



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: August 12, 2026

Department: Community and Economic Development

Title:

Board Order to Authorize Chief Administrative Officer to approve Home Buyer Assistance payments up to \$125,000

Management Update/Work Session Date: July 28, 2026

Audio/Visual aids ☐

Time Required: 5 minutes

Contact: Brian Smith

Phone: 503-588-4416

Requested Action:

Approve a Board Order that authorizes the Chief Administrative Officer (CAO), or designee, to approve payments from the Marion County Community Services Home Buyer Assistance Program in the amount of up to \$125,000.00 per client, for a period of five-years from July 1, 2026 through June 30, 2031.

Issue, Description
& Background:

With the maximum assistance level of \$125,000.00 it exceeds the Chief Administrative Officer's approval authority. If it is required obtain approval from the Board of Commissioners it does not coordinate with the closing process and would result in delayed closings.

On May 13, 2026, the Marion County Board of Commissioners approved the five-year Marion County Community Development Block Grant (CDBG) and HOME Consolidated Plan. Since the Consolidated Plan covers a five-year period, staff is requesting a Board Order authorizing the Chief Administrative Officer (CAO), or designee, to approve payments up to \$125,000 for each party assisted by the HBA for a five year period from July 1, 2026, through June 30, 2031.

Financial Impacts:

This action has no financial impact to Marion County as the funds for the payments are provided by U.S. Housing and Urban Development.

Impacts to Department
& External Agencies:

This will improve the ability to process and allow for timely processing of down payment assistance for our clients.

List of attachments:

Board Order

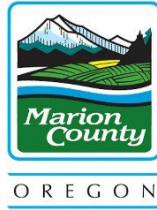
Presenter:

Steve Dickey

Department Head
Signature:

Kelli Wuse

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MEMORANDUM

TO: Marion County Board of Commissioners
FROM: Steve Dickey, CDBG/HOME Program Manager
MEETING DATE: August 12, 2026, Board of Commissioners Meeting

2026-2031 DOWN PAYMENT ASSISTANCE BOARD ORDER

PROJECT OVERVIEW

The program related to this agenda item is the Marion County Home Buyer Assistance Program that provides assistance (down payment, closing costs, or buying down points) to qualified home buyers in Marion County (but outside the Salem city limits). The matter at hand is the need to authorize the Marion County Chief Administrative Officer (CAO), or Chair or Vice-Chair of the Marion County Board of Commissioners, to approve payments for the Home Investment Partnerships Program (HOME) - Home Buyer Assistance (HBA) program (formerly known as Down Payment Assistance Program) in amounts up to \$125,000. The standard threshold for the CAO payment approval is \$100,000.

HISTORY & PRIOR BOARD DISCUSSIONS

On August 2nd, 2023, the Marion County Board of Commissioners approved the Down Payment Assistance and Recapture/Resale Policy. This policy raised the amount available for down payments from \$25,000.00 to \$125,000. With the new maximum at \$125,000 this required approval by the Board of Commissioners for every down payment. The issue encountered is related to the County's process to obtain approval from the Board of Commissioners does not coordinate with the closing process and would result in delayed closings. This in some cases would cause the sale to fail and the client would then have to start over finding a house.

To address this issue, starting with the 2023-2024 fiscal year a Board Order was issued delegating authority to the Chief Administrative Officer to authorize downpayments under the HBA program in amounts up to \$125,000. This Board Order was repeated again at the beginning of fiscal year 2024-2025. The DPA also changed the name to the HBA as the assistance may be used for down payments, closing costs, and/or buying down points.

UPDATE

The previous Board Order expired on June 30, 2026 and staff is requesting consideration of a Board Order authorizing the Chief Administrative Officer (CAO), or Chair or Vice-Chair of the Marion County Board of Commissioners, to approve payments up to \$125,000 for each party assisted by the HBA for a period from July 1, 2026, through June 30, 2027.

PURPOSE OF THE MEETING

The purpose of this agenda item at the August 12, 2026, Board Session is a request for the Commissioners to approve a Board Order that authorizes the Chief Administrative Officer, or Chair or Vice-Chair, to approve payments from the Marion County Home Buyer Assistance Program in the amount of up to \$125,000 per client, for a period from July 1, 2026, through June 30, 2027.

FUNDING & BUDGET

The HBA program is funded through U.S. Housing and Urban Development (HUD) HOME grants provided to Marion County on an annual basis. The amount of funding dedicated to this program is determined each year by the Marion County Board of Commissioners.

NEXT STEPS

Should the Board of Commissioners Meeting approve a Board Order that authorizes the Chief Administrative Officer, or Chair or Vice-Chair, to approve payments as described above, staff will proceed with this process through June 30, 2027.

ATTACHMENTS

Attachment 1 – Board Order

BEFORE THE BOARD OF COMMISSIONERS
FOR MARION COUNTY, OREGON

In the matter of the delegation of authority to)
the Chief Administrative Officer, or the)
Chair or Vice-Chair of the Marion County)
Board of Commissioners, to authorize)
payments under the Marion County Home)
Buyer Assistance Program)

ORDER No. _____

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on August 12th, 2026, to delegate authority to the Chief Administrative Officer, or the Chair or Vice-Chair of the Marion County Board of Commissioners, in relation to the Marion County Home Buyer Assistance Program.

WHEREAS, Marion County has approved a Home Buyer Assistance (“HBA”) program using HUD HOME Investment Partnership Program Funds; and

WHEREAS, the amount each applicant may receive under the HBA is up to \$125,000.00;

WHEREAS, the Board now seeks to delegate authority to the Chief Administrative Officer, or Chair or Vice-Chair of the Marion County Board of Commissioners, to approve and execute payments under the HBA;

IT IS HEREBY ORDERED that the Marion County Chief Administrative Officer, or Chair or Vice-Chair of the Marion County Board of Commissioners, is delegated the authority and responsibility of the Board of Commissioners, for the period of July 1, 2026 through June 30, 2027, to execute and authorize payments under the Home Buyer Assistance Program in an amount up to \$125,000.00 for each application.

DATED at Salem, Oregon, this ____ day of August.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner