

# JULY BCACHA BOARD PACKET

Mallory VanDercar

BCACHA

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## Summary Page

### Items Included in this Packet

#### **Executive Director Update**

This month's Executive Director update highlights key updates and strategic initiatives. BCACHA is addressing increased per-unit costs in the Section 8 program and has applied for additional funding to support youth aging out of foster care. Progress continues with the Yardi software conversion and the New Path 2.0 project. The update also provides information on the Park Apartment partnership with the City of Boise and NWRECC and the required updates to the Housing Choice Voucher and Low Rent Public Housing annual plans that will be reviewed and voted on during this meeting.

#### **Funding Report Tracker**

The Funding Report Tracker provides details on grants and funds that BCACHA has applied for, has been approved for, or has received. This also provides details on the source of the funds and the use for the funds. This report is updated as funds are received and the most up to date version is provided with each Board Packet.

#### **University Park Apartments**

The City of Boise has approached BCACHA to assist in the development of housing aimed at supporting individuals at risk of homelessness. This initiative will utilize the existing University Parks Apartment site, with Northwest Real Estate Capital Corp serving as the developer. BCACHA has collaborated with Northwest Real Estate Capital Corp in the past, having previously worked together on Valor Pointe, another supportive housing project. Prior to BCACHA entering the conversation, the City of Boise selected Northwest Real Estate Capital Corp. They were able to make this selection without creating a project-specific Request for Proposal (RFP) as their RFP procedures allow them to undergo a robust RFP process to create a database of preferred developers, and they may then choose from that preferred list instead of soliciting new RFPs for each individual project. This RFP process includes ranking based on experience, references, organizational structure, financial capacity, property management and resident services, resident relocation experience, and a review of all LIHTC properties completed or in development by the developer in the last 15 years.

This project has been presented to the BCACHA Board over the past few months. It has entailed numerous meetings with representatives from the City of Boise, Northwest Real Estate Capital Corp, BCACHA, and CSG. Financial implications, risk assessments, legal considerations, and partnership benefits, have been meticulously reviewed.

#### **Boise City Housing Authority and Ada County Housing Authorities Annual Plans**

Public Housing Agency (PHA) plans are comprehensive guides detailing agency policies, programs, operations, and strategies to address local housing needs and goals. Both BCHA and ACHA submit 5-year plans to HUD, with annual revisions and updates. These plans outline the agency's approach to managing programs and delivering services. Most updates and revisions are non-discretionary changes mandated at the federal level, which the agency must implement.

The Capital Fund Program (CFP) plan is a rolling 5-year plan developed before the agency knows its grant award amount for the fiscal year. Consequently, the budget for work activities is an estimate, allowing the agency to adjust activities within the plan throughout the year. Only 10% of this plan can be allocated for salary and administrative fees. For FY2025, it is estimated that BCHA will receive \$368,291 and ACHA will receive \$34,179. In 2024, BCHA received \$348,491 and ACHA received \$34,446.

#### **Extension of the Eide Bailly Agreement**

BCACHA has engaged Eide Bailly for financial audit and REAC review services since 2003. These audits ensure the accuracy of BCACHA's financial and programmatic records and are mandated by regulation. This approval extends the agreement for FY24. BCACHA Board members had the opportunity to meet with Eide Bailly staff and discuss their audit procedures and the FY23 review during the February 2024 Board meeting.

## Action Items and Historical Timelines for July Agenda

### 1. Consideration of Park Apartments Project (ACTION ITEM)

April - May	June 2024	July 2024	August 2024
<p>Boise City / Ada County Housing Authorities began discussions with the City of Boise regarding the future vision of the University Parks Apartments. These discussions included BCACHA legal council. The City of Boise selected Northwest Real Estate Capital Corp.</p> <p>Deanna provided information on this project in her May Board Update.</p>	<p>The Parks Apartment transfer was discussed with the BCACHA Board on June 12, 2024 as part of the scheduled Parks Apartment Discussion</p>	<p>July 10: Board votes on approval of the the Park Apartment transfer of improvements, ground lease, and option to lease.</p>	<p>Between July and August, City Council will review and approve loan and ground lease documents, as well as any amendments that may follow.</p>

2. Consideration of ACHA Resolution No. 01-2024 – Approving the Public Housing Agency Annual Plan for Ada County Housing Authority (ACTION ITEM)
3. Consideration of BCHA Resolution No. 03-2024 – Approving the Public Housing Agency Annual Plan for Boise City Housing Authority (ACTION ITEM)
4. Consideration of ACHA Resolution 02-2024 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority (ACTION ITEM)
5. Consideration of BCHA Resolution 04-2024 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority (ACTION ITEM)
6. Consideration of ACHA Resolution 03-2024 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Ada County Housing Authority (ACTION ITEM)
7. Consideration of BCHA Resolution 05-2024 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Boise City Housing Authority (ACTION ITEM)
8. Consideration of ACHA Resolution 04-2024 - Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Ada County Housing Authority (ACTION ITEM)
9. Consideration of BCHA Resolution 07-2024 - Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Boise City Housing Authority (ACTION ITEM)

April - June	May 2024	July 2024	August 2024
<p>Boise City / Ada County Housing Authorities begins a review of the previous year plans, including the BCHA Annual Plan, ACHA Annual Plan, ACOP Plan, HCV Admin Plan, CFP Rolling 5 Year Plan.</p> <p>These updated have been discussed during the June and May Board meetings, as well as were noted on the annual Board Event Calendar in January</p>	<p>In May, plan documents are made available for review on the BCACHA website.</p>	<p>Boise City / Ada County Housing Authorities meets with Resident Advisory Boards and holds a public hearing to receive feedback on the plans.</p> <p>July 10: Board votes on approval of the plans.</p>	<p>All Plans are provided to HUD for their approval</p>

### 10. Consideration of the Approval to extend of the Eide Bailly and BCHA Agreement (ACTION ITEM)

## Glossary of Acronyms

ACOP: Admissions and Continued Occupancy Policy

- Completed for the Public Housing Program

CFP: Capital Fund Program

HCV: Housing Choice Voucher

HOTMA: Housing Opportunity through Modernization Act

- This Act creates non-discretionary changes to how the agency processes eligibility related to income and assets, as well as changes inspection standards and policies for households who become over-income.

NSPIRE: National Standard for Physical Inspection of Real Estate

- This is the new inspection standard that BCACHA properties will be inspected under.

PH: Public Housing

PHA: Public Housing Authority

PH: Public Housing

REAC: Real Estate Assessment Center

# July Agenda

## AGENDA

BOISE CITY HOUSING AUTHORITY COMMISSIONERS  
ADA COUNTY HOUSING AUTHORITY COMMISSIONERS  
SHORELINE PLAZA, INC. DIRECTORS  
AFFORDABLE HOUSING SOLUTIONS, INC. DIRECTORS

### MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS

Wednesday, July 10, 2024 at 4:00 p.m.  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

#### I. ROLL CALL

#### II. CONSENT AGENDA (ACTION ITEM)

All items with an asterisk (\*) are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests, in which case the item will be removed from the general order of business and considered in its normal sequence. The vote on the Consent Agenda will be by roll call vote.

##### A. Minutes, Resolutions and Routine Matters

1. \* Board of Commissioners Meeting Minutes June 12, 2024 (ACTION ITEM)

#### III. REPORTS

- A. Chairman's Report
- B. Executive Director's Report

#### IV. BUSINESS

1. Consideration of Park Apartments Project (ACTION ITEM)
2. Consideration of ACHA Resolution No. 01-2024 – Approving the Public Housing Agency Annual Plan for Ada County Housing Authority (ACTION ITEM)
3. Consideration of BCHA Resolution No. 03-2024 – Approving the Public Housing Agency Annual Plan for Boise City Housing Authority (ACTION ITEM)
4. Consideration of ACHA Resolution 02-2024 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority (ACTION ITEM)
5. Consideration of BCHA Resolution 04-2024 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority (ACTION ITEM)

6. Consideration of ACHA Resolution 03-2024 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Ada County Housing Authority (ACTION ITEM)
7. Consideration of BCHA Resolution 05-2024 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Boise City Housing Authority (ACTION ITEM)
8. Consideration of ACHA Resolution 04-2024 - Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Ada County Housing Authority (ACTION ITEM)
9. Consideration of BCHA Resolution 07-2024 - Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Boise City Housing Authority (ACTION ITEM)
10. Consideration of the Approval to extend of the Eide Bailly and BCHA Agreement (ACTION ITEM)

## V. ADJOURNMENT

Related agenda documents are available for public review by visiting:

<https://bcacha.org/about/board-of-commissioners/>

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# June Agenda

## AGENDA

BOISE CITY HOUSING AUTHORITY COMMISSIONERS  
ADA COUNTY HOUSING AUTHORITY COMMISSIONERS  
SHORELINE PLAZA, INC. DIRECTORS  
AFFORDABLE HOUSING SOLUTIONS, INC. DIRECTORS

### MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS

Wednesday, June 12, 2024 at 4:00 p.m.  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

#### VI. ROLL CALL

#### VII. CONSENT AGENDA (ACTION ITEM)

All items with an asterisk (\*) are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests, in which case the item will be removed from the general order of business and considered in its normal sequence. The vote on the Consent Agenda will be by roll call vote.

##### A. Minutes, Resolutions and Routine Matters

2. \* Board of Commissioners Meeting Minutes May 8, 2024 (ACTION ITEM)

#### VIII. REPORTS

- C. Chairman's Report
- D. Executive Director's Report
- E. Report on Properties
- F. Report on Programs

#### IX. BUSINESS

1. Staff Presentation – YARDI Forum
2. Discussion with CSG Financial Advisors
3. Park Apartments Discussion
4. Supportive Housing Investment Fund (SHIF) with Idaho Community Foundation
  - a. BCHA Resolution No. 01-2024 – A Resolution approving a Charitable Donation and Partnership Agreement By and Between the City of Boise City and the Boise City Housing Authority (ACTION ITEM)
  - b. BCHA Resolution No. 02-2024 – A Resolution approving a Charitable Donation Agreement By and Between Boise City Housing Authority and Idaho Community Foundation, Inc. (ACTION ITEM)
5. Y Project and Workforce Housing Discussion

#### X. ADJOURNMENT

Related agenda documents are available for public review by visiting:

<https://bcacha.org/about/board-of-commissioners/>

**Zoom access:**

[https://us06web.zoom.us/j/86066884454?pwd=4CT1oU8selX6Tek6N0Foc6\\_iWliGXw.cylv5fDXrUrdDmQB](https://us06web.zoom.us/j/86066884454?pwd=4CT1oU8selX6Tek6N0Foc6_iWliGXw.cylv5fDXrUrdDmQB)

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# June Board Minutes

**BOISE CITY HOUSING AUTHORITY  
ADA COUNTY HOUSING AUTHORITY, SHORELINE INC.  
AND AFFORDABLE HOUSING SOLUTIONS, INC.**

MEETING OF THE BOARD OF  
COMMISSIONERS AND DIRECTORS

June 12, 2024

**TIME AND PLACE OF MEETING:**

Chair Julianne Donnelly Tzul called the meeting to order at 4:02 p.m., on Wednesday, June 12, 2024. The meeting was held at the Boise City Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise ID 83705, and via Zoom link.

**I. ROLL CALL**

**Commissioners present:** Chair Julianne Donnelly Tzul, Vice Chair Vila, Commissioner Kent Rock (via Zoom), Commissioner Tim Flaherty, Commissioner Marty Jacobs, Commissioner Krista Paulsen, Ex-Officio Commissioner Kathy Corless

**Commissioners absent:** Commissioner Buffy Jones

**Others present:** Ada County Deputy Attorney Nichole Solberg, Ada County Deputy Attorney Ammon Taylor, City Attorney Ed Jewell, Executive Director Deanna Watson, Deputy Director Jillian Patterson, Senior Accountant Annette Sampson, IT and Operations Administrator Ron Barstow, Housing Operations and Asset Manager Marissa Henderson, Housing Choice Supervisor Anne Pridmore, Housing Choice Lead Laura Williams, CSG Vice President Adam Cray (via Zoom), CSG Founder and Principal Gene Slater (via Zoom), and Executive Assistant Mallory VanDercar

**II. CONSENT AGENDA**

Commissioner Flaherty moved that the board approve the Consent Agenda. Commissioner Jacobs seconded the motion.

**A roll call vote was taken.**

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Jacobs	Aye
Commissioner Paulsen	Aye
Commissioner Flaherty	Aye
Commissioner Rock	Aye

**The motion to approve the Consent Agenda was passed by roll call vote.**

### **III. REPORTS**

#### **A. Chairman's Report**

Chair Donnelly Tzul shared that the meeting today will have a number of conversations about upcoming action items, current action items, and a follow up from the financial advisors who visited BCACHA last month. Chair Donnelly Tzul also discussed the recent BCACHA property tour that the Board Commissioners attended.

#### **B. Executive Director's Report**

Executive Director Deanna Watson discussed an article in the Idaho Statesman regarding the Section 8 waiting list. She reported on the Allumbaugh House open house held on June 12th and provided details about its history and services. Ms. Watson also attended a HUD training on PHA disaster readiness on May 14-15, highlighting key points for a comprehensive plan. On June 12th, she participated in a conversation with COMPASS on the correlation between transportation and housing. BCACHA's partnership with Our Path Home was mentioned, with Ms. Watson attending an executive committee retreat focusing on team trust and relationships. She also participated in a leadership program panel at Boise State University.

#### **C. Report on Properties**

Housing Operations and Asset Manager Marissa Henderson reported that Vine Terrace and Nez Perce apartments had REAC inspections last week using the new NSPIRE Protocol. She shared that this new protocol is part of HOTMA requirements. The agency does not have results yet but will use this as a learning moment based on the new metrics.

#### **D. Report on Programs**

Deputy Director Jillian Patterson shared that the project for Project Based Vouchers at New Path 2 is starting to pick up. Currently there is a focus on the subsidy layering review, looking at funding sources and government assistance to ensure this does not exceed the feasibility requirements of the project. The agency is working closely with Idaho Housing and Finance Association and Commissioner Vila. The agency is also seeking options for looking at ways to work through any sticking points for the program in the future as well.

Ms. Patterson also shared that BCACHA began working on a grant application for Foster Youth to Independence (FYI) vouchers, which requires housing authorities to partner with child welfare agencies. BCACHA is working with the Department of Health and Welfare (DHW) on this grant. BCACHA already has Family Unification Program (FUP) vouchers in partnership with DHW, however the MOU for that grant has dissolved due to changing staff at DHW. The FYI grant requires a Memorandum of Understanding (MOU) with language prescribed by HUD. Ms. Patterson shared that the agreement for the FYI MOU required many reviews and edits. Ms. Patterson provided background for this program, noting that it requires a statement of need utilizing DHW data. These vouchers would be available to youth aged 18-24 who have left or will leave foster care and are either homeless or at risk of becoming homeless. DHW estimates that they will be able to refer and provide services for ten households. She noted that the administrative requirement of the grant exceeds the ten vouchers, but it would establish precedent for future applications and the possibility to revive the FUP vouchers MOU with DHW. She

reported that DHW is responsible for referrals as well as supportive services, BCACHA will be utilizing Terry Reilly Health Services (TRHS) to aid with supportive services, and BCACHA manages the vouchers. There is also a future opportunity on a noncompetitive basis that could allow expansion of this program. DHW has signed the MOU, and BCACHA is ready to submit the application due June 17<sup>th</sup>.

#### **IV. BUSINESS**

##### **1. Staff Presentation – YARDI Forum**

Ms. Henderson reported that six BCACHA staff attended a conference hosted by YARDI that serves as a learning opportunity including training sessions, one on one training as well as software fix sessions. Ms. Henderson shared a variety of topics that were discussed during the conference. She also reported that the Housing Opportunity Through Modernization Act (HOTMA) was a major focus during this conference. This will result in major programmatic and software changes and will be a common topic during board meetings in future months. She also shared that there are various components of YARDI that staff are looking forward to integrating after learning more, including document management, data reporting, maintenance support, and the resident portal. Ms. Henderson noted that she will research to see if YARDI has built-in options for customer survey/feedback. Ms. Henderson also shared that kiosks are being implemented at BCACHA high rise properties with internet to provide access to those in need. Additionally, she noted that more participants than expected have access and comfortability using smart phones.

**Commissioner Rock left the meeting at 4:45 p.m.**

##### **2. Discussion with CSG Financial Advisors**

Adam Cray and Gene Slater of Caine Slater Gressel (CSG) introduced themselves and their firm. Mr. Cray shared that one focus for CSG as they are working with BCACHA is that they will be creating an evaluation framework to establish criteria for project participation for BCACHA for future use. Mr. Slater shared that it is important to think about each agency project in relationship to the others and the impact on the housing authority. This evaluation process will allow the agency to answer the question “how can we do more in five years than we are doing today?”

Mr. Slater outlined the need to diversify project types, including low to moderate-income projects, while minimizing risk. He highlighted the importance of assessing risk, especially in partnerships where BCACHA provides vouchers or land and a developer handles the project. CSG will provide specifics to help the agency grow and maintain healthy reserves.

Mr. Cray discussed priority sites for their review, including University Park Apartments, Moore Street, and the Y project, and mentioned potential assistance with PBV program optimization. These reviews will determine what is needed for project success and the impact on other projects.

##### **3. Supporting Housing Investment Fund (SHIF) with Idaho Community Foundation**

Ms. Watson shared that the City of Boise is putting \$7.5 million into a fund for supportive services that will be held by The Idaho Community Foundation and an advisory committee on how to utilize and replenish funds will be established.

**Vice Chair Vila left the meeting at 5:45.**

Mr. Taylor shared that the City approached BCACHA to collaborate as the housing authority is an entity with tools to take out loans, grant loans, issue bonds, and receive funding directly from cities and counties. These are not available to cities and counties. The transfer of funds uses the housing authority as a conduit. The city will donate the funds to the housing authority, which will then be donated to the Idaho Community Foundation. He highlighted that this allows BCACHA to serve the community and continue to participate in the conversation related to spending these funds in the future. Ms. Watson shared that housing authorities are an instrumentality of government, and function as an avenue to assist the city and county. She also noted that BCACHA has negotiated a fee for administrative expenses related to this agreement. She added that this agreement also allows the agency an advisory role in how these funds are spent and that the agency will be able to also apply for these funds. She noted that this participation increases the agency's exposure to Idaho Community Foundation. Ms. Watson noted that similar agreements have been conducted with the city in the past, in the form of property being transferred.

Mr. Taylor noted that Allumbaugh House was one such deal. There was discussion with the commissioners related to the benefit to BCACHA for participating in this agreement, and a review of potential risks the agency might be taking on by participating.

Ex Officio Corless noted that the intention of this is to benefit wrap around services, and a benefit for the agency is having access to get wrap around services through these funds. She also noted that this fund creates a mechanism that can accept funds and donations.

**Katie Vila rejoined the meeting at 6:03 p.m.**

Ms. Watson shared that both auditors and the agency bank reviewed the agreement and noted that the risk to the agency is minimal. Ms. Watson noted that this partnership is already beneficial to the agency through the University Parks Apartment project.

Ms. Watson also stated the most important concern is that funds are distributed to those in need, and not viewed as a way for the agency to profit.

Mr. Taylor noted that there are indemnification clauses that fall on the city, this is separate from the admin costs.

Ms. Watson shared that she doesn't see these funds as something the agency should try to maximize return on due to the fact that the initial amount funded still doesn't cover community needs, and that these funds are not the same as developer funds in that any money the agency recoups from this agreement takes funds directly from housing programs.

Vice Chair Vila shared that she is a proponent for finding ways to make the housing authority more money, however this is an opportunity to be a conduit without risk.

Chair Donnelly Tzul noted that this topic was addressed in a previous boarding meeting.

Ms. Watson provided additional context that this has been an intense amount of work over the past few weeks and the work between legal departments on the structure of this has made it so many questions could not have been answered prior to the June Board meeting. Ms. Watson shared that as a public body the timing of when information can be released to the community is a restriction. She emphasized that this agreement is a low risk to the agency and a benefit to the community.

Chair Donnelly Tzul noted that due to extensive conversation, it would be appropriate to move to a vote.

Commissioner Flaherty moved to approve BCHA Resolution No. 1-2024, a Resolution approving a Charitable Donation and Partnership Agreement By and Between the City of Boise City and the Boise City Housing Authority. Commissioner Paulsen seconded the motion.

**A roll call vote was taken.**

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Jacobs	Nay
Commissioner Paulsen	Aye
Commissioner Flaherty	Aye

**The motion was passed by roll call vote.**

**4. Supporting Housing Investment Fund (SHIF) with Idaho Community Foundation**

Commissioner Flaherty moved to approve BCHA Resolution No. 2-2024, a Resolution approving a Charitable Donation Agreement By and Between Boise City Housing Authority and Idaho Community Foundation, Inc. Commissioner Paulsen seconded the motion.

**A roll call vote was taken.**

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Jacobs	Nay
Commissioner Paulsen	Aye
Commissioner Flaherty	Aye

**The motion was passed by roll call vote.**

**E. Parks Apartment Discussion**

Ms. Watson reported that the City of Boise owns the University Park Apartments and plans to convert them into housing for individuals at risk of homelessness, including wraparound services. The City will retain land ownership, and donate the property to BCACHA. BCACHA will sell the property (excluding the land) to a developer at a price yet to be determined. BCACHA will decide how to use those proceeds.

Mr. Taylor added that the sale will be structured with a ground lease and seller carry with interest, allowing BCACHA to earn income without incurring sale costs. CSG is reviewing the project's proforma.

Ms. Watson mentioned that services for residents will likely be contracted out, and project-based vouchers are a possibility but not yet included in the proformas. Developers will apply for 9% tax credits in August, requiring site control documentation approved by various parties. CSG has reviewed early proformas, and Northwest Capital Property Corporation is the developer. Board approval will be needed in July.

**F. Y Project and Workforce Housing discussion**

Ms. Watson shared that there is a development being discussed that would rebuild the downtown Boise YMCA to include workforce housing. The developer has been in touch with BCACHA to discuss options to engage in this process. The developer has also been in touch with the city to see if there are options to step in to assist with funding. BCACHA's role would be in an ownership capacity as this would alleviate the tax concerns associated with the project. The project is being reviewed to see if the income limits for the project as proposed would be within statutory requirements for BCACHA's participation. Ms. Watson shared that in the mid 1990's, there was a similar income range project for the agency with the Hobbler place project. This would not be permanent supportive housing, and instead would look at affordable housing for those employed in the downtown community. Mr. Taylor noted there is the benefit of the tax-exempt status with BCACHA as owner, and that a public housing authority has the ability to issue tax exempt bonds. Ms. Watson noted that the agency would own around 230 apartments under the agreement as it is currently proposed.

Mr. Taylor noted that the risk has not yet been addressed as statute needs to be reviewed first. Additionally, Mr. Taylor noted that until all partners are determined, it is difficult to truly determine risk. Ms. Watson noted that there will likely be a need for board approval related to this project in the coming months. She also shared that the developer would be the asset manager for the project. Chair Donnelly Tzul noted that board members may send their questions to Mallory VanDercar.

**Commissioner Paulsen motioned to Adjourn the meeting at 6:38 p.m.**

**Documents provided as part of this meeting include:**

- BCACHA 5/8/2024 Board Minutes
- Executive Director Update Memo
- Funding Report
- Donation and Partnership Agreement – City of Boise and BCACHA
- BCHA Resolution No. 1-2024 – Resolution approving SHIF Agreement (City)
- Donation Agreement and ICF and BCACHA
- BCHA Resolution No. 2-2024

Respectfully submitted,

Deanna L. Watson, Executive Director \_\_\_\_\_

Julianne Donnelly Tzul, Chair \_\_\_\_\_



# Executive Director's Report

Date: July 8, 2024  
Re: Board Update  
To: BCACHA Commissioners  
From: Deanna Watson, Executive Director

In preparation for your 7/10/24 Board Meeting, please find the following general update. We will forego the property and program updates and replace the verbal presentation with written information as a part of your board packet. My report will be brief, consisting mostly of time for providing answers to questions arising from this written report. In the future, we will tailor our presentations to the agenda items before you and save for writing the general updates regarding operations. This should streamline your experience and enable you to focus on the main points for your consideration.

## Agency and Program Updates

- **Yardi Software Conversion** – Ongoing
- **Section 8 (Housing Choice Voucher) Program**
  - **Waiting List**
    - We opened our waiting list for the Housing Choice Voucher Program 5/28 – 6/27. After eliminating duplicates, we will run the applications through the lottery system for placement.
  - **Funding (existing)**
    - Our per unit costs have risen dramatically as area rents have skyrocketed.
    - Paying more per household reduces the number of families we can serve.
    - HUD released FY 24 budgets in May for this calendar year.
    - We are in a funding shortfall.
    - No new vouchers are being issued and we are implementing cost-saving measures.
    - We are applying for set aside funding
  - **Funding (New)**
    - We submitted an application for funding to assist youth aging out of foster care.
  - **Project Based Vouchers**

- New Path 2.0 – Preliminary work continues. On target.
- **Low Rent Public Housing (LRPH)**
  - Inspection Results follow up – We are appealing our scores under the inspection standards after consultation with HUD staff.
    - New scores across the nation have plummeted under the new system and are not viewed as an indication of overall quality and safety of housing.

**July 10, 2024, Agenda Review**

**Main Business of the Board**

Our mission is to provide affordable housing. You have directed us to find innovative ways to provide/partner in a manner that increases the supply/access to affordable housing via approaches that fulfill our mission and strengthen the agency and positions us for sustainability, growth, and capacity building to better meet future needs of the communities we serve.

The Park Apartment partnership involves three entities:

The **City of Boise** - who purchased the 47-unit property with a plan to renovate it to serve families moving out of homelessness. The city will retain ownership of the land.

**Northwest Real Estate Capital Corp (NWRECC)**. as the owner/asset manager who comes to the project with experience as a developer of an array of developments including those under the Permanent Supportive Housing specialty.

The **Boise City Housing Authority (BCHA)** as the receiver of the real estate (buildings) will convey the real estate to developers and will potentially stay involved with the operation via our rental assistance program.

Item	Discussion	Options
Consideration of Park Apartments Project	Staff, Legal Counsel and Financial Advisors have negotiated terms with the City and developer. Presentation – City will present basic history and structure. CSG will present a summary of options and recommendations. Legal will address any special considerations.  Key Points –1.) Fits within the joint mission of the entities.	Discussion with list of follow-up questions and the setting of a special meeting to make a decision.  OR  Action item if commissioners prefer to receive the

	<p>2.) Provides housing plus support services for families at a critical time of vulnerability and opportunity.</p> <p>3.Provides BCHA with a new source of income to be utilized in advancing our mission and stabilizing our structure for future growth while mitigating risks during the process.</p>	<p>information and vote at the regular meeting</p>
<p><b>All other Resolutions</b></p>	<p>Required Updates to our operating plans for our mainstay programs - Housing Choice Voucher, and Low Rent Public Housing. The plans set operating policy. We have completed our public process including the posting of the entire plans on our website and in our lobby and through legal notice. Most of the changes are prescribed and made mandatory by new or changed regulations.</p>	<p>Staff overview. Opportunity for specific questions, considerations and votes to accept the resolutions. The information is voluminous but will be presented to highlight and explain the decision points. We will start out high level and drill down as far as you would like.</p>

## Extension of the Eide Bailly Agreement

### Audit & REAC Engagement Fees

Professional Services & Fees	2024
<b>Boise City Housing Authority</b>	
Audit of Financial Statements	\$47,000
Single Audit of 1 <sup>st</sup> Major Program	10,500
REAC Agreed-Upon Procedures	1,100
Estimated Technology fee at 5%	2,930
Estimated Additional Yardi Audit Hours	\$4,100 - \$6,100
<b>Ada County Housing Authority</b>	
Audit of Financial Statements	\$18,000
Single Audit of 1 <sup>st</sup> Major Program	10,500
REAC Agreed-Upon Procedures	1,100
Estimated Technology fee at 5%	1,480
Estimated Additional Yardi Audit Hours	\$1,500 - \$2,500
<b>Shoreline Plaza, Inc.</b>	
Audit of Financial Statements	\$8,060
Single audit of 1 <sup>st</sup> Major Program	3,000
REAC Agreed-Upon Procedures	650
Preparation of Form 990 (including new impact of new COA)	3,130
Estimated Technology fee at 5%	740
Estimated Additional Yardi Audit Hours	\$500 - \$800
<b>Shoreline North, LLC</b>	
Audit of Financial Statements	\$8,060
HUD Compliance Testing	1,225
REAC Agreed-Upon Procedures	650
Estimated Technology fee at 5%	495
Estimated Additional Yardi Audit Hours	\$500 - \$800
<b>North Liberty, LLC</b>	
Audit of Financial Statements	\$8,060
HUD Compliance Testing	1,225
REAC Agreed-Upon Procedures	650
Estimated Technology fee at 5%	495
Estimated Additional Yardi Audit Hours	\$500 - \$800
<b>Nez Perce, LLC</b>	
Audit of Financial Statements	\$8,060
HUD Compliance Testing	1,225
REAC Agreed-Upon Procedures	650
Estimated Technology fee at 5%	495
Estimated Additional Yardi Audit Hours	\$500 - \$800
<b>Vine Street, LLC</b>	
Audit of Financial Statements	\$8,060
HUD Compliance Testing	1,225
REAC Agreed-Upon Procedures	650
Estimated Technology fee at 5%	495
Estimated Additional Yardi Audit Hours	\$500 - \$800

## New Auditing Standards

There are new auditing standards in the current year that we anticipate will increase our audit hours, so that has been built into the new budget and had an impact on the estimated fees for FY24.

## Technology Fee

Starting May 1, 2024, all invoices will include a 5% technology fee. Staying on the cutting edge of technology comes with a heavy price tag. As a customer service focused firm, staying up-to-date is vital as we strive to keep your information secure while also trying to use our technology to provide better service that produces a high quality audit while reducing the impact to your team. I've included that technology fee in the fee proposal to be as transparent as possible.

## Yardi Testing

For the FY2024 audit, we have included an estimate of additional hours during our audit from the impact of changing ERP systems during the year. These include additional testing in areas such as internal control and process walk-throughs, new chart of account grouping for our leadsheets and reporting, analytical testing of revenue and expense between the old and new chart of account with the current year activity split between the two. We will track our time separately for these additional hours so that we can provide a good summary of additional hours during the billing process.

In addition to the impact on the audit procedures, we are required to test the crosswalk between the old accounts and the new accounts to make sure we agree that everything was transferred correctly. We have estimated for this to take between 16 to 24 hours. We will track our time separately for this testing so that you are only billed for the actual hours for us to perform the testing. If it appears we are going to exceed the high end of 24 hours, we will let you know asap.

With the implementation of a new ERP comes a requirement for in-depth IT Risk Assessment testing of this new system which allows us to determine our ability to rely on the output from the system. Our IT Risk Assessment team has estimated this to take between 16 to 24 hours. We will be monitoring their hours and will let you know asap if it appears they are going to go beyond this estimate. You will only be billed for the actual hours for them to perform the testing.

Yardi Implementation Testing	
Testing of Beginning Balances and Crosswalk Estimated Hours 16 to 24 hours	\$3,000 - \$4,500
IT Risk Assessment Testing of Yardi Estimated Hours 16 to 24 hours	\$3,000 - \$4,500

  
Proposer Telephone Number

City, State, Zip

## Funding Report

Source	Date	Amount	Status	Program	Staff	Use
DOJ- OVW Transitional Housing	10/1/2022	\$500,000	Funded	Ada OVW Program	Jillian Patterson	HAP / Operations / Supportive Services
HUD- CPD Continuum of Care Permanent Supportive Housing	8/1/2023	\$1,026,213	Funded	Ada COC Program	Jillian Patterson	HAP / Operations / Supportive Services
MF Service Coordinator	12/15/2023	\$83,561	Partially Funded	Multifamily Service Coordinator Grant	Marissa Henderson	Fund 1 FTE Service Coordinator position to assist 80 residents of Shoreline Plaza. Funding is dispersed several times throughout the year
HUD - FSS Coordinator	1/1/2024	\$179,898	Funded	Boise HCV Program	Jillian Patterson	Fund 2 FTE FSS Coordinator positions
HUD - FSS Coordinator	1/1/2024	\$179,898	Funded	Ada HCV Program	Jillian Patterson	Fund 2 FTE FSS Coordinator positions
HUD - Operating Subsidy	1/1/2024	\$327,310	Funded	Boise Low Rent Public Housing	Diana Meo	Operating Funds for Capital Plaza and Franklin Plaza
HUD - Operating Subsidy	1/1/2024	\$15,444	Funded	Ada Low Rent Public Housing	Diana Meo	Operating Funds for 10 scattered sites
HUD - Section 8 Emergency Housing Vouchers Subsidy	1/1/2024	\$45,224	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 HCV Subsidy	1/1/2024	\$971,631	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 HCV Subsidy	1/1/2024	\$610,862	<i>Pending HUD Budget</i>	Ada HCV Program	Annette Sampson/Diana Meo	HAP / Operations

HUD - Section 8 Mainstream Subsidy	1/1/2024	\$51,375	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 Mainstream Subsidy	1/1/2024	\$26,839	<i>Pending HUD Budget</i>	Ada HCV Program	Annette Sampson/Diana Meo	HAP / Operations
Youth Homeless Demonstration Program Grants	2/26/2024	\$1,174,533.00	Funded	CHOIS	Jillian Patterson	
HUD - Emergency Capital Fund	4/12/2024	\$2,074,759.00	<i>Pending</i>	Low Rent Public Housing	Marissa Henderson	Replacement of aged and failing water lines serving residents of Capitol Plaza.
Local Government	TBD	\$50,000		Agency	Deanna Watson	Fund Financial Consultant
HUD - Capital Fund	5/13/2024	\$34,446.00	<i>Pending</i>	Ada Low Rent Public Housing	Marissa Henderson	Modernization funds for our Acquisition duplexes
HUD - Capital Fund	5/13/2024	\$348,491.00	<i>Pending</i>	Boise Low Rent Public Housing	Marissa Henderson	Modernization funds for our Capitol & Franklin Plazas
LRPH Service Coordinator	6/1/2024	\$234,060	<i>Pending</i>	Residential Opportunity Self Sufficiency Program	Marissa Henderson	Fund 1 FTE Service Coordinator position to assist 160 residents of Capitol and Franklin Plaza for 3 years
Foster Youth to Independence Grant	6/17/2024	10 vouchers	<i>Pending HUD Approval</i>	Ada HCV Program	Jillian Patterson/ Tawna Gulbis	Provides 10 vouchers to youth aging out of the foster system or former foster youth 18-21 at risk of becoming homeless

# Boise City / Ada County Housing Authorities Admin and ACOP Plan Updates

TO: BC/ACHA Board of Commissioners

DATE: July 3, 2024

FROM: Jillian Patterson, Deputy Director  
Marissa Henderson, Housing Operations & Asset Manager

SUBJECT: Resolutions Approving Substantial Amendments to the Boise City and Ada County Housing Authorities Housing Choice Voucher (HCV) Administrative Plan and the Admissions & Continued Occupancy Plan (ACOP)

## **BACKGROUND**

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Public Housing Authorities must adopt a written Administrative Plan (Admin Plan) and Admissions & Continued Occupancy Plan (ACOP), that establishes local policies for administration of the Housing Choice Voucher and Public Housing Programs in accordance with U.S. Department of Housing and Urban Development (HUD) requirements. The Admin Plan, ACOP, and any significant revisions of the plans must be formally adopted by the Board of Commissioners. The proposed policy revisions have been summarized and are attached to this memo.

## **RECOMMENDATION**

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Staff recommends the BC/ACHA Board of Commissioners approve the proposed Admin and ACOP Plans as presented.

## **RESOLUTIONS**

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- I. BCHA Resolution 07-2024 – Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Boise City Housing Authority
- II. ACHA Resolution 04-2024 – Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Ada County Housing Authority
- III. Resolution 05-2024 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Boise City Housing Authority
- IV. ACHA Resolution 03-2024 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Ada County Housing Authority



# Proposed Revisions to the Boise City / Ada County Housing Authority Admissions and Continued Occupancy Plan (ACOP)

## **ATTACHMENT F FY 2024-25 ANNUAL PHA PLAN BOISE CITY & ADA COUNTY HOUSING AUTHORITIES**

### Summary of Administrative Plan and Admissions and Continued Occupancy Plan (ACOP) Changes

The proposed changes for the 2024-2025 Annual Public Housing Agency (PHA) Plan contain significant revisions to BCACHA's Administrative and ACOP plans as a result of upcoming changes to the federal regulations enacted under the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

#### **Background**

HOTMA was signed into law on July 29, 2016 (Public Law 114–201, 130 Stat. 782). The HOTMA statute consists of 14 sections of law that affect the Housing Choice Voucher Program. On September 17, 2019, HUD issued a proposed rule to update its regulations according to HOTMA's statutory mandate. The proposed rule may be found at 84 FR 48820 (September 17, 2019).

Sections 102 and 104 of HOTMA make sweeping changes to the United States Housing Act of 1937 (1937 Act), particularly those affecting income calculations and reviews. Section 102 changes requirements related to income reviews for Public Housing and Section 8 programs. Section 104 sets maximum asset limits for Public Housing and Section 8 applicants and participants.

#### **Highlights of the Final Rule Implementing Sections 102 and 104 of HOTMA**

##### Section 102: Income Reviews

- **Fewer Interim Reexaminations:** HOTMA creates a 10% adjusted income increase/decrease threshold for conducting Interim Reexaminations, and in most cases requires that increases in earned income are not processed until the next Annual Reexamination, allowing families to keep more of their earnings before receiving a rent increase. The new requirements should lead to fewer Interim Reexaminations overall, alleviating burden for both participants and PHAs.
- **Streamlined Verifications:** Several provisions will streamline the verification process for housing providers.
  - **Adults Only Need to Sign Consent Form Once:** HOTMA revises the required consent form that all adult household members sign, allowing them to sign the form only once instead of annually.
  - **Use of Income Determinations from Other Programs:** HOTMA allows PHAs to use income determinations made under other federal benefits programs for reexaminations.

- Review of Enterprise Income Verification (EIV) Not Required at Interim Reexamination: HOTMA eliminates the requirement for PHAs to use EIV to verify tenant employment and income information during an interim reexamination, significantly reducing administrative burden.
- Increased Standard Deduction for Elderly/Disabled Households: HOTMA increases standard deductions for families with a head, co-head, or spouse who is elderly or a person with a disability from \$400 to \$525.
- Additional Income Exclusions: The rule codifies additional income and asset exclusions, including:
  - Amounts received from Medicaid or other state/local programs meant to keep a family member with a disability living at home
  - Veterans' aide and attendant care.
  - Distributions of principal from non-revocable trusts, including Special Needs Trusts.
  - Threshold for Claiming Medical/Disability Expenses Increased: HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
  - Higher Threshold for Imputing Asset Income: HOTMA raises the imputed asset threshold from \$5,000 to \$50,000, incentivizing families to build wealth without imputing income on those assets.
  - Hardship Relief: HOTMA provides hardship relief for expense deductions, lessening the impact of the increased threshold for medical expenses. HOTMA permits PHAs to grant hardship relief to families unable to pay rent because of unanticipated medical/disability expenses and families who are no longer eligible for the childcare expense deduction.

#### Section 104: Asset Limits

- Asset Limitation: HOTMA imposes a \$100,000 asset limit for eligibility and continued assistance. Families are also ineligible for assistance if they own real property suitable for occupancy. PHAs have the option of delaying enforcement/termination for up to six months if the family is over the asset threshold at the time of annual reexamination.
- Exclusion of Retirement and Educational Savings Accounts: Retirement accounts and educational savings accounts will not be considered a net family asset. This is a major benefit to families, incentivizing savings for important life milestones and opportunities. This will also provide significant administrative relief to PHAs by allowing them to stop verifying and calculating these assets altogether.
- Self-Certification of Assets under \$50,000: HOTMA allows self-certification of net assets if estimated to be at or below \$50,000. This will be a time-savings for families and lower administrative burden for PHAs recertifying income.

#### Cross-Cutting

- Adjustments for Inflation: Deductions and the asset limitation will be adjusted for inflation annually, ensuring that deductions do not lose value over time and that families are able to build more wealth without losing program assistance. The current deduction amounts have never been adjusted.

### **Effective Date, Compliance, and Updates to PHA Policies**

Since the changes under HOTMA will most likely constitute a significant amendment to BCACHA's Administrative Plan, HUD requires that PHA's:

- Hold a public hearing with at least 45-day advance notice, with all relevant documents and information made available at the BCACHA's office,
- Consider the recommendations by the resident advisory board, and
- Obtain approval by the BCACHA board of commissioners.

BCACHA's compliance date will be determined when HUD's new Housing Information Portal (HIP) is accepting certifications, and BCACHA's software vendor indicates that the PHA may begin submitting certification to HIP. BCACHA is currently awaiting more information from HUD on its HIP conversion date to establish the effective date of the Administrative Plan and ACOP changes. Until then, the currently effective Administrative Plan will remain in place.



TO: BC/ACHA Board of Commissioners

DATE: July 3, 2024

FROM: Jillian Patterson, Deputy Director  
Marissa Henderson, Housing Operations & Asset Manager

SUBJECT: Resolutions Approving Substantial Amendments to the Boise City and Ada County Housing Authorities Housing Choice Voucher (HCV) Administrative Plan and the Admissions & Continued Occupancy Plan (ACOP)

## **BACKGROUND**

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## **RECOMMENDATION**

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Staff recommends the BC/ACHA Board of Commissioners approve the proposed Admin and ACOP Plans as presented.

## **RESOLUTIONS**

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## Proposed Policy Revisions to the Boise City/Ada County Housing Authorities Admissions and Continued Occupancy Plan (ACOP)

Updates and changes are being proposed to the Boise City/Ada County Housing Authorities Admissions and Continued Occupancy Policy (ACOP) for the Low Rent Public Housing (LRPH) program. The ACOP outlines the BC/ACHA policies where the housing authority has discretion to set a policy. The ACOP must be approved by the Board of Commissioners and then updated in the PHA Plan. The following is an outline of the updates and changes being proposed:

### General

Section	Change
Entire ACOP	Changed “decent, safe, and sanitary” to “safe and habitable” housing

### INTRODUCTION

Section	Change
Resources Cited in the ACOP	NMA Model ACOP added that HUD issued PIH Notice 2023-27 which implemented sections 102 and 104 of the Housing Opportunities Through Modernization Act of 2016 (HOTMA). Where chapters are not altered by HOTMA, the Public Housing Occupancy Guidebook is still cited.

### Chapter 1 – OVERVIEW OF THE PROGRAM AND PLAN

Section	Change
1.I.D The PHA’s Commitment to Ethics and Service	NMA Model ACOP Replaced Uniform Physical Conditions Standards (UPCS) with National Standards for Physical Inspection of Real Estate (NSPIRE) inspection protocol
1.II.A Overview and History	NMA Model ACOP added HOTMA background

### Chapter 2 – FAIR HOUSING AND EQUAL OPPORTUNITY

Section	Change
2-I.C. Discrimination Complaints	Added that BC/ACHA will investigate and attempt to remedy any complaint against BC/ACHA within 10 business days of receiving the complaint and will inform the complainant of their right to file a Fair Housing Complaint with the FHEO.

### Chapter 3 – ELIGIBILITY

Section	Change
Introduction	NMA Model ACOP added eligibility requirement to meet asset and property ownership restrictions
3-I.B. Family and Household	NMA Model ACOP updated definition of single person family

3-I.F. Dependents and Minors	NMA Model ACOP added definition of minor.
3-I.K. Foster Children and Foster Adults	NMA Model ACOP updated definitions of foster child and foster adult.
3-II.A. Basic Eligibility Criteria – Using Income Limits for Eligibility	NMA Model ACOP added clarification that when qualifying a family as a low-income family, the net assets and income of household members, which is different than family members, is excluded, but household members are considered for the purposes of bedroom size and subsidy standards.
3-III.A. Denial of Admission	NMA Model ACOP added asset limitation as reason for denial
3-III.C. Restrictions on Assistance Based on Assets	NMA Model ACOP added section to include new regulatory requirements to deny assistance for combined assets over \$100,000 or ownership in real property by the family that is suitable for residency
3-III.D. Other Permitted Reasons for Denial of Admission – Previous Behavior	NMA Model ACOP added section on screening for previous behavior
3-III.E. Screening	Included sources used for screening applicants to BC/ACHA policy

#### **Chapter 4 – APPLICATIONS, WAITING LIST AND TENANT SELECTION**

<b>Section</b>	<b>Change</b>
4-III.C Notification of Selection	Added Rent Café' as a method of notification that an applicant has been selected from the waiting list

#### **Chapter 5 – OCCUPANCY STANDARDS**

<b>Section</b>	<b>Change</b>
	No Changes

#### **Chapter 6 – INCOME AND RENT DETERMINATION**

<b>Section</b>	<b>Change</b>
Introduction	NMA Model ACOP added Part II: Assets – regarding asset excluded from annual income
6-I.A. Overview	NMA Model ACOP added HOTMA breakdown of what is included as annual income
6-I.C. Calculating Annual Income	NMA Model ACOP added HOTMA breakdown of when to anticipate income for the next 12 months, and when to use the previous 12 months income to calculate annual income for a family.
6-I.D. Earned Income	NMA Model ACOP added HOTMA definitions of earned income, including day laborer and seasonal worker.
6-I.E. Earned Income Disallowance (EID)	Removed the statutory authority for EID
6-I.F. Business and Self-Employment Income Independent Contractor	NMA Model ACOP added definition of net income and gross income NMA Model ACOP added section on income from being an independent contractor

Assets Owned by a Business Entity	NMA Model ACOP added section on assets owned by a business entity
6-I.G. Student Financial Assistance	NMA Model ACOP added HOTMA updates to what is considered student financial aid and how to calculate that income
6-I.H. Periodic Payments Retirement Accounts Alimony and Child Support	NMA Model ACOP added HOTMA updates on periodic payments NMA Model ACOP added HOTMA updates on how retirement accounts are counted NMA Model ACOP provided HOTMA update on counting alimony and child support. <ul style="list-style-type: none"> <li>• BC/ACHA policy provides breakdown of how payments will be counted when received in specific ways</li> </ul>
6-I.K. State Payments to Allow Individuals with Disabilities to Live at Home.	NMA Model ACOP added HOTMA update on state payments that allow individuals to live at home
6-I.L. Civil Rights Settlements	NMA Model ACOP added HOTMA update on how Civil Rights Settlements are treated
6-I.M. Additional Exclusions from Income	NMA Model ACOP added HOTMA additional exclusions from income. BC/ACHA policy expanded on definition of training program, and added definition of incremental earnings and benefits
6-II.A. Assets Overview	NMA Model ACOP added HOTMA clarification that the new regulations do not state which assets are included, but rather outline what is excluded.
6-II.B. Assets Disposed of for Less than Fair Market Value Assets Owned by a Business	NMA Model ACOP added wording regarding negative equity when assets are disposed of during Foreclosure or Bankruptcy. NMA Model ACOP added statement of how to include assets that are owned by a business and the asset is in a family member's name.
6-II.C. Asset Inclusions and Exclusions	NMA Model ACOP added HOTMA updates on: Checking and Savings accounts Added Able accounts Investment accounts Added Necessary and Non-Necessary Personal Property Lump Sum Additions to Net Family Assets Assets Owned Jointly Trusts Tax Refunds Asset Exclusions <ul style="list-style-type: none"> <li>• BCACHA policy to obtain an appraisal on non-necessary personal property if it believes the tenant's stated value is off by \$1,000</li> <li>• BCACHA policy that lump sum additions to net family assets will only be counted if they are held in a recognizable asset</li> </ul>
6-II.D. Determining Income from Assets	NMA Model ACOP added definition of Net Family Assets

	<ul style="list-style-type: none"> <li>BCACHA policy outlining reasonable costs in determining net family assets</li> </ul> <p>NMA Model ACOP updated actual and imputed income from assets</p>
6-III.B. Dependent Deduction	NMA Model ACOP updated new dependent deduction amount of \$480 with an adjusted by HUD annually
6-III.C. Elderly/Disabled Deduction	NMA Model ACOP updated new elderly/disabled deduction to \$525 with an adjustment by HUD annually
6-III.D. Health and Medical Care Expense Deduction	NM Model ACOP updated new Health and Medical Care Expense allowing as a medical deduction the expenses that exceed 10% of annual income. NMA Model ACOP added definition of Medical Expenses
6-III.G. Hardship Exemptions	NMA Model ACOP added details regarding the two types of exemptions for families that qualify for medical expenses: phased-in relief and general relief.
6-III.H. Permissive Deductions	NMA Model ACOP added permissive deductions. BC/ACHA policy does not provide for permissive deductions
6-IV.C. Utility Allowances	NMA Model ACOP added Reasonable Accommodations and Individual Relief BC/ACHA Policy outlines steps to request reasonable accommodation and what information will be considered in making a determination.

## Chapter 7 – VERIFICATION

### Section

### Change

7-I.A. Family Consent to Release of Information	NMA Model ACOP added HOTMA language for signing updated Consent to Release of Information Form by all adult household members. BC/ACHA policy updated that revocation or refusal to sign is cause for denial or termination of assistance.
7-I.B. Use of Other Programs' Income Determinations	NMA Model ACOP added HOTMA language allowing the use of other programs' income determinations or verifications, which is considered safe harbor verification. BC/ACHA policy updated to use safe harbor verification methods when available and applicable.
7-I.C. Streamlined Income Determinations	NMA Model ACOP updated HUD guidance for streamlined income determination based on HOTMA requirements.
7-I.D. Verification Hierarchy	NMA Model ACOP updated the verification hierarchy, the use of EIV and the IVT Report, New Hire Report, No Income Report, and the Deceased Tenant Report
7-I.F. Level 4 Verifications	NMA Model Lease added the use of EIV and Self Cert as verification, requirement for third party verification to be within 120 days from recertification date, tax returns with supporting transmission documents being acceptable verification.
7-III.B. Business and Self Employment Income	NMA Model ACOP outlines the requirement for third party verification of business and self-employment income.



	BC/ACHA policy outlines what acceptable forms of verification can be provided for “gig” employment.
7-III.D. Alimony and Child Support	NMA Model ACOP clarifies alimony and child support
7-III.E. Nonrecurring Income	NMA Model ACOP defines nonrecurring income as income that is not expected to continue in the coming year and is considered excluded income. BC/ACHA policy to generally accept self-certification that income is nonrecurring but may on a case-by-case basis require third party verification.
7-III.F. Assets and Income from Assets  Self-Certification of Real Prop. Ownership	NMA Model ACOP added HOTMA increase in amount of assets that can be self-certified to \$50,000 but must be verified via 3 <sup>rd</sup> party verification every 3 years. NMA Model ACOP added HOTMA rule regarding ownership in real property suitable for occupancy and allowing self-certification that a family doesn’t have ownership of real property, but if the family does have real property, third party verification must be obtained.
7-III.I. Federal Tax Refunds or Refundable Tax Credits	NMA Model ACOP added HOTMA rule that when net family assets are less than \$50,000, BC/ACHA is not required to verify tax refunds or refundable tax credits, but if net family assets equal or exceed \$50,000, BC/ACHA must verify these refunds.

## Chapter 8 – LEASING AND INSPECTIONS

Section	Change
8-II.A. Inspections Overview	NMA Model ACOP added requirement to follow NSPIRE inspection protocol instead of UPCS and provide dwelling units that are safe and habitable.
8-II.C. NSPIRE Inspections  24 Hour Corrections  Non-Emergency Repairs	REAC Inspections will follow NSPIRE protocol and require notice to all residents. Life Threatening and Severe Deficiencies must be remedied in 24 hours. Moderate deficiencies must be remedied within 30 days and low deficiencies within 60-days

## Chapter 9 – REEXAMINATIONS

Section	Change
9-I.A. Annual Reexaminations for Families Paying Income Based Rents	NMA Model ACOP updated HOTMA language to clarify that unlike at new admission or interim, income at annual recertification is determined from the previous 12-months
9-I.D. Calculating Annual Income at Annual Reexamination	NMA Model ACOP added section to include new HOTMA guidance on how to calculate annual income at annual reexamination
9-II.B. Full Reexam of Annual Income and Composition	BC/ACHA policy updated frequency of reexams to include over-income families paying flat rent
9-II.C. Reexamination of Family Composition	NMA Model ACOP added HOTMA language that Over-Income families who select flat rent will not be eligible for reexaminations of family composition as they will be

	required to do full reexaminations at 12 months and 24 months.
9-III.A. Interim Reexaminations	NMA Model ACOP updated language to include HOTMA update specifying what a reasonable amount of time is to process an interim recertification.
9-III.C. Changes Affecting Income or Expenses	NMA ACOP updated requirement to estimate family income for the next 12 months when conducting an interim recertification.
Interim Increases	NMA Model ACOP incorporated HOTMA rules not to conduct an increase interim unless there is a 10 % increase in adjusted income, except when the increase is in earned income and the family did not have a decrease interim prior to the increase.
Family Reporting	<b>BC/ACHA policy outlines the circumstances when increase interims will be done</b> BC/ACHA policy requires tenants to report all changes within 10 business days of the change taking place. Adding to the policy that once a determination is made as to whether or not an interim reexamination is made, BC/ACHA will notify the family what documentation is needed. Documentation must be provided by the family within 10 business days of BC/ACHA's request.
Changes not Reported Timely	NMA Model ACOP added section regarding changes not reported timely and the responsibility to make an interim retroactive when necessary.
9-V. Non-Interim Reexamination Transactions	NMA Model ACOP added Section V. This section incorporates reasons why changes may need to be submitted to HUD but don't require an interim recertification. These changes include, but are not limited to: removing or adding exemptions; removing or adding household members; adding or removing hardships; adding or updating a household member's SSN; etc.

**Chapter 10 – PETS**

<b>Section</b>	<b>Change</b>
	No Change

**Chapter 11 – COMMUNITY SERVICE**

<b>Section</b>	<b>Change</b>
	No Change

**Chapter 12 – TRANSFER POLICY**

<b>Section</b>	<b>Change</b>
12-I.B. Emergency Transfers	BC/ACHA policy defines immediately available as a unit that is vacant and ready for move in within a reasonable amount of time, <b>not to exceed 14-days</b> .

**Chapter 13 – LEASE TERMINATIONS**

<b>Section</b>	<b>Change</b>
13-II.J. Over-Income Families: Second Notice of Over-Income Status	NMA Model ACOP updated with HOTMA language that a second notice must be sent 12 months after a determination is made that a family is over the over-income limit, even if paying flat rent.
Final Notice of Over-Income Status	NMA Model ACOP updated with HOTMA language that a final notice must be sent after conducting an annual reexam and sending notice 12 months, and 24 months after a determination is made that a family is over the over-income limit, even if paying flat rent.
13-IV.D. Notice of Termination Timing of Notice	BC/ACHA policy specifies that during the nationwide emergency orders, 30-day will be provided for non-payment of rent, and 14-days when the national emergency orders expire.

**Chapter 14 – GRIEVANCES AND APPEALS**

<b>Section</b>	<b>Change</b>
14-III.H. Procedures Governing the Hearing: General Procedures	NMA Model ACOP included definition of Hearsay Evidence

**Chapter 15 – PROGRAM INTEGRITY**

<b>Section</b>	<b>Change</b>
15-II.C. PHA Caused Errors or Program Abuse	NMA Model ACOP added HOTMA language PHAs will not be considered out of compliance due to a de minimus error which is defined as a difference of no more than \$30 a month in monthly adjusted income (\$360 annually) per family.

**Chapter 16 – PROGRAM ADMINISTRATION**

<b>Section</b>	<b>Change</b>
	No Change

## Proposed Policy Revisions to the Boise City/Ada County Housing Authorities Administrative Plan

Updates and changes are being made to the Boise City/Ada County Housing Authorities Administrative Plan (AP) for the Section 8 Housing Choice Voucher Program. The AP outlines the BC/ACHA policies where the housing authority has discretion to set a policy. The following is an outline of the updates and changes being made:

### General Section

### Change

Entire AP	The Nan McKay Model Administrative Plan (AP) made updates plan ensuring all required items and new regulations from the Housing Opportunities Through Modernization Act of 2016 (HOTMA) are included.
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### INTRODUCTION

#### Section

#### Change

	No changes were made
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### Chapter 1 – OVERVIEW OF PROGRAM AND PLAN

#### Section

#### Change

1-II.C. The HCV Partnerships <i>What does the Owner Do?</i>	The NMA Model AP replaced the previous requirement to use Housing Quality Standards (HQS) at inspection, with the new requirement to use National Standards for the Physical Inspection of Real Estate (NSPIRE).
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### Chapter 2 – FAIR HOUSING AND EQUAL OPPORTUNITY

#### Section

#### Change

	No changes were made
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### Chapter 3 – ELIGIBILITY

#### Section

#### Change

3-I.K Foster Children and Foster Adults	NMA Model AP updated the definition of foster children and foster adults to be as defined by state law, but provided general characteristics.
3-III.C. Restrictions on Assistance Based on Assets	NMA Model AP included new requirements that combined assets over \$100,000 and ownership in real property would cause an applicant family to be ineligible for assistance. In regards to real property, HUD offers a few exceptions, such

	as the property not being suitable for occupancy because it is not sufficient for the size of the family. In order to determine if a family is overcrowded, BCACHA policy will be to use the subsidy standards outlined in Chapter 8.
3-III.E. Screening <i>Screening for Suitability as a Tenant</i>	PHAs must provide prospective landlords with names and current and previous address of landlords, if known. NMA Model AP now includes the prohibited disclosure of any other personal information about the family to the prospective landlord.

#### **Chapter 4 – APPLICATIONS, WAITING LISTS, AND TENANT SELECTION**

##### **Section Change**

	No policy changes were made
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#### **Chapter 5 – BRIEFINGS AND VOUCHER ISSUANCE**

##### **Section Change**

5-I.C. Family Obligations <i>Family Obligations</i>	The NMA Model AP replaced the previous responsibility of the family under HQS inspection protocol to the new inspection protocol of National Standards for the Physical Inspection of Real Estate. Now, the family is responsible for any deficiencies under NSPIRE caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond ordinary wear and tear caused by any member of the household or guest.
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#### **Chapter 6 – INCOME AND SUBSIDY DETERMINATIONS**

##### **Section Change**

	No changes were made
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#### **Chapter 7 – VERIFICATIONS**

##### **Section Change**

	No changes were made
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#### **Chapter 8 – NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE (NSPIRE)**

##### **Section Change**

Part I NSPIRE Standards and Part II The Inspection Process	Replaced HQS with NSPIRE
Rent Reasonableness	No changes were made

#### **Chapter 9 – GENERAL LEASING POLICIES**

<b>Section</b>	<b>Change</b>
Introduction 9-I.D Eligible Units <i>NSPIRE Standards</i>  <i>Unit Size</i>	Replaced the inspection protocol from HQS to NSPIRE Replaced the requirement to pass HQS inspection to be an eligible unit to now passing and NSPIRE inspection to be eligible Replaced HQS citation from 982.402(d) to NSPIRE citation 24 CFR5.703(d)(5)
9-I.F. Tenancy Approval	Updated to include that the unit must have been inspected and meets NSPIRE standards

## **Chapter 10 – MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY**

<b>Section</b>	<b>Change</b>
10-I.A. Allowable Moves	NMA Model AP updated wording from “does not meet HQS space standards” to simply “space standards”
10-I.B. Restrictions on Moves <i>Insufficient Funding</i>	HUD allows PHA’s to deny a move due to insufficient funds in certain circumstances. BCACHA would allow a move to a higher cost unit in our jurisdiction, but would deny a move to another unit outside our jurisdiction.
10-II.B. Initial PHA Role <i>Sending Documents to the Receiving PHA</i>	Included in BCACHA policy, additional documents to send to the receiving PHA is, if applicable, information related to the family’s health and medical care and disability assistance expense phased-in hardship exemption, including what stage the family is in and how many months the family has remaining in that phase-in stage.

## **Chapter 11 – REEXAMINATION**

<b>Section</b>	<b>Change</b>
11-I.C. Conducting Annual Reexaminations	Replaced “HQS space standards” with “space standards” when adding household members.
11-I.E. Calculating Income at Annual Reexamination	NMA Model AP included HOTMA requirement to use the previous 12 month period when calculating income, unless the PHA uses a streamlined income determination. HOTMA also allows PHAs to use Safe Harbor verifications of annual income. When calculating income from assets, anticipated income is always used. In cases where the family disagrees with EIV or safe harbor verifications, third-party verification should be obtained.
11-II.B Changes in Family and Household Composition <i>New</i>  <i>Family and Household Members Requiring Approval</i>	Where space standards are impacted by adding another family or household member, BCACHA policy is updated to (nan suggested policy) deny the addition of a foster child or foster adult if it will cause a space standard violation. If an individual meets eligibility criteria and will be approved as a household member or a live-in-aide, BCACHA will notify the family of the approval but also issue a voucher for the family to move. NMA Model AP updated language regarding family or household members leaving the unit. Because a family member may impact the total household income, it is

<i>Departure of a Family or Household Member</i>	important for the family to notify BCACHA when a family member leaves the unit. When a household member, who impacts the size standard of the unit, leaves, it is equally as important for the family to notify BCACHA.
11-II.C. Changes Affecting Income or Expenses	HOTMA rules allow a PHA to set a threshold of 10% or less in determining whether or to process an interim decrease, with 2 exceptions. One exception being when the decrease is due to a family member being deceased, and two, a family member permanently moves out. PHAs may also set their policy to do an interim decrease anytime the tenant rent would decrease by any amount. BCACHA policy is to process an interim decrease when the total decrease is at least 10% more than the adjusted income.
11-IV No-Interim Reexamination Transactions	NEW with HOTMA is a Non-Interim Reexamination Transaction (NIRT). These transactions are used when a family experiences a change that doesn't trigger an interim based on HUD rules or PHA policy, but the PHA still needs to let HUD know – thinks like adding or removing a hardship exemption for child care, adding or removing a phase-in hardship, adding or removing a household member, etc.

## Chapter 12 – TERMINATION OF ASSISTANCE AND TENANCY

Section	Change
Exhibit 12-1 Statement of Family Obligations	NMA updated the Exhibit to include the Family Obligations under NSPIRE where the family is responsible for any deficiencies under NSPIRE caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond ordinary wear and tear caused by any member of the household or guest.

## Chapter 13 – OWNERS

Section	Change
13-I.B Basic HCV Program Requirements	NMA Model AP updated to remove HQS inspection protocols and replace with NSPIRE protocols
13-I.C. Owner Responsibilities	NMA Model AP updated to removed owner responsibility to maintain unit to HQS standards and replaced with NSPIRE standards
13-I.D. Owner Qualifications Owner Actions That May Result in Disapproval of a Tenancy	BCACHA policy added HOTMA related reason of having a history of noncompliance with inspection standards for disapproval of an owner.
13-II.C HAP Contract Payments <i>Owner Certification of Compliance</i>	NMA Model AP updated owner certification to include that by accepting payment they agree to maintain the unit in accordance with NSPIRE standards.

13-II.D. Breach of HAP Contract	HOTMA regulations include that an owner's failure to maintain the unit in accordance with NSPIRE standards is a violation of owner obligations and constitutes a breach of the HAP contract. BCACHA policy updated to state: BCACHA may elect to terminate the HAP contract for each of the following reasons: insufficient funding, unit does not meet space requirements, the unit does not meet NSPIRE standards, the family breaks up, or the owner breaches the contract.
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## Chapter 14 – PROGRAM INTEGRITY

Section	Change
14-I.B Detecting Errors and Program Abuse <i>Quality Control and Analysis of Data</i>	Model AP replaced previous requirement to ensure compliance with HQS standards to the new requirement to ensure compliance with NSPIRE standards.
14-II.C Owner-Caused Errors	AP working updated to reflect NSPIRE compliance for owners
14-II.D. PHA–Caused Errors <i>De Minimus Errors</i>	HOTMA rules now specify that HUD will not consider a PHA to be out of compliance with annual income determinations when the error is solely due to a de minimus error, where the calculated amount deviates by \$30 a month in adjusted income. De minimus errors will not count as findings, but PHAs will be required to correct the error.

## Chapter 15 – SPECIAL HOUSING TYPES

Section	Change
Introduction	Introduction updated to reflect NSPIRE standards rather than the previous HQS standards
15-VII.C. National Standards for the Physical Inspection of Real Estate (NSPIRE)	Section discusses NSPIRE standards applicable to Homeownership

## Chapter 16 – PROGRAM ADMINISTRATION

Section	Change
16-III.A. Informal Reviews <i>Decisions Subject to Informal Reviews</i>	NMA Model AP added 1) a unit not being in compliance with NSPIRE, and 2) a unit not meeting space standards to the list of determinations made by a PHA when an applicant must be afforded an informal review
16-III.C. Informal Hearings	NMA Model AP added 1) a unit not being in compliance with NSPIRE, and 2) a unit not meeting space standards to the list of determinations made by a PHA when a participant is not afforded an informal review
16-V.C. SEMAP Indicators <i>Indicator 5: Quality Control Inspection</i>	NMA Model AP updated the SEMAP section in accordance with HOTMA changes to remove the previous requirement to do QC inspections on HQS inspections to



<p><i>Indicator 6: NSIPRE Enforcement</i></p> <p><i>Indicator 11: Pre-Contract Inspections</i></p> <p><i>Indicator 12: Annual Inspections</i></p>	<p>the new requirement to do QC inspections on NSPIRE inspections.</p> <p>NMA Model AP updated SEMAP section in accordance with HOTMA changes to reflect enforcement under NSPIRE protocols rather than HQS.</p> <p>NMA Model AP updated Indicator 11 to reflect HOTMA changes that units must pass NSPIRE inspections prior to new contract execution</p> <p>NMA Model AP updated Indicator 12 to reflect HOTMA changes that PHAs inspect units each year</p>
<p>Part IX: Violence Against Women Act (VAWA): Notification, Documentation, Confidentiality 16-IX.B. Definitions</p>	<p>NMA Model AP includes a new definition of economic abuse as behavior that restrains a person's ability to acquire, use or maintain economic resources to which they are entitled, including using coercion, fraud and manipulation</p>

## Chapter 17 – PROJECT –BASED VOUCHERS

<b>Section</b>	<b>Change</b>
Introduction	Introduction now includes HOTMA requirement to use NSPIRE standards for inspection
<p>17-II.B. Units Selected Non-Competitively</p> <p><i>PHA-Owned Units</i></p>	<p>NMA Model AP updated verbiage that public housing units the PHA plans to replace with PBV to existing housing the PHA has ownership interest in, the \$25,000 per unit minimum requirement would be waived as long as the existing housing substantially complies with NSPIRE. BCACHA does not plan to replace PH units with PBVs.</p> <p>When using PHA owned units for PBV, NSPIRE inspections must be done by an independent inspector.</p>
17-II.C. Housing Types	Updated verbiage that a housing unit is considered an existing unit for the purposes of PBV, if at the time of notice, the units substantially comply with NSPIRE standards
17-II.G. Site Standards	NMA Model AP removes the previous wording to meet the standards of HQS requirements to now meet the standards of NSPIRE requirements.
17-III.B. National Standards for the Physical Inspection of Real Estate (NSPIRE)	General NSPIRE requirements apply to PBV, but NSPIRE requirements for Shared housing, manufactured rental space, and homeownership option do not apply because these types of housing do not apply to PBV.
17-III.D. Inspecting Units	Updated NSPIRE inspection requirements for Pre-Selection: Pre-HAP Contract, Turnover, Annual/Biennial, Alternative, other inspections, and PHA owned inspections.
17-IV.B. Agreement to Enter Into HAP Contract	AP updated to include requirement for the owner to develop the contract unit in compliance with NSPIRE.

<i>Content of the Agreement</i>	The agreement must include any additional quality, architecture, or design over and above NSPIRE requirements.
17-IV.C. Conduct of Development Work	Model AP updates terms of using Davis-Bacon wages.
17-IV.D. Completion of Housing Evidence of Completion  <i>PHA Acceptance of Completed Units</i>	Model AP includes that at completion the owner must provide certification that the work has been completed in accordance with NSPIRE standards. Before the PHA can Accept Completion of the units, the PHA must inspect to be sure NSPIRE standards are met.
17-V.B. HAP Contract Requirements <i>Execution of the HAP Contract Remedies for NSPIRE Deficiencies</i>	Model AP update to reflect the requirements for the units to meet NSPIRE standards before the HAP Contract can be executed. BCACHA policy to use abatement as remedy for non-compliance with NSPIRE standards.
17-V.E. Owner Responsibilities Under the HAP Contract	Removed previous requirement to maintain the units with HQS standards to now maintain them with NSPIRE standards.
17-V.F. Additional HAP Requirements	Model AP states the owner must maintain and operate the units and property according to NSPIRE standards, and that the PHA may set additional requirements that are specified in the HAP.
17-VI.G. Screening Tenants	Model AP language updated to include that while the PHA will provide the owner with the name and address of the current and previous landlord, if know, the PHA will not share any other information with the owner.
17-VIII.B. Rent Limits <i>Determination of Rent-Rent Increase</i>	Model AP language updated to include that the PHA may not approve a rent increase until the unit has passed the NSPIRE inspection, and the owner may not receive any retroactive increase for time when not in compliance with NSPIRE.
17-IX.A. Housing Assistance Payments	Replaces the requirement to make HAP payments on any unit in compliance with HQS standards to the new NSPIRE standards.

**BOARD OF COMMISSIONERS FOR  
BOISE CITY HOUSING AUTHORITY – ID013**

**RESOLUTION **BCHA 07-2024****

**APPROVING THE HOUSING CHOICE VOUCHER (HCV)  
ADMINISTRATIVE PLAN REVISIONS**

**WHEREAS**, Boise City Housing Authority, State of Idaho, hereinafter called the “Authority” is undertaking Section 8 rental assistance programs in the City of Boise, with the financial assistance from the Department of Housing and Urban Development of the United States of America (hereinafter called “HUD”) as provided by Title II of the Housing Act of 1937, as amended; and,

**WHEREAS**, the Authority has revised the HCV Administrative Plan in compliance with program regulations;

**NOW THEREFORE**, in consideration of these covenants and the approval, from the Board of Commissioners, the Authority does hereby adopt this Resolution approving the policies and procedures in the HCV Administrative Plan.

PASSED AND ADOPTED, this 10th day of July, 2024, by the following vote:

AYES:

BOISE CITY HOUSING AUTHORITY

NAYES:

\_\_\_\_\_  
Julianne Donnelly Tzul, Chairperson

ABSENT:

ATTEST

ABSTAIN:

\_\_\_\_\_  
Deanna L. Watson, Executive Director

**BOARD OF COMMISSIONERS FOR  
ADA COUNTY HOUSING AUTHORITY – ID021**

**RESOLUTION ACHA 04-2024**

**APPROVING THE HOUSING CHOICE VOUCHER (HCV)  
ADMINISTRATIVE PLAN REVISIONS**

**WHEREAS**, Ada County Housing Authority, State of Idaho, hereinafter called the “Authority” is undertaking Section 8 rental assistance programs in Ada County, with the financial assistance from the Department of Housing and Urban Development of the United States of America (hereinafter called “HUD”) as provided by Title II of the Housing Act of 1937, as amended; and,

**WHEREAS**, the Authority has revised the HCV Administrative Plan in compliance with program regulations;

**NOW THEREFORE**, in consideration of these covenants and the approval, from the Board of Commissioners, the Authority does hereby adopt this Resolution approving the policies and procedures in the HCV Administrative Plan.

PASSED AND ADOPTED, this 10th day of July, 2024, by the following vote:

AYES: ADA COUNTY HOUSING AUTHORITY

NAYES: \_\_\_\_\_  
Julianne Donnelly Tzul, Chairperson

ABSENT: \_\_\_\_\_  
ATTEST

ABSTAIN: \_\_\_\_\_  
Deanna L. Watson, Executive Director

**BOARD OF COMMISSIONERS FOR  
BOISE CITY HOUSING AUTHORITY – ID013**

**RESOLUTION **BCHA 05-2024****

**APPROVING THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN  
(ACOP) REVISIONS**

**WHEREAS**, Boise City Housing Authority, State of Idaho, hereinafter called the “Authority” is undertaking the Low Rent Public Housing programs in the City of Boise, with the financial assistance from the Department of Housing and Urban Development of the United States of America (hereinafter called “HUD”) as provided by Title II of the Housing Act of 1937, as amended; and,

**WHEREAS**, the Authority has revised the ACOP in compliance with program regulations;

**NOW THEREFORE**, in consideration of these covenants and the approval, from the Board of Commissioners, the Authority does hereby adopt this Resolution approving the policies and procedures in the ACOP.

PASSED AND ADOPTED, this 10th day of July, 2024, by the following vote:

AYES:

BOISE CITY HOUSING AUTHORITY

NAYES:

\_\_\_\_\_  
Julianne Donnelly Tzul, Chairperson

ABSENT:

ATTEST

ABSTAIN:

\_\_\_\_\_  
Deanna L. Watson, Executive Director

**BOARD OF COMMISSIONERS FOR  
ADA COUNTY HOUSING AUTHORITY – ID021**

**RESOLUTION ACHA 03-2024**

**APPROVING THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN  
(ACOP) REVISIONS**

**WHEREAS**, Ada County Housing Authority, State of Idaho, hereinafter called the “Authority” is undertaking the Low Rent Public Housing programs in Ada County, with the financial assistance from the Department of Housing and Urban Development of the United States of America (hereinafter called “HUD”) as provided by Title II of the Housing Act of 1937, as amended; and,

**WHEREAS**, the Authority has revised the ACOP in compliance with program regulations;

**NOW THEREFORE**, in consideration of these covenants and the approval, from the Board of Commissioners, the Authority does hereby adopt this Resolution approving the policies and procedures in the ACOP.

PASSED AND ADOPTED, this 10th day of July, 2024, by the following vote:

AYES: ADA COUNTY HOUSING AUTHORITY

NAYES: \_\_\_\_\_  
Julianne Donnelly Tzul, Chairperson

ABSENT: ATTEST

ABSTAIN: \_\_\_\_\_  
Deanna L. Watson, Executive Director

# Resolutions

**BOARD OF COMMISSIONERS FOR ADA COUNTY HOUSING  
AUTHORITY- ID021**

**RESOLUTION ACHA 02-2024**

**APPROVING THE FIVE-YEAR ROLLING CAPITAL FUNDS PROGRAM  
AND ANNUAL REVIEW FOR ADA COUNTY HOUSING AUTHORITY**

**WHEREAS**, the Ada County Housing Authority (ACHA) has undertaken the Low Rent Public Housing (LRPH) Program with financial assistance from the U. S. Department of Housing and Urban Development (HUD) as provided under the United States Housing Act of 1937 as amended; and

**WHEREAS**, HUD and ACHA have entered into Annual Contributions Contracts for the administration of the LRPH program; and

**WHEREAS**, HUD's office of capital improvements administers the capital fund program by providing funds annually to Public Housing Authorities for the development, financing, modernization and management improvements; and

**WHEREAS**, The Quality Housing and Work Responsibility Act of 1998 (the "Act") implemented the requirement that housing authorities submit a Five-Year Capital Funds Program plan with an Annual Review to HUD, detailing the long-term capital goals and objectives of the housing authority with respect to its LRPH programs; and

**WHEREAS**, the Act requires as part of the Agency Plan process that the housing authority establish a Resident Advisory Board; and

**WHEREAS**, ACHA notifies LRPH residents and HCV participants of the formation of a Resident Advisory Board and held a Resident Advisory Board meeting on July 2, 2024; and

**WHEREAS**, the Act requires as part of the Agency Plan process that the housing authority hold Public Hearings to make available its Agency Plan and all supporting documents; and

**WHEREAS**, ACHA held the required Public Hearing on July 8, 2024; and

**WHEREAS**, the housing authority's Capital Fund Program must be supported by the applicable Consolidated Plan, which is documented by an executed Certification by Local Officials of PHA Plans Consistency with the Consolidated Plan; and



**WHEREAS**, regulations require that the housing authority's Capital Fund Program be approved by the Board of Commissioners and that a Public Housing Authority Certification of Compliance be executed and submitted with the Agency Plan to HUD by October 15, 2024;

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Board of Commissioners has reviewed and accepted the Capital Funds Program Five-year Plan and Annual Review and any Administrative Plan changes necessitated by the Plan, subject to no significant objections received during the comment period, which expired July 8, 2024.

PASSED AND ADOPTED, this 10<sup>th</sup> day of July, 2024, by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

ADA COUNTY HOUSING AUTHORITY

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Julianne Donnelly Tzul, Chairperson

ATTEST:

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Deanna L. Watson, Executive Director

## Draft 2025-2029 CFP Plan

### Ada County Housing Authority

2025 Description	BLI	BLI Description	Work Activity	
Administrative Costs		1410 Administrative Costs	Salaries + Benefits	\$ 3,418
Dwelling Unit-Interior		1480 General Capital Activity	1723 Victory Kitchen & Bath remodel	\$ 30,761
			<b>Total</b>	<b>\$ 34,179</b>
<b>2026 Description</b>	<b>BLI</b>	<b>BLI Description</b>		
Administrative Costs		1410 Administrative Costs	Salaries + Benefits	\$ 3,418
Dwelling Unit-Exterior		1480 General Capital Activity	Exterior Paint and Gutter Replacement	\$ 30,761
			<b>Total</b>	<b>\$ 34,179</b>
<b>2027 Description</b>	<b>BLI</b>	<b>BLI Description</b>		
Administrative Costs		1410 Administrative Costs	Salaries + Benefits	\$ 3,418
Dwelling Unit-Exterior		1480 General Capital Activity	Replace Garage doors and openers	\$ 30,761
			<b>Total</b>	<b>\$ 34,179</b>
<b>2028 Description</b>	<b>BLI</b>	<b>BLI Description</b>		
Administrative Costs		1410 Administrative Costs	Salaries + Benefits	\$ 3,418
Dwelling Unit-Exterior		1480 General Capital Activity	Replace Roof at Marigold	\$ 29,761
Soft Costs		1406 Transfer to Operations	Budget Flexibility	\$ 1,000
			<b>Total</b>	<b>\$ 34,179</b>
<b>2029 Description</b>	<b>BLI</b>	<b>BLI Description</b>		
Administrative Costs		1410 Administrative Costs	Salaries + Benefits	\$ 3,418
Dwelling Unit-Interior		1480 General Capital Activity	Replace Central Air systems at Marigold & Ethan	\$ 30,761
			<b>Total</b>	<b>\$ 34,179</b>

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this information collection is estimated to average 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157.

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date (mm/dd/yyyy)

**BOARD OF COMMISSIONERS FOR BOISE CITY HOUSING  
AUTHORITY- ID013**

**RESOLUTION **BCHA 04-2024****

**APPROVING THE FIVE-YEAR ROLLING CAPITAL FUNDS PROGRAM  
AND ANNUAL REVIEW FOR BOISE CITY HOUSING AUTHORITY**

**WHEREAS**, the Boise City Housing Authority (BCHA) has undertaken the Low Rent Public Housing (LRPH) Program with financial assistance from the U. S. Department of Housing and Urban Development (HUD) as provided under the United States Housing Act of 1937 as amended; and

**WHEREAS**, HUD and BCHA have entered into Annual Contributions Contracts for the administration of the LRPH program; and

**WHEREAS**, HUD's office of capital improvements administers the capital fund program by providing funds annually to Public Housing Authorities for the development, financing, modernization and management improvements; and

**WHEREAS**, The Quality Housing and Work Responsibility Act of 1998 (the "Act") implemented the requirement that housing authorities submit a Five-Year Capital Funds Program plan with an Annual Review to HUD, detailing the long-term capital goals and objectives of the housing authority with respect to its LRPH programs; and

**WHEREAS**, the Act requires as part of the Agency Plan process that the housing authority establish a Resident Advisory Board; and

**WHEREAS**, BCHA notifies LRPH residents and HCV participants of the formation of a Resident Advisory Board and held a Resident Advisory Board meeting on July 2, 2024; and

**WHEREAS**, the Act requires as part of the Agency Plan process that the housing authority hold Public Hearings to make available its Agency Plan and all supporting documents; and

**WHEREAS**, BCHA held the required Public Hearing on July 8, 2024; and

**WHEREAS**, the housing authority's Capital Fund Program must be supported by the applicable Consolidated Plan, which is documented by an executed Certification by Local Officials of PHA Plans Consistency with the Consolidated Plan; and

**WHEREAS**, regulations require that the housing authority's Capital Fund Program be approved by the Board of Commissioners and that a Public Housing Authority Certification of Compliance be executed and submitted with the Agency Plan to HUD by October 15, 2024;

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Board of Commissioners has reviewed and accepted the Capital Funds Program Five-year Plan and Annual Review and any Administrative Plan changes necessitated by the Plan, subject to no significant objections received during the comment period, which expired July 8, 2024.

PASSED AND ADOPTED, this 10<sup>th</sup> day of July, 2024, by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

BOISE CITY HOUSING AUTHORITY

\_\_\_\_\_  
Julianne Donnelly Tzul, Chairperson

ATTEST:

\_\_\_\_\_  
Deanna L. Watson, Executive Director

# Draft 2024-2028 CFP Plan

## Boise City Housing Authority

2025 Description	BLI	BLI Description	Project		
Administrative Costs	1410	Administrative Costs	All	Salaries/Benefits	\$ 36,829
Planning Costs	1480	General Capital Activity	All	Contract Administration	\$ 25,000
Dwelling Unit-Interior	1480	General Capital Activity	FRANK	Waste and Water Replacement	\$ 108,712
Dwelling Unit-Exterior	1480	General Capital Activity	All	Replace Interior Apartment Doors	\$ 197,750
				<b>Total</b>	<b>\$ 368,291</b>

2026 Description	BLI	BLI Description	Project		
Administrative Costs	1410	Administrative Costs	All	Salaries/Benefits	\$ 36,829
Dwelling Unit-Interior	1480	General Capital Activity	All	Replace Unit A/Cs with PTAC	\$ 331,462
Soft Costs	1406	Transfer to Operations	All	Budget Flexibility	\$ 5,000
				<b>Total</b>	<b>\$ 368,291</b>

2027 Description	BLI	BLI Description	Project		
Administrative Costs	1410	Administrative Costs	All	Salaries/Benefits	\$ 36,829
Dwelling Unit-Exterior	1480	General Capital Activity	All	Replace Awnings	\$ 87,000
Planning Costs	1480	General Capital Activity	All	Awning Project Planning Costs	\$ 25,000
Non-Dwelling Unit- Interior	1480	General Capital Activity	All	Central Air in Common Hallways	\$ 219,462
				<b>Total</b>	<b>\$ 368,291</b>

2028 Description	BLI	BLI Description	Project		
Administrative Costs	1410	Administrative Costs	All	Salaries/Benefits	\$ 36,829
Non-Dwelling Unit- Interior	1480	General Capital Activity	All	Building Entry Doors + Components	\$ 107,000
Non-Dwelling Unit- Site Work	1480	General Capital Activity	All	Re-Pave Parking Lots	\$ 219,462
Soft Costs	1408	Management Improvements	All	Staff Training	\$ 5,000
				<b>Total</b>	<b>\$ 368,291</b>

2024 Description	BLI	BLI Description	Project		
Administrative Costs	1410	Administrative Costs	All	Salaries/Benefits	\$ 36,829
Non-Dwelling Unit- Site Work	1480	General Capital Activity	All	Repair/Replace Concrete Walks ways	\$ 75,000
Dwelling Unit-Interior	1480	General Capital Activity	ALL	Upgrade Showers in Accessible Units (11)	\$ 150,000
Dwelling Unit-Interior	1480	General Capital Activity	ALL	Upgrade Mechanical Exhaust Systems	\$ 106,462
				<b>Total</b>	<b>\$ 368,291</b>

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this information collection is estimated to average 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157.

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

**BOARD OF COMMISSIONERS FOR  
ADA COUNTY HOUSING AUTHORITY – ID021**

**RESOLUTION ACHA 01-2024**

**APPROVING THE PUBLIC HOUSING AGENCY ANNUAL PLAN FOR  
ADA COUNTY HOUSING AUTHORITY**

**WHEREAS**, the ADA COUNTY Housing Authority (ACHA), has undertaken Section 8 Tenant Based Rental Assistance programs in Ada County and the Low Rent Public Housing Program with financial assistance from the U.S. Department of Housing and Urban Development as provided by the Housing Act of 1937 as amended; and

**WHEREAS**, the U.S. Department of Housing and Urban Development and ACHA have entered into Annual Contributions Contracts for the administration of the Section 8 Tenant Based Rental Assistance and Low Rent Public Housing Programs; and

**WHEREAS**, The Quality Housing and Work Responsibility Act of 1998 (the "Act") implemented the requirement that housing authorities submit a Five-Year and an Annual Agency Plan to HUD detailing the long-term goals and objectives of the housing authority with respect to its Low Rent Public Housing and its Section 8 Tenant Based Rental Assistance Programs, as well as, details about the housing authority's immediate operations, program participants, programs and services, and the strategies for handling program operations and services for the upcoming fiscal year; and

**WHEREAS**, the Act requires as part of the Agency Plan process that the housing authority establish a Resident Advisory Board; and

**WHEREAS**, ACHA notifies Low Rent Public Housing residents and Section 8 Tenant Based Rental Assistance participants of the formation of a Resident Advisory Board and held a Resident Advisory Board meeting on July 2, 2024 and July 8, 2024; and

**WHEREAS**, the Act requires as part of the Agency Plan process that the housing authority hold Public Hearings to make available its Agency Plan and all supporting documents; and

**WHEREAS**, ACHA held the required public hearing on July 8, 2024; and

**WHEREAS**, regulations require that the Housing Authority's Agency Plan be approved by the Board of Commissioners, and that a Public Housing Authority Certification of Compliance be executed and submitted with the Agency Plan to HUD on July 18, 2024.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Board of Commissioners has reviewed and accepted the Public Housing Agency Annual Plan, subject to no significant objections received during the comment period, which expired July 8, 2024.

PASSED AND ADOPTED, this 10<sup>th</sup> day of July, 2024, by the following vote:

AYES: BOISE CITY HOUSING AUTHORITY

NAYES: \_\_\_\_\_  
Julianne Donnelly Tzul, Chairperson

ABSENT: ATTEST

ABSTAIN: \_\_\_\_\_  
Deanna L. Watson, Executive Director



<b>Streamlined Annual PHA Plan</b> <i>(Small PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Ada County Housing Authority</u>      PHA Code: <u>ID021</u>  PHA Type: <input checked="" type="checkbox"/> Small  PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2024</u>  PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  Number of Public Housing (PH) Units <u>10</u>      Number of Housing Choice Vouchers (HCVs) <u>804</u>  Total Combined <b>814</b> PHA  Plan Submission Type:    <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><i>The PHA Annual Plan and policy documents may be obtained on the Ada County Housing Authority's website at <a href="http://www.bcacha.org">www.bcacha.org</a>, at the Administrative Office located at 1001 S. Orchard St. Boise, ID 83705, and at all Public Housing properties.</i></p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:																											

<b>B.</b>	<b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.
<b>B.1</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p><i>See Attachment A</i></p>
<b>B.2</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p><i>See Attachment B- HUD form 50075.2 approved by HUD on 5/9/2024.</i></p>
<b>C</b>	<b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <i>Pending RAB Meeting</i></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

**C.3** **Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.**  
Form HUD-50077-CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

**C.4** **Challenged Elements.** If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

(a) Did the public challenge any elements of the Plan?  
Y N  
  *Pending Public Hearing*

If yes, include Challenged Elements.

DRAFT

D.	Affirmatively Furthering Fair Housing (AFFH).
D.1	<p data-bbox="196 289 553 317">Affirmatively Furthering Fair Housing.</p> <p data-bbox="196 338 1433 457">Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <div data-bbox="196 485 1456 527"> <p><b>Fair Housing Goal:</b></p> </div> <div data-bbox="196 554 1456 932"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p><i>Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart.</i></p> </div> <div data-bbox="196 959 1456 1001"> <p><b>Fair Housing Goal:</b></p> </div> <div data-bbox="196 1029 1456 1373"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> </div> <div data-bbox="196 1400 1456 1442"> <p><b>Fair Housing Goal:</b></p> </div> <div data-bbox="196 1470 1456 1848"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> </div>

## **Boise City & Ada County Housing Authorities *Deconcentration Policy***

### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

### **Steps for Implementation [24 CFR 903.2(c)(1)]**

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

#### BCACHA Policy

The BCACHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

### BCACHA Policy

The BCACHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low-income family (federal poverty level or 30 percent of median income, whichever number is higher).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

- Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:
- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

BCACHA Policy

For developments outside the EIR the BCACHA will take the following actions to provide for deconcentration of poverty and income mixing:

*The BCACHA has no developments outside the EIR.*

**Order of Selection [24 CFR 960.206(e)]**

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

BCACHA Policy

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the BCACHA. When selecting applicants from the waiting list, the BCACHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The BCACHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features. By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status. Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and BCACHA policy.

**12-IV.E. DECONCENTRATION**

BCACHA Policy

If subject to deconcentration requirements, the BCACHA will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve the BCACHA's deconcentration goals. A deconcentration offer will be considered a "bonus" offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.

**Attachment B**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Capital Fund Program - Five-Year Action Plan

**Status:** Approved

**Approval Date:** 05/09/2024

**Approved By:** KING-DUNBAR, JANICE

<b>Part I: Summary</b>						
<b>PHA Name :</b> Ada County Housing Authority		<b>Locality (City/County &amp; State)</b>				
<b>PHA Number:</b> ID021		<input type="checkbox"/> <b>Original 5-Year Plan</b>		<input checked="" type="checkbox"/> <b>Revised 5-Year Plan (Revision No:            )</b>		
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1 2024</b>	<b>Work Statement for Year 2 2025</b>	<b>Work Statement for Year 3 2026</b>	<b>Work Statement for Year 4 2027</b>	<b>Work Statement for Year 5 2028</b>
	ADA COUNTY HA (ID021000002)	\$34,179.00	\$34,179.00	\$34,179.00	\$34,179.00	\$34,179.00



**Attachment B**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 2577-0274  
 02/28/2022

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 1 2024</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	ADA COUNTY HA (ID021000002)			\$34,179.00
ID0027	Remodel Kitchen & Bath - 1721V(Contract Administration (1480)-Relocation,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	1721 Victory Kitchen and bath remodel - under one contract		\$30,761.10
ID0028	Administrative (Administration (1410)-Salaries)	Administrative		\$3,417.90
	Subtotal of Estimated Cost			\$34,179.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ADA COUNTY HA (ID021000002)			\$34,179.00
ID0030	Administrative (Administration (1410)-Salaries)	Administrative		\$3,417.90
ID0035	Kitchen & Bath Remodel - 1785V(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	1785 Victory Kitchen and bath remodel - under one contract		\$30,761.10
	Subtotal of Estimated Cost			\$34,179.00





<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 5 2028</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	ADA COUNTY HA (ID021000002)			\$34,179.00
ID0044	Replace Roof at Marigold(Dwelling Unit-Exterior (1480)-Roofs)	Replace roof for the Marigold duplex		\$30,761.10
ID0045	Administrative(Administration (1410)-Salaries)	Admin		\$3,417.90
	Subtotal of Estimated Cost			\$34,179.00

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

**U. S Department of Housing and Urban Development**  
Office of Public and Indian Housing  
OMB No. 2577-0226  
**Expires 3/31/2024**

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Robert E Simison, the Mayor, City of Meridian  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years \_\_\_\_\_ and/or Annual PHA Plan for fiscal year 2024 of the Ada County Housing Authority is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Meridian  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §#903.15.

Provide a description of how the PHA Plan’s contents are consistent with the Consolidated Plan or State Consolidated Plan.

The Ada County Housing Authority’s PHA Plan is consistent with the community development needs and market conditions as stated in the Consolidated Plan. The PHA Plan outlines priorities to expand and improve affordable housing opportunities for low-income residents, and to promote opportunities to assist residents in achieving self-sufficiency and homeownership. The PHA Plan also addresses the needs identified in the Analysis of Impediments to Fair Housing by ensuring equal opportunity, and by affirmatively furthering fair housing activities.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official: Robert E. Simison	Title: Mayor, City of Meridian
Signature:	Date:

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

<b>Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)</b>	<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing <b>OMB No. 2577-0226</b> <b>Expires 3/31/2024</b>
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**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 10/1/24 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
  - 903.7a Housing Needs
  - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
  - 903.7c Financial Resources
  - 903.7d Rent Determination Policies
  - 903.7h Demolition and Disposition
  - 903.7k Homeownership Programs
  - 903.7r Additional Information
    - A. Progress in meeting 5-year mission and goals
    - B. Criteria for substantial deviation and significant amendments
    - C. Other information requested by HUD
      - 1. Resident Advisory Board consultation process
      - 2. Membership of Resident Advisory Board
      - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101

et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.



19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Ada County Housing Authority  
 PHA Name

ID021  
 PHA Number/HA Code

     5-Year PHA Plan for Fiscal Years 20     - 20

  X   Annual PHA Plan for Fiscal Year 2024

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: Deanna L. Watson

Name of Board Chairman: Julianne Donnelly-Tzul

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

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**BOARD OF COMMISSIONERS FOR  
BOISE CITY HOUSING AUTHORITY – ID013**

**RESOLUTION **BCHA 03-2024****

**APPROVING THE PUBLIC HOUSING AGENCY ANNUAL PLAN FOR  
BOISE CITY HOUSING AUTHORITY**

**WHEREAS**, the Boise City Housing Authority (BCHA), has undertaken Section 8 Tenant Based Rental Assistance programs in Ada County and the Low Rent Public Housing Program with financial assistance from the U.S. Department of Housing and Urban Development as provided by the Housing Act of 1937 as amended; and

**WHEREAS**, the U.S. Department of Housing and Urban Development and BCHA have entered into Annual Contributions Contracts for the administration of the Section 8 Tenant Based Rental Assistance and Low Rent Public Housing Programs; and

**WHEREAS**, The Quality Housing and Work Responsibility Act of 1998 (the "Act") implemented the requirement that housing authorities submit a Five-Year and an Annual Agency Plan to HUD detailing the long-term goals and objectives of the housing authority with respect to its Low Rent Public Housing and its Section 8 Tenant Based Rental Assistance Programs, as well as, details about the housing authority's immediate operations, program participants, programs and services, and the strategies for handling program operations and services for the upcoming fiscal year; and

**WHEREAS**, the Act requires as part of the Agency Plan process that the housing authority establish a Resident Advisory Board; and

**WHEREAS**, BCHA notifies Low Rent Public Housing residents and Section 8 Tenant Based Rental Assistance participants of the formation of a Resident Advisory Board and held a Resident Advisory Board meeting on July 2, 2024 and July 8, 2024; and

**WHEREAS**, the Act requires as part of the Agency Plan process that the housing authority hold Public Hearings to make available its Agency Plan and all supporting documents; and

**WHEREAS**, BCHA held the required public hearing on July 8, 2024; and

**WHEREAS**, regulations require that the Housing Authority's Agency Plan be approved by the Board of Commissioners, and that a Public Housing Authority Certification of Compliance be executed and submitted with the Agency Plan to HUD on July 18, 2024.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Board of Commissioners has reviewed and accepted the Public Housing Agency Annual Plan, subject to no significant objections received during the comment period, which expired July 8, 2024.

PASSED AND ADOPTED, this 10th day of July, 2024, by the following vote:

AYES: BOISE CITY HOUSING AUTHORITY

NAYES: \_\_\_\_\_  
Julianne Donnelly Tzul, Chairperson

ABSENT: ATTEST

ABSTAIN: \_\_\_\_\_  
Deanna L. Watson, Executive Director

<b>Streamlined Annual PHA Plan</b> <i>(Small PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Boise City Housing Authority</u> PHA Code: <u>ID013</u>            PHA Type: <input checked="" type="checkbox"/> Small            PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2024</u>            PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)            Number of Public Housing (PH) Units <u>160</u> Number of Housing Choice Vouchers (HCVs) <u>1,447</u>            Total Combined <u>1,607</u>            PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><i>The PHA Annual Plan and policy documents may be obtained on the Boise City Housing Authority's website at <a href="http://www.bcacha.org">www.bcacha.org</a>, at the Administrative Office located at 1001 S. Orchard St. Boise, ID 83705, and at all Public Housing properties.</i></p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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		PH	HCV																								
Lead PHA:																											

<b>B.</b>	<b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.
<b>B.1</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p><i>Emergency Safety and Security Grants: BCHA was awarded \$2,074,759.00 to replace water supply and sewage lines at one of the Public Housing Properties. This project will be obligated by August 2024.</i></p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing</p> <p><i>Project Based Vouchers will be utilized for New Path Community Housing II. This project involves new construction of 96 units, with 95 of them designated for voucher utilization. New Path Community Housing II aims to offer permanent supportive housing for extremely low-income and highly vulnerable households experiencing homelessness.</i></p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p><i>See Attachment A</i></p>
<b>B.2</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p><i>See Attachment B- HUD form 50075.2 approved by HUD on 9/11/2023.</i></p>
<b>C</b>	<b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <i>Pending RAB Meeting</i></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

**C.3** **Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.**  
Form HUD-50077-CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

**C.4** **Challenged Elements.** If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

(a) Did the public challenge any elements of the Plan? *Pending Public Hearing*  
Y N

If yes, include Challenged Elements.

DRAFT

**D.**  
**Affirmatively Furthering Fair Housing (AFFH).**

**D.1**      **Affirmatively Furthering Fair Housing.**  
  
Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*  
  
*Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart.*

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

## **Boise City & Ada County Housing Authorities *Deconcentration Policy***

### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

### **Steps for Implementation [24 CFR 903.2(c)(1)]**

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

#### BCACHA Policy

The BCACHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

### BCACHA Policy

The BCACHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low-income family (federal poverty level or 30 percent of median income, whichever number is higher).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

- Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:
- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].



If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

BCACHA Policy

For developments outside the EIR the BCACHA will take the following actions to provide for deconcentration of poverty and income mixing:

*The BCACHA has no developments outside the EIR.*

**Order of Selection [24 CFR 960.206(e)]**

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

BCACHA Policy

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the BCACHA. When selecting applicants from the waiting list, the BCACHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The BCACHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features. By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status. Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and BCACHA policy.

**12-IV.E. DECONCENTRATION**

BCACHA Policy

If subject to deconcentration requirements, the BCACHA will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve the BCACHA's deconcentration goals. A deconcentration offer will be considered a "bonus" offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.

## Attachment B

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Capital Fund Program - Five-Year Action Plan

**Status:** Approved

**Approval Date:** 09/11/2023

**Approved By:** KING-DUNBAR, JANICE

<b>Part I: Summary</b>						
<b>PHA Name :</b> Boise City Housing Authority		<b>Locality (City/County &amp; State)</b>				
<b>PHA Number:</b> ID013		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b>		<input type="checkbox"/> <b>Revised 5-Year Plan (Revision No:            )</b>		
A.	Development Number and Name	Work Statement for Year 1 2024	Work Statement for Year 2 2025	Work Statement for Year 3 2026	Work Statement for Year 4 2027	Work Statement for Year 5 2028
	CAPITOL PLAZA (ID013000001)	\$368,291.00	\$368,291.00	\$368,291.00	\$368,291.00	\$368,291.00

**Attachment B**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 2577-0274  
 02/28/2022

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
1		2024		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	CAPITOL PLAZA (ID013000001)			\$368,291.00
ID0051	Administrative(Administration (1410)-Salaries)	Salaries		\$36,829.10
ID0057	Contract Admin(Contract Administration (1480)-Other Fees and Costs)	Architect for waste & water project.		\$25,000.00
ID0069	Replace/Repair Water & Waste Lines(Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Plumbing)	Replace/Repair Water & Waste Lines Franklin Plaza - Multiple award years needed		\$306,461.90
	Subtotal of Estimated Cost			\$368,291.00





**Attachment B**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
4	2027			
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	CAPITOL PLAZA (ID013000001)			\$368,291.00
ID0064	Replace Awnings(Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Decks and Patios,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies)	Replace patio awnings at Franklin (all back side units) and Capitol (all front side units) as well as a few common area awnings at each building.		\$87,000.00
ID0065	Central Air in Hallways(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical)	Installation of central air in hallways of Capitol & Franklin. This will be floors 2 and above at both buildings.		\$219,461.90
ID0070	Administration(Administration (1410)-Salaries)	Salaries		\$36,829.10
ID0075	Project Planning: Awnings Replacement(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Cost of project planning, including A&E, due to the nature of the awnings project (historical district, etc.)		\$25,000.00
	Subtotal of Estimated Cost			\$368,291.00

**Attachment B**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>					
<b>Work Statement for Year</b>		<b>5</b>	<b>2028</b>		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>		<b>Quantity</b>	<b>Estimated Cost</b>
	CAPITOL PLAZA (ID013000001)				\$368,291.00
ID0073	Administration(Administration (1410)-Salaries)	Salaries			\$36,829.00
ID0076	Replacement of Building Entry Doors(Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Other)	Replacement of building entry doors, hardware and lock components for both Franklin & Capitol.			\$107,000.00
ID0077	Re-Paving of Parking Lots(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Re-paving and re-striping of the parking lots at both Capitol & Franklin.			\$219,462.00
ID0078	Staff Training (Management Improvement (1408)-Staff Training)	Training for staff working on PH properties to improve operation of programs by improving REAC and PHAS scores			\$5,000.00
	Subtotal of Estimated Cost				\$368,291.00

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Lauren McLean, the Mayor of Boise City  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years \_\_\_\_\_ and/or Annual PHA Plan for fiscal  
year 2024 of the Boise City Housing Authority is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Boise

*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §#903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

The Boise City Housing Authority PHA Plan is consistent with the community development needs  
and market conditions as stated in the Consolidated Plan. The PHA Plan outlines priorities to expand  
and improve affordable housing opportunities for low-income residents, and to promote  
opportunities to assist residents in achieving self-sufficiency and homeownership. The PHA Plan  
also addresses the needs identified in the Analysis of Impediments to Fair Housing by ensuring equal  
opportunity, and by affirmatively furthering fair housing activities.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will  
prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:	Title:
Lauren McLean	Mayor of Boise City
Signature:	Date:

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S.  
Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information  
are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to  
ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing  
instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD  
may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.



# Attachment E

## Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

### PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 10/1/24 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
  - 903.7a Housing Needs
  - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
  - 903.7c Financial Resources
  - 903.7d Rent Determination Policies
  - 903.7h Demolition and Disposition
  - 903.7k Homeownership Programs
  - 903.7r Additional Information
    - A. Progress in meeting 5-year mission and goals
    - B. Criteria for substantial deviation and significant amendments
    - C. Other information requested by HUD
      - 1. Resident Advisory Board consultation process
      - 2. Membership of Resident Advisory Board
      - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101

et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.

19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Boise City Housing Authority

PHA Name

ID013

PHA Number/HA Code

     5-Year PHA Plan for Fiscal Years 20     - 20    

  X   Annual PHA Plan for Fiscal Year 2024

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: Deanna L. Watson

Name of Board Chairman: Julianne Donnelly-Tzul

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

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