In all applications for rental developments with five or more HOME units, more than half (51% or more) of the total number of HOME units shall be affordable and serve households at or below 50 percent of the area median income. For group homes, a minimum of three beds shall be provided per project, which shall serve households at or below 30 percent of the area median income. If the project contains units with different numbers of bedrooms, there should be at least a 30% unit of each bedroom type (for example, with a mix of one, two and three bedrooms, at least one 1-bedroom at 30%, one 2-bedroom at 30%, and one 3-bedroom at 30%). The exact mix of the WCHC units, whether fixed or floating and bedroom sizes, will be determined by the WCHC staff in coordination with the developer.

L.1. Will the project meet the required 50% AMI majority unit mix?

Yes

Explain:

L.2. Indicate preference (WCHC will make final determination)

Floating Units

Explain choice of fixed or floating units

Floating units will more easily ensure compliance with HOME requirements.

L.3. Although the exact mix of the WCHC units, whether fixed or floating and bedroom sizes, will be determined by the WCHC staff in coordination with the developer, please indicate the planned unit mix below.

Project Units

Number of Bedrooms	Unit Size -SqFt	Number of AHMLP Units	Gross Rents per Unit	Proposed Utility Allowances	Percent of AMI Targeted
0	460	1	\$580.00	\$0.00	30.00%
0	460	1	\$967.00	\$0.00	50.00%
1	552	9	\$621.00	\$0.00	30.00%
1	552	30	\$1,036.00	\$0.00	50.00%
1	552	29	\$1,243.00	\$0.00	60.00%
3			Note that Gross Rent includes the Utility Allowances	Pursuant to the HOME Rule, as of 08/23/2013, the Reno Housing Authority	

				allowance is not permitted)	
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HOME Units

Number of Bedrooms	Unit Size -SqFt	Number of AHMLP Units	Gross Rents per Unit	Proposed Utility Allowances	Percent of AMI Targeted
0	460	1	\$580.00	\$0.00	30.00%
1	552	4	\$621.00	\$0.00	30.00%
1	552	5	\$1,036.00	\$0.00	50.00%
2			Note that Gross Rent includes the Utility Allowances	Pursuant to the HOME Rule, as of 08/23/2013, the Reno Housing Authority allowance is not permitted)	

M. Development Team

Completed by daneo@me.com on 12/23/2025 5:06 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

M. Development Team

Please provide the following information.

APPLICANTS CURRENTLY RECEIVING WCHC HOME/CDBG/AHTF FUNDS FOR ANY PROJECT/PROGRAM, WHO ARE ALSO APPLYING FOR CURRENT YEAR AHMLP FUNDS, MUST BE IN COMPLIANCE WITH ALL TERMS OF CURRENT AGREEMENT(S) AND MUST NOT HAVE ANY OUTSTANDING AUDIT FINDINGS, MONITORING FINDINGS, OR CONCERNS AS DETERMINED BY THE CONSORTIUM.

M.1. Does the applicant currently have outstanding findings/concerns?

No

Describe current audit findings or monitoring findings and/or concerns and how they are being addressed.

M.2. Describe the experience of the applicant(s) in successful development of low-income housing (names, addresses, and nature of low-income projects). If the applicant is a CHDO, indicate which projects were CHDO set-aside eligible projects and describe the role/activities played by the CHDO in the development process.

Greenstreet Development Inc. will serve as developer to Summit Heights. Greenstreet is a full service multifamily real estate development company that manages all aspects of the development process, from market analysis to construction completion and lease up. Principals Dane Hillyard and Jim Zaccheo have over 30 years of experience in construction management and oversight of multifamily market rate and affordable development. They have developed over 15,000 residential units, with over 2,500 affordable units in the Reno-Sparks area. Recent low-income housing projects involving Greenstreet include: • Vintage at Spanish Springs, a 257-unit new construction senior affordable development in Sparks, NV • Springview by Vintage, a 180-unit new construction affordable family development in Reno, NV • Sky Mountain by Vintage, a 288-unit new construction affordable family development in Reno, NV • Steamboat by Vintage, a 360-unit new construction affordable family property in Reno, NV • Sanctuary by Vintage, a 208-unit new construction affordable senior property in Reno, NV • Orovada Street Senior Apartments, a 72-unit new construction affordable senior property in Reno, NV • Marvel Way Phase I, a 40-unit new construction permanent supportive housing development for adults in recovery from addiction in Reno, NV Please see the attached Greenstreet resume for additional details.

M.3. Describe any default, disposition of or status of default, foreclosure, or findings of non-compliance for any projects.

None

M.4. Developer Name

Greenstreet Development Inc.

M.5. Partnership Name

Summit Heights Associates LLC

M.6. Clearly identify all individuals and corporate members holding more than 5% ownership or financial interest and their anticipated return on investment or other payment terms. If the partnership is composed of other partnerships (LLCs, LPs, etc.) the individual and corporate members of those entities must also be identified.

Submit one copy of the most recent financials for each member of the development organization and/or each member of the partnership(s) at the time of application submission.

 **Development Team *Required**

- M.1. Greenstreet Development Inc..pdf
- M.2. Mountain West Builders.pdf
- M.3 Statement of Qualification - STK A.pdf
- M.4. Praxis Qualifications 8_20_25.pdf
- M.5. Weststates Resume - November 2024.pdf

 **Development Team Financials *Required**

- M.6. GSD - Financial Statements - 123124.pdf

M.7. A CHDO applicant for WCHC CHDO-eligible set aside funding in partnership with another entity--LLC, LP, or other legal entity-- must clearly demonstrate in all of their agreements that the CHDO is the managing general partner and the member with at least fifty-one percent (51%) of the voting majority over the use of WCHC funds. Provide a copy of the agreement(s) which clearly stipulates this requirement.

CHDOs must demonstrate the capacity of their key staff to carry out the AHMLP assisted activities they are planning. This means that CHDOs must have experienced key staff that have successfully completed projects similar to those proposed by the CHDO.

Please list the names of key CHDO staff members, title, and the roles and activities in which they have been involved showing experience with similar projects and what activities they will undertake for this project.

Contractor-If known, please list all contractors and subcontractors involved in the development/construction project:

Name	Address	Role/Trade	Business Type
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M.8. If known, describe the general contractor's experience in successful development of housing projects. Provide names, addresses, etc. for both market rate and low-income projects. Specifically identify projects that are low-income projects.

Mountain West Builders is a General Contracting Firm located in Reno, NV. Managing Member Mike Efstratis has over 40 years of progressive experience in the development and management of both commercial, residential, and multi-family construction projects. Sushil Patel, the other Managing Member, has been developing real estate in Nevada and California for the past 25 years. Sushil holds Bachelors' Degrees in Business Administration and Public Relations from Sacramento State University. Mr. Efstratis and Mr. Patel formed Mountain West 7 years ago and have completed commercial, hospitality, multi-family, tenant improvement, and new construction projects. Their affordable housing experience in Reno and Spanish Springs includes: • Sky Mountain by Vintage, a 288-unit new construction affordable

family development • Steamboat Apartments, a 360-unit new construction affordable family property • Vintage at the Sanctuary, a 208-unit new construction affordable senior property • Vintage at Spanish Springs, a 257-unit new construction affordable senior property • Vintage at Redfield, a 223-unit new construction affordable senior property • Vintage at Washington Station, a 205-unit new construction affordable senior property • Orovada Street Senior Apartments, a 72-unit new construction affordable senior property • Springview by Vintage, a 180-unit new construction affordable family property

Identity of Interest/Business Associations

M.9. Does an identity of interest or business association exist between the Applicant, Applicant’s Board, Developer, Developer’s Board or Owner, Owner’s Board and/or any other member of the development team? If members of the development team are related or associated in any way, please indicate the nature of the relationship (Examples: family relationships; acting as a director, officer or owning stock in corporations; being partners (general or limited) or principals in a partnership; members in a limited liability company; or managing, advising, or directing other corporate or business entities; employer/employee relationship, etc.).

No

Describe the level of participation and/or relationship of each.

Name	Relationship	Level of Participation
------	--------------	------------------------

M.10. Do any members of the development team have any direct or indirect financial or other interest with any of the other project team members (including owners’ interest in the construction company or subcontractors used, management companies, etc.)?

No

Describe the level of participation and/or relationship of each.

Name	Relationship	Level of Participation
------	--------------	------------------------

Debarment/Suspension Checklist

No members of the development team, contractors, subcontractors, etc. that have been suspended or debarred under HOME or any other federal funding program may be used when working on a WCHC AHMLP development/program. All applicants and their contractors must verify eligibility before contracting with any party. Check for suspension or debarment at SAM.GOV .

Individual Name or Business Name	Address	Debarred/Suspended	Date of Verification
Greenstreet Development Inc.	9590 Protoype Ct. Suite 100 Reno, NV 89521	No	12/18/2025
STK :a	20 Corporate Park Suite 190 Irvine, CA 92606	No	12/18/2025
Praxis Consulting Group, LLC	888 West Second St Suite 300 Reno, NV 89503	No	12/18/2025
Weststates Property Management Company	PO Box 2688 Elko, NV 89803	No	12/18/2025
Mountain West Builders	9590 Protoype Ct. Suite 100 Reno, NV 89521	No	12/18/2025

Documentation

Consultant Agreement Scope of Work

M.7. Praxis Sierra Summit Agreement 10_21_24 - Executed.pdf

CHDO Staff Training Plan

***No files uploaded*

Partnership Agreements/documents/MOU, outlining roles and responsibilities of each member and the nature and timing of their contributions

M.8. Summit Heights Management Agreement.pdf

Debarment Verifications-Print and provide copy(ies) of the website page that shows that the members of the development team have been researched for suspension or debarment.

M.9. 2025 Debarment Searches.pdf

N. Affirmative Marketing Plan

Completed by daneo@me.com on 12/23/2025 5:06 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

N. Affirmative Marketing Plan

Please provide the following information.

WCHC Affirmative Fair Housing Marketing Plan Acknowledgement

STATEMENT OF POLICY

The Washoe County HOME Consortium (WCHC), consisting of the City of Reno, the City of Sparks, and Washoe County, in accordance with the regulations of the HOME Investment Partnership (HOME) Program (24 CFR 92.3510), has established this "Affirmative Fair Housing Marketing Plan" to ensure that the consortium and all entities to whom they have allocated HOME funds employ a marketing plan that promotes fair housing and ensures outreach to all potentially eligible households, especially those least likely to apply for assistance.

The WCHC's policy is to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status (persons with children under 18 years of age, including pregnant women), or disability. The procedures followed are intended to further the objectives of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and Executive Order 11063, which prohibits discrimination in the sale, leasing, rent and other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

PROCEDURES

Although the HOME Final Rule regarding the development and adoption of affirmative marketing procedures and requirements apply to rental and homebuyer projects containing five or more HOME-assisted units, regardless of the specific activity the funds finance (e.g., acquisition, rehabilitation, and/or new construction), the WCHC will apply their affirmative marketing procedures to all programs funded by the WCHC, such as tenant-based rental assistance, owner-occupied rehab, and down payment assistance only programs.

The WCHC is committed to the goals of affirmative marketing that will be implemented through the following procedures:

- A. Providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of any client, customer, or resident of any community;
- B. Keeping informed about fair housing laws and practices;
- C. Informing clients and customers about their rights and responsibilities under the fair housing laws by providing verbal and written information;
- D. Evaluating the effectiveness and compliance of all marketing as it relates to fair housing;
- E. Including the Equal Opportunity logo or slogan, and where applicable the accessibility logotype, in all ads, brochures, and written communications to owners and potential tenants;
- F. Displaying the HUD's fair housing posters (at a minimum, English, and Spanish versions) in rental offices or other appropriate locations;
- G. Soliciting applications for vacant units from persons in the housing market who are least likely to apply for

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- assistance without the benefit of special out-reach efforts; working with the local public housing authority and other service and housing agencies to distribute information to a wide and diversified population;
- H. Maintaining documentation of all marketing efforts (such as copies of newspaper ads, memos of phone calls, copies of letters).
 - I. Maintaining a record of applicants for vacant units with a general profile of the applicant, how the applicant learned of the vacancy, the outcome of the application, and if rejected, why; maintaining this record for two years or through one compliance audit, whichever is the shorter period of time.
 - J. Where changing demographics present challenges when marketing to an eligible population that is limited English proficient (LEP), WCHC and its funded entities, striving to:
 - o Translate its marketing material to serve this population
 - o Hire bi-lingual employees or have quick access to interpreters/translators
 - o Work with the language minority-owned print media, radio, and television stations
 - o Partner with faith-based and community organizations that serve newly arrived immigrants, and
 - o Conduct marketing activities at adult-education training centers or during “English as a Second Language” classes.
 - K. Requiring all applicants for WCHC funds to sign, submit, and adhere to the policies included in the certifications relating to fair housing required in applications packets, including but not limited to attachments A, B, and C of this policy.

ASSESSMENT

In conjunction with the annual on-site compliance reviews, the WCHC will:

- A. Review and evaluate records of affirmative marketing efforts (advertisements, flyers, and electronic media spots, etc.);
- B. Evaluate outcomes and effectiveness of marketing efforts and make changes where needed.
- C. Evaluate whether good faith efforts have attracted a diversified cross-section of the eligible population.

CORRECTIVE ACTIONS

Failure to meet affirmative marketing requirements will result in the following corrective actions:

- A. For failure to comply, WCHC will set a probationary period for compliance, not to exceed six months, during which time the WCHC will provide more specific guidelines for compliance.
- B. Further failure to comply with the affirmative marketing requirements may result in the withdrawal of HOME funds.
- C. Further failure to take appropriate actions to correct discrepancies in affirmative marketing programs may result in steps to recover all invested HOME funds.

By signing below, we acknowledge the WCHC Affirmative Marketing Plan Requirements:

Authorized Representative Signature

Dane Hillyard

Electronically signed by daneo@me.com on 12/23/2025 5:06 PM

Authorized Representative Name and Title

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Documentation

 Please download [Form HUD 935.2A](#)-Affirmative Fair Housing Marketing Plan (AFHMP) – Multifamily Housing and upload the completed document.

N. Summit Heights Combined AFHMP (vet preference).pdf

O. Minority & Women Owned Businesses

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

Completed by daneo@me.com on 12/23/2025 5:06 PM

O. Minority & Women Owned Businesses

Please provide the following information.

O.1. Is the Applicant a Minority & Woman Owned Business?

No

All applicants receiving WCHC HOME funds must take all necessary affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps provided in 24 CFR 85.36(e) include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and,
6. Requiring that the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1-5 above.

Provide documentation/description (such as contact lists, meetings) of applicants attempts/plans to solicit small minority and/or women's business enterprises and complete the [Minority/Women's Business Enterprise Certifications and Assurances Form](#)

Provide documentation/description (such as contact lists, meetings) of applicants attempts/plans to solicit small minority and/or women's business enterprises here.

Minority & Women Owned Business Documentation *Required

***No files uploaded*

Minority/Women's Business Enterprise Certifications and Assurances form. *Required

O. Summit Heights Mountain West MBE Plan.pdf

Please complete the following document and upload the completed form:

[Minority/Women's Business Enterprise Certifications and Assurances Form](#)

Minority/Women's Business Enterprise Certifications and Assurances form. *Required

O. Summit Heights Mountain West MBE Plan.pdf

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P. Conflict of Interest Certification

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Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

P. Conflict of Interest Certification

Please provide the following information.

Applicant certifies that Applicant understands and will adhere to the conflict-of-interest provisions in 24 CFR parts 84, 85 and 92.356 as they relate to HOME funding recipients.

Applicant certifies that Applicant understands and adheres to the conflict-of-interest provisions for the procurement of goods and services by HOME recipients as required by 24 CFR parts 84 and 85, and that no exceptions may be made to these provisions. [CPD Notice 98-09, II. (Superseding CPD Notice 93-06).

Applicant further certifies that in accordance with 24 CFR 92.356 (HOME Final Rule) Applicant understands that no employee, agent, consultant, officer, elected official, or appointed official, or any person who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities of a Participating Jurisdiction, State Recipient, or Subrecipient; or an owner, developer or sponsor of a HOME assisted project or an officer, employee, agent or elected or appointed official or consultant of the owner, developer or sponsor whether private, for-profit or nonprofit (including a CHDO when acting as an owner, developer or sponsor of housing) receiving HOME funds may obtain a financial interest or unit benefits from a HOME assisted activity, either for themselves or those with whom they have immediate family or business ties, during their tenure or for one year thereafter. This prohibition includes the following:

- Any interest in any contract, subcontract, or agreement with respect to a HOME assisted project or program administered by the applicant, or the proceeds thereunder; or
- Any unit benefits or financial assistance associated with HOME projects or programs administered by the applicant, including:
 - Occupancy of a rental housing unit in a HOME assisted rental project;
 - Receipt of HOME tenant-based rental assistance;
 - Purchase or occupancy of a HOME buyer unit in a HOME assisted project;
 - Receipt of HOME homebuyer acquisition assistance; or
 - Receipt of HOME owner-occupied rehabilitation assistance; or
 - Receipt of HOME Supportive Services; or
 - Receipt of HOME Nonprofit Capacity Building; or
 - Receipt of HOME Nonprofit Operating.

Applicant understands that this prohibition does not apply to an employee or agent of the applicant who occupies a HOME assisted unit as the on-site project manager or maintenance worker.

In addition, Applicant certifies that no member of Congress of the United States, official or employee of HUD, or official or employee of the Washoe County HOME Consortium shall be permitted to receive or share any financial or unit benefits arising from the HOME assisted project or program.

Applicant certifies that prior to the implementation of the HOME assisted activity exceptions to these provisions may be requested by the applicant in writing to the WCHC. If an exception is requested, the applicant certifies that it will demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all

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parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The applicant understands that the WCHC may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, 85.36 and 84.42, as they apply.

Authorized Representative Signature

Dane Hillyard

Electronically signed by daneo@me.com on 12/23/2025 5:07 PM

Authorized Representative Name and Title

Dane Hillyard, President

Q. Section 3 Information

Completed by daneo@me.com on 12/23/2025 5:07 PM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

Q. Section 3 Information

Please provide the following information.

WCHC Section 3 Plan Information

Projects receiving over \$200,000 in AHMLP funds must make their best efforts to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the Section 3 covered project. Additionally, any contract or sub-contract of \$100,000 or more for each project must make best efforts to comply with Section 3.

The following goals will be incorporated into all funding contracts:

1. **Employment:** 30% of the aggregate number of new hires during a one-year period for all applicable projects should be Section 3 residents. New hires are defined as full-time employees for permanent, temporary, or seasonal employment opportunities. A new hire would be a person who is not on the payroll at the time of receipt of the funding award or contract and would include any employees who were laid off and rehired. Example: A construction contractor hires 10 new workers. Three of the new workers should be Section 3 residents.
2. **Contracting:** (a) At least 10% of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, construction, and other public construction (infrastructure) with federal funds; and (b) At least 3% of the total dollar amount of all other covered Section 3 contracts to Section 3 business concerns. The WCHC will review Section 3 Utilization Plans prior to the initiation of construction.

Each developer, recipient, and contractor preparing to undertake work pursuant to a Section 3 covered contract directly with the Washoe County HOME Consortium shall develop and implement a detailed Section 3 Utilization Plan, which shall:

- Set forth the approximate number and dollar value of all contracts proposed to be awarded to all businesses within each category (type or profession) over the duration of the Section 3 covered project;
- If known, the estimated number of current and new employees provided work through the contract and their positions; and
- Outline the anticipated program/process to be used to achieve the Section 3 numerical goals for the project. This program/process should include but not be limited to the following actions:
 1. Insertion in the bid documents, if any, of the Section 3 Utilization Plan of the applicant, recipient, contractor, or subcontractor letting the contract;
 2. Insertion of the Section 3 Clause in all contracting/bid documents;
 3. Identification within the bid documents, if any, of the applicable Section 3 project area;
 4. Identification of signage, outreach efforts, etc. that will be used to recruit Section 3 business concerns and residents;
 5. Identification of the Section 3 Coordinator for the project; and
 6. Ensuring that the appropriate Section 3 residents and business concerns are notified of pending

Printed By: Julie Henderson on 1/7/2026

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contractual opportunities either personally or through other determined methods.

It is expected that any known contractors or subcontractors also working on the project will be consulted prior to submitting a plan to the Washoe County HOME Consortium.

The Section 3 Utilization Plan shall be submitted in Section 3 of the application. The Washoe County HOME Consortium will review the plan and either approve it, conditionally approve it, with suggested modifications or disapprove the plan. The WCHC will not issue a firm commitment to the Developer/Contractor until a Section 3 Plan has been approved.

Please identify the Project Section 3 Coordinator responsible for determining the eligible businesses and employees and meeting the responsibilities of Section 3 and the Section 3 Plan of the WCHC:

Contact Person Name

Mike Efstratis

Business Organization Name

Mountain West Builders

Phone Number

(775) 205-0678

Email

mikee@mwb-nv.com

Section 3 Clause

- A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of 24 CFR 92 - HOME Investment Partnership Program § 92.350 and § 92.508 referencing Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the Section 3 covered project.
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR part 135. The contractor will not subcontract

with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractor and subcontractors, its successors, and assigns to those actions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

Authorized Representative Signature

Dane Hillyard

Electronically signed by daneo@me.com on 12/23/2025 5:07 PM

Authorized Representative Title

Dane Hillyard, President

Documentation



Section 3 Utilization Plan *Required

- Q. Summit Heights Senior Mountain West Section 3 Plan.pdf

Assurances and Certifications

Completed by daneo@me.com on 12/24/2025 5:29 AM

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

Assurances and Certifications

Once an application is submitted, it can only be "Re-opened" by an Administrator.

ASSURANCES

The applicant assures that:

- All activities will be conducted in compliance with Titles I and II of the Cranston-Gonzales National Affordable Housing Act, as applicable;
- The Applicant will minimize displacement as a result of activities assisted with Affordable Housing Municipal Loan Program resources and assist persons displaced as a result of such activities in accordance with the local relocation and anti-displacement policy.
- If funded, all expenditure of funds will be for the purpose stated in the proposal;
- Any funds received under this program will be used as stated in the approved budget;
- Agency will keep complete and accurate records, specifically certain demographic information on homeowners, tenants, or clients. It will provide such information to the City of Reno for fiscal and programmatic evaluation purposes as may be required under the federal funding regulations;
- Agency is a non-profit, 501 (c)(3) organization (as defined by law or regulation) at the time of application;
- Funds will not be used to supplant or replace other federal, state or local funds;
- Agency has sufficient funds budgeted to adequately carry out the proposed project, and can provide evidence of such funds, upon request; and
- The Applicant will actively market all housing units and services funded through the Affordable Housing Municipal Loan Program in an on-going manner.
- Agency will adhere to all federal, state and local regulations, laws and ordinances in the implementation of all of

its programs.

Environmental Review Requirement

AGENCY UNDERSTANDS THAT UPON SUBMISSION OF AN APPLICATION, ANY AND ALL ACTIVITIES THAT PERTAIN TO THE PROJECT MUST CEASE IMMEDIATELY UNTIL ENVIRONMENTAL CLEARANCE HAS BEEN GIVEN. (24 CFR PART 58:22) THIS INCLUDES ACQUISITION OF PROPERTY.

In accordance with the Federal Regulations found at 24 CFR 58:22, an Environmental Review must be completed before the start of any project using federal funds. This Environmental Review will be prepared by Community Development & Planning staff with the cooperation and assistance of the agency.

Please note that depending on the extent of the project, the agency may be required to complete a Phase I Environmental Review independently of Community Development & Planning. Community Development & Planning staff will inform the agency if that is necessary. If so, the agency must submit a copy of the completed review to Community Development & Planning prior to the beginning of work on the project.

The Applicant agrees that the WCHC will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities whatsoever nature or kind (including, but not limited to attorney's fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgment, any loss from judgment from the Internal Revenue Service) directly and indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of such allocation request.

The Applicant is prepared and has the authority within its charter, by-laws, or through statutory regulations to enter into a contractual agreement with the Washoe County HOME Consortium (WCHC) for acceptance and use of Affordable Housing Municipal Loan Program funding and makes this application and certification with full cognizance of its governing body.

The undersigned hereby agrees and allows the release of any and all information submitted to the WCHC in regard to the representations made within this Application. Such information may include credit history and ratings verifications, confirmation of involvement in past development, and all other information as may be required by the WCHC. This information will be used solely by the WCHC to aid in making a determination as to the awarding of Affordable Housing Municipal Loan Program funds to the Applicant and will not be disclosed outside the WCHC except as required and permitted under law.

The Applicant acknowledges that receipt of funds, will require compliance with the Build America, Buy America (BABA) Act.

Organization Name

Summit Heights Associates, LLC

Name of Authorized Representative

Dane Hillyard

Title of Authorized Representative

Manager

Signature of Authorized Representative

Dane Hillyard

Electronically signed by daneo@me.com on 12/23/2025 5:22 PM

IDIS Setup

No data saved

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

IDIS Setup

Please provide the following information.

Choose the appropriate option

Name of Person Completing the form

Phone Number of person completing the form

A. General Information

A.1. Name of Participant

A.2. IDIS Activity ID Number:

A.3. Activity Name

SETUP ACTIVITY

B. Objective and Outcome

B.1. Objective: Choose code

B.2. Outcome: Choose code

C. Special Characteristics

C.1. Activity Location: Check any that apply

(1) CDBG strategy area

(2) Local target area

- (3) Presidentially declared major disaster area
- (4) Historic preservation area
- (5) Brownfield redevelopment area
- (6) Conversion of non-residential to residential use
- (7) Colonia (For AZ, CA, NM, TX,)

C.2. Faith-Based Organization Will this activity be carried out by a faith-based organization?

D. Activity Information

D.1. Homeowner's Name

D.2. Street

D.3. City

D.4. State

D.5. Zip Code

D.6. County Code

Activity Estimates

D.7. HOME Units

D.8. HOME Cost

\$0.00

D.9. Multi-Address?

D.10. Loan Guarantee?

E. Contractor-For multi-address activities only

E.1. Contractor Type: Choose code

E.2. Contractor's Name

E.3. Contractor's Street Address

E.4. City

E.5. State

E.6. Zip Code

Complete Homeowner Rehab Activity

1. Property Type: Choose code

2. Complete Units

2.a. Total number

2.b. HOME-Assisted Units

F. Units

F.1. Of the Units Completed; the number:

	Total	HOME-Assisted
--	-------	---------------

G. Property Address

If this is a multi-address activity, make copies of this page so that cost and beneficiary information is reported for each address – sections G, H and I.

G.1. Homeowner's Name (optional)

G.2. Homeowner's Street

G.3. City

G.4. State

G.5. Zip Code

G.6. County Code

H. Costs

Value after rehab

\$0.00

H.1. HOME Funds-Including PI

	Totals
	\$0.00

H.2. Public Funds

	Totals
	\$0.00

H.3. Private Funds

	Totals
	\$0.00

H.4. Activity Total or Total This Address

\$0.00

I. Beneficiaries Use codes indicated below.

Unit #	# of Bdrms	Occupant	% Med	Hispanic	Race	Size	Type	Assistance Type	Total Monthly Rent
--------	------------	----------	-------	----------	------	------	------	-----------------	--------------------

FHA Insured

Lead Paint-Applicable Lead Paint Requirement

Lead Paint-Lead hazard Remediation Actions

Admin Documents

No data saved

Case Id: 30165

Name: Summit Heights Senior Apartments - 2026

Address: Northeast Corner of Summit Ridge Drive and Sky

Admin Documents

Please provide the following information.

Documentation

[HUD-Form A230A-Additional Classification](#)

**No files uploaded

[HUD-Form A230A Instructions](#)

**No files uploaded

[HUD-Rental Completion Report](#)

**No files uploaded

[HUD-1516 MBE WBE](#)

**No files uploaded

Authority to Use Grant Funds (AUGF)

**No files uploaded

Declaration of Restrictive Covenants (Executed)

**No files uploaded

Deed of Trust (Executed)

**No files uploaded

Environmental Review

**No files uploaded

Finding of No Significant Impact (FONSI)

**No files uploaded

Loan Agreement (Executed)

***No files uploaded*

Promissory Note for HOME loan(s) (Executed)

***No files uploaded*

Request for Release of Funds (RROF)

***No files uploaded*

[Section 3 Form](#)

***No files uploaded*

MBE WBE Report [HUD Form 2516](#)

***No files uploaded*

Construction Budget

***No files uploaded*

Construction Contract(s)

***No files uploaded*

Construction Schedule

***No files uploaded*

Construction Updates

***No files uploaded*

Copy of Performance & Payment Bond

***No files uploaded*

Program Overview

Completed by kattyhoover@gmail.com on 12/9/2025 1:55 PM

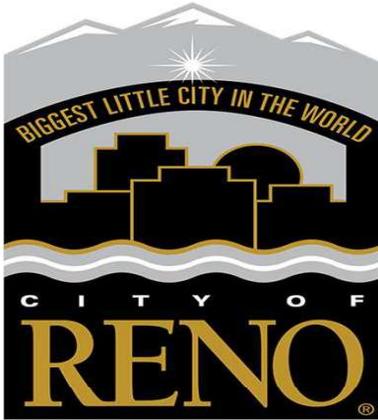
Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

Program Overview

Please provide the following information.



WASHOE COUNTY HOME CONSORTIUM (WCHC) AFFORDABLE HOUSING MUNICIPAL LOAN PROGRAM (AHMLP)

Housing & Neighborhood Development
Reno, NV 89501
775-334-2578
Housing@reno.gov

All interested parties must schedule a pre-application meeting with the HOME Program Coordinator before submitting an application. An appointment can be made by calling (775)334-2578 or emailing Housing@reno.gov

Application Deadline: Friday, January 2, 2026 @ 5:00 p.m. NO EXCEPTIONS

Introduction

The Washoe County HOME Consortium (WCHC) is accepting Affordable Housing Municipal Loan Program (AHMLP) applications for Fiscal Year (FY) 2026-2027 (July 1, 2026 – June 30, 2027) for eligible activities under the US Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) (CFDA 14.239), and State of Nevada Account for Affordable Housing Trust Funds (AAHTF). Typically, this funding consists of HOME funds allocated to the WCHC directly by HUD as well as sub-grants from the State of Nevada Housing Division for HOME funds and AAHTF (formerly called Low-Income Housing Trust Funds).

This is a competitive application/award process and applicants are not guaranteed award funding. In addition, applicants may be awarded funding amounts less than what is requested, and funding terms may be different than requested due to underwriting, subsidy layering review, the WCHC's determination of the financial gap, proven market-based demand, and economic growth. The following table provides an estimate of funding based upon current year grants and is subject to change.

Estimated Washoe County HOME Consortium FY2026-2027 Funding

Total for Non-CHDO Development Projects (Estimated): \$2,249,423.86

Total CHDO set aside (FY25 & FY26) (Estimated): \$412,746.06

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All applicants should become familiar with the HOME final rule found at [24 CFR Part 92](#) and all related federal regulations, including but not limited to [Davis Bacon and related acts](#), [Section 3 of the Housing and Urban Development Act of 1968](#), [The Uniform Relocation Act](#), [Section 504 of the Rehabilitation Act of 1973](#), and the [Uniform Guidance \(2 CFR 200\)](#) which outlines requirements for receiving and using federal awards. Applicants should become familiar with the WCHC Energy Efficiency Requirements and the WCHC Funding Priorities ([Appendix A](#) and [Appendix B](#) respectively) as well. Applicants should become familiar with the Build America, Buy America (BABA) Act. Applicants accepting funding will be required to adhere to all applicable Federal, State, local, and WCHC laws, regulations, and policies.

Applicants may be ineligible to apply for funds if, in WCHC's discretion, the applicant has demonstrated a documented untimely or poor use of previously awarded AHMLP funds. Applicants that are currently receiving AHMLP funds through WCHC or the City of Reno must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings, or concerns. No applicant, clients, or contractors that have been suspended or debarred by federal or state authorities may receive AHMLP funds ([SAM.gov](#) and [Nevada State Contractors Board](#)).

The following is the anticipated schedule for the funding allocation process. Please contact the WCHC Program Coordinator for more information at (775)334-2578.

- November 3, 2025: Application released
- January 2, 2026: Applications due by 5:00pm
- February 10, 2026: First public hearing and presentation of projects by applicants
- March 10, 2026: Second public hearing, staff report(s), and recommendations by the Technical Review Committee (TRC)
- April 14, 2026: Final Public Hearing, final funding recommendation(s) by TRC
- April 2026: Anticipated month for Director's Meeting to approve, modify, or deny TRC funding recommendation(s)
- Late Spring/early Summer 2026: Anticipated timeline for the Truckee Meadows Regional Planning Governing Board's ratification of funding

Dates are subject to change based on direction from the TRC and Directors.

Once an AHMLP application is submitted for a project, an Environmental Review is required before work can begin. An Environmental Review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. No work on any project may begin nor can AHMLP funds be released until the HUD Environmental Review process has been completed by a third party in conjunction with the Lead Agency (City of Reno) in accordance with the provisions of the National Environmental Policy Act of 1969 and the related authorities listed in HUD's Regulations at 24 CFR Parts 50 and 58 and a WCHC agreement has been signed. Completion of the Environmental Review process is mandatory before making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, and lease, repair, or construction activities. "Non-HUD funds" means any other federal, state, local, private, or other funds. Participating Jurisdictions (PJs), State recipients, subrecipients, contractors, owners, developers (including CHDOs) who had committed or expended non-Federal funds including permanent financing, to begin the development of an affordable housing project before the jurisdiction obtains an Authority to Use Grant Funds form (HUD-7015.16) by HUD (or the state) may be reimbursed with HOME funds for such expenditures only when the following conditions are met:

A. The contractors, owners and developers started the project without the intention of using Federal

assistance (e.g., as evidenced by other anticipated funding, the original project budget, etc.);

- B. The jurisdiction informs the state recipient, subrecipients, contractor, owner, or developer that all work on the project must cease once an application for HOME funds is made. No work or other choice limiting actions may occur after that date. Work may recommence upon receipt of form HUD-7015.16 from HUD (or the state). No funds may be obligated to projects unless the PJ or state recipient first determines that the result of the Environmental Review is satisfactory, and HUD (or the state) has issued a form HUD-7015.16.**

Eligible Activities

A developer, sponsor and/or owner of housing, may undertake four different types of HOME assisted projects:

- Homeowner rehabilitation: AHMLP funds may be used to assist existing owner-occupants with the repair, rehabilitation, or reconstruction of their homes.
- Homebuyer activities: AHMLP funds may finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.
- Rental housing: Affordable rental housing may be acquired and/or rehabilitated or constructed.
- Tenant based rental assistance (TBRA): Financial assistance for rent, security deposits, and utility deposits may be provided to tenants. Assistance for utility deposits may only be provided in conjunction with a TBRA security deposit or monthly rental assistance program. In August 2019, the WCHC adopted the policy to only use AAHTF for TBRA.
- Other activities may be permitted with the approval of HUD.

Housing may consist of single or multi-family units providing ownership and/or rental housing. Eligible costs include those associated with new construction, re-construction, rehabilitation, site acquisition, site improvement, and demolition. Other expenses include financial costs and relocation expenses of any displaced persons, businesses, or organizations.

Project/Activity Participant/Client Eligibility

All HOME funded activities must benefit low-income families or households that have a gross annual income that does not exceed 80% of the Area Median Income (AMI). All AAHTF funded activities must benefit low-income families or households at or below 60% AMI. Depending on the type of activity, more strict income requirements may apply, see below:

- In projects of five or more HOME units, more than half (51% or more) of the total number of HOME units shall be affordable and serve households at or below 50% of the area median income.
- For group homes, a minimum of three beds shall be provided per project, which shall serve households at or below 30% of the area median income.

Forms of Assistance

HOME allows virtually any form of financial assistance, or subsidy, to be provided for eligible projects and to eligible beneficiaries. Forms of assistance may include interest-bearing or non-interest-bearing loans or advances, deferred loans (forgivable or repayable), grants, and other forms of assistance as approved by HUD. The Lead Agency reserves the right to modify the terms of assistance based on the needs of the individual project. AHMLP funds for the construction of affordable housing are intended to fill financing gaps.

Minimum Amount of Assistance

The minimum amount of AHMLP funds that must be invested in a project is \$50,000 (adopted by WCHC 8/2019). The program also has maximum rent and AHMLP investment amounts, an established time period that the project must remain affordable, and funding priorities. By accepting AHMLP funds the developer is committing to the required

affordability period and rent limits.

The AHMLP follows HOME income and rent limits established by HUD annually

- [Rent](#)
- [Income](#)
- [Program Primer](#)
- [HOME Maximum Per-Unit Subsidy Limits](#)

Funding Priorities

[Appendix B](#) outlines the minimum criteria used to evaluate eligible projects. The Five-Year Consolidated Plan as prepared by the City of Reno, WCHC Lead Agency, has identified cost burden for low to very low-income renters as the most critical housing need in the region, as well as a lack of supply for low-income households in general. HOME dollars will be prioritized to projects that serve very low-income residents and residents with special needs (i.e., veterans, elderly, persons with disabilities, mental health support).

Additional Information can be found at the City of Reno's [Website](#).

A. Applicant Information

Completed by kattyhoover@gmail.com on 1/2/2026 11:24 AM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

A. Applicant Information

Please provide the following information.

ORGANIZATION INFORMATION

A.1. Organization Name

Northern Nevada Community Housing

A.2. Address

2757 Beck Street #219 Reno, NV 89509

A.3. Federal ID No:

88-0247057

A.4. Type of Organization

Community Based Non-Profit

Please describe type of organization.

AUTHORIZED REPRESENTATIVE INFORMATION

A.5. Authorized Representative Name

Kathryn Hoover

A.6. Authorized Representative Title

Consultant

A.7. Phone Number

(813) 892-4096

A.8. Email

katty@hoover-projects.com

Documentation



[Applicant Certification Form](#) *Required

Applicant Form HOME - Signed.pdf



Attendance list/board minutes for the previous 12 months *Required

Board Minutes.zip



Documentation Authorizing Application Submittal-Applications must include a letter of submittal on letterhead signed by the organization authorized official to commit the organization. *Required

Authorization Letter.pdf

Organization Chart *Required

The Reserve at Sparks Organization Chart.pdf

CHDO Certification-Certification of CHDO Set-Aside Eligible Project

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B. Project Overview

Completed by kattyhoover@gmail.com on 1/2/2026 2:41 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

B. Project Overview

Please provide the following information.

B.1. Project Name

The Reserve at Sparks (formerly referred to as Rail House Apartments)

B.2. Project Address

306 10th Street Sparks, NV 89431

B.3. Is the project located in one of the following areas?

Sparks City Limits

B.4. APN, Census Tract(s), or Census Block(s) if Homeowner Rehab

032-191-17

B.5. Project Construction Start Date

05/01/2027

B.6. Project Construction Completion Date

05/01/2028

B.7. Estimated Total Project Cost

\$15,196,235.00

B.8. Current WCHC Funds Requested

\$1,417,297.50

B.9. Previous WCHC Funds Requested-Put \$0.00 if not applicable.

\$0.00

B.10. Will this project be seeking Low Income Housing Tax Credits?

Yes

B.11. Target Area Medium Income-AMI %

60.00%

Project Developer Team Information

B.12. Developer Name

Northern Nevada Community Housing

Printed By: Julie Henderson on 1/7/2026

B.13. Developer Address

2757 Beck Street #219 Reno, NV 89509

B.14. Phone Number

(775) 337-9155

B.15. Email

mflaming@nnch.org

B.16. Tax ID Number

88-0247057

B.17. Duns Number

HVNJCNSE83K3

B.18. CCR Number

336T1

B.19. Developer Consultant Name

Kathryn (Katty) Hoover

B.20. Investor

B.21. General Contractor Name

Pinecrest Construction & Development Co.

B.22. Property Management Company

Northern Nevada Community Housing

B.23. LLC Name/LP Name

The Reserve at Sparks Manager, LLC / The Reserve at Sparks Partners, LP

B.24. Project Type

Check all that apply

- Acquisition Only
- Rehab Only
- Acquisition and Rehab
- Acquisition & New Construction
- New Construction Only
- Multi-Family

- Single-Family
- Single Room Occupancy
- Townhouse
- Condominium
- Mixed Use
- Senior
- Homeless
- Special Needs
- Other

Define Other

B.25. Are there existing structures on the property?

Yes

Type of Structure

Historic structure

Year Built

1912

B.26. What is the current form of site control for the property?

Other

Define Other

Awarded donation by City of Sparks



IF THE APPLICANT DOES NOT HAVE SITE CONTROL THE APPLICATION WILL NOT BE FORWARDED FOR FUNDING CONSIDERATION.

Units

B.27. Total Proposed Units

40

B.28. Number of New Units

40

B.29. Number of Existing Units

0

B.30. Number of Proposed WCHC assisted Units

5

B.31. Number of Market Rate Units

0

B.32. Number of Other Assisted Units

0

C. Project Narrative

Completed by kattyhoover@gmail.com on 1/2/2026 3:34 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

C. Project Narrative

Please provide the following information.

C.1. Describe the type of activity (new construction, rehabilitation, acquisition only, etc.) that will be undertaken. Indicate the project objectives to be addressed and the role of the applicant in the development.

The Reserve at Sparks is a new construction affordable rental housing development (multifamily), intended to expand the supply of deeply affordable units and address severe cost burden among low- and very-low-income renters in Washoe County, consistent with the Washoe County HOME Consortium's (WCHC) priority to increase rental housing opportunities for low-income households. The project site was made available through a formal City of Sparks Request for Proposals (RFP) process, through which Northern Nevada Community Housing (NNCH) was selected by unanimous City Council vote. The City's decision to donate the land specifically for the development of affordable housing represents a meaningful public investment aligned with WCHC funding priorities and strengthens long-term public benefit. It was important to the city that the proposed workforce housing met 60% AMI; NNCH designed The Reserve at Sparks accordingly. NNCH will serve as Owner/Developer and will be responsible for project delivery, assembly of the financing stack, coordination of design, engineering, and permitting, procurement and contracting, and ongoing compliance with HOME requirements, including affordability and rent limits, long-term compliance monitoring, and coordination of the environmental review process prior to any choice-limiting actions.

C.2. Indicate the specific WCHC Funding Priorities the project meets. Additionally, does the site already have the correct zoning for the project?

The Reserve at Sparks directly advances WCHC Funding Priorities by increasing the supply of affordable rental housing serving very-low-income households and special populations, including veterans, elderly persons, individuals with disabilities, and households benefiting from supportive services. The project is designed to address documented gaps in housing affordability and aligns with Level I and Level II WCHC priorities, including the provision of supportive services through qualified service provider partnerships and the delivery of high-quality, long-term affordable housing. Zoning: The site allows for the proposed multifamily residential use. The development team will confirm zoning compliance and secure any required administrative approvals as part of final entitlement review.

C.3. Describe the location chosen and the population to be served. Why was this "market area" targeted? Please include the market study and/or documentation demonstrating need and demand. For development projects describe how the property will: (1) provide housing that promotes greater choice of housing opportunities; and (2) meet the site and neighborhood standards (projects are encouraged to be proposed outside of areas of low-income or minority concentration, where the proportion of low-income or any racial or ethnic minority is more than 10% higher than the proportion for the region as a whole).

The Reserve at Sparks is located within the Reno/Sparks market area and is designed to serve households earning at or below HOME income limits ($\leq 60\%$ AMI), with three units targeted at $\leq 50\%$ AMI, consistent with WCHC HOME unit mix expectations for developments with equal to or more than five HOME-assisted units. The project site was selected to enhance access to opportunity and essential services, including employment, transit, and community amenities, while meeting HOME site and neighborhood standards. The site has been evaluated for fair housing considerations and does not intentionally concentrate low-income or minority populations, consistent with WCHC and HUD guidance. A market

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study is included to document demand for one-bedroom affordable units and to quantify unmet need among low-income renter households in Washoe County.

C.4. Describe how the project was or will be introduced to the existing neighborhood.

The Reserve at Sparks will continue to be marketed through early outreach to adjacent property owners and neighborhood stakeholders, with a clear explanation of affordability commitments and property management approach, and transparent communication on construction timeline, site logistics, and long-term community benefits.

C.5. Describe the measures that have been or will be used to garner community support for the project, including neighborhood notification letters, mailing lists, meetings, etc. Include copies of the notification letters and letters of support.

The Reserve at Sparks is backed by the City of Sparks. The development team will use a combination of neighborhood notification letters and targeted stakeholder meetings to continue to garnish support. Copies of outreach materials (mailing list, notice letters, meeting summaries, and support letters) will be provided as follow-up documentation.

C.6. Describe any neighborhood meetings, tenant meetings, public input, notices, etc. that are proposed or have already been completed, and the process for receiving and responding to input on this specific project. Provide meeting notices, attendance lists, etc. if meetings have already been held.

The Reserve at Sparks (formerly referred to as Rail House Apartments) was presented to the public at the Sparks City Council Meeting on October 27th, 2025 (https://www.cityofsparks.us/news_detail_T8_R624.php). The meeting was open for public comment. The team will schedule neighborhood/stakeholder sessions, provide a structured way to submit comments (email and/or online form), and document responses and design/operations adjustments where feasible.

C.7. Describe the process used to include low to moderate income beneficiaries' input in this project.

Low- and moderate-income beneficiary input will be incorporated through engagement with service providers, housing navigators, and community organizations serving the target population. Feedback will inform unit design, accessibility features, resident services programming, and leasing and eligibility processes to support long-term housing stability.

C.8. Describe the impacts (economic, visual, social, etc.) of this project on the existing neighborhood. These could be both positive and negative impacts.

Positive impacts include new high-quality affordable housing supply, improved stability for rent-burdened households, safer and more active site utilization, and increased local spending. Potential short-term impacts include construction noise/traffic and temporary disruption; these will be mitigated through a construction management plan, clear signage, and proactive neighbor communication.

C.9. Describe the design features and amenities of this project. Describe how these features address the health and safety concerns of tenants and enhance the project's ability to meet target population needs and demands.

The Reserve at Sparks will feature durable, code-compliant multifamily construction with safety-focused site lighting, secure access, and accessibility features. Amenities will be selected to support resident stability (community space and/or service delivery area, secure mail/package, bicycle storage if feasible, and management presence/clear reporting channels). Design elements will prioritize resident safety, accessibility, and long-term durability, consistent with WCHC priorities promoting sustainable and resilient housing.

C.10. Describe how the project will meet the WCHC Energy Efficiency Requirements. Describe methods that will be used to lower energy costs, improve building performance, lower maintenance costs, enhance financial stability, and any additional "green" building practices. Please indicate if the project will be Energy Star Certified ([How to Apply for](#)

ENERGY STAR Certification) and if the building will meet the State of Nevada energy requirements.

The project will meet applicable State of Nevada energy code requirements and WCHC energy efficiency standards and will incorporate green components above minimum requirements, consistent with WCHC Level I priorities. These may include high-performance building envelope measures, energy-efficient HVAC and water heating systems, LED lighting, and low-flow plumbing fixtures to reduce operating costs and enhance long-term affordability.

C.11. Describe the social or special services that will be provided to residents. Describe who will provide the services, their qualifications, if there is an agreement in place for the services already, etc. Describe who will pay for the services, how often services are provided, and if the services are provided to certain tenants, all tenants, or the entire neighborhood.

NNCH maintains longstanding partnerships with qualified service providers, including the Veterans Administration and the Veterans Resource Center of America, to ensure access to supportive services consistent with NRS 319.600. These services support individuals with disabilities, chronic health conditions, and other special needs in maintaining stable, long-term housing. NNCH collaborates with organizations including Ridge House, Volunteers of America, Northern Nevada Adult Mental Health Services, Washoe County Human Services, Northern Nevada HOPES, My Journey Home, Nation's Finest, and Hope Springs. NNCH employs a Director of Veteran Resource and Outreach who provides approximately 20 hours per week of supportive services and crisis intervention, including application assistance, coordination with case managers, facilitation of rental subsidies, and connection to additional services. All residents may participate in tenant engagement opportunities organized by property management. All residents, regardless of veteran or special needs status, can participate in tenant engagement opportunities organized by property management.

If this project is going to provide Supportive Services as defined by NRS.319.600, describe who will provide the services, their qualifications, if there is an agreement in place for the services already, etc. Describe who will pay for the services, how often services are provided, and if the services are provided to certain tenants, all tenants, or the entire neighborhood.

Please see above.

C.12. Describe how the project intends to serve Limited English Proficient (LEP) or non-English speaking community members. Describe how individuals will apply to live in the project, any translation services that will be available, and how services will be provided to these members who may live in the property.

The Reserve at Sparks will support LEP households through translated marketing and application materials, interpretation support during leasing and recertification, and translated key resident communications, including leases, house rules, emergency notices, and service access information.

C.13. Describe how the project will be marketed to the target population, promote equal housing opportunities, and ensure compliance with Federal Fair Housing regulations. Please complete the forms in the Affirmative Marketing Section of this application.

The project will implement an Affirmative Fair Housing Marketing Plan, including inclusive outreach strategies, accessible application processes, reasonable accommodation procedures, and staff training to ensure compliance with Fair Housing and related civil rights requirements.

C.14. Describe how the property will affect the demand on local services (schools, parks, fire, police, etc.) both positively and negatively. Please indicate whether the responsible local service agencies have been made aware of the project and if feedback was provided, please describe.

The Reserve at Sparks will coordinate with local service providers, including schools, parks, emergency services, transit agencies, and social service organizations. The project is expected to generate positive impacts through housing stability and reduced overcrowding while managing any increased service demand through on-site management protocols and

service referrals.

C.15. If the project is a homeowner rehabilitation program, please be specific about the type and level of assistance that will be provided. For example, what will be the terms of the agreement to the homeowner? Will the assistance be in the form of a grant, deferred-payment loan, non-interest-bearing loan, interest-bearing loan, or a combination of the above? Please also describe how eligible applicants will be screened and selected, and who will oversee the rehabilitation process.

Not applicable. The Reserve at Sparks is a rental housing development and does not include homeowner rehabilitation activities.

Documentation



Community Letters of Support

306 10th Street Letter of Support.pdf



Market Study

306 10th Street Market Study.pdf



Neighborhood Notification Letters

***No files uploaded*



Public Meeting/Notice Information-If applicable

***No files uploaded*

D. Scope of Work

Completed by kattyhoover@gmail.com on 1/2/2026 11:57 AM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

D. Scope of Work

Please provide the following information.

D.1.

Give a detailed description of the scope of work. This scope of work represents the applicant's commitments, activities, and representations that will be part of the funding consideration. The scope of work should explain the work/services that will be provided on the project and the work that will be performed under a contractual agreement.

The scope of work should list performance requirements, both qualitative and quantitative, and reference specifications, notices, and drawings, if construction or design related.

The scope of work should describe how the work will be divided, with specific tasks listed with their deadlines.

Important Note: Substantial changes to the scope of work after allocation of funds must be submitted to the WCHC for review and approval. Examples of possible changes that are considered substantial:

- **Changes in the total number of units in a project greater than 10 percent;**
- **Changes in the proposed rent/income targeting;**
- **Changes in project design beyond those that may be determined as cosmetic;**
- **Changes to the budget or use of funds; and**
- **Changes in funding sources**

A. Site Preparation and Civil Work Work performed under contract will include: • Site clearing, grading, and preparation of the ±0.964-acre parcel (APN 032-191-17) • Construction of new drive access, surface parking (40 parking stalls), pedestrian circulation, and fire access routes • Installation of site utilities (water, sewer, electrical, fire service) • Landscaping elements including planter boxes, seating areas, and outdoor common areas • Coordination with City of Sparks requirements for access, fire, and public works Performance requirements • Compliance with local zoning (MUD-DVS), fire access, and parking requirements • Site work completed prior to vertical construction mobilization B. Building Construction The primary scope includes construction of a three-story, elevator-served residential building with the following characteristics: • 40 one-bedroom units, approximately 657 square feet each • Type V-B construction, fully sprinklered in accordance with NFPA 13 • Single-car elevator providing access to all residential floors • Structural framing, building envelope, roofing, insulation, and exterior finishes per schematic elevations Quantitative performance standards • Total residential units delivered: 40 • Stories: 3 • Elevator: 1 fully operational passenger elevator • Fire/life safety systems installed and approved prior to occupancy C. Unit Interiors Contracted work will include full build-out of residential units as shown on Sheet A-100.3: • One-bedroom/one-bathroom layout with living room, kitchen, bedroom, bathroom, laundry/mechanical closet, and storage • Installation of kitchens, appliances, cabinetry, flooring, fixtures, and finishes • Private patios or balconies provided for each unit, as indicated on the floor plans Qualitative performance requirements • Units constructed to meet HOME habitability standards, local building code, and Fair Housing accessibility requirements • Durable, low-maintenance materials suitable for long-term affordable housing operations D. Common Areas and Amenities The scope includes construction and/or improvement of: • Community room (adaptive reuse of an existing structure) • Elevated

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community deck and rooftop deck areas • Interior corridors, stairwells, elevator lobbies, and building support spaces • On-site storage units (as indicated on Sheets A-100.1 and A-100.2) Performance requirements • All common areas fully accessible and code compliant • Community spaces delivered ready for occupancy and resident programming E. Division of Work, Tasks, and Schedule Phase / Key Tasks / Estimated Timing Pre-Construction Final construction documents, permitting, GMP finalization Months 1–3 Site Work Grading, utilities, parking, fire access Months 3–5 Vertical Construction Framing, envelope, roofing Months 5–10 Interior Build-Out Unit finishes, common areas, MEP Months 8–13 Final Inspections Certificate of Occupancy, punch list Months 13–14 Project Close-Out As-builts, warranties, HOME compliance documentation Month 15 Applicant Commitments The applicant commits to: • Delivering the project substantially in accordance with the referenced schematic plans • Entering into written contracts for all construction trades and professional services • Meeting HOME program requirements, including affordability, habitability, and long-term compliance • Coordinating inspections, approvals, and reporting with WCHC and other funding partners Please see schematics for details.

E. Development Timetable

Completed by kattyhoover@gmail.com on 12/27/2025 3:53 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

E. Development Timetable

Please provide the following information.

Indicate the actual or expected date by which the following activities will be completed. Please remember, this funding is for the current Fiscal Year. If awarded, funding will not be available until grant agreements are received by the Consortium (traditionally in October) and the Environmental Review is complete which can take up to 110 days. These conditions should be kept in mind when creating the development timetable as they cannot be changed.

Site

E.1. Acquisition

04/01/2027 (Closing), currently awarded

E.2. Zoning Approval

06/01/2027 (with permit review)

E.3. Tax Abatement

Not applicable

Construction Financing

E.4. Loan Application

11/01/2026

E.5. Conditional Commitment

02/01/2027

E.6. Closing and Disbursement

04/01/2027

Other Financing

E.7. Type and Source

NAHA Construction Loan

E.8. Application

12/10/2025

E.9. Closing or Award

04/01/2027

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Equity Syndication

E.10. Letter of Commitment

02/01/2027

E.11. Partnership Closing

04/01/2027

Permanent Financing

E.12. Loan Application

11/01/2026

E.13. Conditional Commitment

02/01/2027

E.14. Firm Commitment

03/01/2027

E.15. Closing and Disbursement

04/01/2027

Local Permits

E.16. Conditional Use Permit

Not applicable

E.17. Variance

Not applicable

E.18. Site Plan Review

01/01/2027

E.19. Building Permit

02/01/2027

E.20. Other-Specify

Not applicable

Construction

E.21. Project Put Out to Bid

04/01/2027

E.22. Construction Start

05/01/2027

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E.23. Construction 90%

03/15/2028

E.24. Construction Complete

05/01/2028

E.25. Placed in Service-Certificate of Occupancy

05/01/2028

E.26. Occupancy of ALL Low Income Units

08/01/2028

E.27. Will this project execute an agreement for AMHLP funds within 24 months and expend all funds within 4 years or within the time frame indicated in the agreement? Describe potential barriers to meeting this deadline.

Yes. The project will execute the AHMLP agreement within 24 months of award and fully expend all AHMLP funds well within the four-year expenditure period. The development team anticipates no barriers to meeting these requirements. The project is an entitlement-light infill development with site control in place, experienced development partners, and a realistic construction schedule aligned with HOME environmental review requirements.

E.28. Provide an overview of the development timetable for any on-going development project(s) funded with WCHC funds. Include details, dates, items that have been completed, and changes from the proposed development timeline.

Not applicable. The applicant has no other ongoing development projects currently funded by WCHC that would impact the proposed development timetable.

F. Funding

Completed by kattyhoover@gmail.com on 1/2/2026 3:38 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

F. Funding

Please provide the following information.

F.1. Funding Sources Received and/or Pending

Agencies must list **ALL** funding and/or in-house assistance they are currently receiving from the City of Reno or other sources and any pending assistance from the City of Reno or any other source (applied for, but not yet received).

Funding Source	Amount	Status of Funds
AHMLP Funds	\$1,417,297.50	Applied
Tax Credit Equity	\$10,623,937.50	Applied
Permanent Loan	\$3,130,000.00	Applied
Deferred Developer Fee	\$25,000.00	Applied
	\$15,196,235.00	

F.2. Funding Sources Eliminated or Reduced

Agencies must list **ALL** funding and/or in-house assistance which has been eliminated or reduced within the past 12 months. Describe the funding source, amount of prior allocation, use of funds and reason for elimination or reduction of funding.

Funding Source	Amount	Use of Funds	Reason for Elimination/Reduction
	\$0.00		

F.3. Amount requested from WCHC in this application

\$14,177,297.50

F.4. Indicate the interest rate requested from the WCHC

3.00%

F.5 Indicate if requesting a payment deferral period: If so, the length of the deferral; what you request to be done with the accrued interest during that period (i.e. added to balance of loan) and after the deferral period, how you would want the loan to amortize? (WCHC generally amortizes over 30 years and requires the Affordability Period to equal the amortization period). How you would like payments to be calculated (i.e. straight amortization of equal annual payments over the whole amortization period; or another schedule with a balloon payment at the end of the amortization period)?

NNCH is not requesting a payment deferral. We are requesting the AHMLP funds be amortized over the length of the affordability period, 50 years, at 3% interest. NNCH would like payments to be calculated based on straight amortization of equal monthly payments, not to exceed 25% of cash flow.

F.6 Please attach Pro Formas that include (i) a straight amortizing loan, or (ii) any other payment schedule you are requesting.

Pro Forma *Required

306 10th Street Opexes 01-01-26 HOME.xlsx

F.7. Will the project move forward if it is not allocated the full AHMLP funding request?

Yes

Describe why and what methods will be taken to be able to move forward.

F.8. Has this project received previous WCHC funding

No

F.9. Amount of previous WCHC funding committed to this project (including pre-development):

\$0.00

F.10. Previous WCHC funding for this project spent to date:

\$0.00

F.11. Date project broke or will break ground/begin construction:

F.12. Describe the progress made on this project, and any changes that have been made on the project (financial, scope of work, design, etc.).

F.13. Why are additional funds needed for this project? Are the additional funds more or less than what was anticipated in the previous funding application?

G. Proposed Project Budget

Completed by kattyhoover@gmail.com on 1/2/2026 2:37 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

G. Proposed Project Budget

Please provide the following information.

INSTRUCTIONS FOR COMPLETING THE BUDGET

Fill out all applicable expenditure categories. If an expense does not easily fit into any one category, please list it under "Other Expenses." A detailed supplementary budget schedule is required for every expenditure category. Please read the description of the supplementary budget schedule below and complete the additional pages accordingly.

The total dollar amount budgeted on the supplementary budget schedule must equal the dollar amount for that expense classification as reported on the proposed budget summary page. The City of Reno reserves the right to request further clarification on any expenditure category, possibly requesting additional supplementary budget schedules.

The City of Reno will not reimburse agencies for food or food-related items under the CDBG or HOME programs, whether or not they are incurred in conjunction with eligible activities. Only costs incurred after the signing of the grant agreement will be considered for reimbursement. Additionally, items whose costs are considered excessive by Community Development & Planning staff will not be reimbursed.

Please note the following in preparing the Supplementary Budget Schedules:

1. Salaries & Employee Benefits

Show the total amount of salaries, wages, etc. to be paid to permanent and temporary personnel who will be paid with federal funds through this application. List name and/or title of employee(s) and indicate the type of employment, length of time to be paid and the rate of pay. Be specific. Describe the employee benefits as well, showing the total amount of appropriate fringe benefits for proposed program personnel. Fringe benefits budgeted must be consistent with organizational policy and consistent with those budgeted for personnel not funded herein, and may include social security, workers compensation, unemployment compensation, retirement and health insurance. Fringe benefits must be subdivided by type (i.e., Social Security, insurance, etc.) for each employee. Administrative oversight percentages should be listed under contractual services as they are contractual in nature.

2. Transportation

This includes routine local and in-state travel by program employees which is necessary to carry out eligible activities. Mileage records will be required for reimbursement. Federal mileage rates will apply.

3. Supplies and Materials

Show a breakdown of all construction materials, informational/instructional materials and office supplies of an expendable nature necessary and appropriate for carrying out eligible activities.

4. Utilities

This includes utility expenses which are necessary and appropriate in order to carry out eligible activities.

5. Rent

This includes the rental of office space necessary and appropriate in order to carry out eligible activities.

6. Contractual Services

Show the amount for services to be rendered by organizations or personnel not on payroll, including all related expenses covered by the contract. This includes services which by nature can be performed only by persons or firms with specialized skills and knowledge such as professional services, contracted and paid consultants, speakers, auditors and others. Audit expenses, if required, must be budgeted under contracted services. Administrative percentages should be included in this section.

7. Equipment/Maintenance

This includes the purchase or rental of equipment valued in excess of \$200.00 and/or equipment with a useful life in excess of one (1) year. This also includes maintenance of equipment owned by a subrecipient which is to be used for eligible activities.

8. Insurance

This includes insurance expenses necessary and appropriate in order to conduct eligible activities.

9. Real Property

This includes purchase and/or improvements to real property to be used for CDBG, HOME or ESG-eligible activities.

10. Other Expenses

This includes any amounts paid for goods or services not otherwise classified in categories 01 through 09. Fully describe each item.

Reminder: HOME funds may not be used for operational expenses.

G.1. Proposed Budget Summary

CDBG/HOME-Assisted Activity

Expenditure Category	Define Other Expenditure	Budget Total
01-Salaries and Employee Benefits	Leasing staff (25 hrs/week), maintenance staff (25 hrs/week), and associated employee benefits	\$76,375.00
02-Transportation		\$0.00
03-Supplies and Materials	Office Supplies/Admin	\$2,000.00
04-Utilities	Water, sewer, trash, and common-area electricity/gas	\$78,800.00
05-Rent		\$0.00
06-Contractual Services	Property management fees (6%), accounting, asset management, and professional services	\$44,665.30
07-Equipment/Maintenance	Replacement reserves, elevator maintenance and routine maintenance items	\$23,000.00
08-Insurance	Property and liability insurance	\$21,000.00
09-Real Property		\$0.00
10-Other Expenses	Advertising and marketing, replacement reserves, miscellaneous expenses	\$14,700.00
		\$260,540.30

G.2. Is the project applying for Low Income Housing Tax Credits (LIHTC)?

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Yes

Application Date

05/01/2026

Rate Expected

85.00%

Total Dollar Amount

\$10,623,938.00

G.3. Does the project require a Tax-exempt Bond allocation (Volume Cap) from the local jurisdiction and/or state?

No

Date Required

Tax Exempt Bond Amount

\$0.00

G.4. Will the project request a property tax exemption?

No

Estimated annual exemption

\$0.00

G.5. Please list all projects in which any member of the development team has WCHC funds.

Project	Year Completed	Amount of WCHC Funds Received	Repayment Start Date	Project still in affordability period?
Eagles Landing I	2025	\$400,006.00	04/01/2026	Yes
Truckee Heights	2023	\$20,970.00	01/01/2024	Yes
Sierra Cove	2022	\$1,577,600.00	01/01/2023	Yes
Valley Springs	2020	\$650,000.00	01/01/2021	Yes
Plaza at 4th Street	2018	\$100,000.00	01/01/2019	Yes
Alpine Haven	2018	\$1,590,627.00	01/01/2019	Yes
Hillside Meadows	2017	\$1,750,589.00	01/01/2018	Yes
Village at North	2015	\$1,200,000.00	01/01/2016	Yes
Juniper Village	2014	\$1,592,000.00	01/01/2015	Yes
Maple Leaves	2013	\$1,576,000.00	01/01/2014	Yes
Aspen Village	2013	\$1,084,000.00	01/01/2014	Yes
Autumn Village	2010	\$1,531,000.00	01/01/2011	Yes
121 CST	2006	\$449,866.00	01/01/2007	Yes
Cottonwood	2002	\$908,379.00	01/01/2003	Yes
Park Manor	1998	\$505,132.00	01/01/1999	Yes
Trembling Leaves	1996	\$368,790.00	01/01/1997	Yes
		\$15,304,959.00		

G.6. Has the repayment start date passed and payment are not being made?

Yes

Explain below:

Cottonwood Village, Hillside Meadows, Aspen Village and Juniper Village have consistently made an annual payment for the last 5 years. According to the WCHC and NNCH agreement, Plaza at 4th Streets pays annually and is not based on cash flow. The remaining loans are deferred until further notice.

H. Financial Layering Certifications/Assurances

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

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H. Financial Layering Certifications/Assurances

Please provide the following information.

- The WCHC's AHMLP applicant, based on the U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) Notice 98-01, has furnished a pro forma(s) that includes achievable rent levels, market vacancies and operating expenses and also specifies the consequences of tax benefits, if any, and any other assumptions used in calculating the project cash flow to determine the reasonableness of the rate of return on the equity investment.
- The WCHC's AHMLP applicant has submitted a pro forma(s) that represents Basic Pro Forma Industry Standards, at a minimum, in accordance with the term of the project affordability.
- The WCHC's AHMLP applicant understands that if the income/expense statement does not meet the guidelines and/or the supporting documentation presented is not adequate to justify the projections in the pro forma, the income/expense analysis in the appraisal will be reviewed for consistency and/or verification. The expense sources may be contacted for verification of the costs.
- The WCHC's AHMLP applicant understands that the project cash flow is defined as: the spendable cash generated annually (at the end of the yearly period) after all operating expenses and debt service payments have been deducted from the gross revenues of the property.
- The WCHC's AHMLP applicant further understands that the determination of a reasonable rate of return on the equity investment will be based on an evaluation of the individual project as it compares to market standards for similar investments.

H.1. I, as the applicant and/or principal officers associated with this AHMLP project, from this date of certification forward certify that:

Governmental assistance provided or future governmental assistance are/will be in the project.

It is further certified that should other governmental assistance be sought in the future, the WCHC will be notified promptly.

It is also further certified that total proposed funding (both private and public) does not exceed the total development costs for the project.

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The WCHC will also be notified promptly by the recipient should changes to this certification occur.

In Witness whereas, the AHMLP recipient has caused this document to be executed in its name as signed and date/time stamped below:

Kathryn Hoover

Electronically signed by kattyhoover@gmail.com on 12/18/2025 11:53 AM

I. Site Information

Completed by kattyhoover@gmail.com on 12/29/2025 11:13 AM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

I. Site Information

Please provide the following information.

Developers are encouraged to propose project sites outside of areas of low income or minority concentration, where the proportion of low income or any racial or ethnic minority is more than 10% higher than the proportion for the region as a whole. Developers should be aware that projects located in concentrated areas of low income or minority populations may be subject to additional review by the WCHC and the U.S. Department of Housing and Urban Development. Ultimately a project allocated funds by the WCHC may be prohibited by the Division of Fair Housing and Equal Opportunity within HUD from entering into a funding agreement and proceeding.

SITE AND NEIGHBORHOOD STANDARDS

The WCHC must administer its HOME program in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d—2000d-4), the Fair Housing Act (42 U.S.C. 3601 et seq., E.O. 11063 (3 CFR, 1959-1963 Comp., p. 652), and HUD regulations issued pursuant thereto; and promotes greater choice of housing opportunities.

New rental housing: In carrying out the site and neighborhood requirements with respect to new construction of rental housing, a participating jurisdiction is responsible for making the determination that proposed sites for new construction meet the requirements in 24 CFR 983.57(e)(2) and (3).

Existing and rehabilitated housing site and neighborhood standards: A site for existing or rehabilitated housing must meet the following site and neighborhood standards. The site must:

1. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.)
2. Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
3. Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
4. Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.

New construction site and neighborhood standards. A site for newly constructed housing must meet the following site and neighborhood standards:

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units

proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.

2. The site must not be located in an area of minority concentration, except as permitted under paragraph (e)(3) of this section and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
3. A project may be located in an area of minority concentration only if:
 - I. Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration (see paragraph (e)(3)(iii), (iv), and (v) of this section for further guidance on this criterion); or
 - II. The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (e) (3)(vi)) of this section for further guidance on this criterion).
 - III. As used in paragraph (e)(3)(i) of this section, “sufficient” does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, in order that over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.
 - IV. Units may be considered “comparable opportunities,” as used in paragraph (e)(3)(i) of this section, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.
 - V. Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:
 - i. A significant number of assisted housing units are available outside areas of minority concentration.
 - ii. There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.
 - iii. There are racially integrated neighborhoods in the locality.
 - iv. Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.
 - v. Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.
 - vi. A significant proportion of minority households has been successful in finding units in non-minority areas under the tenant-based assistance programs.
 - vii. Comparable housing opportunities have been made available outside areas of minority concentration through other programs.
 - VI. Application of the “overriding housing needs” criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a “revitalizing area”). An “overriding housing need,” however, may not serve as the basis for determining that a site is acceptable, if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status, or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.
4. The site must promote greater choice of housing opportunities and avoid undue concentration of assisted

persons in areas containing a high proportion of low-income persons.

5. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.
6. The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
7. Except for new construction, housing designed for elderly persons, travel time, and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.

I.1. Number of Acres:

1

I.2. Total Number of Existing Units in the Project:

0

I.3. Total Number of Proposed Units in the Project:

40

I.4. Density (units/acres):

Approximately 41.5 units per acre

I.5. Number of Buildings:

2

I.6. Number of Stories:

3

I.7. Number of Elevators:

1

I.8. Average Unit SqFt:

657

I.9. Common Area SqFt:

3,000

I.10. Residential Manager and Staff Area SqFt:

600

I.11. Is this a rehabilitation project?

No

In what year was the building completed?

I.12. How old are the buildings on the property—date of construction.

Residential building: New construction / Existing on-site structure: Approximately 80+ years old (to be preserved and adaptively reused)

I.13. Are the units occupied?

No

Will relocation be necessary?

Explain:

How long has the property been unoccupied?

A relocation plan is required if the property has not been vacant for the prior 6 months.

[Relocation Plan](#)

***No files uploaded*

I.14. Current zoning and Master Plan Designation

Zoning: MUD-DVS (Downtown Mixed-Use District – Victorian Square) / Master Plan: Downtown Sparks / Mixed-Use Urban Core

I.15. Does your project require zoning/master plan amendment(s)?

No

Has an application been submitted?

Anticipated date(s) of completion

I.16. Provide a description of the surrounding properties. Are the buildings surrounding the property residential, commercial, etc.? Are they single level, two stories, three stories, etc.?

The property at 306 10th Street, Sparks, Nevada, is located in the Downtown Sparks area and is surrounded by a mix of residential, civic, and commercial uses. Nearby properties include multifamily apartment buildings and senior housing, as well as civic and institutional facilities such as schools, courts, and community service centers, along with commercial and entertainment uses associated with the downtown core. Surrounding buildings range from single-story to three-story structures, with several nearby residential and institutional buildings of similar height and massing. The proposed three-story development is consistent with the existing neighborhood character and compatible with the surrounding built environment.

I.17. How old are the surrounding buildings?

If any buildings on the site or the surrounding properties are over 50 years old, or the project is within an Historic District, you should refer to the Secretary of the Interior's [Standards for Rehabilitation Manual](#) available from the U. S. Government printing Offices or the Nevada State Historic Preservation Offices for any additional requirements that may be placed on the property/project. Include copies of communication with the State Historic Preservation Office in the Site Information Section of the application.

Any rehab of a 50-year-old building or any demo of any portion of a structure over 50 years old in Reno will need to be reviewed by the Reno Historic Resources Committee. Developer should arrange to place the project on an agenda of that committee prior to the beginning of the TRC public hearings in January.

Surrounding buildings in the Downtown Sparks area range from recently constructed developments to structures more than 50 years old, reflecting the historic evolution of the downtown core. The project acknowledges applicable historic preservation requirements, and the applicant understands that any rehabilitation or demolition of structures over 50 years old may require review by the Nevada State Historic Preservation Office and/or local historic review bodies. Appropriate coordination will be undertaken as required.

I.18. Which Regional Land Designation does the proposed project lie? (See <https://www.tmrpa.org/>)

306 10th Street, Sparks, NV is within the Truckee Meadows Regional Plan's Urban / Tier 1 Regional Land Designation (reflecting the existing urbanized area of Sparks), consistent with the City of Sparks comprehensive land use policies and TMRPA's regional planning framework that directs higher-density mixed-use and residential development within the downtown core.

Documentation



Evidence of Site Control *Required

306 10th Street Letter of Support.pdf



Site Plan/Renderings *Required

306 10th Street Apartments Schematics_7-30-25.pdf



Property Appraisal

306 10th Street Appraisal Report.pdf

J. Site Impact Overview

Completed by kattyhoover@gmail.com on 1/2/2026 2:33 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

J. Site Impact Overview

Please provide the following information.

Does the project have constraints regarding the following categories?

J.1. Access/Parking

No

Explain

J.2. Existing/Proposed site improvements not included in narrative

No

Explain

J.3. Design Standards

No

Explain

J.4. Environmental/Phase I:

No

Explain

Phase 1 *Required

***No files uploaded*

J.5. Topography and Soils

No

Explain

J.6. Lead Paint

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If built before 1978. For all rehab or new construction projects on property built before 1978, the developer must provide tenants with the following pamphlet found and disclosure forms:

[Pamphlet](#) and [Disclosure](#).

Individuals must be trained in lead-safe work practices.

Yes

Explain

The existing structure at 306 10th Street was constructed prior to 1978 and was evaluated through an OSHA Lead Demolition Survey conducted by Wise Consulting and Training, Inc. (Wise Project No. 24-173). The survey identified limited areas of lead-based paint (LBP), primarily on exterior wood components, including window trim and siding. Approximately 20 square feet of deteriorated exterior LBP was documented. Interior lead-based paint was identified on original plaster walls, ceilings, and interior wood trim; however, these surfaces were found to be in good condition and not deteriorated. No lead-based paint was detected on drywall, new window trim, or concrete foundation surfaces. Prior to demolition, lead stabilization will be performed as an OSHA Lead Action on the limited areas of deteriorated exterior LBP. The demolition contractor will be informed of the presence of LBP and required to follow appropriate OSHA lead-safe work practices, including dust control measures, wet methods during demolition and load-out, and proper debris removal. Lead-safe work practices and required disclosures will be implemented in compliance with HUD, EPA, and OSHA requirements.

[Lead Based Paint Certifications and Assurances Form](#) *Required

Lead Based Paint Assurances.pdf

J.7. Asbestos:

Yes

Explain

An Asbestos Demolition Survey was completed by Wise Consulting and Training, Inc. (Wise Project No. 24-173) for the existing structure at 306 10th Street. The survey identified asbestos-containing material (ACM) in the form of friable duct wrap located on the basement HVAC system, containing approximately 40% chrysotile asbestos. All other sampled materials, including drywall, plaster, flooring, mastics, roofing, concrete, and mortar, were determined to be non-asbestos-containing materials (non-ACM). Prior to demolition, the identified friable ACM will be removed by a licensed asbestos abatement contractor under a Class I containment, in accordance with Nevada OSHA, EPA, and Northern Nevada Public Health (NNPH) Air Quality Management Division requirements. Clearance inspection and air testing will be conducted by a licensed asbestos consultant prior to demolition activities. The asbestos survey will be submitted to NNPH through the Accela system to obtain an Acknowledgment of Asbestos Assessment.

[Asbestos Report](#) *Required

Wise 24-173 -Asb Demo Survey- 306 10th St Sparks.pdf

J.8. Flood Plain Concerns

No

Explain

J.9. Relocation Required per (24 CFR 92.353):

No

Explain

[Relocation Plan](#)

***No files uploaded*

J.10. Preliminary Title Report:

No

Explain

Title report *Required

***No files uploaded*

J.11. Water Rights

No

Explain

J.12. Location/Availability of Utilities

No

Explain

J.13. Any Other Constraints not shown above:

No

Explain

K. Environmental Review Acknowledgement

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

Completed by kattyhoover@gmail.com on 12/27/2025 3:23 PM

K. Environmental Review Acknowledgement

Please provide the following information.

- Applicant understands and acknowledges that the environmental effects of each activity/project carried out with WCHC federal and state HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58.
- Applicant understands and acknowledges that the Washoe County HOME Consortium staff has the responsibility for the environmental review, decision-making, and action for each activity/project that it carries out with HOME funds in accordance with the requirements imposed on a recipient under 24 CFR part 58.
- Applicant understands and acknowledges that completion of the environmental review process is mandatory BEFORE taking any physical action on a site or making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair, or construction activities. "Non-HUD funds" means any Federal, state, local, private, or other funds.
- Applicant understands and acknowledges that HOME funds may not be used to reimburse a non-governmental entity for project-related costs incurred after the entity has submitted/or intends to submit an application for HOME funds and before approval by HUD (or the state in the case of state recipients) of the Request for Release of Funds and Certification except for activities that are exempt or are excluded and not subject to the laws in §58.5 and for certain relocation costs. A non-governmental entity (subrecipients, contractors, owners, and developers) must not take actions that would have an adverse impact or limit the choice of reasonable alternatives on projects.
- Applicant further understands and acknowledges that undertaking any of the mentioned activities will jeopardize WCHC funding and may result in any funding that was awarded being rescinded.
- Applicant understands and acknowledges that if Applicant is allocated funding the Environmental Assessment packet on the following page must be completed and returned by the applicant to the WCHC within two months of receiving confirmation of HOME funding.

Signature of Executive Director or Authorized Official

Kathryn Hoover

Electronically signed by kattyhoover@gmail.com on 12/18/2025 12:07 PM

Documentation

 **Communication with Historic Resources Committee and State Historic Preservation Office (SHPO)**

306 10th Street - Historic Inventory.pdf

L. Unit Information

Completed by kattyhoover@gmail.com on 1/2/2026 3:40 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

L. Unit Information

Please provide the following information.

In all applications for rental developments with five or more HOME units, more than half (51% or more) of the total number of HOME units shall be affordable and serve households at or below 50 percent of the area median income. For group homes, a minimum of three beds shall be provided per project, which shall serve households at or below 30 percent of the area median income. If the project contains units with different numbers of bedrooms, there should be at least a 30% unit of each bedroom type (for example, with a mix of one, two and three bedrooms, at least one 1-bedroom at 30%, one 2-bedroom at 30%, and one 3-bedroom at 30%). The exact mix of the WCHC units, whether fixed or floating and bedroom sizes, will be determined by the WCHC staff in coordination with the developer.

L.1. Will the project meet the required 50% AMI majority unit mix?

Yes

Explain:

L.2. Indicate preference (WCHC will make final determination)

Floating Units

Explain choice of fixed or floating units

The project proposes a floating HOME/WCHC unit to provide operational flexibility while ensuring ongoing compliance with HOME affordability requirements. Floating units allow the required income-restricted units to shift within the building over time based on household turnover, unit availability, and compliance monitoring, while maintaining the required affordability mix and rent limits. Note: It looks like "Number of AHMLP Units" in the "Project Units" section below is mislabeled. NNCH means to indicate there are 34 Non-AHMLP units.

L.3. Although the exact mix of the WCHC units, whether fixed or floating and bedroom sizes, will be determined by the WCHC staff in coordination with the developer, please indicate the planned unit mix below.

Project Units

Number of Bedrooms	Unit Size -SqFt	Number of AHMLP Units	Gross Rents per Unit	Proposed Utility Allowances	Percent of AMI Targeted
1	646	34	\$1,243.00	\$0.00	60.00%
1			Note that Gross Rent includes the Utility Allowances	Pursuant to the HOME Rule, as of 08/23/2013, the Reno Housing Authority	

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				allowance is not permitted)	
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HOME Units

Number of Bedrooms	Unit Size -SqFt	Number of AHMLP Units	Gross Rents per Unit	Proposed Utility Allowances	Percent of AMI Targeted
1	646	3	\$1,243.00	\$0.00	60.00%
1	646	3	\$1,036.00	\$0.00	50.00%
2			Note that Gross Rent includes the Utility Allowances	Pursuant to the HOME Rule, as of 08/23/2013, the Reno Housing Authority allowance is not permitted)	

M. Development Team

Completed by kattyhoover@gmail.com on 1/2/2026 2:56 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

M. Development Team

Please provide the following information.

APPLICANTS CURRENTLY RECEIVING WCHC HOME/CDBG/AHTF FUNDS FOR ANY PROJECT/PROGRAM, WHO ARE ALSO APPLYING FOR CURRENT YEAR AHMLP FUNDS, MUST BE IN COMPLIANCE WITH ALL TERMS OF CURRENT AGREEMENT(S) AND MUST NOT HAVE ANY OUTSTANDING AUDIT FINDINGS, MONITORING FINDINGS, OR CONCERNS AS DETERMINED BY THE CONSORTIUM.

M.1. Does the applicant currently have outstanding findings/concerns?

No

Describe current audit findings or monitoring findings and/or concerns and how they are being addressed.

M.2. Describe the experience of the applicant(s) in successful development of low-income housing (names, addresses, and nature of low-income projects). If the applicant is a CHDO, indicate which projects were CHDO set-aside eligible projects and describe the role/activities played by the CHDO in the development process.

Northern Nevada Community Housing (NNCH) has extensive experience in the ownership, development, and long-term operation of affordable and income-restricted housing serving low- and moderate-income households throughout Northern Nevada. NNCH's portfolio includes approximately 775 affordable rental units across multiple properties, encompassing a range of building types, household compositions, and affordability levels. NNCH's housing experience includes multifamily rental developments ranging from approximately 33 to over 80 units, with affordability levels serving households at or below 60% AMI, and in several cases serving households at 50% AMI and below, including projects with deep affordability targeting 40% AMI or lower. The portfolio includes both family and senior housing, studio and one-bedroom unit configurations, and developments located in urban, infill, and neighborhood-serving contexts within Reno and Sparks. Across these projects, NNCH has successfully carried out all core development and ownership functions, including: • Site acquisition and feasibility analysis • Coordination of zoning, land use, and local approvals • Assembly of layered public and private financing • Oversight of architectural design and construction • Compliance with income-restriction and affordability requirements • Long-term ownership, property management oversight, and asset management NNCH's experience demonstrates the organizational capacity to manage complex affordable housing portfolios, maintain regulatory compliance, and deliver high-quality housing that responds to local needs. This depth of experience directly supports NNCH's ability to successfully develop and operate The Reserve at Sparks, a 40-unit affordable housing community serving income-eligible households in downtown Sparks.

M.3. Describe any default, disposition of or status of default, foreclosure, or findings of non-compliance for any projects.

The applicant and members of the development team have not experienced any defaults, foreclosures, dispositions, or findings of non-compliance on prior affordable housing projects.

M.4. Developer Name

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M.5. Partnership Name

M.6. Clearly identify all individuals and corporate members holding more than 5% ownership or financial interest and their anticipated return on investment or other payment terms. If the partnership is composed of other partnerships (LLCs, LPs, etc.) the individual and corporate members of those entities must also be identified.

Submit one copy of the most recent financials for each member of the development organization and/or each member of the partnership(s) at the time of application submission.

Development Team *Required

NNCH Corporate Resume.pdf

Development Team Financials *Required

2024 NNCH Financial Statement.pdf

M.7. A CHDO applicant for WCHC CHDO-eligible set aside funding in partnership with another entity--LLC, LP, or other legal entity-- must clearly demonstrate in all of their agreements that the CHDO is the managing general partner and the member with at least fifty-one percent (51%) of the voting majority over the use of WCHC funds. Provide a copy of the agreement(s) which clearly stipulates this requirement.

CHDOs must demonstrate the capacity of their key staff to carry out the AHMLP assisted activities they are planning. This means that CHDOs must have experienced key staff that have successfully completed projects similar to those proposed by the CHDO.

Please list the names of key CHDO staff members, title, and the roles and activities in which they have been involved showing experience with similar projects and what activities they will undertake for this project.

Contractor-If known, please list all contractors and subcontractors involved in the development/construction project:

Name	Address	Role/Trade	Business Type
Pinecrest Construction	1030 Matley Ln, Reno, NV, 89502	General Contractor	Other

M.8. If known, describe the general contractor’s experience in successful development of housing projects. Provide names, addresses, etc. for both market rate and low-income projects. Specifically identify projects that are low-income projects.

The proposed General Contractor for The Reserve at Sparks is Pinecrest Construction & Development Co., a Northern Nevada-based, family-operated construction firm with more than 34 years of experience delivering multifamily, affordable, and mixed-use housing projects throughout Nevada and California. Pinecrest Construction has extensive experience with affordable housing and federally funded projects, including developments financed with LIHTC, HOME, SLFRF, and other public funding sources, and projects subject to Davis-Bacon wage requirements, Section 3

utilization and reporting, ENERGY STAR standards, and State of Nevada Qualified Allocation Plan (QAP) energy efficiency requirements. The firm routinely delivers projects using a variety of delivery methods, including hard bid, negotiated, and CMAR. Relevant multifamily and affordable housing experience includes, but is not limited to: • Truckee Heights Apartments (Sparks, NV) – 40-unit, three-story LIHTC project with elevator • Sierra Cove Apartments (Sparks, NV) – 33-unit LIHTC, Section 3, ENERGY STAR–rated project • Eagles Landing Apartments (Carson City, NV – Phases I & II) – multiple LIHTC affordable housing phases, including elevator-served buildings • The Plaza Apartments (Reno, NV) – 50+ unit LIHTC affordable housing development • Riverside Park Apartments (Reno, NV) – 36-unit multifamily development • Eddy House Transitional Living (Reno, NV) – 36-unit CMAR project with SLFRF and Davis-Bacon requirements Pinecrest’s senior management and project teams bring decades of hands-on multifamily construction experience, including leadership with experience exceeding 1,200 completed apartment units on LIHTC and publicly funded developments. The firm maintains unlimited Nevada and California contractor licenses, a bonding capacity of \$100 million, and established internal systems for cost control, scheduling, compliance documentation, and quality assurance. Pinecrest Construction’s demonstrated track record with affordable multifamily housing, regulatory compliance, and coordination with public agencies positions the firm to successfully deliver The Reserve at Sparks in compliance with AHMLP, HOME, and all applicable federal, state, and local requirements.

Identity of Interest/Business Associations

M.9. Does an identity of interest or business association exist between the Applicant, Applicant’s Board, Developer, Developer’s Board or Owner, Owner’s Board and/or any other member of the development team? If members of the development team are related or associated in any way, please indicate the nature of the relationship (Examples: family relationships; acting as a director, officer or owning stock in corporations; being partners (general or limited) or principals in a partnership; members in a limited liability company; or managing, advising, or directing other corporate or business entities; employer/employee relationship, etc.).

No

Describe the level of participation and/or relationship of each.

Name	Relationship	Level of Participation
------	--------------	------------------------

M.10. Do any members of the development team have any direct or indirect financial or other interest with any of the other project team members (including owners’ interest in the construction company or subcontractors used, management companies, etc.)?

No

Describe the level of participation and/or relationship of each.

Name	Relationship	Level of Participation
------	--------------	------------------------

Debarment/Suspension Checklist

No members of the development team, contractors, subcontractors, etc. that have been suspended or debarred under HOME or any other federal funding program may be used when working on a WCHC AHMLP development/program. All applicants and their contractors must verify eligibility before contracting with any party.

Check for suspension or debarment at SAM.GOV .

Individual Name or Business Name	Address	Debarred/Suspended	Date of Verification
			M/d/yyyy

Documentation

Consultant Agreement Scope of Work

***No files uploaded*

CHDO Staff Training Plan

***No files uploaded*

Partnership Agreements/documents/MOU, outlining roles and responsibilities of each member and the nature and timing of their contributions

***No files uploaded*

Debarment Verifications-Print and provide copy(ies) of the website page that shows that the members of the development team have been researched for suspension or debarment.

NNCH_RB_SAMEntityInformation_20251103-040600.pdf

N. Affirmative Marketing Plan

Completed by kattyhoover@gmail.com on 1/2/2026 2:58 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

N. Affirmative Marketing Plan

Please provide the following information.

WCHC Affirmative Fair Housing Marketing Plan Acknowledgement

STATEMENT OF POLICY

The Washoe County HOME Consortium (WCHC), consisting of the City of Reno, the City of Sparks, and Washoe County, in accordance with the regulations of the HOME Investment Partnership (HOME) Program (24 CFR 92.3510), has established this "Affirmative Fair Housing Marketing Plan" to ensure that the consortium and all entities to whom they have allocated HOME funds employ a marketing plan that promotes fair housing and ensures outreach to all potentially eligible households, especially those least likely to apply for assistance.

The WCHC's policy is to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status (persons with children under 18 years of age, including pregnant women), or disability. The procedures followed are intended to further the objectives of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and Executive Order 11063, which prohibits discrimination in the sale, leasing, rent and other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

PROCEDURES

Although the HOME Final Rule regarding the development and adoption of affirmative marketing procedures and requirements apply to rental and homebuyer projects containing five or more HOME-assisted units, regardless of the specific activity the funds finance (e.g., acquisition, rehabilitation, and/or new construction), the WCHC will apply their affirmative marketing procedures to all programs funded by the WCHC, such as tenant-based rental assistance, owner-occupied rehab, and down payment assistance only programs.

The WCHC is committed to the goals of affirmative marketing that will be implemented through the following procedures:

- A. Providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of any client, customer, or resident of any community;
- B. Keeping informed about fair housing laws and practices;
- C. Informing clients and customers about their rights and responsibilities under the fair housing laws by providing verbal and written information;
- D. Evaluating the effectiveness and compliance of all marketing as it relates to fair housing;
- E. Including the Equal Opportunity logo or slogan, and where applicable the accessibility logotype, in all ads, brochures, and written communications to owners and potential tenants;
- F. Displaying the HUD's fair housing posters (at a minimum, English, and Spanish versions) in rental offices or other appropriate locations;
- G. Soliciting applications for vacant units from persons in the housing market who are least likely to apply for

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- assistance without the benefit of special out-reach efforts; working with the local public housing authority and other service and housing agencies to distribute information to a wide and diversified population;
- H. Maintaining documentation of all marketing efforts (such as copies of newspaper ads, memos of phone calls, copies of letters).
 - I. Maintaining a record of applicants for vacant units with a general profile of the applicant, how the applicant learned of the vacancy, the outcome of the application, and if rejected, why; maintaining this record for two years or through one compliance audit, whichever is the shorter period of time.
 - J. Where changing demographics present challenges when marketing to an eligible population that is limited English proficient (LEP), WCHC and its funded entities, striving to:
 - o Translate its marketing material to serve this population
 - o Hire bi-lingual employees or have quick access to interpreters/translators
 - o Work with the language minority-owned print media, radio, and television stations
 - o Partner with faith-based and community organizations that serve newly arrived immigrants, and
 - o Conduct marketing activities at adult-education training centers or during “English as a Second Language” classes.
 - K. Requiring all applicants for WCHC funds to sign, submit, and adhere to the policies included in the certifications relating to fair housing required in applications packets, including but not limited to attachments A, B, and C of this policy.

ASSESSMENT

In conjunction with the annual on-site compliance reviews, the WCHC will:

- A. Review and evaluate records of affirmative marketing efforts (advertisements, flyers, and electronic media spots, etc.);
- B. Evaluate outcomes and effectiveness of marketing efforts and make changes where needed.
- C. Evaluate whether good faith efforts have attracted a diversified cross-section of the eligible population.

CORRECTIVE ACTIONS

Failure to meet affirmative marketing requirements will result in the following corrective actions:

- A. For failure to comply, WCHC will set a probationary period for compliance, not to exceed six months, during which time the WCHC will provide more specific guidelines for compliance.
- B. Further failure to comply with the affirmative marketing requirements may result in the withdrawal of HOME funds.
- C. Further failure to take appropriate actions to correct discrepancies in affirmative marketing programs may result in steps to recover all invested HOME funds.

By signing below, we acknowledge the WCHC Affirmative Marketing Plan Requirements:

Authorized Representative Signature

Kathryn Hoover

Electronically signed by kattyhoover@gmail.com on 1/2/2026 2:58 PM

Authorized Representative Name and Title

Printed By: Julie Henderson on 1/7/2026

Documentation

- Please download [Form HUD 935.2A](#)-Affirmative Fair Housing Marketing Plan (AFHMP) – Multifamily Housing and upload the completed document.
AFHMP-The Reserve at Sparks 2025.pdf

O. Minority & Women Owned Businesses

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

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O. Minority & Women Owned Businesses

Please provide the following information.

O.1. Is the Applicant a Minority & Woman Owned Business?

No

All applicants receiving WCHC HOME funds must take all necessary affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps provided in 24 CFR 85.36(e) include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and,
6. Requiring that the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1-5 above.

Provide documentation/description (such as contact lists, meetings) of applicants attempts/plans to solicit small minority and/or women's business enterprises and complete the [Minority/Women's Business Enterprise Certifications and Assurances Form](#)

Provide documentation/description (such as contact lists, meetings) of applicants attempts/plans to solicit small minority and/or women's business enterprises here.

Minority & Women Owned Business Documentation *Required

***No files uploaded*

Minority/Women's Business Enterprise Certifications and Assurances form. *Required

MWOB Assurances.pdf

Please complete the following document and upload the completed form:

[Minority/Women's Business Enterprise Certifications and Assurances Form](#)

Minority/Women's Business Enterprise Certifications and Assurances form. *Required

MWOB Assurances.pdf

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P. Conflict of Interest Certification

Completed by kattyhoover@gmail.com on 12/18/2025 12:10 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

P. Conflict of Interest Certification

Please provide the following information.

Applicant certifies that Applicant understands and will adhere to the conflict-of-interest provisions in 24 CFR parts 84, 85 and 92.356 as they relate to HOME funding recipients.

Applicant certifies that Applicant understands and adheres to the conflict-of-interest provisions for the procurement of goods and services by HOME recipients as required by 24 CFR parts 84 and 85, and that no exceptions may be made to these provisions. [CPD Notice 98-09, II. (Superseding CPD Notice 93-06).

Applicant further certifies that in accordance with 24 CFR 92.356 (HOME Final Rule) Applicant understands that no employee, agent, consultant, officer, elected official, or appointed official, or any person who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities of a Participating Jurisdiction, State Recipient, or Subrecipient; or an owner, developer or sponsor of a HOME assisted project or an officer, employee, agent or elected or appointed official or consultant of the owner, developer or sponsor whether private, for-profit or nonprofit (including a CHDO when acting as an owner, developer or sponsor of housing) receiving HOME funds may obtain a financial interest or unit benefits from a HOME assisted activity, either for themselves or those with whom they have immediate family or business ties, during their tenure or for one year thereafter. This prohibition includes the following:

- Any interest in any contract, subcontract, or agreement with respect to a HOME assisted project or program administered by the applicant, or the proceeds thereunder; or
- Any unit benefits or financial assistance associated with HOME projects or programs administered by the applicant, including:
 - Occupancy of a rental housing unit in a HOME assisted rental project;
 - Receipt of HOME tenant-based rental assistance;
 - Purchase or occupancy of a HOME buyer unit in a HOME assisted project;
 - Receipt of HOME homebuyer acquisition assistance; or
 - Receipt of HOME owner-occupied rehabilitation assistance; or
 - Receipt of HOME Supportive Services; or
 - Receipt of HOME Nonprofit Capacity Building; or
 - Receipt of HOME Nonprofit Operating.

Applicant understands that this prohibition does not apply to an employee or agent of the applicant who occupies a HOME assisted unit as the on-site project manager or maintenance worker.

In addition, Applicant certifies that no member of Congress of the United States, official or employee of HUD, or official or employee of the Washoe County HOME Consortium shall be permitted to receive or share any financial or unit benefits arising from the HOME assisted project or program.

Applicant certifies that prior to the implementation of the HOME assisted activity exceptions to these provisions may be requested by the applicant in writing to the WCHC. If an exception is requested, the applicant certifies that it will demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all

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parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The applicant understands that the WCHC may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, 85.36 and 84.42, as they apply.

Authorized Representative Signature

Kathryn Hoover

Electronically signed by kattyhoover@gmail.com on 12/18/2025 12:10 PM

Authorized Representative Name and Title

Kathryn Hoover, Consultant

Q. Section 3 Information

Completed by kattyhoover@gmail.com on 1/2/2026 3:03 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

Q. Section 3 Information

Please provide the following information.

WCHC Section 3 Plan Information

Projects receiving over \$200,000 in AHMLP funds must make their best efforts to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the Section 3 covered project. Additionally, any contract or sub-contract of \$100,000 or more for each project must make best efforts to comply with Section 3.

The following goals will be incorporated into all funding contracts:

1. **Employment:** 30% of the aggregate number of new hires during a one-year period for all applicable projects should be Section 3 residents. New hires are defined as full-time employees for permanent, temporary, or seasonal employment opportunities. A new hire would be a person who is not on the payroll at the time of receipt of the funding award or contract and would include any employees who were laid off and rehired. Example: A construction contractor hires 10 new workers. Three of the new workers should be Section 3 residents.
2. **Contracting:** (a) At least 10% of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, construction, and other public construction (infrastructure) with federal funds; and (b) At least 3% of the total dollar amount of all other covered Section 3 contracts to Section 3 business concerns. The WCHC will review Section 3 Utilization Plans prior to the initiation of construction.

Each developer, recipient, and contractor preparing to undertake work pursuant to a Section 3 covered contract directly with the Washoe County HOME Consortium shall develop and implement a detailed Section 3 Utilization Plan, which shall:

- Set forth the approximate number and dollar value of all contracts proposed to be awarded to all businesses within each category (type or profession) over the duration of the Section 3 covered project;
- If known, the estimated number of current and new employees provided work through the contract and their positions; and
- Outline the anticipated program/process to be used to achieve the Section 3 numerical goals for the project. This program/process should include but not be limited to the following actions:
 1. Insertion in the bid documents, if any, of the Section 3 Utilization Plan of the applicant, recipient, contractor, or subcontractor letting the contract;
 2. Insertion of the Section 3 Clause in all contracting/bid documents;
 3. Identification within the bid documents, if any, of the applicable Section 3 project area;
 4. Identification of signage, outreach efforts, etc. that will be used to recruit Section 3 business concerns and residents;
 5. Identification of the Section 3 Coordinator for the project; and
 6. Ensuring that the appropriate Section 3 residents and business concerns are notified of pending

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contractual opportunities either personally or through other determined methods.

It is expected that any known contractors or subcontractors also working on the project will be consulted prior to submitting a plan to the Washoe County HOME Consortium.

The Section 3 Utilization Plan shall be submitted in Section 3 of the application. The Washoe County HOME Consortium will review the plan and either approve it, conditionally approve it, with suggested modifications or disapprove the plan. The WCHC will not issue a firm commitment to the Developer/Contractor until a Section 3 Plan has been approved.

Please identify the Project Section 3 Coordinator responsible for determining the eligible businesses and employees and meeting the responsibilities of Section 3 and the Section 3 Plan of the WCHC:

Contact Person Name

Jocelyn Kendall-Perez

Business Organization Name

NNCH

Phone Number

(775) 337-9155

Email

jkendall@nnch.org

Section 3 Clause

- A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of 24 CFR 92 - HOME Investment Partnership Program § 92.350 and § 92.508 referencing Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the Section 3 covered project.
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR part 135. The contractor will not subcontract

with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractor and subcontractors, its successors, and assigns to those actions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

Authorized Representative Signature

Kathryn Hoover

Electronically signed by kattyhoover@gmail.com on 1/2/2026 3:00 PM

Authorized Representative Title

Consultant

Documentation



Section 3 Utilization Plan *Required

Section 3 Utilization Plan.pdf

Assurances and Certifications

Completed by kattyhoover@gmail.com on 1/2/2026 3:41 PM

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

Assurances and Certifications

Once an application is submitted, it can only be "Re-opened" by an Administrator.

ASSURANCES

The applicant assures that:

- All activities will be conducted in compliance with Titles I and II of the Cranston-Gonzales National Affordable Housing Act, as applicable;
- The Applicant will minimize displacement as a result of activities assisted with Affordable Housing Municipal Loan Program resources and assist persons displaced as a result of such activities in accordance with the local relocation and anti-displacement policy.
- If funded, all expenditure of funds will be for the purpose stated in the proposal;
- Any funds received under this program will be used as stated in the approved budget;
- Agency will keep complete and accurate records, specifically certain demographic information on homeowners, tenants, or clients. It will provide such information to the City of Reno for fiscal and programmatic evaluation purposes as may be required under the federal funding regulations;
- Agency is a non-profit, 501 (c)(3) organization (as defined by law or regulation) at the time of application;
- Funds will not be used to supplant or replace other federal, state or local funds;
- Agency has sufficient funds budgeted to adequately carry out the proposed project, and can provide evidence of such funds, upon request; and
- The Applicant will actively market all housing units and services funded through the Affordable Housing Municipal Loan Program in an on-going manner.
- Agency will adhere to all federal, state and local regulations, laws and ordinances in the implementation of all of

its programs.

Environmental Review Requirement

AGENCY UNDERSTANDS THAT UPON SUBMISSION OF AN APPLICATION, ANY AND ALL ACTIVITIES THAT PERTAIN TO THE PROJECT MUST CEASE IMMEDIATELY UNTIL ENVIRONMENTAL CLEARANCE HAS BEEN GIVEN. (24 CFR PART 58:22) THIS INCLUDES ACQUISITION OF PROPERTY.

In accordance with the Federal Regulations found at 24 CFR 58:22, an Environmental Review must be completed before the start of any project using federal funds. This Environmental Review will be prepared by Community Development & Planning staff with the cooperation and assistance of the agency.

Please note that depending on the extent of the project, the agency may be required to complete a Phase I Environmental Review independently of Community Development & Planning. Community Development & Planning staff will inform the agency if that is necessary. If so, the agency must submit a copy of the completed review to Community Development & Planning prior to the beginning of work on the project.

The Applicant agrees that the WCHC will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities whatsoever nature or kind (including, but not limited to attorney's fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgment, any loss from judgment from the Internal Revenue Service) directly and indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of such allocation request.

The Applicant is prepared and has the authority within its charter, by-laws, or through statutory regulations to enter into a contractual agreement with the Washoe County HOME Consortium (WCHC) for acceptance and use of Affordable Housing Municipal Loan Program funding and makes this application and certification with full cognizance of its governing body.

The undersigned hereby agrees and allows the release of any and all information submitted to the WCHC in regard to the representations made within this Application. Such information may include credit history and ratings verifications, confirmation of involvement in past development, and all other information as may be required by the WCHC. This information will be used solely by the WCHC to aid in making a determination as to the awarding of Affordable Housing Municipal Loan Program funds to the Applicant and will not be disclosed outside the WCHC except as required and permitted under law.

The Applicant acknowledges that receipt of funds, will require compliance with the Build America, Buy America (BABA) Act.

Organization Name

Northern Nevada Community Housing

Name of Authorized Representative

Kathryn Hoover

Title of Authorized Representative

Consultant

Signature of Authorized Representative

Kathryn Hoover

Electronically signed by kattyhoover@gmail.com on 1/2/2026 3:04 PM

IDIS Setup

No data saved

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

IDIS Setup

Please provide the following information.

Choose the appropriate option

Name of Person Completing the form

Phone Number of person completing the form

A. General Information

A.1. Name of Participant

A.2. IDIS Activity ID Number:

A.3. Activity Name

SETUP ACTIVITY

B. Objective and Outcome

B.1. Objective: Choose code

B.2. Outcome: Choose code

C. Special Characteristics

C.1. Activity Location: Check any that apply

(1) CDBG strategy area

(2) Local target area

- (3) Presidentially declared major disaster area
- (4) Historic preservation area
- (5) Brownfield redevelopment area
- (6) Conversion of non-residential to residential use
- (7) Colonia (For AZ, CA, NM, TX,)

C.2. Faith-Based Organization Will this activity be carried out by a faith-based organization?

D. Activity Information

D.1. Homeowner's Name

D.2. Street

D.3. City

D.4. State

D.5. Zip Code

D.6. County Code

Activity Estimates

D.7. HOME Units

D.8. HOME Cost

\$0.00

D.9. Multi-Address?

D.10. Loan Guarantee?

E. Contractor-For multi-address activities only

E.1. Contractor Type: Choose code

E.2. Contractor's Name

E.3. Contractor's Street Address

E.4. City

E.5. State

E.6. Zip Code

Complete Homeowner Rehab Activity

1. Property Type: Choose code

2. Complete Units

2.a. Total number

2.b. HOME-Assisted Units

F. Units

F.1. Of the Units Completed; the number:

	Total	HOME-Assisted
--	-------	---------------

G. Property Address

If this is a multi-address activity, make copies of this page so that cost and beneficiary information is reported for each address – sections G, H and I.

G.1. Homeowner's Name (optional)

G.2. Homeowner's Street

G.3. City

G.4. State

G.5. Zip Code

G.6. County Code

H. Costs

Value after rehab

\$0.00

H.1. HOME Funds-Including PI

Totals	
	\$0.00

H.2. Public Funds

Totals	
	\$0.00

H.3. Private Funds

Totals	
	\$0.00

H.4. Activity Total or Total This Address

\$0.00

I. Beneficiaries Use codes indicated below.

Unit #	# of Bdrms	Occupant	% Med	Hispanic	Race	Size	Type	Assistance Type	Total Monthly Rent
--------	------------	----------	-------	----------	------	------	------	-----------------	--------------------

FHA Insured

Lead Paint-Applicable Lead Paint Requirement

Lead Paint-Lead hazard Remediation Actions

Admin Documents

No data saved

Case Id: 30166

Name: Northern Nevada Community Housing - 2026

Address: 306 10th Street, Sparks, NV 89431

Admin Documents

Please provide the following information.

Documentation

[HUD-Form A230A-Additional Classification](#)

**No files uploaded

[HUD-Form A230A Instructions](#)

**No files uploaded

[HUD-Rental Completion Report](#)

**No files uploaded

[HUD-1516 MBE WBE](#)

**No files uploaded

Authority to Use Grant Funds (AUGF)

**No files uploaded

Declaration of Restrictive Covenants (Executed)

**No files uploaded

Deed of Trust (Executed)

**No files uploaded

Environmental Review

**No files uploaded

Finding of No Significant Impact (FONSI)

**No files uploaded

Loan Agreement (Executed)

***No files uploaded*

Promissory Note for HOME loan(s) (Executed)

***No files uploaded*

Request for Release of Funds (RROF)

***No files uploaded*

[Section 3 Form](#)

***No files uploaded*

MBE WBE Report [HUD Form 2516](#)

***No files uploaded*

Construction Budget

***No files uploaded*

Construction Contract(s)

***No files uploaded*

Construction Schedule

***No files uploaded*

Construction Updates

***No files uploaded*

Copy of Performance & Payment Bond

***No files uploaded*

Program Overview

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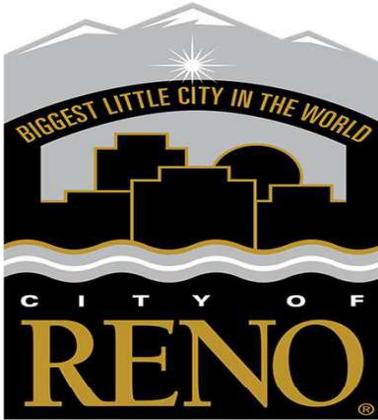
Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

Program Overview

Please provide the following information.



WASHOE COUNTY HOME CONSORTIUM (WCHC) AFFORDABLE HOUSING MUNICIPAL LOAN PROGRAM (AHMLP)

Housing & Neighborhood Development
Reno, NV 89501
775-334-2578
Housing@reno.gov

All interested parties must schedule a pre-application meeting with the HOME Program Coordinator before submitting an application. An appointment can be made by calling (775)334-2578 or emailing Housing@reno.gov

Application Deadline: Friday, January 2, 2026 @ 5:00 p.m. NO EXCEPTIONS

Introduction

The Washoe County HOME Consortium (WCHC) is accepting Affordable Housing Municipal Loan Program (AHMLP) applications for Fiscal Year (FY) 2026-2027 (July 1, 2026 – June 30, 2027) for eligible activities under the US Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) (CFDA 14.239), and State of Nevada Account for Affordable Housing Trust Funds (AAHTF). Typically, this funding consists of HOME funds allocated to the WCHC directly by HUD as well as sub-grants from the State of Nevada Housing Division for HOME funds and AAHTF (formerly called Low-Income Housing Trust Funds).

This is a competitive application/award process and applicants are not guaranteed award funding. In addition, applicants may be awarded funding amounts less than what is requested, and funding terms may be different than requested due to underwriting, subsidy layering review, the WCHC's determination of the financial gap, proven market-based demand, and economic growth. The following table provides an estimate of funding based upon current year grants and is subject to change.

Estimated Washoe County HOME Consortium FY2026-2027 Funding

Total for Non-CHDO Development Projects (Estimated): \$2,249,423.86

Total CHDO set aside (FY25 & FY26) (Estimated): \$412,746.06

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All applicants should become familiar with the HOME final rule found at [24 CFR Part 92](#) and all related federal regulations, including but not limited to [Davis Bacon and related acts](#), [Section 3 of the Housing and Urban Development Act of 1968](#), [The Uniform Relocation Act](#), [Section 504 of the Rehabilitation Act of 1973](#), and the [Uniform Guidance \(2 CFR 200\)](#) which outlines requirements for receiving and using federal awards. Applicants should become familiar with the WCHC Energy Efficiency Requirements and the WCHC Funding Priorities ([Appendix A](#) and [Appendix B](#) respectively) as well. Applicants should become familiar with the Build America, Buy America (BABA) Act. Applicants accepting funding will be required to adhere to all applicable Federal, State, local, and WCHC laws, regulations, and policies.

Applicants may be ineligible to apply for funds if, in WCHC's discretion, the applicant has demonstrated a documented untimely or poor use of previously awarded AHMLP funds. Applicants that are currently receiving AHMLP funds through WCHC or the City of Reno must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings, or concerns. No applicant, clients, or contractors that have been suspended or debarred by federal or state authorities may receive AHMLP funds ([SAM.gov](#) and [Nevada State Contractors Board](#)).

The following is the anticipated schedule for the funding allocation process. Please contact the WCHC Program Coordinator for more information at (775)334-2578.

- November 3, 2025: Application released
- January 2, 2026: Applications due by 5:00pm
- February 10, 2026: First public hearing and presentation of projects by applicants
- March 10, 2026: Second public hearing, staff report(s), and recommendations by the Technical Review Committee (TRC)
- April 14, 2026: Final Public Hearing, final funding recommendation(s) by TRC
- April 2026: Anticipated month for Director's Meeting to approve, modify, or deny TRC funding recommendation(s)
- Late Spring/early Summer 2026: Anticipated timeline for the Truckee Meadows Regional Planning Governing Board's ratification of funding

Dates are subject to change based on direction from the TRC and Directors.

Once an AHMLP application is submitted for a project, an Environmental Review is required before work can begin. An Environmental Review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. No work on any project may begin nor can AHMLP funds be released until the HUD Environmental Review process has been completed by a third party in conjunction with the Lead Agency (City of Reno) in accordance with the provisions of the National Environmental Policy Act of 1969 and the related authorities listed in HUD's Regulations at 24 CFR Parts 50 and 58 and a WCHC agreement has been signed. Completion of the Environmental Review process is mandatory before making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, and lease, repair, or construction activities. "Non-HUD funds" means any other federal, state, local, private, or other funds. Participating Jurisdictions (PJs), State recipients, subrecipients, contractors, owners, developers (including CHDOs) who had committed or expended non-Federal funds including permanent financing, to begin the development of an affordable housing project before the jurisdiction obtains an Authority to Use Grant Funds form (HUD-7015.16) by HUD (or the state) may be reimbursed with HOME funds for such expenditures only when the following conditions are met:

A. The contractors, owners and developers started the project without the intention of using Federal

assistance (e.g., as evidenced by other anticipated funding, the original project budget, etc.);

- B. The jurisdiction informs the state recipient, subrecipients, contractor, owner, or developer that all work on the project must cease once an application for HOME funds is made. No work or other choice limiting actions may occur after that date. Work may recommence upon receipt of form HUD-7015.16 from HUD (or the state). No funds may be obligated to projects unless the PJ or state recipient first determines that the result of the Environmental Review is satisfactory, and HUD (or the state) has issued a form HUD-7015.16.**

Eligible Activities

A developer, sponsor and/or owner of housing, may undertake four different types of HOME assisted projects:

- Homeowner rehabilitation: AHMLP funds may be used to assist existing owner-occupants with the repair, rehabilitation, or reconstruction of their homes.
- Homebuyer activities: AHMLP funds may finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.
- Rental housing: Affordable rental housing may be acquired and/or rehabilitated or constructed.
- Tenant based rental assistance (TBRA): Financial assistance for rent, security deposits, and utility deposits may be provided to tenants. Assistance for utility deposits may only be provided in conjunction with a TBRA security deposit or monthly rental assistance program. In August 2019, the WCHC adopted the policy to only use AAHTF for TBRA.
- Other activities may be permitted with the approval of HUD.

Housing may consist of single or multi-family units providing ownership and/or rental housing. Eligible costs include those associated with new construction, re-construction, rehabilitation, site acquisition, site improvement, and demolition. Other expenses include financial costs and relocation expenses of any displaced persons, businesses, or organizations.

Project/Activity Participant/Client Eligibility

All HOME funded activities must benefit low-income families or households that have a gross annual income that does not exceed 80% of the Area Median Income (AMI). All AAHTF funded activities must benefit low-income families or households at or below 60% AMI. Depending on the type of activity, more strict income requirements may apply, see below:

- In projects of five or more HOME units, more than half (51% or more) of the total number of HOME units shall be affordable and serve households at or below 50% of the area median income.
- For group homes, a minimum of three beds shall be provided per project, which shall serve households at or below 30% of the area median income.

Forms of Assistance

HOME allows virtually any form of financial assistance, or subsidy, to be provided for eligible projects and to eligible beneficiaries. Forms of assistance may include interest-bearing or non-interest-bearing loans or advances, deferred loans (forgivable or repayable), grants, and other forms of assistance as approved by HUD. The Lead Agency reserves the right to modify the terms of assistance based on the needs of the individual project. AHMLP funds for the construction of affordable housing are intended to fill financing gaps.

Minimum Amount of Assistance

The minimum amount of AHMLP funds that must be invested in a project is \$50,000 (adopted by WCHC 8/2019). The program also has maximum rent and AHMLP investment amounts, an established time period that the project must remain affordable, and funding priorities. By accepting AHMLP funds the developer is committing to the required

affordability period and rent limits.

The AHMLP follows HOME income and rent limits established by HUD annually

- [Rent](#)
- [Income](#)
- [Program Primer](#)
- [HOME Maximum Per-Unit Subsidy Limits](#)

Funding Priorities

[Appendix B](#) outlines the minimum criteria used to evaluate eligible projects. The Five-Year Consolidated Plan as prepared by the City of Reno, WCHC Lead Agency, has identified cost burden for low to very low-income renters as the most critical housing need in the region, as well as a lack of supply for low-income households in general. HOME dollars will be prioritized to projects that serve very low-income residents and residents with special needs (i.e., veterans, elderly, persons with disabilities, mental health support).

Additional Information can be found at the City of Reno's [Website](#).

A. Applicant Information

Completed by hread@renoha.org on 1/2/2026 11:46 AM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

A. Applicant Information

Please provide the following information.

ORGANIZATION INFORMATION

A.1. Organization Name

Housing Authority of the City of Reno

A.2. Address

1525 E 9th St Reno, NV 89512--3012

A.3. Federal ID No:

88-6000260

A.4. Type of Organization

Public Entity

Please describe type of organization.

AUTHORIZED REPRESENTATIVE INFORMATION

A.5. Authorized Representative Name

Dr. Hilary Lopez

A.6. Authorized Representative Title

Executive Director

A.7. Phone Number

(775) 329-3630

A.8. Email

hlopez@renoha.org

Documentation



[Applicant Certification Form](#) *Required

1. Reno Avenue Applicant Form HOME 12.15.25.pdf



Attendance list/board minutes for the previous 12 months *Required

2. Minutes of RHA Board Meetings December 2024 to November 2025.pdf



Documentation Authorizing Application Submittal-Applications must include a letter of submittal on letterhead signed by the organization authorized official to commit the organization. *Required

3. Authorizing Resolution - ED Signature.pdf

Organization Chart *Required

4. RHA Reno Avenue Development Org Chart 12.11.25.pdf

CHDO Certification-Certification of CHDO Set-Aside Eligible Project

***No files uploaded*

B. Project Overview

Completed by hread@renoaha.org on 1/2/2026 11:47 AM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

B. Project Overview

Please provide the following information.

B.1. Project Name

Reno Avenue Development

B.2. Project Address

440 Reno Avenue Reno, NV 89509--2036

B.3. Is the project located in one of the following areas?

Reno City Limits

B.4. APN, Census Tract(s), or Census Block(s) if Homeowner Rehab

APN 011-262-02, 03, 04, 14 & 15; Census Tract: 3.01

B.5. Project Construction Start Date

04/01/2027

B.6. Project Construction Completion Date

09/01/2028

B.7. Estimated Total Project Cost

\$18,430,531.00

B.8. Current WCHC Funds Requested

\$1,200,000.00

B.9. Previous WCHC Funds Requested-Put \$0.00 if not applicable.

\$0.00

B.10. Will this project be seeking Low Income Housing Tax Credits?

Yes

B.11. Target Area Medium Income-AMI %

39.52%

Project Developer Team Information

B.12. Developer Name

Housing Authority of the City of Reno

Printed By: Julie Henderson on 1/7/2026

B.13. Developer Address

1525 E 9th St Reno, NV 89512--3012

B.14. Phone Number

(775) 329-3630

B.15. Email

hlopez@renoha.org

B.16. Tax ID Number

88-6000260

B.17. Duns Number

G2TMWP71UC28

B.18. CCR Number

B.19. Developer Consultant Name

Praxis Consulting Group, LLC

B.20. Investor

Merchant Bank

B.21. General Contractor Name

The General Contractor for the Reno Avenue Development will be selected through a competitive procurement process.

B.22. Property Management Company

Housing Authority of the City of Reno

B.23. LLC Name/LP Name

The Reno Avenue Development will be owned by a to-be-created sole-purpose Nevada limited liability company. The .01% Managing Member will be a different to-be-created sole-purpose Nevada limited liability company. The Housing Authority of the City of Reno (RHA) will control the manager entity. The remaining 99.99% of the Managing Member will be owned by the Investor Member. RHA will also act as the property management company.

B.24. Project Type

Check all that apply

Acquisition Only

Rehab Only

Acquisition and Rehab

- Acquisition & New Construction
- New Construction Only
- Multi-Family
- Single-Family
- Single Room Occupancy
- Townhouse
- Condominium
- Mixed Use
- Senior
- Homeless
- Special Needs
- Other

Define Other

B.25. Are there existing structures on the property?

Yes

Type of Structure

Childcare Center & Two Single-Family Residences

Year Built

The Subject Property was partially developed with single-family residential dwellings as early as 1939 until it was fully constructed to its current development in 1960.

B.26. What is the current form of site control for the property?

Own Site-Fee Simple

Define Other



IF THE APPLICANT DOES NOT HAVE SITE CONTROL THE APPLICATION WILL NOT BE FORWARDED FOR FUNDING CONSIDERATION.

Units

B.27. Total Proposed Units

42

B.28. Number of New Units

42

B.29. Number of Existing Units

0

B.30. Number of Proposed WCHC assisted Units

5

B.31. Number of Market Rate Units

0

B.32. Number of Other Assisted Units

24

C. Project Narrative

Completed by hread@renoaha.org on 1/2/2026 11:50 AM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

C. Project Narrative

Please provide the following information.

C.1. Describe the type of activity (new construction, rehabilitation, acquisition only, etc.) that will be undertaken. Indicate the project objectives to be addressed and the role of the applicant in the development.

The Reno Avenue Development ("Reno Avenue") is a proposed new construction family apartment community to be located at 440 Reno Avenue in Reno. The 42-unit development will provide a safe, energy efficient, high-quality housing option to the community at a price affordable to low-income and very low-income residents. Every aspect of the development, floor plans, community facilities and outdoor spaces, as well as this ideal West Midtown Reno location, are designed to specifically fill a gap of housing needs not being met for low-income households in Northern Nevada. The development will involve the demolition of two vacant single-family homes and a daycare center. One single-family home has been vacant for an extended period of time, and the other single-family home will be vacant as of January 2026. The proposed development will have twenty-four (24) project-based vouchers (PBVs) through a RAD transfer of assistance from Myra Birch Manor and will benefit from a Section 18/RAD 90/10 Blend. The RAD transfer of assistance is currently being pursued and will need to be approved in order for the PBVs to be transferred. Reno Avenue is being developed and managed by the Housing Authority of the City of Reno ("RHA"), a public housing authority dedicated to sustainably developing, owning, and operating essential affordable and public housing. Reno Avenue will consist of 42 one- and two-bedroom apartment units in three residential buildings. Located within a historic neighborhood, the project will be thoughtfully designed to respect and complement the character of the area while introducing new, high-quality housing opportunities. The building will be finished with a brick façade, stucco, and planked siding. The unit mix is as follows: Unit Type # % SF 1-bed/1-bath 18 42.86% 624 2-bed/1-bath 24 57.14% 844 Total 42 100% 31,488 The project will feature family-oriented units with modern layouts, energy-efficient appliances, and finishes that promote long-term sustainability. The apartment units will offer dishwashers, and ample cabinet and closet storage. Interior finishes will include wood cabinetry, hardstone countertops and vinyl plank flooring. Reno Avenue will be built to fully comply with the Energy Star requirements outlined in the 2026 Qualified Allocation Plan (QAP). The development team is incorporating Energy Star-certified building practices, materials, and systems into all phases of design and construction to ensure high energy performance and long-term operational efficiency. This includes meeting standards for building envelope performance, heating and cooling systems, ventilation, appliances, and lighting. The property will include an onsite management and leasing office, community room, and exercise room. Property management and maintenance staff will be onsite. Reno Avenue will provide a shared barbeque and picnic area that encourages gathering, as well as a dedicated children's play area with a play structure and onsite parking.

C.2. Indicate the specific WCHC Funding Priorities the project meets. Additionally, does the site already have the correct zoning for the project?

The project meets the following WCHC Level I Funding Priorities: • The average rent for all HOME units is at or below 40% of the AMI for family units. Specifically, the Reno Avenue development will provide a total of 5 HOME units. Two units will serve households at or below 50% of AMI and three of the units will serve households at or below 30% of AMI for a weighted average rent targeting of 38% of AMI. • The project contains one or more green components above and beyond the minimum energy efficiency requirements. Reno Avenue will be built to fully comply with the Energy Star requirements outlined in the 2026 Qualified Allocation Plan (QAP). The development team is incorporating Energy Star-

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certified building practices, materials, and systems into all phases of design and construction to ensure high energy performance and long-term operational efficiency. This includes meeting standards for building envelope performance, heating and cooling systems, ventilation, appliances, and lighting. The project meets the following WCHC Level II Funding Priorities: • The project is accessible and located near public transportation options, with multiple bus stops within a half mile of the site. Route 6 has six stops within a half mile of the Reno Avenue Development. The development is also within a half mile radius of three essential community services, specifically Plumas Park, a Wells Fargo Bank, and the Mount Rose K-8 School.’ • The Reno Avenue development will be applying for 9% LIHTC in May 2026. As a part of the application, The Reno Avenue will commit to an extended affordability period 50 years. The Reno Avenue Development will not require any zoning changes, as the development is in conformance with its zoning. The zoning for the parcels is as follows: 440 Reno Ave. – Multi-Family 30 units per acre (MF30) 420 Reno Ave. – Multi-Family 30 units per acre (MF30) 437 W. Taylor St. – Multi-Family 14 units per acre (MF14) 0 W. Taylor St. APN# 011-262-03 - Multi-Family 30 units per acre (MF30) 0 W. Taylor St. APN# 011-262-15 - Multi-Family 14 units per acre (MF14)

C.3. Describe the location chosen and the population to be served. Why was this “market area” targeted? Please include the market study and/or documentation demonstrating need and demand. For development projects describe how the property will: (1) provide housing that promotes greater choice of housing opportunities; and (2) meet the site and neighborhood standards (projects are encouraged to be proposed outside of areas of low-income or minority concentration, where the proportion of low-income or any racial or ethnic minority is more than 10% higher than the proportion for the region as a whole).

The proposed Reno Avenue Development is located on a 1.22-acre site at 440 Reno Avenue, east of S Arlington Avenue, and to the west of S Virginia Street. The proposed development is in a vibrant Midtown Reno neighborhood. This site is near restaurants, parks, grocery stores, schools, medical facilities, banks, and retail stores. Within walking distance of the site are Plumas Park (0.2 miles), a Wells Fargo Bank (0.2 miles), a preschool, and an urgent care. There are multiple shopping centers within 1.3 miles of the site, altogether containing a CVS Pharmacy, SaveMart, Sprouts Farmers Market, Smart & Final, Dollar Tree, and post office. Within this same distance there are multiple restaurants and retail stores. Children at Reno Avenue will attend Mount Rose K-8, which is directly across the street from the site, and Reno High School (1.2 miles). Mount Rose K-8 is regarded as one of the best schools in the area, with high test scores and academic progress ratings. Residents will be within 1.6 miles of an emergency room and 1.7 miles from the nearest police station and fire station. Multiple bus stops are within 0.1 miles of the site. Route 6 has multiple stops within 0.5 miles of the site. This route runs north along S Arlington Avenue to the RTC downtown 4th Street Station and south to Moana Lane near Reno Town Mall, providing residents access to bus routes throughout the city. Northern Nevadans have been experiencing an extreme affordable housing crisis in recent years. The Washoe County 2020-2024 Consolidated Plan identifies preserving and developing affordable housing as a high priority. According to the Plan, almost three quarters of rental units are not affordable for low-income households. Reno Avenue will address this crisis by ensuring the availability of 42 affordable housing units that are critical for low and very low-income residents of Washoe County. The proposed project rents will be markedly below market rents in Washoe County, at \$1,036 for a one-bedroom unit and from \$746 to \$1,243 for a two-bedroom unit. In comparison, the 2025 Fair Market Rents are \$1,370 for a one-bedroom and \$1,722 for a two-bedroom. This project meets site and neighborhood standards. The proportion of any racial/ethnic minority in census tract 3.01 is 1.13 percentage points higher than the housing market area, a lower percentage than areas with low-income or minority concentration, defined as areas where the proportion is more than 10% higher than the regional average. The percentage of low to moderate income households in the census tract is 59.79%, which is not an outlier among the surrounding tracts, where the percentage ranges from 13 to 80 percent. A complete site and neighborhood standards review will be completed as part of the RAD transfer for the project-based assistance on Myra Birch Manor.

C.4. Describe how the project was or will be introduced to the existing neighborhood.

The Reno Avenue Development was introduced to the neighborhood through a clear and collaborative outreach

process. Postcards were mailed to residents and property owners within a quarter-mile radius to notify them of the proposal and invite participation. Two community meetings—on July 30, 2025, and November 20, 2025—provided an opportunity for RHA to present the project to community members as well as answer questions and gather feedback. Community input from these meetings informed adjustments to the design and site layout, ensuring the project reflects neighborhood priorities. Prior to the start of construction, the project contractor will reach out to neighbors to ensure that they are aware of the project and to address any concerns related to traffic, noise, dust and safety.

C.5. Describe the measures that have been or will be used to garner community support for the project, including neighborhood notification letters, mailing lists, meetings, etc. Include copies of the notification letters and letters of support.

The Reno Avenue Development incorporated a robust community engagement process to ensure the final design reflects neighborhood priorities. Two community meetings were held—one on July 30, 2025, and a second on November 20, 2025—to gather feedback and maintain open communication throughout the planning phase. To encourage broad participation, notification postcards were mailed to all residents and property owners within a quarter-mile radius of the site in advance of each meeting. Attendees provided valuable input on building design, site layout, circulation, and overall neighborhood compatibility. This feedback directly informed project redesign, helping refine elements such as building orientation, open-space placement, and aesthetic considerations. Through this outreach, the project team ensured that community voices were integrated into the development process and that the Reno Avenue project aligns with local needs and expectations.

C.6. Describe any neighborhood meetings, tenant meetings, public input, notices, etc. that are proposed or have already been completed, and the process for receiving and responding to input on this specific project. Provide meeting notices, attendance lists, etc. if meetings have already been held.

Two neighborhood meetings have been held for the Reno Avenue Development project to ensure early and meaningful community engagement. The first meeting took place on July 30, 2025, followed by a second meeting on November 20, 2025. Notification postcards were mailed to all residents and property owners within a quarter-mile radius prior to each meeting. During these sessions, the project team presented initial concepts, answered questions, and collected feedback regarding design, site layout, and neighborhood compatibility. All input received was documented and used to inform revisions to the project plans. RHA also maintains a dedicated section of its website for project updates, where meeting materials and recordings of both community meetings are available. This online resource allows community members to stay informed and continue providing input throughout the development process. RHA also attended a City Council meeting open to the public on August 13, 2025, to request the abandonment of a 20-foot-wide alley for the Reno Avenue Development. As part of the City Council meeting, the public had the opportunity to provide comment on the project prior to and during the meeting. The alley abandonment request was granted.

C.7. Describe the process used to include low to moderate income beneficiaries' input in this project.

RHA has developed and manages multiple affordable developments and maintains close communication with residents and staff at those properties, as well as the public housing developments that it manages. Prior to embarking upon each new project, RHA consults with residents, property management, and maintenance staff to gather input on physical amenities and programming. In addition, to ensure early and meaningful community engagement, two neighborhood meetings have been held for the Reno Avenue Development project. The first meeting took place on July 30, 2025, followed by a second meeting on November 20, 2025. Notification postcards were mailed to all residents and property owners within a quarter-mile radius prior to each meeting. During these sessions, the project team presented initial concepts, answered questions, and collected feedback regarding design, site layout, and neighborhood compatibility. All input received was documented and used to inform the site layout, design façade, and parking requirements. RHA also maintains a dedicated section of its website for project updates, where meeting materials and recordings of both community meetings are available. This online resource allows all community members to stay informed and continue

providing input throughout the development process. RHA also attended a City Council meeting open to the public on August 13, 2025, to request the abandonment of a 20-foot-wide alley for the Reno Avenue Development. As part of the City Council meeting, the public had the opportunity to provide comment on the project prior to and during the meeting. The alley abandonment request was granted. As project development continues, RHA will work with Washoe County, the City of Reno, and local service providers to refine project amenities and services. RHA will also continue soliciting input from the neighborhood and residents at existing properties to ensure that unit and common area designs serve the needs of residents.

C.8. Describe the impacts (economic, visual, social, etc.) of this project on the existing neighborhood. These could be both positive and negative impacts.

The project is expected to have a positive impact on the neighborhood. The Apartment will be designed in character with the surrounding neighborhood and will provide needed housing units for the target population. One of the single-family homes on the site is uninhabitable at this moment in time. The resident in the second single-family home will be moved out by early January 2026. The portion of the site that is containing the daycare center has also been largely unusable, due to the presence of asbestos and lead-based paint in the building. In their current states, these buildings do not fit the character of the neighborhood. By demolishing these unusable buildings and building a new construction affordable community, RHA will fill under-used space in the neighborhood with a development that aligns with the neighborhood's design character and provides needed housing. Additionally, RHA will make sure that there will be at least one parking space for each unit, minimizing impact on the neighborhood. The project will also provide construction related jobs during construction and permanent jobs for on-site management staff. This will create positive economic benefit as a result of the project. Additionally, RHA has proactively reached out to the Washoe County School District regarding the Reno Avenue Development to assess potential impacts on local schools in July 2025. Communication was made via email, and the School District reviewed the project and provided feedback on August 1, 2025, indicating that the development is not expected to have a significant impact on school enrollment or resources. This consultation ensures that the project aligns with community needs while maintaining coordination with local education providers.

C.9. Describe the design features and amenities of this project. Describe how these features address the health and safety concerns of tenants and enhance the project's ability to meet target population needs and demands.

Reno Avenue will consist of 42 one- and two-bedroom apartment units in three residential buildings. Located within a historic neighborhood, the project will be thoughtfully designed to respect and complement the architectural character of the surrounding area while introducing new, high-quality housing opportunity. The building will be finished primarily with a brick façade, stucco, and planked siding. The Reno Avenue development will feature a mix of family-oriented units with modern layouts, energy-efficient appliances, and durable finishes that promote long-term sustainability. The apartment units will be outfitted with dishwashers, and ample cabinet and closet storage. Interior finishes will include wood cabinetry, hardstone countertops and vinyl plank flooring. Reno Avenue will be built to fully comply with the Energy Star requirements outlined in the 2026 Nevada Qualified Allocation Plan (QAP). The development team is incorporating Energy Star–certified building practices, materials, and systems into all phases of design and construction to ensure high energy performance and long-term operational efficiency. This includes meeting standards for building envelope performance, heating and cooling systems, ventilation, appliances, and lighting. Interior Amenities– The property will include an onsite management and leasing office, community room, and exercise room. Property management and maintenance staff will be onsite. Outdoor Amenities– Reno Avenue will provide a shared barbeque and picnic area that encourages gathering and social interaction, as well as a dedicated children's play area with a play structure and onsite parking. The development is situated in a highly desirable neighborhood, offering proximity to schools, public transportation, and employment opportunities in the downtown Reno area. This prime location ensures residents have convenient access to essential services, education, and job centers. Together, the project's amenities and its strong locational advantages create a well-rounded, livable community that supports residents' daily needs and long-term stability.

C.10. Describe how the project will meet the WCHC Energy Efficiency Requirements. Describe methods that will be used to lower energy costs, improve building performance, lower maintenance costs, enhance financial stability, and any additional “green” building practices. Please indicate if the project will be Energy Star Certified ([How to Apply for ENERGY STAR Certification](#)) and if the building will meet the State of Nevada energy requirements.

The Reno Avenue Development is being designed to fully comply with the Energy Star requirements outlined in the 2026 Nevada Qualified Allocation Plan (QAP). The development team is incorporating Energy Star–certified building practices, materials, and systems into all phases of design and construction to ensure high energy performance and long-term operational efficiency. This includes meeting standards for building envelope performance, heating and cooling systems, ventilation, appliances, and lighting. By aligning with the 2026 QAP’s Energy Star requirements, the project will reduce utility costs for residents, improve indoor comfort and air quality, and support RHA’s commitment to sustainable and energy-efficient affordable housing. The project’s design team will verify compliance through required documentation and testing throughout construction and at project completion.

C.11. Describe the social or special services that will be provided to residents. Describe who will provide the services, their qualifications, if there is an agreement in place for the services already, etc. Describe who will pay for the services, how often services are provided, and if the services are provided to certain tenants, all tenants, or the entire neighborhood.

RHA is committed to supporting residents of the Reno Avenue project through its established Resident Services Program, which promotes housing stability, economic self-sufficiency, and overall well-being. Reno Avenue will employ an onsite Resident Services Coordinator for 20 hours per week, supervised by RHA’s Director of Resident Services, to provide individualized service coordination and programming at no cost to residents. Upon move-in, the Service Coordinator will assess resident needs, assist with goal setting, and connect residents to appropriate community-based services and resources. The Resident Services Coordinator will possess a combination of education and experience that supports effective service delivery, including graduation from an accredited four-year college or university with coursework in social work, public administration, or a closely related field, and at least two years of progressively responsible social service experience involving assessment, referrals, and ongoing support. An equivalent combination of education, training, and experience will also be considered. In addition to individualized support, RHA’s Resident Services Program will provide onsite activities and events designed to foster engagement and community connection. Regular offerings will include computer training, financial education, fitness activities, fire safety lessons, movie nights, barbeques, potlucks, and special events. Monthly programming will also include holiday and themed events, blood drives, COVID vaccinations, and tax preparation assistance, with third-party professionals supporting workshops on financial literacy, insurance options, positive relationships, and workforce readiness. Through the integration of RHA’s established Resident Services Program at Reno Avenue, residents will have access to comprehensive, free supportive services that strengthen housing stability and support long-term economic independence.

If this project is going to provide Supportive Services as defined by NRS.319.600, describe who will provide the services, their qualifications, if there is an agreement in place for the services already, etc. Describe who will pay for the services, how often services are provided, and if the services are provided to certain tenants, all tenants, or the entire neighborhood.

The onsite services proposed at Reno Avenue do not meet the definition of a supportive service facility as outlined in NRS 319.600. Reno Avenue will provide onsite resident services and programming. Residents will have access to support through an onsite Resident Services Coordinator available 20 hours per week. The Service Coordinator will provide service coordination, referrals, and resource navigation, helping residents connect to existing community-based providers for services such as health care, employment assistance, financial education, and other supportive resources. All services provided by RHA will be offered at no cost to residents and will focus on housing stability, self-sufficiency, and community engagement.

C.12. Describe how the project intends to serve Limited English Proficient (LEP) or non-English speaking community members. Describe how individuals will apply to live in the project, any translation services that will be available, and how services will be provided to these members who may live in the property.

The Reno Avenue Development is committed to ensuring full accessibility for Limited English Proficient (LEP) and non-English speaking community members throughout both the application process and ongoing residency. The Housing Authority of the City of Reno (RHA) will provide translated application materials and informational documents in the most commonly spoken languages in the region, and interpretation services will be available upon request for applicants who need assistance completing forms or understanding eligibility requirements. Individuals may apply in person, online, or by phone, and staff will ensure language support is available across all application pathways. The onsite management office will also offer interpretation services for LEP residents during leasing appointments, meetings, or any resident-related inquiries. For residents who ultimately live in the property, ongoing services—including notices, property updates, and communication regarding rights, responsibilities, and supportive programs—will be provided in translated formats as needed. Staff will continue to provide interpretation assistance to ensure all residents can fully access services, understand communications, and participate in community life at the property.

C.13. Describe how the project will be marketed to the target population, promote equal housing opportunities, and ensure compliance with Federal Fair Housing regulations. Please complete the forms in the Affirmative Marketing Section of this application.

The Housing Authority of the City of Reno (RHA) will serve as the property manager and will make every effort to create a pool of applicants who are programmatically appropriate, racially, and ethnically, diverse, and representative of a range of physical abilities. RHA will advertise in newspapers and other local publications and will work with local providers to inform groups that would be least likely to apply for units at the Reno Avenue Development.

C.14. Describe how the property will affect the demand on local services (schools, parks, fire, police, etc.) both positively and negatively. Please indicate whether the responsible local service agencies have been made aware of the project and if feedback was provided, please describe.

RHA has proactively reached out to the Washoe County School District regarding the Reno Avenue Development to assess potential impacts on local schools in July 2025. Communication was made via email, and the School District reviewed the project and provided feedback on August 1, 2025, indicating that the development is not expected to have a significant impact on school enrollment or resources. This consultation ensures that the project aligns with community needs while maintaining coordination with local education providers. RHA also reached out to David Cochran, chief of the Reno Fire Department, on July 7, 2025, to confirm whether the alley abandonment required for the development of the property would impact emergency response times. Chief Cochran and Fire Marshal David Beck agreed that the abandonment would cause no issues with emergency response times.

C.15. If the project is a homeowner rehabilitation program, please be specific about the type and level of assistance that will be provided. For example, what will be the terms of the agreement to the homeowner? Will the assistance be in the form of a grant, deferred-payment loan, non-interest-bearing loan, interest-bearing loan, or a combination of the above? Please also describe how eligible applicants will be screened and selected, and who will oversee the rehabilitation process.

Not applicable. The Reno Avenue Development is not a homeowner rehabilitation program.

Documentation

 **Community Letters of Support**

1. Reno Avenue - rha.pdf
- 2a. Nov-2025-Neighborhood-Meeting-Mailing_813.pdf
- 2b. DRAFT_RHA_Reno Ave_Neighborhood Meeting#1 (1).pdf
3. Reno-Ave-Community-Meeting-11.20.25_FINAL.pdf
4. Reno City Council Public Meeting Agenda 8.13.25.pdf
0. Reno Avenue Community Letters Tab.pdf

 **Market Study**

- Proposed Development (Reno Avenue) Market Study 12.2025.pdf

 **Neighborhood Notification Letters**

1. Reno Avenue - rha.pdf
- 2a. Nov-2025-Neighborhood-Meeting-Mailing_813.pdf
- 2b. DRAFT_RHA_Reno Ave_Neighborhood Meeting#1 (1).pdf
3. Reno-Ave-Community-Meeting-11.20.25_FINAL.pdf
4. Reno City Council Public Meeting Agenda 8.13.25.pdf
0. Reno Avenue Neighborhood Notification Tab.pdf

 **Public Meeting/Notice Information-If applicable**

0. Reno Avenue Public Meeting Tab.pdf
1. Reno Avenue - rha.pdf
- 2a. Nov-2025-Neighborhood-Meeting-Mailing_813.pdf
- 2b. DRAFT_RHA_Reno Ave_Neighborhood Meeting#1 (1).pdf
3. Reno-Ave-Community-Meeting-11.20.25_FINAL.pdf
4. Reno City Council Public Meeting Agenda 8.13.25.pdf

D. Scope of Work

Completed by hread@renoaha.org on 1/2/2026 11:55 AM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

D. Scope of Work

Please provide the following information.

D.1.

Give a detailed description of the scope of work. This scope of work represents the applicant's commitments, activities, and representations that will be part of the funding consideration. The scope of work should explain the work/services that will be provided on the project and the work that will be performed under a contractual agreement.

The scope of work should list performance requirements, both qualitative and quantitative, and reference specifications, notices, and drawings, if construction or design related.

The scope of work should describe how the work will be divided, with specific tasks listed with their deadlines.

Important Note: Substantial changes to the scope of work after allocation of funds must be submitted to the WCHC for review and approval. Examples of possible changes that are considered substantial:

- **Changes in the total number of units in a project greater than 10 percent;**
- **Changes in the proposed rent/income targeting;**
- **Changes in project design beyond those that may be determined as cosmetic;**
- **Changes to the budget or use of funds; and**
- **Changes in funding sources**

The Reno Avenue Development ("Reno Avenue") is a proposed new construction family apartment community to be located at the northwest corner of West Taylor Street and Salazar Lane in Reno. Reno Avenue will consist of 42 one- and two-bedroom apartment units in three residential buildings and complemented by a community clubhouse with office/common space. The development of Reno Avenue will involve the demolition of two vacant single-family homes and a daycare center. One of the single-family homes is not suitable to be occupied, and the other has a tenant who is moving in early January 2026. The building that used to be a daycare facility is currently being used by RHA's Resident Services Department. Resident Services will vacate the building prior to demolition. The proposed development will have twenty-four (24) project-based vouchers through a RAD transfer of assistance from Myra Birch Manor and will benefit from a Section 18/RAD 90/10 Blend. The RAD transfer of assistance is currently being pursued and will need to be approved in order for the PBVs to be transferred. Located within a historic neighborhood, the project will be thoughtfully designed to respect and complement the architectural character of the surrounding area while introducing new, high-quality housing opportunities. The building will be finished primarily with a brick façade, stucco, and planked siding. The unit mix is as follows: Unit Type # % SF 1-bed/1-bath 18 42.86% 624 2-bed/1-bath 24 57.14% 844 Total 42 100% 31,488 The apartment units at the Reno Avenue Development will be restricted to households earning at or below 50% of area median income (AMI), with 22 units set aside for households with incomes at or below 30% AMI. To expand affordability, RHA plans to utilize Project-Based Vouchers (PBVs) on 24 of the units through a transfer of assistance from the Myra Birch Manor project. The property AMI set asides are proposed as follows: % AMI Units 1-Bedroom/1-Bath 50% AMI 18 2-Bedroom/1-Bath 30% AMI (PBV) 22 50% AMI 2 Total 42 The Reno Avenue Development will feature a mix of family-oriented units with modern layouts, energy-

Printed By: Julie Henderson on 1/7/2026

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efficient appliances, and durable finishes that promote long-term sustainability. The apartment units will be outfitted with dishwashers, and ample cabinet and closet storage. Interior finishes will include wood cabinetry, hardstone countertops and vinyl plank flooring. Reno Avenue will be built to fully comply with the Energy Star requirements outlined in the 2026 Nevada Qualified Allocation Plan (QAP). The development team is incorporating Energy Star-certified building practices, materials, and systems into all phases of design and construction to ensure high energy performance and long-term operational efficiency. This includes meeting standards for building envelope performance, heating and cooling systems, ventilation, appliances, and lighting. Interior Amenities— The property will include an onsite management and leasing office, community room, and exercise room. Property management and maintenance staff will be onsite. Outdoor Amenities— Reno Avenue will provide a shared barbeque and picnic area that encourages gathering and social interaction, as well as a dedicated children’s play area with a play structure and onsite parking. The developer, the Housing Authority of the City of Reno (“RHA”) has contracted with JKAE for the design of Reno Avenue. RHA will be the developer and property manager. RHA plans to procure a general contractor through a competitive solicitation process, in compliance with all applicable procurement regulations and HUD requirements. RHA has also contracted with Praxis Consulting Group, LLC, for its development finance consulting services. The development work for Reno Avenue will follow the following design schedule: • Community Design Charrette #1: November 2025 • Kick-Off Conceptual Design: January 2026 • Community Design Charrette #2: March 2026 • Schematic Design: August 2026 • Begin Full Construction Drawings: October 2026 • Submittal of Building Permit Application: November 2026 • Full Building Permits Issued: March 2027 The financing for Reno Avenue will include equity from the sale of 9% Low Income Housing Tax Credits, HOME funds from the Washoe County HOME Consortium, National Housing Trust Funds from the Nevada Housing Division, conventional permanent and construction loans. The RHA has already purchased the land from the Catholic Community Services Northern Nevada through \$1.5 million of Home Means Nevada Initiative funds and the remaining from RHA unrestricted funds. The Reno Avenue Development is expected to close and start construction in April 2027 with construction completion expected to occur by September 2028.

E. Development Timetable

Completed by hread@renoha.org on 1/2/2026 11:57 AM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

E. Development Timetable

Please provide the following information.

Indicate the actual or expected date by which the following activities will be completed. Please remember, this funding is for the current Fiscal Year. If awarded, funding will not be available until grant agreements are received by the Consortium (traditionally in October) and the Environmental Review is complete which can take up to 110 days. These conditions should be kept in mind when creating the development timetable as they cannot be changed.

Site

E.1. Acquisition

08/26/2024

E.2. Zoning Approval

N/A

E.3. Tax Abatement

06/2029

Construction Financing

E.4. Loan Application

12/2025

E.5. Conditional Commitment

02/2027

E.6. Closing and Disbursement

04/2027

Other Financing

E.7. Type and Source

9% LIHTC Application and NHD NHTF Funds

E.8. Application

05/2026

E.9. Closing or Award

07/2026

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Equity Syndication

E.10. Letter of Commitment

12/2025

E.11. Partnership Closing

04/2027

Permanent Financing

E.12. Loan Application

12/2025

E.13. Conditional Commitment

01/2027

E.14. Firm Commitment

02/2027

E.15. Closing and Disbursement

04/2027

Local Permits

E.16. Conditional Use Permit

N/A

E.17. Variance

N/A

E.18. Site Plan Review

11/2026

E.19. Building Permit

3/2027

E.20. Other-Specify

MUP 3/2027

Construction

E.21. Project Put Out to Bid

09/2026

E.22. Construction Start

04/2027

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E.23. Construction 90%

06/2028

E.24. Construction Complete

09/2028

E.25. Placed in Service-Certificate of Occupancy

09/2028

E.26. Occupancy of ALL Low Income Units

11/2028

E.27. Will this project execute an agreement for AMHLP funds within 24 months and expend all funds within 4 years or within the time frame indicated in the agreement? Describe potential barriers to meeting this deadline.

Yes. There should be no problems with executing the agreement within 24 months and expending all funds within 4 years.

E.28. Provide an overview of the development timetable for any on-going development project(s) funded with WCHC funds. Include details, dates, items that have been completed, and changes from the proposed development timeline.

The Village at Hawk View (Hawk View LLC) is a 199-unit development project funded with WCHC funds. The anticipated construction start date is March 2026. Phase 1, which will total 95 units, is anticipated to be completed in July 2026. Phase 2, which will total 104 units, will be completed in October 2027.

F. Funding

Completed by hread@renoaha.org on 1/2/2026 12:05 PM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

F. Funding

Please provide the following information.

F.1. Funding Sources Received and/or Pending

Agencies must list **ALL** funding and/or in-house assistance they are currently receiving from the City of Reno or other sources and any pending assistance from the City of Reno or any other source (applied for, but not yet received).

Funding Source	Amount	Status of Funds
Limited Partner Equity	\$12,126,319.00	Pending
NHD NHTF	\$750,000.00	Pending
WCHC HOME Application	\$1,200,000.00	Applied
Permanent Mortgage	\$4,300,000.00	Pending
Construction Loan	\$13,000,000.00	Pending
	\$31,376,319.00	

F.2. Funding Sources Eliminated or Reduced

Agencies must list **ALL** funding and/or in-house assistance which has been eliminated or reduced within the past 12 months. Describe the funding source, amount of prior allocation, use of funds and reason for elimination or reduction of funding.

Funding Source	Amount	Use of Funds	Reason for Elimination/Reduction
	\$0.00		

F.3. Amount requested from WCHC in this application

\$1,200,000.00

F.4. Indicate the interest rate requested from the WCHC

1.00%

F.5 Indicate if requesting a payment deferral period: If so, the length of the deferral; what you request to be done with the accrued interest during that period (i.e. added to balance of loan) and after the deferral period, how you would want the loan to amortize? (WCHC generally amortizes over 30 years and requires the Affordability Period to equal the amortization period). How you would like payments to be calculated (i.e. straight amortization of equal annual payments over the whole amortization period; or another schedule with a balloon payment at the end of the amortization period)?

The RHA plans to begin repayments in Year 1 subject to available cash flow. Because of the very deep income targeting (with the average rent being below 40% of AMI), the project has very limited ability to service debt. Any "hard" debt requirement would reduce the size of the permanent loan and further increase the financing gap.

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F.6 Please attach Pro Formas that include (i) a straight amortizing loan, or (ii) any other payment schedule you are requesting.

Pro Forma *Required

1. Reno Avenue Pro Forma 12.18.25.pdf
2. MCI Letter of Interest - Reno Avenue 12.18.25.pdf
3. Reno Avenue - Merchants Debt LOI - 12.19.2025.pdf

F.7. Will the project move forward if it is not allocated the full AHMLP funding request?

No

Describe why and what methods will be taken to be able to move forward.

We are leveraging every available source, including \$750,000 in NHD National Housing Trust Fund (“NHTF”) funds and \$12,126,319 in limited partner equity; however, without the HOME funds, the project is not financially viable with a \$1.2 million gap. There are no other comparable sources of grant/loan funds of this magnitude to replace the absence of the HOME funds.

F.8. Has this project received previous WCHC funding

No

F.9. Amount of previous WCHC funding committed to this project (including pre-development):

\$0.00

F.10. Previous WCHC funding for this project spent to date:

\$0.00

F.11. Date project broke or will break ground/begin construction:

F.12. Describe the progress made on this project, and any changes that have been made on the project (financial, scope of work, design, etc.).

F.13. Why are additional funds needed for this project? Are the additional funds more or less than what was anticipated in the previous funding application?

G. Proposed Project Budget

Completed by hread@renoaha.org on 1/2/2026 12:06 PM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

G. Proposed Project Budget

Please provide the following information.

INSTRUCTIONS FOR COMPLETING THE BUDGET

Fill out all applicable expenditure categories. If an expense does not easily fit into any one category, please list it under "Other Expenses." A detailed supplementary budget schedule is required for every expenditure category. Please read the description of the supplementary budget schedule below and complete the additional pages accordingly.

The total dollar amount budgeted on the supplementary budget schedule must equal the dollar amount for that expense classification as reported on the proposed budget summary page. The City of Reno reserves the right to request further clarification on any expenditure category, possibly requesting additional supplementary budget schedules.

The City of Reno will not reimburse agencies for food or food-related items under the CDBG or HOME programs, whether or not they are incurred in conjunction with eligible activities. Only costs incurred after the signing of the grant agreement will be considered for reimbursement. Additionally, items whose costs are considered excessive by Community Development & Planning staff will not be reimbursed.

Please note the following in preparing the Supplementary Budget Schedules:

1. Salaries & Employee Benefits

Show the total amount of salaries, wages, etc. to be paid to permanent and temporary personnel who will be paid with federal funds through this application. List name and/or title of employee(s) and indicate the type of employment, length of time to be paid and the rate of pay. Be specific. Describe the employee benefits as well, showing the total amount of appropriate fringe benefits for proposed program personnel. Fringe benefits budgeted must be consistent with organizational policy and consistent with those budgeted for personnel not funded herein, and may include social security, workers compensation, unemployment compensation, retirement and health insurance. Fringe benefits must be subdivided by type (i.e., Social Security, insurance, etc.) for each employee. Administrative oversight percentages should be listed under contractual services as they are contractual in nature.

2. Transportation

This includes routine local and in-state travel by program employees which is necessary to carry out eligible activities. Mileage records will be required for reimbursement. Federal mileage rates will apply.

3. Supplies and Materials

Show a breakdown of all construction materials, informational/instructional materials and office supplies of an expendable nature necessary and appropriate for carrying out eligible activities.

4. Utilities

This includes utility expenses which are necessary and appropriate in order to carry out eligible activities.

5. Rent

This includes the rental of office space necessary and appropriate in order to carry out eligible activities.

6. Contractual Services

Show the amount for services to be rendered by organizations or personnel not on payroll, including all related expenses covered by the contract. This includes services which by nature can be performed only by persons or firms with specialized skills and knowledge such as professional services, contracted and paid consultants, speakers, auditors and others. Audit expenses, if required, must be budgeted under contracted services. Administrative percentages should be included in this section.

7. Equipment/Maintenance

This includes the purchase or rental of equipment valued in excess of \$200.00 and/or equipment with a useful life in excess of one (1) year. This also includes maintenance of equipment owned by a subrecipient which is to be used for eligible activities.

8. Insurance

This includes insurance expenses necessary and appropriate in order to conduct eligible activities.

9. Real Property

This includes purchase and/or improvements to real property to be used for CDBG, HOME or ESG-eligible activities.

10. Other Expenses

This includes any amounts paid for goods or services not otherwise classified in categories 01 through 09. Fully describe each item.

Reminder: HOME funds may not be used for operational expenses.

G.1. Proposed Budget Summary

CDBG/HOME-Assisted Activity

Expenditure Category	Define Other Expenditure	Budget Total
01-Salaries and Employee Benefits		\$0.00
02-Transportation		\$0.00
03-Supplies and Materials		\$0.00
04-Utilities		\$0.00
05-Rent		\$0.00
06-Contractual Services	Architectural and Engineering	\$800,000.00
07-Equipment/Maintenance		\$0.00
08-Insurance		\$0.00
09-Real Property		\$0.00
10-Other Expenses	Permit and Impact Fees	\$400,000.00
		\$1,200,000.00

G.2. Is the project applying for Low Income Housing Tax Credits (LIHTC)?

Yes

Application Date

05/01/2026

Rate Expected

82.00%

Total Dollar Amount

\$12,126,317.00

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G.3. Does the project require a Tax-exempt Bond allocation (Volume Cap) from the local jurisdiction and/or state?

No

Date Required

Tax Exempt Bond Amount

\$0.00

G.4. Will the project request a property tax exemption?

Yes

Estimated annual exemption

\$315,000.00

G.5. Please list all projects in which any member of the development team has WCHC funds.

Project	Year Completed	Amount of WCHC Funds Received	Repayment Start Date	Project still in affordability period?
Silver Sage Court	2025	\$1,000,000.00	07/01/2026	Yes
Railyard Flats	2024	\$1,000,000.00	M/d/yyyy	Yes
The Village at Hawk View	2027	\$500,000.00	01/01/2045	
Carville Court	2027	\$278,000.00	M/d/yyyy	
Yorkshire Terrace	1996	\$260,000.00	01/01/2010	Yes
		\$3,038,000.00		

G.6. Has the repayment start date passed and payment are not being made?

No

Explain below:

H. Financial Layering Certifications/Assurances

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

Completed by hlopez@renoha.org on 1/2/2026 12:18 PM

H. Financial Layering Certifications/Assurances

Please provide the following information.

- The WCHC's AHMLP applicant, based on the U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) Notice 98-01, has furnished a pro forma(s) that includes achievable rent levels, market vacancies and operating expenses and also specifies the consequences of tax benefits, if any, and any other assumptions used in calculating the project cash flow to determine the reasonableness of the rate of return on the equity investment.
- The WCHC's AHMLP applicant has submitted a pro forma(s) that represents Basic Pro Forma Industry Standards, at a minimum, in accordance with the term of the project affordability.
- The WCHC's AHMLP applicant understands that if the income/expense statement does not meet the guidelines and/or the supporting documentation presented is not adequate to justify the projections in the pro forma, the income/expense analysis in the appraisal will be reviewed for consistency and/or verification. The expense sources may be contacted for verification of the costs.
- The WCHC's AHMLP applicant understands that the project cash flow is defined as: the spendable cash generated annually (at the end of the yearly period) after all operating expenses and debt service payments have been deducted from the gross revenues of the property.
- The WCHC's AHMLP applicant further understands that the determination of a reasonable rate of return on the equity investment will be based on an evaluation of the individual project as it compares to market standards for similar investments.

H.1. I, as the applicant and/or principal officers associated with this AHMLP project, from this date of certification forward certify that:

Governmental assistance provided or future governmental assistance are/will be in the project.

It is further certified that should other governmental assistance be sought in the future, the WCHC will be notified promptly.

It is also further certified that total proposed funding (both private and public) does not exceed the total development costs for the project.

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The WCHC will also be notified promptly by the recipient should changes to this certification occur.

In Witness whereas, the AHMLP recipient has caused this document to be executed in its name as signed and date/time stamped below:

Hilary Lopez

Electronically signed by hlopez@renoha.org on 1/2/2026 12:18 PM

I. Site Information

Completed by hread@renoha.org on 1/2/2026 12:09 PM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

I. Site Information

Please provide the following information.

Developers are encouraged to propose project sites outside of areas of low income or minority concentration, where the proportion of low income or any racial or ethnic minority is more than 10% higher than the proportion for the region as a whole. Developers should be aware that projects located in concentrated areas of low income or minority populations may be subject to additional review by the WCHC and the U.S. Department of Housing and Urban Development. Ultimately a project allocated funds by the WCHC may be prohibited by the Division of Fair Housing and Equal Opportunity within HUD from entering into a funding agreement and proceeding.

SITE AND NEIGHBORHOOD STANDARDS

The WCHC must administer its HOME program in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d—2000d-4), the Fair Housing Act (42 U.S.C. 3601 et seq., E.O. 11063 (3 CFR, 1959-1963 Comp., p. 652), and HUD regulations issued pursuant thereto; and promotes greater choice of housing opportunities.

New rental housing: In carrying out the site and neighborhood requirements with respect to new construction of rental housing, a participating jurisdiction is responsible for making the determination that proposed sites for new construction meet the requirements in 24 CFR 983.57(e)(2) and (3).

Existing and rehabilitated housing site and neighborhood standards: A site for existing or rehabilitated housing must meet the following site and neighborhood standards. The site must:

1. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.)
2. Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
3. Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
4. Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.

New construction site and neighborhood standards. A site for newly constructed housing must meet the following site and neighborhood standards:

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units

proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.

2. The site must not be located in an area of minority concentration, except as permitted under paragraph (e)(3) of this section and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
3. A project may be located in an area of minority concentration only if:
 - I. Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration (see paragraph (e)(3)(iii), (iv), and (v) of this section for further guidance on this criterion); or
 - II. The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (e) (3)(vi)) of this section for further guidance on this criterion).
 - III. As used in paragraph (e)(3)(i) of this section, “sufficient” does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, in order that over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.
 - IV. Units may be considered “comparable opportunities,” as used in paragraph (e)(3)(i) of this section, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.
 - V. Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:
 - i. A significant number of assisted housing units are available outside areas of minority concentration.
 - ii. There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.
 - iii. There are racially integrated neighborhoods in the locality.
 - iv. Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.
 - v. Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.
 - vi. A significant proportion of minority households has been successful in finding units in non-minority areas under the tenant-based assistance programs.
 - vii. Comparable housing opportunities have been made available outside areas of minority concentration through other programs.
 - VI. Application of the “overriding housing needs” criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a “revitalizing area”). An “overriding housing need,” however, may not serve as the basis for determining that a site is acceptable, if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status, or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.
4. The site must promote greater choice of housing opportunities and avoid undue concentration of assisted

persons in areas containing a high proportion of low-income persons.

5. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.
6. The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
7. Except for new construction, housing designed for elderly persons, travel time, and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.

I.1. Number of Acres:

1

I.2. Total Number of Existing Units in the Project:

0

I.3. Total Number of Proposed Units in the Project:

42

I.4. Density (units/acres):

34.43

I.5. Number of Buildings:

4

I.6. Number of Stories:

2

I.7. Number of Elevators:

0

I.8. Average Unit SqFt:

756

I.9. Common Area SqFt:

1,380

I.10. Residential Manager and Staff Area SqFt:

960

I.11. Is this a rehabilitation project?

No

In what year was the building completed?

I.12. How old are the buildings on the property—date of construction.

1939 and 1960.

I.13. Are the units occupied?

Yes

Will relocation be necessary?

Yes

Explain:

One of the single-family homes on the property is occupied. The Housing Authority has initiated contact with the resident and has begun coordinating relocation efforts in partnership with Housing to Home (HTH), an experienced relocation consulting firm. The tenant is anticipated to vacate the unit by early January 2026. RHA has an executed agreement with HTH to provide relocation services for the Reno Avenue Development, and a project-specific relocation plan for Reno Avenue has been prepared by HTH. RHA has successfully partnered with HTH on prior relocation efforts at The Village at Hawk View, Silverada Manor, Stead Manor, John McGraw Court, Silver Sage Court, and Carville Court.

How long has the property been unoccupied?

A relocation plan is required if the property has not been vacant for the prior 6 months.

[Relocation Plan](#)

- 0. Reno Avenue Relocation Plan Tab.pdf
- 1. Reno Ave HOME Relocation Document Signed 12.31.25.pdf
- 2. Reno Ave - Relocation Agreement.pdf
- 3. #437 Taylor St - General Information Notice.pdf
- 4. #437 Taylor St - NOE & 90 Day Notice.pdf
- 5. Taylor St. GIN Spanish.pdf
- 6. Taylor St. 90 Day Notice _ NOE Spanish.pdf
- 7. Reno Avenue Grievance Policy.pdf
- 8. Taylor St Relocation Needs Assessment - Google Forms.pdf
- 9. Reno Ave Relocation Expenses 12-23-2025 v2.pdf
- 10. Reno Avenue Relocation Plan 12-26-25.pdf

I.14. Current zoning and Master Plan Designation

440 Reno Ave. – Multi-Family 30 units per acre (MF30) 420 Reno Ave. – Multi-Family 30 units per acre (MF30) 437 W. Taylor St. – Multi-Family 14 units per acre (MF14) 0 W. Taylor St. APN# 011-262-03 - Multi-Family 30 units per acre (MF30) 0 W. Taylor St. APN# 011-262-15 - Multi-Family 14 units per acre (MF14)

I.15. Does your project require zoning/master plan amendment(s)?

No

Has an application been submitted?

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Anticipated date(s) of completion

I.16. Provide a description of the surrounding properties. Are the buildings surrounding the property residential, commercial, etc.? Are they single level, two stories, three stories, etc.?

Adjacent and surrounding properties have been developed into residential properties to the east, west and north and a K-8 school to the south as early as 1939. The residential properties are primarily single level. The prominent properties in the neighborhood are single-family uses. There are smaller offices interspersed throughout the neighborhood, primarily in single-family homes converted for commercial uses. Other commercial and retail development is confined to major roads such as Plumb Lane, South Virginia Street, California Avenue, Mayberry Drive, and McCarran Boulevard.

I.17. How old are the surrounding buildings?

If any buildings on the site or the surrounding properties are over 50 years old, or the project is within an Historic District, you should refer to the Secretary of the Interior's [Standards for Rehabilitation Manual](#) available from the U. S. Government printing Offices or the Nevada State Historic Preservation Offices for any additional requirements that may be placed on the property/project. Include copies of communication with the State Historic Preservation Office in the Site Information Section of the application.

Any rehab of a 50-year-old building or any demo of any portion of a structure over 50 years old in Reno will need to be reviewed by the Reno Historic Resources Committee. Developer should arrange to place the project on an agenda of that committee prior to the beginning of the TRC public hearings in January.

The adjacent and surrounding properties have been developed into residential properties to the east, west and north and a school to the south as early as 1939. The developer will consult with the Nevada State Historic Preservation Officers prior to beginning construction.

I.18. Which Regional Land Designation does the proposed project lie? (See <https://www.tmrpa.org/>)

The proposed Reno Avenue Development is located on Tier 1 Land.

Documentation



Evidence of Site Control ***Required**

0. Reno Avenue Site Control Tab.pdf
1. Grant Bargain and Sale Deed - 8.26.24.pdf
2. City of Reno Letter Confirming Alley Abandonment 8.14.25.pdf
3. Recorded Alley Order of Abandonment 9.9.25.pdf

Site Plan/Renderings *Required

RHA Reno Avenue Site Plan and Renderings 12.22.25.pdf

Property Appraisal

***No files uploaded*

J. Site Impact Overview

Completed by hread@renoaha.org on 1/2/2026 12:10 PM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

J. Site Impact Overview

Please provide the following information.

Does the project have constraints regarding the following categories?

J.1. Access/Parking

No

Explain

J.2. Existing/Proposed site improvements not included in narrative

No

Explain

J.3. Design Standards

No

Explain

J.4. Environmental/Phase I:

No

Explain

Phase 1 ***Required**

***No files uploaded*

J.5. Topography and Soils

No

Explain

J.6. Lead Paint

Printed By: Julie Henderson on 1/7/2026

If built before 1978. For all rehab or new construction projects on property built before 1978, the developer must provide tenants with the following pamphlet found and disclosure forms:

[Pamphlet](#) and [Disclosure](#).

Individuals must be trained in lead-safe work practices.

Yes

Explain

The daycare center on the site was built prior to 1978. Please see the attached lead-based paint certification and Lead-Based Paint survey. We can confirm that there will be no potential impact. As noted in the Conclusion section of the Lead-Based Paint (LBP) survey for the properties, demolition may proceed under standard OSHA requirements, and no additional precautions are required.



[Lead Based Paint Certifications and Assurances Form](#) *Required

1. Lead Based Paint Certifications and Assurances.pdf
2. Lead Survey- 420 Reno Ave.pdf
3. Lead Survey- 437 W Talor St.pdf

J.7. Asbestos:

Yes

Explain

The daycare center on the site has asbestos that will be removed as part of the demolition process for the construction of Reno Avenue. Please see the attached asbestos report for more information.



Asbestos Report *Required

1. Asbestos Survey- 440 Reno Ave, Reno.pdf
2. Asbestos Survey- 420 Reno Ave.pdf
3. Asbestos Survey- 437 W Taylor St.pdf

J.8. Flood Plain Concerns

No

Explain

J.9. Relocation Required per (24 CFR 92.353):

Yes

Explain

One of the single-family homes on the property is occupied. The Housing Authority has already reached out to the resident and begun coordinating the relocation of the resident with Housing to Home, an experienced relocation

consultant. The tenant is expected to have moved out by early January 2026. RHA has a professional service agreement with HTH and have used them for previous projects. Please find attached the relocation plan. Please note the construction schedule is shown in the pro forma attached in Tab F.

 [Relocation Plan](#)

0. Reno Avenue Relocation Plan Tab.pdf
1. Reno Ave HOME Relocation Document Signed 12.31.25.pdf
2. Reno Ave - Relocation Agreement.pdf
3. #437 Taylor St - General Information Notice.pdf
4. #437 Taylor St - NOE & 90 Day Notice.pdf
5. Taylor St. GIN Spanish.pdf
6. Taylor St. 90 Day Notice _ NOE Spanish.pdf
7. Reno Avenue Grievance Policy.pdf
8. Taylor St Relocation Needs Assessment - Google Forms.pdf
9. Reno Ave Relocation Expenses 12-23-2025 v2.pdf
10. Reno Avenue Relocation Plan 12-26-25.pdf

J.10. Preliminary Title Report:

Yes

Explain

The development of Reno Avenue required an alley abandonment to finalize the site. RHA attended a City Council meeting open to the public on August 13, 2025, to request the abandonment of the 20-foot-wide alley for the development. The abandonment request was granted. Please find attached an updated preliminary title report including the alley.

 **Title report *Required**

4. Updated Reno Avenue Preliminary Title Report.PDF

J.11. Water Rights

Yes

Explain

The architect coordinated with TMWA to review the existing water infrastructure in the surrounding roadways. There are multiple water meters servicing the RHA parcels currently. These services will most likely need to be abandoned back to the main unless it is determined during design that they can provide adequate flow for domestic use and/or irrigation. New fire service lines will be necessary for the proposed buildings as well.

J.12. Location/Availability of Utilities

Yes

Explain

The architect met with NV Energy to review the existing overhead utility infrastructure and what potential measures would be needed to provide service to the surrounding parcels as well as the proposed development. NV Energy provided a preliminary sketch as a “potential” option for the routing of the electrical main line and services. Additionally, while the alleyway has been abandoned, there is currently City of Reno owned sanitary sewer and storm drain infrastructure that will require abandonment to allow for the proposed conceptual design. These utilities will be relocated within the new travel way to service the new development.

J.13. Any Other Constraints not shown above:

No

Explain

K. Environmental Review Acknowledgement

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

Completed by hlopez@renoha.org on 1/2/2026 12:18 PM

K. Environmental Review Acknowledgement

Please provide the following information.

- Applicant understands and acknowledges that the environmental effects of each activity/project carried out with WCHC federal and state HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58.
- Applicant understands and acknowledges that the Washoe County HOME Consortium staff has the responsibility for the environmental review, decision-making, and action for each activity/project that it carries out with HOME funds in accordance with the requirements imposed on a recipient under 24 CFR part 58.
- Applicant understands and acknowledges that completion of the environmental review process is mandatory BEFORE taking any physical action on a site or making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair, or construction activities. "Non-HUD funds" means any Federal, state, local, private, or other funds.
- Applicant understands and acknowledges that HOME funds may not be used to reimburse a non-governmental entity for project-related costs incurred after the entity has submitted/or intends to submit an application for HOME funds and before approval by HUD (or the state in the case of state recipients) of the Request for Release of Funds and Certification except for activities that are exempt or are excluded and not subject to the laws in §58.5 and for certain relocation costs. A non-governmental entity (subrecipients, contractors, owners, and developers) must not take actions that would have an adverse impact or limit the choice of reasonable alternatives on projects.
- Applicant further understands and acknowledges that undertaking any of the mentioned activities will jeopardize WCHC funding and may result in any funding that was awarded being rescinded.
- Applicant understands and acknowledges that if Applicant is allocated funding the Environmental Assessment packet on the following page must be completed and returned by the applicant to the WCHC within two months of receiving confirmation of HOME funding.

Signature of Executive Director or Authorized Official

Hilary Lopez

Electronically signed by hlopez@renoha.org on 1/2/2026 12:18 PM

Printed By: Julie Henderson on 1/7/2026

Documentation

Communication with Historic Resources Committee and State Historic Preservation Office (SHPO)

***No files uploaded*

L. Unit Information

Completed by hread@renoaha.org on 1/2/2026 12:11 PM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

L. Unit Information

Please provide the following information.

In all applications for rental developments with five or more HOME units, more than half (51% or more) of the total number of HOME units shall be affordable and serve households at or below 50 percent of the area median income. For group homes, a minimum of three beds shall be provided per project, which shall serve households at or below 30 percent of the area median income. If the project contains units with different numbers of bedrooms, there should be at least a 30% unit of each bedroom type (for example, with a mix of one, two and three bedrooms, at least one 1-bedroom at 30%, one 2-bedroom at 30%, and one 3-bedroom at 30%). The exact mix of the WCHC units, whether fixed or floating and bedroom sizes, will be determined by the WCHC staff in coordination with the developer.

L.1. Will the project meet the required 50% AMI majority unit mix?

Yes

Explain:

L.2. Indicate preference (WCHC will make final determination)

Floating Units

Explain choice of fixed or floating units

Floating units provide more flexibility to the management to maintain full occupancy.

L.3. Although the exact mix of the WCHC units, whether fixed or floating and bedroom sizes, will be determined by the WCHC staff in coordination with the developer, please indicate the planned unit mix below.

Project Units

Number of Bedrooms	Unit Size -SqFt	Number of AHMLP Units	Gross Rents per Unit	Proposed Utility Allowances	Percent of AMI Targeted
1	630	2	\$1,036.00	\$60.00	50.00%
1	630	16	\$1,036.00	\$60.00	50.00%
2	850	3	\$746.00	\$77.00	30.00%
2	850	19	\$746.00	\$77.00	30.00%
2	850	2	\$1,243.00	\$77.00	50.00%
8			Note that Gross Rent includes the Utility Allowances	Pursuant to the HOME Rule, as of 08/23/2013, the Reno Housing Authority	

				allowance is not permitted)	
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HOME Units

Number of Bedrooms	Unit Size -SqFt	Number of AHMLP Units	Gross Rents per Unit	Proposed Utility Allowances	Percent of AMI Targeted
1	630	2	\$1,036.00	\$60.00	50.00%
2	850	3	\$746.00	\$77.00	30.00%
3			Note that Gross Rent includes the Utility Allowances	Pursuant to the HOME Rule, as of 08/23/2013, the Reno Housing Authority allowance is not permitted)	

M. Development Team

Completed by hread@renoaha.org on 1/2/2026 12:12 PM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

M. Development Team

Please provide the following information.

APPLICANTS CURRENTLY RECEIVING WCHC HOME/CDBG/AHTF FUNDS FOR ANY PROJECT/PROGRAM, WHO ARE ALSO APPLYING FOR CURRENT YEAR AHMLP FUNDS, MUST BE IN COMPLIANCE WITH ALL TERMS OF CURRENT AGREEMENT(S) AND MUST NOT HAVE ANY OUTSTANDING AUDIT FINDINGS, MONITORING FINDINGS, OR CONCERNS AS DETERMINED BY THE CONSORTIUM.

M.1. Does the applicant currently have outstanding findings/concerns?

No

Describe current audit findings or monitoring findings and/or concerns and how they are being addressed.

M.2. Describe the experience of the applicant(s) in successful development of low-income housing (names, addresses, and nature of low-income projects). If the applicant is a CHDO, indicate which projects were CHDO set-aside eligible projects and describe the role/activities played by the CHDO in the development process.

Formed in 1943, the Housing Authority of the City of Reno ("RHA") has been the Public Housing Authority for the City of Sparks, Reno, and Washoe County. RHA has purchased, commissioned, developed, and maintained a variety of public projects helping people afford to live in Northern Nevada, making it the largest affordable housing provider in Washoe County. In addition to owning, maintaining, and managing public housing and other affordable multifamily developments for thousands of local families, RHA operates the Housing Choice Voucher Program, including specialty vouchers, for approximately 3,200 local households. RHA is one of the original 39 public housing agencies in the country selected to participate in the U.S. Department of Housing and Urban Development's (HUD) Moving to Work (MTW) demonstration program. MTW status allows RHA to implement innovative, locally designed strategies to better serve residents and manage housing programs more effectively. Through its services, the RHA aims to provide fair, sustainable, quality housing in diverse neighborhoods throughout Reno, Sparks and Washoe County that offers a stable foundation for low-income families to pursue economic opportunities, become self-sufficient and improve quality of life. RHA has also successfully utilized a range of funding sources, including federal, state, and local funds, Low-Income Housing Tax Credits (LIHTC), and private philanthropy to bring new units online and preserve existing stock. Recent RHA new construction or rehabilitation projects include: • Willie J. Wynn Apartments – 44-unit elderly housing with 12 units designated for homeless seniors, financed with 9% LIHTC equity, NHTF funds, Washoe County HOME funds, and FHLB SF AHP funds. Completed in 2020. • Dick Scott Manor – 12-unit supportive housing for veterans experiencing or at risk of homelessness, financed with HMNI funds, City of Reno ARPA-State and Local Fiscal Recovery Funds, and a private grant from the Home Depot Foundation. Completed in August 2024. • Railyard Flats – 15-unit affordable family housing, financed with HMNI funds, Washoe County HOME-ARP funds, and RHA Moving to Work (MTW) Block Grant and Business Activity funds. Completed in December 2024. • The Village at Hawk View – 199-unit affordable housing community (redeveloped from a 100-unit public housing complex), financed with HMNI funds, 4% LIHTC equity, tax-exempt bonds, Washoe County HOME funds, AHP funds, and RHA Moving to Work (MTW) Block Grant and Business Activity funds. Currently under construction, to begin leasing in 2027. • Silverada Manor Rehabilitation – rehabilitation of a 150-unit public housing complex, financed with HMNI funds, 4% LIHTC equity, tax-

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exempt bonds, and RHA Moving to Work (MTW) Block Grant and Business Activity funds. • Stead Manor Rehabilitation – rehabilitation of a 68-unit public housing complex financed with HMNI funds and Public Housing Capital Funds. • Silver Sage Court Rehabilitation – rehabilitation of a 16-unit affordable housing complex for seniors financed with HMNI funds and Washoe County HOME funds. Completed in July 2025. • John McGraw Court Rehabilitation – rehabilitation of a 34-unit public housing complex financed with HMNI funds and Public Housing Capital Funds. Completed in October 2025. Please see the resumes attached in the development team section for more detail on RHA’s experience in developing low-income housing.

M.3. Describe any default, disposition of or status of default, foreclosure, or findings of non-compliance for any projects.

Not applicable.

M.4. Developer Name

Housing Authority of the City of Reno.

M.5. Partnership Name

Not applicable.

M.6. Clearly identify all individuals and corporate members holding more than 5% ownership or financial interest and their anticipated return on investment or other payment terms. If the partnership is composed of other partnerships (LLCs, LPs, etc.) the individual and corporate members of those entities must also be identified.

Submit one copy of the most recent financials for each member of the development organization and/or each member of the partnership(s) at the time of application submission.

Development Team *Required

1. RHA Resumes 12.17.25.pdf
2. Praxis Consulting Qualifications 2025.pdf
3. JKAE Resume 2025.pdf
0. Reno Avenue Development Team Qualifications Tab.pdf

Development Team Financials *Required

2. Reno-HA-Financial-Statement-FY24.pdf

M.7. A CHDO applicant for WCHC CHDO-eligible set aside funding in partnership with another entity--LLC, LP, or other legal entity-- must clearly demonstrate in all of their agreements that the CHDO is the managing general partner and the member with at least fifty-one percent (51%) of the voting majority over the use of WCHC funds. Provide a copy of the agreement(s) which clearly stipulates this requirement.

CHDOs must demonstrate the capacity of their key staff to carry out the AHMLP assisted activities they are planning. This means that CHDOs must have experienced key staff that have successfully completed projects similar to those proposed by the CHDO.

Please list the names of key CHDO staff members, title, and the roles and activities in which they have been involved showing experience with similar projects and what activities they will undertake for this project.

Contractor-If known, please list all contractors and subcontractors involved in the development/construction project:

Name	Address	Role/Trade	Business Type
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M.8. If known, describe the general contractor’s experience in successful development of housing projects. Provide names, addresses, etc. for both market rate and low-income projects. Specifically identify projects that are low-income projects.

The Housing Authority of the City of Reno will procure a qualified and experienced general contractor through a competitive solicitation process, in compliance with all applicable procurement regulations and HUD requirements. The selected contractor, along with all subcontractors, will be required to carry appropriate levels of insurance and meet the bonding, indemnity, and liability requirements outlined in the Request for Proposals (RFP). These standards are in place to ensure the financial and operational integrity of all construction partners and to protect the lasting interests of the development.

Identity of Interest/Business Associations

M.9. Does an identity of interest or business association exist between the Applicant, Applicant’s Board, Developer, Developer’s Board or Owner, Owner’s Board and/or any other member of the development team? If members of the development team are related or associated in any way, please indicate the nature of the relationship (Examples: family relationships; acting as a director, officer or owning stock in corporations; being partners (general or limited) or principals in a partnership; members in a limited liability company; or managing, advising, or directing other corporate or business entities; employer/employee relationship, etc.).

No

Describe the level of participation and/or relationship of each.

Name	Relationship	Level of Participation
------	--------------	------------------------

M.10. Do any members of the development team have any direct or indirect financial or other interest with any of the other project team members (including owners’ interest in the construction company or subcontractors used, management companies, etc.)?

No

Describe the level of participation and/or relationship of each.

Name	Relationship	Level of Participation
------	--------------	------------------------

Debarment/Suspension Checklist

No members of the development team, contractors, subcontractors, etc. that have been suspended or debarred under HOME or any other federal funding program may be used when working on a WCHC AHMLP development/program. All applicants and their contractors must verify eligibility before contracting with any party. Check for suspension or debarment at SAM.GOV .

Individual Name or Business Name	Address	Debarred/Suspended	Date of Verification
Housing Authority of the	1525 E 9th St, Reno, NV	No	12/11/2025

City of Reno	89512		
Praxis Consulting Group LLC	888 W 2nd Street, Reno, NV 89503	No	12/11/2025
JKAE	777 S Center St Suite 104, Reno, NV 89501	No	12/11/2025

Documentation

Consultant Agreement Scope of Work

3. Consultant Agreement Praxis Proposal - Reno Ave Signed.pdf

CHDO Staff Training Plan

***No files uploaded*

Partnership Agreements/documents/MOU, outlining roles and responsibilities of each member and the nature and timing of their contributions

4. Reno Avenue Partnership Agreements.pdf
 Reno Avenue Partnership Agreements Tab.pdf

Debarment Verifications-Print and provide copy(ies) of the website page that shows that the members of the development team have been researched for suspension or debarment.

1. RHA Debarment Verification 12.11.25.pdf
 2. Praxis Debarment Verification 12.11.25.pdf
 3. JKAE Debarment Verification 12.11.25.pdf

N. Affirmative Marketing Plan

Completed by hlopez@renoha.org on 1/2/2026 12:18 PM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

N. Affirmative Marketing Plan

Please provide the following information.

WCHC Affirmative Fair Housing Marketing Plan Acknowledgement

STATEMENT OF POLICY

The Washoe County HOME Consortium (WCHC), consisting of the City of Reno, the City of Sparks, and Washoe County, in accordance with the regulations of the HOME Investment Partnership (HOME) Program (24 CFR 92.3510), has established this "Affirmative Fair Housing Marketing Plan" to ensure that the consortium and all entities to whom they have allocated HOME funds employ a marketing plan that promotes fair housing and ensures outreach to all potentially eligible households, especially those least likely to apply for assistance.

The WCHC's policy is to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status (persons with children under 18 years of age, including pregnant women), or disability. The procedures followed are intended to further the objectives of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and Executive Order 11063, which prohibits discrimination in the sale, leasing, rent and other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

PROCEDURES

Although the HOME Final Rule regarding the development and adoption of affirmative marketing procedures and requirements apply to rental and homebuyer projects containing five or more HOME-assisted units, regardless of the specific activity the funds finance (e.g., acquisition, rehabilitation, and/or new construction), the WCHC will apply their affirmative marketing procedures to all programs funded by the WCHC, such as tenant-based rental assistance, owner-occupied rehab, and down payment assistance only programs.

The WCHC is committed to the goals of affirmative marketing that will be implemented through the following procedures:

- A. Providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of any client, customer, or resident of any community;
- B. Keeping informed about fair housing laws and practices;
- C. Informing clients and customers about their rights and responsibilities under the fair housing laws by providing verbal and written information;
- D. Evaluating the effectiveness and compliance of all marketing as it relates to fair housing;
- E. Including the Equal Opportunity logo or slogan, and where applicable the accessibility logotype, in all ads, brochures, and written communications to owners and potential tenants;
- F. Displaying the HUD's fair housing posters (at a minimum, English, and Spanish versions) in rental offices or other appropriate locations;
- G. Soliciting applications for vacant units from persons in the housing market who are least likely to apply for

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- assistance without the benefit of special out-reach efforts; working with the local public housing authority and other service and housing agencies to distribute information to a wide and diversified population;
- H. Maintaining documentation of all marketing efforts (such as copies of newspaper ads, memos of phone calls, copies of letters).
 - I. Maintaining a record of applicants for vacant units with a general profile of the applicant, how the applicant learned of the vacancy, the outcome of the application, and if rejected, why; maintaining this record for two years or through one compliance audit, whichever is the shorter period of time.
 - J. Where changing demographics present challenges when marketing to an eligible population that is limited English proficient (LEP), WCHC and its funded entities, striving to:
 - o Translate its marketing material to serve this population
 - o Hire bi-lingual employees or have quick access to interpreters/translators
 - o Work with the language minority-owned print media, radio, and television stations
 - o Partner with faith-based and community organizations that serve newly arrived immigrants, and
 - o Conduct marketing activities at adult-education training centers or during “English as a Second Language” classes.
 - K. Requiring all applicants for WCHC funds to sign, submit, and adhere to the policies included in the certifications relating to fair housing required in applications packets, including but not limited to attachments A, B, and C of this policy.

ASSESSMENT

In conjunction with the annual on-site compliance reviews, the WCHC will:

- A. Review and evaluate records of affirmative marketing efforts (advertisements, flyers, and electronic media spots, etc.);
- B. Evaluate outcomes and effectiveness of marketing efforts and make changes where needed.
- C. Evaluate whether good faith efforts have attracted a diversified cross-section of the eligible population.

CORRECTIVE ACTIONS

Failure to meet affirmative marketing requirements will result in the following corrective actions:

- A. For failure to comply, WCHC will set a probationary period for compliance, not to exceed six months, during which time the WCHC will provide more specific guidelines for compliance.
- B. Further failure to comply with the affirmative marketing requirements may result in the withdrawal of HOME funds.
- C. Further failure to take appropriate actions to correct discrepancies in affirmative marketing programs may result in steps to recover all invested HOME funds.

By signing below, we acknowledge the WCHC Affirmative Marketing Plan Requirements:

Authorized Representative Signature

Hilary Lopez

Electronically signed by hlopez@renoha.org on 1/2/2026 12:18 PM

Authorized Representative Name and Title

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Documentation

 Please download [Form HUD 935.2A](#)-Affirmative Fair Housing Marketing Plan (AFHMP) – Multifamily Housing and upload the completed document.

Reno Avenue Executed AFHMP 12.18.25.pdf

O. Minority & Women Owned Businesses

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

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O. Minority & Women Owned Businesses

Please provide the following information.

O.1. Is the Applicant a Minority & Woman Owned Business?

No

All applicants receiving WCHC HOME funds must take all necessary affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps provided in 24 CFR 85.36(e) include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and,
6. Requiring that the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1-5 above.

Provide documentation/description (such as contact lists, meetings) of applicants attempts/plans to solicit small minority and/or women's business enterprises and complete the [Minority/Women's Business Enterprise Certifications and Assurances Form](#)

Provide documentation/description (such as contact lists, meetings) of applicants attempts/plans to solicit small minority and/or women's business enterprises here.

Minority & Women Owned Business Documentation *Required

***No files uploaded*

Minority/Women's Business Enterprise Certifications and Assurances form. *Required

1. Executed Minority & Women Owned Business Certification 12.15.25.pdf
2. Reno Avenue MBW WBE Owned Business Plan.pdf

Please complete the following document and upload the completed form:

[Minority/Women's Business Enterprise Certifications and Assurances Form](#)

Minority/Women's Business Enterprise Certifications and Assurances form. *Required

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1. Executed Minority & Women Owned Business Certification 12.15.25.pdf
2. Reno Avenue MBW WBE Owned Business Plan.pdf

P. Conflict of Interest Certification

Completed by hlopez@renoha.org on 1/2/2026 12:19 PM

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

P. Conflict of Interest Certification

Please provide the following information.

Applicant certifies that Applicant understands and will adhere to the conflict-of-interest provisions in 24 CFR parts 84, 85 and 92.356 as they relate to HOME funding recipients.

Applicant certifies that Applicant understands and adheres to the conflict-of-interest provisions for the procurement of goods and services by HOME recipients as required by 24 CFR parts 84 and 85, and that no exceptions may be made to these provisions. [CPD Notice 98-09, II. (Superseding CPD Notice 93-06).

Applicant further certifies that in accordance with 24 CFR 92.356 (HOME Final Rule) Applicant understands that no employee, agent, consultant, officer, elected official, or appointed official, or any person who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities of a Participating Jurisdiction, State Recipient, or Subrecipient; or an owner, developer or sponsor of a HOME assisted project or an officer, employee, agent or elected or appointed official or consultant of the owner, developer or sponsor whether private, for-profit or nonprofit (including a CHDO when acting as an owner, developer or sponsor of housing) receiving HOME funds may obtain a financial interest or unit benefits from a HOME assisted activity, either for themselves or those with whom they have immediate family or business ties, during their tenure or for one year thereafter. This prohibition includes the following:

- Any interest in any contract, subcontract, or agreement with respect to a HOME assisted project or program administered by the applicant, or the proceeds thereunder; or
- Any unit benefits or financial assistance associated with HOME projects or programs administered by the applicant, including:
 - Occupancy of a rental housing unit in a HOME assisted rental project;
 - Receipt of HOME tenant-based rental assistance;
 - Purchase or occupancy of a HOME buyer unit in a HOME assisted project;
 - Receipt of HOME homebuyer acquisition assistance; or
 - Receipt of HOME owner-occupied rehabilitation assistance; or
 - Receipt of HOME Supportive Services; or
 - Receipt of HOME Nonprofit Capacity Building; or
 - Receipt of HOME Nonprofit Operating.

Applicant understands that this prohibition does not apply to an employee or agent of the applicant who occupies a HOME assisted unit as the on-site project manager or maintenance worker.

In addition, Applicant certifies that no member of Congress of the United States, official or employee of HUD, or official or employee of the Washoe County HOME Consortium shall be permitted to receive or share any financial or unit benefits arising from the HOME assisted project or program.

Applicant certifies that prior to the implementation of the HOME assisted activity exceptions to these provisions may be requested by the applicant in writing to the WCHC. If an exception is requested, the applicant certifies that it will demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all

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parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The applicant understands that the WCHC may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, 85.36 and 84.42, as they apply.

Authorized Representative Signature

Hilary Lopez

Electronically signed by hlopez@renoha.org on 1/2/2026 12:19 PM

Authorized Representative Name and Title

Hilary Lopez, Ph.D.

Q. Section 3 Information

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Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

Q. Section 3 Information

Please provide the following information.

WCHC Section 3 Plan Information

Projects receiving over \$200,000 in AHMLP funds must make their best efforts to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the Section 3 covered project. Additionally, any contract or sub-contract of \$100,000 or more for each project must make best efforts to comply with Section 3.

The following goals will be incorporated into all funding contracts:

1. Employment: 30% of the aggregate number of new hires during a one-year period for all applicable projects should be Section 3 residents. New hires are defined as full-time employees for permanent, temporary, or seasonal employment opportunities. A new hire would be a person who is not on the payroll at the time of receipt of the funding award or contract and would include any employees who were laid off and rehired. Example: A construction contractor hires 10 new workers. Three of the new workers should be Section 3 residents.
2. Contracting: (a) At least 10% of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, construction, and other public construction (infrastructure) with federal funds; and (b) At least 3% of the total dollar amount of all other covered Section 3 contracts to Section 3 business concerns. The WCHC will review Section 3 Utilization Plans prior to the initiation of construction.

Each developer, recipient, and contractor preparing to undertake work pursuant to a Section 3 covered contract directly with the Washoe County HOME Consortium shall develop and implement a detailed Section 3 Utilization Plan, which shall:

- Set forth the approximate number and dollar value of all contracts proposed to be awarded to all businesses within each category (type or profession) over the duration of the Section 3 covered project;
- If known, the estimated number of current and new employees provided work through the contract and their positions; and
- Outline the anticipated program/process to be used to achieve the Section 3 numerical goals for the project. This program/process should include but not be limited to the following actions:
 1. Insertion in the bid documents, if any, of the Section 3 Utilization Plan of the applicant, recipient, contractor, or subcontractor letting the contract;
 2. Insertion of the Section 3 Clause in all contracting/bid documents;
 3. Identification within the bid documents, if any, of the applicable Section 3 project area;
 4. Identification of signage, outreach efforts, etc. that will be used to recruit Section 3 business concerns and residents;
 5. Identification of the Section 3 Coordinator for the project; and
 6. Ensuring that the appropriate Section 3 residents and business concerns are notified of pending

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contractual opportunities either personally or through other determined methods.

It is expected that any known contractors or subcontractors also working on the project will be consulted prior to submitting a plan to the Washoe County HOME Consortium.

The Section 3 Utilization Plan shall be submitted in Section 3 of the application. The Washoe County HOME Consortium will review the plan and either approve it, conditionally approve it, with suggested modifications or disapprove the plan. The WCHC will not issue a firm commitment to the Developer/Contractor until a Section 3 Plan has been approved.

Please identify the Project Section 3 Coordinator responsible for determining the eligible businesses and employees and meeting the responsibilities of Section 3 and the Section 3 Plan of the WCHC:

Contact Person Name

Amber Salcido

Business Organization Name

Housing Authority of the City of Reno

Phone Number

(775) 329-3630

Email

Section3@renoha.org

Section 3 Clause

- A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of 24 CFR 92 - HOME Investment Partnership Program § 92.350 and § 92.508 referencing Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the Section 3 covered project.
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR part 135. The contractor will not subcontract

with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractor and subcontractors, its successors, and assigns to those actions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

Authorized Representative Signature

Hilary Lopez

Electronically signed by hlopez@renoha.org on 1/2/2026 12:19 PM

Authorized Representative Title

Hilary Lopez, Ph.D.

Documentation



Section 3 Utilization Plan *Required

1. RHA Section 3 Utilization Plan.pdf
2. Section 3 & WBE.pdf

Assurances and Certifications

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Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

Assurances and Certifications

Once an application is submitted, it can only be "Re-opened" by an Administrator.

ASSURANCES

The applicant assures that:

- All activities will be conducted in compliance with Titles I and II of the Cranston-Gonzales National Affordable Housing Act, as applicable;
- The Applicant will minimize displacement as a result of activities assisted with Affordable Housing Municipal Loan Program resources and assist persons displaced as a result of such activities in accordance with the local relocation and anti-displacement policy.
- If funded, all expenditure of funds will be for the purpose stated in the proposal;
- Any funds received under this program will be used as stated in the approved budget;
- Agency will keep complete and accurate records, specifically certain demographic information on homeowners, tenants, or clients. It will provide such information to the City of Reno for fiscal and programmatic evaluation purposes as may be required under the federal funding regulations;
- Agency is a non-profit, 501 (c)(3) organization (as defined by law or regulation) at the time of application;
- Funds will not be used to supplant or replace other federal, state or local funds;
- Agency has sufficient funds budgeted to adequately carry out the proposed project, and can provide evidence of such funds, upon request; and
- The Applicant will actively market all housing units and services funded through the Affordable Housing Municipal Loan Program in an on-going manner.
- Agency will adhere to all federal, state and local regulations, laws and ordinances in the implementation of all of

its programs.

Environmental Review Requirement

AGENCY UNDERSTANDS THAT UPON SUBMISSION OF AN APPLICATION, ANY AND ALL ACTIVITIES THAT PERTAIN TO THE PROJECT MUST CEASE IMMEDIATELY UNTIL ENVIRONMENTAL CLEARANCE HAS BEEN GIVEN. (24 CFR PART 58:22) THIS INCLUDES ACQUISITION OF PROPERTY.

In accordance with the Federal Regulations found at 24 CFR 58:22, an Environmental Review must be completed before the start of any project using federal funds. This Environmental Review will be prepared by Community Development & Planning staff with the cooperation and assistance of the agency.

Please note that depending on the extent of the project, the agency may be required to complete a Phase I Environmental Review independently of Community Development & Planning. Community Development & Planning staff will inform the agency if that is necessary. If so, the agency must submit a copy of the completed review to Community Development & Planning prior to the beginning of work on the project.

The Applicant agrees that the WCHC will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities whatsoever nature or kind (including, but not limited to attorney's fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgment, any loss from judgment from the Internal Revenue Service) directly and indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of such allocation request.

The Applicant is prepared and has the authority within its charter, by-laws, or through statutory regulations to enter into a contractual agreement with the Washoe County HOME Consortium (WCHC) for acceptance and use of Affordable Housing Municipal Loan Program funding and makes this application and certification with full cognizance of its governing body.

The undersigned hereby agrees and allows the release of any and all information submitted to the WCHC in regard to the representations made within this Application. Such information may include credit history and ratings verifications, confirmation of involvement in past development, and all other information as may be required by the WCHC. This information will be used solely by the WCHC to aid in making a determination as to the awarding of Affordable Housing Municipal Loan Program funds to the Applicant and will not be disclosed outside the WCHC except as required and permitted under law.

The Applicant acknowledges that receipt of funds, will require compliance with the Build America, Buy America (BABA) Act.

Organization Name

Housing Authority of the City of Reno

Name of Authorized Representative

Hilary Lopez, Ph.D.

Title of Authorized Representative

Executive Director

Signature of Authorized Representative

Hilary Lopez

Electronically signed by hlopez@renoha.org on 1/2/2026 12:22 PM

IDIS Setup

No data saved

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

IDIS Setup

Please provide the following information.

Choose the appropriate option

Name of Person Completing the form

Phone Number of person completing the form

A. General Information

A.1. Name of Participant

A.2. IDIS Activity ID Number:

A.3. Activity Name

SETUP ACTIVITY

B. Objective and Outcome

B.1. Objective: Choose code

B.2. Outcome: Choose code

C. Special Characteristics

C.1. Activity Location: Check any that apply

(1) CDBG strategy area

(2) Local target area

- (3) Presidentially declared major disaster area
- (4) Historic preservation area
- (5) Brownfield redevelopment area
- (6) Conversion of non-residential to residential use
- (7) Colonia (For AZ, CA, NM, TX,)

C.2. Faith-Based Organization Will this activity be carried out by a faith-based organization?

D. Activity Information

D.1. Homeowner's Name

D.2. Street

D.3. City

D.4. State

D.5. Zip Code

D.6. County Code

Activity Estimates

D.7. HOME Units

D.8. HOME Cost

\$0.00

D.9. Multi-Address?

D.10. Loan Guarantee?

E. Contractor-For multi-address activities only

E.1. Contractor Type: Choose code

E.2. Contractor's Name

E.3. Contractor's Street Address

E.4. City

E.5. State

E.6. Zip Code

Complete Homeowner Rehab Activity

1. Property Type: Choose code

2. Complete Units

2.a. Total number

2.b. HOME-Assisted Units

F. Units

F.1. Of the Units Completed; the number:

	Total	HOME-Assisted
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G. Property Address

If this is a multi-address activity, make copies of this page so that cost and beneficiary information is reported for each address – sections G, H and I.

G.1. Homeowner's Name (optional)

G.2. Homeowner's Street

G.3. City

G.4. State

G.5. Zip Code

G.6. County Code

H. Costs

Value after rehab

\$0.00

H.1. HOME Funds-Including PI

Totals	
	\$0.00

H.2. Public Funds

Totals	
	\$0.00

H.3. Private Funds

Totals	
	\$0.00

H.4. Activity Total or Total This Address

\$0.00

I. Beneficiaries Use codes indicated below.

Unit #	# of Bdrms	Occupant	% Med	Hispanic	Race	Size	Type	Assistance Type	Total Monthly Rent
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FHA Insured

Lead Paint-Applicable Lead Paint Requirement

Lead Paint-Lead hazard Remediation Actions

Admin Documents

No data saved

Case Id: 30167

Name: Reno Avenue Project - 2026

Address: 440 Reno Avenue, Reno, NV 89509--2036

Admin Documents

Please provide the following information.

Documentation

[HUD-Form A230A-Additional Classification](#)

**No files uploaded

[HUD-Form A230A Instructions](#)

**No files uploaded

[HUD-Rental Completion Report](#)

**No files uploaded

[HUD-1516 MBE WBE](#)

**No files uploaded

Authority to Use Grant Funds (AUGF)

**No files uploaded

Declaration of Restrictive Covenants (Executed)

**No files uploaded

Deed of Trust (Executed)

**No files uploaded

Environmental Review

**No files uploaded

Finding of No Significant Impact (FONSI)

**No files uploaded

Loan Agreement (Executed)

***No files uploaded*

Promissory Note for HOME loan(s) (Executed)

***No files uploaded*

Request for Release of Funds (RROF)

***No files uploaded*

[Section 3 Form](#)

***No files uploaded*

MBE WBE Report [HUD Form 2516](#)

***No files uploaded*

Construction Budget

***No files uploaded*

Construction Contract(s)

***No files uploaded*

Construction Schedule

***No files uploaded*

Construction Updates

***No files uploaded*

Copy of Performance & Payment Bond

***No files uploaded*

Washoe County HOME Consortium 1st Public Hearing February 10, 2026



Washoe County HOME Consortium
City of Reno • City of Sparks • Washoe County



DO NOT USE

Washington County HOME Consortium Estimated Funding

2026/2027	
Federal HOME Allocation available for AHMLP (estimated)	\$2,381,865
CHDO Rollover (2023)	\$244,149
Total:	\$2,626,014
Nevada State HOME Allocation (estimated):	\$279,000
Program Income (estimated):	\$654,000
Total Estimated for Development Projects:	\$3,559,014
Min. CHDO set aside (FY25 & FY26):	\$412,746
Nevada Affordable Housing Trust Funds (estimated):	\$768,045

ARCHIVE - DO NOT USE



ARCHIVE - DO NOT USE

Rental Assistance Program

City of Reno	Rental & Deposit Assistance	\$768,045 or full amount allocated by State
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-  Rental & security deposit assistance
-  For Washoe County residents (≤60% AMI)
-  Nevada residency required (2+ years)
-  Rental unit inspection required
-  Financial hardship documentation required





New Construction Applications

Projects	Requested HOME Funds
Summit Heights Senior Apartments	\$1,000,000
The Reserve at Sparks	\$1,417,298
Summit Ridge Apartments	\$1,200,000
Total requested:	\$3,617,298
Estimated amount available:	\$3,559,014
Overage:	\$58,284

ARCHIVE DO NOT USE

ARCHIVE DO NOT USE

Discussion



Project Comparison

ARCHIVE - DO NOT USE

	Summit Heights	The Reserve at Sparks	Reno Avenue Project
Total Request	\$1,000,000	1,417,298	\$1,200,000
Total Units	70 (Studios & 1-BR)	40 (All 1-BR)	42 (1 and 2 BR units)
Total Estimated Project Cost	\$25,114,196	\$15,196,235	\$18,430,531
# of HOME Units & Composition	5 4 one-BR@30% and 1 Studio@50%	6 3 one-BR@50% and 3 one-BR@50%	5 2 one-BR@50% and 3 two-BR@30%
All Units Composition	10@30%; 31@50%; 29@60%	At or below 60% 34@60%	22@30% 20@50%
Affordability Period	50 Years	50 Years	50 Years
Loan Terms	Soft note, payable out of residual cash flow, set at 1% simple interest, beginning in year 16, amortizing over a 40-year period.	Loan to be amortized over the length of the affordability period. 3% interest with equal monthly payments, not to exceed 25% of cash flow.	RHA plans to begin repayments in Year 1 subject to available cash flow, with 1% interest.
Site Control	Yes	Yes	Yes
Projected Construction Start Date	4/1/2026	5/1/2027	4/1/2027
Projected Project Completion Date	9/1/2027	1/1/2028	9/1/2028
Funding Priorities Met	Level 1: AMI. One or more green components have been met. Level 2: Accessible and will have a 50-year affordability period.	Level 1: Will provide supportive services as defined in NRS 319.600, and will contain green elements. Level 2: 50-year affordability period.	Level 1: Avg rent is at or below 40%. Project contains one or more green components. Level 2: Accessible and near public transportation options, within a half a mile. 50 years of affordability.
Will Project Move Forward if not Funded in full?	No	Yes	No
Maximum HOME Subsidy	No*	No*	No*
Property Management Company	Weststates	NNCH (Themselves)	RHA (Themselves)



THANK YOU

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