



BOARD  
BUSINESS MEETING

October 10, 2018



**Board of Commissioners Business Meeting**

Location: 4800 Broadway, Boulder, CO  
 October 10, 2018 ▪ 9:00 am-11:00 am

**AGENDA**

9:00-9:30	<b>Standing Agenda</b> 1. Call to Order and Determination of a Quorum 2. Public Participation 3. Approval of Minutes from September 12, 2018 4. Finance and Operations Update	<b>Page #</b>    <b>3</b> <b>6</b>
9:30 -10:30	<b>Business Meeting Agenda</b> 1. Chief Financial Officer Signing Authority – Resolution #17 2. Broadway East Partnership Exit – Resolutions #18, 19 3. Housing Choice Voucher and Moving to Work Overview Informational Presentation 4. Waitlists and Preferences Informational Presentation 5. Moving to Work Annual Plan Final Approval – Resolution #20	<b>18</b> <b>21</b> <b>30</b>  <b>31</b> <b>34</b>
10:30-11:00	<b>Board Matters</b> 1. 2019 Board Meeting Calendar 2. Resident Representative Council Update 3. Board Announcements 4. Additions to this Agenda 5. Future Board Items	<b>37</b>    <b>39</b>
11:00	<b>Adjournment</b>	

## FRAMEWORK FOR DECISION MAKING

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

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

**BOULDER HOUSING PARTNERS  
QUARTERLY MEETING OF THE BOARD OF COMMISSIONERS  
SEPTEMBER 12, 2018 9:00 AM  
4800 BROADWAY, BOULDER COLORADO**

Commissioner Soraci  
Commissioner Levy  
Commissioner Ruzzin  
Commissioner Klerman  
Commissioner Walker  
Commissioner Harris  
Commissioner Griffin  
Commissioner McCord  
Commissioner Yates

Jeremy Durham  
Jason Acuña  
John Sarah  
Rene Brodeur  
Laura Sheinbaum  
Karin Stayton  
Karen Kreutzberg  
Tim Beal

Others Present:  
Dave Heisterkamp, Counsel

**I. Call to order and Determination of a Quorum**

Commissioner Soraci called the meeting of the Board of Commissioners to order at 9:00am. A quorum was declared.

**II. Public Participation**

There were no members of the public who wished to speak.

**III. Approval of the Minutes Agenda**

Consent agenda items approved:

1. Minutes from 8-8-2018

Commissioner McCord asked that the minutes be amended to include her friendly amendment to the original motion to approve the Working Agreements and only include the language in the Framework for Decision Making.

**COMMISSIONER YATES MOVED TO APPROVE THE MEETING MINUTES FROM 8-8-2018 AS AMENDED. COMMISSIONER WALKER SECONDED THE MOTION.** The motion passed 8 in favor with 1 abstention. Commissioner Klerman abstained as she was not present at the August meeting.

Jeremy introduced John Sarah as BHP's new CFO.

**IV. Finance and Operations Update**

Financial Report

Jodi Bogen, Finance Manager, gave an overview of the July financial statements and answered questions from the Board.

**V. Business Agenda**

Partnership Awards:

- Mark Willard – Tim accepted the award on behalf of Mark Willard who was unable to attend the meeting.
- Sally Miller presented the award to VIA mobility services for their work in providing transportation for the senior community and for people with disabilities.

Presentation by Foundation for Leaders Organizing for Water and Sustainability (FLOWS)

Angela Ortiz, Magnolia Landa-Posas, and Michelle Mazal Gabrieloff of the FLOWS Foundation presented and answered questions from the Board.

Use of MTW Funds and Exchange of Collateral for Line of Credit: Resolutions #12, 13

Jodi Bogen provided an overview of the use of MTW funds

**COMMISSIONER KLERMAN MADE A MOTION TO APPROVE RESOLUTIONS #12 AND #13. COMMISSIONER GRIFFIN SECONDED THE MOTION.** The motion passed unanimously.

Housing Choice Admin Plan

Karen Kreutzberg presented the MTW changes and staff changes.

MTW Annual Plan

Karen Kreutzberg presented and answered questions regarding the MTW Annual Plan.

Private Activity Bond Carryforward: Resolution #14

Laura Sheinbaum presented and answered questions from the Board.

**COMMISSIONER YATES MADE A MOTION TO APPROVE RESOLUTION #14, COMMISSIONER WALKER SECONDED.** The motion passed unanimously.

Ciclo Development Financial Closing: Resolutions #15, 16

- Laura Sheinbaum presented on CICLO Apartments 3390 Valmont (38 permanently affordable units at 60% AMI).

**COMMISSIONER LEVY MADE A MOTION TO APPROVE RESOLUTION #15, 16, COMMISSIONER KLERMAN SECONDED.** The motion passed unanimously.

Executive Session per Colorado Statute C.R.S. 24-6-402(4)(a) Real Estate Matters

**COMMISSIONER WALKER MADE A MOTION TO RECESS INTO EXECUTIVE SESSION PER COLORADO STATUTE CRS-24-402 (4)(a) TO DISCUSS REAL ESTATE MATTERS. COMMISSIONER KLERMAN SECONDED THE MOTION.** The motion passed unanimously.

The Board recessed at 11:41 AM into Executive Session as per Colorado Statue C.R.S. 26-6-402(4)(a) to discuss Real Estate Matters.

**COMMISSIONER WALKER MADE A MOTION TO ADJOURN THE EXECUTIVE SESSION OF THE BOARD OF COMMISSIONERS. COMMISSIONER GRIFFIN SECONDED THE MOTION.** The motion passed unanimously. **The Executive Session began at 11:41 AM.**

The Board met in executive session for 55 minutes at which time the only matters discussed were those related to Real Estate matters.

## **VI. Board Matters**

### Resident Representative Council Report

Commissioner Griffin gave a report for the Resident Representative Council.

### Board Announcements

Commissioners Harris and Levy announced that they will attend the Housing Colorado Conference in October 2018.

### **Future Board Items:**

- **The Governance Committee will begin the process to identify potential applicants to fill the Board seat vacated by Commissioner Mark Ruzzin in 2019.**

## **VII. Adjourn**

**COMMISSIONER YATES MADE A MOTION TO ADJOURN THE QUARTERLY MEETING OF THE BOARD OF COMMISSIONERS. COMMISSIONER KLERMAN SECONDED THE MOTION.** The motion passed unanimously.

The meeting of the Board of Commissioners adjourned at 12:30 PM

Seal  
DATE: 9/12/18

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Valerie Soraci,  
Chairperson, Board of Commissioners  
Boulder Housing Partners

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JEREMY DURHAM  
Executive Director

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Jason Acuña  
Recording Secretary

# FINANCE & OPERATIONS UPDATE

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## August 2018 Financial Summary

The following summarized financial statements show BHP and the Component Units (Tax Credits LLLPs) side by side. BHP owns only .01% interest in the Component Units and adding the two columns together is not an appropriate disclosure, however the report will provide you with a better understanding of the full scope of the real estate under BHP management.

BHP is the operating company that manages all of our programs. The BHP column below includes development, property management, maintenance, resident services, finance, administration, the Housing Choice Voucher program, which includes 1144 vouchers and the BHP-owned portfolio properties. The BHP-owned portfolio is made up of 732 units: 47 public housing units, 116 project based contract units and 569 workforce and market rate units.

The Component Units represents the property operations for the tax credit partnerships, which currently include 581 units. Palo Park Communities, LLLP construction is now complete and fully occupied. The LIHTC partnerships are expected to have a positive net operating income and an overall net loss each year after deducting debt interest and depreciation.

BHP

Statement of Activities

Year to date - August 31, 2018

	YTD Actual	YTD Revised budget	Variance \$	% Var	Ref	Variance Explanation
<b>REVENUE</b>						
<b>Operations Revenue</b>						
Tenant Dwelling Rental	\$ 7,036,087	\$ 6,877,291	\$ 158,796	2%		
Non Dwelling Rental Income	58,866	50,800	8,066	16%		
HUD-Operating Subsidy	11,612	54,120	(42,508)	-79%	A	Reflects one time adjustment for repayment of \$42K to HUD of previously authorized funds HUD paid to BHP as revenue in 2017.
<b>Total Operations Revenue</b>	<b>7,106,564</b>	<b>6,982,211</b>	<b>124,353</b>	<b>2%</b>		
<b>Fee Revenue</b>						
Property Mgmt & Asset Mgmt Fees	476,067	477,210	(1,143)	0%		
Development Fees	1,281,290	1,331,290	(50,000)	-4%		
Mgmt Fees - Tax Credits & S8	477,698	444,904	32,794	7%		
Res Svc Income	262,026	256,752	5,274	2%		
<b>Total Fee Revenue</b>	<b>2,497,082</b>	<b>2,510,156</b>	<b>(13,074)</b>	<b>-1%</b>		
<b>Grants and Subsidies</b>						
HCV-HAP/Admin Revenue	6,973,262	6,802,369	170,893	3%		
Non Federal Grants and Donations	197,503	74,976	122,527	163%	B	City funds for PSH vouchers and forgiveness of \$58K remaining FHLB debt on Boulder Mobile Manor land
Non Federal Capital Grants and Donations	710,000	500,000	210,000	42%	C	Worthy Cause grant for Cedar/Casey \$200K favorable to budget
Federal Capital Grants	535,912	535,912	0	0%		
Federal Service Grants	360,819	362,261	(1,442)	0%		
<b>Total Grants and Subsidies</b>	<b>8,777,496</b>	<b>8,275,519</b>	<b>501,978</b>	<b>6%</b>		
<b>Other Revenue</b>						
Tenant Fees and Utility Reimbursements	289,265	199,313	89,953	45%	D	Utility payments \$25K, remainder is admin fees, pet rent, legal fee charges primarily at market rate units
Interest Income	1,082,832	1,056,421	26,411	3%		
Laundry Vending	52,931	47,659	5,271	11%		
Maint Charges to Prop	1,108,311	1,132,805	(24,494)	-2%		
Miscellaneous Revenue	52,133	15,867	36,267	229%	E	Unbudgeted insurance dividend -\$5.2K, BHP Foundation fees - \$4K, fraud recoveries -\$7.7K, solar rebates -\$3.3K, expense reimbursement from Frasier Meadows - \$7.1K, property tax adjustment \$1K
<b>Total Other Revenue</b>	<b>2,585,472</b>	<b>2,452,064</b>	<b>133,407</b>	<b>5%</b>		
<b>Total Revenue</b>	<b>20,966,614</b>	<b>20,219,950</b>	<b>746,664</b>	<b>4%</b>		
<b>EXPENSES</b>						
<b>Salaries and Benefits</b>						
Salaries and Benefits	3,984,244	4,154,824	170,580	4%		
<b>Total Salaries and Benefits</b>	<b>3,984,244</b>	<b>4,154,824</b>	<b>170,580</b>	<b>4%</b>		
<b>Property Costs</b>						
Management Fees	197,493	169,197	(28,295)	-17%	F	Includes correcting adjustment of \$20K for HCV admin fees
Maintenance Materials	173,923	306,646	132,723	43%	G	Combination of budget timing differences and savings on materials based on first year budget for Tantra
Contract Labor & Repairs	597,353	900,969	303,616	34%	H	Combination of budget timing differences and savings from unit turns at Tantra which are capitalized as one large project rather than expensed.



**BHP**  
**Statement of Activities**

Year to date - August 31, 2018

	YTD Actual	YTD Revised budget	Variance \$	% Var	Ref	Variance Explanation
BHP Contract Labor	610,506	667,504	56,997	9%		
Garbage and Trash Removal	116,467	114,257	(2,210)	-2%		
Water and Sewer	226,742	211,766	(14,976)	-7%		
Electricity	99,363	102,577	3,214	3%		
Gas	111,850	111,175	(675)	-1%		
Utility Billing	7,581	8,800	1,219	14%		
PILOT	14,585	12,603	(1,981)	-16%		
HOA Fees	97,380	95,642	(1,738)	-2%		
<b>Total Property Costs</b>	<b>2,288,902</b>	<b>2,701,137</b>	<b>412,235</b>	<b>15%</b>		
<b>Operating Expenses</b>						
Audit Fees	36,837	41,653	4,816	12%		
Bad Debt Expense - Tenants	57,141	16,444	(40,697)	-247%	I	Represents 1% of Dwelling Rent Income, below industry's average of 5%
Board Expense	13,222	6,700	(6,522)	-97%		
Consultants & Contract Labor	126,810	166,877	40,067	24%		
Depreciation & Amortization	2,808,791	2,785,692	(23,098)	-1%		
Dues and Fees	59,614	51,241	(8,373)	-16%		
Expendable Equipment	144,658	100,944	(43,714)	-43%		
Financing Costs	45,994	0	(45,994)	100%	J	Cedar/Casey loan costs
HCV-HAP Expense	6,026,096	6,271,323	245,226	4%		
Insurance Expense	247,020	233,922	(13,099)	-6%		
Interest Expense	29,760	374	(29,386)	-7857%	K	LOC expense for Cedar Casey prior to permanent financing
Legal Expense	20,065	30,364	10,299	34%		
Mileage & Vehicle Expense	52,407	65,302	12,895	20%		
Miscellaneous - Expense	65,077	73,447	8,370	11%		
Mortgage Interest Expense	1,785,448	1,797,191	11,743	1%		
Advertising/Marketing	22,362	34,193	11,832	35%		
Office Supplies	24,446	35,776	11,330	32%		
Other Administrative Expenses	21,140	21,466	326	2%		
Phone Expense	58,397	60,686	2,289	4%		
Printing & Postage Expense	42,857	41,052	(1,805)	-4%		
Property Mgmt & Asset Mgmt Fees	476,067	477,210	1,143	0%		
Resident Services Fees	77,028	71,784	(5,244)	-7%		
Staff Training	96,586	117,410	20,824	18%		
Service Grant Expense	378,637	326,404	(52,234)	-16%	L	Includes \$31K for City PSH voucher program not included in budget.
<b>Total Operating Costs</b>	<b>12,716,459</b>	<b>12,827,455</b>	<b>110,996</b>	<b>1%</b>		
<b>Total Expenses</b>	<b>18,989,606</b>	<b>19,683,416</b>	<b>693,810</b>	<b>4%</b>		
<b>Income before Gain on Acq./Disp. Of Assets</b>	<b>\$ 1,977,008</b>	<b>\$ 536,534</b>	<b>\$ 1,440,474</b>	<b>268%</b>		
Gain (Loss) on Acq./Disp. of Assets	4,149	0	4,149	100%		
<b>TOTAL NET INCOME (LOSS)</b>	<b>\$ 1,981,157</b>	<b>\$ 536,534</b>	<b>\$ 1,444,623</b>	<b>269%</b>		

Note: Explanations provided for positive variances >\$50,000 and 5% and for negative variances >-\$25,000 and 5%

**BHP**  
**Balance Sheet**  
**August 31, 2018 and December 31, 2017**

	Actual	Actual	Net Change	Ref
	August-18	December-17	YTD	Comments
<b>ASSETS</b>				
<b>Current Assets</b>				
Unrestricted Cash and Cash Equivalents	\$ 7,627,567	\$ 7,496,983	\$ 130,585	
Reserved Cash - Replacements and Other	2,708,015	2,302,114	405,901	<b>M</b> Includes net deposit of \$410,000 for Cedar/Casey capital improvements
Accounts Receivable	429,849	376,429	53,420	
Accounts Receivable-Tax Credits	648,079	656,965	(8,886)	<b>N</b> Increase reflects recognition of Palo Park developer fee of \$960K less amounts received from 2017 waterfall for other TC properties
Notes Receivable – Current	(0)	178,258	(178,258)	<b>O</b> Payments received from TC waterfalls for 2017 applied against notes receivable.
Prepaid Expenses	24,534	246,428	(221,893)	<b>P</b> Prepaid insurance. Balance will decline monthly until Sept 2018 renewal
Supplies-Inventory	4,583	3,741	841	
<b>Total Current Assets</b>	<b>11,442,628</b>	<b>11,260,919</b>	<b>181,709</b>	
<b>Restricted Cash</b>				
Restricted Cash - Other	947,945	1,448,693	(500,748)	<b>Q</b> Spending of \$633K on Tantra roof and wiring projects as planned offset by \$168K received for COB voucher program and normal reserve deposits
Restricted Cash - Section 8	195,550	13,007	182,543	
Restricted Cash - Tenant Security Deposits	468,196	460,604	7,592	
<b>Total Restricted Cash</b>	<b>1,611,691</b>	<b>1,922,304</b>	<b>(310,613)</b>	
<b>Capital Assets</b>				
Construction in Progress	943,806	508,006	435,800	<b>R</b> Predevelopment costs for Canopy at ROP
Furniture Fixtures and Equipment	894,893	830,693	64,201	
Real Estate Assets-Land and Buildings	137,495,565	129,230,203	8,265,362	<b>S</b> Capitalized solar battery backup at 4800 Broadway and capital improvements at Tantra Lake and Cedar/Casey
Less: Accum Depreciation Real Estate Assets	(36,662,466)	(33,860,820)	(2,801,646)	<b>T</b> Normal Activity
<b>Total Capital Assets</b>	<b>102,671,799</b>	<b>96,708,082</b>	<b>5,963,717</b>	
<b>Other Assets</b>				
Notes Receivable	57,245,602	57,242,187	3,415	
Development Fees Receivable	3,622,522	3,027,530	594,992	<b>U</b> Increase reflects long term portion of Developer fee for Palo Park.
Interest Receivable Notes	4,624,738	3,573,739	1,050,999	<b>V</b> Normal Activity
Partnership Investments	408,465	398,754	9,711	
Net Amortized Costs	3,290,527	3,297,671	(7,145)	
<b>Total Other Assets</b>	<b>69,191,853</b>	<b>67,539,881</b>	<b>1,651,972</b>	
<b>TOTAL ASSETS</b>	<b>184,917,970</b>	<b>177,431,186</b>	<b>\$ 7,486,784</b>	

**BHP**  
**Balance Sheet**  
**August 31, 2018 and December 31, 2017**

	Actual August-18	Actual December-17	Net Change YTD	Ref	Comments
<b>LIABILITIES &amp; EQUITY</b>					
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable	\$ 475,579	\$ 762,922	\$ (287,343)	W	Reduction includes payment of \$249K accrued for Tantra roof replacement and other normal activity.
Accrued Payroll	142,138	109,719	\$ 32,419		
Accrued Payroll Taxes and Benefits	149,846	122,387	\$ 27,459		
Accrued Compensated Absences	243,717	249,325	\$ (5,607)		
Other Accrued Expenses	187,266	247,139	\$ (59,873)		
Deferred Revenue	251,767	0	\$ 251,767	X	Reclass of City voucher funds and Habitat funds to unearned revenue at advice of auditors
Current Portion of Long Term Debt	12,116,586	7,930,673	\$ 4,185,914	Y	Year end balance included adjustment of \$3.4M for Canyon Pointe loan with 12/18 maturity that is now classified as current and the outstanding LOC balance. YTD reduction in balance includes LOC payment in full from permanent loan proceeds and BHP funds.
Prepaid Rent	39,747	25,012	\$ 14,734		
Security Deposits	506,450	461,295	\$ 45,155		
<b>Total Current Liabilities</b>	<b>14,113,097</b>	<b>9,908,472</b>	<b>4,204,625</b>		
<b>Long-Term Liabilities</b>					
Notes Payable	3,000,000	3,058,340	\$ (58,340)		
Accrued Interest Payable	16,139	39,446	\$ (23,307)		
Mortgages Payable	69,998,593	68,402,442	\$ 1,596,150	Z	Increase from new Cedar/Casey loan of \$2.4M offset by normal amortization
Net Pension Liability	9,533,111	9,533,111	\$ -		
Deferred Inflows	(0)	213,502	\$ (213,502)	AA	Reclass of City funds for vouchers and habitat to unearned revenue at advice of auditors
<b>Total Long-Term Liabilities</b>	<b>82,547,843</b>	<b>81,246,841</b>	<b>1,301,002</b>		
<b>TOTAL LIABILITIES</b>	<b>96,660,940</b>	<b>91,155,313</b>	<b>5,505,627</b>		
<b>EQUITY</b>					
Total Equity	88,257,030	86,275,873	1,981,157		
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 184,917,970</b>	<b>\$ 177,431,186</b>	<b>\$ 7,486,784</b>		

Note (1) : Explanations provided for balance sheet changes > \$100,000.

Note (2): BHP has a Line of Credit available for borrowing of up to \$8.1 Million.

**BHP**  
**Statement of Cash Flows**  
Year to date - August 31, 2018

	For the month of August 31, 2018	Year to Date	Ref	Current Month Comments
<b>Reconciliation of Net Income to Net Cash Provided (Used) by Operating Activities</b>				
Net Income (Deficit)	\$ (85,406)	\$ 1,981,157		
<b>Adjustments to Reconcile Net Income to Net Cash Provided (Used) by Operating Activities</b>				
Increase (Decrease) in Accum. Depreciation	377,244	2,808,791		
(Increase) Decrease in Accounts Receivable	384,101	72,274		
(Increase) Decrease in Prepaid Expenses	29,319	221,893		
Increase (Decrease) in Prepaid Rent and Security Deposits	45,444	59,889		
(Increase) Decrease in Supplies/Inventory	645	(841)		
(Increase) Decrease in Reserved Cash	(14,387)	(405,901)		
(Increase) Decrease in Restricted Cash	(48,856)	310,613		
Increase (Decrease) in Payables and Accrued Expenses	151,155	(409,752)		
Increase (Decrease) in Deferred Revenue	(12,248)	251,767		
Increase (Decrease) in Deferred Inflows	0	(213,502)		
Increase (Decrease) in Pension Liability	0	0		
<b>Total Adjustments</b>	<b>912,417</b>	<b>2,695,231</b>		
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>827,011</b>	<b>4,676,388</b>		
<b>Cash Flows from Investing Activities</b>				
(Increase) Decrease in Construction in Progress	(88,537)	(435,800)		
(Increase) Decrease in Furniture Fixtures and Equipment	0	(64,201)		
(Increase) Decrease in Real Estate Assets	(7,661,029)	(8,265,362)		
(Increase) Decrease in Notes and Interest Receivable	(132,766)	(1,480,858)		<b>AB</b> Includes developer fee receivable for Palo Park and interest on notes.
<b>Net Cash Provided (Used) by Investing Activities</b>	<b>(7,882,332)</b>	<b>(10,246,221)</b>		
<b>Cash Flows from Financing Activities</b>				
Increase (Decrease) in Current Portion of Long Term Debt	7,427,708	4,185,914		<b>AC</b> YTD Payments on LOC for Cedar/Casey
Increase (Decrease) in Notes Payable	0	(58,340)		
Increase (Decrease) in Mortgages and Bonds Payable	(114,334)	1,572,843		<b>AD</b> YTD new loan for Cedar/Casey
<b>Net Cash Provided (Used) by Financing Activities</b>	<b>7,313,374</b>	<b>5,700,417</b>		
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>				
Net Increase (Decrease) in Cash and Cash Equivalents	258,053	130,585		
Unrestricted Cash and Cash Equivalents - Beginning	7,369,514	7,496,983		
<b>Unrestricted Cash and Cash Equivalents - Ending</b>	<b>7,627,567</b>	<b>7,627,567</b>		

**BHP CASH Report**

**December-17**

**July-18**

**June-18**

**August-18**

Unrestricted Cash Available for Operations	Balance	Balance	Balance	Balance	Board Target	Surplus (Deficit)
BHP Operating Reserves	2,826,509	2,980,858	3,267,017	3,223,895	3,000,000	267,017
BHP Replacement Reserves	2,302,114	2,718,326	2,693,629	2,708,015	2,176,500	517,129
BHP Development Reserve	2,486,623	2,103,616	1,990,484	2,184,287	1,500,000	490,484
<b>Total Unrestricted BHP Cash</b>	<b>7,615,246</b>	<b>7,802,800</b>	<b>7,951,130</b>	<b>8,116,197</b>	<b>6,676,500</b>	<b>1,274,630</b>

Board Target  
2 Months of operating expenses (including HAP)  
\$3,500 per Workforce Unit

Unrestricted Cash - Restricted by Property/Program	Balance	Balance	Balance	Balance	Board Target	Surplus (Deficit)
Project Based Operating Reserve	402,984	535,112	325,654	384,505	165,000	160,654
MTW Reserves <sup>(1)</sup>	1,677,117	1,779,279	1,786,359	1,834,881	0	1,786,359
<b>Total Unrestricted Cash Restricted by Program</b>	<b>2,080,101</b>	<b>2,314,390</b>	<b>2,112,013</b>	<b>2,219,385</b>	<b>165,000</b>	<b>1,947,013</b>

Board Target  
2 Months of operating exp  
HUD expects to hold all reserves so target reduced to zero

<sup>(1)</sup> Note MTW target changed to \$0 in 2017 budget due to change in HUD Cash Management which requires excess funds to be held at HUD rather than PHA

Replacement Reserved - Restricted by Bank or HUD	Balance	Balance	Balance	Balance
Canyon Pointe	183,478	217,881	223,695	229,509
Other Restricted Funds	0	0	0	0
Tantra Rehab Funds <sup>(2)</sup>	1,094,332	460,358	377,516	373,400
Habitat Funds	213,502	107,774	107,774	107,774
S8/FSS Escrow	61,131	168,542	156,224	144,474
Section 8 NED NRA(HAP)	13,006	84,754	88,791	92,787
<b>Total Restricted Cash Other</b>	<b>1,565,449</b>	<b>1,130,253</b>	<b>1,094,637</b>	<b>1,143,494</b>

<sup>(2)</sup> Amount held for specific capital items at Tantra as required by bank. Work is underway.

**September 2017 - August 2018**

Property	Address	Units	PUPA EGI	PUPA OpEx	Reserves	PUPA NOI Net of Reserves	PUPA Debt	Adjusted DSCR (1)
Arapahoe Court	951,953 Arapahoe	14	\$ 5,221	\$ (7,209)	\$ -	\$ (1,987)	\$ -	-
Madison	1130-1190 35th St.	33	\$ 8,861	\$ (8,636)	\$ -	\$ 224	\$ -	-
<b>Public Housing I Sub Total:</b>		<b>47</b>	<b>\$ 7,777</b>	<b>\$ (8,211)</b>	<b>\$ -</b>	<b>\$ (434)</b>	<b>\$ -</b>	<b>-</b>
Canyon Pointe	700 Walnut	82	\$ 13,048	\$ (5,964)	\$ (745)	\$ 6,339	\$ 3,598	1.76
Glen Willow (2)	301-333 Pearl St.	34	\$ 13,247	\$ (8,228)	\$ (300)	\$ 4,718	\$ -	-
<b>Project Based Sub Total:</b>		<b>116</b>	<b>\$ 13,106</b>	<b>\$ (6,627)</b>	<b>\$ (615)</b>	<b>\$ 5,864</b>	<b>\$ 3,598</b>	<b>1.76</b>
Arapahoe East	4610 Arapahoe	11	\$ 12,579	\$ (8,649)	\$ (300)	\$ 3,630	\$ 1,747	2.08
Dakota Ridge	4900 10th St.	13	\$ 17,766	\$ (4,152)	\$ (300)	\$ 13,314	\$ 7,512	1.77
Sanitas Place	3640 Broadway	12	\$ 10,855	\$ (7,778)	\$ (300)	\$ 2,777	\$ 3,019	0.92
Twin Pines	1700 22nd St.	22	\$ 11,815	\$ (5,128)	\$ (300)	\$ 6,388	\$ 3,083	2.07
<b>Combine Loan One Subtotal</b>		<b>58</b>	<b>\$ 13,095</b>	<b>\$ (6,125)</b>	<b>\$ (300)</b>	<b>\$ 6,670</b>	<b>\$ 3,809</b>	<b>1.75</b>
101 Canyon	101-103 Canyon	6	\$ 26,637	\$ (7,608)	\$ (300)	\$ 18,729	\$ 7,666	2.44
Hayden Place	34th & Hayden Place	24	\$ 10,322	\$ (6,348)	\$ (300)	\$ 3,674	\$ 3,285	1.12
Whittier	1946 Walnut St.	10	\$ 12,393	\$ (6,647)	\$ (300)	\$ 5,446	\$ 2,628	2.07
Woodlands (4)	2600 Block of Mapleton	35	\$ 12,901	\$ (8,488)	\$ (300)	\$ 4,113	\$ 5,069	0.81
<b>Combine Loan Two Subtotal</b>		<b>75</b>	<b>\$ 13,107</b>	<b>\$ (7,487)</b>	<b>\$ (300)</b>	<b>\$ 5,319</b>	<b>\$ 4,381</b>	<b>1.21</b>
Bridgewalk	602-698 Walden Circle	123	\$ 19,471	\$ (5,827)	\$ (550)	\$ 13,094	\$ 9,950	1.32
Foothills	4500 block of 7th/8th	74	\$ 14,285	\$ (6,884)	\$ (300)	\$ 7,101	\$ 4,958	1.43
Hayden Place 2 (3)	3480 Hayden Place	6	\$ 11,219	\$ (9,127)	\$ (300)	\$ 1,792	\$ 5,914	0.30
Tantra Lakes	807-999 Moorhead	185	\$ 17,585	\$ (7,595)	\$ (300)	\$ 9,690	\$ 7,929	1.22
Midtown (2)	837 20th St.	13	\$ 12,296	\$ (6,898)	\$ (300)	\$ 5,097	\$ -	-
Vistoso	4500 Baseline	15	\$ 10,893	\$ (8,808)	\$ (300)	\$ 1,784	\$ 1,846	0.97
<b>Workforce Sub Total:</b>		<b>534</b>	<b>\$ 16,551</b>	<b>\$ (7,162)</b>	<b>\$ (366)</b>	<b>\$ 9,023</b>	<b>\$ 6,873</b>	<b>1.31</b>
<b>Portfolio Totals:</b>		<b>697</b>	<b>\$ 15,386</b>	<b>\$ (7,144)</b>	<b>\$ (383)</b>	<b>\$ 7,859</b>	<b>\$ 5,864</b>	<b>1.34</b>

**September 2017 - August 2018**

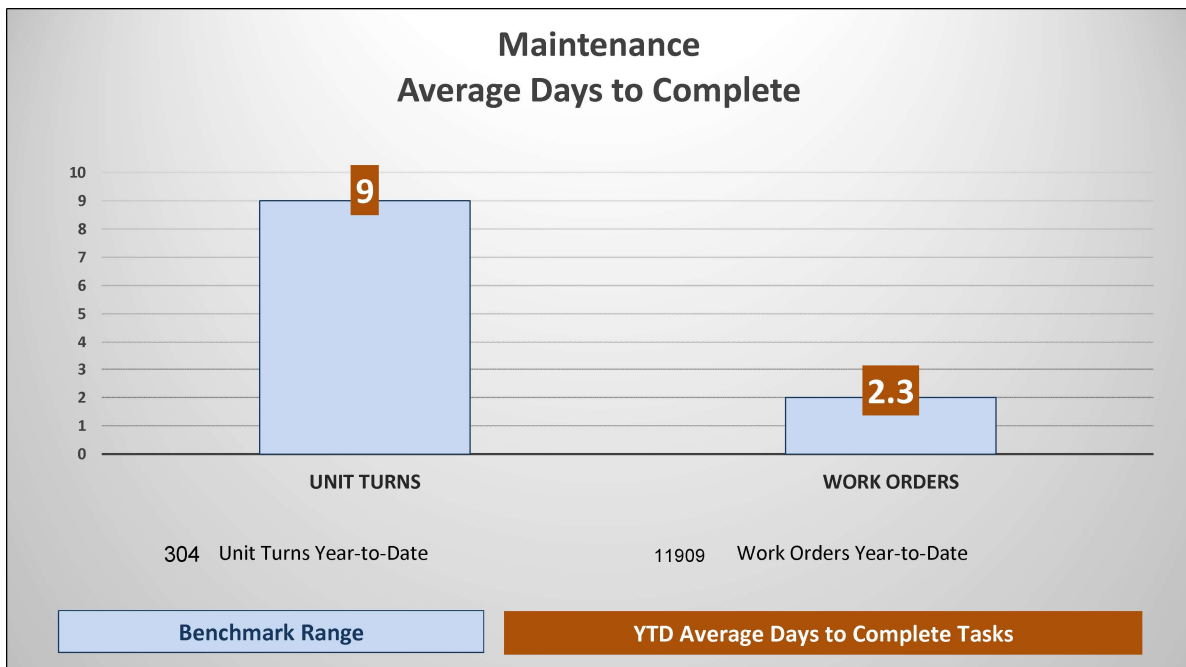
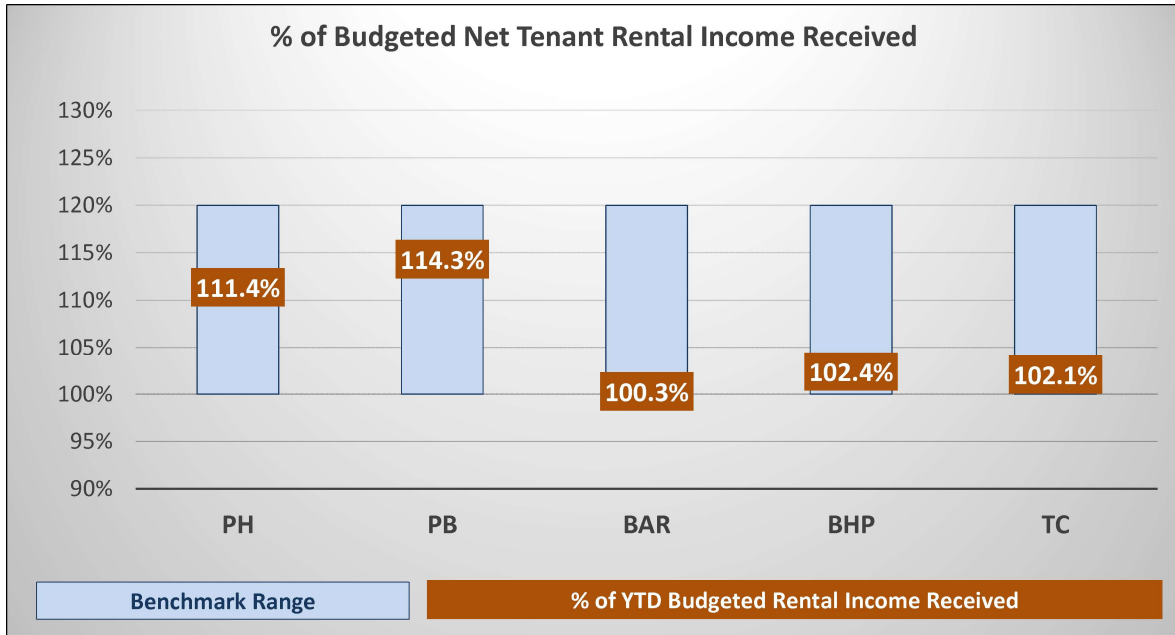
Tax Credit Properties	Address	Units	PUPA EGI	PUPA OpEx	Reserves	PUPA Net of Reserves	PUPA Debt	Adjusted DSCR (1)
Broadway East	3160 Broadway	44	\$ 11,482	\$ (6,839)	\$ (330)	\$ 4,312	\$ 2,849	1.51
Broadway West	3120 Broadway	49	\$ 11,231	\$ (7,272)	\$ (330)	\$ 3,629	\$ 2,463	1.47
High Mar	4990 Moorhead Ave	59	\$ 11,663	\$ (5,828)	\$ (258)	\$ 5,578	\$ 3,885	1.44
Holiday	1500 Lee Hill	49	\$ 10,797	\$ (5,967)	\$ (200)	\$ 4,630	\$ 3,258	1.42
Lee Hill (5)	1175 Lee Hill	31	\$ 13,167	\$ (11,558)	\$ (375)	\$ 1,234	\$ -	-
Red Oak Park	27th & Valmont	59	\$ 11,580	\$ (6,481)	\$ (338)	\$ 4,762	\$ 3,884	1.23
WestView	4600 Broadway	34	\$ 12,531	\$ (5,411)	\$ (300)	\$ 6,819	\$ 5,567	1.22
<b>Tax Credit Properties excluding Boulder Communities</b>		<b>325</b>	<b>\$ 12,152</b>	<b>\$ (7,170)</b>	<b>\$ (318)</b>	<b>\$ 4,537</b>	<b>\$ 3,261</b>	<b>1.39</b>
Boulder Communities	Various	279	\$ 11,695	\$ (6,791)	\$ (297)	\$ 4,606	\$ 3,300	1.40
<b>Tax Credit Sub Total:</b>		<b>604</b>	<b>\$ 11,677</b>	<b>\$ (6,809)</b>	<b>\$ (299)</b>	<b>\$ 4,569</b>	<b>\$ 3,268</b>	<b>1.40</b>

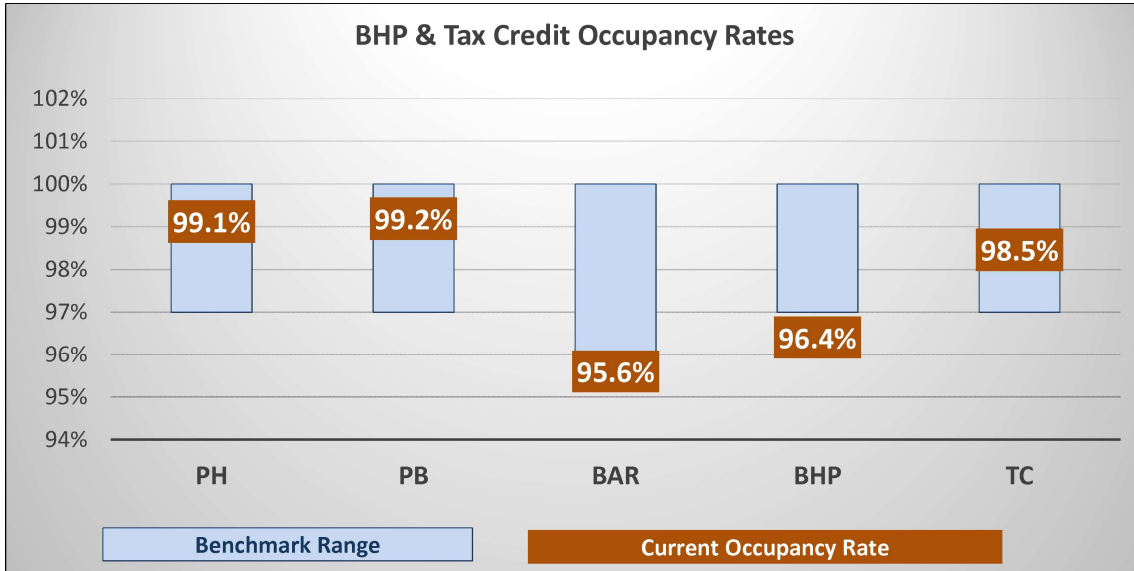
Properties in Transition	Address
Orchard House (2)	1603 Orchard St.
Valmont/Wallace	2625 Valmont Rd.
Orchard Grove	Valmont and 34th
Palo Park	4525 Palo Parkway
Tantra Lakes	

Index of terms
<b>PUPA</b> - Per Unit Per Annum
<b>EGI</b> - Effective Gross Income = (Total Revenue - Grant Revenue)
<b>Op Ex</b> - Operating Expenses = (Total Expenses-Capital Expenses-Extraordinary Maintenance and Non-Op Ex)
<b>NOI</b> - Net Operating Income = (Net Income + Non OpEx)
<b>DSCR</b> - Debt Service Coverage Ratio = NOI/Debt
<b>ADJUSTED</b> - For Capital Grants, Capital Exp. and Extraordinary Maint.

- NOTES:** (1) DSCR is calculated after required reserve contributions. Portfolio totals include NOI from properties with no debt. All excess cash from properties is used in BHP operations.  
(2) Glen Willow, Midtown and Orchard House are pledged as collateral for BHP Line of Credit  
(3) Hayden Place 2 does not have DSC requirement given the small number of units. One vacant can have substantial affect on ratio  
(4) Woodlands affected by \$23K roof and gutter repairs between Nov-Mar.  
(5) Lee Hill does not have permanent debt so DSCR does not apply.

## Property Management Benchmarks

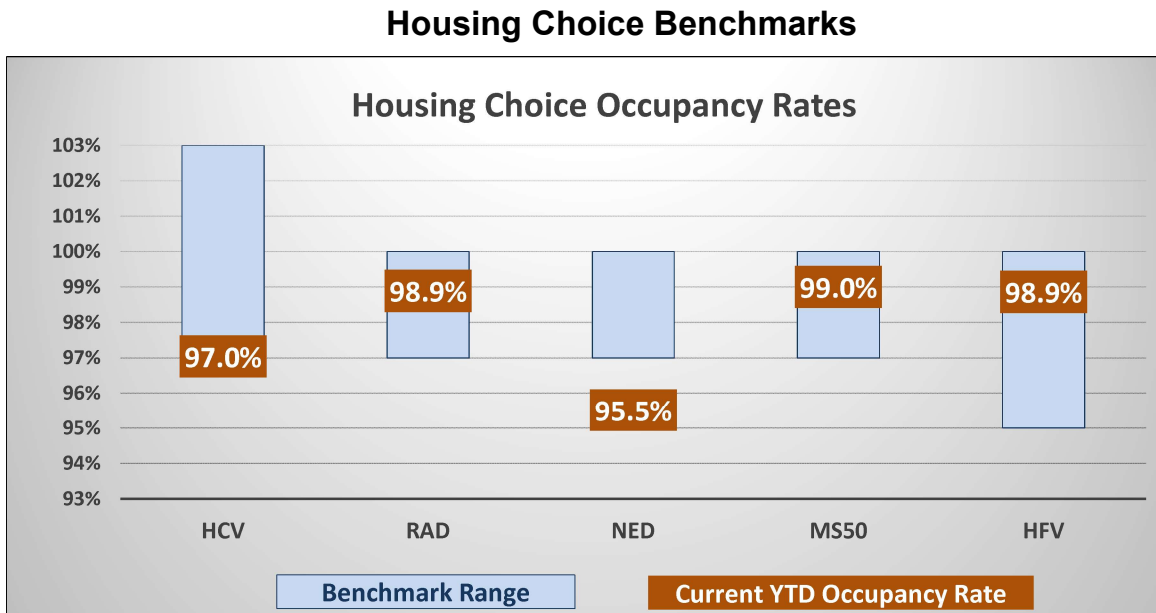




**NOTES:** We experienced higher than expected turnover and average number of days vacant at Tantra and Bridgewalk in the first four months of 2018. We are back on track with more resources as we enter the traditional leasing season (May – August) for 2018. June Occupancy for BAR is 96.10%. BHP Occupancy for June 2018 is 96.88%.

PH - Public Housing Sites  
 BAR - Boulder Affordable Rentals  
 TC - Tax Credit Sites

PB - Project Based Contract Sites  
 BHP - Combined PB, PH & BAR Sites



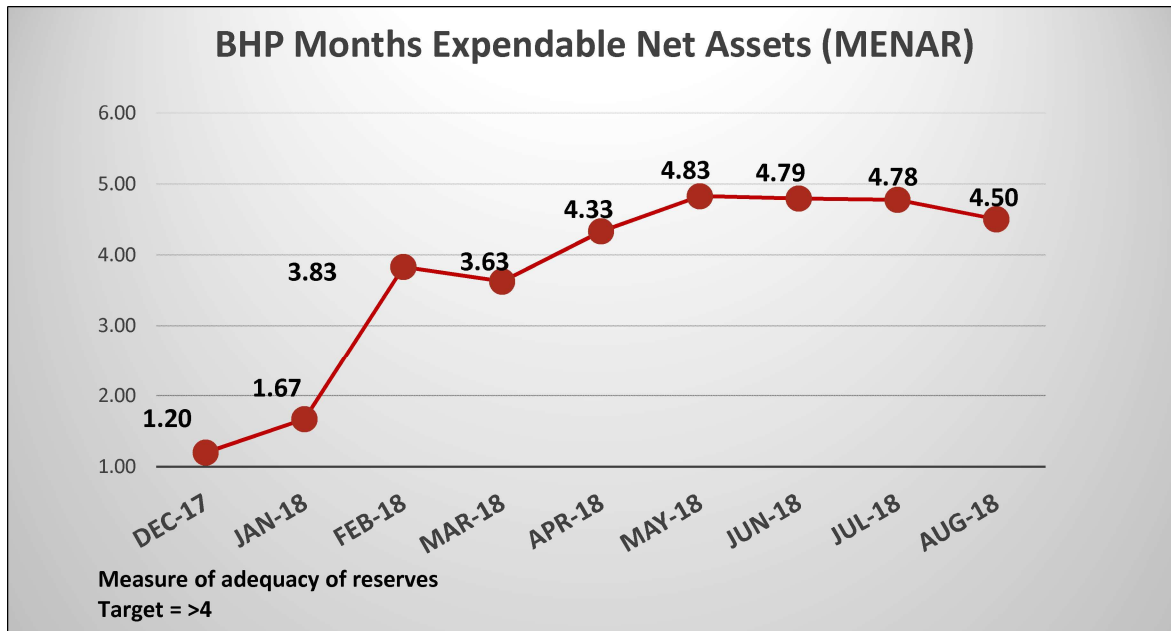
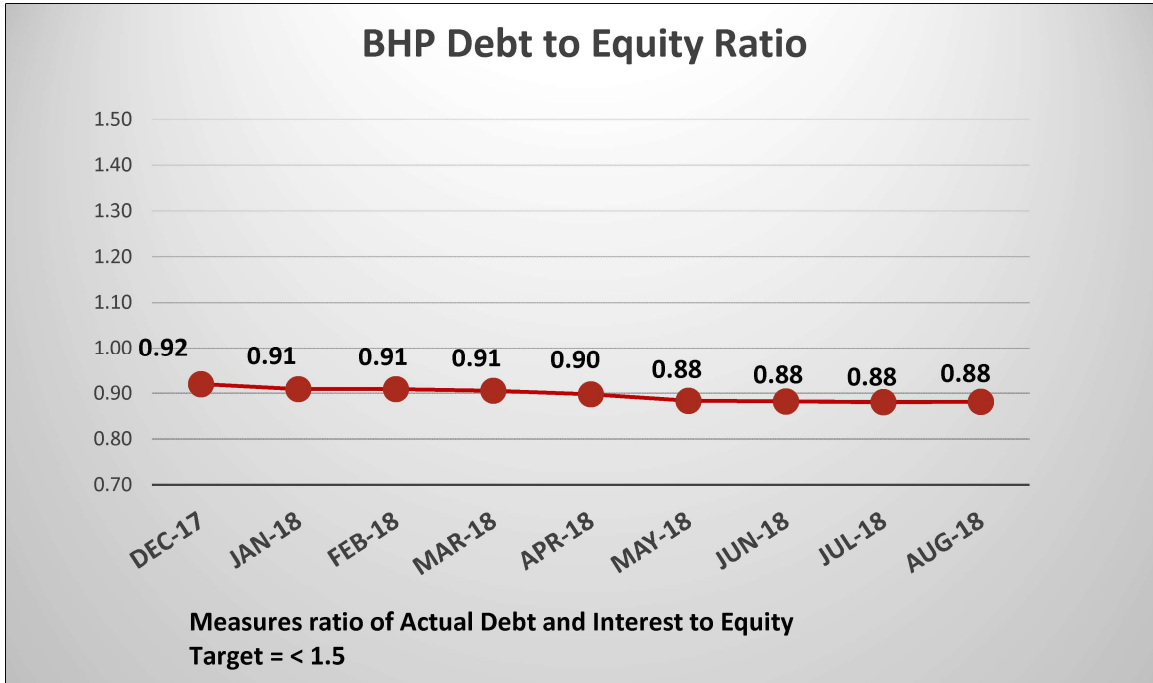
**NOTES:** NED has 172 of 181 leased  
 MS50 has 49 of 50 vouchers leased.

HCV - Housing Choice Voucher  
 RAD - Rental Assistance Demonstration Vouchers  
 NED - Non-Elderly Disabled Vouchers

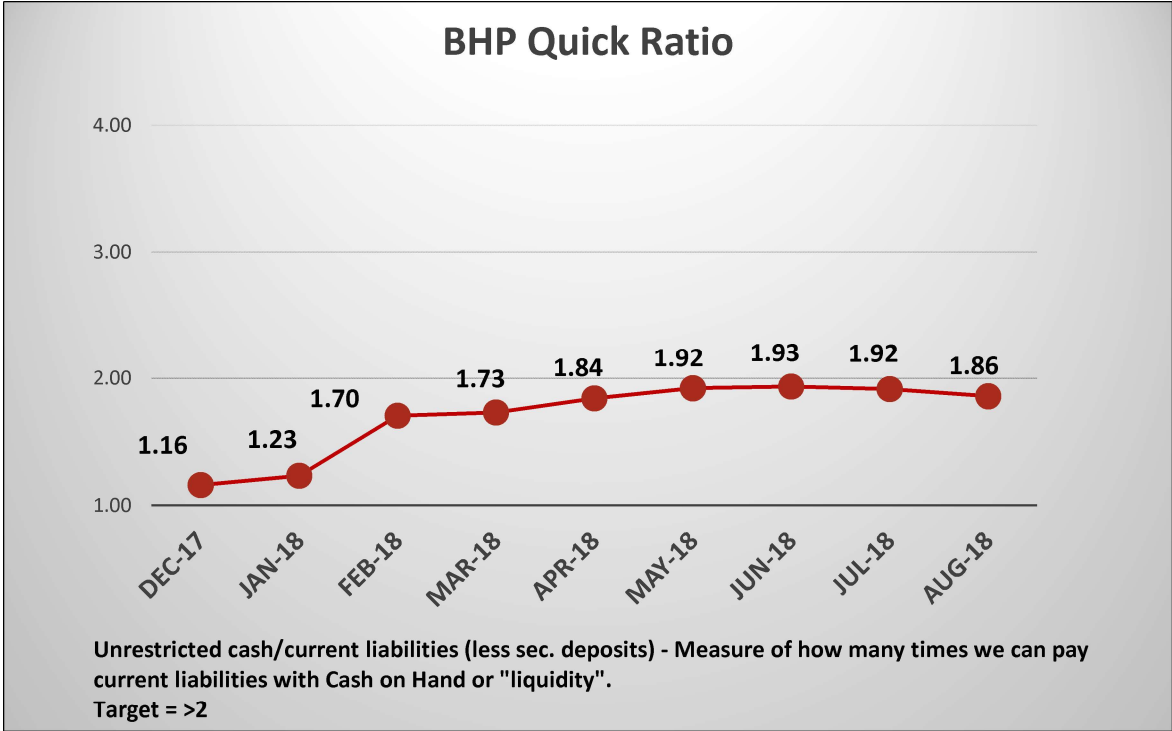
MS50 - Mainstream 50 Vouchers  
 HFV - Housing First Vouchers



## Financial Benchmarks



**NOTES:** MENAR directly effected by the amount of current liabilities. As of December 31, 2017 this included the remaining balance of \$3.5M on our loan on Canyon Pointe which matures in December 2018 and the outstanding balance on the line of credit of \$3.1M at 12/31/2017. Ratio increase reflects payments made on LOC.



**NOTES:** Quick Ratio affected by outstanding Canyon Pointe Loan w/ Dec 2018 maturity and LOC balance at 1/31/2018. Will improve based upon LOC payment in February and again in March-June as cash from TC partnerships is received.

# MEMO

**To:** Board of Commissioners  
**From:** Jeremy Durham  
**Date:** October 10, 2018  
**Re:** **Chief Financial Officer Signing Authority - Resolution #17**

---

## **Background**

Upon the resignation of the titles of Deputy Director and Chief Financial Officer, Jim Koczela is no longer authorized to sign any documents on behalf of BHP. As Deputy Director, Jim had full authority to sign any documents necessary for the operations of BHP including all legal documents and contracts. For now, that level of authority will remain only with Jeremy. Jeremy will be able to delegate authority in those instances where he will be out of the office and unavailable for any period of time.

However, in order to allow for the orderly conduct of business, it is necessary to have a backup person authorized to do BHP business at all of our banks. All of our checks are auto signed by our accounting system. This back up authorization as far as check signing is strictly in the event something happened to Jeremy. Other bank business that will be authorized by this resolution is the ability to approve outgoing wires created by a separate staff person and authorize transfers between BHP accounts.

## **Action Requested**

Approval of Resolution #17

**RESOLUTION # 17  
SERIES 2018**

**A RESOLUTION FOR THE PURPOSE OF AUTHORIZING JEREMY DURHAM, EXECUTIVE DIRECTOR AND JOHN SARAH, CHIEF FINANCIAL OFFICER, AS SIGNATORIES FOR ALL BANK ACCOUNTS AS NECESSARY FOR THE ORDERLY AND EFFECTIVE CONDUCT OF DAY TO DAY OPERATIONAL MANAGEMENT OF THE ADMINISTRATIVE AFFAIRS OF THE HOUSING AUTHORITY OF THE CITY OF BOULDER (BOULDER HOUSING PARTNERS).**

**WHEREAS**, the Board of Commissioners adopted Resolution No.9, Series of 2017 authorizing Jeremy Durham Executive Director and James Koczela, deputy Director and Chief Financial Officer to execute and/or seal certain documents necessary for the orderly and effective conduct of day to day business of Boulder Housing Partners; and

**WHEREAS**, James Koczela has formally announced his resignation as Deputy Director and Chief Financial Officer effective August 29, 2018; and

**WHEREAS**, Jeremy Durham has been endorsed by the Board of Commissioners to lead Boulder Housing Partners as its Executive Director; and

**WHEREAS**, John Sarah holds the position of Chief Financial Officer of Boulder Housing Partners; and

**WHEREAS**, banks require confirming and authorizing signatures by individuals approved by Board action; and

**WHEREAS**, in the interest of maintaining efficient and timely payment to vendors, it is appropriate to have more than one authorized signer on all bank accounts and it is appropriate for the Board to designate these individuals to sign on behalf of Boulder Housing Partners.

**NOW, THEREFORE**, be it resolved that effective October 10, 2018, Jeremy Durham and/or John Sarah are authorized as signatories for all bank accounts for BHP and its affiliated companies.

Adopted this 10th day of October 2018.

(SEAL)

\_\_\_\_\_  
Valerie Soraci,  
Chairperson, Board of Commissioners  
Boulder Housing Partners

ATTEST:

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JEREMY DURHAM  
Executive Secretary

# MEMO

**To:** Board of Commissioners  
**From:** Jeremy Durham  
**Date:** October 10, 2018  
**Re:** **Broadway East Partnership Exit – Resolutions #18, #19**

---

## **Background**

Boulder Housing Partners, as general partner, owns a .01% interest in the Broadway East Community Limited Liability Limited Partnership. Our investor limited partner is US Bancorp Community Development Corporation which owns a 99.99% interest. In accordance with the terms of the Amended and Restated Agreement of Limited Partnership dated September 6, 2007 as amended by the First Amendment to the Amended and Restated Agreement of Limited Partnership dated September 3, 2009, BHP has the option to acquire the limited partner interests in the partnership after the end of the 15-year compliance period.

Typically, LIHTC deals are structured for 15 years to allow for the 10 years of tax credits that flow to the Limited Partner and an additional 5 years of ongoing compliance that must be met in accordance with IRS rules. The price paid for the partnership interest at the end of 15 years usually includes the amount of any taxes that are due by the Limited Partner as a result of the sale transaction. Taxes would be due if the Limited Partners capital account is negative at the time of sale.

As of December 31, 2018, the Limited Partner will have received all 10 years of tax credits and the Limited Partner still has a positive capital account so there are no taxes due at sale. The amount of losses to date which provide the limited partners with additional tax deductions have been reasonably close to the projection however as of the proposed acquisition date, US bank will have a projected capital account balance of \$598,780. This would typically result in future tax benefits over the next 5 years of approximately \$190,000. Rather than wait for the end of the compliance period which would run until December 31, 2023 we have negotiated a sale price of \$166,867 plus \$5,000 for legal fees for an acquisition of the Limited Partner interest effective January 31, 2019.

Resolution 2018-#18 authorizes the acquisition of the limited partner interest through an assignment of the interest to a BHP wholly owned affiliate, Broadway East Community LLC.

## **Terms**

In return for the assignment of the 99.99% LP interest by US Bancorp Community Development Corporation, BHP will:

- Provide indemnification to the limited partner to protect them in the event of recapture of tax credits subsequent to the closing date of the sale of the LP interests. Tax Credits could be recaptured in the event BHP was to lease one of the

units to an ineligible tenant at any time in the remaining 5 years of the compliance period. This indemnity does not place additional burden on BHP as we are already required to maintain the existing restrictions beyond the end of the 15-year compliance period and we have an existing guarantee of the amount of tax credits delivered to the Limited Partner.

- Pay the Limited Partners \$166,867. The source of funds for the acquisition will come from existing reserves held by the LIHTC entity.

Existing project reserves that will come to BHP include:

<b>Broadway East Reserves</b>	<b>8/30/2018</b>	<b>Amount that will be Released to BHP as Unrestricted</b>
Credit deficiency	100,461	100,461
Operating reserve	76,401	76,401
Replacement reserve	55,730	
Debt Reserve	46,179	
	278,772	176,862

- Pay the Limited Partner \$5,000 for legal fees for drafting and reviewing the necessary documents

#### **Benefits to BHP:**

- Most importantly, we will be in position to control the rents at the property. All 44 of the Broadway East units have a project-based voucher. When this transaction was originally underwritten, the vouchers were not expected. In order to provide the financial results expected by the investor over the past 10 years, we have been maintaining the rents artificially low relative to similar units with vouchers. Once we no longer have to meet the investors' expectations, BHP can increase the contract rents to a more reasonable level. This increase will come from HAP, not the tenant portion of the rent.
- The property has an adjustable rate loan with an interest rate swap. The effective rate of the combined instruments is currently above market rate. Gaining control of the property will allow us to refinance at a time most beneficial to BHP. The considerations for a refinance will include the existing cost to exit the swap and current interest rates. This analysis will be brought to the Board for approval of any proposed refinance loan when these financial conditions are appropriate.
- BHP will no longer be required to provide quarterly and annual financial reporting to the Limited Partner.
- BHP will no longer incur the costs of the annual audit and tax return for this partnership which is currently \$6,800 annually.
- BHP will no longer be obligated to pay the investor service fee.
- Net cash from operations will flow directly to BHP, rather than through the waterfall structure.
- BHP will control the remaining existing property reserves after acquisition of approximately \$101,909 subject only to approval of US Bank as lender. Assuming we refinance the loan, these will become unrestricted cash for BHP.

### **Ratification of creation of Broadway East Community LLC**

On advice of counsel, we will acquire the LP interest in the Partnership in a newly formed single asset Limited Liability Corporation, 100% owned by BHP. Immediately following the acquisition, we will merge the LLLP into the LLC. This will allow us to segregate any potential liability from any other assets of BHP. The new entity was formed on August 8, 2018 with an effective date of November 1, 2018 in order to provide entity information to the various parties required to approve the transaction. Resolution 2018-#19 ratifies the creation of the entity. There have been and will be no financial transactions associated with this entity until the assignment of the LP interest.

### **Staff Recommendation**

Staff recommends approval of resolutions 2018-#18 and 2018-#19.

### **Action requested at this meeting:**

- 1) Approval of resolution 2018-#18 authorizing the acquisition of the Limited Partners interest in Broadway East Community, LLLP.
- 2) Approval of resolution 2018-#19 authorizing, ratifying and approving the formation of Broadway East Community, LLC for the purpose of acquiring the Limited Partner interest in Broadway East Community, LLLP and acting as the surviving entity pursuant to a plan of merger.



**RESOLUTION #18  
SERIES 2018**

**A RESOLUTION BY THE HOUSING AUTHORITY OF THE CITY OF BOULDER, COLORADO, A COLORADO HOUSING AUTHORITY, D/B/A BOULDER HOUSING PARTNERS TO ACQUIRE THE LIMITED PARTNER INTERESTS IN BROADWAY EAST COMMUNITY LLLP AND TO APPROVE THE AGREEMENT AND PLAN OF MERGER BETWEEN BROADWAY EAST COMMUNITY LLLP, A COLORADO LIMITED LIABILITY LIMITED PARTNERSHIP AND BROADWAY EAST, LLC, A COLORADO LIMITED LIABILITY COMPANY**

**WHEREAS**, the Housing Authority of the City of Boulder, Colorado, a public body corporate and politic of the State of Colorado d/b/a Boulder Housing Partners (the "Authority") is authorized and empowered by the provisions of Part 2, Article 4, Title 29 of Colorado Revised Statutes (the "Act"), to acquire property for the purpose of providing multifamily residential housing that substantially benefits persons of low income.

**Limited Partner Interest Acquisition and Merger.**

**WHEREAS**, the Authority and U.S. Bancorp Community Development Corporation, a Minnesota corporation ("Assignor"), have negotiated terms of an Agreement for Transfer and Assignment of Limited Partnership Interest, (the "Assignment Agreement"), under the terms of which the Assignor agrees to assign its interest in Broadway East Community LLLP (the "Partnership") which owns certain real property, buildings, and improvements including, but not limited, to 34 residential apartment units in Boulder, Colorado. (the "Property"); and

**WHEREAS**, the Authority wishes to acquire the Assignor's interests in the Partnership under the terms of the Assignment Agreement, and

**WHEREAS**, following the acquisition of the Assignor's interests in the Partnership, the Authority intends to merge the Partnership into the Authority's wholly owned Broadway East LLC.

**NOW, THEREFORE, BE IT RESOLVED**, that Jeremy Durham, in his capacity as the Executive Director of the Authority, is authorized, ratified and directed to cause the Authority to execute, deliver and perform any agreements, contracts or writings as he may deem to be appropriate to facilitate the acquisition of the Assignor's interests under the terms of the Assignment Agreement and to merge the Partnership into Broadway East, LLC, the Surviving Entity.

PASSED, ADOPTED AND APPROVED this October 10, 2018.

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Valerie Soraci,  
Chairperson, Board of Commissioners  
Boulder Housing Partners

(SEAL)

Attest:

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Jeremy Durham  
Executive Director

**CERTIFICATE RELATING TO RESOLUTION**

I, the undersigned Executive Director of the Housing Authority of the City of Boulder, Colorado (the “Authority”), hereby certify that (i) the attached Resolution of the Authority (the “Resolution”) was duly adopted by the Board of Commissioners of the Authority at a meeting thereof duly called and held on October 10, 2018, at which meeting a quorum was present and acting throughout, (ii) the Resolution has been compared by us with the original thereof recorded in the minutes book of the Authority and is a correct transcript therefrom and of the whole of said original and (iii) the Resolution has not been altered, amended or repealed, and is in full force and effect on the date hereof.

IN WITNESS WHEREOF, we have hereunto set our hands this 10<sup>th</sup> day of October, 2018.

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Jeremy Durham,  
Executive Director of  
Boulder Housing Partners

The Commissioners of the Housing Authority of the City of Boulder met at the offices of Boulder Housing Partners, 4800 Broadway, Boulder, Colorado, 80304, on October 10, 2018, commencing at the hour of 9:00 a.m.

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

Present:

Chairperson: \_\_\_\_\_  
Vice Chair: \_\_\_\_\_  
Other Commissioner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Absent:

There were also present:

Executive Director: \_\_\_\_\_  
Jeremy Durham

**RESOLUTION #19  
SERIES 2018**

**A RESOLUTION BY THE HOUSING AUTHORITY OF THE CITY OF BOULDER,  
COLORADO, D/B/A BOULDER HOUSING PARTNERS, A COLORADO HOUSING  
AUTHORITY, AUTHORIZING THE FORMATION OF BROADWAY EAST LLC, A  
COLORADO LIMITED LIABILITY COMPANY**

**WHEREAS**, the Housing Authority of the City of Boulder, Colorado, a housing authority of the State of Colorado d/b/a Boulder Housing Partners (the “Authority”) does hereby adopt the following resolutions.

**Organization of Partnership and General Partner.**

**WHEREAS**, the Authority filed those certain Articles of Organization on August 8, 2018 with the Colorado Secretary of State to form the company Broadway East LLC, a Colorado limited liability company (the “Company”), effective November 1, 2018.

**WHEREAS**, the Authority will be the sole member and manager of the Company, and is authorized to execute the Operating Agreement of the Company (the “Company Operating Agreement”) on behalf of the Company.

**NOW, THEREFORE, BE IT RESOLVED**, that the actions of Jeremy Durham in his capacity as the Executive Director of the Authority, or any other officer, employee or agent of the Authority, on behalf of the Authority or the Company in connection with the formation of the Company and the execution of the Company Articles, the Company Operating Agreement, and any other document related thereto are hereby authorized, ratified, and approved.

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

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

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

**Miscellaneous.**

The provisions of this Resolution are hereby declared to be separable, and if any section, phrase or provision shall, for any reason, be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases or provisions. All resolutions, orders or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby superseded. This Resolution shall be in full force and effect from and after its passage and approval, in accordance with law.

PASSED, ADOPTED AND APPROVED this 10<sup>th</sup> day of October 2018.

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Valerie Soraci,  
Chairperson, Board of Commissioners  
Boulder Housing Partners

(SEAL)

Attest:

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Jeremy Durham  
Executive Director

# MEMO

**To:** Board of Commissioners  
**From:** Karen Kreutzberg  
**Date:** October 10, 2018  
**Re:** **Housing Choice Voucher Program Overview**

---

BHP administers a voucher program with a total of 1,182 vouchers. Vouchers provide rental assistance to be used in the market place wherever vouchers are accepted. Voucher holders pay approximately 30 – 40% of their income towards rent, and the voucher program pays the difference directly to the landlord. With the exception of project-based vouchers, the assistance is attached to the household and can be used anywhere in the United States and the Territories. While mobility is the beauty of the HCV program, it can also be difficult for some households to successfully lease up with the voucher. Most of our vouchers do not have services attached and it is up to the voucher holder to find a landlord who will accept the voucher and go through the landlord's process to being accepted as a renter.

BHP's voucher program includes a variety of voucher types which serve targeted populations. BHP has a few special programs that also provide supportive services, which are attached to the voucher.

HCV staff will present an overview of the Housing Choice Voucher Program at the meeting.

Topics will include:

- Types of vouchers administered by BHP
- Location and bedroom sizes of voucher
- Tenant based versus project based
- Pros and Cons of project basing vouchers

There is no action requested at this time.

# MEMO

**To:** Board of Commissioners  
**From:** Rene Brodeur and Karen Kreutzberg  
**Date:** October 10, 2018  
**Re:** **Waitlists and Preferences**

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## **Background**

As requested by the Board at a prior Board meeting, staff will present on the various waitlists and admission preferences for our properties and voucher programs. This memo provides important context for future decisions the Board may be asked to make regarding adding, reducing, or changing preferences. Members from the Property Management and Housing Choice Voucher (HCV) teams will be available at the Board meeting to present this information and to answer questions. There is no action requested at this time.

BHP uses different methods for filling the units and vouchers for our various programs as described in the chart below.

The following is a reference for definitions:

**Waitlist** – a list of applicants kept in order of the date and time of receipt of application

**Interest List** – a list of applicants who are interested in a certain property. Names are taken on a first come/first serve basis, but the list may be randomized. The City of Boulder requires BHP to keep an interest list for city-funded properties.

**First-come, First-serve** – units are listed on the website as available and are filled by the applicant who first shows up and is eligible.

**Lottery** – used by the HCV program. The lottery levels the playing field among the applicants since it is not a first-come, first-served situation. Everyone who applies during the lottery has an equal chance of “winning”. The goal is to offer vouchers to the winning lottery numbers within 12 months of the numbers being drawn.

**Local Preference** – for those applicants who live and/or work within the city limits of Boulder. (For HCV, we have proposed expanding this to all of Boulder County, to be adopted in November).

**Elderly/Persons with Disabilities Preference** – for single head of households, they must be either elderly (55 and over, or 62 and older, depending on the program/property) or a persons with disabilities.

**Bringing School Home** – for families who have a child under the age of six.

*Preferences can be applied to a wait list, interest list, or lottery.*



Program Type	# of Units	Application Method	Preference/Restriction*	Affordability (AMI)	Properties
Public Housing	47	Waitlist, Referral from and Partnership with CPWD (AC)	Local, Elderly/Disabled, Families with Children (MD)	0 - 80%	Arapahoe Court, Madison
Project-Based Contract	116	Waitlist	Local, Elderly/Disabled, Families with Children (GW)	0 - 50%	Canyon Pointe, Glen Willow
Boulder Affordable Rentals	310 (35 PBV)	Interest list, Family Self Sufficiency (WL), Referral by Boulder Shelter (CAS, CED)	Local (CAS, CED, WL), Chronically homeless (CAS, CED)	0 - 60%	Arapahoe East, Bridgewalk, Cedar, Casey, Dakota Ridge, Foothills, Hayden Place, Midtown, Sanitas Place, Tantra Lake, Twin Pines, Vistoso, Whittier, Woodlands
Tax Credit	616 (364 PBV)	Interest list, Bringing School Home waitlist held by EFAA (BE, DC, IH, KA, MN)	Local (PBV properties), Elderly (HM, WP), Elderly/Disabled (NP), Natural Disaster Displacement (PP)	0 - 60%	Broadway East, Broadway West, Diagonal Court, High Mar, Holiday, Iris Hawthorn, Kalmia, Lee Hill, Manhattan, Northport, Palo Park, Red Oak Park, Walnut Place, WestView
Market Rate	284	First-come, first-served	None	N/A	101 Canyon, Bridgewalk, Casey, Cedar, Cornell House, Foothills, Tantra Lake, Twenty 37

\*The City of Boulder requires that accessible units have a preference for people with disabilities.

Housing Choice Vouchers	# of Vouchers in Type	Application Method	Preference/ Restriction	Affordability	Properties
Moving to Work	850	Lottery	Local, Elderly/ Disabled, Families with Children	0 - 50%	399 Project Based Vouchers in BHP properties
Non-Elderly Disabled	181	Lottery	Local, Young (less than 62) and Disabled	0 - 50%	
Mainstream	78	Lottery/ Referrals	Local, Young (less than 62) and Disabled	0 - 50%	
Perm. Supportive Housing	63	BC Coordinated Entry	Chronically Homeless	0 - 30%	Lee Hill, Holiday (10 PBV units)

# MEMO

**To:** Board of Commissioners  
**From:** Karen Kreutzberg  
**Date:** October 10, 2018  
**Re:** **2019 MTW Annual Plan – Resolution #20**

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## **Background**

As a Moving to Work agency, we are required to submit an annual plan which includes proposing any new initiatives we will pursue in the coming year. 2019 will be our eighth year participating in the demonstration program and we currently have 16 existing activities. There is significant administrative cost to implement and report annually on each activity. In addition, most new activities have a direct impact on our residents or participants.

## **Analysis**

Based on discussion at the July 11, 2018 Board meeting, it was decided to submit the 2019 MTW Annual Plan with no new activities proposed to HUD. No public comments were received, and no one attended the public hearing.

## **Recommendation**

Approve the 2019 MTW Annual Plan for submission to HUD.

## **Action Requested**

Adoption of Resolution #20.

**RESOLUTION #20  
SERIES 2018**

**CERTIFICATIONS OF COMPLIANCE**

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OFFICE OF PUBLIC AND INDIAN HOUSING**

**Certifications of Compliance with Regulations:  
Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (01/01/2019), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.



# MEMO

**To:** Board of Commissioners  
**From:** Jeremy Durham  
**Date:** October 10, 2018  
**Re:** **Proposed 2019 Board Calendar**

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In 2018 the Board agreed to modify its Board meeting calendar to balance our goals of oversight, transparency, and robust Board input. Based on the success of this schedule, Val, Dick, and I propose to generally continue this meeting schedule for 2019. We propose the Board meet on the second Wednesday of the month from 9am- 11:30 am except when noted on the calendar outlined below. We also propose the addition of two lengthier meetings in April and October for Strategic Planning discussions and to propose reinstating a Board recess in August.

In terms of Committee meetings, there will be a slight change in schedule with the Development Committee meeting on the second Monday of the month from 3:00-4:00 pm, and the Finance Committee meeting on that same Monday from 4:00-5:00 pm, except when holiday schedules dictate the meeting be held on a Tuesday. The NPG Committee and Outreach Committee will continue to meet on an as needed basis.

As in 2018, we anticipate holding 1-2 Board meetings at BHP's communities in order for Board members to see those communities firsthand and to provide better access for residents to BHP's leadership.

## 2019 BHP Commissioner's Calendar

DATE	GROUP	TIME
Mon. Jan. 7	Development Committee	3:00-4:00
Mon. Jan. 7	Finance Committee	4:00-5:00
Wed. Jan 9	Board Meeting	9:00-11:30
Mon. Feb. 11	Development Committee	3:00-4:00
Mon. Feb. 11	Finance Committee	4:00-5:00
Wed. Feb. 13	Board Meeting	9:00-11:30
Mon. Mar. 11	Development Committee	3:00-4:00
Mon. Mar. 11	Finance Committee	4:00-5:00
Wed. Mar. 13	Board Meeting	9:00-11:30
Mon. Apr. 8	Development Committee	3:00-4:00
Mon. Apr. 8	Finance Committee	4:00-5:00
Wed. Apr. 10	Board Meeting & Strategic Plan Retreat	9:00-2:30
Mon. May 6	Development Committee	3:00-4:00
Mon. May 6	Finance Committee	4:00-5:00
Wed. May 8	Board Meeting	9:00-11:30
Tues. June 11	Development Committee	3:00-4:00
Tues. June 11	Finance Committee	4:00-5:00
Wed. June 12	Board Meeting	9:00-11:30
Mon. July 8	Development Committee	3:00-4:00
Mon. Jul. 8	Finance Committee	4:00-5:00
Wed. July 10	Board Meeting	9:00-11:30
August	Board Recess	N/A
Mon. Sept. 9	Development Committee	3:00-4:00
Mon. Sept. 9	Finance Committee	4:00-5:00
Wed. Sept. 11	Board Meeting	9:00-11:30
Mon. Oct. 7	Development Committee	3:00-4:00
Mon. Oct. 7	Finance Committee	4:00-5:00
Wed. Oct. 9	Board Meeting & Strategic Plan Retreat	9:00-2:30
Tues. Nov. 12	Development Committee	3:00-4:00
Tues. Nov. 12	Finance Committee	4:00-5:00
Wed. No. 13	Board Meeting	9:00-11:30
Mon. Dec. 9	Development Committee	3:00-4:00
Mon. Dec. 9	Finance Committee	4:00-5:00
Wed. Dec. 11	Board Meeting	9:00-11:30

# FUTURE BOARD ITEMS

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

	<b><u>Anticipated Date</u></b>
• Real Estate Matters	October 2018 (Special Meeting)
• 2019 Budget	November 2018
• 2019 Work Plan/Strategic Priorities	November 2018
• Project Basing Vouchers	4 <sup>th</sup> Quarter 2018
• Walnut Place Homeless Preference	4 <sup>th</sup> Quarter 2018
• Increased Section 8 Voucher Capacity	4 <sup>th</sup> Quarter 2018
• Foundation Update and Board Get Together	1 <sup>st</sup> Quarter 2019
• Services for Families / Bringing School Home	1 <sup>st</sup> Quarter 2019
• Meeting Recording Retention Policy	1 <sup>st</sup> Quarter 2019
• LIHTC and 80% Area Media Income Averaging	1 <sup>st</sup> Quarter 2019
• Regional Housing Partnership	1 <sup>st</sup> Quarter 2019
• Property Tax Exemption Policy	2 <sup>nd</sup> Quarter 2019
• Kurt Firnhaber	2 <sup>nd</sup> Quarter 2019
• Strategic Planning Retreat	2 <sup>nd</sup> Quarter 2019
• Services for Seniors and People with Disabilities	As Time Allows