



LAKE COUNTY COMMUNITY HOUSING PHASE 2 LOTTERY PROCESS

APPLICATION TO ENTER LOTTERY

Application forms to enter the lottery can be found at the website: www.housinglakecounty.com.

REASONABLE ACCOMMODATION

A request for reasonable accommodations for this Lottery Process may be submitted to Jackie Whelihan at the Lake County Housing Department by calling 719.486.4102. ADA compliant units are available for qualified buyers receiving a Certificate of Eligibility.

TIMELINE – PLEASE NOTE! →→→ THESE ARE VERY IMPORTANT DATES! ←←←

May 12, 2025: **Applications Available** - Application packages and neighborhood information will be available at www.housinglakecounty.com for download.

**June 13, 2025:
4:00 pm** **Applications Due** - Fully completed application packages must be submitted by no later than 4:00 pm on June 13, 2025 to:
Lake County Community Planning and Development Department
505 Harrison Avenue, Leadville, CO 80461

A secured lockbox is at this location to drop off application packages 24/7.

PLEASE NOTE: SCANNED / EMAILED APPLICATIONS WILL NOT BE ACCEPTED

July 7, 2025: **Certificates of Eligibility Out** - Qualified applicants will receive a Certificate of Eligibility identifying their qualifying AMI and maximum bedroom count. Any disqualified applicants will receive such a notice with the reason(s) for denial and what could be done to resolve the denial (the Appeal Resolution).

**July 11, 2025:
4:00 pm** **Qualification Appeal Requests Deadline** - Applicants appealing their qualification/denial status must submit by email an Appeals Request Form by no later than 4:00 pm on July 11, 2025 to Jackie Whelihan at: jwhelihan@lakecountyco.gov.

July 17, 2025: **Appeals Resolution Deadline** - Qualified appeals (those submitted by the Appeals Notification Deadline) must be satisfactorily resolved by this deadline to enter the Lottery.

July 23, 2025: **Lottery** - Qualified applicants of Households with one or more full time employees earning at or less than one hundred forty (140%) percent AMI in the aggregate who are employed in Lake, Chaffee, Summit or Eagle counties are eligible to participate in the lottery.

- July 25, 2025:
12:00 Noon** **Appeal Notification Deadline** - Participants wishing to appeal the outcome of the lottery must submit by email an Appeals Request Form no later than Noon on July 25, 2025 to Jackie Whelihan at: jwhelihan@lakecountycolorado.gov.
- July 28, 2025:** **Signed Contracts** - Lottery winners will be required to sign contracts and provide a one (1%) percent (of the sales price) earnest money deposit payment for their selected unit.

INFORMATION ON THE HOMES CAN BE FOUND AT: HousingLakeCounty.com

Please visit HousingLakeCounty.com for information on site plans, floor plans, and inside amenities, and use this information to help you quickly select your choice of unit at the lottery.

THIS INFORMATION WILL BE AVAILABLE STARTING JUNE 1, 2025.

DAY-OF LOTTERY PROCESS

It is strongly recommended that you attend the lottery in person. If you cannot attend in person, immediately contact Jackie Whelihan at: jwhelihan@lakecountycolorado.gov to designate a proxy who will be authorized to act on your behalf at the lottery. The lottery will be held at **4:00 pm** at 505 Harrison Avenue, Leadville, CO 80461.

At the time of the lottery, the Lake County Housing Program Manager or their designee and an un-affiliated third-party person shall be present to manage and administer the Lottery Process in compliance with these procedures.

Lottery participants will be required to acknowledge receipt of their Certificate of Eligibility, their understanding of the Lottery Process itself, and that they understand that their ticket may not be drawn for housing selection.

1. The lottery container shall be solid and non-transparent, and entries will be sufficiently mixed.
2. The un-affiliated third-party will draw an entry out of the container, and the name shall be recorded on the Lake County lottery log.
3. The selected participant will mark their selected unit or may choose to defer their selection until all other units have been claimed.
4. This process will continue until entries have been drawn for each unit available and recorded in the same manner.
5. Alternates will be drawn from the remaining participants and their position recorded on the Alternate List.

ALTERNATE WAITLIST MANAGEMENT

Once all units have been selected in the lottery, the remaining unselected names will be drawn and placed on the Alternative Waitlist in the order they are picked.

Alternate Waitlist participants are always subject to their originally determined AMI and bedroom count restrictions.

POST-LOTTERY PURCHASE PROCESS

After selecting a home at the lottery, each lottery winner will execute a contract to purchase their selected home. If the lottery winner fails to do so, the first name on the Alternate List will be notified and will have two (2) business days to sign a contract and should they fail to do so, then the next listed alternate will be notified and will have two (2) business days to sign a contract. This process will continue until there is a contract signed for each available unit.

Lottery winners must provide an earnest money deposit check to the title company when signing the purchase contract. This must be done with a personal check using “good funds” only – meaning the money must be liquid and in your own possession at the time of writing the personal check. The deposit will be held in escrow and credited towards the final acquisition cost at closing.

Once under contract, buyers will be legally bound by the terms and conditions of the contract and are strongly encouraged to seek legal guidance on real estate laws and regulations governing those terms and conditions. Those terms will also guide each step of the purchase process that the seller and each buyer must take to complete the purchase transaction.

APPEALS PROCESS

This Appeals Process is only applicable to the Housing @ 10,200’ Community Housing project. There are two stages in the Lottery Process for when an applicant may submit an Appeal Request form: the Qualification Appeal and the Lottery Outcome Appeal. Both are governed by the Timeline section above and the processes listed below:

1. **Qualification Appeal** – An applicant who has been denied eligibility for the lottery may request an appeal through the Leadville/Lake County Regional Housing Authority (LLCRHA), the entity that is the administrator of the deed restriction for the Housing @ 10,200’ project. Go to www.housinglakecounty.com to download and print the form.

The Appeal form and all supporting documentation and narrative should be submitted to Jackie Whelihan at jwhelihan@lakecountyco.gov. on or before the Appeal Request Deadline of **July 11, 2025, at 4:00 pm** as noted in the Timeline section above.

Appeal requests will be acted upon by the LLCRHA’s Grievance and Appeals Committee according to the Community Housing Guidelines of the LLCRHA Sections VIII 8.1, 8.2 and 8.3. A copy of the complete Guidelines is available at www.housinglakecounty.com.

All appeals will be fully vetted through the LLCRHA, and a final determination will be delivered to the applicant by or before the end of business on the Appeals Resolution Deadline of **July 17, 2025**, as noted in the Timeline section above.

2. **Lottery Outcome Appeal** – A participant who wishes to appeal their outcome of their own application in the lottery proceedings may request an appeal through the Leadville/Lake County Regional Housing Authority (LLCRHA), the entity that is the administrator of the deed restriction for Housing @ 10,200’. Go to www.housinglakecounty.com to download and print the appeal form.

The Appeal form and all supporting documentation and narrative should be submitted to Jackie Whelihan at jwhelihan@lakecountyco.gov. on or before the Appeal Request Deadlines of **July 25, 2025 at 12 p.m. (noon)** as noted in the Timeline section above.

Appeals requests will be acted upon by the LLCRHA's Grievance and Appeals Committee in accordance with the Community Housing Guidelines of the LLCRHA Sections VIII 8.1, 8.2 and 8.3. A copy of the complete Guidelines is available at www.housinglakecounty.com.

All appeals will be fully vetted through the LLCRHA, and a final determination will be delivered to the applicant as soon after the Appeal Request Deadline as reasonably possible, subject to the specific nature of the appeal, the methods available for resolution as solely determined by the LLCRHA, and such resolution's mechanics of implementation.

If the appeal concerns a specific property selected by a lottery participant, regardless of whether the specific property is under contract or not prior to the Appeal Request Deadline, that property would not be made available for inclusion in any other lottery until an appeal resolution has been reached.

NOTICE: Please read this legal disclaimer:

INFORMATION CONTAINED WITHIN THIS LOTTERY PROCESS NOTICE AND ON THE WEB SITE www.housingLakeCounty.com IS PROVIDED "AS IS" "WITHOUT EITHER EXPRESS OR IMPLIED WARRANTY and although it is believed accurate at time of posting, there may be some inaccurate, and/or out-of-date material. Lake County may make changes in products and services offered herein at any time without notice.

Lake County makes no representations as to material found on web sites published by others which may be accessed through this site. Such information could be inaccurate, contain viruses and/or present other problems for the user. Lake County will not be responsible even if notice of such deficiencies had been received.

Emails sent and received shall not create a binding contract or acceptance of an offer on any unit until a written purchase contract is signed by all parties.

Prospective buyers are encouraged to do their own research and due diligence, including without limitation measurement of the property's square footage or land measurements.