



**Boulder County Housing Authority Board Packet  
March 31, 2020 Meeting Packet**

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**BCHA Executed Contracts**

**January 21, 2020 - March 23, 2020**

<b>Date Executed</b>	<b>Contractor Name</b>	<b>Description</b>	<b>Contract Amount (*not to exceed)</b>
01/23/20	City of Boulder	Grant Application: HOME funding from the Boulder Broomfield Regional Consortium for Coffman Street development	\$ 1,050,000.00 *
01/23/20	Boulder County Housing and Human Services	Family Self Sufficiency (Amendment to add \$65,500)	\$ 65,500.00 *
01/23/20	Boulder County Housing and Human Services	HHS and BCHA Master Use Agreement (for HHS programming at BCHA sites)	\$ -
01/23/20	Boulder County Housing and Human Services	HHS and BCHA MOU (for HHS third party programming at BCHA sites)	\$ -
01/28/20	Coffman Place LLC and Coffman Place GP LLC	operating agreements for the two legal entities that we needed to create in anticipation of BCHA's partial ownership in the Coffman project	\$ -
02/04/20	Aqua-Chem Inc.	water treatment services for Lydia Morgan cooling tower/boiler (Amendment 01)	\$ 9,999.00 *
02/04/20	Bureau Veritas Technical Assessments LLC (EMG)	Capital needs assessment for three BCHA Rural Development properties (Prime Haven, Walter Self, Casa)	\$ 10,000.00 *
02/04/20	Stonebridge Builders, LLC	Siding, windows and structural work at Sunnyside Place in Louisville	\$ 600,000.00 *
02/06/20	SB Clark	Financial and technical advisement services for the Coffman project in Longmont	\$ 80,000.00 *
02/12/20	EAP Glass Services, LLC	Continuing services contract for glass and door services (Amendment 01)	\$ 9,999.00 *
02/13/20	Allied Waste dba Republic Services	Trash, Recycling and Composting services at Nederland (Rodeo & Prime Haven) (Amendment 03)	\$ 4,000.00 *
02/13/20	Allied Waste dba Republic Services	Trash at Sunnyside (Amendment 02)	\$ 3,000.00 *
02/13/20	Allied Waste dba Republic Services	Trash at Cottonwood (Amendment 02)	\$ 10,000.00 *
02/17/20	Allied Waste dba Republic Services	Trash, Recycling and Composting services at JC (Renewal 03)	\$ 10,000.00 *
02/20/20	Cummins Inc	Planned maintenance services for generators at Kestrel, Josephine Commons and Lydia Morgan. Scope of work also includes as-needed repairs or services on the generators.	\$ 9,999.00 *
02/27/20	Mike's Specialties, Inc. (MSI Welding)	continuing services contract for welding/fabrication (SOQ 6725-17)	\$ 25,000.00 *
03/03/20	Pinkard Construction Co	Pre-construction at Coffman (Amendment to extend through 5/31/2020)	\$ 114,870.00 *
03/03/20	Tschetter Sulzer	BCHA master lease project	\$ 10,000.00 *
03/04/20	Terracon Consultants, Inc.	Geotechnical services for Coffman	\$ 5,150.00 *
03/10/20	Hot & Cold Mechanical	continuing services contract for HVAC (SOQ 6697-17) (Amendment for CY20-21)	\$ 100,000.00 *
03/10/20	Stonebridge Builders	Siding, windows and structural work at Sunnyside Place in Louisville (Amendment to include HVAC work) - additional \$220k to original contract amount	\$ 220,000.00 *
03/12/20	Magic Cleaners of Colorado	on-call cleaning services (community rooms and unit turnovers) Amendment 02 for 2020	\$ 49,999.00 *
03/18/20	Boulder County Housing and Human Services	Amendment to Master Use Agreement - Boy Scouts agreement for Casa	\$ -

**Human Services Executed Contracts**  
**January 21, 2020 - March 23, 2020**

Date Executed	Contractor Name	Description	Contract Amount (*not to exceed)
01/21/20	Emergency Family Assistance Association (EFAA)	Task Order 2020-04: Family Resource Center	\$ 361,538.00 *
01/21/20	Safe Shelter of St. Vrain Valley	Task Order 2020-01: General Operating	\$ 105,987.00 *
01/21/20	Sister Carmen Community Center (SCCC)	Task Order 2020-01: Housing Stabilization Program	\$ 99,750.00 *
01/23/20	Association for Community Living in Boulder & Broomfield Counties, Inc. (ACL)	IDD/Developmental Disabilities (Amendment 04)	\$ 118,635.00 *
01/23/20	Mother House	General Operating (Amendment 05)	\$ 10,500.00 *
01/23/20	Sister Carmen Community Center (SCCC)	Task Order 2020-03: Family Resource Center	\$ 304,488.00 *
01/23/20	Boulder County Housing Authority	Family Self Sufficiency (Amendment to add \$65,500)	\$ 65,500.00 *
01/23/20	Boulder County Housing Authority	HHS and BCHA Master Use Agreement (for HHS programming at BCHA sites)	\$ -
01/23/20	Boulder County Housing Authority	HHS and BCHA MOU (for HHS third party programming at BCHA sites)	\$ -
01/27/20	Alida Fischer Therapy, LLC	Therapeutic Services (Amendment 03: amend fee schedule to change rate for informed supervision classes)	\$ 50,000.00 *
01/28/20	The Inn Between of Longmont, Inc.	Task Order 2020-02: General Operating	\$ 78,750.00 *
01/28/20	Workforce Boulder County (WfBC)	Task Order 2019-03: Employment First (EF)	\$ 35,915.00 *
01/29/20	Kristy Briggs	home studies and child studies (amendment 05 to update fee schedule for child studies)	\$ -
01/29/20	Pam Cummings	Home Studies - amendment to add child studies	\$ -
01/29/20	Sister Carmen Community Center	Use Agreement with HHS for Aspinwall - parenting classes	\$ -
01/29/20	Voices for Children, Inc., CASA of Boulder County	General Operating (amendment 05 for CY20)	\$ 33,527.00 *
01/30/20	Shiloh Home	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
02/01/20	Joan Oldenburg	child studies and redaction of files for adoption (amendment to update child studies fee schedule)	\$ -
02/01/20	Tennyson Center for Children	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
02/04/20	Clinica Campesina/Family Health Services	Task Order 2020-01: general operating	\$ 617,253.00 *
02/04/20	OUR Center	Task Order 2020-01: Housing Stabilization Program	\$ 135,250.00 *
02/06/20	Attention Inc., dba Attention Homes	Task Order 2020-04: supportive housing case management services	\$ 60,000.00 *
02/06/20	Boulder Shelter for the Homeless	Task Order 2020-04: Permanent Supportive Housing case management	\$ 75,000.00 *
02/07/20	Connect for Health Colorado (C4HCO)	Grant application: supplemental application to keep hourly for additional two months	\$ 11,526.24 *
02/07/20	Jo Mattoon Associates	staff coaching for FCS	\$ 9,999.00 *
02/11/20	Boulder Shelter for the Homeless	Task Order 2020-06: Housing-Focused Shelter (HFS)	\$ 546,383.00 *
02/11/20	Boulder Shelter for the Homeless	Task Order 2020-08: Housing Stabilization Program/Emergency Solutions Grant	\$ 65,000.00 *
02/11/20	Loon Bay Inc (Elizabeth Paddock)	home studies and child studies (amendment to update child studies fee schedule)	\$ -
02/12/20	Bridge House	Task Order 2020-04: To share data and to coordinate service operations within the larger framework of Homeless Solutions for Boulder County (HSBC)	\$ 31,500.00 *
02/12/20	Sister Carmen Community Center	Task Order 2020-04: Parent Education/Nurturing Parenting	\$ 26,250.00 *
02/13/20	Boulder Valley Women's Health Center, Inc.	Task Order 2020-01: General Operating	\$ 217,350.00 *
02/13/20	Orbis Partners, LLC	Software license for the Massachusetts Youth Screening Instrument	\$ 1,450.00 *
02/18/20	Center for People with Disabilities	Task Order 2020-02: general operating (IDD)	\$ 193,875.00 *

Date Executed	Contractor Name	Description	Contract Amount (*not to exceed)
02/18/20	Sister Carmen Community Center	Task Order 2020-05: Family Development Credential (FDC)	\$ 52,500.00 *
02/20/20	Boulder Shelter for the Homeless	Task Order 2020-05: Coordinated Entry (CE) Case Management	\$ 200,000.00 *
02/23/20	Specialized Alternatives for Families and Youth (SAFY)	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
02/24/20	Attention Homes Chase House	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
02/24/20	Maple Star	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
02/24/20	Shiloh Home	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
02/25/20	Children First of the Rockies	General Operating (Amendment 05)	\$ 74,544.00 *
02/25/20	Mental Health Center of Boulder County, Inc. dba Mental Health Partners (MHP)	Task Order 2020-03: Senior Reach	\$ 67,500.00 *
02/26/20	Kaleidoscope Therapy Services LLC (Kelly Garcia-Brauch)	home studies	\$ 25,000.00 *
02/27/20	Cornell Corrections dba Southern Peaks Regional Treatment Center	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
02/27/20	Mental Health Center of Boulder County, Inc. dba Mental Health Partners (MHP)	Task Order 2020-02: Community-Based Mental Health Services	\$ 198,359.00 *
02/27/20	Whimspire	Out-of-Home Placement Agreement	\$ -
02/27/20	YWCA of Boulder County	Task Order 2020-01: General Operating	\$ 167,633.00 *
02/28/20	Third Way	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
02/28/20	Whimspire CPA	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
03/02/20	Shiloh	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
03/02/20	Specialized Alternatives for Families and Youth (SAFY)	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
03/03/20	Nederland Community Center (Town of Nederland)	Employment First (EF) Workfare Agreement	\$ -
03/04/20	Bridge House	Task Order 2020-01: Housing Stabilization Program	\$ 47,250.00 *
03/04/20	MapleStar - Lund Home	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
03/05/20	Workforce Boulder County (WfBC)	Task Order 2019-01: TANF (Additional \$50k for occupational skills training)	\$ 50,000.00 *
03/06/20	Attention Homes Chase House	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
03/09/20	Parker Personal Care Homes	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
03/09/20	Savio	Out-of-Home Placement Agreement (Addendum to add child-specific agreement)	\$ -
03/12/20	Chelsea Cook	Child Studies	\$ 25,000.00 *
03/16/20	Behavioral Treatment Services dba Center for Change	cognitive behavioral treatment (CBT) (IMPACT) Amendment 04	\$ 24,000.00 *
03/17/20	Cottonwood Institute	Summer camping trips and on-site environmental programs for middle and high school students at Casa de la Esperanza	\$ 1,200.00 *
03/18/20	HopSkipDrive, Inc.	Transportation of foster youth (Amendment 4)	\$ 40,000.00 *
03/18/20	Marcia Howell	Victim Advocate Services for Project REACH	\$ 20,000.00 *
03/18/20	Boulder County Housing Authority	Amendment to Master Use Agreement - Boy Scouts agreement for Casa	\$ -
03/20/20	UABACO, LLC	Substance Abuse Monitoring (Amendment)	\$ 40,000.00 *



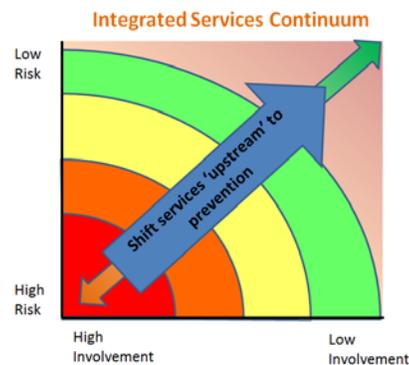
# Department of Housing & Human Services

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[www.bouldercountyhhs.org](http://www.bouldercountyhhs.org)

## Boulder County Housing Authority Monthly Board Packet March 2020 Boulder County Housing Financials and Occupancy Rates

**Vision:** We are building a healthy, connected community that empowers people and strengthens families by confronting the root causes of crisis and instability.



### Agenda

1. **Call to Order, Boulder County Housing Authority**
2. Director’s Memo and Housing Update – Frank Alexander
  - a. Tungsten Village – Construction
  - b. Coffman Closing - Predevelopment
  - c. Willoughby Corner – Predevelopment and Planning
  - d. Boulder Day Nursery – Property Acquisition
3. Boulder County Housing Authority Development – Norrie Boyd and Justin Lightfield
4. Boulder County Housing Authority Finance Update – Will Kugel

### Upcoming Meetings

**Boulder County Housing Authority – April 28, 2020**

**Commissioners’ Hearing Room – 3rd Floor, Boulder County Courthouse, Boulder, Colorado**

Current and past packets for the Boulder County Housing Authority Board, the Boulder County Human Services Board, and the Housing & Human Services Advisory Committee can be accessed at the links below:

[Boulder County Housing Authority Board Packets](#)

[Boulder County Human Services Board Packets](#)

[Housing & Human Services Advisory Committee Packets](#)



# Department of Housing & Human Services

Housing Office: 2525 13<sup>th</sup> Street, Suite 204 • Boulder, Colorado 80304 • Tel: 303.441.1000 Fax: 720.564.2283  
Human Services: Boulder Office • 3460 Broadway • Boulder, Colorado 80304 • Tel: 303.441.1000 Fax 303.441.1523  
Longmont Office • 515 Coffman Street, Suite 100 • Longmont, Colorado 80501 • Tel: 303.441.1000

[www.bouldercountyhhs.org](http://www.bouldercountyhhs.org)

DATE: March 26, 2020  
TO: *BCHA Board*  
FROM: Frank Alexander, Director of Housing & Human Services  
CC: Norrie Boyd, Housing Division Director  
Will Kugel, HHS Finance Division Director  
SUBJECT: Update to BCHA Board – March 2020

## **Development:**

Boulder County Housing Authority currently has the following four development and acquisition projects underway:

### **1. Tungsten Village – Construction**

Tungsten Village is progressing well and continues to move forward on schedule for a late-July completion date. The contractors are working toward completing all exterior building finishes, with the exception of caulking, gutters and solar panels, by the end of this month. Internal building work, occurring simultaneously, is expected to be completed by the end of April.

Since the start of construction, BCHA staff, contractors and architects have been meeting weekly, previously alternating between site visits and phone calls, to communicate progress, confirm plans, and discuss potential obstacles. As the local COVID-19 situation has evolved, our contractor, Milender White, continues to provide the team with timely updates, as they continue to take reasonable steps to prevent delays while continuing to maintain a safe workplace for employees, subcontractors and neighboring residents.

Projected next steps for BCHA development and operations staff include the following:

- Application release: Spring 2020
- Tenant Screening/Lease-Up: Begin early summer 2020
- Completion/Ribbon-cutting: August 2020
- Tenant Move-in: September 2020

### **2. Coffman Closing – Predevelopment**

Earlier this year, BCHA selected Citi Community Capital as its lender, and Enterprise Housing Credit Investments as its investor. Staff continue to work closely with internal finance and legal staff and all external partners to meet an anticipated June financial closing.

The architect and design team submitted for Site Development Permit and expects to hear from the City by May. Additionally, by closing, the design team anticipates approval of the parking garage building foundations/structure permit and for the residential building foundations permit.

On March 10<sup>th</sup>, staff held an Open House event at the Longmont Chamber of Commerce. More than 35 people attended, including local business owners, area residents, and City representatives, including staff, committee members and council members. The event served as an opportunity to update the community on the progress of the development and to answer questions.

The official name of the development is now “The Spoke on Coffman”, developed through a “Longmont, Name That Neighborhood” contest designed by Communications staff. Over a two-month period, beginning in January, local businesses and residents were asked to submit their name suggestions. Overall, there were 33 names submitted by local businesses and area residents. Of the 33 entries, four finalists were announced to local business owners, area residents, and City representatives. A total of 135 votes were cast through a public survey and “The Spoke” received overwhelming support.

Overall, our team of staff and consultants has demonstrated resilience and progress during this uncertain period. Our contractors, RNN Architects and Pinkard Construction, are currently working remotely, and subcontractors have followed suit while the team utilizes digital platforms to collaborate and continue to design the development.

Projected next steps for BCHA development and operations staff include the following:

- Anticipated Building Department approval: May 2020
- Anticipated Closing: June 2020
- Construction Begins: Late June 2020
- Application release: Late third quarter 2021
- Tenant Screening/Lease-Up: Mid fourth quarter 2021
- Completion/Ribbon-cutting: January 2022
- Tenant Move-in: Early first quarter 2022

### **3. Willoughby Corner – Predevelopment and Planning**

Willoughby Corner is continuing to focus on outreach, design and planning in its predevelopment stage.

To date, outreach has consisted of distribute of close to 5,000 flyers and postcards to nearby households and local businesses; 25 community meetings, including three held in Spanish, and open houses with more than 500 attendees; and nine meetings initiated by BCHA with the East Lafayette Advisory Committee (ELAC).

The following work have been completed in 2019:

- Initial Sketch Plan Submittal to Lafayette
- Neighborhood Meeting with City Staff
- BCHA Resubmits the Preliminary Plan Based on Feedback

- BCHA Third Submittal
- BCHA Fourth Submittal
- Planning Commission

The following are next steps in the planning process:

- Preliminary Plan Submittal: first submittal is March 27, 2020. This will eventually include a public hearing before the Planning Commission. The Planning Commission date is not yet defined and will be based on staff engineering review of the multiple preliminary plan submittals prior to Final Plan submittal.
- Final Plan Submittal: 2<sup>nd</sup> quarter 2020 anticipated, which will include a public hearing before Lafayette City Council.

#### **4. Boulder Day Nursery – Property Acquisition**

BCHA is in contract to acquire an 8,700 square foot building and five parcels of office pads in Lafayette. The site, located, on South Boulder Road a few blocks east of Highway 42, currently houses a child care center operated by Boulder County Head Start. After BCHA takes ownership, Head Start will continue to lease the property from the housing authority at a below-market rate.

The site, appraised at close to \$1.5 million, will be purchased for \$1.2 million, and paid for by Boulder County Worthy Cause funds. Closing is anticipated to be held March 31, after all contracts are in place for the center’s essential services.

#### **Section 8 Voucher Status:**

The BCHA voucher team continues to meet their goal of maximizing the number of vouchers that are leased in the community. As of February 2020, BCHA had 890 vouchers issued to clients, which represents 99% of the total vouchers available. While HUD has not yet formally announced BCHA’s 2020 funding for the program, preliminary documents indicate a 20% increase to 2019 funding, which would be \$10.8M if awarded. BCHA staff have created a voucher projection tool in order to closely monitor spending so that the team can swiftly respond to any changes in funding levels.

#### **Occupancy:**

As of February 2020, the occupancy rate for the BCHA portfolio of 368 units was 91%, and 100%, 95% and 97% at Josephine Commons (74 units), Aspinwall (167 units), and Kestrel (200 units), respectively. The BCHA property management and maintenance teams have successfully streamlined operations and processes to reduce the time it takes to inspect, clean, and fill a vacant unit. However, BCHA is not fully staffed at this time, therefore staffing challenges continue to impact the complex compliance verification process and lease-up rates.

The Low-Income Housing Tax Credit projects (Aspinwall, Josephine Commons, and Kestrel) continue to meet occupancy expectations for the following reasons: regular community interest resulting in an active waiting list; available rentals to both non-voucher and voucher holders; and the properties are more marketable as they are newer construction

with amenities (and included utilities) and they have fewer regulatory and eligibility requirements than the subsidized units in the BCHA portfolio.

The BCHA portfolio consists of older properties, and BCHA staff are actively working on a modified capital improvement plan to increase the marketability and investments in the aging portfolio. Additionally, the BCHA portfolio includes a number of subsidized units. The subsidized units are designated for very specific populations and have many stipulations for eligibility. Therefore, these properties often require significantly more outreach and coordination in order to lease up. The regulatory requirements also require additional staff and administrative efforts to identify a renter who meets the specific eligibility requirements.

**2019 Audits and Tax Filings:**

Low-Income Housing Tax Credit (LIHTC) Projects: The 2019 audits for each of the tax credit properties (Josephine Commons LLC, Aspinwall LLC, and Kestrel LLC) are well underway. In fact, most of the tax credit entity audits have been completed and are waiting on final investor approval before publication. The tax credit audits are normally completed by early March and then provided to the investor for review and feedback.

Boulder County Housing Authority (BCHA): The BCHA audit work is ramping up now. Monday, March 23<sup>rd</sup>, was the deadline for BCHA staff to have all the provided by client (PBC) information uploaded to the auditor's web portal. The auditor, Eide Bailly LLP, is working on reviewing the materials and completing a variety of testing the weeks of March 23<sup>rd</sup> and March 30<sup>th</sup>. The auditors were scheduled to be on-site the week of March 30<sup>th</sup>, but given the COVID-19 situation, this work is being completed remotely. As a result, there are a handful of hurdles to address items where the auditors needed to be here in-person to review information in specific state systems. BCHA is working with Eide Bailly to address these issues and we do not expect a delay in the issuance of the BCHA audit at this point in time. Early to mid-May is the expected publication date for the BCHA 2019 audit.

2019 Tax Filings LIHTC Properties: In addition to the LIHTC property audits, each of the LLCs are required to submit tax returns. Similar to the 2019 LIHTC audits, this work has largely been completed. All tax credit tax returns are in the final stages of review (by investor).

**BCHA Financial Planning and Metrics:**

Included in the attachments are the BCHA property operations income statement, LIHTC income statements, as well as four graphs depicting metrics that BCHA staff have been tracking to inform financial planning and operations. These four metrics are: Debt Service Coverage Ratios (DSCR) for the LIHTCs, occupancy rates, housing voucher utilization, and housing stabilization program utilization.



BOULDER COUNTY  
**HOUSING  
& HUMAN  
SERVICES**



Hope for the future, help when you need it.



# Housing Development Update

## March 31, 2020

# Upcoming Developments/Acquisition

## Tungsten Village



## Willoughby Corner



## Coffman Street



## Boulder Day Nursery



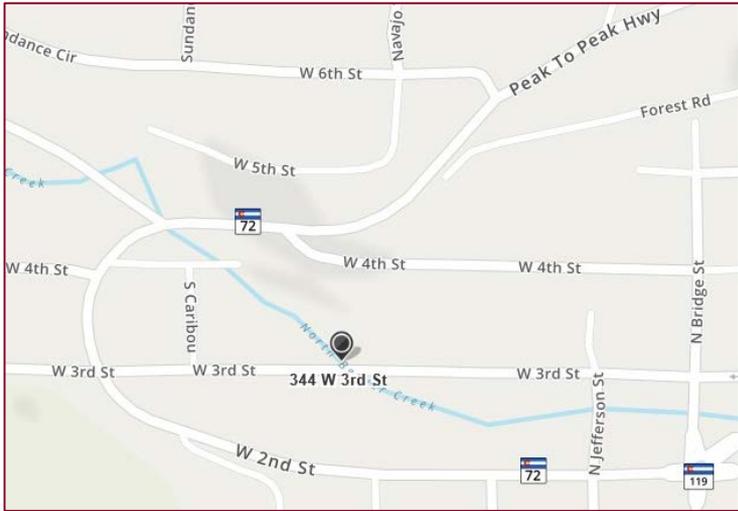


[www.TungstenVillage.org](http://www.TungstenVillage.org)

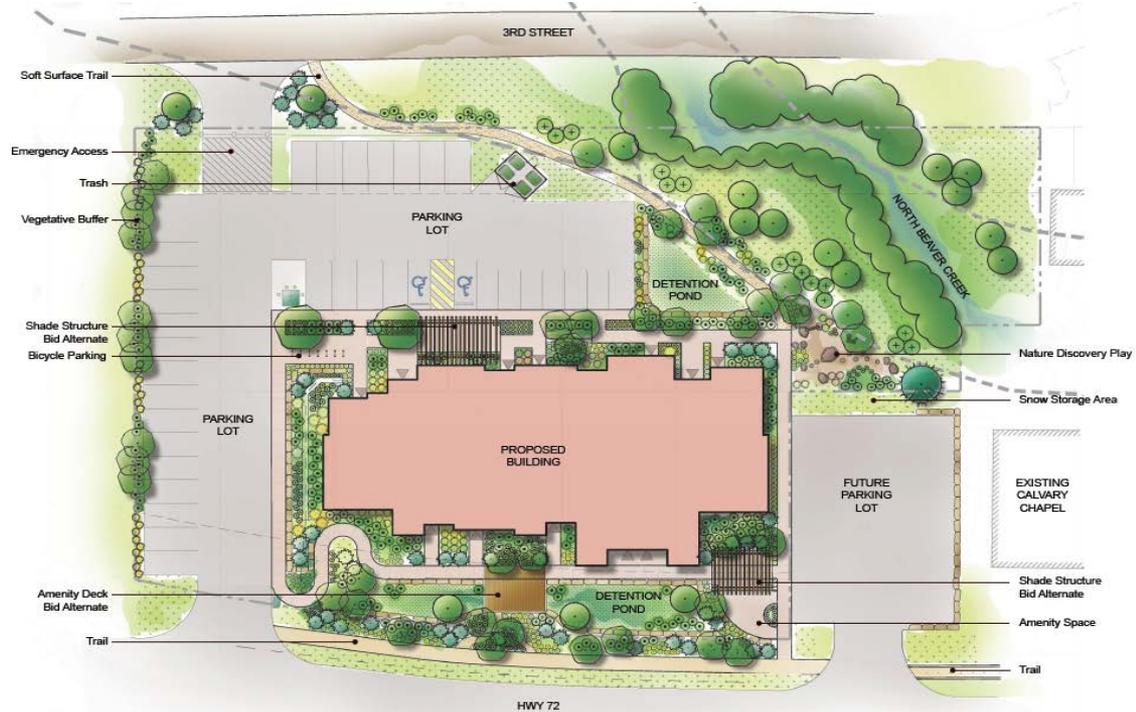
# Tungsten Village Construction Update



# Location and Site Plan



## Site Plan



**333 Highway 72  
in Nederland**





# Exterior Design



**View from southeast**



**View from southwest**



# Overview

- **Home Types:** 26 homes of 1, 2 and 3 bedrooms, including accessible
- **Residents:** Households with income  $\leq 60\%$  AMI, including  $\leq 50\%$  (9) and  $\leq 40\%$  (2). Six homes subsidized through vouchers.
- **Location:** Across from the Transit Center with a free EcoPass for residents
- **Amenities:** Outdoor seating, secure bicycle parking, secured main entry, elevator access, in-home washer/dryer
- **Financing:** CHFA 9% LIHTC, State AHTC, FirstBank, CDOH, Worthy Cause, BCDHHS, etc.
- **Partners:** Peak to Peak Housing and Human Services Alliance has been instrumental in garnering town support and distributing information



# Panel Shop

**Eco-friendly, low  
waste, factory  
built floor and  
wall panels**



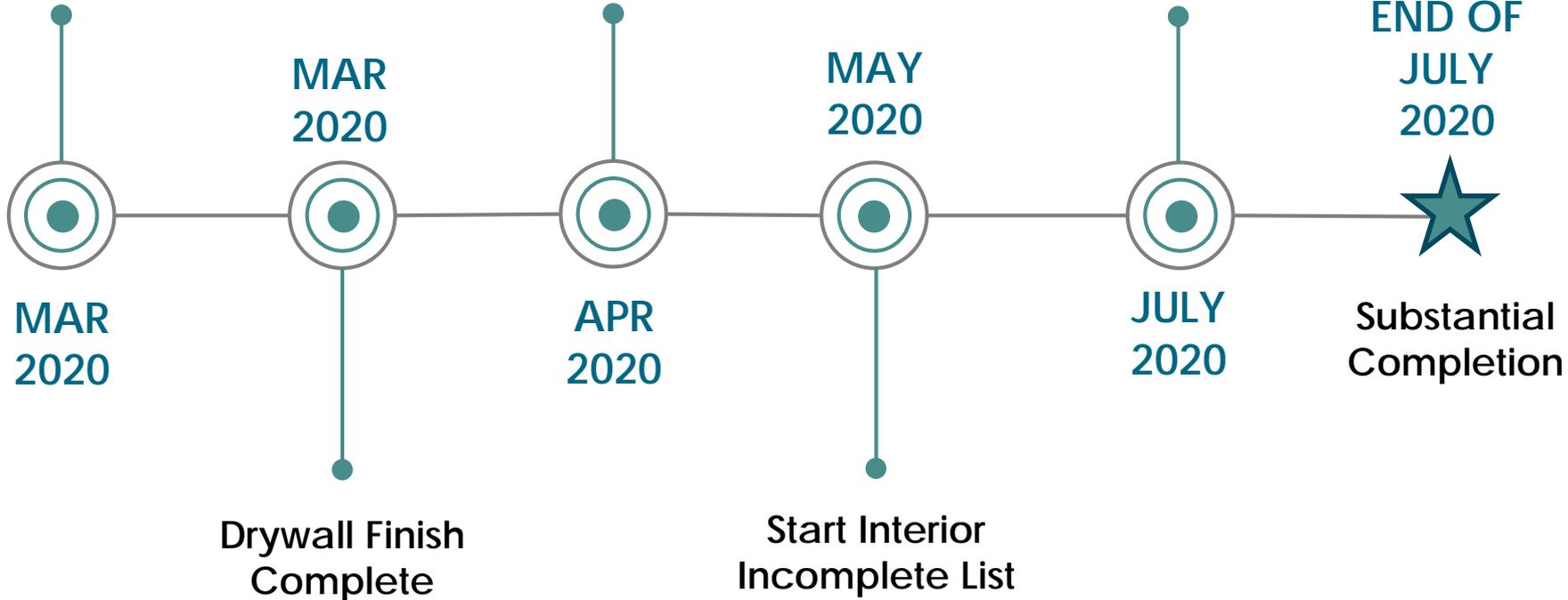


# Construction Milestones

Exterior Building  
Finishes Complete

Interior Millwork  
Complete

Site Finishes  
Complete





# Progress



Sep 2019

Oct 2019

Midway Celebration



Nov 2019

Dec 2019

March 2020

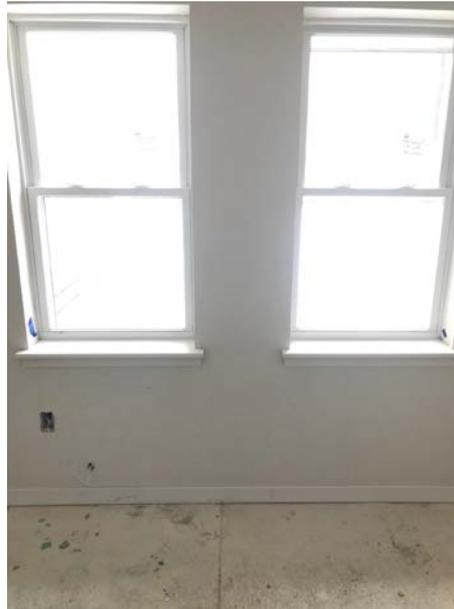


# March 2020 Interior Progress

## Floor 1 Progress Photos



**Doors  
Installed**



**Window Trim  
Complete**



**Drywall Complete**



**Wood Trim  
Complete**



# Next Steps



- Application Release Spring 2020
- Tenant Screening/Lease-Up Begin early summer 2020
- Completion/Ribbon-Cutting August 2020
- Tenant Move-In September 2020

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**Interested applicants are encouraged to sign up for the interest list to receive project updates - [www.TungstenVillage.org](http://www.TungstenVillage.org)**

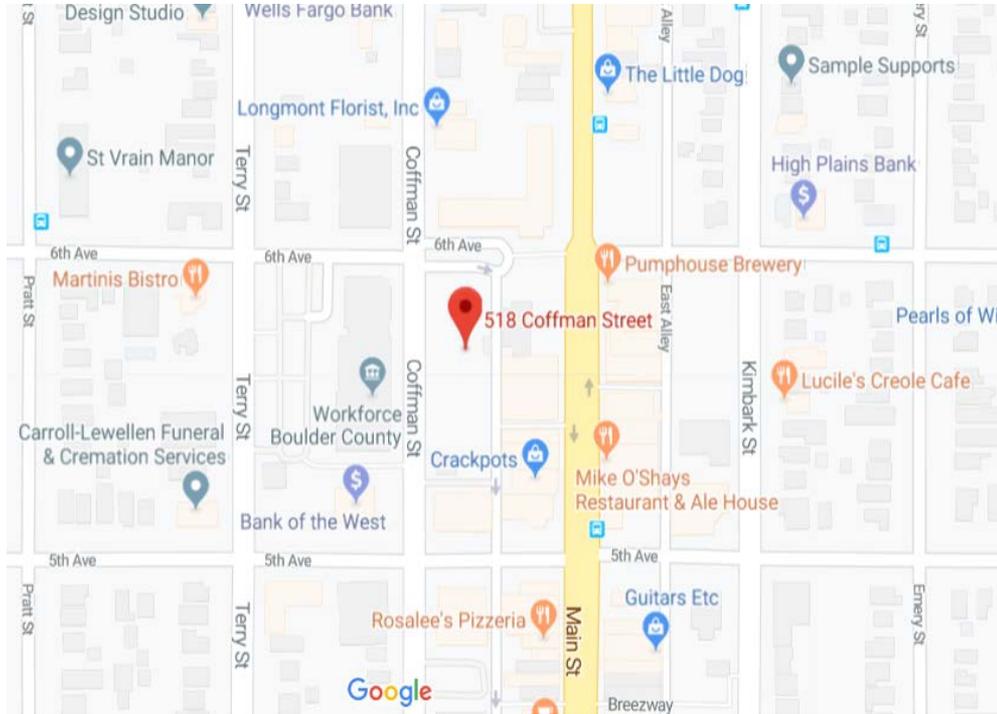




[www.TheSpokeOnCoffman.org](http://www.TheSpokeOnCoffman.org)

# The Spoke on Coffman Preconstruction Update

# Location and Site Plan



Site Plan

518 Coffman Street in Longmont

# Overview

- **Home Types:** 73 homes of 1, 2 and 3 bedrooms, including accessible
- **Residents:** Households with income  $\leq 60\%$  AMI, including  $\leq 50\%$  (8) and  $\leq 40\%$  (3). Applying for 12 homes subsidized through vouchers.
- **Mixed-Use:** 260-space parking garage, office space, and a workforce enterprise café
- **Location:** Across from the Boulder County St. Vrain Community Hub
- **Financing:** CHFA 9% LIHTC, State AHTC, CDOH, Worthy Cause, LDDA, RLET Properties, Boulder Broomfield Regional HOME Consortium
- **Amenities:** Elevator, storage, courtyard, juliet balconies
- **Partners:** LDDA, RLET Properties, City of Longmont

# Work Completed To Date

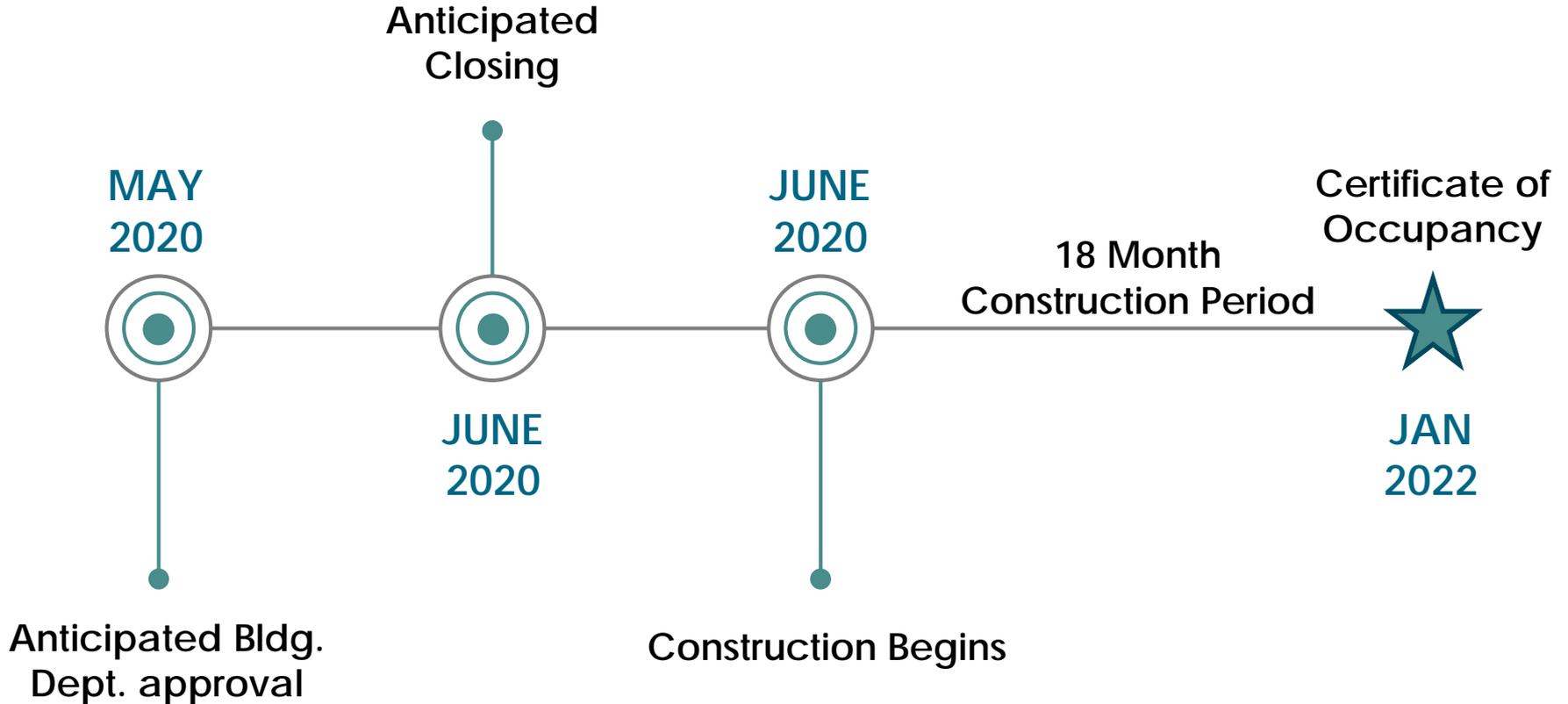
- **Outreach:** Conducted 14 community meetings and open houses
- **Meetings:** Held with City, LDDA, County, and Burden Inc.
- **Entitlements:** Submitted site development permit application
- **Building Permits:** Submitted foundation design and parking structure
- **Investor:** Selected Enterprise Community Partners (LIHTC/State AHTC)
- **Lender:** Selected Citi Community Capital (construction to permanent)

# March 10<sup>th</sup> Open House

- Held at the Longmont Chamber of Commerce
- 35-plus attendees, including business owners, residents, and City of Longmont staff
- The official name was revealed as “The Spoke on Coffman”



# Project Milestones



# Next Steps



- Application Release Late Q3 2021
- Tenant Screening/Lease-Up Mid Q4 2021
- Completion/Ribbon-Cutting January 2022
- Tenant Move-In Early Q1 2022

**Interested applicants are encouraged to sign up for the interest list to receive project updates - [www.bouldercounty.org/families/housing/developments/coffman](http://www.bouldercounty.org/families/housing/developments/coffman)**





[www.willoughbycorner.org](http://www.willoughbycorner.org)

# Willoughby Corner Planning Update

# Project Site



24-acre parcel located at the SW corner of 120<sup>th</sup> and E. Emma Streets in Lafayette

# Outreach, By the Numbers

- Delivered close to **5,000** flyers and postcards to nearby households and local businesses
- Hosted **25** community meetings and open houses – **3** in Spanish - with more than **500** attendees
- Established, then facilitated, **9** East Lafayette Advisory Committee (ELAC) meetings

# Community Design

## Initial Plan



- LEGEND**
- ① DUPLEXES
  - ② TOWNHOMES
  - ③ GREEN SPACE
  - ④ MULTIFAMILY / SENIOR
  - ⑤ DOG PARK
  - ⑥ COMMUNITY BUILDING
  - ⑦ DETENTION POND/TRAILS
  - ⑧ ORCHARD / GARDENS
  - ⑨ TRAIL CONNECTION
  - ⑩ PLAYING FIELD
  - ⑪ PLAYGROUND

**HOUSING**  
**400 TOTAL HOMES**  
 240 MULTIFAMILY & SENIOR  
 114 TOWNHOMES  
 46 DUPLEXES

**PARKING**  
 1.85 SPACES/HOME

**AREAS**  
 ROW = 134,275 SF / 3.085 AC  
 BUILDINGS = 285,476 SF / 6.09 AC  
 45% GREEN SPACE = 469,194 / 10.77 AC

## Refined Plan

- WILLOUGHBY CORNER**  
 PEDESTRIAN CONNECTIONS
- 10' Multimodal Trail
  - 5' Ped. Connection Path
  - 6' Public Sidewalk
  - Future Trail
  - Multi-Use Soft Trail



400 homes, including 30 duplex, 130 townhomes, 120 multi-family, and 120 senior (age 55+) multi-family. Approx. 20% will be for-sale at market rate.

# Site Renderings



# Components - Above & Beyond

- **Green Space:** 9.25 acres and more than 38% of site
- **Landscape:** Exceeds required number of trees and shrubs
- **Mobility Hub:** Supports multiple transportation modes
- **Sustainability:** PV-ready, EV-ready
- **Visitable Homes:** Exceeds City's 25% requirement
- **Public Outreach:** Conducted over 18-month period
- **Traffic Flow:** Improved key intersections and roadways
- **Notifications:** Outreach well beyond required 750' radius

# Work Completed to Date (2019)

Task	Date
Initial Sketch Plan Submittal to Lafayette	Feb
Neighborhood Meeting w/City Staff	Mar
BCHA Resubmits the Plan Based on Feedback	May
BCHA Third Submittal	July
BCHA Fourth Submittal	Sept
Planning Commission (notice includes: mailer to 750', newspaper, sign on property)	Sept



# Next Steps



- **Preliminary Plan Submittal: March 27, 2020**  
This requires a public hearing before the Planning Commission
- **Final Plan Submittal: 2<sup>nd</sup> Quarter 2020 (anticipated)**  
This requires a public hearing before Lafayette City Council

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Interested applicants are encouraged to visit  
[www.WilloughbyCorner.org](http://www.WilloughbyCorner.org) to receive project updates





# Boulder Day Nursery Acquisition Update



# Location and Site Plan

## Location



**1135, 1105, 1075, 1165, & 1195  
Cimarron Drive in Lafayette**

## Site Plan





# Overview

- **Size: 8,700 sq. ft. day care center building, plus five parcels of non-contiguous office pads**
- **Purchase Price/Funding: \$1,200,000, Worthy Cause funding**
- **Appraised Value: \$1,479,401**
- **Transaction Purpose: \$250,000 loan payoff by seller**
- **Closing Date (anticipated): March 31, 2020 assuming all contracts are in place for essential services**
- **Use Intention: Head Start will continue to occupy the day care center, and will lease back the property from BCHA at a below-market rate**

# Thank you!

## Contact Information:

### **Norrie Boyd**

Housing Division Director

[nboyd@bouldercounty.org](mailto:nboyd@bouldercounty.org)

### **Justin Lightfield**

Senior Developer

[jlightfield@bouldercounty.org](mailto:jlightfield@bouldercounty.org)

### **Leslie Gibson**

Housing and Community Development Specialist

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**Boulder County Housing Authority**  
**Property Operations Income Statement**  
**For Year Ending December 31, 2020**

	Jan-2020	Actual YTD
<b>Operating Revenue</b>		
<i>Tenant Revenue</i>	\$ 273,913	\$ 273,913
<i>Rental Subsidy</i>	\$ 191,695	\$ 191,695
<i>Other Income</i>	\$ 16,584	\$ 16,584
<b>Total Operating Revenue</b>	<b>\$ 482,192</b>	<b>\$ 482,192</b>
<b>Operating Expenses</b>		
<b><i>Administrative Expenses</i></b>		
Admin Salaries & Benefits	\$ 45,670	\$ 45,670
Admin Expenses	\$ 6,962	\$ 6,962
Indirect Costs	\$ 41,105	\$ 41,105
<b>Total Administrative Expenses</b>	<b>\$ 93,737</b>	<b>\$ 93,737</b>
<b><i>Total Utilities</i></b>	<b>\$ 23,768</b>	<b>\$ 23,768</b>
<b><i>Maintenance</i></b>		
Salaries & Benefits	\$ 68,293	\$ 68,293
Supplies	\$ 19,069	\$ 19,069
Contracts	\$ 19,027	\$ 19,027
Lawn Care/Snow Removal	\$ -	\$ -
Non-Routine	\$ -	\$ -
<b>Total Maintenance</b>	<b>\$ 106,389</b>	<b>\$ 106,389</b>
<b><i>Insurance</i></b>	<b>\$ 610</b>	<b>\$ 610</b>
<b><i>Bad Debt</i></b>	<b>\$ (22,150)</b>	<b>\$ (22,150)</b>
<b><i>Insurance Deductible on Claims</i></b>	<b>\$ (188)</b>	<b>\$ (188)</b>
<b>Total Operating Expenses</b>	<b>\$ 202,165</b>	<b>\$ 202,165</b>
<b>Net Operating Income</b>	<b>\$ 280,026</b>	<b>\$ 280,026</b>
<b>Non-Operating</b>		
<b><i>Depreciation Expense</i></b>	<b>\$ 99,234</b>	<b>\$ 99,234</b>
<b><i>Interest Expense</i></b>	<b>\$ 67,129</b>	<b>\$ 67,129</b>
<b><i>Other Income/Expense</i></b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Non-Operating</b>	<b>\$ 166,363</b>	<b>\$ 166,363</b>
<b>Net Income</b>	<b>\$ 113,663</b>	<b>\$ 113,663</b>

**Josephine Commons, LLC**  
**Income Statement**  
**For the Year Ending December 31, 2020**

	Jan-2020	Year-to-Date	Prior Year	Variance from PY	% Variance from PY	Year-to-Date Budget	Variance	% Variance
<b>INCOME</b>								
<b>OPERATING INCOME</b>								
Tenant Rental Income	\$ 49,173	\$ 49,173	\$ 51,793	\$ (2,620)	-5.1%	\$ 53,407	\$ (4,234)	-7.9%
Subsidies	17,144	17,144	12,154	4,990	41.1%	10,939	6,205	56.7%
Vacancy Loss	(1,538)	(1,538)	78	(1,616)	-2071.8%	(4,504)	2,966	-65.9%
Other Revenue	345	345	12	334	2871.1%	205	140	68.2%
<b>TOTAL OPERATING REVENUE</b>	65,124	65,124	64,037	1,088	1.7%	60,047	5,077	8.5%
<b>OPERATING EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSES</b>								
Administrative Salaries & Benefits	3,286	3,286	4,242	(956)	-22.5%	5,678	(2,392)	-42.1%
Administrative Expenses	6,527	6,527	6,943	(416)	-6.0%	7,479	(952)	-12.7%
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	9,813	9,813	11,185	(1,372)	-12.3%	13,157	(3,343)	-25.4%
<b>UTILITIES</b>	7,763	7,763	6,474	1,289	19.9%	4,924	2,839	57.6%
<b>MAINTENANCE EXPENSES</b>								
Maintenance Salaries & Benefits	7,591	7,591	7,408	183	2.5%	6,295	1,296	20.6%
Maintenance Supplies	265	265	298	(33)	-11.1%	1,291	(1,027)	-79.5%
Maintenance Contract	1,559	1,559	6,643	(5,084)	-76.5%	8,348	(6,788)	-81.3%
<b>TOTAL MAINTENANCE EXPENSES</b>	9,415	9,415	14,349	(4,934)	-34.4%	15,934	(6,519)	-40.9%
<b>TOTAL OPERATING EXPENSES</b>	26,991	26,991	32,008	(5,017)	-15.7%	34,014	(7,024)	-20.6%
<b>NET OPERATING INCOME</b>	38,133	38,133	32,029	6,104	19.1%	26,033	12,101	46.5%
<b>NON-OPERATING REVENUES (EXPENSES)</b>								
Depreciation	(38,557)	(38,557)	(38,522)	(34)	0.1%	(38,450)	(107)	0.3%
Amortization Expense	(944)	(943.78)	(943.77)	(0)	0.0%	(944)	(0)	0.0%
Interest Expense - Hard Debt	(16,634)	(16,634)	(16,804)	171	-1.0%	(16,551)	(83)	0.5%
Interest Expense - Soft Debt	(5,908)	(5,908)	(5,566)	(342)	6.2%	(5,787)	(121)	2.1%
Asset Management Fee	-	-	-	-	0.0%	(528)	528	-100.0%
Incentive Management Fee	-	-	-	-	0.0%	-	-	0.0%
Extraordinary Maintenance	-	-	-	-	0.0%	-	-	0.0%
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	(62,042)	(62,042)	(61,836)	(206)	0.3%	(62,260)	217	-0.3%
<b>NET INCOME (LOSS)</b>	\$ (23,909)	\$ (23,909)	\$ (29,807)	\$ 5,898	-19.8%	\$ (36,227)	\$ 12,318	-34.0%

DEBT SERVICE COVERAGE RATIO

1.87

1.87

1.55

1.24

**Aspinwall LLC**  
**Income Statement**  
**For the Year Ending December 31, 2020**

	Jan-2020	Year-to-Date	Prior Year	Variance from PY	% Variance from PY	Year-to-Date Budget	Variance from Budget	% Variance from Budget
<b>INCOME</b>								
<b>OPERATING INCOME</b>								
Tenant Rental Income	\$ 112,404	\$ 112,404	\$ 103,433	\$ 8,971	8.7%	\$ 105,004	\$ 7,400	7.0%
Subsidies	90,526	90,526	96,723	(6,197)	-6.4%	93,117	(2,591)	-2.8%
Vacancy Loss	(11,728)	(11,728)	(537)	(11,191)	2084.0%	(13,869)	2,141	-15.4%
Other Revenue	2,967	2,967	2,065	902	43.7%	4,114	(1,147)	-27.9%
<b>TOTAL OPERATING INCOME</b>	<b>194,169</b>	<b>194,169</b>	<b>201,684</b>	<b>(7,515)</b>	<b>-3.7%</b>	<b>188,367</b>	<b>5,802</b>	<b>3.1%</b>
<b>OPERATING EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSES</b>								
Administrative Salaries & Benefits	8,743	8,743	7,262	1,481	20.4%	6,263	2,480	39.6%
Administrative Expenses	19,101	19,101	20,227	(1,126)	-5.6%	21,851	(2,750)	-12.6%
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>27,844</b>	<b>27,844</b>	<b>27,489</b>	<b>355</b>	<b>1.3%</b>	<b>28,114</b>	<b>(270)</b>	<b>-1.0%</b>
<b>UTILITIES</b>	<b>23,740</b>	<b>23,740</b>	<b>19,300</b>	<b>4,439</b>	<b>23.0%</b>	<b>25,246</b>	<b>(1,507)</b>	<b>-6.0%</b>
<b>MAINTENANCE EXPENSES</b>								
Maintenance Salaries & Benefits	24,861	24,861	8,471	16,390	193.5%	12,217	12,644	103.5%
Maintenance Supplies	6,739	6,739	973	5,766	592.7%	4,796	1,944	40.5%
Maintenance Contract	10,391	10,391	23,630	(13,239)	-56.0%	16,212	(5,821)	-35.9%
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>41,991</b>	<b>41,991</b>	<b>33,074</b>	<b>8,917</b>	<b>27.0%</b>	<b>33,225</b>	<b>8,766</b>	<b>26.4%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>93,574</b>	<b>93,574</b>	<b>79,863</b>	<b>13,711</b>	<b>17.2%</b>	<b>86,585</b>	<b>6,989</b>	<b>8.1%</b>
<b>NET OPERATING INCOME</b>	<b>100,594</b>	<b>100,594</b>	<b>121,821</b>	<b>(21,227)</b>	<b>-17.4%</b>	<b>101,781</b>	<b>(1,187)</b>	<b>-1.2%</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>								
Depreciation	(79,314)	(79,314)	(110,187)	30,872	-28.0%	(110,218)	30,904	-28.0%
Amortization Expense	(2,157)	(2,157)	(2,157)	0	0.0%	(2,157)	0	0.0%
Interest Expense - Hard Debt	(51,271)	(51,271)	(50,803)	(467)	0.9%	(46,784)	(4,487)	9.6%
Interest Expense - Soft Debt	(32,442)	(32,442)	(31,633)	(809)	2.6%	(31,633)	(808)	2.6%
Asset Management Fee	-	-	-	-	0.0%	(498)	498	-100.0%
Incentive Management Fee	-	-	-	-	0.0%	-	-	0.0%
Extraordinary Maintenance	-	-	-	-	0.0%	-	-	0.0%
Gain or Loss on disposition of real property	-	-	-	-	0.0%	-	-	0.0%
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>(165,184)</b>	<b>(165,184)</b>	<b>(194,780)</b>	<b>29,596</b>	<b>-15.2%</b>	<b>(191,290)</b>	<b>26,106</b>	<b>-13.6%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (64,589)</b>	<b>\$ (64,589)</b>	<b>\$ (72,959)</b>	<b>\$ 8,370</b>	<b>-11.5%</b>	<b>\$ (89,508)</b>	<b>\$ 24,919</b>	<b>-27.8%</b>

DEBT SERVICE COVERAGE RATIO

1.38

1.38

1.69

1.40

**Kestrel I, LLC**  
**Income Statement**  
**For the Year Ending December 31, 2020**

	Jan-2020	Year-to-Date	Year-to-Date Budget	Variance	% Variance
<b>INCOME</b>					
<b>OPERATING INCOME</b>					
Tenant Rental Income	\$ 178,424	\$ 178,424	\$ 171,729	\$ 6,695	3.9%
Subsidies	70,368	70,368	76,370	(6,002)	-7.9%
Vacancy Loss	(14,980)	(14,980)	(17,367)	2,387	-13.7%
Other Revenue	3,010	3,010	2,305	705	30.6%
<b>TOTAL OPERATING REVENUE</b>	<b>236,822</b>	<b>236,822</b>	<b>233,037</b>	<b>3,785</b>	<b>1.6%</b>
<b>OPERATING EXPENSES</b>					
<b>ADMINISTRATIVE EXPENSES</b>					
Administrative Salaries & Benefits	11,772	11,772	9,020	2,752	30.5%
Administrative Expenses	21,805	21,805	24,846	(3,040)	-12.2%
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>33,577</b>	<b>33,577</b>	<b>33,866</b>	<b>(289)</b>	<b>-0.9%</b>
<b>UTILITIES</b>	<b>6,206</b>	<b>6,206</b>	<b>28,109</b>	<b>(21,903)</b>	<b>-77.9%</b>
<b>MAINTENANCE EXPENSES</b>					
Maintenance Salaries & Benefits	21,300	21,300	13,390	7,910	59.1%
Maintenance Supplies	3,684	3,684	3,708	(24)	-0.6%
Maintenance Contract	2,481	2,481	8,879	(6,398)	-72.1%
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>27,465</b>	<b>27,465</b>	<b>25,976</b>	<b>1,488</b>	<b>5.7%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>67,248</b>	<b>67,248</b>	<b>87,951</b>	<b>(20,703)</b>	<b>-23.5%</b>
<b>NET OPERATING INCOME</b>	<b>169,574</b>	<b>169,574</b>	<b>145,086</b>	<b>24,488</b>	<b>16.9%</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
Depreciation	(268,516)	(268,516)	(268,234)	(282)	0.1%
Amortization Expense	(5,459)	(5,459)	(5,460)	0	0.0%
Interest Expense - Hard Debt	(82,302)	(82,302)	(84,089)	1,786	-2.1%
Interest Expense - Soft Debt	(23,624)	(23,624)	(22,940)	(684)	3.0%
Asset Management Fee	-	-	(637)	637	-100.0%
Incentive Management Fee	-	-	-	-	0.0%
Extraordinary Maintenance	(2,780)	(2,780)	-	(2,780)	0.0%
Other Non-Operating Revenue	-	-	-	-	0.0%
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>(382,682)</b>	<b>(382,682)</b>	<b>(381,359)</b>	<b>(1,323)</b>	<b>0.3%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (213,108)</b>	<b>\$ (213,108)</b>	<b>\$ (236,273)</b>	<b>\$ 23,165</b>	<b>-9.8%</b>

DEBT SERVICE COVERAGE RATIO

1.51

1.51

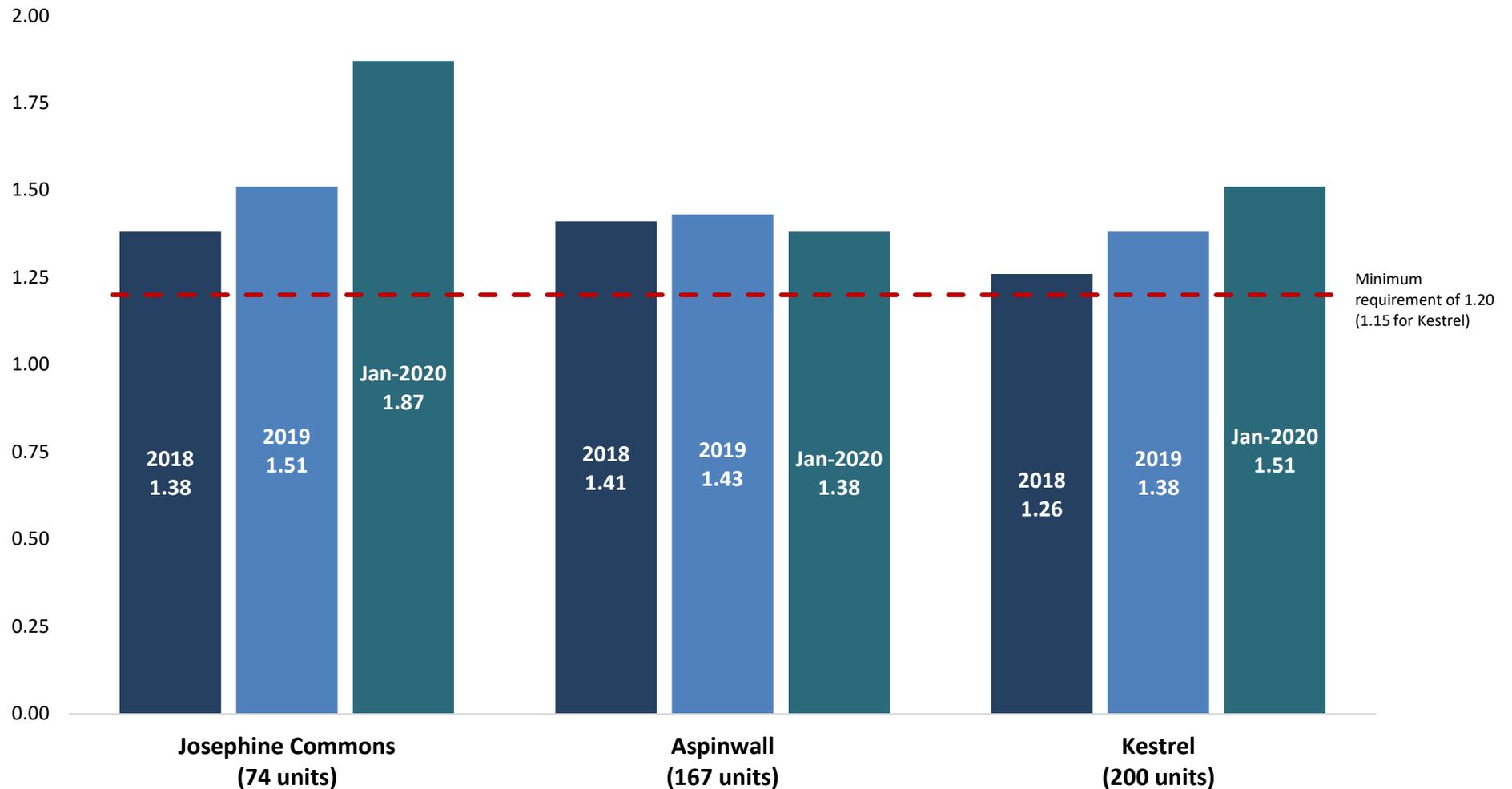
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# Debt Service Coverage Ratio (DSCR)

$$\text{DSCR} = \frac{\text{Net Operating Income}}{\text{Total Debt Service}}$$

Debt Service Coverage Ratio (DSCR)

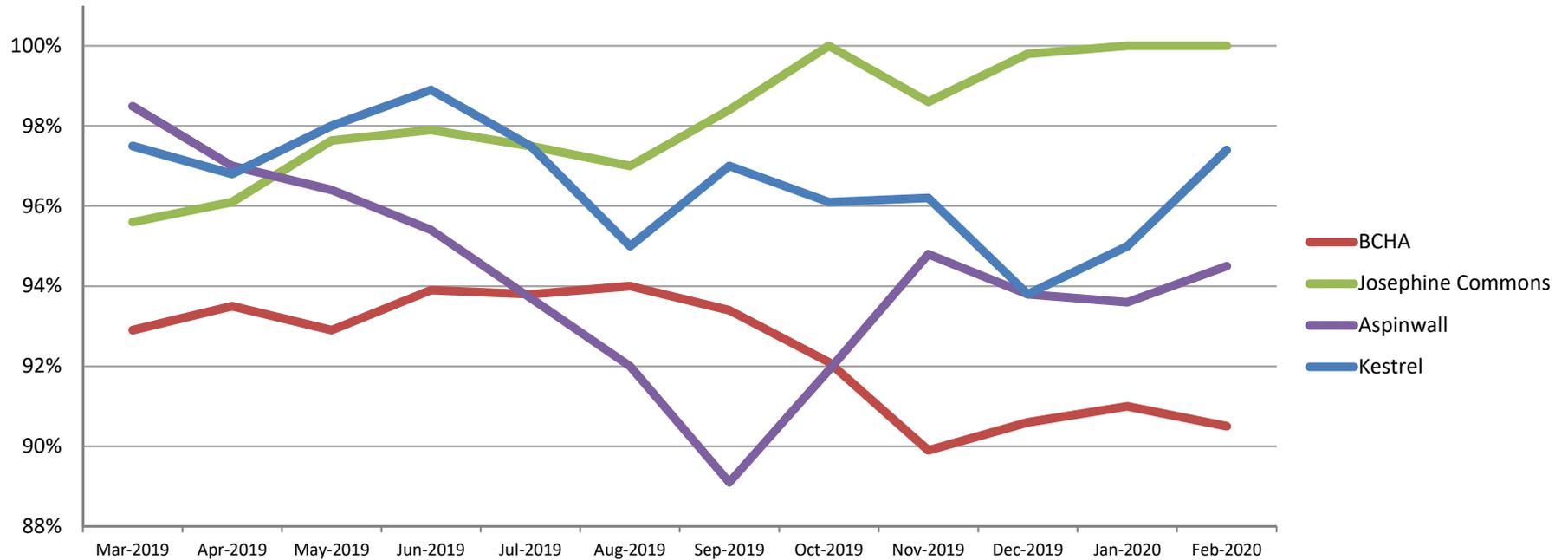




# Occupancy Rates

## Occupancy Rates

Last 12 Months: March 2019 – February 2020



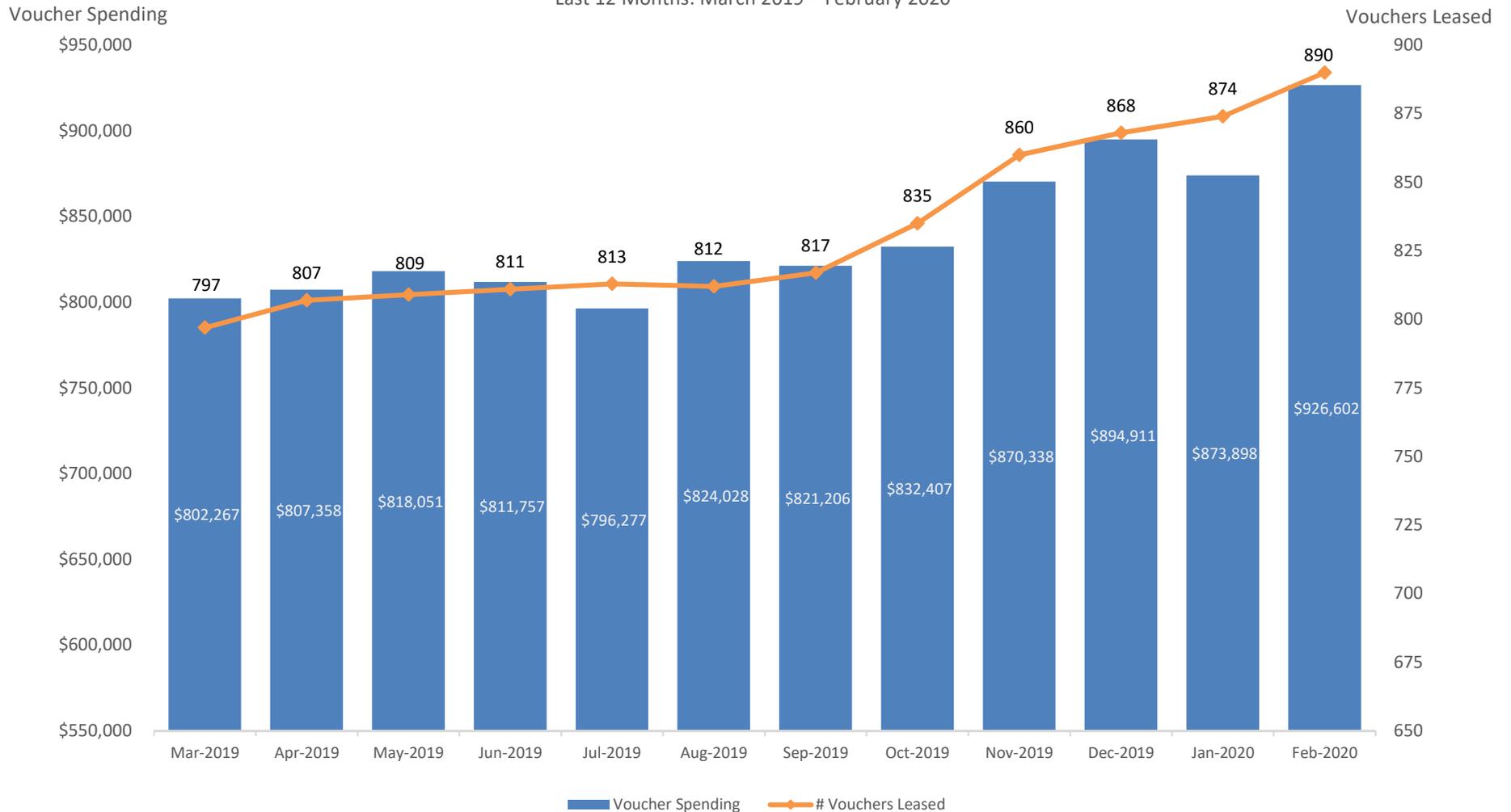
	<b>BCHA (368 units)</b>	<b>Josephine Commons (74 units)</b>	<b>Aspinwall (167 units)</b>	<b>Kestrel (200 units)</b>
February Occupancy Rate	<b>91%</b>	<b>100%</b>	<b>95%</b>	<b>97%</b>
2020 YTD Occupancy Rate	<b>91%</b>	<b>100%</b>	<b>94%</b>	<b>96%</b>



# Housing Voucher Program

## Housing Voucher Program Monthly Voucher Spending and Vouchers Leased

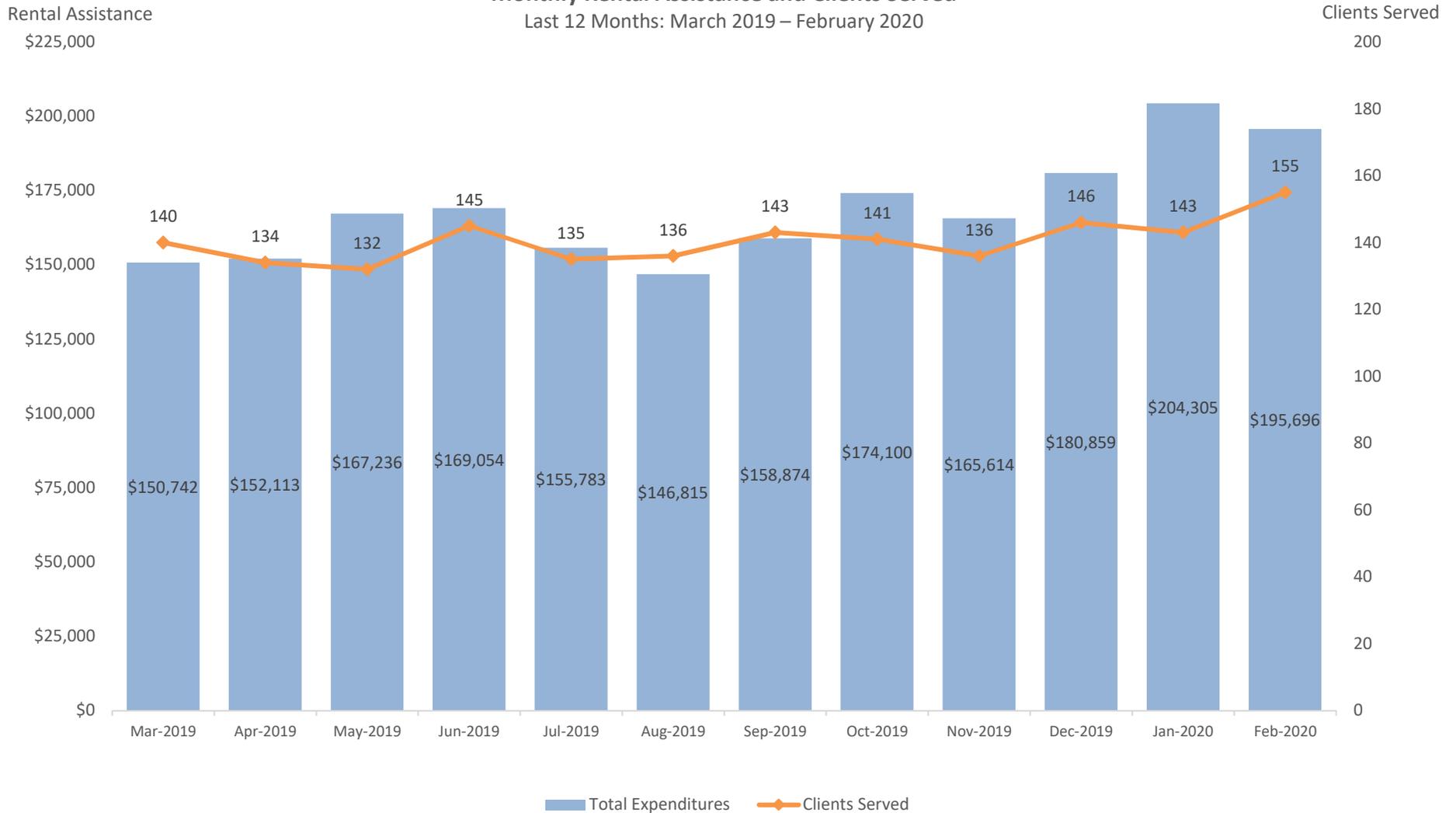
Last 12 Months: March 2019 – February 2020





# Housing Stabilization Program

**Housing Stabilization Program**  
**Monthly Rental Assistance and Clients Served**  
Last 12 Months: March 2019 – February 2020



03/02/2020  
 10:10:25 AM  
 lforshee

**Tenant Statistical Reporting**  
**S8 - Tenant Stats - Standard Summary Rpt**  
**Summary Statistics I**  
 Income Table:

ORDER BY PROJECT\_ID ASC; L\_NAME ASC; F\_NAME ASC; M\_INITIAL ASC

cnt: 896  
 inc: 16,700,003.00

**Summary Statistics I**

*Counts and Percentages are based on Record Count & Criteria Chosen*

	<b>Count</b>	<b>PCT</b>	<b>Avg Age</b>		<b>Count</b>	<b>PCT</b>
Male:	187	20.8705%	55.09	H-Head of house:	896	100.0000%
Female:	709	79.1295%	47.21	S-Spouse:	0	0.0000%
Elderly:	248	27.6786%	71.81	K-Co head:	0	0.0000%
Non-Elderly:	648	72.3214%	40.07	F-Foster child:	0	0.0000%
Disabled:	278	31.0268%	56.95	Y-Youth:	0	0.0000%
Non-Disabled:	618	68.9732%	45.22	E-FT Student:	0	0.0000%
FSS:	106	11.8304%	32.57	L-Live in aide:	0	0.0000%
WTW:	0	0.0000%	0.00	A-Other Adult:	0	0.0000%
<b>Race Codes:</b>				U-Unborn child:	0	0.0000%
W - White:	816	91.0714%		<b>Portability</b>		
B - Black/African American:	52	5.8036%		Port-In:	0	
N - American Indian/Alaska Native:	17	1.8973%		Port-Out:	3	
A - Asian:	16	1.7857%		<b># of Bedrooms</b>		
P - Native Hawaiian/Other Pacific Islander:	5	0.5580%		0 -	3	
O - Other:	20	2.2321%		1 -	219	
D - Declined:	37	4.1295%		2 -	377	
				3 -	231	
<b>Ethnicity:</b>				4 -	56	
Hispanic or Latino:	232	25.8929%	43.56	5 -	9	
Not Hispanic or Latino:	664	74.1071%	50.71	6 -	1	
Declined:	7	0.7813%	42.57	7 -	0	
				8 -	0	
<b>Part-time Student:</b>	11			over 8 -	0	
				<b>Income</b>		
<b>Citizenship Code(s)</b>				X-Ext. Low(30% of Median):		
EC - EL. Citizen:	874			V-Very Low(50% of Median):		
EN - El. Noncitizen:	12			L-Low(80% of Median):		
IN - Ineligible Noncitizen:	10			N-Not Low:		
PV - Pending Verification:	0			<b>Income</b>		
XX - Info Not Required:	0			Tier - 1		
				Tier - 2		
# of households:	896			Tier - 3		
Families w Children:	464			Tier - 4		
Total Nr Children: (Y-only)	928			Tier - 5		
# in Family:	2104			Non-Low		
record cnt:	896					