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| <b>Streamlined Annual<br/>PHA Plan<br/>(HCV Only PHAs)</b> | <b>U.S. Department of Housing and Urban Development<br/>Office of Public and Indian Housing</b> | <b>OMB No. 2577-0226<br/>Expires: 09/30/2027</b> |
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

**Applicability.** The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

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| <b>A. PHA Information.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A.1</b>                 | <p><b>PHA Name:</b> _____ <b>PHA Code:</b> _____</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _____</p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p><b>Number of Housing Choice Vouchers (HCVs)</b> _____</p> <p><b>PHA Plan Submission Type:</b> <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Public Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p> |

|  |                                                                                                                |                 |                                    |                                        |                                     |
|--|----------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|----------------------------------------|-------------------------------------|
|  | <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below) |                 |                                    |                                        |                                     |
|  | <b>Participating PHAs</b>                                                                                      | <b>PHA Code</b> | <b>Program(s) in the Consortia</b> | <b>Program(s) not in the Consortia</b> | <b>No. of Units in Each Program</b> |
|  | Lead HA:                                                                                                       |                 |                                    |                                        |                                     |
|  |                                                                                                                |                 |                                    |                                        |                                     |
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| <b>B.</b> | <b>Plan Elements.</b> |
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| <b>B.1</b> | <p><b>Revision of Existing PHA Plan Elements.</b></p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y    N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>This is the first Annual PHA Plan for CO016 as an MTW Expansion Agency. All elements of the plan are new with the following exceptions:</p> <p>Per 24 CFR 903.2(b)(2)(i), a deconcentration policy is not required since BHP does not have 100 or more units of public housing.</p> <p>BHP does not have a homeownership program.</p> <p>Please see Attachments for all other items listed above.</p> |
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**B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y    N

☒ ☐ Project-Based Vouchers

(b) If Project-Based Voucher (PBV) activities are planned for the applicable Fiscal Year, provide the projected number of PBV units and general locations, and describe how project-basing would be consistent with the PHA Plan.  
See attachment B.2 page 50 of attachment.

**B.3 Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

This is our first PHA Annual Plan as an MTW Expansion Agency. See attachment B.3 page 53 of attachment.

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| <b>B.4</b> | <b>Capital Improvements.</b> – Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>B.5</b> | <p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N   N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe</p> <p>See attachment B.5 page 55 of attachment.</p>                                                                                                                                                                     |
| <b>C.</b>  | <b>Other Document and/or Certification Requirements.</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>C.1</b> | <p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y   N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>See attachment C.1 page 56 of attachment.</p> |

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| C.2 | <p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>                                                                                                                                                                                                                                                                                                                                                                             |
| C.3 | <p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>                                                                                                                                                                                                                       |
| C.4 | <p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <div style="margin-left: 40px;"> <div style="display: inline-block; text-align: center; margin-right: 20px;">Y<br/><input type="checkbox"/></div> <div style="display: inline-block; text-align: center;">N<br/><input checked="" type="checkbox"/></div> </div> <p>(b) If yes, include Challenged Elements.</p> |

## **Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs**

### **A. PHA Information.** All PHAs must complete this section (24 CFR 903.4).

- A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Public Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table (24 CFR 943.128(a)).

### **B. Plan Elements.** All PHAs must complete this section (24 CFR 903.11(c)(3)).

#### **B.1 Revision of Existing PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☒ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR 903.7(a)(2)(i)). Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV (24 CFR 903.7(b)).

☒ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

☒ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies (24 CFR 903.7(d)).

☒ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA (24 CFR 903.7(e)).

☒ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants (24 CFR 903.7(f)).

☒ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☒ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR 903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements (24 CFR 903.7(l)(iii)).

☒ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

☒ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)).

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

- B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the applicable Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☒ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.11(c)(3), 24 CFR 903.7(s)(1)).
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs.
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

**C. Other Document and/or Certification Requirements.**

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).
- C.2 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 *et seq.*, 24 CFR 903.7(o)(1), and 24 CFR 903.15.
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR 903.7(a)(2)(i)).

Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

Information has been taken from the Boulder Broomfield Regional HOME Consortium (Consortium), comprised of the Cities of Boulder and Longmont, Boulder County, City and County of Broomfield, and covers 2025 – 2029. This plan includes a goal of increasing the number of affordable homes countywide to reach 12% of its housing stock to be permanently affordable by 2035.

Needs Assessment:

The Housing Needs Assessment section of the Plan describes the region's primary housing problems. Data and information for this section were provided by HUD and culled from existing housing needs assessments and market analyses, most recent American Community Survey (ACS) data, as well as resident surveys.

Primary Findings:

- Rental housing:
  - o Significant decline in private market rental units affordable to renter households with income less than \$50,000.
  - o The number of affordable units for rental households with income less than \$35,000 decreased from 2,372 in 2018 to 1,316 in 2023.

- In 2018, renter households with income less than \$35,000 made up 45% of all renters and in 2023 they made up 42%.
- Ownership Housing:
  - In 2023, a household looking to purchase the median-priced home would have needed to earn at least \$331,802 in Boulder.
  - 13% of renter households earn over \$150,000,
  - Median income for renter households is \$47,486.

Summary of Housing Needs (from resident survey data) includes:

- Overcrowding in the Consortium (from resident survey data):
  - 18% of residents who responded to the survey said their home is not big enough for their family;
  - 31% of large families (5 or more members) said their home is not big enough;
  - 22% of Hispanic respondents said their home is not big enough;
  - 12% of respondents responded “yes” to the question, “Does anyone who regularly lives with you sleep on a couch or on the floor because there is no room in the bedroom?”
  - Respondents living in publicly assisted housing had the highest rate in the sample at 43%, followed by 33% of domestic violence survivors.
  - Single parents reported doubling up at higher rates than married couples with children (20% compared to 12%)
- Demographic information (according to 2023 5-year ACS data):
  - 9% of the population has some type of disability
  - 8% are survivors of domestic violence.
    - 26% reported that they worry their rent will increase to a level they cannot afford
    - 51% reported that they struggle to pay their rent or mortgage
  - Less than 30% AMI:
    - 73% of renters experience a severe cost burden (defined as spending more than 50% of income on housing costs)
    - 6% of renters experience a cost burden (spending 30% to 49% of income in housing costs)
    - 16% of homeowners experience a cost burden
    - 56% of homeowners experience a severe cost burden
- Populations/household types more affected than others:

- 78% of renter households with one or more severe housing problems have income of less than 30% AMI
- 58% of owners in this income bracket report one or more housing problems
- Households who reported they struggle to pay their rent or mortgage:
  - 24% of Hispanic residents
  - 34% of residents with a disability
  - 51% of domestic violence survivors
  - 30% of large households
  - 37% of single parents
  - 12% of residents in publicly assisted housing, large households, and single parents reported that their home is not big enough for their family at rates more than double that of respondents in the region overall
- Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered. Barriers included:
  - Inability to afford rental application fees or security deposits (30%) and a criminal record (30%)
  - 30% felt they were discriminated against when seeking housing
  - 29% reported that they feel worse off financially compared to the previous year. They reduced or went without dental procedures, clothing, car repairs, food, and medical procedures due to their financial circumstances.
  - Half (50%) felt they lived paycheck to paycheck without a way to get ahead
  - Only 40% use a personal vehicle for transportation compared to 67% of respondents in the region. They are more likely to walk, bike, and use public transportation
  - Single parents reported more indicators of imminent housing instability compared to couples with children and respondents in the region overall in the resident survey:
    - 73% of single parents felt they live paycheck to paycheck without seeing a way to get ahead compared to 34% in the region and 36% of couples with children
    - 51% of single parents worried that they would not be able to pay for an unexpected expense
    - 37% of single parents struggle to pay their rent or mortgage compared to 19% in the region.

#### Strategic Plan Overview Goals:

1. Rental Housing Programs. Preserve existing and increase the amount and affordability of rental housing for the Consortium's lowest income renters.

- Specifically for households with income below 50% AMI. Housing market data shows a shortage of 14,364 affordable housing units for residents with less than \$35,000 in the Consortium area.

2. Homeownership Programs. Preserve and create affordable owner-occupied housing stock by keeping houses safe and habitable, help older adults age in place through accessibility modifications, and develop additional affordable homeownership opportunities for low- to moderate-income homebuyers.

- Ownership gaps analysis revealed that 81% of homes are only affordable to households with income above \$150,000 despite only 16% of renter households within this income bracket.

3. Community Vitality Programs. This goal helps the city adapt to changing public service and economic development needs. It supports the delivery of public services for people at-risk of or experiencing homelessness, invests in economic development initiatives that promote job and small business growth that helps to foster stable and resilient opportunities for all residents.

Based on these trends, Boulder Housing Partners will continue to develop deeply affordable housing utilizing all available tools that will enable very low-income households to live comfortably in Boulder. In 2025, the organization constructed or acquired 517 permanently affordable units and has three properties in pre-development for an additional permanently affordable 212 units. To ensure that the upcoming units are serving households with the lowest income, BHP plans to utilize the Restore/Rebuild program in partnership with the Low-Income Housing Tax Credit program to ensure deep rent affordability on the future 212 units that are in pre-development.

**Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

***Other admissions policies.*** The PHA's admission policies that include any other PHA policies that govern eligibility, selection, and admissions for the public housing (see [part 960 of this title](#)), tenant-based assistance (see [part 982, subpart E of this title](#)), and project-based assistance (see [part 982, subpart E of this title](#) except as provided in [§ 983.3](#), and part 983, subpart F) programs. (The information requested on site-based waiting lists and deconcentration is applicable only to public housing.)

Administrative Plan for Boulder Housing Partners' Housing Choice Voucher Program, Chapter 4, Applications, Waiting List and Tenant Selection,

### **PART III: SELECTION FOR HCV ASSISTANCE**

#### **4-III.A. OVERVIEW**

As vouchers become available, applicants on the lottery or wait list must be selected for assistance in accordance with the policies described in this section.

The order in which applicants are selected from the lottery or wait list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding may also affect the order in which families are selected from the lottery.

The PHA must maintain a clear record of all information required to verify that the family is selected according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

#### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

##### **Special Admissions [24 CFR 982.203]**

HUD may award funding for a specific category of families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 project). In these cases, the PHA may admit such families whether or not they are in the lottery or on a wait list, and, if they are in the lottery or on a wait list, without considering the family's position in the lottery/wait list. These families are considered nonwaiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

##### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award a PHA funding for a specified category of families. The PHA must use this funding only to assist the families within that specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

#### BHP Policy

The PHA administers the following types of targeted funding:

Non-Elderly Disabled (NED) – 181– vouchers specifically for those who are young and disabled and are no longer eligible for certain developments (see Chapter 20 for further details)

Mainstream Voucher Program – 188 vouchers specifically for households with persons with disabilities and who are (see Chapter 20 for further details):

- Transitioning out of institutional or other segregated settings;
- At serious risk of institutionalization;
- Homeless; or
- At risk of becoming homeless; or
- Move-On options for current Permanently Supportive Housing participants (for 2020 award of vouchers only)

Emergency Housing Vouchers) – vouchers awarded under the American Rescue Plan Act (see Chapter 19 for further details)

Housing Choice Voucher Participants who qualify for any of these targeted fundings must also qualify for the local preference and comply with the same family obligations as all HCV participant households.

#### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family in the lottery. Families are selected from the lottery or wait list according to the policies provided in Section 4-III.C.

#### **4-III.C. SELECTION METHOD**

PHAs must describe the method for placing applicant families in the lottery or on the wait list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

**Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

### BHP Policy

The PHA will use the following preferences for the tenant-based voucher lottery:

**Preference #1** - The PHA will offer a preference to any family that has been terminated or their voucher frozen (after being issued, prior to being placed in use) from its HCV program due to insufficient program funding. (This preference will take priority over all other preferences.)

**Preference #2** - The PHA will give priority to households who are:

- o Single-person households who are elderly (62 years of age or older)
- o Single-person households who are a person with a disability
- o Families with dependent children

And who meet at least one of the following:

- Household lives within Boulder County
- An adult member of the household works at least 20 hours per week within Boulder County
- An adult member of the household is homeless within Boulder County and receiving services through an agency within Boulder County
- Households with an adult child or parent who resides in Boulder County. In this instance, either the applicant household must be, or the immediate family member living in Boulder County must be, a senior over the age of 62 or a person with a Disability.

### ***Other preferences***

**Disaster Emergency Preference** – BHP will give a priority preference for families affected by a local natural disaster. Local disasters include fire, flood, hurricane, earthquake, or tornado which cause the applicant's current housing to be considered

uninhabitable as verified by local, state, or federal authorities within the last six months. Local is defined as within the confines of Boulder County.

Priority for the Disaster Emergency Preference will be given in the following order:

First priority: current BHP residents affected by the disaster

Second priority: others displaced by disaster (who also meet other eligibility requirements.)

Priority means those affected by the disaster will be allowed to apply for housing assistance even if the lottery is closed and receive this emergency preference. These families will have preference over the applicants on the current lottery or wait list and will remain at the top of the list for assistance for a period of six months from the date of the disaster. If at the end of the six-month period no assistance has become available, their application will be removed from the lottery or wait list. Assistance will be limited to the availability of vouchers or units in each of the programs and will reflect the nature and extent of the disaster. The Board of Commissioners will determine, at its next regular meeting following the disaster, or sooner if needed, the extent of housing assistance to be allocated to the victims. Based on the severity of the natural disaster and the number of families affected, the Board will have discretion to approve the number of families who would qualify for this preference.

**Emergency Housing Vouchers** – Once funding from HUD is no longer available for the Emergency Housing Vouchers, preference will be given for any currently assisted EHV household still needing voucher assistance, provided there is sufficient funding in the regular HCV program.

**Project-Based and Rental Assistance Demonstration Vouchers** – preferences will be used based on the program and services offered at each site.

#### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary

termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

#### BHP Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

#### **Order of Selection**

The PHA system of preferences may select families based on local preferences according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the lottery or wait list, it is not permitted to skip down through the lottery or wait list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family next in the lottery or on the wait list [24 CFR 982.204(d) and (e)].

#### BHP Policy

Once the lottery has closed, applicants who claim a preference #2, or qualify for targeted funding will be placed into the lottery. Documentation will be maintained by the PHA as to whether families in the lottery qualify for and are interested in targeted funding. If a higher placed family is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

From this group of applicants, a specific number of applicants will be randomly selected based on the number of vouchers the PHA believes will have available over the next 12 months. Applicants who were randomly selected will be placed on the wait list and processed in smaller groups as vouchers become available.

For the Non-Elderly Disabled and Mainstream Vouchers, applicants may be selected out of order based on this preference when these vouchers become available.

Upon expiration of funding for the Emergency Housing Vouchers, any current household on the program will be selected first over all other applicants.

#### **4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the lottery or wait list, the PHA must notify the family [24 CFR 982.554(a)].

#### BHP Policy

Once the randomized lottery is conducted, the randomly selected lottery numbers will be posted to the PHA's website and the front door of the PHA offices. Applicants will need to verify if their number has been randomly selected.

When vouchers are available, applicants will be randomly placed into smaller groups to process. A letter (and an email if provided by the household) will be sent to the applicant to explain the next steps.

#### **4-III.E. THE APPLICATION INTERVIEW**

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place in the lottery for a period of time determined by the PHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

#### BHP Policy

The first step in the eligibility process is to verify the preference that the family has claimed on their initial application. (see Chapter 7). If the family is verified as eligible for that preference (both at the time of application and determining eligibility), the PHA will continue to process the application. If the family was selected from the lottery and is determined not eligible for the preference for which they were selected from the lottery, the family will be removed from the lottery.

Applicants selected from the lottery and/or list and determined they qualify for the local preference will be invited to and must attend an intake interview. Notice will be sent via mail and email, if an email address has been provided by the applicant. The notice will inform the family of the following:

- Date, time, and location of the intake interviews (applicants must call to schedule an interview)
- Who must attend the interview
- All documents that must be provided at the intake interview, including information about what constitutes acceptable documentation

- Documents that must be provided at the meeting to document eligibility for a preference, if applicable

The head of household and the spouse/co-head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co-head may attend the meeting on behalf of the family. Verification of information pertaining to adult members of the household not at the meeting will not begin until signed release forms are returned to the PHA.

The head of household or spouse/co-head must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation at the time of the meeting, they will be provided with a checklist stating the documents that are required to be submitted with a deadline for submission.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, complete required forms, provide required signatures, and submit required documentation. The applicant will be provided with a checklist stating any documents that are required to be submitted, along with a deadline for the submission of those documents. If any materials are missing after the deadline provided on the checklist during the intake interview, the application will be inactivated.

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English or Spanish. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the applicant does not schedule and attend the intake interview, the application will be inactivated and removed from the lottery without further notice.

If the family is unable to attend an intake interview, the family should contact the PHA at least 24 hours in advance to schedule a new interview. The PHA will only reschedule if contacted in advance by the family. Applicants who fail to attend the scheduled interview(s) without PHA approval will have their applications made inactive without further notice based on the family's failure to supply information needed to determine eligibility.

If a notification letter is returned to the PHA undeliverable or the family does not respond to the letter, the family will be removed from the lottery without further

notice. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination; therefore, no informal review will be offered.

#### **4-III.F. COMPLETING THE APPLICATION PROCESS**

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the lottery.

##### BHP Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for the determination and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the placement into the lottery (i.e. preference or targeting funding), the family will be removed from the lottery. The PHA will notify the family in writing that they have been removed from the lottery and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

**Financial Resources:** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as the tenant rents and other income available to support tenant-based assistance. The statements should also include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

| FDS LINE-ITEM NUMBER                     | FDS LINE-ITEM NAME                     | DOLLAR AMOUNT |
|------------------------------------------|----------------------------------------|---------------|
| 70500 (70300+70400)                      | Total Tenant Revenue                   | 0             |
| 70600                                    | HUD PHA Operating Grants               | 16,316,108    |
| 70610                                    | Capital Grants                         | 0             |
| 70700<br>(70710+70720+70730+70740+70750) | Total Fee Revenue                      | 0             |
| 71100+72000                              | Interest Income                        | 0             |
| 71600                                    | Gain or Loss on Sale of Capital Assets | 0             |
| 71200+71300+71310+71400+71500            | Other Income                           | 69,095        |
| 70000                                    | Total Revenue                          | 16,385,203    |

**Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

(d) *A statement of the PHA's rent determination policies.* This statement must describe the PHA's basic discretionary policies that govern rents charged for public housing units, applicable flat rents, and the rental contributions of families receiving tenant-based assistance and project-based assistance. For tenant-based assistance and project-based assistance, this statement also shall cover any discretionary minimum tenant rents and payment standard policies.

Administrative Plan for Boulder Housing Partners' Housing Choice Voucher Program, Chapter 6, Part IV: Calculating Family Share and PHA Subsidy

#### 6-IV.A. OVERVIEW OF RENT, SUBSIDY AND FSS ESCROW CALCULATIONS

##### TTP Formula [24 CFR 5.628]

HUD regulations specify the formula for calculating the total tenant payment (TTP) for an assisted family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family's monthly adjusted income (adjusted income is defined in Part III, or
- 10 percent of the family's monthly gross income (annual income, as defined in Part I, divided by 12), or
- The welfare rent (in as-paid states only), or
- A minimum rent between \$0 and \$50 that is established by the PHA.

The PHA has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-IV.B.

The amount that a family pays for rent and utilities (the family share) will never be less than the family's TTP but may be greater than the TTP depending on the rent charged for the unit the family selects.

##### BHP Policy

Based on MTW authority, the TTP is the highest of the following amounts, rounded to the nearest dollar:

- For elderly and disabled households: 26.5 percent of gross income (MTW Activity 2016-2) (An elderly household is one in which the head, co-head or spouse is 62 years or older. A disabled household is one in which the head, co-head or spouse is an individual with a disability.), or
- For work-able families: a flat tiered rent for work-abled households, which are defined as all households who are not considered elderly or disabled, or living at Woodlands (MTW Activity 2016-1 and 2020-1), or
- A minimum rent between \$50 and \$180 as established by the PHA.

MTW Activity 2013-2 no longer allows the Tenant Rent to be less than zero (\$0).

### ***Flat tiered rent***

Per MTW Activity 2016-1 and 2020-1, all work-abled households will have their rent portion determined on a flat tiered rent schedule. Using the family size and gross income (without deductions), the family will be placed in an income tier. The income tier and actual bedroom size of the unit where the family is living will determine the total tenant payment. The income and rent tiered will be updated annually based on the HUD-published Area Median Incomes. They will be effective January 1 each year (beginning in 2026). The tiers are shown on the next page:

|    | Family Size (effective 3/1/2025 forward) |            |            |            |            |            |            |            |            |            |
|----|------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|    | 1                                        | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         |
| 1  | \$ -                                     | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| 2  | \$ 2,555                                 | \$ 2,920   | \$ 3,285   | \$ 3,650   | \$ 3,943   | \$ 4,235   | \$ 4,528   | \$ 4,820   | \$ 5,110   | \$ 5,402   |
| 3  | \$ 5,110                                 | \$ 5,840   | \$ 6,570   | \$ 7,300   | \$ 7,885   | \$ 8,470   | \$ 9,055   | \$ 9,640   | \$ 10,220  | \$ 10,804  |
| 4  | \$ 7,665                                 | \$ 8,760   | \$ 9,855   | \$ 10,950  | \$ 11,828  | \$ 12,705  | \$ 13,583  | \$ 14,460  | \$ 15,330  | \$ 16,206  |
| 5  | \$ 10,220                                | \$ 11,680  | \$ 13,140  | \$ 14,600  | \$ 15,770  | \$ 16,940  | \$ 18,110  | \$ 19,280  | \$ 20,440  | \$ 21,608  |
| 6  | \$ 12,775                                | \$ 14,600  | \$ 16,425  | \$ 18,250  | \$ 19,713  | \$ 21,175  | \$ 22,638  | \$ 24,100  | \$ 25,550  | \$ 27,010  |
| 7  | \$ 15,330                                | \$ 17,520  | \$ 19,710  | \$ 21,900  | \$ 23,655  | \$ 25,410  | \$ 27,165  | \$ 28,920  | \$ 30,660  | \$ 32,412  |
| 8  | \$ 17,885                                | \$ 20,440  | \$ 22,995  | \$ 25,550  | \$ 27,598  | \$ 29,645  | \$ 31,693  | \$ 33,740  | \$ 35,770  | \$ 37,814  |
| 9  | \$ 20,440                                | \$ 23,360  | \$ 26,280  | \$ 29,200  | \$ 31,540  | \$ 33,880  | \$ 36,220  | \$ 38,560  | \$ 40,880  | \$ 43,216  |
| 10 | \$ 22,995                                | \$ 26,280  | \$ 29,565  | \$ 32,850  | \$ 35,483  | \$ 38,115  | \$ 40,748  | \$ 43,380  | \$ 45,990  | \$ 48,618  |
| 11 | \$ 25,550                                | \$ 29,200  | \$ 32,850  | \$ 36,500  | \$ 39,425  | \$ 42,350  | \$ 45,275  | \$ 48,200  | \$ 51,100  | \$ 54,020  |
| 12 | \$ 28,105                                | \$ 32,120  | \$ 36,135  | \$ 40,150  | \$ 43,368  | \$ 46,585  | \$ 49,803  | \$ 53,020  | \$ 56,210  | \$ 59,422  |
| 13 | \$ 30,660                                | \$ 35,040  | \$ 39,420  | \$ 43,800  | \$ 47,310  | \$ 50,820  | \$ 54,330  | \$ 57,840  | \$ 61,320  | \$ 64,824  |
| 14 | \$ 35,770                                | \$ 40,880  | \$ 45,990  | \$ 51,100  | \$ 55,195  | \$ 59,290  | \$ 63,385  | \$ 67,480  | \$ 71,540  | \$ 75,628  |
| 15 | \$ 40,880                                | \$ 46,720  | \$ 52,560  | \$ 58,400  | \$ 63,080  | \$ 67,760  | \$ 72,440  | \$ 77,120  | \$ 81,760  | \$ 86,432  |
| 16 | \$ 45,990                                | \$ 52,560  | \$ 59,130  | \$ 65,700  | \$ 70,965  | \$ 76,230  | \$ 81,495  | \$ 86,760  | \$ 91,980  | \$ 97,236  |
| 17 | \$ 51,100                                | \$ 58,400  | \$ 65,700  | \$ 73,000  | \$ 78,850  | \$ 84,700  | \$ 90,550  | \$ 96,400  | \$ 102,200 | \$ 108,040 |
| 18 | \$ 56,210                                | \$ 64,240  | \$ 72,270  | \$ 80,300  | \$ 86,735  | \$ 93,170  | \$ 99,605  | \$ 106,040 | \$ 112,420 | \$ 118,844 |
| 19 | \$ 61,320                                | \$ 70,080  | \$ 78,840  | \$ 87,600  | \$ 94,620  | \$ 101,640 | \$ 108,660 | \$ 115,680 | \$ 122,640 | \$ 129,648 |
| 20 | \$ 66,430                                | \$ 75,920  | \$ 85,410  | \$ 94,900  | \$ 102,505 | \$ 110,110 | \$ 117,715 | \$ 125,320 | \$ 132,860 | \$ 140,452 |
| 21 | \$ 71,540                                | \$ 81,760  | \$ 91,980  | \$ 102,200 | \$ 110,390 | \$ 118,580 | \$ 126,770 | \$ 134,960 | \$ 143,080 | \$ 151,256 |
| 22 | \$ 76,650                                | \$ 87,600  | \$ 98,550  | \$ 109,500 | \$ 118,275 | \$ 127,050 | \$ 135,825 | \$ 144,600 | \$ 153,300 | \$ 162,060 |
| 23 | \$ 81,760                                | \$ 93,440  | \$ 105,120 | \$ 116,800 | \$ 126,160 | \$ 135,520 | \$ 144,880 | \$ 154,240 | \$ 163,520 | \$ 172,864 |
| 24 | \$ 86,870                                | \$ 99,280  | \$ 111,690 | \$ 124,100 | \$ 134,045 | \$ 143,990 | \$ 153,935 | \$ 163,880 | \$ 173,740 | \$ 183,668 |
| 25 | \$ 91,980                                | \$ 105,120 | \$ 118,260 | \$ 131,400 | \$ 141,930 | \$ 152,460 | \$ 162,990 | \$ 173,520 | \$ 183,960 | \$ 194,472 |
| 26 | \$ 97,090                                | \$ 110,960 | \$ 124,830 | \$ 138,700 | \$ 149,815 | \$ 160,930 | \$ 172,045 | \$ 183,160 | \$ 194,180 | \$ 205,276 |
| 27 | \$ 102,200                               | \$ 116,800 | \$ 131,400 | \$ 146,000 | \$ 157,700 | \$ 169,400 | \$ 181,100 | \$ 192,800 | \$ 204,400 | \$ 216,080 |

|      | Total Tenant Rent based on Number of Bedrooms (effective 3/1/2025 forward) |          |          |          |          |          |          |
|------|----------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|
| Tier | 0                                                                          | 1        | 2        | 3        | 4        | 5        | 6        |
| 1    | \$ 120                                                                     | \$ 120   | \$ 125   | \$ 130   | \$ 140   | \$ 160   | \$ 180   |
| 2    | \$ 120                                                                     | \$ 120   | \$ 125   | \$ 145   | \$ 160   | \$ 185   | \$ 205   |
| 3    | \$ 160                                                                     | \$ 170   | \$ 205   | \$ 240   | \$ 265   | \$ 305   | \$ 345   |
| 4    | \$ 225                                                                     | \$ 240   | \$ 290   | \$ 335   | \$ 370   | \$ 425   | \$ 485   |
| 5    | \$ 290                                                                     | \$ 310   | \$ 370   | \$ 430   | \$ 475   | \$ 545   | \$ 620   |
| 6    | \$ 350                                                                     | \$ 375   | \$ 450   | \$ 520   | \$ 585   | \$ 670   | \$ 760   |
| 7    | \$ 415                                                                     | \$ 445   | \$ 535   | \$ 615   | \$ 690   | \$ 790   | \$ 895   |
| 8    | \$ 480                                                                     | \$ 515   | \$ 615   | \$ 710   | \$ 795   | \$ 910   | \$ 1,035 |
| 9    | \$ 545                                                                     | \$ 580   | \$ 700   | \$ 805   | \$ 900   | \$ 1,030 | \$ 1,170 |
| 10   | \$ 605                                                                     | \$ 650   | \$ 780   | \$ 900   | \$ 1,005 | \$ 1,155 | \$ 1,310 |
| 11   | \$ 670                                                                     | \$ 720   | \$ 865   | \$ 995   | \$ 1,110 | \$ 1,275 | \$ 1,445 |
| 12   | \$ 735                                                                     | \$ 790   | \$ 945   | \$ 1,090 | \$ 1,220 | \$ 1,395 | \$ 1,585 |
| 13   | \$ 830                                                                     | \$ 890   | \$ 1,070 | \$ 1,235 | \$ 1,375 | \$ 1,580 | \$ 1,790 |
| 14   | \$ 960                                                                     | \$ 1,025 | \$ 1,230 | \$ 1,425 | \$ 1,590 | \$ 1,820 | \$ 2,065 |
| 15   | \$ 1,085                                                                   | \$ 1,165 | \$ 1,395 | \$ 1,615 | \$ 1,800 | \$ 2,065 | \$ 2,345 |
| 16   | \$ 1,215                                                                   | \$ 1,300 | \$ 1,560 | \$ 1,805 | \$ 2,010 | \$ 2,305 | \$ 2,620 |
| 17   | \$ 1,340                                                                   | \$ 1,440 | \$ 1,725 | \$ 1,995 | \$ 2,225 | \$ 2,550 | \$ 2,895 |
| 18   | \$ 1,470                                                                   | \$ 1,575 | \$ 1,890 | \$ 2,185 | \$ 2,435 | \$ 2,790 | \$ 3,170 |
| 19   | \$ 1,595                                                                   | \$ 1,710 | \$ 2,055 | \$ 2,375 | \$ 2,645 | \$ 3,035 | \$ 3,445 |
| 20   | \$ 1,725                                                                   | \$ 1,850 | \$ 2,220 | \$ 2,565 | \$ 2,860 | \$ 3,275 | \$ 3,720 |
| 21   | \$ 1,855                                                                   | \$ 1,985 | \$ 2,380 | \$ 2,755 | \$ 3,070 | \$ 3,520 | \$ 3,995 |
| 22   | \$ 1,980                                                                   | \$ 2,120 | \$ 2,545 | \$ 2,940 | \$ 3,280 | \$ 3,765 | \$ 4,270 |
| 23   | \$ 2,110                                                                   | \$ 2,260 | \$ 2,710 | \$ 3,130 | \$ 3,495 | \$ 4,005 | \$ 4,545 |
| 24   | \$ 2,235                                                                   | \$ 2,395 | \$ 2,875 | \$ 3,320 | \$ 3,705 | \$ 4,250 | \$ 4,825 |
| 25   | \$ 2,365                                                                   | \$ 2,535 | \$ 3,040 | \$ 3,510 | \$ 3,915 | \$ 4,490 | \$ 5,100 |
| 26   | \$ 2,490                                                                   | \$ 2,670 | \$ 3,205 | \$ 3,700 | \$ 4,130 | \$ 4,735 | \$ 5,375 |
| 27   | \$ 2,620                                                                   | \$ 2,805 | \$ 3,370 | \$ 3,890 | \$ 4,340 | \$ 4,975 | \$ 5,650 |

#### *Welfare Rent [24 CFR 5.628]*

##### BHP Policy

Welfare rent does not apply in this locality.

#### *Minimum Rent [24 CFR 5.630]*

##### BHP Policy

The minimum rent for this locality is \$50 for elderly and disabled households or between \$120 and \$180 depending on size of unit rented for all other work-abled families.

### **Family Share [24 CFR 982.305(a)(5)]**

If a family chooses a unit with a gross rent (rent to owner plus an allowance for tenant-paid utilities) that exceeds the PHA's applicable payment standard, the family will pay more than the TTP. (See Chapter 9, Section I.D. for policy on rent burden. For a discussion of the application of payment standards, see section 6-IV.C.)

### **PHA Subsidy [24 CFR 982.505(b)]**

The PHA will pay a monthly housing assistance payment (HAP) for a family that is equal to the lower of (1) the applicable payment standard for the family minus the family's TTP or (2) the gross rent for the family's unit minus the TTP. (For a discussion of the application of payment standards, see section 6-IV.C.)

### **Utility Reimbursement [24 CFR 982.514(b); 982.514(c)]**

MTW Activity 2013-1 eliminates the Utility Reimbursement Payments (URP). Effective April 1, 2013, no new instances of an URP will be allowed.

## **6-IV.C. APPLYING PAYMENT STANDARDS [24 CFR 982.505(c) and PIH 2024-34]**

### **Overview**

The PHA's schedule of payment standards is used to calculate housing assistance payments for HCV families. This section covers the application of the PHA's payment standards. The establishment and revision of the PHA's payment standard schedule are covered in Chapter 16.

Payment standard is defined as "the maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family)" [24 CFR 982.4(b)].

The payment standard for a family is the lower of (1) the payment standard for the family voucher size, which is defined as the appropriate number of bedrooms for the family under the PHA's subsidy standards [24 CFR 982.4(b)], or (2) the payment standard for the size of the dwelling unit rented by the family [24 CFR 982.505(c)(1)].

If the PHA has established an exception payment standard for a designated part of a Fair Market Rent area in accordance with 24 CFR 982.503 and a family's unit is located in the designated area, the PHA must use the appropriate payment standard for the exception area [24 CFR 982.505(c)(2)].

The PHA is required to pay a monthly housing assistance payment (HAP) for a family that is the lower of (1) the payment standard for the family minus the family's TTP or (2) the gross rent for the family's unit minus the TTP.

If during the term of the HAP contract for a family's unit, the owner lowers the rent, the PHA will recalculate the HAP using the lower of the initial payment standard or the gross rent for the unit [HCV GB, p. 7-8].

### **Changes in Payment Standards**

When the PHA revises its payment standards during the term of the HAP contract for a family's unit, it will apply the new payment standards in accordance with HUD regulations.

#### ***Decreases [24 CFR 982.505(c)(3) and Notice PIH 2024-34]***

For new HAP contracts, the PHA applies the payment standard in effect at the time of HAP contract execution.

The PHA must administer decreases in the payment standard amount for the family in accordance with the PHA policy as described in the administrative plan and apply the policy consistently to all families.

If a PHA changes its payment standard schedule, resulting in a lower payment standard amount, during the term of a HAP contract, the PHA is not required to reduce the payment standard used to calculate subsidy for families under HAP contract as long as the HAP contract remains in effect. The PHA must administer decreases in the payment standard amount for the family in accordance with the PHA policy as described in the administrative plan.

However, if the PHA does choose to reduce the payment standard for families currently under HAP contract, the initial reduction to the payment standard may not be applied any earlier than two years following the effective date of the decrease in the payment standard and only with proper written notice to the family in accordance with 24 CFR 982.505(c)(3)(iii).

At that point, the PHA may either reduce the payment standard to the current amount in effect on the PHA's payment standard schedule, or may reduce the payment standard to another amount that is higher than the normally applicable amount on the schedule. The PHA may also establish different policies for designated areas within their jurisdiction (e.g., different zip code areas).

In any case, the PHA must provide the family with at least 12 months' notice that the payment standard is being reduced before the effective date of the change. In the written notice, the PHA must state the new payment standard amount, explain that the family's new payment standard amount will be the greater of the amount listed in the current written notice or the

new amount (if any) on the PHA's payment standard schedule at the end of the 12-month period, and make clear where the family will find the PHA's payment standard schedule. The PHA's policy on decreases in the payment standard during the term of the HAP contract apply to all families under HAP contract at the time of the effective date of the decrease in the payment standard within the designated area.

#### BHP Policy

If a PHA changes its payment standard schedule resulting in a lower payment standard amount, during the term of a HAP contract, the PHA will not reduce the payment standard used to calculate subsidy for families under HAP contract as long as the HAP contract remains in effect.

The PHA will not establish different policies for decreases in the payment standard for designated areas within their jurisdiction.

#### ***Increases [24 CFR 982.505(c)(4) and Notice PIH 2024-34]***

For new HAP contracts, the PHA applies the payment standard in effect at the time of HAP contract execution.

If the payment standard is increased during the term of the HAP contract, the increased payment standard will be applied no later than the earliest of:

- The effective date of an increase in the gross rent that would result in an increase in the family share;
- The family's first regular or interim reexamination; or
- One year following the effective date of the increase in the payment standard amount.

The PHA may adopt a policy to apply a payment standard increase at any time earlier than the date calculated above as long as the policy is included in the administrative plan and applied consistently to all families [24 CFR 982.505(c)(5)].

#### BHP Policy

The PHA will not adopt payment standard increases earlier than the date required by the regulations.

#### ***Changes in Family Voucher Size [24 CFR 982.505(c)(6) and Notice PIH 2024-34]***

Irrespective of any increase or decrease in the payment standard, if the family voucher size increases or decreases during the HAP contract term, the new family voucher size must be used

to determine the payment standard for the family immediately but no later than the family's first regular reexamination following the change in family unit size.

#### BHP Policy

If the family unit size (voucher size) changes during the term of a HAP contract, the new family unit size will be used to determine the payment standard with a 120-day notice of change to the payment standard, and increase in participant's portion of the rent, after appropriate notice from family of household size change.

#### ***Moves***

If the family moves to a new unit, or a new HAP contract is executed due to changes in the lease (even if the family remains in place), the current payment standard applicable to the family will be used when the new HAP contract is processed.

#### **Reasonable Accommodation [24 CFR 982.503(d)(5)]**

If a family requires a higher payment standard as a reasonable accommodation for a family member who is a person with a disability, the PHA is allowed to establish a higher payment standard for the family of not more than 120 percent of the published FMR without HUD approval or prior notification to HUD. A PHA may establish a payment standard greater than 120 percent of the applicable FMR as a reasonable accommodation in accordance with 24 CFR Part 8, after requesting and receiving HUD approval. See Chapter 16 for more information.

BHP has maintained the same payment standards since January 1, 2024, due to decreases in FMRs and shortfall issues in 2025.

| <b>2026 Payment Standards and Utility Allowance for Boulder Housing Partners</b> |                |                |                |                |                |
|----------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Effective January 1, 2026                                                        |                |                |                |                |                |
| Voucher size                                                                     | 0 bedroom      | 1 bedroom      | 2 bedrooms     | 3 bedrooms     | 4 bedrooms     |
| Voucher payment standard                                                         | <b>\$1,585</b> | <b>\$1,823</b> | <b>\$2,217</b> | <b>\$2,898</b> | <b>\$3,394</b> |

**Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)](#)).

*(e) A statement of the PHA's operation and management.*

(1) This statement must list the PHA's rules, standards, and policies that govern maintenance and management of housing owned, assisted, or operated by the PHA.

(2) The policies listed in this statement must include a description of any measures necessary for the prevention or eradication of pest infestation. Pest infestation includes cockroach infestation.

(3) This statement must include a description of PHA management organization, and a listing of the programs administered by the PHA.

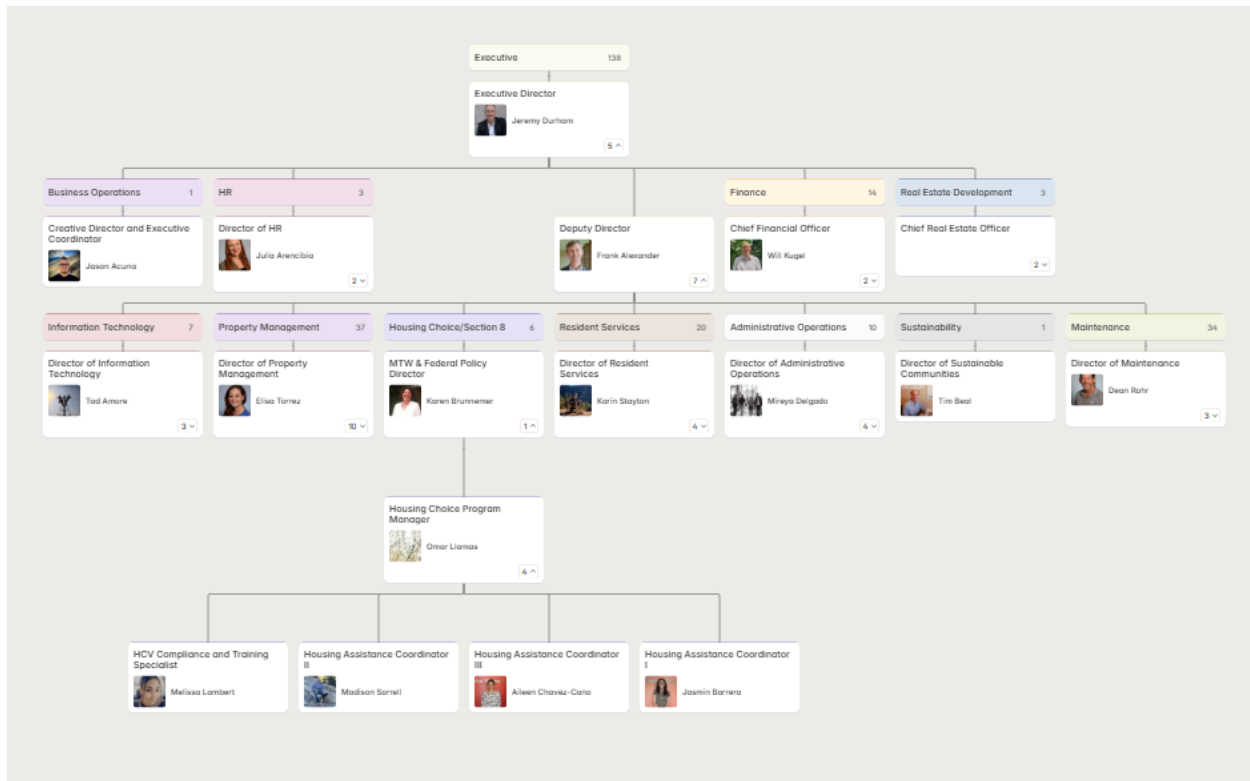
(4) The information requested on a PHA's rules, standards and policies regarding management and maintenance of housing applies only to public housing. The information requested on PHA program management and listing of administered programs applies to public housing, tenant-based assistance, and project-based assistance.

Boulder Housing Partners no longer owns any Public Housing Units. The Public Housing Program has not been closed out, as BHP will utilize the 230 Restore/Rebuild vouchers allocated to us.

Please see the current organizational chart for reference for PHA Management. Boulder Housing Partners includes the following programs:

- Housing Choice Voucher Program
  - 824 MTW Housing Choice Vouchers
  - 181 Non-Elderly Disabled Vouchers
  - 188 Mainstream Vouchers
  - 135 Rental Assistance Demonstration Vouchers
  - 22 Emergency Housing Vouchers
  - 48 locally funded rental assistance vouchers for chronically homeless households
  - Continuum of Care Grant provides rental assistance for 22 households, supportive services for 63 households and operating costs for one 31-unit building

- Property Management Operations
  - 116 HUD Multi-Family Units under the Project Based Rental Assistance Contracts Program in Low Income Housing Tax Credit Program
  - 549 Affordable Units
  - 1,435 Low Income Housing Tax Credit units



**Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

(f) *A statement of the PHA grievance procedures.* This statement describes the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. These procedures include public housing grievance procedures, tenant-based assistance, and project-based assistance informal review procedures for applicants and hearing procedures for participants.

Administrative Plan for Boulder Housing Partners' Housing Choice Voucher Program, Chapter 16.  
PART III: INFORMAL REVIEWS AND HEARINGS

### **16-III.A. OVERVIEW**

Both applicants and participants have the right to disagree with, and appeal, certain decisions of the PHA that may adversely affect them. PHA decisions that may be appealed by applicants and participants are discussed in this section.

The process for applicant appeals of PHA decisions is called the “informal review.” For participants (or applicants denied admission because of citizenship issues), the appeal process is called an “informal hearing.” PHAs are required to include informal review procedures for applicants, and informal hearing procedures for participants in their administrative plan [24 CFR 982.54(d)(12) and (13)].

### **16-III.B. INFORMAL REVIEWS**

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program but is not yet a participant in the program. Informal reviews are intended to provide a “minimum hearing requirement” [24 CFR 982.554] and need not be as elaborate as the informal hearing requirements. (Federal Register 60, no. 127 (3 July 1995); p 4690).

#### **Decisions Subject to Informal Review**

The PHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

- Denying listing on the PHA waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures

Informal reviews are *not* required for the following reasons [24 CFR 982.554(c)]:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- A determination of the family unit size under the PHA subsidy standards
- A PHA determination not to approve an extension of a voucher term
- A PHA determination not to grant approval of the tenancy
- A PHA determination that the unit is not in compliance with the housing quality standards
- A PHA determination that the unit is not in accordance with the HQS due to family size or composition

#### BHP Policy

The PHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes denying listing on the PHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

#### **Notice to the Applicant [24 CFR 982.554(a)]**

The PHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for the PHA decision and must also state that the applicant may request an informal review of the decision. The notice must describe how to obtain the informal review.

#### **Scheduling an Informal Review**

#### BHP Policy

A request for an informal review must be made in writing and delivered to the PHA either in person, by email, by fax, or by first class mail, by the close of the business day, no later than 10 business days from the date of the PHA's denial of assistance.

The PHA must schedule and send written notice of the informal review within 10 business days of the family's request.

If the informal review will be conducted remotely, at the time the PHA notifies the family of the informal review, the family will be informed:

Regarding the processes to conduct a remote informal review;

That, if needed, the PHA will provide technical assistance prior to and during the informal review; and

That if the family or any individual witness has any technological, resource, or accessibility barriers preventing them from fully accessing the remote informal review, the family may inform the PHA and the PHA will assist the family in either resolving the issues or allow the family to participate in an in-person informal review, as appropriate.

#### **Informal Review Procedures [24 CFR 982.554(b)]**

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a supervisor of this person.

The applicant must be provided with an opportunity to present written or oral objections to the decision of the PHA.

#### **Remote Informal Reviews [Notice PIH 2020-32]**

There is no requirement that informal reviews be conducted in-person and, as such, HUD allows PHAs to conduct all or a portion of their informal review remotely either over the phone, via video conferencing, or through other virtual platforms. If the PHA chooses to conduct remote informal reviews, applicants may still request an in-person informal review, as applicable.

#### **BHP Policy**

The PHA has the sole discretion to require that informal reviews be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, the PHA will conduct an informal review remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have childcare or transportation that would enable them to attend the informal review, or if the applicant believes an in-person informal review would create an undue health risk. The PHA will consider other reasonable requests for a remote informal review on a case-by-case basis.

#### **Ensuring Accessibility for Persons with Disabilities and LEP Individuals**

As with in-person informal reviews, the platform for conducting remote informal reviews must be accessible to persons with disabilities and the informal review must be conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication

in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote informal hearings.

PHAs are required to make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the informal review process. See Chapter 2 for a more detailed discussion of reasonable accommodation requirements.

If no method of conducting a remote informal review is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual their inability to participate in the remote informal review, and the PHA should consider whether postponing the remote informal review to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances and requirements.

As with in-person reviews, Limited English Proficiency (LEP) requirements also apply to remote informal reviews, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote informal reviews.

### **Conducting Remote Informal Reviews**

The PHA must ensure that the lack of technology or inability to use technology for remote informal reviews does not pose a disadvantage to families that may not be apparent to the PHA. The PHA should determine through a survey or other means if these barriers exist prior to conducting the remote informal review and, if the family does not have the proper technology to fully participate, either postpone the informal review or provide an alternative means of access.

As with in-person informal reviews, the PHA must provide all materials presented, whether paper or electronic, to the family prior to the remote informal review. The family must also be provided with an accessible means by which to transmit their own evidence.

The PHA must ensure that the applicant has the right to hear and be heard. All PHA policies and processes for remote informal reviews must be conducted in accordance with due process

requirements and be in compliance with HUD regulations at 24 CFR 982.554 and guidance specified in Notice PIH 2020-32.

#### BHP Policy

The PHA will conduct remote informal reviews via a virtual conferencing platform, when available. If, after attempting to resolve any barriers, applicants are unable to adequately access the virtual conferencing platform at any point, or upon applicant request, the informal review will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in at any point, the remote informal review will be postponed, and an in-person alternative will be provided promptly within a reasonable time.

At least five business days prior to the scheduled remote review, the PHA will provide the family with login information and/or conferencing call-in information and an electronic and/or physical copy of all materials being presented via first class mail and/or email. The notice will advise the family of technological requirements for the hearing and request the family notify the PHA of any known barriers. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person review.

If the informal review is to be conducted remotely, the PHA will require the family to provide any documents directly relevant to the informal review at least 5 business days before the scheduled review through the mail, or email

Documents will be shared electronically whenever possible.

The PHA will follow up the email with a phone call and/or email to the applicant at least one business day prior to the remote informal review to ensure that the applicant received all information and is comfortable accessing the video conferencing or call-in platform.

The PHA will ensure that all electronic information stored or transmitted with respect to the informal review is secure, including protecting personally identifiable information (PII), and meets the requirements for accessibility for persons with disabilities and persons with LEP.

#### **Informal Review Decision [24 CFR 982.554(b)]**

The PHA must notify the applicant of the PHA's final decision, including a brief statement of the reasons for the final decision.

#### BHP Policy

In rendering a decision, the PHA will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the notice to the family.

The validity of the grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.

The validity of the evidence. The PHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the PHA will uphold the decision to deny assistance.

If the facts prove the grounds for denial, and the denial is discretionary, the PHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.

The PHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed, or emailed per applicant's preference, within 10 business days of the informal review, to the applicant and their representative.

If the decision to deny is overturned as a result of the informal review, processing for admission will resume.

If the family fails to appear for their informal review, the denial of admission will stand, and the family will be so notified. The family must appear within 15 minutes of the start time of the informal review.

#### **16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]**

PHAs must offer an informal hearing for certain PHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to the PHA's HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether the PHA's decisions related to the family's circumstances are in accordance with the law, HUD regulations, and PHA policies.

The PHA is not permitted to terminate a family's assistance until the time allowed for the family to request an informal hearing has elapsed, and any requested hearing has been completed. Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a lease

- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures

### **Decisions Subject to Informal Hearing**

Circumstances for which the PHA must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the PHA utility allowance schedule
- A determination of the family unit size under the PHA's subsidy standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under PHA policy and HUD rules

#### BHP Policy

The PHA will also give participant families an opportunity for an informal hearing for:

Any denial of a request for a reasonable accommodation for a person with disabilities (see Chapter 2).

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- Establishment of the PHA schedule of utility allowances for families in the program
- A PHA determination not to approve an extension of a voucher term
- A PHA determination not to approve a unit or tenancy
- A PHA determination that a unit selected by the participant is not in compliance with the housing quality standards
- A PHA determination that the unit is not in accordance with HQS because of family size
- A determination by the PHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

## **Informal Hearing Procedures**

### ***Notice to the Family* [24 CFR 982.555(c)]**

When the PHA makes a decision that is subject to informal hearing procedures, the PHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.

For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, the PHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.

For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to the PHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

### **BHP Policy**

In cases where the PHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

The proposed action or decision of the PHA.

A brief statement of the reasons for the decision, including the regulatory reference.

The date the proposed action will take place.

A statement of the family's right to an explanation of the basis for the PHA's decision.

A statement that if the family does not agree with the decision, the family may request an informal hearing.

A deadline for the family to request the informal hearing.

To whom the hearing request should be addressed.

A copy of the PHA's hearing procedures.

That the family may request a remote informal hearing.

### ***Scheduling an Informal Hearing* [24 CFR 982.555(d)]**

When an informal hearing is required, the PHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

#### BHP Policy

A request for an informal hearing must be made in writing and received by the PHA either in person, by first class mail, fax, or email, by the close of the business day, no later than 10 business days from the date of the PHA's decision or notice to terminate assistance.

The PHA must schedule and send written notice of the informal hearing to the family within 10 business days of the family's request.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with a disability. Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made orally or in writing at least 24 business hours prior to the hearing time and date. At its discretion, the PHA may request documentation of the "good cause" prior to rescheduling the hearing. This documentation must be submitted no later than five (5) business days from the scheduled hearing date.

If the family does not appear at the scheduled time, the hearing officer will allow the family 15 minutes to appear. If the family does not appear after 15 minutes and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear within five (5) business days, or if it is needed as a reasonable accommodation for a person with a disability.

If the family fails to request an informal hearing in writing by the deadline as noted in the proposal of termination, assistance will terminate as of the date in the notice.

#### ***Remote Informal Hearings*** [Notice PIH 2020-32]

There is no requirement that informal hearings be conducted in-person, and as such, HUD allows PHAs to conduct all or a portion of their informal hearings remotely either over the phone, via virtual platforms. If the PHA chooses to conduct remote informal hearings, applicants may still request an in-person informal hearing, as applicable.

#### BHP Policy

The PHA has the sole discretion to require that informal hearings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, the PHA will conduct an informal hearing remotely upon request as a reasonable accommodation for a person with a disability, if a participant does not have childcare or transportation that would enable them to attend the informal hearing, or if the participant believes an in-person hearing would create an undue health risk. The PHA will consider other reasonable requests for a remote informal hearing on a case-by-case basis.

### ***Ensuring Accessibility for Persons with Disabilities and LEP Individuals***

As with in-person informal hearings, the platform for conducting remote informal hearings must be accessible to persons with disabilities and the informal hearings must be conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote informal hearings.

PHAs are required to make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the informal hearing process. See Chapter 2 for a more detailed discussion of reasonable accommodation requirements.

If no method of conducting a remote informal hearing is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual their inability to participate in the remote informal hearing, and the PHA should consider whether postponing the remote hearing to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation will depend on the specific circumstances and requirements.

As with in-person reviews, Limited English Proficiency (LEP) requirements also apply to remote informal hearings, including the use of interpretation services and document translation. See

Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote informal hearings.

### ***Conducting Informal Hearings Remotely***

The PHA must ensure that the lack of technology or inability to use technology for remote informal hearings does not pose a disadvantage to families that may not be apparent to the PHA. The PHA should determine through a survey or other means if these barriers exist prior to conducting the remote informal hearing and, if the family does not have the proper technology to fully participate, either postpone the informal hearing or provide an alternative means of access.

As with in-person informal hearings, the PHA must provide all materials presented, whether paper or electronic, to the family prior to the remote informal hearing. The family must also be provided with an accessible means by which to transmit their own evidence.

The PHA's essential responsibility is to ensure informal hearings meet the requirements of due process and comply with HUD regulations. Therefore, all PHA policies and processes for remote informal hearings will be conducted in accordance with due process requirements and will be in compliance with HUD regulations at 24 CFR 982.555 and the guidance for conducting remote hearings specified in Notice PIH 2020-32.

### **BHP Policy**

The PHA will conduct remote informal hearings via a virtual conferencing platform, when available. If, after attempting to resolve any barriers, participants are unable to adequately access the virtual conferencing platform at any point, or upon request, the informal hearing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conference call-in at any point, the remote informal hearing will be postponed, and an in-person alternative will be provided promptly within a reasonable time.

At least three business days prior to scheduling the remote hearing, the PHA will provide the family with login information and/or conferencing call-in information and an electronic copy of all materials being presented via first class mail and/or email. The notice will advise the family of technological requirements for the hearing and request the family notify the PHA of any known barriers. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person hearing.

The PHA will follow up with a phone call and/or email to the family at least one business day prior to the remote informal hearing to ensure that the family receives all information and is comfortable accessing the video conferencing or call-in platform.

The PHA will ensure that all electronic information stored or transmitted with respect to the informal hearing is secure, including protecting personally identifiable information (PII), and meets the requirements for accessibility for persons with disabilities and persons with LEP.

#### ***Pre-Hearing Right to Discovery [24 CFR 982.555(e)]***

Participants and the PHA are permitted pre-hearing discovery rights. The family must be given the opportunity before the hearing to examine any PHA documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense. If the PHA does not make the document available for examination on request of the family, the PHA may not rely on the document at the hearing.

For the purpose of informal hearings, *documents* include records and regulations.

#### **BHP Policy**

The family will be allowed to copy any documents related to the hearing at no cost to the family. The family must request the discovery of PHA documents no later than 12:00 p.m. on the business day prior to the scheduled hearing date.

If the hearing is conducted remotely, the PHA will compile a hearing packet, consisting of all documents the PHA intends to produce at the informal hearing. The PHA will mail copies of the hearing packet to the family, the family's representatives, if any, and the hearing officer at least three days before the scheduled remote informal hearing. The original hearing packet will be in the possession of the PHA representative and retained by the PHA.

Documents will be shared electronically whenever possible.

The PHA hearing procedures may provide that the PHA must be given the opportunity to examine at the PHA offices before the hearing, any family documents that are directly relevant to the hearing. The PHA must be allowed to copy any such document at the PHA's expense. If the family does not make the document available for examination on request of the PHA, the family may not rely on the document at the hearing.

#### **BHP Policy**

For in-person hearings, the PHA will not require pre-hearing discovery by the PHA of family documents directly relevant to the hearing.

If the informal hearing is to be conducted remotely, the PHA will require the family to provide any documents directly relevant to the informal hearing at least 24 hours before the scheduled hearing through the mail, via email, or text. The PHA will scan and email copies of these documents to the hearing officer and the PHA representative the same day.

Documents will be shared electronically whenever possible.

***Participant's Right to Bring Counsel [24 CFR 982.555(e)(3)]***

At its own expense, the family may be represented by a lawyer or other representative at the informal hearing.

***Informal Hearing Officer [24 CFR 982.555(e)(4)]***

Informal hearings will be conducted by a person or persons approved by the PHA, other than the person who made or approved the decision or a supervisor of the person who made or approved the decision.

***Attendance at the Informal Hearing***

BHP Policy

Hearings may be attended by a hearing officer and the following applicable persons:

A PHA representative(s) and any witnesses for the PHA

The participant and any witnesses for the participant

The participant's counsel or other representative

Any other person approved by the PHA as a reasonable accommodation for a person with a disability

The participant will be expected to show up at the appointed time for the hearing. If the participant does not show up within 15 minutes of the scheduled time and does not contact the PHA within 24 hours to reschedule the hearing for good cause, the participant will forfeit their right to the informal hearing.

***Conduct at Hearings***

The person who conducts the hearing may regulate the conduct of the hearing in accordance with the PHA's hearing procedures [24 CFR 982.555(4)(ii)].

BHP Policy

The hearing officer is responsible for managing the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive, or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

### ***Evidence [24 CFR 982.555(e)(5)]***

The PHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

### **BHP Policy**

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

**Oral evidence:** the testimony of witnesses

**Documentary evidence:** a writing which is relevant to the case, for example, a letter written to the PHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

**Demonstrative evidence:** Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart, or other diagram.

**Real evidence:** A tangible item relating directly to the case.

*Hearsay Evidence* is evidence based not on a witness' personal knowledge. In and of itself, hearsay evidence carries no weight when making a finding of fact. The hearing officer may include hearsay evidence when considering their decision if it is corroborated by other evidence. Even though hearsay evidence is generally admissible in a hearing, the hearing officer will not base a hearing decision on hearsay alone unless there is clear probative value and credibility of the evidence, and the party seeking the change has met the burden of proof.

If either the PHA (or the family, if required in a remote hearing) fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

### *Procedures for Rehearing or Further Hearing*

#### BHP Policy

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of the PHA will take effect and another hearing will not be granted.

### *Hearing Officer's Decision [24 CFR 982.555(e)(6)]*

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing. A copy of the hearing must be furnished promptly to the family.

#### BHP Policy

In rendering a decision, the hearing officer will consider the following matters:

**PHA Notice to the Family:** The hearing officer will determine if the reasons for the PHA's decision are factually stated in the Notice.

**Discovery:** The hearing officer will determine if the PHA and the family were given the opportunity to examine any relevant documents in accordance with BHP Policy.

**PHA Evidence to Support the PHA Decision:** The evidence consists of the facts presented. Evidence is not conclusion, and it is not argument. The hearing officer will evaluate the facts to determine if they support the PHA's conclusion.

**Validity of Grounds for Termination of Assistance (when applicable):** The hearing officer will determine if the termination of assistance is for one of the grounds specified in the HUD regulations and PHA policies. If the grounds for termination are not specified in the regulations or in compliance with PHA policies, then the decision of the PHA will be overturned.

The hearing officer will issue a written decision and send to the PHA no later than 10 business days after the hearing. The decision will then be sent via USPS mail, or email, depending on participant request by the PHA. The report will contain all of the following information:

**Hearing information:**

Name of the participant(s)

Date, time, and place of the hearing Name  
of the hearing officer

Name of the PHA representative(s) Name  
of family representative(s) (if any)

**Background:** A brief, impartial statement of the reason for the hearing.

**Summary of the Evidence:** The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of their testimony and that are admitted into evidence.

**Findings of Fact:** The hearing officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

**Conclusions:** The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold the PHA's decision.

**Order:** The hearing report will include a statement of whether the PHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct the PHA to change the decision in accordance with the hearing officer's determination. In the case of termination of assistance, the hearing officer will instruct the PHA to restore the participant's program status.

***Issuance of Decision [24 CFR 982.555(e)(6)]***

A copy of the hearing must be furnished promptly to the family.

**BHP Policy**

The hearing officer will mail a "Notice of Hearing Decision" to the PHA via email. The PHA will send the notice by first-class mail or email, based on participant's request the

same day it is received by the PHA. A copy of the “Notice of Hearing Decision” will be maintained in the PHA’s file.

***Effect of Final Decision* [24 CFR 982.555(f)]**

The PHA is not bound by the decision of the hearing officer for matters in which the PHA is not required to provide an opportunity for a hearing; decisions that exceed the authority of the hearing officer; or decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to federal, state, or local laws.

If the PHA determines it is not bound by the hearing officer’s decision in accordance with HUD regulations, the PHA must promptly notify the family of the determination and the reason for the determination.

**BHP Policy**

The Executive Director has the authority to determine that the PHA is not bound by the decision of the hearing officer because the PHA was not required to provide a hearing, the decision exceeded the authority of the hearing officer, the decision conflicted with or contradicted HUD regulations, requirements, or the decision was otherwise contrary to federal, state, or local laws.

In such a case, the PHA will mail a “Notice of Final Decision” to PHA program director and the participant on the same day. The “Notice of Final Decision” will be sent by first-class mail. A copy of this notice will be maintained in the PHA’s file.

**16-III.D. HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS [24 CFR 5.514]**

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an informal hearing, not an informal review.

Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the PHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the PHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

**Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]**

The notice of denial or termination of assistance for noncitizens must advise the family:

- That financial assistance will be denied or terminated and provide a brief explanation of the reasons for the proposed denial or termination of assistance.
- The family may be eligible for proration of assistance.
- In the case of a participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518].
- That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an informal hearing with the PHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

#### **USCIS Appeal Process [24 CFR 5.514(e)]**

When the PHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, the PHA must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for an appeal must be made by the family in writing directly to USCIS. The family must provide the PHA with a copy of the written request for appeal and the proof of mailing.

#### **BHP Policy**

The PHA will notify the family in writing of the results of the USCIS secondary verification within 10 business days of receiving the results.

The family must provide the PHA with a copy of the written request for appeal and proof of mailing within 10 business days of sending the request to USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to the PHA, of its decision. When the USCIS notifies the PHA of the decision, the PHA must notify the family of its right to request an informal hearing.

#### **BHP Policy**

The PHA will send written notice to the family of its rights to request an informal hearing within 10 business days of receiving notice of the USCIS decision regarding the family's immigration status.

#### **Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of denial, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for applicant families are described below.

#### ***Informal Hearing Officer***

The PHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. See Section 16-III.C. for a list of positions that serve as informal hearing officers.

#### ***Evidence***

The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of the PHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

#### **BHP Policy**

The family will be allowed to copy any documents related to the hearing at no cost to the family. The family must request the discovery of PHA documents within 3 business days prior to the hearing.

The family must be provided with the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided with the opportunity to refute evidence relied upon by the PHA, and to confront and cross-examine all witnesses on whose testimony or information the PHA relies.

#### ***Representation and Interpretive Services***

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such a person make statements on the family's behalf.

The family is entitled to request an interpreter. Upon request, the PHA will provide competent interpretation services, free of charge.

### ***Recording of the Hearing***

The family is entitled to have the hearing recorded by audiotape. The PHA may, but is not required to, provide a transcript of the hearing.

### **BHP Policy**

The PHA will not provide a transcript of audio taped hearing.

### ***Hearing Decision***

The PHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 10 business days of the date of the informal hearing. The decision must state the basis for the decision.

### **Informal Hearing Procedures for Residents [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of termination, or within 30 days of receipt of the USCIS appeal decision.

For the informal hearing procedures that apply to participant families whose assistance is being terminated based on immigration status, see Section 16-III.C.

### **Retention of Documents [24 CFR 5.514(h)]**

The PHA must retain for a minimum of 5 years the following documents that may have been submitted to the PHA by the family, or provided to the PHA as part of the USCIS appeal or the PHA informal hearing process:

- The application for assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision

**Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Boulder Housing Partners has never operated a homeownership program under the Housing Choice Voucher Program. It is offered through the reasonable accommodation process; which has never been requested by a participant.

**Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

Boulder Housing Partners operates a Family Self-Sufficiency Program in conjunction with our sister agency, Boulder County Housing Authority. The joint BHP BCHA FSS program has 50 project-based vouchers within BHP project-based voucher properties. BHP provides the units and the vouchers, while the BCHA FSS program provides supportive services.

The educational goals of FSS participants are set and attained through the combination of financial assistance, case management, referral and linkage to community agencies that help with Academic Advising, Career Counseling, and in some cases, internships. Once education has been attained, FSS support specialists facilitate job search and job preparedness, and refer to other agencies that assist in this process.

Participants receive personal support and tailored guidance through their work with the FSS support specialist. Support specialists assist in the creation of a holistic life plan that can lead participants to a more desirable lifestyle. Support specialists address family, health, personal, financial and educational challenges that are key areas to troubleshoot while on the path to goal achievement. Support specialists refer participants to parenting/financial classes and professional counseling services that can aid them in their process toward attaining self-sufficiency. Participants are encouraged to attend a variety of life skills classes: Financial Workshops, such as Budgeting on a Small Income or Thoughtful Money Management or parenting classes. FSS participants are encouraged to become involved with a variety of support networks and actively participate in community groups or in other activities in which they have an interest, such as, P.E.R.L. (People Engaged in Raising Leaders) training, Single-Parenting Support Groups or the Thrive Program.

As defined in the FSS Contract of Participation and for the purposes of the BHP BCHA FSS program, “Self- Sufficiency” is defined as: maintaining suitable employment after the completion of a job training and/or academic program, being free of TANF for the last 12 months of FSS program enrollment, and moving toward the ultimate goal of being free of a housing subsidy. The Family Self-Sufficiency Program Action Plan governs and provides guidance on the operation of the program and can be found on our website at [www.fssbouldercounty.org](http://www.fssbouldercounty.org).

Boulder Housing Partners’ Administrative Plan for the housing choice voucher program details how income and assets are calculated, how rent is determined, and how escrow is earned, based on our Moving to Work Activities (2016-1 and 2020-1).

**Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

(2) A PHA must identify the basic criteria the PHA will use for determining:

(i) A substantial deviation from its 5-Year Plan; and

(ii) A significant amendment or modification to its 5-Year Plan and Annual Plan.

## **§ 903.21 May the PHA amend or modify a plan?**

(a) A PHA, after submitting its 5-Year Plan or Annual Plan to HUD, may amend or modify any PHA policy, rule, regulation or other aspect of the plan. If the amendment or modification is a significant amendment or modification, as defined in [§ 903.7\(r\)\(2\)](#), the PHA:

(1) May not adopt the amendment or modification until the PHA has duly called a meeting of its board of directors (or similar governing body) and the meeting, at which the amendment or modification is adopted, is open to the public; and

(2) May not implement the amendment or modification, until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures, as provided in [§ 903.23](#).

(b) Each significant amendment or modification to a plan submitted to HUD is subject to the requirements of [§§ 903.13](#), [903.15](#), and [903.17](#).

As described in 24 CFR 903.21, the PHA may amend, modify or change any policy, rule, regulation or other aspect of its Annual or Five-Year Plan after submitting the plan to HUD. It further describes that if the modification or change is considered a significant amendment" or "substantial deviation/ modification" as defined by the PHA, then the PHA must comply with several requirements like those required at initial development and submission of the PHA Plan. Although HUD has afforded PHAs local discretion in defining the terms "significant amendment and "substantial deviation, in the Final Rule for the PHA Plan, HUD indicated that these terms should be defined at the local level as part of the public participation in the PHA Plan process. The PHA must state the basic criteria for the definitions in its annual plan and must provide its definition of significant amendment

and substantial deviation/modification in the appropriate section of the PHA Plan template or as an attachment to the PHA Plan.

Boulder Housing Partners hereby defines “substantial deviation” and “significant amendment/modification” as any change in policy which significantly and substantially alters the Authority’s stated mission and the persons the Authority serves. This includes admissions preferences, demolition activities, disposition activities, and conversion programs, such as the use of Restore/Rebuild vouchers, which convert public housing units to project-based vouchers. Discretionary or administrative amendments consistent with the Authority’s stated overall mission and basic objectives will not be considered substantial deviations or significant modifications. If a significant amendment and/or substantial deviation/modification occur, the public process will include consultation with the Resident Advisory Board, a public comment period, public notification of where and how the proposed change can be reviewed, and the approval by BHP’s Board of Commissioners.

**Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

See definition under Substantial Deviations.

## B.2 New Activities

Project-Based Vouchers: provide the projected number of PBV units and general locations, and how project-basing would be consistent with the PHA Plan.

BHP plans to utilize Restore/Rebuild vouchers for four projects in the BHP development pipeline.

- **Harvest34:** This project is 44 units of family housing that received an award of Low-Income Housing Tax Credits from the Colorado Housing and Finance Authority. More specific information is listed below and in the Mixed Finance Development Proposal (form HUD-50156) that is available upon request. BHP intends to close on this project in the fall of 2026 with conversion to RAD in early 2028. BHP intends to use the Low-Income Housing Tax Credit program paired with Restore/Rebuild vouchers to advance construction of much needed, deeply affordable housing. BHP has requested a NARR for this project.
- **Alpine Balsam Project:** 144 future units located in central Boulder at 1100 Balsam, Boulder, CO 80304. The project is to be constructed in two phases starting in late 2027. Phase 1 of Alpine Balsam is a 55-unit older adult age restricted building. Phase 2 will be 89 units of family housing. BHP intends to use the Low-Income Housing Tax Credit program paired with Restore/Rebuild vouchers to advance construction of much needed, deeply affordable housing. BHP has requested a NARR for this project.
- **Broadway Renovation Project:** 70-unit renovation project located at 3110, 3120, 3130, 3140, 3150 and 3160 Broadway, Boulder, CO 80304. We intend to utilize approximately 44 Restore/Rebuild vouchers paired with 4% LIHTCs for this project. This work is intended to move forward in 2027.
- **Penrose Project:** 113 future units located at 3300 Penrose Place, Boulder, CO 80301. The project will include 12 units of adaptive re-use of an existing historic building. This project will be financed with LIHTCs and is expected to move forward in 2029. BHP intends to use the Low-Income Housing Tax Credit program paired with a yet to be determined number of Restore/Rebuild vouchers to advance construction of much needed, deeply affordable housing.

### Details about the Harvest34 Street Project:

- Conversion Type: Project-Based Vouchers
- Pre-Conversion Total Units: 44

- Post-Conversion RAD PBV Units: 44
- Post-Conversion Unit Type: Family
- Post-Conversion Development: Harvest34
- Name and Address: 3125 34<sup>th</sup> Street, Boulder, CO 80301
- Post-Conversion Sponsor: Boulder Housing Partners
- Project Description: Harvest34 will be a new construction multifamily development located on land currently owned by Boulder Housing Partners (BHP). Harvest34 will consist of 44 rental units with 48 onsite parking spaces and 88 bike parking spots. The development will be served by the standalone net-zero community center containing a flex-area, kitchenette, restroom, and an office for management and resident services staff. Anticipated resident services include after school and parent programming, community food sharing, computer lab access, wellness programs, and independent living referrals to other partner service organizations. Additional amenities at the project will include walking paths, a playground, community garden, and access to a nearby public park. Harvest34 will be an all-electric site with a goal of Net Zero Energy, a solar array, electric vehicle charging stations, easy access to public transportation including the provision of free Eco-Passes to residents, and significant water-wise and xeriscape landscaping.
- Bedroom Configuration: ten (10) one-bedroom units, twenty-four (24) two-bedroom units, and ten (10) three-bedroom units.
- Transfer of Assistance: Restore Rebuild
- De Minimus Reduction: N/A
- Transfer of Waiting List: Units will be filled using the separate wait list that covers all PBV projects but is distinct from the tenant-based voucher list. The PHA will manage and maintain the list, including any BHP-approved selection preferences, in accordance with BHP's Housing Choice Voucher Program Administrative Plan. BHP will post information on how to apply for the PBV wait list on the BHP website.

### **Certification**

For the Harvest34 Rental Assistance Demonstration (RAD) project located in Boulder, Boulder Housing Partners certifies that the site complies with all site selection requirements applicable to Project Based Voucher (PBV) RAD projects, including:

1. The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, and HUD regulations issued pursuant thereto; and,

2. In conducting its review of site selection for the proposed project, BHP completed a review with respect to accessibility for persons with disabilities and that the proposed site is consistent with applicable accessibility standards under the Fair Housing Act, Section 504, and the ADA.

## B.3 Progress Report

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

Boulder Housing Partners strategic framework includes four strategies.

1. **Support Residents and 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.
  - Continue our work with our current community partners to expand delivery of services to all households, with a focus on improving economic self-sufficiency, health and well-being, and childhood readiness for success in school
  - Support resident households on their individual path towards greater sufficiency
  - Connect households to other service providers in the community to allow seniors and people with disabilities to age in place and live independently with the necessary supports
  - Increase accountability for households living in BHP communities by enforcing lease provisions, educating residents on lease requirements, connecting to services for activity that is not lease compliant
  - Provide education and communication to voucher holders and residents through community meetings, HCV education sessions and information posted on our website
2. **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.
  - Deploy Restore/Rebuild vouchers at future development to better leverage the potential to house lower income households
  - Apply for any HUD-NOFA as they are announced and when appropriate
  - Add to BHP's inventory of permanently affordable units through development of new housing and acquisition of existing housing, using a variety of tools and partnerships

3. **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.
  - Continually strive to implement new operational systems that increase efficiency while reducing administrative burden on our clients and residents
  - Actively seeking new partnerships to enhance our energy efficiency and reduce utility costs to provide our clients with high quality housing at the most affordable cost
4. **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.
  - Employees are our greatest asset, and we focus continually on their personal and professional development
  - Education and training are key to our employees being successful at their jobs
  - By continually developing technical and leadership skills we focus on building the internal opportunities for promotion
  - Creating a work-life balance where employees can reach their full potential

## **B.5 Most Recent Fiscal Year Audit**

**Criteria-** Under the Admin Plan for the program, the Authority must notify the family and landlord of the inspection results within 5 business days of the inspection. Under 24 CFR 982.405, Housing Quality Standards (HQS) deficiencies must be corrected within 30 calendar days or within a specific approved extension. If the cited HQS deficiencies are not corrected within the specified correction period, the Authority must stop (abate) the HAP.

**Condition-** The Authority did not send failed HQS inspection notices within the 5-business day required to participants who needed to correct deficiencies.

**Context-** A total of 40 inspections were tested, and the results are as follows: A total of 7 had failed inspection where the letter to the owner was not sent within the 5-day requirement; therefore, participants could not correct deficiencies found before the 30-day requirement from the time of inspection was performed.

**Questioned Costs-** None

**Cause and Effect-** The Authority did not adequately monitor HQS inspection outcomes to ensure that deficiency notifications were sent out timely, and as a result, participants were unable to correct the identified deficiencies within the required 30-day window. Once notified, the owner did correct within 30 days of notification.

**Recommendations-** The Authority Should establish procedures to ensure inspection letters are sent timely.

**Views of Responsible officials and Corrective Action Plan-** the Authority will hire additional support for HQS inspections to ensure timely distribution of deficiency notifications.

## C.1 Resident Advisory Board (RAB) Comments

If comments were received, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

The RAB Meeting will be held on May 12, 2026, and a public hearing will be held on May 20, 2026. Comments will be added after the meeting.

There were 4 Participants who attended the RAB meeting on May 12, 2026, and 5 participants at the public hearing on May 20, 2026. Below are the comments and responses.

| Comment                                                                                                                                                                | Response                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is MTW Expansion a new program or something we are moving to?                                                                                                          | MTW Expansion was created by Congress in 2016 and currently has 100 agencies participating. BHP has moved from an original (or legacy) MTW Agency to the Expansion Program.                                                                   |
| Does transition to MTW Expansion lessen our status?                                                                                                                    | No, we continue to have flexibility in how we manage the HCV program and the changes available to us, however, we no longer have an MTW contract with HUD.                                                                                    |
| I have a BHP voucher that I use in a BCHA owned units – will these changes affect me?                                                                                  | No, the changes will not affect any current voucher holders. All the MTW changes that have been implemented will remain in effect.                                                                                                            |
| Since NSPIRE standards will apply to all landlords who have a voucher holder in their units, is there a concern that the stricter standards will drive landlords away? | The HCV program depends on private landlords to allow for all vouchers to be in use. BHP has created a great partnership with many landlords, and will hold educational sessions to educate landlords and participants on the NSPIRE changes. |
| How many units from private landlords do we serve?                                                                                                                     | Approximately 800 voucher holders are in non-BHP owned units.                                                                                                                                                                                 |
| Will vouchers be taken away from current voucher holders in order to project base them?                                                                                | No, the Restore/Rebuild vouchers are new vouchers that will be awarded to new projects.                                                                                                                                                       |
| Any idea how long the wait lists are right now?                                                                                                                        | BHP is changing the way we hold the PBV wait list. The current wait time is unknown by the HCV team.                                                                                                                                          |
| Are tenant-based vouchers portable?                                                                                                                                    | Yes, however, BHP was in shortfall last year. This put a restriction on voucher holders wishing to port to a higher cost area, unless the Housing Authority they were going to was willing to absorb their voucher.                           |
| Can families with project-based vouchers move?                                                                                                                         | They can request the next available tenant-based voucher. If there is one available, they may move. If not, they are placed on a waiting list until one is available.                                                                         |
| Are vouchers frozen right now?                                                                                                                                         | Yes, they have been frozen since April 2025.                                                                                                                                                                                                  |
| Are families “moving to work”?                                                                                                                                         | BHP has not had a focus on requiring families to work and go off the program.                                                                                                                                                                 |

|                                                                                                                                                         |                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If someone wanted to port to a higher cost of living area would we deny?                                                                                | Yes, as we are in shortfall since last year.                                                                                                                                                                                                                                            |
| Are we currently out of shortfall?                                                                                                                      | Not yet. HUD makes that determination once they have issued budget authority. BHP received our budget authority on May 7. HUD needs to complete their analysis before officially taking BHP out of shortfall status. BHP's projections show that we will be out of shortfall this year. |
| Does BHP currently have any empty BHP-owned units?                                                                                                      | Only those units that have been recently vacated by a resident, is undergoing turnover, and awaiting the next applicant to be processed.                                                                                                                                                |
| Do we have the ability to drop rents any more to increase affordability?                                                                                | For the voucher program, the participants will always pay rent according to their income. If the contract rent is lowered, it will not change the portion the participant pays based on income.                                                                                         |
| Are new developments, like Hilltop, owned by BHP?                                                                                                       | BHP has at least a part ownership in all the properties we manage, if not full ownership.                                                                                                                                                                                               |
| Can the voucher be transferred to other household members who are eligible citizens within a mixed-citizen household?                                   | Yes, the voucher can be transferred from any head of household to another adult member of the family.                                                                                                                                                                                   |
| How will these changes affect me as an elderly voucher holder who has been on the program for a long time?                                              | There are no changes that will affect you directly.                                                                                                                                                                                                                                     |
| Are restore rebuild vouchers only going to be used on specific project?                                                                                 | Restore/Rebuild vouchers are required to be project-based, as they are replacing public housing units that have been disposed of.                                                                                                                                                       |
| When will the updated admin plan be published?                                                                                                          | The red-lined version is currently on our website. The final updated version will be posted after it has been approved by the Board of Commissioners on July 8.                                                                                                                         |
| How many vouchers does BHP have?                                                                                                                        | Currently, we have 1,418 voucher.                                                                                                                                                                                                                                                       |
| Currently living in Project Based Voucher and I have been told I cannot move with a voucher. When will I be able to get a voucher to move with?         | Currently, BHP is still not able to issue any vouchers. We have received our funding amount for 2026, however, it will not be enough for us to issue any vouchers in 2026.                                                                                                              |
| How many vouchers total in the Country?                                                                                                                 | The HCV dashboard through HUD shows there were 2,328,422 vouchers leased across the nation as of 12/31/2025.<br><a href="https://www.hud.gov/helping-americans/public-indian-housing-hcv-dashboard">https://www.hud.gov/helping-americans/public-indian-housing-hcv-dashboard</a>       |
| Is there any current funding availability for new vouchers?                                                                                             | There are a few limited opportunities for vouchers that serve specific populations, but new traditional vouchers have been available since 2023.                                                                                                                                        |
| Can someone living in a Project Based Unit in Boulder give up their Voucher, move to a different state, and apply for a new voucher from the new state? | Yes.                                                                                                                                                                                                                                                                                    |

|                                                                                                                                        |                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is there a Homeownership Voucher program from HUD and if so, does BHP offer it?                                                        | HUD does allow the voucher to be used towards home ownership. It is a PHA's discretion to offer the program to all voucher holders. BHP has not done so as the median home price in Boulder County is more than what a voucher would be worth.                                        |
| Regarding the transition to NSPIRE inspections, will there be educational sessions for the public and will we be informed? if so, how? | Yes. There will be sessions for both landlords and participants. These will be advertised on our website. An email blast will also go out to those who have an email address on file. Notice will be sent via mail to those without an email address.                                 |
| For families who are not tech-savvy, is there an option to send paperwork to landlords and ask them to post them on tenant doors?      | No. The HCV team works with over 300 landlords, the majority of them private landlords. It is our responsibility to disseminate information that voucher holders need to know. We post information to the HCV page on the BHP website, send emails and letters via USPS if necessary. |
| Rent Cafe is run by Meta. I don't like META. What can I do about it?                                                                   | Please talk to your property manager about the use of Rent Cafe to pay your rent.                                                                                                                                                                                                     |
| Is there an alternative way to pay my rent that does not involve Rent Cafe?                                                            | Please talk to your property manager about the use of Rent Cafe to pay your rent.                                                                                                                                                                                                     |
| Will the politics back in Washington impact the voucher program here locally?                                                          | The HCV program houses more than 2 million households nationwide and is well supported by elected officials. It is unlikely that Congress would eliminate the HCV program. If you want your voice heard, please contact your elected representative.                                  |
| What is the difference between Project Based Vouchers and Tenant Based Vouchers?                                                       | Both are part of the Housing Choice Voucher Program. Each Public Housing Authority can take some of their tenant-based vouchers and attach them to a specific property and unit. BHP has done this with 485 of our vouchers, which are then called project-based vouchers.            |

|                                                                                                                                               |                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certifications of Compliance with<br/>PHA Plan and Related Regulations<br/>(Standard, Troubled, HCV-Only, and<br/>High Performer PHAs)</b> | <b>U.S. Department of Housing and Urban Development</b><br>Office of Public and Indian Housing<br><b>OMB No. 2577-0226</b><br><b>Expires 3/31/2024</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or ☒ Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 1/1/2027, in connection with the submission of the Plan and implementation thereof:*

1. 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 (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, 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)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. The 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.
  12. The 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.
  13. The 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.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  16. With respect to public housing the 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.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. The 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 regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA 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 PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Boulder Housing Partners

CO016

PHA Name

PHA Number/HA Code

\_\_\_\_\_ Annual PHA Plan for Fiscal Year 20\_\_\_\_\_

\_\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_\_ - 20\_\_\_\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director

Name Board Chairman

Signature

Date

Signature

Date

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The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**CERTIFICATE RELATING TO RESOLUTION #2026-14**

I, the undersigned Executive Director of the Housing Authority of the City of Boulder, Colorado (the “Authority”), hereby certify that (i) the attached Resolution of the Authority (the “Resolution”) was duly adopted by the Board of Commissioners of the Authority at a meeting thereof duly called and held on \_\_\_\_\_, 2026 at which meeting a quorum was present and acting throughout, (ii) the Resolution has been compared by us with the original thereof recorded in the minutes book of the Authority and is a correct transcript therefrom and of the whole of said original and (iii) the Resolution has not been altered, amended or repealed, and is in full force and effect on the date hereof.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_,  
2026.

\_\_\_\_\_  
Frank Alexander,  
Deputy Director of the  
Housing Authority of the City of Boulder

The Commissioners of the Housing Authority of the City of Boulder met at the offices of Boulder Housing Partners, 4800 Broadway, Boulder, Colorado, 80304, on \_\_\_\_\_, 2026, commencing at the hour of \_\_\_\_\_ p.m.

There were present at the meeting, in person or by telephone, the following:

Present:

Chairperson:

Vice Chair:

Other Commissioner:

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Absent:

There were also present:

Deputy Director:

Frank Alexander

## **RESOLUTION #2026-14**

### **A RESOLUTION BY THE HOUSING AUTHORITY OF THE CITY OF BOULDER, COLORADO, A COLORADO HOUSING AUTHORITY (THE “AUTHORITY”) TO APPROVE ITS ANNUAL PHA PLAN**

**WHEREAS**, the Authority desires to cause its affiliate, Harvest34 LLLP, a Colorado limited liability limited partnership (“Partnership”) to develop a 44-unit affordable housing project at 3125 34th Street, Boulder, Colorado (the “Project”) utilizing the Faircloth-to-RAD program under U.S. Department of Housing and Urban Development (“HUD”) Rental Assistance Demonstration (“RAD”) Restore/Rebuild component;

**WHEREAS**, in connection with the Project and pursuant to HUD’s RAD requirements, the Authority must submit its approved 2027 Annual PHA Plan and any amendments thereto (collectively, the “PHA Plan”) to HUD; and

**WHEREAS**, the Authority’s Board of Commissioners has reviewed the PHA Plan and have determined that the approval of the PHA Plan is in the best interest of the Authority and consistent with the applicable RAD requirements.

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority’s Board of Commissioners hereby authorizes Frank Alexander, in his capacity as the Deputy Director of the Authority, or his designees, to take any appropriate actions to approve the PHA Plan;

**RESOLVED FURTHER**, that Frank Alexander, in his capacity as the Deputy Director of the Authority, or his designee(s), is authorized, ratified and directed to execute, deliver and perform any agreements, contracts or writings as he may deem to be appropriate to facilitate the submission to HUD of certain documents related to the Faircloth-to-RAD conversion, including but not limited to the approved PHA Plan.

**RESOLVED FURTHER**, that the undersigned may certify to any other party, the names and signatures of the persons who presently are duly elected, qualified and authorized to act on behalf of the Authority pursuant to the foregoing resolution.

**RESOLVED FURTHER**, that the foregoing resolution is in addition to, and does not limit and shall not be limited by, any resolution heretofore or hereafter adopted by the Authority; and the foregoing resolution shall continue in full force and effect until express written notice of their prospective rescission or modification, as to future transactions that have not been undertaken or committed for, has been received.

**RESOLVED FURTHER**, that any and all transactions by or on behalf of the Authority prior to the adoption of this resolution is and the same hereby is in all respects ratified, approved and confirmed.

The provisions of this Resolution are hereby declared to be separable, and if any section, phrase or provision shall, for any reason, be declared to be invalid, such declaration shall not affect

the validity of the remainder of the sections, phrases or provisions. All resolutions, orders or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby superseded. This Resolution shall be in full force and effect from and after its passage and approval, in accordance with law.

*[Signature Page to Follow]*

PASSED, ADOPTED AND APPROVED this \_\_\_\_\_,  
2026.

(SEAL) \_\_\_\_\_, Chairperson

Attest:

\_\_\_\_\_  
Frank Alexander  
Deputy Director

43333457v2

# Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0157  
Expires 3/31/2020

| <b>Part I: Summary</b> |                                                |                                        |                                        |                                        |                                        |
|------------------------|------------------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|
| PHA Name/Number        |                                                | Boulder Housing Partners CO016         |                                        | Locality (City/County & State)         |                                        |
|                        |                                                | Boulder, Colorado                      |                                        | Original 5-Year Plan 2026 Revision No: |                                        |
| A.                     | Development Number and Name                    | Work Statement for Year 1<br>FFY _____ | Work Statement for Year 2<br>FFY _____ | Work Statement for Year 3<br>FFY _____ | Work Statement for Year 4<br>FFY _____ |
| B.                     | Physical Improvements Subtotal                 | Annual Statement                       |                                        |                                        |                                        |
| C.                     | Management Improvements                        |                                        |                                        |                                        |                                        |
| D.                     | PHA-Wide Non-dwelling Structures and Equipment |                                        |                                        |                                        |                                        |
| E.                     | Administration                                 |                                        |                                        |                                        |                                        |
| F.                     | Other                                          |                                        |                                        | \$319,158.00                           |                                        |
| G.                     | Operations                                     |                                        |                                        |                                        |                                        |
| H.                     | Demolition                                     |                                        |                                        |                                        |                                        |
| I.                     | Development                                    |                                        |                                        |                                        |                                        |
| J.                     | Capital Fund Financing – Debt Service          |                                        |                                        |                                        |                                        |
| K.                     | Total CFP Funds                                |                                        |                                        |                                        |                                        |
| L.                     | Total Non-CFP Funds                            |                                        |                                        |                                        |                                        |
| M.                     | Grand Total                                    |                                        |                                        | \$319,158.00                           |                                        |

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2020

**Part I: Summary (Continuation)**

| PHA Name/Number |                                                                                                                                               | Locality (City/county & State) |                                       | Original 5-Year Plan                  |                                       | Revision No:                          |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
|                 | Development Number and Name                                                                                                                   | Work Statement for             | Work Statement for Year 2<br>FFY 2027 | Work Statement for Year 3<br>FFY 2028 | Work Statement for Year 4<br>FFY 2029 | Work Statement for Year 5<br>FFY 2030 |
|                 |                                                                                                                                               | Year 1<br>FFY 2026             |                                       |                                       |                                       |                                       |
|                 | Annual Statement                                                                                                                              |                                |                                       |                                       |                                       |                                       |
|                 | Boulder Housing Partners no longer operates any Public Housing Units. As an MTW Agency, we have the flexibility to use Capital Funds on other |                                |                                       | \$319,158.00                          |                                       |                                       |
|                 | Section 8 and Section 9 programs. BHP intends to use the 2024 and 2025                                                                        |                                |                                       |                                       |                                       |                                       |
|                 | Capital Funds to augment the rents at a new development that will use                                                                         |                                |                                       |                                       |                                       |                                       |
|                 | Restore/Rebuild Vouchers. Harvest34 will close in late 2026. Construction                                                                     |                                |                                       |                                       |                                       |                                       |
|                 | is estimated to be completed in early 2028. Units will come on line as public                                                                 |                                |                                       |                                       |                                       |                                       |
|                 | housing and immediately convert under RAD to project based voucher                                                                            |                                |                                       |                                       |                                       |                                       |
|                 | units. The funds will augment the RAD rents for the first year of operation                                                                   |                                |                                       |                                       |                                       |                                       |
|                 | until January 1, 2029.                                                                                                                        |                                |                                       |                                       |                                       |                                       |
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**Part II: Supporting Pages – Physical Needs Work Statement(s)**

| Work<br>Statement for<br>Year 1 FFY<br>_____ | Work Statement for Year _____<br>FFY                                       |          |                | Work Statement for Year: _____<br>FFY                                      |          |                |
|----------------------------------------------|----------------------------------------------------------------------------|----------|----------------|----------------------------------------------------------------------------|----------|----------------|
|                                              | Development Number/Name<br>General Description of Major Work<br>Categories | Quantity | Estimated Cost | Development Number/Name<br>General Description of Major Work<br>Categories | Quantity | Estimated Cost |
| See                                          |                                                                            |          |                |                                                                            |          |                |
| Annual                                       |                                                                            |          |                |                                                                            |          |                |
| Statement                                    |                                                                            |          |                |                                                                            |          |                |
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|                                              |                                                                            |          |                |                                                                            |          |                |
|                                              | Subtotal of Estimated Cost                                                 |          | \$             | Subtotal of Estimated Cost                                                 |          | \$             |

**Part II: Supporting Pages – Physical Needs Work Statement(s)**

| Work<br>Statement for<br>Year 1 FFY<br>_____ | Work Statement for Year                                                 |          |                | Work Statement for Year:                                                   |          |                |
|----------------------------------------------|-------------------------------------------------------------------------|----------|----------------|----------------------------------------------------------------------------|----------|----------------|
|                                              | FFY                                                                     |          |                | FFY                                                                        |          |                |
|                                              | Development Number/Name<br>General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name<br>General Description of Major Work<br>Categories | Quantity | Estimated Cost |
| See                                          |                                                                         |          |                |                                                                            |          |                |
| Annual                                       |                                                                         |          |                |                                                                            |          |                |
| Statement                                    |                                                                         |          |                |                                                                            |          |                |
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|                                              | Subtotal of Estimated Cost                                              |          | \$             | Subtotal of Estimated Cost                                                 |          | \$             |

[illegible]

[illegible]