



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTORS STAFF REPORT**

**AGENDA TITLE:** Truckee Tahoe Airport District Home Purchase Assistance Program (HPAP)

**STRATEGIC PLAN:** Goal Area 3.B. **COLLABORATE:** Partner to deliver District and community benefits. **Strategy 3.B.4.** Address regional housing issues through active participation, and funding, with the Truckee Tahoe Workforce Housing Agency (TTWHA)

**MEETING DATE:** Wednesday, January 24, 2024

**PREPARED BY:** Lauren Tapia, Human Resources Manager/District Clerk

**PRESENTED BY:** Emily Vitas, Consultant, Truckee Tahoe Workforce Housing Agency

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**RECOMMENDED ACTION:** To approve a Home Purchase Assistance Program (HPAP) for employees of the Truckee Tahoe Airport District.

**DISCUSSION:** The Truckee Tahoe Workforce Housing Agency has designed an employer-funded home purchase assistance program that allows regional employers to support their employees in their home buying pursuits. The first program, in partnership with the Tahoe Forest Hospital District, was launched in early 2023 and has closed six loans to date.

The program offers low interest, deferred payment, second trust deed loan. The TTAD loan product would allow for loans up to 16% of the home purchase price, up to \$100,000, per borrower. The loan may be offered in conjunction with other home purchase assistance products, including Truckee Home Access Program and Placer County Workforce Housing Preservation Program.

Eligible employees must be employed full time / permanent for at least 180 days, determined to be in good standing by Human Resources, and have a credit score of 670 or higher. Loans must be paid back to TTAD and will typically be paid when the home is refinanced or sold, though repayment could also be triggered through employee’s cessation of employment. Disclosures

and guideline language have been developed to ensure TTAD receives repayment within two years of employment ending. While this is a deferred payment product, payments may be made at any time and early payments are encouraged and will not be penalized. Loans will accrue interest and be charged at a simple interest rate of three percent (3%) per annum.

Through this partnership, TTWHA will act as the program administration, loan processor, and loan servicing agent for the life of the loan. TTAD will provide assistance with employee engagement and communications, application review and approval, ongoing employment verification, and loan issuance. TTAD will be a named beneficiary on the loan.

TTAD HPAP Outline and Guidelines have been extensively reviewed and edited by District Legal Counsel Josh Nelson and BBK Housing Specialist Mr. Ethan Walsh.

A presentation outlining the proposed program will be given by the Consultant for TTWHA, Ms. Emily Vitas.

**FISCAL IMPACT:** TTAD has budgeted \$250,000 for the 2024 calendar year for this program. Based on TTWHA's data regarding the number of employees currently renting their homes who are interested in pursuing home ownership, we will likely see 1-2 loans issued per year.

**SAMPLE MOTION:** I motion to (approve, amend) the Home Purchase Assistance Program Outline and Guidelines for employees of the Truckee Tahoe Airport District.

**ATTACHMENT(S):**

- Home Purchase Assistance Program Outline
- Home Purchase Assistance Program Guidelines
- TTWHA Home Purchase Assistance Program Presentation