



## Agenda

RHA Board of Directors  
November 9<sup>th</sup> 2023 2:00- 4:00 p.m.

Center for Innovation  
Durango Downtown Mall  
<https://us06web.zoom.us/j/89868478748>

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### A. Call Meeting to Order

### B. Introductions and Roll Call

1. Identification of any actual or perceived conflicts of interest

### C. Public Comment

### D. Approval of Agenda

### E. Approval of Consent Agenda

1. October 2023 Minutes
2. October 2023 Financial Statements

### F. Presentations and Engagement with Non-RHA Entities

1. Silver Nest - Liza Tregillus & Collin Rader

### G. Alliance Updates

1. Catalyst Fund Updates – Mike French & Sarah Tober
2. 2023 Goals Tracking – Sarah Schwartz & Sarah Tober
3. Alliance Scope of Work and Contract Updates – Mike French & Sarah Tober
4. Audit Exemption Approval – Sarah Tober

### H. Decision Items

1. Resolution 2023-06 ~ Establish a Public Fund Advisory Committee – Jenn Lopez
2. Resolution 2023-07 ~ 2024 Budget Adoption & Allocation – Mark Garcia

### I. Discussion/Updates

1. 2024 Strategic Plan – Sarah Tober
2. Working Group Creation – Jenn Lopez & Sarah Schwartz
3. Library District Updates – Marsha Porter-Norton
4. RHA Website and Project Dashboard – Sarah Schwartz
5. Grant Tracking – Sarah Schwartz
6. Prop 123 Updates – Eva Henson & Sarah Tober

### J. Member Updates

1. La Plata County
2. Member at Large
3. Town of Ignacio
4. Town of Bayfield
5. City of Durango

### K. Adjournment



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1. October 2023 Minutes (p. 2)
2. October 2023 Financial Statements (p. 9)

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1. Silver Nest - Liza Tregillus & Collin Rader

**G. Alliance Updates**

1. Catalyst Fund Updates – Mike French & Sarah Tober
2. 2023 Goals Tracking – Sarah Schwartz & Sarah Tober (p. 13)
3. Alliance Scope of Work and Contract Updates – Mike French & Sarah Tober (p. 17)
4. Audit Exemption Approval – Sarah Tober (p. 26)

**H. Decision Items**

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1. 2024 Strategic Plan – Sarah Tober (p. 32)
2. Working Group Creation – Jenn Lopez & Sarah Schwartz (p. 39)
3. Library District Updates – Marsha Porter-Norton
4. RHA Website and Project Dashboard – Sarah Schwartz
5. Grant Tracking – Sarah Schwartz (p. 40)
6. Prop 123 Updates – Eva Henson & Sarah Tober (p. 43)

**J. Member Updates**

1. La Plata County
2. Member at Large
3. Town of Ignacio
4. Town of Bayfield
5. City of Durango

**K. Adjournment**



**RHA Meeting Minutes**

Board of Directors

October 12, 2023, 2:00–4:00 p.m.

Durango Chamber of Commerce

2301 Main Ave Durango CO 81301

**A. MEETING CALLED TO ORDER** by Chairman Vaughn at 2:05 pm (00:00:00)

**B. INTRODUCTIONS AND ROLL CALL** (00:00:00)

NAME	AFFILIATION	ATTENDANCE		
Marsha Porter-Norton	La Plata County, Commissioner	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> Online
Kevin Hall	La Plata County, Deputy Manager	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> Online
Gilda Yazzie	City of Durango, Councilor	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> Online
Eva Henson	City of Durango, Housing Innovation Manager	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Online
Kathleen Sickles	Town of Bayfield, Manager	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> Online
Brenna Morlan	Town of Bayfield, Trustee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> Online
Mark Garcia	Town of Ignacio, Manager	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> Online
Clark Craig	Town of Ignacio, Mayor	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Online
Patrick Vaughn	Member at Large	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> Online

**Others present:**

- Mike French, LPEDA
- J.J. Desrosiers, LPEDA
- Sarah Tober, LPEDA (online)
- Sarah Schwartz, LPEDA
- Nicol Killian, Town of Bayfield (online)
- Laurie Roberts, United Today, Stronger Tomorrow
- Lisa Bloomquist, HomesFund
- Joan Faunteaux, DAAR

**None present disclosed a conflict of interest.**

**C. PUBLIC COMMENT** (00:00:00)

There was no comment from the public.

**D. APPROVAL OF AGENDA** (00:00:00)

**Mark Garcia motioned to approve the agenda, and Marsha Porter-Norton seconded to approve the agenda. The motion passed by voice vote.**

**E. CONSENT AGENDA** (00:00:01)

The consent agenda consisted of the September 2023 Board Meeting Minutes and the September 2023 Financial Statements.

Vice-Chair Porter-Norton requested that the September 2023 Board Meeting Minutes be removed from the Consent Agenda so that a grammatical correction could be made.

**The Chair removed the September 2023 Board Meeting Minutes from the Consent Agenda.**

**Mark Garcia motioned, and Brenna Morlan seconded to approve the consent agenda. The motion passed unopposed by voice vote.**

At Chair Vaughn’s request, Vice-Chair Porter-Norton explained that in the September 2023 Minutes, a paragraph on the top of Page 7 containing Director Sickles Town of Bayfield updates was duplicated. With Director Sickles’s input, it was determined that the second such paragraph should be deleted.

**Marsha Porter-Norton moved, and Brenna Morlan seconded to approve the September 2023 Board Meeting Minutes with an amendment removing the second duplicated paragraph at the top of page seven. The motion passed unopposed by voice vote.**

**PRESENTATIONS AND ENGAGEMENT WITH NON-RHA ENTITIES** (00:01:29)

None scheduled or presented

**F. ALLIANCE UPDATES**

1. CATALYST FUND UPDATES – SARAH TOBER (00:01:35)

The LPEDA is still talking to the Durango Industrial Development Foundation (DIDF) and has learned that their executive committee is potentially interested in directing the money left over when they dissolve as an organization to the Fort Lewis College Foundation instead of the Catalyst Fund. Of the five DIDF executive committee members present at their last meeting, four were in favor of donating to the FLC Foundation, but other members are on the record supporting a donation to the Catalyst Fund. Mr. French has reached out to Tom Stritikus and Melissa Mount at the Foundation to attempt to create a collaborative way forward. Mr. French will meet with Ms. Mount next week and will keep the Board informed. Chair Vaughn recently met with Steve Schwartz from Fort Lewis College about faculty housing and brought up the possibility of creating a mutually beneficial solution for the community and FLC.

Ms. Tober added that round two of the Catalyst Fund is open until October 31st. They had a successful webinar that is now up on the Catalyst Fund webpage of the LPEDA website. So far, this application round has not been as busy as the last one.

Chair Vaughn requested that a link to the Catalyst Fund page be added to the RHA website as well.

2. 2023 GOALS TRACKING – SARAH TOBER (00:07:48)



The RHA's website is up and serving as a hub of housing information and continues to be refined. Everything set out to do with the Catalyst Fund has been accomplished and now just needs to be maintained. All member governments have opted into Prop 123, and now it needs to be determined what kinds of funds can be applied for and who can apply, including the RHA.

LPEDA staff have been meeting with employers as part of working on revamping the rental assistance program. This has dovetailed neatly with their work on Project RUN.

3. RHA BOARD RETREAT – SARAH SCHWARTZ (00:10:00)

The strategic planning session will occur on October 24<sup>th</sup> and 25<sup>th</sup> at the Bank of Colorado board room. It will be facilitated by Clark Anderson from Community Builders. The session should result in a fully implementable strategic plan when completed. In preparation for this session, a questionnaire was distributed to the Board, which Chair Vaughn asked that all Board Members respond to by the 13<sup>th</sup> of October. Treasurer Garcia and Director Sickles voiced concern that Mr. Anderson may not fully understand what the RHA is working toward since the questions seemed slightly generic. Chair Vaughn and Ms. Tober were surprised, as they had spent considerable time with Mr. Anderson in preparation for the strategic planning session. They agreed to follow up to ensure he fully understands the needs and desires of the RHA for this session. Vice-Chair Porter-Norton also spent about half an hour talking to Mr. Anderson and recommended he read the 3-Year Workforce Housing Investment Strategy to determine how we build the session off it and not start from scratch. The key issue will be a funding source, and it will be important to identify the dollar amount needed and then determine what the best source(s) would be.

Chair Vaughn expressed that he doesn't see the RHA becoming a large entity but more of a clearing house. Vice-Chair Porter-Norton added that the RHA's current role is that of convener, tracker of data, and funder. Additionally, the question needs to be addressed if the RHA should expand to development and property ownership. It was also noted that any funding source (outside of grants) will likely need to go to a vote of the public.

Treasurer Garcia shared that he had recently come from a State Tourism Office meeting in which housing was identified as the number one issue of concern. However, no one present had any significant subject knowledge in housing. He suggested that perhaps the strategic plan should include education. Chair Vaughn agreed and added that the RHA is bringing the governments together in a way that he has never seen before, and that is a talking point worth promoting and a dynamic that should be protected.

4. WORKFORCE DEVELOPMENT AND HOUSING - ROSALINDA LINARES-GREY (00:24:35)

Mx. Linares-Grey introduced and explained Project RUN (Rural Upskill Network), which is creating a micro-credential curriculum specific to local industry needs, and how workforce and housing issues are closely aligned. Treasurer Garcia inquired about the need for foundational work compatible with modular developments and how that might align with Project RUN's work. Mr. French explained that while Project RUN's award was specifically for seed funding, Southwest Collab, in partnership with Pueblo Community College, had received the money dedicated to planning. Their proposal was precisely aligned with what Treasurer Garcia was describing, and he would like to make some introductions to this effect.

When asked if there have been any state funds related to the trades, Mr. French indicated that LPEDA, in partnership with the County, has funded and organized upskill programs on drone piloting, Network+, and Security+. Also, Western States College of Construction received part of the Opportunity Now grant. It was also discussed how the workforce issue could fit in nicely with our strategic plan.

## G. DECISION ITEMS

### 1. PRO HOUSING GRANT APPLICATION - SARAH SCHWARTZ (00:34:45)

This decision item was rendered moot early in the morning when the RHA's application for this grant was determined to be infeasible due to the timing of the submittal deadline, but LPEDA staff still desired input from the Board on whether they should continue to pursue grants of this kind. Even though this specific application was a long shot, it began the process of applying for federal grants. It was acknowledged that pursuing this type of opportunity is still very important for the RHA and that it may behoove the RHA to focus on foundation and state funding as the implementation of federal grants can be very complex and difficult.

### 2. NATIONAL FOREST SERVICE WORKFORCE HOUSING FEASIBILITY STUDY – SARAH TOBER (00:45:43)

Ms. Tober reminded the Board of the presentation from Dave Neely and Nick Glidden of the US Forest Service (USFS) in August regarding development opportunities on their Cole Ranch property. The original plan was for La Plata County to submit the Cole Ranch property to the Catalyst Fund for feasibility funding. Since then, USFS has also made a similar presentation to the Town of Bayfield regarding their headquarters property in Bayfield, and it was thought that the Town of Bayfield would also apply to the Catalyst Fund. The idea being to determine the feasibility of both properties in relation to USFS needs, including a headquarters and workforce housing.

However, Ms. Tober stated that it seems like it may be more expedient to submit only one application for both properties under a phase one/phase two structure. Doing so will allow the consultant, SEH, Inc., to include schematics for the Bayfield property. The expected cost of this feasibility study would be around \$30,000, and both studies are expected to happen regardless of whether the RHA is involved. However, she feels the RHA is a logical entity to present this phased application to the Catalyst Fund. Chair Vaughn acknowledged the long-term nature of this project but also that long-term solutions are still necessary for funding and future development.

Vice-Chair Porter-Norton brought up that while it is important for USFS to get housing, she would like to make sure that it is not only for their employees. However, Directors Sickles and Morlan countered that from their perspectives, USFS employees are residents of the Town of Bayfield and The County. Chair Vaughn stated that working with the Federal Government Takes a lot of time, and if they were to fund the study, it would take a lot of time. Director Hall also clarified that the feasibility study would be agnostic as to which property the units would be placed (i.e., Cole or their present property in Bayfield), but the desire is to get to the total units the properties would allow for new workforce housing.

Treasurer Garcia raised the issue of the perception of the RHA applying to the Catalyst Fund. Chair Vaughn and Director Garcia are on the committee, it was noted. There was not concern about this issue raised from The Board.

**Patrick Vaughn motioned, and Brenna Morlan seconded to apply to the Catalyst Fund for a feasibility study for the development of the US Forest Service properties in the amount of \$30,000 contingent on the renewal of the Federal Flexible Partnership Act. The motion passed unopposed by roll call voice vote.**

3. 5TH AMENDED AND RESTATED BYLAWS ADOPTION – J.J. DESROSIERS (01:01:29)

The Board decided that the hypotheticals would be better placed as an addendum at the end of the document.

Director Hall pointed out some grammatical errors on Page 11, Line 7, of the 2<sup>nd</sup> relined paragraph, which currently reads “and if not, it no director opposes it,” and should read “if no director opposes it.” As well as the last sentence on page 13 of the Bylaws, which currently reads, “The foregoing Amended and Restated Bylaws were approved and adopted as the Bylaws of the La Plata County Regional Housing **Authority**,” and should read, “Bylaws of the La Plata County Regional Housing **Alliance**,”.

**Marsha Porter-Norton motioned, and Brenna Morlan seconded to approve the 5<sup>th</sup> Amended and Restated Bylaws with the grammatical changes proposed by Director Hall and the Hypotheticals moved to an addendum at the end of the document. The motion passed unopposed by roll call voice vote.**

4. NEIGHBORWORKS SOUTHERN COLORADO CONSULTING PARTNERSHIP WITH HOMESFUND - LISA BLOOMQUIST (01:06:08)

Ms. Bloomquist explained that as of September 1<sup>st</sup>, 2023, Fannie Mae (Federal lending program) has adopted new rules regarding deed restrictions. These new rules may have a lot of repercussions on how entities can structure projects. All of those projects will need to be financed, and Fannie Mae and Freddie Mac are the biggest players. Furthermore, Freddie Mac is also expected to change their rules and requirements. Changing the rules has created a lot of confusion, and given the importance of deed restrictions, Ms. Bloomquist said she would like to get ahead of it. She has worked with NeighborWorks Southern Colorado (NWSoco), whom she finds incredibly insightful. She asked the RHA to join with the HomesFund in the consulting contract to get a review and stated that NWSoco’s rate is \$125 an hour. Chair Vaughn inquired about an hour cap and asked if other individuals were going to be involved. It was determined that Ms. Schwartz and Tober would be involved. It was agreed that the concept is supported, but budgetary details need to be determined.

Ms. Tober said that this supports Goal #5 and could come out of the operations line item. Director Hall asked what an alternative funding source may be and the precedence of providing funding to a third-party organization. While considerations of budget are important, this opportunity seems important as well, it was agreed.

**Mark Garcia motioned, and Katie Sickles seconded to approve a \$1,250 funding commitment with HomesFund to work with NeighborWorks Southern Colorado for the development of deed restrictions and to involve RHA staff in training. The motion passed unopposed by roll call voice vote.**

5. 2024 BUDGET-MARK GARCIA (01:23:02)

Per the previous question, the RHA has added a line item for training. The budget is fairly straightforward, and the miscellaneous line item has grown slightly, and grant funding remains. If there is an opportunity that presents itself, a budget revision can be submitted. Amounts are in alignment with member government expectations. The final adoption is set for November 9<sup>th</sup>.

**Mark motioned, and Marsha seconded to proceed with the budget draft as presented. The motion passed unopposed by voice vote.**

6. HOUSING NEEDS ASSESSMENT – SARAH TOBER (01:30:33)

Ms. Tober explained that pursuant to the Board’s desire to conduct an updated housing needs assessment. SEH Inc. and the Southern Ute Indian Tribe have completed a housing assessment recently, but it has a lot of redacted information. The Root Policy study is more recent, being from 2021. However, The RHA will need to make a Request of Proposal (RFP) to conduct a housing needs assessment and will need to be very clear about what data we need to avoid overpaying. We want to know the needed number of housing units and benchmarks every year and a broad array of what the unit product should look like.

The RHA has an RFP draft but needs the Board to review it before it can be sent out for bids. The question was asked: How much will RHA be able to spend on this line item with the Colorado Housing and Finance Authority (CHFA) covering 50%? The Board was unsure where the RHA’s 50% contribution would come from.

**Brenna motioned, and Porter-Norton seconded to seek an RFP for a housing needs assessment. The motion passed unopposed by voice vote.**

**H. DISCUSSION/UPDATES** (01:39:12)

1. GRANT MATRIX – SARAH SCHWARTZ (01:39:20)

Bayfield received \$2 million for Cinnamon Heights, but the State of Colorado-Division of Housing will not release the funds until they attain the \$700,000 grant match. Director Sickles stated they are more aggressively looking for funding and have spoken with Chuck at LPC. They have already matched the funds with the purchase of the property. Vice Chair Porter-Norton claimed LPC is willing to do ARPA funds as previously stated by The Board. Pine River Commons is having a pre-application meeting for The Stronger Communities grant.

The City of Durango has fully executed its agreement for the Residences of Durango and has received \$1 million for the award. Durango has a groundbreaking scheduled for October 27<sup>th</sup>. Durango Crossing had a pre-application meeting with the State’s DOLA funding source for Stronger Communities.

The Town of Ignacio had a groundbreaking ceremony for Rock Creek, their housing project. Canyon construction has been retained for infrastructure construction.

2. PROP 123 UPDATES – SARAH SCHWARTZ (01:44:47)

The 120 units set to be built at the Residences of Durango will count the City of Durango’s baseline commitment for Proposition 123.

**I. MEMBER UPDATES**

1. CITY OF DURANGO (01:44:49)

The City of Durango had their budget meeting on Tuesday, and it looks promising on most submittals, but they are only budgeting a 1% increase. The City of Durango is also considering changing and updating the planning dept accessory dwelling units and building permits. They are also reevaluating the relevancy of Fair Share





Programs and will hold a planning meeting on October 23<sup>rd</sup> to determine planning amendment, which will go before the City Council in November or December. If approved, those amendments will take effect in January 2024. Finally, the Residences at Durango groundbreaking event will be on Friday, October 27<sup>th</sup>, at 10 a.m., and RHA board members are invited to attend.

**2. MEMBER AT LARGE** (01:47:50)

A whitepaper on condominium development, as it relates to construction defect policy, was sent to the board. Chair Vaughn stated that to solve the issue related to condominiums not being built. He feels the State Legislature should create a law around the following three issues: 1) Plaintiff's attorneys should not be paid on a contingency fee basis; 2) Plaintiff's attorneys' monetary compensation should not be more than 10% of any total claim; 3) The client must use any approved claim to fix the issues on the home that gave rise to the claim within 12 months of the claim award. It was added that the Colorado Sun newspaper also recently wrote an article on why condos are not being built in Colorado.

**3. TOWN OF IGNACIO** (01:49:24)

The Town is continuing with its projects and is continuing to meet with Fading West on modular housing and the Southern Ute Indian Tribe. They will need some interim construction money, and they would like to put a trade group together specializing in modular foundations that would help Fading West.

**4. TOWN OF BAYFIELD** (01:51:02)

The Town's Comp Plan is out for public review, with public hearings on the 14<sup>th</sup> and 21<sup>st</sup> of November to review and hopefully adopt for updates to the land use code.

**5. LA PLATA COUNTY** (01:51:30)

The County is working to implement the State grant it received for Westside and installing infrastructure to help with annexation. The Adventure Inn is another project that is being worked on, which is bridge housing, and it's in the due diligence phase. The owner would be a nonprofit, Community Investment Alliance. The County has in its draft 2024 budget funds to help with housing, in the amounts of \$10,208 for HomesFund and \$60,000 for Housing Solutions.

Ms. Bloomquist added that the Homes Fund year-end celebration party and fundraiser is on Thursday, 10/26, at Zia's Cantina from 4:30-6:30 p.m.

**J. MEETING ADJOURNED** by Chairman Vaughn at 3:59 pm (01:53:21)

**Recording:**

[https://us06web.zoom.us/rec/share/\\_DeFc6wQIXdCEnXdQ8FdL-DCB8GiQVcYd-yDGSFgzSI8fr4Ik82kZ4yQaGR8QI9m.KyoRSJejm9Sg7CEn](https://us06web.zoom.us/rec/share/_DeFc6wQIXdCEnXdQ8FdL-DCB8GiQVcYd-yDGSFgzSI8fr4Ik82kZ4yQaGR8QI9m.KyoRSJejm9Sg7CEn)

Passcode: ! \$ 1 z m N \$ f



11/01/23  
 Accrual Basis

**Regional Housing Alliance of La Plata County**  
**Statement of Assets, Liabilities, & Net Assets**  
 As of October 31, 2023

	<u>Oct 31, 23</u>	<u>Oct 31, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Operating Funds (Unrestricted)	270,070.56	229,036.72	41,033.84
<b>Total Checking/Savings</b>	270,070.56	229,036.72	41,033.84
<b>Other Current Assets</b>			
1400 · Prepaid Expenses	281.87	263.57	18.30
<b>Total Other Current Assets</b>	281.87	263.57	18.30
<b>Total Current Assets</b>	270,352.43	229,300.29	41,052.14
<b>Other Assets</b>			
1700 · Lease Deposit	350.00	0.00	350.00
<b>Total Other Assets</b>	350.00	0.00	350.00
<b>TOTAL ASSETS</b>	<b><u>270,702.43</u></b>	<b><u>229,300.29</u></b>	<b><u>41,402.14</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>	0.00	0.00	0.00
<b>Total Liabilities</b>	0.00	0.00	0.00
<b>Equity</b>			
2053 · Unrestricted Net Assets	219,363.17	262,509.87	(43,146.70)
2054 · Reserved for Emergencies	3,967.00	2,700.00	1,267.00
Net Income	47,372.26	(35,909.58)	83,281.84
<b>Total Equity</b>	270,702.43	229,300.29	41,402.14
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>270,702.43</u></b>	<b><u>229,300.29</u></b>	<b><u>41,402.14</u></b>

## Regional Housing Alliance of La Plata County Statement of Revenues & Expenditures vs Budget

11/01/23

Accrual Basis

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Unrestricted Revenues</b>				
<b>3100 · IGA Member Contribution Revenue</b>				
3101 · City of Durango	72,000	72,000	0	100%
3102 · La Plata County	137,250	137,250	0	100%
3103 · Town of Ignacio	4,500	4,500	0	100%
3104 · Town of Bayfield	11,250	11,250	0	100%
<b>Total 3100 · IGA Member Contribution Revenue</b>	225,000	225,000	0	100%
3121 · Interest Income - Bank Accounts	0	200	(200)	0%
<b>Total 3000 · Unrestricted Revenues</b>	225,000	225,200	(200)	100%
<b>Total Income</b>	225,000	225,200	(200)	100%
<b>Expense</b>				
<b>4315 · Professional Services</b>				
4398 · Prof'l Services - Admin Fee	19,000	19,000	0	100%
4005 · Prof Serv Audit Fees	0	6,000	(6,000)	0%
4322 · Prof'l Services- Legal Fees	3,298	2,200	1,098	150%
4323 · Prof'l Services- Website	0	900	(900)	0%
4394 · Prof'l Services-Hsng Strategy	148,333	148,333	0	100%
<b>Total 4315 · Professional Services</b>	170,632	176,433	(5,802)	97%
4060 · Dues and Subscriptions	345			
4080 · Liability Insurance	1,410	1,333	76	106%
4122 · Office Expense	480	4,917	(4,437)	10%
4340 · Rent	3,500	3,500	0	100%
4360 · Telephone & Internet	261	500	(239)	52%
6240 · Miscellaneous	1,000	833	167	120%
<b>Total Expense</b>	177,628	187,517	(9,889)	95%
<b>Net Ordinary Income</b>	47,372	37,683	9,689	126%
<b>Net Income</b>	<b>47,372</b>	<b>37,683</b>	<b>9,689</b>	<b>126%</b>

**Regional Housing Alliance of La Plata County  
Revenues & Expenditures Detail**

11/01/23

October 2023

Accrual Basis

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>											
<b>Expense</b>											
<b>4315 · Professional Services</b>											
<b>4398 · Prof'l Services - Admin Fee</b>											
Bill	10/01/2023			La Plata Economic Development ...	mo admin	Unrestricted E...		200...	1,900.00		1,900.00
Total 4398 · Prof'l Services - Admin Fee									1,900.00	0.00	1,900.00
<b>4322 · Prof'l Services- Legal Fees</b>											
Bill	10/01/2023	4298		Law Office of David Liberman	bylaws work, minutes & resolution review	Unrestricted E...		200...	810.00		810.00
Total 4322 · Prof'l Services- Legal Fees									810.00	0.00	810.00
<b>4394 · Prof'l Services-Hsng Strategy</b>											
Bill	10/01/2023			La Plata Economic Development ...	mo contract for 2023	Unrestricted E...		200...	14,833.33		14,833.33
Total 4394 · Prof'l Services-Hsng Strategy									14,833.33	0.00	14,833.33
Total 4315 · Professional Services									17,543.33	0.00	17,543.33
<b>4080 · Liability Insurance</b>											
General Journal	10/31/2023	FY 20 ...			monthly liab insurance expense	Unrestricted E...		140...	140.97		140.97
Total 4080 · Liability Insurance									140.97	0.00	140.97
<b>4340 · Rent</b>											
Check	10/01/2023	bp		Durango Chamber of Commerce	mo rent	Unrestricted E...		100...	350.00		350.00
Total 4340 · Rent									350.00	0.00	350.00
<b>4360 · Telephone &amp; Internet</b>											
Check	10/01/2023	bp		Fastrack Communications, Inc.	mo service	Unrestricted E...		100...	27.24		27.24
Total 4360 · Telephone & Internet									27.24	0.00	27.24
Total Expense									18,061.54	0.00	18,061.54
Net Ordinary Income									18,061.54	0.00	(18,061.54)
<b>Net Income</b>									<b>18,061.54</b>	<b>0.00</b>	<b>(18,061.54)</b>

**Regional Housing Alliance of La Plata County**  
**Budget Overview this Fiscal Year**  
 January through December 2023

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	Jan - Dec 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3900 · Grant Revenue	500,000.00
3000 · Unrestricted Revenues	
3100 · IGA Member Contribution Revenue	
3101 · City of Durango	72,000.00
3102 · La Plata County	137,250.00
3103 · Town of Ignacio	4,500.00
3104 · Town of Bayfield	11,250.00
<b>Total 3100 · IGA Member Contribution Revenue</b>	<b>225,000.00</b>
3121 · Interest Income - Bank Accounts	250.00
<b>Total 3000 · Unrestricted Revenues</b>	<b>225,250.00</b>
<b>Total Income</b>	<b>725,250.00</b>
<b>Expense</b>	
4002 · Grants Distributed	500,000.00
4004 · Matching Grants Distributed	100,000.00
4080 · Liability Insurance	1,600.00
4122 · Office Expense	5,900.00
4315 · Professional Services	
4398 · Prof'l Services - Admin Fee	23,000.00
4005 · Prof Serv Audit Fees	6,000.00
4322 · Prof'l Services- Legal Fees	2,500.00
4323 · Prof'l Services- Website	1,200.00
4394 · Prof'l Services-Hsng Strategy	178,000.00
<b>Total 4315 · Professional Services</b>	<b>210,700.00</b>
4340 · Rent	4,200.00
4360 · Telephone & Internet	600.00
6240 · Miscellaneous	1,000.00
<b>Total Expense</b>	<b>824,000.00</b>
<b>Net Ordinary Income</b>	<b>(98,750.00)</b>
<b>Net Income</b>	<b>(98,750.00)</b>

ACTION	STATUS	Dec	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	NOTES
<b>#1 Centralize area housing information and resources</b>	In progress														
<i>subtask #1 Build a hub</i>	Complete														Completed in September 2023
<i>subtask #2 Fact Sheet/Presentation</i>	Complete														Completed in March 2023
<i>subtask #3 Website</i>	Complete														Completed in September 2023
<i>subtask #4 Public Outreach/Support</i>	Ongoing														
<b>#2 Fund workforce housing</b>	In progress														
<i>subtask #1 Catalyst Fund</i>	Ongoing														
<i>subtask #2 Startup Fund</i>	Complete														Completed in February 2023
<i>subtask #3 Develop Process</i>	Complete														Completed in March 2023
<i>subtask #4 Hire Coordinator</i>	Complete														Completed in December 2022
<i>subtask #5 Inventory Projects</i>	Ongoing														
<i>subtask #6 Define Joint Outcomes</i>	In progress														Will complete strategic planning session with the board Oct. 24 and 25
<i>subtask #7 Catalyst fundraising</i>	Ongoing														
<i>subtask #8 Apply for Prop 123</i>	Ongoing														Looking into funding opportunities related to Prop 123
<i>subtask #9 County or municipal tax for workforce housing</i>	In progress														
<i>subtask #9 Catalyst Fund Grant Writing</i>	Ongoing														
<i>subtask #9 Tracking Opportunities</i>	Ongoing														
<i>subtask #10 Grant Writing in collab with public partners</i>	Ongoing														
<i>subtask #9 Grant Writing</i>	In progress														
<i>subtask #10 Apply for 3 grants</i>	In progress														
<i>subtask #11 Manage all awarded projects</i>	Yet to begin														
<b>#3 Support area housing efforts</b>	In progress														
<i>subtask #1 Write letters of support</i>	Ongoing														
<i>subtask #2 Public meeting support</i>	Ongoing														
<i>subtask #3 Educational forums/webinars</i>	Ongoing														Chamber of Commerce Eggs and Issues, DOH/CHFA Housing forum in Durango in July, DOH tech assistance education series in July. Webinars in the fall. Housing Roadmap Breakout Session at the Summit
<b>#4 Rental assistance</b>	In progress														
<i>subtask #1 Employer focus group series</i>	Yet to begin														
<i>subtask #2 Create program pilot</i>	Yet to begin														
<i>subtask #3 Work with employers to create rental assistance</i>	In progress														

<b>#5 Unite regional approach</b>	In progress																		
<i>subtask #1 Facilitate multi jurisdiction meetings</i>	Ongoing																		
<i>subtask #2 Deed Restriction</i>	Yet to begin																		
<i>subtask #3 Joint efforts on Prop 123</i>	In progress																		
<i>subtask #4 Public Partner Resources</i>	In progress																		
<i>subtask #5 Public partner housing barriers</i>	In progress																		
<i>subtask #6 Contractor barriers</i>	In progress																		
<i>subtask #7 Land use dept stakeholder barriers</i>	In progress																		
<i>subtask #8 Determine best path forward</i>	Yet to begin																		
<i>subtask #9 County or municipal tax for workforce housing</i>	Yet to begin																		
<i>subtask #10 Outline key measures for criteria</i>	Yet to begin																		
<i>subtask #11 Document expedition criteria</i>	Yet to begin																		
<i>subtask #12 Compile best practices</i>	In progress																		
<i>subtask #13 Land use code</i>	Yet to begin																		
<i>subtask #14 Professional service startup</i>	Complete																		Completed in Dec 2022

 Complete  
 Ongoing  
 Project Timeline



## Regional Housing Alliance (RHA) of La Plata County (LPC) First Year Objectives

### 1. Centralize area housing information and resources

- ~~Build a hub of housing information for LPC available to the public that includes area and state resources, current area projects and needs, and partner contact information (RHA and Alliance)~~
- ~~Create/update/maintain a La Plata County Workforce Housing Fact Sheet and Presentation (RHA and Alliance)~~
- ~~Initiate and implement website development and management (Alliance)~~
- ~~Inventory all projects in development and create/update a dashboard (Alliance and RHA)~~
- ~~Oversee public outreach and support (Alliance)~~

### 2. Fund workforce housing

- ~~Catalyst Fund (Alliance)~~
  - ~~Start up Catalyst Fund Committee of 7 members February 2023~~
  - ~~Develop rubric of criteria for project approval and application process March 2023~~
  - ~~Hire Technical Assistance and Coordinator December 2022~~
  - ~~Inventory projects and support as it compliments the RHA mission~~
  - ~~Define joint outcomes and build fundraising strategy around them~~
  - ~~Catalyst fundraising~~
- ~~Apply for Prop 123 (RHA and Alliance)~~
- ~~Study and support a county or municipal tax or fee for workforce housing (RHA)~~
- ~~Grant writing (Alliance)~~
  - ~~Grant prospecting and tracking both public and private opportunities (Ongoing)~~
  - ~~Grant writing and collaboration with public partners~~
  - ~~Apply for 3 large-scale grants in 2023 (\$500k and up)~~
  - ~~Manage all awarded projects~~

### 3. Support area housing efforts

- ~~Writing letters of support for entities applying for state or grant funds (i.e. HomesFund, Town of Bayfield, etc.) (Alliance)~~
- ~~Public meeting support for local private workforce housing developments that are deemed sound (RHA and Alliance)~~
- ~~Provide education forums and webinars (RHA and Alliance)~~

### 4. Rental assistance



- Coordinate and facilitate employer focus group series (Alliance)
- Create programming from pilot and work with public partners to incorporate programs (RHA and Alliance)
- Work with employers to create rental assistance program for FTEs (Alliance)

5. Unite regional approach to workforce housing policy and support project expedition

- Facilitate multiple jurisdiction meetings to discuss and determine best approach to development (RHA and Alliance)
- Determine joint deed restrictions approach
- Facilitate joint efforts on pursuing Prop 123 and adhering to county-wide guidelines
- Coordinate with public partner housing resources to expedite opportunities through land use and permitting (Alliance) policy changes process:
  - Review the barriers encountered by public housing partners (Alliance)
  - Review the barriers encountered by contractors
  - Meet with the land use department stakeholders and discuss the barriers
  - Determine whether or not the barrier is required/intended, codified, lack of resources, funding or a traditional practice.
  - Outline key measures that the local government could set as criteria for expedition
- Document expedition criteria
- Compile best practices, processes, list of contractors, and case studies (RHA and Alliance)
- Support review and refinement of land use code/building code in the county and municipality levels (RHA and Alliance)
- ~~Professional service to start up Office, Internet, Phone and Printing Costs (1 Year lease with option for 2 more years) December 2022~~

**EXHIBIT A**  
**SCOPE OF SERVICES & COMPENSATION**

Administrative Services are limited to:

- Filing any necessary papers at RHA Board's direction to renew RHA's insurance policy(s) in the amount including errors and omissions coverage, to ensure no lapse in coverage, the costs of the same to be paid by RHA.
- Collecting and opening mail and email correspondence forwarded by RHA to the Alliance and forwarding the correspondence to RHA's Board President and Executive Committee. The Alliance will reasonably assist RHA in transmitting RHA Board responses to correspondence.
- Supporting RHA Board Meetings set forth in Exhibit B, which shall include the following:
  - o Per the direction of the RHA Board President, creating an agenda and supporting documentation.
  - o Distributing the agenda to the Board.
  - o Taking minutes and drafting minutes of the meeting which will be at the following regularly scheduled Board Meeting.
- Maintaining RHA board meeting minutes and financial records obtained during the time of this Agreement. The Alliance does not know the status of the RHA's records prior to the original contract execution date hereof and is not responsible therefor.
- The Alliance shall be the official Custodian of the RHA's records. The Alliance will assist RHA in responding to any record requests made of the organization under applicable Colorado law. The cost of the same, including the payment of any necessary legal fees or court costs in complying with same or replying to record requests shall be promptly paid by RHA to the Alliance in addition to the annual payments. Files provided by RHA to the Alliance shall be kept in a locked and secure location.
- Update bank signatories
- Posting public notices of meetings, budget hearings, and other items required by Colorado Revised Statutes.
- Assisting RHA in meeting its deadlines as specified in Exhibit C: RHA Calendar.
- 40 hours of support for grant writing

Bookkeeping Services limited to:

- Providing bookkeeping services utilizing GAAP accounting processes
- Maintaining RHA books in QuickBooks from date of execution of this Agreement.

- Providing financial statements including Balance Sheet, Profit & Loss, and Budget to Annual statements to the RHA Board in the Board Packets
- Assist the RHA Board in scheduling the annual audit, as necessary, to be performed by an Audit Firm selected by RHA Board. Facilitate the audit by providing records in its possession as requested. Costs of audit and auditor contract to be the responsibility of the RHABoard.
- Assist RHA in complying with their audit and auditor's requests for information
- Assisting the RHA Board in preparing an annual budget for approval by the Board, when approved by the RHA Board file the budget and budget amendments with any additional agencies or persons as directed by RHA.
- File financial paperwork on behalf of the RHA with the State.
- Meet with RHA Treasurer to review financials as needed.

Administration and Bookkeeping Services provided in this scope of work shall include labor costs, rent, liability insurance, utilities, telephone, office supplies, and computer hardware and software. Other costs that the RHA may incur including, but not limited, to legal fees and costs, audit fees, PO Box costs, postage, mileage and travel (as authorized by the RHA Board), liability insurance renewal, payment of RHA Vendors and RHA invoices, are the responsibility of the RHA.

RHA shall pay the Alliance \$22,800 for Fiscal Year 2023 plus \$3,800 for November and December 2022.

If additional work is requested above and beyond what is listed in this Scope of Work, the hourly rate shall be: \$51.00/hour, billed at 15-minute increments.

Exhibit B

RHA Meeting Schedule 2023

At the July 27, 2021 Board Meeting, the Board approved a regular meeting schedule on the first Thursdays of the month from 2-4 pm. The following are dates for 2023. Any dates may be cancelled or rescheduled due to proximity of a federal holiday.

January 5, 2023

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023

June 1, 2023

July 6, 2023

August 3, 2023

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023

## **EXHIBIT C**

### **RHA Calendar of Important Dates**

No later than January 31: Adopted Budget filed with Department of Local Affairs

January/February: Set audit date with Auditors (when applicable)

March/April: Conduct audit (when applicable)

May/June: Audit presentation to Board and Accept Audit

- o No later than June 30, audit must be complete

No Later than July 31: audit must be filed with Office of the State Auditor

August: CIRSA Insurance renewal application

- o Sign and return by October 1

No later than October 15: Proposed budget must be presented to RHA Board

- o Notice of Budget must be published in advance of October Board Meeting

No later than December 31: RHA Board adopt annual Budget

- o Notice of Meeting must be published in advance of December Board Meeting

## **Exhibit A**

### **La Plata Economic Development Alliance (Alliance) and Regional Housing Alliance (RHA)**

#### **2023 Professional Services Scope of Work and Payment for Services**

- I. Programs- Alliance will provide the following services, which are as more fully described and detailed in the document entitled La Plata County 3-Year Workforce Housing Investment Strategy, which is incorporated herein by reference.**

- 1. Establish Housing Catalyst Fund - \$23,000**

The Catalyst Fund is a trust resource and is intended to compliment any other trust funds that public partners may create. The fund's objective is to stimulate workforce housing projects and enable them to be realized by helping offset costs that are preventing them from moving forward. The fund has flexibility but is intended to subsidize predevelopment, technical assistance and enable the dedication of inventory to workforce housing. Funding of the Catalyst Fund has been seeded by the Alliance via a grant and a commitment from La Plata County. Additional and matching funds are being sought from private local foundations that are business focused. The Alliance will leverage the RHA programming monies to fund raise and seek grant monies to continue to develop the Catalyst Fund.

The Catalyst Fund - The Alliance will engage in Workforce Housing Density Planning with individual developers based on a created framework and metric to qualify projects to incentivize and offset specific planning costs related to workforce housing.

#### **Objectives:**

- Start up Catalyst Fund Committee of 7 members
- Develop rubric of criteria for project approval and application process
- Hire Technical Assistance and Coordinator
- Inventory projects and prioritize them
- Define joint outcomes and build fundraising strategy around them
- Catalyst Fundraising

- 2. Grantwriting - \$40,000**

Funding is required for programming and execution of the three-year workforce housing plan. It will be imperative for public partners and the RHA to have long term sustainable funding sources. Short to midterm there will be several funding opportunities via State and Federal programs aimed at housing initiatives. In order for La Plata County projects to be competitive, we will have to have a multi-jurisdictional approach, have matching funds, like the Catalyst Fund, and projects that are vetted and ready so that there is more confidence in outcomes.

The RHA, as part of their funding strategy, identified tracking of state and federal funding opportunities as a goal of their 2021-2022 funding plan. The RHA member contribution funds can cover the cost of operations but does not have the capacity to implement large-

scale development projects needed to address the deficit of inventory in the regional housing market. Collaborative efforts to seek additional sources of funding is crucial for the success of the three-year housing strategy and the RHA's goals of achieving two or more development projects per year. The Alliance proposes to write grants and prospect for and track funding opportunities at a state and federal level that can help the RHA reach their development project goal. The Alliance will work with public and private partners to apply for no less than three large scale (\$500k and up) grants per year.

**Objectives:**

- Grant prospecting and tracking
- Grant writing and collaboration with public partners
- Apply for 3 large-scale grants in 2023 (\$500k and up)

**3. Rental Assistance - \$15,000**

Rental assistance is a significant pillar of workforce housing. Creating inventory is the ultimate objective but enabling workforce to enter long term leases is something that can be addressed short term. The Alliance has started a pilot project and expects to leverage this and any other program a public partner may have to propagate a program to all areas in the County.

**Objectives:**

- Create Programming from Pilot and work with public partners to incorporate programs
- Work with employers to create rental assistance program for FTEs

**4. Fast Track - \$5,000**

The Alliance will seek to coordinate with each public partner on what type of efficiencies in entitlement and planning can be gained for projects supported via the Catalyst Fund. The objective is to identify project that align with community priorities and therefore have them on an "Fast Track" if certain parameters are met. There are indications that grants are going to ask for efficiencies and even provide funding to help with process improvement. It would benefit all public partners to have the same definition of workforce and affordable housing and for the County to begin work on this section of the land use code to be aligned with the other public partners as well.

**Objective:**

- Alliance will work with public partners to develop fast track opportunities

**5. Project Coordinator – \$77,500**

The project coordinator will be an employee of the Alliance that is hired specifically to prioritize and implement strategies, track and report progress, and plan for future opportunities related to implementing the La Plata County 3-Year Workforce Housing

Investment Strategy. The project coordinator will work full time in that capacity. The project coordinator will be responsible for facilitating the catalyst fund committee, and also managing RHA grants, and implementing the three-year workforce housing strategy. The project coordinator will track and report on progress and engage in public outreach to garner continued support for housing and development.

**Objectives:**

- Manage Catalyst Fund Committee/application and funding
- Inventory All Projects and prioritize
- Inventory Grants and create funding timeline
- Coordinate and Facilitate Employer Focus Group Series
- Coordinate with Public Partner Housing Resources
- Manage all awarded projects
- Oversee public outreach and support generation

**6. Operational Structure - \$17,500**

The Alliance will start up the basic level of operational structure that is required to support the Board of Directors of the RHA. This is different than the administrative support and includes operational costs such as obtaining a lease for a physical location, a digital presence, a brand, and to cover in part Alliance operational costs such as legal and insurance.

**Objectives:**

- Professional service to start up Office, Internet, Phone and Printing Costs (1 Year lease with option for 2 more years)
- Website Development and Management

**7. Budget Total: \$178,000 for the entire one year term.**

**8. Payment Schedule: \$14,833.33 paid to the Alliance on the first of each month during the term of the contract for each month the contract is in effect.**

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La Plata County Regional Housing Alliance

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Date



## **Exhibit B**

### **Timeline of La Plata Economic Development Alliance Performance on Professional Service Contract for Regional Housing Alliance related to Three Year Housing Plan**

#### **Project Coordinator**

Hire and Train December 2022

#### **Operations**

Office Jan 2023 1 Year Lease with 2 Year Option

Web Development– Q1 2023

Web Deployment and Updates– Q2-Q4 2023

#### **Rental Assistance Program**

Development Q1 2023

Deployment Q2-Q4 2023

#### **Fast Track**

Evaluation Q1 2023

Implementation Q2-Q4 2023

#### **Grant**

Inventory and Tracking – Dec 2022-Q4 2023

Grant Writing – Begin Q1 2023

#### **Catalyst Fund**

Committee- Dec 2022

Orientation and Rule Making Q1 2023

Project Application, Evaluation and Funding – Q1 2023-Q4 2023

Fundraising and Foundation Commitment Q1 2023

Contract Housing Consultant for SOW on Catalyst Fund Fundraising, Rule Making and Grant Writing Dec 2022



OFFICE OF THE STATE AUDITOR • LOCAL GOVERNMENT AUDIT DIVISION  
KERRI L. HUNTER, CPA, CFE • STATE AUDITOR

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October 27, 2023

Board Of Directors  
Regional Housing Alliance of La Plata County  
2301 Main Ave.  
Durango, CO 81301

RE: 7307.00

To Whom it May Concern:

We have reviewed the Application for Exemption from Audit of the Regional Housing Alliance of La Plata County. Based on our review, the application for the year ended 12/31/2022 is approved.

If we may be of any assistance to you, please feel free to call us at 303-869-3000. For further resources see our web site at: [www.colorado.gov/auditor](http://www.colorado.gov/auditor)

Sincerely,

Crystal L. Dorsey, CPA  
Local Government Audit Manager



REGIONAL  
HOUSING  
ALLIANCE

**RESOLUTION NO. 2023-06**

(Pursuant to 29-1-108, C.R.S.)

**A RESOLUTION OF THE REGIONAL HOUSING ALLIANCE (RHA) OF LA PLATA COUNTY TO ESTABLISH A SUSTAINABLE FUNDING SOURCE FOR HOUSING ADVISORY COMMITTEE**

**WHEREAS**, The RHA was established in 2005 to assist its local government members Bayfield, Ignacio, Durango, and La Plata County to create affordable housing opportunities and adopt a sustainable local funding source for housing activities,

**WHEREAS**, as a multi-jurisdictional housing authority, the RHA has multiple powers including to plan, finance, acquire, construct/reconstruct/repair, maintain, manage, and operate housing projects and programs pursuant to a multi-jurisdictional agreement. And specifically, Per Statute 29-1-204.5(7.5) a multi-jurisdictional housing authority may levy, in all the area within the boundaries of the authority, a sales or use tax, or both, at a rate not to exceed one percent, consistent with sales or use tax levied by the state. The tax imposed is in addition to any other sales or use tax imposed pursuant to law and exempt from the limitation imposed by section 29-2-108. The sales tax will be collected by the Department of Revenue and must be approved by the eligible voters. The RHA can also Levy an ad valorem property tax (not to exceed five mills), a sales and/or use tax (the rate not to exceed one percent); or Establish development impact fees so long as: no portion of the authority is located in a county with a population of more than one hundred thousand and so long as the fee is not levied upon development, construction, permitting, or otherwise in connection with low- or moderate-income housing or affordable employee housing, and the rate is two dollars per square foot or less.

**WHEREAS**, the RHA board has recently established goals moving forward which include coordinating education and technical assistance offerings throughout the county, assisting with grants for projects and exploring a dedicated funding source for housing in La Plata County.

**WHEREAS**, the state of Colorado has increased funds for affordable housing through Proposition 123; the RHA sees a need to explore an opportunity to establish a local housing fund source through a public funding strategy as defined under its powers as a multijurisdictional housing authority. This would not only aid existing projects in the development process that need additional resources but would also help future housing projects in the region be more competitive for proposition 123 funding and other state and federal housing resources.

**WHEREAS**, the RHA membership believes that there is sufficient interest and support from the local community to explore a public funding stream for housing in 2024 as a primary strategy for the organization;

**WHEREAS**, the RHA is best positioned to facilitate this effort; the RHA board authorizes staff and consultants to assist with the establishment of a Housing Fund Advisory Committee to explore options to raise funds for below market housing development in La Plata County.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Regional Housing Alliance of La Plata County, Colorado:

SECTION 1. Establishes a Sustainable Funding Source for Housing Advisory Committee with the following membership (see attached table):

SECTION 2. RHA board authorizes La Plata Economic Development Alliance staff and DOLA technical assistance consultants Community Builders and Project Moxie to manage this process over the next four months and to report back to the board by April 30, 2024, with recommendations regarding a strategy to establish a countywide housing trust fund or feedback as to why this action is not feasible in 2024 and whether it could be in future years.

ADOPTED IN DURANGO, LA PLATA COUNTY, COLORADO this 9<sup>th</sup> day of November, 2023.

ATTEST:

BOARD OF DIRECTORS  
REGIONAL HOUSING ALLIANCE OF LA  
PLATA COUNTY

✕

✕

\_\_\_\_\_  
La Plata Economic Development Alliance,  
Secretary

\_\_\_\_\_  
Patrick Vaughn, President



REGIONAL  
HOUSING  
ALLIANCE

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**RESOLUTION NO. 2023-07**

(Pursuant to 29-1-108, C.R.S.)

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY TO ADOPT THE 2024 BUDGET AND APPROPRIATE SUMS OF MONEY**

**Part I: Adoption**

**WHEREAS**, the Board of Directors (Board) of the Regional Housing Alliance of La Plata County (RHA) has relied on officers and staff to prepare and submit a proposed budget to said governing body; and

**WHEREAS**, the proposed 2024 budget was presented to the Board for its consideration on October 12, 2023, and open for public review thereafter; and

**WHEREAS**, the final 2024 budget denotes estimated revenues and expenditures and is now prepared for final consideration; and

**WHEREAS**, upon due and proper notice, published or posted in accordance with the requirements of Colorado law, a public hearing was held on November 9th, 2023, and interested members of the public were given the opportunity to file or register any objections to said proposed budget; and

**WHEREAS**, following the public hearing, the 2024 budget has been reviewed by the Board and is now ready for adoption.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Regional Housing Alliance of La Plata County, Colorado:

SECTION 1. The budget attached herein as Exhibit A is hereby approved and adopted as the budget of the RHA for the 2024 calendar year.

SECTION 2. The budget hereby approved and adopted shall be signed by the Chair of the Board of Directors and made a part of the public records of the Regional Housing Alliance.

**Part II: Appropriation**

**WHEREAS**, the RHA has made provision in the Budget for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and:

**WHEREAS**, it is not only required by law but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, therefore establishing a limitation on expenditures for the operations of the RHA, and;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Regional Housing Alliance of La Plata County, Colorado:

SECTION 1. Estimated revenues are as follows:

GENERAL FUND:

Beginning Fund Balance:	\$ 228,741
Member Contributions:	\$ 285,000
Grants:	<u>\$ 500,000</u>
Total Revenue:	\$ 785,000

SECTION 2. Estimated expenditures are as follows:

GENERAL FUND:

Project Costs:	\$ 500,000
Project Cost Match:	\$ 100,000
Alliance Administration:	<u>\$ 240,968</u>
Total Expenditures:	\$ 840,968
Ending Fund Balance:	<b>\$ 172,773</b>

ADOPTED IN DURANGO, LA PLATA COUNTY, COLORADO this 9<sup>th</sup> day of November, 2023.

ATTEST:

BOARD OF DIRECTORS  
REGIONAL HOUSING ALLIANCE OF LA  
PLATA COUNTY

X

X

\_\_\_\_\_  
La Plata Economic Development Alliance,  
Secretary

\_\_\_\_\_  
Patrick Vaughn, President

Exhibit A:

**Regional Housing Alliance of  
La Plata County**



**2024 Proposed Budget v.3**

Budget Year	2022 Actual	2023 Approved Budget	2023 Projected	2024	Notes
Beginning Fund Balance	\$ 262,510	\$ 220,355	\$ 220,355	\$ 228,741	
<b>Revenue</b>					
Member Contributions		\$ 225,000	\$ 225,000	\$ 285,000	
Interest Income	\$ 76	\$ 250	\$ -	\$ -	
Grants		\$ 500,000	\$ -	\$ 500,000	estimated grant revenue based on LPCEDA proposal
<b>Total Revenue</b>	<b>\$ 76</b>	<b>\$ 725,250</b>	<b>\$ 225,000</b>	<b>\$ 785,000</b>	
<b>Expenses</b>					
Project Costs - IGA Funded					
Project Cost - Grant Funded		\$ 500,000	\$ -	\$ 500,000	Project cost is sum of Grant Revenue
Grant Matches		\$ 100,000	\$ -	\$ 100,000	From member contribution (IGA) to serve as grant matches at 20%
Admin Contract (Region 9 and LPCEDA)	\$ 21,700	\$ 23,000	\$ 22,800	\$ 23,920	
Audit Fees	\$ 7,300	\$ 6,000	\$ 4,300	\$ 6,500	Financial review during FY 23; audits during future FY's
Legal Fees	\$ 4,097	\$ 2,500	\$ 3,500	\$ 3,500	
Web Maintenance		\$ 1,200	\$ -	\$ 1,248	
Professional Services Housing Strategy (LPCEDA)	\$ 3,000	\$ 178,000	\$ 178,000	\$ 178,000	
Liability Insurance	\$ 1,582	\$ 1,600	\$ 1,692	\$ 1,760	
General Operating (rent, utilities, office)		\$ 10,700	\$ 5,322	\$ 6,000	Current rent and phone=\$800/mo
Training				\$ 4,000	
Marketing/Outreach	\$ 1,552			\$ 15,000	Costs associated with 2023 RHA retreat initiative to create an ongoing local funding source for affordable housing.
Misc	\$ 3,000	\$ 1,000	\$ 1,000	\$ 1,040	
<b>Total Expenses</b>	<b>\$ 42,231</b>	<b>\$ 824,000</b>	<b>\$ 216,614</b>	<b>\$ 840,968</b>	
<b>Net</b>	<b>\$ (42,155)</b>	<b>\$ (98,750)</b>	<b>\$ 8,386</b>	<b>\$ (55,968)</b>	
Ending Fund Balance	\$ 220,355		\$ 228,741	\$ 172,773	These funds could be used for grant matches in excess of 25%
Fund Balance Reserve	\$ 3,967		\$ 10,465	\$ 35,694	TABOR requirement is 3% of total expenses for the year to be held in reserve
<b>Fund Balance Excess/Deficit</b>	<b>\$ 216,388</b>		<b>\$ 218,276</b>	<b>\$ 137,079</b>	

** Member contributions - Board recommended split		\$ 225,000	\$ 285,000
County	61%	\$ 137,250	\$ 173,850
City of Durango	32%	\$ 72,000	\$ 91,200
Bayfield	5%	\$ 11,250	\$ 14,250
Ignacio	2%	\$ 4,500	\$ 5,700
	<b>100%</b>	<b>\$ 225,000</b>	<b>\$ 285,000</b>

last revised:

11/7/2023

# Regional Housing Alliance (RHA) of La Plata County

## 2024 Strategic Plan

### The Market and Policy Landscape

Several external factors shape the market conditions and strategic context for our work. The RHA board assessed several of the most significant, as outlined below.

**Challenging to Navigate State and Federal Funding.** ARPA funds, which provided a needed boost in capacity for housing work - including funded local positions - end in mid 2024. Similar federal sources are unlikely in the current environment, creating a hole that is difficult to fill. While Prop 123 Funding is coming online - and all local jurisdictions are eligible, the processes and roll out of Prop 123 funds have been confusing and sources are oversubscribed. State and federal funding remain important, but have challenges.

**Interest Rates Reduce Investment and Increase Costs.** Rising interest rates - from 4.5% to more than 8% - are impacting homebuyers with higher mortgage payments. Higher rates for construction and financing are increasing costs and slowing down market production. RHA Board Members note that this environment suggests a patient approach that works on current opportunities, while also positioning for the future when conditions are more favorable.

**Challenging Regional Market Dynamics.** High costs of labor and materials, and the lack of production builders, are regional challenges that contribute to higher costs and reduced production. Greater numbers of vacation rentals and second homes increase pricing and push market production towards high-end products.

**Infrastructure Needs and Limitations.** Infrastructure remains a significant barrier to new development as well as repurposing of existing buildings or properties. Federal funding for infrastructure presents an opportunity to address these needs, but in many cases, work is needed to connect these funds with capital projects that also align with housing goals.

**Lack of Choices, Inventory, and Affordability.** Our market dynamics reflect an unbalanced market lacking sufficient supply and diversity overall, leading to a severe lack of homes that are affordable to middle- and lower-income households.

**Growing Need for Gap Finance.** These conditions require commitment to creating: (a) conditions that support a more balanced market, and (b) resources and capacity to increase the availability of below-market housing. The latter need is best met with flexible funding that can increase the feasibility of delivering below-market homes (rental and ownership). In light of state and federal funding dynamics, local funding is increasingly key to success.

### RHA Positioning: Responding to Shared Challenges and Opportunities

While the external factors above are largely out of our control, there are several regional needs the RHA is positioned to influence and respond to. While all represent opportunities, some have headwinds and will require more effort to gain traction, while others benefit from tailwinds of existing progress and momentum. Together, they shape our strategic priorities for 2024.



## Tailwinds: Opportunities to Build on Current Progress and Momentum

**Build on Effective Collaboration.** The RHA provides a key hub for productive collaboration on local and regional housing issues. Current support and momentum for working together on regional approaches should be leveraged and stewarded by the RHA. Since reconvening, the RHA has coordinated technical assistance, grant writing, program development, and training opportunities for its local government entities. This work has improved collaboration and built shared capacity, creating immediate value. It should continue.

**Current Momentum and Political Will.** Currently, there is momentum as well as community and political support for the RHA and housing work more broadly. Demonstrated action, as well as effective communication and outreach, are needed to sustain and build on current support.

**Communication, Education and Outreach.** A lack of understanding and awareness makes current community and political support for housing tenuous. Additional work is needed to build support for local funding and minimize opposition to future below market projects.

**Leveraging Existing Housing Strategies and Organizational Infrastructure.** Existing plans, including the [3-Year Workforce Housing Investment Strategy \(LINK\)](#), provide valuable tools and direction to guide our efforts. Relatedly, we have a robust network of housing entities that is positioned to respond to most if not all of our current needs.

**Opportunity to Provide Tax Exemption for Future LIHTC Developments** in the region. The RHA is uniquely positioned as a housing authority to provide limited partnership and property tax exemption to future low income housing tax credit projects. This creates modest fees and significant leverage over future projects. This also lends itself to coordinating regional LIHTC applications and minimizing more than one application being submitted per round.

## Headwinds: Opportunities to Overcome Key Challenges and Barriers to Progress

**Address the Need for Dedicated Local Funding.** Currently, our communities lack dedicated funding streams to invest in below market housing, which increasingly relies on local funds for matching state and federal funds, gap financing, and delivery of local programs and services.

**Local Development Policies and Procedures.** Plans, policies and procedures that shape local development are increasingly important moving forward. Improvements and baseline best practices are required for Prop 123 and Strong Communities funds. As a regional body composed of local jurisdictions, the RHA is in position to help guide a coordinated effort.

RHA's Primary Value	Current Priorities and Areas of Focus
Convener & Hub for Regional Collaboration Address Funding Needs Capacity for Regional Housing Work Pursue/Coordinate Opportunities (TA, grants, etc) Elevate Awareness & Support for Housing Enable Public Private Partnerships	Build on Current Collaboration Funding + Resources <ul style="list-style-type: none"> <li>● State and Federal Grants</li> <li>● Dedicated Local Funding</li> <li>● Other sources / programs / support</li> </ul> Enable Improvements to local policies Tax exemption authority

## Strategic Priority 1: Provide Leadership in Attaining Funding

The RHA plays a key role in pursuing grant funds (and other resources) to address regional housing needs. In addition, creating a dedicated source (or sources) of local funding is a priority for the RHA. Given its role, jurisdictional make-up, and regional orientation, the RHA is well positioned to play a central and/or coordinating role in both of these areas.

**Goal 1:** Create dedicated funding for affordable housing projects and programs

**Strategy 1. Complete due diligence work in a way that addresses key questions, builds engagement and support, and provides a clear path forward.**

1. **Pass Resolution.** to articulate RHA's commitment to creating dedicated local funding.

**LEAD** RHA Staff and Board. **TIMING:** Nov 2023

2. **Clarify and communicate regional housing needs.** Update understanding of needs to be able to clearly articulate the problem and need for local funding.

- Number of units needed for rental and ownership
- Scale of funding needed to address local needs
- Range of needs across AMI levels
- Build on Alliance's Updated Workforce Housing Investment Strategy

**Lead:** RHA. **Timing:** Nov '23 - Jan '24

3. **Create an Ad Hoc Funding Working Group.** Engage regional leaders in an Ad Hoc Working Group empowered to address key questions and advise on how to move forward, such as:

- *Source and level of funding.* Evaluate options and identify recommendations.
- *Uses of funding.* Identify how dedicated funds could be used.
- *Structure and decision making.* How are funds received and allocated? Who makes decisions about what is funded?

While participants should support affordable housing, the group should reflect diverse viewpoints and backgrounds in the community. This will likely require basic steps to increase access and agency of all involved, including: facilitation, learning sessions, and translation.

**LEAD:** RHA. **TIMING:** Feb/Mar 2024

4. **Conduct updated polling.** Use polling to gauge community sentiment on the support for creating local funding, as well as for potential uses, sources, structure, and decision making.

**LEAD:** RHA. **TIMING:** Feb/Mar 2024

5. **Consistent engagement of jurisdictions and partners.** Ensure ongoing communication and collaboration with partners, particularly local governments, to ensure a coordinated approach that ultimately brings key partners together around a path forward.

- Use resolution to inform and encourage coordinated engagement
- Provide updates to jurisdictions/partners on progress of working group
- Engage jurisdictions in determination of if and how to move forward

**LEAD:** RHA. **TIMING:** ongoing

## **Strategy 2. Build Community Awareness and Support for Dedicated Funding**

- 1. Stakeholder Convening.** Engage key partners and stakeholders in a meeting about needs, as well as findings and recommendations of the Working Group.

**LEAD:** RHA and \_\_\_\_\_. **TIMING:** Jan - Mar 2024

- 2. Regional Housing Summit.** Organize and deliver a regional housing summit that engages the broader community in learning and dialogue about the need and role of local funding and steps being taken to create it.

**LEAD:** RHA. **TIMING:** April 2023

- 3. Targeted Engagement.** Use focus groups, open houses, or other types of outreach to engage a broader segment of the community, including those who are unable or unlikely to attend a larger workshop or event.

**LEAD:** RHA. **TIMING:** Ongoing

- 4. Create Communication Tools and Strategy.** Invest in creating basic communication tools to increase awareness and build a strong case for the need for dedicated funding.

**LEAD:** RHA. **TIMING:** Nov '23 - Feb '24

- 5. Build a Broad Coalition of Support.** Work with partners to build a broad-based coalition of support. This coalition is best suited to guide subsequent efforts, including leading a successful campaign, which RHA member jurisdictions are not able to engage in. This activity requires attention to key roles and activities, including:

- Group coordination and, if needed, facilitation.
- Ongoing and effective communication
- Development of timelines and activities for grassroots community engagement
- Basic tools/approaches to increase access and agency of partners (e.g. translation)

**LEAD:** RHA + partners. **TIMING:** Ongoing

**Goal 2:** Attain outside funding to support local housing projects and programs.

The RHA, through its partnership with the Alliance, should continue to lead and support local and regional efforts to attain funding, technical assistance, and other resources in support of local and regional housing needs. The opportunities listed below are only some of those that the RHA and its partners can pursue.

- 1. Proposition 123 Funds.** All jurisdictions in La Plata County opted into Prop 123, opening doors to receive newly created state housing funds. Our region will be more successful with a coordinated approach to pursuing these funds, which the RHA can support.

- 2. Low Income Housing Tax Credit projects.** The Low Income Housing Tax Credit (LIHTC) program is the largest affordable housing program in the nation. In Colorado, the program is administered by the Colorado Housing and Finance Authority (CHFA). The 9% program provides greater equity for projects, but is competitive. Regions that coordinate LIHTC project opportunities are generally more effective and successful. Here again, the RHA can help coordinate these efforts and add capacity if needed.
  
- 3. Technical assistance and capacity building opportunities.** The RHA will continue to coordinate and/or lead efforts to attain technical assistance and capacity building resources. In 2024, one priority will be opportunities to align local land use policies with affordable housing needs and goals.

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## Strategic Priority 2: Align Local Policies with Regional Housing Goals

**Goal 1.** Create a Policy Environment that Supports Local and Regional Housing Goals

**Strategy 1. Coordinate a collaborative effort to align local plans, policies, procedures and investments with local and regional housing goals.**

- 1. Create a Planning and Policy Working Group** that engages staff from each jurisdiction, as well as additional expertise, that can work together to assess the challenge and offer findings and recommendations. This group will work through several key steps, including. **LEAD:** RHA? **TIMING:** 2024
  - a. **Review existing plans and policies** with a focus on current or recent efforts to update local policies in support of housing needs, as well as shared goals or principles that are common across various local plans and policies.
  - b. **Clarify Needs and Challenges.** Work with local partners, including developers, housing experts, planners, who can pinpoint specific challenges in local plans, policies, procedures, or infrastructure practices.

*Pursue Funding for Support.* While this action does not require outside assistance, the work could be significantly enhanced with outside expertise. The RHA should continue seeking funding or technical assistance focused on evaluating local codes, procedures, and related activities.
  - c. **Develop Community Planning Principles.** Building off of common themes, goals, and strategies, as well as identified challenges, work together to craft a set of Community Planning Principles that outline basic best practices that all jurisdictions can agree upon.
  - d. **Recommend Opportunities for Improvement.** Using the work completed, identify a set of opportunities to update or improve local plans, policies, procedures, or related development and investment decisions. For some, the first step may be additional work and study.

In addition to potential reforms within each jurisdiction, this likely also includes identifying ways to improve coordination on land use, transportation, and infrastructure decisions that shape and impact housing costs and feasibility.
- 2. Follow through on policy reform at the local level.** Develop a budget and timeline for working through the changes and opportunities identified. This step must acknowledge the need for each jurisdiction to follow its own political and public engagement processes.

**LEAD:** Jurisdictions **TIMING:** 2025

### **Strategic Priority 3.**

**Goal 1.** Develop Program Policies and Procedures for Limited Partnership Activities for Tax Exemption and LIHTC projects.

**Strategy 1. Hold a work session on property tax exemption and limited partnership activities. Confirm whether RHA would like to take on this role.**

- 1. Work Session.** Coordinate with RHA consultant Jenn Lopez to provide training and guide the board through a conversation on this potential strategy. If the board decided to pursue the strategy, work with consultants to develop policies and procedures and develop legal agreement templates for partnership status. Decide on a fee structure and any other components of a program.

**LEAD:** RHA **TIMING:** February 2024.

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<b>Public funding strategy</b>	<b>DATE</b>
<b>RHA Board Tasks</b>	
resolution/one pager/matrix	11/9/2023
Finalize appointments for Advisory Committee	12/20/2023
due diligence matrix with RHA feedback for advisory committee	12/20/2023
send a survey to nominate folks	11/15/2023
Develop a draft budget for effort in 2024	12/15/2023
bring in some extra funds to support alliance work	1/31/2024
Launch Advisory committee in January	1/31/2024
Set up bi-weekly meetings with the Advisory Committee	
<b>supporting expertise</b>	
Laurie-polling	
attorney when needed	
communications	
tabor lawyer	
<b>timeline</b>	
due diligence done by late March	4/30/2023
April housing summit	4/30/2024
talking to electeds in May/June	
first conversation on joint sales tax	Jan-24

Grant Name	Project/Summary	Amount Requested	Date	Adjusted Amount Requested	Date	Status	Amount Granted	Date
<b>BAYFIELD</b>								
<b>HB22-1304 &amp; 1377</b>	Cinnamon Heights - Infrastructure for 30 to-be Deed Restricted Townhome units. Lots owned by Town of Bayfield. Start 2023. Pre-App mtg 1.18.2023 and invited to apply by 2.1.23. Asked to reduce amount for consideration.	\$ 2,656,158	3.1.23	\$ 2,000,000	6.13.23	We did receive \$2 Million for the TAHG grant for Cinnamon Heights Infrastructure	\$ 2,000,000	8.8.23
<b>HB22-1304 Strong Communities grant</b>	Asked for \$700,000 for the Cinnamon Heights Deed Restricted project and \$1,219,000 for Charlie Albert's Pine River Commons Phase 1 Deed Restricted project.	\$ 1,919,000	8.18.23	\$ 1,219,000	9.18.23	Moving forward with applying for the Strong Communities Grant for the Pine River Commons project. Cinnamon Heights does not qualify for this grant. Our pre-application meeting is on 10/30/23		
<b>Prop 123</b>	Opted in and Approved. Commitment Baseline is 14 units the next 3 years					Opted in and received approval.		

<b>DURANGO</b>								
<b>HB21-1271</b>	Best Western LIHTC conversion/new construction - Fee waivers. for 120 units of 30% to 60% AMI rentals. Start 2023	\$ 1,000,000	9.1.22			Durango has received the fully executed IHOI grant agreement for Residences at Durango (Best Western conversion) and is \$1 million for the award. Residences at Durango and held a groundbreaking event on Friday, October 27th at 10 a.m. The city is preparing to issue building permits this month and the 120 units will count towards Prop 123 baseline commitment once they are issued.	\$ 1,000,000	3.23.23
<b>Prop 123</b>	Opted in July 3rd and Approved. Commitment Baseline is 184 units the next 3 years					Opted in July 3rd and received approval.		
<b>HB21-1117</b>	Planning Grant Program (IHOP) for housing feasibility study for rental and homeownership pertaining to City's inclusionary zoning. (with \$40K match from City)	\$ 120,000	10.5.22			2/21/23 City appropriated the 25% Match and contracted with Root Policy Research with and project kickoff meeting was on 3/1/23 (approx. 7 month project timeline)	\$ 120,000	1.1.2023
<b>Congressionally Direct Funding 2021 Request</b>	Best Western (4% LIHTC project) HUD Grant Award	\$ 9,000,000	11.1.21			**Original ask, current ask, and awarded	\$ 3,000,000	10.4.22
<b>HB22-1304 Infrastructure and Strong Communities</b>	Project Summary: Durango Crossings The Durango Crossing development is a unique and unprecedented public-private partnership between the City of Durango and a private developer, Durango Crossings Partners LLC. The City's contribution of 10 parcels of land to the project is a unique characteristic and combined with the adjacent land owned by the developer it totals approximately 7.7 acres. This partnership will deliver a dynamic community of affordable, workforce (70%-120% AMI) and market rate housing and include commercial space for a grocery store and childcare center or similar use. The project is expected to deliver approximately 157 units and 50% will be for below market rentals and deed restricted for-sale units and will be the largest workforce housing development in Durango.	\$ 4,000,000	8.18.23			Staff had their pre-application meeting with Dept. of Local Affairs on Thursday, October 5th for an hour and half to discuss the public-private partnership project called Durango Crossings for the Strong Communities Infrastructure grant with a request seeking \$4 million in grant funds. DOLA hopes to notify communities that will be asked to formally submit grant applications in late November after the pre-application meetings with about 60 communities are completed. This funding source has approximately \$34 million for infrastructure grants.		

<b>IGNACIO</b>								
<b>IHOI Grant Program</b>	Rock Creek Housing Project Infrastructure Grant	\$ 2,000,000	9.1.22			A ground breaking ceremony was held in September. Canyon Construction was retained to do the infrastructure improvements and will begin work in October and be complete by June.	\$ 2,000,000	4.13.23
<b>LPC Affordable Housing Grant and Loan Fund</b>	Rock Creek Housing Project Infrastructure Grant Request	\$ 690,000	4.10.23			Completing response to LPC questions regarding project and utilization of funding.		
<b>La Plata Economic Development Alliance - Housing Catalyst Fund</b>	Catalyst Fund Grant Request	\$ 75,000	4.7.23	\$ 50,000	6.1.23	Received \$50K in funding and 10 hrs. of TA. Excited to utilize funds and TA which are necessary to move this project forward.	\$ 50,000	7.1.23



<b>Prop 123</b>	Opted in and Approved. Commitment Baseline is 14 units the next 3 years					Opted in and received approval.		
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**LA PLATA COUNTY**

<b>IHOI-INC020</b>	La Plata County Westside and Triangle Mobile Home Parks - Acquisition of the Triangle Mobile Home Park, along with formal request of annexation, and Phase 1 site and development planning of Triangle Mobile Home Park and the Westside Mobile Home Park. On 12.20.22 invited to apply for 2nd round. Application submitted on 1.27.2023.	\$ 3,000,000	1.27.23			Notice of Award received from DOLA on 3.13.2023. Draft of Grant Agreement and Scope of Project received from DOLA on 6.22.2023. Ongoing revisions of Grant Agreement and Scope of Project in progress. Date to execute grant agreement, TBD. Work on project to commence upon execution of grant agreement. Grant expiration date 01.31.25.	\$ 800,000	3.13.23
<b>Prop 123</b>	Established a baseline of 1,205 units and a 3 year commitment of 108 units		8.26.23					

**RHA**

<b>HB21-1271 - DOH Technical Assistance</b>	The Affordable Housing Toolkit for Local Officials offers technical assistance to communities working to make progress on local housing goals. City of Durango sent letter of support. RHA asked for help with best practices in our fund balance, grant writing, and how to facilitate a potential tax for workforce housing.	\$ 100,000	3.1.23			The RHA received the award letter for the Affordable Housing Toolkit for Local Officials. We are completing the Scope of Work to include: help with best practices in our fund balance, grant writing, how to facilitate a potential tax for workforce housing, other Housing Authorities best practices and case studies, and to provide a facilitated strategic development session this fall for the RHA Board	\$ 85,000	5.25.23
<b>HB21-1271 - DOH Technical Assistance</b>	Affordable Housing Technical Assistance training sessions for housing leaders and industry with the City of Durango	\$ 20,000	3.15.23			Completed July 26-27 educational series.	\$ 20,000	5.25.23
<b>Alliance Catalyst Fund</b>	With support from SJFS, requesting funds to hire a consultant to conduct a feasibility analysis to examine the practicality of workforce housing development and other potential facilities on the Cole Ranch administrative site located between Durango and Bayfield along U.S. Highway 160 and/or at the site of the current Columbine Ranger District office in Bayfield for the purposes of workforce housing, and/or improve office and support facilities for the Columbine Ranger District. The specific goal of this project is to develop two phases of workforce housing. Phase 1 would be a mixed use office headquarters for the Columbine District and denser workforce housing. Phase 2 would be to develop approximately 10 acres of the site for a new USFS Headquarters along with 40 acres for seasonal housing and additional workforce housing.	\$ 33,867	10.30.23			Application submitted 10.30.23		
<b>Total Funds Requested</b>		\$ 24,460,158				Indicates change/update from last report	\$ 9,075,000	



**FUNDING OPPORTUNITIES**

Grant Name	Project/Summary	Amount	Deadline	Notes
National Association of Realtors Housing Opportunity Grants	<a href="https://realtorparty.realtor/community-outreach/housing-opportunity">https://realtorparty.realtor/community-outreach/housing-opportunity</a>	\$ 5,000.00		<a href="https://realtorparty.realtor/community-outreach/housing-communities">https://realtorparty.realtor/community-outreach/housing-communities</a> <a href="https://dlq.colorado.gov/strong-communities">https://dlq.colorado.gov/strong-communities</a>
Strong Communities	The Strong Communities Grant Program supports Colorado municipalities and counties in planning for sustainable growth and development patterns and developing affordable housing. Planning grants will help communities align policies and regulations to locate affordable housing in infill locations near jobs, transit, and everyday services. Infrastructure grants will provide funding to local governments for infrastructure associated with the development of community benefit-driven infill affordable housing that meets critical housing needs as identified by the local government.			
Prop 123	Proposition 123 Implementation Several hundred million dollars for affordable housing will become available in the second half of 2023 due to the enactment of Proposition 123(External link) by Colorado's voters in 2022. This funding will be overseen by the Department of Local Affairs(External link) and the Governor's Office of Economic Development and International Trade(External link), and may be granted or loaned to the following types of organizations: Non-profits Community land trusts Private entities Local governments Organizations are only eligible for this funding if their project or program take place in cities or counties that have committed to increasing their affordable housing stock above a baseline amount. Stakeholders should regularly visit this site to find explanatory articles and resources, and to offer feedback that shapes future materials, policies, and procedures relating to affordable housing commitments, and funding programs overseen by the Department of Local Affairs.			<a href="https://co.accessgov.com/doh/Forms/Page/prop123/prop123-affordable-housing-commitment/0">https://co.accessgov.com/doh/Forms/Page/prop123/prop123-affordable-housing-commitment/0</a>
Energy/Impact Fund	Energy/Mineral Impact Assistance Fund Grant (EIAF) The program assists political subdivisions that are socially and/or economically impacted by the development, processing, or energy conversion of minerals and mineral fuels.	up to \$2M		<a href="https://dlq.colorado.gov/energy-mineral-impact-assistance">https://dlq.colorado.gov/energy-mineral-impact-assistance</a>
Transformational Homelessness Response Grant Program.	DOLA. State. Project-based funding. The aim of this Transformational Homelessness Response Grant Program NOFA is to create a future where homelessness is rare and brief when it occurs, and no one gets left behind. The NOFA achieves this aim by advancing and implementing proven solutions and program models that reduce homelessness in a holistic and sustainable way by targeting many of the key underlying factors necessary for people to thrive. Deadline Letters of Intent due May 15, September 15; January 15, 2024. Deadline Application June 15, October 15; February 15, 2024.			
Innovative Housing Incentive Program	OEDIT. State. Project-based funding. The grant is designed to help support the expansion of affordable housing with funding for manufacturers and housing factories. They also have a loan program specifically for factories.			<a href="https://oedit.colorado.gov/innovative-housing-incentive-program">https://oedit.colorado.gov/innovative-housing-incentive-program</a>
Thriving Communities	HUD Invites Local Governments to Request Thriving Communities Technical Assistance to Align Housing and Infrastructure Investments. HUD. Federal. HUD opened the portal for local governments to request technical assistance for its Thriving Communities technical assistance program. This funding will help local governments ensure housing needs are considered as part of their larger infrastructure investment plans, with a focus on disadvantaged communities.			<a href="https://www.transportation.gov/federal-interagency-thriving-communities-network">https://www.transportation.gov/federal-interagency-thriving-communities-network</a>
Addressing Homelessness in Rural Communities	HUD & USDA. A Technical Assistance Guide. Providing supportive housing in rural areas presents a significant challenge – one that is being exacerbated by economic distress caused by the COVID-19 pandemic. Rural communities struggle to find adequate, affordable rental units as well as access to the services their most vulnerable tenants need. Both U.S. Department of Agriculture (USDA) and U.S. Department of Housing and Urban Development (HUD) offer programs that can address the challenge.			<a href="https://www.hudexchange.info/resources/6741/addressing-homelessness-in-rural-communities-a-technical-assistance-guide/?utm_source=HUD+Exch">https://www.hudexchange.info/resources/6741/addressing-homelessness-in-rural-communities-a-technical-assistance-guide/?utm_source=HUD+Exch</a> <a href="https://www.rd.usda.gov/programs-services/single-family-housing-programs/housing-preservation-grants">https://www.rd.usda.gov/programs-services/single-family-housing-programs/housing-preservation-grants</a>
USDA - Housing Preservation Grants	One of the programs I mentioned, Housing Preservation Grants, seemed to have garnered some interest amongst the group. The application window for Housing Preservation grants is now open. The deadline is June 5th, 2023. Would you be able to share this message and link with the CMHC conference attendees? Or, is there an email distribution list that I can use. Thank you for any help you can provide.  Also, you're welcome to share this information with anyone in your networks.  Please have interested persons contact me or Debby Rehn for more information. Here is Debby's information:  Debby Rehn Loan Specialist   Colorado State Office USDA Rural Development Phone: (720) 544-2918 Email: debby.rehn@usda.gov		6.5.23	
Direct Effect Awards	Colorado Housing and Finance Authority. State. Project-based funding. CHFA's Direct Effect Awards recognize Colorado nonprofit organizations whose missions align with CHFA's work to strengthen Colorado by investing in affordable housing and community development. Deadline Round 1 Opens May 1 Closes May 31. Round 2 Opens September 1 and Closes September 29.	\$ 30,000	9.29.23	
REMOVING OBSTACLES TO HOUSING (PRO HOUSING)	HUD. <b>Grant Purpose:</b> Identification and removal of barriers to affordable housing production and preservation. <b>Eligible Applicants:</b> States and local governments, metropolitan planning organizations (MPOs), and multijurisdictional entities. <b>Eligible Uses:</b> Activities that further develop, evaluate, and implement housing policy plans, improve housing strategies, and facilitate affordable housing production and preservation. <b>Minimum Grant Size:</b> \$1 million. <b>Maximum Grant Size:</b> \$10 million <b>Estimated Number of Awards:</b> 20 <b>Application Deadline:</b> October 30, 2023 at 11:59pm ET (8:59pm PT)	\$1M-10M	10.31.23	<a href="https://www.hud.gov/program_offices/comm_planning/pro_housing#recorded">https://www.hud.gov/program_offices/comm_planning/pro_housing#recorded</a>
Alliance Catalyst Fund	Catalyst Fund proceeds may be used for a variety of predevelopment costs, including but not limited to project feasibility studies, environmental studies, engineering, architectural, market studies, options, legal fees, soil studies, site preparation, appraisals, surveys, development consultants and other items associated with determining project feasibility.	\$25,000-\$75,000	10.31.23	<a href="https://yeslpc.com/alliance-programs/housing-catalyst-fund/">https://yeslpc.com/alliance-programs/housing-catalyst-fund/</a>



# Local Planning Capacity Grant Program Program Guidelines (2023-2024)



**COLORADO**  
Department of Local Affairs  
Division of Local Government

The Colorado Department of Local Affairs (DOLA), with funding from the Statewide Affordable Housing Support Fund, has established the Local Planning Capacity (LPC) grant program, which will be managed by the Community Development Office (CDO) within DOLA's Division of Local Government (DLG). This new program was established by C.R.S. Section 29-32-103(1) et. seq. of [Proposition 123](#), a statewide ballot measure approved by Colorado voters in the November 2022 election, and amended by the Colorado legislature in [HB23-1304](#), signed into law on 6/5/2023. This is one of several Prop 123 [funding programs](#) available through DOLA and the Colorado Housing and Finance Authority (CHFA).

## Local Planning Capacity (LPC) Grant Program

The intent of the program is to increase the capacity of local government planning departments responsible for processing land use, permitting, and zoning applications for housing projects. The program supports local governments' capacity to address affordable housing, especially by expediting review, permitting, zoning, and development of affordable housing. Grant funds could support new staff wages, hiring consultants, implementing new systems and technologies, revising land use development codes, regional collaborations, tracking and documentation of Prop 123 goals, or other efforts that achieve fast track goals by 2027, as required by Proposition 123.

### Funding

- Year 1: Approximately \$3 million available in State Fiscal Year 2023 (July 2023 – June 2024).
- Year 2: Approximately \$6 million available for July 2024 – June 2025, and annually thereafter.
- Award amounts: Suggested maximum award amount is \$200,000. Larger grant requests may be considered, particularly for multi-jurisdictional projects.
- Local match: This program requires a 20% minimum cash match by local governments. Local cash match does not include other DOLA grant funds.
  - An applicant experiencing extreme financial hardship may request a reduced match waiver from program staff before submitting their application.

### Eligibility

#### ■ Applicant Eligibility

- Eligible entities include municipalities, counties, and tribal governments whose Prop 123 baseline and commitment have been accepted by the Division of Housing (DOH). A complete list is published [here](#).
- Collaborative, multijurisdictional or regional projects are allowed, with one jurisdiction acting as the lead fiscal agent during the application and grant implementation process.
- Awards cannot be made directly to housing authorities but housing authorities or other nonprofits may partner with eligible municipalities, counties, or tribal governments.



## ■ Eligible Project Types & Activities

- Staff or contractor expenses to review affordable housing projects within an expedited timeline, as defined by Prop 123 (see definition below).
- Implementing new IT solutions or technologies that streamline development review including adopting online permitting and tracking systems, electronic plan review.
- Implementing “lean” business principles to improve inter-agency coordination on review and approval of affordable housing projects.
- Regulatory changes such as land use or development code amendments that effectively streamline development review of projects with affordable housing.
- Planning efforts to convert or preserve existing housing units from market-rate to affordable housing with a mechanism such as a deed restriction or land use restriction.
- Tracking or documentation activities related to Prop 123 including tracking a jurisdiction’s annual growth commitment or fast track metrics.
- Activities that support local governments’ capacity to increase or expedite affordable housing, including navigating funding opportunities and grant applications, data collection or site inventory of publicly-owned land for future affordable housing projects.
- Other strategies that align with the goals of the program, pending DOLA approval.

## ■ Eligible Expenses

- Administrative staff time can be covered as long as grant funds are adding capacity to the local government’s planning efforts and the new work is above and beyond the normal job duties of the employee doing this work. Grant funds should not replace existing budgeted payroll expenses. (See FAQ document for definitions.)
- Costs associated with establishing an intergovernmental agreement (IGA) to partner with other jurisdictions to address affordable housing regionally, including how to count or share units in Prop 123 local commitments.
- See the [Frequently Asked Questions \(FAQ\) document](#) for more details.
- Ineligible expenses: indirect overhead or general operating expenses, housing construction, preliminary site analysis, lobbying, entertainment, or other items typically not allowed under [2 CFR 200 Cost Principles](#).

## Deliverables & Outcomes

- Grantees will need to demonstrate the impact of project implementation and the degree to which expedited review and/or an increase in affordable housing units has been achieved.
- Program impact could be demonstrated with customer satisfaction surveys, software reports, a list of permits approved in a given period and the number of days from start to approval, or other methods that provide evidence of improvement as a result of the project completion.



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## Scoring Criteria

- **Projects that help a jurisdiction achieve the goals of Fast Track** as required in Proposition 123 are the top priority for this grant program, though other project types may be competitive depending on available resources.
- **Impact:** The application should demonstrate how the awarded funds will impact the local government's ability to achieve their local goals related to Proposition 123.
- **Readiness:** The applicant clearly shows they are ready to begin work and has a reasonable timeline for completion. Staff and partner roles are clearly defined.
- **Long-term sustainability:** Proposals should demonstrate a plan to sustain any ongoing costs such as staffing or software licensing fees beyond the terms of the grant.
- **Need & Geographic Diversity:** DOLA will consider geographic diversity and financial need in making final award determinations.

## Application and Award Process Timeline (2023 - 2024)

- Applicants are strongly encouraged to consult with their [DOLA Regional Manager](#) and to get input from [CDO staff](#) before submitting.
- **Letters of Interest (LOI):** Interested applications will first submit a Letter of Interest (LOI), available November 1 - December 4, 2023.
- **Invitation to Apply:** By the end of December 2023, DOLA will invite selected local governments to submit an application through the DLG [Online Grants Portal](#) per the Notice of Funding Availability (NOFA).
- **Application timeline:** Applications will be accepted from January 3 - February 15, 2024. We anticipate awards in March.
- Applications will be scored by program staff. The DOLA Executive Director will make final award decisions.
- No grant funds or local matching funds may be spent on the project until the grantee receives a fully executed grant agreement from DOLA. Local governments must follow their own procurement rules.

## Implementation Timeline for Awarded Projects

- Grantees should plan for project completion within two years, though extensions can be granted if need be. Capacity grants may also be awarded for up to two years (i.e., covering two years of costs).
- Grant awards will be disbursed as reimbursements.

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More information about the LPC Grant Program is available on the [DLG website](#) or the [EngageDOLA/Prop123 website](#).

**Contact: Robyn DiFalco, Program Manager**    [robyn.difalco@state.co.us](mailto:robyn.difalco@state.co.us)    720-682-5202



## Fast Track as a condition of eligibility for future Prop 123 Funding

- Local governments filing a commitment in 2026 will need to demonstrate that they have “implemented a system to expedite the development approval process for affordable housing projects” as outlined in Proposition 123.
  - Reference from [Prop 123 Ballot Language](#): “(3) (a) beginning in 2027, to be eligible under this article for direct funding, or for affordable housing projects within a local government’s territorial boundaries to be eligible for funding, local governments, other than local housing authorities, must satisfy both the requirements of subsection (1) of this section to commit to and achieve annual increases in the number of affordable housing units within their territorial boundaries, and the requirements of subsection (2) of this section to implement a system to expedite the development approval process for affordable housing projects.”
- **Fast Track Guidance:** In Fall 2023, DOLA will engage a consultant to facilitate a stakeholder engagement process around compliance with the fast track requirements of Proposition 123. This process will involve stakeholder input from local governments and affordable housing developers to interpret the statutory requirements of fast track and publish guidance for local government compliance with this statute.
- **Examples** of Best Practices for Fast Track or expedited development review will be provided by DOLA but are not prescriptive.

### Proposition 123 Definition of Affordable Housing

Affordable housing is defined in Proposition 123 as follows:

- rental housing at or below 60% AMI or
- for-sale housing at or below 100% AMI  
and
- which costs the household less than 30% of its monthly income.

**Note:** Proposition 123 also allows housing units at higher AMIs to be counted as affordable housing in the following instances:

- a) Rural Resort jurisdictions that have successfully petitioned the Division of Housing to use alternate AMI levels, and
- b) Housing projects funded by CHFA Prop 123 funds, where AMI averaging is allowed and complies with the terms of the program.



RHA Meeting Minutes

Board of Directors

November 9, 2023, 2–4 p.m.

Center for Innovation, Durango

A. MEETING CALLED TO ORDER by Chairman Vaughn at 2:03 p.m. (00:00:08)

B. INTRODUCTIONS AND ROLL CALL (00:00:20)

Table with 3 columns: NAME, AFFILIATION, ATTENDANCE. Lists names like Marsha Porter-Norton, Kevin Hall, Gilda Yazzie, etc., with their affiliations and attendance status (Present, Absent, Online).

Others present:

- o Mike French, LPEDA
o J.J. Desrosiers, LPEDA
o Sarah Tober, LPEDA
o Sarah Schwartz, LPEDA
o Laurie Roberts
o Cynthia Roebuck (online)
o Elizabeth Salkind, HomesFund (online)
o Shak Powers, Region 9 (online)
o Jenn Lopez (online, Project Moxie, voice only)
o Joan Fauteaux, DAAR
o Donna Rheault, NINA
o Weylin Ryan (Visit Durango)

No directors disclosed any conflict of interest.

C. PUBLIC COMMENT (00:00:49)

Laurie Roberts appreciates everything we are doing. She has previously spoken about the public not being informed about what is being done concerning housing, and since then, there have been a lot more specific details in the newspaper regarding the Best Western project, which she applauds. She also spoke about subject matter experts and is glad for the technical assistance the RHA has received. Two months ago in

Ignacio, the Montezuma Housing Authority, and the differences between the two types of housing authorities were discussed. Ms. Roberts found it worrying that Ms. Lopez was the only one who knew the specifics related to the issue. She is interested in learning what happened at the retreat and mentioned that when technical assistance consultants from Denver were here, her impression was that they were advocating for the RHA to get involved in development.

**D. APPROVAL OF AGENDA** (00:04:24)

**Director Eva Henson motioned, and Director Brenna Morlan seconded to approve the agenda. The motion passed unopposed by voice vote.**

**E. CONSENT AGENDA** (00:04:50)

The consent agenda consisted of the October 2023 Board Meeting Minutes and the October 2023 Financial Statements.

Director Henson requested that the October 2023 Financial Statements be removed from the consent agenda.

**Chair Pat Vaughn removed the October 2023 Financial Statements from the consent agenda.**

**Vice-Chair Marsha Porter-Norton motioned, and Director Brenna Morlan seconded to approve the October 2023 Board Meeting Minutes as presented. The motion passed unopposed by voice vote.**

Director Henson inquired about the approval process for the new 2024 budget. Business resumed once it was determined that these financial statements had no bearing on that item.

**Treasurer Mark Garcia motioned, and Director Brenna Morlan seconded to approve the October 2023 Financial Statements as presented. The motion passed unopposed by voice vote.**

**F. PRESENTATIONS AND ENGAGEMENT WITH NON-RHA ENTITIES** (00:07:03)

1. SILVER NEST - LIZA TREGILLUS & COLLIN RADER

Ms. Tregillus is a retired social worker for the health department and is now working on loneliness as a public issue. In her presentation, she spoke about a group in Oregon addressing loneliness by using a home-share app called Silvernest. Silvernest is similar to a dating app and matches home sharers with renters who need housing -such as college students, local workforce workers, childcare workers, etc.- all who are struggling to find housing. It also provides options for rent, service, or a combination exchange. The app looks at compatibility, safety, communication, agreements, and ongoing support to determine the best match. The idea is that this program addresses the need for housing without having to build. Some models are more staff-heavy, but they are exploring a volunteer-based approach.



Ms. Tregillus has met with Housing Solutions of the Southwest, CHAC Community Health Action Coalition members, the Grub Hub at Fort Lewis College, Durango’s Business Improvement District (BID,) the Durango Chamber of Commerce, the City of Durango, Mercy Hospital, Project Moxie, 9R School District, and local realtors. She would like to partner with as many housing entities as possible to make the app successful. Their program is set to launch by February 2024 with a goal of 20 homes being listed. Ms. Tregillus will create an email group to spread information, collaborate, and find matches. Director Sickles expressed interest, and Vice-Chair Porter-Norton stated that she desires the RHA to be a partner and potentially feature Silvernest at the Housing Summit in April. Director Yazzie stated she also likes the idea of the program and wants to stay informed. The Board was in support of promoting the Home Share program, but no commitments were made at this time. Once launched, LPEDA staff will add the Home Share program to the RHA website under the housing resources page.

## G. ALLIANCE UPDATES

### 1. CATALYST FUND UPDATES – MIKE FRENCH & SARAH TOBER (00:23:35)

Round 2 has closed with seven applications (2 preservation projects and 5 new developments). The Working Group has started the initial review and will return to applicants for further questions. The Working Group will meet again to review apps on November 27, 2023, and awards will be given out by the beginning of December 2023. Ms. Tober said there is currently \$450k in the Catalyst fund. Director Hall asked if the Catalyst Fund Committee would see more information from applicants before the next section.

LPEDA staff submitted a proposal to the Durango Industrial Development Foundation (DIDF) Executive Committee on Friday, November 3<sup>rd</sup>, to receive the funds they are making available upon their dissolution. All proposals will be reviewed once DIDF Chairman Jason Portz returns from vacation. The DIDF Board will then schedule presentations for each of the proposals. Mr. French asked for representation from the RHA Board for the proposal presentation. Mr. French has met with the Durango Police Department and 9R School District concerning their housing needs. He reported that elementary school enrollment is down across Durango by up to 30%, but that high school enrollment is up by 18%. This can be attributed to the people who are moving here being established families and students transferring to local high schools as sophomores, juniors, and seniors. Mr. French also reported that only 5% of Durango Police Department employees live in Durango proper. The rest live in La Plata County, outside the county, and even across state lines. Additionally, Bob Allen has provided statistics on the county's last 35 years of Housing Available Inventory, which is at the lowest level it has ever been.

Mr. French indicated that all three of these stakeholders would be invited to attend the DIDF presentation and requested that Chair Vaughn represent the RHA Board. Chair Vaughn agreed.

Chair Vaughn suggested that we find out if any faculty of Fort Lewis College have benefited from HomesFund and stated that receiving funds from DIDF would be a significant win, even if we only received 50%. Vice-Chair Porter-Norton suggested having one presenter from Homes Fund’s end-of-year celebration join the proposal presentation.

### 2. 2023 GOALS TRACKING – SARAH TOBER & SARAH SCHWARTZ (00:31:50)



Ms. Tober stated that she anticipates seeing the RHA’s strategic plan and goals for 2024 by the next meeting. Ms. Tober and Ms. Schwartz have a meeting with 1<sup>st</sup> Southwest Bank to go over the rental assistance program to revamp it. LPEDA staff have also met with Homes Fund about deed restrictions and Housing Solutions of the Southwest for guidance on their HUD grant application process. Ms. Tober is in conversation with the League of Women Voters of La Plata County, who want to focus on housing for next year’s election. It was also noted that Jessica Jones from Habitat for Humanity has joined the Catalyst Fund Working Committee and that LPEDA staff is still working on an RFP for a housing needs assessment. Director Sickles appreciated Ms. Tober’s team’s effort in completing the goals and the momentum the RHA has gained with LPEDA’s staff.

3. ALLIANCE SCOPE OF WORK AND CONTRACT UPDATES – MIKE FRENCH & SARAH TOBER (00:34:51)

Last year’s scope of work from the LPEDA’s contracts was included in the packet for reference. The LPEDA is in budget season and wants to ensure its resource allocation aligns with the Board’s expectations. Directors emphasized the desire for a strong focus on communication about the RHA and what its partners are doing in the community and perhaps submitting a story to the *Durango Herald* to that effect. It was ultimately decided that LPEDA staff should prepare an annual report for the year 2023.

Treasurer Garcia has been working with LPEDA staff on the 2024 budget and shared that there is a line item for the professional services contract with the LPEDA totaling \$178,000. It was clarified that a complete archive of historical files has been maintained and that the budget line for operational structure is still necessary to cover rent, insurance, phone, etc., but will only be half as large in 2024.

4. AUDIT EXEMPTION APPROVAL – SARAH TOBER (00:41:08)

The RHA received an audit exemption approval, given that there were less than \$100 in transactions for 2023. A full audit will be coming in 2024.

## H. DECISION ITEMS

1. RESOLUTION 2023-06 ~ ESTABLISH A PUBLIC FUND ADVISORY COMMITTEE – JENN LOPEZ (00:41:48)

Ms. Lopez gave an overview of the resolution, which calls for a sustainable funding source and establishing an Advisory Committee to pursue this goal. Chair Vaughn explained that this had been determined to be the best course of action at the recent board retreat, where finding a sustainable funding source was given primary importance.

It was determined that although the resolution was substantively accurate to what was discussed at the board retreat, particular wording should be edited for clarity. Additionally, it was decided that more work had to be done to determine who would sit on the Advisory Committee. Towards that end, Chair Vaughn requested that the LPEDA staff send a working list to the Board for input.

**The Board decided to defer action on Resolution 2023-06 to allow for further editing and rewording.**

2. RESOLUTION 2023-07 ~ 2024 BUDGET ADOPTION & ALLOCATION – MARK GARCIA (00:51:60)

Treasurer Garcia has worked with LPEDA staff, and he stated the 2024 RHA draft budget is now very straightforward compared to earlier drafts. It was noted that an additional line item was created for the Sustainable Funding Working Group. He clarified that RHA operations and programming have not been equal to net contributions from member governments and that dipping into fund balance has been necessary. Ms. Tober added that the administrative operation costs for the RHA have been lowered to \$6,000 for next year since all funds were not used in 2023.

Director Henson asked about members' contributions, noting they had all increased by 26.7% and she inquired about what metric was used to justify that increase. Treasurer Garcia confirmed that the contribution increases were based on creating a fund balance and the amounts charged to each entity were based on the population formula in the funding IGA. Questions were raised as to whether this was consistent with the funding IGA (intergovernmental agreement) and the feasibility of member governments amending their budgets accordingly post-budget season.

**Chair Vaughn opened a brief public hearing on the budget but was subsequently closed as no public comments were made.**

Ms. Tober presented the IGA funding agreement, which states the proportional funding contributions for each entity for 2023-2025 and thus does not appear to contain language allowing for automatic annual contribution increases. When asked if there is discretion in each governmental entity's budget to accommodate the increase in contribution, it was determined that the City of Durango has funds available, Ignacio can contribute, Bayfield is unsure, and the County needs to look into it more. Treasurer Garcia stated that the RHA can dip into the reserve funds if entities cannot contribute the increased amounts. He also suggested that the Board revisit membership fees for 2024, as the IGA does allow for unanimous approval of contribution increases related to specific projects or purposes. This was thought to be prudent by other members of the Board.

Mr. French brought up that when programming started in 2023, the funding IGA had been signed, but the RHA has been a year in arrears since funding began in 2022. The RHA's programs did not start until 2023, so the RHA has a buffer to catch up. Director Hall asked if a vote was necessary at this meeting or if it could be moved to next month as he thought it prudent to clarify what is in the County's budget and desired to preserve the proposed RHA budget if possible.

The Board directed LPEDA staff to use the 2023 contribution numbers and to use the 2024 balance excess to fill the gap. As well as to explore amendments to the IGA funding agreements to provide for flexibility to adjust amounts based on inflation, population, etc., within the first six months of 2024.

**The Board agreed to table the budget resolution until the December 14th, 2023 meeting.**

## **I. DISCUSSION/UPDATES** (01:14:49)

### 1. 2024 STRATEGIC PLAN – SARAH TOBER (01:14:55)

After the board retreat, Clark Anderson, the facilitator, sent a 2024 strategic plan draft, included in the packet, to Jenn Lopez and LPEDA staff with three articulated strategies, identified leads for each initiative, and provided a timeline. Securing a sustainable funding source was determined to be the primary focus, along with community awareness and outreach to targeted stakeholders.

Director Hall asked about the intent to transform the strategic plan from a draft and suggested that the RHA Board ensure that the vocabulary/language matches the resolution wording. Ms. Tober confirmed it will be reviewed by December 2023.

Vice-Chair Porter-Norton said she felt the strategic plan reflected what was covered during the Board Retreat.

Chair Vaughn requested the Board get comments to staff before the next Board Meeting so they can have a more productive discussion.

Director Henson recommended a red-lined version so all members can see the working changes.

2. WORKING GROUP CREATION – JENN LOPEZ & SARAH SCHWARTZ (01:18:44)

Ms. Lopez has asked the Board to decide on a name for the working group. The Board agreed on the RHA Funding Advisory Committee. Ms. Lopez also presented a timeline for creating the group. She reminded the Board that they wanted a larger advisory committee and that there were discussions about creating a fact sheet/overview of tasks. Ms. Lopez has been working on the fact sheet and is waiting for the Board to decide on a name and composition of working groups to be used when approaching potential working group members.

Chair Vaughn confirmed that the first step is to get the fact sheet out to Board members to make any necessary changes before coming together to decide who they want to approach and ensure those people want to be on the Advisory Committee. It was stated that it would not be hard to recruit people given how much of a priority workforce housing is across the County.

3. LIBRARY DISTRICT UPDATES - MARSHA PORTER-NORTON (01:22:43)

Vice-Chair Porter-Norton stated that the Joint Use Sales Tax (JUST) currently funds the Durango Public Library. The JUST fund, overseen by the City and County, accounts for \$3 million to the Durango Public Library's budget for 2023 and \$2.7 million for 2024. If the RHA wants to go to the ballot in 2024 for housing, they could be competing against a measure that would form a library district, funded by property tax. If this effort does go to a ballot there will be a question of what would happen to the current JUST funds spent on the library and a proposal would be to ask the City and County to redirect those funds to housing. It was also pointed out that any JUST funds directed to housing would only be allocated on a year-to-year basis.

Vice-Chair Porter-Norton said the library property tax proposal discussion has momentum but is moving slowly. They have a committee of 17 or 18 people but have not formally registered as an Issues Committee yet. The County is waiting to see what they will receive from property taxes. If the sales tax measure were to go to ballot, the City of Durango and La Plata County would have to do a resolution. La Plata County would put it on the ballot since the new library district would be in the City of Durango but would encompass parts of unincorporated La Plata County.

Director Yazzie reported that the School District and civic center/9R building/police department may also be competing for funding on a 2024 ballot. The library board has not mentioned the reallocation of taxes but did say they want to start Sunday services. Director Yazzie thought funding for the 9R and civic center building was more important. She said there is some momentum for the school ballot and requested hard figures to bring to the library board.

Vice-Chair Porter-Norton said that if it passes, the library will not receive funds from property tax until 2026. The reallocated taxes could, as one example, provide some funding to the Catalyst Fund, a startup fund, or a revolving loan fund. She also noted that the critical point is, do we go to ballot, and if so, when? More information about the Library Tax should be available around January/February 2024.

4. RHA WEBSITE AND PROJECT DASHBOARD – SARAH SCHWARTZ (01:31:42)

Ms. Schwartz presented the revamped RHA website, added a project dashboard, and confirmed that all suggested updates from the Board have been made. Chair Vaughn requested that each board member review the website and provide feedback and updates. When asked if the website meets all standards for accessibility/ADA requirements, Ms. Schwartz confirmed that the site meets all guidelines.

*Secretary's Note: Director Craig excused himself from the meeting due to time constraints.*

5. GRANT TRACKING – SARAH SCHWARTZ (01:37:50)

Ms. Schwartz stated that there were not many updates to this month's grant matrix. In partnership with the San Juan Forest Service, the RHA has submitted an application to the Catalyst Fund for a feasibility study on two of the Forest Service's properties, Cole Ranch and their Bayfield property.

Director Sickles shared that Bayfield has not been invited to apply with DOLA yet but did have their initial meeting and was asked to increase their request for Pine River Commons. They will know more at the beginning of December.

The Board thought it would be prudent to include other funding sources, such as loans, in the grant matrix, which would also be helpful for the forthcoming Advisory Committee and public transparency.

Director Henson suggested creating a numbers-based balance sheet to demonstrate the need for collaboration between entities and to have a local point of information to post on the RHA's website. The Board discussed various ways that could be visualized and how useful it would be for engaging stakeholders and the Advisory Committee.

6. PROP 123 UPDATES – EVA HENSON & SARAH TOBER (01:47:56)

The baseline commitment deadline for Prop 123 was November 1, 2023, and all four of the RHA entities' members have joined more than 200 jurisdictions statewide by opting in. Shirley Diaz from DOLA will hold a Prop 123 training session on Friday, November 17, 2023, from 9–11 a.m. and discuss how to tap into funding sources at the State level.

Director Henson shared that the City of Durango has submitted a Letter of Intent (LOI) for the Planning Capacity Grant Program. Ms. Lopez clarified that the RHA is eligible to apply and recommended submitting an LOI by the December 4<sup>th</sup>, 2023, deadline. There is \$3 million of funding available for year 1, and the funds can be used for permitting, zoning, technical assistance, and implementing tracking systems for Prop 123. The RHA can apply on behalf of the County, Ignacio, and Bayfield, and Ms. Lopez is willing to help write the LOI. The maximum amount of funding that the RHA can apply for through this grant is \$200,000.

**Chair Vaughn directed LPEDA staff to work with the City of Durango and Jenn Lopez to complete the LOI.**

## J. MEMBER UPDATES

*Secretary's Note: Due to time constraints, the Chair dispensed with the agenda set order for member updates. At this time, Director Henson and Director Morlan excused themselves from the meeting due to other time commitments.*

### 1. LA PLATA COUNTY (01:59:29)

Vice-Chair Porter-Norton reported that La Plata County had \$1.7 million in a revolving loan fund and has received more funding. She wondered if operating a revolving loan fund at the County and the Catalyst Fund simultaneously made sense. Mr. French explained that if the DDF money comes, the funds would be put in a separate bank account, similar to how the Catalyst Fund is operated.

Director Hall discussed a proposal for a County Comprehensive Plan amendment that was recently approved by the County Planning Commission to allow for a higher density of housing to be proposed for development on the Tree Farm Village site in Grandview. The City Planning Commission had previously recommended denial of a similar plan amendment for the site. The City Planning Commission recommendation will go before the City Council in the near future to make a final decision on City support of a plan amendment.

### 2. MEMBER AT LARGE (02:05:24)

No updates

### 3. TOWN OF IGNACIO (01:58:38)

Treasurer Garcia shared that Rock Creek infrastructure work is beginning soon, and the project came in under budget. It was reported that the Town is working with Fading West, and the Southern Ute Indian Tribe is also participating in conversations with Fading West.

### 4. TOWN OF BAYFIELD (02:02:50)

Director Sickles stated that their updated comprehensive plan is set to be adopted this month. They are also putting together an RFP for a builder for Cinnamon Heights. Prop 123 money could be granted to developers, but governments are already set up to manage steps and funds. She added that the town plans to adopt its budget on November 21<sup>st</sup> and stated that the upcoming special session will probably make it as if Prop HH had passed.

### 5. CITY OF DURANGO (02:04:30)

On November 17th, the City of Durango will hold a key exchange with 9R and the Fire Station. They also did a community satisfaction survey of the City of Durango, which was well received. They still have rentals at the Gauge Apartments and are continuing to work on their budget.

## K. MEETING ADJOURNED by Chairman Vaughn at 4:07 pm (02:05:40)

### Recording:

[https://us06web.zoom.us/rec/share/An65Pr4a8v57jU\\_0omcEFB4NGLsKgIXkSSF\\_BkwACy6FGOoS1vN7GvuzocvGuc28.jvgiR4lpjU\\_rINRe](https://us06web.zoom.us/rec/share/An65Pr4a8v57jU_0omcEFB4NGLsKgIXkSSF_BkwACy6FGOoS1vN7GvuzocvGuc28.jvgiR4lpjU_rINRe)

Passcode:3.o^4tQ9