



April 16, 2020

Dear APCHA Renters and Owners,

As a result of the COVID-19 pandemic and associated business closures and layoffs, APCHA would like to provide you with the following guidance, including links to resources for financial assistance, during this uncertain and unprecedented time. Please know that we are committed to helping anyone affected by COVID-19 keep their deed restricted housing.

Also, until further notice, APCHA will continue to operate during normal business hours, but will be closed to drop-in visitors and scheduled appointments and will also suspend all non-emergency repairs for the rental properties that it manages.

If you have any questions or need assistance, please go to [APCHA's website](#) or contact us directly at (970) 920-5050 (Main Office) or (970) 429-2860 (Truscott Property Management Office) or by email at apcha@cityofaspen.com.

We wish you the best during this challenging time.

Sincerely,

Mike Kosdrosky
Executive Director, APCHA

OWNERSHIP HOUSEHOLDS

Qualified APCHA **owners** whose job/employment status has changed because of the COVID-19 pandemic might be eligible for the following:

- **Emergency financial assistance for housing expenses** (e.g. mortgage assistance and utilities) through Pitkin County Health and Human Services.
- In 2020, APCHA may suspend all or a part of the **minimum full-time work requirement** for qualifying owners who fall under 1500 hours of work due to a COVID-19 job loss, work reduction, or health condition. To qualify, **each** qualifying owner must:
 - » Notify APCHA by email or in writing within eight (8) weeks of their job loss, furlough, or official change in employment status.
 - » Provide the nature of change in employment status (i.e. is it temporary, seasonal or permanent?).
 - » Provide documentation from employer of change in employment status.
 - » Must be in compliance currently and not have an outstanding Notice of Violation (NOV)/lease violation.
- APCHA owners must continue to use and occupy their home as their **primary residence** and occupy the property at least nine months out of the calendar year unless they have an approved Leave of Absence.
- **Leave of Absence (LOA)** – If your employment status has changed due to COVID-19 and you must find work outside of Pitkin County temporarily, you must request a LOA in accordance with the Employee Housing Guidelines. Failure to obtain a LOA will result in a Notice of Violation and could result in a fine and/or forced sale of your deed restricted home.
- **Buying an APCHA House** – If you want to purchase a deed restricted home through APCHA while County and State ‘stay-at-home’ orders are in place, you must do all of the following:
 - » Check with APCHA to see if you need to provide an updated packet;
 - » Complete a homebuyer education class, if you haven’t already, and provide a Certificate of Completion to APCHA prior to bidding on any home. If you’re unsure you’ve completed a homebuyer education class or provided your Certificate of Completion to APCHA, please contact our office;
 - » Provide 2019 W2’s, 1099’s, and/or end of year Profit and Loss (P&L) statement to APCHA (NOTE: because of COVID-19, 2019 taxes are not due to the IRS until July 15, 2020); and
 - » Complete the bid sheet found online or outside the front door of our office located at 210 E. Hyman Ave., STE 202, along with your bid packet. Your packet must be up to date.
 - » Place your bid packet in an envelope provided outside of APCHA’s main office and slip it through the front door mail slot with your bid fee. If you want to submit your bid sheet via email, you must either submit it through the main office front door (located at 210 E. Hyman Ave., STE. 202) or call our main office at (970) 920-5050 to charge your credit card. There is an additional processing fee for using a credit card.

RENTAL HOUSEHOLDS (Long-term, Non-seasonal)

APCHA tenants whose job/employment status has changed because of the COVID-19 pandemic could be eligible for the following:

- Emergency financial assistance for housing expenses (e.g. rent and utilities) through Pitkin County Health and Human Services.
- In 2020, APCHA may suspend all or a part of the **minimum full-time work requirement** for qualifying tenants who fall under 1500 hours of work due to a COVID-19 job loss, work reduction, or health condition. To qualify, **each** qualifying tenant must:
 - » Notify APCHA by email or in writing within eight (8) weeks of their job loss, furlough, or official change in employment status.
 - » Provide the nature of change in employment status (i.e. is it temporary, seasonal or permanent?).
 - » Provide documentation from employer of change in employment status.
 - » Must be in compliance currently and not have an outstanding Notice of Violation (NOV)/lease violation.
- **For APCHA-managed properties**, excluding Marolt seasonal units, APCHA will:
 - » **Waive late fees/penalties** through June 30, 2020 for renters impacted by COVID-19. This policy will be reassessed by APCHA in June.
 - » Allow tenants impacted by COVID-19 a one-month **deferral of rent for the month of April**. To qualify for rent deferral:
 - Tenants must sign a repayment plan for making up the deferred rent over the remainder of their lease, not to exceed six months.
 - Tenants approved for emergency rent assistance from Pitkin County Human Services will not be eligible for rent deferral from APCHA.
 - » Allow tenants in good standing to request a **termination of the lease by mutual agreement of the parties without penalty**. APCHA will only approve termination of leases based on:
 - 30-day notice
 - Documentation that job loss or employment status was due to COVID-19
 - Provide documentation from employer of change in employment status
 - Provide the nature of change in employment status (i.e. is it temporary, seasonal or permanent?)
 - Must be in compliance and not have an outstanding Notice of Violation (NOV) / lease violation, or have any outstanding balances owed to APCHA.

RENTAL HOUSEHOLDS (Short-term, Seasonal)

Marolt Seasonal Housing and Burlingame Seasonal Housing

To support the County's 'stay-at-home' order and reduce the risk of spreading the COVID-19 virus, the City of Aspen has approved extending seasonal leases at Marolt Ranch and Burlingame apartments by one month to May 31, 2020.

Instructions for Marolt Seasonal Tenants:

- One month lease extensions (expiring on May 31 at 12:00 noon) will be granted by request to current Marolt residents that complete the following requirements by no later than Thursday, April 23:
 - » **LEASE EXTENSION FORM:** All residents wishing to extend their leases through May will need to complete and submit a lease extension form, signed by all lease holders that intend to stay. This option is only available to residents that are currently on the lease, we will not be able to allow new residents to be added to the lease or move in at this time. Contact APCHA's property management team to request a Lease Extension Form.
 - » If you are not interested in extending your lease past April 30, no action is needed. You will continue under your current lease terms and must be completely moved out by 12:00 noon on April 30.

Instructions for Burlingame Seasonal Tenants:

- Contact Brian Torres, Burlingame Seasonal Housing Manager (Preferred Property Management) at burlingame@zgrent.com or (970) 379-7560 (cell) or (970) 920-0171 (office).
- **Note:** APCHA does not manage the Burlingame Seasonal property.

COMPLIANCE AND ENFORCEMENT OF HOUSING GUIDELINES

APCHA has suspended all Notice of Investigations (NOI) and Notice of Violations (NOVs) through May 31, 2020. This policy will be reassessed by APCHA in May.

EVICCTIONS AND FORECLOSURES

- **APCHA has suspended all evictions** for APCHA tenants through May 31, 2020.
- APCHA encourages all private property owners and landlords serving APCHA clients to follow the Governor's Executive Order D 2020 12 dated March 20, 2020, or any subsequent Executive Orders.
- Under the Governor's Executive Order, nothing relieves a tenant of the obligation to pay rent, nor restrict a landlord's ability to recover rent due, or otherwise comply with the public health and safety requirements or other legal requirements.
- The Governor's Executive Order directs the Colorado Department of Regulatory Agencies (DORA) to take steps to encourage banks, credit unions, and other financial institutions that are holding residential or commercial mortgages to halt foreclosures and related evictions when foreclosure and foreclosure-related evictions arise from a substantial decrease in household and business income due to the impacts of the COVID-19 pandemic. The Governor's Executive Order directs DORA to encourage financial institutions to provide a ninety (90) day deferment of payment for all consumer loans, including residential and commercial mortgages, refinances, auto loans, and student loans, and small business loans for customers and businesses that have been economically impacted by COVID-19.

UNEMPLOYMENT BENEFITS

If you have lost your job because of the COVID-19 pandemic you might be eligible for unemployment benefits. [To qualify for unemployment benefits please click on this link taking you to the Colorado Department of Labor and Employment to start a claim.](#)

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

The Supplemental Nutrition Assistance Program (SNAP) is a Food Assistance program in Colorado, formerly known as Food Stamps. SNAP provides food assistance benefits as part of a federal nutrition program to help low-income households purchase food. [Click on this link for eligibility information and/or to apply.](#)

LOCAL COVID-19 INFORMATION, RESOURCES, AND ASSISTANCE

City of Aspen

- On April 14, 2020, Aspen City Council approved Ordinance No. 5 (Series of 2020) amending the City's 2020 budget to spend an additional \$5.8 million in emergency appropriations in response to COVID-19. This is on top of the \$200,000 the City Council approved on March 30 to provide financial relief to City of Aspen residents. The additional COVID-19 emergency appropriations include:
 - » **\$300,000** from the City of Aspen's General Fund released to Pitkin County pursuant to the intergovernmental agreement entered by these governments for the purpose of providing financial relief to City of Aspen residents in the areas of housing, utility, food and childcare assistance under the existing Pitkin County qualification's structure for relief.
 - » **\$3,000,000** from the City of Aspen's General Fund towards reaching the City of Aspen COVID-19 relief effort outcomes, including: a) immediate economic relief disbursement through the Aspen Community Foundation and/or government partners; and, b) distribution to Aspen area serving non-profits that provide legal aid and mental health services; and, c) community at-large COVID-19 testing and personal protective equipment; and, d) rent assistance/loan to stabilize businesses and non-profits, including providing for a small business loan/stabilization program; and, e) additional communication and temporary city staffing needs to implement the adopted outcomes.
 - » **\$1,500,000** from the City of Aspen's Housing Development Fund towards reaching the City of Aspen COVID-19 relief effort outcomes, including: a) rent and mortgage assistance for deed-restricted housing units as qualified through Pitkin County Human Services; and, b) additional communication and temporary city staffing needs to implement the adopted outcomes.
 - » **\$1,000,000** from the City of Aspen Kids First Fund towards reaching the City of Aspen COVID-19 relief effort outcomes, including: a) additional childcare financial aid; 984 b) aiding in retaining qualified childcare providers and staff in the community; and, c) additional communication and temporary city staffing needs to implement the adopted outcomes.

The specific amount provided to any program or programs and the restrictions and conditions of any specific disbursement shall be determined by the City Manager. APCA will update residents as more information becomes available from the City.

Aspen Community Foundation

Learn more information about the COVID-19 Regional Response Fund.

Pitkin County

Explore several community resources, events and updates along with public health orders, and financial relief and assistance.

Holy Cross Energy

This organization will work with any member financially impacted by social distancing and COVID-19. They will work with you to pay what you can afford now and set up an interest-free payment plan for your remaining balance without impacting your credit standing. Please call (970) 945-5491.

COLORADO HOUSING FINANCIAL ASSISTANCE PROGRAMS

Below is a list of resources that are generally available to Colorado tenants who may be struggling to pay some of their rent amid Coronavirus. These organizations are not affiliated with APCA.

- [2-1-1 Colorado](#) is a collaborative of eight organizations, hosting six call centers across the state to provide food, shelter and rent assistance to those who qualify. For more information, simply call 2-1-1.
- [Colorado Emergency Child Care Collaborative](#) will provide emergency childcare on a sliding scale to essential workers with children ages eight and under, including health care providers and staff, public safety officers, and those supporting at-risk populations.
- [Colorado Department of Local Affairs \(Division of Housing\)](#) offers rental assistance statewide through the Homelessness Prevention and Rapid Rehousing Program. For more information, call (303) 864-7810.
- [U.S. Department of Housing and Urban Development – Colorado Resources](#) mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.
- [U.S. Department of Agriculture](#) – Implements immediate measures to help rural residents, businesses and communities affected by COVID-19.
- [Colorado Housing Connects](#) provides Coloradans with reliable and trustworthy access to information regarding affordable housing, housing assistance, tenant rights, and more.
- [Comcast](#) is increasing internet speeds for all customers and offering 60 days of free internet services to low-income families.
- [Energy Outreach Colorado](#) was established in 1989 and believes everyone deserves affordable access to the vital resources that power their homes. When everyone can afford and maintain their home, then they can focus on living, rather than merely surviving.
- [Hunger Free Colorado](#) has a Food Resource Hotline available for anyone who needs help locating food. Call (855) 855-4626 Monday through Friday from 8 a.m. to 4:30 p.m. to find school meals, food pantries, and to get assistance with SNAP and WIC enrollment.
- [LEAP Low Income Energy Assistance](#) is a state program intended to assist with partial payment of home heating. For more information, call 1 (866) 432-8435.
- [The Work-Share Program for Employers](#) looking to avoid employee layoffs, Colorado Department of Labor and Employment's Work-Share Program allows eligible employees to work fewer hours and collect partial unemployment benefits.
- [Supportive Housing Programs \(SHP\)](#) provides an effective and efficient approach to offering funds for paying rent, providing low-income housing and various other supportive services to thousands of low-income Colorado families, senior citizens and vulnerable adults. Emergency rent and housing assistance is administered as a part of the federal government funded Shelter Plus Care programs as well as the Section 8 Housing Choice Voucher program. For more information, call (303) 864-7852.