



**BLAINE COUNTY HOUSING AUTHORITY**

Wednesday, April 10, 2024, 12:00 PM  
191 5th St. West, Ketchum, Idaho 83340

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**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/meetings](http://www.ketchumidaho.org/meetings).

**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://zoom.us/j/92594802380>  
Webinar ID: 92594802380
- Address the Board in person at Ketchum City Hall or the Meriwether Building in Hailey dependent upon the meeting location.
- Submit your comments in writing at [info@bcoha.org](mailto:info@bcoha.org) (by 8am the day of the meeting)

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

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**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.

**APPROVE AMENDED MEETING AGENDA:** Pursuant to Idaho Code Section Idaho Code 74-204 (4) (b) If an amendment to an agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the governing body votes to amend the agenda.

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

1. Public Comments submitted.

**COMMUNICATIONS FROM THE LIAISONS:** Updates from the Liaisons on their jurisdictions

2. Liaison Report for March 2024.

**COMMUNICATIONS FROM THE STAFF:** Updates from the Staff on their scope of work.

- [3.](#) Staff Update – Housing Director Carissa Connelly

**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.*

- [4.](#) UPDATED: Recommendation to approve CPA's report and financials for March 2024 – Christy McPherson
- [5.](#) UPDATED: Recommendation to approve meeting minutes for March 13, 2024 – City of Ketchum Clerk Trent Donat
- [6.](#) NEW: Recommendation to Adopt Supportive Service Policies – Contractor Courtney Noble
- [7.](#) UPDATED: Recommendation to Approve Ms. Hemming’s Changed Condition – Housing Director Carissa Connelly

**NEW BUSINESS:**

8. Mission Moment – Contractor Courtney Noble and Program Administrator Frances Solano
- [9.](#) NEW: Recommendation to Approve Annual Income and Rent Updates – Housing Fellow Rian Rooney
10. Budget Update and Discussion – Housing Director Carissa Connelly
- [11.](#) Recommendation to Approve Converting BCHA’s Category 4 Rental to Category 5+ Ownership – Housing Director Carissa Connelly
12. Update On Board Configuration and Terms – Housing Director Carissa Connelly

**EXECUTIVE SESSION:**

13. Idaho Code 74-206(1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

**ADJOURNMENT:**



## **APRIL 5 – Staff Update**

*2x MONTHLY UPDATES (SCHEDULED IN ROTATION OF BOARD MEETINGS)*

### **GOAL 1: BUILD ORGANIZATIONAL STRUCTURE + CAPACITY TO SERVE REGIONAL HOUSING OPPORTUNITIES + GAPS**

- Posting job description for Deputy Housing Director at various schools and sites. Filing candidate materials and follow-up communications. (Thecla)

### **GOAL 2: RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES HOUSING**

- Updated countywide inventory and are clarifying BCHA's master list of housing units. (Bri + Carissa)
- Finalized assumptions for Employee General Nexus Study with local government planners, SVED, and Blaine County's sustainability manager. (Carissa)

### **GOAL 3: EXPAND, COORDINATE, + IMPROVE SERVICES TO CREATE HOUSING STABILITY**

#### Transitional housing (Frances)

- Supporting staff re: applicants and Silvercreek transition. Silvercreek has one vacancy.
- High Country Motel down to six rooms for the rest of April, when the Master Lease ends. Assisting these households transition to Silvercreek, LTL or elsewhere.
- Managing processes for 2 available units for rent at SCL and LTL.
- Assist in grant compliance reporting.
- Meet one-on-one with households to assist in the application process and respond to questions.
- Provide case management for households experiencing homelessness, mental/health trauma, and housing instability.
- Assist with referrals and access to rental assistance, health, food, and other supportive services.
- Review community housing applications: follow up with the applicants on items which need further documentation.
- Track and enforce compliance with lease terms, community rules, hold community meetings, and BCHA eligibility criteria, including tracking and providing letters on non-compliance.
- Assist Program Administrator with general population application review, as needed.
- Process tenant turnover, including placement of new tenants and walking new tenants



through lease agreements and expectations.

- Manage tenant relations and general property oversight for BCHA and Ketchum’s transitional housing, with support from maintenance teams and City of Ketchum staff.
- Manage and track rental payments and tenant roster in property management database.
- Develop and maintain rapport with tenants and provide case management.
- Arrange Safety training for LTL and SCL.

#### Housing Navigation System

- Planning re: Bluebird applicant referral process with Syringa Property Management and GMD Development, including two supportive housing units (the owner/developer). (Courtney)
- Develop Bluebird FAQ for BCHA website. (Courtney)
- Tagging all current applicants for priority, income levels, and household size to begin screening for Bluebird’s waitlist. (Bri)

#### Resource Guide Distribution

- Passed out 38 “Blaine County Housing and Support Service Resource Guides” county-wide to schools, daycares, non-profits, local government offices, community centers, and libraries. (Bri)

### **GOAL 4: INFORM, ENGAGE, COLLABORATE**

#### Idaho Housing and Finance Association Conference:

- Two of BCHA’s Liaisons (Councilmembers Obenauf and Hutchinson) will attend with Frances, Carissa and Thecla.
- Carissa preparing for Preservation of Affordable Housing panel. (Carissa)
- Arranging networking events and schedule for individuals, including one dinner with Teton County, Idaho’s housing authority and planning director, and another with the author of “Homelessness is a Housing Problem” and Senator Ali Rabe – who also is ED of Jesse Tree. (Carissa + Thecla)

### **GOAL 5: STEWARD/PRESERVE + EXPAND PORTFOLIO OF DEED RESTRICTED HOMES\_**

#### Application Review

- Continuing to review Ownership and Preservation Program qualification applications and discuss program with interested applicants. 15 applications submitted to date w/ 5 in progress and



- additional verbal interest. (Rian)
- Received an additional Purchase and Sale Agreement to use Ownership and Preservation Program funds for purchase of a condominium in Parkside. Reviewing for final approval. (Rian)
- Slide room: categorize/ update status on incoming applications. (Liz)
- Applications: 1<sup>st</sup> reviews, sending out full applications links to cat 4 applicants, following up on applications with missing data. (Liz)
- Meeting with applicants to help fill out applications / go over BCHA community guidelines. (Liz + Frances)
- Answer incoming emails with questions regarding applications. (Liz + Frances)
- Managing application review and prioritization. (Courtney)
- Secondary application reviews. (Courtney)

#### Lease up + Sales

- Managing processes for available units for 4 rentals and 1 sale. (Courtney)

#### Compliance

- Updated compliance forms for 2024. (Ann + Carissa)

#### Data management

- Almost done with Common Intake Form and Application setup on new system. Starting on Ownership and Preservation Program. (Carissa + Thecla)
- Updating the Rental Ad Tracking System. (Bri)
- Updated and corrected Maximum Sale Price Calculator. (Rian)

#### Property management + finance

- Configuring data and banking for new property management software, Buildium. (Thecla)
- Buildium training. (Courtney + Thecla)
- Restructuring BCHA financial reports and accounting. (Thecla)

#### Deed Restrictions

- Updated and corrected Maximum Sale Price Calculator. (Rian)
- Reviewing and working to finalize updated deed restriction templates for presentation at May BCHA Board meeting. (Rian + Carissa)
- Working with two developers on recording deed restrictions (one ownership studio unmarketable so switching to a rental). (Rian + Carissa)



Data management

- Exploring Smartsheet for project management. (Thecla + Rian)

BCHA policies + forms

- Continue to work on revisions to deed restriction templates, analyze impacts of proposed changes, produced staff report for BCHA Board meeting. (Rian + Carissa)

Expanding inventory

- Meeting with interested potential applicants for OPP, educating on program and process. (Rian)



# BLAINE COUNTY HOUSING AUTHORITY

## Balance Sheet Comparison

As of March 31, 2024

	TOTAL		
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
Cash in Bank	0.00	-10,987.33	10,987.33
BCHA - Operating Reserve 2478	0.00	342.33	-342.33
Checking US BANK	113.77	33,536.30	-33,422.53
DL Evans Checking	13,792.45		13,792.45
<b>Total Cash in Bank</b>	<b>13,906.22</b>	<b>22,891.30</b>	<b>-8,985.08</b>
Restricted Cash	0.00	0.00	0.00
Capital Repl Reserve US Bank (deleted)	0.00	5,850.00	-5,850.00
Restricted Cash-LGIP 3138	0.00	-14,962.38	14,962.38
Restricted Cash - Capital	0.00	33,000.00	-33,000.00
Restricted-Comm Hsg Pres Fund	0.00	425.16	-425.16
Restricted-Contingency Fund	0.00	25.00	-25.00
<b>Total Restricted Cash-LGIP 3138</b>	<b>0.00</b>	<b>18,487.78</b>	<b>-18,487.78</b>
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>24,337.78</b>	<b>-24,337.78</b>
<b>Total Bank Accounts</b>	<b>\$13,906.22</b>	<b>\$47,229.08</b>	<b>\$ -33,322.86</b>
<b>Total Current Assets</b>	<b>\$13,906.22</b>	<b>\$47,229.08</b>	<b>\$ -33,322.86</b>
Other Assets			
Investment in Property/Housing (deleted)	314,540.26	314,540.26	0.00
<b>Total Other Assets</b>	<b>\$314,540.26</b>	<b>\$314,540.26</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$328,446.48</b>	<b>\$361,769.34</b>	<b>\$ -33,322.86</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	38,867.10	14,254.20	24,612.90
<b>Total Accounts Payable</b>	<b>\$38,867.10</b>	<b>\$14,254.20</b>	<b>\$24,612.90</b>
Credit Cards			
Visa - DL Evans	1,958.25		1,958.25
<b>Total Credit Cards</b>	<b>\$1,958.25</b>	<b>\$0.00</b>	<b>\$1,958.25</b>
Other Current Liabilities			
Accrued Compensated Absences (deleted)	0.00	63.05	-63.05
Accrued Payroll Liabilities (deleted)	0.00	269.37	-269.37
Security Deposit (deleted)	1,150.00	1,150.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,150.00</b>	<b>\$1,482.42</b>	<b>\$ -332.42</b>
<b>Total Current Liabilities</b>	<b>\$41,975.35</b>	<b>\$15,736.62</b>	<b>\$26,238.73</b>
<b>Total Liabilities</b>	<b>\$41,975.35</b>	<b>\$15,736.62</b>	<b>\$26,238.73</b>

# BLAINE COUNTY HOUSING AUTHORITY

## Balance Sheet Comparison

As of March 31, 2024

	TOTAL		
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)	CHANGE
Equity			
Opening Bal Equity	0.00	155.82	-155.82
Retained Earnings	333,950.31	330,468.26	3,482.05
Unreserved Fund Balance (deleted)	0.00	46,680.39	-46,680.39
Net Income	-47,479.18	-31,271.75	-16,207.43
<b>Total Equity</b>	<b>\$286,471.13</b>	<b>\$346,032.72</b>	<b>\$ -59,561.59</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$328,446.48</b>	<b>\$361,769.34</b>	<b>\$ -33,322.86</b>



# BLAINE COUNTY HOUSING AUTHORITY

## Profit and Loss YTD Comparison

October 2023 - March 2024

	TOTAL		
	OCT 2023 - MAR 2024	OCT 2022 - MAR 2023 (PY)	CHANGE
<b>Income</b>			
Blaine County Contributions	150,000.00		150,000.00
CH Admin Fee	1,734.62	9,677.70	-7,943.08
City of Ketchum Contributions	82,277.69		82,277.69
Donations		832.50	-832.50
Rental Income	153,968.00	7,875.00	146,093.00
<b>ZZ_INACTIVE INCOME</b>			
Interest/Investment Income (deleted)		223.08	-223.08
LIFT TOWER LODGE INCOME (deleted)		75,444.32	-75,444.32
Rental Mgmt Income (deleted)		3,154.32	-3,154.32
Uncategorized Income	2,152.26	15,471.18	-13,318.92
<b>Total ZZ_INACTIVE INCOME</b>	<b>2,152.26</b>	<b>94,292.90</b>	<b>-92,140.64</b>
<b>Total Income</b>	<b>\$390,132.57</b>	<b>\$112,678.10</b>	<b>\$277,454.47</b>
<b>GROSS PROFIT</b>	<b>\$390,132.57</b>	<b>\$112,678.10</b>	<b>\$277,454.47</b>
<b>Expenses</b>			
Administrative Services		16,139.80	-16,139.80
Financial Services	1,873.11	1,350.00	523.11
Bank Charge	103.22		103.22
<b>Total Financial Services</b>	<b>1,976.33</b>	<b>1,350.00</b>	<b>626.33</b>
Liability Insurance	21,347.00	5,042.00	16,305.00
Staff/Board Development	1,491.39	135.00	1,356.39
Subscriptions	679.00		679.00
<b>Total Administrative Services</b>	<b>25,493.72</b>	<b>22,666.80</b>	<b>2,826.92</b>
Contract for Admin Services	17,060.15		17,060.15
Contract Labor	23,248.83	39,648.75	-16,399.92
Application Review and Placement - Contract Labor	1,290.00		1,290.00
City of Ketchum Staffing Reimbursement	51,318.54		51,318.54
Compliance - Contract Labor	12,372.50	6,387.50	5,985.00
Legal Fees	8,428.78	8,395.64	33.14
<b>Total Compliance - Contract Labor</b>	<b>20,801.28</b>	<b>14,783.14</b>	<b>6,018.14</b>
Policy, Strategy and Management - Contract Labor	32,740.00		32,740.00
<b>Total Contract Labor</b>	<b>129,398.65</b>	<b>54,431.89</b>	<b>74,966.76</b>
<b>Managed Rental Costs</b>			
Elkhorn Village Units		6,683.71	-6,683.71
Elkhorn Village HOA Dues	7,312.49		7,312.49
Elkhorn Village Repair & Maintenance	55.00		55.00
<b>Total Elkhorn Village Units</b>	<b>7,367.49</b>	<b>6,683.71</b>	<b>683.78</b>
Hi Country Motel - Rent paid for facilities	122,850.00		122,850.00

# BLAINE COUNTY HOUSING AUTHORITY

## Profit and Loss YTD Comparison

October 2023 - March 2024

	TOTAL		
	OCT 2023 - MAR 2024	OCT 2022 - MAR 2023 (PY)	CHANGE
Silvercreek - Expenses			
Silvercreek - Operations	20,861.82		20,861.82
Silvercreek - Rental Expense	73,185.48		73,185.48
<b>Total Silvercreek - Expenses</b>	<b>94,047.30</b>		<b>94,047.30</b>
<b>Total Managed Rental Costs</b>	<b>224,264.79</b>	<b>6,683.71</b>	<b>217,581.08</b>
Office expenses	569.58	2,804.38	-2,234.80
Computer & Comm. Expenses	5,985.30	2,081.83	3,903.47
Furniture		745.99	-745.99
Postage and Delivery	110.69	146.00	-35.31
Rent - BCHA Meriwether Office	5,346.18	7,000.00	-1,653.82
Supplies	768.30		768.30
Telephone & Internet		355.72	-355.72
<b>Total Office expenses</b>	<b>12,780.05</b>	<b>13,133.92</b>	<b>-353.87</b>
Program Expenses	6,665.66		6,665.66
Applications, Forms, & Data Management	8,586.03		8,586.03
Data and Analysis	8,117.50		8,117.50
Lease-up and Sales			
Ads	222.77	1,602.01	-1,379.24
<b>Total Lease-up and Sales</b>	<b>222.77</b>	<b>1,602.01</b>	<b>-1,379.24</b>
Outreach	2,864.89		2,864.89
Printing and Reproduction		75.00	-75.00
Repairs - CH (deleted)		906.00	-906.00
Translation & Interpretation	2,157.54		2,157.54
<b>Total Program Expenses</b>	<b>28,614.39</b>	<b>2,583.01</b>	<b>26,031.38</b>
Uncategorized Expense		1,564.12	-1,564.12
Z_INACTIVE EXPENSE		<b>42,886.40</b>	<b>-42,886.40</b>
<b>Total Expenses</b>	<b>\$437,611.75</b>	<b>\$143,949.85</b>	<b>\$293,661.90</b>
<b>NET OPERATING INCOME</b>	<b>\$ -47,479.18</b>	<b>\$ -31,271.75</b>	<b>\$ -16,207.43</b>
<b>NET INCOME</b>	<b>\$ -47,479.18</b>	<b>\$ -31,271.75</b>	<b>\$ -16,207.43</b>

# BLAINE COUNTY HOUSING AUTHORITY

## Profit and Loss by Property

October 2023 - March 2024

	Elkhorn Village	HCM	Silver Creek Living	Totals
<b>Income</b>				
Rental Income	8125.00	62276.00	83567.00	153968.00
<b>Total Income</b>	<b>8125.00</b>	<b>62276.00</b>	<b>83567.00</b>	<b>153968.00</b>
<b>Gross Profit</b>	<b>8125.00</b>	<b>62276.00</b>	<b>83567.00</b>	<b>153968.00</b>
<b>Expenses</b>				
<b>Managed Rental Costs</b>				
<b>Elkhorn Village Units</b>				
Elkhorn Village HOA Dues	6834.16			6834.16
Elkhorn Village Repair & Maintenance	55.00			55.00
<b>Total Elkhorn Village Units</b>	<b>6889.16</b>	<b>0.00</b>	<b>0.00</b>	<b>6889.16</b>
Hi Country Motel - Rent paid for facilities		122850.00		122850.00
<b>Silvercreek - Expenses</b>				
Silvercreek - Operations			20861.82	20861.82
Silvercreek - Rental Expense			73185.48	73185.48
<b>Total Silvercreek - Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>94047.30</b>	<b>94047.30</b>
<b>Total Managed Rental Costs</b>	<b>6889.16</b>	<b>122850.00</b>	<b>94047.30</b>	<b>223786.46</b>
<b>Total Expenses</b>	<b>6889.16</b>	<b>122850.00</b>	<b>94047.30</b>	<b>223786.46</b>
<b>Net Operating Income</b>	<b>1235.84</b>	<b>(60574.00)</b>	<b>(10480.30)</b>	<b>(69818.46)</b>
<b>Net Income</b>	<b>1235.84</b>	<b>(60574.00)</b>	<b>(10480.30)</b>	<b>(69818.46)</b>

Tuesday, Apr 09, 2024 08:18:35 AM GMT-7 - Accrual Basis



**BLAINE COUNTY HOUSING AUTHORITY**  
Wednesday, March 13, 2024, 12:00 PM  
111 N. First Ave., Suite 2P, Hailey, Idaho 83333

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## MEETING MINUTES

### PUBLIC PARTICIPATION INFORMATION

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- Submit your comments in writing at [info@bcoha.org](mailto:info@bcoha.org) (by 8am the day of the meeting)

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

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**CALL TO ORDER:** By Board Chairman Keith Perry **(00:00:06 in video)**

**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. **(00:00:10 in video)**

Keith Perry – Chair

Sarah Seppa – Vice Chair

Jennifer Rangle – Commissioner

Ana Torres – Commissioner – by phone

Nate Hart – Commissioner

Mason Frederickson (online) – Treasurer – not present

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

1. Public Comments submitted. **(00:00:40 in video)**

**COMMUNICATIONS FROM THE LIAISONS:** Updates from the Liaisons on their jurisdictions

2. Liaison Report for February 2024. **(00:01:20 in video)**

**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. (12:16pm) (00:00:00 in video)*

3. Recommendation to approve CPA's report and financials for February 2024 – Christy McPherson
4. Recommendation to approve meeting minutes for February 14, 2024 – Trent Donat

**Recommendation to approve the Consent Agenda (00:13:08 in video)**

**Mover: Sarah**

**Second: Jenni**

**Ayes: UNANIMOUS**

**NEW BUSINESS:**

5. Mission Moment – Interim Housing Manager Courtney Noble and Program Administrator Frances Solano **(00:13:28 in video)**
6. Recommendation to Approve New Contract for Services and Scope with Interim Housing Manager Courtney Noble – Housing Director Carissa Connelly (included in consent agenda) **(00:11:55 in video)**
7. Guidance On New Deed Restriction Template Terms – Housing Director Carissa Connelly and Housing Fellow Rian Rooney **(01:00:15 in video)**
8. Board Term Update – Interim Housing Manager Courtney Noble **(01:39:18 in video)**
9. Silvercreek Update and Discussion – Interim Housing Manager Courtney Noble and Program Administrator Frances Solano **(01:41:23 in video)**
10. Landlord Outreach and Policy for Transitional Housing Screening for Criminal History – Housing Director Carissa Connelly **(00:15:16 in video)**

**Recommendation to approve BCHA staff outreach to BCHA landlords and area landlord companies on recommended uses of background checks (00:59:25 in video)**

**Mover: Nate**

**Second: Sarah**

**Ayes: UNANIMOUS**

11. Staff Report – Housing Director Carissa Connelly

**ADJOURNMENT:**

**Motion to ADJOURN (01:51:57 in video)**

**Mover: Jenni**

**Second: Sarah**

**Ayes: UNANIMOUS**

**Respectfully submitted by:**

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Trent Donat  
City of Ketchum

**Approved by:**

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Keith Perry  
BCHA Chair



# BLAINE COUNTY HOUSING AUTHORITY

## BOARD MEETING AGENDA MEMO

Meeting Date:  Staff Member:

Agenda Item:

### Recommended Motion:

I move to formally adopt the Supportive Service Policies.

### Reasons for Recommendation:

- BCHA should formalize certain processes already in place and adopt new policies to address services provided to clients who are on the waitlist and in transitional housing.

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

IHFA requested and staff recommend that BCHA adopt Supportive Service Policies outlining procedures for when and how BCHA provides case management and housing search services to residents and applicants. BCHA receives funding from IHFA through the HOME-ARP grant to provide supportive services, so codifying our practices is advisable.

### Sustainability Impact:

### Financial Impact:

None OR Adequate funds exist in account:

### Attachments:

1. Draft Supportive Services Policy

## BCHA Supportive Services Policies

### I. Purpose and Goals

BCHA strives to provide supportive services to applicants and residents of BCHA-operated transitional housing. The goal of these services is primarily to enhance the housing search and housing stability of BCHA applicants.

The goal of these policies is to ensure consistency in the principles and the delivery of supportive services. These policies are subject to the federal Fair Housing Act and all related laws.

BCHA is committed to offering supportive services to applicants and residents in a manner consistent with the following principles:

- **Team based:** Services and supports are planned and delivered through a multi-agency, collaborative approach. BCHA does not duplicate services already offered and provided by others.
- **Culturally relevant:** Services are culturally relevant and provided with respect for the values, preferences, beliefs, culture and identify of recipients.
- **Individualized:** Services and strategies are tailored to the unique strengths and needs of each recipient.
- **Strengths based:** Services and supports are planned and delivered in a manner that builds on and enhances capabilities, knowledge and skills of recipients.

### II. Waitlist and Prioritization

BCHA strives to offer case management services to all residents of BCHA-operated transitional housing. If demand for case management services exceeds BCHA staff capacity, services will be offered first to residents who do not have an existing caseworker at a community partner, and then in chronological order based on how long a resident has resided in BCHA-operated transitional housing.

Housing search services will be offered in chronological order based on when an applicant has completed a BCHA pre-application and intake form indicating homelessness or housing instability. Individuals will be served on a first come, first served basis from the waitlist based on staff capacity.

### III. Service Delivery

#### a. Assessment

BCHA staff will conduct an initial screening with applicants by phone after receiving a referral or once an applicant has completed a BCHA common intake form indicating they are experiencing or at risk of homelessness. This screening should occur within 3-5 business days of the referral or submission. This intake screening explores the client's needs, goals and eligibility for BCHA housing. BCHA staff will explain requirements to receive housing and discuss available housing options (both through BCHA and other entities) at this time.

Residents of BCHA transitional housing can receive a secondary assessment that is more comprehensive upon move-in.

#### b. Service Planning and Delivery

Transitional housing residents may receive client-centered services and monthly service plans to specify goals and objectives around:

- Rent payment
- Financial security
- Employment planning
- Services to be obtained from other agencies
- Individual responsibilities for goals

#### c. Documentation



All Case Management clients should have completed:

- A BCHA intake form
- A signed termination policy
- Documentation of no duplication of benefits

All Housing Search clients must have completed a BCHA intake form.

BCHA staff should complete case management notes and goals throughout the relationship with the client.

RESOLUTION No. 2024-12

BEFORE THE BOARD OF COMMISSIONERS  
OF THE BLAINE COUNTY HOUSING AUTHORITY  
BLAINE COUNTY, IDAHO

A RESOLUTION OF THE BLAINE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS TO ADOPT  
SUPPORTIVE SERVICE POLICIES, 2024

WHEREAS, BCHA does not currently have policies on the delivery of supportive services; and

WHEREAS, BCHA is delivering case management and housing search services to applicants and residents of transitional housing; and

WHEREAS, to comply with state HOME-ARP funding requirements and to provide clarity and consistency to BCHA staff and recipients of services; and

WHEREAS, BCHA administrative staff have determined that adopting the policies below is a necessary and beneficial action warranting the approval and authorization of the BCHA Board; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Blaine County Housing Authority, Blaine County, Idaho, as follows:

The Blaine County Housing Authority Board of Commissioners approves and authorizes that supportive services be delivered to housing applicants and residents pursuant to the policies laid out below.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chair



# BLAINE COUNTY HOUSING AUTHORITY

## BOARD MEETING AGENDA MEMO

Meeting Date:  Staff Member:

Agenda Item:

### Recommended Motion:

I move to approve accepting the change in Prudence Hemming’s condition as reason to remain in her Community Housing unit.

### Reasons for Recommendation:

- The impacts of market rate development on community housing is controversial. Limited local, current data is a significant gap in community education and stakeholder decision making.
- Regional coordination around housing continues to be a challenge while also a top priority. Stakeholder engagement around this nexus study is a bounded, narrow opportunity to further rapport, improve communication and collaboration.

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

#### **GOAL 5: STEWARD/PRESERVE + EXPAND PORTFOLIO OF DEED RESTRICTED HOMES**

On August 9, 2023, the BCHA Board of Commissioners reviewed an exception request by Prue Hemmings to rent her unit while she went to a warmer climate for the winter. At that time, she provided a Doctor’s letter as evidence of a health condition that required this relocation each winter. The Board conditionally approved that request. Those conditions are as follows:

1. Owner must voluntarily work with BCHA next summer to sell her unit to a Qualified Owner with an appropriate household size, from BCHA’s waitlist, unless her circumstances or condition have changed.
2. We will need a copy of the executed lease agreement. (No initial lease term may be for fewer than 90 days and no more than 1 year. The lease is non-renewable.)
3. The owner must provide the tenant with the HOA rules. The owner is responsible for enforcement of the HOA rules.

In addition to the above, Section 4., E. outlines long-term rental options for owners of community housing. Ms. Hemmings followed each of those requirements except 4.E.3.(b), in that she did not provide 30 days’ notice to the Qualified Tenant prior to the conclusion of the lease.

During that Board discussion last August, there was also concern that Ms. Hemmings owned another home in the United Kingdom, something she disclosed to Housing Director Carissa Connelly over the phone. On March 6<sup>th</sup>, Ms. Hemmings stated via email that she does not own another home. BCHA’s compliance consultant searched for evidence of ownership in the U.K. and was unable to find anything, which is inconclusive of whether she does or doesn’t own a home there.

The primary condition for Board review right now is whether to accept that her changed “circumstances or condition” validate remaining in the unit. Attached is a new letter from her local doctor on April 2nd, which states “Prudence Hemming’s condition has changed and she is able to live here in Blaine County.” Staff recommend accepting that she has now met the conditional approval.

**UPDATE APRIL 9, 2024:**

On April 8, 2024, Prue Hemmings emailed BCHA with a list of absences over the last twelve years. Four times she was absent more than three months any calendar year. From the limited information provided, staff believe that three of those four times she would have received an exception request – had she applied for one. The fourth instance was last year, with 12 weeks in Baja and 2 weeks on vacation. The outline of such absences are attached.

Ms. Hemmings and family members will be present at the Board meeting on April 10. If the Board wishes to ask Ms. Hemmings question’s directly, any member of the Board can pull the item from the consent agenda.

Attachments:

1. Resolution 2024-10
2. UPDATE APRIL 9: Correspondence from Prue Hemmings on absences
3. Doctor's Letter, April 2, 2024
4. Staff Report, Hemmings Exception, August 9, 2023

**RESOLUTION No. 2024-10**

**BEFORE THE BOARD OF COMMISSIONERS  
OF THE BLAINE COUNTY HOUSING AUTHORITY  
BLAINE COUNTY, IDAHO**

**A RESOLUTION OF THE BLAINE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS TO  
APPROVE PRUE HEMMINGS REMAINING IN HER COMMUNITY HOUSING UNIT, 2024**

WHEREAS, the BCHA Strategic Plan, 2022, includes the goal to steward/preserve + expand the portfolio of deed restricted homes and one action in the 2024 Action Plan is to continue compliance review of existing deed restricted units; and

WHEREAS, the BCHA Board conditionally approved her exception request for leaving for the 2023-2024 winter and that she would sell her unit Summer 2024 unless her condition changed; and

WHEREAS, Ms. Hemmings has demonstrated that she is now able to comply with the deed restriction and BCHA’s Community Housing Guidelines, in that she will reside in her unit for at least 9 of every 12 months; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Blaine County Housing Authority, Blaine County, Idaho, as follows:

The Blaine County Housing Authority Board of Commissioners approves that Prudence Hemmings is currently in compliance and can remain in her unit.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chair

## UPDATE APRIL 9, 2024: CORRESPONDENCE FROM PRUE HEMMINGS

3 weeks: Jun 3rd-22nd 2012 Family Wedding

5 weeks: 5th Nov - 12th Dec 2012: Retreat/ vacation

2 weeks: May 15th - 31st 2013:  
West coast Family wedding

4 weeks: July 21-August 19th 2013: Family gathering London

2 weeks: March 3-14 2014: Vacation

1 week: Jun 4-10 2014: Funeral

2 weeks: 1st-14th April 2015: Vacation

### 1. 14 WEEKS ABSENT (3.5 months)

- 3 weeks: 4th-18th September 2015:
  - Oregon: Son's wedding & Drs visits OHSU
- 5 weeks: 22nd September-29th October 2015: Vacation
- 6 weeks: 1st Feb- March 4th 2016: Helping daughter with new baby & Drs Visits OHSU

4 weeks: Feb 28th thru March 29th 2017: Portland/Drs Visits OHSU/ Daughter & Granddaughter

2 1/2 weeks: Jan 12th-28th 2018:  
70th bd vacation with whole family

3 weeks: 22nd April/14th May 2018: Portland: Babysitting granddaughter

1 week: Oct 1st - 5th 2018: Fishing Salmon River

1 week: Oct 21st-28th 2018: Boise helping son move

### 2. 22 WEEKS ABSENT (5.5 months)

- 6 weeks: End of July/August/September 2019: Vacation/sick friend: London
- 6 weeks: Thanksgiving Nov/Dec 2019: Helping brother: Houston Texas
- 10 weeks: Jan/Feb/Mar 2020: Helping brother: Texas

\*\*\*\*\*15th March- 20th June 2020: Covid exile in Texas

### 3. 17 WEEKS ABSENT (4+ months)

- 2 weeks: Nov 2020: Drs Visit U of Utah

- 12 weeks: Jan/Feb/ March/2021: Baja California
- 1 week: April 2021 Drs Visits U of Utah
- 2 weeks: April 28th 2021: Vacation

**4. 13 WEEKS ABSENT (3+ months)**

- 2 weeks: Sept 2022: Vacation/ Drs visits U of Utah
- 3 weeks: May 2023: Oregon: Visit sons
- 4 weeks: June/July 2023: Drs Visits U of Utah/ staying with daughter
- 4 weeks: July/Aug 2023: Drive to & from East Coast

1 week: Oct 2023: Drs Visits U of Utah

\*\*\*\*\*6 months: BCOHA permission: Sept 15th '23 thru March '24: Savannah GA



**St. Luke's Clinic - Family Medicine: Ketchum**  
100 HOSPITAL DR STE 109/201  
KETCHUM ID 83340-9998  
Phone: 208-727-8811  
Fax: 208-622-6921

April 2, 2024


RE:  
Prudence Jane Hemmings  
110 Lindsay Circle Unit 2b  
Po Box 5836  
Ketchum ID 83340

To the Blaine County Housing Authority,

Prudence Hemmings's condition has changed and she is able to live here in Blaine County.

If you have any questions or concerns, please don't hesitate to call.

Sincerely,



Tracey L. Busby, MD





## BLAINE COUNTY HOUSING AUTHORITY

### BOARD MEETING AGENDA MEMO

Meeting Date:  Staff Member:

Agenda Item:

#### Recommended Motion:

"I move to conditionally approve Prudence Hemming's Exception Request"

#### Reasons for Recommendation:

- The owner's condition means that she would need to rent out her unit every year, which does not align with the program policies for an ownership unit – restricting rental to one year.
- Ms. Hemming's stated the intent to sell the unit next year.

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

Staff are bringing this to the board due to the unique nature of the rental request, in that the owner intends to make the request annually. The owner states that she has a medical condition which requires her to be in a warmer climate over the winter. In 2021 she made a similar request (attached) which – as far as staff remembers and can determine from documentation – was not approved due to missing documentation.

Ms. Hemming's desire and capacity to live elsewhere raises the question of her need to own a community home. The intent of the program is to provide stable house people who live and/or work in the community. Through communications it became clear she is a frequent traveler with alternative housing options. Prudence confirmed that she intends to sell the unit next year and move to the U.K..

This unit is intended for ownership and based on updated policies, open to rental to a qualified tenant for three months to one year:

- "The leave of absence may be for up to one year. (Section 4.E.2)" and
- "No initial lease term may be for fewer than 90 days and no more than 1 year. The lease is non-renewable. (Section 4.E.3.c)."

In addition, "any lease longer than one year in duration must include a reasonable buy-out provision for the tenant. (Notice of Intent to Rent)"

Prudence is requesting an exception to the above policies. For an exception to be applied, Prudence needs to demonstrate that the circumstances constitute "an undue hardship or burden which are the basis for the

Exception request. (Section 8.A.)” If the owner’s medical condition is confirmed, Staff support granting the request for one year but no more – given the owner’s circumstances, intent, and the aim of the program.

Prudence has identified a potential tenant who is qualified, however the household size is smaller than is recommended for a two-bedroom with one person in the household. The deed restriction states “Owner shall then, in accordance with the Guidelines, offer the Property for rent ...to any Qualified Occupant. (3.6)” The Guidelines do not contradict this. So, under the existing restriction and policies, the owner is able to specify the renter. Looking forward, there are Category 6 ownership applicants on the waitlist whose household size falls within the recommended number of occupants (two to four).

Since this request will be annual given the owner’s need to be in a warmer climate for six months a year, staff recommend approving the rental with the following condition:

1. Owner must voluntarily work with BCHA next summer to sell her unit to a Qualified Owner with an appropriate household size, from BCHA’s waitlist, unless her circumstances or condition have changed.

Attachments:

1. Prudence Hemming’s Exception Request, July 31, 2023 and November 29, 2021
2. Letter from doctor confirming medical need, August 3, 2023
3. Prudence Hemming’s Notice of Intent to Rent, July 29, 2023
4. Prudence Hemming’s Notice of Intent to Rent, November 29, 2021

Monday, July 31, 2023

## Request for BCHA exception

---

Property owner Name: Prudence J Hemmings  
Community Housing address: 110 Lindsay Circle, 2B, Ketchum, ID 83340

I am requesting an exception to the BCHA guidelines for owners of community housing units, as I have developed \_\_ (a medical condition)--and my doctors have advised me to be in a warmer climate than Idaho, during the winter months of 2023/24. I have asked my doctors to send you confirmation of my condition and the need for this exception.

If granted this exception by the BCHA board, I plan to rent my apartment for 6 months, from the 13th September 2023 to 13th March 2024.

I have a potential renter, Bridget Cimino, who is on BCHA's list for housing, and who is willing to rent the apartment, fully furnished, for the 6 months specified above.

My costs monthly for the apartment are as follows:

Cost of Mortgage:	1023.19
Cost of HOA dues:	146.85
Cost of insurance:	85.00
Taxes:	94.00
Utilities: Elec:	110.00. (that will be paid by PJ Hemmings)
Wifi:	100.00. (that will be paid by PJ Hemmings)

Total housing cost:\$. 1559.00

I will complete a notice of intent to rent community housing and email it to BCHA.

Yours sincerely

Prudence J Hemmings

To: Blaine County Housing Authority.  
Attn: Ann Sandefer.

11/29/2021.

Dear Sirs,

I am requesting permission to rent my community housing unit for three months in 2022, from January thru March. I am requesting this permission because I have an

been advised to spend the worst winter months somewhere warm. I am therefore planning to be away from Ketchikan for three months and hope you will allow me to try to rent my apartment during that time, as I will be having to pay to live elsewhere and cannot afford to be paying for two living spaces!

Yours sincerely

Pam Hemmings

ENC:



August 3, 2023

Prudence Hemmings  
Po Box 5836  
Ketchum ID 83340-5836

To whom it may concern:

Prudence is a patient of mine in the \_\_\_(medical branch)\_\_\_ and I am writing this letter on her behalf. Due to Prudence's \_\_\_\_\_(condition)\_\_\_ I recommend that she spend winter seasons in warmer weather and at sea level.

Please feel free to contact my office at 801-585-3882 if I can be of further assistance in this matter.

Sincerely,

**Electronically signed by**  
Mary Beth Scholand, MD

(208) 788 6102



# BLAINE COUNTY HOUSING AUTHORITY

## Notice of Intent to Rent Community Housing and Rental Pricing Agreement (Rental by a Community Homeowner)

- 1. Property Owner(s) Name: PRUDENCE J HEMMING
- 2. Community Housing Address: 110 LINDSAY CIRCLE 2B KETCHUM ID. 83340

3. The Owner understands that The Blaine County Housing Authority (hereinafter "Housing Authority") is not acting as a real estate broker in the rental of the subject Community Housing. The Housing Authority represents neither the Owner nor the tenant and is acting solely in the interest of the Housing Authority in furtherance of the goals expressed in the Housing Guidelines and in accordance with the Deed Covenant on the Community Housing which Owner has executed in conjunction with the rental of the Community Housing. The Owner is encouraged to seek the advice of competent professionals to represent the Owner's interests.

4. The Owner hereby requests the Housing Authority to approve the rental of the Community Home referenced above as allowed in Section 4(E) Long-Term Rental Options for Owners of Community Housing or Section 5(E)(9)&(10) Additional Information Related to the Sale of Community Housing by a Community Homeowner and in conformity with the requirements thereto.

5. The Owner will identify a potential Qualified Occupant to be qualified by the Housing Authority. If the candidate is successfully qualified by the Housing Authority, the Owner and Qualified Occupant shall enter into a lease agreement pursuant to the terms set forth in the Deed Covenant on the Community Home, or if there are no such provisions, upon terms approved by the Housing Authority. Owner shall respond to a reasonable request for information regarding the negotiations with tenants and shall provide the Housing Authority with copies legal documentation upon execution.

6. The Rental Rate charged shall be approved by BCHA and shall be within the published monthly affordability for the Income Category enumerated on the Deed Covenant and in no event may exceed the published Affordability of Income Category 6.

7. If an Income Category is not enumerated in the Deed Covenant, the rent shall be established at a rate that is no greater than the "Owner's Cost". "Owner's Cost" shall include the monthly mortgage principal and interest payment, plus condominium/homeowner's association fees, plus utilities remaining in owner's name, plus property taxes and insurance prorated on a monthly basis, plus \$20 per month.

8. Owner certifies to the Housing Authority the Housing Costs borne by the Owner as represented by the amounts set forth below:

Cost of Mortgage	\$ 1023.19 pm
Cost of HOA Dues	\$ 146.85 pm
Cost of Insurance	\$ 85.00 pm
Taxes (if not included in mortgage)	\$ 94.00
Utilities (that will be paid by owner)	\$ 110.00 (est)
Other ownership costs	\$ <del>100.00</del>
<b>Total Housing Costs</b>	<b>\$ 1659.04</b>

(est) ~~100.00~~ + 5.00

Note: Owner shall provide documentation to BCHA to verify the costs listed above. The deed covenant does not allow a community homeowner to rent their unit in an amount greater than the cost of ownership regardless of rental rates in the Guidelines.

9. The Community Home shall be rented in accordance with the Guidelines during the authorized period so long as other Deed Covenants covering the Home permit the rental. Any prospective Tenant must be qualified by BCHA prior to execution of a lease. A lease shall contain the following provisions:
- (a) Any lease longer than one (1) year in duration must include a reasonable buy out provision for the Tenant;
  - (b) Should the owner decide to re-occupy the home again as the owner's primary residence, then the owner shall give the Tenant a minimum of ninety (90) days' notice prior to the conclusion of any lease or lease extension, including leases on a "month to month" term;
  - (c) No initial lease term may be for fewer than four (4) months: **(3 MONTHS)**
  - (d) BCHA shall annually re-certify the Tenant as outlined in Section 3(C)&(D).
10. If Owner has chosen to utilize the services of a licensed real estate broker, Owner shall within 3 business days of execution of this Agreement, provide Housing Authority with a copy of the executed listing agreement (on forms approved by the Idaho Real Estate Commission) and a letter from said broker acknowledging that broker has reviewed and understands the restrictions placed on the rental of the Community Housing by the Housing Guidelines and the Deed Restriction. Any fees paid to such broker are the sole responsibility of Owner and shall not increase the monthly rent of the Home nor reduce the Administration Fee due to the Housing Authority.
11. Owner, by Owner's signature below, represents and warrants to Housing Authority that Owner will in good faith do and perform all actions and execute all agreements necessary to consummate the rental of the referenced Community Housing, at no more than the Net Rent Rental Rates noted above, to a tenant qualified in accordance with the Housing Guidelines and the Deed Covenant on the property. Owner and Housing Authority hereby agree to use the form of lease set forth in **Exhibit "A"** attached hereto.
12. If Owner has chosen not to utilize the services of a licensed real estate broker, the Owner and Housing Authority acknowledge and agree that this Agreement will take the place of the "listing agreement on forms approved by the Idaho Real Estate Commission" if such form is referenced by the Deed Covenant on the subject property.
13. Name of Owner's Real Estate Brokerage and Agent:

-OR- Owner's initials below indicate that Owner has chosen not to utilize the services of a real estate broker in this transaction and will market the property directly to potential tenants selected in accordance with the Housing Guidelines and Deed Restriction.

PH  
Owner's Initials

\_\_\_\_\_  
Owner's Initials

14. This Agreement shall expire upon the earlier of: (a) 180 days from mutual execution of this Agreement, or (b) the date of execution of the final approved lease for the rental.

THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT. THE OWNER IS ADVISED TO SEEK THE ADVICE OF AN ATTORNEY BEFORE EXECUTING THIS AGREEMENT.

Owner: PRUDENCE J HEMMINGS

Housing Authority:  
BLAINE COUNTY HOUSING AUTHORITY

By: [Signature]

By: \_\_\_\_\_  
Executive Director, BCHA

Date: 7/29/23

Date: \_\_\_\_\_





# BLAINE COUNTY HOUSING AUTHORITY

## Notice of Intent to Rent Community Housing and Rental Pricing Agreement *(Rental by a Community Homeowner)*

1. Property Owner(s) Name: PRUDENCE J HEMMINGS
2. Community Housing Address: 110 LINDSAY CIRCLE 2B, KETCHUM ID. 83340
3. **The Owner understands that The Blaine County Housing Authority (hereinafter "Housing Authority") is not acting as a real estate broker in the rental of the subject Community Housing. The Housing Authority represents neither the Owner nor the tenant and is acting solely in the interest of the Housing Authority in furtherance of the goals expressed in the Housing Guidelines and in accordance with the Deed Covenant on the Community Housing which Owner has executed in conjunction with the rental of the Community Housing. The Owner is encouraged to seek the advice of competent professionals to represent the Owner's interests.**
4. The Owner hereby requests the Housing Authority to approve the rental of the Community Home referenced above as allowed in Section 4(E) Long-Term Rental Options for Owners of Community Housing or Section 5(E)(9) & (10) Additional Information Related to the Sale of Community Housing by a Community Homeowner and in conformity with the requirements thereto.
5. The Owner will identify a potential Qualified Occupant to be qualified by the Housing Authority. If the candidate is successfully qualified by the Housing Authority, the Owner and Qualified Occupant shall enter into a lease agreement pursuant to the terms set forth in the Deed Covenant on the Community Home, or if there are no such provisions, upon terms approved by the Housing Authority. Owner shall respond to a reasonable request for information regarding the negotiations with tenants and shall provide the Housing Authority with copies legal documentation upon execution.
6. The Rental Rate charged shall be approved by BCHA and shall be within the published monthly affordability for the Income Category enumerated on the Deed Covenant and in no event may exceed the published Affordability of Income Category 6.
7. If an Income Category is not enumerated in the Deed Covenant, the rent shall be established at a rate that is no greater than the "Owner's Cost". "Owner's Cost" shall include the monthly mortgage principal and interest payment, plus condominium/homeowner's association fees, plus utilities remaining in owner's name, plus property taxes and insurance prorated on a monthly basis, plus \$20 per month.
8. Owner certifies to the Housing Authority the Housing Costs borne by the Owner as represented by the amounts set forth below:

Cost of Mortgage	\$	1023.19
Cost of HOA Dues	\$	146.85
Cost of Insurance	\$	85.00
Taxes (if not included in mortgage)	\$	94.00
Utilities (that will be paid by owner)	\$	100.00
Other ownership costs	\$	200.00
<b>Total Housing Costs</b>	<b>\$</b>	<b>1659.04</b>

Cat. 6

Cleaning Carpets  
w/ f: \$100.99

Note: Owner shall provide documentation to BCHA to verify the costs listed above. The deed covenant does not allow a community homeowner to rent their unit in an amount greater than the cost of ownership regardless of rental rates in the Guidelines.

9. The Community Home shall be rented in accordance with the Guidelines during the authorized period so long as other Deed Covenants covering the Home permit the rental. Any prospective Tenant must be qualified by BCHA prior to execution of a lease. A lease shall contain the following provisions:
  - (a) Any lease longer than one (1) year in duration must include a reasonable buy out provision for the Tenant;
  - (b) Should the owner decide to re-occupy the home again as the owner's primary residence, then the owner shall give the Tenant a minimum of ninety (90) days' notice prior to the conclusion of any lease or lease extension, including leases on a "month to month" term;
  - (c) No initial lease term may be for fewer than four (4) months;
  - (d) BCHA shall annually re-certify the Tenant as outlined in Section 3(C)&(D).
10. If Owner has chosen to utilize the services of a licensed real estate broker, Owner shall within 3 business days of execution of this Agreement, provide Housing Authority with a copy of the executed listing agreement (on forms approved by the Idaho Real Estate Commission) and a letter from said broker acknowledging that broker has reviewed and understands the restrictions placed on the rental of the Community Housing by the Housing Guidelines and the Deed Restriction. Any fees paid to such broker are the sole responsibility of Owner and shall not increase the monthly rent of the Home nor reduce the Administration Fee due to the Housing Authority.
11. Owner, by Owner's signature below, represents and warrants to Housing Authority that Owner will in good faith do and perform all actions and execute all agreements necessary to consummate the rental of the referenced Community Housing, at no more than the Net Rent Rental Rates noted above, to a tenant qualified in accordance with the Housing Guidelines and the Deed Covenant on the property. Owner and Housing Authority hereby agree to use the form of lease set forth in **Exhibit "A"** attached hereto.
12. If Owner has chosen not to utilize the services of a licensed real estate broker, the Owner and Housing Authority acknowledge and agree that this Agreement will take the place of the "listing agreement on forms approved by the Idaho Real Estate Commission" if such form is referenced by the Deed Covenant on the subject property.
13. Name of Owner's Real Estate Brokerage and Agent:

---

-OR- Owner's initials below indicate that Owner has chosen not to utilize the services of a real estate broker in this transaction and will market the property directly to potential tenants selected in accordance with the Housing Guidelines and Deed Restriction.

  
Owner's Initials

\_\_\_\_\_  
Owner's Initials

14. This Agreement shall expire upon the earlier of: (a) 180 days from mutual execution of this Agreement, or (b) the date of execution of the final approved lease for the rental.

**THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT. THE OWNER IS ADVISED TO SEEK THE ADVICE OF AN ATTORNEY BEFORE EXECUTING THIS AGREEMENT.**

Owner:

PRUDENCE J HEMMINGS

Housing Authority:

BLAINE COUNTY HOUSING AUTHORITY

By: 

By: \_\_\_\_\_  
Executive Director, BCHA

Date: 11/29/21

Date: \_\_\_\_\_



JOHN DAVID DAVIDSON  
 BLAINE COUNTY TREASURER/TAX COLLECTOR  
 219 FIRST AVENUE SOUTH, SUITE 102  
 HAILEY, ID 83333  
 Phone: 208-788-5530 Fax: 208-788-5534

Treasurer Information for Parcel Number: RPK094600002B0

For More Information Please Contact the Treasurer at 208-788-5530

If delinquent, contact Treasurer for amount due.

Year	Base Amount Taxes	1st Half Status	2nd Half Status
2021	\$842.02	Due December 20th	Due June 20th
2020	\$1,137.00	Paid Current	Paid Current
2019	\$1,059.98	Paid Current	Paid Current
2018	\$990.50	Paid Current	Paid Current
2017	\$1,023.82	Paid Current	Paid Current
2016	\$1,067.88	Paid Current	Paid Current
2015	\$1,130.58	Paid Current	Paid Current
2014	\$1,244.58	Paid Current	Paid Current
2013	\$1,310.82	Paid Current	Paid Current
2012	\$1,210.20	Paid Delinquent	Paid Current
2011	\$1,068.04	Paid Delinquent	Paid Current
2010	\$909.86	Paid Current	Paid Current
2009	\$104.28	Paid Current	Paid Current
2009	\$203.90	Paid Current	Paid Current

$$842 \div 12 = 70.17$$

Furnished  
 Cleaning Person

Leaving on Jan 4<sup>th</sup>



# BLAINE COUNTY HOUSING AUTHORITY

## BOARD MEETING AGENDA MEMO

Meeting Date:  Staff Member:

Agenda Item:

### Recommended Motion:

I move to approve the updated 2024 income and net worth limits and maximum housing costs, barring substantial changes after final staff review.

### Reasons for Recommendation:

- BCHA annually adjusts income limits to reflect changes in Blaine County’s Area Median Income. This ensures that income-category-restricted housing units are available to the members of the community who need housing assistance.
- Beginning in 2023, a formula was established for calculating net worth limits for restricted units. The formula ensures that net worth maximums grow with incomes.
- HUD released the 2024 data the week of April 1, and staff has only had time to quickly review and process the data. Staff is providing a preview of the anticipated changes to rent and incomes in order to adequately categorize households for Bluebird leaseup and during compliance reviews.

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

#### GOAL 3: EXPAND, COORDINATE + IMPROVE SERVICES TO CREATE HOUSING STABILITY

OBJECTIVE 2: POSITION BCHA AS PRIMARY POINT OF ENTRY FOR LOCALS SEEKING HOUSING

#### GOAL 5: STEWARD/PRESERVE + EXPAND PORTFOLIO OF DEED RESTRICTED HOMES

OBJECTIVE 1. CONTINUE TO STEWARD INVENTORY OF EXISTING DEED-RESTRICTED HOMES IN BCHA INVENTORY, INCLUDING ONGOING COMPLIANCE

Blaine County Housing Authority updates income limits and maximum housings costs annually. Updates to income limits expand or contract the number of households eligible to access BCHA income-restricted housing within each income category. The income limits directly impact the allowed maximum housing costs, which inform maximum rents that may be charged and sales prices for new restricted housing; higher income limits will result in increased maximum housing costs.

The U.S. Department of Housing and Urban Development (HUD) releases Median Family Income (also known as Area Median Income) and income limits for federal programs annually by county. BCHA derives its income limits from these HUD figures. The Median Family Income that HUD reports is for a 4-person household at 100% Area Median Income. HUD, however, will often adjust income limits for the income categories derived from this MFI figure to account for factors like the drastic year-to-year change, area housing costs, and federal poverty guidelines.

The Blaine County FY2024 Median Family Income (MFI) is \$93,000. This is a 4.5% increase over the FY2022 MFI, \$89,000. However, in FY2023, HUD adjusted the income limits due to issues with available during the COVID-19 pandemic as well as large year-over-year changes in income. Traditionally, HUD uses ceiling and floor adjustments to ensure that income limits do not shift drastically from year to year. Until this year, HUD set its ceiling at a maximum change of 5% for a Category 1 household (50% AMI). HUD derives the 80% MFI (Category 3) limit from the 50% MFI limit. BCHA staff proposed to follow HUD’s methodology and extend the ceiling methodology to BCHA’s other income categories (2, 4, 5, and 6). As a result, the income limit for a 4-person household at 100% Area Median Income in 2023 was adjusted to \$83,900.

In 2024, HUD has adjusted the ceiling limit to a 10% increase for Category 1. The change in the incomes from 2023 to 2024 in Blaine County triggers this 10% ceiling limit and are adjusted accordingly. Staff propose that BCHA follows HUD’s methodology and applies the methodology to BCHA’s other income categories. This will result in an approximately 10% increase in income limits across all categories and household sizes. A preliminary calculation of 2024 Income Limits is below:

**PROPOSED 2024-2025 INCOME CATEGORY LIMITS**

Household Size	Category 1 up to 50% of Median	Category 2 50% to 60% of Median	Category 3 60% to 80% Median	Category 4 80% to 100% of Median	Category 5 100% to 120% of Median	Category 6 120% to 140% of Median
1	\$ 32,300	\$ 38,750	\$ 51,650	\$ 64,550	\$ 77,500	\$ 90,400
2	\$ 36,900	\$ 44,250	\$ 59,000	\$ 73,800	\$ 88,550	\$ 103,300
3	\$ 41,500	\$ 49,800	\$ 66,400	\$ 83,000	\$ 99,600	\$ 116,200
4	\$ 46,100	\$ 55,300	\$ 73,750	\$ 92,200	\$ 110,650	\$ 129,100
5	\$ 49,800	\$ 59,750	\$ 79,650	\$ 99,600	\$ 119,550	\$ 139,450
6	\$ 53,500	\$ 64,150	\$ 85,550	\$ 107,000	\$ 128,400	\$ 149,800

Maximum monthly housing costs are derived directly from Income Limits, at a maximum of 30% of average monthly income – using the limit of the income category below as the ceiling to ensure that every person in the income category is charged an affordable rate. This is a cost increase of about 10% per category and unit size. The preliminary resulting maximum housing cost limits for 2024 are:

**PROPOSED MAXIMUM MONTHLY HOUSING COSTS**

Unit Size	Category 1 up to 50% Median	Category 2 50% to 60% Median	Category 3 60% to 80% Median	Category 4 80% to 100% Median	Category 5 100% to 120% Median	Category 6 120% to 140% Median
Studio	\$ 485	\$ 808	\$ 969	\$ 1,291	\$ 1,614	\$ 1,938
1 BR	\$ 519	\$ 865	\$ 1,038	\$ 1,383	\$ 1,729	\$ 2,076
2 BR	\$ 600	\$ 980	\$ 1,176	\$ 1,568	\$ 1,960	\$ 2,352
3 BR	\$ 713	\$ 1,095	\$ 1,314	\$ 1,752	\$ 2,190	\$ 2,628
4 BR	\$ 915	\$ 1,245	\$ 1,494	\$ 1,991	\$ 2,490	\$ 2,989

In 2023, BCHA Board adopted a maximum net worth limit formula of 2 times the 4-person household limit for each income category, with a 4X multiple allowed for households including persons of retirement age. Asset limits for Category Local (L) are twice the limits established for Category 6. The resulting preliminary resulting net worth limits are the following:

PROPOSED NET WORTH LIMITS

	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category Local (No income limits)
<b>Allowable Net Worth</b>	\$ 92,200	\$ 110,600	\$ 147,500	\$184,400	\$221,300	\$ 258,200	\$516,400
<b>Allowable Net Worth Persons of Retirement Age</b>	\$ 184,400	\$ 221,200	\$ 295,000	\$368,800	\$ 442,600	\$ 516,400	\$1,032,800

**Next Steps**

Staff will spend additional time to doublecheck the proposed figures and ensure accuracy of calculations. Assuming no substantial deviations from the numbers presented in this report, staff will finalize the income limits and publish.

The reason for presenting this to the Board in advance of quality control is because BCHA is responsible for initial screening for Bluebird Village. Since units in Bluebird will be available next month, staff feel that appropriately assigning income categories as soon as possible is a priority. Additionally, annual compliance reviews are set to commence – so having these figures in advance of the next Board meeting would keep that review on track.

Attachments:

- |                           |
|---------------------------|
| 1. RESOLUTION No. 2024-13 |
|---------------------------|

**RESOLUTION No. 2024-13**

**BEFORE THE BOARD OF COMMISSIONERS  
OF THE BLAINE COUNTY HOUSING AUTHORITY  
BLAINE COUNTY, IDAHO**

**A RESOLUTION OF THE BLAINE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS TO  
ADOPT THE INCOME LIMITS AND MAXIMUM HOUSING COSTS, 2024**

- A. WHEREAS, the BCHA maintains income limits and maximum housing costs by income category for administration of its community housing portfolio; and
- B. WHEREAS, the BCHA income limits and maximum housing costs are derived from the United States Department of Housing and Urban Development (HUD) median family income data for Blaine County, which HUD updates and publishes annually in the spring; and
- C. WHEREAS, the income limits and maximum housing costs establish ranges households to qualify for income category-restricted community housing units, establishes maximum allowable rents by unit size, and are used to determine maximum sales price for new community housing units; and
- D. WHEREAS, BCHA administrative staff reviewed the FY2024 HUD median family income data for Blaine County and HUD’s adjustments to the data to derive extremely low, very low and low income limits;
- E. WHEREAS, BCHA administrative staff applied HUD’s adjustment methodology to determine income limits for BCHA’s income categories 1 through 6;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Blaine County Housing Authority, Blaine County, Idaho, as follows:

- 1. The Blaine County Housing Authority Board of Commissioners approves and authorizes the 2024 - 2025 BCHA Income and Net Worth Limits and Maximum Housing Costs, attached and incorporated herein.
- 2. The Blaine County Housing Authority Board of Commissioners and directs BCHA staff to implement the 2024 – 2025 BCHA Income and Net Worth Limits and Maximum Housing Costs.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

**BLAINE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

\_\_\_\_\_

Executive Director

\_\_\_\_\_

Chair





# BLAINE COUNTY HOUSING AUTHORITY

## BOARD MEETING AGENDA MEMO

Meeting Date:  Staff Member:

Agenda Item:

### Recommended Motion:

I move to approve converting one of BCHA’s two permanent housing self-managed rentals to a Category \_\_\_\_\_ ownership unit.

### Reasons for Recommendation:

- BCHA only directly manages two long-term rentals, whereas the majority of BCHA’s rental portfolio is managed by the property managers and owners beholden to the rental deed restriction.
- Staff capacity is better applied to the Housing Navigation System, portfolio management, tenant and buyer screening, compliance, and transitional housing than property management.
- Half of BCHA’s permanent housing inventory is category 4 (81% to 100% AMI).

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

#### GOAL 5: STEWARD/PRESERVE + EXPAND PORTFOLIO OF DEED RESTRICTED HOMES

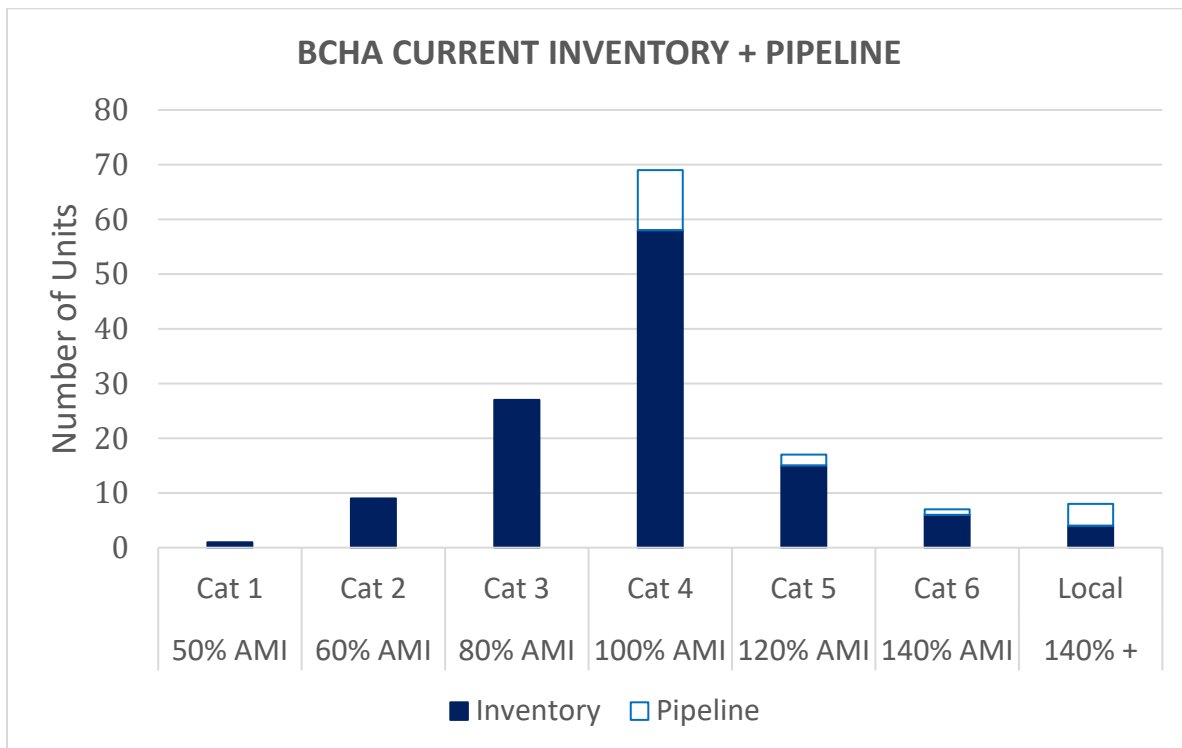
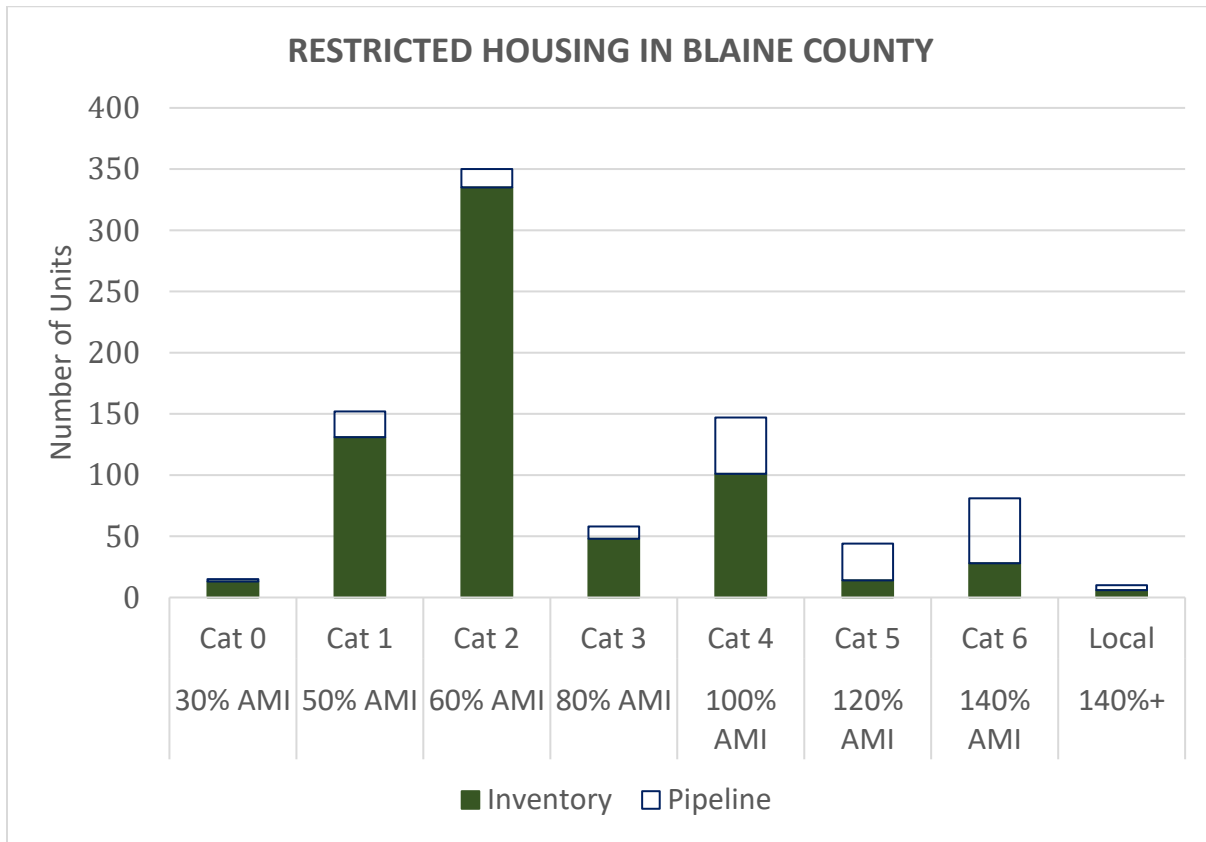
**Why sell?** Aside from the master leased transitional housing, BCHA only property manages two rental units. The remaining 35 rental units have third party property managers, determined and overseen by the owners of those developments. These two rental units take staff time away from other vital responsibilities, such as establishing and maintaining the Housing Navigation System, portfolio management, tenant and buyer screening and placement, compliance, and transitional housing management. The maintenance teams employed for Silvercreek and Lift Tower Lodge benefit from economies of scale – they know those buildings and are on call for emergencies. To streamline staff efforts and relieve staff time, staff recommend converting these two units to ownership – when convenient.

Last week, staff received notice that one of the tenants was moving to more suitable, senior living. That Category 4 unit is now vacant, giving BCHA an opportunity to reorient this asset. Currently, half of BCHA’s permanent housing portfolio is Category 4 (81% to 100% AMI).

#### Why increase income category?

1. Current inventory, pipeline units, and countywide demand:

Countywide, Category 0 (30% AMI), 5 (120% AMI) and Local are the least represented – both for existing and future inventory. Amongst BCHA’s portfolio and pipeline, the least represented amongst those who could manage homeownership with high HOA fees are Category 6 (140% AMI) and Local.



Demand-wise, Category Local has more households seeking or expecting to need housing in the next two years. This is also a larger proportion of the population (~18%) compared to Category 4, 5, and 6 individually

(~12% each). Given BCHA’s current and projected inventory, countywide current and projected inventory, and housing need countywide, the Board could leave as Category 4, or increase to 5, 6, or local.

**2. High monthly costs for owners:**

The other is the high HOA fees on this unit – the CC&Rs of the HOA do not adjust for income-restricted units. The total monthly cost for HOA fees (includes Wi-Fi/cable, sewer, water, power, and gas) and maintenance is about \$620, not including special assessments. Staff have been finding that, unless the CC&Rs reduce responsibility of fees for Community Housing owners in income-restricted units, owners have been struggling to afford to remain in their unit. The table below is for a one-bedroom unit.

	<b>Category 4</b>	<b>Category 5</b>	<b>Category 6</b>	<b>Category Local</b>
Max Monthly Housing Cost	\$1,259	\$1,574	\$1,889	No max
Total Operating Cost (today)	\$620+	\$620+	\$620+	\$620+
Leftover for Mortgage + potential fee increases	Max \$639	Max \$954	Max \$1,269	Max \$1,269+
Maximum Sales Price (what Qualified Buyer pays and BCHA gets)	~\$100,000	~\$140,000	~\$190,000	No Max at 1 <sup>st</sup> sale Est. ~\$245,000 to \$330,000

The initial sale price from BCHA to a Category Local Qualified Buyer would determine the initial starting price for appreciation. Given comparable market prices of \$350,000 to \$390,000, staff estimate 15% to 30% off for the Local market depending on whether the buyer would be interested in a light or .

The proceeds from this sale would return to BCHA.

**Attachments:**

- |                       |
|-----------------------|
| 1. Resolution 2024-11 |
|-----------------------|

**RESOLUTION No. 2024-11**

BEFORE THE BOARD OF COMMISSIONERS  
OF THE BLAINE COUNTY HOUSING AUTHORITY  
BLAINE COUNTY, IDAHO

A RESOLUTION OF THE BLAINE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS TO APPROVE SELLING COMMUNITY HOUSING UNIT 113 ANGANI WAY, UNIT 2091, SUN VALLEY TO A QUALIFIED BUYER AT \_\_\_\_\_ INCOME CATEGORY

WHEREAS, the Blaine County Housing Authority (BCHA) Strategic Plan, 2022, includes the goal to steward/preserve + expand the portfolio of deed restricted homes and one action in the 2024 Action Plan is to continue compliance review of existing deed restricted units; and

WHEREAS, BCHA only directly manages two long-term rentals, whereas the majority of BCHA’s rental portfolio is managed by the property managers and owners beholden to the rental deed restrictio.;

WHEREAS, Staff capacity is better applied to the Housing Navigation System, portfolio management, tenant and buyer screening, compliance, and transitional housing than property management; and

WHEREAS, Half of BCHA’s permanent housing inventory is category 4 (81% to 100% AMI) – the unit’s current income level – and operating costs on this unit are over \$600 per month without including a mortgage or special assessments; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Blaine County Housing Authority, Blaine County, Idaho, as follows:

Section 1. The Blaine County Housing Authority Board of Commissioners approves that Community Housing Unit 113, Angani Way, Unit 2091 in Sun Valley, Idaho, be sold to a Qualified Buyer of \_\_\_\_\_ Income Category.

Section 2. The Blaine County Housing Authority Board of Commissioners instructs Executive Director to market the unit to prospective, qualified applicants under BCHA’s Community Housing Guidelines and execute a Purchase and Sale Agreement between BCHA and the Qualified Buyer.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chair