

# Program Overview

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**Case Id:** 30161  
**Name:** TEST - 2026  
**Address:** \*No Address Assigned

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## Program Overview

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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](mailto: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](mailto: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
- 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
- Late Spring/early Summer 2026: Anticipated timeline for the Truckee Meadows Regional Planning Governing Board

*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**
- B. The jurisdiction informs the state recipient, subrecipients, contractor, owner, or developer that all work on the**

## 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, rehab
- Homebuyer activities: AHMLP funds may finance the acquisition and/or rehabilitation or new construction of hc
- 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 b
- 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 b
- For group homes, a minimum of three beds shall be provided per project, which shall serve households at or bel

## 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

No data saved

Case Id: 30161

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Address: \*No Address Assigned

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### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

A.1. Organization Name

A.2. Address

A.3. Federal ID No:

A.4. Type of Organization (No selections made)

Community Based Non-Profit

Public Entity

Other Private Non-Profit Entity

Other

#### AUTHORIZED REPRESENTATIVE INFORMATION

A.5. Authorized Representative Name

A.6. Authorized Representative Title

A.7. Phone Number

A.8. Email

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### Documentation

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[Applicant Certification Form](#) \*Required

\*\*No files uploaded

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

\*\*No files uploaded

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

\*\*No files uploaded

Organization Chart \*Required

\*\*No files uploaded

[CHDO Certification](#)-Certification of CHDO Set-Aside Eligible Project

\*\*No files uploaded

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## B. Project Overview

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### B. Project Overview

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Please provide the following information.

#### B.1. Project Name

#### B.2. Project Address

#### B.3. Is the project located in one of the following areas? (No selections made)

Unincorporated Washoe County

Reno City Limits

Sparks City Limits

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

#### B.5. Project Construction Start Date

#### B.6. Project Construction Completion Date

#### B.7. Estimated Total Project Cost

\$0.00

#### B.8. Current WCHC Funds Requested

\$0.00

#### 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? (No selections made)

No

Yes

#### B.11. Target Area Medium Income-AMI %

0.00%

#### Project Developer Team Information

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**B.12. Developer Name**

**B.13. Developer Address**

**B.14. Phone Number**

**B.15. Email**

**B.16. Tax ID Number**

**B.17. Duns Number**

**B.18. CCR Number**

**B.19. Developer Consultant Name**

**B.20. Investor**

**B.21. General Contractor Name**

**B.22. Property Management Company**

**B.23. LLC Name/LP Name**

**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

**B.25. Are there existing structures on the property? (No selections made)**

No  
Yes

**B.26. What is the current form of site control for the property? (No selections made)**

Own Site-Fee Simple  
Option To Long Term Lease  
Option to Purchase  
Other  
No Site Control  
Executed Long Term Ground Lease

**Units**

**B.27. Total Proposed Units**

**B.28. Number of New Units**

**B.29. Number of Existing Units**

**B.30. Number of Proposed WCHC assisted Units**

**B.31. Number of Market Rate Units**

**B.32. Number of Other Assisted Units**

## C. Project Narrative

No data saved

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### C. Project Narrative

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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.**

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

**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).**

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

**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.**

**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.**

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

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

**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.

**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.

**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.

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.

**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.

**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.

**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.

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## Documentation

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**Community Letters of Support**

*\*\*No files uploaded*

**Market Study**

*\*\*No files uploaded*

**Neighborhood Notification Letters**

*\*\*No files uploaded*

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

*\*\*No files uploaded*

## D. Scope of Work

No data saved

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### D. Scope of Work

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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

## E. Development Timetable

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### E. Development Timetable

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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

E.2. Zoning Approval

E.3. Tax Abatement

Construction Financing

E.4. Loan Application

E.5. Conditional Commitment

E.6. Closing and Disbursement

Other Financing

E.7. Type and Source

E.8. Application

E.9. Closing or Award

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## **Equity Syndication**

**E.10. Letter of Commitment**

**E.11. Partnership Closing**

## **Permanent Financing**

**E.12. Loan Application**

**E.13. Conditional Commitment**

**E.14. Firm Commitment**

**E.15. Closing and Disbursement**

## **Local Permits**

**E.16. Conditional Use Permit**

**E.17. Variance**

**E.18. Site Plan Review**

**E.19. Building Permit**

**E.20. Other-Specify**

## **Construction**

**E.21. Project Put Out to Bid**

**E.22. Construction Start**

**E.23. Construction 90%**

**E.24. Construction Complete**

**E.25. Placed in Service-Certificate of Occupancy**

**E.26. Occupancy of ALL Low Income Units**

**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.**

**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.**

## F. Funding

No data saved

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### F. Funding

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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
	\$0.00	

#### 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

\$0.00

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

0.00%

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)?

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**

\*\*No files uploaded

**F.7. Will the project move forward if it is not allocated the full AHMLP funding request? (No selections made)**

No

Yes

**F.8. Has this project received previous WCHC funding (No selections made)**

No

Yes

## G. Proposed Project Budget

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## G. Proposed Project Budget

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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:

- **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.

- **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.

- **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.

- **Utilities**

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

- **Rent**

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

- **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.

- **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.

- **Insurance**

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

- **Real Property**

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

- **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
		\$0.00

### G.2. Is the project applying for Low Income Housing Tax Credits (LIHTC)? (No selections made)

No  
Yes

### G.3. Does the project require a Tax-exempt Bond allocation (Volume Cap) from the local jurisdiction and/or state? (No selections made)

No  
Yes

### G.4. Will the project request a property tax exemption? (No selections made)

Yes  
No

### 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?
		\$0.00		

### G.6. Has the repayment start date passed and payment are not being made? (No selections made)

Yes  
No

## H. Financial Layering Certifications/Assurances

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### H. Financial Layering Certifications/Assurances

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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: (No selections made)**

No other governmental assistance or future governmental assistance is/will be in the project.  
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.

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:

*\*\*Not signed*

# I. Site Information

No data saved

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Address: \*No Address Assigned

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## I. Site Information

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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:

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate to provide for the needs of the neighborhood.
- Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas of low income or minority concentration.
- Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal services.
- Be so located that travel time and cost via public transportation or private automobile from the neighborhood to the site is reasonable.

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

- A. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed.
- B. The site must not be located in an area of minority concentration, except as permitted under paragraph (e)(3) of this section.
- C. A project may be located in an area of minority concentration only if:
  - a. Sufficient, comparable opportunities exist for housing for minority families in the income range to be served.
  - b. The project is necessary to meet overriding housing needs that cannot be met in that housing market area.
  - c. As used in paragraph (e)(3)(i) of this section, “sufficient” does not require that in every locality there be a sufficient number of assisted housing units.
  - d. Units may be considered “comparable opportunities,” as used in paragraph (e)(3)(i) of this section, if the project meets the requirements of paragraph (e)(3)(ii) of this section.
  - e. Application of this sufficient, comparable opportunities standard involves assessing the overall impact of the project on the neighborhood:
    - 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 project area.

- 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
  - v. Minority families have benefited from local activities (e.g., acquisition and write-down of sites, t
  - vi. A significant proportion of minority households has been successful in finding units in non-mino
  - vii. Comparable housing opportunities have been made available outside areas of minority concent
- f. Application of the “overriding housing needs” criterion, for example, permits approval of sites that are a
- D. The site must promote greater choice of housing opportunities and avoid undue concentration of assisted persc
  - E. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings
  - F. The housing must be accessible to social, recreational, educational, commercial, and health facilities and service
  - G. Except for new construction, housing designed for elderly persons, travel time, and cost via public transportatio

**I.1. Number of Acres:**

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

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

**I.4. Density (units/acres):**

**I.5. Number of Buildings:**

**I.6. Number of Stories:**

**I.7. Number of Elevators:**

**I.8. Average Unit SqFt:**

**I.9. Common Area SqFt:**

**I.10. Residential Manager and Staff Area SqFt:**

**I.11. Is this a rehabilitation project? (No selections made)**

No

Yes

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

**I.13. Are the units occupied? (No selections made)**

Yes  
No

**I.14. Current zoning and Master Plan Designation**

**I.15. Does your project require zoning/master plan amendment(s)? (No selections made)**

Yes  
No

**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.?**

**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.

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

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**Documentation**

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Evidence of Site Control **\*Required**

*\*\*No files uploaded*

Site Plan/Renderings **\*Required**

*\*\*No files uploaded*

Property Appraisal

*\*\*No files uploaded*

## J. Site Impact Overview

No data saved

Case Id: 30161

Name: TEST - 2026

Address: \*No Address Assigned

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### J. Site Impact Overview

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Please provide the following information.

**Does the project have constraints regarding the following categories?**

**J.1. Access/Parking (No selections made)**

Yes

No

**J.2. Existing/Proposed site improvements not included in narrative (No selections made)**

Yes

No

**J.3. Design Standards (No selections made)**

No

Yes

**J.4. Environmental/Phase I: (No selections made)**

Yes

No

**J.5. Topography and Soils (No selections made)**

Yes

No

**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 selections made)**

No

Yes

**J.7. Asbestos: (No selections made)**

No

Yes

**J.8. Flood Plain Concerns (No selections made)**

No

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Yes

**J.9. Relocation Required per (24 CFR 92.353): (No selections made)**

No

Yes

**J.10. Preliminary Title Report: (No selections made)**

No

Yes

**J.11. Water Rights (No selections made)**

Yes

No

**J.12. Location/Availability of Utilities (No selections made)**

No

Yes

**J.13. Any Other Constraints not shown above: (No selections made)**

Yes

No

## K. Environmental Review Acknowledgement

Case Id: 30161  
Name: TEST - 2026  
Address: \*No Address Assigned

No data saved

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### K. Environmental Review Acknowledgement

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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

*\*\*Not signed*

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## Documentation

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

*\*\*No files uploaded*

## L. Unit Information

No data saved

Case Id: 30161

Name: TEST - 2026

Address: \*No Address Assigned

### 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? (No selections made)**

No

Yes

**L.2. Indicate preference (WCHC will make final determination) (No selections made)**

Floating Units

Fixed Units

**Explain choice of fixed or floating 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
0			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)	

#### HOME Units

Number of Bedrooms	Unit Size -SqFt	Number of AHMLP Units	Gross Rents per Unit	Proposed Utility Allowances	Percent of AMI Targeted
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0			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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## M. Development Team

No data saved

Case Id: 30161

Name: TEST - 2026

Address: \*No Address Assigned

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### M. Development Team

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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 selections made)**

Yes

No

N/A

**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.**

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

**M.4. Developer Name**

**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**

*\*\*No files uploaded*

**Development Team Financials \*Required**

*\*\*No files uploaded*

**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.**

**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 selections made)**

No  
Yes

**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 selections made)**

Yes  
No

**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](http://SAM.GOV) .**

Individual Name or Business Name	Address	Debarred/Suspended	Date of Verification
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## Documentation

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**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.**

*\*\*No files uploaded*

## N. Affirmative Marketing Plan

No data saved

Case Id: 30161

Name: TEST - 2026

Address: \*No Address Assigned

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### N. Affirmative Marketing Plan

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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:

- Providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of
- Keeping informed about fair housing laws and practices;
- Informing clients and customers about their rights and responsibilities under the fair housing laws by providing
- Evaluating the effectiveness and compliance of all marketing as it relates to fair housing;
- Including the Equal Opportunity logo or slogan, and where applicable the accessibility logotype, in all ads, broch
- Displaying the HUD's fair housing posters (at a minimum, English, and Spanish versions) in rental offices or other
- Soliciting applications for vacant units from persons in the housing market who are least likely to apply for assist
- Maintaining documentation of all marketing efforts (such as copies of newspaper ads, memos of phone calls, co
- Maintaining a record of applicants for vacant units with a general profile of the applicant, how the applicant lear
- Where changing demographics present challenges when marketing to an eligible population that is limited Engli

- Translate its marketing material to serve this population
- Hire bi-lingual employees or have quick access to interpreters/translators
- Work with the language minority-owned print media, radio, and television stations
- Partner with faith-based and community organizations that serve newly arrived immigrants, and
- Conduct marketing activities at adult-education training centers or during “English as a Second Language” classes
- Requiring all applicants for WCHC funds to sign, submit, and adhere to the policies included in the certifications

**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 spot)
- 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:

- For failure to comply, WCHC will set a probationary period for compliance, not to exceed six months, during which the entity must demonstrate compliance.
- Further failure to comply with the affirmative marketing requirements may result in the withdrawal of HOME funds.
- Further failure to take appropriate actions to correct discrepancies in affirmative marketing programs may result in the termination of HOME funds.

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

**Authorized Representative Signature**

*\*\*Not signed*

**Authorized Representative Name and Title**

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**Documentation**

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

*\*\*No files uploaded*

## O. Minority & Women Owned Businesses

**Case Id:** 30161  
**Name:** TEST - 2026  
**Address:** \*No Address Assigned

*No data saved*

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### O. Minority & Women Owned Businesses

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Please provide the following information.

#### O.1. Is the Applicant a Minority & Woman Owned Business? (No selections made)

No

Yes

## P. Conflict of Interest Certification

No data saved

Case Id: 30161

Name: TEST - 2026

Address: \*No Address Assigned

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### P. Conflict of Interest Certification

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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;
- Any unit benefits or financial assistance associated with HOME projects or programs administered by the applicant:
  - 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 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

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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**

*\*\*Not signed*

**Authorized Representative Name and Title**

## Q. Section 3 Information

No data saved

Case Id: 30161

Name: TEST - 2026

Address: \*No Address Assigned

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## Q. Section 3 Information

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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:

- Employment: 30% of the aggregate number of new hires during a one-year period for all applicable projects sho
- Contracting: (a) At least 10% of the total dollar amount of all Section 3 covered contracts for building trades wo

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:

- A. Set forth the approximate number and dollar value of all contracts proposed to be awarded to all businesses wit
- B. If known, the estimated number of current and new employees provided work through the contract and their p
- C. Outline the anticipated program/process to be used to achieve the Section 3 numerical goals for the project. Th
  - a. Insertion in the bid documents, if any, of the Section 3 Utilization Plan of the applicant, recipient, contra
  - b. Insertion of the Section 3 Clause in all contracting/bid documents;
  - c. Identification within the bid documents, if any, of the applicable Section 3 project area;
  - d. Identification of signage, outreach efforts, etc. that will be used to recruit Section 3 business concerns a
  - e. Identification of the Section 3 Coordinator for the project; and
  - f. Ensuring that the appropriate Section 3 residents and business concerns are notified of pending contrac

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**

**Business Organization Name**

**Phone Number**

**Email**

**Section 3 Clause**

- The work to be performed under this contract is on a project assisted under a program providing direct Federal
- The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant
- The contractor will send to each labor organization or representative of workers with which he has a collective b
- The contractor will include this Section 3 clause in every subcontract for work in connection with the project and
- Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules

**Authorized Representative Signature**

*\*\*Not signed*

**Authorized Representative Title**

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**Documentation**

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**Section 3 Utilization Plan \*Required**

*\*\*No files uploaded*

# Assurances and Certifications

No data saved

Case Id: 30161  
Name: TEST - 2026  
Address: \*No Address Assigned

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## Assurances and Certifications

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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

Name of Authorized Representative

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**Title of Authorized Representative**

**Signature of Authorized Representative**

*\*\*Not signed*