



Affordable Housing Ownership Lottery Guidelines and Procedure

The contents of this document shall govern all housing lotteries conducted by the San Juan Development Association. Please review the deed restriction on the Housing Unit you are applying for and verify you are qualified to apply.

Definitions –

Affordable Housing – Any Housing Unit that is restricted to sale or rental at a specified price to a Qualified Household meeting the AMI requirements of the deed-restriction.

Area Median Income (AMI) - A metric that represents the midpoint of the income distribution in a specific area, usually a county or municipality.

Applicant – A household that has submitted the required application for qualification as a buyer of an affordable housing unit.

Deed Restriction – A legal agreement that places conditions on the deed to a property.

Eligible - Meeting the income-level and employment standards of the Deed-Restrictions of the Housing Units being applied for, and the standards outlined in the SJDA Lottery Procedure. Also referred to as “Qualified.”

Essential Workforce – Any household with a member employed by San Juan County, Town of Silverton, Silverton School, Silverton Medical Rescue, OR any household with a member who has volunteered for Silverton Fire Department or Silverton Medical Rescue regularly for two (2) full years in the past five (5) years immediately prior to the application.

Employee in San Juan County – Employed by a business located in San Juan County.

Household – All owners and/or tenants, their immediate family and any parties who will be occupying the Housing Unit, excluding guests.

Housing Program – A specific housing initiative that has specific regulations and requirements of applicants.

Housing Unit – A deed-restricted unit for purchase or rental through San Juan Development Association, San Juan County, and the Town of Silverton.

Lottery – A process with an outcome that is governed by chance for the selection of Qualified Applicants to have the opportunity to purchase a Housing Unit enrolled in the lottery.

Priority– Specific requirements of applicants that increase success chances in the lottery by earning additional entries into the lottery.

Qualification – Meeting the income-level and residency standards of the Deed-Restrictions of the Housing Units and Housing Program being applied for, and the standards outlined in the SJDA Lottery Procedure. Also referred to as “Eligible.”

Qualified Disabled – A person with disability as is defined in 42 US Code § 12102 who can prove residency in San Juan County a minimum of thirteen (13) months in San Juan County of the last twenty-four (24) months immediately prior to the submission of an application in order to receive priority entries that otherwise require employment.

Qualified Retired – A person sixty-five (65) years or older who is a member of a Household who has a verifiable history of employment in San Juan County for the ten (10) years immediately prior to retiring in order to receive priority entries that otherwise require employment.

Resident – A person who has maintained verifiable residency in San Juan County for twelve (12) months in the past (24) months immediately prior to application.

SJDA – San Juan Development Association.

Verifiable – Able to be checked or demonstrated to be true via third-party verification.

Section 101: GENERAL AFFORDABLE HOUSING PROGRAM GOALS

101.1 Provide Affordable Housing options for residents and their families who live in San Juan County. This is accomplished primarily by regulating and restricting occupancy and ownership of Housing Units to Qualified Households. Additional priority is given to residents with verifiable employment in San Juan County.

101.2 Ensure ongoing affordability of Housing Units. Housing Units are subject to price and appreciation limitations for Sale, resale and/or rental. These limitations are intended to ensure affordability for both the current Household and for the long-term affordability of the Housing Unit.

101.3 Provide clear, fair, and consistent administration of Housing Programs. These Guidelines establish standards and procedures for San Juan Development Association.

101.4 DISCLAIMER: San Juan Development Association expressly disclaims any and all warranties, express or implied, including without limitation fitness for a particular purpose with respect to the provision of Housing Units. SJDA do not represent, warrant or promise to construct, finance or otherwise produce, in whole or in part, any Housing Units pursuant to these Guidelines or under any other programs. No Applicant may rely upon any promise implied or expressed that Housing Units shall be constructed, financed or otherwise produced, in whole or in part, by the SJDA. In no event shall SJDA be liable to any Applicant for any direct, indirect, incidental, punitive, or consequential damage of any kind whatsoever, including without limitation lost profits, lost sales, lost business, lost opportunity, lost information, lost or wasted time. None of the information contained in these Guidelines constitutes an offer to sell or the solicitation of an offer to buy a Housing Unit.

Section 102: HOUSEHOLD QUALIFICATION AND PRIORITY

102.1 There are two (2) levels of evaluation to determine the Qualification of Applicants for the purchase of Housing Units known as *Qualification* and *Priority*.

Qualification refers to the requirements of the Qualification Standards in Section 102.2. Failure to maintain Qualification Standards from the end date of the application period to the closing date of the housing sale will result in loss of Applicant ability to purchase Housing Unit.

Priority refers to specific requirements of Applicants that increase success chances in the lottery by earning additional entries into the lottery.

102.2 Household Qualification Standards

“Qualified Household” defined – Qualified Households must:

1. Meet the Residency Standard;
2. Meet the Income Standard;

a. Residency Standard

1. At least one member of a Household who will hold title to the Housing Unit must be a resident of San Juan County for twelve (12) months of the last twenty-four (24) months immediately prior to the submission of an application.

b. Income Standard

1. All members of Applicant Household over eighteen (18) years must meet the income-level requirements of the Housing Unit being applied for.

Section 103: OWNERSHIP LOTTERY PROCEDURE – SJDA Staff administers ownership lotteries subject to the provisions of this document established to create an orderly and fair process for offering Housing Units for sale to Qualified Households and give priority entries to Qualified Households with Priority status detailed below.

SJDA abides by the Fair Housing Laws in Colorado.

A. Opening and Announcement of Ownership Lottery –

1. Notice of the date, time, and location at which applications will be taken shall be published as a "Legal Notice" in a newspaper of general circulation in the Silverton Standard at least twenty-one (21) days prior to the close of an application period.
2. Applications and information shall be available online on the SJDA website concurrent with the publication of the Legal Notice.

B. Lottery Application Requirements and Communication –

1. Eligible Households interested in purchasing a Housing Unit subject to an ownership lottery must submit a complete application to SJDA within the

application window. No late or incomplete applications will be accepted. All application windows will be posted on the SJDA website under the *Housing* tab.

2. Applications will be conducted through a form software of which privacy standards are HIPPA compliant.
3. All members of an Applicant Household over eighteen (18) years of age must submit the following by the published deadline:
 - a. a mortgage pre-qualification/approval that includes Income-level that considers income from all household members over eighteen (18) years of age.
 - b. a signed sworn statement certifying the accuracy and completeness of the application as described in the Application Checklist.
4. The combined income of all members of the Applicant Household over eighteen (18) years of age must meet the AMI requirements of the deed restrictions of the Housing Units being applied for. Applicant's income level shall not exceed the maximum AMI limit posted per application. Ex: Application for an 80% or 100% AMI income restricted unit, applicant AMI shall not exceed 100% AMI according to the CHFA Annual Income Limits for San Juan County.
5. Applications submitted without the requisite submissions from each member of the Applicant Household will be deemed incomplete and will render the entire Household ineligible for the lottery.
6. SJDA Staff shall only accept lottery applications during the application window and by the method specified in the Legal Notice. If submission of application is permitted by mail to PO 722 Silverton, CO 81433, mailed applications are considered received in the proper application window if postmarked at least two (2) days prior to the last day of the application period and received within two (2) business days after the application period closes. SJDA is not responsible for delays in the delivery of mail. Incomplete or late applications will not be processed for Qualification and will render the entire Household ineligible for the lottery.
7. After the submission deadline for applications has passed, SJDA Staff shall review all complete applications timely received and inform the Applicant Household of its Qualification status for the lottery no later than ten (10) days after the closure of the application window. Anonymous results will be posted in the Silverton Standard circulation immediately following the ten (10) days after the application window has closed.

C. Weighted Lottery Process –

1. Qualified Applications are entered into the lottery. Each applicant is assigned an “unfiltered” ranking between 1 and the total number of applicants. The ranking will be the ticket number and shared only with the respective applicant.
2. Priority entries are assigned to priority applicants as additional ticket numbers.

3. The lottery report is generated without replacement (all lottery rankings are generated at once). The lottery is run through random.org. Results will be anonymous and permanently publicly published on random.org. Applicants can see their result placement from their ticket numbers.
4. Applicant lottery ranking results are emailed to applicants no later than ten (10) days after the application closing date. SJDA Staff will contact households in lottery rank order. Applicants must provide current or updated financial documents upon request and must still meet qualification criteria at the time of purchase. SJDA Staff are required to calculate the income level of the winning applicants. Failure to meet Income-Level as verified by SJDA Staff or provide complete and accurate financial information, the next-ranked household will receive priority.

Section 104: HOUSING LOTTERY PRIORITY MATRIX

104.1 Entering the Lottery: After the closing of the application window and completion of appeal hearings, if any, a list of qualified households will be assigned a lottery number. Ineligible applicants will not be included in the lottery. **Each eligible household will receive one (1) lottery entry.** Additional entries are available to households based on the qualification of the following Priority Qualifications. Applicants can only be eligible for one type of Priority Qualification.

104.2 Definitions of Priority Qualifications

- A. Essential Workforce:** Any household with a member employed by San Juan County, Town of Silverton, Silverton School, Silverton Medical Rescue, OR any household with a member who has volunteered for Silverton Fire Department or Silverton Medical Rescue regularly for two (2) full years before application. Receives three (3) additional entries into the Lottery. *To qualify for priority entries for Essential Workforce, applicant's employer must submit a completed Employment Verification Form to the SJDA document upload portal before the application window closes.*
- B. Employee in San Juan County:** Currently employed by a business located in San Juan County. Additional entries are dependent on length of employment seen in Section 104.4. *To qualify for priority entries for Employee in San Juan County, applicant's employer must submit a completed Employment Verification Form to the SJDA document upload portal before the application window closes.*
- C. Qualified Disabled or Qualified Retired Resident of San Juan County:** Applicants who are Qualified Retired or Qualified Disabled. Additional entries are dependent on length of residency in San Juan County seen in Section 104.4. *To qualify for the priority entries for Resident of San Juan County, the applicant must complete the residential history within the online application and show proof of retirement or unemployment.*

104.3 Priority Stipulations

- A. For two (2) or more applicants per application:**

1. You may only get a total of three (3) additional entries per application for the Essential Workforce priority.
2. Residence history may be applied only to the person that has lived in San Juan County the longest.

104.4 Priority Entry Matrix

The Priority Qualifications and Additional Entries are displayed in the table below:

| Priority Qualification | Sum of Monthly Residency in Last 5 Years | Additional Entries |
|--|---|---------------------------|
| Essential Workforce | | +3 entries |
| Non-essential Workforce in San Juan County | 24-60 months (2-5 years) | +2 entries |
| | 60+ months (5+ years) | +3 entries |
| Qualified Retired and Qualified Disabled | 24+ months (2+ years) | + 1 entry |