



**BOARD OF DIRECTORS
Monthly Meeting**

August 1, 2022

ReStore Northeast
6250 Tutt Boulevard, Conference Room

also offered virtually via [Zoom](#)

AGENDA
PPFH BOARD OF DIRECTORS
ReStore Northeast Conference Room
(6250 Tutt Blvd)
also offered virtually via [Zoom](#)

August 1, 2022
5:45-6:45 pm

- 5:45-5:47** **CALL TO ORDER**, Ryan Panariso
- 5:47-5:57** **OPENING DEVOTIONS**, Kris Lewis
- 5:57- 6:00** **APPROVAL OF JUNE 6, 2022 MEETING MINUTES***, Ryan Panariso (**Vote**)
- 6:00 – 6:45** **ITEMS REQUIRING DISCUSSION AND/OR VOTE**
- Ratification of 2nd term for Peter Hilts and Eric Stolp
 - Donor Appreciation Event board orientation, Paul Hasty
 - Presentation and vote: Veteran Build future homeowner, Joel Hamilton (**Vote**)
 - FY23 Covenant and Quality Assurance Report (**Vote**) – Ryan Panariso
 - Required Review of Policies
 - Annual Anti-money Laundering Policy Report
 - Annual Red Flag Policy Report
 - Annual Whistle Blower Policy Report
 - Annual Check Signature Limit Resolution for banks (**Vote**)
 - New IT Policy (**Vote**)
 - Board development: By-laws Part I – Kris Lewis

ITEMS OF NOTE

- Current board rotation information included in the appendix.
- Information about La Rosa’s Tequila & Tapas fundraiser is included in the appendix.
- Habitat for Humanity Colorado-sponsored “Camp Colorado” scheduled to be held May 3-5, 2023 in Vail. Details to follow as they come available.

RESPECTFUL REQUESTS TO THE BOARD: Could you please...

- August thank you letters will be delivered by hand. After you send them out, please notify Emma Price (emma@pikespeakhabitat.org). We greatly appreciate your help.

Board Minutes

Board Members	Present?	Staff and Guests	Present?
Jay Carlson	Z	STAFF:	
Joe DesJardin	Y	Kris Lewis, <i>Executive Director/CEO</i>	Y
Rob Giunta, <i>Treasurer</i>	Y	Karla Probert, <i>Executive Assistant</i>	Y
Joel Hamilton	Z		
Peter Hilts	Z		
Martha Johnson	Z	GUESTS:	
Ryan Mohling	Y		
Janna Mulder, <i>Secretary</i>	Z	Paul Hasty	
Ryan Panariso, <i>President</i>	Y		
Chuck Smith	Z		
Eric Stolp, <i>Vice President</i>	Y		
Ryan Teeples	Z		
Candy Vandenberg	Z		
Bill Wall	Y		

CALL TO ORDER: The June 6, 2022 meeting of the PPHFH Board of Directors was called order at 5:46 by Mr. Ryan Panariso, president.

OPENING PRAYER & DEVO: Mr. Eric Stolp led devotions and opened in prayer.

APPROVAL OF MINUTES: Motion made, seconded, and it was unanimously passed to approve the May 2, 2022 minutes as presented.

ITEMS REQUIRING DISCUSSION AND/OR VOTE:

1. Election of new board members. Mr. Paul Hasty and Mr. Tye Tutt were voted in as new board members with unanimous consent
2. Mr. Joe DesJardin's board membership was ratified with unanimous consent
3. Third term was approved for Mr. Ryan Mohling, Mr. Ryan Panariso, and Mr. Chuck Smith with unanimous consent
4. Office slate was approved as proposed, with unanimous approval.
5. Presentation and approval of Letter of Intent to purchase land from Living Hope Covenant Church, passed with unanimous consent. The land is zoned for "conditional use".
6. Presentation and approval of refinance of Line of Credit and payoff of RSS mortgage, also granting Kris Lewis the authority to sign any relevant documentation; passed with unanimous consent.
7. Review and approval of the upcoming fiscal year budget; passed with unanimous consent.
8. Approval of FY23-FY25 Strategic Plan, passed with unanimous consent.

Meeting adjourned at 6:22 p.m.

Items for Discussion/Vote

Fiscal Year 2023 Covenant and Quality Assurance Checklist

Origination date: January 2007

Revision date: June 2022

Affiliates can use this preview copy* of the FY2023 Covenant and Quality Assurance Checklist to review standards with their board. We realize some affiliate boards review and approve the Covenant at annual or quarterly board meetings, often held prior to the release of the Quality Assurance Checklist every July. For this reason, the Covenant's approval date may be entered separately and the Quality Assurance Checklist's approval date, which should occur on or after June 15, may be entered when it is reviewed and approved by your board. *(Minor changes may occur in the final version of the online Quality Assurance Checklist tool, however, no new standards will be added.)

Welcome to the annual electronic submission process for the U.S. Affiliated Organization Covenant and the Quality Assurance Checklist. Affiliates are required to complete this process annually.

In response to affiliate feedback, the answers to a few questions in the Quality Assurance Checklist have been prepopulated for you based on information we already have in our records. For example, if our records show that you have served at least one family per year through a new home, a rehabilitated home, repaired home, weatherized home, or recycled home, you will see that you don't have to complete that question, and the tool will indicate that our records show you have met that standard. If our records show you have not served a family through one of these types of construction, the tool will indicate that you do not comply with the standard and will offer you only the "no" answer options to choose from. Similar prepopulated questions include those around minimum insurance requirements, qualified loan originator, competent person as well as the ability to bypass any Habitat ReStore questions if our records indicate you do not operate a store.

The U.S. Affiliated Organization Covenant (Covenant) is the foundational document between Habitat for Humanity International and U.S. affiliates. The Covenant continues to be our guiding spiritual and philosophical document. The yearly signing of the online Covenant ensures that, while affiliate leadership may change over time, the mission, mission principles and core tenets of Habitat for Humanity remain intact.

The Quality Assurance Checklist (QA Checklist) contains standards and practices that are expected of each affiliate. As required by the U.S. Affiliation Agreement, affiliates must exercise their best efforts to comply with each of the standards. Failure to meet these standards can potentially affect good standing and result in other disciplinary action.

The QA Checklist is divided into two sections.

Section 1: Core Requirements demonstrate sound, professional business practices and are also essential to one or more of the following:

- A) Protection and stewardship of the Habitat for Humanity brand and national reputation.
- B) Preservation of Habitat for Humanity's reputation and credibility with national, state and local government funders.

- C) Demonstration of practices that are considered critical by insurers.
- D) Demonstration of compliance with core Habitat for Humanity policies or other legal requirements binding on affiliates.

While all of the QA Checklist requirements are critical, non-compliance with a Core Requirement poses a potentially greater risk to the Habitat for Humanity network as a whole.

Section 2: Other Essential Practices include legal requirements binding on all affiliates and demonstrate sound, professional business practices and compliance with core Habitat for Humanity policies.

Please go through each question and provide the most accurate response for your affiliate. Note that you can choose to Save and Continue using the blue button at the bottom center of each page to move to the next page of questions, or you can choose Save and Return Later in the black bar across the top of your screen to come back to the QA Checklist later. An email will be sent to you with a unique link to return to your QA Checklist where you left off.

The deadline to electronically submit the FY2023 Covenant and Quality Assurance Checklist is Sept. 30, 2022.

Affiliate Info

Affiliate Name:	Pikes Peak Habitat for Humanity
Affiliate ID:	0121-0567
State:	Colorado
GSA:	Large
Submitter Name:	Janet Risley
Submitter Title:	Director of Homeowner Programs
Submitter Email:	janet@pikespeakhabitat.org
Submitter Phone:	719-475-7800

NOTE: The above section will be auto populated. If any of the information is incorrect or missing, please contact the Affiliate Support Center at USSupportCenter@habitat.org to update your records. (This information will be auto populated in the online Covenant and Quality Assurance Checklist tool.)

Section 1: Core Requirements

1. Affiliate is an organization based on Christian principles and as such:
 - A) Adopts the official vision and mission statements of Habitat for Humanity.
 - B) Affiliate board of directors reads and signs the Covenant annually.
 - C) Supports Habitat for Humanity's international work through an annual tithe.
 - D) Adopts and follows the Habitat for Humanity non-proselytizing policy.

Choose all that apply. Please provide the most accurate response for each unchecked selection.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

2. Affiliate serves (as reported on the Affiliate Statistical and House Production Report):

A) A minimum of one family per year (every 12 months) through one of the following housing interventions: new home, rehabilitated home, repaired home, weatherized home, recycled home, and;

B) A minimum of one family over a three-year period (every 36 months) through a rehabilitated or new home construction.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

3. Affiliate makes all reasonable efforts to serve families who demonstrate a housing need. Need is evaluated by considering affiliate's service area median income, cost of living index, etc. Household incomes should not exceed 60% AMI and in no case exceed 80% AMI.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

4. Affiliate activities are governed by written, duly adopted policies that comply with all local, state and federal laws (Fair Housing Act, Equal Credit Opportunity Act, and other Fair Lending laws, Fair Credit Reporting Act, Privacy, Flood, Bank Secrecy Act - Anti-Money Laundering, Office of Foreign Assets Control, Real Estate Settlement Procedures and Truth in Lending, OSHA, etc.) including but not limited to:

A) Anti-discrimination.

B) Child labor prohibitions.

C) Conflict of interest.

D) Construction safety.

E) Employment, including grievance.

F) Fiscal safeguards.

G) Mortgage origination, including homeowner selection and house pricing and transfer (written policies are required of all affiliates, including affiliates that use third-party originators).

H) Mortgage servicing, including escrow fund management (written policies are required of all affiliates, including affiliates that use third-party servicers).

I) Records retention.

J) Sex offender registration check.

K) Whistleblower.

Choose all that apply. Please provide the most accurate response for each unchecked selection.

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

N/A – Not applicable for the following standard:

- Employment *N/A should only be selected by affiliates with no employees.

5. Affiliate complies with Internal Revenue Service Section 501 (c)(3) and with all state and local tax laws. Additionally:

- Affiliate annually files the appropriate IRS tax filings in a timely manner (e.g., Form 990-N, Form 990EZ, Form 990, or Form 990-T) in full accordance with IRS regulations and requirements.
- After filing with the IRS, the affiliate also uploads a copy of their completed tax filings to the Affiliate Document Center.
- Affiliate donors receive a timely written receipt documenting their contributions, as required by IRS guidelines.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

NOTE: If you have not uploaded documents previously to the Affiliate Document Center, please contact the Affiliate Support Center at USSupportCenter@habitat.org for access.

6. Affiliate has the required minimum insurance coverage for all aspects of its operations including General Liability, Builder's Risk, Volunteer Accidental Medical, Directors and Officers Liability, and, if applicable, workers' compensation and auto coverage.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

7. Affiliate loan originator activities are conducted by at least one loan originator qualified by:

- Making a determination of demonstrated financial responsibility, character, and general fitness based on:
 - A) a criminal background check.
 - B) a credit check.
 - C) information about any other proceedings.
- Ensuring each such staff member or volunteer has completed all required training on federal and state laws that apply to the activities.

All loan originator activities, as defined by federal law, are performed only by a qualified loan originator. (QLOs are required of all affiliates, including affiliates that use third-party originators and/or servicers.)

Yes

No - Policy/procedure in this area is in progress or pending board resolution.
No - We understand we are not adhering to the standard and there are no plans to change.

8. Affiliate uses the HUD Equal Housing logo or equal housing opportunity statement on all applicant-facing materials and web pages and ensures it is posted anywhere applications are submitted and/or provided to applicants.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.
No - We understand we are not adhering to the standard and there are no plans to change.

9. Affiliate has at minimum one person who has been trained by HFHI as a Competent Person.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.
No - We understand we are not adhering to the standard and there are no plans to change.

10. Affiliate has liability waivers signed annually by all volunteers and retains those waivers for at least one year beyond expiration of the statute of limitations.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.
No - We understand we are not adhering to the standard and there are no plans to change.

11. Affiliate deselection of approved applicants occurs only in the following cases:
- A) Failure to complete requirements set forth in the letter of acceptance or Homeownership Agreement.
 - B) Negative change in financial condition which would significantly impact the ability to pay.
 - C) Fraud on the application.
 - D) Violation of a sexual offender policy.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.
No - We understand we are not adhering to the standard and there are no plans to change.

12. Affiliate with revenues of more than \$250,000 per year or assets greater than \$500,000 have had financial statements audited by an external auditor within the past 12 months. Affiliate is exempt from audit only if both of the following are true:

- Annual revenue is less than \$250,000 per year.
- Assets are less than \$500,000.

Please choose from the following options:

Yes

No – Policy/procedure in this area is in progress or pending board resolution.

No – We understand that we are not adhering to the standard and there are no plans to change.

Exempt (*displays + auto-selects only if both exemption conditions are selected*)

13. Affiliate has officially adopted the registered Habitat for Humanity logo and, if applicable, Habitat ReStore identifier. (Affiliates with registered Habitat logo but no Habitat ReStore should still select 'Yes.')

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

14. Affiliate has and abides by Habitat ReStore and/or retail operation safety standards as set forth in Policy 30, including, but not limited to:
- A) Employs no fewer than two paid staff members who are within the facility during business hours/retail location.
 - B) Has a Safety Manual.
 - C) Has an Emergency Action Plan/retail location.
 - D) Has a Fire Protection Plan/retail location.
 - E) Has a Hazardous Communications Plan/retail location.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

N/A - Not applicable *N/A should be selected only by affiliates without Habitat ReStores or other retail operations.

Section 2: Other Essential Practices

15. All affiliate board and staff members and volunteers in leadership positions abide by the standards and requirements of Safeguarding, Policy 34. The affiliate maintains, for all work locations, an environment that is safe, productive, and respectful. It also maintains an environment that prevents and responds to reports of physical/sexual abuse, exploitation, harassment, and/or bullying, of the people in the communities that we serve (especially vulnerable adults and children) and the people with whom we work and partner.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

NOTE: If any of the information below is incorrect or missing, please email the Affiliate Support Center at USSupportCenter@habitat.org to update the information. (This information will be auto populated in the online Covenant and Quality Assurance Checklist tool.)

16. Affiliate has:

- A) A dedicated, publicly accessible office.
- B) A dedicated mailing address 2802 N. Prospect St. CO CO 80907
- C) A telephone number dedicated exclusively to affiliate with voice mail capacity, which shall remain the property of affiliate in the event of the individual account holder's departure 719-475-7800.
- D) An email address exclusive to affiliate which shall remain the property of affiliate in the event of the individual account holder's departure office@pikespeakhabitat.org
- E) Ownership of at least one computer with internet access and software for word processing and spreadsheets.
- F) A website (or other social media platform) displaying the Habitat for Humanity vision and mission statements and a reference to Habitat for Humanity's non-proselytizing policy.
- G) Corporate bylaws limiting the terms for its board of directors which are enforced by affiliate.

Choose all that apply. Please provide the most accurate response for each unchecked selection.

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

17. Affiliate abides by requirements for operating a Habitat ReStore or any other retail/resale operation, including, but not limited to: all first, additional, or relocating stores must complete the registration process for each store location with Habitat for Humanity International.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

N/A - Not applicable **N/A should be selected only by affiliates without ReStores or other retail operations.*

18. Affiliate tracks volunteer hours.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

19. Affiliate board annually approves a written budget, which includes projected sources and amounts of income and anticipated expenses. Affiliate and its board review the actual income and expense statements at least quarterly and compare them to the budget.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

20. Affiliate abides by a board-approved Anti-Money Laundering program, ensuring that the following provisions are met:

- A) Policies and procedures, which include internal controls, are developed and applied consistently.
- B) An AML compliance officer is appointed and aware of their responsibilities.
- C) Ongoing training is conducted with all applicable staff and volunteers.
- D) An independent audit tests the compliance and effectiveness of the AML program.
- E) Suspicious Activity Reporting is done properly.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

21. Affiliate and its board review the performance of affiliate's mortgage loan portfolio using the delinquency definitions in the Affiliate Statistical Report, comparing the number of delinquencies and amount of arrearages with prior periods, at least quarterly.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

22. Affiliate has designed, implemented and currently maintains safeguards to keep consumer information confidential and protect it from threats and hazards such as unauthorized access or use of such records.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

23. Affiliate establishes an independent, third-party appraisal for each housing unit. If the Fair Market Value of the affiliate's housing units are more than the sum of (i) the first mortgage, plus (ii) any cash down payment paid by the homebuyer, plus (iii) any third-party subordinate mortgages, then the affiliate must utilize deferred subordinate mortgages (commonly called a "soft" mortgage) to protect equity.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

24. Affiliate sells the housing units it builds and/or rehabs by providing buyers with affiliate-originated mortgage financing at zero percent interest or via a third party-originated affordable mortgage that is recognized as an authorized financing option or other HFHI-approved financing model.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

25. Affiliate provides homeowner pre- and post-support services to all selected families through appointed volunteers, staff, HUD Certified Counselor, or other professionals.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

26. Affiliate complies with all applicable state and local building codes. Where there are no state/local codes, affiliate builds in compliance with the 2006 version of the International Residential Code (the IRC).

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

27. Affiliate builds houses in accordance with the Habitat House Design Criteria.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

Exempt – Local ordinances prevent affiliate from adhering to the Habitat House Design Criteria.

28. Affiliate is not overly dependent on any single source of revenue, including Habitat ReStore, government funding, or single private donors. As a guideline, affiliate generally has no single source of revenue on a continuing basis that exceeds 40 percent of the annual affiliate operating budget.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

29. Affiliate adheres to U.S. Collaborative Development Handbook.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

30. Affiliate uses all contributions for the purpose expressed by the donor.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

31. Affiliate fundraising personnel, including employees, volunteers, and independent consultants, are not compensated on a percentage of the amount raised or any other commission formula.

Yes

No - Policy/procedure in this area is in progress or pending board resolution.

No - We understand we are not adhering to the standard and there are no plans to change.

U.S. Affiliated Organization Covenant

Preface

Habitat for Humanity U.S. affiliated organizations work to create decent, affordable housing in partnership with those in need and to make shelter a matter of conscience with people everywhere. This Covenant outlines the relationship between Habitat for Humanity International and its affiliated organizations in the United States.

Mission Vision

A world where everyone has a decent place to live.

Mission Statement

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Mission Principles

(1) **Demonstrate the love of Jesus Christ.** We undertake our work to demonstrate the love and teachings of Jesus, acting in all ways in accord with the belief that God's love and grace abound for all, and that we must be "hands and feet" of that love and grace in our world. We believe that, through faith, the minuscule can be multiplied to accomplish the magnificent, and that, in faith, respectful relationships can grow among all people.

(2) **Focus on shelter.** We have chosen, as our means of manifesting God’s love, to create opportunities for all people to live in decent, durable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.

(3) **Advocate for affordable housing.** In response to the prophet Micah’s call to do justice, to love mercy and to walk humbly with God, we promote decent, affordable housing for all, and we support the global community’s commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.

(4) **Promote dignity and hope.** We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.

(5) **Support sustainable and transformational development.** We view our work as successful when it transforms lives and promotes positive and lasting social, economic, and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship of all resources entrusted to us.

In addition, in recognition of and commitment to the global nature of the Habitat for Humanity mission, each U.S. affiliate is expected to contribute (tithe) at least 10 percent of its undesignated cash contributions to Habitat for Humanity’s international work.

Agreement to Covenant

In recognition of the Mission Principles stated in this Covenant, Habitat for Humanity International and _(Auto-populate affiliate name)_ covenant as follows.

Habitat for Humanity International Covenants:

- To support the work of Habitat for Humanity affiliated organizations through program development, communication, learning opportunities, advocacy, and protecting and promoting the good name of Habitat for Humanity.
- To coordinate global fund-raising efforts.
- To create a global movement around the need for decent and affordable housing.
- To administer tithe funds contributed by affiliates in support of the efforts of Habitat for Humanity national organizations and affiliates.

(Auto-populate affiliate name) **Covenants:**

- To support the work of Habitat for Humanity affiliated organizations through program development, communication, learning opportunities, advocacy, and protecting and promoting the good name of Habitat for Humanity.
- To comply with the minimum operational standards contained in an annual certification process.
- To conduct its operations within its defined service area.
- To tithe for Habitat for Humanity’s housing work outside the United States.
- To reject any support that is conditioned on deviating from the Mission Principles outlined earlier or other approved policies and practices.
- To conduct its operations in a manner that protects and promotes the good name of Habitat for Humanity and contributes to the growth of the Habitat for Humanity movement and is in the best

interests of other affiliates and of Habitat for Humanity International including, but not limited to, actions that are specified in this covenant and in Habitat for Humanity policies.

This Covenant is valid upon approval by the affiliate board of directors and a designated representative of Habitat for Humanity International.

Covenant Signatures

Habitat for Humanity International:

By: Sue Henderson, Vice President, U.S. Operations

Date:

By: __ (Auto-populate affiliate name) __:

Date:

Covenant Approval by Board of Directors

I certify that the Covenant between Habitat for Humanity International and (Auto-populate affiliate name) was approved by the board of directors at a meeting held on:

Date:

Quality Assurance Approval by Board of Directors

I certify that the Quality Assurance Checklist for (Auto-populate affiliate name) was approved by the board of directors at a meeting held on:

Date:

Secretary of Board of Directors:

Secretary Phone: 719-331-1256

Secretary Email: Janna.m.mulder@gmail.com

Board President Information

Board President Name: Ryan Panariso

Board President Phone: 719-381-5602

Board President Email: ryan.panariso@anb bank.com

Board Vice-President Information

Board Vice-President Name: ERIC Stolp

Board Vice-President Phone: 719-466-3448

Board Vice-President Email: eric.stolp@thrivent.com

Board Treasurer Information

Board Treasurer Name: Bob Giunta
Board Treasurer Phone: 516-263-5818
Board Treasurer Email: robert.giunta823@gmail.com

Affiliate Contact Information

Affiliate Contact Name: Kris Lewis
Affiliate Contact Title: ED/CEO
Affiliate Contact Phone: 719-475-7800 ext. 104
Affiliate Contact Email: kris@pikespeakhabitat.org
Affiliate Website: www.pikespeakhabitat.org

Board Approval and Certification

The affiliate board of directors has reviewed the answers provided on this U.S. Affiliated Organization Covenant and Quality Assurance Checklist, certified them as correct, and approved this submission as an accurate declaration of the affiliate. We understand that failure to submit a timely and accurate Covenant and QA Checklist may result in loss of good standing or other disciplinary action. Yes

MEMORANDUM

DATE: July 25, 2022

TO: Board of Directors

FROM: Kris Lewis
Compliance Officer

RE: Annual Board Report for Anti-Money Laundering (“AML”)

Purpose:

PIKES PEAK HABITAT FOR HUMANITY (“Habitat”) is committed to a comprehensive anti-money laundering (“AML”) program. It is the policy of Habitat to comply fully and completely with all applicable governmental requirements that have been designed to prohibit and prevent both actual and potential money laundering, as well as other activities that facilitate money laundering and the funding of terrorists and/or other criminal activity, including mortgage fraud.

Habitat intends that these AML Policy and Program Procedures (“the Policy”) will be reviewed at least annually and updated from time to time as necessary to keep up with changes in applicable law and changes in Habitat’s operations. The Policy is intended to be supplemented by training of all Habitat’s non-construction employees and any volunteers who perform administrative duties (“designated volunteers”). The Policy is solely for the use of, and is binding upon, Habitat’s employees and designated volunteers. Willful or grossly negligent failure of an employee or designated volunteer to follow this AML Policy and Program Procedures Policy and such additional procedures as shall be issued to implement this Policy may be grounds for discipline, up to and including termination, and may in certain circumstances expose the employee or designated volunteer to criminal prosecution, fine, and/or imprisonment.

Summary:

The Anti-Money Laundering (“AML”) policy revision was approved by the Board on November 2, 2015. There has been zero (0) incident(s) related to the AML policy.

Effectiveness of Policies and Procedures:

Staff continues to follow the AML procedures and respond appropriately to prevent and mitigate fraud.

Material Changes to the Program:

Finance Committee reviewed this policy at the July meeting and recommended no changes to the program material at this time.

MEMORANDUM

DATE: July 25, 2022

TO: Board of Directors

FROM: Kris Lewis
Compliance Officer

RE: Annual Board Report for Red Flag Identify Theft Policy

Purpose:

Pikes Peak Habitat for Humanity is required to implement a policy and procedures to maintain an identity theft prevention program in accordance with the requirements of the Federal Trade Commission (FTC) and the Fair and Accurate Credit Transactions Act (FACTA).

Summary:

The Red Flag Policy was approved by the Board on *November 3, 2015*. There has been zero (0) incident(s) related to identity theft where reinforcement of the policies and procedures was necessary.

Effectiveness of Policies and Procedures:

Staff continues to follow the procedures and respond appropriately to detect red flags to prevent and mitigate identity theft.

Material Changes to the Program:

Finance Committee reviewed this policy at the July meeting and recommended no changes to the program material at this time.

MEMORANDUM

DATE: July 25, 2022

TO: Board of Directors

FROM: Kris Lewis
Compliance Officer

RE: Annual Board Report for Employee Protection (Whistleblower) Policy

Purpose:

It is the intent of Pikes Peak Habitat for Humanity (PPHFH) to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. PPHFH implemented the Employee Protection (Whistleblower) policy and procedure for any employee who reasonably believes that some policy, practice, or activity of PPHFH is in violation of the law. This policy represents PPHFH's course of action for Whistleblowers.

Summary:

The Employee Protection (Whistleblower) Policy was approved by the Board on *November 3, 2015*. There has been zero (0) complaint(s) related to this policy where a course of action was necessary.

Effectiveness of Policies and Procedures:

Staff is reminded yearly of the Employee Protection (Whistleblower) policy and procedure; on how to file a complaint.

Material Changes to the Program:

Finance Committee reviewed this policy at the July meeting and recommended no changes to the program material at this time.

Two Signatures on Checks of \$75,000

Objective: To establish a standard regarding expenditure approval on Pikes Peak Habitat for Humanity expenses.

- 1) All checks for expenditures over \$75,000 are required to have two authorizing signatures.
- 2) The Executive Director may sign checks up to \$75,000.
- 3) Director of Homeowner Programs or the Chief Retail Officer may sign checks up to \$10,000.
- 4) Any checks over \$75,000 will require a second signature. The second signature must be a member of the Executive Committee.

Original Policy Approved:	Pre-2014
Original Policy Approved by the Board of Directors:	02/02/2015
Revision Approved by Finance Committee:	02/26/2018
Revision Approved by Executive Committee:	02/26/2018
Revision Approved by the Board of Directors:	04/02/2018
Revision Approved by Executive Committee:	09/21/2020
Revision Approved by the Board of Directors:	10/05/2020
Revision Approved by the Finance Committee:	07/18/2022
Revision Approved by the Board of Directors:	

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- 2.0 User Account Management 2
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 - User Access Reviews 2
 - User Access De-provisioning 2
 - Generic Accounts 2
- 3.0 Password Maintenance 2
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- 4.0 Managed IT Support 3
 - General 3
 - Security Patching 3

1.0 Introduction

PPHFH's IT environment is a critical component necessary for PPHFH to fulfill its mission. PPHFH has adopted the following IT policies to ensure the ongoing security of both PPHFH and customer data, availability of service, and effective operation of the IT environment. Each PPHFH employee provides the first line of defense in protecting PPHFH's IT and data assets through these policies along with the Computer, Email, and Internet Usage policy and the Confidentiality of PPHFH Information policy in the PPHFH Personnel Handbook.

2.0 User Account Management

New User Access

New users will be granted access to a system or application upon written approval from the employee's immediate supervisor. If the immediate supervisor is unavailable for two or more working days, the department head will review/approve the access being requested.

User Access Reviews

Every July, each critical system (CERVIS, Bloomerang, Quickbooks, website) and appropriate system owner (i.e. Finance, Development, Volunteer) will review all users of each system/application to ensure access is still needed and access level is still appropriate. Any access changes identified will be made within 10 business days. Evidence of review and changes made should be retained for a minimum of 12 months or until the next review is performed.

User Access De-provisioning

Any employee leaving PPHFH employment will have all system and application accesses removed the same date as the separation date. This de-provisioning activity is included in the Human Resources employee separation checklist.

Generic Accounts

PPHFH will not utilize generic accounts for any system or application. All user accounts must be uniquely identifiable and assigned to a PPHFH employee.

3.0 Password Maintenance

Password Format

Where possible, critical system and application password requirements such as Bloomerang, CERVIS, Quickbooks, and the website should be configured to require a minimum of eight (8) characters with at least three attributes such as uppercase letters, lowercase letters, numbers, or special characters; and be changed every 180 days with none of the previous three passwords being allowed. If a system or application cannot be configured to meet the minimum password requirement, an alternative is to annually make each user sign an agreement stating they will manually adhere to this password policy.

Password Example: **GK**hfh202106!!

Conforms by utilizing:

- **GK** – Uppercase

- **hfh** – Lowercase
- **202106** – Numbers
- **!!** – Special Characters

Password Sharing

Sharing passwords or other login credentials is a violation of policy noted in the Personnel Handbook. Sharing credentials is not allowed because of the lack of accountability and audit trail in addition to the increased risk of inappropriate activity.

4.0 Managed IT Support

General

PPHFH contracts IT managed support through a local company CCS with current coverage from 5/1/21 – 4/30/23. Mark Higley (mark.higley@coloradosupport.com) is PPHFH contact for contractual questions concerning coverage included within the agreement. Noted below are inclusions:

- Helpdesk support (6:30am – 5:00pm)
- Remote and onsite equipment support
- Disaster Recovery for covered equipment
- Server and workstation management, including backups and patch management
- Management of network equipment (switches, firewall and wireless devices)
- 24/7 network monitoring and resolution
- Server backup software supporting local and off-site backups
- Antivirus licensing and advanced cloud hosted email security and on server
- Up-to-date security surveillance and monitoring software installed and activated on all equipment to detect and resolve malware, spyware, viruses, threats, and other malicious software
- Remote management and monitoring tools for all workstations and servers
- Maintenance of equipment lists

Security Patching

Security updates and vulnerability patches are managed via CCS through the contract noted above, employees will receive these notifications from CCS, and will implement the updates as soon as practically possible, within 48 hours.

Payment card industry (PCI)

Payment card industry (PCI) compliance is mandated by [credit card](#) companies to help ensure the security of credit card transactions in the payments industry. Payment card industry compliance refers to the technical and operational standards that businesses follow to secure and protect credit card data provided by cardholders and transmitted through card processing transactions. PCI standards for compliance are developed and managed by the [PCI Security Standards Council](#).

The ReStores are secure through the vendor Clover who works with the Chief Retail Officer for the quarterly compliance. CCS handles the business office compliance.

Approved by Finance Committee on:
Approved by the Executive Committee on:
Approved by the Board of Directors on:

05/02/2022
07/19/2022

Financials & Related Reports

FY 2022 Operations Dashboard

Unaudited - June 2022

Current Profit and Loss Highlights

Current Net Income (Loss)	\$	(78,843)
YTD Income (Loss)	\$	469,897



Board of Directors

Balance Sheet Summary

Finance Committee Notes

ASSETS		
Current Assets		
Checking/Savings	\$	1,224,943
Investment Cash/Equivalents		59,019
Investment Securities		1,118,971
Accounts Receivable		40,191
Other Current Assets		2,714,561
Total Current Assets	\$	5,157,685
Fixed Assets	\$	6,135,402
Other Assets		2,559,632
TOTAL ASSETS	\$	13,852,719
LIABILITIES & EQUITY		
Liabilities		
Total Current Liabilities	\$	369,867
Long Term Liabilities		3,422,867
Total Liabilities	\$	3,792,733
Total Equity		10,059,986
TOTAL LIABILITIES & EQUITY	\$	13,852,719

Current net income (loss):
 June was a negative month
 Total contributions and grants continue to stay strong
 ReStore sales continue to exceed the YTD budget
 Monthly expenses continue to be monitored
 Investment account had a loss for the month
 YTD net income continues to remain solid

Available Cash Balance

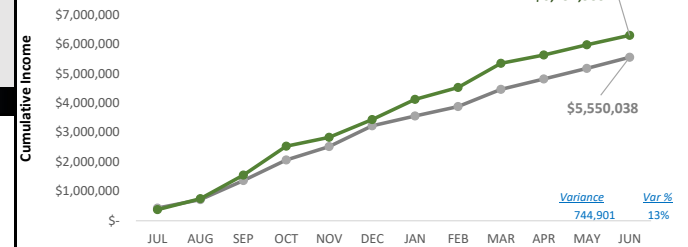
Pending Major Disbursements

Operations	\$	1,224,943	51%
Short Term	\$	162,517	7%
Long Term	\$	1,015,474	42%
Total	\$	2,402,933	

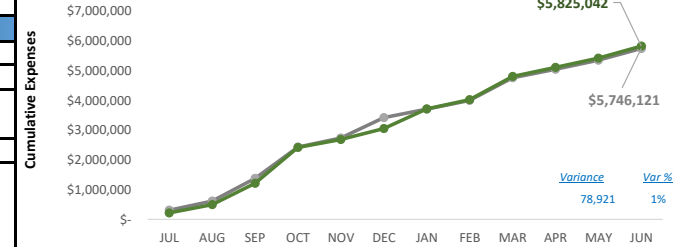
Item	Apr-22	May-22	Jun-22
Total	-	-	-

→ Operations Target is 3-months of operating expenses [\$1,450,387] or 15%, whichever is greater.

PPHFH YTD Income Performance



PPHFH YTD Expense Performance



Strategic Partnerships

ReStore Operations - Income & Expense Performance

Current Donation Performance

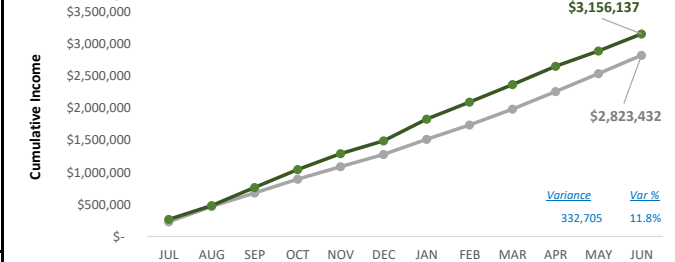
FY 2022	Actual	Budget	Variance	Var %
Indiv	\$ 12,512	\$ 12,150	\$ 362	3%
Bequest	\$ -	\$ -	\$ -	100%
Corps	\$ 745	\$ 3,200	\$ (2,455)	-77%
Grants	\$ 47,806	\$ 28,750	\$ 19,056	66%
Other	\$ 3,159	\$ -	\$ 3,159	#DIV/0!
Total	\$ 64,222	\$ 44,100	\$ 20,122	46%

YTD Donation Performance

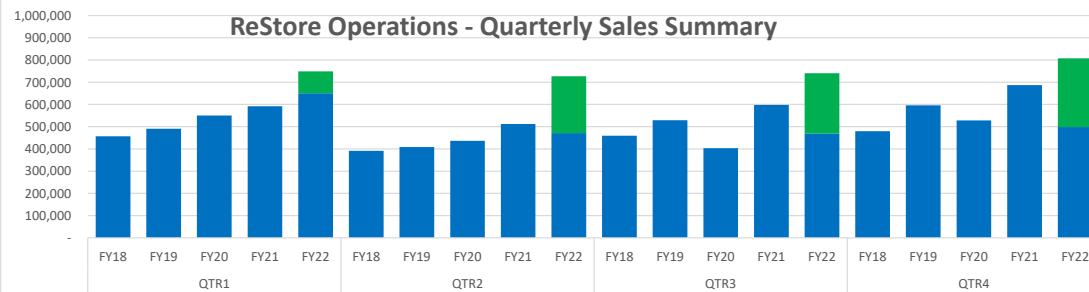
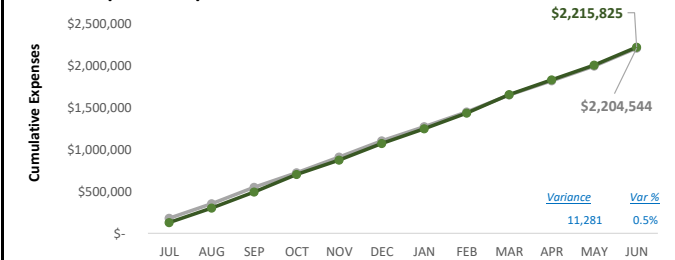
FY 2022	Actual	Budget	Variance	Var %
FY 2021	\$ (205,151)	\$ 195,544	\$ (400,696)	-205%
FY 2020	\$ 117,329	\$ 169,450	\$ (52,121)	-31%



ReStore Ops YTD Income Performance



ReStore Ops YTD Expense Performance

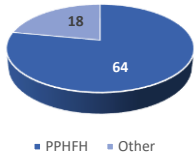


Homeowner Services

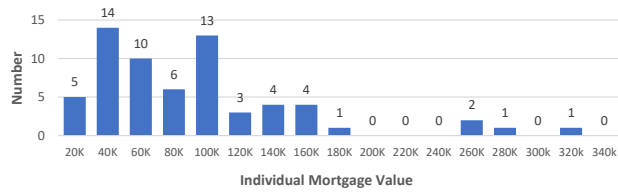
Total Active Mortgages: 82

Total Portfolio Value: \$5,215,587

Loans Serviced



64 Active PPHFH Mortgages



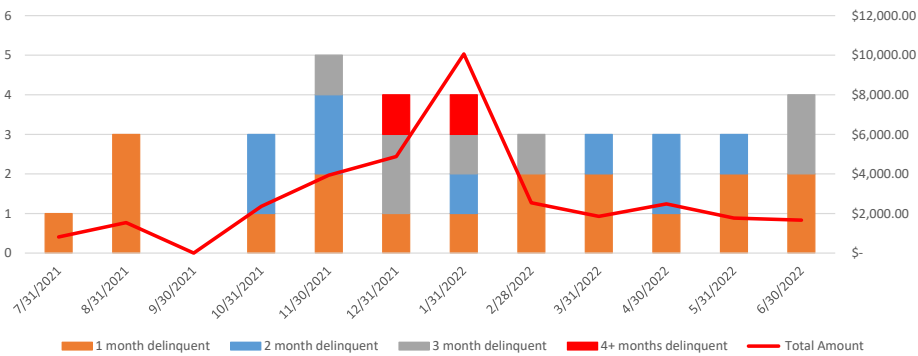
Delinquency Report

Current Status ▲

- ▲ Healthy
- ▲ Needs Attention
- ▲ Major Problem

MONTHS DELINQUENT	# Loans	\$Amt	% portfolio at risk
Less than 1 month behind	0	\$ -	0.00%
Last month	0	\$0.00	0.00%
1 month behind	2	\$ 545.77	2.44%
2 months behind	0	\$ -	0.00%
3 months behind	2	\$ 1,119.99	2.44%
4+ months behind	0	\$ -	0.00%
Total	4	\$ 1,665.76	4.88%
Last month	3	\$1,770.83	3.65%
June 2021	0	\$0.00	0.00%

Number & Dollar Amount of Delinquencies

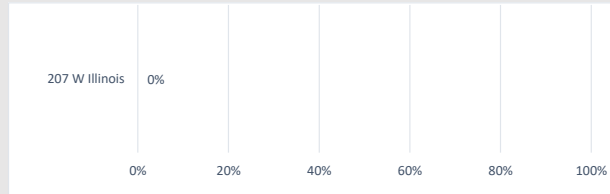


Construction

Active Building Progress

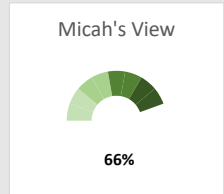
Micah's View

Fountain, CO



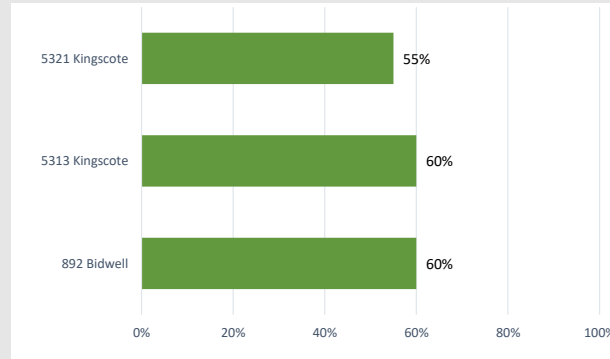
% Site Completion

3 Home Site

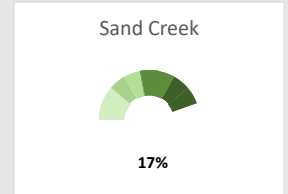


The Ridge at Sand Creek

Colorado Springs, CO



30 Home Site

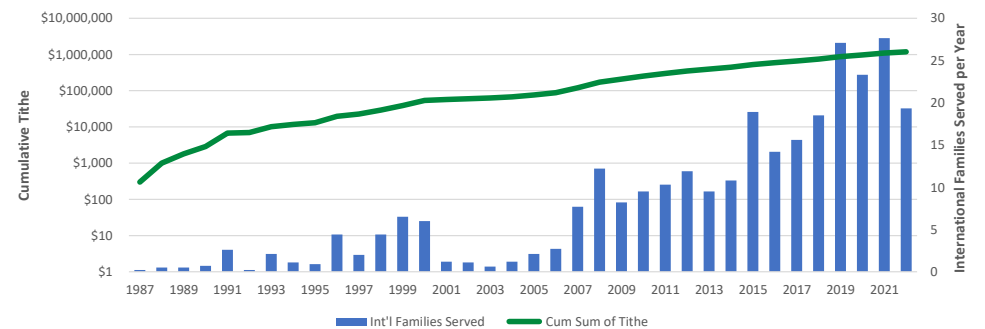


Repair Program

Repair Category	Applicants Selected	In Process	Complete
Critical Home Repair	3	0	3
Home Preservation	1	0	1

Affiliate Tithe Impact

Tithe History and Impact



Staff and Committee Reports

Executive Director, Staff, & Committee Report August 1, 2022

EXECUTIVE DIRECTOR/CEO:

- Continuing active pursuit of land acquisition and partnerships through working with Site Selection Committee toward specific church leads, as well as preparing for a meeting with the Superintendent of a School District who has expressed great interest on partnering with us.
- Advocacy: working closely with HFHC and Habitat Metro Denver on Ballot Measure 108, planning an event to provide each of the five Colorado Springs mayoral candidates a forum at which they can present, and answer questions about, their solutions to affordable homeownership, met with El Paso County Commissioner Cami Bremmer to discuss PPHFH access to CPACE funds, meeting also with El Paso County Assessor Schleiker to discuss means to freeze property tax for PPHFH homeowners.
- Writing articles for local journals.
- Finalizing the closeout of the Capacity Building Grant.
- Evaluating and determining the participation of our affiliate in the HFHI Black Homeownership Initiative.
- Interviewing with local news outlets (KRDO regarding \$15K Wells Fargo donation, for example).
- Developing staff training modules for anti-harassment and self-care wellness.
- Closing on new ANB line of credit July 26, 2022.
- RSS loan paid in full as of June 30, 2022.
- Met with HFHC to discuss advocacy initiatives past, present, and future.

STRATEGIC PARTNERSHIPS:

Faith:

June 2022

- Grant application submitted to Interfaith America's Emerging Leaders grant program (decision to be made in July/August 2022)
- Anna Brandt HFHI US Faith Engagement Manager hosted by PPHFH during regional affiliate tour for faith programs
- Presentation to outreach committee at First Congregational Church
- Faith Relations Committee Meeting held on June 16th
- Two Apostles Volunteer Days out on the construction site
- Chloe Henry FIAP Manager joins downtown Rotary club
- Three-year Capacity Building Grant concludes

July 2022

- Two Apostles Volunteer Days (4 congregations) and 1 IBU Volunteer Day (2 faith communities)
- Key 3 Meeting to discuss expansion of faith committees
- FIAP Manager attends first Interfaith America: Emerging Leaders cohort event
- Capacity Build Grant final report materials ready for production

Donor Relations:

- Working with Homeowner Services to cultivate future homeowner family stories for use across our communications
- Check out Habitat for Humanity International's Evidence Brief: Why Home Matters:
 - <https://pikespeakhabitat.org/whyhomematters/>

- 2022 Donor Appreciation Event:
 - September 21, 2022, 5:45-7 pm, at the Ent Center for the Arts at UCCS
 - All board members highly encouraged to attend
 - Expect to receive your invitation in a week or so
 - Debut of our FY22 Year in Review document and associated collateral
- We're approaching our Year-End Campaign
 - More info to come detailing engaging with/advocating for this campaign
 - Campaign is comprised of seven appeals:
 - 2022 Gingerbread Home Build peer-to-peer event (*dates TBD*)
 - Fall post-mailed appeal letter (*tentative*)
 - World Habitat Day digital and ReStore checkout appeal: October 3-7, 2022
 - Year-end post-mailed appeal letter: hits mailboxes in November
 - GivingTuesday digital appeal: November 29, 2022
 - Colorado Gives Day digital appeal: December 6, 2022
 - 12 Days of Christmas digital appeal: December 25 - Jan 6

Grants:

- Grants recently awarded to PPHFH include:
 - Federal Home Loan Bank of Topeka - Affordable Housing Program (via Habitat for Humanity of Colorado), \$20,000 per home for two homes in Sand Creek.
 - HFHI and The Home Depot Foundation Veterans Build Repair Corps, up to \$20,000 for home repairs for a local veteran homeowner
 - Caliber Home Loans, \$7,500 for the 4th Veterans Build

Communications:

- Chelsy Offutt joined our affiliate as Communications Manager in June. Chelsy comes to us with more than 15 years' experience in public relations including social media, brand exposure, marketing, and media relations. She earned her BA in Mass Media and Communications from UCCS, and previously served as Director of Communications at the Colorado Springs Convention and Visitors Bureau, and most recently, Director of Communications, Marketing and Sponsorship at the Pikes Peak International Raceway Music and Motorsports Venue.
- FOX21 aired a segment on the open application cycle, as well as the story of The Home Depot Foundation's support for our repair program that helped a local veteran homeowner.
- KRDO radio interviewed Janet Risley for the open application cycle.

Volunteerism:

Construction: June 2022

Individual Volunteers: 204

Volunteer Hours: 2,222.5

Groups: 16

Construction: July 1 - 20, 2022

Individual Volunteers: 135

Volunteer Hours: 1,252.66

Groups: 10, projecting 18 total for the month

ReStore South: June 2022

Individual Volunteers: 246
Volunteer Hours: 1,920.89
Groups: 15

ReStore South: July 1 - 20, 2022

Individual Volunteers: 135
Volunteer Hours: 1,166.05
Groups: 6

ReStore NE: June 2022

Individual Volunteers: 65
Volunteer Hours: 502.29
Groups: 3

ReStore NE: July 1 - 20, 2022

Individual Volunteers: 38
Volunteer Hours: 330.43
Groups: 1

ReStore Totals - June 2022

Individual Volunteers: 309
Volunteer Hours: 2,423.18

ReStore Totals: July 1 - 20, 2022

Individual Volunteers: 171
Volunteer Hours: 1,496.48
Groups: 7

HOMEOWNER SERVICES:

Family Selection:

- Review of Family Selection and Services Committee recommendation of one veteran applicant for PPHFH homeownership, attached.
- Homeownership application cycle is opened from July 18 – 29, 2022, with an anticipated approval recommendation to the Board in October 2022. Staff received 26 applications on the first day!
- All future homeowners are working through their sweat equity requirements.

Construction / Repair:

The Ridge at Sand Creek:

- 892 Bidwell – vinyl installed, ready for cabinet.
- 5313 Kingscote – partially installed baseboard, vinyl and cabinets ready for installation.
- 5321 Kingscote – continued soffit and siding work
- 884 Bidwell and 5329 Beauport Dr – sewer line to be trenched and pipe laid.

Repair Program:

- Since May PPHFH and Silver Key Senior Services have identified 43 people interested in repairs:
 - 35 applicants for repair
 - 2 denied
 - 6 stopped for personal reasons
 - 8 are currently in application process
 - 6 are actively in scope of work process
 - Scheduled to begin work on the
- Federal law requires contractors that disturb painted surfaces in homes, built before 1978 to be certified and follow specific work practices to prevent lead contamination. Eric and Leah completed the Lead Certification class through the CHC National Training Center and are now certified renovators.

RESTORES:

- Both stores seeing good donation drop off numbers this month.
- Volunteer groups at the South store are doing an amazing job getting our storage cleaned up.
- Still looking for more regular volunteers at both stores.

Calendar of Events

<p>LEGEND:</p> <p>Required</p> <p>Requested</p> <p>Suggested</p> <p>Informational</p>
--

COMING EVENTS:

AUGUST

- **Monday, August 1, 5:45 p.m.:** PPHFH Board Meeting
- **Wednesday, August 3, 1:30 p.m.:** **New-Member Board Orientation** will be held at 1:30 p.m. at PPHFH Business Office (2802 N. Prospect Street), preceded by an optional lunch at 12:30 p.m.
- **Sunday, August 14, 4:30 – 6:30 p.m.:** La Rosa “Tequila & Tapas” fundraiser in Palmer Lake.
- **Friday, August 26, 10:00 a.m.:** Home Dedication for Ms. Tierney, Board-sponsored build

SEPTEMBER

- **Saturday, September 17, 8:30 a.m. – 2:30 p.m.:** PPHFH Board Retreat, Ent Headquarters
- **Wednesday, September 21, 5:45 – 7:30 p.m.:** Donor Appreciation Event, details to follow

OCTOBER

- **Monday, October 3, 5:45 p.m.:** PPHFH Board Meeting
- **Tuesday, October 4, 6:00 p.m.:** Mayoral Candidate Forum on Affordable Homeownership (tentative, details to follow)

NOVEMBER

- **Friday, November 11, 10:00 a.m. – 2:00 p.m.:** Board Build Day, ReStore South (families welcome)

DECEMBER

- **Monday, December 5, 5:45 p.m.:** PPHFH Board Meeting

2023

- **Saturday, March 11, 10:00 a.m. – 2:00 p.m.:** Board Build Day, ReStore Northeast (families welcome)
- **May 3-5, 2023:** Camp Colorado in Vail. Board welcome to attend. Details to follow.

Appendix

Join us for

TEQUILA AND TAPAS



August 14, 2022 | 4:30 - 6:30 PM

**La Rosa, 25 Highway 105, Palmer
Lake, CO**

\$75 plus tax, per person

**Please RSVP by Aug. 5th by
calling 719.368.7676 or using the
online portal.**

When RSVP'ing, please include any dietary restrictions



TO BENEFIT:

