



Housing

Boulder County Housing Authority (BCHA) CO061
2027 Annual Plan and Attachments

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Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 9/30/2027
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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-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

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 or 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.

A.	PHA Information.
A.1	PHA Name: <u>Boulder County Housing Authority</u> PHA Code: <u>CO061</u> PHA Type: ☒ Standard PHA ☐ Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2027</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>0</u> Number of Housing Choice Vouchers (HCVs) <u>984</u> Total Combined Units/Vouchers <u>984</u> PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission Public Availability of Information. 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. 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.

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(c) The PHA must submit its Deconcentration Policy for Field Office review.

- Per 24 CFR § 903.2(b)(2)(i), a deconcentration policy is not required since BCHA does not have 100 or more units of public housing. Please see attachment A for BCHA's Selection and Admissions policy for the HCV program. Attachment B for BCHA's rent determination policy, Attachment C for BCHA's Informal Review and Hearing Procedures. Attachment D for BCHA's policy on substantial deviation and significant amendment/modification.

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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

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Choice Neighborhoods Grants. |
| ☐ | ☐ | Modernization or Development. |
| ☐ | ☐ | Demolition and/or Disposition. |
| ☐ | ☐ | Designated Housing for Elderly and/or Disabled Families. |
| ☐ | ☐ | Conversion of Public Housing to Tenant-Based Assistance. |
| ☐ | ☐ | Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD. |
| ☐ | ☐ | Homeownership Program under Section 32, 9 or 8(Y) |
| ☐ | ☐ | Occupancy by Over-Income Families. |
| ☐ | ☐ | Occupancy by Police Officers. |
| ☐ | ☐ | Non-Smoking Policies. |
| ☐ | ☐ | Project-Based Vouchers. |
| ☐ | ☐ | Units with Approved Vacancies for Modernization. |
| ☐ | ☐ | Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). |

(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

B.3**Progress Report.**

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

Goal 1: Expand supply of assisted housing through the HCV program Strategies:

- ❖ Apply for additional rental vouchers as NOFA's are announced and when appropriate (e.g., additional FUP, VASH, FSS, Mainstream etc.)
- ❖ If available, expand the Project Based Voucher program through processes stated in BCHA's Administrative Plan. Selection preferences shall be determined by BCHA staff per the needs of the community as well as the project and/or new developments, and will adhere to BCHA's Administrative Plan.
- ❖ Execute MTW agreement with HUD and roll out first set of initiatives as detailed in the attached MTW supplement.
- ❖ Comply with HOTMA & NSPIRE regulations going into effect in 2025.

Goal 2: Organize and deliver services more effectively, improve the way we work Strategies:

- ❖ Further staff and Board of Commissioners training and development by providing pertinent training opportunities through external programs (e.g., NAHRO, Nan McKay, HUD, US Housing Consultants, etc.) and through internal programs for staff (e.g. customer service, Trauma Informed Care, de-escalation, etc.).
- ❖ Improve BCHA's website by posting resources, documents, information for landlords and the general public, and forms for clients
- ❖ Keep stakeholders informed about BCHA news through website announcements, public notices, and annual reports.
- ❖ Increase BCHA's exposure/presence in the community via social media, news releases, events, etc.
- ❖ Seek ways to foster relationships within the community (i.e., City Council, congressional staff, City and County entities, etc.) to better accomplish BCHA's mission
 - Outreach events:
 - Cinco de Mayo – over 10,000 attendees each year
 - Community Food Share Resource Fair – over 100 quality conversations about Housing specific topics
 - Boulder County Farmers Market
 - Local Juneteenth celebration
 - Dia de los Muertos
 - Property specific open houses
 - The Spoke on Coffman
 - Best Day Ever Coffee Shop
 - Willoughby Corner Social Media
 - Usually post about current vacancies, waitlist openings, events and happenings on social media once a month, however, since we split departments, we had done less Housing related social posts.
 - English Boulder County Facebook = 12K followers
 - Spanish Facebook = 401 followers
 - Boulder County Instagram = 6,870 followers
 - Email Communications
 - Monthly construction updates for any new developments as they occur
 - Press releases
 - Sent 4 housing related press releases so far in 2025
 - Sent 6 in 2024

Goal 3: Continue to support the vision of the Boulder County Housing Department, to provide housing and wide-ranging supports for stability and moves toward self-sufficiency.**Strategies:**

- ❖ Support residents with human services and life skills training through the Family Self-Sufficiency (FSS) program, a 5-year academic, employment and savings initiative program designed to help families with low-

income gain education and career skills.

- ❖ 26 FSS participants are scheduled to graduate from Family Self Sufficiency with over \$400,000 in escrow. 16 participants are on track to graduate from the program in 2026.
- ❖ Deepen partnership with Workforce Boulder County to promote financial literacy, job skill development and awareness of homeownership pathways.
- ❖ MOU signed with Workforce Boulder County to enter into collaboration to increase tenant access to financial literacy, job skill development and homeownership training available through their program.

Goal 4: Increase availability of secure and affordable housing:

Strategies:

- ❖ Add affordable housing units to the market
- ❖ Prioritize housing that accommodates families by actively seeking opportunities for land and funding sources
- ❖ Add inventory through special limited partnerships by working with for and non-profit multifamily developers that are creating affordable housing in Boulder County
- ❖ Support private property managers and owners who are willing to provide affordable, quality housing by providing them with education and resources on how the HCV program works and what the property manager's or owner's role is.
 - The Boulder County Housing Helpline, in collaboration with community partners, maintains a list of affordable, community-wide available rentals that is updated weekly. This list is posted on the Housing Helpline's website to provide 24/7 access to community members in search of housing. The Housing Helpline also work with tenants and landlords on navigating and completing HCV certification/recertification paperwork.
- ❖ Continue to administer a housing stabilization plan (i.e., eviction prevention) to help reduce evictions for cost burdened households that are eligible for the assistance.
 - Year to date in 2025 the Boulder County Housing Helpline has fielded 1,379 inquiries, 7% have been Spanish Speaking. Additionally since the Voucher Assistance Stabilization Program (VASP) began accepting self-referrals from housing voucher clients needing rent assistance in March of 2025 there have been 216 inquires that resulted in 98 applications, 78 of those have been paid to date with an 80% approval rating.
 - The Boulder County Housing Helpline fielded over 2,600 inquiries in 2024, 643 of which were facing eviction. The Helpline Assists works with mediators in the community to identify financial resources that cost burdened tenants may be eligible for prior to tenants attending eviction court.

Goal 5: Improve community quality of life and economic vitality Strategies:

- ❖ Identify and recruit service providers that can serve the families and seniors at BCHA owned properties through activities, events, presentations, etc.
 - Through our ongoing partnership with Boulder County Housing Department's Supportive Housing Division, BCHA is committed to bringing youth, adult and senior programming that enhances stability, empowerment and community to our portfolio. We have forged partnerships with over 30 providers in the community to provide services ranging from STEM/Robotics to Tai Chi to emergency preparedness. A sampling of our partners include:
 - University of Colorado Engineering Department
 - Colorado State University Extension
 - Growing Gardens
 - Mobility for All
 - Area Agency on Aging
 - Office of Emergency Management
 - Miles of Smiles
 - Advocate for families and seniors so they have access to the programs they need in the community.
- ❖ Through our ongoing partnership with Boulder County Housing Department's Supportive Housing Division,

BCHA provides case managed support and resource navigation for tenants and voucher holders needing additional assistance. At present, a team of four Senior Services Support Specialists and two Mixed Age Support Specialists are dedicated to assisting tenants in maintaining and improving their housing stability.

- Remove lead-based paint hazards and other health risks from homes by inspections and by providing education and outreach to clients and landlords
 - BCHA has a MOU with Colorado Department of Public Health to receive quarterly updates on elevated blood lead reading in our community that we monitor for all housing programs.
 - BCHA staff provides information about lead-paint hazards to all new households coming into subsidized housing programs during the initial eligibility meeting.
- Assist eligible residents with avoiding eviction by continuing on with the implementation of the Housing Stabilization Policy and Procedures
 - Senior and Mixed Age Support Specialists can refer eligible tenants to the Community Resource Housing Panel for financial assistance and resource navigation to assist them in maintaining their housing during periods of acute crisis.
 - Housing voucher holders can apply to the newly created Voucher Assistance and Stability Program (VASP) for deposit and arrears assistance to help them maintain their deeply affordable housing resource.
- Increase accountability for residents that live at BCHA properties by educating residents on lease requirements, helping residents who receive a demand come into compliance and then monitoring activity that is not in compliance with lease provisions.
 - The Supportive Housing Division's Resident Services team collaborates with property management to identify residents in need of additional tenancy supports. Supports are offered both individually and in group settings such as resident meetings and mixers. The Resident Services team connects with third party providers as necessary to support residents with their tenancy goals.
- Preserve the affordability of existing housing stock by balancing risks. BCHA has prioritized its 5-year proposed Capital Improvement efforts with the following criteria.
 - Health and safety/risk exposure
 - Infrastructure Protection
 - Impacts on operating budgets and ongoing maintenance needs.
 - Economic development
 - External requirements
 - Population served.
 - Ability to reduce greenhouse gas emissions and support the County's action plan.
 - Community/commission support
 - Cost/benefit
 - Financing availability
- Identify various alternative revenue funding sources to support additional projects.
- Work with partners to leverage additional local funds.
- Identify grant resources and tax rebate funding sources.
 - BCHA has identified seven projects that will meet properties' immediate capital needs.

- While the seven projects are underway BCHA will be working on a longer-term Capital improvement plan to include property disposition while addressing the economic scale of the portfolio.

Goal 6: Ensure equal opportunity and affirmatively further fair housing Strategies:

- Improve housing literacy/information on Fair Housing: provide reliable, ongoing information source for tenants and voucher holders, post information on the BCHA website, social media pages about fair housing
 - Boulder County Housing Authority has a webpage (<https://bouldercounty.gov/departments/housing/fair-housing-and-reasonable-accommodation/>) where the public can access Fair Housing resources and to request a Reasonable Accommodation.
 - Fair Housing information, including VAWA is included in all intake packets for USDA RD, HUD MF, and HCV/PBV. This educates the tenant on their rights and the responsibility that BCHA has to ensure that their rights are not violated.
- Continue to implement, update the Language Assistance Plan as needed and review what languages need to be covered by aligning with any local City of County plans and/or by resident/tenant surveys demonstrating specific need as related to BCHA.
 - BCHA staff adopted the Language Access Strategy from Boulder County.
 - Vital documents were translated into Spanish
 - Our waitlist platform, WaitlistCheck, uses Google translate drop down box to change the language on this website.
 - Property Manager and HCV staff have access to “iSpeak Language Identification Guide” flyer that allow staff to identify which language a client speaks and to look for services of translation if needed.
- Continue contract with Language Line or a similar provider for translation services and interpretation.
 - Boulder County allows staff to have access to Over the Phone Language Interpretation Service
- Provide renters’ rights information on website and review and update renters’ rights information distributed at HCV orientations.
 - During orientations, applicants receive a packet that includes:
 - Rights and responsibilities as a tenant
 - VAWA Lease Addendum
 - Fair Housing booklet
 - Fair Housing flyer on how to file a housing discrimination complaint
- Address barriers to access opportunities in education, employment, and transportation by building developments and/or partnering with developers through special limited partnerships focusing on higher opportunity areas.
- Promote healthy communities by developing new properties near resources such as parks, recreation centers, healthy food sources, etc.
- BCHA’s has built and continues to build near parks, recreation centers or healthy food sources
 - Aspinwall and Josephine Commons are built near a major intersection. Within walking distance is an elementary school, Lafayette Recreation Center, and a public library
 - Josephine Commons host Meals on Wheels on site
 - Kestrel is built across the street from a full-service grocery store and has a park in the community. Also within walking distance, is a larger park. Residents at Kestrel have a bus pass to be able to go anywhere RTD goes
 - The Spoke on Coffman was built across the street from Boulder County offices which include, Human Services, Public Health and County Clerk and Recorder. Roosevelt Park is located 1 ½ blocks from The Spoke. At the park, a Senior Citizen Center is located there, a recreation center branch a major bus hub is located there too.

- Willoughby Corner is the newest community that BCHA has constructed. Phase 1 of Willoughby Corner has been completed and are now working on the development of Phase 2 and 3. Amenities at Willoughby Corner include a dog park, pickleball court, community gardens, and playground for residents. A K-12 charter school is located adjacent to the property. Also, RTD extended two bus routes that stop at Willoughby Corner, bringing public transportation access to the community.

Goal 7: Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability Strategies:

- Continue conducting unit inspections to insure health and safety for all assisted housing participants.
 - The maintenance team and Property management team conduct annual inspections to confirm that the unit is safe and that the tenant has the necessary resources to maintain a healthy and safe unit
 - BCHA receives 3rd party site inspections by state agencies, city agencies, and investors to assure that the building and individual units is safe
- Provide ongoing training for all property management and maintenance staff in fair housing.
 - BCHA regularly conducts trainings every two years on fair housing to all staff, last training occurred on August 13, 2024, plans will be made to invite a trainer for Fair Housing in the fall of 2026
 - BCHA aligns with Boulder County's policy on Racial Equity
 - Staff have access to a Racial Equity Guide and Toolkit, GARE Racial Equity Toolkit, and also Whiteness at Work guidance on racial equity
 - Staff have access to CHFA Reach courses which provide free training regarding fair housing, and reasonable accommodations.
- Perform reviews within different BCHA departments to identify and develop best practices around fair housing.
 - The Reasonable Accommodation Committee periodically reviews its policies and procedures to ensure that it continues upholding fair housing
- Address concerns immediately and assure that procedures are in place to address these concerns for the resident's well-being.
 - Property Management and Resident Service staff receive concerns from residents

Goal 8: Increase accessible, adaptable/visitable housing

Strategies:

- Comply with required regulations for new BCHA developments and existing developments
 - BCHA continues to develop properties to offer ADA Type A/B Units
 - BCHA Maintenance team or a contractor will convert any existing units to comply with an approved Reasonable Accommodation request.
- Continue addressing issues so that all existing BCHA properties are in compliance with Section 504 and ADA requirements.
 - Properties are evaluated using the Section 504 Self-Evaluation form
- Continue to implement and update reasonable accommodation policy and procedures as needed
 - The Reasonable Accommodation Policy and Procedures are located on BCHAs website
 - These are updated when necessary and under the direction of Boulder County Attorneys to ensure fair housing is upheld
- Provide ADA resources on the website
 - ADA resources access is located on BCHAs website
 - The public can email: ADA@bouldercounty.gov or call 303-441-1386 to receive an accommodation when waitlists opens.

Goal 9: Reduce Carbon Emissions Strategies:

- **Energy-Efficient Building Retrofits:** Upgrade existing affordable housing units with

energy- efficient appliances, solar panels, LED lighting, and improved insulation to reduce energy consumption and carbon emissions.

- **Sustainable New Construction:** Prioritize eco-friendly construction for new developments, utilizing green building certifications like LEED, Zero Energy Ready Homes, Enterprise Green Communities, and ensuring all new projects aim for low-carbon or net-zero emissions.
- **Carbon-Neutral Operations:** Implement a plan for carbon-neutral agency operations by reducing waste, optimizing fleet vehicles, and investing in renewable energy sources for offices and facilities
- **What we have done or plan to do in 2025 to meet these goals.**
 - Installed high-efficiency mini-split heat pumps at several existing properties to reduce reliance on gas heating
 - Continued retrofits with LED lighting upgrades at multiple older properties in 2025.
 - Began planning solar panel installations at select sites, with design and funding steps underway.
 - Launched energy audits on targeted affordable housing units to prioritize appliance upgrades and insulation improvements.
 - Sustainable New Construction
 - Willoughby Corner Phase 1 construction completed with Enterprise Green Communities certification, incorporating high-efficiency HVAC, low-carbon materials, and water-conserving fixtures.
 - JC Commons and Aspinwall have both been slated for new EV stations this summer.

Goal 10: Implement Carbon Emissions Reduction Plan Strategies:

- **Piloting Mini-Splits**
 - **Goal:** Pilot energy-efficient mini-split heat pumps to reduce reliance on traditional HVAC systems.
 - **Action:** Install mini-splits in select buildings to evaluate energy savings, comfort, and efficiency.
 - **Timeline:** Initiate the pilot in Q4 2024- Q1 2025
 - **Expected Impact:** Significant reduction in energy usage for heating and cooling, contributing to lower carbon emissions.
- **100% Carbon-Neutral Equipment for BCHA Landscaping**
 - **Goal:** Convert all BCHA landscape equipment to carbon-neutral alternatives.
 - **Action:** Work closely with subcontractors to phase out gas-powered landscaping tools and switch to electric or carbon-neutral alternatives.
 - **Timeline:** Full conversion by 2030, aligned with broader emissions goals.
 - **2025 Progress:** BCHA has converted all required landscape equipment to carbon-neutral alternatives.
 - **Partnerships:** Collaborate with suppliers and subcontractors to ensure access to the necessary equipment.
 - **Expected Impact:** Reduction in direct carbon emissions from landscape maintenance operations.
- **Increase EV Charging at New Developments**
 - **Goal:** Install additional EV charging stations at all new BCHA developments.
 - **Action:** Ensure that all new construction projects include EV charging infrastructure.
 - **Timeline:** Immediate integration into all upcoming projects
 - **Expected Impact:** Encourages adoption of electric vehicles among tenants, reducing transportation-related emissions
- **Things Boulder County Housing has done to meet these goals in 2025.**
 - **EV charging stations installed at:**

- Willoughby Corner
- JC Commons
- Aspinwall

Goal 11: Explore and Further Homeownership Opportunities within the County Strategies

- **Enter into an intergovernmental agreement with the City of Boulder**
 - The City of Boulder had an intergovernmental agreement with to provide homeownership services to the Boulder County Housing Authority which ends December 31, 2026. After that BCHA will look into other options for providing services.
- **Education**
 - The Personal Finance Program (PFP) serves as Boulder County's primary gateway to home ownership programming. They provide individual housing counseling to prospective homebuyers with a focus on financial sustainability. They are a \$75K sub-grantee of CHFA's HUD Comprehensive Housing Counseling grant. This represents about 12% of PFP's budget and supports one of the six HUD certified housing counselors. Additional program funding comes from HSSN, City of Boulder, City of Longmont and other small grants. PFP estimates that they meet with 1100 unique households per year. Appointment types include personal finance coaching (65%), foreclosure intervention and post-purchase counseling (17%), reverse mortgage counseling (8%) and pre-purchase homeownership counseling (10%).
 - Workforce Boulder County is the only provider of the CHFA Approved Homebuyer Education classes in Boulder County and offers one class per month in English. Homebuyer education classes serve approximately 250 unique individuals per year. CHFA provides funding equal to \$100 per household in attendance at the Homeownership Training Classes. PFP contributes \$16,500 to Workforce from their COB grant to support these education services. There are currently no Spanish Homebuyer Education classes being offered in the county, however the county is in contracts with an agency to begin providing these in the summer of 2025. Form workgroup to assess local needs and barriers and oversee development of home ownership pathway and partnerships including research and analysis of successful low income and first-generation models to understand their frameworks, funding sources and implementation strategies.
 - Expand and implement a comprehensive, multicultural support programming to assist households through the homebuying process, including home ownership education, pre- purchase counseling services, and post-purchase supports.
 - Conduct outreach to inform eligible households about home ownership opportunities and benefits.
- **Research and Explore**
 - Staff will conduct research on: Homeownership through Public Housing Assistance (HOT- PHA) | NACA
 - FSS to Home Ownership Pathway
 - Planning staff will attend the HUD Home Ownership Voucher Convening in November 2024
 - In partnership with Boulder County Housing Department's Supportive Housing Division, BCHA will explore developing a robust home ownership pathway to increase access of potential low income and first-generation homebuyers to the generational wealth building opportunity of home ownership.
 - Funding opportunities and establish partnerships with local financial institutions, non- profits and CDFIs to provide favorable mortgage terms and down payment assistance programs for eligible households.
 - Track and report progress annually to evaluate the success of programming in

moving eligible households towards the goal of home ownership, including, ensure the goal is on track and to adjust as needed.

- Research alternative housing product types that can reduce the overall cost of homeownership, specifically targeting lower-income households seeking affordable entry into the market. The focus will be on innovative housing solutions like mobile homes, prefabricated (prefab) homes, and modular housing. Exploring how these housing models can offer more affordable upfront costs, lower long-term maintenance expenses, and quicker construction timelines compared to traditional homes. Additionally, investigate their potential for scalability, quality, and sustainability, as well as any challenges such as zoning restrictions or financing limitations.

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B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N ☐ ☐ (b) If yes, please describe:
C.	Other Document and/or Certification Requirements.
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☐ (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.

C.2	Certification by State or Local Officials. 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.
C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. 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.
C.4	Challenged Elements. 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. (a) Did the public challenge any elements of the Plan? Y N ☐ ☐ (b) If yes, include Challenged Elements.

C.5 Troubled PHA.

(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?

Y N N/A

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(b) If yes, please describe:

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Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled 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), PHA Inventory, Number of Public Housing Units and Number of 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.

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" (24 CFR 903.7).

☐ **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 public housing and 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 other 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.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)). Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR 903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements (24 CFR 903.7(b)). Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists (24 CFR 903.7(b)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV (24 CFR 903.7(b)). Describe the unit assignment policies for public housing (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 operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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 rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies (24 CFR 903.7(d)).

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA (24 CFR 903.7(e)).

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants (24 CFR 903.7(f)).

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or HCV homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of (24 CFR 903.7(l)). Provide a description of: (1) Any programs relating to services and amenities provided or offered to assisted families; and (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS (24 CFR 903.7(l)).

☐ **Safety and Crime Prevention (VAWA).** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities (24 CFR 903.7(m)). Note: All coordination and activities must be consistent with federal civil rights obligations. A description of: (1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to survivors of domestic violence, dating violence, sexual assault, or stalking; (2) Any activities, services, or programs provided or offered by a PHA that helps survivors of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and (3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance survivor safety in assisted families (24 CFR 903.7(m)(5)).

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing (24 CFR 903.7(n)).

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory (24 CFR 903.7(q)).

☐ **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)). For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH 2019-23(HA), successor RAD Implementation Notices, or other RAD Notices.

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

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)).

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current 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."

☐ **Choice Neighborhoods Grants.** (1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Choice Neighborhoods Grants; and (2) A timetable for the submission of applications or proposals. The application and approval process for Choice Neighborhoods is a separate process. See guidance on HUD's website at: <https://www.hud.gov/cn> (Notice PIH 2011-47).

☐ **Modernization or Development (Conventional & Mixed-Finance).** (1) A description of any Public Housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and (2) A timetable for the submission of applications or proposals. The application and approval process for modernization or development is a separate process. (See 24 CFR part 905 and guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hoeph/mfph#4).

☐ **Demolition and/or Disposition.** With respect to public housing only, (1) describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) a timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/ and 24 CFR 903.7(h).

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted, or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: (1) development name and number; (2) designation type; (3) application status; (4) date the designation was approved, submitted, or planned for submission; (5) the number of units affected and (6) expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation (24 CFR 903.7(i)(c)).

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe (1) any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; (2) an analysis of the projects or buildings required to be converted under Section 33; and (3) a statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at the Special Applications Center (SAC) (<https://www.hud.gov/sac>) and 24 CFR 903.7(j).

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD).** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: <https://www.hud.gov/RAD/library/notices>.

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HCV homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty day notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. (See additional guidance on HUD's website at: Notice PIH-2021-35 (24 CFR 960.503) (24 CFR 903.7(b)).

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency

may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: Notice PIH 2021-35. (24 CFR 960.505) (24 CFR 903.7(b)) NOTE: All activities must be consistent with civil rights laws – including ensuring that it does not have a disparate impact on protected class groups based on race, color, religion, national origin, sex (including sexual orientation), familial status, and disability.

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: Notice PIH 2009-21 and Notice PIH-2017-03 (24 CFR 903.7(e)).

☐ **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)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR 990.145(a)(1).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Lead Based Paint, Housing Related Hazards, At Risk/Receivership/Substandard/Troubled Program, and/or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the applicable Fiscal Year, provide a description of the activity in the space provided.

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 903.7(s)(1)).

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section (24 CFR 903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

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 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)).

C.5 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A" (24 CFR 903.9).

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 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 5.64 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.

DRAFT

**Attachment A –
BCHA's Selection and Admissions policy for the HCV program**

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PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting 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 also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list 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 specifically-named 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 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting 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 on the waiting list. The PHA must use this funding only to assist the families within the 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.

BCHA Policy

BCHA administers the following types of targeted funding:

- Emergency Housing Vouchers (EHV)
 - As of 9/30/2023 31 total vouchers
- Foster Youth to Independence Initiative (FYI)
 - 17 total vouchers
- Family Unification Program (FUP)
 - 92 total vouchers
- Veterans Affairs & Supportive Housing (VASH)
 - 90 total vouchers
- Mainstream Vouchers
 - 40 total vouchers
- Non-Elderly Disabled (NED)
 - 35 total vouchers

Regular HCV Funding

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

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting 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.

BCHA Policy

For all subsidized waiting lists not using a lottery system applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by BCHA.

For any waiting list that is a lottery; applicants will be placed on the waiting list in random order and assigned a lottery identification number. Applications that are randomly selected will be placed on the lottery selection list in order of the assigned numbers selected and will be screened based on any preference(s) that pertain to that list.

Subject to HUD-awarded funding for special admissions, a household that qualifies for a preference will be admitted prior to those who do not have a local preference.

Applicants will receive a total of 5 preference points where one or more of the following are true:

- the head of household or spouse is elderly (age 62+)
- the head of household or spouse is an individual with disabilities
- the household contains children under the age of 18

The following are the selection criteria for specific programs administered by BCHA:

1. BCHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding in the year prior so long as the termination did not include reasons the family violated program rules.

BCHA will first assist families that have been terminated from the HCV program due to insufficient funding and then assist families that qualify for the local preference.

In no particular order, the following are the selection criteria for specific programs administered by BCHA:

- **Family Self-Sufficiency (FSS) Program Households:** Applicants on PBV waiting lists that have been deemed eligible for the FSS Program by FSS staff will receive a preference ranking of twelve (12) points. FSS staff will conduct an assessment of the prospective applicant based on its Procedures Manual and Federal Regulations 24 CFR 984. This preference is limited to no more than 104 households at any one time.
- **Homeless Family Admissions:** In October 2018, BCHA received Board Approval to provide preference for up to 50 households into BCHA's Housing Choice Voucher Program that at initial screening, met the McKinney-Vento Homeless Assistance Act definition and/or revised definition of homeless as defined by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). This local preference will be limited to applicants referred in through Boulder County's Community Housing Resource Panel and may include families transitioning from a Rapid Rehousing Program. Applicants qualifying for this local preference will receive ten (10) points on the Housing Choice Voucher waiting list.
- **Homeless Set Asides:** In May of 2019 BCHA received Board Approval for allocating 20% of prior year

turnover Housing Choice Vouchers to clients coming through Homeless Solutions of Boulder County (HSBC). These set aside vouchers will be limited to single individuals and couples over the age of 18 referred in through HSBC clients as defined as clients who have completed HSBC screening, are currently enrolled in a Boulder County Permanent Supportive Housing or Rapid Rehousing Program, and/or who are on the HSBC high frequency utilizer list who are literally homeless as defined by HUD. Applicants qualifying for these vouchers will receive ten (10) points on the Housing Choice Voucher waiting list. BCHA may institute a cap on the total number of vouchers under this selection criteria to not exceed 35 total vouchers.

- **Disaster Preference:** On September 21, 2010, BCHA may give a preference for up to 25 total households who were affected by local disasters in or near Boulder County as allowed by HUD and approved by the BCHA Board. These households will receive preference over the applicants who are on the current waiting list or in the lottery pool in the following order: First, those households who are currently on the waitlist or in the lottery pool and second, those households who were affected by a local natural disaster and not on a waiting list or in the lottery pool. Each household shall receive 25 points as preference.

Prior to receiving a Disaster Preference, a household must apply for and exhaust any special funding first, including but not limited to, funds from the Federal Emergency Management Agency (FEMA) and any other State or local funding awards.

- **Emergency Housing Vouchers:** Once funding for the Emergency Housing Vouchers (EHVs) ends, households still needing assistance may receive preference for a regular Housing Choice Voucher (HCV), if funding and/or vouchers are available, households will receive an additional 10 preference points for the HCV list. If the household is eligible for a Mainstream voucher and BCHA has funding or vouchers available in that program, the household may also receive an additional 10 preference points for the Mainstream waiting list. In order to qualify for either preference the household must be in good standing with program requirements.

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 on the waiting list 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)].

BCHA Policy

BCHA 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 (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

BCHA Policy

Applicants will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with BCHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, households will be selected on a first-come, first-served basis according to the date and time their complete application is received by BCHA. Documentation will be maintained by BCHA as to whether applicants on the list qualify for and are interested in targeted funding. If a higher placed applicant on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that BCHA does not have to ask higher placed applicants each time targeted selections are made.

Applicants in the lottery pool will be selected randomly and placed on a list in numerical order based on the numbers that were assigned to each application, by lottery, at the time the applications were placed on the waitlist. Lottery applicants will be screened in accordance with BCHA's preference policy. Households in the lottery that qualify for a specified category of program funding (targeted funding) may be selected from the waiting list ahead of higher placed households that do not qualify for the targeted funding. However, within any targeted funding category, applicants will be selected in numerical order based on the numbers that were assigned to each application, by lottery, at the time the applications were placed on the waiting list.

Beginning May of 2019, up to 20% of tenant-based vouchers that have turned over in the previous year will be set aside for eligible homeless households as determined and referred by the Homeless Solutions of Boulder County Coordinated Entry System (with the total number of vouchers in use for this program capped at 35).

Upon expiration of funding for the Emergency Housing Vouchers, any 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 waiting list, the PHA must notify the family [24 CFR 982.554(a)].

BCHA Policy

BCHA will notify the family by first class mail when it is selected from the waiting list. BCHA staff will attempt to also use email to provide notice to families as well. The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview, how to register for an interview if multiple days and times are offered. Options to reschedule the interview will not be provided if BCHA is offering two or more opportunities to register for an application interview.

Intake interviews may be conducted in-person, phone and/or virtually. Additional meeting options may be conducted as a part of a request for a reasonable accommodation.

Who is required to attend the interview.

All documents that must be provided at the interview, including information about what constitutes acceptable documentation.

Alternatively, BCHA may choose to notify the family that they were selected from the waiting list and request the family to first return a completed applicant questionnaire and signed release of information in order to complete a criminal background check and provide landlord references for BCHA owned property waiting lists, first prior to scheduling an intake interview.

If a notification letter is returned to BCHA with no forwarding address, the family will be removed from the waiting list. No further notices of removal will be sent to the family.

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 on the waiting list 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.

BCHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

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

The head of household or spouse/cohead 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 interview, they will be required to provide it within a deadline set by BCHA between 10 business days up to 30 calendar days.

Pending disclosure and documentation of social security numbers (SSN), staff will allow the family to

retain its place on the waiting list or in the lottery pool for 30 days.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, staff will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (Chapter 3).

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

Interviews will be conducted in English. For limited English proficient (LEP) applicants, BCHA will provide translation services. (Chapter 2).

If the family is unable to attend a scheduled interview, the family must contact BCHA staff in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview or is 15 minutes or later to the interview, staff will send another notification letter with a new interview appointment time.

Applicants who fail to attend two scheduled interviews without prior approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3. Good cause for rescheduling a missed briefing is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule an intake interview must be made orally or in writing prior to the intake interview date. At its discretion, BCHA may request documentation of the "good cause" prior to rescheduling the appointment.

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 waiting list.

BCHA Policy

If BCHA determines that the family is ineligible, staff will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, 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 order in which it was selected from the waiting list or lottery pool (e.g. targeted funding, extremely low-income), the family will be returned to the waiting list or lottery pool, taking into account any change in their preference status. BCHA will notify the family in writing that it has been returned to the waiting list or lottery pool, and will specify the reasons for it.

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

**Attachment B –
Financial Resources**

DRAFT

**Attachment C –
Rent Determination Policies**

DRAFT

Rent Determination:

On November 4, 2025 Resolution 2025-13 was passed reviewed by the Housing Authority board setting the 2026 payment standards. The payment standards remained the same as 2025 and averaged between 102%-105% of the 2026 Fair Market Rents. The VASH payment standards were set at 120% of the 2026 HUD Fair Market Rents.

BCHA Payment Standards for All Voucher Types Except VASH

(Effective January 1, 2026 for moves, initial lease-ups and annual recertifications)

Adopted at 103% of Final FMRs published August 29, 2025

Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedroom
\$1585	\$1823	\$2217	\$2898	\$3394	\$3903

Payment standard covers all BCHA voucher holders leasing up or renewing leases in Boulder and Broomfield County.

****Incoming portability clients may not lease up in Broomfield County, voucher must be sent to Division of Housing for Broomfield Housing Alliance or Jefferson County for initial lease up in Broomfield County locations****

VASH Voucher Payment Standards

(Effective January 1, 2026 for moves, initial lease-ups and annual recertifications)

Adopted at 120% of Final FMRs published August 29, 2025

Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedroom
\$1864	\$2154	\$2549	\$3384	\$3887	\$4470

HUD Fair Market Rents for Boulder County 2026

Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedroom
\$1553	\$1795	\$2124	\$2820	\$3239	\$3725

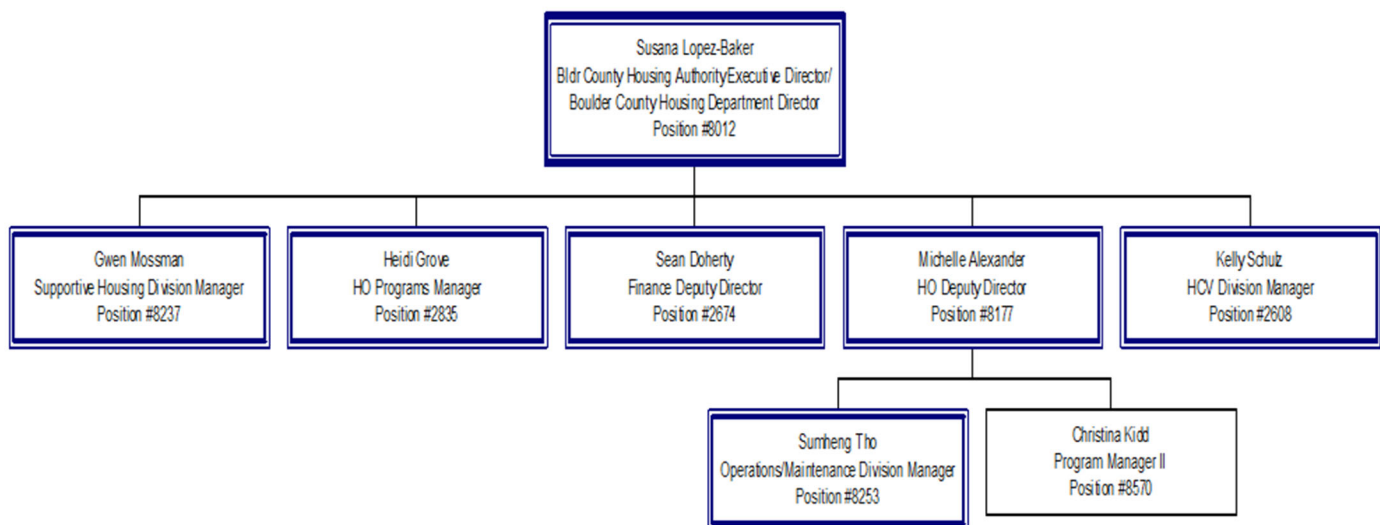
**Attachment D –
Operation and Management**

DRAFT

Boulder County Housing Authority does not own or operate any public housing properties as of 2016 and therefore is not subject to the requirements listed in 24 CFR 903.7(e)(1) and (2)

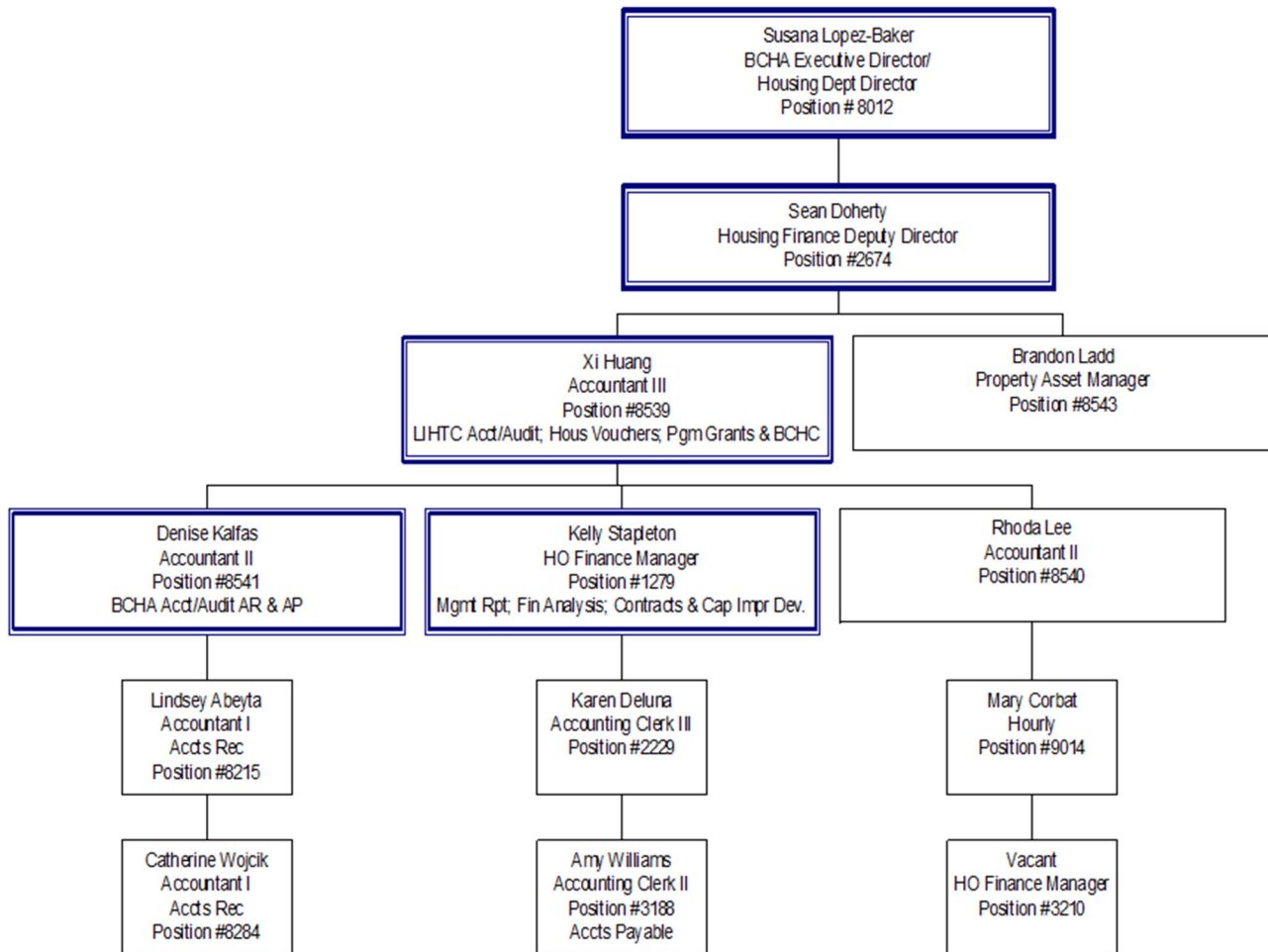
Please see the current organization chart for reference of the PHA management.

BCHA/Boulder County Housing Department
HO Finance; HO Operations; HO Development; HO Maintenance;
Supportive Housing Programs; & Homeless Solutions



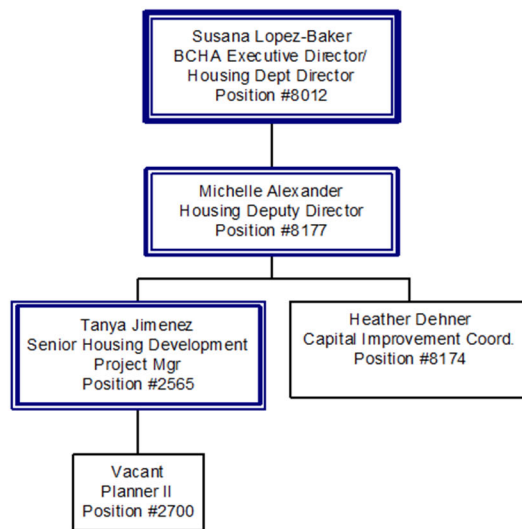
Revised: March 2, 2026

BCHA/Housing Department Finance Division

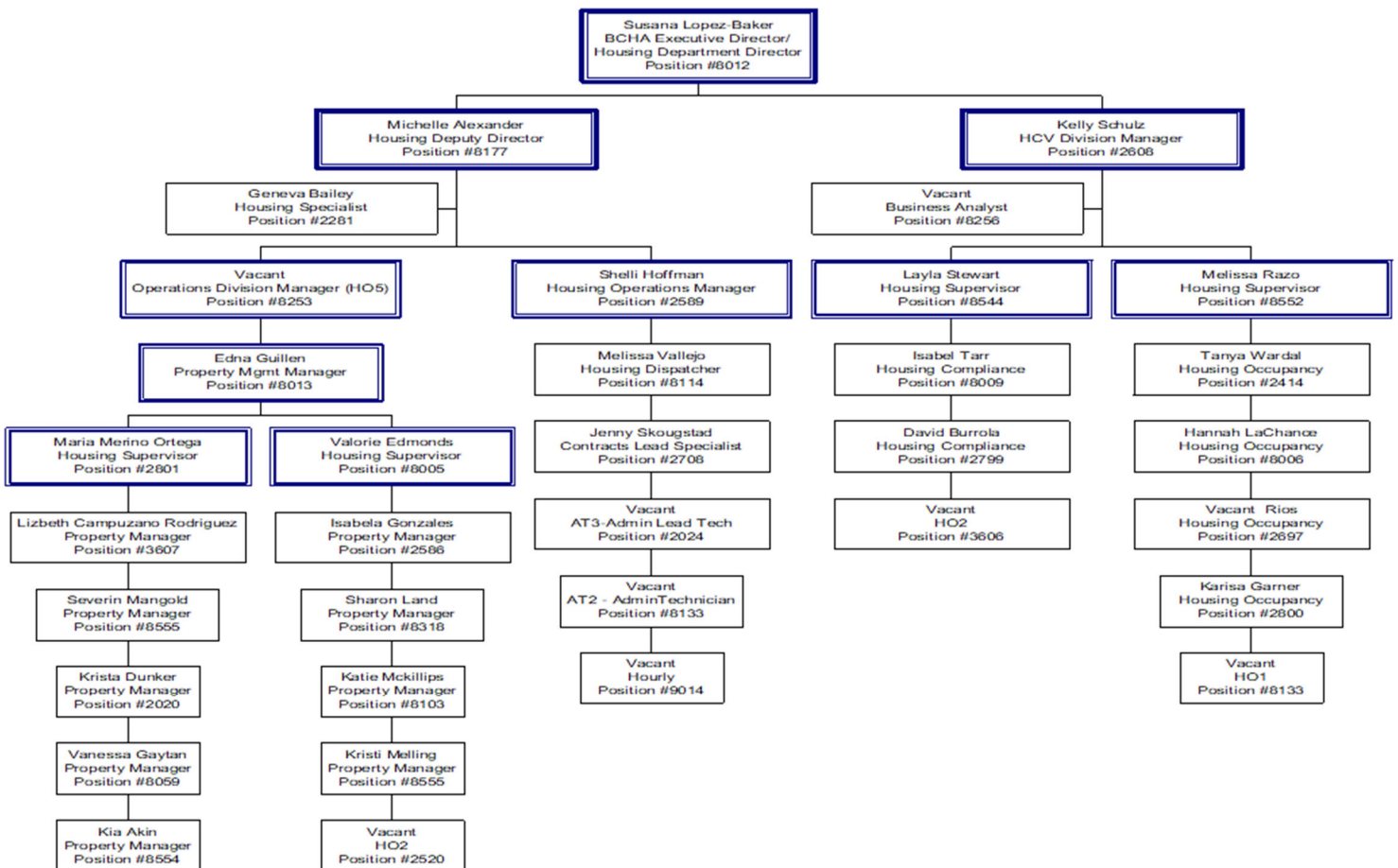


Revised: March 2, 2026

Housing Services - Development

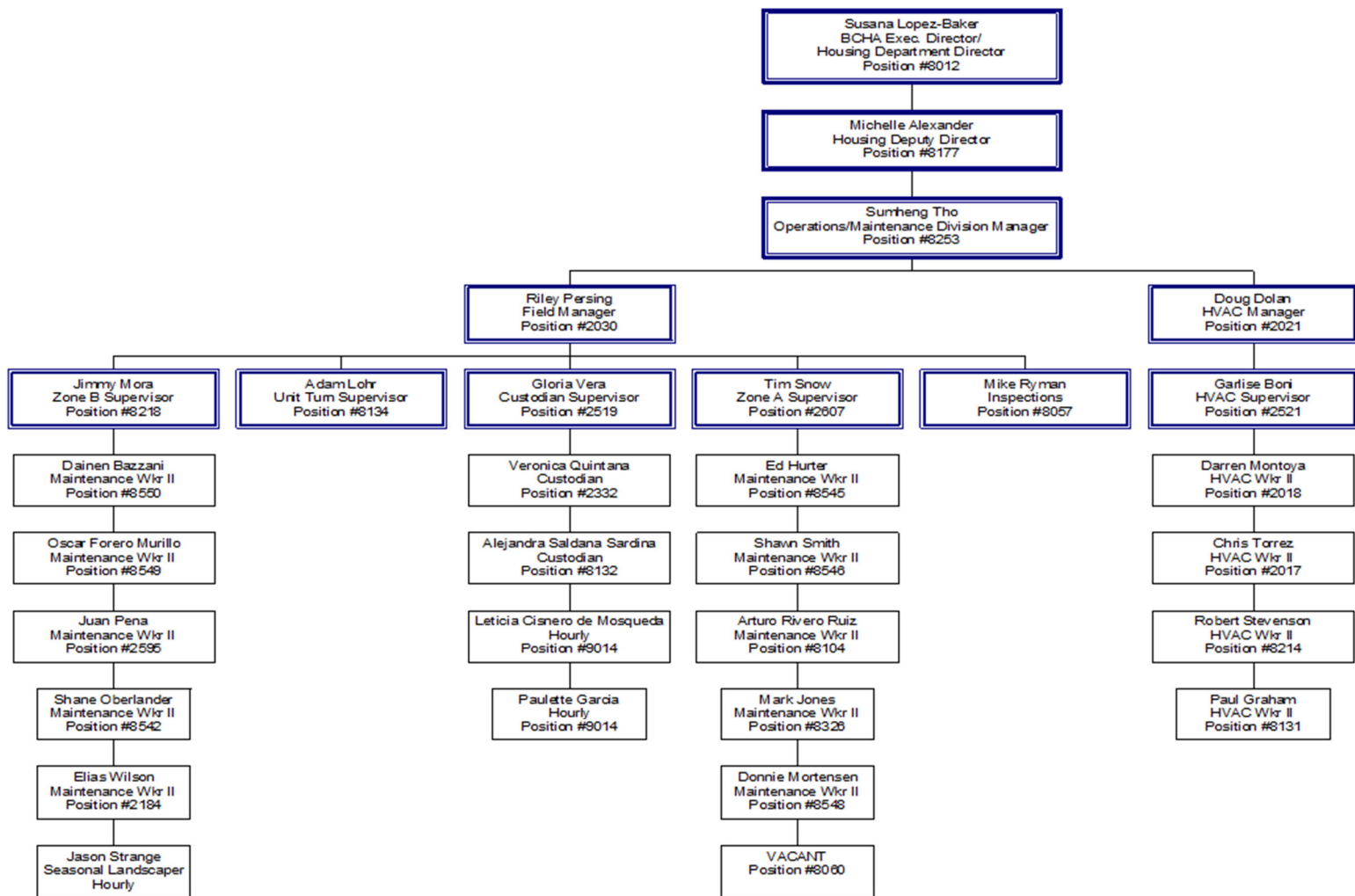


BCHA - Housing Operations Division



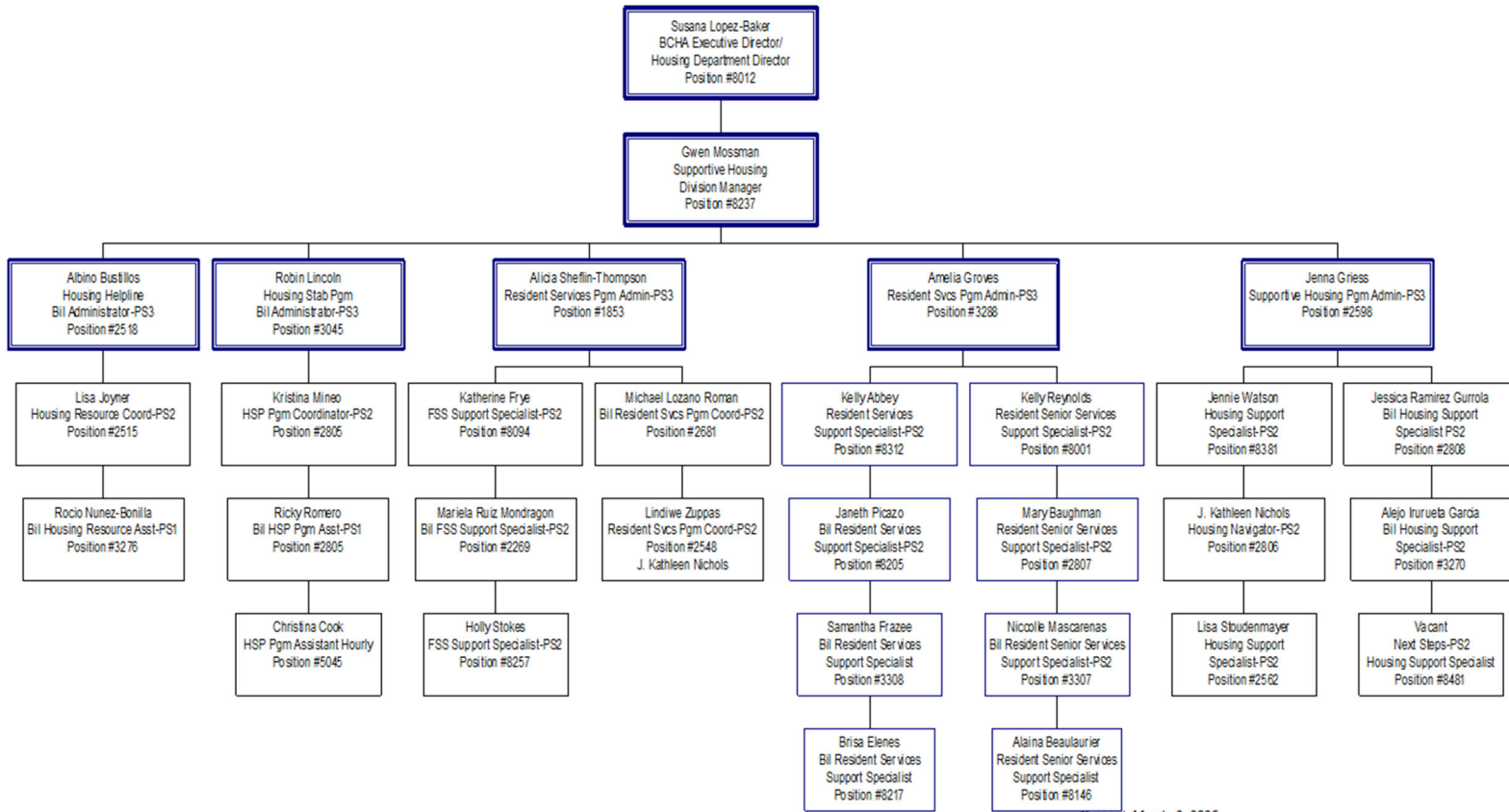
Revised: March 2, 2026

BCHA - Housing Maintenance Division

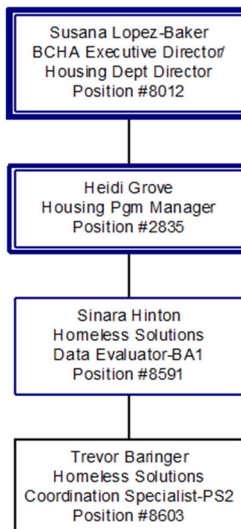


Revised: March 2, 2026

HOUSING - SUPPORTIVE HOUSING PROGRAMS DIVISION



Housing Services - Homeless Solutions



**Attachment E –
Informal Review and Hearing Procedures**

DRAFT

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 plans [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): 34690].

Decisions Subject to Informal Review [24 CFR 982.554(a) and (c)]

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 does not meet space standards

BCHA Policy

BCHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes denying listing on a BCHA waiting list; denying or withdrawing a voucher except in cases of insufficient funding; 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

BCHA Policy

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

BCHA 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 BCHA notifies the family of the informal review, the family will be informed:

Regarding the processes to conduct a remote informal review;

That, if needed, BCHA 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 BCHA and BCHA 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 subordinate of this person.

The applicant must be provided 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.

BCHA Policy

BCHA 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, BCHA 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. BCHA 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.

BCHA Policy

BCHA will conduct remote informal reviews via a video conferencing platform, when available. If, after attempting to resolve any barriers, applicants are unable to adequately access the video 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, BCHA 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 informal review and request the family notify BCHA of any known barriers. BCHA 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 informal review.

If the informal review is to be conducted remotely, the BCHA will require the family to provide any documents directly relevant to the informal review at least 48 hours before the scheduled review through the mail, via email, or text. BCHA will scan and email copies of these documents to the PHA representative the same day.

Documents will be shared electronically whenever possible.

BCHA 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.

BCHA Policy

In rendering a decision, BCHA 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. BCHA 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, BCHA will uphold the decision to deny assistance.

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

BCHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 business days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.

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.

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

BCHA Policy

BCHA will only offer participants the opportunity for an informal hearing when required to by the regulations.

If BCHA denies a request for a reasonable accommodation those will be conducted using the informal review procedures and be conducted by the 504 Coordinator or any other BCHA manager that was not part of the original denial/decision making process. (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 applicant is not in compliance with housing quality standards
- A PHA determination that the unit is not in accordance with space standards 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

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 video conferencing, or through other virtual platforms. If the PHA chooses to conduct remote informal

hearings, applicants may still request an in-person informal hearing, as applicable.

BCHA Policy

BCHA 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, BCHA 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. BCHA 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.

BCHA Policy

BCHA will conduct remote informal hearings via telephone conferencing call-in or via videoconferencing. If the informal hearing will be conducted via videoconferencing, BCHA will ensure that all participants, participant representatives, advocates, witnesses, BCHA representatives, and the hearing officer can adequately access the platform (i.e., hear, be heard, see, and be seen).

If any participant, representative, advocate, witness, BCHA representative, or hearing officer is unable to effectively utilize the videoconferencing platform, the informal hearing will be conducted by telephone conferencing call-in.

Whether the informal hearing is to be conducted via videoconferencing or telephone call-in, BCHA will provide all parties login information and/or telephone call-in information before the hearing.

BCHA 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.

BCHA 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.

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.

BCHA Policy

In cases where BCHA 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 BCHA.
- 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 BCHA's decision.
- A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.
- A deadline for the family to request the informal hearing.
- To whom the hearing request should be addressed.
- A copy of BCHA's hearing procedures will be provided to families that request a hearing.

If BCHA will require that the hearing be conducted remotely, at the time the notice is sent to the family informing them of the right to request an informal hearing, the family will be notified that the informal hearing will be conducted remotely. The family will be informed of the processes involved in a remote informal hearing and that BCHA will provide technical assistance, if needed, before the 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.

BCHA Policy

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

BCHA will schedule and send written notice of the informal hearing to the family within 10 business days of the family's request. BCHA will attempt to schedule the hearing to be completed within the same month of the proposed action, however the actual date of the hearing will be scheduled in accordance with staff schedules and the informal hearing officer availability and maybe held within 30-90 days from the date of the proposed action letter. A copy of BCHA's hearing procedures will be provided with the notice of hearing date.

If the hearing will be conducted remotely, at the time the notice is sent to the family, the family will be notified:

- Regarding the processes involved in a remote informal hearing;
- That BCHA will provide technical assistance prior to and during the informal hearing, if needed; and
- That if the family or any individual witness has any technological, resource, or accessibility barriers, the family may inform BCHA and BCHA will assist the family in either resolving the issue or allow the family to participate in an in-person hearing, as appropriate.
- The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. 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 prior to the hearing date. At its discretion, BCHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear within 15 minutes of the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact BCHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. BCHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities. If the family cannot show good cause for the failure to appear, or a rescheduling is not needed as a reasonable accommodation, BCHA's decision will stand.

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 to examine before the hearing 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.

BCHA Policy

BCHA will provide the family a copy of the documents BCHA plans to rely on at the informal hearing at no cost. The documents will be available two business days prior to the scheduled hearing date. Documents will be shared electronically. BCHA will also offer to provide a hard copy of the documents. If the family requests a hard copy of the documents, the documents will be available for pick up by the family at BCHA's offices after 12:00 p.m. two business days prior to the scheduled hearing date. 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.

BCHA Policy

The family must provide any documents it plans to rely on at the informal hearing – whether an in-person hearing or a remote hearing - at least two business days before the scheduled hearing. Documents may be delivered to BCHA by email. If the family provides hard copies, BCHA will scan and email copies of these documents to the hearing officer and BCHA 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 subordinate of the person who made or approved the decision.

Attendance at the Informal Hearing

BCHA Policy

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

BCHA representative(s) and any witnesses for BCHA

The participant and any witnesses for the participant

The participant's counsel or other representative

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

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)].

BCHA Policy

The hearing officer is responsible to manage 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.

BCHA 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 BCHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof. This type of evidence must also be provided by the party seeking to use this evidence at least two business days before the scheduled hearing.

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 BCHA (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

BCHA 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 BCHA 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.

BCHA Policy

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

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

Discovery: The hearing officer will determine if BCHA and the family were given the opportunity to examine any relevant documents in accordance with BCHA policy.

BCHA Evidence to Support BCHA 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 BCHA'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 BCHA policies. If the grounds for termination are not specified in the regulations or in compliance with BCHA policies, then the decision of BCHA will be overturned.

The hearing officer will issue a written decision to the family and BCHA no later than 10 business days after the hearing. The report will contain the following information:

Hearing information:

Name of the participant;

Date, time and place of the hearing;

Name of the hearing officer;

Name of the BCHA representative; and

Name of family representative (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 BCHA's decision.

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

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

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

BCHA Policy

The hearing officer will mail a "Notice of Hearing Decision" to BCHA and to the participant on the same day. This notice will be sent by first-class mail. The participant will be mailed the original "Notice of Hearing Decision" and a copy of the proof of mailing. A copy of the "Notice of Hearing Decision" will be maintained in BCHA'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, 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.

BCHA Policy

The Executive Director has the authority to determine that BCHA is not bound by the decision of the hearing officer because BCHA 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
- the decision was otherwise contrary to federal, state, or local laws.

In such a case, BCHA will mail a "Notice of Final Decision" to the BCHA 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 BCHA's file.

16-III.D. HEARING AND APPEAL PROVISIONS FOR NONCITIZENS [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 appeal must be made by the family in writing directly to the USCIS. The family must provide the PHA with a copy of the written request for appeal and the proof of mailing.

BCHA Policy

BCHA 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 BCHA with a copy of the written request for appeal and proof of mailing within 10 business days of sending the request to the 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.

BCHA Policy

BCHA will send written notice to the family of its right 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 listing 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.

BCHA Policy

BCHA will provide the family a copy of all documents related to the hearing at no cost. Documents will be sent electronically whenever possible. At the family's request the documents will be available for pick up by the family at BCHA's offices after 12:00 p.m. two business days prior to the scheduled hearing date.

The family must be provided 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 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 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.

BCHA Policy

BCHA will not provide a transcript of an audio taped hearing, BCHA will provide a copy of the audio recording electronically whenever possible or at the family's request on a disc, CD or flash drive mailed out to the family.

Hearing Decision

The PHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 14 calendar 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

**Attachment F –
Homeownership Program**

DRAFT

In 2003 Boulder County Housing Authority amended the Housing Choice Voucher Administrative plan to allow for the special housing type Homeownership. The pilot program ran from 2003-2004 and voucher households that qualified as elderly/disabled were allowed to participate in the program. At the conclusion of 2004 the program was discontinued. As of 2023 BCHA continues to have three households remaining from that initial program.

DRAFT

**Attachment G –
Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare
Program Requirements**

DRAFT

Boulder County Housing Authority has operated a Family Self-Sufficiency Plan since 1984 originally as part of the pilot program (Project Self-Sufficiency). The BCHA FSS program is a joint program with Boulder Housing Partners (BHP) which runs a Moving To Work (MTW) program. At the beginning of July 2022, the BCHA FSS program has 58 HCV and 41 PBV. The Joint BHP FSS program has 35 PBV.

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 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 provide guidance to the operation of the program and can be found on our website at www.fssbouldercounty.org.

Boulder County Housing Authority’s Administrative Plan for the housing choice voucher program details how income and assets are calculated and is in compliance with the regulations required under section 12(c) and (d) of the 1937 Act (42 U.S.C. 1437j(c) and (d)). For treatment of income changes in tenant-based assistance recipients resulting from welfare program requirements.

**Attachment H –
Significant Amendment and Substantial Deviation/Modification**

DRAFT

SIGNIFICANT AMENDMENT AND SUBSTANTIAL DEVIATION/MODIFICATION

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 a number of requirements similar to 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 County Housing Authority 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 would include admissions preferences, demolition and/or disposition activities, and conversion programs. 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 the Housing Authority Board.

**Attachment I –
Resident Advisory Board and Public
Comments and Meeting Minutes**

DRAFT

**Attachment J –
Legal Ads & Social Media Outreach Efforts**

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