

Table of Contents

Chapter		Page
1	INTRODUCTION AND PROGRAM DESCRIPTION	
	· Match Funds	1-1
	· Nonprofit Participation	1-1
	· Monitoring of Compliance	1-2
	· Consistency with the Idaho Five-Year Strategic Plan	1-2
	· Idaho Housing and Finance Association as Administrator	1-3
	· Eligible HOME Activities	1-3
	· Availability of HOME Funding	1-4
	· Allocation Plan	1-4
	· Funding Blocks by Project Type	1-5
	· Geographic Distribution	1-5
	· Other Policy Issues	1-6
2	HOME ELIGIBLE ACTIVITIES	
	Multi-Family Activities	2-1
	Rental Housing Production	2-1
	· Minimum and Maximum HOME Investments	2-1
	· Properties Ineligible for Investment of HOME Funds	2-2
	· Property Standards	2-2
	· Eligible Costs	2-3
	· Ineligible Costs	2-4
	· Match Requirements	2-5
	· Leveraging	2-6
	· Developer Fee	2-5
	· Financing Terms	2-7
	· Designation of HOME Assisted Units	2-6
	· Composition of Units	2-7
	· HOME Rents	2-7
	· Calculating HOME Rents	2-8
	· Income Eligibility Requirements	2-9
	· Tenant and Participant Protections	2-10
	· Termination of Tenancy	2-10
	· Maintenance and Replacement	2-10
	· Tenant Selection	2-10
	· HOME Income Targeting Requirements	2-10
	· Increases in Tenant Income	2-11
	· Fixed/Floating Units	2-11
	· Period of Affordability	2-12
	· Monitoring Requirements and Record Keeping	2-12
	Rental Housing Rehabilitation	
	· Reconstruction	2-13
	· Preservation	2-13
	· Relocation/Displacement	2-14
	· Maintaining Existing Rent Subsidies	2-14
	· Physical Needs Assessment	2-14
	· Architect/Engineer Certification Statement	2-16
	· Eligible Applicants	2-16

Single Family Activities

. Subsidy Limits	2-17
. Eligible Property Types	2-17
. Subsidy Layering	2-17
. Monitoring	2-17
. Single-Family Activities Chart	2-17
HOME Down Payment/Closing Costs Assistance	2-19
. Eligibility	2-19
. Assistance Level	2-20
. Forms of Subsidy	2-20
. Term of Affordability	2-21
. Repayment Obligation	2-21
Self-Help Housing	2-22
American Dream Down Payment Initiative(ADDI)	2-24
Homeowner Voucher (HOV)	2-25
Homebuyer Properties Activity	2-28
. Description	2-28
. Eligible Project Sponsors	2-28
. Project Requirements	2-28
. Subsidy limits	2-29
. High-Cost Areas	2-29
. Tenant Based Rental Assistance (TBRA)	2-30

3 PROHIBITED ACTIVITIES

. Ineligible Properties	3-1
. Preservation of Certain HUD Subsidized Low-Income Housing	3-1
. Project Previously Assisted With Home Funds	3-1
. Match For Other Programs	3-1
. Emergency Repair Program	3-1
. Owner Occupied Rehabilitation	3-1
. Rental Assistance Payments	3-1
. Fees for services and monitoring	3-1

4 MATCH AND LEVERAGE

Match

. No match requirement	4-1
. Eligible Forms of Matching Contribution	4-1
. Non-Federal Cash or Cash Equivalents	4-1
. Forbearance of Fess and Waived/Reduced Taxes	4-2
. Value of Donated Land	4-2
. Investments in On and Off-Site Infrastructure	4-2
. Proceeds from State or Local Housing Bonds	4-2
. Donated Materials, Equipment, Labor and Professional Services	4-3
. Sweat Equity	4-3
. Direct Costs of Supportive Services	4-3
. Homebuyer Counseling	4-3
. Cash Match	4-4
. Match Credit and Uses of Match Funds	4-4

· Eligibility of Project Expenditures as Match Credit	4-5
· Match Timing	4-5
· Excess Match	4-6
· Ineligible Sources of Match	4-6
Leverage	4-6
· Sources	4-6

5 COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDOs)

Qualifying Criteria	
· Legal Status	5-1
· Clearly Defined Service Area	5-1
Organizational Structure	5-1
· Low-Income Community Representation	5-2
· Public-Sector Limits	5-2
· The Formal Process	5-2
· Sponsored CHDOs	5-3
· Relationship to For-Profit Entities	5-3
· Capacity and Experience	5-3
· Financial Standards	5-3
Uses of HOME Funds	5-4
· Eligibility to Utilize the CHDO 15% Set Aside	5-4
· Eligible CHDO Projects/Activities	5-4
· Ineligible Activities	5-4
· Definition of CHDO as Owner, Developer and Sponsor	5-4
· Conflict of Interest	5-6
Special Assistance	5-7
· Pre-Development Loans	5-7
· Criteria	5-7
· Operating Assistance Grant	5-8
· Eligible Uses	5-10
· Purposes	5-11
· Eligible Recipients	5-11
· Distribution of Funds	5-11
· Maximum Grant Award	5-11
· Disbursement of Funds	5-11
· General Conditions	5-12
· Eligible Operating Expenses	5-12
· Indirect Cost	5-13
· Ineligible Expenses	5-13
· Application	5-13
Other Benefits	5-14

6 FEDERAL REQUIREMENTS

Non Discrimination Policy	6-1
· Applicability	6-1
· Description	6-1
· Sample Non-Discrimination Policy Language	6-2
Equal Opportunity & Fair Housing	6-2
· Applicability	6-2
· Description	6-2

. Sample Fair Housing Policy	6-3
Accessibility Requirements	6-3
. Applicability	6-3
. Description	6-3
. Technical Requirements for Accessibility and Other Fair Housing	6-4
Section 504 Requirements	6-4
. Recipient Definition	6-4
. How is a Disability Defined	6-4
. Program Accessibility	6-5
. Examples of Accessibility	6-5
. Reasonable Accommodation	6-5
. Accessible Unit	6-6
. Rehabilitation Requirements	6-6
Fair Housing Act	6-7
. Applicability	6-7
. Description	6-7
. Construction Standards	6-7
Policy and Procedures for Affirmative Marketing	6-8
. Applicability	6-8
. Description	6-8
. Affirmative Marketing Plans	6-8
. Monitoring	6-9
Environmental Review	6-9
. Applicability	6-9
. Description	6-10
. Timing of Reviews and Related Restrictions	6-10
Environmental Review Process	6-10
. Environmental Review Requirements Flowchart	6-11
. Exempt	6-12
. Categorically Excluded	6-12
. Environmental Assessment	6-12
. Environmental Impact Statement	6-13
Environmental Assessment Compliance Areas	6-13
. Historic Properties	6-13
. National Graves and Repatriation Act	6-14
. Floodplain Management	6-14
. Wetlands	6-14
. Sole Source Aquifers	6-14
. Endangered Species	6-14
. Wild and Scenic Rivers	6-15
. Air Quality	6-15
. Farmlands Protection	6-15
. Environmental Justice	6-15
. HUD Environmental Standards	6-16
. Previous Environmental Reviews	6-16
. Public Notice Process	6-16
Section 3	6-17
. Applicability	6-17
. Description	6-17

·	Goals	6-17
·	Preferences and Eligibility for Training and Employment	6-18
·	Individuals	6-18
·	Businesses	6-18
·	Administration and Monitoring	6-18
	Construction Contract Requirements	6-18
·	Applicability	6-18
·	Description	6-18
·	Davis-Bacon	6-19
·	Debarment	6-19
·	Bonding or Letter of Credit	6-19
·	Letter of Credit in Lieu of Bonding	6-20
·	Guarantee Agreements	6-20
	Conflict of Interest	6-21
·	Applicability	6-21
·	Description	6-21
	Procurement	6-22
·	Applicability	6-22
·	Description	6-22
·	Ethics in Public Contracting	6-22
·	Cost and Price Analysis	6-22
·	Contractor Types	6-23
·	Methods of Procurement	6-23
·	Pre-Bid Conference	6-25
·	Contractor Qualification & Selection	6-25
·	Bonding Requirements	6-26
·	Affirmative Steps to Encourage Participation by MBE/WBE	6-26
·	Definition	6-26
·	Minimum Acceptable Outreach Standards	6-27
·	Contractor Provisions	6-27
	Contract/Construction Management	6-28
·	Applicability	6-28
·	Description	6-28
·	After the Award	6-28
·	Contract Modifications	6-29
·	Contract Termination	6-29
·	Payment of Contractors	6-30
	Project Sign Requirements	6-30
·	Applicability	6-30
·	Description	6-30
	Lead-Based Paint	6-31
·	Applicability	6-31
·	Description	6-31
·	Lead-Based Paint Pre-Renovation Education Rule	6-31
·	Notification Requirements	6-31
·	Disclosure Rule	6-31
·	Lead Hazard Evaluation	6-31
·	IHFA Requirements	6-32
·	Real Estate Agent Responsibility	6-32
·	When Lead is not present	6-33
·	Lead Hazard Evaluation Methods	6-33

Asbestos	6-34
Site and Neighborhood Standards	6-35
Accountability and Financial Management	6-35
Limited English Proficiency Requirement	6-35

7	PROGRAM ADMINISTRATION AND MONITORING	
	· Project Monitoring	7-1
	· Project Compliance	7-1
	· Loan Repayments Based on Net Cash Flow	7-2
	· IHFA Record Keeping Requirements	7-2
	· Integrated Disbursement and Information System	7-3
	· HOME Funds Disbursements	7-4

8	HOME / LOW INCOME HOUSING TAX CREDIT APPLICATION	
	· Introduction	8-1
	· Open Notice of Funding Availability (NOFA)	8-1
	· Application Process	8-1
	· Disclosure of Application Information	8-2
	· Letters of Community Support	8-2
	· Conditional Reservations	8-2
	· Regulatory Requirements	8-3
	· Conditional Commitment	8-4
	· Other Conditions on HOME Projects	8-5
	· Eligible Applicants	8-5
	· Maximum Funding	8-5
	· Maximum Developer Fee	8-6
	· Faith-based Organizations	8-6
	· Eligible Projects	8-7
	· Supplemental Reservations of Funds	8-7
	· CHDOs	8-7
	· Financing Terms	8-8
	· HOME Consortia	8-8
	· Performance and Outcome Measurement Standards	8-8
	· Management Capacity Threshold	8-8
	· Certified Occupancy Specialist	8-8
	· HOME Application Scoring Worksheets	8-9

9	UNIFORM RELOCATION ACT AND SECTION 104(d)	
	· Applicability	9-1
	· Descriptions	9-1
	· URA Standards	9-1
	· Displacement Triggers	9-1
	· Who is not Displaced	9-2
	· What is a Project	9-3
	· Initiation of Negotiations	9-3
	· Appeals	9-4
	· Acquisition Requirements	9-4
	· Minimizing Displacement	9-5

· Prior To initiation an Offer	9-5
· Perform a Tenant Survey	9-5
· Develop a Relocation Plan	9-5
· Permission to Send Notices	9-6
· Upon Execution of Purchase Agreement	9-6
· Upon Execution of the CCL Agreement	9-7
· Upon Completion of Construction	9-8
· Real Property Acquisition Requirement	9-8
· Section 104(d)	
· Description	9-9
· One for One Replacement	9-10
· Triggers for Replacement	9-10

Table of Contents

EXHIBITS

A	HOME PROGRAM INCOME LIMITS	A-1
B	MAXIMUM HOME SUBSIDY LIMITS	B-1
C	HOME PROGRAM REHABILITATION STANDARDS	C-1
	· General Conditions.....	C-1
	· Rehabilitation Standards Checklist	C-6
D	HOME RENTS	D-1
E	HOME PROPERTY VALUE LIMITS	E-1
F	FAIR HOUSING AND ACCESSIBILITY INFORMATION	F-1
	Fair Housing.....	F-1
	· Protected Classes.....	F-1
	· Further Protections	F-2
	Familial Status and Senior Housing	F-2
	· Definition of Children	F-2
	· Family Exemptions	F-2
	· Court Rulings Regarding Exemption of Families with Children	F-4
	· Using Age as the Policy	F-5
	· What to Do to Declare the Property “Housing for Older Persons”	F-5
	· Housing for Older Persons for New Construction	F-5
	Handicapped Definition & Other Issues	F-6
	· Aids Ruled a Handicap.....	F-6
	· Chemically Sensitive Tenant Handicapped.....	F-6
	Advertisements and Fair Housing	F-7
	· Advertising Guidelines for the Media	F-8
	· Guidelines for Newspaper Publishers	F-8
	· Words in the Advertisements	F-8
	Enforcement.....	F-11
	Tenant Screenings or Selection Processes	F-12
	· Screening Policies	F-12
	· Information that Should NOT Be Used in Tenant Screening.....	F-13
	· Recommended Application Processes.....	F-14
	· Rejections	F-14
	· Conclusions	F-15
	· Occupancy Standards	F-15
	· Other Factors in Establishing Occupancy Policies.....	F-18
	· Policies & Regulations	F-18
	· Consistency	F-19
	Obtaining Additional Information.....	F-19
G	SECTION 3 CONTRACT ATTACHMENTS AND SECTION 3 DEFINITIONS	G-1
H	PROCUREMENT DEFINITIONS	H-1

I	CHDO PREDEVELOPMENT LOANS	
·	Predevelopment Application.....	I-1
·	Minimum Threshold Requirements	I-3
J	MINIMUM REQUIREMENTS FOR MANAGEMENT PLANS.....	J-1
K	HOME PROGRAM DEFINITIONS.....	K-1
L	SUPPORTIVE SERVICES	L-1
M	REQUIREMENTS FOR MARKET STUDIES	M-1
N	CHDO OPERATING EXPENSE ASSISTANCE PROGRAM	N-1
·	Application Form	N-2
·	Instructions & Agreement, and Certification	N-4
·	Board Member Certification	N-5
·	CHDO Operating Expense Program Scoring Criteria.....	N-6
O	RELOCATION SAMPLE FORMS & NOTICES	O-1
·	Voluntary Sale Disclosure.....	O-2
·	Existing Tenant Survey	O-3
·	General Information Notice.....	O-4
·	Notice To New Tenant	O-5
·	Verification of Tenant Vacation.....	O-6
·	Notice of Eligibility for Relocation Assistance.....	O-7
·	Notice of Non-Displacement.....	O-8
·	Notice to Temporarily Vacate	O-9
·	Notice to Vacate	O-10
·	Waiver of Relocation Benefits	O-11
·	Certification of Eligibility for Relocation Payments and Services-Individuals	O-12
·	Certification of Eligibility for Relocation Payments and Services-Businesses.....	O-13
P	OUTCOME PERFORMANCE MEASUREMENTS	P-1
Q	SOURCES & USES OF FUNDS	
	Single Family	Q-1
	Multi-Family Family.....	Q-2
R	HOME LOAN STRUCTURE.....	R-1
S	ENVIRONMENTAL PRE-APPLICATION REQUEST FORM.....	S-1