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**To:** Board of Commissioners  
**From:** Karen Kreutzberg  
**Date:** July 14, 2021  
**Re:** 2022 MTW Annual Plan – Proposed Activity

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## Moving to Work Program

In the Moving To Work (MTW) Program, we are required to submit an annual plan proposing the initiatives we wish to implement, and the statutory changes needed.

In 2021, due to the unusual circumstances of the pandemic, we did not propose any new activities. For 2022, we intend to propose an activity which would use MTW funds to staff a new position, Program Navigator, within the Housing Choice Voucher (HCV) program. This position would be like a Resident Services position, exclusively for the Housing Choice Voucher Program. The focus of this position would be to assist HCV applicants and participants with paperwork, housing search, links to other services in the community, etc. The estimated use of funds would be \$75,000 per year.

While we have used our MTW authority and creativity to streamline the process to acquire and maintain a voucher, it continues to be a difficult process for some of our clients. This position would be available as an advocate role to assist HCV clients, while allowing the Voucher Specialists to be in the “authority” role of administering the voucher.

Use of MTW funds (specifically Housing Assistance Payment funds) would potentially reduce the amount available for the acquisition of local, non-traditional affordable units. Most recently in 2020, \$530,941 of MTW funds were used to repay the line of credit for two units at Twenty37. In 2019, \$1,446,825 was used to repay the line of credit for five units at Twenty37.

The use of these funds could also impact the number of families served on the program. With an average per unit cost of \$950 per household, \$75,000 could house 6.5 households for a full year. However, we also believe the Program Navigator position could increase the number of households who have been issued a voucher to achieve lease up.

## Action Requested

Approval to continue researching and drafting the proposed activity to include in the draft MTW Annual Plan, which will come to the Board in September.

# Upcoming Conference Opportunities

We encourage Commissioners to take advantage of the many professional development opportunities available to help you deepen your housing and community development knowledge. Please keep these conferences in mind in 2021 as great opportunities for learning and networking in your role as Commissioners. Please submit your training request to our Board Chair, Commissioner Harris, and he will work with staff to allocate Board training dollars equitably for registrations, hotel, and travel for local conferences.

By request, we are including a variety of options in addition to NAHRO. We have historically emphasized NAHRO's training because NAHRO is the only organization that is oriented to the unique interests of Housing Authority Commissioners and whose professional development learning aligns with the business of the Board, however there are several other good choices.

## NAHRO Conferences

- [National Conference & Exhibition](#) Oct 7-9, 2021 Phoenix, AZ (Hybrid)
- [Washington Conference](#) Mar 28-30,2022 Washington, DC

## National Housing Conference

- [Solutions for Affordable Housing](#) Nov 17, 2021 Washington, DC

## NeighborWorks

- [Training Institute](#) TBA TBA

## Housing Colorado NOW!

- [Annual Conference](#) Oct 13-15, 2021 Breckenridge, CO

# FUTURE BOARD ITEMS

We have gathered the requested informational items the Board has asked to either learn more about or discuss. This is our current list and approximate timeline.

	<u><b>Anticipated Date</b></u>
• BHP Commissioner Property Tour	September 2021
• BHP Commissioner Retreat	September 2021
• Partnership Awards	September 2021
• Draft 2022 Moving To Work (MTW) Annual Plan	September 2021
• Website Redesign	3 <sup>rd</sup> Quarter 2021
• Diversity, Equity & Inclusion	3 <sup>rd</sup> Quarter 2021
• Final 2022 Moving To Work (MTW) Annual Plan	October 2021
• Housing Choice Voucher Administrative Plan - Proposed Changes	October 2021
• Housing Choice Voucher Administrative Plan – Out for Public Review	October 2021
• 1 <sup>st</sup> Review of Next Year’s BHP Budget	November 2021
• Final Review and Approval of Next Year’s BHP Budget	December 2021
• Housing Choice Voucher Administrative Plan – Final Approval	December 2021
• Closing for Tantra Lake Apartments	4 <sup>th</sup> Quarter 2021
• Lee Hill Annual Report	4 <sup>th</sup> Quarter 2021
• Resident Services: Families	As Time Allows
• Asset Positioning Plan	As Time Allows

*Meet the BHP Departments (Rotating Basis) – Forthcoming & As Time Allows*

# 2021

## Boulder Housing Partners Commissioner's Calendar

Date	Group	Time
JANUARY	BOARD RECESS	N/A
Mon. February 8	Development Committee (as needed)	4:00-5:00
Wed. February 10	Board Meeting	9:00-11:30
Thurs. March 4	Quarterly NPG Committee	3:30-5:00
Mon. March 8	Finance Committee – 2020 Review	3:00-4:00
Wed. March 10	Board Meeting	9:00-11:30
Mon. April 12	Development Committee (as needed)	4:00-5:00
Wed. April 14	Annual Board Meeting	9:00-11:30
Thurs. May 6	Special NPG Committee	3:30-5:00
Mon. May 10	Development Committee (as needed)	4:30-5:30
Wed. May 12	Board Meeting	9:00-11:30
Mon. June 7	Finance Committee – Audit & Financials Review	3:30-4:30
Mon. June 7	Development Committee (as needed)	4:30-5:30
Wed. June 9	Board Meeting	9:00-11:30
Mon. July 12	Development Committee (as needed)	4:30-5:30
Wed. July 14	Board Meeting	9:00-11:30
AUGUST	BOARD RECESS	N/A
Thurs. August 19	Foundation Board Meeting	3:30-5:00
Thurs. September 9	Quarterly NPG Committee	3:30-5:00
Mon. September 13	Finance Committee – Financials Review	3:30-4:30
Mon. September 13	Development Committee (as needed)	4:30-5:30
Tues. September 14	Board Retreat & Site Tour	9:00-4:00
Wed. September 15	Board Meeting	9:00-11:30
Mon. October 11	Development Committee (as needed)	4:30-5:30
Wed. October 13	Board Meeting	9:00-11:30
Tues. November 8	Finance Committee – Draft 2022 Budget Review	3:30-4:30
Tues. November 8	Development Committee (as needed)	4:30-5:30
Wed. November 10	Board Meeting	9:00-11:30
Thurs. November 18	Foundation Board Meeting	3:30-5:00
Thurs. December 9	Quarterly NPG Committee	3:30-5:00
Mon. December 13	Finance Committee – Final 2022 Budget Review & Financials	3:30-4:30
Mon. December 13	Development Committee (as needed)	4:30-5:30
Wed. December 15	Board Meeting	9:00-11:30