



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Susi Lampe, IaCMC, IaCFO – City Clerk/Treasurer

DATE OF MEETING: May 6, 2024

ITEM TITLE: Down Payment Assistance Application

DISCUSSION:

Staff received an email from Iowa Heartland Habitat for Humanity inquiring about using the City's Down Payment Assistance program for one of their clients at the beginning of April 2024. The client has already been through the income verification process with IA Heartland Habitat for Humanity. The potential closing date is scheduled for early June. All the necessary documents have been shared between the City of Independence and IA Heartland Habitat for Humanity. There is still spending authority in the Fiscal Year 2024 budget for this expenditure. There will be a resolution on the May 28, 2024, agenda for the approval of the down payment assistance.

RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.