



# WASHOE COUNTY

Integrity Communication Service  
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## STAFF REPORT

BOARD MEETING DATE: October 12, 2021

**DATE:** Wednesday, October 06, 2021

**TO:** Board of County Commissioners

**FROM:** Dana Searcy, Manager, Housing and Homeless Services, Office of the County Manager  
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**THROUGH:** Kate Thomas, Assistant County Manager

**SUBJECT:** Recommendation to approve an Agreement for Professional Services between Washoe County and the Housing Authority of the City of Reno to provide payment processing services and administer pass-through financial assistance funds [\$1,500,000.00 in pass-through funds for direct financial assistance, up to \$25,000 in billable administrative costs, total of \$1,525,000.00 for professional services] from Washoe County's Emergency Rental Assistance 2 allocation from the United States Department of the Treasury, starting September 23, 2021 through June 30, 2022; authorize the Purchasing and Contracts Manager to execute the agreement. Item supports Washoe County residents facing possible eviction and/or experiencing housing instability during the COVID-19 pandemic. (All Commission Districts.)

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### SUMMARY

There is an urgent need to distribute Emergency Rental Assistance 2 (ERA2) funds to strengthen the housing stability of vulnerable Washoe County residents. The Code of Federal Regulations (2 CFR 200.320) allows for non-competitive procurements when public exigency or emergency will not permit a delay from publicizing a competitive solicitation. To reduce administrative barriers and quickly issue rental assistance payments via check to eligible recipients, a Professional Services Agreement is requested to administer pass through direct financial assistance funds and provide payment processing services.

**Washoe County Strategic Objective supported by this item:** Vulnerable Populations- Address homelessness with a regional approach & coordination between agencies & communication of programs.

### PREVIOUS ACTION

On September 28, 2021, the Board of County Commissioners authorized the creation of 2.0 FTE Program Assistant positions (effective and contingent on JEC review and

**AGENDA ITEM #** \_\_\_\_\_

approval) funded 100% by Emergency Rental Assistance 2 allocation from the United States Department of the Treasury, and as such, if grant funding is reduced or eliminated, the position hours will be reduced and/or the position will be abolished accordingly unless additional funding is secured

On July 20, 2021, the Board of County Commissioners accepted the Emergency Rental Assistance 2 allocation from the United States Department of the Treasury in the amount of [\$5,195,310; no county match], from March 11, 2021 through, September 30, 2025.

On February 23, 2021, The Board of County Commissioners approved a subgrant of Emergency Rental Assistance funding from the United States Department of the Treasury to the Housing Authority of the City of Reno in an amount not to exceed \$6,380,855 for the Washoe Housing Assistance for COVID Relief Program; with a grant period from February 23, 2021 through December 31, 2021.

On February 9, 2021, The Board of County Commissioners accepted the Emergency Rental Assistance allocation from the United States Department of the Treasury in the amount of [\$6,564,663.20; no county match], from January 21, 2021, through December 31, 2021.

On January 13, 2021, direction was provided by the BCC to include pursuing an expanded role in addressing the regional issue of homelessness in the Strategic Plan.

## **BACKGROUND**

In response to the financial and housing challenges experienced by many community members during the COVID-19 pandemic, Emergency Rental Assistance 2 (ERA2) sets aside \$2.5 billion for eligible grantees with a high need for rental assistance, based on the number of very low-income renter households paying more than 50 percent of income on rent or living in substandard or overcrowded conditions, rental market costs, and change in employment since February 2020. All ERA2 funds must be expended by September 30, 2025.

At least 90 percent of awarded funds must be used for direct financial assistance, including rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, other expenses related to housing, and related administrative expenses. Remaining funds are available for housing stability services, including case management and other services intended to keep households stably housed.

## **FISCAL IMPACT**

Budget authority for this Professional Services Agreement exists within the Special Projects Division Fund Center 101-14, Internal Order 11843, for FY22.

**RECOMMENDATION**

It is recommended to approve an Agreement for Professional Services between Washoe County and the Housing Authority of the City of Reno to provide payment processing services and administer pass-through financial assistance funds [\$1,500,000.00 in pass-through funds for direct financial assistance, up to \$25,000 in billable administrative costs, total of \$1,525,000.00 for professional services] from Washoe County's Emergency Rental Assistance 2 allocation from the United States Department of the Treasury, starting September 23, 2021 through June 30, 2022; authorize the Purchasing and Contracts Manager to execute the agreement. Item supports Washoe County residents facing possible eviction and/or experiencing housing instability during the COVID-19 pandemic.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: *move to approve an Agreement for Professional Services between Washoe County and the Housing Authority of the City of Reno to provide payment processing services and administer pass-through financial assistance funds [\$1,500,000.00 in pass-through funds for direct financial assistance, up to \$25,000 in billable administrative costs, total of \$1,525,000.00 for professional services] from Washoe County's Emergency Rental Assistance 2 allocation from the United States Department of the Treasury; authorize the Purchasing and Contracts Manager to execute the agreement. Item supports Washoe County residents facing possible eviction and/or experiencing housing instability during the COVID-19 pandemic.*