

**THE ASPEN PITKIN COUNTY EMPLOYEE HOUSING GUIDELINES HAVE BEEN
RENAMED TO APCHA REGULATIONS. ALL DOCUMENTS THAT REFER TO APCHA
GUIDELINES NOW REFER TO APCHA REGULATIONS.**

2021 REGULATIONS

PART I

APCHA HOUSING BOARD POLICIES

Section 1. Mission Statement

The goal of APCHA is to provide affordable housing opportunities through rental and sale to persons who are or have been actively employed or self-employed within Aspen and Pitkin County, and that provide or have provided goods and services to individuals, businesses or institutional operations, within Aspen and Pitkin County (prior to retirement and/or any disability), and other qualified persons as defined in these Regulations, and as they are amended from time to time.

Section 2. Affordable Housing Governance and Deed Restriction Policies

Affordable housing is deed-restricted housing for qualified employees as stated in these Regulations. Rental and ownership are restricted by terms ensuring Housing Board policies are met.

APCHA rental and ownership housing is developed by the county and city authority and managed according to APCHA Regulations. APCHA rental properties are leased and managed both by APCHA and by the private sector in the form of a property management company or the owner. The majority of APCHA's ownership units are sold through APCHA and managed by a not-for-profit Homeowners' Association (HOA) specific to the property. The HOA is responsible for maintaining common elements of the property with the power to assess owners as necessary. APCHA tenants and owners qualify with APCHA and occupy units under the terms of the respective lease or HOA and in compliance with deed restrictions.

Section 3. APCHA Regulations

In keeping with state regulations, the Housing Board publishes Regulations establishing the operation of the housing program, along with creating policies and procedures for APCHA operations. Regulations are reviewed and amended periodically. Amended Regulations are published annually. Amendments can be made between publication dates due to city ordinances or county resolutions or for administrative purposes. APCHA keeps on file all editions of the Regulations and are located at www.apcha.org.

Section 4. Affordable Housing Unit Types and Categories

APCHA rental and ownership units, including Resident-Occupied (RO) units, which are located throughout the City of Aspen and Pitkin County in public and private all-affordable housing properties and/or as designated affordable housing units in private sector property developments.

Qualification for APCA housing is determined according to applicant household size and maximum gross income and net assets per category. Asset caps test an applicant’s (buyer or renter) need to purchase or rent a deed restricted unit. They are intended to limit competition for scarce affordable housing units.

APCHA housing categories are established according to household income levels. See Table I APCA Target Household Income Levels per Category.

Categories are further defined according to household size:

- The number of TOTAL PERSONS in a household determines household size.

See Table II for Maximum Gross Income and Net Assets per Household and category.

**TABLE I ADOPTED JUNE 21, 2017,
APCHA RESOLUTION NO. 2 (SERIES OF 2017)
WENT INTO EFFECT MAY 14, 2018**

TABLE I

APCHA HOUSEHOLD INCOME TARGET LEVELS PER CATEGORY		
<i>APCHA Housing</i>	<i>Target Household Income Level</i>	<i>AMI Percentage Range</i>
Category 1	Low-Income	Below 50% AMI
Category 2	Lower Moderate Income	50.1 - 85% AMI
Category 3	Upper Moderate Income	85.1 - 130% AMI
Category 4	Middle Income	130.1 - 205% AMI
Category 5 and RO	Upper Middle Income	205.1 - 240% AMI

For the purpose of qualification, categories 6 and 7, as described in earlier versions of the APCA Regulations have been eliminated. The change will not affect the maximum sales price for Category 6 and 7 units. Maximum sales prices are never guaranteed. The units will continue to appreciate as permitted under their respective deed restrictions (in most cases, 3% or the consumer price index, whichever is less, per year).

Section 5. Affordable Housing Rental and Ownership

A. Rental Units

Rental units are administered by APCHA and available in Categories 1 through 5 and RO, as studio units, one-, two- and three-bedroom units and as on-site employee dormitories and units. As provided in the applicable deed restriction, rental units are managed and leased by both APCHA and the private sector. Qualification for all rentals in APCHA's inventory must be approved by APCHA. See Part III for APCHA eligibility and qualification and Part IV for rental policies and procedures.

B. Ownership Units

Ownership units administered by APCHA are available in Categories 1 through 5, and in the RO category, as provided in the applicable deed restriction. The majority of the ownership units are marketed by and through APCHA. Qualification for all sales units in the APCHA inventory must be approved by APCHA. Bid results are prioritized and decided by lottery where applicable. See Part V for purchase and sale policies and procedures.

C. Resident-Occupied Ownership (RO) Units

The RO category offers qualified higher income households the opportunity to own affordable housing FOR the benefit of the community. RO ownership policies and procedures are subject to land use approvals and/or the deed restrictions specific to each property. RO units predating the publication of these APCHA Regulations are subject to deed restrictions recorded with property title at the time of purchase. Other RO units are subject to deed restrictions specific to the property as recorded and to the Regulations.

For RO ownership qualification, Maximum Household Gross Income Levels are unlimited, and the Maximum Household Net Assets Level is higher than other APCHA categories, or unlimited as stated in the applicable deed restriction.

Section 6. APCHA Eligibility – Rental Units and Ownership Units

To be eligible to rent or purchase a unit in APCHA's inventory, unless an applicable deed restriction otherwise requires, eligible applicants/households must:

- Work full-time, 1,500 hours per calendar year in Pitkin County and/or for a Pitkin County employer and earn at least 75% of household total income in Pitkin County;
- Occupy APCHA unit as a primary residence **and** occupy the unit at least nine months per calendar year;
- Own no other developed residential property within the Ownership Exclusion Zone (OEZ) in accordance with Part III, Section V, this prohibition includes ownership by a spouse or member of a household;
- Meet the applicable income and asset limits; and
- Satisfy all other applicable requirements of these regulations.

A. APCHA Application and Qualification

To be eligible for APCHA housing, all persons must submit written application and documentation required to verify employment/work history, household size, income and assets, and other necessary information. History of employment/work, special needs and other factors may affect bid priority. See Regulations Part III for qualification policies and procedures.

B. Maximum Household Income and Assets

Per Resolution No. 02 (Series 2017), beginning May 14, 2018, APCHA adjusts maximum gross income levels per category annually by the change in Pitkin County Area Median Income (AMI) using Tables I and II. The maximum net assets allowed per category will increase annually based on the lesser of the percentage change in Consumer Price Index (Urban Wage Earners) from November of one year to November of the following year, or 3%, whichever is less. See Table II for Maximum Gross Income and Net Assets per household for APCHA categories.

C. Non-discrimination Policy

APCHA does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other characteristic protected under applicable federal, state or local law in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.