

Attachment 2:

**Deed Restriction for New Development Program
Program Operator Scope of Work**

Program Operator Role – Sierra Business Council (SBC)

Task	Deliverable
Developer & Project Outreach & Discussion	<ul style="list-style-type: none">• Develop summary marketing and educational materials• Proactive outreach and initial discussion with potential applicants to explain and gauge interest in program• Follow-up discussions regarding program details, screening of eligibility, and negotiating number and type of units to participate
Program Operation	<ul style="list-style-type: none">• Execute participation agreement with each developer• Once participation agreement is signed, provide warm hand-off of participant to Program Administrator⁽¹⁾• Following Program Administrator underwriting, complete final approval eligibility verification utilizing criteria established in Program Guidelines
Budget Management	<ul style="list-style-type: none">• SBC will receive from the Town of Truckee and administer a deed restriction purchase budget of \$2,000,000 to obligate over two years• SBC will disperse funds directly to program participant following final approval, execution of deed restriction documents, and Certificate of Occupancy• SBC to charge Town of Truckee for program facilitation on a time and materials basis.

The Town of Truckee will perform the following tasks in coordination with the Program Operator scope of work described above:

Tasks	Deliverables
Documentation	<ul style="list-style-type: none">• Execute and record program documents<ul style="list-style-type: none">○ Deed restriction, deed of trust, promissory note

⁽¹⁾Program Administrator HousingINC will perform the following tasks in coordination with the Program Operator scope of work described above:

- Working with developer to explain underwriting process for project and answer questions about required documentation.
- Develop summary of eligibility for Program Operator to complete final eligibility verification.
- Ongoing eligibility and occupancy monitoring of all housing units deed restricted through the Program.