



Arapahoe County

5334 South Prince Street
Littleton, CO 80120
303-795-4630
Relay Colorado 711

Board Summary Report

File #: 26-011

Agenda Date: 1/12/2026

Agenda #:

To: Board of County Commissioners

Through: Katherine Smith, Director, Community Resources

Prepared By:

Elizzebeth (Lizze) Loomis, Division Manager, Community Development, Housing and Homeless Services

Presenter: Elizzebeth (Lizze) Loomis, Division Manager, Community Development, Housing and Homeless Services

Subject:

1:15 PM *2026 Arapahoe County Housing Authority Annual Meeting

Purpose and Request:

The Board of County Commissioners (BOCC) convenes annually in its capacity as the Arapahoe County Housing Authority (ArCHA) Board to conduct official business and receive comprehensive reports on programs and activities administered by ArCHA. The agenda for the annual ArCHA Board meeting is attached.

Alignment with Strategic Plan: Economic Resilience and Stability - Maintain and improve affordable housing initiatives, including housing preservation and homeownership support.

Background and Discussion: The Arapahoe County Housing Authority (ArCHA) is required under its by-laws to hold an annual meeting to conduct official business, review prior-year activities, and provide direction for upcoming initiatives. The annual meeting serves as an opportunity for the Board of County Commissioners (BOCC), acting as the ArCHA Board, to receive program updates, approve administrative actions, and formalize operational authorizations necessary to support affordable housing efforts throughout Arapahoe County. Historically, the Director of the Community Resources Department has served as the Secretary to the ArCHA Board, while staff from the Housing and Community Development Division and the Housing and Homeless Services team provide administrative and programmatic support to the Authority.

At the 2026 Annual Meeting, the Board will be asked to review and take action on the following items:

1. Approval of the 2026 Agenda for the Annual Meeting (Attachment 1) - County Staff requests approval of the proposed agenda outlining the business to be conducted at the 2026 Annual Meeting of the Arapahoe County Housing Authority.

2. Approval of the Minutes from the 2024 ArCHA Annual Meeting (Attachment 2)- The Board will review and approve the minutes from the prior year's annual meeting. Approval of the minutes ensures accurate recordkeeping and compliance with the open meetings requirements under Colorado law.

3. Special Liability Partnership Presentation (Attachment 4) - April Housing will present a special liability partnership summary, providing the Board with an overview of financial or tax-related considerations that impact ArCHA 's partnership with April Housing for Reserve at South Creek Apartments. This information supports informed decision-making regarding future housing initiatives.

4. Special Liability Partnership Presentation (Attachment 5) - Columbia Ventures will present a special liability partnership summary, providing the Board with an overview of financial or tax-related considerations that impact ArCHA 's partnership with Columbia Ventures for 10660 Colfax Avenue-Aurora CO Multi- family Apartments. This information supports informed decision-making regarding future housing initiatives.

5. Adoption of the Definition of Low-Income Households - The Arapahoe County Housing Authority will adopt an updated definition of "Persons of Low Income" as required by C.R.S. § 29-4-227. Under this definition, "Persons of Low Income" are households in Arapahoe County with incomes at or below eighty percent (80%) of the Area Median Income (AMI), as determined and published annually by the U.S. Department of Housing and Urban Development (HUD). Establishing this formal definition aligns ArCHA's operational standards with both federal and state requirements and ensures consistent application of income limits across housing programs, including development partnerships and tenant-based assistance programs.

6. Approval of Employee Lending Agreement between Arapahoe County and ArCHA (Attachment 3) - This agreement authorizes Arapahoe County to lend County employees to the Arapahoe County Housing Authority to carry out housing-related programs. The lending arrangement allows Community Development and Housing and Homeless Services staff to perform tasks and program activities not eligible under HUD grant funding when conducted directly through the County. By allocating staff time and resources through ArCHA, the County is able to maintain compliance with federal grant requirements while continuing to provide critical housing services to residents. Staff requests authorization for Katherine Smith, Director of the Community Resources Department, to execute this agreement and any related business documents on behalf of the Housing Authority Board. This authorization formalizes long-standing operational practices and ensures continuity in administrative oversight.

7. Appointment of Katherine Smith as Secretary to the ArCHA Board Consistent with prior practice, staff recommends the appointment of Katherine Smith, Director of the Community Resources Department, to serve as Secretary to the Arapahoe County Housing Authority Board. The Secretary is responsible for maintaining official records, attesting to Board actions, and ensuring administrative compliance with the Authority's by-laws.

8. Authorization for Administrative Signatures Staff further requests authorization for Elizzebeth Loomis, Director of the Arapahoe County Housing Authority, to execute routine administrative documents on behalf of the Housing Authority Board. Such documents may include, but are not limited to, Releases of Deeds of Trust and other standard instruments related to ArCHA program administration. This authorization streamlines operational efficiency while maintaining appropriate oversight and compliance with established County policies.

Alternatives: Arapahoe County Board of County Commissioners allocates \$30,000 annually from the County's General Fund to the Arapahoe County Housing Authority (ArCHA) to support program

operations, staff time, and professional training necessary for the effective management of ArCHA activities. These funds also provide critical support for the coordination and implementation of the annual Point-in-Time (PIT) Survey, which gathers essential data on homelessness within the County. Any expenditures that are eligible under the HOME Investment Partnerships Program (HOME) or the Community Development Block Grant (CDBG) are appropriately charged to those respective funding sources to ensure compliance with federal requirements and efficient use of resources.

Fiscal Impact: The Board of County Commissioners retains the discretion to propose alternative actions or modifications to any of the recommendations presented above.

Alignment with Strategic Implementation Strategies: N/A

Staff Recommendation: County Staff request consideration and approval of the proposed ArCHA business items as noted.

Concurrence: County Attorney's Office