



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