

4b. Draft Minutes of the June 15, 2022 Board Meeting



**MINUTES
MEETING OF THE BOARD OF DIRECTORS OF
THE TRUCKEE TAHOE WORKFORCE HOUSING AGENCY**

June 15, 2022, 8:30am

1. CALL TO ORDER / ROLL CALL: 8:32

Directors Present: Chair Harry Weis, Tahoe Forest Hospital District
Director Jen Callaway, Town of Truckee
Director Steven Poncelet, Truckee Donner Public Utility District
Director Shawna Purvines, Placer County
Director Lauren Tapia, Truckee Tahoe Airport District
Director Brian Wright, Truckee Donner Public Utility District

Absent: Director Carmen Ghysels, Tahoe Truckee Unified School District
Director Alison Lehman, Nevada County

Staff Present: Emily Vitas, Executive Director

Others Present: Robb Etnyre, Interim General Manager, Truckee Tahoe Airport District
Ted Owens, Advisor, Tahoe Forest Hospital District

2. APPROVAL OF AGENDA

No changes requested.

3. PUBLIC COMMENT

No public comment.

4. CONSENT ITEMS

- a. Remote Meeting Agreement
- b. Draft Minutes of the May 18, 2022 Board Meeting
- c. Draft Minutes of the June 1, 2022 Special Meeting
- d. April 2022 Financial Statements

No public comment.

A motion to approve consent items was made by Director Wright and seconded by Director Tapia.

Ayes: Director Callaway, Director Poncelet, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

5. REPORTS AND PRESENTATIONS

- a. Report-out: Regional Housing Partner Update
 - i. Placer County

Director Purvines provided updates on Placer County housing activities, including:

- The adoption of housing code amendments supporting small lot development, tiny home allowances, and employee housing requirements
- The Workforce Housing Preservation Program celebrated its first loan, with a second in progress

ii. Town of Truckee

Director Callaway provided updates on Town housing activities, including:

- The amendment to the Lease to Locals program to allow for five – 11 month leases in addition to current one-year leases.
- The approval of a program administrator for the Below Market Rate program, including a \$1.25M budget allowance for 2022-23.
- Efforts towards preparing/entitling Town-owned land to be able to then hand it off to a developer for workforce housing.
- The hiring of Lynn Baumgartner as the new housing program manager for the Town.
- Hired Lynn Baumgartner
- Concepts being discussed for the Joerger Ranch property located off Brockway, where the winery used to operate

iii. Mountain Housing Council

Emily provided updates on the Mountain Housing Council’s recent activities, including providing technical assistance to developers, convening regional partners to discuss community and business-facing housing programs, convening regional partners to provide a wrap-around services discussion for local affordable housing complexes, and the securing of \$150,000 in seed funding to pilot the Housing Hub concept to provide developer support services for workforce housing developments.

b. Executive Director Report

i. TTWHA Strategic Framework Process

Emily updated the board on the upcoming Phase II of the strategic planning process, which will begin on July 1, 2022.

ii. Agency Operations

Emily updated the board on annual budgeting and accounting processes and the upcoming annual audit.

iii. TTWHA Housing Program and Project Updates

1. Landed Down Payment Assistance Program

Emily updated the board on the research conducted through Best, Best, and Krieger (BBK) on the Landed program terms, and alerted them to the program’s launch in July.

2. Employee Survey

Emily alerted the board to the employee survey that will be distributed to member agencies in July.

3. Long-term Rental Program

Emily updated the board on the Long-term Rental Pilot Program, which will sunset on June 30, 2022.

6. ITEMS FOR BOARD ACTION

a. Selection of Vice Chair

Director Leopold’s departure from Placer County left a vacancy for the Vice Chair position. Board members deliberated.

A motion to approve Brian Wright as Vice Chair for the 2022 calendar year as made by Director Tapia and seconded by Director Callaway.

Ayes: Director Callaway, Director Poncelet, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

7. DIRECTOR COMMENTS

None were made.

8. ADJOURN: 9:15

A motion to adjourn was made by Director Wright.

Harry Weis, Chair of the Board

Emily Vitas, Board Secretary

4c. May 2022 Financial Statements



Truckee Tahoe Workforce Housing Agency
Budget vs. Actual: FY 2021_2022
 July 2021 - May 2022

	May 2022			Total			FY 21-22 Budget
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Income							
6100 Contribution Revenue							
6104 Government	(10,302.00)	0.00	10,302.00	484,199.89	400,000.00	(84,199.89)	400,000.00
Total 6100 Contribution Revenue	(10,302.00)	0.00	10,302.00	484,199.89	400,000.00	(84,199.89)	400,000.00
Total Income	(10,302.00)	0.00	10,302.00	484,199.89	400,000.00	(84,199.89)	400,000.00
Gross Profit	(10,302.00)	0.00	10,302.00	484,199.89	400,000.00	(84,199.89)	400,000.00
Expenses							
8000 Salaries & Benefits							
8010 Wages and Benefits	12,715.74	13,766.67	1,050.93	134,718.75	151,433.37	16,714.62	165,200.00
8015 Continuing Education		125.00	125.00	750.00	1,375.00	625.00	1,500.00
Total 8000 Salaries & Benefits	12,715.74	13,891.67	1,175.93	135,468.75	152,808.37	17,339.62	166,700.00
8100 Professional & Outsourced Svcs							
8110 Accounting & Audit	980.44	808.33	(172.11)	20,612.52	19,191.63	(1,420.89)	20,000.00
8115 Website Design		208.33	208.33	799.50	2,291.63	1,492.13	2,500.00
8130 Legal		2,083.33	2,083.33	7,677.94	22,916.63	15,238.69	25,000.00
8150 Other Professional Services	8,760.00	12,916.67	4,156.67	39,428.50	142,083.37	102,654.87	155,000.00
Total 8100 Professional & Outsourced Svcs	9,740.44	16,016.66	6,276.22	68,518.46	186,483.26	117,964.80	202,500.00
8200 Sales & Marketing_Community Outreach							
8220 Community Engagement / Business Development		125.00	125.00	595.79	1,375.00	779.21	1,500.00
8250 Other Sales & Marketing		291.67	291.67	684.72	3,208.37	2,523.65	3,500.00
Total 8200 Sales & Marketing_Community Outreach	0.00	416.67	416.67	1,280.51	4,583.37	3,302.86	5,000.00
8400 Facility Costs							
8410 Rent Expense	218.37		(218.37)	2,277.33	0.00	(2,277.33)	0
8460 Telephone & Internet	50.00	16.67	(33.33)	175.00	183.37	8.37	200
Total 8400 Facility Costs	268.37	16.67	(251.70)	2,452.33	183.37	(2,268.96)	200
8500 Other G&A							
8510 Office Supplies		83.33	83.33	0.00	916.63	916.63	1,000.00
8540 Office Equipment (non cap)		83.33	83.33	1,693.06	916.63	(776.43)	1,000.00
8550 Software & Subscription Svcs	238.21	183.33	(54.88)	3,011.77	2,016.63	(995.14)	2,200.00
8560 Dues & Subscriptions		58.33	58.33	215.18	641.63	426.45	700
8600 Bank Service Charges	15.95	25.00	9.05	175.45	275.00	99.55	300
8620 Insurance Expense	394.27	1,250.00	855.73	5,586.95	13,750.00	8,163.05	15,000.00
Total 8500 Other G&A	648.43	1,683.32	1,034.89	10,682.41	18,516.52	7,834.11	20,200.00
Total Expenses	23,372.98	32,024.99	8,652.01	218,402.46	362,574.89	144,172.43	394,600.00
Net Operating Income	(33,674.98)	(32,024.99)	1,649.99	265,797.43	37,425.11	(228,372.32)	5,400.00
Net Income	(33,674.98)	(32,024.99)	1,649.99	265,797.43	37,425.11	(228,372.32)	5,400.00

Thursday, Jun 30, 2022 08:16:51 AM GMT-7 - Accrual Basis

Truckee Tahoe Workforce Housing Agency
Balance Sheet
As of May 31, 2022

	Total	
	As of May 31, 2022	As of May 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 US Bank Checking_6993	\$ 221,578.92	\$ 117,733.74
1002 US Bank Checking_6993_Excess Funds	\$ 181,669.30	\$ 0.00
Total 1001 US Bank Checking_6993	\$ 403,248.22	\$ 117,733.74
1072 Bill.com Money Out Clearing	\$ 0.00	\$ 0.00
Total Bank Accounts	\$ 403,248.22	\$ 117,733.74
Accounts Receivable		
2000 Accounts Receivable (A/R)	\$ 0.00	\$ 0.00
Total Accounts Receivable	\$ 0.00	\$ 0.00
Other Current Assets		
2600 Prepaid Expenses	\$ 1,049.36	\$ 0.00
Total Other Current Assets	\$ 1,049.36	\$ 0.00
Total Current Assets	\$ 404,297.58	\$ 117,733.74
Other Assets		
3300 Deposits	\$ 1,000.00	\$ 1,000.00
Total Other Assets	\$ 1,000.00	\$ 1,000.00
TOTAL ASSETS	\$ 405,297.58	\$ 118,733.74
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
4000 Accounts Payable (A/P)	\$ 31,468.88	\$ 9,679.56
Total Accounts Payable	\$ 31,468.88	\$ 9,679.56
Credit Cards		
4100 US Bank_Visa_7233	\$ 259.97	\$ 0.00
Total Credit Cards	\$ 259.97	\$ 0.00
Other Current Liabilities		
4205 Other Current Liabilities	\$ 10,302.00	\$ 0.00
Total Other Current Liabilities	\$ 10,302.00	\$ 0.00
Total Current Liabilities	\$ 42,030.85	\$ 9,679.56
Total Liabilities	\$ 42,030.85	\$ 9,679.56
Equity		
Retained Earnings	\$ 97,469.30	\$ 254,082.68
Net Income	\$ 265,797.43	\$ (145,028.50)
Total Equity	\$ 363,266.73	\$ 109,054.18
TOTAL LIABILITIES AND EQUITY	\$ 405,297.58	\$ 118,733.74

5a. Regional Housing Partner Update



Meeting Date: July 20, 2022
Prepared By: Emily Vitas, Executive Director
Subject: 5a. Report-out: Regional Housing Partner Update

BOARD REQUEST:

Receive reports from Nevada County, Placer County, and the Town of Truckee on housing activities specific to their agencies. Staff will provide an update on the activities of the Mountain Housing Council.

BACKGROUND:

This is a monthly item, in which our jurisdictional partners will provide verbal updates on housing activities to board and staff.

ATTACHMENTS:

None

5b. Executive Director Report



Meeting Date: July 20, 2022
Prepared By: Emily Vitas, Executive Director
Agenda Item: 5b. Executive Director Report

TTWHA STRATEGIC FRAMEWORK PROCESS

Our work has begun on Phase II of the Strategic Framework process.

July

- Listening sessions with developers, community partners, and consultants: discussions around financing models and developer partnerships
- Analysis and planning based on listening sessions

August

- Analysis and planning based on listening sessions
- Working sessions with member agency finance leads (County treasurers, agency CFOs, etc)
- Analysis and planning based on working sessions
- Board update at the August meeting

September

- Analysis and planning based on working sessions
- Proposed model and criteria development

October

- Testing of models and criteria with those we met with in July and August
- Proposed final models / criteria presented to board
- Adjustments made based on board feedback

November

- Final framework presented to the board
- Execution of framework

AGENCY OPERATIONS

Member Agency Employee Presentations

We are leading the first round of bi-annual in-person employee presentations. These presentations provide a general overview of our services and offerings, while also updating employees on current activities (for example, we announce the current home listings we have during the meetings).

We have presented to Truckee Tahoe Airport District and Truckee Donner PUD employees. Conversations have been well received, with engaged audiences. We have started to see an uptick in inquiries from employees as a result.

We are working with our remaining five member agencies to schedule presentations in July and August, and will plan for bi-annual in-person updates moving forward.

Employee Survey

The 2022 Employee Housing Needs Survey is live! We have distributed the survey to all member agencies except TTUSD, whose employees will complete it upon return to work in August. It is crucial that we receive a strong response to this survey as results will allow us to refine employee offerings and build out the models and criteria coming from the strategic framework. Preliminary survey results will be shared with the board at the August meeting.

TTWHA HOUSING PROGRAM & PROJECT UPDATES

Landed Down Payment Assistance Program

The landed offering will go live on August 2nd. An email communication will be distributed to all HR leads and TTWHA board representatives to distribute to employees. The call to action coming from that communication will be an invitation to participate in webinars educating employees on the offering.

Long-term Rental Program (July 1, 2022 – June 30, 2023)

Staff will provide a pilot program (Dec 1, 2021 – June 30, 2022) wrap-up and present a new long-term rental program for consideration to the board at the July 20 meeting. See Item 6a for the 2022-23 proposed program outline.

COMMUNITY ENGAGEMENT

The following list includes community meetings since our last board meeting. Please let me know if you'd like further information on any of these connections.

Meetings:

Aaron Mondada, Agnew::Beck – Employee survey

Brian Griggs & Jeff Stone, Griggs Resource Group & Diamond Construction – Housing Development

Katie Hawkes, Landed – Landed program offering

Strategic Framework Meetings:

Aaron Nousaine, BAE Urban Economics

Craig Whittom & Mike Oliver, MRG

Michelle Griggith, ARCH Community Housing Trust

Patrick Taylor, Alpine Corporation

Seana Doherty, Agnew::Beck – Weekly progress calls

Regional Housing Partner Meetings / Events:

MHC Hub Tiger Team Meeting

MHC Lunch + Learn: Vacancy Taxes

Presentations:

TTAD employee presentation

TDPUD employee presentation

ATTACHMENTS

TTWHA Strategic Framework: 6-month Plan

Employee Information Flyer – a component of the member agency employee presentations

Landed Flyer – part of the August 2 launch communication

**5b. Attachment:
TTWHA Strategic Framework - 6-month Plan**

Truckee Tahoe Workforce Housing Agency 10-Year Strategic Framework

Fund

Create a fund to support development and acquisition of middle-income housing.

Support

Provide housing services and implement programs to support immediate needs of member employees.



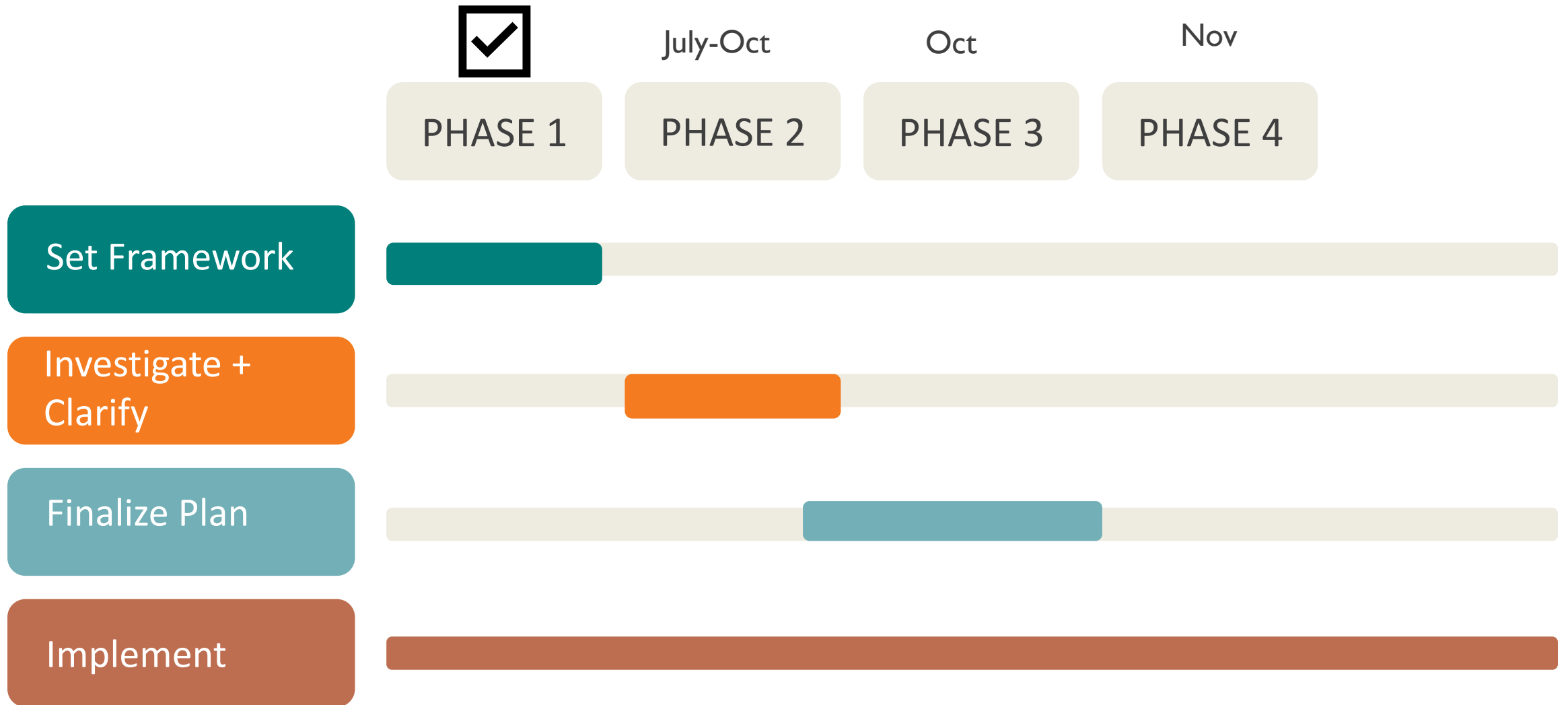
Produce

Develop housing including rental and ownership units.





Operate

Strengthen and grow the agency to respond to increased housing needs and execution of the 10-year Plan.

Overview of Strategic Planning Process

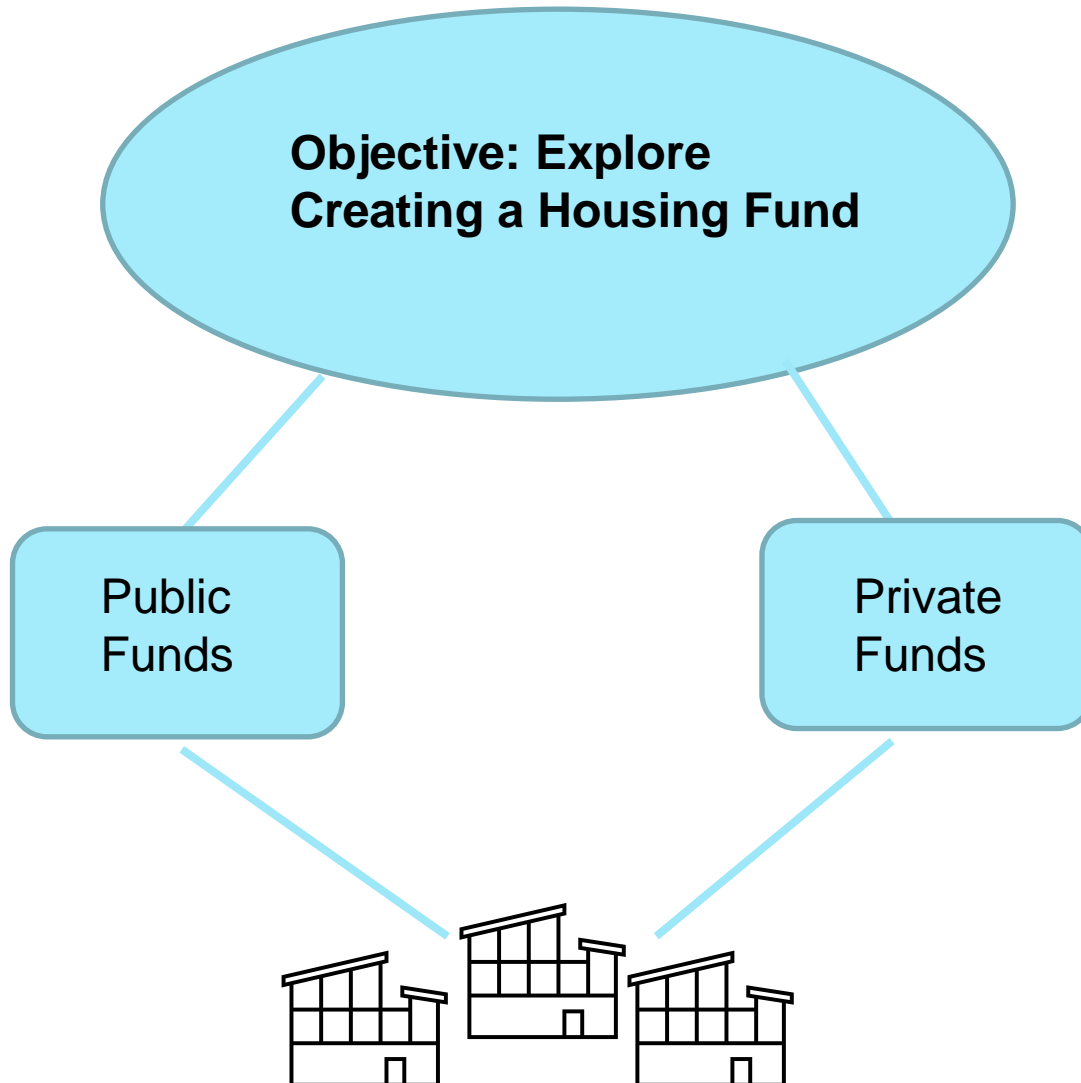


Phase 2 Work Per Strategic Focus Area

Funding	Produce	Support	Operations
			
<ul style="list-style-type: none"> • Research options for creating a fund with public/private \$ for construction + acquisition. 	<ul style="list-style-type: none"> • Analyze opportunities for development, acquisition or redevelopment • Set criteria, site analysis, pro-forma development. 	<ul style="list-style-type: none"> • Continue to offer housing concierge services. • Expand resources + education. • Continue to expand existing programs (lease homes, down payment) 	<ul style="list-style-type: none"> • Develop Technical Advisory Committee. • ID staff/operational needs based on new strategic focus areas. • ID barriers to funding/development for potential state advocacy actions
Begin	In process	Expand	Expand

Funding

Research options for creating a fund with public/private \$ for construction + acquisition.



6 Month Proposed Work Plan:

- 1) Meet with county/town treasurers/admin & CFOs
- 2) Research similar models
- 3) Research grants vs. loans
- 4) Pursue legal advice per use of public funds
- 5) Identify potential barriers and state advocacy role
- 6) Identify potential partners
- 7) Develop criteria
- 8) Set realistic targets for 10 yr. goal
- 9) Vet with member agencies
- 10) Identify private funding partners
- 11) Develop operational models

Produce

Produce housing that is affordable and attainable for the local workforce.

Objective: Develop 10-year plan to produce homes for the workforce

6 Month Proposed Work Plan:

- 1) Develop criteria for opportunity analysis
- 2) Determine ROI: build vs. acquire
- 3) Analysis of current opportunities
- 4) ID top 3-5 opportunities for implementation over the next 5-10 years
- 5) Create implementation plan for each opportunity (staff/technical needs, funding, timeline, etc.)
- 6) ID potential barriers and work with partners for solutions (or state)

Other Work Continues (TTWHA Staff-led)...

Housing Support Services for JPA Employees

- 1) Expand services, resources, education as part of Concierge Program
- 2) Implement JPA employee down payment assistance program (in partnership with regional deed restriction programs)
- 3) Continue with a program to secure rentals for immediate housing needs

Drop:

- Multi-family master leasing pursuits (for now)

Strengthening Our Organization

- 1) Launch Technical Advisory Council
- 2) Work with Mountain Housing Council to identify and pursue advocacy efforts focused on middle-income workforce
- 3) Finalize 10-year strategic plan (Fall 2022)

**5b. Attachment:
TTWHA Employee Information Flyer**

Did you know **Truckee Donner PUD** is a member of the **Truckee Tahoe Workforce Housing Agency**?

TTWHA helps you navigate housing in Truckee-Tahoe.



**General
Housing Support**



**Home Purchase
Education + Assistance**



**Access to
Rental Homes**

ILLUSTRATIONS DESIGNED BY FREEPIK

■ ■ ■ **Need housing help?**



**TRUCKEE TAHOE
Workforce Housing Agency**

Reach out to TTWHA today: info@ttjpa.org
530-582-6593 | www.ttjpa.org

Truckee Tahoe Workforce Housing Agency Employee Assistance and Offerings

■ General Housing Support

Employee Housing Concierge: Helping employees with ALL things housing

We help you navigate the Truckee-Tahoe housing market. Reach out: info@ttjpa.org

■ Access to Rental Homes

TTWHA Long-term Rental Program

Securing long-term rentals for employees throughout the Truckee-Tahoe region
New program launching in July 2022 - stay tuned!

If you're *currently* looking for rental housing, reach out to Jackelin: jackelin@ttjpa.org

■ Home Purchase Education + Down Payment Assistance

Home Purchase Education

Looking for a realtor or lender? Need help determining what you can afford? Reach out: info@ttjpa.org

Down Payment Assistance

Launching in August 2022: Info coming your way soon!

**5b. Attachment:
Landed Flyer**

Need help with homebuying?



We help **essential professionals** buy homes



Good news! Your employer is a Landed partner. Landed can provide **up to 15%*** of a **home purchase price** through our shared appreciation down payment program.



Please visit landed.com/availability to find out if our down payment program is currently active in your area.

*Maximum contribution amount varies by region

We can support your home purchase in three key areas:



Financial solutions, including Landed's down payment program to help you reach 20% or more.



A network of trustworthy agents and lenders to support you along the homebuying journey.



Homebuying resources and guidance to help you prepare for homeownership.

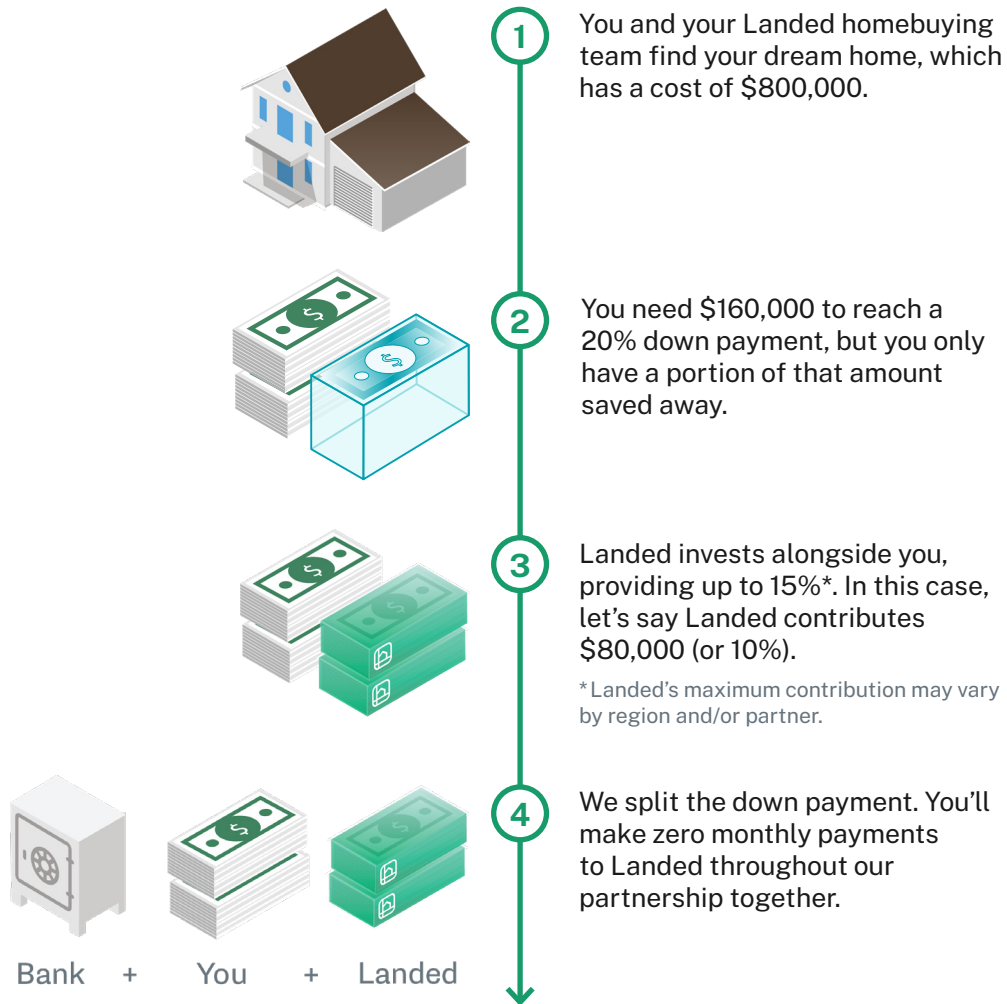


HOW IT WORKS

Landed's down payment program

The down payment program is just one way to partner with us on your homebuying journey. Visit www.landed.com to learn how we can help.

Landed's down payment program is designed to help you reach at least 20% down. Here's how:



Your dream home becomes your home.

When it comes time to end the partnership (i.e. upon selling or refinance), you repay Landed's original investment plus a percentage of appreciation or depreciation. For every 1% Landed contributes, Landed shares in 3.3% of the appreciation (or depreciation, if any). You keep any additional appreciation.*

* Estimates only. Landed does not share in selling costs at the end of the partnership.



6a. 2022-23 Long-term Rental Program



Meeting Date: July 20, 2022
Prepared By: Emily Vitas, Executive Director
Subject: 6a. Consider Approval of the 2022-23 Long-term Rental Program

BOARD REQUEST:

Approve the 2022-23 Long-term Rental Program, as presented by staff.

BACKGROUND:

2021-22 Pilot Program Overview

Total placements December 2021 – June 2022: 6
Total placements to date (July 2020 – June 2022): 21

Total 2021-22 Expense: \$34,944
Total 2021-22 Budget: \$75,000

Program components:

- Program administrator: Landing Locals (\$3,000/mo)
- Property manager: Tahoe Truckee Homes (8% fee)
- Homeowner incentives:
 - o Free tenant vetting and placement
 - o Property management **OR** a financial equivalent via one-time payment (8% of rent)
 - o \$2,000 damages commitment per home (year 1 only)
 - o Lease ‘guaranteed’ for first year (covered by TTWHA if tenant vacates early)

Reflections / lessons learned:

- Do not launch program during winter months
- Simplification is important for program education and buy-in
- ~3 months needed to perfect new program structure
- Marketing and advertising is challenging in a market with other, similar programs
- Our offering is ‘supplemental’ and allows for additional units to be unlocked in the market

2022-23 Proposed Program

The proposed program is a simplification of the 2021-22 program and includes the following components:

- Program management and administration: TTWHA
- Property manager: Tahoe Truckee Homes (8% fee)
- Homeowner incentives:
 - o Free tenant vetting and placement
 - o Property management **OR** a financial incentive equal to one month’s rent

ATTACHMENTS:

2022-23 Long-term Rental Program Outline

**6a. Attachment:
Proposed 2022-23 Long-term Rental Program**



TRUCKEE TAHOE
Workforce Housing Agency

TTWHA Long-term Rental Program

1.0 Program Overview

The Truckee Tahoe Workforce Housing Agency's Long-term Rental Program will secure housing units throughout the region for employee lease. Through homeowner incentives and a property management partnership, we will continue to build strong relationships with regional homeowners while ensuring long-term housing for our employees.

TTWHA will be the program manager and administrator, leading all communications, tenant vetting and placement, and homeowner and tenant tracking. Tahoe Truckee Homes will serve as the property management partner for homeowners that are seeking property management services.

Program Specifics

- Covers all areas within the Tahoe Truckee Unified School District service boundary
- No Area Median Income (AMI) caps
- Incentives offered to homeowners, including tenant vetting and placement and a financial incentive (in the form of property management or a one-time payment)
- Allows for both home and room offerings

How is this program different from other regional programs?

The Town of Truckee and Placer County (*program pending*) have Lease to Locals programs that provide substantial incentives to homeowners to rent their homes to members of our local workforce. The TTWHA program does not act as a competitor to these programs, but as a complementary offering for those that don't qualify or are looking for a specific tenant.

The TTWHA program markets to homeowners who:

- Do not qualify for our regional partners' programs
 - Homeowner has rented to tenants in the last 18 months
 - Home falls outside the program service boundary
 - Home does not meet AMI cap requirements
- Specifically request one a public agency professional as a tenant

2.0 Program Timeline

The pilot program will run from July 25, 2022 – June 30, 2023, at which point a report will be provided to the TTWHA board on the accomplishments of the program, and the board will consider next steps for the program. The TTWHA board will receive monthly updates by the Executive Director throughout the program period.

While the program will run with the 2022-23 fiscal year, the leases that are secured through the program will run beyond the program timeline, requiring property management fees be paid past

June 30, 2023. The fees included in *Section 8.0 Program Expenses and Budget* reflect that assumption

3.0 Program Roles

TTWHA

- Marketing and Advertising
 - Promote the program and act as a point of contact for employees and program partners
- Program Administration
 - Educate homeowners and support them in listing and filling their homes
 - Develop and manage work flows for homeowners and tenants
 - Develop and manage the marketplace for home listings
 - Manage employee pipeline
 - Process and track employee applications
 - Work closely with property manager for review and placement
 - Vet applicants, including background and credit checks
 - Manage home showings with interested applicants
 - Maintain internal tracking of unit listings, homeowner contacts, and tenant information
 - Issue and track incentives for homeowners
 - Issue payment to property manager

Tahoe Truckee Homes: Property Manager

- Work with TTWHA to vet and place tenants
- Receive tenants' rental payments and security deposits
- Send payments to property owners
- Address any maintenance issues (24/7 on-call)
- Provide legally required notices related to the rental properties (e.g., notices if there are violations of the lease, right to pre-vacating inspections, return of unused security deposits with accounting for any deductions)
- Perform property inspections, both before occupying and after vacating
- Provide monthly and annual accountings to property owners
- Provide 1099 tax forms annually

4.0 Program Process

Homeowner

1. Receive program introduction and materials through TTWHA
2. Upon decision to list, homeowner will sign: rental incentive agreement or property management agreement
3. Homeowner will submit unit information and photos to TTWHA
4. Homeowner will participate in the tenant placement process with TTWHA or the property manager (dependent on self-listing or property management)
5. Homeowner will sign a lease with the tenant
6. If there are no interested member agency employees, TTWHA will 'release' the listing

Tenant Screening and Placement

1. TTWHA will manage inquiries and applications for each home

2. If the home is being property managed, TTWHA will provide qualified applications to property management company. Property management company will review applications with TTWHA and homeowner
3. If the home is self-managed, TTWHA will proceed with the traditional placement process, engaging the homeowner and tenant directly
4. Once a tenant is selected, TTWHA will conduct a comprehensive tenant screening by asking applicants for the following information:
 - Past Landlord References
 - Employer(s) Verification and Reference Check
 - Personal Reference(s) Check
 - Income verification
 - Background and credit check (\$38 fee covered by TTWHA)
5. Once approved, tenant will sign a lease with the homeowner

5.0 Program Incentives

Incentives

For homeowners:

- Free tenant vetting and placement
- Selection of one of the following:
 - Free property management for the first year
 - A financial incentive equal to one months' rent. For rooms, the incentive will be the equivalent of one month of the room rent.

6.0 Program Restrictions

This program will cover TTWHA's service area, known as the Tahoe Truckee Unified School District boundary.

To allow access for all member agency employees, this program will not include an employee income cap.

An attempt will be made with each home to set the lease rate below the following:

Studio	\$1,500
1-bedroom	\$1,800
2-bedroom	\$2,500
3+bedroom	\$3,500

Proposed caps are based on current market rates and rental rates through other regional programs.

7.0 Advertising

TTWHA will advertise the program through the following avenues:

- TTWHA website and e-news
- Targeted mailer to registered homeowners throughout TTUSD service area
- Advertisements through local homeowner associations
- Relationships with regional real estate agencies + property managers

8.0 Program Expenses and Budget

Program Partner Rates

Tahoe Truckee Homes 8% of monthly rent for each listing

Proposed Program Budget (July 23, 2022 – June 30, 2023)

Homeowner Incentives	\$20,000
Tenant Background Check Fees	\$500
Property Management Fees	\$10,000
Advertising	\$2,500
Total	\$33,000

Annual Long-term Rental Program Budget

2022-23 Approved Program Budget	\$50,000
Proposed Program Budget	\$33,000
Remaining 2022-23 Program Funds	\$17,000