Agenda
RHA Board of Directors
May 9th, 2024 2:00- 4:00 p.m.

Bayfield Town Hall
1199 Bayfield Pkwy, Bayfield, CO 81122
Zoom Link – ID: 898 6847 8748

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. March 2024 Minutes
2. March 2024 Financial Statements

F. Public Presentations and Engagement
1. 2023 RHA Audit – *Frederick Zink & Associates*

G. Alliance Updates
1. Program Director Report – *Sarah Tober*
2. Catalyst Fund Updates – *Sarah Schwartz*
3. 2024 Goals Tracking – *Sarah Tober*
4. CIRSA Audit Results and Trainings – *J.J. Desrosiers*
5. STEER Update – *Sarah Tober*
6. Housing Summit Report – *Sarah Schwartz and Sarah Tober*

H. Decision Items
1. Alliance Scope of Work Update – *Sarah Tober*
2. Terms & Conditions for Catalyst Revolving Loan Fund – *Sarah Tober*
3. Housing Needs Assessment – *Sarah Tober*

I. Discussion/Updates
1. Grant Matrix – *Sarah Schwartz*
2. Prop 123 Updates – *Eva Henson*
3. Legislative Updates – *Board*

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

K. Adjournment

Regional Housing Alliance of La Plata County
Statement of Assets, Liabilities, & Net Assets
As of March 31, 2024

	Mar 31, 24	Mar 31, 23	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Operating Funds (Unrestricted)			
1000 · Operating Account	436,502	316,684	119,818
Total Operating Funds (Unrestricted)	436,502	316,684	119,818
1025 · Bank of CO Money Market	939,346	0	939,346
Total Checking/Savings	1,375,848	316,684	1,059,164
Accounts Receivable	0	76,500	(76,500)
Other Current Assets			
1400 · Prepaid Expenses	1,154	1,269	(115)
Total Other Current Assets	1,154	1,269	(115)
Total Current Assets	1,377,002	394,453	982,549
Other Assets			
1700 · Lease Deposit	350	350	0
Total Other Assets	350	350	0
TOTAL ASSETS	**1,377,352**	**394,803**	**982,549**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	8,371	90	8,281
Total Current Liabilities	8,371	90	8,281
Total Liabilities	8,371	90	8,281
Equity			
2053 · Unrestricted Net Assets	222,255	221,788	467
2054 · Reserved for Emergencies	6,587	1,267	5,320
Net Income	1,140,139	171,657	968,482
Total Equity	1,368,981	394,713	974,268
TOTAL LIABILITIES & EQUITY	**1,377,352**	**394,803**	**982,549**

Regional Housing Alliance of La Plata County
Revenue & Expenses Budget Performance
January through March 2024

	Jan - Mar 24	YTD Budget	% of Budget	Annual Budget	Notes
Ordinary Income/Expense					
Income					
3000 · Unrestricted Revenues					
3100 · IGA Member Contribution Revenue					
3101 · City of Durango	72,000	72,000	100.0%	72,000	
3102 · La Plata County	173,850	137,250	126.7%	137,250	
3103 · Town of Ignacio	4,500	4,500	100.0%	4,500	
3104 · Town of Bayfield	11,250	11,250	100.0%	11,250	
Total 3100 · IGA Member Contribution Revenue	261,600	225,000	116.3%	225,000	All contributions paid by 3/31
3121 · Interest Income	794	0		0	2.46% APY
Total 3000 · Unrestricted Revenues	261,600	225,000	116.3%	225,000	
3001 · Temp Restr Operating Revenues					
3090 · Catalyst Revolving Loan Revenue	938,553				DIDF Funds
Total 3001 · Temp Restr Operating Revenues	938,553				
Total Income	1,200,947	225,000	533.8%	225,000	
Expense					
4315 · Professional Services					
4398 · Prof'l Services - Admin Fee	5,980	5,980	100.0%	23,920	
4005 · Prof Serv Audit Fees	6,250	6,500	96.2%	6,500	
4322 · Prof'l Services- Legal Fees	684	875	78.2%	3,500	
4323 · Prof'l Services- Website	0	312	0.0%	1,248	
4325 · Prof'l Services- Marketing	847	5,000	16.9%	15,000	
4394 · Prof'l Services-Hsng Strategy	44,750	44,500	100.6%	178,000	
Total 4315 · Professional Services	58,511	63,167	92.6%	228,168	
4080 · Liability Insurance	384	440	87.2%	1,760	
4122 · Office Expense	718	785	91.4%	1,500	
4340 · Rent	1,050	1,050	100.0%	4,200	
4360 · Telephone & Internet	146	75	194.1%	300	New bundle service thru Zoom; Alliance was not previously reimbursed for internet costs
4379 · Training	0	0	0.0%	4,000	
6240 · Miscellaneous	0	260	0.0%	1,040	
Total Expense	60,807	65,777	92.4%	240,968	
Net Income	1,140,139	159,223	716.1%	(15,968)	

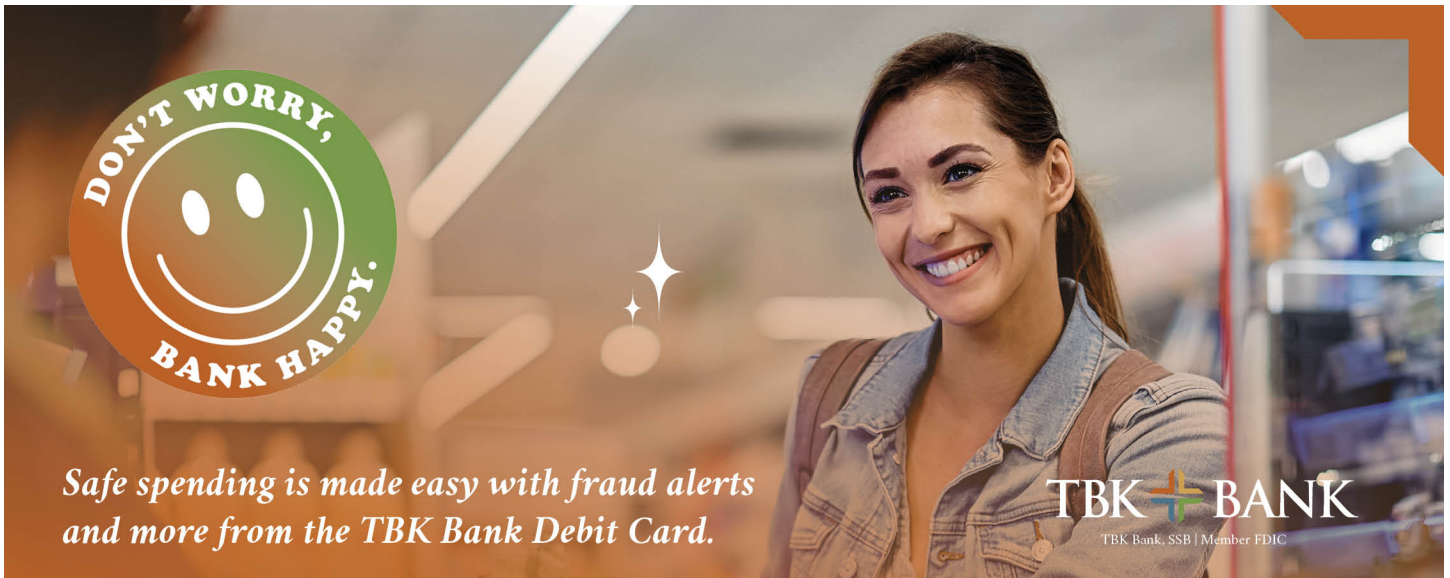| Type	Date	Num	Name	Memo	Clr	Debit	Credit	Balance
Ordinary Income/Expense								
Income								
3000 · Unrestricted Revenues								
3121 · Interest Income - Bank Accounts								
Deposit	03/31/2024			Deposit			793.83	793.83
			Total 3121 · Interest Income - Bank Accounts			0.00	793.83	793.83
			Total 3000 · Unrestricted Revenues			0.00	793.83	793.83
3001 · Temp Restr Operating Revenues								
3090 · Catalyst Revolving Loan Revenue								
Invoice	03/01/2024	132	Durango Industrial Foundation Inc	Donation to Catalyst 2.0 Revolving Loan Fund			938,172.00	938,172.00
Invoice	03/28/2024	136	Durango Industrial Foundation Inc	Donation to Catalyst 2.0 Revolving Loan Fund-addtl funds			380.64	938,552.64
			Total 3090 · Catalyst Revolving Loan Revenue			0.00	938,552.64	938,552.64
			Total 3001 · Temp Restr Operating Revenues			0.00	938,552.64	938,552.64
			Total Income			0.00	939,346.47	939,346.47
			Gross Profit			0.00	939,346.47	939,346.47
Expense								
4315 · Professional Services								
4398 · Prof'l Services - Admin Fee								
Bill	03/01/2024		La Plata Economic Development Alliance	mo admin 2024		1,993.33		1,993.33
			Total 4398 · Prof'l Services - Admin Fee			1,993.33	0.00	1,993.33
4322 · Prof'l Services- Legal Fees								
Bill	03/01/2024	4339	Law Office of David Liberman	Feb emails-mtgs, DIDF agreeme t		648.00		648.00
			Total 4322 · Prof'l Services- Legal Fees			648.00	0.00	648.00
4325 · Prof'l Services- Marketing								
Bill	03/21/2024	9235	Pioneer Printing	printing of 200 annual reports RHA 2023		455.00		455.00
Bill	03/31/2024	1672	La Plata Economic Development Alliance	-MULTIPLE-		391.64		846.64
			Total 4325 · Prof'l Services- Marketing			846.64	0.00	846.64
4394 · Prof'l Services-Hsng Strategy								
Bill	03/01/2024		La Plata Economic Development Alliance	mo contract for 2023		14,833.33		14,833.33
Bill	03/21/2024	903	Homes Fund Inc	Shared Equity program consulting with Neighborworks CO; $781.25 so far of $1250 appv		187.50		15,020.83
			Total 4394 · Prof'l Services-Hsng Strategy			15,020.83	0.00	15,020.83
			Total 4315 · Professional Services			18,508.80	0.00	18,508.80
4080 · Liability Insurance								
Gener...	03/31/2024	24005		monthly liab insurance expense		127.84		127.84
			Total 4080 · Liability Insurance			127.84	0.00	127.84
4122 · Office Expense								
Bill	03/31/2024	1672	La Plata Economic Development Alliance	-MULTIPLE-		91.76		91.76
			Total 4122 · Office Expense			91.76	0.00	91.76
4340 · Rent								
Check	03/01/2024	bp	Durango Chamber of Commerce	mo rent		350.00		350.00
			Total 4340 · Rent			350.00	0.00	350.00
4360 · Telephone & Internet								
Bill	03/31/2024	1672	La Plata Economic Development Alliance	March, April Phone lines		91.14		91.14
			Total 4360 · Telephone & Internet			91.14	0.00	91.14
			Total Expense			19,169.54	0.00	19,169.54

TBK ✚ BANK

P.O. BOX 1030
BETTENDORF, IA 52722

RETURN SERVICE REQUESTED

REGIONAL HOUSING ALLIANCE
RHA OPERATING ACCOUNT
PO BOX 2179
DURANGO CO 81302-2179

Managing Your Accounts

🏛	Bank Name	TBK Bank, SSB
📱	Phone Number	970-247-3020
✉	Branch Address	259 W. 9th Street, Durango, CO 81301
💻	Online Access	www.tbkbank.com

Safe spending is made easy with fraud alerts and more from the TBK Bank Debit Card.

TBK ✚ BANK
TBK Bank, SSB | Member FDIC

Please note that the ATM Debit Card Disclosure has been updated effective 02/01/2024. The revised disclosure includes the following listed below. If you would like a copy of the updated disclosure, please reach out to your local branch or contact Customer Care at 1-866-644-3935.

- Section 1(a) Account Access with the Card - removed the following language as it is not applicable:
  - ♦ If your account is maintained at one of our Iowa Banking offices, you may use certain Shared Network ATM Terminals in Iowa that have deposit functionality to make deposits to that account.
  - ♦ Make payments to eligible loan accounts with us at TBK Bank ATMs that have payment receipt functionality.
- Section 1(a) Account Access with the Card – removed the words "and transaction" from the following language as it is not applicable:
  - ♦ Perform balance inquiries on certain accounts accessible with the Card.

Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC FUND-FREE BUS	XXXXXXXX2014	$436,501.62

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

The disclosure provided below only applies to accounts that are used primarily for personal, family or household purposes. For questions or concerns regarding electronic transfers on a commercial account, please call the phone number that appears on the front of your account statement.

Telephone us or write us at the phone number or address printed on the reverse side of this statement as soon as you can. If you think your statement is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we send you the FIRST statement on which the error or problem appeared.

(1) Tell us your name and account number
(2) Describe the error or the transfer you are unsure about, and explain clearly why you believe there is an error or why you need more information
(3) Tell us the dollar amount of the suspected error

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will determine whether an error occurred within 10 business days (5 business days for Visa Check Card point-of-sale transactions and 20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or a foreign-initiated transfer) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days (5 business days for Visa Check Card or point-of-sale transactions and 20 business days if the transfer involved a new account) for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and do not receive it within 10 business days, we may not credit your account. An account is considered a new account for 30 days after the first deposit is made, if you are a new customer.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. You may ask for copies of the documents that we used for our investigation.

INSTRUCTIONS FOR KEEPING YOUR SAVINGS AND CHECKING ACCOUNT RECORDS

1. The space to the left is provided for you to enter all deposits and withdrawals made during the next interest-statement period.
2. Enter the last balance shown on the front side of this statement in the Balance Forward box.
3. Add to your balance all subsequent deposits and deduct all withdrawals.
4. A statement covering the next interest-statement period will be mailed to you at the end of the period with interest earned shown as the last entry.
5. Please notify us promptly of any change of address.
6. All deposits and withdrawals are subject to regulations of this institution as from time to time adopted or amended.

CHECKING ACCOUNT
Checks Outstanding – Not
Charged to account

NO.	$	
TOTAL	$	

MONTH _____ 20____

BANK BALANCE SHOWN
ON THIS STATEMENT $_____

ADD +

DEPOSITS NOT CREDITED
ON THIS STATEMENT
(IF ANY) $_____

_____

_____

TOTAL $-------------------

SUBTRACT –

CHECKS OUTSTANDING $_____

BALANCE $---------------

SHOULD AGREE WITH YOUR CHECKBOOK BALANCE AFTER
DEDUCTING SERVICE CHARGE (IF ANY) SHOWN ON THIS
STATEMENT FOR PREVIOUS MONTH

SAVINGS ACCOUNT

BALANCE	FORWARD		
DATE	WITHDRAWALS	DEPOSITS	$

TBK ✛ BANK

P.O. BOX 1030
BETTENDORF, IA 52722

Important FDIC Updates

The Federal Deposit Insurance Corporation (FDIC) has made changes to the calculation of deposit insurance coverage for trust accounts.

For more information, please visit our website at https://www.tbkbank.com/fdic-updates.

PUBLIC FUND-FREE BUS - XXXXXXXX2014

Account Summary

Date	Description	Amount
03/01/2024	Beginning Balance	$203,426.78
	2 Credit(s) This Period	$250,350.00
	4 Debit(s) This Period	$17,275.16
03/29/2024	Ending Balance	$436,501.62

Deposits

Date	Description	Amount
03/11/2024	DEPOSIT	$178,350.00
03/27/2024	DEPOSIT	$72,000.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
990155	03/08/2024	$350.00	990162*	03/11/2024	$62.50
990157*	03/08/2024	$16,826.66	990163	03/12/2024	$36.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
03/08/2024	$186,250.12	03/12/2024	$364,501.62
03/11/2024	$364,537.62	03/27/2024	$436,501.62

Regional Housing Alliance of La Plata County
Reconciliation Detail
1000 · Operating Account, Period Ending 03/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						203,426.78
Cleared Transactions						
Checks and Payments - 4 items						
Check	03/01/2024	bp	Durango Chamber o...	X	(350.00)	(350.00)
Bill Pmt -Check	03/01/2024	bp	Homes Fund Inc	X	(62.50)	(412.50)
Bill Pmt -Check	03/01/2024	bp	Law Office of David ...	X	(36.00)	(448.50)
Bill Pmt -Check	03/05/2024	bp	La Plata Economic ...	X	(16,826.66)	(17,275.16)
Total Checks and Payments					(17,275.16)	(17,275.16)
Deposits and Credits - 2 items						
Deposit	03/11/2024			X	178,350.00	178,350.00
Payment	03/20/2024		City of Durango	X	72,000.00	250,350.00
Total Deposits and Credits					250,350.00	250,350.00
Total Cleared Transactions					233,074.84	233,074.84
Cleared Balance					233,074.84	436,501.62
Register Balance as of 03/31/2024					233,074.84	436,501.62
New Transactions						
Checks and Payments - 2 items						
Check	04/01/2024	bp	Durango Chamber o...		(350.00)	(350.00)
Bill Pmt -Check	04/05/2024	bp	La Plata Economic ...		(16,826.66)	(17,176.66)
Total Checks and Payments					(17,176.66)	(17,176.66)
Total New Transactions					(17,176.66)	(17,176.66)
Ending Balance					**215,898.18**	**419,324.96**

REGIONAL HOUSING ALLIANCE
OF LA PLATA COUNTY

**FINANCIAL STATEMENTS AND INDEPENDENT
AUDITOR'S REPORT**

December 31, 2023

REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY

TABLE OF CONTENTS
December 31, 2023

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Regional Housing Alliance of La Plata County
Durango, CO 81301

Opinions

We have audited the financial statements of the Regional Housing Alliance of La Plata County as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Regional Housing Alliance of La Plata County's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the business-type activities of the Regional Housing Alliance of La Plata County, as of December 31, 2023, and the respective changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Regional Housing Alliance of La Plata County, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Regional Housing Alliance of La Plata County's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auding standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Regional Housing Alliance of La Plata County's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Regional Housing Alliance of La Plata County's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Fredrick Zink & Associates, PC

FredrickZink & Associates, PC
May 1, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS (Unaudited)
December 31, 2023

As fiscal managers of the Regional Housing Alliance of La Plata County (the "RHA"), the following information offers readers of the RHA's financial statements this narrative overview and analysis of the financial activities of the RHA for the fiscal year ended December 31, 2023. We encourage readers to consider the information presented here in conjunction with the additional information furnished in our basic financial statements to better understand the financial position of the RHA.

Financial Highlights
- Between 2017 and 2021 the Regional Housing Alliance has been in dormant status. All employees and assets, except for the Energy Impact Assistance Fund loans and cash, were transferred to HomesFund (formerly La Plata Homes Fund, Inc.). The HomesFund provides homebuyer assistance program (education, counseling, down payment assistance) to the 5-county southwest Colorado region.
- As of December 31, 2023, the RHA did not hold any mortgage receivables.
- As of December 31, 2023, the RHA held $233,279 in cash resulting from prior year payoffs of Energy Impact mortgages.

Overview of the Financial Statements
The financial statements of the RHA are presented as a special purpose government engaged only in business-type activities.

The *Statement of Net Position* presents information on the RHA's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the RHA is improving or deteriorating. Nonfinancial factors should also be considered to assess the overall position of the RHA.

The *Statement of Revenue, Expenses and Changes in Position* reports the changes that have occurred during the year to the RHA's net position. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods.

The *Statement of Cash Flows* reports the RHA's cash flows from operating, noncapital financing, capital and investing activities.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Unaudited)
December 31, 2023

FINANCIAL SUMMARY AND ANALYSIS

The notes to financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

CONDENSED STATEMENT OF NET POSITION

	2023
Total assets	$ 234,349
Total liabilities	$ 5,507
Net position	
Restricted for emergencies	6,576
Unrestricted	222,266
Total net position	228,842
Total liabilities and net position	$ 234,349

CONDENSED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2023
REVENUES	$ 225,000
EXPENSES	219,213
Change in net position	$ 5,787

Revenues

In 2018 through 2021 the RHA was primarily dormant and received minimal revenue, the only source being interest on bank accounts. There were no additional revenue sources in 2022. The RHA received $225,000 in contributions from La Plata County, the City of Durango, the Town of Bayfield, and the Town of Ignacio. The RHA is evaluating options for future contribution revenue.

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MANAGEMENT'S DISCUSSION AND ANALYSIS (Unaudited)
December 31, 2023

Expenditures

The RHA's major expenditures in 2023 were Professional Fees paid to La Plata Economic Development Alliance for administrative management and housing strategy planning. The RHA did not have any employees during 2023.

BUDGETARY HIGHLIGHTS

The RHA prepares its budget on the modified accrual basis of accounting to recognize the fiscal impact of capital outlay, in addition to operating and non-operating revenue and contributions.

The 2023 budget included estimated grants that were not received resulting in revenues and expenses significantly underbudget.

- Actual operating revenues in 2023 were due to contributions of $225,000 which was $550,250 less than budgeted.
- Actual operating expenses, on the budgetary basis, were less than budgeted by $604,787.

REQUESTS FOR INFORMATION

This financial report is designed to give its readers a general overview of the RHA's finances. Questions regarding any information contained in this report or requests for additional financial information should be addressed to: The La Plata County Economic Development Alliance, 2301 Main Avenue, Durango, CO 81301, or 970-259-1700.

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BASIC FINANCIAL STATEMENTS

REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY

STATEMENT OF NET POSITION
December 31, 2023

ASSETS

Current assets

Cash and cash equivalents	$	233,279
Prepaid expenses		720
Total current assets		233,999

Noncurrent assets

Other assets	350
Total assets	234,349

LIABILITIES

Current liabilities

Accounts payable	5,507
Total liabilities	5,507

NET POSITION

Restricted for emergencies		6,576
Unrestricted		222,266
Total net position	$	**228,842**

See accompanying notes and independent accountant's review report.

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REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
For the Year Ended December 31, 2023

OPERATING REVENUES		
Grants and contributions	$	225,000
Total operating revenues		225,000
OPERATING EXPENSES		
Professional fees		210,976
Rent and utilities		4,516
Office and administrative		3,721
Total operating expenses		219,213
Operating income		5,787
Change in net position		**5,787**
Net position, beginning of year		223,055
Net position, end of year	$	228,842

See accompanying notes and independent accountant's review report.

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REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY

STATEMENT OF CASH FLOWS

For the Year Ended December 31, 2023

Cash flows from operating activities		
Cash received from contributors	$	225,000
Cash paid to suppliers and others		(218,482)
Net cash provided by operating activities		6,518
Net increase in cash and cash equivalents		6,518
Cash and cash equivalents - beginning of year		226,761
Cash and cash equivalents - end of year	$	233,279
Reconciliation of Change in Net Position to		
Net Cash From Operating Activities		
Change in net position	**$**	**5,787**
Adjustments to reconcile income from operations		
to net cash provided by operating activities:		
Change in operating assets and liabilities:		
Change in prepaid expenses		(240)
Change in other assets		(350)
Change in accounts payable		1,321
Net cash provided by operating activities	$	6,518
Noncash Activity		
Provision for emergency reserve	$	(5,309)

See accompanying notes and independent accountant's review report.

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REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 1 - NATURE OF ACTIVITIES

Regional Housing Alliance of La Plata County (the Authority) is a multi-jurisdictional housing authority governed pursuant to provisions of the Colorado Revised Statutes Section 29-1-204.5. The Authority was created on April 14, 2004, pursuant to an intergovernmental agreement by and among the Board of County Commissioners of La Plata County, Colorado; the City of Durango, Colorado; the Town of Ignacio, Colorado; and the Town of Bayfield, Colorado. The Authority was established to facilitate the planning, financing, acquisition, construction, management and operation of housing projects or programs pursuant to a multi-jurisdictional plan to provide affordable dwelling accommodations to the communities within the jurisdiction of the Authority.

As part of this master agreement, the Authority provided staffing and administrative contract services to HomesFund for 2016. Beginning January 1, 2017, HomesFund provided staffing and administrative contract services to the Authority. The master agreement terminated July 1, 2017. All assets of the Authority that could be assigned to HomesFund, were transferred to HomesFund in April 2017. The Authority Board and member agencies agreed to transition the Authority into dormancy and let HomesFund, a non-profit organization, take over primary operations related to affordable housing. Since that time, the Authority filed the required annual application for exemption from audits with the Colorado Office of the State Auditor. In November 2021, the Authority Board and member agencies signed a new intergovernmental agreement to restart the Authority and take it out of dormancy status.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting entity
In revaluating how to define the government, for financial reporting purposes, the Authority's management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial reporting Entity*, as amended by GASB No. 39. GASB pronouncements set for the financial accountability of governmental organizations elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens and fiscal dependency. Based upon the application of these criteria, no entities will be included in the Authority's reporting entity.

Measurement focus, basis of accounting and financial statement presentation
For financial reporting purposes, the Authority is considered a special-purpose government engaged only in business-type activities. Accordingly, the Authority's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting, where revenues are recognized when earned and expenses are recorded when an obligation is incurred. The Authority applies all applicable Governmental Accounting Standards Board (GASB) pronouncements.

Cash and cash equivalents
For purposes of the statement of cash flows, the Authority considers cash deposits and highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Prepaid expenses
Payments made to vendors for services that will benefit periods beyond December 31, 2023, are recorded as prepaid items using the consumption method by recording an asset for the prepaid amount and reflecting the expense in the year in which services are consumed.

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Capital assets
The Authority capitalizes assets with an individual cost of $5,000 or more and an estimated useful life of more than one year. Capital assets which have been contributed are stated at estimated fair value at the date of contribution or at donor's cost. The Authority held no depreciable capital assets during the year ended December 31, 2023.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Right-to-use leased assets are recognized at the lease commencement date and represent the Authority's right-to-use an underlying asset for the lease term. Right-of-use leased assets are measured at the initial value of the lease liability plus any payments made to the lessor before commencement of the lease term, plus any initial direct costs necessary to place the lease asset into service. Right-to-use leased assets are amortized over the shorter of the lease term or useful life of the underlying asset using the straight-line method. The amortization period therefore would vary.

Net position on the statement of net position
Net position represents the difference between assets and deferred inflows of resources, and deferred outflows of resources and liabilities and is classified as net investment in capital assets, restricted or unrestricted.

Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition or construction of improvements on those assets, excluding any unspent bond proceeds.

Net position is reported as restricted when there are limitations imposed on its use, either through the enabling legislation adopted by the Authority or through external restrictions imposed by creditors, grantors, laws, or regulations of other governments.

Any other net position that does not meet these definitions is classified as unrestricted. When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Authority's policy is to apply restricted net position first.

Grants and contributions
Grants and contributions consist of funding provided to the Authority by various businesses, private foundations and governmental agencies to assist the Authority in providing affordable dwelling accommodations. Revenue is recorded when all eligibility requirements, including time requirements, have been met. Any amounts received for which the eligibility or time requirement have not been met are reported as assets and either liabilities (unearned revenues) or as deferred inflows of resources, depending on the extent to which eligibility requirements are met.

Use of estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (US GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 3 - BUDGETS

The Authority adheres to the following procedures in establishing its annual budget.
- The Authority files an annual budget in accordance with State law.
- The budget officer is required to submit a proposed budget to the Board by October 15.
- Public hearings are conducted by the Board to obtain taxpayer comments.
- Expenses may not legally exceed appropriations at the funds level. Board approval is required for changes in the budget.
- Budget appropriations lapse at the end of each year.
- The Authority adopts budgets on a modified accrual basis.

NOTE 4 - TAX SPENDING AND DEBT LIMITATION (TABOR)

Colorado voters passed an amendment to the State Constitution, Article X, Section 20 (the Amendment), which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. The Amendment is complex and subject to judicial interpretation. The Authority believes it is in compliance with the requirements of the Amendment.

TABOR requires local governments to establish emergency reserves. These reserves must be at least 3% of Fiscal Year Spending (excluding bonded debt service). Local governments are not allowed to use the emergency reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases. The emergency reserve of $6,576 is included in restricted net position on the accompanying statement of net position.

The Authority was de-Bruced by the electors of La Plata County in November 2005 and as such is not subject to the revenue limits imposed in the TABOR amendment.

NOTE 5 - CASH AND CASH EQUIVALENTS

Legal and Contractual Provisions Governing Deposits
The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is specified by PDPA. PDPA allows the institution to create a single collateral pool for all public funds.

The pool is to be maintained by another institution or held in trust for all the uninsured public deposits as a group. The market value of the collateral must equal at least 102% of the uninsured deposits. The State Regulatory Commissions for banks and savings and loan associations are required by statute to monitor the naming of eligible depositories and reporting of the uninsured deposits and assets maintained in the collateral pools.

Custodial Credit Risk - This is the risk that, in the event of a bank failure, the Authority's deposits may not be returned to it. As of December 31, 2023, the Authority's deposits were not exposed to credit risk, as all deposits were insured by the Federal Deposit Insurance Corporation or collateralized in accordance with PDPA.

The carrying value of deposits as of December 31, 2023 are shown in the following captions in the statement of net position:

	Carrying Value	Bank Value
Cash and cash equivalents	$ 233,279	$ 234,829

NOTE 6 - COMMITMENTS AND CONTINGENCIES

Administrative services

In November 2022, the Authority entered into a thirteen-month agreement with La Plata Economic Development Alliance for administrative services commencing December 1, 2022 through December 31, 2023 for $1,900 per month. Total costs incurred during the year ended December 31, 2023 was $22,800. The agreement was renewed for another year.

In December 2022, the Alliance entered into a renewable one-year agreement with the La Plata Economic Development Alliance for professional services commencing January 1, 2023, for $14,833 per month. Total costs incurred for the year ended December 31, 2023 was $178,531. The agreement was renewed for another two years.

In December 2022, the Authority entered into a two-year lease agreement for office space with an unrelated party commencing January 1, 2023 for $350 per month. Total expense incurred for the year ended December 31, 2023 was $4,200. As there is one year remaining on the lease, it was determined to not record a right-of-use leased asset as required under GASB no. 87.

NOTE 7 - RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors or omissions; injuries to employees; and natural disasters. During 2017, the Authority was a member of the Colorado Intergovernmental Risk Sharing Agency (CIRSA). CIRSA is an organization created by intergovernmental agreement to provide property, general liability, law enforcement liability, public official's liability, crime coverage, and workers compensation coverage to its members. Settled claims have not exceeded this coverage during 2023.

The Authority pays annual premiums to CIRSA for property, general liability, law enforcement liability, public official's liability, crime coverage and workers compensation coverage. For the coverage provided, CIRSA shall be liable for payment of the applicable self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There shall be no aggregate excess coverage over any loss fund.

Coverage in excess of CIRSA's self-insured retentions shall be provided only by the applicable excess insurers and/or reinsurers in applicable excess and reinsurance policies and shall be payable only by those excess insurers and/or reinsurers. The limits of coverage provided by the excess insurers and/or reinsurers for the coverage period shall be described in the coverage documents issued to the Authority. Sub-limits, aggregate limits and other limits shall apply as provided in said documents.

NOTE 8 - SUBSEQUENT EVENTS

The Authority's management has evaluated subsequent events through May 1, 2024, the date which the financial statements were available for issue. Except as described below, no other subsequent events were identified requiring disclosure in the notes to the financial statements.

In March 2024, the Authority received a $938,553 donation Durango Industrial Development Foundation, a nonprofit organization, as part of the dissolution of their organization.

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FY 2024 Income Limits Documentation System

FY 2024 Income Limits Summary

FY 2024 Income Limit Area	Median Family Income Click for More Detail	FY 2024 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
La Plata County, CO	$110,500	Very Low (50%) Income Limits ($) Click for More Detail	38,700	44,200	49,750	**55,250**	59,700	64,100	68,550	72,95
		Extremely Low Income Limits ($)* Click for More Detail	23,250	26,550	29,850	**33,150**	36,580	41,960	47,340	52,72
		Low (80%) Income Limits ($) Click for More Detail	61,900	70,750	79,600	**88,400**	95,500	102,550	109,650	116,7

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2024 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2024 Fair Market Rent documentation system.

For last year's Median Family Income and Income Limits, please see here:

FY2023 Median Family Income and Income Limits for La Plata County, CO

Select a different county or county equivalent in Colorado:

Huerfano County
Jackson County
Jefferson County
Kiowa County
Kit Carson County
La Plata County

Select county or county equivalent

Select any FY2024 HUD Metropolitan FMR Area's Income Limits:

Abilene, TX MSA

Select HMFA Income Limits Area

Or press below to start over and select a different state:

Select a new state

Update URL for Bookmarking or Emailing

Catalyst Fund Round 3 Applications					
Municipality:	Durango	Durango	Durango	Bayfield	**TOTALS**
Total # of Units:	120	42	30	120	**312**
# of Below Market Units:	60		30 (15-80%, 15-120%)	60	**150**
AMI:	30-80%	>160%	80%-120%	30-80%	
Acreage:	5.85	4	2	5.85	
Rental or For-Sale:	For Sale	Rental & For-Sale	For-Sale	For Sale	
Amount Requested:	$27,500	$30,000	$75,000	$27,500	**$160,000**

2024 GOAL TRACKER

REGIONAL HOUSING ALLIANCE — LA PLATA COUNTY

ACTION	RESPONSIBLE	PRIORITY	STATUS	START	END	NOTES
Goal #1: Provide Leadership in Attaining Funding						
1. Pass Resolution	RHA Staff and Board.		Completed	11/23	12/23	
2. Clarify and communicate regional housing needs - Manage Housing Needs Assessment	RHA	High	In Progress	11/23	10/24	
3. Create a STEER Committee (Stakeholder Taskforce for Evaluation and Endorsement of Revenue-streams)	RHA	High	Completed	11/23	3/24	
4. Conduct updated polling	RHA	Medium	In Progress		10/24	
5. Consistent engagement of jurisdictions and partners	RHA	High	In Progress		Ongoing	
Strategy 2. Build Community Awareness and Support for Dedicated Funding						
1. Stakeholder Convening	RHA	High	In Progress		Ongoing	
2. Regional Housing Summit	RHA	High	Completed		4/24	
3. Targeted Engagement	RHA	Medium			Ongoing	
4. Create Communication Tools and Strategy	RHA	High	Completed	11/23	4/24	
5. Build a Broad Coalition of Support	RHA + Partners	Medium	In Progress		Ongoing	
Goal #2: Attain outside funding to support local housing projects and programs.						
1. Proposition 123 Funds	RHA Staff and Board	Medium	In Progress	1/23	Ongoing	
2. Low Income Housing Tax Credit projects	RHA Staff and Board	Medium	In Progress		Ongoing	
3. Technical assistance and capacity building opportunities	RHA Staff and Board	Low	In Progress		Ongoing	
Strategy 2. Position to Leverage Resources						
1. Develop Program Policies and Procedures for Limited Partnership Activities for Tax Exemption and LIHTC projects.	RHA Staff and Board	Low	In Progress		12/24	
Strategy 3. Align Local Policies with Regional Housing Goals						
1. Create a Policy Environment that Supports Local and Regional Housing Goals	RHA Staff and Board	Low	In Progress		1/25	

March 20, 2024

JJ Desrosiers, Program Manager/Board Administrator
Regional Housing Alliance of La Plata County
Regional HALPC, Colorado 81302

Dear JJ Desrosiers:

It was a pleasure working with the Regional Housing Alliance of La Plata County to perform the most recent audit of the Loss Control Standards, assist in developing a Loss Control Action Plan, and to review your claims experience.

I. ANNUAL LOSS REVIEW

In 2023 and thus far in 2024, no claims were filed within property/casualty. Congratulations on having a claim-free year! I encourage the alliance on the continued task-initiative risk control effort.

II. CURRENT ACTION PLAN

- Perform liability training for all board members. Worth 3 - points

Pool	WC	PC
Audit score:	N/A	104

Based upon our discussion, the following Loss Control Action Plan items will be implemented and evaluated during the next audit cycle.

1. Perform liability training for all board members. Worth 2 - points

As a reminder, it is necessary to keep documentation of training for future audits. Documentation may be in the form of hard copies, a software program, a database, or any other chosen method, where the entity can show proof of employee attendance.

Thank you for your time and effort.

CIRSA

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Sincerely,

Martin Waln
Risk Control Specialist

Loss Control Audit - Department Summary

ENTITY:	Regional Housing Alliance of La Plata County
DATE:	March 20, 2024
LOSS CONTROL REP:	Martin Waln

WC Pool: No
PC Pool: Yes

Department	Total WC Points		WC%	Total PC Points		PC%
	Received	**Possible**		**Received**	**Possible**	
ADMINISTRATION				1	1	100
Total				1	1	100

WC Score		**PC Score**		100
WC Action Points		**PC Action Points**		0
Subtotal		**Subtotal**		100
If >=90 Apply Bonus Points		**If >=90 Apply Bonus Points**		
WC Bonus Points (10 Points Max.)		**PC Bonus Points (10 Points Max.)**		4
Final WC Score		**Final PC Score**		104

To be eligible to receive Loss Control Credits, the final audit score should be at least 90%

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ADMINISTRATION

LOSS CONTROL PROGRAM MANAGEMENT	WC	PC	NOTES
Loss Control Recommendations:			
Abatement/corrective actions taken based on LC Recommendations	N/A	N/A	No buildings to survey. The authority consists of 9 board members from other organizations and contracted employees to run operations.
TOTALS	**WC**	**PC**	
Total Points Received	0	0	
Total Points Possible	0	0	
Score	NaN	NaN	

BONUS STANDARDS

APPLICABLE TO MOST MEMBERS	WC	PC	GENERAL INFORMATION
1. Attends a CIRSA General Membership, Safety Forum, Workshop, Police Liability Mtg., or participates on a CIRSA Task Force (3 points max).		2	Cyber Security Seminar - Durango (2 employees attended)
2. Implements an innovative safety program, product, initiative, system, etc., not otherwise covered under another standard (2 points max).		N/A	
3. Conducts a security assessment of city/town hall and/or other entity facilities (2 points).		N/A	
4. Goes the previous calendar year without incurring a property/liability loss (2 points).		2	
5. Goes the previous calendar year without incurring a worker's compensation loss (2 points).		N/A	
LAW ENFORCEMNET	**WC**	**PC**	**GENERAL INFORMATION**

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	WC	PC	GENERAL INFORMATION
6. Achieves state or national accreditation (2 points for state; 3 for national).		N/A	
FIRE DEPARTMENT	**WC**	**PC**	**GENERAL INFORMATION**
7. Achieves state or national accreditation (2 points for state; 3 for national).		N/A	
Totals	**WC**	**PC**	
		4	

Current Loss Control Action Plan

DEPARTMENT	ACTION PLAN DESCRIPTION	WC	PC	NOTES
Administration - Courts	1. Perform liability training for all board members. Worth 3 - points		0	
TOTALS		**WC**	**PC**	
			0	

Future Loss Control Action Plan

FUTURE LOSS CONTROL ACTION PLAN
1. Perform liability training for all board members. Worth 2 - points

CIRSA

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ADDENDUM TO AGREEMENT BETWEEN
LA PLATA ECONOMIC DEVELOPMENT ALLIANCE
AND
THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY

(Concerning the 2023-2024 RHA/Alliance Contract for Professional Services)

THIS ADDENDUM is entered into this___**DAY OF**_____**2024**, by and between the LA PLATA ECONOMIC DEVELOPMENT ALLIANCE , (hereinafter referred to as the "Alliance" or "Contractor") whose address is 2301Main Ave., Durango, CO 81301, and the Regional Housing Alliance, whose address is Box 2445, Durango, CO 81302 (hereinafter referred to as the "RHA") (and collectively, the "Parties") and modifies the Parties' Agreement concerning the 2023-2024 RHA/Alliance Contract for Professional Services, as follows.

RECITALS

WHEREAS, the RHA contracted with Alliance to provide services related to Year Two of the La Plata County Three-Year Workforce Housing Investment Plan as set forth in the Professional Services Agreement's Scope of Work, Exhibit A.

WHEREAS, subsequent to the execution of the 2023-2024 RHA Alliance Contract for Professional Services, the RHA received two additional sources of funds that RHA has asked the Alliance to professionally oversee on its behalf.

WHEREAS, the first additional source of funds is through the Town of Ignacio from a DOH grant in the amount of $192,000 to help the RHA expand capacity with the Alliance as well as to contract with other consultants, to be used by RHA in accordance with the terms of the DOH Grant.

WHEREAS, the second additional source of funds is from Durango Industrial Development Foundation, Inc. which transferred $938,172 to the RHA, and which also plans to transfer one half of its remaining $50,000 to the RHA. With respect to the funds provided by Durango Industrial Development Foundation Inc., the Alliance will help administer the funds in the RHA's Housing Catalyst Revolving Loan Fund and the Alliance will create RHA processes and procedures around the use of funds to be approved by the RHA board before implementation.

NOW, THEREFORE, the parties agree as follows:

1. The Scope of Work, Exhibit A is hereby amended such that the Alliance will manage the funds received by the RHA through the Town of Ignacio from a DOH grant in the amount of $192,000 to help the RHA expand capacity with the Alliance as well as to contract with other consultants, to be used by RHA in accordance with the terms of the DOH Grant.

2. The Scope of Work, Exhibit A, is also amended so that the Alliance will administer the aforementioned funds received by the RHA from the Durango Industrial Development Foundation Inc. in the RHA's Housing Catalyst Revolving Loan Fund. Exhibit A is further amended so that the Alliance will create RHA processes and procedures to be approved by the RHA board around the use of Durango Industrial Development Foundation Inc. funds before

such use.

3. There is no additional compensation paid to the Alliance for providing these additional services to the RHA beyond that described in the Professional Services Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first above written.

_____

Regional Housing Alliance of La Plata County

_____

Title, Date

_____

La Plata Economic Development Alliance

_____

Title, Date

La Plata Economic Development Alliance (Alliance) and Regional Housing Alliance (RHA) 2024 Professional Services Scope of Work Addendum

    1.   **Manage Housing Catalyst Revolving Loan Fund**

    2.   **Manage Housing Needs Assessment Contract and Project**

    3.   **Manage Prop 123 Local Planning Capacity Grant and contractors**

    4.   **Summit 2025 Planning**

Objectives:

- Catalyst Revolving Loan Fund Committee/application and funding
- Facilitate STEER Committee's recommendation to RHA Board
- Complete Business Case for Sustainable Revenue Stream Funding
- Host a complete inventory of all La Plata County Projects and housing needs
- Coordinate and Facilitate Employer Focus Group Series
- Coordinate with Public Partner Housing Resources
- Manage DOH Grant reporting

Budget: $50,000

_____   _____

La Plata County Regional Housing Alliance   Date

_____   _____

La Plata County Economic Development Alliance   Date

Housing Catalyst Revolving Loan Fund Terms and Conditions

The Regional Housing Alliance of La Plata County (RHA) received nearly $1M from the Durango Industrial Development Foundation (DIDF) that will be used to create a low-interest housing catalyst revolving loan fund to support local workforce housing initiatives.

The design of this low-interest revolving loan fund program was created to stimulate workforce housing projects already permitted and in the construction financing stage of a project. The early-stage costs to development including infrastructure and short-term construction financing are critical to the beginning phases of development but are often underfunded or funded at a high interest rate, creating a roadblock that prevents projects from getting underway or for the housing to be sold at below market rates.

The Housing Catalyst Revolving Loan Fund initiative was developed by the La Plata Economic Development Alliance (Alliance) which will also administer the fund on behalf of the RHA. The Alliance will leverage the existing Catalyst Grant Fund structure and framework that has a committee of community housing and finance leaders to evaluate applications based on a rubric and make recommendations for funding

The Housing Catalyst Revolving Loan Fund was created to provide a community-based funding source for workforce housing projects in the construction phase. Workforce housing is also known as attainable housing or "below-market," which is defined as housing that can be delivered to local community members at the following prices for local community members:

- Rental housing that delivers new rental units that provide rents affordable to households earning less than 140% AMI
- For-Sale housing that delivers affordable housing units available to households earning less than 160% AMI.

Rubric Variables to create scoring on:

- Preference for Catalyst Fund participation
- Have received another incentive housing grant besides Catalyst
- Support from Local Government
- Regional Bank Loan in place or personal guarantee
- All equity must be injected into the project prior to the use of catalyst funds. (Minimum equity >=25% of total project)
- Project is in construction phase with local government planning
- Timeline for certificate of occupancy (Readiness)
- AMI of 140% for at least 50% of project
- For Sale products have Deed Restriction plan
- High level Performa is provided

Terms:

- Loan funds only used for hard costs related to development
- Loan funds may be used for infrastructure expenses so long as the funds are paid off by the senior lender once that facility is closed
- Catalyst loan will balloon 12-months after origination
- Funding may be renewed at maturity.
- Interest rate of 1.75%

- Borrower is responsible for any and all 3rd party costs.
- For projects with no senior lender will need requirement for lien releases.
- No origination fee
- Our max is funds available -

Glossary of Terms:

Below-market is defined as housing that can be delivered to local community members at the following prices for local community members

Pro formas provide a detailed forecast of the project's cash inflows and outflows, enabling project managers and stakeholders to anticipate periods of cash surplus and shortage throughout the project's lifecycle.

A **personal guarantee** is a promise made by a person or an organization to accept responsibility for some other party's debt if the debtor fails to pay it.

A **certificate of occupancy** is a legal document that proves a property is safe to inhabit and meets all local government code and usage requirements.

An **equity injection** is a lump sum of money invested into a business at any stage. An equity injection is usually calculated as a percentage of the total loan amount and demonstrates to a lender that the owner is motivated to repay the loan.

Deed-restriction is a mechanism for preserving the long-term affordability of units whose price was reduced to below-market levels through a government or philanthropic subsidy, inclusionary zoning or affordability incentive. Deed restrictions help to safeguard the long-term value to the community of the initial investment in affordable homeownership by limiting any subsequent sales of the home to income-eligible borrowers at an affordable price. The resale restrictions are attached to the property's deed, and may be enforced for several decades or more, depending on state law.

Senior Lender is the lender which, by itself or as lead party of a syndicate of lenders, provides any debt'>Senior Debt.

A **balloon payment** is a larger-than-usual one-time payment at the end of the loan term.

Renew the loan on maturity is when the loan nears maturity—the typical term is 12 months—the borrower provides updated financial information, and the lender underwrites the loan as if it's a new request. Provided the borrower or business remains financially sound and the collateral remains sufficient, the line will be renewed for another term.

A **lien release** is a document that is filed in the public land records as the official notice that the lien is removed.

Root Policy Research
6740 E Colfax Ave, Denver, CO 80220
www.rootpolicy.com
970.880.1415

Proposal to Conduct:

La Plata County Housing Needs Assessment 2024

SECTION 1.

COVER LETTER

April 30, 2023

Regional Housing Alliance of La Plata County
Submitted electronically to: sarah@yeslpc.com

Re: Proposal for Housing Needs Assessment 2024

Dear Selection Committee:

Root Policy Research (Root) is pleased to submit this proposal to the Regional Housing Alliance (RHA) of La Plata County to conduct a Housing Needs Assessment for La Plata County including Bayfield, Durango, and Ignacio.

Firm Introduction

Root is a women-owned business based in Denver, Colorado with more than 20 years conducting housing market studies nationwide. Root Policy Research's team has a proven track record of managing complex housing studies, with a focus on innovative approaches to address resident and community needs. A cornerstone of our work is our ability to analyze needs within unique markets and submarkets—and to craft strategies unique to varying typologies within a region or market area.

The project team we propose for this work includes:

- Mollie Fitzpatrick and Heidi Aggeler—co-managers of the study; mollie@rootpolicy.com and heidi@rootpolicy.com. Mollie is trained as an economist and Heidi is trained in policy analysis.

- Avilia Bueno—employment and housing needs forecast lead and facilitator for Spanish focus groups; avilia@rootpolicy.com Avilia is a labor economist.

- Vanessa Bramante and Lucy McGehee—data analysts and community engagement project managers; vanessa@rootpolicy.com and lucy@rootpolicy.com Vanessa specializes in writing and survey analysis; Lucy is a sociologist.

Our office's physical address where all staff work is 6740 East Colfax Avenue, Denver, CO 80220 and the office phone number is 970-880-1415.

Summary of Project Approach

As detailed in our workplan, we propose utilizing a combination of demographic and employment data, market data, primary data collected through a resident survey, employer survey, and focus groups to answer the following questions:

Demographics

➢ How has the permanent resident population changed since 2019? How has the workforce population changed?

➢ What are the current demographics of residents and in-commuters (income, age, household size, renter vs homeownership, employment industries, number of jobs held, local v. remote work, commuting)?

➢ What are the unique needs of the local Hispanic/Latino workforce?

➢ How many residents do not have a permanent place to live or are at-risk of homelessness due to eviction, foreclosure, or other reasons for loss of current housing?

Housing

➢ How many workers are paying more than they can afford for rent, including utilities? If they own, for their mortgage? Do they have friends or family members living with them because they cannot afford to live anywhere else?

➢ What proportion of households are living in overcrowded conditions (typically defined as more than 1.0 persons per room)?

➢ How many seasonal workers are unable to find housing in Summit County? Where do they live, and where would they like to live? How do needs vary by season?

➢ What type of housing has been developed since 2021, and who occupies that housing (e.g., local workforce, remote workforce, retirees, out of county, out of state)? How many units have been converted into, or bought back from, from short term rental (STR) status? What are the characteristics and location of these units?

➢ How many rentals—including short- and long-term rentals—are needed to alleviate housing cost burden, overcrowding, and depleted housing stocks?

➢ How many rentals are needed to accommodate future workforce needs?

➢ Where can residents working in various industries afford to rent? To buy? In what industries is in-commuting, doubling-up, and/or working multiple jobs required to afford housing?

➢ How much do renters need to earn before they have a reasonable choice of homes to buy? How successful are they in purchasing those homes on the open market? How well are market units fulfilling worker and renter's needs?

> ➢ How many units are needed to accommodate current and future workforce housing needs in the next 3 and 5 years? How much can the county depend on the private market, both new construction and resales, to provide those units?

We understand a successful outcome of the study will be to confirm the housing development needed to serve workforce in the next 5 years and establish effective workforce housing policies and strategies to effectively guide new residential development and administer existing inventory.

Key Attributes of the Firm

As discussed in our proposal, we believe we are the optimal team for this study—and are very interested in being selected for this work—for several reasons:

■ For more than 20 years we have been involved at various levels with local policies associated with housing; rezonings and density bonuses; public investments and the impact on neighborhoods; housing challenges of the lowest income and most vulnerable residents; workforce housing needs; and housing and community development programs. As such, we would approach this work with a high level of knowledge about existing programs, policies, and challenges.

■ Our institutional knowledge of housing policy—what works, what is risky, how outcomes vary—is deep. We are not new to this increasingly complex industry.

■ Our team has considerable experience with all facets of this work with extensive experience in similarly sized, peer communities grappling with the unique challenges of workforce housing.

■ Our firm's small size means we have a unique ability to manage our overhead, workload, and management. We can commit to adequately staffing this project.

■ We have great respect for public sector and housing authority staff and would be pleased to be a partner in this effort.

Thank you for the opportunity to propose on this very important project. We hope to have the opportunity to work for you.

Sincerely,

Mollie Fitzpatrick
Managing Director
mollie@rootpolicy.com
970-880-1415 ext. 101

Heidi Aggeler
Managing Director
heidi@rootpolicy.com
970-880-1415 ext. 102

SECTION 2.

QUALIFICATIONS

QUALIFICATIONS

FIRM BACKGROUND & EXPERTISE

Root Policy Research is a women-owned business incorporated in Denver, Colorado, that provides economic research and policy analysis to public sector clients.

WHAT WE DO

- Housing Market Studies
- Strategic Plans for Housing and Community Development
- Assessments of Fair Housing/Analyses of Impediments to Fair Housing Choice
- Economic Mobility Studies

EXPERIENCE

Years of Housing Market research = **20**

Years of Fair Housing planning = **18**

Years of Consolidated Plan experience = **22**

Years of Economic Equity Research = **12**

Root Policy was founded to advance economic consulting and policy analysis in many areas critical to the development of thriving communities

Root Policy Research has a wealth of experience with all aspects of housing studies, including housing needs assessments, housing market analyses, mortgage lending studies, fair housing analyses, strategic housing plans, and federal Consolidated Plans for Housing & Community Development. We also excel at resident and stakeholder engagement, data collection, and in-depth analyses of community needs and bring decades of experience translating study findings into actionable recommendations.

COMPANY SIZE & CAPACITY

Root Policy Research is a Subchapter S corporation, incorporated in Colorado. In 2020, the firm received certifications as a women-owned, disadvantaged, and small business (WBE, DBE, SBE) from the City and County of Denver.

Root Policy employs eight full time staff including Heidi Aggeler and Mollie Fitzpatrick, Managing Directors; Avilia Bueno, Associate; Frankie Lewington, Associate; Cheri Colter, Associate; Vanessa Bramante, Research Associate, Lucy McGehee, Research Associate; and Carly Bouts, Research Associate.

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PERSONNEL EXPERIENCE & QUALIFICATIONS

The core team for the Housing Needs Assessment would include:

- Mollie Fitzpatrick and Heidi Aggeler—co-managers of the study. Mollie would oversee data analysis and modeling, working with Avilia Bueno and Carly Bouts on data collection, analysis, needs modeling, and needs forecasting.

  Heidi Aggeler would lead the community engagement aspects, as well as the housing resources review and strategy development.

- Avilia Bueno—would lead the employment and housing needs forecasts and serve as the facilitator for Spanish focus groups as needed.

- Vanessa Bramante—would serve as the community engagement lead under Heidi Aggeler's direction.

- Lucy McGehee—would support Avilia with data collection and analysis.

- Other staff would support the study as needed.

Bios for core team members follow; resumes for Mollie Fitzpatrick and Heidi Aggeler are included with the proposal.

Mollie Fitzpatrick, *Co-founder and Managing Director*

Mollie co-founded Root Policy Research in 2018 after serving as a Director at BBC Research & Consulting. She has over 10 years of experience in housing, community development, and economic impact analysis and specializes in housing market and social impact studies that help clients understand their housing and community development challenges/impacts, assess their community needs, and strategize meaningful policy actions to improve their communities. Mollie has a sophisticated understanding of market dynamics and has conducted housing and economic research in a wide array of markets.

Mollie has extensive experience analyzing the housing markets of Colorado communities. Mollie recently developed a dynamic model for the City and County of Denver to evaluate the expected outcomes of developer density bonuses and the economic feasibility of inclusionary zoning. Working with Avilia Bueno, she recently designed a model to determine the impact of short-term rentals on the availability of workforce housing in Estes Park and Pagosa Springs. She has also led facilitation and formation of strategic housing plans for Grand Junction and Fort Collins. Mollie is currently helping Durango redesign its inclusionary housing policy to be more effective in producing affordable housing and is part of a team hired by Steamboat Springs to develop a comprehensive housing strategy.

Education:
M.A., Economics, University of Colorado Denver, 2010
B.S., Recreation, Park and Tourism Sciences, Texas A&M University, 2003

Heidi Aggeler, *Co-founder and Managing Director*

Heidi began her research and consulting career as an economic analyst with the Federal Reserve Bank of Minneapolis. She has been managing housing research projects since 1999 and overseen the completion of over 100 housing market studies and needs assessments. Heidi also specializes in fair housing assessments and has conducted fair housing trainings and technical assistance nationwide. She is a frequent speaker on housing policy and has recently been featured by the American Planning Association, Rocky Mountain Land Use Institute, and the U.S. Department of Housing and Urban Development Fair Housing and Equal Opportunity office.

Heidi has completed housing and child care needs assessments in the Colorado resort communities of Summit County (and towns within the county), Ridgway, the five counties in the Southwest Colorado COG, San Miguel County, and Gunnison County. She is frequently asked to facilitate housing policy discussions on complex topics and lead formation of strategic housing plans. She has also led innovative community engagement plans for metropolitan and rural clients.

Education:

M.P.A., Policy Analysis, Humphrey Institute, University of Minnesota, 1997
B.A., Accounting, University of Utah, 1992

Avilia Bueno, *Associate*

Avilia is an economist, specializing in labor and community development. Prior to joining Root Policy, she held a number of positions at the University of Colorado Boulder, varying from teaching Microeconomics to working with the College of Arts and Science on research projects. Originally from the mountainous desert of El Paso/Ciudad Juárez, Avilia is fluent in Spanish and enjoys analyzing complex relationships with the help of data. She also worked for the Federal Reserve Bank of Dallas as a Senior Research Analyst, conducting research on the U.S.-Mexico border and southern New Mexico economy. Avilia brings a unique skill set to Root with her ability to tie in the latest findings in academic research with meaningful policy implications for diverse types of communities.

Recent projects Avilia has contributed to include:

- New Hampshire Housing Needs Assessment and data model development—2022
- New Mexico statewide employment and population based housing needs forecasts—2022
- Grand Valley, CO Housing Needs Assessment, co-project manager and data analyst—2021
- Colorado Homeowner Assistance Fund (HAF), mortgage loan delinquency analysis—2021
- Estes Park, CO Short Term Rental Impact Analysis, data analysis lead—2023
- Colorado Statewide Housing Affordability Needs Analysis, production gaps and needs forecasts—2021

Education:

Ph.D., Economics, University of Colorado: Boulder, 2023
M.A., Economics, University of Colorado: Boulder, 2017
M.S., Economics, University of Texas: El Paso, 2013
B.B.A., Economics and Marketing, University of Texas: El Paso, 2010

Vanessa Bramante, *Research Associate*

Vanessa is a researcher with strong writing and policy and survey analysis skills. Before joining Root Policy, she worked on surveys gauging community opinion on environmental topics and led numerous community development organizations focused on access to education and higher education. Since joining Root Policy, Vanessa has completed several California jurisdictional level fair housing studies, analyzed resident survey data for local housing studies, assisted with community meeting facilitation, designed survey instruments, and developed fair housing training curricula.

Education:

M.A., Global Thought, Columbia University, 2022
B.S., Political Science, Salem State University, 2020

Lucy McGehee, *Research Associate*

Lucy is a sociologist with a deep understanding of the housing experience of low income households. She studied the impact of an eviction moratoria in the United Kingdom as part of her graduate research and, prior to graduate school, worked as a paralegal for Legal Aid. She has broad experience with data and policy analysis, as well as surveying techniques and administration. Since joining Root Policy, she has helped develop resident survey methodology, analyzed data for a short term rental study in Pagosa Springs, and assisted with a housing needs assessment for the State of Delaware.

Education:

M.Sc., Sociology, University of Oxford, 2022
B.A., Political Science with Policy concentration, The American University, 2020ß

Professional Experience

Co-Founder & Managing Director, Root Policy Research, Denver, CO

Director, BBC Research & Consulting, Denver, CO

Education

M.P.A., Policy Analysis, University of Minnesota Humphrey Institute Denver, 1997

B.A., Accounting, University of Utah, 1992

Professional Affiliations

Denver Planning Board, 2017-2020

Publications

"The Supreme Court Throws a Curve Ball" and *"Do Vouchers (still) Work?"* American Planning Association

Heidi Aggeler
Managing Director

Heidi started her research and consulting career as an economic analyst with the Federal Reserve Bank of Minneapolis. She has been managing housing research projects since 1999, and has overseen completion of more than 100 housing market studies and needs assessments. Heidi also specializes in fair housing assessments, and has conducted fair housing training and technical assistance nationwide. Heidi is a frequent speaker on housing policy and has been featured by the American Planning Association, Rocky Mountain Land Use Institute, National Association for County Community and Economic Development, and National Association of Housing and Redevelopment Officials.

Projects Managed by Heidi 2018-2022

- Southwest Colorado Council of Governments Housing Strategy, dashboard development—2021
- Chaffee County, CO Land Use and Development facilitation—2021
- Colorado Statewide Housing Affordability Needs Analysis—2021
- Colorado Governor's Special Eviction Prevention Task Force facilitator—2020
- Colorado Strategic Housing Working Group facilitator and researcher—2021
- Colorado Affordable Housing Development Incentives Grant Program Guidance, development of grant evaluation and scoring mechanism—2021
- Colorado Homeowner Assistance Fund (HAF), data analysis and plan submission—2021
- Denver, CO Expanding Housing Affordability—2020
- Denver, CO Prioritization Policy Analysis—2020
- Boulder Valley Housing Needs Assessment and Consolidated Plan—2020
- Adams County Housing Needs Assessment and Consolidated Plan—2020
- Ridgway Housing Element for Comprehensive Plan—2019
- Denver Regional Assessment of Fair Housing—2018
- Colfax (Denver) Neighborhood Planning Initiative Housing Element (Denver, CO)—2018
- Westminster, CO Housing Needs Assessment and Strategic Plan—2018
- Boulder County, CO Strategic Planning Facilitation—2018

Mollie Fitzpatrick
Managing Director

Mollie co-founded Root Policy Research in 2018 after serving as a Director at BBC Research & Consulting and has over 10 years of experience in housing and community development and economic impact analysis. She specializes in housing market and social impact studies that help clients understand their housing and community development challenges/ impacts, assess their community needs, and strategize meaningful policy actions to improve their communities. Mollie has a sophisticated understanding of market dynamics and has conducted housing and economic research in a wide array of markets.

Similar Projects Managed by Mollie 2019-2022

- Denver, CO Affordable Housing Zoning Incentive Feasibility Modeling—2022
- Denver, CO Legacy Business Program, economic research—2021
- Fort Collins, CO Housing Strategic Plan development and implementation—2022
- Estes Park, CO Short Term Rental Impact Analysis—2022
- Lafayette, CO Housing and Economic Development Strategic Plan—ongoing
- Littleton, CO Inclusionary Housing Research—ongoing
- Grand Valley, CO Housing Needs Assessment and Grand Junction Housing Strategy—2021
- Jefferson County, CO COVID Impact Assessment—2021
- Larimer County, CO Affordable Housing Needs Study—2021
- Evans, CO Master Plan Housing Element—2021
- Fort Collins, CO Colorado Social Sustainability Gaps Analysis—2020
- Arvada, CO Colorado Housing Strategy Toolkit—2019
- Denver Metro Habitat for Humanity Market Research—2019
- Elevation Community Land Trust Feasibility and Resiliency Analysis—2017 and 2019
- Denver, CO Investment Impact Model—2019
- Aurora, CO Mobile Home Task Force—2019
- State of Colorado Cost Containment Study (Colorado Housing and Finance Authority)—2017

Professional Experience
Co-Founder & Managing Director, Root Policy Research, Denver, CO

Director, BBC Research & Consulting, Denver, CO

Education
M.A., Economics, University of Colorado Denver, 2010

B.S., Recreation, Park and Tourism Sciences, Texas A&M University, 2003

Professional Affiliations
Denver's Anti-Displacement Policy Network working group

Urban Land Use Institute

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RESEARCH

SECTIONS 3 & 4.

PROJECT EXAMPLES AND REFERENCES

PROJECT EXAMPLES & REFERENCES

The table below shows all of the public sector clients for which we have provided housing needs assessments and related services. Following the table and a list of recent Colorado public sector clients, we summarize key projects with dates of service, as required by the RFP.

Fair Housing Studies		Housing Market Studies, Needs Assessments, or Strategies	
Adams County, CO	Missoula, MT	Albany, NY	Lawrence, KS
Anne Arundel County, MD	Oklahoma City	Arvada, CO	Leadville, CO
Arapahoe County, CO	Portland, ME	Aurora, CO	Littleton, CO
Arvada, CO	Richmond, VA	Austin, TX	Longmont, CO
Aurora, CO	Sacramento County, CA	Boulder, CO	Mono County, CO
Austin, TX	Sacramento, CA	Bozeman, MT	Pagosa Springs, CO
Baltimore (city), MD	San Mateo County, CA	Breckenridge, CO	Ridgway, CO
Baltimore County, MD	Santa Clara County, CA	Broomfield, CO	San Marcos, TX
Boulder County, CO	Santa Cruz County, CA	Centennial, CO	Santa Fe, NM
Boulder (city), CO	Santa Fe, NM	Chaffee County, CO	Silverton, CO
Chesterfield County, VA	Shelby County, TN	Colorado Springs, CO	State of Colorado
Colonial Heights, VA	Snohomish County, WA	Columbia, SC	State of Delaware
Cumberland County, ME	State of Idaho	Denver, CO	State of New Hampshire
Denver, CO	State of Indiana	Durango, CO	State of New Mexico
Harford County, MD	State of Minnesota	Englewood, CO	State of Rhode Island
Henrico County, VA	State of Oregon	Estes Park, CO	State of Wyoming
Hopewell, VA	Travis County, TX	Fort Collins, CO	Steamboat Springs, CO
Howard County, MD	Yuma, AZ	Grand Junction, CO	Summit County, CO
Jefferson County, CO		La Plata County, CO	Tacoma, WA
Lakewood, CO		Lafayette, CO	Trinidad, CO
McKinney, TX		Lake County, CO	Yuma, AZ
Memphis, TN		Larimer County, CO	

COLORADO EXPERIENCE
In the past 5 years, Root has worked with the following cities and counties in Colorado.

- Adams County
- Aurora
- Boulder (city)
- Boulder County
- Broomfield
- Centennial
- Chaffee County
- Colorado Springs
- Denver
- Durango
- Englewood
- Estes Park
- Evans
- Fort Collins
- Grand Junction
- Jefferson County
- Lafayette
- Lakewood
- La Plata County
- Littleton
- Longmont
- Montrose County
- Pagosa Springs
- Ridgway
- Silverton
- State of CO Division of Housing & CHFA
- Summit County
- Westminster

GRAND VALLEY HOUSING NEEDS ASSESSMENT

DATE: 2021   **TYPE:** HOUSING ANALYSIS, STRATEGY

Root Policy completed a two-phase project to identify and quantify housing needs across the Grand Valley. The study addresses demographic and economic conditions, housing trends and housing gaps among special interest populations, as well analysis of barriers to housing supply. For this study Root used an array of data sources and community engagement to analyze market conditions and the impacts of the COVID-19 pandemic on Grand Valley's housing market. The Grand Valley is experiencing the tightest housing market in decades due to the continued diversification of its economic base and transformation as a recreation and outdoor hub.

Strategy development focused specifically on the City of Grand Junction and included a toolkit of strategies tailored to Grand Junction's housing needs and resources as well as facilitated strategy sessions with City Council over a series of work sessions. The process resulted in an adopted Housing Strategic Plan and funding allocations to support implementation.

RIDGWAY HOUSING ELEMENT AND ENGAGEMENT

DATE: 2019   **TYPE:** DATA ANALYSIS, ENGAGEMENT

For this Colorado town of 1,000 residents, we worked with a planning firm to develop the housing element of a Master Plan. To engage Ridgway's unique and diverse residents—artists, ranchers, outdoors enthusiasts, scientists, and retirees—we worked with a Denver-based poetic scribe to capture the voices of residents as they deliberated about the future of Ridgway at a large community event. We also worked with 2nd and 5th graders at the local elementary school to capture their visions of the community's future through drawings and storytelling.

LARIMER COUNTY HOUSING NEEDS ASSESSMENT

DATE: 2021   **TYPE:** HOUSING NEEDS ASSESSMENT STUDIES

Root Policy completed the first Affordable Housing Needs Assessment for Larimer County in response to the County-wide Strategic Plan to reduce housing cost burden and promote quality of life in a variety of residential contexts. The analysis included demographic and economic profiles as well as rental and ownership market trends, needs of special population groups, and development trends across the county. The study included analysis for the entire county but focused recommendations on needs unique to unincorporated areas of the county. Forecasts indicate that 96% of the County's anticipated population growth through 2040 will be absorbed by municipalities. As a result, strategies to address housing needs do not prioritize creation of affordable housing; instead, they focus on the county's sphere of influence, such as: regional coordination and alignment; resource generation (taxing authority); program/service support for residents in unincorporated areas; land use in unincorporated areas; and examining long-term County-level eviction/renter protection services.

SOUTHWEST COUNCIL OF GOVERNMENTS HOUSING NEEDS ASSESSMENT

DATE: 2021   **TYPE:** NEEDS ASSESSMENT

This Regional Housing Needs Assessment brought together past and current efforts to identify and address housing needs into one document. The study covered the counties of Archuleta, Dolores, La Plata, Montezuma, and San Juan. In addition to extensive stakeholder outreach and presentations of findings at town council meetings, the key components of the needs assessment included

1) An easy-to-digest report to be actively utilized by the counties and cities in housing and land use planning;

2) A searchable and updatable data dashboard that contains key housing supply, demand, employment, and affordability metrics. That dashboard can be found **AT THIS LINK.**

FORT COLLINS HOUSING STRATEGY

DATE: 2020-2021   **TYPE:** HOUSING STRATEGY

Root led the development of the City of Fort Collins Housing Strategic Plan, which includes a policy toolkit as well as prioritized actions for the city over the next five years. Development of the plan included a great deal of collaboration with city staff, boards and commissions, City Council and other stakeholders, all of which was facilitated by the Root team. Plan development occurred during meeting-restrictions related to the COVID pandemic so Root used a number of online meeting tools to facilitate participation and foster collaboration. Despite in-person gathering restrictions during plan development, nearly 450 community members shared their experiences, feedback and solutions to contribute to the plan. Following adoption of the Strategic Plan by City Council, Root continued consulting with City staff on implementation planning, policy analysis, and outcome tracking through a public-facing dashboard.

BOULDER MIDDLE MARKET HOUSING AFFORDABILITY

DATE: 2015   **TYPE:** PRODUCT AFFORDABILITY ANALYSIS

For the City of Boulder, we examined trends in the ownership affordability of attached housing products relative to single family detached units. In addition to a comprehensive analysis of historical sales records, we conducted in-person interviews with developers of attached housing products—both rental and for sale—to understand the key challenges of building affordable housing in Boulder. We forecast product types that would no longer be affordable to moderate income households if price increases continue and analyzed the city's downpayment assistance policy to determine if increasing the amount would expand options for purchase.

AURORA, CO MOBILE HOME TASK FORCE STRATEGY

DATE: 2018 | **TYPE:** MOBILE HOME STRATEGY

In 2018, the City of Aurora created a Mobile Home Task Force to study the lack of affordable housing in Aurora and to make recommendations of possible solutions to the displacement of mobile home park residents due to closures, rezoning, and redevelopment. Mollie Fitzpatrick was contracted help facilitate Task Force discussions, provide market metrics on mobile homes, and draft the report of recommendations on behalf of the Task Force. The report identified top needs related to affordability and displacement. It also provided policy and program solutions to address key concerns and to help improve protections for mobile home parks and residents.

COLORADO HOMEOWNER ASSISTANCE FUND

DATE: 2021 | **TYPE:** HOMEOWNERSHIP PROGRAM RESEARCH

For the Colorado Division of Housing (DOH), the Root Policy team analyzed Census data for trends in ownership and utilized proprietary data to determine differences in mortgage delinquency, default, and foreclosure, by race and ethnicity and income range. We determined shares of delinquencies by loan type, calculated the median amount owed and median months delinquent, and estimated aggregate amounts due by loan type. This analysis, coupled with a robust community engagement process, informed the state's proposed programming for the new Homeowner Assistance Fund. This analysis was conducted through an equity lens to ensure that the state's proposed programs would help address racial and ethnic disparities in homeownership, operating within the confines of the U.S. Treasury guidelines.

COLORADO HOUSING STRATEGY AND GOVERNOR'S OFFICE SPECIAL EVICTION PREVENTION TASK FORCE

DATE: 2020-2021 | **TYPE:** HOUSING STRATEGY

Root Policy was hired by the Colorado Division of Housing to facilitate 5-6 meetings over 6 months with a Strategic Housing Working Group (SHWG). The SHWG was convened by CDOH to recommend policy initiatives to respond to short-, medium- and longer term challenges associated with a variety of topic areas related to affordable housing. Root's role is to prepare meeting agendas, convene policy subgroups and facilitate subgroup meetings, conduct follow up research, and provide support for a series of "white papers" on policy recommendations that will be provided to the State Housing Board. The final report can be **FOUND HERE.**

COLORADO AFFORDABILITY ANALYSIS AND MODEL

DATE: 2021 | **TYPE:** DATA ANALYSIS TO INFORM STATE HOUSING POLICY

For Gary Community Ventures, a Colorado foundation dedicated to breakthrough solutions to transform opportunity for children and families, we provided tailored research to inform potential ballot initiatives and creation of wealth-building programs for low income families. We built an

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interactive model that helped management understand the economic trade-offs of fund raising options. To determine the impact of potential land use reforms, we created another model that combined county zoning codes with an analysis of development patterns to ascertain which land use reforms would be most successful in producing more affordable homeownership products.

AURORA-BOULDER-DENVER, CO COMMUNITY ENGAGEMENT

DATE: 2018-2019

TYPE: REGIONAL FAIR HOUSING STUDY

The highlight of this study was two community meetings to celebrate the region's diversity and gather input on how to address the complexities of housing challenges. These events were held in the region's most diverse neighborhoods with interpretation in seven languages, and incorporated food, dancing, music, and housing resource discussions into the programming.

Home Bigger than Houses – Westside
https://vimeo.com/257041888

Home Bigger than Houses – Eastside
https://vimeo.com/259219978

LAND TRUST FINANCIAL FEASIBILITY

DATE: 2019

TYPE: IMPACT ANALYSIS

In collaboration with Urban Land Conservancy and Gary Community Ventures, Mollie Fitzpatrick tested the feasibility of a regional affordable ownership land trust model. The work evaluated the capital requirements for a successful venture as well as resiliency of the model under a variety of economic shocks. Our work on the pro-forma analysis tested current assumptions and model viability and evaluates the pro forma under different market cycle and borrowing scenarios. Root also conducted best practices research on land trust structure and strategies for land trusts in changing market conditions as well as best practices for wrap-around services for land trust beneficiaries. The analysis was conducted as part of the incubation of what is now Elevation Community Land Trust.

REFERENCES

CHAFFEE COUNTY DEVELOPER AND TOWN FORUM

DATE: 2021 | **TYPE:** FACILITATION

Heidi Aggeler was contracted to facilitate discussions with private developers and town planners to identify barriers to residential development that would facilitate housing affordability. Two of the meetings were held virtually; one was held in person. The report compiled challenges and recommendations from both perspectives and identified areas of overlap, which informed the key findings and recommendations for the county and towns.

Reference: Becky Gray, Executive Director, Chaffee County Housing Authority, (719) 530-2590; Email: bgray@chaffeecounty.org

SUMMIT COUNTY HOUSING NEEDS ASSESSMENT

DATE: 2023 | **TYPE:** NEEDS ASSESSMENT

For Summit County and the jurisdictions within the county, we fielded a resident survey to understand housing and transportation needs. The survey received nearly 500 responses in Spanish. The survey asked about the trade-offs in-commuters and residents would be willing to make to live near work and their future housing needs and preferences, as well as their use of public transit and need for parking, including work vehicles.

Reference: Lina Lesmes, Housing Project Manager, Summit County, Colorado, (970) 668-4183; Email: Lina.lesmes@summitcountyco.gov

ESTES PARK VACATION HOME FEE STUDY

DATE: 2022 | **TYPE:** HOUSING POLICY STUDY

In 2022, Root conducted an impact analysis of short-term rentals in Estes Park. The primary objective of the study was quantifying the relationship between the operation of homes in the Town as short-term rentals (STRs) and the cost and availability of workforce housing, but the study also included an overview of the historical housing market and economic trends in the town to provide context for the impact analysis. The study is founded on a rigorous methodology, which supported an STR fee based on the identified nexus.

Reference: Jackie Williamson, Town Clerk, Town of Estes Park, (970) 577-4711 Email: jwilliamson@estes.org

SECTION 5.

PROJECT APPROACH

PROJECT APPROACH

PROJECT UNDERSTANDING AND GOALS

Root Policy Research understands the desire of the RHA to complete a well-researched and data-driven Housing Needs Assessment (HNA) that provides baseline data on the housing needs of the county's workforce and in-commuters. A central goal of the HNA is to provide data and information to inform future development decisions including housing type, sizes, tenure, quantity, target demographics (household size, household composition), price points, and location.

This study should acknowledge and build upon recent, related efforts including:

- La Plata County 3-Year Workforce Housing Investment Strategy;

- The Regional housign Needs Assessment & Strategy (prepared for Housing Solutions for the Southwest and the Southwest Colorado Council of Governments); and

- Recent related efforts and/or studies conducted by local jurisdictions and/or the La Plata Economic Development Alliance.

Needs should be assessed at the geographic levels of: the county overall and for the incorporated communities of Bayfield, Durango and Ignacio. Demand for housing by in-commuters from surrounding counties would also be considered in the needs estimates.

Key questions to be answered by the study include:

Demographics

➢ How has the permanent resident population changed since 2019? How has the workforce population changed?

➢ What are the current demographics of residents and in-commuters (income, age, household size, renter vs homeownership, employment industries, number of jobs held, local v. remote work, commuting)?

➢ What are the unique needs of the local Hispanic/Latino workforce?

➢ How many residents do not have a permanent place to live or are at-risk of homelessness due to eviction, foreclosure, or other reasons for loss of current housing?

Housing

➢ How many workers are paying more than they can afford for rent, including utilities? If they own, for their mortgage? Do they have friends or family members living with them because they cannot afford to live anywhere else?

➢ What proportion of households are living in overcrowded conditions (typically defined as more than 1.0 persons per room)?

➢ How many seasonal workers are unable to find housing in Summit County? Where do they live, and where would they like to live? How do needs vary by season?

> What type of housing has been developed since 2021, and who occupies that housing (e.g., local workforce, remote workforce, retirees, out of county, out of state)? How many units have been converted into, or bought back from, from short term rental (STR) status? What are the characteristics and location of these units?

> How many rentals—including short- and long-term rentals—are needed to alleviate housing cost burden, overcrowding, and depleted housing stocks?

> How many rentals are needed to accommodate future workforce needs?

> Where can residents working in various industries afford to rent? To buy? In what industries is in-commuting, doubling-up, and/or working multiple jobs required to afford housing?

> How much do renters need to earn before they have a reasonable choice of homes to buy? How successful are they in purchasing those homes on the open market? How well are market units fulfilling worker and renter's needs?

> How many units are needed to accommodate current and future workforce housing needs in the next 3 and 5 years? How much can the county depend on the private market, both new construction and resales, to provide those units?

A successful outcome of the study will be to confirm the housing development needed to serve workforce in the next 3-5 years and establish effective workforce housing policies and strategies to effectively guide new residential development and administer existing inventory.

WORK PROGRAM AND DELIVERABLES

We propose the following scope of work to accomplish the study goals and desired outcomes.

Task 1. Project Initiation Meeting

After receiving notice to proceed, Heidi Aggeler, Mollie Fitzpatrick, and Avilia Bueno would meet virtually with the study project manager, RHA staff, and jurisdiction representatives (if desired). At that meeting, we would jointly review the scope of work and make adjustments to the tasks and schedule as needed.

We would also confirm what an ideal outcome for the study would look like; what worked well in prior housing needs assessments; and where challenges in the research methodologies and study outcomes in prior assessments were found—to be sure we will address those in the current study.

We would also discuss the data sources available for the study including:

- Building permit data,
- Affordable inventory,
- Assessor's data,
- Data on unit sales contributed by local real estate agents,
- Home Mortgage Disclosure Act (HMDA) data,

- Data on STRs operating in the area (provided by permit/license data; note that we can also draw from a STR rental database we own that contains all active listings),

- Data on long term rentals contributed by major property management firms and other sources of rental listings,

- Developments planned for the next 2-5 years and the intended or likely occupancies and price points, and

- Underutilized or underdeveloped land and potential for redevelopment.

We would sketch out the community engagement plan and timing, including:

- A list of stakeholders who should be engaged in the study and the form and timing of engagement;

- Content for the resident survey to inform the study,

- Ability for an employer survey to supplement employment projections, and

- The most effective methods to promote the resident survey to ensure equitable representation from all population segments.

Deliverables:
- Workplan with revised timeline for tasks, including community engagement plan, and roles and responsibilities.

- Schedule for project check-in meeting.

Task 2. Data Collection and Analysis, Demographic and Employment Trends

This task would involve three components: data collection, analysis of demographic trends, and development of a draft needs model.

Working with the RHA, we would request needed data from the contacts identified in the project initiation meeting. We would develop an inventory of what we have collected, what we expect to receive, and what we may be unable to obtain and discuss our progress with the project manager at a check-in meeting.

We would draft the demographic trends section, leaving placeholders for data forthcoming from the resident survey. Data utilized would include DOLA demographic projections, American Community Survey (ACS), and Labor Market Information data. That analysis would contain an in-depth evaluation of population and demographic trends in the county by community, including income, age, size of household, employment and employment industry. Availability of employment by industry and seasonal fluctuations is limited below the county level; as such, we will incorporate data from the Census, the Bureau of Labor Statistics, unemployment insurance, as well as sales tax data from the Colorado Department of Revenue, to tease out relevant trends These data will be complemented with data from the resident and employer surveys and employer interviews.
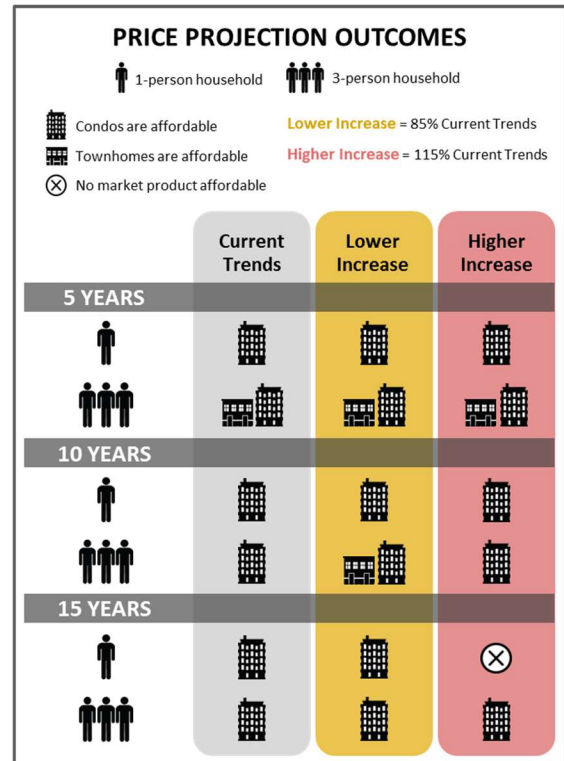
We would also build out a skeleton of the needs model with placeholders for forthcoming data and discuss our methodology with RHA. We would begin with the approaches in past studies and propose refinements to best reflect current and future market conditions.

The model would be built to identify and forecast La Plata County's housing needs (v. a regional assessment), with consideration of in-commuter demand from surrounding counties.

The sample infographic shows how we displayed projections of affordability erosion for ownership units in Boulder as part of a Missing Middle housing study.

Deliverables:

- Demographic and Employment Trends report section.
- Skeleton of needs model for review and comment.

PRICE PROJECTION OUTCOMES

👤 1-person household	👥 3-person household
🏢 Condos are affordable	**Lower Increase** = 85% Current Trends
🏢 Townhomes are affordable	**Higher Increase** = 115% Current Trends
⊗ No market product affordable	

	Current Trends	Lower Increase	Higher Increase
5 YEARS			
1-person	🏢	🏢	🏢
3-person	🏢🏢	🏢🏢	🏢🏢
10 YEARS			
1-person	🏢	🏢	🏢
3-person	🏢	🏢🏢	🏢
15 YEARS			
1-person	🏢	🏢	⊗
3-person	🏢	🏢	🏢

Task 3. Housing Inventory and Trends

This task would focus on current housing conditions. Utilizing publicly available data as well as data provided by the county and jurisdictions and private industry, we would analyze:

- **Housing stock and trends.** This would include an accounting of housing built and planned since the previous study, characteristics of that housing (type, size, tenure, amenities, deed-restrictions, occupancy targets).

- **Rental housing market.** Using Census ACS data and updating that inventory with data from private industry, we would estimate the rental distribution and characteristics of long term rentals—and how those compare to STRs (see below). We would also analyze the geographic dispersion of rents and housing costs by price point, vacancy rates, and median rent.

- **Short term rental market.** In this task, depending on data availability and data quality, we would analyze the various characteristics of the local STR market including the increase or decrease in STRs by geographic area, characteristics of STRs, ownership (local owner, out of region owner, investor owner—where data are available), and the frequency of STR use.

- **Ownership market.** Using HMDA, MLS data, and Assessor's data, we would provide an analysis of the for sale market including the sales distribution relative to renters' incomes; purchase trends (local, out of region, out of state); and location of affordable ownership units by price range, deed restriction (as data are available), and location.

Root would also analyze local programs that have contributed to workforce housing conversions and determine their efficiency.

Deliverables:

- Housing Inventory and Trends report section.

Task 4. Housing Needs

This section would involve estimating current and future housing needs based on the resident survey and the needs model.

Root would use a proprietary housing gaps model to quantify mismatches in supply and demand of rental and for-sale housing at different income levels (by income range and AMI conversion), price points, employment industry, and geographic area. We would adjust the gaps to account for the seasonality of employment and number of short-term rentals in the region. We would also project demand for new residential units based on historical development and occupancy trends, and an assessment of development potential and the share of new development would need to be to meet housing goals; We would forecast costs to close gaps in housing stock in 3 and 5 years.

We propose the following methodologies for assessing specific needs categories:

- Workers experiencing overcrowding and cost burden would be drawn from both ACS data and the resident survey and crossed by demographics, household characteristics, and employment status and industry.

- Workers who are precariously housed or experiencing homelessness would be captured through the resident survey and crossed by demographics, household characteristics, and employment status and industry. In our surveys we typically gather these data through questions on where residents are currently living, level of worry about not being able to pay rent or mortgage, and past experience with displacement. We would compare survey data on eviction or foreclosure risk and experience with Colorado Judicial Branch data.

- Workforce commuting patterns would be gathered through the resident survey of La Plata County residents and in-commuters (the survey would be marketed to in-commuters through employers and social media in surrounding counties). Survey questions would ask about commute method (drive in a car alone, drive in a car with others, etc). We would compare that data with LEHD data on worker in- and out-flows for an assessment of commute patterns; we would also compare the data with ACS data on commute methods to gauge data accuracy. Economic and carbon impacts of commuting would be determined by applying the time spent and miles driven to common measures of cost and impacts.

- The needs of Hispanic/Latino residents would be captured through the resident survey (distribution methodology is described in the Community Engagement section) and through two focus groups (in Spanish or English, depending on preferences) of Hispanic/Latino residents.

- To understand the likelihood of long term rentals or STRs being converted to or from workforce rentals, we would include in the survey property owners who are not occupying the units to gauge their intentions for property use, including occupying the units full time (as a result of relocation or retirement).

- To identify product types needed, we would draw on housing preference questions in the resident survey and incorporate assumptions about household preferences and anticipated moves into the needs model. This would include tenure, housing type and size and amenities, parking, and cost.

Deliverables:

- Report section dedicated to the Housing Needs model, describing the needs in the categories above using tables and infographics and referencing data in other report sections (e.g., indicating when survey findings are utilized and referencing related survey section tables and data).

Task 5. Workshop and Strategy Considerations; Report and Presentations

This task **and deliverables** would consist of:

1) A draft report provided to RHA and appropriate county and town staff;

2) A three week review with comments provided to Root staff after that review;

3) A half-day workshop to discuss the findings and the continued applicability of the strategies from the 3-Year Workforce Housing Investment Strategy, including recommendations for modifications;

4) Finalization of the report; and

5) Two presentations of study findings to audiences of your choice.

Community Engagement Components and Process

As detailed in the above workplan, we propose utilizing a combination of demographic and employment data, market data, primary data collected through a resident survey, primary data collected through an employer survey, and focus groups with residents of Hispanic descent and low to moderate income workforce to inform the needs model and study.

Community engagement would be a core element of the study process, providing data that is unavailable from other sources. We propose the following community engagement plan, to be refined during the project initiation meeting:

Key stakeholder discussions (2) with local developers, affordable housing representatives, resort and non-resort employers, businesses, and non-government organizations to identify La Plata County's greatest workforce housing needs. The purpose of these discussions would be twofold: 1) To gather information on needs and perceptions of needs, discuss unanswered questions that should be considered through the study, and collect ideas for solutions; and 2) Build support for the study, and answer questions about study process and findings. We would prepare draft discussion guides for RHA's review prior to execution.

Employer survey to collect data from a broad set of employers about workforce needs, how housing constraints are affecting business, number of unfilled positions as a result of housing challenges, and anticipated job growth. The survey would be marketed with SCHA's, the county's, and towns' help and through business networks (e.g., Chamber of Commerce).

Resident survey to collect specific data on housing needs, experiences finding and keeping housing, housing preferences, plans to remain and/or relocate within La Plata County, demographics, household characteristics, and employment status. In addition to permanent, full-time residents and workers, the survey would also be open to seasonal workforce, retirees and second homeowners, and property owners who rent (long term rentals and STRs).

The survey would not only inform the needs model, it would also benefit the assessment as it can generate additional ideas and concerns individuals may not feel comfortable discussing in a public forum. Surveys would be available in English and Spanish online through a link and QR code.

Similar surveys designed by Root Policy Research have elicited data on:

> ➢ Desires for housing types to accommodate residents who want to age in place, downsize, or buy;
> ➢ Desire for renters to buy housing, and barriers to homebuying;
> ➢ How those housing types relate to (or fail to accommodate) desired outcomes in housing affordability and suitability; and
> ➢ Experience with eviction, foreclosure, overcrowding, and homelessness.

REACHING DIVERSE POPULATIONS. We commit to employing specific methods to reach the Hispanic/Latino community in La PLata County and its communities to ensure a comprehensive analysis of the county's population and needs. Root will provide Spanish translations for the survey and survey promotion materials (i.e., brochures, social media posts) and coordinate with project management staff to determine key contacts, community groups, and organizations that will help disburse the survey to Hispanic/Latino communities in the area. We expect this to include meeting with Hispanic/Latino community navigators to discuss the survey and encourage community participation; posting of flyers with the survey link/QR code in key locations including food markets, child care centers, laundromats, restaurants, churches, and public schools.

Similarly, to reach low income households, we would work with social service providers to encourage completion of the survey and provide hard copies for service providers to administer the survey onsite. This has been a successful model for capturing responses from very low income households in our past work.

More broadly, we envision survey promotion to entail:

- Social media postings,

- Announcements at town and county council meetings,

- Promotion through homeowners associations,

- Promotions through employers (to employees),

- Promotions through areas of worship,

- Promotions through community nonprofits and arts and entertainment organizations, and

- Flyers with the survey link and QR code at key locations in the county.

We would include a chance to win a $100 gift card as an incentive for completing the survey; the respondent receiving the award would be selected by our team randomly.

An alternative—more expensive but less staff-intensive—option for survey distribution would be to utilize a "text to web" option. In this case, we would contract with a bi-lingual survey firm to administer the survey using a random text to web sample, generated through residents receiving a text inviting them to complete the survey. This approach would yield a statistically significant sample of respondents and ensure demographic representation of county residents.

Optional: One-on-one discussions with mayors, council members, and commissioners. Our project managers would be available for 30 minute discussions, in person or via zoom, with key policymakers to answer questions about the study, discuss concerns, discuss perceptions about needs, and explore solutions.

Optional: Resident focus groups (2) with Hispanic/Latino residents in English and Spanish to discuss experiencing finding and maintaining housing. These focus groups would be organized through community navigators and held in a comfortable location. Respondents would be provided light snacks and compensated with a $50 gift card for attendance.

Deliverables:

- Completion of the engagement components described above.
- Community Engagement section of the report, utilizing infographics and easy-to-read charts, and data to inform the needs model.

SECTION 6.

SCHEDULE

PROJECT SCHEDULE

A detailed schedule by task is shown below. The anticipated time requirements for each task by staff is captured in the fee estimate. At project initiation, we would refine the schedule to best accommodate RHA needs.

Project Task	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Project initiation meeting	▭						
Data Collection, Analysis, & Modeling							
Demographic and Employment Trends	▭	▭					
Housing Inventory and Trends		▭	▭				
Housing Needs			▭	▭			
Community Engagement							
Stakeholder Discussions & Policy-maker Interviews		▭			▭		
Resident Focus Groups			▭	▭			
Employer survey designed and fielded			▭	▭			
Resident survey designed and fielded			▭	▭			
Resident and Employer surveys analyzed				▭	▭		
Recommendations and Report Development							
Draft Report Sections for Review					▭		▭
Workshop to review Recommendations						▭	
Finalization of Report						▭	▭
Presentations							▭

SECTIONS 7.

FEE ESTIMATE

FEE ESTIMATE

The following table shows the fee estimate for the work plan described above. This estimate contains three optional tasks not included in the total budget: 1) One-on-one interviews with policymakers; 2) Resident focus groups with people of Hispanic descent; and 3) A "text to web" survey option which would provide a statistically significant survey sample. Those additional budget items are shown in blue font.

We would be happy to work with RHA to modify the scope, if needed, to meet your budget goals

Project Task	Directors ($200/hr)	Associates ($150/hr)	Research Associates ($135/hr)	Travel and Direct Costs	Cost by Task
Project initiation	4	2			$1,100
Project meetings and management	16				$3,200
Data Collection, Analysis, & Modeling					
Data collection and data cleaning	8	16	20		$6,700
Demographic and employment trends	4	4	32		$5,720
Housing inventory and trends	4	10	24		$5,540
Housing needs modeling and forecasts	28	60	12		$16,220
Public Engagement					
Stakeholder focus groups	8	8			$2,800
Survey design	8	2	12		$3,520
Employer survey: fielding and analysis	10		16		$4,160
Resident survey fielding		8	32	$100	$5,620
Resident survey analysis	4	8	36		$6,860
Report Development					
Draft and final reports	20	20	16		$9,160
Strategy workshop	12			$750	$3,150
Presentations	8			$750	$2,350
Optional (not included in total budget)					
One-on-one policymaker interviews (10)	8	8			$2,800
Resident focus groups (2)	4	16		$1,000	$4,200
Resident survey (text to web option)	6			$24,050	$25,250
Total hours	*192*	*172*	*112*		*476*
TOTAL COST	**$38,400**	**$25,800**	**$14,000**	**$2,950**	**$76,100**

SECTION 8.

ALLIANCE HOUSING STAFF TIME AND RESOURCES

STAFF TIME & RESOURCES

To ensure a successful study, we would need the following commitment from RHA staff (County, City, and Town staff could be involved as desired/needed):

- Attend the project initiation meeting; provide feedback on the work plan and community engagement plan (estimated at 4 hours);

- Connect Root staff with local industry contacts who can provide sales and rental data (1.5 hours);

- Provide local data on building permits/certificates of occupancy; accessor's data; data on affordable units; planned developments and densities; (2 hours per agency/department);

- Contribute to list of stakeholders to invite to focus groups (1.5 hours);

- Connect Root staff with organizations in the county that provide services and housing to Hispanic/Latino residents and low income households (1.5 hours);

- Contribute to a list of area employers to survey and interview (1.5 hours);

- Review the survey instrument and offer comments (2 hours);

- Actively promote the resident survey through traditional media and social media postings (4-8 hours) and distributing flyers with information about the survey to target locations (8-10 hours). Contact major employers and request they promote the survey to workforce (1 hour). Note that this would be reduced with a text to web option.

- Review the needs model approach with Root staff and offer comments (2 hours);

- Review report sections and offer comments (8 hours total);

- Participate in a workshop where the report is reviewed, strategies are developed, and a roll out plan is determined (4 hours); and

- General project management.

SECTION 9.

INSURANCE AND AGREEMENT

INSURANCE & INDEPENDENT CONTRACTOR AGREEMENT

Our insurance coverage includes:

- Worker's Compensation—coverage complies with Colorado Statute including $1 million each accident, $1 million disease;

- Comprehensive General Liability Insurance—$2 million each occurrence and $4 million general aggregate coverage;

- Auto Liability—$2 million combined single limit coverage for all hired and non-owned automobiles. Our firm does not own any automobiles;

- Umbrella Liability—$1 million each occurrence and $1 million aggregate; and

- Errors & Omissions—$1 million.

We understand this coverage to be in compliance with the standard services agreement. If this coverage is found not to be fully compliant, we would work with our broker to modify our coverage.

SECTION 10.

ADDITIONAL INFORMATION

ADDITONAL INFORMATION

Root Policy Research offers tailored research methodologies, survey design, and report design for our clients. We work hard to ensure that each client receives a top quality product that is unique to their needs and facilitates responses to housing challenges.

The attached work products demonstrate our skills in presenting data from housing needs assessments in an attractive and user-friendly format.

These product examples include:

- A uniquely designed Executive Summary from the New Mexico Housing Strategy,

- An infographic showing resident representation in a housing survey, and

- A data dashboard used to monitor and compare a jurisdiction's key economic and housing indicators.

We also invite you to examine the following studies for how we tailor our housing needs forecasts and strategies to local markets:

- SWCCOG Regional Housing Needs Assessment, Section II, pages 24 and 25 and following strategies section; and

- Mono County, CA Housing Needs Assessment (completed by Heidi Aggeler while at BBC Research), Section I page 6. This study also included an employer survey that informed the needs projections.

SECTION 10.

ADDITIONAL INFORMATION: NEW MEXICO HOUSING STRATEGY EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

In October 2021, the New Mexico Mortgage Finance Authority (MFA) convened an Advisory Committee (AC) of experts to provide leadership over the development of a statewide strategic plan to expand housing opportunities for all New Mexicans. This is the **New Mexico Housing Strategy**.

The Housing Strategy serves as:

1. A roadmap for partners to address the continuum of housing needs;

2. A common source of communication to housing partners and residents about the state's goals and intentions;

3. Practical solutions for streamlining barriers to addressing housing needs and reforming existing systems and programs; and

4. Big ideas to change and improve the housing landscape.

The backdrop of the Housing Strategy is a housing market that has become increasingly difficult for all but the highest income New Mexicans to afford.

Lack of affordable housing not only impedes the ability of households to be self-sufficient and invest in economic growth for their families—it also has negative consequences for state and local economic development and growth. The latter can be easy to overlook as it is often hidden, but the impacts are significant.

Without adequate affordable housing:

- New Mexico's urban areas cannot continue to attract new businesses,

- Existing businesses, particularly small businesses, cannot keep standard operating hours and cannot grow;

- Low income renters are forced to move more frequently, disrupting community ties, stable employment, and educational consistency for their children;

- Moderate income renters cannot achieve ownership and pass on wealth to their families; and

- Persons with special needs—including seniors, New Mexicans with disabilities, and residents vulnerable to and experiencing homelessness—are caught in a perpetual and costly cycle of housing instability.

This **call to action** enlists the State of New Mexico, local governments, nonprofit organizations, foundations, lawmakers, and private entities to join together and address the state's housing challenges. It provides the **strategic direction to collectively move forward.**

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EXECUTIVE SUMMARY

HOUSING COMPOSITION

Between 2000 and 2019, housing production adequately accommodated population and household growth; housing units increased by 20% while population rose by 15%. The 2020 Census shows a shift in the balance between housing production and population growth, with production falling behind growth.

More than 50,000 housing units in the state are vacant for seasonal and recreational use, mostly in Lincoln, Santa Fe, Taos, Otero, and Colfax Counties. Future housing planning should account for the growing number of units that have become intended for seasonal and recreational use.

Housing Units and Population, 2010-2020
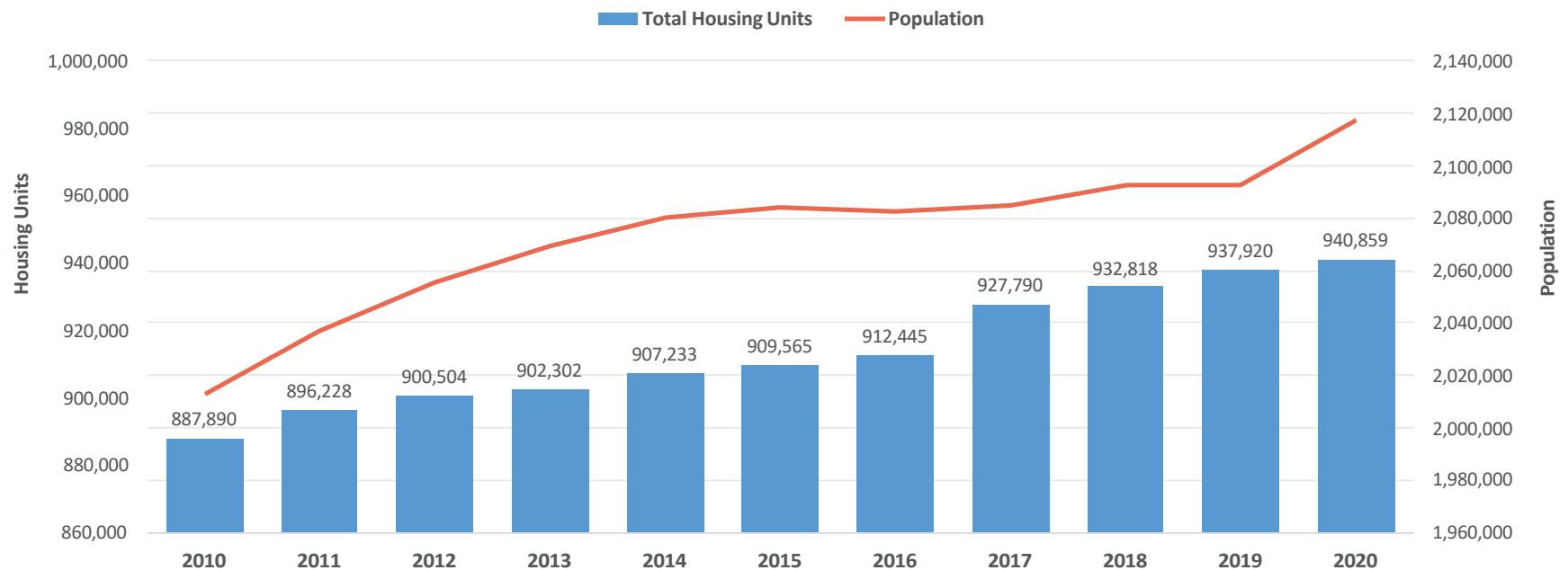
Source: 2020 Decennial Census, ACS 5-year estimates (various years), and Root Policy Research.

Beginning in 1990, New Mexico's housing production shifted heavily towards single family detached homes. Single family detached homes have remained the dominant housing type built—making up 82% of residential permits issued between 2010 and 2020—despite changing needs. Multifamily units made up 15%, and attached units—townhomes, duplexes, small multifamily structures which typically offer better affordability—made up just 2% of units permitted.

Excluding diverse housing types from a community's housing stock has the effect of excluding diverse residents. As shown in the figure on the following page, about half of low income households—those earning less than 80% of the state's median income—live in units other than single family detached homes.

Building Permits, 1980-2020
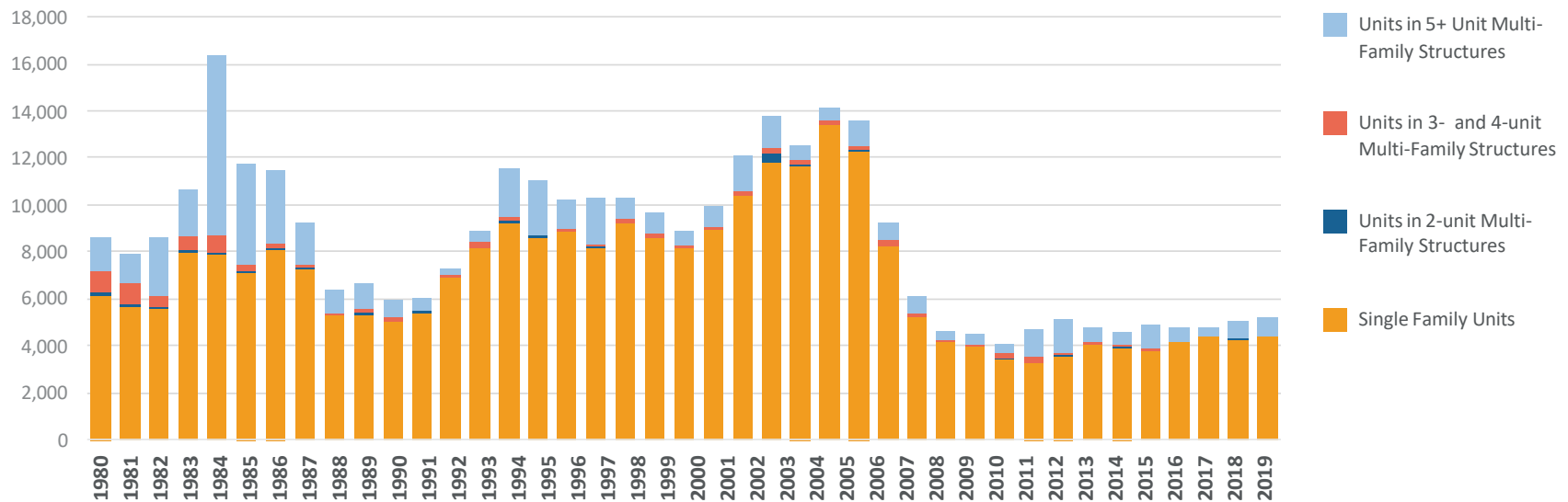
Source: 2020 Decennial Census, ACS 5-year estimates (various years), and Root Policy Research.
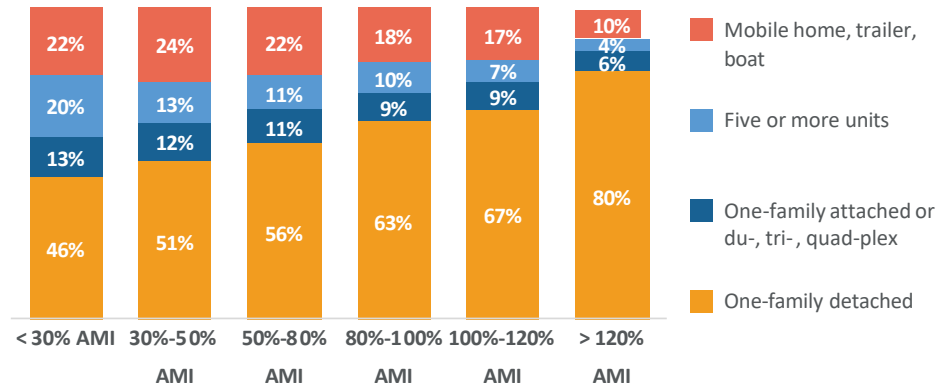
Housing Type Occupied by Income, 2019

Note:

AMIs are calculated by applying a population-weighted average of each county's 50% AMI by household size within PUMA.

Source:

2019 ACS 5-year IPUMS, HUD AMI and Root Policy Research.

Legend:
- Mobile home, trailer, boat
- Five or more units
- One-family attached or du-, tri-, quad-plex
- One-family detached

	< 30% AMI	30%-50% AMI	50%-80% AMI	80%-100% AMI	100%-120% AMI	> 120% AMI
Mobile home, trailer, boat	22%	24%	22%	18%	17%	10%
Five or more units	20%	13%	11%	10%	7%	4%
One-family attached	13%	12%	11%	9%	9%	6%
One-family detached	46%	51%	56%	63%	67%	80%

Rent and AMI Growth by County, 2010-2019

Legend: 2010-2019 Rent Growth | 2010-2019 AMI Growth

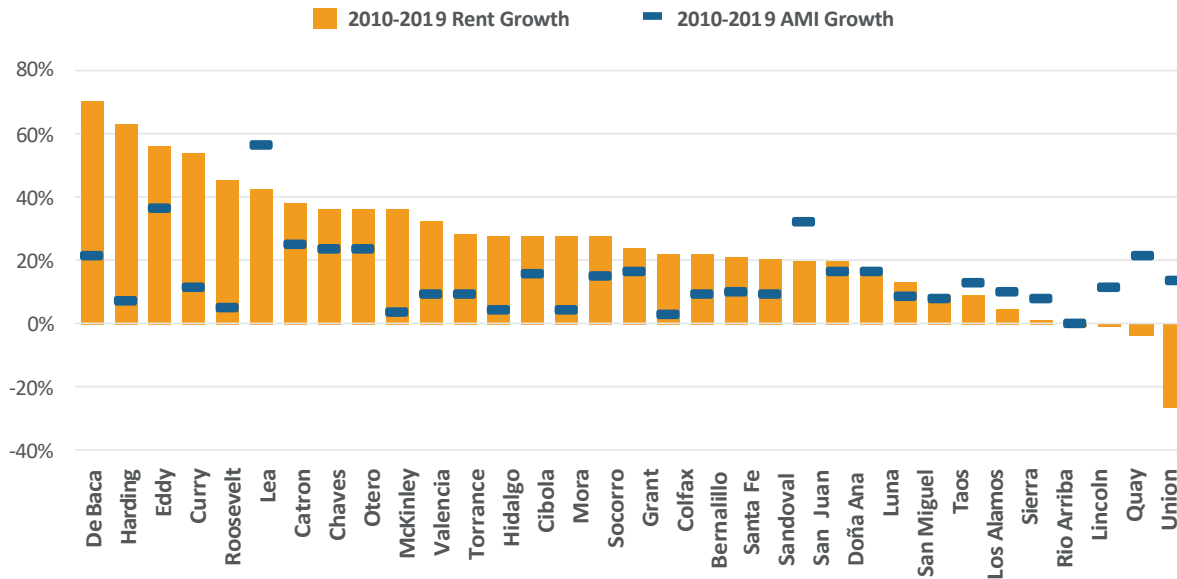Source: 2010 and 2019 ACS, HUD, and Root Policy Research.

HOUSING COST

In the majority of New Mexico's counties, income growth fell well short of what was needed to keep up with rising rents. As demonstrated in the figure on the bottom left, except for Lea and San Juan Counties, incomes kept up with or outpaced rent increases only in counties where rent growth was modest or declining.

The upward shift in prices disproportionately hurts lower income households. Between 2010 and 2019, the supply of rental units affordable to households earning less than $25,000 a year decreased by over 50%—compared to a 9% decrease in the number of renters earning less than $25,000.
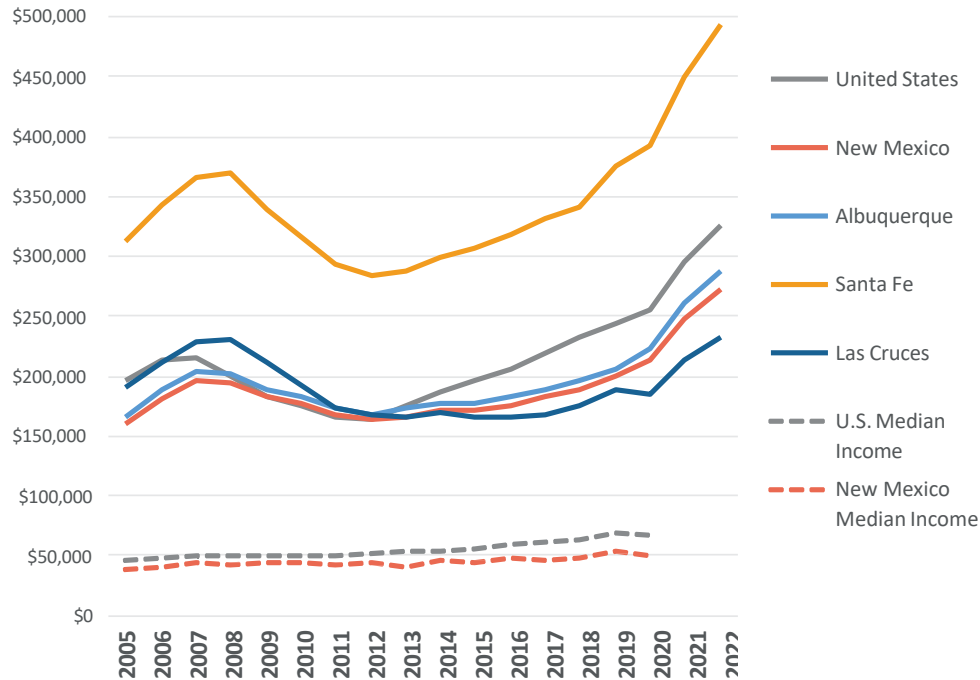
Typical Home Value and Median Income

Note: Data for 2022 represents the typical home value for the month of January only.

Source: Zillow Home Value Index, Federal Reserve Bank of St. Louis, and Root Policy Research.

As shown above, trends in home values and incomes in New Mexico have closely followed trends in the U.S. overall, with income growth failing to keep up with value growth. Home values increased significantly beginning in 2020, coinciding with historically low interest rate and supply constraints.

Existing homeowners benefit from these value increases; however, rising prices make it difficult for renters to attain homeownership. Half of low income households in New Mexico are owners, and New Mexico does a better job than the U.S. overall in Native and Hispanic ownership. This high homeownership rate will be challenging to sustain with continued increases in home values that outpace income increases.

Homeownership Rate by Race/Ethnicity, New Mexico and U.S., 2019
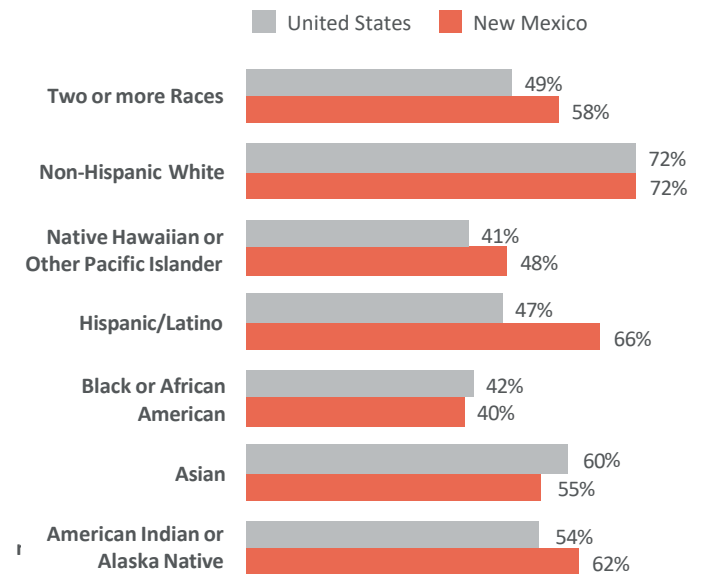
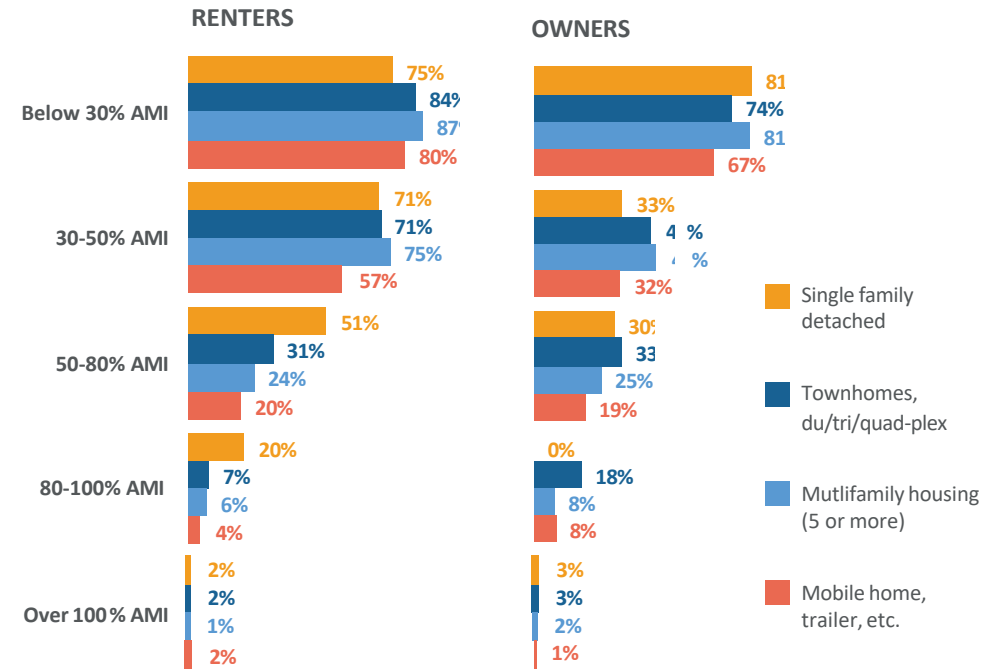Source: 2019 ACS 5-year estimates, and Root Policy Research.

EXECUTIVE SUMMARY

CURRENT HOUSING NEEDS

Housing cost burden—when households pay more than 30% of their gross income in housing costs—is highest among the state's lowest income households. Low income renters are more likely to be burdened than owners as their incomes rise and if they live in single family detached homes. Owners and renters occupying mobile homes have lower rates of cost burden.

The state's rental units are concentrated in the $625 to $1,250 range, forcing low-income renters to occupy units they cannot afford. These units are also occupied by high income renters who "rent down" because of lack of supply, and who may be more competitive in the very tight rental market, further limiting low income renters' options. The graphic below shows the number of appropriately priced units to renters by income range, showing deficiencies for both low and high income renters.

Cost Burden by Unit Type and AMI, 2019

RENTERS / OWNERS

	RENTERS	OWNERS
Below 30% AMI	75% / 84% / 87 / 80%	81 / 74% / 81 / 67%
30-50% AMI	71% / 71% / 75% / 57%	33% / 4% / % / 32%
50-80% AMI	51% / 31% / 24% / 20%	30% / 33 / 25% / 19%
80-100% AMI	20% / 7% / 6% / 4%	0% / 18% / 8% / 8%
Over 100% AMI	2% / 2% / 1% / 2%	3% / 3% / 2% / 1%

Legend:
- Single family detached
- Townhomes, du/tri/quad-plex
- Mutlifamily housing (5 or more)
- Mobile home, trailer, etc.

Source: 2019 5-year ACS, and Root Policy Research.

APPROPRIATELY PRICED UNITS BY RENTER INCOME, 2019

= one appropriately priced unit
= one renter

INCOME LESS THAN $25,000

1 to 2

1 appropriately priced unit for every 2 renters

INCOME $25,000 TO $50,000

1.8 to 1

1.8 appropriately priced units for every renter

INCOME $50,000 TO $75,000

1 to 1

An equal match of appropriately priced units

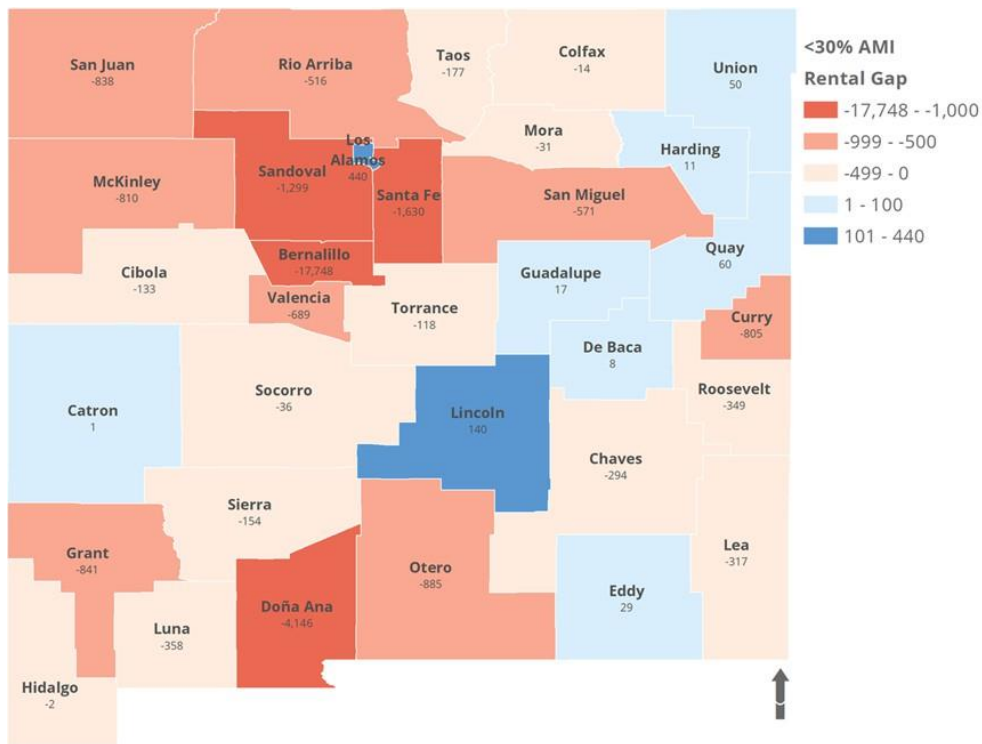**INCOME MORE THAN $75,000**

1 to 10

1 appropriately priced unit for every 10 renters

Note: Appropriately priced units have rents and utilities that are 30% and less of renter income.

EXECUTIVE SUMMARY

Overall in the state, there are 32,000 too few affordable rental units to meet the needs of renters earning 30% of AMI and less. The shortage is most pronounced in Bernalillo, Dona Ana, Santa Fe, and Sandoval Counties. A combination of new affordable rental units, rental assistance, and market rate production is needed to address this gap.

The state will be challenged to maintain its high and equitable ownership rate if production does not keep up with demand. Mortgage loan data suggest many counties do not have the supply to allow renters to transition into homeownership: The majority of renters earn less than 80% of AMI while the supply of homes affordable is concentrated at higher incomes.

Rental Gap for Households Below 30% AMI by County, 2019

Source: 2019 5-year ACS, and Root Policy Research.

Renter and Affordable Home Sales Distribution, by AMI
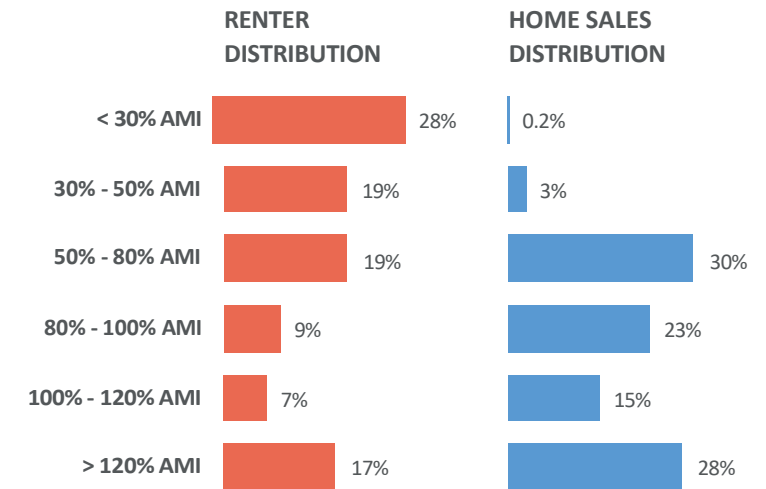
Note: Assumes a 30-year mortgage at a rate of 3.25% with a 5% down payment, 35% of monthly payment is used for property taxes, utilities, and insurance.

Source: Root Policy Research, 2019 ACS 5 year estimates, and HMDA.

EXECUTIVE SUMMARY

For many New Mexicans, their housing needs are intensified by periods of housing instability, health care challenges, poor housing condition, geographic isolation, and the industries in which they work.

- The New Mexico Coalition to End Homelessness (NMCEH) estimates the number of New Mexicans experiencing homelessness at between 15,000 and 20,000—with **9,000 children and youth experiencing homelessness**. This number is much larger than that reported in annual "point in time" counts, which identify between 2,500 and 3,500 homeless individuals. The larger estimate captures the hidden homeless—residents who are living with others temporarily, living in unsafe housing conditions, sleeping in cars, living in motels—in addition to those staying in shelters. **Native American and Black/African American residents are overrepresented among homeless individuals**, while Hispanic residents are underrepresented, based on their share of individuals living in poverty. NMCEH estimates that more than 6,500 people who experience homelessness annually do not receive adequate services or housing to help them exit homelessness.

- According to the resident survey conducted for the Housing Strategy, 25% of residents live in housing that does not meet the needs of their household member with a disability—equivalent to **43,000 New Mexico households with accessibility needs.**

- **Residents living on Tribal lands and in colonias** are more likely than other New Mexicans to be **living in housing in poor condition.**

- There is a **shortage of 4,590 rental units priced below $500 for senior renter households**. According to the resident survey, 28% of households with an older adult share housing with friends or family members due to lack of housing that meets their needs.

- According to Census data, **around 28% of households with children—an estimated 78,000 households—are cost burdened.** According to the resident survey, families with children experience high rates of housing instability. The survey found that 32% of households with children experienced displacement in the past five years.

- New Mexico has nearly **12,000 jobs** in the agriculture, forestry, fishing, and hunting industries, where the average wage of workers—$35,000 per year—is **30% lower than average annual wages in the state**. Workers in these industries would need rentals that cost no more than $875 per month.

- New Mexico is home to over 1**2,000 active duty military members**. A comparison of the Basic Allowance for Housing (BAH) provided by the federal government and gross rents by county found that BAH rates are reasonable when compared to rents in each area. A larger barrier for military personal is the **lack of available housing**, **given the historically low vacancy rates in the state.**

- The Comprehensive Needs Assessment of Young People Experiencing Housing Instability and Homelessness in Bernalillo County identified foster care as a contributor to unstable housing: **34% of youth surveyed who were classified as unstably housed or homeless had been in foster care** at some point in their lives.

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FUTURE HOUSING NEEDS

By 2035, New Mexico's senior residents will comprise 21% of all residents, up from 16% in 2010. Growth projections estimate that the state will retain a large share of younger residents, accounting for around 30% of the total population—which bodes well for economic growth.

Population Projections by Age, 2010 to 2035
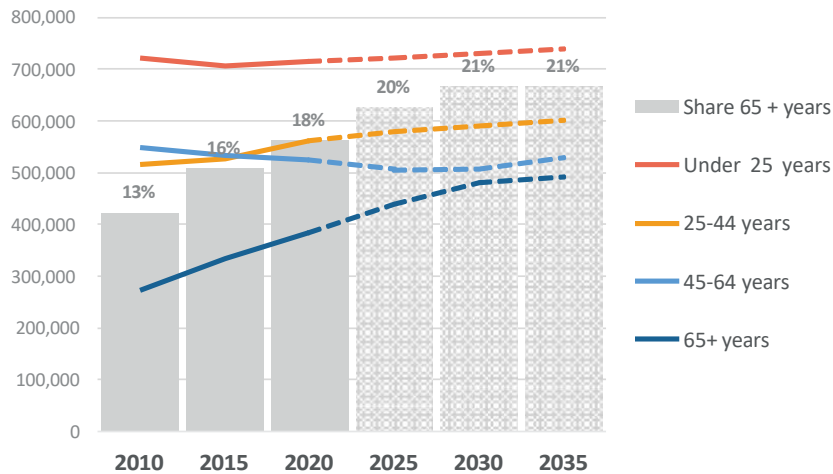
Source: The University of New Mexico Geospatial and Population Studies, and Root Policy Research.

Ensuring that the state's housing production adequately supports the formation of new households, addresses the needs of aging residents, and supports the needs of housing unstable households will be imperative for sustained economic growth.

By 2035, the state is projected to reach nearly 900,000 households—65,000 more than in 2020.
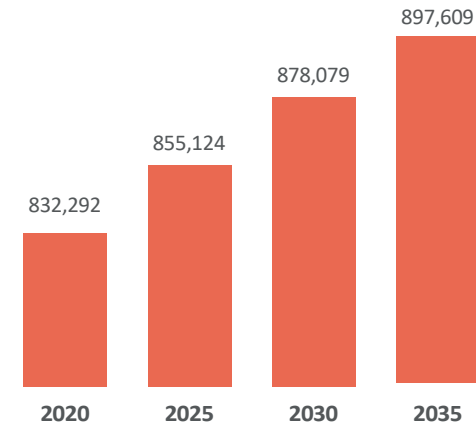
Household Projections, 2020 to 2035

Note:
Holding 2019 average household size for each county constant.

Source:
The University of New Mexico Geospatial and Population Studies, and Root Policy Research.

Based on the above projections,

- Between now and 2025, an **average of 5,100 housing units per year** are needed to accommodate growth; and

- Between 2025 and 2030, an average **of 5,140 housing units per year** are needed to accommodate growth.

This compares to a 10-year average of annual permits issued to 4,107 housing units in growth counties and 4,771 housing units for New Mexico.

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Housing production must be paired with programs and policies to ensure a portion of new units meet affordability needs.[1]

- By 2025 the state will need around 25,400 units, and around 4,200 of them should be affordable to households with income below 30% AMI.

- By 2035 the state will need around 73,700 units; around 12,000 of them should be affordable to households with income below 30% AMI.

- Market production will be concentrated at 120%+ AMI; incentives for production below that price point should be pursued.

Projected Total Units Needed by 2035, by County, AMI

Note:

Holding 2019 AMI and tenure distributions constant.

Source:

The University of New Mexico Geospatial and Population Studies, and Root Policy Research.

	Total	PERCENT OF AMI					
		0-30%	30-50%	50-80%	80-100%	100-120%	Over 120%
Total	73,774	12,078	9,861	12,661	7,132	6,156	25,886
Bernalillo	27,399	4,890	3,854	4,663	2,529	2,297	9,165
Sandoval	17,504	2,245	1,799	3,093	1,803	1,699	6,866
Doña Ana	11,700	2,092	1,825	1,858	1,034	774	4,116
Santa Fe	7,362	1,156	1,031	1,315	781	547	2,533
San Juan	3,129	611	473	562	310	273	901
Curry	1,730	253	215	330	173	135	624
Lea	1,609	266	173	262	179	161	568
Chaves	1,389	222	214	232	137	104	480
Valencia	1,053	197	167	199	105	94	290
Roosevelt	483	75	54	80	42	38	194
Eddy	259	41	36	41	25	22	93
Cibola	156	30	19	26	13	11	57

	Total	PERCENT OF AMI					
		0-30%	30-50%	50-80%	80-100%	100-120%	Over 120%
Rental Units	25,637	6,530	5,548	4,489	3,749	3,409	1,912
Bernalillo	11,692	3,048	2,566	2,073	1,660	1,537	807
Sandoval	3,384	878	765	663	440	416	220
Doña Ana	4,991	1,234	1,135	786	766	681	389
Santa Fe	2,206	564	474	357	345	294	173
San Juan	1,105	251	239	202	179	148	87
Curry	693	162	116	115	113	106	81
Lea	549	151	74	101	79	83	62
Chaves	443	96	80	83	77	63	44
Valencia	227	61	38	42	36	33	16
Roosevelt	209	54	35	41	31	30	18
Eddy	81	18	16	15	13	11	8
Cibola	59	13	10	11	10	9	7
Ownership Units	48,137	5,548	4,313	8,172	3,383	2,747	23,974
Bernalillo	15,707	1,841	1,288	2,590	869	760	8,358
Sandoval	14,121	1,367	1,033	2,429	1,363	1,283	6,646
Doña Ana	6,710	858	690	1,073	269	93	3,727
Santa Fe	5,156	592	557	958	436	253	2,360
San Juan	2,023	360	234	361	130	125	814
Curry	1,037	91	99	215	60	30	542
Lea	1,061	115	100	161	101	78	506
Chaves	946	126	135	149	60	41	436
Valencia	827	136	130	157	69	61	273
Roosevelt	275	22	19	39	10	8	176
Eddy	178	23	20	26	13	11	85
Cibola	97	17	8	16	3	2	51

[1] Assumes 2019 household size, AMI distribution, and tenures remain constant.

A CALL TO ACTION

This Housing Strategy leads the state, New Mexico local governments, and private and nonprofit partners toward the highest impact actions to address challenges in:

- Producing **housing** across the income continuum;

- Preserving and Improving existing affordable housing, both privately and publicly owned, and Redeveloping underutilized and vacant properties to increase supply and catalyze economic development;

- Building Homeownership opportunities to retain the state's high homeownership rate, especially among low and moderate income, and racially and ethnically diverse, households;

- Creating Housing Stability for people vulnerable to and experiencing homelessness and residents with special housing needs; and

- Advocating for effective federal housing policies and regulations.

The Housing New Mexico Strategic Plan at Work

1 Housing for Individuals Experiencing Homelessness, Unique Needs of Residents:
- PSH predevelopment funding
- Property management and service provider collaborative training and support
- Supportive services funding
- Rental assistance
- Coordinated entry system changes

2 Rental Housing:
- Acquisition and redevelopment funding
- Landlord incentives
- Zoning and land use reform
- Infrastructure funding

3 Manufactured Homes:
- Streamlined process to convert to real property
- Emergency assistance for homeowners

4 Homeownership Housing:
- Regulatory efficiencies
- Down payment and closing cost assistance
- Below market mortgage loans
- Zoning and land use reform
- Infrastructure funding

5 Preservation of Existing Housing:
- Targeted weatherization and rehabilitation funding
- Public housing condition improvements

6 Rehabilitation of Vacant, Underutilized Properties:
- Toolkit training and technical assistance
- Acquisition and redevelopment funding

7 Housing on Tribal Lands:
- Infrastructure funding
- Tailored financing

8 Policy Leadership:
- Local government policy and program technical assistance

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EXECUTIVE SUMMARY

A CALL TO ACTION TO CREATE MORE HOUSING

These actions will address the housing challenges of:

- If current development patterns continue, housing unit production in growth counties will lag demand. Accelerated job growth could further exacerbate production gaps.

- Public infrastructure—water and wastewater systems, public utilities—is expensive to extend and can prevent needed housing from being developed.

- High costs of development—due to materials costs, land costs, and labor shortages—complicate the ability to build new housing to meet needs. The more remote the location, the higher the costs.

- Contractors and laborers are nearly impossible to find in the state's non-urban areas. Very few contractors operate in the market overall and they often need to import labor from other states.

- Local zoning, land use regulations, and building codes present a variety of challenges to getting units built.

- Community resistance to all types of new construction—affordable and market rate—prevents needed units from being built or adds significant delays.

Goal: Increase housing production across the housing continuum.

1) Prioritize existing federal block grant, state, and local infrastructure resources to fund public improvements to support residential development with the most favorable programs for developments that incorporate affordable housing. This includes infrastructure extensions for new (and improvements for existing) manufactured home communities/parks with affordability and lot lease requirements.

2) Take state policy action to boost residential construction workforce, such as partnerships with technical education and training providers, streamlined licensing, and opportunities for re-entry workforce and persons formerly homeless.

3) Advocate for increased local, state, and federal appropriations, revenue generating policy changes benefitting affordable housing, and tax exemptions for affordable housing development and operation.

EXECUTIVE SUMMARY

Goal: Create flexibility within state and local programs and policies to respond to housing needs and market fluctuations.

1) Advocate for concrete changes to state law to reduce regulatory barriers to housing development. Examples of changes considered or adopted in other states and localities that could be studied include:

  ▶ Incentivize and/or require that planning commissions consider housing needs documented in local or regional housing needs assessments when making zoning and land use decisions;

  ▶ Incentivize and/or require that economic development incentives, such as those offered through LEDA, include a workforce housing component for production and/or preservation;

  ▶ Incentivize by right or administrative approval for developments with a significant share of affordable units including casitas/ADUs and plexes;

  ▶ Allow density bonuses and/or fast track approval for homes that meet energy efficiency requirements (to offset higher costs of green building);

  ▶ Create a model development code that includes feasible land use incentives for affordable housing, mixed-income housing, and mixed-use development;

  ▶ Create an incentive program that provides funding to local governments that adopt policies that facilitate flexibility and efficiency in development approval, infill development, income-diverse development, and efficient zoning. Funding could be used for: community revitalization, economic development, or infrastructure expansion activities;

  ▶ Create a program to mitigate resistance to affordable housing at the local level, including training to build community awareness and support of needs.

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A CALL TO ACTION TO PRESERVE AND IMPROVE EXISTING AFFORDABLE HOUSING AND CATALYZE REDEVELOPMENT

These actions will address the housing challenges of:

- New Mexico communities have many underutilized and vacant properties that could be redeveloped into housing but lack the knowledge, staff capacity, and financial resources to facilitate redevelopment.

- Counties where growth is modest or stagnant have trouble attracting capital; investors migrate to higher-return urban areas.

- It is often less expensive to rehabilitate homes to keep them affordable versus build new—but funding (such as 9% tax credits) is harder to secure.

- Public housing is aging and has not had resources to keep up with maintenance.

- Naturally occurring affordable housing (NOAH) provided by the private market is being lost due to rent increases at a much faster pace than new affordable housing is being developed.

- Private property owners are incentivized to raise their rents to keep up with the market, resulting in a loss of NOAH.

- Low income homeowners can be at-risk of losing housing due to rising costs of taxes, maintenance, and economic shocks.

Goal: Catalyze the potential of underutilized properties to be redeveloped into new housing.

1) Create a comprehensive technical assistance (TA) fund, a resource catalogue, and access to TA providers to assist with redevelopment of underutilized and vacant parcels and address staff capacity gaps.

Goal: Preserve existing naturally occurring affordable housing and publicly subsidized housing stock.

1) Support preservation and provide funding to improve the condition of existing affordable housing; and consider prioritizing projects owned and/or managed by public, regional and tribal housing authorities.

2) Reconsider how new funding sources for weatherization and rehabilitation funds could be allocated to ensure that the funding distribution aligns with needs (v. population based distribution).

3) Monitor the Qualified Allocation Plan (QAP) to ensure that 9% credits adequately support multifamily acquisition/rehabilitation.

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Goal: Build assurance among property owners and property managers of the economic feasibility of housing formerly homeless and special needs residents, thereby stabilizing housing for low income renters.

1) Incentivize landlords—through a "signing bonus," "holding fees" while they wait for a voucher approval, enhanced loss mitigation, and subsidies to pay rents above fair market rent standards—to provide units to vulnerable renters.

2) Create a permanent housing stability fund serving renters who need help paying rental costs (including application fees and security deposits), households who do not qualify for housing through the Coordinated Entry System (CES), homeowners vulnerable to foreclosure, and manufactured home park owners who face personal situations (job losses, injuries) that create challenges in paying lot leases.

3) Create a case management program to assist vulnerable housing voucher holders apply for housing and maintain housing stability.

A CALL TO ACTION TO BUILD HOMEOWNERSHIP AND WEALTH

These actions will address the housing challenges of:

- Down payment/closing cost assistance has not kept up with what is needed to attain homeownership in many parts of the state.

- The state residential inspection process delays completion of new homes and adds to building costs; this is exacerbated by rapidly rising construction costs.

- Local zoning, land use regulations, and building codes present a variety of challenges to getting units built.

- Community resistance to all types of new construction—affordable and market rate—prevents needed units from being built or adds significant delays.

- Manufactured homes are a relatively affordable option for ownership in New Mexico and contribute to the state's high ownership rate, yet financing, production, and infrastructure challenges create barriers to continued affordability.

Goal: Create flexibility within state programs and policies to respond to housing needs and market fluctuations.

1) Streamline the local and state residential inspection processes to make the system more efficient, practical, and timely—e.g., by allowing video inspections, allowing third party contractors—while preserving public health and safety objectives.

2) Seek funding sources that allow for down payment assistance programs to adequately meet the needs of consumers and explore programs to support their success as homeowners.

3) Explore and advocate for innovative homeownership programs to expand wealth building opportunities, including extended mortgage terms, accelerated mortgage terms, and land trust models.

4) Explore and advocate for programs aimed at maintaining homeownership.

5) Explore financial capability programs to expand access to homeownership and wealth building.

Goal: Ensure that manufactured homes continue to be a housing solution for homeowners and renters.

1) Make changes to the process of converting chattel property to real property consistent across New Mexico's counties.

2) Explore and pilot a MFA manufactured home purchase program to assist in the conversion to real property loans and facilitate manufactured homeownership.

3) Fund infrastructure extensions for new (and improvements for existing) manufactured home communities/parks with affordability and lot lease requirements.

EXECUTIVE SUMMARY

A CALL TO ACTION TO CREATE STABLE HOUSING ENVIRONMENTS FOR PERSONS EXPERIENCING HOMELESSNESS AND WITH SPECIAL NEEDS

These actions will address the housing challenges of:

- New Mexico needs to expand its range of evidence-proven and housing+services models, tailored to local needs, to address homelessness

- Urban areas need both site-based and scattered site models. Predevelopment funding, developer capacity, deeper subsidies, and adequate and consistent supportive services are needed to create successful exits from homelessness

- Small (< 30 unit) housing+services developments or scattered site developments are often the best solution in rural counties, yet funding favors larger developments. Rural areas need adequate and consistent supportive services for small and scattered site single family homes

- Federal requirements and guidance for defining chronic homelessness and assessing needs through the Coordinated Entry System (CES) can be misaligned with local needs

- Lack of a comprehensive behavioral health care system makes it difficult for housing providers, including private

sector property managers, to address the complex needs of tenants. Providers may not recognize the behavioral health needs of residents and be unsure of how to properly address challenges, perpetuating the cycle of housing instability.

Goal: Expand successful housing+services models tailored to local needs.

1) Provide annual funding for predevelopment grants to cultivate Permanent Supportive Housing (PSH) development partners and build local developer and supportive service provider capacity. Funding would support capacity building/local support, needs assessments, zoning and planning review, architecture and engineering, and development applications.

2) Increase collaboration between service providers and property managers through training and technical assistance that results in successful housing of PSH clients.

3) Expand funding for the Linkages program to ensure that New Mexicans with mental health challenges, are experiencing or at-risk of homelessness, and are extremely low income have the resources needed to remain in stable housing environments.

4) Address the operating subsidy deficits common in PSH project through encouraging PHA's to project-base vouchers and by exploring options to project-base the Linkages program.

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5) Evaluate how the Coordinated Entry System (CES) could be tailored through state and local programs so that vulnerable households are prioritized in an equitable manner. Advocate for state and local solutions to ensure that the most vulnerable households are able to fill gaps in emergency housing. This would include households in first-time homelessness and/or who are housed but in unsafe situations.

Goal: Strengthen supportive service programs that foster housing stability.

1) Increase service provision funding options for PSH developments. Examine how Medicaid waivers could be used for supportive services, allowing supportive service providers to be reimbursed at a rate that can sustain programming and operations.

2) Support actions to strengthen statewide behavioral health system including satellite care facilities.

Goal: Strengthen support for emergency homelessness interventions.

1) Advocate for increased state and local appropriations to support emergency homeless shelters and other immediate interventions, including funding to improve the conditions of shelters.

SECTION 10.

ADDITIONAL INFORMATION: GRAPHICS WITH BALTIMORE REGIONAL SURVEY DATA

Figure D-1.
Resident Survey Participants

COMMUNITY ENGAGEMENT BY THE NUMBERS

2,789 resident survey participants

- **1,102** had a child under 18
- **800** had a household member with a disability
- **433** had housing voucher (SECTION 8)
- **301** had other housing subsidy (place-based)
- **187** live alone
- **575** are single parents (no other adults in home)
- **327** are single parents living with other adult family/roommates
- **180** are couples with children only or with other adult family/roommates
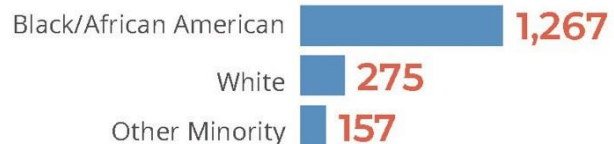
WHERE PARTICIPANTS LIVE

Baltimore City	880
Baltimore County	727
Anne Arundel County	796
Harford County	92
Howard County	294

HOUSING STATUS

Homeowners	120
Renters	1,363
Staying with friends/family	515
Precariously housed/homeless	171

HOUSEHOLD INCOME

$15,000 or less	712
$15,000 - $25,000	288
$25,000 - $50,000	469
$50,000 or more	98

HOUSEHOLD SIZE

1-2 people	554
3-4 people	686
5+ people	382
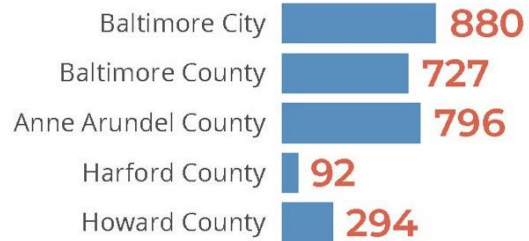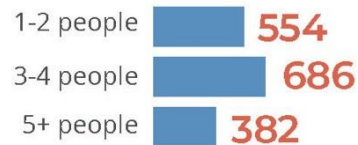
IDENTIFIED AS*

* Respondents could select all that applied.

Black/African American	1,267
White	275
Other Minority	157

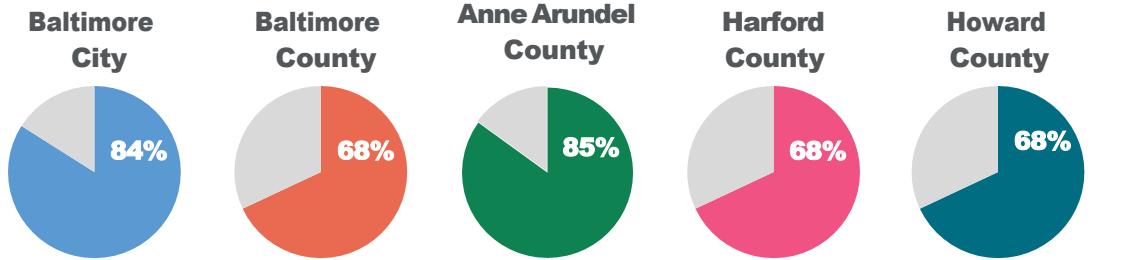Source: Root Policy Research from the 2019 Baltimore Regional Fair Housing Survey.

Figure D-5.
Most Important Factors in Choosing Current Home, by Selected Characteristics

BLACK/AFRICAN AMERICAN
1. Low crime rate/safe
2. Cost/I could afford it
3. Needed somewhere to live and it was available
4. Quality public schools/school district
5. Like the neighborhood

DISABILITY
1. Cost/I could afford it
2. Needed somewhere to live and it was available
3. Low crime rate/safe
4. Like the neighborhood
5. Quality public schools/school district

SMALL HOUSEHOLD (1-2 PEOPLE)
1. Cost/I could afford it
2. Needed somewhere to live and it was available
3. Low crime rate/safe
4. Like the neighborhood
5. Close to work/job opportunities

AGE 55+
1. Cost/I could afford it
2. Needed somewhere to live and it was available
3. Close to bus/light rail/transit stops
4. Low crime rate/safe
5. Like the neighborhood

OTHER MINORITY
1. Cost/I could afford it
2. Needed somewhere to live and it was available
3. Low crime rate/safe
4. Quality public schools/school district
5. Close to work/job opportunities

NON-DISABILITY
1. Cost/I could afford it
2. Low crime rate/safe
3. Needed somewhere to live and it was available
4. Quality public schools/school district
5. Like the neighborhood

MIDSIZE HOUSEHOLD (3-4 PEOPLE)
1. Low crime rate/safe
2. Cost/I could afford it
3. Needed somewhere to live and it was available
4. Quality public schools/school district
5. Like the neighborhood

NO CHILDREN UNDER 18
1. Cost/I could afford it
2. Needed somewhere to live and it was available
3. Low crime rate/safe
4. Like the neighborhood
5. Close to work/job opportunities

WHITE
1. Cost/I could afford it
2. Needed somewhere to live and it was available
3. Low crime rate/safe
4. Close to family/friends
5. Like the neighborhood

CHILDREN UNDER 18
1. Low crime rate/safe
2. Needed somewhere to live and it was available
3. Quality public schools/school district
4. Cost/I could afford it
5. Number of bedrooms

LARGE HOUSEHOLD (5+ PEOPLE)
1. Needed somewhere to live and it was available
2. Low crime rate/safe
3. Quality public schools/school district
4. Cost/I could afford it
5. Close to work/job opportunities

REGION
1. Cost/I could afford it
2. Low crime rate/safe
3. Needed somewhere to live and it was available
4. Quality public schools/school district
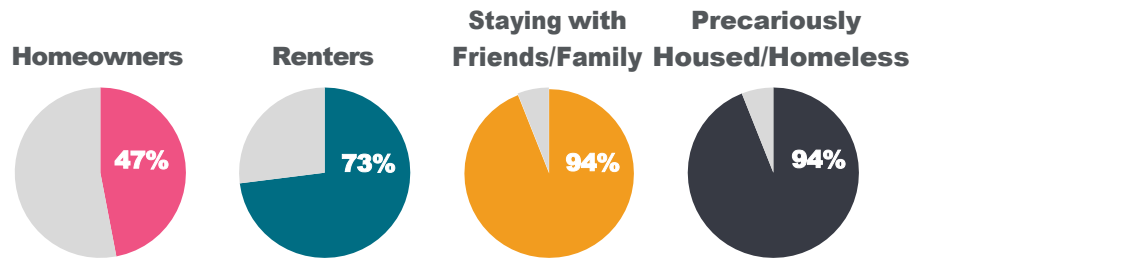5. Like the neighborhood

Source: Root Policy Research from the 2019 Baltimore Regional Fair Housing Survey.

Figure D-6.
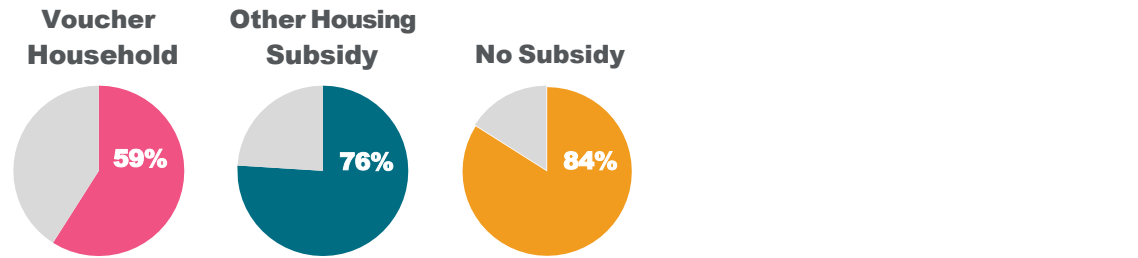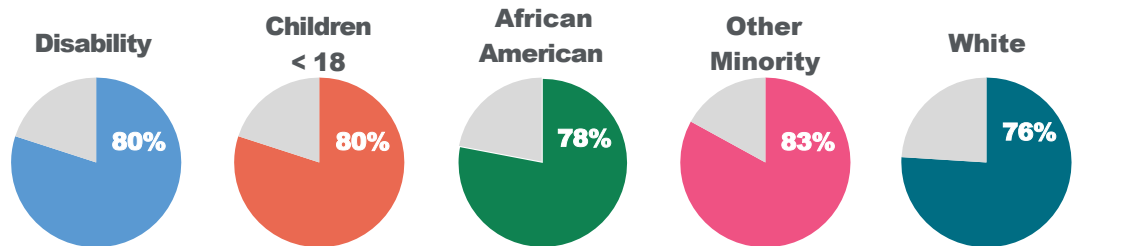## Percent Who Would Move if Given the Opportunity

By Jurisdiction

Baltimore City	Baltimore County	Anne Arundel County	Harford County	Howard County
84%	68%	85%	68%	68%

By Housing Situation

Homeowners	Renters	Staying with Friends/Family	Precariously Housed/Homeless
47%	73%	94%	94%

By Housing Subsidy

Voucher Household	Other Housing Subsidy	No Subsidy
59%	76%	84%

By Disability, Familial Status, and Race

Disability	Children < 18	African American	Other Minority	White
80%	80%	78%	83%	76%

Source: Root Policy Research from the 2019 Baltimore Regional Fair Housing Survey.

Figure D-26.
Snapshot of Respondents whose Household Includes a Member with a Disability

HOUSING SITUATION	#	%	TOP 10 HOUSING CHALLENGES	%
Homeowner	62	6	I want to buy a house, can't afford the down payme	35
Renter	662	64	I worry about my rent going up more than I can affo	33
Staying with friends/family	244	23	I struggle to pay my rent/mortgage	31
Precariously housed/homeless	73	7	My home isn't big enough for my family members	27
			High crime in my neighborhood	24
VOUCHER/HOUSING SUBSIDY	**#**	**%**	I have bad/rude/loud neighbors	21
Voucher household	229	21	No/few grocery stores stores in the area	20
Other housing subsidy	157	15	Can't find a place to rent due to credit/rental history	19
No housing subsidy	656	63	I am homeless/without permanent housing	19
			Health issues due to home or neighborhood conditio	16
HOUSEHOLDS WITH CHILDREN	**#**	**%**		
Children under 18 in home	709	58		
Single parent (no other adults)	384	43		
Single parent + other adults	199	22		

HOUSEHOLD SIZE	#	%	DISABILITY	#	%
Small household (1-2 people)	305	37	Household includes a member with a disability	800	100
Medium household (3-4 people)	411	41			
Large household (5+ people)	228	23			

Figure D-27.
Snapshot of Respondents with Children under 18

HOUSING SITUATION	#	%	TOP 10 HOUSING CHALLENGES	%
Homeowner	36	3	I want to buy a house, can't afford the down payme	38
Renter	712	65	My home isn't big enough for my family members	34
Staying with friends/family	259	24	I worry about my rent going up more than I can affo	28
Precariously housed/homeless	92	8	I struggle to pay my rent/mortgage	27
			High crime in my neighborhood	26
VOUCHER/HOUSING SUBSIDY	**#**	**%**	I am afraid to let my kids play outside	24
Voucher household	284	26	I have bad/rude/loud neighbors	20
Other housing subsidy	180	16	Poor/low school quality in my neighborhood	19
No housing subsidy	638	58	Can't find a place to rent due to credit/rental history	18
			No safe places for children to play outside	18

HOUSEHOLDS WITH CHILDREN	#	%
Children under 18 in home	1,102	100
Single parent (no other adults)	533	51
Single parent + other adults	293	28

HOUSEHOLD SIZE	#	%	DISABILITY	#	%
Small household (1-2 people)	202	18	Household includes a member with a disability	393	36
Medium household (3-4 people)	546	50			
Large household (5+ people)	351	32			

SECTION 10.

ADDITIONAL INFORMATION: PRESENTATION OF DATA MODEL AND DASHBOARD
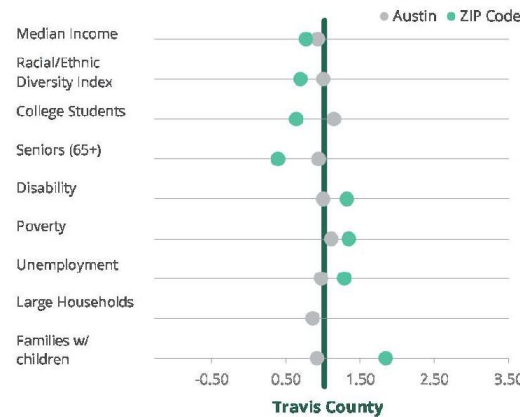
ZIP CODE: 78617

CDBG Planning Area Type: mixed | Population 2017: 27,900 | Population 2040: 63,302 (127% growth)
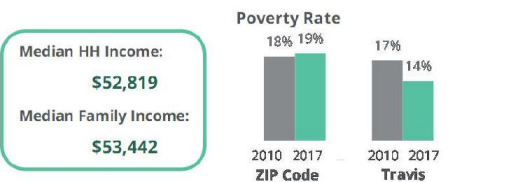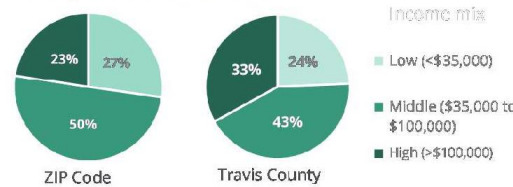
SOCIOECONOMIC MAKE-UP

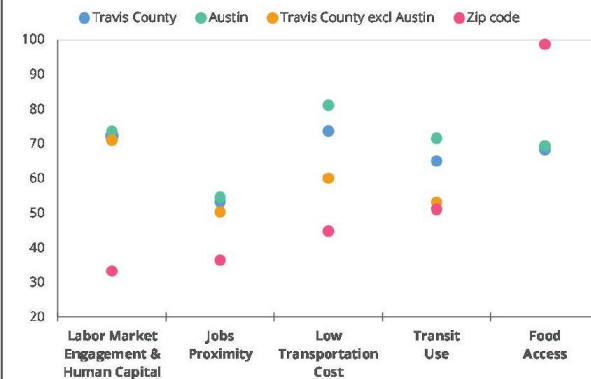Socioeconomics for this ZIP code relative to the county overall:

Legend: Austin, ZIP Code

Categories: Median Income, Racial/Ethnic Diversity Index, College Students, Seniors (65+), Disability, Poverty, Unemployment, Large Households, Families w/ children

X-axis: -0.50, 0.50, 1.50, 2.50, 3.50 — Travis County

INCOME & POVERTY

What is the income balance in this ZIP code?

This zip code is MIXED INCOME

Income mix:
- Low (<$35,000)
- Middle ($35,000 to $100,000)
- High (>$100,000)

ZIP Code: 23%, 27%, 50%
Travis County: 33%, 24%, 43%

Median HH Income: $52,819
Median Family Income: $53,442

Poverty Rate
ZIP Code: 18% (2010), 19% (2017)
Travis: 17% (2010), 14% (2017)

ACCESS TO OPPORTUNITY

Higher scores indicate higher opportunity, that is, higher exposure to the asset

Legend: Travis County, Austin, Travis County excl Austin, Zip code

Categories: Labor Market Engagement & Human Capital, Jobs Proximity, Low Transportation Cost, Transit Use, Food Access

HOUSING COSTS & MARKET TRENDS

	ZIP Code	Travis County
Median value	$123,900	$275,800
Median list/ sold price	$199,000	$365,000
Median rent	$1,303	$1,172
Average 2 BR apt	$951	$1,489

ARE INCOMES KEEPING PACE WITH PRICES?

Median HH Income — ZIP, Travis. % change 2012-17: 20% / 21%

Median Value — ZIP, Travis. % change 2012-17: 23% / 28%

Median Renter Income — ZIP, Travis. % change 2012-17: 16% / 27%

Median Rent — ZIP, Travis. % change 2012-17: 25% / 22%
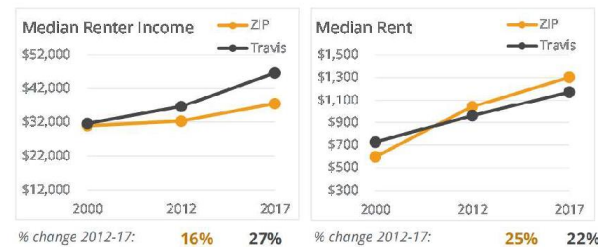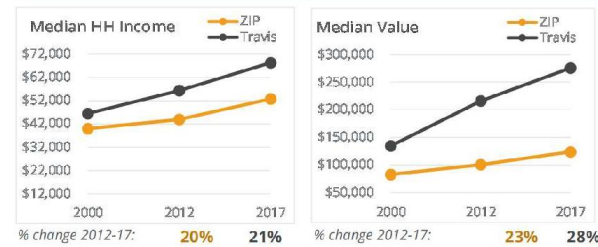
HOUSING STOCK & TENURE — 7,244 total units

Vacant: 10% | Ownership: 77% | Renters: 23%

Units in Structure

Legend: Zip code, Travis County

- Single family detached: 66% / 55%
- 2-10 units in structure: 5% / 15%
- 10+ units in structure: 0% / 26%
- Mobile and other: 29% / 4%

Rentals by Number of Bedrooms

- Studio & 1 BR: 178
- 2 BR: 230
- 3+ BR: 1,053
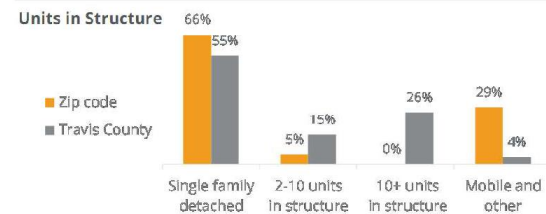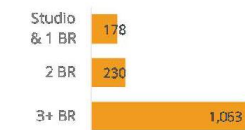
Ownership by Race/Ethnicity

- NHW: 81%
- Hispanic: 73%
- Black: 78%
- Asian: 55%
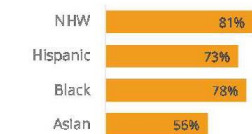
Overcrowded: more than 1.0 person per room (incl. kitchen, living room, etc.)
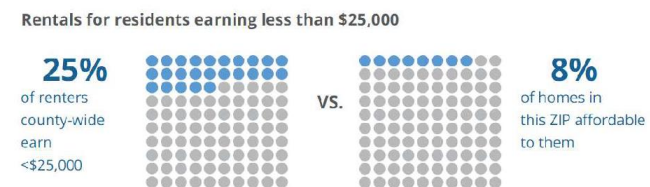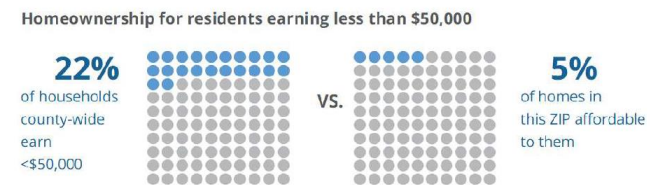**758 households** **12% of all households**

Substandard: lacking complete kitchen or plumbing facilities
89 households **1% of all households**

Homestead exemption: % of owners using exemption: **76%**

HOUSING AFFORDABILITY

Market Gaps

Homeownership for residents earning less than $50,000

22% of households county-wide earn <$50,000 VS. **5%** of homes in this ZIP affordable to them

Rentals for residents earning less than $25,000

25% of renters county-wide earn <$25,000 VS. **8%** of homes in this ZIP affordable to them

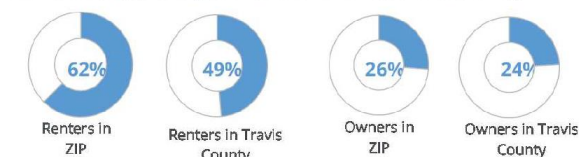| Odds that workers can afford to...	Buy	Rent
Minimum wage workers (earning about $15,000 per year)	0%	2%
Retail & service workers (earning about $25,000 per year)	1%	8%
Public service and educators (earning about $54,000 per year)	46%	55%
Tech sector professionals (earning about $89,000 per year)	46%	96%

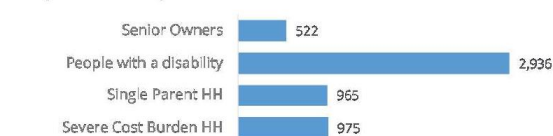**Income Restricted Units (PHA, LIHTC, and other affordable)**

✓ **LOWER** than average proportion of rent-restricted units
✓ **HIGHER** than average proportion of voucher holders

OTHER HOUSING NEEDS

Cost Burden (spending 30% or more of income on housing)

- Renters in ZIP: 62%
- Renters in Travis County: 49%
- Owners in ZIP: 26%
- Owners in Travis County: 24%

Unique Needs Populations:

- Senior Owners: 522
- People with a disability: 2,936
- Single Parent HH: 965
- Severe Cost Burden HH: 975

Number of racially/ethnically concentrated areas of poverty (R/ECAPs) fully/partially in ZIP Code: **0**

DISPLACEMENT RISK

Vulnerable populations

People of color:	86%
Renters:	23%
Less than college degre	85%
Income <80% AMI:	5%
Families in poverty:	16%

Gentrification typology (from UT study):
ZIP includes Early: Type 1 and Susceptible tracts

Renter Stability

9% of all renters moved in the past year (compared to 31% county-wide).

3.51 Evictions per 100 renters annually (compared to 1.07 county-wide).

Owner Stability

10% of all owners moved in the past year (compared to 9% county-wide).

1.09 Foreclosures per 100 owners annually (compared to 0.6 county-wide).

Neighborhood Investment

Is there a designated Opportunity Zone in this ZIP? **yes**

Residential permit activity: **high**

Units added 2010 to 2017, as a % of all housing units (compared to 8% countywide) **14%**

TRANSPORTATION

Typical H & T Costs as a % of Income

Housing	23%
Transportation	24%
Housing + Transportation	46%

17 transit stops in this ZIP
1 high frequency route stops

How do you get to work most of the time?

Average commute time is 29 minutes

Legend: Car, truck, or van; Public transit; Bike/Walk; Other; Work from home

METHODOLOGY

The figure below is a sample of the housing model output and the following pages describe the methodology and data sources used to generate each component of the zip code reports. Individual reports for each zip code follow, starting on page A-6.

A The socioeconomic make-up graphic shows the listed variables scaled to the city as a whole. For example, a score of 2.0 for poverty would mean the zip code has twice the poverty rate of the city overall and a score of 0.5 would mean the zip code's poverty rate is half that of the city. All data are from the 2013-2017 5-year American Community Survey (ACS).

B Income balance is a measure of the share of households in the zip that are lower income (less than $35,000), middle income ($35,000-$100,000) and high income (over $100,000). Similar thresholds were used in a recent Pew study on income segregation and are consistent with the way that Americans self-identify as members of socio-economic classes. We used statistical methods to determine an income balance rating for each zip code: if all income categories were within one standard deviation of the city-wide average, the zip code was considered "mixed income;" when the proportion of a particular income group exceeded one standard deviation above the mean that group was considered to be overrepresented. Pie charts show the distribution of households by income in zip and Travis County. All data are from the 2013-2017 ACS.

C Median household income, median family income, and poverty rates are from the 2013-2017 5-year ACS; Poverty rates from the 2006-2010 and 2013-2017 5-year ACS.

D The following Access to Opportunity Indices are from HUD's AFFHT interactive data site, available online at https://egis.hud.gov/affht/: Labor Market Engagement Index, Jobs Proximity Index, Low Transportation Cost Index, and Transit Use Index. Details on the HUD data sources and calculations are available at the site referenced above. HUD provides the data at the Census tract level. Root Policy Research averaged the opportunity indices by zip (using a weighted average by area). All of these indices range from 0 to 100 by definition and all are structured such that higher scores indicate higher levels of opportunity (or higher exposures to the asset). The Food Access score is based on USDA Food Atlas and reflect the percent of the population that lives within 1 mile of a supermarket for urban areas or 10 miles of a supermarket for rural areas.

E Median home value and median rent (including utilities) are also from the 2013-2017 5-year ACS. Median list/sold price is from Root Policy Research analysis of MLS data for 2017 and 2018 provided by the Austin Board of Realtors (ABoR). Average rent for a 2 bedroom apartment is from Austin Investor Insights data and only includes multifamily buildings with at least 50 units. There were several zip codes in Travis County for which Austin Investor data were unavailable; in those cases ACS data was used to calculate average rent for 2 bedroom units.

F Figures show median household income, median home value, median renter income, and median rent (including utilities) using data from the 2000 Census, the 2012 5-year ACS, and the 2017 5-year ACS. Percent change is based on the change between 2012 and 2017.

G Housing stock and tenure data including total units, vacant, owner/renter, units in structure, rentals by number of bedrooms and ownership by race and ethnicity are from the 2013-2017 5-year ACS. Race categories are non-Hispanic white, Hispanic, Black (non-Hispanic) and Asian (non-Hispanic). Percentage reflects the proportion of householders that identify within each racial/ethnic category. Overcrowded and Substandard data from 2017 5-year ACS; definitions are HUD convention. Percent of owners using Homestead Exemption from Travis County Appraisal District.

H Estimate uses the same affordability methodology as the housing gaps model discussed in Section III of the report (the gaps model compares supply and demand using income as a proxy for demand). Assumes 30% of income is spent on housing costs (including mortgage, utilities, property taxes and insurance), and models a 30 year fixed mortgage with a 5% downpayment and a 4.5% interest rate. Income distribution from the 2013-2017 5-year ACS; for-sale homes from 2017-2018 MLS data provided by ABoR.

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I   Estimate uses the same affordability methodology as the housing gaps model discussed in Section III of the report (the gaps model compares supply and demand using income as a proxy for demand). Assumes 30% of income is spent on rent (including utilities). Income and rent distribution from the 2013-2017 5-year ACS.

J   Odds analysis estimates the proportion of for-sale and rental units affordable to the average worker in specified occupations. Estimates use the same affordability methodology as the housing gaps model discussed in Section III of the report, also described above (components I and J). For-sale homes are from 2017-21818 MLS data provided by ABoR, rental distribution from the 2013-2017 5-year ACS. Average annual earnings for all occupations except minimum wage are from the Bureau of Labor Statistics; average earnings for minimum wage assumes workers average about a 40-hour work week for 52 weeks per year at $7.25 per hour.

K   Restricted unit data from the City of Austin's affordable housing database and Housing Choice voucher usage is from HUD's Pictures of Subsidized Households. Comparisons between zip codes are based on the percentage of rental units that are rent-restricted and the percentage of rentals that are occupied by voucher holders.

L   Cost burden households are those that spend 30 percent or more of their total household income on housing costs (including utilities, insurance, HOA fees, etc). Figures reflect the percent of renters that are cost burdened an the percent of owners that are cost burdened. Data are from the 2017 5-year ACS. Unique needs populations data also from 2017 5-year ACS.

M   Racially/Ethnically Concentrated Areas of Poverty (R/ECAPs) are based on 2014-2017 5-year ACS data. R/ECAPs for Austin and Travis County were identified as part of the Regional Analysis of Impediments to Fair Housing Choice (AI) and are based on HUD's definition. The R/ECAPs were calculated at the Census tract level and the model counts the number of R/ECAP tracts that are located (either fully or partially) in the specified zip code.

N   Categories based on vulnerable populations identified in *Uprooted: Residential Displacement in Austin's Gentrifying Neighborhoods and What Can be Done About It*, produced by the University of Texas Center for Sustainable Development in the School of Architecture & the Entrepreneurship and Community Development Clinic in the School of Law (available online at https://sites.utexas.edu/gentrificationproject). Data are from the 2014-2017 5-year ACS.

O   Gentrification Typology from the UT Gentrification study referenced above. The study does not categorized areas in Travis County outside the City of Austin. The model reflects whether the specified zip code includes susceptible, dynamic, continued loss, late, and/or early type 1 Census tracts. If none of the above tracts exist in the zip it is categorized as "does not meet gentrification criteria." For Travis County tracts that were not included in the UT Gentrificaiton study, Root applied the same methodology to categorize tracts.

P   Percent of owners and renters that moved in the past year from 2013-2017 5-year ACS. Evictions per 100 renters from Princeton University's Eviction Lab. the Eviction rate shown reflects homes that received an eviction judgement in which renters were ordered to leave (per 100 renter-occupied homes in that area). Eviction Lab data are provided by Census tract; Root Policy Research calculated the weighted average eviction rate by zip based on tract-level data. Foreclosure data provided by the City of Austin and Travis County by zip code.

Q Opportunity Zone data from City of Austin and Travis County. Opportunity Zones are designated by the federal government and published in the Federal Register. Residential permit activity based on permits issued in 2018 by the City of Austin, Travis County, the City of Pflugerville, and the City of Manor. The lowest 30% of zips are classified as low and the highest 30% are classified as high; the middle 40% are considered "moderate." Comparisons based on residential permits for new construction, additions, and remodels as a percent of total housing units in zip. Units added 2010 to 2017 reflects year built data from the 2014-2017 5-year ACS.

R Typical H&T Cost data from the Center for Neighborhood Technology H+T Index for 2017. Root Policy Research calculated the weighted average costs by zip based on tract-level data. Data reflect cost for the "regional typical household" meaning a household earning 100% of Area Median Income (AMI).

S Transit stops (bus and rail) from the City of Austin (includes Travis County transit stops).

T Average commute time and mode of transportation to work from 2013-2017 5-year ACS.

ZIP CODE DASHBOARD REPORTS

The remaining pages of this Appendix show the Housing Equity Model output for each zip code in Travis county excluding Austin.

Proposal for

Housing Needs Assessment 2024

April 30, 2024

Submitted to

La Plata County Regional Housing Alliance
Sarah Tober, Director of Housing Strategy

TPMA
Bold Solutions.
Empowered Communities.

Stephanie Glass Flatten
Senior Manager, Proposal Development
sflatten@tpma-inc.com
512/587-4371

#theTPMAway

April 30, 2024

Sarah Tober, Director of Housing Strategy
La Plata County Regional Housing Alliance
P.O. Box 2555
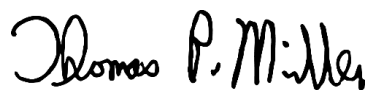Durango, Colorado 81302

Dear Sarah,

Thoams P. Miller and Associates (TPMA) is pleased to provide the attached proposal to the Regional Housing Alliance (RHA) of La Plata County in response to the Request for Proposals for a Housing Needs Assessment.

Established in 1989, TPMA provides comprehensive consulting services throughout the United States and internationally, working with nonprofit organizations, educational institutions, local and state governments, and industry associations. We have the experience and expertise to define current weaknesses in the housing market and discover opportunities and barriers that lie ahead for those living in and moving to La Plata County (the County).

We understand the County is interested in preparing a Housing Needs Assessment that examines population demographics and how that aligns with the existing housing supply, unmet housing demands, and projected housing needs. This assessment will include evaluation of housing needs, a report of the current housing inventory within the County, population demographics and socio-economic trends, housing cost analysis and affordability, collection of community desire, and projections and forecasts of future housing demand. Our experience positions us well to guide you through the process and create actionable recommendations that will support future prosperity for residents of La Plata. Our approach will include data analytics and housing analyses in addition to the identification of funding sources and strategic guidance that will fuel untapped potential for the County.

As our proposal will demonstrate, TPMA is well equipped for this project and is eager to provide the outlined services to the RHA of La Plata County. Should you have any questions about our proposal, please contact our Senior Manager of Proposal Development, Stephanie Flatten, at sflatten@tpma-inc.com or (512) 587 - 4371.

Respectfully,

Thomas P. Miller
Founder & Board Chairperson

Table of Contents

Qualifications

TPMA has worked across the United States on housing, economic development, and community planning projects. Our approach places great importance on understanding a community's unique demographic characteristics, emerging economic trends, and identifying related opportunities that can support long-term growth. This method allows our team to align strategies to address immediate, short-term, and long-term priorities in meeting housing needs for all household types and income levels.

GLOBAL PANDEMIC// As our country continues to address the effects of a global pandemic, community leaders must design effective plans that consider compounded challenges. Recovery strategies must be integrated and provide support to address the vast and unique challenges faced by underrepresented populations, businesses, families, and local communities. The breadth of TPMA's work is unmatched. Many recovery and resiliency projects post-covid have given us a holistic understanding of the compounded issues affecting affordable workforce housing that is essential for economic recovery and thriving communities. Additionally, remote work options have changed the way we view housing for higher income households.

WE KNOW COLORADO// TPMA has partnered with clients across the state of Colorado to complete research projects, economic development plans, housing assessments, strategic plans, and workforce development projects for your neighboring cities and counties. This diversity of projects has helped us develop an intimate knowledge of your state's economic ecosystem and allowed us to gain a deep understanding of the interdependent factors that drive community/regional growth, resiliency, and sustainability. Projects completed and ongoing within the state include:

- City of Northglenn, Housing Needs Assessment and Policy Development
- Delta County, Delta Riverfront Master Planning
- Dela County, Colorado OZ Prospectus
- City of Golden, Economic and Fiscal Impact of the Colorado School of Mines
- Englewood E3 Consulting, Employ Indy Far East Side
- Denver WESTAF, WESTAF Phase II
- Colorado Workforce Development Council, Colorado WIOA State Plan

SCALABLE UNDERSTANDING OF HOUSING PRIORITIES// TPMA understands that local housing markets must evolve to meet the needs of diverse residents, from seniors and persons with disabilities, to buyers and renters. TPMA approaches housing research and planning with tailored strategies that leverage the unique assets of individual communities. Our post-pandemic planning builds on this approach by:

- Examining disproportionate consequences of economic turmoil to better inform priorities;
- Identifying levels of need to better inform concentration of action for unique populations;
- Determining expertise and capacity of community partners to better inform required resources;
- Redesigning traditional measures of performance based on unprecedented challenges, new economic indicators, emerging trends, and inclusive implementation.

Our team has experience designing finance strategies for various types of housing to meet existing and future demands. We have recently completed similar housing studies that include Hiawatha, IA; Greenville, SC; Canton, GA; DeKalb County, IL; Palouse Region (Moscow, ID and Pullman, WA); Dearborn County, IN; and Fairborn, OH.

RESEARCH & ANALYSIS CAPABILITIES// TPMA specializes in customized methodologies that combine quantitative and qualitative insights into tangible analysis. We employ a wide array of comprehensive data sets and sources to paint a comprehensive picture of housing needs based on housing stock, market trends, and the demographic characteristics of our clients' communities. We design our deliverables to provide the right amount of data in easy-to-understand formats that highlight key findings linked to policy recommendations and actions.

AFFORABLE AND MARKET RATE HOUSING DEVELOPMENT EXPERIENCE// TPMA has experience working with communities across the United States to develop actionable implementation plans for the development of both affordable and market rate housing. TPMA brings experience working directly with communities, developers, and residents to find optimal housing solutions to respond to a wide variety of community housing needs. Our team brings experience securing the necessary funding streams to support recommendations to close the financial gap for recommended policies.

DIVERSITY EQUITY & INCLUSION ACTIONAL// TPMA understands the importance of embedding diversity, equity, and inclusion (DEI) practices into all areas of the company and our work. We value participatory approaches, engaging community members and those affected most by programs to ensure their voices are being heard. This is especially important for needs assessment to inform plans wherein all challenges, processes, and viewpoints can be addressed.

Key Personnel

The TPMA Housing Team provides expertise in assessing markets, identifying opportunities, and developing solutions that align with community and economic development objectives. The Team connects these efforts with the expertise of the greater TPMA staff that includes a bench of experts. Our project activities are overseen by a skilled internal Project Lead who ensures that the entire team adheres to deadlines, budgets, and schedules. Additionally, we have an internal time-tracking system that monitors the availability of our staff members. This system considers current and projected time commitments to ensure that team members are adequately available for the project's duration. TPMA will leverage no sub-consultants for this project.

On the following pages, we provide professional biographies for the team members who will work with the County on this important project.

AARON FINLEY

Director, Housing & Community Development

Strategic Advisor
Aaron will guide and advise the team throughout the course of the project.

Education
English, MA, Kent State University

English, BA, Indiana University

Professional Summary
Aaron is the Director of Housing & Community Development at TPMA specializing in housing research and strategy, workforce development, and community resiliency. Data-driven and goal oriented, his approach is one of locating gaps and developing solutions. Aaron leads research projects at TPMA with specialized skill in the interpretation of complex data. He is particularly skilled in the transformation of complex challenges into communicable and achievable strategies and outcomes.

Aaron has designed propriety housing research methodology at TPMA, in addition to strategies for alignment of priorities to investment, land use plans, investment options, and innovative partnerships. He recently led Regional Labor & Housing Studies for North Dakota's North Central Planning Commission, and housing studies for St. John's County, Florida; and St. Lucie County, Florida.

Relevant Experience
Okaloosa County, FL, Attainable Housing Strategic Plan
City of Salisbury, NC, City of Salisbury Housing Strategy
McLean County Regional Planning Commission, IL - Regional Housing Recovery Plan
Town of Rolesville, NC, Affordable Housing Plan
Warrick County, IN, Warrick County Housing Study
Tipton County Foundation, Housing Study
Lexington-Fayette Urban County Government, Affordable Housing Needs Analysis
Madison County Community Foundation, Exploring Attainable Housing for Madison County
City of Northglenn, CO – Multiple Projects (Policy Development, Housing Needs Assessment)
Okaloosa County, FL Attainable Housing Strategic Plan

MELANIE THOMPSON
Senior Consultant, TPMA

Project Lead
Melanie will lead the project and be the main point of contact for The Regional Housing Alliance of La Plata County.

Education
Certified Occupancy Specialist

Adult Education and Community Leadership, MEd, Armstrong State University

Sociology and Middle Grade Education, BS, Savannah State University

Executive Director Education Program Certificate, Rutgers University

Professional Summary
Melanie specializes in housing policies, regulations, and procedures and has over 20 years of experience in strategic planning, project management, policy & procedure compliance. She develops and implements strategic plans that advance affordable housing initiatives and maintain high-quality housing services. Melanie is skilled at using data to tell a compelling story and discovering creative solutions to problems. She has extensive knowledge of the development, acquisition, and rehabilitation of housing properties and solutions. By working with stakeholders and community partners, she helps organizations and communities meet their residents' housing needs. Melanie also worked for several PHAs and property management companies by being responsible for resident development and initiatives. Through the above-mentioned work, Melanie has gained proficiency in accounting management, metric tracking, and problem solving, to boost profitability and reduce costs for business and organizations.

Melanie joined TPMA with 23 years of experience and management in affordable housing, serving as the Director of Housing and Chief Executive Officer of the Hinesville Housing Authority in Georgia. She was the driving force behind policies and strategies that resulted in increased resident satisfaction, engaged staff members, and improved results aligned with key performance indicators.

Relevant Experience
Hinesville Housing Authority | Chief Executive Officer and Housing Director, GA

Transylvania County, NC | Transylvania County Housing Study

ERIN BROWN
Consultant

Research Specialist
As the project's Research Specialist, Erin will support all areas of quantitative research and statistical analysis.

Education
Economics, MS, University of Maine

Economics, BS, University of Maine

Environmental Sciences: Hydrology, BS, University of New Hampshire

Professional Summary
Erin is a Consultant at TPMA who brings years of experience in research and analyzing quantitative data. Erin's strong quantitative background enables her to use various analytical tools including R, Stata, and ArcGIS.

Prior to joining TPMA, Erin served as a Research Assistant at the Margaret Chase Smith Policy Center, where she developed and authored technical reports, created visualizations for stakeholders, and analyzed and summarized papers for researchers.

Erin also served as a research assistant for the University of Maine, where she cleaned and analyzed data to study Maine Residents' perceptions of aquaculture, conducted literature reviews, and presented complete research findings to stakeholders at several conferences. Erin received a Bachelor of Science and a Master of Science from the University of Maine.

Relevant Experience

SEAMaine, ME | Workforce Analysis & Career Pathways

City of Canton, GA | City of Canton Housing Needs Assessment and Market Study

City of Salisbury, NC | City of Salisbury Housing Strategy

McLean County Regional Planning Commission | Regional Housing Recovery Plan

Town of Rolesville, NC | Affordable Housing Plan

Transylvania County, NC | Transylvania County Housing Study

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JOHN JOHNSTON
Consultant

Research Specialist
John will serve as the Research Specialist.

EDUCATION
Master of Urban Planning, CUNY Hunter College

Political Science, MA, CUNY Brooklyn College

History and Government, BA, Skidmore College

Professional Summary
John specializes in government and community relations, urban planning, and program evaluation. He helps organizations achieve their objectives through effective policy research, negotiations, and budget administration, and improves operational efficiency through process redesign and automation.

John comes from a background in urban planning and project management at various New York City government agencies, where he worked on a variety of subjects, including housing, land use, and policy development. Throughout his roles in the Mayor's Office of Housing Recovery, the Department of Finance, and the Department of Health & Mental Hygiene, John has gathered experience in resource allocation, performance reporting, and policy development.

Expertise
- Government Affairs
- Housing Strategies
- Policy Development
- Process Design
- Program Evaluation

Technical Skills
- Change Management
- Employee Training

Relevant Experience
City of New York | Program Lead, Eligibility, Mayor's Office of Housing Recovery, NY

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MORIAH MILLER TAFT
Consultant, TPMA

Engagement Specialist
Moriah will lead community engagement.

Education
MPA, Indiana University, anticipated May 2024

BA, Philosophy, Covenant College

Professional Summary
Moriah is skilled at engaging stakeholders, building collaboration between business and civic partnerships, and goal and outcome tracking for strategic planning. She is passionate about neighborhood revitalization and cultural preservation and has spoken at multiple conferences and events on the social benefits of the arts and the power of community building initiatives. Moriah is experienced in stakeholder engagement, tourism development, and creative placemaking through her work with non-profit organizations. Prior to joining TPMA, she served as the Creative Engagement Administrator at the Harrison Center where she managed state and federal grants as well as the organization's $1.5 million annual budget. She also planned festivals, showcase events for local artists, and small business to foster tourism in the area, while also providing local businesses with a platform to market themselves.

Moriah is currently leading stakeholder engagement for a variety of projects, including Broadband Studies for Miami County (OH), Preble County (OH), and the Indiana Destination Development Corporation for a statewide Gap Analysis of tourism assets.

Expertise
- Stakeholder Engagement
- Nonprofit Management
- Facilitation
- Childcare Analysis
- Placemaking

Relevant Experience
Invest Hamilton County, IN | Childcare Action & Investment Plan

Indiana Housing and Community Development Authority | IHCDA Community Service Block Grant Training Management 2024

The Manufacturing Institute, OH | DEI Study

Indiana Destination Development Corp. | Indiana Destination Devel. Gap Analysis

The Manufacturing Institute, OH | DEI Research & Case Studies

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www.tpma-inc.com
info@tpma-inc.com

Project Examples and References

TPMA is adept at preparing housing studies that provide communities with actionable recommendations and long-term strategies. The team is currently developing the following housing studies across the country:

- Lexington-Fayette Urban Country, KY – Affordable Housing Needs Analysis;
- McClean, IL – Regional Housing Recovery Plan;
- Knox County Development Corporation, TN – Housing Study;
- St. Lucie County, FL – Housing Needs Assessment & Implementation Plan;
- City of Salisbury, NC – Housing Strategy;
- North Central Planning Commission, ND – Regional Labor & Housing Studies

TPMA has recently concluded the following housing projects which are similar in nature and display our team's ability to finish projects on time and within budget:

- Ross County, OH – Affordable Housing Assessment (2022);
- City of Canton, GA – Update to Housing Study (2022);
- City of Whiting, IN – Housing Market Study (2021);
- Greenville Housing Fund, SC – Affordable Housing Profile (2021);
- Knox County Development Corporation, IN – Housing Study (2021);
- North Central Planning Commission, ND – Regional Labor & Housing Study (2021);
- Indiana Housing and Community Development Authority, IN – Multiple projects for over 10 years;

As our practice areas include economic and workforce development, higher education, and housing, our work is primarily with public-sector clients or non-profit organizations that partner closely with public sector organizations. TPMA has a nationwide presence having worked with public sector clients across 42 states. While we cannot list all locations due to the large quantity of projects, a comprehensive list can be provided upon request. The project profiles and references we provide in the next section are all public sector entities.

City of Northglenn, CO: Housing Needs Assessment & Policy Development | 2022-2023

Northglenn is an affluent city in Colorado that is known as the most perfectly planned community in America. The city is only 15 minutes north of downtown Denver and has all the events and attractions of a major metropolitan city. Yet, the majestic Rocky Mountains are a mere half hour away by car. The 39,000 residents of Northglenn enjoy small neighborhoods with accessible schools,

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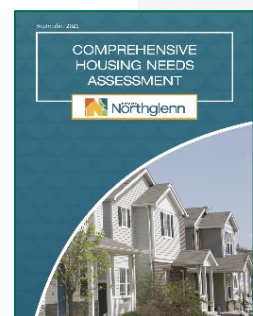
convenient shopping centers, parks, lakes, open spaces, and outdoor recreation facilities. Northglenn has a dense suburban feel, and most residents own their homes. The city is very family friendly and safe and creates a distinctive sense of community that is uncommon in many modern cities.

TPMA collaborated with Northglenn to improve its economic sustainability and increased affordability for Northglenn residents by expanding the diversity of housing options. The Project Team developed a housing needs assessment focused on various housing issues and compiled data regarding the housing market (costs, inventory, turnover, projected timelines etc.). Also, the team assisted the city with creating policies informed by the assessment, related addressing apps and improving, incentivizing, and maintaining affordable and workforce housing options. TPMA proposed concrete policies, recommendations, language, and prioritization to guide the city through development. This engagement provided real-time experience with housing concerns in the greater Denver region. The Housing Needs Assessment also includes a broad range of stakeholder facilitation to gain additional, local insights into the market and interview experts on the topic. Read the 2022 final report here.

**Reference:** Sara Dusenberry, Senior Planner
303-450-8836; sdusenberry@northglenn.org

Canton, GA: Housing Needs Assessment & Market Study & Update to Housing Study | February 2022 – January 2023

TPMA performed a Housing Needs Assessment and Market Study for Canton. A year later, the city hired TPMA to return to conduct an update to the housing study to encompass new information including census data and housing site analysis based on new developments that had been approved by the city.

TPMA partnered with Canton to estimate the need for growth and to identify key areas for prioritization. In addition to locations, the study incorporated demographic information, national best practices, and stakeholder input to suggest how potential development might look. As the City continues to grow, key challenge areas will include maintaining the balance of rental and for sale options, avoiding the development of significant barriers to homeownership, and the continued development of scalable and appropriate affordable housing options for moderate-income households. See the original study here.

Reference: Ken Patton, Community Development Director
770-704-1522; ken.patton@cantonga.com
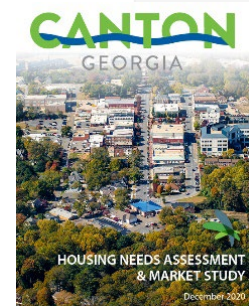
Greenville, SC: Affordable Housing Profile & Strategy | 2019 – 2021

The Greenville, South Carolina metropolitan area has experienced increasing shortages of affordable housing for its residents including a projected housing gap of 9,000 units. TPMA conducted background research on current conditions along with a collection of stakeholder interviews to generate a report of recommendations including strategy, implementation, and metrics to track progress. This includes a City and County effort to develop a $1.4 billion affordable housing plan to preserve and produce 13,000 affordable units over ten years via a robust public private partnership. Read the final report here.
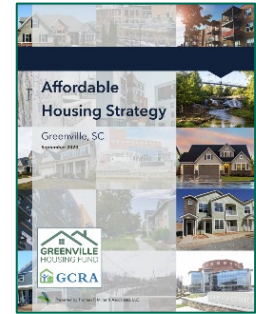
Reference: Bryan Brown, Executive Director
614-353-7282; bbrown@greenvillehousingfund.com

North Central Planning Commission (NCPC), ND: Regional Labor & Housing Studies | 2021

TPMA conducted a Regional Labor and Housing Study for the NCPC, funded by the Economic Development Administration through the Supplemental Planning Grant for CARES Act Recovery Assistance. The area encompasses 6 counties within Region III of North Dakota.

The study required the Identification and assessment of the current workforce available, including compiling an income matrix by industry and workforce demographics by county. It also included the identification and assessment of the demographics of the potential workforce, the identifying and assessment of current job vacancies by type, pay and benefits, and typical cause of turnover, the compiling of a current workforce landscape, the identification of workforce barriers, which may include workforce capability gaps, daycare, and proximity to work site and the compilation of successful workforce programs or best practices.

The Housing Study also required an existing housing inventory and trend analysis through socio-economic data collection and analysis, a market rate and rental housing demand analysis, and extensive stakeholder engagement with up to 60 individual interviews conducted with housing market and real estate leaders and prominent community members. This information formed the basis for two final reports presented to NCPC with recommendations for future positive long-term impact in improving housing and labor needs. Read the 2021 final report here.

Reference: Megan Laudenschlager, Executive Director
megan@strengthennd.com

Project Approach

Task 1: Project Launch

The Project Team will facilitate a launch meeting with RHA of La Plata County to make introductions and discuss any information that may help develop context for the project. We place great importance on this initial meeting as we use it to develop a road map for the project. We will develop a communication plan with points-of-contact, finalize the work plan and deliverables, define stakeholder groups, and develop and define all project activity. Collaborating with you on this first phase ensures that expectations are understood for all project participants, and that we meet or exceed your expectations throughout the project.

Topics will include but not be limited to:

- Scope of work, timeline, deliverables;
- Roles and responsibilities;
- Communication preferences and monthly schedule for regular meetings;
- Desired outcomes and measure of success;
- Existing plans and programs; and
- Logistics for identifying and conducting stakeholder engagement

TPMA values regular open communication with our clients. For this project, we propose monthly update calls throughout the process. We will use this time to provide updates and next steps for the project as well as an opportunity for feedback on the work being done and any adjustments that need to be made.

Timeline: May 2024

Deliverables: Launch Meeting; Communication Plan

Task 2: Demographic Survey

EXISTING PLANS

Data collection and analysis are essential to understanding the local climate as it relates to housing. TPMA will initiate background research by reviewing existing regulations, policies, and local regional plans.

This step will ensure that the Project Team has identified the pertinent resources and local planning context to build on previous work where possible and provide the necessary background when addressing key research questions.

A review of demographic data will provide additional context for current and future housing needs, as well as the types of housing and incentive programs that should

be targeted. Our demographic analysis of the County and its cities will begin with a basic description of the individuals and families living in each area. This section will include number of individuals by renters versus homeowners, workforce, age, household and family composition, and the race/ethnicity of individuals. TPMA recognizes the necessity for a thorough evaluation of the local Hispanic/Latino residents, given the inadequacy of previous studies in providing comprehensive data. Additionally, TPMA will provide data on local workers facing overcrowding, homelessness, or the threat of eviction or foreclosure.

HOUSEHOLD DATA

Household Size/Income
Major Employment Industries
Wage Data
Age Distribution
Commuting Data
Educational Attainment

Unit Type
Age and Condition
Median Value
Average Rental
Homeownership
Vacancy Rate
Location

A review of commuter patterns within the County and inbound commuting from neighboring counties will be evaluated. This approach will consider both economic and carbon impacts associated with commuting behaviors.

This analysis will serve as the basis for the final report and summarize key assumptions that inform final recommendations and strategies. A review of demographic data will provide additional context for current and future housing needs for the next 3 and 5 years, as well as the types of housing and incentive programs that should be targeted. ESRI Tapestry Household data will be analyzed to understand household consumer housing lifestyles and housing preferences.

Timeline: June – July 2024

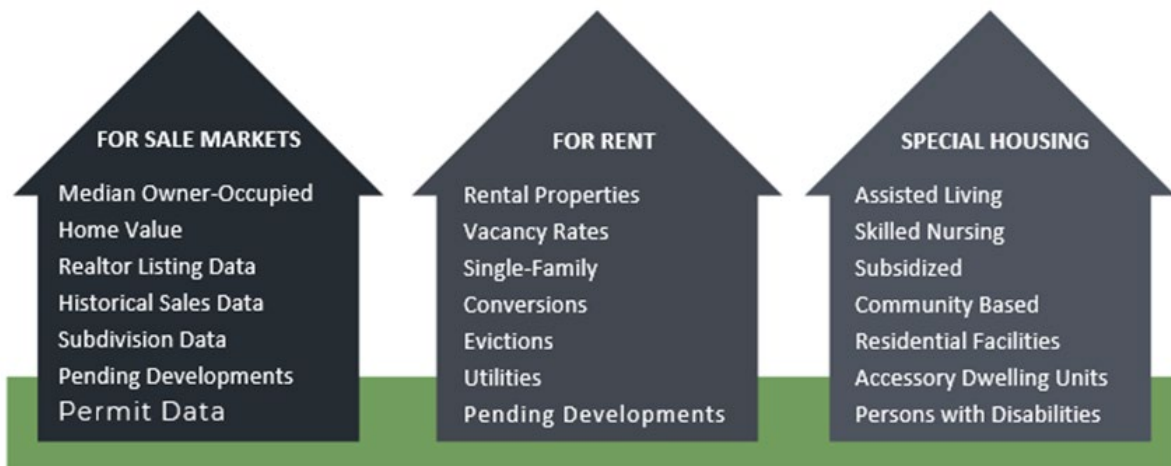**Deliverables:** Demographic Analysis

Task 3: Assessment of Current and Projected Housing Needs

EXISTING HOUSING STOCK / AFFORDABILITY
In addition to the comprehensive review of regional studies and documents, TPMA will review secondary sources such as national databases from **Lightcast, ESRI Business Analyst, Zillow.com, Trulia.com, Redfin, Costar and the American**

Community Survey of the U.S. Census Bureau to establish additional contextual understanding.

Current data from local residential listing services such as 2021 Root Policy Study will confirm housing values and price points for housing stock that makes up the local housing market. Housing development in La Plata County has changed since COVID-19 shifts resulted in higher interest rates. Analyzing the Area Median Income (AMI) charts will highlight urgent housing needs across income differing income levels, demanding diverse options in sales, rental, and alternative housing. Inventory will include total residential units by type, estimate of resident units, and identification of residential housing. Current data from local residential listing services will confirm housing values and price points for housing stock that makes up the local housing market. This analysis will serve as the basis for the final assessment and summarize key assumptions.

FOR SALE MARKETS
Median Owner-Occupied Home Value
Realtor Listing Data
Historical Sales Data
Subdivision Data
Pending Developments
Permit Data

FOR RENT
Rental Properties
Vacancy Rates
Single-Family
Conversions
Evictions
Utilities
Pending Developments

SPECIAL HOUSING
Assisted Living
Skilled Nursing
Subsidized
Community Based
Residential Facilities
Accessory Dwelling Units
Persons with Disabilities

In addition, TPMA will review financial data to help determine monetary resources and needs of average homebuyers, renters, and other special populations to determine their economic stability. TPMA will identify key data trends that characterize the state of the local housing stock and affordability in the County based on the initial data collection. In addition, TPMA will complete an analysis of the for-sale housing market and rental markets, including both short-term and long-term rentals, that integrate County profiles into in-depth analysis of access to local housing, including affordable and market rate.

The assessment will include a site visit and windshield tour of the area, preferably by a member of RHA and/or the La Plata project coordinator.

Timeline: July – August 2024

Deliverables: Assessment of Current and Projected Housing Needs

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Task 4: Stakeholder Engagement

TPMA suggests employing virtual/on-site stakeholder survey, four focus groups, and interviews. This approach not only accommodates individuals who may find it inconvenient or uncomfortable to participate in traditional in-person group sessions but also allows the team to reach a wide range of residents and stakeholders. Our objective is to ensure diverse representation and provide a platform for as many participants as possible to express their opinions, making the virtual option indispensable. This approach is necessary to meet expectations.

STAKEHOLDER SURVEY

Extensive outreach will be complemented by a survey that will be available to anyone in the county. The catalog of questions will be tailored to the needs of the County of La Plata and its residents.

FOCUS GROUPS

The focus groups will concentrate on the specific submarkets and will involve both internal and external stakeholders. Focus Groups are well suited to gather insights from groups, such as city leadership, economic development organizations, nonprofits, housing authority providers and advocates, developers, development consultants, contractors, financial institutions, realtors, and community and faith-based organizations.

This comprehensive approach will help us gain insight into the unique characteristics, needs, obstacles, and expectations related to housing and the contextual factors influencing each specific area.

INTERVIEWS

The interviews will be conducted with stakeholders following the guidance of the County. These interviews will give the Project Team a chance to connect with local groups and individuals who are intimately familiar with the real estate market in La Plata County. The Project Team finds that such stakeholder interviews often provide access to hard-to-access but important local data that is not always well represented in traditional data sources.

We employ a menu of engagement activities that effectively build on relationships with trusted community partners to expand reach and establish credibility. This involves collaborating with organizations that have long established and respected relationships with their constituents who invite, encourage, and support participation in planning initiatives. These include service providers, local non-profit, or religious community leaders that often play a pivotal role in representing overlooked community needs.

Timeline: September – November 2024

Deliverables: Stakeholder Survey; Focus Groups; Interviews

Task 5: Final Plan and Presentation

The Project Team will incorporate the data review, community engagement, market analysis and strategy recommendations into a draft report that will include key findings and summarize the results of all data analysis and leadership engagement. As the County will have been involved in all aspects of the planning process, we do not anticipate unexpected findings as part of the review. However, the Project Team will allow a 2-week period for thorough review and will make any adjustments as directed by the County before drafting the final plan.

Following feedback, TPMA will design a final report with recommendations for policy and strategy related to future housing, including related action steps. Data will be presented in easy-to-understand narrative suitable for a variety of audiences with labeled maps, tables, and graphics where appropriate.

Timeline: December 2024

Deliverables: Final Report; Presentation

Schedule

Task	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Client Communication	▓	▓	▓	▓	▓	▓	▓	▓
Project Administration	▓	▓	▓	▓	▓	▓	▓	▓
Project Launch	■							
Demographic Survey		■	■					
Assessment of Current & Projected Housing Needs			■	■				
Stakeholder Engagement					■	■	■	
Final Plan & Presentation								■

Fee Estimate

Task	Cost
Project Launch	$7,117.00
Demographic Survey	$36,412.00
Assessment of Current & Projected Housing Needs	$23,047.00
Stakeholder Engagement	$59,761.00
Final Plan & Presentation	$28,167.00
Project Total	**$154,504.00**

Alliance Housing Staff Time and Resources

As shared earlier in this response, the project launch task will be a meeting where TPMA, RHA, and the Alliance can establish a cadence of contact and client-involvement for the remainder of the project. At a minimum, TPMA will require a primary point of contact, as well as assistance identifying community partners, business owners, and other local leaderships that would be beneficial to involve in the stakeholder engagement process. We will also request a member of the La Plata team provide a "windshield" tour of typical housing sites and structures during Task 3. Levels of Alliance Housing involvement can be discussed and fully defined during Task 1.

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03/12/2024

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INSURER B : State Farm Fire and Casualty Company	25143
INSURER C :	
INSURER D :	
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INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE X OCCUR	Y	Y	94-C6-J120-1	03/21/2020	03/25/2025	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PROJECT ☐ LOC ☐ OTHER						GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
								$
A	AUTOMOBILE LIABILITY X ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	Y	397 8239-C25-14A	09/28/2017	09/28/2024	COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$ 1,000,000
							BODILY INJURY (Per accident)	$ 1,000,000
							PROPERTY DAMAGE (Per accident)	$ 1,000,000
								$
B	X UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $	Y	Y	94-LG-8529-8	04/24/2007	04/24/2025	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER	$
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	FIDELTY BOND			94-L7-4319-8	02/08/2009	02/09/2025		$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CERTIFICATE HOLDER ALSO ACTS AS ADDITIONAL INSURED

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lauren McIntire

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Grant Tracking Stats (not including closed)

Location & Use of Funds	Total Fund Amount Requested	Total Fund Amount Received	Total Fund Amount In Progress
BAYFIELD	**$700,000**	**$2,000,000**	**$6,503,000**
Infrastructure	$700,000	$2,000,000	$6,503,000
DURANGO		**$120,000**	**$4,120,000**
Administration/Planning		$120,000	$120,000
Infrastructure		$0	$4,000,000
IGNACIO	**$690,000**	**$2,050,000**	**$2,740,000**
Infrastructure	$690,000	$2,000,000	$2,690,000
Technical Assistance		$50,000	$50,000
LPC		**$800,000**	**$3,000,000**
Preservation		$800,000	$3,000,000
RHA	**$192,400**	**$105,000**	**$353,867**
Administration/Planning	$192,400		$200,000
Predevelopment		$0	$33,867
Technical Assistance		$105,000	$120,000
Grand Total	**$1,582,400**	**$5,075,000**	**$16,716,867**

Grant Tracking Stats (including closed)

Location & Use of Funds	Total Fund Amount Requested	Total Fund Amount Received	Total Fund Amount In Progress
BAYFIELD	**$6,503,000**	**$2,000,000**	**$700,000**
Infrastructure	$6,503,000	$2,000,000	$700,000
DURANGO	**$14,120,000**	**$4,120,000**	
Administration/Planning	$120,000	$120,000	
Infrastructure	$4,000,000	$0	
LIHTC	$10,000,000	$4,000,000	
IGNACIO	**$2,740,000**	**$2,050,000**	**$690,000**
Infrastructure	$2,690,000	$2,000,000	$690,000
Technical Assistance	$50,000	$50,000	
LPC	**$3,000,000**	**$800,000**	
Preservation	$3,000,000	$800,000	
RHA	**$353,867**	**$297,400**	
Administration/Planning	$200,000	$192,400	
Predevelopment	$33,867	$0	
Technical Assistance	$120,000	$105,000	
Grand Total	**$26,716,867**	**$9,267,400**	**$1,390,000**

RHA Local Government Housing Grants Tracker

Location	Grant/Funding Title	Funding Body	Use of Funds	Amount Requested	Adj. Amount Requested	App. Status	Date Submitted	Amount Awarded	Award Date	Project Summary
BAYFIELD	HB22-1304 & 1377	NLIHC	Infrastructure	$2,656,158	$2,000,000	Approved	3/1/23	$2,000,000	8/8/23	Cinnamon Heights - Infrastructure for 30 to-be Deed Restricted Townhome units. Lots owned by Town of Bayfield. Start 2023.
	HB22-1304 Strong Communities Grant	DOLA	Infrastructure	$1,919,000	$3,803,000	Denied	8/16/23	$0		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.
	LPC Affordable Housing Grant and Loan Fund	La Plata County	Infrastructure	$700,000		In Progress				Cinnamon Heights Infrastructure Grant Request- County Letter of Intent to be considered for approval on Feb 6, 2024.
	Prop 123	DOLA	Other			Approved	7/1/2023		9/1/23	Commitment Baseline is 14 units the next 3 years
DURANGO	HB22-1304 Infrastructure and Strong Communities	DOLA	Infrastructure	$4,000,000		Denied	8/18/23	$0		Staff had pre-application meeting with Dept. of Local Affairs to discuss the public-private partnership project called Durango Crossings for the Strong Communities Infrastructure grant, request seeking $4 million in grant funds. This funding source had approximately $34 million for infrastructure grants and pre-application meetings with 60 communities
	HB21-1117 Local Government Authority to Promote Affordable Housing	DOLA	Administration/ Planning	$120,000		Approved	10/5/2022	$120,000	1/1/23	Planning Grant Program (IHOP) for housing feasibility study for rental and homeownership pertaining to City's inclusionary zoning (with $40K match from City). 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)
	Prop 123	DOLA	Other			Approved	7/3/2023		9/1/23	Commitment Baseline is 184 units the next 3 years
IGNACIO	LPC Affordable Housing Grant and Loan Fund	La Plata County	Infrastructure	$690,000		In Progress	4/10/23			Rock Creek Housing Project Infrastructure Grant Request- Completing response to LPC questions regarding project and utilization of funding.
	La Plata Economic Development Alliance - Housing Catalyst Fund	Catalyst Fund	Technical Assistance	$75,000	$50,000	Approved	4/7/23	$50,000	7/1/23	Received $50K in funding and 10 hrs. of TA. Excited to utilize funds and TA which are necessary to move this project forward.
	IHOI-Innovative Housing Incentives Grant Program	DOLA	Infrastructure	$2,000,000		Approved	9/1/2022	$2,000,000	4/13/23	Rock Creek Housing-Infrastructure. Ground breaking ceremony was held in September. Canyon Construction is working on infrastructure improvements and is scheduled to be complete with work in May of 2024.
	Prop 123	DOLA	Other			Approved	7/1/2023		9/1/23	Commitment Baseline is 14 units the next 3 years
LPC	IHOI-Innovative Housing Incentives Grant Program	DOLA	Preservation	$3,000,000		Approved	1/27/23	$800,000	3/13/23	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. Grant agreement executed 11/14/2023. Creation of MOA with Elevation Community Land Trust in progress. Project implementation to commence in Q2 2024. Grant expiration date 01/31/25
	Prop 123	DOLA	Other			Approved	7/1/2023		9/1/23	Established a baseline of 1,205 units and a 3 year commitment of 108 units
RHA	Local Planning Capacity Grant	DOLA	Administration/ Planning	$200,000		Approved	2/16/24	$192,400		Program is to increase the capacity of local government planning departments responsible for processing land use, permitting, and zoning applications for housing projects. Supports local governments' capacity to address affordable housing, especially by expediting development review, permitting, and zoning of affordable housing.
	HB21-1271 - DOH Technical Assistance	DOLA	Technical Assistance	$100,000		Approved	3/1/23	$85,000	5/25/23	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. The RHA received the award letter with 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 for the RHA Board
	HB21-1271 - DOH Technical Assistance	DOLA	Technical Assistance	$20,000		Approved	3/15/23	$20,000	5/25/23	Affordable Housing Technical Assistance training sessions for housing leaders and industry with the City of Durango. Completed July 26-27 educational series.
	La Plata Economic Development Alliance - Housing Catalyst Fund	Catalyst Fund	Predevelopment	$33,867		Denied	10/30/23	$0		Application denied, recommended to meet with LPC Planning staff to discuss feasibility
TOTALS				$15,514,025	$5,853,000			$5,267,400		

				La Plata County Housing-Related Finance/Technical Assistance Commitments				
Location	Grant/Funding Title	Type of Project	Amount Requested	Adj. Amount Requested	Application Status	Award Date	Amount Awarded	Award Status
Durango	Private Activity Bond- Best Western Hotel Conversion	Financing/Capital Match	$2,230,051		Approved	2023	$2,230,051	
Durango	Adventure Inn- County Loan to Developer	Financing/Capital Match	$550,000		Approved	2024	$550,000	Project Withdrawn
Durango	Adventure Inn- County Grant to Developer	Financing/Capital Match	$260,200		Approved	2024	$260,200	Project Withdrawn
Durango	Westside/Triangle MHP- Fiscal Agent: DOLA Pass Through Grant	Preservation	$800,000		Approved	2023	$800,000	
Durango	Westside/Triangle MHP- County Cash Match to DOLA Grant	Preservation	$100,000		Approved	2023	$100,000	
Bayfield	LPC Affordable Housing Grant and Loan Fund	Infrastructure	$700,000		In Progress	2024		Awaiting Grant Agreement finalization
Ignacio	LPC Affordable Housing Grant and Loan Fund	Infrastructure	$690,000		In Progress	2024		Rock Creek Housing Project Infrastructure Grant Request- Town completing response to LPC questions regarding project and utilization of funding.
TOTALS			$5,330,251				$3,940,251	

RHA Local Government Housing Grants Tracker

Location	Grant/Funding Title	Funding Body	Use of Funds	Amount Requested	Adj. Amount Requested	App. Status	Date Submitted	Amount Awarded	Award Date	Date Closed	Project Summary
DURANGO	HB21-1271 Innovative Affordable Housing Strategies Affordable Housing Development Incentives Grant Program	DOLA	LIHTC	$1,000,000		Approved	9/1/2022	$1,000,000	3/23/23	2/14/24	Best Western LIHTC conversion/new construction - Fee waivers. for 120 units of 30% to 60% AMI rentals. 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. 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.
	Congressionally Direct Funding 2021 Request	HUD	LIHTC	$9,000,000		Approved	11/1/2021	$3,000,000	10/4/22	1/31/24	Best Western (4% LIHTC project) HUD Grant Award