



Roaring Fork School District Rental Properties
Policies and Guidelines

2025-2026

Housing Committee:

Nancy Dever
RFSD Student Data Coordinator

Ben Bohmfalk
RFSD Chief Operating Officer

Hadley Hentschel
Science Teacher, Roaring Fork High School

Maureen Hinkle
Teacher, Basalt Elementary School

Katherine Proctor
Controller, RFSD Finance Department

Ruth Muse
Family Resource Center Administrative Assistant

Olga Villasenor
HR Generalist

Hannah Lyons
1st Grade Teacher, Crystal River Elementary School

Kenly Khan
4th Grade Teacher, Crystal River Elementary School

Lisa Lowsky
Counselor, Basalt Elementary School

Megan Hartmann
Principal, Basalt High School

Molly Tiernan
Dean of Culture, Basalt Middle School

Kenny Teitler
Director, Board of Education

Table of Contents

Objective & Overview	4
General Conditions	4
Eligibility	5
Definitions	7
Qualification Guidelines	8
Occupancy guidelines:	10
Selection Process	11
Rental Units	11
Rent Amounts	12
Interpretation of Guidelines	13
Lease Considerations	13

Objective & Overview

In November of 2015, Roaring Fork Schools passed a voter approved \$122 million bond for capital construction, improvements and upgrades. \$15 million (\$5 million per community) was allocated to purchase rental housing units in an effort to create a staff housing program with the goal to assist in recruiting and retaining staff. These rental units will provide employees a bridge to permanent housing as the affordable nature will allow staff to save money for future home purchases. It is also a goal that ownership transition is a phase of a more comprehensive housing strategy that will be implemented in the future as rental income becomes available.

The Housing Guidelines Steering Committee started working in May 2016 to examine and discuss the components necessary to run the district staff housing program. After a couple of meetings, it became clear that bigger questions and issues were emerging that needed to be addressed; mainly equity, process, and rent amounts.

Between December 2016 and March 2017, the Housing Guidelines Steering Committee reviewed best practices and lessons learned from other affordable housing models. While affordable teacher/staff housing is becoming more common across America, the review revealed an absence of models that deal with the complexities of equity. In working toward a shared understanding of the current housing crisis, individual Committee members balanced their loyalties to constituent groups against the needs and interests of the District as a whole and of the broader Roaring Fork Valley community. With every decision, the committee strived to prioritize equity as they crafted recommendations that would result in housing opportunities for current and future district staff, but also contribute positively to the District and the Valley.

The Steering Committee's housing guidelines were developed to communicate to the employees of the District the process that was used to allocate housing during the inaugural academic year of the program (2017-18) and beyond. It is also understood that the guidelines will be updated for subsequent years as both the impacts of the program are evaluated and the needs of the District evolve. In Oct-Dec 2023, the first significant revisions to these guidelines were discussed and adopted to address changing conditions in the local housing market and equity issues that have prevented some staff from having a realistic chance at attaining staff housing.

General Conditions

The Roaring Fork School District will own a variety of properties for the sole purpose of attracting and retaining high-quality staff through the availability of rental properties. These properties will be available for rent to district employees according to the guidelines provided herein, provided the employee(s) meet the eligibility requirements and abide by the restrictions established by this policy.

The terms of these guidelines are not exhaustive. The District may lease the properties for such rental amounts and upon such terms and conditions as may be deemed necessary or advisable by the Board of Education. This policy is intended only to establish a recommended procedure for leasing the properties

and shall not create a property interest or other legally enforceable right in any individual to lease or occupy the properties. Staff is reminded that affordable housing is a privilege granted through the generosity of Roaring Fork Valley communities through a bond election. The District expects staff to comply with all regulations in the spirit in which they were intended.

Roaring Fork School District (the District) will use available employee housing to best serve the District and strive to balance the need for recruitment and retention.

- Employees of the District will be notified of available units as soon as possible.
- The District's property management company will process all applications based on District needs.
- Once a rental unit has been designated as such, the Superintendent or their designee has the authority to offer a lease or lease renewal consistent with the determination of district need.
- All rental leases will be from July 1 to June 30, renewable every year. A lease may be for less than one year if the lease starts after July 1 but will not extend past June 30. Leases will be terminated 30 days after employment is terminated. A written amendment to the current lease will suffice to extend a lease. Rates may be changed July 1 of any year with 30 days' notice.
- Rental rates will be set by the Board of Education in consultation with the Superintendent or their designee and will not change based on occupants. These rates may be reviewed by the BOE (Board of Education) from time to time.

Eligibility

Employment: Any person who is employed full-time by the school district shall be eligible to enter the housing lottery for available properties. "Full-time" district employment is defined as 30 hours or more per week. "Part-time" district employment is defined as 20-30 hours per week. In the event of insufficient interest by full-time employees (if units remain available), part-time staff may be considered.

Homeownership: If an individual owns a home in Eagle, Garfield, Pitkin, or the Crystal Valley (Marble) portion of Gunnison county, the home must be divested prior to completion of the initial lease term. If the home is not divested prior to completion of the initial lease term, the individual is not eligible for lease renewals.

Charters: District employees include district-authorized charter school employees (Carbondale Community School and Two Rivers Community School will have access to a proportion of the total units based on each school's proportion of district-wide student enrollment) and RFSD early childhood education centers. Charter schools' proportion of enrollment will be calculated annually based on October count. RFSD student count includes early childhood education.

The 2023 October Count results in the following allocation for the 2024-25 school year:

	Students	Staff housing units
RFSD (PK-12 including charters)	5846	116
CCS	140 (.024 of total)	3
TRCS	385 (.066 of total)	7

Definitions

Applicant - person or group of persons applying for a rental unit.

Income - Income is based on the RFSD employee's income, except in households with a non-RFSD employee who earns **more** than the RFSD employee.

- Income is defined as the RFSD employee's gross annual income, plus the gross annual income of any additional wage earners living in the unit who earn **more** than the RFSD employee, divided by the total number of wage earners used in the calculation.
- Wage earners who earn less than the highest-earning RFSD employee in the household will be excluded from the calculation.
- If there is more than one RFSD employee in a family, the highest-earning employee's salary will be used to determine the rent category.
- When two or more RFSD employees share a unit as roommates, each will pay a proportional share of rent based on their individual income.
- Single parents who are the only wage-earner in their household will use 80% of their gross income to determine their rent rate category.

Examples:

	Highest RFSD Employee's Income	Other income earners in household	Income used for category placement	Notes
Single earner, no kids	\$65,000	0	\$65,000	Category is based on employee's income
Single parent	\$65,000	0	\$52,000	Category is based on 80% of employee's income as a benefit to single parents.
Partner/housemate earns less	\$65,000	\$30,000	\$65,000	Category is based on employee's income because lower income earners are excluded from the calculation
Partner/housemate earns same	\$65,000	\$65,000	\$65,000	Category is based on employee's income because partner/housemate earns the same
Partner/housemate earns more	\$65,000	\$100,000	\$82,500	Category is based on average because non-RFSD employee earns more, increasing household's ability to pay

Gross income - The total income of a person including gross wages, maintenance and child support, income derived from a business, trust, employment, or income-producing property, before deductions for expenses, depreciation, taxes, and similar allowances.

Gross wages of qualified certified employees for purposes of this calculation shall be based on the current year contracted salary, excluding pay for extra duties and assignments (certified salary schedule amount only).

Gross wages of qualified non-certified employees for the purposes of this calculation shall be based on their hourly wage multiplied by the number of hours per day and days per year in their normal work schedule (excluding overtime).

Full time employee - district employment defined as 30 hours or more per week.

Part time employee - district employment defined as 20-30 hours per week.

Qualified employee - an individual who works for the school district and meets the eligibility requirements.

Qualified dependent - Children, who are in custody of a parent, are considered qualified dependents regardless of the percent of custody. Other qualified dependents are dependents who live with the qualified adult a minimum of 100 days per year as demonstrated by court documents or a notarized custody affidavit. Adults must meet the [IRS definition of dependent](#) and be listed as a dependent on the employee's tax returns in order to qualify as a dependent for staff housing. If at the time of the application the qualified adult is expecting the birth of a child, the unborn child can be counted as a dependent upon receipt of a letter from a doctor stating the due date.

Non qualified adult - an individual 18 years or older who does not meet the eligibility requirements

Qualification Guidelines

Income verification:

Employees - income will be determined based on district salary as defined under gross income and previous year tax returns, including federal, state income taxes and W-2 or 1099 forms.

Non-employees - Previous year tax returns and/or 2 months most recent pay stubs will be used to verify income of adults in the household who are not employed by the District.

Additional Income - All tax returns will be reviewed for additional sources of income beyond income earned in a job (e.g. businesses, partnerships, alimony, etc) and this income will be calculated as part of gross income.

Certified and non-certified employees:

- **Certified Staff:** Certificated employees include teachers, counselors, librarians, media specialists, psychologists, principals, assistant principals and certificated department directors. Certified staff will be prioritized in the lottery by receiving an extra point. Overall percentages may be reconsidered in order to maintain a priority for certified staff, especially in hard to fill positions, and some lotteries may only be open to certified staff, to ensure that at least 75% of units are filled by certified staff.
- **Classified Staff:** Classified staff includes all non-teaching staff such as school specialists/secretaries, clerical, paraprofessionals, custodial, bus drivers, food service employees, maintenance workers, mechanics, health aides, computer technicians, family liaisons, early childhood group leaders and assistants, kitchen staff, payroll and human resources staff.

Unit choice: All applicants must select both the community and the apartment size they desire. They may only choose one and may not switch until the next application period.

Verification of Qualified Household Size: The total number of persons in a household, including qualified adults and dependents, are counted in determining the unit size for which applicants may qualify. The priority is a minimum of **one qualified person per bedroom**.

Occupancy guidelines:

Employees qualify for units based on household size. There must be one child (or other dependent) **or** one full-time RFSD staff member in each bedroom. No more than two people (aged 5 and up) will be permitted per bedroom at the time of lease signing. Non-qualified adults (spouses or partners who are not full-time RFSD staff) do not qualify for additional bedrooms. See the table below for guidance; some situations may not be accurately represented here, so use this as a general guide; RFSD's property manager will determine final eligibility based on documented household size:

Qualified Employees (full-time RFSD staff)	Dependents (children or others claimed on your tax forms as dependents)	Non qualified adults (spouses or partners who are not full-time RFSD staff)	This household qualifies for (must have a qualified employee or dependent in each BR)
1	0	0-1	Studio or 1BR
1	1	0-1	2BR
1	2-3	0-1	2BR or 3BR
2	0	0	Studio, 1BR, or 2BR
2	0	1	2BR
2	1	0	2BR or 3BR
2	1	1	3BR
2	2	0	2BR or 3BR
2	2	1	3BR
2	3	0	3BR
3	0	0-1	2BR or 3BR
3	1	0-1	3BR
4	0	0	2BR or 3BR
4	1-2	1-2	3BR

Selection Process

1. When there is more than one qualified applicant for an available unit of housing, all qualified applicants will be entered into a lottery. Each applicant's number of lottery entries will be based on the number of points earned below. Applicants will be randomly selected and offered the unit based on the order in which they were selected.
2. When there are no qualified applicants for an available unit (ie, no applicants for a 3BR unit with 3 qualified household members), employees with smaller households may apply. The same points system will be used for selection.
3. Aiming to be as equitable as possible, applicants will be given points based on the criteria below:

Criteria	Points
Each qualified employee on the application	1 point per qualified employee
Income is under certified median salary (2025-26: \$75,169)	1 point per qualified employee
Single parent (sole wage earning adult in a household with custody of children at least 50% of the time)	1 point
Dependents	1 point per dependent
Certified Staff	1 point per qualified employee
Basalt-based staff applying for housing in Willits	1 point per qualified employee
Hard to fill certified positions (HR will update positions annually) <ul style="list-style-type: none"> • For 2025-26: Math Teacher, World Languages Teacher, Special Education Teacher, Music Teacher, Science Teacher, Counselor, Health Education, SSP 	1 point per qualified employee

Rental Units

- **Willits (Basalt)** – 23 units. (8 1-BR, 11 2-BR, 4 3-BR)
- **3rd Street (Carbondale)** – 20 units. (6 1-BR, 8 2-BR and 6 3-BR units)
- **Ironbridge (Glenwood Springs)** – 6 units. (4 2-BR, 2 3-BR)
- **Cardiff Mesa (Glenwood Springs)** – 17 units. (11 1-BR, 4 2-BR, 2 3-BR Units)
- **Meadowood (Carbondale)** – 50 units (8 studio, 10 1-BR, 16 2-BR, 16 3-BR)

Rent Amounts

In the interest of equity, a tiered rent approach is used. Current rent amounts are available [here](#), and are determined every spring based on the current year's median certified salary, with categories aligned to the tenant's income as a percentage of the median (ie, median certified salary for 2024-25 is determined in April 2025 to set rent rates for 2026-26 leases; when a retroactive salary increase is awarded in the spring, the median salary is determined after that increase). Tiered rent amounts are applicable for one year and subject to change with each lease renewal.

For their initial lease, tenants submit income verification information and are placed in a rent Category ranging from 60%-120% of the median certified salary. Initial category placement for staff will remain in effect for two years. **Starting in the 2025-26 school year, all tenants will be required to submit household income information for recategorization every-other year.** Tenants whose initial lease began in an odd-numbered year will be recategorized in the next odd-number year; tenants whose initial lease began in an even-numbered year will be recategorized in the next even-numbered year. In order to reduce the size of annual rent increases when a tenant is recategorized to a higher category, they will move up by .5 categories per year until they reach the category they should be in.

Example:

Year	Category based on income	Category used to determine rent	Notes
2023-24 (initial lease)	Category 1	Category 1	This tenant's initial lease started in an odd-numbered year, so they will re-submit income in 2025
2024-25	No change	No change	
2025-26 (recategorization year)	Category 2	Category 1.5	The tenant's income has increased, causing them to move up a category. To avoid increasing rent by an entire category amount in one year, their rent will be set at a half-step between Category 1 and 2 for one year.
2026-27	No change	Category 2	This tenant is now in the proper category based on their current income.

Duration

Leases will have the option to be renewed annually, provided the tenant is in good standing with rent, utility, and any tenant-caused damage payments

Changes & Updates to Guidelines

The District will review these guidelines annually and may make appropriate changes. Renters will be subject to changes in guidelines at the time of lease renewal.

Interpretation of Guidelines

Certain aspects of income and eligibility criteria established in the guidelines may be subject to interpretation. In these cases, the superintendent or his/her designee shall make the final determination as to interpretation.

Lease Considerations

These items will be subject to Homeowner Association rules and regulations for individual properties.

1. All leases shall be issued for a one year term, subject to review of household income every-other year. .
2. Lease shall continue only so long as the individual remains employed by the district and maintains satisfactory job performance as determined by the Superintendent or their designee. In the event that a person is terminated or resigned during the period of time that the lease is in effect, they will receive notice of when they need to vacate the unit but it shall not be less than 30 days.
3. Lessee may allow relatives and other district employees to occupy the premises as roommate /sub-lessee only upon prior approval by the Superintendent or their designee.
4. Short term/vacation rentals of units or bedrooms will not be allowed (includes AirBNB, VRBO, HomeAway or like services).
5. Individuals not employed by the District must be approved to occupy the premises by the Superintendent or their designee.
6. Renter shall be responsible for upkeep and general maintenance of the property, and shall pay the established rental fee and be subject to other obligations as provided in a lease to be executed between the parties. The lease term shall not extend beyond one year.
7. The District shall be responsible for repairs beyond general maintenance, provided that such repairs are not required because of an intentional or negligent act or omission by one of the occupants or their licensees, invitees or guests.
8. In case of the vacancy of a bedroom in a two or three-bedroom unit, the remaining tenant(s) may attempt to fill the vacancy with a qualified employee within a forty-five day vacancy limit, or the vacancy shall be advertised and filled according to the District's guidelines. The District will consult with any remaining tenant(s) before selecting a new tenant to try to maximize the compatibility between the remaining and replacement tenants. Utilities will be billed to the

tenants where appropriate.

9. All occupants must follow the rules and guidelines of the homeowner's association, where applicable, or district rules and regulations with regards to the location of the units. Local HOA rules/regs will supersede any lease considerations included in this document.
10. Smoking shall not be allowed in any district units.
11. Pets will be considered where allowed and ultimately approved by the District. One pet per bedroom will be allowed with a 2 pet maximum per unit. An additional pet deposit will be required. Previous renting references will be requested and checked.
12. Basic homeowner's dues are paid for by the district as part of the rental fee. Any additional amenities such as golf, pool privileges, etc. that may not be included in the basic dues are the responsibility of the tenants.
13. Units are allotted to the individuals who sign the lease. Guests are limited to stay no more than 28 days in a 12-month period.
14. Leases will be subject to other lease terms that may not be stated in this document.