



# Arapahoe County

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## Board Summary Report

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**File #:** 21-264

**Agenda Date:** 3/29/2021

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**To:** Board of County Commissioners

**Through:** Katherine Smith, Director, Community Resources

**Prepared By:**

Linda Haley, Housing and Community Development and Senior Resources Division Manager, Community Resources

**Presenter:** Linda Haley, Housing and Community Development and Senior Resources Division Manager, Community Resources

**Subject:**

1:30 PM \*Arapahoe County Housing Authority Annual Meeting

**Purpose and Request:**

The Board of County Commissioners (BOCC) meets annually as the Arapahoe County Housing Authority (ArCHA) Board to conduct required business and to receive reports on programs administered by ArCHA. The Agenda for the ArCHA Board meeting is included as Attachment 1.

The BOCC, meeting as the ArCHA Board will be asked to consider the minutes from the 2020 ArCHA meeting, two agreements, and two signature authorities:

1. Approval of the Agenda for the annual meeting. (Attachment 1)
2. Approval of the minutes of the 2020 ArCHA Annual Meeting. (Attachment 2)
3. Update on the Dominium Tax Deferral.
4. Update on the Point in Time Survey Activities
5. Approval of the agreement with Impact Development Fund to manage our Rehab Portfolio.(Attachment 3)
6. Approval of the agreement with Impact Development Fund to manage our Down Payment Assistance Portfolio. (Attachment 4)
7. Update and approval of the agreement between Arapahoe County and ArCHA to lend County employees to ArCHA to administer programs as the Housing Authority. (Attachment 5)
8. Appointment of Katherine Smith, Community Resources Department Director as Secretary to the

ArCHA Board.

9. Authorization for Katherine Smith as Director of the Community Resources Department, to sign regular business agreements and policies on behalf of the Housing Authority Board.
10. Authorization for Linda Haley, as Director of ArCHA, to sign appropriate administrative documents on behalf of the Housing Authority Board, such as the County's First Time Homebuyer Program covering administrative items such as the Release of Deeds and Trusts and Short Sales.

**Background and Discussion:**

An annual meeting of ArCHA is required under the by-laws of ArCHA. An agenda is proposed by staff and approved by ArCHA, along with the minutes from the previous annual meeting. Historically, the Secretary of ArCHA has been the Director of the Community Resources Department. At this meeting, ArCHA receives reports on ArCHA programs and provides direction to staff on ArCHA initiatives.

In 2018 the BOCC agreed to provide Dominium Developers a property tax exemption for a Low Income Housing Tax Credit Senior Project in Centennial. This development is now underway and funds have been received by ArCHA.

Each year we participate in the Point in Time Survey with Metro Denver Homeless Initiative. The Point in Time survey for 2021 has been cancelled due to COVID-19.

**Approval of the agreement between Arapahoe County and ArCHA to lend County employees to ArCHA to administer programs as the Housing Authority and authorization for Katherine Smith to sign the agreement on behalf of the Housing Authority Board.** The proposed agreement between Arapahoe County and ArCHA to lend County employees to ArCHA is Attachment 3. This agreement allows Housing and Community Development staff to undertake activities that are not allowable under our HUD grants by doing so through ArCHA and allocating their time to ArCHA.

**Approval of the Amendments between ArCHA and Impact Development Fund to manage our Housing Rehabilitation Portfolio and our Down Payment Assistance Portfolio.** Impact Development Fund manages two loan portfolios for us for programs that we no longer offer and do not have the in-house financial expertise to manage. Our contract with Impact Development Fund for our rehab portfolio is \$1500/year and the contract for our Down Payment Assistance Portfolio is \$3500/year. Attachments 4 and 5. Our contract is in effect for one more year but the cost to manage these portfolios has been reduced due to a diminishing number of loans which they are managing as they are paid off.

**Authorization for Katherine Smith, as Director of the Community Resources Department, to sign regular business agreements and policies on behalf of the Housing Authority Board.** HCDS staff recommends approval of this item to facilitate administrative items that are time sensitive.

**Authorization for Linda Haley, as the Director of ArCHA, to sign appropriate administrative documents on behalf of the Housing Authority Board, such as the County's First Time Homebuyer Program covering administrative items such as the Release of Deeds of Trust, Subordination Agreements, and Short Sales.** HCDS staff recommends approval of this item to facilitate administrative items that are time sensitive.

**Fiscal Impact:** Arapahoe County General Funds in the amount of \$30,000 annually are provided to ArCHA to

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support the activities, staff time, and training required to manage ArCHA programs and to support the annual Point in Time Survey. Any costs that are appropriate to be charged to HOME or CDBG are allocated to those programs.

**Alternatives:** The BOCC may recommend alternatives to any of the recommendations listed above.

**Alignment with Strategic Plan:**

- Be fiscally sustainable
- Provide essential and mandated service
- Be community focused

**Staff Recommendation:** HCDS staff supports the recommendations made above.

**Concurrence:** N/A