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TO: Chair Hughes- Skandijs and Lands Housing and Economic Development Committee

DATE: May 30, 2024

FROM: Katie Koester, City Manager

RE: Resolution 3057 Re-authorizing the Manufactured Home Down Payment Assistance Program

The LHED Committee discussed re-authorizing the Mobile Home Down Payment Assistance Program at the [January 29, 2024](#) meeting. At that meeting, the committee gave direction to:

1. Increase the match amount cap to \$20,000
2. Increase the budget authority to \$200,000
3. Increase the income limit for families and create tiered income limits
4. Change the name of the program for "Mobile Home" to "Manufactured Home."

Resolution 3057 achieves those objectives with the exception of increasing the budget authority to \$200,000. This should have been cared for during the budget process. However, the intention of the LHED to increase the amount of loans available can easily be cared for within the manager's budget authority.

The Manufactured Home Down Payment Assistance Fund is a sub-fund of the Affordable Housing Fund (AHF). The FY25 Budget authority is \$30,000. This would allow for 1.5 loans (if at the maximum amount) under the new guidelines. However, the Accessory Dwelling Unit (ADU) Grant program is also a sub-fund under the AHF and it has \$216,000 in budget authority for FY25. The ADU grant program has had less than robust participation for reasons I won't go over here; in 2024 we have only had 3 grants. The manager has the authority to transfer within a fund. My recommendation is to direct the manager to consult with the LHED committee if more than \$100,000 in Manufactured Down Payment Assistance Loans are granted. This would still allow for 11 ADU grants in FY25 and 6 Manufacture Home loans (if awarded at the maximum amount, which is unlikely). At that time the committee could decide to request an appropriation or spend additional funds from the ADU grant program. If the Committee is uncomfortable with the manager using that authority, you can take any of those actions at this time. After 2025 we will be able to better evaluate the usage of both programs and provide appropriate budget recommendations to the Assembly.

Recommendation:

Forward Resolution 3057 to the full Assembly for consideration.