



Blaine County Housing Authority
Wednesday, July 12, 2023 , 12:00 PM
Sawtooth Business Center, Payette Conference Room, 101
Empty Saddle RD, Hailey, ID 83333

AMENDED AGENDA

PUBLIC PARTICIPATION INFORMATION

Public information on this meeting is posted outside City Hall.

We welcome you to watch Board Meetings via live stream.

You will find this option on our website at www.ketchumidaho.org/meeting.

If you would like to comment on a public hearing agenda item, please select the best option for your participation:

- Join us via Zoom (*please mute your device until called upon*)
Join the Webinar: <https://ketchumidaho-org.zoom.us/j/86803301960>
Webinar ID:868 0330 1960
- Address the Board in person at Sawtooth Business Center in the Payette Conference Room.
- Submit your comments in writing at participate@ketchumidaho.org (*by noon the day of the meeting*)

This agenda is subject to revisions. All revisions will be underlined.

CALL TO ORDER: By Board Chairman Keith Perry

ROLL CALL: Pursuant to Idaho Code Section 74-204(4), all agenda items are action items, and a vote may be taken on these items.

COMMUNICATIONS FROM BLAINE COUNTY HOUSING AUTHORITY BOARD: Communications from the Board of Directors

1. Public comments submitted

CONSENT AGENDA:

ALL ACTION ITEMS - The Board is asked to approve the following listed items by a single vote, except for any items that a Board member asks to be removed from the Consent Agenda and considered separately.

2. Recommendation to approve minutes for June 14, 2023 - City Clerk Trent Donat

- [3.](#) Recommendation to approve Treasurer's report and financials for June 2023 - Treasurer Shellie Gallagher
- [4.](#) Recommendation to approve an exception for community homeowner, Chase Hamilton - Housing Director Carissa Connelly

PUBLIC HEARING:

NEW BUSINESS:

5. Introduction to new board members - Board Chair Keith Perry
6. Update on staffing efforts and organizational chart - Housing Director Carissa Connelly
- [7.](#) Proposed update to by-laws - Board Chair Keith Perry & Housing Director Carissa Connelly
- [8.](#) Introduction to DRAFT Shelter Plan - Consultant Courtney Noble
9. Update on Housing Navigation System - Consultant Courtney Noble
- [10.](#) Recommendation to approve use of pre-application - Consultant Courtney Noble
11. Update on HOA fees in deed covenants - Housing Director Carissa Connelly
- [12.](#) Discussion of compliance issue with ownership unit in Chilali Lodge Unit 12 - Board Chair Keith Perry

EXECUTIVE SESSION:

ADJOURNMENT:



July 7, 2023

Keith Perry, Chair
Blaine County Housing Authority

Re: Immediate Shelter Plan Action Items

Dear Keith and BCHA board members,

As you're aware, Blaine County Charitable Fund participated in collaboration with other local agencies in to address the alarming and growing rate of homelessness in Blaine County last fall. Due to lack of other funding sources and ability for the BCHA to expand their current transitional housing program, we were asked to expand our temporary hotel assistance program to give a longer term safe solution for the community's most vulnerable households. This put unplanned financial and workload stress on our organization. However we believed in the importance participating in the solution during a time that should've qualified as a state of emergency where other government agencies were not able or willing to step in. This was, and remains, a temporary shift of our mission to create stable and resilient communities in Blaine County through our financial assistance programs.

With the Lift Tower Lodge consistently full and local hotels that offer weekly and monthly rates often filled with households for months at a time, it is clearly evident that the need for additional transitional housing in Blaine County. In the presentation by the Jason Dietz, Housing Director of Summit County, he shared how a community similar to ours created a diverse inventory of housing solutions that included owning properties that were once hotels. There are properties in our community that could be captured now, saving multitudes of future costs to build or rent market rate hotel rooms. If the \$200,000+ that was spent on subsidizing hotel rooms this past winter was instead invested in a permanently held asset, our community would benefit for decades to come.

As leaders in Blaine County to provide holistic housing solutions, we employ the BCHA to take immediate action on your strategic plan item regarding addressign the needs of the unhoused and people at risk of displacement. Thank you for considering the recommended items in need of immediate implementation from the Draft Shelter Plan.

Kindest regards,

Mary Fauth, Executive Director

Blaine County Charitable Fund

208.244.5205

101 Empty Saddle Trail / PO Box 265

Hailey, ID 83333

info@blainecf.org / www.blainecf.org



Blaine County Housing Authority
Wednesday, June 14, 2023, 12:00 PM
Ketchum City Hall, Community Meeting Room
191 5th St. West, Ketchum, Idaho 83340

AGENDA

PUBLIC PARTICIPATION INFORMATION

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Join the Webinar: <https://ketchumidaho-org.zoom.us/j/84837354410>
Webinar ID:848 3735 4410
- Address the Board in person at Ketchum City Hall, Community Meeting Room.
- Submit your comments in writing at participate@ketchumidaho.org (*by noon the day of the meeting*)

This agenda is subject to revisions. All revisions will be underlined.

CALL TO ORDER: *(00:00:33 in video)*

By Board Chairman Keith Perry

ROLL CALL:

Nate Hart

Keith Perry

Mason Frederickson

ALSO PRESENT:

Carissa Connelly—Housing Director, Ketchum

Muffy Davis—Blaine County Commissioner

Morgan Landers—Director of Planning and Building, Ketchum

COMMUNICATIONS FROM BLAINE COUNTY HOUSING AUTHORITY BOARD: Communications from the Board of Directors

1. Public comments submitted

Keith Perry, Board Chair *(00:01:07 in video)* - Working on relations with various municipalities to build consensus on goals.

CONSENT AGENDA:

ALL ACTION ITEMS - The Board is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.

2. Recommendation to approve minutes for May 10, 2023 - Program Administrator Kylie Anderson
3. Recommendation to approve Treasurer's report and financials for May 2023 - Treasurer Shellie Gallagher
4. Recommendation to adopt updated 2023 income limits and asset limits - Housing Director Carissa Connelly & Housing Fellow Rian Rooney
5. Recommendation to approve the updated Community Housing Administrative Guidelines - Housing Director Carissa Connelly

Motion to approve consent agenda items #2 - #5 *(00:11:11 in video)*

MOVER: Mason Frederickson

SECONDER: Nate Hart

AYES: Keith Perry, Nate Hart, Mason Frederickson

RESULT: ADOPTED UNANIMOUS

NEW BUSINESS:

6. Review and discussion of Kylie Anderson's resignation and the subsequent job posting - Housing Director Carissa Connelly *(00:11:27 in video)*
Housing Coordinator Job Requisition - Responsible for Housing Navigation Plan - City Council must approve.
Program Administrator - Technical, detail oriented - possibly report to Housing Coordinator. Includes managing Lift Tower Lodge resident relationships.
7. Discuss Blaine County Housing Authority office location change - Housing Director Carissa Connelly *(00:29:28 in video)*
8. Discuss Blaine County Housing Authority Board composition and expectations - Housing Director Carissa Connelly *(00:46:34 in video)*
9. Discuss Blaine County Housing Authority Board meeting location rotation - Board Chair Keith Perry *(01:11:58 in video)*
Next Board meeting July 12th at Marketron - 12 PM. *(01:12:29 in video)*
Muffy Davis introduction - appointed as county liaison for BCHA *(01:14:20 in video)*

ADJOURNMENT:

Adjourned (01:22:54 in video)

Respectfully Submitted by

Approved by

Trent Donat - City Clerk
City of Ketchum

Keith Perry
BCHA Chair

Check Date	Check Number	Vendor	Inv#	Notes	Checks\$	Deposits \$	Balance	
2/28/2023	Beginning Balance	from Hailey QB (see duplicate #7734)					33,405.94	BB
5/4/2015	6334	Hunt, Jacob			(71.50)		33,334.44	O
7/15/2015	6381	Allen, Corey N.C.			(30.93)		33,303.51	O
12/8/2016	6704	Johnathan Baccus			(75.00)		33,228.51	O
4/15/2022	Paycheck	Nathaniel Christmas			(11.06)		33,217.45	O
8/11/2022	Check	Intermountain Gas			(76.00)		33,141.45	O
9/30/2022	Check	Clear Creek			(124.61)		33,016.84	O
10/31/2022	Check	Appriver, llc			(53.82)		32,963.02	O
12/16/2022	Check	Intermountain Gas			(409.61)		32,553.41	O
2/16/2023	7724	Joe's backhoe			(1,635.00)		30,918.41	C
2/17/2023	7729	Enriques De La Cruz			(200.00)		30,718.41	C
2/23/2023	7731	City of Ketchum	Rent	Rent	(200.00)		30,518.41	C
2/23/2023	7732	The Applicane Co	Rep & Maint LTL	Rep & Maint LTL	(95.00)		30,423.41	C
2/23/2023	7733	US BANK CC	VOID		(303.10)	303.10	30,423.41	V
2/28/2023	7734	Michael Policy Solutions	Sarah Michael	Professional Service	(6,200.00)		24,223.41	C
2/28/2023	Quickbooks	duplicated entry #7734	Rep & Maint LTL	Rep & Maint LTL	(6,200.00)	6,200.00	24,223.41	V
2/23/2023	Check	City of Ketchum		unknown	(187.45)	-	24,035.96	C
3/8/2023	5085	BC CO Meriwether advisors		Rent	(1,000.00)		23,035.96	C
3/3/2023	7735	Wilro Plumbing		19887 Rep & Maint LTL	(350.00)		22,685.96	v
3/8/2023	7736	Ann Sandefer		Professional Service	(1,400.00)		21,285.96	C
3/6/2023		Deposit	pay to city of ketchum LTL	Deposit		700.00	21,985.96	C
3/3/2023		Deposit	\$7458 pay to ketchum LTL	Deposit		9,033.00	31,018.96	C
3/8/2023		Deposit		Deposit		1,328.32	32,347.28	C
3/7/2023		Elkhorn Village		Professional Service	(522.26)		31,825.02	C
3/7/2023		Elkhorn Village		Professional Service	(478.33)		31,346.69	C
3/17/2023	AUTO	Clear Creek		Utilities	(142.34)		31,204.35	C
3/3/2023	AUTO	Cox Communication		Utilities	(199.21)		31,005.14	C
3/21/2023	ACH	US BANK CC		Various	(565.15)		30,439.99	C
3/21/2023	AUTO	Idaho Power		Utilities	(401.33)		30,038.66	C
3/21/2023	5089	Lawson Laski Clark, PLLC	payment	Legal	(600.00)		29,438.66	C
3/21/2023	BCTSQSL-Z71X4	Color Haus		266731 Rep & Maint LTL	(20.36)		29,418.30	C
3/21/2023	5091	ICRMP	18027-2023-2	Insurance	(2,521.00)		26,897.30	C
3/21/2023	5092	Cyndi Ochoa		1 Professional Service	(175.00)		26,722.30	C
3/21/2023	5093	Spence Electric		1587 Rep & Maint LTL	(477.25)		26,245.05	C
3/21/2023	TSTYZ-2BX22	City of Ketchum		6463 Rent LTL & PO Box	(8,271.00)		17,974.05	C
3/22/2023	BC	Office Bright	1478 & 1524	Professional Service	(280.00)		17,694.05	C
3/23/2023	Auto	Idaho Power		Utilities	(747.56)		16,946.49	C
3/30/2023	BCTTMLR-SGPFK	Ann Sandefer	31 HRS 3-30-23	Professional Service	(1,085.00)		15,861.49	C
3/21/2023	Auto	Intermountain Gas		Utilities	(96.79)		15,764.70	C
3/21/2023	BC	Sarah Michaels		Professional Service	(5,300.00)		10,464.70	C
3/27/2023	5087	BC CO Meriwether advisors		Rent	(1,000.00)		9,464.70	C
4/5/2023		City of Ketchum 5K + ID Pwr		Deposit		5,747.56	15,212.26	C
4/6/2023	ACH	Elkhorn Village	ELK10445		(522.26)		14,690.00	REC

4/6/2023	ACH	Elkhorn Village	ELK10437		(478.33)		14,211.67	REC
4/10/2023		Peterson \$825, Vandenboom \$750.00		Deposit		1,575.00	15,786.67	REC
4/11/2023		Workman & Co			18675 (2,500.00)		13,286.67	REC
4/11/2023		Evans Plumbing			136717 (506.25)		12,780.42	REC
4/11/2023		White Peterson			155488 (203.48)		12,576.94	REC
4/11/2023	Void 7735	Wilro Plumbing			19887	350.00	12,926.94	REC
4/11/2023		Wilro Plumbing			19887	350.00	13,276.94	REC
4/14/2023	5085	BC CO Meriwether advisors			(1,000.00)		12,276.94	REC
4/19/2023		Ann Sandefer			(1,128.75)		11,148.19	REC
4/26/2023		US BANKCC 2373	STATEMENT APRIL 23	MULTIPLE	(616.34)		10,531.85	REC
4/28/2023	echeck	Lawson Laski Clark, PLLC		37707 Legal	(600.00)		9,931.85	REC
4/28/2023		HOWARD	#126	Deposit		2,000.00	11,931.85	REC
4/28/2023		CROFTS	#3300	Deposit		750.00	12,681.85	REC
5/3/2023		5104 Agnew::Beck		10716 Work Completed 8/1-8/31 :	(4,186.25)		8,495.60	REC
5/3/2023		5105 Joe's backhoe		7422823 Snow Removal	(1,490.00)		7,005.60	REC
5/15/2023	echeck	101 Empty Saddle			(1,000.00)		6,005.60	REC
5/3/2023	ECHECK	Idaho Power	2221141936 040423	Final Bill	(470.00)		5,535.60	REC
5/3/2023	echeck	HOWARD		Refund of Deposit	(2,000.00)		3,535.60	REC
5/5/2023	ACH	Elkhorn Village		113 Angani Way	(478.33)		3,057.27	REC
5/5/2023	ACH	Elkhorn Village		111 Angani Way	(522.26)		2,535.01	REC
5/10/2023	check	Diane E Nini	386486	Donation		1,000.00	3,535.01	REC
5/10/2023	Check	American Giving Foundation	94467	Donation		192.00	3,727.01	REC
5/12/2023	echeck	SlideRoom Technologies	230431230	Account Fee, Programs	(1,650.00)		2,077.01	REC
5/12/2023	Check	hsbc bank USA	26815	disbursement		2.79	2,079.80	REC
5/12/2023	Check	Joyce Peterson	2103	2091 Anoani way		825.00	2,904.80	REC
5/12/2023	Check	Nancy Vanderboorn	46837102	2094 Elk Horn Village		750.00	3,654.80	REC
5/12/2023	Check	5110 Ann Sandefer	4282023	April 14-28	(1,330.00)		2,324.80	REC
5/12/2023	Check	City of Ketchum		Check Request		5,000.00	7,324.80	REC
5/12/2023	echeck	5111 Michael Policy Solutions			(4,900.00)		2,424.80	REC
5/23/2023	ACH	Elkhorn Village	23453	CAP RESERVE, REG ASSESSM	(367.00)		2,057.80	REC
5/23/2023	ACH	Elkhorn Village	23454	CAP RESERVE, REG ASSESSM	(367.00)		1,690.80	REC
5/26/2023	ECHECK	Ann Sandefer			(1,076.25)		614.55	REC
5/26/2023	Echeck	5114 Lawson Laski Clark, PLLC			(600.00)		14.55	REC
5/31/2023		6321 Zoom				56.76	71.31	REC
6/6/2023	ACH	Elkhorn Village			(478.33)		(407.02)	
6/6/2006	ACH	Elkhorn Village			(522.26)		(929.28)	
6/8/2023		2104 Joyce Peterson		2091- #3		825.00	(104.28)	
6/8/2023		49779979 Nancy Vanderboorn		2094 ElkhornVillage		750.00	645.72	
6/8/2023		132863828 State Controller		12/22 Withholding		218.02	863.74	
6/13/2023		COK		COK Payment		10,000.00	10,863.74	
6/14/2023		Elkhorn Village	23453	Special Assessment- 111 An	(1,000.00)		9,863.74	
6/14/2023		Elkhorn Village	23454	Special Assessment- 113 An	(1,000.00)		8,863.74	
6/14/2023		Michael Policy Solutions		May Hours	(4,000.00)		4,863.74	
6/14/2023		Joe's backhoe	7423019	Loader/Snow Removal	(185.00)		4,678.74	

5/1/2023		Intuit Quickbooks	May 1 2023	(15.00)	4,663.74
5/30/2023		Intuit Quickbooks		(15.00)	4,648.74
6/12/2023		US Postal Service	Jun-23	(8.46)	4,640.28
6/14/2023		Lawson Laski Clark, PLLC	May 25 2023	(600.00)	4,040.28
6/21/2023		Elkhorn Village	Annual Dues	(600.00)	3,440.28
6/21/2023		Elkhorn Village	Annual Dues	(600.00)	2,840.28
6/26/2023		Ketchum Computers	BCHA IT support	(460.50)	2,379.78
6/30/2023		Quickbooks	Quickbooks Subscription	(30.00)	2,349.78
7/7/2023	90758	City of Ketchum	Blaine County Contribution		58,148.08
7/7/2023	52561899	Nancy Vanderboorn	Rent		750.00
7/7/2023	2105	Joyce Peterson	Rent		825.00
7/11/2023		C&R Electric	troubleshooting	(80.00)	61,992.86
7/11/2023		City of Ketchum	Ann Sandefer Invoice Reimt	(2,800.00)	59,192.86
7/11/2023		Ketchum Computers	monthyl workstation maitn	(584.25)	58,608.61
7/11/2023		White Peterson	Law Review	(270.00)	58,338.61
7/11/2023		BearRock Investments	Rent	(2,000.00)	56,338.61

BLAINE COUNTY HOUSING AUTHORITY

Balance Sheet As of July 11, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash in Bank	15,271.13
BCHA - Operating Reserve 2478	342.33
Checking US BANK	33,072.87
Petty Cash	0.00
Total Cash in Bank	48,686.33
Restricted Cash	0.00
Capital Repl Reserve US Bank	5,850.00
Restricted Cash-LGIP 3138	-14,962.38
Restricted Cash - Capital	33,000.00
Restricted Cash-Earnings	0.00
Restricted-Comm Hsg Pres Fund	425.16
Restricted-Contingency Fund	25.00
Total Restricted Cash-LGIP 3138	18,487.78
Total Restricted Cash	24,337.78
Total Bank Accounts	\$73,024.11
Accounts Receivable	
Fees Receivable	0.00
Restricted Cash Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Employee Advance	0.00
Prepaid Insurance	0.00
Receivable from Other	0.00
Receivable from Restricted Fund	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$73,024.11
Fixed Assets	
Accumulated Depr Lift Tower	-81,220.22
Land Purchase	0.00
Office fixtures, furniture	0.00
Property Held for Development	0.00
Total Fixed Assets	\$ -81,220.22

BLAINE COUNTY HOUSING AUTHORITY

Balance Sheet As of July 11, 2023

	TOTAL
Other Assets	
Earnest Money	0.00
Investment in Property/Housing	1,355,061.26
Rent - Deposit	0.00
Rent - Last Month	0.00
Total Other Assets	\$1,355,061.26
TOTAL ASSETS	\$1,346,865.15
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	26,597.13
Total Accounts Payable	\$26,597.13
Other Current Liabilities	
Accrued Compensated Absences	63.05
Accrued Int. - City of Ketchum	0.00
Accrued Payroll Liabilities	269.37
Accrued PR Liab SEP 2018 correc	0.00
Total Accrued Payroll Liabilities	269.37
Deferred City Grants	0.00
Deferred County Support of BCHA	0.00
Deferred Housing In-Lieu Fees	0.00
Direct Deposit Liabilities	0.00
Herrera Lease Option	0.00
Loan From Blaine County	0.00
Note Payable-Ketchum	0.00
Restr Funds Payable to Op acct	0.00
Restricted Cash Payable	0.00
Security Deposit	1,150.00
US Bank Loan	0.00
Total Other Current Liabilities	\$1,482.42
Total Current Liabilities	\$28,079.55
Total Liabilities	\$28,079.55
Equity	
Net Assets	0.00
Restricted to Housing Costs	0.00
Unrestricted	0.00
Total Net Assets	0.00
Opening Bal Equity	155.82
Reserved Fund Balance	0.00

BLAINE COUNTY HOUSING AUTHORITY

Balance Sheet As of July 11, 2023

	TOTAL
Retained Earnings	1,289,769.04
Transfer Out	0.00
Unreserved Fund Balance	46,680.39
Net Income	-17,819.65
Total Equity	\$1,318,785.60
TOTAL LIABILITIES AND EQUITY	\$1,346,865.15



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Policy Analysis and Background:

Upon receiving the updated Guidelines, community homeowner Chase Hamilton reached out to Board Chair Keith Perry and then later called the BCHA line. The purpose of the call was to update the new director, as has done with previous directors, on his circumstances regarding property ownership. With the aim of documentation and avoiding future confusion, staff requested that Mr. Hamilton submit the attached exception request for Board consideration.

Mr. Hamilton is requesting an exception to the following policy in the updated Guidelines:

- Section 4 Purchasing Community Housing
 - D. Ongoing Obligations/Requirements for Community Homeownership
 - 4) The owner and household members must not acquire new residential real estate (excluding shared inheritance).

Given the updated Guideline language, staff believe that the only property that needs an exception is his co-ownership in a rental property. However, staff request formal approval of each of his owned property. Staff's interpretation of the applicable guideline is to avoid housing people who have access to alternative, permanent, safe dwellings suitable for habitation (particularly for the income-category units). Recommendations for approving each property are described here.

1. Co-owned property currently rented, under market value, to a long-term local family. Upon clarification, this property is a 3 bedroom for \$2,000 per month (excluding utilities) – so affordable to a category 6 household and 43% less than advertised median for a three bedroom in Blaine County. This property is rented to a family of four and Mr. Hamilton's buy-in was 15%. He remains on the loan and would have difficulty removing himself due to risk of increased interest rates. Given that Mr. Hamilton's ownership stake doesn't grant him access to an alternative, permanent residence, staff recommend granting an exclusion.
2. Undeveloped property. The Guidelines specify "residential real estate" must not be acquired. Undeveloped property is not a physical habitable home.
3. Shared forest service property. Chase's request outlines how he is one of many family members that own this cabin: The Guidelines exclude "shared inheritance" – the cabin meets, in nature, this exclusion. In addition, per forest service regulations, it cannot be a permanent residence: The policy

only applies to “residential real estate” – since the cabin cannot be permanently inhabited, staff do not believe it is a viable alternative to a community home.

Sustainability Impact:

--

Financial Impact:

None OR Adequate funds exist in account:

--

Attachments:

- | |
|--|
| 1. BCHA exception request – Chase Hamilton – July 2023 |
| 2. Clarification email: re - requesting an exception |
| 3. |

July 7, 2023

Chase Hamilton
100 Meadow Circle C
PO Box 1108
Ketchum, ID 83340
208-720-5511
hamilton77@gmail.com

To the Blaine County Housing Authority,

I am requesting a waiver to the BCHA policy of Section 4 Purchasing Community Housing > D. Ongoing Obligations/Requirements for Community Homeownership > 4) The owner and household members must not acquire new residential real estate (excluding shared inheritance).

My current address is 100 Meadow Circle, Unit C, that I inhabit full time as my primary residence.

There are three properties in question:

1. 411 North River Lane, Hailey
2. Lot 28, Sunbeam Street, Hailey
3. 210 Anderson Creek Road, Unincorporated Blaine County

Basis for the exception request for each property:

1. I am a partial owner only in this property. My involvement in this property was something I discussed with the previous BCHA director, Nathan Harvill, who was supportive of my involvement. The property is currently rented, under market value, to a long-term local family.
2. This is an undeveloped property, not currently inhabitable. I hope to develop this in the near future and to vacate and make available my current community housing.
3. This is a U.S. Forest Service-leased with improved structure property. Multiple family members are owners of this property. My name is on the Hamilton Cabin Trust because I am the only locally-living family member who is an owner, and I take the majority of responsibility for communication with the USFS. Per USFS regulations, this property is not allowed to be inhabited full time or as a primary residence. I also discussed my name being the primary name on this trust with former BCHA director Dave Patrie, who confirmed that this action did not violate the terms of my deed restriction.

None of these properties are available for me to claim as a residence. Because of this, I am requesting from BCHA a complete waiver of Section 4.D.4.

Thank you for your consideration. If you would like any further information, please don't hesitate to reach out.

Sincerely,
Chase Hamilton

From: [Chase Hamilton](#)
To: [Carissa Connelly](#)
Subject: Re: requesting an exception
Date: Monday, July 10, 2023 7:53:35 AM

Hello Carissa,

I should have included this

It's 3 Bedrooms for \$2000 mo. plus utilities. It's rented to a family of 4 plus dogs.
My buy in was 15%.

I'm trying to get my name off of this but I'm also on the loan. We can't redo the loan because we would lose the affordable interest rate.
so it's not as easy as I thought. If it's ok we may have to let this ride for a few years.

Chase

On Sat, Jul 8, 2023 at 7:10 PM Carissa Connelly <CConnelly@ketchumidaho.org> wrote:

Thanks Chase! A few clarifying questions on #1, the co-owned rental property:

- how many bedrooms is it
- what is the monthly rent
- what is your % of ownership

Take care,

CARISSA CONNELLY | CITY OF KETCHUM

Housing Director

P.O. Box 2315 | 191 Fifth St. W. | Ketchum, ID 83340

o: (208) 727-5088 | f: 208.726.7812

cconnelly@ketchumidaho.org | projectketchum.org/housing-matters/

Correspondence, including e-mail, to and from employees of the City of Ketchum, in connection with the transaction of public business, is subject to the Idaho Public Records Act and may be disclosed to third parties.

From: Chase Hamilton <hamilton77@gmail.com>

Sent: Friday, July 7, 2023 8:06 AM
To: Carissa Connelly <CConnelly@ketchumidaho.org>
Subject: Re: requesting an exception

Carissa,

Thank you for this info. Attached is my request for the BCHA board.

I look forward to hearing from you.

Chase

On Wed, Jun 28, 2023 at 12:23 PM Carissa Connelly <CConnelly@ketchumidaho.org> wrote:

Hi Chase,

Thanks for the call-back. Here's the process for [requesting an exception](#). Essentially, what we need from you is Section 8.4.2. Any Applicant, Tenant, or Owner may file a request for an Exception with BCHA, in writing stating:

- a. The Specific BCHA Policy or Policies which the Applicant, Tenant, or Owner is requesting waiver of or alteration to; (**in your case this is [Section 4 Purchasing Community Housing](#) > D. Ongoing Obligations/Requirements for Community Homeownership > 4) The owner and household members must not acquire new residential real estate (excluding shared inheritance).**)
- b. The circumstances constituting an undue hardship or burden which are the basis for the Exception request; (**I would explain each of the three scenarios you explained to me, so that we have it on record**)
- c. The action requested to resolve the undue hardship or burden (i.e., partial waiver, complete waiver, or modification of the Policy or Policies); and,
- d. The name, address, and telephone number of the person making the request and his or her representative, if any.

Please let me know if you have any questions!

Take care,

CARISSA CONNELLY | CITY OF KETCHUM

Housing Director

P.O. Box 2315 | 191 Fifth St. W. | Ketchum, ID 83340

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**BLAINE COUNTY
HOUSING AUTHORITY**

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Motion:

"I move to adopt the updated by-laws."

Reasons for Recommendation:

- Changes to the board needed consent of 5 of 7 members, instead of a majority.
- The By-Laws refer to the Executive Authority as an appointed individual. Updated draft includes the option for a contract for services that fulfills the duties of staffing, including the Executive Director responsibilities.
- The By-Laws set the regular meeting schedule as the third Wednesday of the month, instead of set at the beginning of the year or once a quarter.

Attachments:

1. Draft By-Laws of the Board of Commissioners of the Blaine County Housing Authority, 2023
- 2.

**BY-LAWS OF THE BOARD OF COMMISSIONERS OF THE
BLAINE COUNTY HOUSING AUTHORITY**

Amended and Adopted ~~April 25, 2018~~ July 12, 2023

ARTICLE I

SECTION 1. RESPONSIBILITY. The Blaine County Housing Authority shall hold public meetings, hearings, work sessions, or use other means, to obtain input to the planning and development of housing (hereafter referred to as “community housing”) that is affordable to the work force of Blaine County, Idaho and the Wood River Valley. The Authority will operate within the parameters set forth in Blaine County Resolution 2007-33, and Title 31, Chapter 42 of the Idaho Code, as may be amended.

ARTICLE II

SECTION 1. NAME OF THE AUTHORITY. The name of the Authority shall be the “Blaine County Housing Authority,” herein referred to as the “Authority.”

SECTION 2. NAME OF THE BOARD. The name of the board shall be the “Board of Commissioners of the Authority,” hereinafter referred to as the “Board.”

SECTION 3. CHAIRPERSON AND VICE-CHAIRPERSON. These titles are interchangeable whenever they may appear within the Articles of the By-Laws when the titles are used within their respective context.

ARTICLE III

SECTION 1. POWERS OF THE AUTHORITY. The Authority shall constitute an independent public body, corporate and politic, created pursuant to Blaine County Resolution Number 2007-33 and shall have all the powers and authority bestowed upon a housing authority pursuant to Title 31, Chapter 42, and Title 50, Chapter 19, Idaho Code.

SECTION 2. POWER OF THE COMMISSIONERS. The Board, acting as a body, shall have the authority and responsibility to set policy and direction of the Authority and to exercise the powers and authority of the Authority set forth in Title 31, Chapter 42, and Title 50, Chapter 19, Idaho. The Board may approve or disapprove of actions to be taken by the Authority. However, individual Commissioners, not acting on a consensus of the whole Board, shall have no right or authority to direct or interfere with operational aspects of the Executive Director or employees of the Authority.

SECTION 3. POWERS OF THE EXECUTIVE DIRECTOR. The Executive Director shall be appointed by a majority vote of the Board, and shall serve at the pleasure of said Board. Equally, the Executive Director may be dismissed without cause by a majority vote of the Board. The Executive Director shall be the Chief Administrative and Operational Officer of the Authority, subject to the policy direction of the Board. If the Board has a contract for services for staffing the Authority, then that contractor will act as the Executive Director.

SECTION 4. TERMINATION OF AUTHORITY. The Authority shall terminate at such time as the Blaine County Board of Commissioners, by proper resolution, shall declare that there is no longer a need for a housing authority to function within Blaine County, Idaho and shall comply with the termination procedures of Title 31, Chapter 42, and Title 50, Chapter 19, Idaho Code.

ARTICLE IV

SECTION 1. SELECTION AND REMOVAL OF COMMISSIONERS.

(a) The appointment and removal of persons to serve as Commissioners of the Board shall be in accordance with the provisions and procedures of Blaine County Resolution 2007-33.

(b) No Commissioner of the Authority may be an officer or employee of Blaine County, Idaho or the cities of Ketchum, Sun Valley, Hailey, Bellevue or Carey, Idaho.

(c) A Commissioner shall receive no compensation for his or her services for the Authority in any capacity, but may be entitled to the necessary expenses, including travel expenses, incurred in the discharge of his duties.

(d) Upon removal of a Commissioner, the Blaine County Board of Commissioners shall cause to be sent a notice of the removal to the Commissioner so removed, the Authority and the County Clerk.

(e) A Commissioner may resign by providing written notice to the Board. Said notice shall be effective at the date specified by the resigning Commissioner but not sooner than thirty (30) days subsequent to the date of said written notice.

SECTION 2. OFFICERS OF THE BOARD. The Officers of the Board shall be a Chairperson, Vice-Chairperson, Treasurer, and the Executive Director, who will be an Ex-Officio member of the Board.

SECTION 3. DUTIES OF THE CHAIRPERSON. The Chairperson shall preside at all meetings of the Board, except as otherwise authorized by resolution of the Board. The Chairperson shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall bring forth such recommendations and information as he/she may consider proper for presentation concerning the business affairs and policies of the Authority.

SECTION 4. DUTIES OF THE VICE-CHAIRPERSON. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson, and in the case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall elect a new Chairperson.

Section 5. DUTIES OF THE TREASURER. The Treasurer shall, ~~on a monthly basis,~~ review the financial records of the Authority monthly. At each meeting, the Treasurer shall bring forth such information and recommendations as he/shemay consider proper for presentation concerning the financial affairs of the Authority.

SECTION 6. DUTIES OF THE EXECUTIVE DIRECTOR. The Executive Director shall serve at the pleasure of the Board, as an Ex-Officio member. ~~He/She~~ They shall have general supervision over the day-to-day administration of the Authority's business affairs, subject to the direction of the Board, and shall be charged with management of the operations of the Authority. ~~He/She~~ They shall be required to keep all monies belonging to the Authority in such place or places of deposit as required by the Authority, and further having the duty to cause to be kept an accurate account of all monies received, the sources from where derived, and all monies expended and the purpose to which applied. The Executive Director shall cause an audited statement of financial position, including income and expense information, to be prepared annually or biannually as allowed by State Code and determined by the Board, and shall present such statement to the Commissioners for their review at the next regular meeting date following receipt of said audited statement. As an Ex-Officio member of the Board, the Executive Director cannot vote on Authority matters.

SECTION 7. ADDITIONAL DUTIES OF COMMISSIONERS. The officers of the Board shall perform such other duties and functions as may from time to time be required by the By-Laws, or by Rules and Regulations of the Authority, subject to prior approval of a majority of the Board. Attendance at each and every regularly scheduled Board meeting is expected of all Commissioners. Commissioners who do not maintain a meeting attendance rate of at least 80% shall be subject to removal unless the absences are excused for good cause by the Chair. Teleconferencing during Authority meetings is acceptable when necessary.

SECTION 8. RULES AND REGULATIONS BY COMMISSIONERS. The Board shall have the authority to promulgate Rules and Regulations pertaining to the operation of the Authority. Rules and Regulations may be promulgated

by a majority vote of the Board at a Regular Meeting. Rules and Regulations may be proposed by the Executive Director or by a motion of a Commissioner of the Board. All Rules and Regulations adopted must conform with all requirements of State, City and County laws and ordinances.

SECTION 9. APPOINTMENTS AND ELECTIONS. When the Office of the Chairperson or Vice-Chairperson shall become vacant, the Commissioners shall elect a Chairperson or Vice-Chairperson from their number, which electee shall hold office until the next Annual Meeting.

SECTION 10. VACANCIES. When the office of the Executive Director becomes vacant, the Board shall promptly appoint a successor, in accordance with any duly executed agreements. When the office of a Commissioner becomes vacant for whatever reason, a new Commissioner shall be appointed pursuant to the procedure set out in Blaine County Resolution 2007-33.

SECTION 11. COMMITTEES OF THE BOARD. The Board may establish committees from their number and members of the community to deal with specific areas of operations, resolve various policy issues, or to serve as oversight entities. Each committee shall report its findings to the whole Board for possible action.

SECTION 12. ADDITIONAL PERSONNEL. The Board may employ a secretary or clerk, a bookkeeper and/or accountant, technical experts and such other officers, agents and employees, permanent and temporary, as it may require, and shall determine their qualifications, duties and compensation. For such legal services as it may require, the Board may employ its own counsel and legal staff. The Board may delegate to one (1) or more of its agents or employees such powers or duties as it may deem proper.

SECTION 13. CLERK OF THE BOARD. The Board may appoint a Clerk of the Board, who shall serve at the pleasure of the Board. The Clerk shall be responsible for taking the minutes of the meetings, maintaining official minutes of the Board and other tasks assigned by the Board.

ARTICLE V

SECTION 1. ELECTIONS. The election of the Chairperson, Vice-Chairperson, and Treasurer shall take place annually at the time and place of the Annual Meeting. Any duly appointed, qualified and acting commissioner shall be eligible for the offices of Chairperson and Vice-Chairperson. A majority of votes cast shall elect.

ARTICLE VI

SECTION 1. ANNUAL MEETING. The Annual Meeting of the Board of Commissioners shall be held on the third (3rd) Wednesday of January of each year at the regular place selected by the majority of the Board. The meeting date of the Annual Meeting may be changed upon majority vote of the Commissioners.

SECTION 2. REGULAR MEETINGS. The Regular Meetings of the Board shall be held at various locations throughout Blaine County, Idaho. Regular Meetings shall be ~~held on the third (3rd) Wednesday of the month unless that day is a holiday, in which event, said meeting will be held on the next succeeding business day. Meeting dates may be changed upon majority vote of the Commissioners.~~ set at the quarterly meetings. -At least one (1) Regular Meeting shall be held one (1) time per quarter; additional Special Meetings or workshop meetings may be scheduled as necessary.

SECTION 3. NOTICE OF REGULAR MEETINGS. Notice shall be given to each Commissioner in the form of the Agenda, in a reasonable period prior to the scheduled meeting and consistent with Idaho Code Section 67-2343. The notice may be mailed, e-mailed, or personally delivered to each Commissioner. A copy of the Notice shall be posted in a public place in the offices of the Authority, and appropriate copies shall be given to the media. All meetings shall conform to the Open Meetings Law of Idaho in Section 67-2342, Idaho Code.

SECTION 4. SPECIAL MEETINGS. Special Meetings of the Board may be on the call of the Chairperson at such time and place as the Chairperson may designate. Special Meetings may also be held upon the request of any

two (2) Board members or upon the request of the Executive Director. At any such Special Meeting, no business shall be considered, other than that business designated in the Notice of Agenda of that Special Meeting.

SECTION 5. NOTICE OF SPECIAL MEETINGS AND EMERGENCY MATTERS. Notice of Special Meetings shall be given by written or telephonic communication and consistent with Idaho Code Section 67-2343(b), but in no event shall the meeting be conducted without a written agenda. Notice of the Special Meeting shall be given no less than twenty-four (24) hours prior to the date and time of the meeting, and Notice of the Special Meeting shall be given in a timely matter to members of the interested media, and shall be posted in a public place at the offices of the Authority. Emergency Meetings and Executive Sessions may be noticed and convened as provided for in Idaho Code Section 67-2343.

SECTION 6. QUORUM. For any meeting, a majority of the appointed Commissioners shall constitute a quorum for the purpose of conducting its business, and exercising its powers and for all other purposes. Action may be taken by the Authority upon a vote of a majority of the Commissioners present.

SECTION 7. MANNER OF VOTING. Voting on all questions regarding financial matters coming before the Board shall be by roll call and the Ayes, Nays, Abstentions and Absences shall be entered upon the minutes of such meeting. Roll call voting is also required for entering into executive session, pursuant to Idaho Code Section 67-2345 *et seq.* Voting on all other questions may be by voice or by show of hands. Election of Officers of the Board may be held by secret ballot on request of a Board member.

SECTION 8. RULES OF ORDER. Except as specifically set forth in the By-Laws, conduct of the meeting of the Board shall be in accordance with Robert's Rules of Order, to the extent reasonable.

SECTION 9. FILING OF MINUTES AND REPORTS. (a) The Authority shall maintain written minutes consistent with Idaho Code Section 67-2344, and shall file a copy of the minutes of all meetings with the Blaine County Clerk within ten (10) days after their approval by the Authority. All resolutions before the Board shall be included in the minutes of the Board.

(b) At least once a year, the Authority shall file a report with the Blaine County Clerk of its activities for the preceding year, and shall make recommendations with reference to such additional legislation or other action as it deems necessary in order to carry out the purposes of this Act.

(c) The Authority shall file with the Blaine County Clerk a copy of the Authority's financial reports, any claims and causes of action against the Authority, and the Authority's employee policy handbooks, if any, and any changes, modifications, or deletions to the handbooks.

SECTION 10. OPEN PUBLIC MEETINGS. To the extent required by law, the Authority shall comply with applicable provisions of the Idaho Open Public Meetings Law, Idaho Code Sections 67-2341, *et seq.*, in the noticing and conduct of its meetings.

SECTION 11. PUBLIC RECORDS. To the extent required by law, the Authority shall comply with applicable provisions of the Idaho Public Records Law, Idaho Code Sections 9-337, *et seq.*

ARTICLE VII

SECTION 1. STATE LAW REGARDING CONFLICT OF INTEREST. Commissioners of the Board and Authority Staff are subject to the applicable laws of the State of Idaho regarding, without limitation, fair hearing, conflict of interest, disclosure and disqualification including Ethics in Government Act (Idaho Code Section 59-701, *et seq.*), Prohibitions Against Contract With Officers Act (Idaho Code Section 59-201, *et seq.*), and the Bribery and Corrupt Influences Act (Idaho Code Section 18-1351, *et seq.*)

SECTION 2. CONFLICT OF INTEREST. A Board Commissioner must announce a conflict, and then dismiss himself or herself from the meeting room while an issue or item that presents a direct or indirect conflict of interest is being considered in Executive Session.

SECTION 3. OUTSIDE ACTIVITY. Subject to Section 4 below, Commissioners and Authority Staff are not prohibited from engaging in outside activity related to housing and/or real estate. However, any such activity which could potentially result in a conflict of interest or have the appearance of conflict shall be publicly disclosed by the Commissioners or Authority Staff. The individual shall thereafter recuse himself or herself from any discussions or decisions in which said conflict is present. In cases where a potential conflict so disclosed is not direct, but peripheral, the other Commissioners shall determine whether sufficient reason existsto require recusal of the individual.

SECTION 4. DUTY OF LOYALTY. Commissioners and Authority Staff are required to refrain from engaging inpersonal activities which would injure or take advantage of the Authority. They are also prohibited from usingtheir position of trust and confidence to further their private interests. Commissioners and Authority Staff shouldavoid even the appearance of a conflict of interest. Examples of prohibited conduct include: (1) realizing secretprofits or unfair gain through personal transactions with or on behalf of the Authority; (2) competing with the Authority to its detriment; (3) usurping Authority opportunity; and (4) realizing personal gain from the use of Authority material or non-public information.

SECTION 5. INDEMNITY AND INSURANCE. The Authority shall indemnify, to the full extent permitted by law against damages, judgments, settlements, costs, charges, and expenses incurred in connection with the defense of any action, suit, or proceeding or any appeal therefrom, any person or his or her personal representative made, or threatened to be made, a party to such action, suit, or proceeding, whether civil or criminal by reason of the fact that such person is or was a Commissioner or Officer of the Authority. All members of the Board and all Employees and Staff of the Authority shall be covered by an Errors and Omissions policy to be purchased and kept in force by the Authority.

ARTICLE VIII

SECTION 1. AMENDMENT OF THE BY-LAWS. The By-Laws of the Board of Commissioners may be amended upon the affirmative vote of ~~five (5) of the seven (7)~~the majority of Commissioners. No such amendment of the By-Laws maybe considered or adopted unless written notice of the proposed change shall have been previously given to all Commissioners, at least five (5) working days in advance of the Meeting. Furthermore, no amendment to the By-Laws may be considered without prior concurrence by Counsel of the legal sufficiency of the proposed amendment.

END OF BY-LAWS.



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Policy Analysis and Background (non-consent items only):

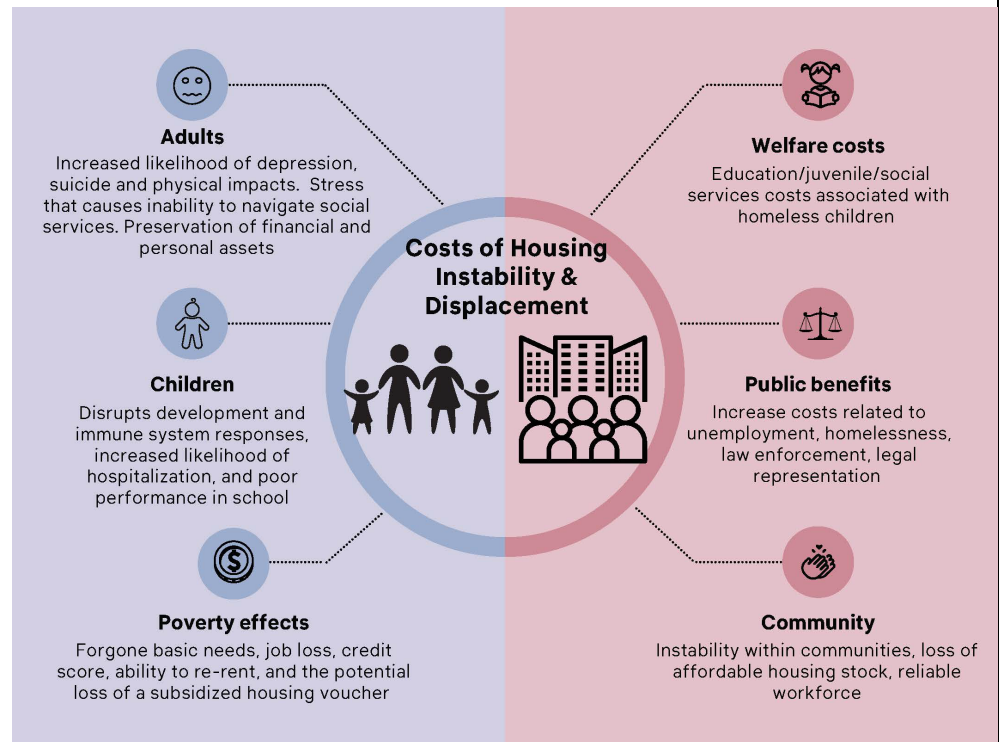
Goal 3 of BCHA’s Strategic Plan: Expand, Coordinate + Improve Services to Create Housing Stability Action 2. Address the immediate needs of unhoused and people at risk of displacement

Homelessness in Blaine County:

Since last summer, service providers who work with the most vulnerable households have seen an increase in homelessness. The adults in these families work countywide. However, homelessness has been common in the area for decades. With over 1/3 of Blaine County estimated to be cost burdened or otherwise housing unstable, there is a high risk for many more households to experience homelessness.¹

The stress of homelessness and of living in the elements risks families physical and mental health, worker productivity, and childhood development.² It also has costs on the community at-large, since these stressors on many individual households put additional strain on existing support systems.

There are many efforts underway to create permanent housing, but a comprehensive, healthy housing system also includes infrastructure to rapidly move people out of homelessness to permanent housing.



Role of other Blaine County entities:

The DRAFT Shelter Plan is being circulated to service providers, the faith community, and local governments. Region 4's Homeless Coalition also reviewed last week. The service providers – primary partners in the shelter efforts last year with the City of Ketchum – provided feedback on what they can or are willing to do. The Recommendations for Immediate Implementation (p.18) reflect that feedback. Their scope is limited, and housing efforts have detracted from implementing their primary missions (food, health, emergency funding, domestic violence) and overloading the case workers. They will not participate in running an emergency shelter this upcoming winter yet understand that a multitude of options are needed. The recommendations and what they can assist with are as follows:

1. Blaine County Housing Authority (?) secures as many winterized RV spots as possible at The Meadows and negotiates a lower monthly price point for the months of October-April.
 - a. The Hunger Coalition (THC) and St. Luke's assist with recruiting families with children who have suitable RVs that can be winterized. Help the families apply for the Meadows spots.
 - b. Blaine County Charitable Fund assists with winterization costs through the application process.
2. Blaine County Housing Authority secures a master lease for High Country Motel for the months of October-April. Rooms have a low rate, and the application process is similar to Lift Tower Lodge application.
 - a. THC and St. Lukes help with prioritizing/navigation until BCHA is fully staffed and has the capacity to take over.
 - b. Costs to offset the master lease to be underwritten by the Cities/County and should include securing funding sources identified in the shelter plan.
3. A community wide funding campaign is launched to purchase the Silver Creek Assisted Living or motel and turn it into transitional housing. One building is for families and the other strictly workforce adults only. The building is gifted to the BCHA.
 - a. THC and St. Lukes help with prioritizing/navigation until BCHA is fully staffed and has the capacity to take over.
 - b. We will first approach SPUR to support the campaign launch.
4. Faith based community identifies a location or locations for a short-term warming facility and/or shelter for emergency situations. The facilities are sourced, set up, and run through an interfaith effort. This operates November-March.

The faith community will meet to discuss their role in late July or August.

BCHA's role in assisting vulnerable households:

Last summer, during the writing of BCHA's Strategic Plan, Commissioners and Liaison's recognized the dearth of housing services for people experiencing homelessness in Blaine County. The Strategic Plan states that BCHA should "address the immediate needs of unhoused and people at risk of displacement. (Goal 3, p.9)"³

The Housing Navigation System is complimentary to leading shelter and transitional housing efforts, in that it aims to move people through a continuum of homelessness/ housing instability to permanent housing.

The City of Ketchum contracted with Courtney Noble to draft the attached DRAFT Shelter Plan. Staff request that Board members read the DRAFT Shelter Plan and engage in an exploratory discussion. Depending on the Board’s discussion and sentiment on specific recommendations, staff can prepare a motion(s) for the following board meeting.

1. “Blaine County Housing Survey 2023,” Blaine County Housing Needs Update by Blaine County Housing Authority /City of Ketchum, May 2023.
2. Ketchum Housing Matters interviews of over 30 community members. Nov. 15, 2021-Jan. 3, 2022; “Unstable Housing and Caregiver and Child Health in Renter Families,” Boston Medical Center study of 22,324 low-income families.
3. Blaine County Housing Authority/5B Housing, “Final Strategic Plan,” June 2022. <https://www.bcoha.org/strategic-plan.html>

Sustainability Impact:

--

Financial Impact:

None OR Adequate funds exist in account:	
--	--

Attachments:

1. DRAFT Blaine County Shelter Plan
2.
3.



Shelter Plan - DRAFT

Prepared for the City of Ketchum

May 2023

Executive Summary

The Challenge – Over 200 people experience homelessness in Blaine County on any given night

Blaine County Point In Time Count: 139 individuals experiencing homelessness

- 14 unsheltered (outside and in vehicles), 125 sheltered (in shelter and transitional housing)

Blaine County Public Schools: 114 homeless or unstably housed students

- 4% of the students in the district
- 40% of the homeless students are English language learners

Emergency Shelter and Motel Stays: 158 individuals served from November to March

- 99 adults and 59 children

Blaine County Point in Time Count: 139 individuals experiencing homelessness



Blaine County Public Schools: 114 homeless or unstably housed students



Emergency Shelter and Motel Stays: 158 individuals served from November to March



Case Studies

Rural communities have traditionally relied on the faith community to house unsheltered populations, but with the growth of homelessness local government is increasingly involved. Most often, winter shelter operations are funded by counties or cities but operated by nonprofit partners. Several rural communities are also trying out innovative solutions like tiny homes and safe parking sites.

Long Term Recommendations

1. Implement a regional, systems-level approach to homelessness planning.
2. Establish and track shared goals to improve the performance of the existing system.
3. Increase access to permanent solutions.

Short Term Recommendations

1. Execute winter shelter plan.
2. Expand regional transitional housing supply.
3. Provide housing-focused case management for those in shelter and transitional housing.

Introduction

How did we get here?

A lack of affordable housing is the primary driver of homelessness (Quigley and Raphael, 2004). Homelessness stems from both an inadequate supply of affordable housing and household incomes far below the cost of available housing.

In Blaine County, an affordable housing shortage was compounded by the arrival of a surge of new immigrants in the summer 2022. These new community members arrived looking for work and security, but often lacked the means and family connections to find safe and stable housing (Hunger Coalition Influx Report, 2023).

The nonprofit and faith communities and the City of Ketchum rapidly pulled together a community response, establishing temporary shelters at various locations. These shelters housed over 100 households between November 2022 and March 2023.

Objectives of this Shelter Plan:

While last winter's community response effectively addressed a crisis, it was not a sustainable or comprehensive strategy to address homelessness. This Shelter Plan: (i) scopes the size of the need; (ii) recommends the scale of an appropriate response and (iii) suggests long and short term strategies to address homelessness in our community.

Emergency Homeless Responses

Nationally, unprecedented numbers of unsheltered individuals and explosions of encampments are intensifying pressure on government to find immediate and safe solutions that do not financially impact existing systems. Jurisdictions are being called on to come up with swift solutions, but there are no existing best practices for funding, standing up, or prioritizing individuals into managed encampments, including safe parking programs or tiny home villages.

Thoughtfully developing consistent programming and processes for an emergency response can reduce harm to both the unsheltered population and neighboring residents and businesses. Response actions can include:

- Prioritization
- Sheltering-in-Place, particularly in substandard conditions
- Clear, concise and consistent messaging to unsheltered individuals, the public, and providers
- Consistent and trauma informed process for entry or enrollment
- Engagement with other systems (law enforcement, schools, etc.)
- Siting property for emergency sheltering projects
- Supervision and staffing of emergency shelter programs
- Exit strategies for moving individuals into permanent housing

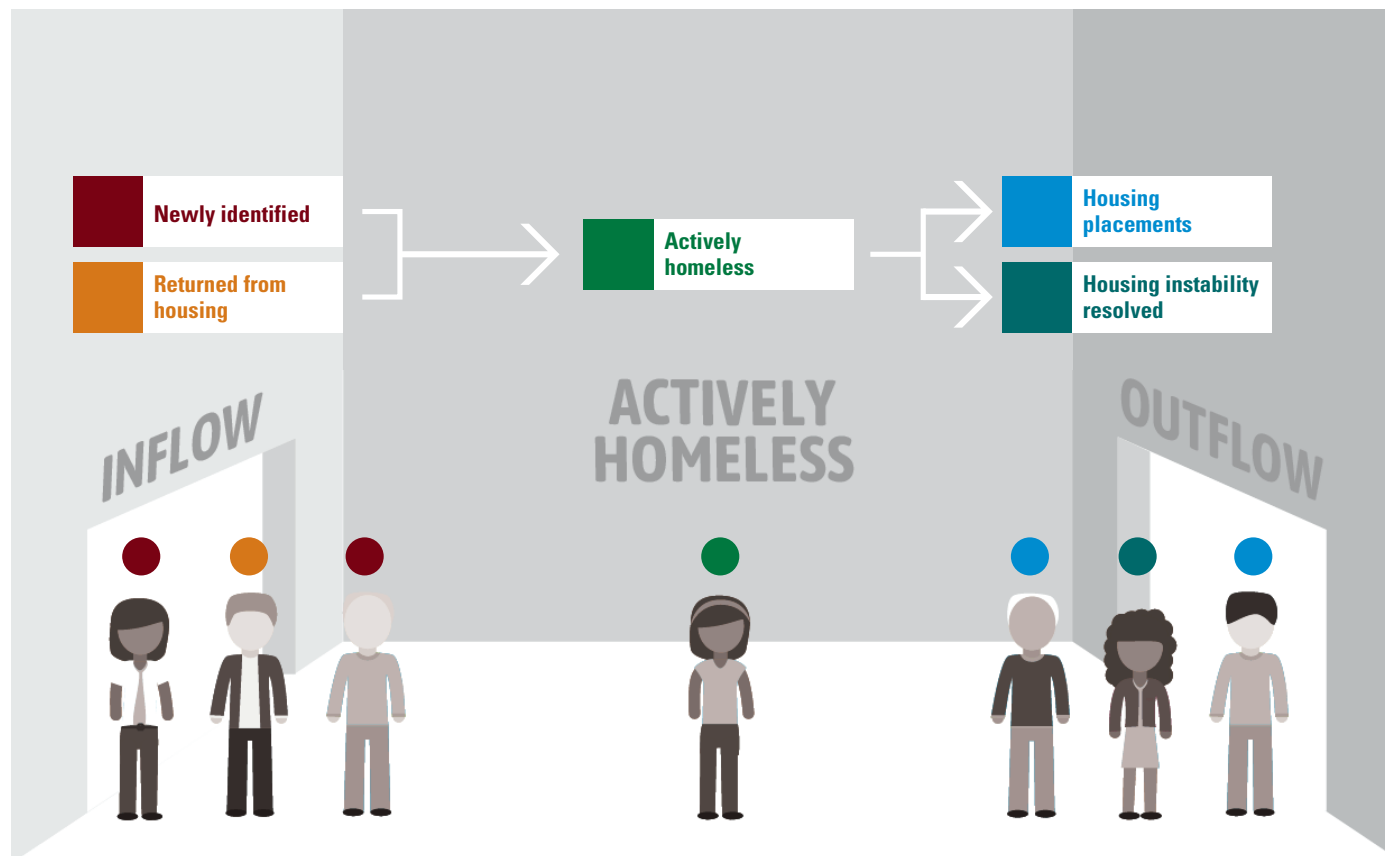
These options were contemplated in the development of this Plan.

What does success look like?

The goal is not to eradicate homelessness, but to put systems in place to make homelessness **rare, brief, and non-recurring**. This is called functionally ending homelessness or “functional zero.”

Ensuring homelessness is rare and brief requires systems that can help people exit homelessness quickly and positively (outflow) and prevent people from becoming unhoused in the first place (inflow). In making projections and decisions regarding necessary capacity, this plan considered how a broad range of changes and improvements within our systems could impact need and demand for emergency shelter, including increased emphasis on diversion strategies and reductions in the length of time it takes for guests to move from shelter to permanent housing.

System Flow



Source: Community Solutions

Key Features of Effective Communities

Communities that have designed a resilient, effective, and dynamic homeless response system share a few key features.

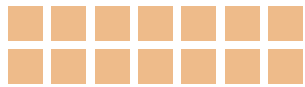
	Feature	Status in Blaine County
1	A shared aim and belief that homelessness is solvable	Minimal awareness or engagement of homelessness as an issue
2	A collaborative, community-wide team that is accountable for reducing and ending homelessness	Exists among service providers and some government actors, but team came together reactively not affirmatively
3	High-quality data systems that support a culture of continuous improvement	No
4	An aligned and effective coordinated system whereby all providers 1) allocate housing and services through a single process and according to shared protocol (also known as a coordinated entry system) and 2) participate in recurring, problem-solving efforts to collectively remove barriers to housing (also known as case conferencing)	No coordinated entry; yes case conferencing
5	Establishment of a racially equitable homeless response system	No
6	Policy mechanisms to clear structural and administrative barriers to ending homelessness	Some
7	Strategic, data-driven investments to reduce homelessness long-term and flexible financial resources to clear immediate barriers to housing	Some

Source: Community Solutions

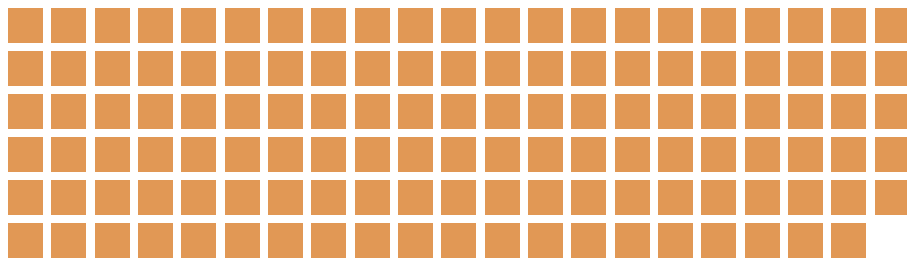


Data

Blaine County Point in Time Count: 139 individuals experiencing homelessness



14 unsheltered (includes those living in vehicles)



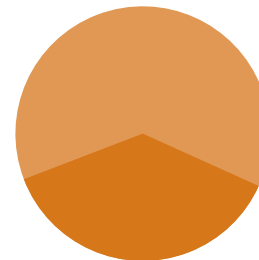
125 sheltered (in shelter, transitional housing or permanent supportive housing)



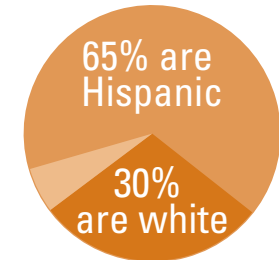
70
in DV shelter
and transitional
housing on
a typical
night

Source: Point in time Count, January 26, 2023 plus additional information from The Advocates

Blaine County Public Schools: 114 homeless or unstably housed students Roughly 4% of the students in the district



40% of the homeless students are English language learners



19% have disabilities

11% are unaccompanied (without a parent or guardian)

Source: Edfacts March 2021

Measuring Local Action

Emergency shelter and motel stays:

158 individuals served between November and March



Average length of stay: 71 nights

Average cost: \$6600 per household

source: Blaine County Charitable Fund

Prevention: Rent Assistance

155 households served with emergency rental assistance

Average cost: \$2600 per household

source: Blaine County Charitable Fund

Prevention: Housing Subsidies

29 households have Section 8 Vouchers



29 additional households are on the waitlist for Vouchers

source: Idaho Housing Finance Association

Could more people avoid shelter? A key part of a homeless response is reducing the inflow of people into shelter by offering prevention or diversion programs. However, service providers in our community were in agreement that individuals were only using the shelter as a last resort, sometimes only after being convinced by caseworkers to leave unsafe or substandard living conditions. Providers believed that shelter residents were so vulnerable that a flexible pool of diversion dollars that could help pay for transportation to relocate or reunite with family, would not successfully divert a significant number of people from a local shelter.

Where did people go when they left shelter? We did not collect exit destination information in a systematic way, but anecdotally we know some families found housing outside of Blaine County, and some individuals are crowding into shared motel and transitional housing rooms. Some people also returned to overcrowded rentals, unwinterized RVs, unheated or poorly insulated outbuildings, and cars.

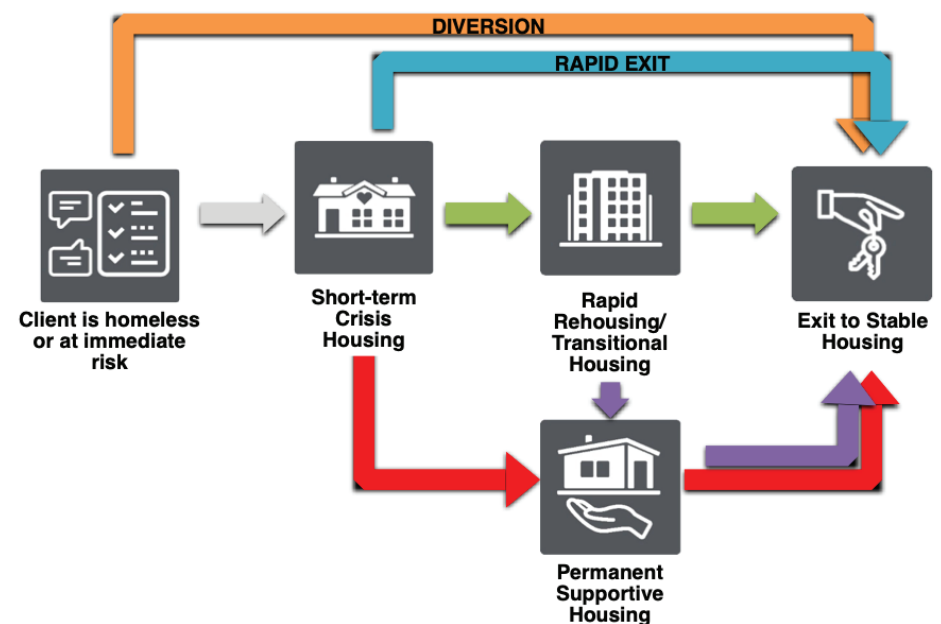
Could people move on from shelter faster? The average length of stay for guests in the shelter and motels this winter was 71 nights, which is brief compared to shelter stays in large cities but is likely a reflection of the shelter closure. In a well-functioning system of truly emergency shelter, a stay would be a maximum of 7-10 days. To increase the speed at which exits occur, we need to focus efforts not just on pathways out of shelter but pathways out of transitional housing and the supply of permanent affordable housing. As units of transitional housing open up, new units could be prioritized for shelter residents, thereby enhancing overall system flow.

As local cities focus on producing affordable housing, we must consider how to leverage these units to support families across the housing spectrum. We should also make sure we are considering all types and funding sources for affordable housing, including HUD funding for permanent supportive housing.

Diversion

Diversion is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing.

Paths to Housing



Improving our Data Systems

Our ability to assess last year's success and plan for the future is hindered by the limited data we collected. If we pursue HUD funding as a community (see later sections for details on funding opportunities), we will likely need to adopt the Homeless Management Information System (HMIS). This tool effectively measures programmatic compliance for federally funded programs, and provides big-picture system patterns.

HMIS does not provide the comprehensive, person-level data needed to connect individuals with housing and equitably reduce homelessness. For this reason, many communities also use case conferencing and "by-name lists" to manage homelessness at the individual level.

Our community is already engaging in the national best practice of case conferencing, and just needs to tweak some of our processes to ensure we are doing so in the most appropriate and productive manner. Moving forward, we just want to ensure we receive consent from all clients to be part of case conferencing (this will be part of HMIS protocols, if and when we launch an HMIS system) and that data is maintained in ways that are HIPAA compliant.

Coordinated Entry

To receive some types of funding from HUD, our community would be required to participate in a Coordinated Entry system. Most simply, this means a single organization completes a common assessment of a housing-seeker, where they are entered into a pool for housing resources. If a local housing resource became available, that individual would be "matched" with the local nonprofit offering the housing. The Coordinated Entry lead for our region is South Central Community Action Partnership.

Who does what?

- Continuums of Care (CoCs) are administrative entities defined by HUD that coordinate local homelessness services and funding, including maintaining lists of people experiencing homelessness who are seeking housing assistance.
- The Idaho Balance of State CoC is also known as the Idaho Homeless Coordinating Committee.
- Blaine County is in Region 4 of the Idaho Balance of State CoC.
- The nonprofit South Central Community Action Partnership (based in Twin Falls) serves as the single point of entry or "coordinated entry" partner for Region 4.



Case Studies

Case Study 1 / Martha's Vineyard

Population: 17,000

- Transitioned from volunteer-run shelter to nonprofit-run shelter during Covid to protect seniors who volunteered
- Shelter now run by paid overnight staff, supported by volunteers
- A third church operates a warming center, where caseworker works during the day

The Homeless Prevention Caseworker funded by the County:

- provides individualized assistance in completing applications for rental assistance and/or subsidized housing programs
- provides resources and referrals
- facilitates referrals to shelters on and off island
- screens chronically homeless individuals for the regional permanent supportive housing waitlist
- attends regional meetings
- works collaboratively with community agencies to provide support services
- maintains a database that tracks all intakes and disaggregates the data by multiple factors to inform community about the profile and needs of homeless residents

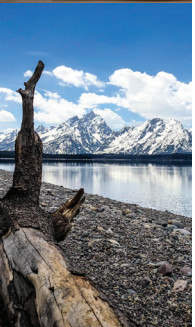
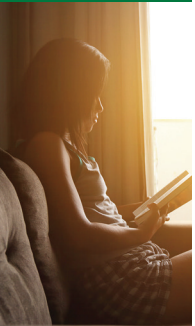
What: winter shelter for singles; motel rooms for families

Where: winter shelter rotates between two churches

**WHO,
WHAT
&
WHERE**

Who: Harbor Homes MV, an affordable housing developer nonprofit operates the shelters

Gov't Role: County funds homeless prevention caseworker who is nonprofit employee



Case Study 2 / Jackson Hole

Population: 11,000

- About \$50,000, or 13% of operating budget comes from charging dorm fees (\$12 a night) to shelter residents
- Higher barrier shelter (clean and sober, working or looking for work)
- Paid shelter staff
- No family shelter

What: 35 bed year round shelter for single adults

Where: nonprofit-owned building

**WHO,
WHAT
&
WHERE**

Who: Good Samaritan Mission-religious nonprofit

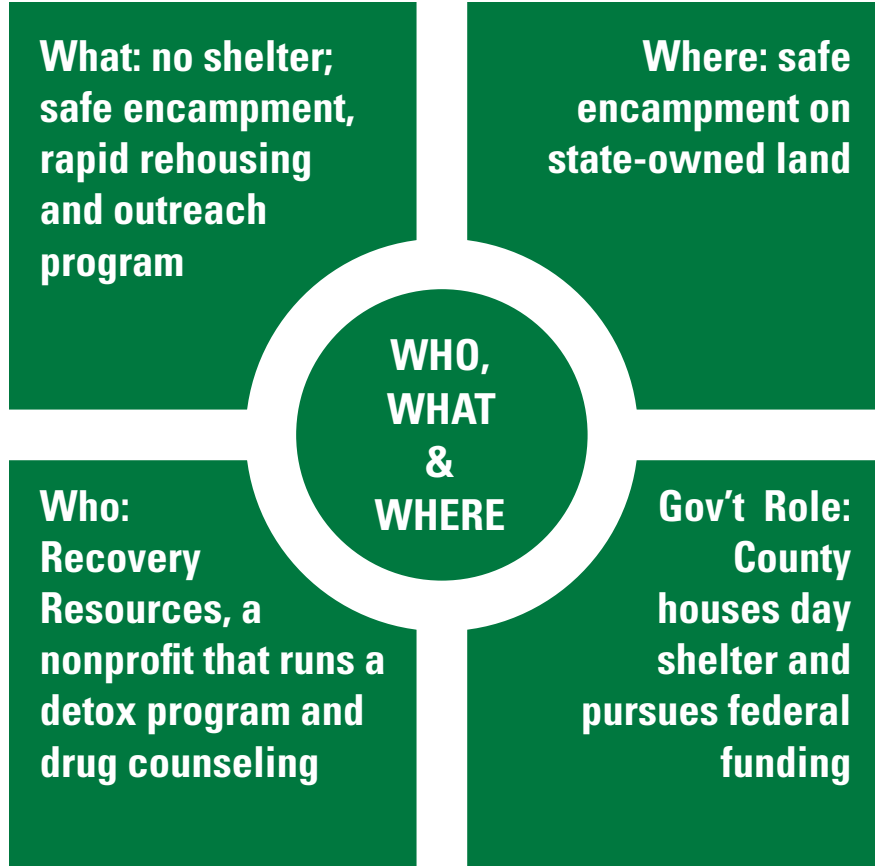
Gov't Role: small dollar grants from local government



Case Study 3 / Aspen

Population: 7,000 / 17,000 countywide

- Permanent shelter and winter overnight shelter that rotated between churches both closed in 2021
- Day shelter operates out of County’s Health and Human Services building
- Safe encampment site for up to 25
- County received over \$1 million in COVID relief dollars to address homelessness
- Coalition of housing stability stakeholders including County officials, law enforcement and health care providers set goals and initiatives



Key Learnings from Case Studies

Many comparable towns are struggling to address the interrelated issues of housing affordability and rising homelessness. The additional factor of a surge in asylum seekers has been widely documented in the Southwest and in urban centers, but is still a new challenge without a best practice response. But in general, models from other towns with a strong likelihood of success in Blaine County include:

- Switching from a volunteer-run shelter model to a staff-operated/volunteer supported model
- Increased involvement and investment by local government
- Regional coordination on federal funding
- Innovative pilot projects like safe parking sites and asset conversion

Homelessness among Migrants

Forced displacement and marginalization can create additional challenges in securing safe and stable housing for migrants, with many experiencing homelessness at some point in their resettlement process. (Pottie K, Martin JP, Cornish S, et al., 2015) The magnitude of visible or hidden migrant homelessness is largely unknown and what little evidence exists is of low quality, which limits the development of policies, programs and services that address homelessness among migrants.

Field research suggests that the risk of migrant homelessness increases with cuts to social programs, persistent health issues, and lack of affordable housing. Mobile migrants are also at risk for frostbite, infectious diseases, soft-tissue infections, traumatic injuries and chronic illnesses (e.g., diabetes, cardiovascular disease). Migrants may suffer from common mental illnesses, including posttraumatic stress disorder and depression.

IV.

Long Term Recommendations

Recommendation 1:	Implement a regional, systems-level approach to homelessness planning. To date, planning has been done by an ad-hoc group responding to the humanitarian needs of people experiencing homelessness.
Action steps:	<ul style="list-style-type: none">• Establish a formal, cross-agency structure for regional collaboration and governance, such as an Interagency Council on Homelessness.<ul style="list-style-type: none">Δ This should include 7-10 key community partners to participate in quarterly reviews of progress on the Shelter Plan.Δ The purpose will be to problem-solve when challenges arise, identify funding/resources for implementation, and create an appropriate level of both accountability and insulation from political issues.Δ At least one member of the Council should have lived experience with homelessness.• Apply collaboratively or regionally for funding through IHFA.
Outcome:	Coordination across municipalities and organizations; identifiable community leadership.

Recommendation 2:	Establish and track shared goals to improve the performance of the existing system. Moving from project-level thinking to system-level thinking requires us to look beyond individual program outcomes to collective definitions of success.
Action steps:	<ul style="list-style-type: none"> • Develop system-level metrics that can be monitored at least quarterly to review conditions of the system overall. For example: <ul style="list-style-type: none"> - number of unsheltered people seeking shelter - number of people exiting transitional housing or shelter to permanent solutions - length of stay in shelter or transitional housing - number of people returning to the homeless system after exiting - point in time count (annual) • Develop and implement funding priorities that reflect both system-level and project-level performance targets. For example, increasing Ketchum’s transitional housing beds (project-level target) to decrease length of time people spend in shelter in Blaine County (system-level target). • Select a lead data collection agency and invest in system-wide training on practices necessary to have quality regional data. • Commit to data solutions and embrace HMIS and case conferencing processes.
Outcome:	Better ability to track progress through performance targets and data and, over time, positive improvement of these targets.

Recommendation 3:	Increase access to permanent solutions. A lack of affordable housing options is related to both the inflow into the homeless system and the ability to permanently house those who are experiencing homelessness.
Action steps:	<ul style="list-style-type: none"> • Support affordable housing production targets identified in the 2017 Housing Needs Assessment Allocation of Housing Choice Vouchers (Section 8) in Blaine County • Work with local cities to ensure supply of deed restricted housing units is scaling up • Advocate for an expanded allocation of Section 8 vouchers in Blaine County • Pursue funding for Permanent Supportive Housing through HOME-ARP HUD funds and other funding streams
Outcome:	Reduced entry into, and expanded exit options from, the homeless system.

Upcoming State and Federal Funding Opportunities

Agency	Application Release	Description	Competitive?
Idaho Commerce	Released - due June 5	US Dept of Agriculture Rural Housing Preservation Grants. Funds to rehab housing for very low and low-income housing.	Somewhat
IHFA	Late June for funds beginning Oct 2023	HUD Emergency Services Grants (ESG). Funds emergency shelter or motel stays if no shelter is available. Can also fund short-term rental assistance, mediation, case management, prevention and diversion.	Highly
IHFA	June/July for funds beginning July 2024	Continuum of Care Rapid Rehousing funds. Used for rental assistance for up to 24 months.	Not very
IHFA	Summer	HUD HOME-ARP. Permanent Supportive Housing/ rental housing development funds.	New funding source but likely highly
FEMA via United Way Worldwide	March 2024	Emergency Food and Shelter Program- Humanitarian Relief. Funds emergency services for new migrants. Preference for proximity to the southern border. \$12.50 per diem shelter reimbursement rate or hotel/motel actual costs.	Highly

Recommendations for Immediate Implementation

1. Execute Winter Shelter Plan

Action Step	Potential Lead	Outcome
Pursue diverse funding. Increase capacity system-wide by identifying and applying for a range of funding sources.	BCCF BCHA BCHF Noble	Expanded bed capacity for unsheltered people.
Identify local government funding to serve unsheltered people. RFP the funding out to identify nonprofit provider leads.	County Cities	Expanded shelter capacity. Predictability for and engagement of nonprofit partners.
Identify public or private funding to continue sheltering vulnerable families in motels, while focusing on expanding transitional housing. (see Recommendation 2)	County Cities Philanthropy	Maintaining bed capacity for unsheltered people.
Identify potential building/ units for master leasing opportunities.	County Cities	Expanded bed capacity for unsheltered people at lower cost.
Negotiate master leases with motels.	County BCHA	Expanded bed capacity for unsheltered people at lower cost.
Develop sustainable rotating shelter bed schedule. Avoid burnout among congregations and volunteers.	Faith community	Expanded bed capacity for unsheltered people.
Explore conversion of a large deed-restricted or city/county owned home into transitional living units for single adults.	Nonprofit City County	Expanded bed capacity for unsheltered people.
Identify lead staff person for regional shelter operations. This could be within local government staff or funded at a nonprofit, but should be designated, mutually agreed upon paid staff person.	County City BCHA Nonprofit	Greater coordination, administrative oversight and sustainability of shelter programs.

Shelter Costs and Resources

Existing funding: Federal funding streams deployed by Blaine County Charitable Fund in 2022-23 to pay for motel rooms have expired and are currently not set for renewal.

Replacement funding options:

- This summer we should prepare a collaborative application for ESG funds through IHFA, though these grants are highly competitive. A lead applicant must be identified.
- Seek out new private and public funding streams, including county or city funds.

Cost:

- In 2022-23 the average cost per household housed in a motel in our community was \$6,600.
- The most comprehensive study of shelter costs, completed by HUD in 2010, revealed that emergency shelter is the most expensive form of housing for families, at an average of \$46 -\$123 per night. (Spellman et al. 2010)

Scale: Based on this year’s demand, we recommend planning to support 50 families and 30 single adults with shelter options.

Staffing: Staffing costs for motel vouchers are low, as existing case management staff from key partner organizations provide support. Administrative costs to run the program are significant, however.

Execute Winter Shelter Plan, continued

Once Rapid Rehousing (RRH) program is established, establish link between motel guests and RRH exits.	Nonprofit RRH lead	Improved through-put of shelter system.
Establish clear and consistent policies for shelter stays, communicated to guests at outset. Best practices include using a common intake form, securing consent for case conferencing, offering diversion resources to every unsheltered household, communicating expectations around financial contributions and work expectations, setting maximum length of stay.	Nonprofit shelter operator(s)	Improved through-put of shelter system.
Link winter shelter response to shelter response for extreme heat and/or poor air quality.	County	Development of a coordinated regional hazard sheltering plan.

2. Expand Regional Transitional Housing Supply

Action Step	Potential	Outcome
Pursue funding to launch a Rapid Rehousing initiative. There is underused funding within our Continuum of Care for Rapid Rehousing. Pursue this funding stream when applications open in summer 2023, for use starting in summer 2024. Identify a regional nonprofit to lead the work and collectively support their application for funding.	Nonprofit BCCF? BCHA? Advocates?	Expanded transitional housing resources. Improved through-put of shelter system.
Acquire or develop property to use as transitional housing. During Covid several counties throughout the country purchased motels or inns to safely shelter homeless individuals.	County City Affordable housing nonprofits BCHA	Expanded transitional housing resources. Improved through-put of shelter system.
Identify locations for 2-6 tiny homes for transitional housing.	Faith community Nonprofits City of Hailey County	Expanded transitional housing resources. Improved through-put of shelter system.

3. Provide Housing-focused Case Management for those in Shelter and Transitional Housing

Action Step	Potential Lead	Outcome
Provide housing navigation services. Help guests apply for transitional housing, affordable housing and housing subsidies (vouchers).	Nonprofits BCHA	Improved through-put of housing system.
Continue case conferences and sharing resources between BCHA staff and other case managers to ensure there is not duplication or overlap of services.	Nonprofits BCHA	Improved through-put of housing system.
Support providers and staff capacity to deepen impact of services. Front-line service providers who witness the suffering and struggles of their clients often experience stress, compassion fatigue, and secondary trauma. To ensure that providers have the capacity to show up and provide compassionate, trauma-informed treatment to clients, the mental and emotional wellbeing of providers must be prioritized. As well, the behind the scenes work of coordinating regional shelter infrastructure should fall on government, not line case management staff.	Nonprofits County Cities	Enhanced service delivery.

What is Rapid Rehousing?

Rapid Rehousing provides short-term rental assistance and services. The goals are to help people obtain housing quickly, increase self-sufficiency, and stay housed. It is offered without preconditions (such as employment, income, absences of criminal record, or sobriety) and the resources and services provided are tailored to the needs of the person.

The core components of rapid rehousing are housing identification, rent and move-in assistance, and case management services.

Under HUD requirements, communities can provide rapid rehousing services for 3-24 months.

Cost and Outcomes of Various Program Models for Families

● **Emergency Shelter**

● **Transitional Housing**

(a housing subsidy plus supportive services, for up to two years in a residential setting, ranging from scattered site apartments or project-based apartments to congregate living facilities)

● **Rapid Rehousing**

(supportive services and rent assistance for 3-24 months)

National Average Cost:

Emergency Shelter \$1,380 - \$3,690 per month

Transitional Housing \$1,200 - \$4,470 per month

▲
\$1,300 per month on average for Blaine County services in 2022-23

Rapid Rehousing \$2,480 - \$6,000 total

National Median Length of Stay:

Emergency Shelter 28 nights

Transitional Housing 157 nights

Rapid Rehousing varies by program model, but up to 2 years, with long subsidies prevalent in higher-cost rental markets

Outcomes:

Only about 35% of exiting families can find unsubsidized permanent housing when exiting transitional housing. Many are able to exit because they receive a housing choice voucher or enter permanent supportive housing. Although Rapid Rehousing is the lowest cost housing model, studies in some cities have shown that 30-40% of rapid rehousing participants return to homelessness once their rental subsidy ends.

In all cases, the costs to house individuals and families in homeless programs for extended periods are significantly higher than rental subsidies based on Fair Market Rents for an equivalent period. However, the methodology used by HUD to set Fair Market Rent (FMR) doesn't capture the realities of Blaine County. For example, the FMR for a two bedroom in Blaine County for 2023 was set at \$1,207 (rent + utilities). Though lower than the costs of the shelter and prevention programs provided to the community last year, most rental units cost twice this FMR.

Sources: Spellman et al, 2010, HUD 2013, Taylor 2013, Walton et al. 2018, Burt 2010

Sources

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Walton, Douglas, Michelle Wood, Jason Rodriguez, Jill Khadduri, Daniel Gubits, Lauren Dunton, and Marybeth Shinn. 2018. *Understanding Rapid Re-housing: Supplemental Analysis of Data from the Family Options Study*. Report prepared by Abt Associates for U.S. Department of Housing and Urban Development, Office of Policy Development and Research. Washington, DC: Government Printing Office.



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Motion:

I move to approve BCHA's management and use of a common housing pre-application.

Reasons for Recommendation:

- Several external property managers and developers are interested in working with BCHA to introduce a common pre-application for affordable housing.
- The implementation of a common pre-application will simplify the process for housing seekers.

Policy Analysis and Background (non-consent items only):

Goal 3 of BCHA's Strategic Plan: Expand, Coordinate + Improve Services to Create Housing Stability Action 1: Establish a one-stop-shop for providing resources, services, and application assistance

There are currently six affordable housing agencies in Blaine County (including BCHA), managing over a dozen housing developments. Housing seekers must apply to each property individually, which can be time consuming and confusing. Carissa Connelly and board chair Keith Perry have had several discussions with external partners about improving the housing navigation process. Some property managers are interested in securing tenants through a common pre-application on BCHA's website. The pre-application would be a streamlined tool collecting essential household and financial information. BCHA would sort the pre-applications and refer housing seekers to appropriate units. This would require:

- Some resources to build out the pre-application portal
- Staff time to send referrals to partners
- BCHA to enter into referral and information-sharing agreements with external property managers

BCHA would also begin using the pre-application, rather than collecting a full application from each person interested in BCHA units. This would be a streamlined process that could result in a reduction in BCHA staff time used to help individual households complete applications, while the workload overall would likely remain the same since the volume is anticipated to increase.

Sustainability Impact:

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Financial Impact:

None OR Adequate funds exist in account:	
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Attachments:

1. Draft Common Pre-application
2.
3.

DRAFT COMMON AFFORDABLE HOUSING PRE-APPLICATION

Basic Information

- Are you comfortable conversing in English? If not, what is your preferred language?
- Contact information
- Primary language
- Household size and ages
- Do you require an ADA or audio/visual accommodation?
- Are you a veteran?
- Does everyone in the household have a SSN?
- Are you currently experiencing or at risk of any of the following in the next 45 days?
 - Living outside or in your car or in a place not meant for habitation (like an unheated garage)
 - Couch-surfing
 - Doubling up with another family
 - Experiencing domestic violence
- Are you interested in living South (Bellevue and Hailey), North (Ketchum and Sun Valley) or either?
- Local preference: check if one applies:
 - At least one household member works in Blaine County or for an entity that serves Blaine County for an average of 30 hours per week
 - Household member has a job offer in Blaine County
 - Household member is retired and over 65 and was a full-time employee in Blaine County for an entity that serviced Blaine County for not less than ten out of the previous 15 years, and lived continuously in Blaine County following retirement
 - Household member works as a critical service provider (firefighter, EMS, snowplow driver)?
 - If yes, please describe
 - Household member works for a public entity, such as Blaine County School District, U.S. Forest Service, or local government for a minimum of 1,000 hours worked per calendar year (or a minimum of 20 hours per week)?
 - If yes, please describe
- Do you currently own a home (including mobile home)?
 - If yes, describe ownership scenario (own independently, co-own, shared inheritance)
- Is anyone in the household a registered sex offender?

Financial Information

- What is your household's gross monthly income, from all sources?
- What are your household's total assets (bank accounts, retirement/investment accounts, property)?

Certification

Authorization and consent to share information with other organizations providing housing and supportive services.

Model:

- Property manager defines the fields they want (for example, seniors with Social Security Numbers reporting less than \$40,000 for households of 1).
- BCHA will sort applicants by those fields and either:
 - Send a list of potentially qualified applicants to the property manager on a regular basis, so property manager can add the applicants to their waitlist; OR
 - Send the name of the applicant or applicants at the top of the pool to a property manager when a unit becomes available
- Property manager continues to do their full screening process