



## MEMORANDUM

**TO:** Mayor and Council Members

**FROM:** Rosie Truelove, Director, Neighborhood Housing and Community Development Department

**DATE:** February 9, 2018

**SUBJECT:** Response to Resolution 20161215-031 regarding an Employer-Assisted Housing Pilot Program

Resolution No. 20161215-031 provided direction for the City Manager to provide funding, if necessary, to support administrative costs associated with an Employer-Assisted Housing Pilot Program that will connect housing and jobs through local employers by matching income-qualified local employees with on-site affordable units by having the employer paying the differential between employee income (approximately 40% MFI) and affordable units at The Grove (approximately 60% MFI). The funding is not to exceed \$75,000.

The Grove development is currently in the site plan review stage. NHCD staff will monitor the development's progress to determine when affordable units are expected to be complete. Prior to their completion, NHCD will develop a statement of work and procurement process to solicit a contractor to provide administrative services to address the directive. The program will include an evaluation of its impact on employee retention, satisfaction, and other similar factors that are related to program goals. NHCD will bring any relevant contracts to Council and provide updates at appropriate points over time.

Funding to support this pilot program will be reserved in the Housing Trust Fund.

If you have questions or need additional information, contact Erica Leak, Housing Policy Manager, at (512) 974-9375.

cc: Elaine Hart, Interim City Manager  
Joe Pantalione, Interim Assistant City Manager