



Foothills Gateway, Inc.

Supporting People with Disabilities

*We believe in a life of opportunity, of choice, and of dignity
for every individual, regardless of age or ability.*

*The Mission of Foothills Gateway, Inc. is to advocate for and empower
individuals with disabilities to lead lives of their choice.*

Board of Director's Meeting Agenda February 19, 2019 7:00 pm

MEETING CALLED TO ORDER 10 min.

Public Comment - The Board allocates 10 minutes at the beginning of each board meeting for "Public Comment". Each speaker, at the Chair's discretion, may speak for up to five minutes.

Potential Board Members – Should any potential Board members be in attendance, the Board allocates this time for introductions.

PRESENTATIONS

Housing Choice Vouchers – Renee Walker, Housing Coordinator 15 min.
Ascend Presentation 15 min.

CONSENT AGENDA

Approval of Board Meeting Minutes – January 15, 2019 2 min.

FINANCIAL REPORT

Approval of Financial Report 10 min.

OLD BUSINESS

Legislator of the Year vote 15 min.

NEW BUSINESS

Policy Review 15 min.
Corporate Resolution

EXECUTIVE TEAM UPDATES

15 min.

COMMITTEE REPORTS

20 min.

Executive Committee
Fiscal and Property Committee
Legislative Affairs Committee
Joint Resource Committee

ADJOURNMENT

OVERVIEW OF HOUSING CHOICE VOUCHER PROGRAM



The HUD housing program is administered by Foothills Gateway, Inc. under contract with the Department of Local Affairs, Division of Housing, State of Colorado.

HISTORY OF FG HUD PROGRAM

- The Housing Choice Voucher (HCV) program began at FGI in 1985 with 3 individuals receiving assistance.
- The program has grown since its inception and there are currently (2/19) 97 individuals in the FGI HCV program.
- FGI receives a flat rate administration payment per voucher on a monthly basis.

WAITING LIST PROCESS

- Foothills Gateway can open and close the Housing Choice Voucher waiting list as needed. Individuals qualify for subsidized housing based on disability, homelessness, or domestic violence preferences and income limits. Foothills Gateway Housing Coordinators are required to run a CBI background check, verify that the individual is not listed in the National Sex Offender data base, and determine that they do not owe money to another housing authority.



WAITING LIST STATUS

- Foothills Gateway opened the waiting list for HCV in October 2015. There were a total of 49 applications received. As of 10/2018, all vouchers have been issued and there are currently no individuals waiting to be served in the housing program.

The HCV Admission Process

- When a voucher is issued to the applicant after the eligibility process is complete, the Housing Coordinator must have all required documents (photo ID, birth certificate, Social Security card) and verify that the family still meets all eligibility criteria by reviewing income.



THE LEASE-UP PROCESS

- It is the responsibility of the family to locate appropriate housing. The landlord must complete the Request for Tenancy Approval, verifying that they are willing to work with the program, and tenants must provide the landlord with all requested documentation. The landlord will complete a background check as well as a credit history for appropriateness of tenancy.



The 40% RULE

- The Housing Coordinator must have all verifications of income third party verified to determine whether the family may lease a unit based on the 40% rule. This applies only to new tenants and any current HCV tenant who moves. If the total tenant payment (rent and utilities) exceeds 40% of the tenant's income, Housing Assistance Payment (HAP) contracts will not be signed.

THE HQS INSPECTION

- The Housing Quality Standards (HQS) inspection must be completed prior to the family occupying the unit. Under no circumstances will HUD begin payment on a unit that has not passed the HQS inspection. The inspection is done in advance so that failed items can be addressed prior to the family moving in and prior to the completion of the HAP contract.



THE HAP CONTRACT

- Housing Assistance Payment (HAP) contracts must be set up directly with the landlord/owner or property management company. Foothills Gateway does not enter into HAP contracts for tenants or service provider agencies. Owners must agree to enter into the HAP contract before a Section 8 participant signs the residential lease.



THE RESIDENTIAL LEASE

- HCV tenants sign their own lease in their own right, regardless of whether a service provider agency is involved. HAP contracts must match the lease dates and are in effect for a 12 month period (minimum of 6 months)



SPECIAL HOUSING TYPES

- There are many special housing types served in the Housing Choice Voucher program. These include roommate settings, host homes, and independent settings.
- The type of living situation determines the "Payment Standard" that is utilized. Payment Standards are published by HUD on an annual basis and determine the amount of the housing subsidy.



VOUCHER UTILIZATION

- The Division of Housing strongly encourages that contract agencies utilize vouchers to their fullest potential.
- Shared housing situations do not utilize vouchers to their maximum financial assistance.
- For this reason, it is strongly recommended that individuals in comprehensive services do not apply for the waiting list, unless the long term goal is independent living in their own unit.

WHAT ABOUT ROOMMATES?

- Each tenant in a roommate situation must have their own separate lease and HAP contract. Property management companies and apartment complexes are not able to do separate leases for the same unit. Roommate situations may not be done unless the Housing Coordinator has control of the lease (agency owns unit, private landlord who agrees to the separate lease/HAP requirement).
- There is currently only one individual utilizing this type of shared housing voucher.



ROOMMATES Continued

- Assisted tenant sharing a home with other assisted or non-assisted tenants.
- Unit includes common and private space and must have two or more bedrooms.
- Entire unit must pass HQS, not just the room occupied by the HCV tenant.
- Each assisted tenant must have a separate lease and HAP contract.
- Rent and utilities are divided by the number of tenants.



HOST HOMES

- Assisted tenant shares a home with the owner (not a relative).
- Unit includes common and private space and must have two or more bedrooms.
- Entire unit must pass HQS.
- Assisted tenant must have a lease and HAP contract signed by the owner/provider.
- Rent is calculated by dividing the Payment Standard for the total unit size by the number of bedrooms in the unit.
- Since this type of housing does not utilize vouchers to their fullest potential, there is only 1 Host Home at this time.



LIVE-IN AIDES

- Person residing with the tenant must be necessary for the care and well-being of the tenant, enabling them to live independently. This must be documented initially by a knowledgeable professional.
- Live-in-aides will be considered household members and must be approved by the state.
- Any change in a Live-in- aide must be reported to the Housing Coordinator within 10 days.



MORE ABOUT LIA

- If a Live-in-aide is not in place at the tenant's next annual recertification, the tenant will have the option of paying the difference in unsubsidized rent or moving to a 1 bedroom (less expensive) unit.
- 24 hour rotating staff are not considered LIA. This situation requires another type of Reasonable Accommodation.
- The subsidy is based on a 2 bedroom Payment Standard and only the participant's income is considered. The LIA cannot contribute to rent or utilities.
- Unit must have common and private space and entire unit must pass HQS.
- The lease and HAP contracts include the LIA. The LIA will not sign the lease but his/her name and relationship to the tenant must be listed on the HAP contract.
- FGI currently has 12 individuals approved for a LIA voucher.



THE RE-CERTIFICATION PROCESS

- Families are re-certified on an annual basis.
- All verifications for income, financial accounts, and any deductions must be re-evaluated.
- The re-certification process must begin 120 days prior to the annual deadline.
- Verifications cannot be more than 120 days old from the date of the certification month.



ADDITIONAL TIDBITS

- Housing vouchers are portable and may be taken to other areas of Colorado and anywhere within the United States.
- There is an option under Reasonable Accommodation guidelines that may allow a parent to own a unit and rent it to their disabled child. FGI currently has 17 individuals renting from a relative.
- The "head of household" does not need to be the disabled family member. FGI currently has 5 families in the program.
- Homeownership opportunities are also available after the tenant has been in the rental voucher program for a minimum of one year and is considered to be in good standing with the program. FGI currently has 9 individuals in the homeownership program.



WHAT ABOUT NON-HCV UNITS

- All units occupied by individuals in Comprehensive services must pass a HQS inspection to guarantee a basic level of acceptable housing (decent, safe, sanitary). This is a DIDD Regulation (8.609.7)
- It is the expectation of the Community Centered Board (CCB) that PASA staff attend the Housing Quality Standards training in order to provide initial and on-going housing quality monitoring.



FOOTHILLS GATEWAY, INC.

UNAUDITED

Preliminary Financial Reports
for the 7 months ending January 31, 2019

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 0.8% under YTD Budget
- * Expenses are 2.7% under YTD Budget
- * Net Loss is \$228,290 less than YTD Budgeted Net Loss

Financial Status	at June 30, 2018	at January 31, 2019	Incr (Decr)
Total Assets	\$12,991,027	\$10,563,163	(\$2,427,865)
Total Liabilities	\$1,598,780	\$1,372,313	(\$226,467)
Net Assets (Fund Balances)	\$11,392,247	\$9,190,849	(\$2,201,397)
Undesignated Net Assets	\$3,275,114	\$1,185,897	(\$2,089,217)
Designated Net Assets	\$8,117,135	\$8,004,952	(\$112,183)

Current Year Financial Performance at 7 months / 58.3% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Annual Budget	% Actual to Annual Budget
Revenues					
State/Medicaid Funds	\$7,782,551	\$7,952,073	97.9%	\$13,822,144	56.3%
Vocational Income	175,018	148,393	117.9%	254,388	68.8%
Public Support	152,991	110,850	138.0%	209,200	73.1%
Larimer County Mill Levy	254,191	274,357	92.6%	4,150,956	6.1%
Other	300,338	251,664	119.3%	322,460	93.1%
Total Revenue	\$8,665,089	\$8,737,337	99.2%	\$18,759,148	46.2%
Expenses					
Salaries, Taxes & Benefits - Staff	\$6,803,183	\$7,034,760	96.7%	\$11,950,081	56.9%
Salaries, Taxes & Ben - Individuals in Svcs	186,115	158,319	117.6%	271,404	68.6%
Vocational/Contract Supplies	18,055	15,750	114.6%	24,600	73.4%
Supplies, Equipment & Building Expense	576,442	696,965	82.7%	1,168,855	49.3%
Vehicle Expense	233,323	252,876	92.3%	429,991	54.3%
Program Related Expense	1,792,802	1,742,326	102.9%	2,915,762	61.5%
Purchase of Service	1,044,738	1,039,571	100.5%	1,787,244	58.5%
Other	211,829	226,457	93.5%	465,452	45.5%
Total Expenses	\$10,866,486	\$11,167,024	97.3%	\$19,013,389	57.2%
Revenue Over (Under) Expense	(\$2,201,397)	(\$2,429,687)	90.6%	(\$254,241)	865.9%



Policy Change Request Form

Name of Policy Requesting Change Gift Acceptance

Current Policy Book Section (s) Community Centered Board/Fiscal Management

What change is requested?(also, please attach old policy and requested policy)

Remove final sentence of the Policy. It should be in the Procedure not the Policy.

Why is this Policy change necessary?

This is for clarity.

Submitted By Debbie Klein

FOOTHILLS GATEWAY, INC.

Gift Acceptance

POLICY:

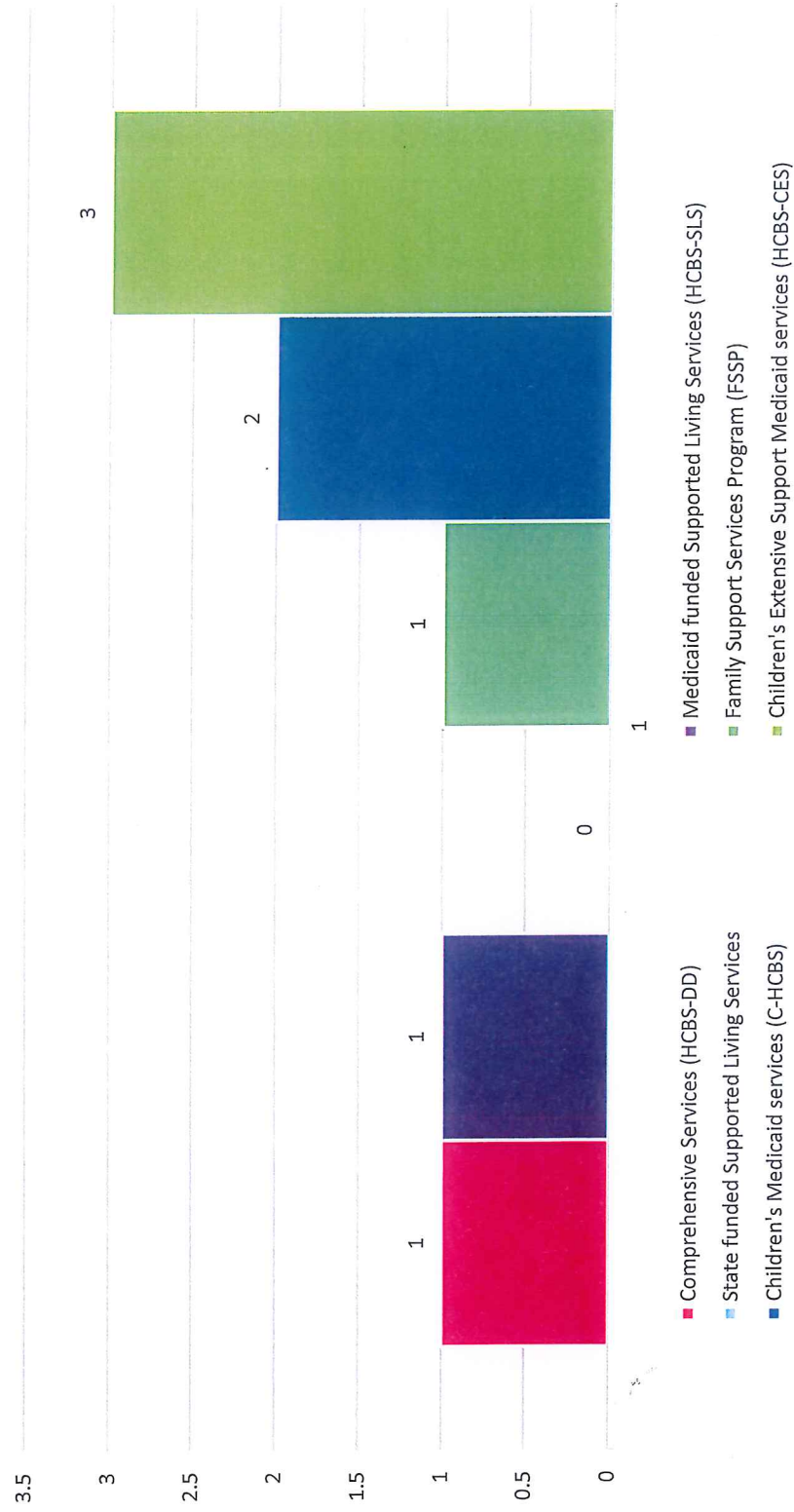
It is the policy of Foothills Gateway, Inc. to encourage and accept gifts to the organization in any amount to help us meet our mission and vision. Foothills Gateway, Inc. also seeks to preserve the assets of the organization from liabilities that would diminish the philanthropic impact of the generous gifts of its donors. ~~In order to achieve these goals, and to promote understanding on the part of donors and the community, Foothills Gateway subscribes to the following procedures concerning the acceptance of gifts:~~

January

Comprehensive Services (HCBS-DD)
 Medicaid funded Supported Living Services (HCBS-SLS)
 State funded Supported Living Services
 Family Support Services Program (FSSP)
 Children's Medicaid services (C-HCBS)
 Children's Extensive Support Medicaid services (HCBS-CES)

1
 1
 0
 1
 2
 3

of Enrollments by Program for January 2019

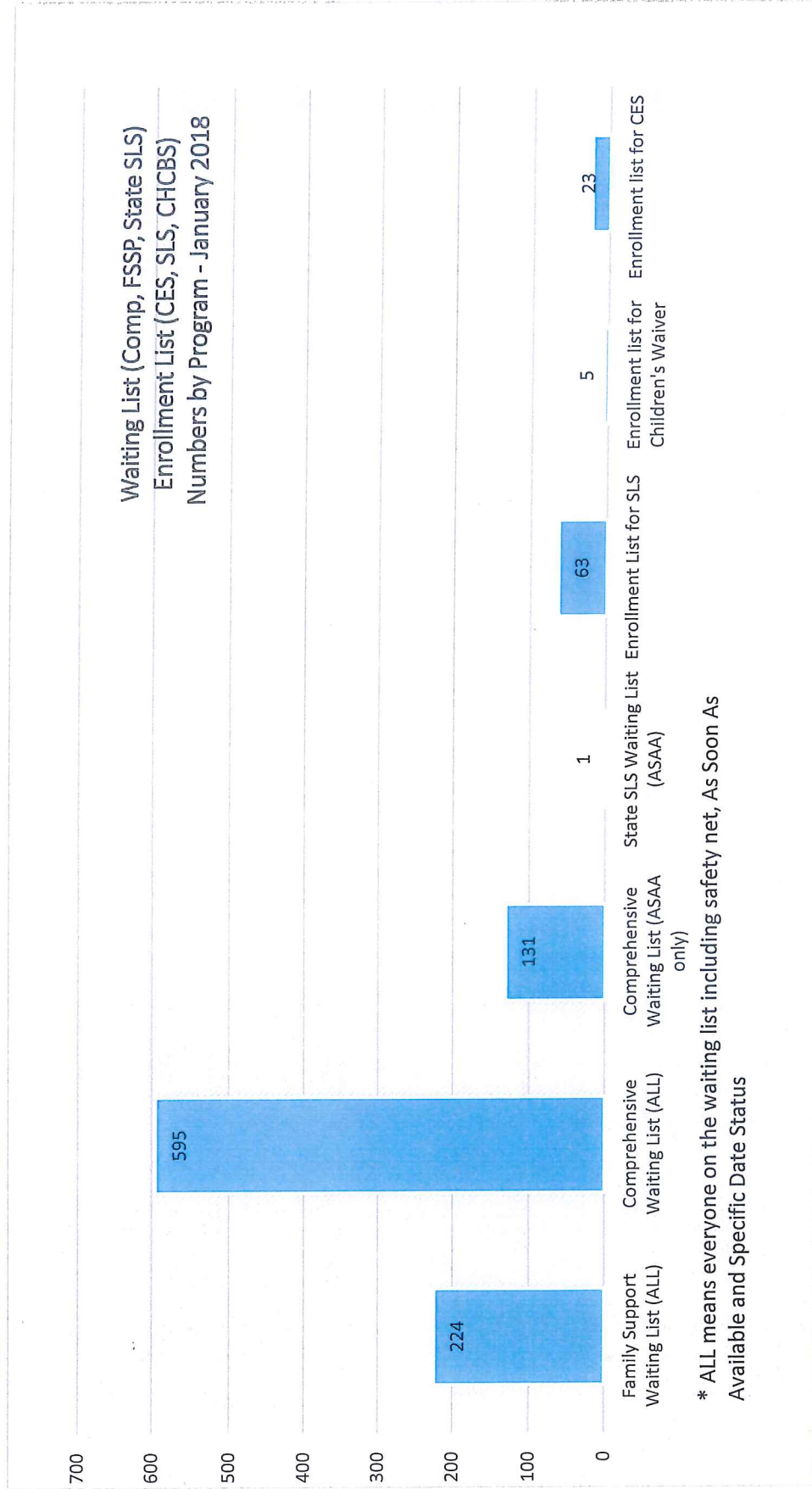


Waiting List numbers

Family Support Waiting List (ALL)
 Comprehensive Waiting List (ALL)
 Comprehensive Waiting List (ASAA only)
 State SLS Waiting List (ASAA)
 Enrollment List for SLS
 Enrollment list for Children's Waiver
 Enrollment list for CES

January

224
 595
 131
 1
 63
 5
 23



* ALL means everyone on the waiting list including safety net, As Soon As Available and Specific Date Status

Determinations completed December 2018

Eligible Not Eligible

Adult

9 0

FSSP

4 3

Total

13 3

DD Determinations January 2019

