



BOARD MEETING

October 13, 2021



Location:
 Zoom Link: <https://us06web.zoom.us/j/85356925243>
 October 13, 2021 ▪ 9:00 a.m. - 11:30 a.m.

AGENDA

| | | | Page # |
|-------------|--|--|---------------|
| 9:00-9:20 | Standing Agenda and Meeting Items | | |
| | 1. Call to Order and Determination of a Quorum | | |
| | 2. Public Participation | | |
| | 3. Approval of Minutes from September 15, 2021 | | 4 |
| | 4. Finance and Operations Update | | 7 |
| | 5. Meet the Department: Executive Coordinator | | |
| 9:20-10:20 | Meeting Agenda | | |
| | 1. Final 2022 Moving To Work (MTW) Annual Plan | | 8 |
| | 2. Housing Choice Voucher Administrative Plan – Proposed Changes | | 12 |
| | Housing Choice Voucher Administrative Plan – Out for Public Review | | |
| | 3. 2022 Housing Choice Voucher Payment Standards | | 16 |
| 10:20-10:40 | Board Matters | | |
| | 1. Resident Representative Council Update | | |
| | 2. BHP Foundation Board Update | | |
| | 3. Announcements and Other Items from the Board | | |
| | 4. Upcoming Conference Opportunities | | 19 |
| | 5. Legislative Update | | 20 |
| | 6. Future Board Items and Board Calendar | | 22 |
| | 7. 2022 Commissioners’ Calendar | | 24 |
| 10:40-11:30 | Executive Session* | | |
| | 1. Real Estate Matters Pursuant to C.R.S. 24-6-402(4)(a) | | |
| 11:30 | Adjournment | | |

***Distributed Under Separated Cover**

Strategic Framework

BOULDER HOUSING PARTNERS



VISION To help create a **diverse, inclusive, & sustainable** Boulder.

MISSION To provide quality, affordable homes and foster thriving Boulder communities.

CORE BELIEFS

- We believe in the **power of having a home**.
- We believe in **opportunity for all**.
- We celebrate our **diversity**.
- We believe our work is **one part of a broader solution** to a thriving community.
- We believe in keeping our **impact on the environment small**.
- We believe in working as **one team**.

STRATEGIES

Support Residents & Strengthen Communities

We provide high-quality customer service, treating all people with kindness, respect, and dignity. We foster partnerships with residents, participants, and local organizations to increase opportunities and strengthen the broader community.

Increase Affordable Housing Opportunities

We seek to meet the changing housing needs of our community. Our expertise is affordable and attainable rental housing. We work in collaboration with the City of Boulder to address community housing goals and provide opportunities that would not otherwise be available in the local market. We are agile and responsive to opportunities, providing permanently affordable homes through development, acquisition, and vouchers.

Steward our Resources Effectively

We are diligent stewards of public resources and champions for those who need them. We manage our resources through effective business practices, strategic asset management, community collaborations, environmental stewardship, and innovative systems that bring clarity and focus to our work.

Cultivate an Outstanding Workplace

We create a positive workplace culture, striving to attract and retain the best employees. We support wellness and balance in employees' lives and we cultivate the creativity, passions, and unique skills of our team members.

FRAMEWORK FOR DECISION MAKING

When evaluating decisions or determining what matters BHP should spend time on, in accordance with our fiduciary duties to always act in the best interest of the organization, we consider the following questions:

1. Does this idea/action item further the goals of the organization?
2. Is this relevant and helpful for our constituents/customers?
3. What is the impact on staff?
4. What is the impact on budgets?
5. Is it strategic or operational?
6. Is this within our span of control?

BOULDER HOUSING PARTNERS
Meeting of the Board of Commissioners
September 15, 2021 | 9:00 a.m.
4800 N. Broadway, Boulder, CO 80304

Commissioners

Commissioner Harris
Commissioner Bissonette
Commissioner Block
Commissioner Cooper
Commissioner Griffin
Commissioner Joseph (ABSENT)
Commissioner Lord
Commissioner Schoenfeld
Commissioner Walker (ABSENT)

Staff

Jeremy Durham
Daniel Nuñez
Jason Acuña
JoAnna Mendoza
Jodi Bogen
Julia Arencibia
Karen Kreutzberg
Karin Stayton
Laura Sheinbaum
René Brodeur
Tad Amore
Tim Beal

Members of the Public:

Shelly Bobbins
Kim Smith

I. Call to order and Determination of a Quorum

Commissioner Harris called the meeting of the Board of Commissioners to order at 9:05 a.m. A quorum was declared.

II. Public Participation

The Zoom Board Meeting information was posted on the main BHP website (boulderhousing.org).

Shelly Bobbins, a resident at Foothills Community, stated that there's a problem of lease enforcement at the property. Ms. Bobbins said that she has had issues with one of her neighbors since March 2019, including smoking, parking, back porch storage, rodents, etc.

III. Approval of the Meeting Minutes

Consent agenda items approved:

1. Minutes from July 14, 2021

Amendment to July 14, 2021, Board Minutes – Page 6

Commissioner Schoenfeld said that when Commissioner Griffin described the discovery of a positive case of COVID-19 at a community, the point was that the residents were not notified as timely as they would like to be. Jeremy Durham mentioned that it is BHP's policy to notify residents as soon as BHP has official confirmation. Commissioner Griffin added that the Canyon Pointe Resident Council should have notified others as soon as possible.

COMMISSIONER GRIFFIN MOVED TO APPROVE THE MINUTES FROM JULY 14, 2021.

COMMISSIONER LORD SECONDED THE MOTION. The motion to approve the minutes passed unanimously.

IV. Financial Dashboard

Jodi Bogen went over the financial dashboard for July 2021 and answered questions from the Board.

V. Meeting Agenda

Meet the Department: Human Resources

Jeremy Durham introduced Julia Arencibia, Director of Human Resources.

Draft 2022 Moving To Work Annual Plan

Karen Kreutzberg presented on the Draft 2022 Moving To Work Annual Plan and answered questions from the Board.

BHP Resolution #2021-9: Private Activity Bond Carryforward Resolution

Laura Sheinbaum presented on the Private Activity Bond Carryforward Resolution and answered questions from the Board.

COMMISSIONER LORD MADE A MOTION TO APPROVE RESOLUTION #2020-9 TO CARRYFORWARD BHP'S 2021 CITY OF BOULDER PAB AWARD. COMMISSIONER COOPER SECONDED THE MOTION. The motion passed unanimously.

BHP Resolution #2021-10: Private Activity Bond Inducement Resolution for 2727 29th Street

Laura Sheinbaum presented on the Private Activity Bond Inducement Resolution for 2727 29th Street and answered questions from the Board.

COMMISSIONER LORD MADE A MOTION TO APPROVE RESOLUTION #2020-10 TO ALLOW FOR THE FUTURE ISSUANCE OF PRIVATE ACTIVITY BONDS WHICH WILL BE USED TO FINANCE THE CONSTRUCTION OF 100 UNITS OF AFFORDABLE HOUSING AT 2727 29TH STREET. COMMISSIONER COOPER SECONDED THE MOTION. The motion passed unanimously.

VI. Board Matters

Resident Representative Council Update

Commissioner Griffin reported for the Resident Representative Council. She mentioned that Daniel Nuñez and Dean Rohr attend the first half hour of every meeting to answer questions. The RRC discussed the following topics:

- Having the meetings online has allowed for better accessibility and increased participation
- High Mar residents will start their own Resident Council
- The RRC is discussing the idea of updating their Bylaws
- The addition of another resident position on the Board for more representation
- The discussion of ARPA (American Rescue Plan Act for 2021), which will, in part, provide internet for resident sites.
- Canyon Pointe used to have bus service, but this stopped at the beginning of the pandemic. Tim Beal is working to see what the status is and when RTD will continue this service.

Announcements and Other Items from the Board

Commissioner Harris said that he will be out in October 2021 and Commissioner Griffin will cover during that Board meeting.

Commissioner Schoenfeld mentioned that the Boulder Public Library will be conducting free talks until November. The programming will be in English and Spanish. This is a great way to support One Book, One Boulder, which aims to bring Boulder together through the shared experience of reading and discussing the same book.

Conference Opportunities

Commissioner Harris and Jeremy Durham said that Commissioners can email Jason Acuña if they are interested in attending any conference opportunities.

Commissioner Harris mentioned that Housing Colorado Now will be held in Breckenridge, CO.

Future Board Items

Jeremy mentioned that he had hoped to have the Board Retreat sooner, but with the Delta Variant, we are planning to watch the trajectory of cases.

VII. Adjourn

COMMISSIONER BISSONETTE MADE A MOTION TO ADJOURN THE MEETING OF THE BOARD OF COMMISSIONERS. COMMISSIONER COOPER SECONDED THE MOTION. The motion passed unanimously.

The meeting of the Board of Commissioners adjourned at 10:37 a.m.

Seal
DATE: 9/15/2021

R. E. Harris
Chairperson, Board of Commissioners
Housing Authority of the City of Boulder

Jeremy Durham
Executive Director

Jason Acuña
Recording Secretary

Boulder Housing Partners Benchmark Report as of August-2021

Net Income

| | YTD Actual | YTD Budget | % Diff |
|-------------------|------------------|------------------|--------|
| Income | 24,942,011 | 22,526,667 | 11% |
| Expense | (22,991,976) | (22,771,605) | -1% |
| Net Income | 1,950,035 | (244,938) | |

Debt Service Coverage Ratio

1.38

BHP Target 1.15

Balance Sheet Summary

| | Actual Aug-21 | Actual Dec-20 | Net Change YTD |
|---------------|--------------------|--------------------|------------------|
| Assets | 246,219,484 | 240,389,655 | 5,829,829 |
| Liabilities | (90,524,538) | (86,591,108) | (3,933,430) |
| Equity | 155,694,946 | 153,798,547 | 1,896,399 |

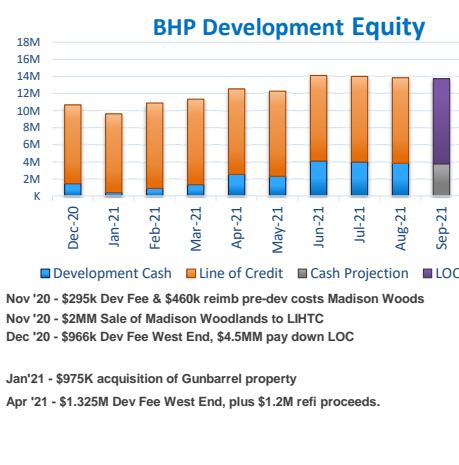
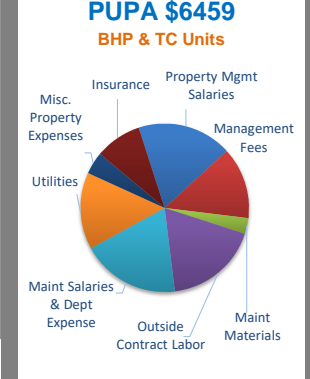
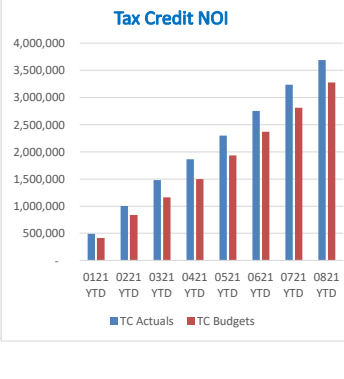
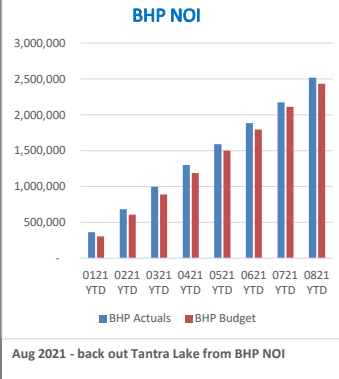
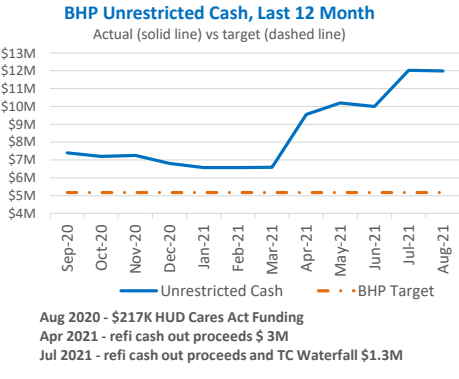
BHP Quick Ratio



BHP Target: > 2.0
Unrestricted cash / current liabilities

Maintenance

Unit Turns: 8.8 Average days to complete **154** turns YTD **Work Orders: 4.1** Average days to complete **9133** work orders YTD

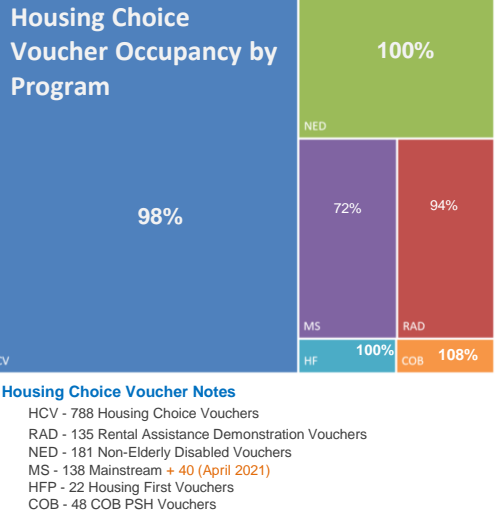
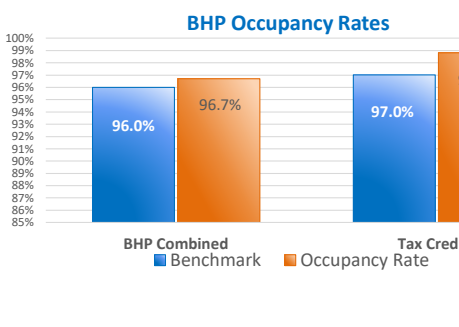
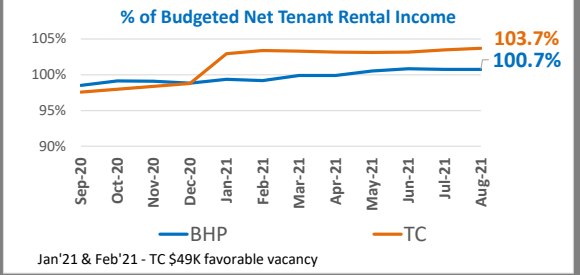


Operating Reserves

Current Operating Reserves
4,699,107

2021 Annualized Expenses
15,698,592

3.6 Months
of annual operating expenses are covered by the current operating reserves.
BHP Target is 2 Months



Unit Mix

| AMI | BHP | LIHTC |
|------------------|-------------|------------|
| Public Housing | 14 | |
| Vouchers* | | 483 |
| 30% | 12 | 49 |
| 40% | 67 | 47 |
| 45% | - | 16 |
| 50% | 153 | 148 |
| 60% | 206 | 83 |
| Market | 239 | - |
| Total | 691 | 826 |
| All Units | 1517 | |

* project based vouchers and project based contracts
30Pearl; 40 Units added in April



MEMO

To: Board of Commissioners
From: Karen Kreutzberg
Date: September 15, 2021
Re: 2022 MTW Annual Plan

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. For 2022, there are no new activities proposed. The 2022 Draft MTW Annual Plan is due to HUD with Board Approval by October 15, 2021. The draft was released for public review on September 13, 2021.

During our final review of the BHP Administrative Plan for the Housing Choice Voucher Program, we realized that there were three minor changes needed to the MTW Annual Plan. These are outlined below and are all in Section IV: Approved MTW Activities.

Under Activity 2014-5: Changes in mobility options for the Woodlands Family Self-Sufficiency Program, we added wording that states this activity will be closed out in 2022. During our review of the Admin Plan and conversation with the Boulder County Housing Authority, we decided to allow participants in the Family Self-Sufficiency (FSS) program the same rights under the current HUD rule, which includes retaining their voucher even if they are no longer participating in the FSS program and allowing them to move with the next available voucher after residing at Woodlands for one year. (The FSS program will also be open to any housing choice voucher through BHP, not only those who are living at Woodlands.)

Under Activity 2016-3: Landing Landlords, we changed the timeframe for the security deposit loan program. Originally our activity stated that a participant would be given 12 months to repay the loan. We have changed it to be 10 months, which allows for a grace period for the loan payment to begin after move in and also to ensure the loan is paid back prior to the lease term ending. For example, if the move in date is September 15, the first payment is due on November 1. The loan would be paid off over 10 months, with the last payment being made on August 1. The lease would end September 30. The security deposit has been paid in full and is fully refundable to the participant when they chose to move.

Under Activity 2020-1: FSS Rent and Escrow Calculations, we expanded the population to be eligible for this to any housing choice voucher participant who wishes to participate in the Family Self-Sufficiency Program. With the proposed change in the Admin Plan and closing out Activity 2014-5, the FSS program requested that we allow any BHP voucher holder to participate in the FSS program, without having to go on a wait list or live at Woodlands. We adjusted the language in this activity to include all BHP voucher holders.

These changes were added to the final plan which is included with this memo.

A public hearing was held on September 21, 2021, via Zoom. There were no attendees and no comments have been received.

Action Requested

Staff recommends that the Board of Commissioners approve the Certifications of Compliance (which follows and is on page 20 – 21 of the Plan) and the 2022 MTW Annual Plan.

CERTIFICATIONS OF COMPLIANCE

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING
Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (01/01/2022), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements set out in HUD regulations found at Title 24 of the Code of Federal Regulations, including regulations in place at the time of this certification, and any subsequently promulgated regulations governing the obligation to affirmatively further fair housing. The MTW PHA is always responsible for understanding and implementing the requirements of HUD regulations and policies and has a continuing obligation to affirmatively further fair housing in compliance with the 1968 Fair Housing Act, the Housing and Community Development Act of 1974, The Cranston-Gonzalez National Affordable Housing Act, and the Quality Housing and Work Responsibility Act of 1998. (42 U.S.C. 3608, 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437C-1(d)(16)). The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15, which means that it will take meaningful actions to further the goals identified in its Analysis of Impediments to Fair Housing Choice(AI),Assessment of Fair Housing (AFH), and/or other fair housing planning documents conducted in accordance with the requirements of 24 CFR Part 5, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o), and will address impediments to fair housing choice identified in its AI, AFH, and/or other fair housing planning documents associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.
- (21) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
- (22) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Boulder Housing Partners
MTW PHA NAME

CO016
MTW PHA NUMBER/HA CODE

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Dick Harris
NAME OF AUTHORIZED OFFICIAL

Board of Commissioners Chair
TITLE

SIGNATURE

DATE

*** Must be signed by either the Chairman or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.**

MEMO

To: Board of Commissioners
From: Karen Kreutzberg
Date: October 13, 2021
Re: **Administrative Plan Updates**

Background

The Administrative Plan for the Housing Choice Voucher Program (Admin Plan) contains the policies that explain how Boulder Housing Partners administers the Housing Choice Voucher Program. It is divided into 19 chapters and updated annually. The 19th Chapter is new for this year and contains policies for the Emergency Housing Vouchers (EHV). Revisions and changes are first presented to the Board of Commissioners and then released for public review. The public review period must be at least 45 days and provide for a public hearing as an opportunity for the public to comment. Following the public review period, public comments are reviewed for incorporation and the Admin Plan is brought back to the Board for adoption.

Given that the document is timely and subject to change, the Board's prior direction to staff about interim changes has been to bring the Board any substantive changes as they come up, and to hold administrative changes for annual approval. In our quest to make policies and rules easier to understand, there are minor wording updates and changes throughout the plan.

Analysis

Important changes to note:

1. We have added wording for non-binary and transgender and lowered the age at which children of the opposite sex, or who are non-binary or transgender, can receive their own bedroom to age 6. This will result in an annual increase in HAP of approximately \$6,000.
2. We are allowing participants in the Family Self-Sufficiency (FSS) program the same rights under the current HUD rule, which includes retaining their voucher even if they are no longer participating in the FSS program and allowing them to move with the next available voucher after residing at Woodlands for one year. Changing these requirements will cause MTW Activity 2014-5 to be closed out. We are also allowing any housing choice voucher participant to enroll in the Family Self-Sufficiency Program if they so choose.
3. Chapter 19 is brand new and covers the Emergency Housing Vouchers that BHP was awarded in July 2021.

The following table explains the contents of each chapter and highlights the changes which fall into one of three categories:

1. Recent HUD policy changes published through Notice or Federal Regulations.
2. MTW Activity changes that were approved by the Board and HUD through the MTW Annual Plan process which must be included.
3. Clarification/changes to policies by staff.

| Chapter Description | HUD required changes | MTW Activity changes | Clarification/change to policy |
|--|---|--|--|
| Chapter 1: Overview of the Program and Plan – describes the overall program including purpose, intent and use of the plan | No changes | No changes | Updated mission statement; Added reference to EHV's |
| Chapter 2: Fair Housing and Equal Opportunity – explains the requirements for PHAs regarding civil rights and affirmatively furthering fair housing | Minor HUD updates | No changes | Added remote briefings, hearings, and reviews wording |
| Chapter 3: Eligibility – details requirements for a household to be eligible for housing | HUD updates re: use of the HUD EIV system | No changes | Added definitions for transgender and non-binary |
| Chapter 4: Applicants, Wait Lists and Tenant Selection – explains how applications are accepted, wait lists and lottery managed, and the order applicants are selected | No changes | No changes | Updated lottery opening to 2 times per year; Added Madison to PBV list; Changed wait list holder for Bringing School Home (BSH) units to BHP; Added EHV's and Mainstream awards; Removed Next Step Housing Preference (replaced with set aside preference); Updated intake process |
| Chapter 5: Briefings and Voucher Issuance – includes requirements for briefings and occupancy standards | HUD changes re: remote briefings | No changes | Lowered age at which children of opposite sex are assigned own bedroom; clarified suspension of voucher term |
| Chapter 6: Income and Subsidy Determinations – defines annual income and how subsidy is calculated | No changes | No changes | Clarified when misc. deposits will be excluded from income |
| Chapter 7: Verifications – explains acceptable forms of verification for all factors that determine eligibility | No changes | No changes | Minor wording updates |
| Chapter 8: Housing Quality Standards and Rent Reasonableness – explains requirements for units to pass both tests prior to paying assistance | Minor HUD updates | No changes | Minor wording updates |
| Chapter 9: General Leasing Process – covers lease up process from submission of Request for Tenancy Approval to execution of Housing Assistance Payment Contract | No changes | Added security deposit loan fund information | Minor wording changes |
| Chapter 10: Moving with Continued Assistance – explains how and where | No changes | No changes | Removed requirement to be in compliance with FSS prior |

| | | | |
|---|--|--------------------------------|--|
| a household can move while continuing to receive housing assistance | | | to being able to move with a voucher |
| Chapter 11: Income Reexaminations – explains policies regarding regularly scheduled and interim exams | No changes | No changes | Minor wording changes |
| Chapter 12: Termination of Tenancy and Assistance – describes policies on optional and mandatory terminations | No changes | No changes | Removed reason for termination for failing to meet FSS obligations; minor wording changes |
| Chapter 13: Owners – discusses the roles and relationship between PHA and owners/landlords and HAP contracts | No changes | No changes | Minor wording changes |
| Chapter 14: Program Integrity – covers policies designed to prevent, detect, investigate, and resolve instances of program abuse or fraud | No changes | No changes | Minor wording changes |
| Chapter 15: Special Housing Types – includes policies on single room occupancy, shared housing, congregate housing, group homes, manufactured homes, cooperative housing, and home ownership | No changes | No changes | Clarified the family receives the payment for manufactured homes when the HAP is more than the lot rent |
| Chapter 16: Program Administration – covers program standards, informal reviews and hearings, debts owed to the PHA, the MTW plan and report, insufficient funding and the Violence Against Women Act | HUD updates re: virtual reviews and hearings; VAWA updates | No changes | Added regulation wording to be more clear |
| Chapter 17: Project Based Vouchers – describes HUD rules and BHP polices regarding vouchers that have been project based | No changes | Eliminated MTW Activity 2014-5 | Removed requirement to be in compliance with FSS prior to being able to move with a voucher; Added PBV exhibit for 30 Pearl PBV units: Clarification for next available voucher requests |
| Chapter 18: Rental Assistance Demonstration – covers the public housing properties that were converted to vouchers under the RAD program | No changes | No changes | Inspection schedule clarified; Changed wait list holder for BSH units to BHP; Clarification for next available voucher requests |

A red-lined copy of the Admin Plan has been sent electronically.

Next Steps

Subject to Board approval of the changes, the documents will be posted for public review on our website no later than October 15, 2021. The required posting is for 45 days. Two public hearings will be held on Wednesday, November 17, 2021 (one in person and one via Zoom). All current Housing Choice Voucher participants will be notified via postcard that changes are being proposed, how to learn more about those changes, and how to submit comments. Comments can be submitted to Karen at hcv@boulderhousing.org or via phone at 720-564-4631. Comments from the Commissioners are always welcome.

Following the 45-day period, the document will return to the Board for final adoption at the December 2021 meeting.

Action Requested

This will be the Board's first reading of the Housing Choice Voucher Administrative Plan. The action requested is to authorize release of the document for public comment with final adoption by the Board at the December 2021 meeting.

MEMO

To: Board of Commissioners
From: Karen Kreutzberg
Date: October 13, 2021
Re: **Housing Choice Voucher Payment Standards**

Background

Each year, HUD issues a new set of data describing the Fair Market Rents (FMR) by geographic area. The FMR establishes the basis for how much assistance is paid in the Housing Choice Voucher Program. FMRs are set at the 40th percentile rent based upon data that are 2+ years old. As a result, in a market with rising rents the increase in FMRs lags the market rent increase.

The local “payment standard” is a program innovation that allows each housing authority to establish a rent limit that is no less than 90% and no more than 110% of FMR for their local jurisdiction. The limiting factor becomes our ability to balance program funding while maximizing the number of families we can assist.

Based on the annual HUD FMR, staff brings the Board a proposal for our voucher program. For the last few years, we have aligned our payment standard with the Boulder County and Longmont Housing Authorities. Based upon our conversations both agencies will set their payment standard at 100% of FMRs. However, we are proposing to set our payment standard at 105% of FMRs.

Analysis

In 2020, the Fair Market Rents increased by 1% or less per bedroom size. No changes were made to the 2020 Payment Standards for 2021. The Fair Market Rents for 2022 increased 0 – 2% (the three-bedroom FMR actually decreased by 0.3%). Rents continue to rise in Boulder County and our voucher holders are not able to be competitive in the market.

We look at several different factors when setting the payment standards for the year.

Funding Availability: The HUD budget for 2022 has not yet been approved, however proposed numbers are holding steady at current funding level. In 2021, our budget authority increased by 5%. In 2021, the inflation factor was 4.289%, and the pro-ration factor was 100%. Our baseline level of funding is adjusted for inflation, and pro-rated based on HUD’s total funding. While we do not know what the inflation and pro-ration factors are, we are expecting our 2022 funding to be close to the 2021 level. (Current HUD projections estimate a pro-ration level of 103% for 2022.)

Increasing our payment standards to 105% of FMRs will increase our HAP spending for current voucher holders by \$260,827, which is 2.09% of our 2021 Budget Authority. Of the 151 households whose gross rent is over the current payment standard, 81 will be at or below the payment standard (which results in them paying rent based strictly on income, and not any extra).

Rent Burden: Payment standard only affects those voucher holders who have a tenant-based voucher and are renting in the marketplace (the payment standard is not used when calculating the participant portion of rent for project-based vouchers). Data analysis shows that we currently have 151 of 786 households whose gross rent exceeds the payment standard, and therefore, would benefit from an increase in the payment standard. (Anytime the gross rent of the

unit is more than the payment standard, that portion is passed on to the participant. Ex. If gross rent is \$1,500 and payment standard is \$1,400, the difference of \$100 is added to the household's portion of rent which is based on their income). Of those 151 households, 82 are renting a unit that is larger than their voucher size (for example, they have a one-bedroom voucher and are renting a two-bedroom unit). The current average rent burden for these 151 households is 41.9%. This would be reduced to 35.8%.

Lease Up Rate and Rent Increases: The utilization rate for vouchers has averaged 97% January – August excluding the Mainstream vouchers. We were awarded 100 additional Mainstream vouchers since March 2020 (39 in March 2020, 21 in October 2020 and 40 in April 2021). With so many vouchers coming in over a 13-month span, we have been slowly issuing these vouchers, as we cannot flood the market with voucher holders looking for units as there are not enough units available. Our utilization rate for Mainstream Vouchers from January – August averaged 70%. Since January, 145 applicants have been issued vouchers, of which 100 have leased up. We continue to process applicants and have consistently issued voucher all year.

Recommendation

Staff recommends that the 2022 payment standards be adjusted to the following amounts effective January 1, 2022:

| | 0 bed | 1 bed | 2 bed | 3 bed | 4 bed |
|---|---------|---------|---------|---------|---------|
| 2021 Payment Standards | \$1,273 | \$1,412 | \$1,717 | \$2,381 | \$2,686 |
| 2022 Fair Market Rent | \$1,284 | \$1,449 | \$1,748 | \$2,352 | \$2,786 |
| 2022 Proposed Payment Standard | \$1,348 | \$1,521 | \$1,835 | \$2,470 | \$2,925 |
| Dollar increase from 2021 PS to 2022 PS | \$75 | \$109 | \$118 | \$89 | \$239 |
| Percent increase from 2021 PS to 2022 PS | 6% | 8% | 7% | 4% | 9% |

Action Requested

Approval of Resolution #2021-11 2022 Payment Standards.

RESOLUTION #2021-11

A RESOLUTION FOR THE PURPOSE OF INCREASING THE 2022 PAYMENT STANDARDS

WHEREAS, the Department of Housing and Urban Development (HUD) establishes the Fair Market Rents (FMR) to be used by housing agencies for the establishment of Payment Standards; and

WHEREAS, Boulder Housing Partners (BHP) uses the Payment Standard in the administration of the Housing Choice Voucher Program; and

WHEREAS, HUD allows housing authorities to establish their Payment Standard anywhere between 90% and 110% of the HUD published FMR; and

WHEREAS, the Payment Standards were set at 99-101% of the FMR for 2021; and

WHEREAS, the 2022 FMR are higher than the 2021 FMR; and

WHEREAS, the 2022 FMR for the Boulder area have been established by HUD by bedroom size: 0 Bedroom - \$1,284, 1 Bedroom - \$1,449, 2 Bedroom - \$1,748, 3 Bedroom -\$2,352, and 4 Bedroom - \$2,786; and

WHEREAS, Boulder Housing Partners recommends that the Payment Standards be set to 105% of the 2022 Fair Market Rents, which are the following:

| | 0 bedroom | 1 bedroom | 2 bedrooms | 3 bedrooms | 4 bedrooms |
|------------------|-----------|-----------|------------|------------|------------|
| Payment Standard | \$ 1,348 | \$ 1,521 | \$ 1,835 | \$ 2,470 | \$ 2,925 |

NOW, THEREFORE, be it resolved that the Board of Commissioners adopts the above-listed Payment Standards for the Housing Choice Voucher Program effective January 1, 2022.

Adopted this 13th day of October 2021.

(SEAL)

Richard Harris
Chair, Board of Commissioners
Boulder Housing Partners
Housing Authority of the City of Boulder

ATTEST:

Jeremy Durham
Executive Secretary

Upcoming Conference Opportunities

We encourage Commissioners to take advantage of the many professional development opportunities available to help deepen 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

- [Washington Conference](#) Mar 28-30,2022 Washington, DC
- [National Conference](#) Sept 22-24, 2022 San Diego, CA

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 Virtual Only

LEGISLATIVE UPDATE

The Biden-Harris Administration's Build Back Better Act

If passed as is, the Build Back Better Act would include \$322 billion for the Bipartisan Infrastructure Framework (BIF):

- \$322 billion over 10 years for federal funding of new and existing public housing and affordable housing infrastructure.
 - \$90 billion for rental assistance
 - \$80 billion for capital investments in public housing
 - \$80 billion for existing programs that preserve, retrofit, and build affordable housing across the country
 - \$10 billion for first-time first-generation homebuyer assistance

To learn more about on the IFPTE Update on the Build Back Better Act, visit:

<https://www.ifpte.org/bbb-act#housing>

While negotiations are still under way to garner bipartisan support for the \$3.5 trillion Build Better Act, federal agencies are already taking action to boost the supply of quality affordable homes by:

- Relaunching the Federal Financing Bank and HUD Risk Sharing Program
 - Following the program's suspension in 2019, the new agreement will provide low-cost Ginnie Mae- comparable rates to HFAs that finance affordable housing development
- Increasing Fannie Mae and Freddie Mac's Low-Income Housing Tax Credit Investment Cap
 - On September 2, 2021 FHFA announced that it is raising the Enterprises' LIHTC cap to \$1.7 billion per year, up from \$1 billion. It will also increase the Duty to Serve rural/targeted investment requirement from 40% to 50% of each Enterprise's total LIHTC investment capacity.
- Making Funding Available for Affordable Housing Production Under the Capital Magnet Fund
 - The Treasury Department has issued a notice of funding availability for the Capital Magnet Fund (CMF). These funds are competitive and available for Community Development Institutions and non-profit housing groups funded by Fannie Mae and Freddie Mac. The \$383 million in available funding will help production of affordable housing nation-wide.
- Prioritizing Homeownership in the Sale of FHA-Insured Properties
 - HUD will develop guidelines over the next year providing a listing period during which only governmental entities, non-profits, and owner occupant buyers may submit bids for FHA-insured foreclosed properties. HUD is also exploring setting a target of at least 50% of these properties being transferred yearly to the aforementioned entities.
- Promoting the Sale of Distressed HUD Properties to Non-Profits
 - HUD is planning a sale to include more than 1,700 single family properties. They will also be exploring offering 50% of the properties to non-profit and community

organizations that commit to rehabilitating and selling them to owner occupants. Previous sales had only offered 10% of the auctioned properties to non-profit and community organizations.

To learn more about the White House: FACT SHEET, visit:

<https://www.whitehouse.gov/briefing-room/statements-releases/2021/09/01/fact-sheet-biden-harris-administration-announces-immediate-steps-to-increase-affordable-housing-supply/>

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>Anticipated Date</u> |
|---|--------------------------------|
| • Lee Hill Good Neighbor Statement of Operations | November 2021 |
| • Lee Hill Annual Report | November 2021 |
| • Resident Demographics: “Who We Serve” | November 2021 |
| • 2022 BHP Budget – First Review | November 2021 |
| • Discussion of Annual Meeting Date | November 2021 |
| • 2022 BHP Budget – Final Review | December 2021 |
| • Housing Choice Voucher Administrative Plan – Final Approval | December 2021 |
| • Affordable Homeownership | December 2021 |
| • BHP 100% Solar | 1 st Quarter 2022 |
| • Website Redesign | 1 st Quarter 2022 |
| • Financial Closing for Tantra Lake Apartments | 1 st Quarter 2022 |
| • Changes to Housing Choice Admin Plan | 1 st Quarter 2022 |
| • Moving To Work Annual Report | April 2022 |
| • Draft 2023 Moving To Work Activities | June 2022 |
| • Asset Positioning Plan | As Time Allows |
| • Meet the BHP Departments (Rotating Basis) | As Time Allows |
| • Board Tour and Retreat | In person, Post-Covid |

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 |
| 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 |

2022 Boulder Housing Partners Commissioners' Calendar

| Date | Group | Time |
|--------------------|---|------------|
| JANUARY | BOARD RECESS | N/A |
| Mon. February 7 | Development Committee (as needed) | 4:00-5:00 |
| Wed. February 9 | Board Meeting | 9:00-11:30 |
| Thurs. March 3 | Quarterly NPG Committee | 3:30-5:00 |
| Mon. March 7 | Finance Committee – 2021 Review | 3:00-4:00 |
| Mon. March 7 | Development Committee (as needed) | 4:00-5:00 |
| Wed. March 9 | Board Meeting | 9:00-11:30 |
| Mon. April 11 | Development Committee (as needed) | 4:00-5:00 |
| Wed. April 13 | Annual Board Meeting | 9:00-11:30 |
| Thurs. May 5 | Special NPG Committee | 3:30-5:00 |
| Mon. May 9 | Development Committee (as needed) | 4:30-5:30 |
| Wed. May 11 | Board Meeting | 9:00-11:30 |
| Thurs. May 19 | Special NPG Committee | 3:30-5:00 |
| Thurs. June 9 | Quarterly NPG Committee | 3:30-5:00 |
| Mon. June 13 | Finance Committee – Audit & Financials Review | 3:00-4:30 |
| Mon. June 13 | Development Committee (as needed) | 4:30-5:30 |
| Wed. June 15 | Board Meeting | 9:00-11:30 |
| Mon. July 11 | Development Committee (as needed) | 4:30-5:30 |
| Wed. July 13 | Board Meeting | 9:00-11:30 |
| AUGUST | BOARD RECESS | N/A |
| Thurs. September 8 | Quarterly NPG Committee | 3:30-5:00 |
| Mon. September 12 | Finance Committee – Financials Review | 3:30-4:30 |
| Mon. September 12 | Development Committee (as needed) | 4:30-5:30 |
| Wed. September 14 | Board Meeting | 9:00-11:30 |
| Mon. October 10 | Development Committee (as needed) | 4:30-5:30 |
| Wed. October 12 | Board Meeting | 9:00-11:30 |
| Tues. November 7 | Finance Committee – Draft 2023 Budget Review | 3:30-4:30 |
| Tues. November 7 | Development Committee (as needed) | 4:30-5:30 |
| Wed. November 9 | Board Meeting | 9:00-11:30 |
| Thurs. December 8 | Quarterly NPG Committee | 3:30-5:00 |
| Mon. December 12 | Finance Committee - Final 2023 Budget Review & Financials | 3:30-4:30 |
| Mon. December 12 | Development Committee (as needed) | 4:30-5:30 |
| Wed. December 14 | Board Meeting | 9:00-11:30 |