

# ATTACHMENT A

## Before the Board of Supervisors County of Placer, State of California

**In the matter of:**

A Resolution adopting the Lease to  
Locals Program Guidelines

Resolution No.: \_\_\_\_\_

The following Resolution was duly passed by the Board of Supervisors of the County of  
Placer at a regular meeting held on, \_\_\_\_\_ by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

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WHEREAS, Placer County's General Plan Housing Element sets forth goals to encourage construction and maintenance of safe, decent, and sound affordable housing in the County; and

WHEREAS, Placer County's General Plan Housing Element sets forth goals to promote housing opportunities that meet the specific needs of residents and workers in the Tahoe Basin; and

WHEREAS, Placer County's General Plan Housing Element includes policies to facilitate expanded housing opportunities that are affordable to the workforce of Placer County; and

WHEREAS, the Lease to Locals Program Guidelines set forth an incentive program to preserve housing for the local workforce; and

WHEREAS, the Board finds the Lease to Locals Program will increase the available stock of affordable rental properties, resulting in a public benefit for the County's residents and local workforce; and

WHEREAS, the Board further finds that the Lease to Locals Program Guidelines are consistent with the provisions of the General Plan and in compliance with applicable requirements of State and Federal law; and

WHEREAS, the County authorizes the Community Development Resource Agency Director, or designee(s), to conduct, in the name of the County, program administration, execute required documents, and minor modifications to the guidelines and related documents as needed to effectuate the Program purposes; and

NOW, THEREFORE, BE IT RESOLVED, that the proposed Lease to Locals Program Guidelines, as set forth in Exhibit 1, attached hereto and incorporated herein by reference, are hereby adopted.

BE IT FURTHER RESOLVED that this Resolution shall take force and become effective immediately.

EXHIBIT

Exhibit 1: Program Description and Guidelines

# **East Placer Lease to Locals Pilot Program**

## **Program Description and Guidelines June 2022**

## 1 PILOT PROGRAM OVERVIEW

The Lease to Locals Pilot Program (the “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.

## 2 PROGRAM DEFINITIONS

- (a) Adult: An adult is any individual 18 years or older.
- (b) Housing Unit: A housing unit is a house, condo, mobile home, a group of rooms, or a single room that is intended for occupancy living quarters (excluding commercial lodging) that has not been rented full-time in the past 12 months.
- (c) Long-Term Lease: A long-term lease is a lease of 12 months or greater.
- (d) Property Owner: The individual(s) or legal entity, in the case of a trust, that holds fee title to the property, as reflected on the recorded documents.
- (e) Qualified Household: A Qualified Household is any group of individuals living together in one home as their primary residence, where at least half of the adults are Qualified Tenants.
- (f) Qualified Tenant: A Qualified Tenant is an adult employed at least 20 hours per week at an employment site within the Tahoe-Truckee Unified School District geographical boundary, who is not of blood relation to the Property Owner.
- (g) Seasonal Lease: A seasonal lease a lease that is at least five (5) months but less than twelve (12) months.

## 3 PROGRAM ADMINISTRATION

The County will administer the Program, with support from a third-party administrator, Landing, Inc. Landing, Inc. is a California Corporation, based in Truckee, California, which provides rental-matching services for communities in the Western United States.

### 3.1 County of Placer Role

The County will oversee and fund the Program. This includes managing the contract with Landing, Inc., granting disbursements, and evaluating program metrics.

### 3.2 Landing Locals Role

Under a contract with the County, Landing, Inc. will provide the following services for the Program: program development, customer service, marketing, compliance, reporting, and processing applications per Program Guidelines.

## 4 PROGRAM GRANT FUNDING

### 4.1 Grant Amounts

The County will provide a \$2,500 grant per Qualified Tenant housed through the Program for a seasonal rental and a \$6,000 grant per Qualified Tenant for a long-term rental. Dependent children will count as one (1) additional Qualified Tenant, regardless of the number of children present. The maximum grant amount is for four (4) Qualified Tenants.

The table below shows the available grant amounts.

| <b>Number of Qualified Tenants</b> | 1 Qualified Tenant | 2 Qualified Tenants | 3 Qualified Tenants | 4 Qualified Tenants |
|------------------------------------|--------------------|---------------------|---------------------|---------------------|
| Seasonal                           | \$2,500            | \$5,000             | \$7,500             | \$10,000            |
| Long-Term                          | \$6,000            | \$12,000            | \$18,000            | \$24,000            |

#### **4.2 Grant Disbursement**

- (a) Prior to disbursing grants, the County will review documentation submitted by Landing, Inc. including:
  - i. A copy of the fully executed lease agreement(s),
  - ii. Proof of local employment for Qualifying Tenants,
  - iii. Property Owner W-9, and
  - iv. Check request form.
- (b) The County will issue the first half of the grant payment to the Property Owner within thirty (30) days of the Qualified Household taking occupancy of the Housing Unit.
- (c) The County will issue the second half of the grant payment to the Property Owner within thirty (30) days of the end of the lease.
- (d) Payments shall be issued to the Property Owner, as their legal name(s) appear on recorded property ownership documents.

### **5 PROPERTY OWNER ELIGIBILITY & REQUIREMENTS**

#### **5.1 Grant Application**

Property Owners must submit a complete on-line form and sign a self-certification checklist with Landing, Inc. and comply with the following criteria to have their home considered for the grant program.

#### **5.2 Eligibility & Requirements**

To participate in the Program, Property Owners must meet the following requirements.

- (a) Location: The Housing Unit must be located within East Placer Transit Occupancy Tax District.
- (b) Type: A whole home or room(s) in a home can be rented, but there is a maximum of one grant per property.
- (c) Status: The Housing Unit must be a legally permitted dwelling unit and each bedroom in the property must have a door and window.
- (d) New Rental: The Housing Unit must have not already been leased as an existing long-term rental (unless through this Program) in the past 18 months.
- (e) Eligible Properties: The Housing Unit must be single-family homes, townhomes, privately-owned condos, or vacant rooms in owner-occupied properties. Multi-family rental properties, hotels, and motels are not eligible for the program.
- (f) Ownership: The Property Owner must hold fee title to the Housing Unit.
- (g) Property Condition: The Housing Unit must meet basic health and safety criteria per California Health and Safety Code, Division 13, Housing Part 1.5, Chapter 2.

- (h) Signed Agreement with Landing, Inc.: The Property Owner must sign an agreement with Landing, Inc. for tenant-matching services.
- (i) Signed Lease Agreement and Complete Lease Packet: The Property Owner must complete an application and sign a Seasonal Lease or Long-Term Lease with a Qualified Household or Qualified Tenant.
- (j) Lease Compliance Checks: The Property Owner must comply with the lease agreement for the full length of the lease and will be checked for compliance by Landing, Inc., at six (6) months or at the midway point in the lease, whichever is sooner. Failure to comply with the lease requirements at any time shall disqualify the Property Owner for grant payments.
- (k) Rental Affordability Cap: The Property Owner cannot charge rent exceeding \$3,500/month.
- (l) Fair Housing Act Compliance: The Property Owner must comply with California Fair Employment and Housing Act and the Federal Fair Housing Act.

### **5.3 Contingencies**

- (a) Change of Ownership: If the property is sold during the lease period, the lease agreement is broken and the Property Owner is disqualified from the Program. In this case, Landing, Inc. 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 qualify for the second half of the grant payment if they continue to rent to the existing tenants for the remainder of the lease in place.
- (b) Failure to Comply with Lease: If the Property Owner does not meet lease agreements at the six-month mark because of an eviction or move-out, Landing, Inc. will work with Property Owners to rectify the situation. If an agreement cannot be reached, the Property Owner will be disqualified from receiving the second installment of the grant disbursements but will not be required to pay back the first installment of the grant.
- (c) Property Condition: If the Housing Unit is deemed in violation of California Health and Safety Code, Division 13, Part 1.5, Chapter 2 the grant payment(s) may be withheld.

## **6 TENANT ELIGIBILITY & REQUIREMENTS**

### **6.1 Individual & Household Qualification**

Individuals and households applying to the program must meet the definitions set forth in Section 2 of these guidelines.

### **6.2 Documentation**

As part of the application, each adult member of the household must submit the following:

- (a) Two (2) paystubs from the past three (3) months to verify employment
- (b) Copy of driver's license or other photo ID
- (c) Copy of most recent tax return (required only if household is claiming dependent children).

## **7 PROGRAM DURATION**

- (a) The Program is a one-year pilot that starts on August 1, 2022. If the Board takes no action to extend or renew this program, it shall automatically expire on July 31, 2023.
- (b) County staff will review program progress, housing needs, and the services being

provided by Landing, Inc. and will provide periodic updates and recommendations to the Board of Supervisors regarding the continuance of and/or modifications to the Program.

At a minimum, at least two (2) months before the end of the pilot term, County staff will provide a report to the Board of Supervisors using the following criteria to measure success of the program:

- i. Number of people served (including children)
- ii. Number of homes unlocked
- iii. Types/Sizes of units unlocked
- iv. Rental prices for each home, average per room
- v. Income of renters (area median income of each adult in the home) being served
- vi. Number of rentals extended beyond 12-month lease program