

-U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

AnnualPlanforFiscalYear2003

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTION SLOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHAName: Idaho Housing and Finance Association

PHANumber: ID020

PHAFiscalYearBeginning:(mm/yyyy) 07/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at:(select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

Provideabriefoverviewof theinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

PerHUDNotice99 -51,anExecutiveSummaryisnotrequired

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plan file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration **id020g01**
- FY2002 Capital Fund Program Annual Statement and progress reports **id020h01** —
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Pet Policy Statement **-id020b01**
- X Public Housing Community Service Requirement **- id020m01**
- X Statement of meeting IHFA's mission and goals as outlined in its current 5-year plan **- id020a01** -
- X Resident Membership of the PHA Governing Board **-id 020c01**
- X Membership of the Resident Advisory Board **--id020d01**
- X Component 10(B) Voluntary Conversion **—id020e01**
- X Resident Service & Satisfaction Follow-Up Plan **-id020l01**

Optional Attachments:

- PHA Management Organizational Chart **id020j01**
- FY2003 -2007 Capital Fund Program 5 Year Action Plan **id020f01**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **id020i01**
- Other (List below, providing each attachment name)
Section 8 Homeownership Capacity Statement **id020k01**

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A&O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Resident Survey Action Plan	Annual Plan
X	FSS Program Report	Annual Plan

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	22,931	5	5	4	1	3	3
Income > 30% but ≤ 50% of AMI	21,451	5	4	4	1	3	2
Income > 50% but < 80% of AMI	29,588	4	3	3	1	2	2
Elderly	10,592	5	4	3	4	1	2
Families with Disabilities	13,862	5	4	3	5	3	2
Race/Ethnicity – Hispanic	4,840	4	4	4	1	4	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

- Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
 - American Housing Survey data
- Indicate year:
- Other housing market study
- Indicate year: 1999 Barrier to Housing Affordability in Idaho
- Other sources: (list and indicate year of information)
 - U.S. Census data 2000
 - IHFA’s Housing Information Resource Center 2002
 - Boise State University study — Independent Living for Idahoans with Disabilities 1995

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA - wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	187		20
Extremely low income <= 30% AMI	155	83%	
Very low income (> 30% but <= 50% AMI)	32	17%	
Low income (> 50% but < 80% AMI)	0	0%	
Families with children	170	91%	
Elderly families	1	< 1%	
Families with Disabilities	24	13%	

Housing Needs of Families on the Waiting List			
Caucasian	165	88%	
Hispanic	13	7%	
Black	2	1%	
American Indian	5	3%	
Asian/Pacific Islander	2	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	13	7%	14
2BR	19	10%	1
3BR	125	67%	3
4BR	29	16%	2
5BR	1	<1%	0
5+BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to re-open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4,008		995
Extremely low income (<=30% AMI)	3,490	87%	
Very low income (>30% but <=50% AMI)	518	13%	
Low income (>50% but <80% AMI)	0	0%	

Housing Needs of Families on the Waiting List			
Families with children	2,612	65%	
Elderly families	249	6%	
Families with Disabilities	1,126	28%	
Caucasian	3,611	90%	
Hispanic	271	7%	
Black	22	1%	
American Indian	84	2%	
Asian/Pacific Islander	20	<1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)
Pursue targeted voucher programs when available

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)
IHFA uses a preference system which provides a higher preference to elderly/disabled individuals.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)
IHFA uses a preference system which provides a higher preference to elderly/disabled individuals.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities show to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: FY2003 Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY2003 grants)		
a) Public Housing Operating Fund	165,334	
b) Public Housing Capital Fund	154,000	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	13,419,257	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	Grant Eliminated	
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
HOPWA (Rental Assistance)	210,688	Section 8 Tenant Based Assistance/ Administrative Costs
Shelter Plus Care	211,762	Section 8 Tenant Based Assistance/ Administrative Costs
FSS	162,032	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY2002 Capital Fund	38,000* <small>*projecting 1/4 of grant unobligated by 7/1/03</small>	Public Housing Capital Improvements
3. Public Housing Dwelling Rental Income	154,210	Public Housing Operations
4. Other income (list below)		
Cable TV/Laundry Income	11,750	Public Housing Operations
5. Non -federal sources (list below)		
Public Housing Investment Income	3,295	Public Housing Operations

Financial Resources: FY2003 Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$14,530,328.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: Within three (3) months of being offered a unit.
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug -related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- History of disturbing neighbors or destruction of property.
 Fraud in connection with any Federal Housing Program.
 Alcohol abuse that may interfere with the health, safety or right to peaceful enjoyment by others.
 If the applicant or family owes IHFA or any other PHA money. A payment schedule acceptable to IHFA/PHA is to be made until the full balance has been paid.
 If the applicant family was a previous resident of IHFA and vacated his/her former unit in violation of his/her lease.
 Conviction of an applicant or a member of an applicant's family for manufacturing or producing methamphetamine.

Applicant has a lifetime registration under a State sex offender registration program.

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)
- Coeur d'Alene Branch Office
- Lewiston Branch Office
- Idaho Falls Branch Office
- Twin Falls Branch Office

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is >50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Terminal Illness Preference

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- 1 Terminal Illness Preference

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA - resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

Per Final Rule, dated December 22, 2000, public housing developments with fewer than 100 public housing units are exempt from deconcentration and income mixing. See attachment id 020g01

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and development targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentive to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special effort to attract or retain higher income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub-section 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
Life-time Sex Offender Registration

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)
Rental history when requested by prospective landlords

(2)WaitingListOrganization

a. With which of the following program waiting lists is the section 8 tenant assistance waiting list merged? (select all that apply) -based

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant assistance? (select all that apply) -based

- PHA main administrative office
- Other (list below)
 - Coeur d'Alene Branch Office
 - Lewiston Branch Office
 - Idaho Falls Branch Office
 - Twin Falls Branch Office

(3)SearchTime

a. Yes No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

Vouchers initially issued for 120 days.

Extensions will only be given due to extreme extenuating circumstances (such as, but not limited to illness, hospitalization or death in the family) or as a reasonable accommodation for a disability.

(4)AdmissionsPreferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5)Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Public Housing Residents Over/Under Housed

Terminal Illness Preference

- Families of 2 or more persons and disabled or elderly singles
- Shelter Plus Care who no longer need designated supportive services

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness

Highrentburden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s) (list below)
 - 1 Public Housing Residents Over/Under Housed
 - 1 Shelter Plus Care when longer needed designated supportive services
 - 2 Terminal Illness Preference
 - 3 Families of 2 or more persons and disabled or elderly singles

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preference to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

Shelter Plus Care Addendum
Family Unification Program Addendum
Mainstream Addendum
HOPWA Addendum

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

- Through published notices
- Other (list below)
Media

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income ?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below :

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

No discretionary (optional) deductions and/or exclusions

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent determination:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

Anytime the family experiences a change in household composition.
Receipt of a deferred payment in a lump sum which represents the delayed start of a periodic payment such as an unemployment.

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- This section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant -Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR -For certain counties
- Above 100% but at or below 110% of FMR -For certain counties
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are repayment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

At least annually or as needed

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **id020j01**
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	76	19
Section 8 Vouchers	3,093	952
Section 8 Mod Rehab	24	16
Mainstream Vouchers	275	64
Family Unification Program	100	35
HOPWA	45	14
Shelter Plus Care	57	18
Family Self Sufficiency	180	85
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
Public Housing Admissions and Continued Occupancy Policy (ACOP)
- (2) Section 8 Management: (list below)
Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)
Coeur d'Alene Branch Office
Idaho Falls Branch Office

B. Section 8 Tenant - Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant - based assistance program and informal hearing procedures for families assisted by the Section 8 tenant - based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)
Coeur d'Alene Branch Office
Lewiston Branch Office
Idaho Falls Branch Office
Twin Falls Branch Office

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual

Statement tables provided in the table library at the end of the PHA Plan template option, by completing and attaching a properly updated HUD -52837.

OR, at the PHA's

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **id020h01 –Including Capital Fund Table for Capital Fund FY2002**

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there) –

(2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD -52834.

a. Yes No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment **id020f01**

-or-

The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

AssetManagementTable?If“yes”,skipto component10.If
 “No”,completetheActivityDescriptiontablebelow .

DesignationofPublicHousingActivityDescription	
1a.Developmentname:	
1b.Development(project)number:	
2.Designationtype:	
Occupancybyonlytheelderly	<input type="checkbox"/>
Occupancybyfamilieswithdisabilities	<input type="checkbox"/>
Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities	<input type="checkbox"/>
3.Applicationstatus(selectone)	
Approved;includedinthePHA’sDesignationPlan	<input type="checkbox"/>
Submitted,pendingapproval	<input type="checkbox"/>
Plannedapplication	<input type="checkbox"/>
4.Datethisdesignationapproved,submitted,orplannedforsubmission:	<u>(DD/MM/YY)</u>
5.Ifapproved,willthisdesignationconstitutea(selectone)	
<input type="checkbox"/> NewDes ignationPlan	
<input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?	
6. Numberofunitsaffected:	
7.Coverageofaction(selectone)	
<input type="checkbox"/> Partofthedevelopment	
<input type="checkbox"/> Totaldevelopment	

10. ConversionofPublicHousingtoTenant -BasedAssistance

[24CFRPart903.79(j)]

ExemptionsfromComponent10;Section8only PHAsarenotrequiredtocompletethissection.

A.AssessmentsofReasonableRevitalizationPursuanttoSection202oftheHUD FY1996HUDAppropriationsAct

1. Yes No: HaveanyofthePHA’sdevelopmentsorport ionsof
 developmentsbeenidentifiedbyHUDorthePHAascovers
 undersection202oftheHUDFY1996HUDAppropriations
 Act?(If“No”,skiptocomponent11;if“yes”,completeone
 activitydescriptionforeachidentifieddevelopment,unless
 eligible to completeastreamlinedsubmission.PHAs
 completingstreamlinedsubmissionsmayskiptocomponent
 11.)

2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescription
 informationforthiscompon entinthe **optional**PublicHousing

AssetManagementTable?If“yes”,skiptocomponent11.If
 “No”,completetheActivityDescriptiontablebelow.

ConversionofPublicHousingActivityDescription
1a.Developmentname: 1b.Development(project)number:
2.Whatisthestatusoftherequiredassessment? <input type="checkbox"/> Assessmentunderway <input type="checkbox"/> AssessmentresultssubmittedtoHUD <input type="checkbox"/> AssessmentresultsapprovedbyHUD(ifmarked,proceedtonext question) <input type="checkbox"/> Other(explainbelow)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:IsaConversionPlanrequired?(Ifyes,gotoblock4;ifno,goto block5.)
4.StatusofConversionPlan(selectthestatementthatbestdescribesthecurrent status) <input type="checkbox"/> ConversionPlanindevelopment <input type="checkbox"/> ConversionPlansubmittedtoHUDon:(DD/MM/YYYY) <input type="checkbox"/> ConversionPlanapprovedbyHUDon:(DD/MM/YYYY) <input type="checkbox"/> ActivitiespursuanttoHUD -approvedConversionPlanunder way
5.Descriptionofhowrequirements ofSection202arebeingsatisfiedbymeansother thanconversion(selectone) <input type="checkbox"/> Unitsaddressedinapendingorapproveddemolitionapplication(date submittedorapproved: <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIDemolitionapplication (datesubmittedorapproved:) <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIREvitalizationPlan (datesubmittedora pproved:) <input type="checkbox"/> Requirementsnolongerapplicable:vacancyratesarelessthan10percent <input type="checkbox"/> Requirementsnolongerapplicable:sitenowhaslessthan300units <input type="checkbox"/> Other:(describebelow)

B.ReservedforConversionspursuanttoSection22oftheU.S.HousingActof 1937

SeeAttachmentid020e01forComponent10(B)voluntaryconversion assessmentasrequired.

C.ReservedforConversionspursuanttoSection33oftheU.S.HousingActo 1937 f

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes No: Doesthe PHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeow nershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unleseligibleto completea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptocomponent11B.)

2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownership Plan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected:

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26- 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA -established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Disabled families only

See attachment id 020k01 for Section 8 Homeownership Capacity Statement

12. PHA Community Service and Self -sufficiency Programs

[24 CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 01/10/01

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

The Community Service Requirement has been reinstated with the FY2003 Omnibus Appropriations Act. Effective date of reinstatement to be determined by HUD. See attachment id 020m01.

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

Not applicable

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

Not Applicable

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

The 2002 RASS survey indicated that the residents at Shoshone were not aware of any crime prevention programs. We held a resident meeting recently to discuss this issue and handed out information for the Neighborhood Watch Program. If the residents are interested, IHFA will support them in this. IHFA also discussed with them the possibility of bringing in guest speakers to discuss crime prevention. It should be noted, however, that Shoshone Apartments is one of the most secure buildings in the town of Kellogg and has very little problems with crime.

2. Which developments are most affected? (list below)

Shoshone Apartments – Kellogg

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)
IHFA will probably bring in a police officer from the Kellogg Police Department to discuss crime prevention programs with the residents.

2. Which developments are most affected? (list below)
Shoshone Apartments — Kellogg, Idaho

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.

PHAs are no longer required to complete Subcomponent 13D of the annual plan or the PHDEP template. PHDEP was eliminated with the signing of the FY2002 HUD/VA Appropriations Act.

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See Required Attachment **id020b01**

15. Civil Rights Certifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

16.FiscalAudit

[24CFRPart903.79(p)]

1. Yes No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))?
(Ifno,skiptocomponent17.)
2. Yes No: Wasthemostrecentf iscalauidsubmittedtoHUD?
3. Yes No: Werethereanyfindingsastheresultofthataudit?
4. Yes No: Iftherewereanyfindings,doanyremainunresolved?
Ifyes,howmanyunr esolvedfindingsremain?_____
5. Yes No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD?
Ifnot,whenaretheydue(statebelow)?

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptionsfrom component17:Section8OnlyPHAsarenotrequiredtocompletethiscomponent. HighperformingandsmallPHAsarenotrequiredtocompletethiscomponent.

1. Yes No: IsthePHAengaginginanyactivitiesthatwill ontributetothe long-termassetmanagementofitspublichousingstock, includinghowtheAgencywillplanforlong -termoperating, capitalinvestment,rehabilitation,modernization,disposition,and otherneedsthathave **not**beenaddressedelsewherein thisPHA Plan?
2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthat apply)
 - Notapplicable
 - Privatemanagement
 - Development-basedaccounting
 - Comprehensivestockassessment
 - Other:(listbelow)
3. Yes No: HasthePHAincludeddescriptionsofassetmanagementactivities inthe**optional** PublicHousingAssetManagementTable?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment **id020j01**
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

See attachment id020c01

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
 Any head of household receiving PHA assistance

- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

The State of Idaho

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

See response to question #3

- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Increase the supply of affordable housing for low and very low income Idahoans in areas of demonstrated need.

IHFAs support this strategy through:

Ongoing efforts to pursue additional funding opportunities for Section 8 rental assistance;

Effectively and efficiently managing Public Housing programs by minimizing vacancies and reducing turnover time;
Analysis of Section 8 Payment Standards on an annual basis (or as needed) to ensure maximum utilization of the Section 8 program by participating families.

Preserve the supply of existing affordable rental housing.

IHFAs support this strategy through:

Ensuring the supply of Section 8 and Public Housing units are decent, safe, and sanitary through enforcement of HQS and UPCS;
Continuing to market the Section 8 program to community landlords through the use of landlord workshops, informational brochures and videos and other forms of outreach.

Promote independent housing options for Idaho's special needs populations.

IHFAs support this strategy through:

Applying for special -purpose targeted vouchers such as Mainstream, HOPWA, Shelter Plus Care and other that might become available;
Work to enhance coordination with area Service Providers.
Developing Section 8 Voucher Home Ownership Program for disabled

Families.

Cultivate effort to promote and enhance general housing affordability and quality:

IHFAs support this strategy through:

Enforcement of HQS and UPCS in the units subsidized by Section 8 and Public Housing;
Providing landlords with information at landlord workshops and through the use of brochures and newsletters;
Comprehensive Utilities Analysis program which provides the branch offices with accurate, updated utility allowances.

Enhance the State's Public Housing Programs:

IHFAs support this strategy through:

Its effort to determine the needs in the rural jurisdictions in which we administer the Section 8 and Public Housing programs through encouraging participant and resident input into our five -year and annual plans and conducted public hearings in accordance with HUD guidelines;
Its commitment to pursue any additional Section 8 funding opportunities and any special, targeted vouchers;
Its commitment to expanding the FSS program in both the Section 8 and Public Housing programs and coordinating with other service providers to identify available resources and programs;

Development of Section 8 landlord, tenant and FSS brochures and videos, landlord and tenant semi-annual newsletters, conducting landlord workshops and tenant open houses, and participating in local service provider meetings and resource fairs;
The utilization of Capital Fund dollars in an efficient and responsible manner to continually modernize Public Housing units;
Continuing to apply for any available FSS funding.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Definition of Substantial Deviations or Significant Amendments or Modifications:

Idaho Housing and Finance Association (IHFA) has defined Substantial Deviations or Significant Amendments or Modifications as discretionary changes in the plans or policies of IHFA that fundamentally change the mission, goals, objectives, or plans of the Association and which require formal approval of the Board of Commissioners. Revisions to the Capital Fund budget are NOT considered a substantial deviation or significant amendment or modification to the PHA Plan.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Statement of Meeting IHFA's mission and goals as outlined in its current 5 -Year Plan
-id020a01

Pet Policy Summary -id020b01

Resident membership of the PHA Governing Board -id020c01

Membership of the Resident Advisory Board -id020d01

Component 10(B) voluntary conversion -id020e01

FY2003 -2007 Capital Fund Program 5 -Year Action Plan -id020f01

Deconcentration of Poverty and Income Mixing in Public Housing -id020g01

Capital Fund 2003 Original Annual Statement & Capital Fund 2002
Progress Report -id020h01

Resident Advisory Board Comments -id020i01

Organizational Chart -id020j01

Section 8 Homeownership Capacity Statement -id020k01

Resident Service & Satisfaction Follow -Up Plan -id020l01

Public Housing Community Service Requirements -id020m01

TableLibrary

STATEMENT OF PROGRESS --MEETING THE 5 -YEAR PLAN MISSION AND GOALS --id020a01

Idaho Housing and Finance Association continually strives to fulfill its mission to expand Idaho's affordable housing opportunities. During the past year, IHFA has made steady progress in meeting the goals set forth in its 2000 Five Year Plan.

IHFA applied for 75 Mainstream vouchers during the past year, but did not receive funding under this grant. IHFA was successful in its application for a Family Self Sufficiency grant in the amount of \$155,933. IHFA will continue in its goal to expand the supply of assisted housing by applying for additional rental vouchers as they become available.

IHFA received a PHAS score of 93 percent for fiscal year 2002. HUD recently implemented the PHAS scoring system again, lifting the advisory status that has been in place for some time. The score of 93 places IHFA in the High Performer category. We will continue to strive to keep this designation in the upcoming year. IHFA has not yet received its SEMAP score, but anticipates a rating of High Performer. We will continue to strive for a High Performer designation for this fiscal year. IHFA currently maintains 100 percent transmission on 50058 forms. IHFA educates program participants about voucher portability during its Participant Briefings and during annual recertification meetings.

IHFA continues to provide participants and landlords with informational brochures and publishes semi-annual newsletters for both program participants and participating landlords. IHFA has developed a participant briefing video, a landlord informational video and an FSS video to be used to educate our participants, participating landlords, prospective landlords and community groups. We have also made both the participant video and the FSS video available in Spanish. This year the participant briefing video was made available with close captioning for hearing impaired clients.

IHFA continues its effort to reduce public housing vacancies and has maintained a monthly vacancy rate of two percent during the past year.

During the past year, IHFA used modernization dollars to conduct and complete two major projects. At Shoshone Apartments, IHFA installed an elevator, replaced kitchen sinks, resurfaced the parking lot, replaced and repaired sidewalks, installed handicapped parking signs, installed a handicapped accessible washer on the main floor, and purchased a new mower/tractor. Several of the Idaho Falls scattered sites received new roofs and/or vinyl siding. Also a new truck was purchased for the LRP program in Idaho Falls. Currently, IHFA is working on completing environmental reviews for all of its developments in order to begin the Capital Fund 2002 projects.

IHFA expended the last remaining 2001 PHDE money during the past year, which was used to finish implementing our physical security improvement activities to deter crime. With this grant, IHFA purchased additional security cameras for Shoshone Apartments. For Idaho Falls, IHFA replaced more fences and front and back doors. Also, 18 homes received new security lights. As mentioned in last year's plan, with the elimination of PHDE by Congress, any future security improvements will be incorporated into the Capital Fund.

IHFA conducts semi-annual landlord workshops in each of its four branch office areas around the state. During these workshops programmatic information is provided, the IHFA landlord video may be shown and presentations are often given by invited guests from organizations such as Fair Housing, Legal Aid and the Police Department, to name a few.

IHFA maintains its payment standards at 100 percent of Fair Market Rent and analyzes the need to change voucher payment standards annually or more often as needed. IHFA currently has the payment standards set at 110 percent of FMR in numerous counties within its jurisdiction (primarily one- and two-bedroom) due to difficulty experienced by families in locating qualifying units utilizing the previous payment standards.

IHFA increased FSS participation by 30 families this year with an anticipated 250 families enrolled by the end of the fiscal year. IHFA anticipates that we will have 31 graduates from FSS with approximately 20 purchasing a home. IHFA will continue to add to its FSS caseload to achieve maximum participation with the available resources.

IHFA continues to ensure equal opportunity and affirmatively further fair housing by providing information during participant briefings, referral to Fair Housing when appropriate and providing necessary forms. IHFA attempts to identify accessible units and include those in our list of units whose owners participate in the Section 8 program that is made available to voucher holders.

Summary of Pet Policy/Attachment id020b01

Idaho Housing and Finance Association (IHFA) has implemented a pet policy as required by Section 31 of the U.S. Housing Act of 1937 regarding the ownership of pets in public housing developments. Under this section, housing authorities must implement policies permitting public housing residents to own pets, which are subject to reasonable requirements determined by IHFA. The new policy went into effect July 1, 2001.

Residents requesting to own a pet will be required to pay a \$200.00 pet deposit (for dogs and cats only). This will be refundable at the time the resident moves or disposes of the pet, less any charges for pet-related damages. In the event that the pet deposit will not cover the cost of damages, the Head of Household will be billed the additional amount. If damages are caused by pets not requiring this deposit, the Head of Household may be billed the entire cost of damage due to this pet.

Residents must have the prior written approval of IHFA before they can move a pet into the unit. This request will be made on the Authorization for Pet Ownership Form. Residents will also be required to read and sign a copy of IHFA's Pet Policy. On these forms, the resident will need to list the requested basic information on the pet, as well as, license number, veterinarian, emergency care giver for pet and provide a picture of the pet.

IHFA will allow only one common household pet in the unit. This refers to domesticated animals, fish in aquariums, or a turtle. Our pet policy specifies which types of animals are allowed, which breeds are *not* allowed, and size requirements. The resident will be required to show proof of current city license and rabies certification (and other current inoculations). Dogs and cats will need to be spayed or neutered prior to being allowed on the property. Residents must comply with all Federal, state, municipal, city or county codes regarding pet ownership.

Pets must be kept in the designated areas as outlined in the Pet Policy and the pet owner must be in control of the animal at all times. The pet owner is responsible for clean-up of all animal waste and must dispose of it as outlined in the Pet Policy. The Landlord reserves the right to conduct inspections once every three (3) months to check compliance with all stated pet policies.

A pet shall not be allowed to interfere with the peaceful enjoyment of other residents/neighbors or interfere with IHFA employees conducting business on or around the property. The pet owner will not allow the animal to damage IHFA property or the property of other residents/neighbors.

Visiting pets are not allowed. No common household pet can be kept for profit making breeding activities.

If a pet causes harm to any person, the owner will need to permanently remove the pet within 24 hours. This and all other violations of the Pet Policy are considered violations of the Lease Agreement and will be dealt with as such (which includes the right to a grievance procedure).

IHFA will not be held responsible for any claims, actions, suits, judgments, and demands brought by other parties in connection with any activity/damage caused by the resident's pet.

IHFA's Pet Policy does not apply to animals that are used to assist persons with disabilities.

February 7, 2003

Ms. Elizabeth Santone, PH Program Center Coordinator
U.S. Department of Housing and Urban Development
400 SW Sixth Avenue, Suite 700
Portland, OR 97204 -1632

Dear Ms. Santone:

RE: FY 2003 Annual Plan for Idaho Housing and Finance Association (IHFA)

This letter is in regard to 24 CFR 964.405 requiring a resident member on the PHA Board.

As you are aware, IHFA is Idaho's state housing finance agency (HFA) and, along with its public housing responsibilities, functions very much like a financial intermediary with assets currently over \$2.0 billion. Powers are granted under Chapter 62 of the Idaho Code and authorize IHFA to serve throughout Idaho as a public housing authority, though we currently operate as such in 34 of Idaho's 44 counties.

Idaho Code provides for a seven member Board of Commissioners to be appointed by the governor from the fields of mortgage, finance, banking, real estate and home building. Currently, Idaho Code does not require Board designations consistent with 24 CFR 964.405. IHFA's oversight includes four legislative advisors appointed by the state legislature, and four state ex-officio advisors - the governor, the state treasurer, the state auditor and the administrator of the division of financial management.

During this past year, IHFA was aware of efforts by the National Council of State Housing Agencies (NCSHA), the National Association of Housing and Redevelopment Officials (NAHRO), and members of Congress to exempt state HFAs from this regulation. Indeed, there are apparently three states where the HFA has already been exempted from this requirement. We have been supportive of this effort because of the overall professional and business experience we believe is needed from our Board members to effectively perform their responsibilities.

However, in the event that Congress does not exempt HFAs from this regulatory requirement, IHFA will work with Idaho's Governor to address this issue in the most appropriate way possible. The regulation permits compliance to occur at the earliest possible time. IHFA Board members are appointed to four year fixed terms making an immediate change to our Board infeasible at this point.

We will communicate with you regarding the resolution of the issue at the earliest opportunity. Please let me know if you have any further questions or concerns regarding this matter.

Sincerely,

Gerald M. Hunter
President and Executive Director

cc: Julie Williams, Vice President, Community Housing Services

**MembershipoftheResidentAdvisoryBoard
id020d01**

**ShannonHanson
LloydFisher
EffieAddicott*
PatMinar
CheyenneSwanson
PedroRios
MikePerkel
JulieAnnSmith
MaryWald
WilliamScroggins
MarionJones
BarbaraLund
BarbaraStevens
DaveSchraedly
LoraBosworth
CarrieWeldon
LouiseKane
SherryPigg
KristyPabst
JoyShepston
LaDawnHuseboe
SharonFirkins
TinaWilliams
JazminBoutelle
MichelleBeck
RobertMcKinnis
DonnaMcGarry
ArleneNay
BetteWright
WandaSchepis**

**SondraOlson
MikeAndersen
BillStrange
DonnaMahler
PamelaHamilton
WilliamWoodfin
GraceCrawford
PearlineYocum
MyradisTearson
MichaelZabriskie
LoisBelden
BobCrosby
JoanL.Thompson
MarieMurray
ClayAngel
MindyPierson
CynthiaCastaneda
LavenderDonnelly
JulieRobinson
HarrietAnnTrimp
LisaBentleyHall
JenniferBaxter
SheriWassmuth
WelthaAnnFullenwider
JohnCrossler
AshleyScott
DeAnneClifton**

*Note:EffieAddicott passedawayinMarch2003(aftercompletionofRABprocess).

Component 10(B) Voluntary Conversion Initial Assessments —id020e01

a. How many of the PHA's developments are subject to the Required Initial assessments?

Three: ID020001, ID020002, and ID020005

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

None

c. How many Assessments were conducted for the PHA's covered developments?

One assessment was completed that covered all developments — Shoshone Apartments and the Idaho Falls Scattered Sites

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units

*Both developments inappropriate for conversion

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

N/A

Capital Fund Program Five - Year Action Plan Attachment ID 020f01

Part I: Summary

PHAName Idaho Housing & Finance					<input checked="" type="checkbox"/> Original 5 - Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHAFY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHAFY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHAFY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHAFY: 2008	
	Annual Statement					
ID-020-001		\$55,000.00	\$27,400.00	\$75,000.00	No activities planned*	
ID-020-002		\$28,100.00	\$13,400.00	\$8,800.00	No activities planned	
ID-020-005		\$500.00	\$800.00	\$1,200.00	No activities planned	
CFP Funds Listed for 5 - year planning		\$83,600.00	\$41,600.00	\$85,000.00	\$0.00	
Replacement Housing Factor Funds		N/A	N/A	N/A	N/A	
					*Adding carports at Shoshone Apts. is being researched. If feasible, will work into 5 YR Plan during development of 2004 PHA Plan.	

id020g01

Component 3,(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name :	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

CAPITAL FUND PROGRAM TABLES START HERE

id020h02

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Idaho Housing & Finance Association		Grant Type and Number Capital Fund Program Grant No: ID16P02050103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds	20,582.00			
2	1406 Operations	20,700.00			
3	1408 Management Improvements	2,000.00			
4	1410 Administration	15,400.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	14,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	101,900.00			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	154,000.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security — Soft Costs				
25	Amount of line 21 related to Security -- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	12,400.00			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP /CFPRHF)
Part II: Supporting Pages

PHAName: Idaho Housing & Finance Association		Grant Type and Number Capital Fund Program Grant No: ID16P02050103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
"PHAWide"	Total non -CFP Funds LRPH staff salaries (related to CFP)			20,582.00				
"PHAWide"	Operations	1406		20,700.00				
"PHAWide"	Management Improvements : Labor standards/Const.Mgmt.training	1408		2,000.00				
"PHAWide"	Administration Program Dev.Spec.salary allocation	1410		15,400.00				
"PHAWide"	Fees and Costs: Architectural Services/Sundry	1430		14,000.00				
	Dwelling Structures:							
ID-020-001	Replace kitchen cabinets	1460	47 units	60,000.00				
	Replace kitchen countertops	1460	47 units	12,000.00				
	<i>Subtotal</i>			72,000.00				
ID-020-002	Replace kitchen & bath cabinets	1460	8 homes	17,500.00				
	Replace windows	1460	4 homes	9,400.00				
	<i>Subtotal</i>			26,900.00				
ID-020-005	Replace windows	1460	1 home	3,000.00				
	<i>Dwelling Structures Grand Total</i>			101,900.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP /CFPRHF) Part 1: Summary

PHAName: Idaho Housing & Finance Association	Grant Type and Number Capital Fund Program Grant No: ID16P02050102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2002 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds	19,694.00			
2	1406 Operations	22,510.00		22,510.00	22,510.00
3	1408 Management Improvements	2,000.00		0.00	0.00
4	1410 Administration	15,445.00		7,722.00	7,722.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000.00		682.76	682.76
8	1440 Site Acquisition				
9	1450 Site Improvement	2,500.00		0.00	0.00
10	1460 Dwelling Structures	76,490.00		0.00	0.00
11	1465.1 Dwelling Equipment — Nonexpendable	0.00		0.00	0.00
12	1470 Nondwelling Structures	10,500.00		0.00	0.00
13	1475 Nondwelling Equipment	15,000.00		15,000.00	15,000.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 -20)	154,445.00		45,914.76	45,914.76
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security — Soft Costs				
25	Amount of line 21 related to Security -- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Idaho Housing & Finance Association		Grant Type and Number Capital Fund Program Grant No: ID16P02050102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
"PHAWide"	Total non -CFP Funds			19,694.00				N/A
	Additional LRP staff salaries							
"PHAWide"	Operations	1406		22,510.00		22,510.00	22,510.00	Completed
"PHAWide"	Management Improvements :	1408		2,000.00		0.00	0.00	
	PHAS training							
"PHAWide"	Administration	1410		15,445.00		7,722.00	7,722.00	N/A
	Staff salary							
"PHAWide"	Fees and Costs:	1430		10,000.00		682.76	682.76	
	Architectural Services/Sundry — All developments							
ID-020-002	Site Improvements:	1450	2 units	2,500.00		0.00	0.00	Not started
	Concreted driveway replacements							
	Dwelling Structures:							
ID-020-001	Front doors	1460	47 units	24,500.00		0.00	0.00	Not started
ID-020-001	Stove hoods	1460	23 units	1,450.00		0.00	0.00	"
ID-020-001	Closet doors each unit	1460	47 units	15,040.00		0.00	0.00	"
ID-020-001	Install ver hardware	1460	47 units	14,000.00		0.00	0.00	"
	<i>Subtotal</i>			<i>54,990.00</i>				
ID-020-002	Replace kitchen & bath cabinets	1460	7 units	21,500.00		0.00	0.00	Not started
	<i>Subtotal</i>			<i>21,500.00</i>				
	Nondwelling Structures:							

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Idaho Housing & Finance Association		Grant Type and Number Capital Fund Program Grant No: ID16P02050102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
ID-020-001	Workshop add-on	1470		8,000.00	0.00	0.00	Not started
ID-020-001	Community room carpeting	1470		2,500.00	0.00	0.00	“
	<i>Subtotal</i>			<i>10,500.00</i>			
	Nondwelling Equipment:						
ID-020-002/005	Truck purchase — Idaho Falls LRP Only	1475		15,000.00	15,000.00	15,000.00	Completed

Resident Advisory Board
Annual Plan Comments — Attachment 020i01

“Thank you for allowing me to participate in the Resident Advisory Board for Idaho Housing and Finance Association....we also would ask you to include in your 5 -year program to furnish non -smoking living areas for those with breathing disabilities in the Low Rent Public Housing program. I know this can happen according to law. I have visited with a builder of assisted living housing complexes and he said that they have a separate covered area for smokers and this is where they smoke, not in the buildings with other residents. It damages the central heating/air conditioning systems and they have to be replaced. So this can happen in Housing.” Harriet Trimp, Section 8 participant, Lewiston

“I appreciate the opportunity of participating in the Resident Advisory Board for Idaho Housing and Finance Association. I have reviewed the proposed changes or additions to the Section 8 Housing Choice Program and the Low Rent Housing Program and have every little to offer in the way of constructive comment. I wish that I were more familiar with and better informed with respect to the Section 8 Choice Voucher Programs so that I could substantiate the feeling I have that certain landlords are taking improper advantage of this program to reap excessive profits at the expense of the program and their tenants. I see substantial rental increases without anything like corresponding operating and maintenance cost increases.... If I am allowed to participate on the board next year, I promise to be better informed and educated with respect to HUD and IHFC programs so that maybe I can contribute constructively rather than just say that sounds good and let it go at that.” William Strange, Section 8 participant, Jerome

“In reply to your letter of January 17th, I would like to say I agree with your changes proposed for these programs, they sound good to me. But one thing I do think, is you should think about car ports for rare (sic) Housing Apartments as there is never enough garages for everyone this would be a great improvement. I would like to thank you for all your hard work.” Louise Kane, Section 8 participant, Coeur d’Alene

“To Whom it may Concern: 1. Freeze amount of rent allowed on low - income housing. Rent at my facility is raised each year regardless of limited

income. 2. Rent on Sect. 8 & voucher applies same to all applicants –not some singles allowed 2 bdrm units others singles only allowed 1 bdrm. 2 bdrm units rated same –no additional fee. 3. So me general upkeep followed regarding cleaning of halls; periodic (3 -5 yr) painting units; carpet cleaning etc. I know this is time consuming but a periodic general inspections should be done same as inspection of individual applicants.”
Lois Belden, Section 8 participant, Coeur d’Alene

“First of all the Tenants of the Shoshone Apartments would like to sincerely (sp) thank you for the Elevator that was installed in our building, we really appreciated it, especially those of us who are not strong and agile as we once were. The new windows, sinks, sidewalks and parking area and driveways are real plus too. We miss our trees in front and we hope they can soon be replaced, this includes our flower beds in the back of our building also. We are hoping (sp) to get car ports in the near future. This winter was good to us, but I’m sure that all of four winters won’t be as kind. A simple structure like the ones at Shoshone Housing (across from the Gondola) is all we really need to keep the snow off of our cars and some shade in the summer. We don’t need anything fancy, just protective. All the snow clearing that would be needed, is to clear off the middle of the parking area, wouldn’t even need the snow plow there.” Pat Minar, LRP participant, Kellogg

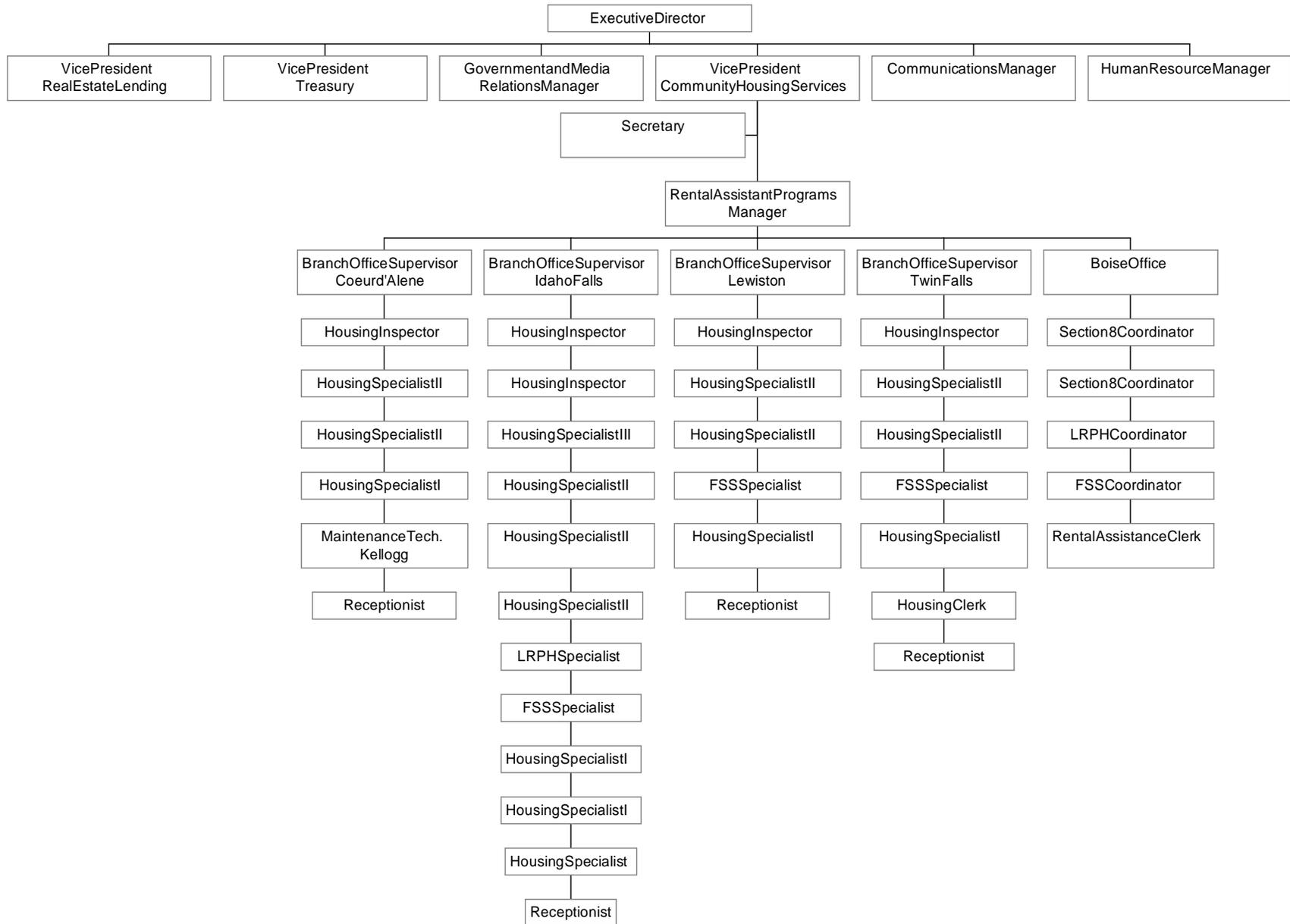
“If I understand this correctly, you are going to limit your offer of housing assistance payments on the Home Ownership program to only the low - income, disabled families. If this is true, I feel it is somewhat discriminatory to low -income, non -disabled persons. Many times a disabled family can never be without some public assistance...not through any fault of their own. Whereas a non -disabled person/family can, with a hand up, eventually become self -sufficient. It is rather like triage...to help those most capable of making a recovery first. Naturally, it is contrary to your mission to not help persons of families who are severely disabled and in dire straits. If your program is making this change due to limited funding, then I guess the point is moot. But a program that is available only to disabled person/families could allow some low -income, non -disabled persons/families to sink into an unacceptable level of despair and loss of the hope of Home Ownership.”
Barbara Lund -Gerry, Section 8 participant, Coeur d’Alene.

“I do support and I am all for it with the idea of rising I.H.A. funding to help those making payment on their own home instead of renting. This should be a one -time deal, so to make sure that no one is going to turn around and sell

their home and spend the money other than buying another home and try to get back on I.H.A. when there are a lot of other people on waiting list need help.” Wanda Schepis, Moscow.

“...I was impressed with the home ownership programs. It sure would be nice if I could get a place of my own, however I'm not sure that would include my circumstances. I was also happy to hear about the special needs vouchers, few as they are. I would of course like to see the mainstream vouchers for families with disabilities come into effect. It is difficult enough to be homeless and being faced with the bleak prospect of having no place but a storage locker to stay in; it must be fearsome for the homeless disabled. As I grow older, I cringe at the thought of having no hot water, or no bed, and of being cold.” Myradis Tearsong, Moscow.

Rental Assistance Programs Organizational Chart –id020j01



**Section 8 Homeownership Capacity Statement
id020k01**

Idaho Housing and Finance Association continues its effort to develop and implement a limited Homeownership program during this calendar year. IHFA has created a Voucher Homeownership Work Group comprised of staff from other housing authorities, HUD staff, disabilities advocates, and lender representatives in an effort to develop a successful program. At this time IHFA intends to limit the program to families with disabilities and limit the number of vouchers available for use toward homeownership to 5 to 10 per branch office (25 total). IHFA is still in the process of development, but intends to require a minimum homeowner down payment of at least three percent, one percent of which will come from the family's resources. IHFA has already developed relationships with many lenders in its branch offices as well as through its FSS program. Additionally, the FSS program has resulted in the identification of several down payment assistance sources, homebuyer education courses and other tools and resources that will be necessary and beneficial in a voucher homeownership endeavor. IHFA also offers several programs that will add to the available resources such as the Single Family Loan Program, Homebuyer Education, Down Payment Assistance, and the Accessibility Improvements Program.

**PUBLIC HOUSING ASSESSMENT SYSTEM
RESIDENT SERVICE & SATISFACTION SURVEY
FOLLOW UP PLAN
id020101**

As a result of the score received in the Safety section of the Resident Service & Satisfaction Survey component of the Public Housing Assessment System, Idaho Housing & Finance Association is required to do a follow-up plan to address these concerns. After analyzing the breakdown of the survey data, it is apparent that the concerns came primarily from Shoshone Apartments. More specifically, their concerns were about residents screening and lack of awareness of any crime prevention programs.

Idaho Housing & Finance Association already has a thorough residents screening process that every applicant must pass before being admitted to the program. Unfortunately, even good screening practices cannot prevent all problems that can arise. Often there may be a perception on the part of the residents that IHFA is not taking steps to alleviate a problem, when in reality, we could be in the procedural process of doing so. Adhering to the procedures for dealing with problem residents takes time -- to document, gather evidence, issue violation notices, and finally, issue lease termination notices. Due to confidentiality, residents are not aware of what steps IHFA maybe taking to address problem behavior.

It has been IHFA's observation, that the problem lies not with the screening process, but with the clash that occurs between an elderly population and a younger, disabled population under one roof. In the past, the majority of residents at Shoshone Apartments have been seniors. But in recent years, a demographics change seem to have occurred and the majority of our applicants have been disabled rather than elderly. Currently, 55 percent of our residents at Shoshone have mental disabilities. The behaviors that can result are often perceived by others as threatening and something to be feared. If possible, IHFA will find ways to try and break down some of the barriers between these two groups and promote understanding.

Since the percentages scored on the question regarding knowledge of crime prevention programs was so low, this will be IHFA's main focus. It is our intent to set up a Neighborhood Watch Program within Shoshone Apartments itself. Although we don't have a problem with *actual* crime, this will make the residents aware of programs available to them and perhaps make them feel even more secure while in the building and their own apartments. IHFA is also considering the possibility of bringing in guest speakers a few times during the year to discuss crime prevention measures.

In order to address this plan in more depth with our residents, IHFA will hold a resident meeting some time toward the end of February or early part of March 2003 at Shoshone Apartments.

Implementation of Public Housing Resident Community Service Requirements –id020m01

Idaho Housing and Finance Association (IHFA) will reinstate the Community Service Requirements, as mandated by Section 12(c) of the U.S. Housing Act of 1937, for all families at a future effective date to be specified by HUD. The FY2002 VA –HUD Appropriations Act prohibited the use of fiscal year 2002 funds for community service. However, the FY2003 Omnibus Appropriations Act did not contain such a provision. Therefore, IHFA will resume the community service policy when directed by HUD.

IHFA will notify in writing all public housing households of the community service requirements and of the categories of individuals who are exempted from the requirement. This notification will provide the opportunity for family members to claim and explain an exempt status. IHFA will verify all such claims. If an adult family member feels that he/she is exempt, he/she will complete *The Community Service Exemption Certification* located in IHFA's Admissions and Continued Occupancy Policy (ACOP). A *Community Service Exemption Certification* must be completed by each adult family member claiming exemption from the community service requirement.

The written notification will advise families that their community service obligations will begin upon the effective date of their first annual reexamination following the reinstatement of the community service policy. For families paying flat rent, their obligation will begin on the date that their annual reexamination would have been effective had an annual reexamination taken place. The notification will also advise the family that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance residents' self-sufficiency, and/or increase the self-responsibility of the resident within the community. IHFA is coordinating with social service agencies to identify a list of volunteer community service opportunities. This list of volunteer opportunities will be given to each household. IHFA has entered into a cooperation agreement with local TANF agencies to assist IHFA in verifying residents' status.

At the first annual reexamination following the reinstatement of community service, and each annual reexamination thereafter, IHFA will do the following:

1. Provide a list of volunteer opportunities to the family members.
2. Provide information about obtaining suitable volunteer positions.
3. Provide a volunteer timesheet to the family member. The timesheet must be completed by the family member, signed by the family member's volunteer supervisor and returned to IHFA no later than the last working day of each month.
4. Thirty (30) days before the family's next lease anniversary date, IHFA will advise whether each applicable adult family member is in compliance with the community service requirement.

If a family is found to be in noncompliance with the community service requirements, IHFA will notify the family member, provide the opportunity for a grievance procedure and unless the family member(s) enters into an agreement to comply, the lease will not be renewed or the lease will be terminated.

IHFA will offer the family member found to be in noncompliance, the opportunity to enter into an agreement to cure prior to the anniversary of the lease. If any applicable family member does not accept the terms of the cure agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, IHFA shall take action to terminate the lease agreement.