



# **REVISED PROGRAM GUIDELINES**

*Lease to Locals*

**Updated 05.31.2022**

# Lease to Locals Program Guidelines

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## 1. PROGRAM OVERVIEW

*Background:* The Town of Truckee Lease to Locals (LTL) Grant Program offers cash incentives to homeowners who rent their homes to qualified local employees. The goal of the program is to increase the supply of housing available for employees working within the geographic boundaries of the Tahoe-Truckee Unified School District.

The following updated Program Guidelines increase the maximum grant amounts, add a rental cap, remove the shorter term lease option, and better align the grant amounts to number of local employees housed.

*Who the Program Serves:*

The target population served with the Lease to Locals Grant Program are employees that work within the Truckee-North Tahoe Region and earn no more than 150% of the area median income (per standards set by the California Department of Housing and Community Development for Nevada County).

*Program Definitions:*

- 1.1. Underutilized Housing Unit: For the purpose of the LTL Grant Program, an “underutilized housing unit” is one that is occupied less than full-time and has not been rented full-time in the past 12 months. Examples include short-term rentals, vacation homes, empty second homes, and ski leases.
- 1.2. Long-Term Rental: For the purpose of the LTL Grant Program, a long-term lease is defined as 12-months. The goal of the program is to secure long-term leases. Seasonal leases will be accepted into the grant program in order to build the inventory of workforce rentals that could potentially expand or link to 12-month lease opportunities.
- 1.3. Region or Tahoe-Truckee Unified School District Geographic Scope: Includes the Town of Truckee, Eastern Placer County (Kings Beach, Tahoe City, Northstar, Olympic Valley, West shore) and the Eastern Nevada County/Donner Summit area.
- 1.4. Definition of a Household: For the purpose of the LTL Program, household is defined as two or more adults’ related (family/marriage) or unrelated but living together in one house. To be considered a household, all residents in the home must live together in a home as their primary residence.
- 1.5. Definition of a Tenant: For the purpose of the LTL Program, a tenant is a single person applying to be matched into a rental unit in Truckee for use as their primary residence.
- 1.6. Definition of an Adult: For this Program, Adult is considered 18 years or older.

## 2. PROGRAM ADMINISTRATION

The Town will administer the LTL Grant Program with support from a third-party administrator, Landing Locals. Landing Locals is a California Corporation, based in Truckee, providing local-housing services for communities in the Western United States.

**2.1. Town of Truckee Role:** The Town will manage the LTL Grant Program. This includes managing a contract with Landing Locals, grants and program evaluation.

**2.2. Grant Amounts:** The Town will offer grants based on local employees served and for the various lease arrangements as follows. Larger incentives will be offered for 12-month leases as this is the program goal and offers the more impactful community benefit. In the case of families with children, in order to encourage rentals to larger families, children under age 18 will garner grant payments if they live with a parent at least 50% of the time. See table below for breakdown of grants by lease timeframe.

LEASE TIMEFRAME	1 regional employee	2 regional employees or 1 employee with a child or children	3 regional employees or 2 employee with a child or children	4 regional employees or 3 employee with a child or children
5 month or greater lease (seasonal)	\$2,000	\$4,000	\$6,000	\$8,000
*12-month or greater lease (long term)	\$4,500	\$9,000	\$13,500	\$18,000

**2.3. Grant Administration:** The Town will issue grant payments to property owners as follows:

- Long-Term Leases: 50% of grant within 30 days of lease commencement and 50% at successful end of 12-months.
- Seasonal Leases: 50% of grant within 30 days of lease commencement and 50% at successful end of lease.

**2.3.1. Grant Disbursements:** Prior to grant disbursements, the Town will review documentation submitted by Landing Locals including: a copy of signed lease agreement (by landlord and tenant(s), proof of income and location of employment documents for all tenants under 18, homeowner W-9 and check request form.

**2.4. Landing Locals Role:**

**2.4.1. Program Operator:** Landing Locals is responsible for operating the the customer service side of the program. Per the executed annual scope of services and contract Landing Locals provide the following services for the Town’s Long-Term Rental Grant Program: program development, customer service, marketing, and processing applications per Program Guidelines.

**2.5. Tenant and Household Applications:** Tenant and households must submit an on-line application to Landing Locals indicating compliance with the following criteria to qualify for the LTL Program.

2.5.1. Lease Compliance: Landing will manage lease compliance at the half way milestones and provide reports to the Town for grant compliance and payments.

### **3.0 PROGRAM DURATION**

The Town of Truckee LTL Rental Grant Program is a program that started in October 2020. Annually, staff will review program progress, housing needs and scope of service from Landing Locals.

## **4. ELIGIBILITY FOR HOMEOWNERS APPLYING TO RECEIVE GRANT FOR LONG-TERM RENTING THEIR HOME TO A LOCAL WORKER**

**4.1. Grant Application:** Homeowners must submit a complete an on-line application to Landing Locals and comply with the following criteria to have their home considered for the grant program.

**4.1.1. Location:** The home must be located within the Town-limits of Truckee.

**4.1.2. Type:** A whole home or room(s) in a home can be rented, but there is a maximum of one grant per property.

**4.1.3. Status:** The home must be a legally permitted unit. If the homeowner applicant has a legal short-term rental, it must be in good standing, meaning all TOT taxes have been paid to the Town.

**4.1.4. Ownership:** The applicant must be the owner of the property or able to represent the owner or ownership group legally.

**4.1.5. Rental Affordability Cap** (See Attachment 1, for details)The homeowner must not charge rent exceeding \$3,500/month.

**4.1.6. Property Condition:** The home must meet basic safety and quality criteria based on property owner or property application self-evaluation listed in the Lease Agreement Packet.

**4.1.7. Signed Agreement with Landing Locals:** The homeowner must sign an Agreement with Landing Locals for matching services.

**4.1.8. Signed Lease Agreement And Complete Lease Packet:** The homeowner must complete the Lease Packet and sign a Lease Agreement with qualified tenants.

**4.1.9. Successful Half Way Lease Checks:** Homeowners must successful meet lease agreements for the full length of the lease and will be checked for compliance, by Landing Locals, via phone/emails interviews, at the half waypoints. Failure to meet lease requirements at either of these points could disqualify the homeowner for grant payments.

**4.2. Contingency:**

**4.2.1. Change of Ownership:** If the property is sold during the lease period, the lease agreement is broken and the homeowner is disqualified from the Program. In this case, Landing Locals would

work to place the tenants into another property or work with new owners to submit an application to the Program. The new owners could potentially qualify for grants if they rent to the existing tenants.

**4.2.2. Failure to Comply with Lease:** If the homeowner does not meet lease agreements at the half way mark, Landing Locals will work with homeowners to rectify the situation. If an agreement cannot be reached, the homeowner will be disqualified from receiving the second installment of the grant disbursement but will not be required to pay back the first installment of the grant.

## **5.0 ELIGIBILITY REQUIREMENTS FOR TENANTS AND/OR HOUSEHOLDS APPLYING FOR LONG\_TERM RENTAL GRANT PROGRAM**

### **5.1 Eligibility by Regional Employment:**

Tenants (single people) and at least one person in the household must work at least 20 hours per week or 50% for an employer based in the Tahoe Truckee Unified School District (or equivalent amount over a period of a year). Tenant must not be of blood relation to the Homeowner.

#### **5.2.1 Income Qualification:**

The average annual income of all adult residents of a household (related or unrelated) can be no more than 150% of the area median income as set by CA Dept. of Housing and Community Development. Though only one person must qualify per 5.1, the average income of all adults in the household is considered in the application.

#### **5.2.2 Documentation:**

Each adult applicant in the household must submit the following documentation along with their applications in order to determine total household income:

- Copy of driver's license or other photo ID for each adult.
- Verification of annual gross income for each adult as follows:
  - Related households: Tax returns (prior year)
  - Unrelated households. For each adult over 18 need one of the following:
    - Copy of W-2 (1 year)
    - A recent paystub (past three months) with an offer letter or email from employer that verifies total annual gross income for new position.
    - Summary of unemployment benefits for the year
    - Other explanation of income in a written format

## 6.0 PROGRAM EVALUATION

Annually, the LTL Grant Program will be evaluated to ensure Town resources are being efficiently utilized. Town staff will produce a program report using the following criteria to measure success of the program:

- Number of people served and number served per employer
- Number of homes unlocked
- Types of homes unlocked (# of rooms, neighborhoods, short to long term rental conversion)
- Rental prices for each home, average per room
- Income of renters (area median income of each adult in the home) being served
- Number of seasonal leases extended beyond initial lease term
- Number of rentals extended beyond 12-month lease program
- Program participant surveys (homeowners and tenants)

### **Fair Housing Laws/Equal Opportunity**

*Both the Town of Truckee and Landing Locals will operate the Lease to Locals Grant Program in compliance with the HUD's Fair Housing Act and California Department of Fair Employment and Housing and which does not discriminate, nor allow homeowners to discriminate against tenants based on age, race, color, national origin, religious creed, sex, familial status, national origin, source of income, sexual orientation, marital status, genetic information, gender identify/expression, veteran status, primary language, and immigration status/citizenship, or disability.*