



# MAY 2026 BCACHA BOARD PACKET

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Summary Page

Items Included in this Packet

**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 of the funds. This report is updated as funds are received and the most up to date version is provided with each Board Packet.

## Glossary of Terms and Acronyms

For more general Acronyms: <https://www.hud.gov/about/acronyms>

**50058** – Form used to generate reports on families who participate in Public Housing or Section 8 rental subsidy programs.

**W9** – a form used to pay an individual or entity for tax purposes.

**ACH** – Automated Clearinghouse. An example of direct deposit.

**ACOP** – Administrative and continued occupancy Policy

**Applicant** – An individual or family who is not yet on any of our programs but has submitted an application or is on a waiting list.

**BCACHA** – Boise City Ada County Housing Authority.

**CFR** – Code of Federal Regulations.

**CFP** – Capital Fund Program

**CHOIS** – Coordinated Housing Options and Individualized Services. Provides rental assistance and case management services to homeless and disabled individuals and families.

**EIV** – Enterprise Income Verification. Contains Tenant data on their benefits/income.

**EFT** – Electronic Funds Transfer. An example of direct deposit.

**FMR** – Fair Market Rate.

**FSS** – Family Self-Sufficiency. Program designed to assist individuals and families to obtain employment. Participants will work toward reducing dependence on welfare programs and improving financial stability.

**FSS Escrow Account** – An account maintained by the PHA that grows as the earnings of the participant increases. This is a tax-free savings account that participants will receive after achieving their 5-year goal.

**HA** – Housing Authority

**HAP** – Housing Assistance Payment.

**HCV** – Housing Choice Voucher also referred to as Section 8. The voucher allows participants to pay approximately 30% of their income for rent and utilities.

**HIP** – Housing Information Portal.

**HoH** – Head of Household.

**HOPE** – Homeownership and Opportunity for People Everywhere.

**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.

**HQS** – Housing Quality Standards.

**HUD** – U.S Department of Housing and Urban Development.

**LIHTC: Low-Income Housing Tax Credit**

**Live-In Aide** - A person who lives with an elderly or disabled person(s) and who: (1) Is determined by the PHA to be essential to the care and well-being of the person(s), (2) Is not obligated to support the person(s), (3) Would not be living in the unit except to provide necessary supportive services.

**Market Rate Housing** – Apartments that are NOT Subsidized and can be rented out to the general public. These rentals are typically at or below market rate. Apartment Complexes include Vine Terrace, Shoreline North, Nez Perce, Liberty Park, and Hobbler Place.

**MTCS** – Multifamily Tenant Characteristics System

**NAHRO:** National Association of Housing and Redevelopment Officials

**NSPIRE:** National Standard for Physical Inspection of Real Estate

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

**OVW** – Office on Violence Against Women – Transitional housing program that provides temporary housing for victims of domestic violence, sexual assault, and/or stalking.

**Participant** – An Individual or family that is on a program.

**PH** – Public Housing

**PHA** – Public Housing Agency

**PIC** – Public and Indian Housing Information Center.

**PIH** – Public and Indian Housing.

**Portability/Port** – Process in which participants in the HCV program can transfer their voucher to another jurisdiction.

**REAC** – Real Estate Assessment Center. Created by HUD to Centralize Portfolio assessment information.

**RFTA** – Request for Tenancy Approval.

**SEMAP** – Section Eight Management Assessment Program

**SSA** – Social Security Administration.

**SSI** – Supplemental Security income.

**SSN** – Social Security Number.

**TANF** – Temporary Assistance for Needy Families.

**TIN** – Taxpayer Identification Number.

**TRACS** – Tenant Rental Assistance Certification System.

**TTP** – Total Tenant Payment.

**Utility Allowance** - The HA maintains a utility allowance schedule for all participants paid utilities (except for telephone), for cost of participant-supplied refrigerators and ranges, and for other participant paid housing services (e.g., trash collection). The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality.

**VAMC** – Veterans Affairs Medical Center.

**VASH** – Veterans Affairs Supportive Housing. Provides Rental Assistance to homeless veterans.

**VAWA** – Violence against Women’s Act.

**Voyager** – YARDI’s Property Management Software Program.

**YARDI** – Property Management Software.

May 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, May 13, 2026 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 March 11, 2026 (ACTION ITEM)
2. \* Board of Commissioners Special Meeting April 15, 2026 (ACTION ITEM)

**III. REPORTS**

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

**IV. BUSINESS**

- A. Review of Audited Financials for Year Ending September 30, 2025 for BCHA and ACHA – Eide Bailly
- B. Financial Statement Review for the month of March 2026
- C. Significant Amendment to the Capital Fund Program Five-Year Action Plan
  - a. Consideration of ACHA Resolution 02-2026: Approving Amendments to Capital Fund 5 Year Action Plan (ACTION ITEM)
  - b. Consideration of BCHA Resolution 02-2026: Approving Amendments to Capital Fund 5 Year Action Plan (ACTION ITEM)
- D. Consideration of CCDCC, City of Boise, Boise City Housing Authority Memorandum of Understanding (ACTION ITEM)
- E. Update on the B Side Project
- F. Discussion on agency determination of “persons of low income”
- G. EXECUTIVE SESSION Per Idaho Code § 74-206(1)(d)(f)(i) to consider records that are exempt from disclosure and to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

Related agenda documents are available for public review by visiting:  
<https://bcacha.org/about/board-of-commissioners/>

Virtual access information is below:

**Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/242503615437030?p=Ek7EpADoviNYG3E4E4>

Meeting ID: 242 503 615 437 030

Passcode: P4Sn6PV3

**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, April 15, 2026 at 11 a.m.  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

**V. ROLL CALL**

**VI. BUSINESS**

- H. Consideration of ACHA Resolution 01-2026 – Approving an amendment to the Five-Year Capital Funds Program (CFP) Action Plans (ACTION ITEM)
- I. Consideration of BCHA Resolution 01-2026 – Approving an amendment to the Five-Year Capital Funds Program (CFP) Action Plans (ACTION ITEM)
- J. Consideration of Second Amendment to the Contract of Sale for Moore St (ACTION Item)

Related agenda documents are available for public review by visiting:

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

**Virtual access to this meeting below:**

**Microsoft Teams meeting**

**Join:**

<https://teams.microsoft.com/meet/292998995444556?p=JEMwEeF0mZFdYrtWj9>

Meeting ID: 292 998 995 444 556

Passcode: EY9Mz6ht

-

April Meeting Agenda

Cancelled due to lack of quorum

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

MEETING OF THE BOARD OF  
COMMISSIONERS AND DIRECTORS

**TIME AND PLACE OF MEETING:**

Chair Kent Rock called the meeting to order at 11:01 a.m., on Wednesday, April 15, 2026. 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**

Chair Rock  
Commissioner Jacobs  
Commissioner Donnelly Tzul  
Commissioner Paulsen

**Commissioners present:** Chair Kent Rock, Commissioner Paulsen, Commissioner Jacobs, Commissioner Donnelly Tzul, Vice Chair Flaherty

**Commissioners absent:** Ex-Officio Commissioner Corless, Ex-Officio Commissioner Bradescu

**Others present:** Ada County Deputy Attorney Ammon Taylor, Deputy City Attorney Kim Stretch, Executive Director Deanna Watson, Deputy Director Jillian Patterson, and Administrative Services Manager Mallory VanDercar

**II. BUSINESS**

**K. Consideration of ACHA Resolution 01-2026 – Approving an amendment to the Five-Year Capital Funds Program (CFP) Action Plans (ACTION ITEM)**

Chair Rock asked for clarification if this was a change or an update. Ms. Watson shared that the work items are approved by the board, including the funding, what is changing is that the work items are being pulled into a previous five year plan, which is also approved. BCACHA has a newer HUD rep who initially thought board approval was required, and the housing authority determined it would be best to obtain this approval.

*Commissioner Paulsen moved to approve Ada County Housing Authority Resolution No. 01-2026, approving amendments to prior Capital Fund 5-Year Action Plans to allow the use of previously awarded funds for items included in the 2025–2029 Plan. Commissioner Jacobs. A roll call vote was taken:*

Chair Rock	Aye
Commissioner Jacobs	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Paulsen	Aye

The motion passed by roll call vote.

**L. Consideration of BCHA Resolution 01-2026 – Approving an amendment to the Five-Year Capital Funds Program (CFP) Action Plans (ACTION ITEM)**

*Commissioner Paulsen moved to approve Boise City Housing Authority Resolution No. 01-2026, approving amendments to prior Capital Fund 5-Year Action Plans to allow the use of previously awarded funds for items included in the 2025–2029 Plan. The motion was seconded by Commissioner Donnelly Tzul.*

A roll call vote was taken:

Chair Rock	Aye
Commissioner Jacobs	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Paulsen	Aye

The motion passed by roll call vote.

**M. Consideration of Second Amendment to the Contract of Sale for Moore St (ACTION Item)**

**Vice Chair Flaherty entered the meeting at 11:06.**

Mr. Taylor noted that the buyer for Moore St has a meeting scheduled for May 5<sup>th</sup> that requires the extension of the due diligence and approval process. This changes the inspection period for the month of June. This also removes the future ability to extend this period.

*Chair Rock moved to approve the Second Amendment to the Contract of Sale with Gardner Property Acquisitions, L.C., extending the Inspection Period to June 1, 2026 and removing further extension provisions, and to authorize the Executive Director to execute all necessary documents. The motion was seconded by Commissioner Donnelly Tzul.*

A roll call vote was taken:

Chair Rock	Aye
Vice Chair Flaherty	Aye
Commissioner Jacobs	Aye

Commissioner Donnelly Tzul                      Aye  
Commissioner Paulsen                              Aye

The motion passed by roll call vote.

Chair Kent Rock adjourned the meeting at 11:09 a.m.

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

- Moore St Purchase and Sale Agreement Amendment Two
- Capital Funds Plan Amendment Memo
- BCHA Resolution 01-2026
- ACHA Resolution 01-2026

Respectfully submitted,

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

Kent Rock, Chair \_\_\_\_\_

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

MEETING OF THE BOARD OF  
COMMISSIONERS AND DIRECTORS

**TIME AND PLACE OF MEETING:**

Chair Kent Rock called the meeting to order at 4:00 p.m., on Wednesday, March 11, 2026. 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.

**III. ROLL CALL**

**Commissioners present:** Chair Kent Rock, Vice Chair Flaherty, Commissioner Paulsen, Commissioner Jacobs, Commissioner Donnelly Tzul, Ex-Officio Commissioner Bradescu

**Commissioners absent:** Ex-Officio Commissioner Corless

**Others present:** Ada County Deputy Attorney Ammon Taylor, Deputy City Attorney Kim Stretch, Executive Director Deanna Watson, Deputy Director Jillian Patterson, IT Administrator Ron Barstow, Housing Operations Manager Marissa Henderson, Finance Director Glenn Luke, and Administrative Services Manager Mallory VanDercar

**IV. CONSENT AGENDA**

Commissioner Paulsen moved to approve the consent agenda. Commissioner Donnelly Tzul seconded the motion. A roll call vote was taken:

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

The motion passed by roll call vote.

**V. REPORTS**

**A. Chairman's Report**

Chair Rock reported that he and Executive Director Watson recently met with representatives from Gardner Group regarding a potential redevelopment opportunity

involving a property in downtown Boise. The concept discussed would involve Gardner Group managing the commercial space on the first floor while the remaining floors would be converted into residential units owned and operated by the housing authority as low-rent housing. Chair Rock noted that if project discussions continue, the concept will be brought back to the Board for further review.

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

Executive Director Watson reported on a bipartisan housing bill currently moving through Congress that is intended to make it easier to finance new housing development. She noted that the legislation would remove certain barriers, including some environmental review requirements, and would expand the definition of manufactured housing.

She also noted that the bill includes provisions related to limiting institutional investors in the housing market, which has generated some controversy. Ms. Watson stated that the legislation may face delays due to other federal issues, including the SAVE Act and cryptocurrency-related legislative matters.

Ms. Watson also reported that the housing authority continues to work on the Memorandum of Understanding (MOU) with the Capital City Development Corporation (CCDC) and the City of Boise and that she has an upcoming meeting with CSG Advisors regarding the project.

Ms. Watson informed the Board that Cassidy Landry has been appointed by the City of Boise to serve as the Participant Commissioner. Her appointment will now be forwarded to Ada County for ratification.

Ms. Watson also noted that this would be Housing Operations Manager Marissa Henderson's final board meeting, as she has accepted a position outside the organization. Ms. Henderson thanked the Board and staff and stated that she has greatly valued her time working with the housing authority.

## **VI. BUSINESS**

### **N. Financial Audit Status Update**

Executive Director Watson provided an update on the agency's financial audit. She stated that there is still additional work to be completed and that John Murphy from Nan McKay and Associates is currently onsite assisting staff with closing out the audit.

Ms. Watson reported that a meeting is scheduled with Eide Bailly and that the audit remains on track for presentation to the Board in April.

Commissioner Donnelly Tzul asked how the agency's monthly financial close process is progressing. Ms. Watson explained that additional internal review procedures have been implemented, which has slowed the process somewhat but has improved overall accuracy.

## O. Video Conferencing Discussion

Vice Chair Flaherty initiated a discussion regarding whether the Board should continue providing a standing virtual meeting option and recording for each board meeting. He noted that there is no legal requirement to offer a virtual option or record meetings and suggested that the option could instead be made available on an as-needed basis if requested.

Commissioners discussed the benefits of making the meeting available virtually, including for community members who may face accessibility issues or childcare issues. It was noted that public participation through the virtual platform has been minimal and could be tracked throughout the next year to assess need.

Commissioners discussed making a virtual meeting available on an as needed basis, with commissioners being able to reach out to staff at BCACHA at least 48 hours in advance to request a virtual link.

There was also a discussion on cost savings as moving away from virtual links for every meeting would reduce staff support at board meetings and could allow BCACHA to explore utilizing Teams instead of Zoom.

Vice Chair Flaherty stated that his preference would be for the default to be in-person meetings, with virtual access available upon request through Administrative Services Manager Mallory VanDercar. Mr. Taylor noted that this option should also be addressed on board agendas.

Vice Chair Flaherty motioned to discontinue the Zoom meeting and recording unless requested by a commissioner or member of the public at least 48 hours of the board meeting. Commissioner Jacobs seconded the motion.

Ex-Officio Commissioner Bradescu asked whether a 48-hour advance notice requirement could be included and whether the availability of this option could be addressed on the agency's website.

Vice Chair Flaherty then revised his motion:

Vice Chair Flaherty motioned to discontinue the Zoom meeting and recording and that the option will be made available to commissioners or members of the public if it is requested of housing authority staff at least 48 hours of the scheduled board meeting. Commissioner Jacobs seconded the motion.

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

The motion passed by roll call vote.

**P. EXECUTIVE SESSION per Idaho Code §74-206 (1)(b) to consider a personnel matter that is exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code and Per Idaho Code § 74-206(1)(d)(f)(i) to consider records that are exempt from disclosure and to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated**

Commissioner Donnelly Tzul motioned to enter executive session per Idaho Code §74-206 (1)(b) to consider a personnel matter that is exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code and Per Idaho Code § 74-206(1)(d)(f)(i) to consider records that are exempt from disclosure and to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Commissioner Paulsen seconded the motion. A roll call vote was taken:

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

**The Board Entered Executive Session at 4:39 p.m.**

Chair Kent Rock exited the meeting at 5:24 p.m.

Commissioner Donnelly Tzul motioned to exit executive session. Commissioner Paulsen seconded the motion.

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

**The Board exited Executive Session at 5:27 p.m.**

**Vice Chair Flaherty motioned to adjourn the meeting at 5:28 p.m.**

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

- BCACHA 2/11/2026 Board Minutes
- Funding Report

Respectfully submitted,

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

Kent Rock, Chair \_\_\_\_\_

Funding Report

<b>Source</b>	<b>Date</b>	<b>Amount</b>	<b>Status</b>	<b>Program</b>	<b>Staff</b>	<b>Use</b>
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 I FTE Service Coordinator position to assist eighty 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	Glenn Luke	Operating Funds for Capital Plaza and Franklin Plaza
HUD - Operating Subsidy	1/1/2024	\$15,444	Funded	Ada Low Rent Public Housing	Glenn Luke	Operating Funds for ten scattered sites
HUD - Section 8 Emergency Housing Vouchers Subsidy	1/1/2024	\$45,224	<i>Pending HUD Budget</i>	Boise HCV Program	Glenn Luke	HAP / Operations
HUD - Section 8 HCV Subsidy	1/1/2024	\$971,631	<i>Pending HUD Budget</i>	Boise HCV Program	Glenn Luke	HAP / Operations

HUD - Section 8 HCV Subsidy	1/1/2024	\$610,862	<i>Pending HUD Budget</i>	Ada HCV Program	Glenn Luke	HAP / Operations
HUD - Section 8 Mainstream Subsidy	1/1/2024	\$51,375	<i>Pending HUD Budget</i>	Boise HCV Program	Glenn Luke	HAP / Operations
HUD - Section 8 Mainstream Subsidy	1/1/2024	\$26,839	<i>Pending HUD Budget</i>	Ada HCV Program	Glenn Luke	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
HUD- CPD Continuum of Care Permanent Supportive Housing	8/1/2023	\$1,026,213	Funded	Ada COC Program	Jillian Patterson	HAP / Operations / Supportive Services

April Staff Trainings

Training Title	Training Organization	Synopsis of Training
Maintenance Documentation & Tenant Communication	Nelrod	Learn Best Practices for Documenting & Reporting Maintenance Activities with Fair Housing in Mind. This class focuses on the important role maintenance staff and property teams play in delivering equitable, consistent, professional, and well-documented service to all residents. Receive tips and guidance for writing clear and useful work order notes, reporting completed work, and avoiding common documentation mistakes that can create risk for the agency. This class will also address effective tenant communication before, during, and after maintenance visits.
Criminal Screening Responsibilities	Nelrod	This class will review key considerations when considering criminal histories, including what staff must and must not do during this process. Policy considerations and best practices related to criminal screening will be discussed along with mandatory vs. discretionary reasons for denial or termination. With recently published guidance on the use of arrest records in housing decisions, it is imperative that policies and procedures related to criminal screening address how the PHA will handle discretionary reasons for denial or termination
Discrimination under VAWA & How to Prevent It	Nelrod	VAWA discrimination is viewed by HUD under the same scope as all other Fair Housing requirements. This class will highlight VAWA compliance measures while delving into the consequences of non-compliance. Who is liable? What may HUD do? What has historically happened in VAWA cases through the court systems? Learn how to ensure you are compliant, so these consequences do not affect your agency.
Compliant Interviewing Practices - What You Can & Can't Ask Applicants	Nelrod	Learn how to get the information you need without asking discriminatory questions. This class provides guidance for obtaining needed information without violating Fair Housing laws. Learn when and how you can inquire about such things as disability, pregnancy, and gender.
Special Housing Types as Reasonable Accommodations	Nelrod	Learn about special housing types and how these can be approved as reasonable accommodations.

## Director's Report

May 8, 2026

Update to the Board of BCACHA

From: Deanna Watson, Executive Director

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### **PROGRAMS AND HA PROPERTIES**

**New:** Youth Homelessness Demonstration Program (YHDP) – Job announcements are being posted and interviews will soon start.

**New** Housing Choice Voucher Program – Project based vouchers -New Path 2.0. The project development is staying on track for an expected late summer completion. Now that we are about to leave the construction phase and enter the program phase, we are in more frequent meetings.

**New** Resurrected talks regarding property to be redeveloped over near University Drive and Capitol Boulevard.

### **EXISTING**

**Public Housing:** We shifted away from the previous stockpiling of Capitol Fund Program allotments and since the last report have completed resurfacing and striping the parking lots at both Franklin and Capitol Plazas and we have completed the modification work addressing aluminum wire mitigation at all outlet and switch connections. This information has also been shared with Moreton and Company as they begin the process of soliciting proposals for insurance coverage. We have closed out one of our outstanding grants and transitioned to the next. The next phase will involve selecting experts to evaluate the physical needs of the properties and buildings but with the added critical consideration of life span and long-term cost projections of both needs and costs.

**Moore Street** - The buyer received City Council approval 5/5/2026. Scheduled to close no later than 7/31/2026.

**Real Estate Development** -Memorandum of Understanding between the city, Capitol City Development Corp, and BCHA. Approved by the City and the Capitol City Development Corporation. On your May agenda with a recommendation to approve.

Chairman Rock, Maintenance Manager Buddy Boyd, and I toured a converted hotel to apartment complex in downtown Boise that is for sale. We had follow up meetings and requested some additional information related to work that was done during the conversion from a hotel to apartments with commercial space remaining on the first floor. We learned on 5/7/26 that the property is making its way toward a contract for purchase by another entity. Unless this opportunity resurfaces, we will consider this matter closed. We did though receive advice from our financial advisor regarding the property and its price. So, if for some reason the opportunity comes again, we have points and considerations to guide us.

## **STAFFING –**

We have hired three new Housing Representatives as we gear up for taking on the new program for homeless youth.

We have also hired a Contracts and Compliance Administrator. Jennifer Holley joins us from Ada County where she worked on grants administration through the close-out of Covid era special funding. We are also in what we hope are the final stages of hiring a new Finance Manager.

As part of the hiring process we are in as we experience this growth, we solicited and selected help in evaluating our salary structure. We held our first meeting and are now working on the document list they need to get started.

## **ADMINISTRATION**

**Legal Services** After meeting with City legal twice in the month of March related to the Idaho Statute reference to a public housing authority having access to legal counsel from local government, the city has drafted a Memorandum of Understanding. It is now under review by me and our legal counsel at the county.

**Legal Services** - We were able to find a new law firm to assist us with Property Management/Eviction work. This closes out our era with Johnson May and brings us into a new era with Blackcreek Legal.

**Outreach** I participated in and spoke at the New Path 2.0 tour in April. We are now working with Pioneer Credit Union on a charity golf event to be held in August with us as one of three beneficiaries.

If you have any questions, please let me know. Looking forward to seeing you Wednesday.

## Significant Amendment to Capital Fund Program Five-Year Action Plan Memo

### MEMORANDUM

**TO:** BC/ACHA Board of Commissioners

**DATE:** May 08, 2026

**FROM:** Jillian Patterson

**SUBJECT:** Significant Amendment to Capital Fund Program Five-Year Action Plan

### BACKGROUND

Housing Authorities that operate public housing receive Capital Fund Program (CFP) grants from the U.S. Department of Housing and Urban Development (HUD). These funds must be obligated and expended within specific timeframes and are primarily used to address capital needs at public housing properties.

The Authority previously planned to utilize Capital Funds for major infrastructure improvements, including water and waste line replacements at Capitol Plaza and Franklin Plaza. During project planning, it was determined that these projects would require extended tenant relocation and asbestos abatement, significantly increasing costs beyond available funding.

As a result, the Authority has reevaluated its capital priorities to ensure timely and compliant use of available funds, particularly for grants approaching obligation and expenditure deadlines.

### SUMMARY

The Authority has initiated a Significant Amendment to its Capital Fund Program Five-Year Action Plan to incorporate new line items necessary to address current capital needs and ensure the timely use of funds.

These amendments include:

- Adding new eligible capital activities not previously included in the approved Plan
- Supporting the obligation and expenditure of prior year funds (including 2020, 2021, 2022, and 2023 grants)
- Aligning capital planning with current operational and property needs

In accordance with HUD requirements, the Authority has undergone the required public notice and comment process, including:

- Publishing a public notice on the Authority's website on April 3 2026
- Making the proposed amendments available for public review
- Providing an opportunity for public comment for a period of 45 days, ending on May 18, 2026 including a public hearing on May 11, 2026.

To date, no substantive changes have been made as a result of public comment. Should substantive changes be needed as a result of public comment between now and May 18, 2026 when the comment period closes, the board will be informed.

These amendments are necessary to maintain compliance with HUD deadlines and to ensure that available capital funds are used effectively to support the Authority's housing portfolio.

Additionally, on April 15, 2026 the Board approved ACHA Resolution 01-2026 and BCHA resolution 01-2026 approving an amendment to the Five-Year Capital Funds Program Action Plans that supports this work.

### **RECOMMENDATION**

Approve the following resolutions:

- BCHA Resolution No. 02-2026 – Approving a Significant Amendment to the Capital Fund Program Five-Year Action Plan
- ACHA Resolution No. 02-2026 – Approving a Significant Amendment to the Capital Fund Program Five-Year Action Plan

ADA COUNTY HOUSING AUTHORITY  
**RESOLUTION NO. 02-2026**

RESOLUTION APPROVING AMENDMENTS TO CAPITAL FUND 5-YEAR ACTION  
PLANS

**WHEREAS**, Ada County Housing Authority, State of Idaho, hereinafter called the “Authority,” receives Capital Fund Program (CFP) grants from the U.S. Department of Housing and Urban Development (HUD) pursuant to the Housing Act of 1937, as amended; and

**WHEREAS**, the Authority has previously adopted a Capital Fund Program Five-Year Action Plan (“Plan”) for the period 2025–2029, identifying anticipated capital improvements and expenditures; and

**WHEREAS**, the Authority has determined that it is necessary to amend the Plan to include additional capital activities and revisions to previously approved items in order to address current needs and ensure timely obligation and expenditure of available funds; and

**WHEREAS**, the proposed changes constitute a Significant Amendment as defined by HUD requirements; and

**WHEREAS**, the Authority has conducted the required public notice and comment process, including making the proposed amendments available for review and providing an opportunity for public comment; and

**WHEREAS**, the Board of Commissioners has reviewed the proposed Significant Amendment and finds it to be in the best interest of the Authority and its residents;

NOW THEREFORE, with the approval of the Board of Commissioners, the Authority does hereby adopt this Resolution approving the Significant Amendments to the Capital Fund Program Five-Year Action Plan, and authorizes the Executive Director to submit the amendment to HUD and take all actions necessary to implement the approved changes.

PASSED AND ADOPTED this day, May 13, 2026 by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

ADA COUNTY HOUSING AUTHORITY

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Kent Rock, Board Chair

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Deanna L. Watson, Executive Director

**BOISE CITY HOUSING AUTHORITY  
RESOLUTION NO. 02 -2026**

**RESOLUTION APPROVING AMENDMENTS TO CAPITAL FUND 5-YEAR ACTION  
PLANS**

**WHEREAS**, Boise City Housing Authority, State of Idaho, hereinafter called the “Authority,” receives Capital Fund Program (CFP) grants from the U.S. Department of Housing and Urban Development (HUD) pursuant to the Housing Act of 1937, as amended; and

**WHEREAS**, the Authority has previously adopted a Capital Fund Program Five-Year Action Plan (“Plan”) for the period 2025–2029, identifying anticipated capital improvements and expenditures; and

**WHEREAS**, the Authority has determined that it is necessary to amend the Plan to include additional capital activities and revisions to previously approved items in order to address current needs and ensure timely obligation and expenditure of available funds; and

**WHEREAS**, the proposed changes constitute a Significant Amendment as defined by HUD requirements; and

**WHEREAS**, the Authority has conducted the required public notice and comment process, including making the proposed amendments available for review and providing an opportunity for public comment; and

**WHEREAS**, the Board of Commissioners has reviewed the proposed Significant Amendment and finds it to be in the best interest of the Authority and its residents;

NOW THEREFORE, with the approval from the Board of Commissioners, the Authority does hereby adopt this Resolution approving the Significant Amendments to the Capital Fund Program Five-Year Action Plan, and authorizes the Executive Director to submit the amendment to HUD and take all actions necessary to implement the approved changes.

PASSED AND ADOPTED this day, May 13, 2026 by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

**BOISE CITY HOUSING AUTHORITY**

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Kent Rock, Board Chair

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Deanna L. Watson, Executive Director

Financial Statements Through March 2026

Financial statements begin on the following page. Please check back 05.11.2026.

## Joint Housing Strategy Memorandum of Understanding

MOU to begin on the following page.

## **MEMORANDUM OF UNDERSTANDING**

### **Joint Housing Strategy**

THIS JOINT HOUSING STRATEGY MEMORANDUM OF UNDERSTANDING (“MOU”) is made this \_\_\_\_ day of \_\_\_\_\_, 2026 (“Effective Date”) by the **City of Boise**, an Idaho municipal corporation existing pursuant to chapter 2, title 50, Idaho Code (“City”), the **Boise City Housing Authority**, a housing authority and independent public body corporate and politic existing pursuant to chapter 19, title 50, Idaho Code (“BCHA”), and Urban Renewal Agency of Boise City, Idaho, also known as **Capital City Development Corporation**, an urban renewal agency and independent public body corporate and politic existing pursuant to chapter 20, title 50, Idaho Code (the “Law”), and undertaking projects pursuant to the Law and chapter 29, title 50, Idaho Code (the “Act,” collectively, the Law and the Act are referred to as the “Urban Renewal Law”) (“CCDC”)(collectively, the “Parties” and each, a “Party”).

#### **RECITALS**

- A. Housing affordability presents a challenge that impacts the quality of life and economic opportunities of Boise residents.
- B. A 2024 update to the City of Boise Housing Needs Analysis concludes that over 2,000 new housing units are needed each year for the next ten years, the majority of which are needed for households earning 80% or less of Area Median Income.
- C. Each Party has their own existing programs and statutorily authorized abilities that support affordable housing development which, if coordinated by the Parties, would have amplified impact, support deeper affordability, and increase community benefit.
- D. The City is authorized by Idaho Code Sections 50-301 and 67-8204(10) to acquire, hold, lease, and convey real property and to defer and exempt development-related fees for affordable housing developments. Under this authority, the City supports affordable housing development through its Land Trust Program, gap financing incentives (as funds are available), affordability incentives (such as fee exemptions and deferrals for building permit fees and sewer connection fees), project management, and zoning-related incentives.
- E. CCDC is authorized by the Urban Renewal Law to acquire and dispose of real property for redevelopment purposes, within its limited jurisdictional area and subject to a competitive disposition process. Under this authority, CCDC supports

housing development in Boise City through its Participation Program, which includes multiple partnership types and guides disposition and development of property. Through the Participation Program, CCDC supports housing development through reimbursement of eligible public infrastructure costs.

- F. BCHA is authorized by Idaho Code Sections 50-1904, 50-1916, and 50-1917 to issue bonds and utilize the proceeds therefrom to participate in financing housing development for persons of low income. Under this authority, BCHA supports affordable housing development in Boise City.
- G. The Parties desire and intend by this MOU to set forth an understanding and agreement for the establishment of a process by which they will jointly strategize and coordinate their individual statutorily authorized abilities and existing programs for the purpose of increasing financing and support for affordable housing development within Boise City.

## **AGREEMENT**

For the purposes and under the authority described in the above Recitals, each of which are incorporated herein by this reference, the Parties agree as follows:

- 1. **Scope of Work.** Subject to the terms and conditions of this MOU, the Parties agree to work together to complete each of the following, in order of priority:
  - a. BCHA Bond Program:
    - i. Create a BCHA conduit bond program policy (the “Bond Policy”) that supports financing for affordable housing development in Boise City via issuance of taxable and tax-exempt securities—including governmental purpose bonds, 501(c)(3) bonds, and exempt-facility bonds—and integration of other financing tools offered by the Parties.
    - ii. Create the tools necessary to operationalize and implement the Bond Policy in support of affordable housing development in Boise City, including term sheets, workflows, and procedures.
  - b. Collaboration Matrix: Provide a multi-scenario development timeline and workflow that identifies the interaction of City, CCDC, and BCHA authorities, tools, and incentives and focuses on the timing of any entity approval requirements.

- c. Process for Developers: Define a process that allows developers to efficiently stack public benefits offered by each Party for the purpose of maximizing financial assistance available to targeted development projects.
- d. City Policies: Ensure City policies align with the process and requirements for provision of gap financing incentives, and use of other tools at its disposal, for development of additional affordable housing in Boise City, particularly for projects developed pursuant to the Bond Policy.
- e. CCDC Policy: Update CCDC's Participation Policy to facilitate the scope of work described in this Section 1.

**2. Performance Time and Effort.**

- a. The Parties will work diligently to complete the work described in Section 1 within the Term defined in Section 3.
- b. Milestones:
  - i. The work described in Sections 1a, 1b, and 1c above (the bond program, collaboration matrix, and developer process) are expected to be completed by February 15, 2027.
  - ii. The work described in Sections 1d and 1e above (the City and CCDC Policies) are expected to be completed by March 15, 2027.

The Parties agree to devote adequate resources, pursue organizational authority as needed, and work together in good faith to complete the work as described and for the purposes stated in this MOU.

- 3. **Term.** This MOU shall commence on the Effective Date, extend through April 30, 2027, and will automatically renew for one additional one (1) year term, unless otherwise terminated ("Term").
- 4. **Termination.** For its convenience and without penalty, any Party may terminate this MOU at any time, for any reason, by giving at least thirty (30) days' notice in writing to the non-terminating Parties. Termination made as described herein will result in termination of the MOU for all Parties.
- 5. **Notices.** Any notice concerning breach, termination, or otherwise to be provided by a Party to the other Parties under this MOU shall be in writing and delivered in person, by United States Mail (postage prepaid), or by overnight common courier service if the

service provides written confirmation of delivery. All notices shall be addressed to the other Parties at the addresses set forth below. Any notice provided in accordance with this Section shall be deemed to have been given on (a) the date of in-person delivery (or attempted delivery if delivery is refused), (b) three (3) business days following the date of deposit with the United States Postal Service, or (c) the date provided in written confirmation from the overnight common courier service.

To City: City of Boise  
c/o Mayor's Housing Advisor  
150 N. Capitol Blvd.  
P.O. Box 500  
Boise, Idaho 83701

With a copy by electronic mail to:  
BCAO@cityofboise.org

To BCACHA: Boise City Housing Authority  
1001 S. Orchard St.  
Boise, Idaho 83705

To CCDC: Capital City Development Corporation  
121 N. 9<sup>th</sup> St., Suite 501  
Boise, Idaho 83702

6. **Relationship of the Parties.** Nothing in this MOU, shall be construed to create a partnership, joint venture, or agency relation between the Parties, and no separate entity is created hereby. No Party is authorized to waive any right, or assume or create any contract or obligation, of any kind in the name of, or on behalf of, another Party or to make any statement that it has the authority to do so.
7. **Cost of Compliance.** Each Party shall be responsible for covering the cost of its compliance with this MOU from its own funds, except that the Parties may agree in one or more separate writings to share certain mutually beneficial costs (e.g., legal or other advisory representation).
8. **Limitation of Liability.** Each Party is responsible for its own wrongful or negligent acts or omissions to the full extent required by law. The liability of each Party is at all times

limited as required by Idaho law, including, without limitation, the Idaho Constitution and the Idaho Tort Claims Act, Idaho Code Sections 6-901 through 6-929, inclusive, and any limitation or expansion of a Party's liability, indemnification obligation, or hold harmless provision made in connection with this MOU shall be void to the extent it is contrary to Idaho law. Nothing in this MOU shall be deemed to constitute a waiver by any Party of any privilege, protection, defense, or immunity otherwise afforded it under Idaho law, all of which are hereby expressly retained by each Party.

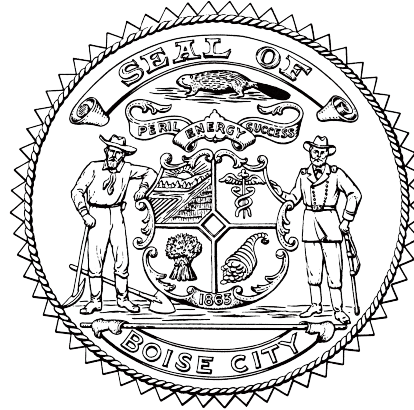
9. **Amendment.** Any modification or amendment to this MOU shall be made in writing and executed by an authorized signatory for each Party. Any attempt to modify or amend this MOU that fails to comply with this Section shall be void and of no effect.
10. **Compliance with Law.** Each Party shall comply with all applicable federal, state, and local laws, codes, and regulations in the performance of their obligations and exercise of their rights under this MOU.
11. **Governing Law.** This MOU is made in Idaho, by Parties formed and operating in Idaho, and shall be construed and interpreted under the laws of the State of Idaho.
12. **Assignment/Delegation.** This MOU shall not be assigned, and performance obligations shall not be delegated, by any Party to a third party without the prior written consent of each non-assigning or non-delegating Party. This MOU shall inure to the benefit of, and be binding on, the successors and permitted assigns and delegees of the Parties.
13. **Discrimination Prohibited.** In the performance of this MOU, each Party is prohibited from discriminating against any person on the basis of race, color, religion, sex, sexual orientation, gender identity/expression, national origin or ancestry, age, or disability.
14. **Severability.** In the event one or more provisions of this MOU is/are held invalid, illegal, or unenforceable by a court of competent jurisdiction, such holding shall not impair the validity, legality, or enforceability of the remaining provisions of this MOU.
15. **Entire Agreement.** This MOU contains the entire agreement between the Parties on the specific subject matter herein and supersedes any and all other agreements or understandings on the same specific subject, oral or written, whether previous to the execution hereof or contemporaneous herewith.
16. **Authorization.** By the signature of its representative below, each Party represents and warrants that it is authorized both by law and its governing body to enter into this MOU and that it has the capability to perform its responsibilities under this MOU.

IN WITNESS WHEREOF, the Parties have hereunto executed this Memorandum of Understanding and caused it to be effective between them as of the Effective Date identified above.

**FOR THE CITY OF BOISE CITY:**

By: Lauren McLean 4/7/2026  
Lauren McLean, Mayor Date

Attest: Jamie Heinzerling 4/7/2026  
Jamie Heinzerling, City Clerk Date



**FOR THE BOISE CITY HOUSING AUTHORITY:**

By: \_\_\_\_\_  
Executive Director Date

**FOR URBAN RENEWAL AGENCY OF BOISE, CITY, IDAHO:**

By: John Brunelle APRIL 13, 2026  
Executive Director Date  
JOHN BRUNELLE