



2016 Annual Action Plan amended to include the

Housing Trust Fund Allocation Plan



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I. GENERAL INFORMATION

HTF Allocation Plan

The Housing Trust Fund (HTF) Interim Rule (24 CFR Part 93) made the consolidated plan regulations at 24 CFR Part 91 applicable to the HTF. As a result, an HTF grantee (i.e., Idaho Housing and Finance Association) must include HTF in its citizen participation plan (§ 91.115), strategic plan (§91.315), and annual action plan (§ 91.320). In addition, the State must submit to HUD for review and approval an HTF allocation plan with its annual action plan (§ 91.320(k)(5)). Also, as required in § 91.10, the HTF program must be administered by the State on the same program year it established for all grant programs covered by the consolidated plan.

The HTF allocation plan is an annual submission to HUD that describes how the State will distribute the HTF funds, including how it will use the funds to address its priority housing needs. The allocation plan also describes what activities that can be undertaken with HTF funds as well as how recipients and projects are selected.

II. GRANTEE INFORMATION

State: Idaho

FY 2016 HTF Allocation: \$3,000,000.00

III. CONSOLIDATED PLAN REQUIREMENTS

Citizen Participation Plan

Consolidated plan regulations at § 91.115 require the State to include HTF in its citizen participation plan. For the purposes of HTF, the State is required to make the following information available to the public:

- the amount of HTF assistance the State expects to receive,*
- the range of activities the State may undertake, including the estimated amount that will benefit extremely low-income households, and*
- The State’s plans to minimize displacement of persons and to assist any persons displaced.*

Consolidated Plan Screen(s)

The following screens in the eCon Planning Suite consolidated plan template in IDIS have been revised to include HTF.

ES-05 / AP-05 Executive Summary: § 91.320(b)- The Executive Summary includes seven narratives: (1) Introduction; (2) Summary of Objectives and Outcomes; (3) Evaluation of Past Performance; (4) Summary of the Citizen Participation and Consultation Process; (5) Summary of Public Comments; (6) Summary of Comments Not Accepted; (7) Summary.

Five-Year Consolidated Plan

The State of Idaho receives approximately \$13 million in block grant funds annually from the U.S. Department of Housing and Urban Development (HUD) for affordable housing and community development programs. They are the Community Development Block Grant (CDBG), the Emergency Solutions Grant (ESG), the HOME Investment Partnerships Program (HOME), and the Federal Housing Trust Fund (HTF).

As State Grantees of these HUD-CPD programs, Idaho Housing and Finance Association (IHFA) and ESG) can award funds anywhere in the state, while the Idaho Department of Commerce (IDC) can award CDBG funds anywhere in the state except for local CDBG entitlement areas. Although IHFA is not a State Agency, it does administer the State's housing programs. HUD refers to IHFA and IDC collectively as the "State".

State Grantees are required to submit a long-term plan to HUD summarizing the state's housing and community development needs, priorities, goals, and strategies for the next five (5) years. This document is the ***Five-Year Consolidated Plan***.

A program year begins April 1 of each year and ends March 31 of the following year. Beginning with the first program year of the current consolidated plan through the final program year, grantees draft an ***Annual Action Plan*** to HUD identifying each program's annual allocation, goals, strategies, and outcomes. The Annual Action Plan is submitted to HUD within 60 days of notification from HUD of allocation amount. Within 90 days of the end of the program year, grantees are required to submit a report to HUD that evaluates individual program performance during the program year. This report is the Consolidated Annual Performance Evaluation Report (CAPER).

Summary of Objectives and Outcomes

National Housing Trust Fund (HTF) Program

Over the next four years, the HTF program will:

Goal: Provide Decent Affordable Housing to Low-income Households and Individuals

Objective: Create and Preserve Housing Affordability for Extremely Low-Income Households

Outcomes Help construct affordable rental housing throughout Idaho with units that target extremely low-income households- 1042 Units (includes HOME and Low-Income Housing Tax Credit Programs)

Help preserve existing rental housing through rehabilitation- 400 Units
(Includes HOME and Low-Income Housing Tax Credit Program).w

Evaluation of Past Performance

The HTF is not included in this section of the Consolidated Plan because it did not exist in PY2015.

Citizen Participation

Following the adopted Citizen Participation Plan (CPP) for HUD-CPD Programs, the CPP was amended in July 2016 to include the National Housing Trust Fund program. Following the current CPP, the 2015-2019 Five-Year Consolidated Plan and 2016 Annual Action Plan have been amended to include the National Housing Trust Fund program information where required. Both plans will be submitted to HUD-CPD by the submission deadline, August 16, 2016.

- 0- Comments received
- 0- Public Hearing Attendees

IV. STRATEGIC PLAN REQUIREMENTS

The State must amend the affordable housing section of the Five-Year Consolidated Plan- Strategic Plan section (SP) to include specific objectives that describe proposed accomplishments the State hopes to achieve and must specify the number of extremely low-income families to which the State will provide affordable housing to (homeownership- § 93.302; rental- § 93.304) over a specific period of time. The State can complete this requirement by including HTF on the SP-45 Goals screen.

Provide Decent Affordable Housing	Affordable Housing		Create Decent Affordable Homeownership Create and Preserve Affordable Rental Housing	HOME : \$20,252,306 Housing Trust Fund : \$12,000,000 LIHTC : \$18,500,000
	Start Year: 2015	End Year: 2019	Outcome: Affordability	Objective: Provide decent affordable housing
	Description:			
	The total number of units constructed and rehabilitated shown in the Goal Outcome Indicators below includes 5 years rental unit production. It should be noted this goal actually reflects only 4 years of rental unit production with HTF because the first allocation was received late in PY2016, which is the second year in the 2015-2019 Five-Year Consolidated Plan. The National Housing Trust Fund will target extremely low-income households, defined as at or below 30% AMI.			
	The Goal Outcome Indicators include rental housing units produced in partnership with Idaho's Low-Income Housing Tax Credit program, HOME and HTF.			
	90% of each HRF allocation will be used for rental housing and up to 10% used for program administrative costs. HTF funds will not be used for homebuyer activities.			
Goal Outcome Indicator			Quantity	UoM
Rental units constructed			1,042	Household Housing Unit
Rental units rehabilitated			400	Household Housing Unit
Homeowner Housing Added			225	Household Housing Unit
Direct Financial Assistance to Homebuyers			175	Households Assisted
Tenant-based rental assistance / Rapid Rehousing			80	Households Assisted

SP-10 Geographic Priorities: § 91.315(a)(1)-

Housing Trust Fund- IHFA will not award funds based on geographic distribution or locally targeted areas. IHFA will award funds to qualified recipients in Idaho following a published NOFA or RFP that identifies threshold criteria and other project specific criteria requirements. This method allows IHFA to award funds based on funding priorities (see HTF Funding Priorities-§ 91.320(k)(5)(i)for the definition of Recipient) in rural and urban communities who are committed to creating and preserving affordable housing that target extremely low-income households. This method also allows individual communities to address their affordable housing priorities and needs in ways that affirmatively further fair housing choice.

Prior to the award of HTF funds, the unit of local government in which the activity will be located must be committed to affirmatively furthering fair housing, as evidenced by an adopted Affirmatively Furthering Fair Housing resolution. In addition, the community must also adopt a fair housing plan that includes an assessment of impediments to affirmatively furthering fair housing.

SP-25 Priority Needs: § 91.315(a)(2)-

Revise this screen to indicate the general priorities for allocating investment of available resources among different needs.

SP-28 Priority Needs Summary				
Previous Page				
Name	Population	Geographic Areas	Priority Level	Associated Goals
Create and Preserve Affordable Rental Housing	Extremely Low Low Elderly Elderly Families with Children Persons with Physical Disabilities Persons with Mental Disabilities Persons with Developmental Disabilities		High	Provide Decent Affordable Housing

Housing Trust Fund

The 2014 Idaho Housing Needs Assessment Survey and the 2014 Idaho Housing, Demographic, and Transportation Report have identified affordable rental housing for households at or below 30% AMI the highest unmet housing need in Idaho. Within the 0-30% AMI income level, elderly, and disabled households, were identified as special housing needs populations.

Therefore, IHFA has determined when HTF funds are used to help create and preserve permanent rental housing for extremely-low income households [§93.20], project owners may designate a preference for elderly (all members of the household must be at least 62 years of age) and/or disabled households, in HTF- assisted units. Any tenant preference must not violate the non-discrimination laws and requirements identified at §93.350.

Additionally, HTF-funded units must not limit or give preference to students [State Limited

Beneficiaries or Preferences- § 91.320(k)(5)(vii)].

Target Areas Affected:	
No target areas available.	
Associated Goals:	
Public Facilities/Infrastructure-Compliance	☐
Public Facilities/Infrastructure-Rehabilitation	☐
Public Facilities/Infrastructure-New Construction	☐
Economic Development-Job Creation	☐
Economic Development-Downtown Revitalization	☐
Provide Suitable Living Environment	☐
Provide Decent Affordable Housing	☒

SP-30 Influence of Market Conditions:

§ 93.315(b)- revise this screen to describe how the characteristics of the housing market influenced the State's decisions regarding allocation priorities among the types of housing assistance.

New Unit Production-

Data and information obtained from the 2014 Idaho Housing Needs Survey, 2014 Housing, Demographics, and Transportation Report, and an individual market study indicate affordable rental housing, especially for households at or below 30% AMI, remains a high priority. Data also indicates Idaho's aging population, net in-migration, and the percentage of cost-burdened renters and owners (currently 49% of all wage earners in Idaho who live in rental housing are defined as cost-burdened (defined as their rent equals 30% or more of the total household income), creates a priority need for affordable rental and homebuyer units in Idaho.

Rehabilitation-

Fifty-seven percent (57%) of Idaho's housing stock was built prior to 1990, with 47% being built prior to 1979. This includes existing Section 8 and USDA-RD project-based properties in many smaller and rural communities in Idaho. Older rental housing may require rehabilitation to meet or continue to meet code and property standards. There are several areas in Idaho with a steady market of modest single-family homes for sale.

Acquisition, including Preservation-

As Idaho's affordable housing rental properties age, there is increased demand for federal funds to help acquire or rehabilitate these properties. Rental properties must meet the definition of Standard Condition housing at the time ownership is transferred (defined local and/or Idaho building code, local code/property standards/zoning/ordinances and HOME/HTF property standards)

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SP-35 Anticipated Resources:

§ 91.315(a)(4); § 91.320(c)(1) and (2)- revise this screen to identify the federal, state, local, and private resources expected to be available to the State to address priority needs and specific objectives identified in the strategic plan. Specifically, the State should add a program to this screen by selecting “Add” in the Action column. This will open the SP-36 Add Anticipated Resource screen. The State should select “Other” in the Anticipated Resource field and enter “Housing Trust Fund” in the Other Funding Source field. The State should also select the “public - federal” radio button in the “Source” field and complete the rest of the fields on this screen for its HTF program.

The screenshot below is the current 2015-2019 HUD-reviewed Five-Year Consolidated Plan. It includes the HTF program allocation beginning in PY 2016. IHFA estimates it will receive approximately \$3 million per year through PY 2019.

Source of Funds	Source	Uses of Funds	Expected Amount Available Year 1	Expected Amount Available Remainder of Con Plan	Narrative Description	A
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Annual Allocation: \$ 7622995 Program Income: \$ 0 Prior Year Resources: \$ Total: \$ 7622995	\$ 30000000	Over the next year it	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: \$ 3252306 Program Income: \$ 5000000 Prior Year Resources: \$ 0 Total: \$ 8252306	\$ 12000000	Homeowner rehabilitat	
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	Annual Allocation: \$ 1013565 Program Income: \$ 0 Prior Year Resources: \$ 0 Total: \$ 1013565	\$ 4052260	Shelter Operations and	
Continuum of Care	public - federal	Admin and Planning Housing Other Data collection Rental Assistance Services	\$ 3111636	\$ 12446544		E D
Housing Trust Fund	public - federal	Acquisition Admin and Planning Multifamily rental new construction Multifamily rental rehab Other Operational support and/or operating reserves	\$ 0	\$ 12000000		E D
LIHTC	private	Multifamily rental new construction Multifamily rental rehab	\$ 3700000	\$ 14800000	Low-Income Housing Tax	E D
Other ESG Match	private	Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services	\$ 813000	\$ 3252000	Match may be Federal	E D
Other HOPWA Competitive Grant	public - federal	Admin and Planning Other Short term rent, mortgage, utility assistance Services TBRA	\$ 463423	\$ 1853692	Match is not currentl	E D A

SP-45 Goals: § 91.315(a)(4) and § 91.315 (b)(2)

Revise this screen to summarize the State's priorities and the specific goals it intends to initiate and/or complete within the term of the strategic plan. The State must also ensure its five-year goals include any accomplishments due to HTF funds and must enter the number of extremely low-income families to which the State will provide assistance with its HTF funds.

HTF- The number of estimated families assisted is based on the anticipated annual allocation amount through PY 2019, as well as the number of units completed annually. IHFA estimates 45 extremely Low-Income households (0-30% AMI) will be assisted over the remaining term of the current Consolidated Plan.

V. ANNUAL ACTION PLAN REQUIREMENTS

The State must include HTF in its annual action plan or amend the plan to include HTF information as required in § 93.320(k)(5). The action plan must include an HTF allocation plan that describes the distribution of HTF funds, and establishes the application requirements and selection criteria of applications submitted by eligible recipients that meet the State's priority housing needs.

AP-15 Expected Resources: § 91.320(c)(1) and (2)

Revise this screen to provide a concise summary of the federal resources expected to be available. The HTF resources added to the SP-35 Anticipated Resources screen will carry over to this screen.

Priority Table					
Source of Funds	Source	Uses of Funds	Expected Amount Available	Expected Amount Available Remainder of Con Plan	Narrative Description
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Annual Allocation: \$ 7822995 Program Income: \$ 0 Prior Year Resources: \$ Total: \$ 7822995	\$ 30000000	Over the next year it is expected CDBG
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: \$ 3252308 Program Income: \$ 5000000 Prior Year Resources: \$ 0 Total: \$ 8252308	\$ 12000000	Homeowner rehabilitation not an approv
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	Annual Allocation: \$ 1013585 Program Income: \$ 0 Prior Year Resources: \$ 0 Total: \$ 1013585	\$ 4052280	Shelter Operations and services, homel
Continuum of Care	public - federal	Admin and Planning Housing Other Rental Assistance Services	\$ 3111838	\$ 12448544	
Housing Trust Fund	public - federal	Acquisition Admin and Planning Multifamily rental new construction Multifamily rental rehab Other: Operational support and/or operating reserves	\$ 0	\$ 12000000	
LIHTC	private	Multifamily rental new construction Multifamily rental rehab	\$ 3700000	\$ 14800000	Low-Income Housing Tax Credits
Other ESG Match	private	Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services	\$ 813000	\$ 3252000	Match may be Federal and State, but is

AP-20 Annual Goals and Objectives

§ 91.320(c)(3) and (e)- revise this screen to summarize the specific goals the State intends to initiate and/or complete within the term of the program year. Any HTF related goals and objectives entered on the **SP-45 Goals** screen will carry over to this screen.

IHFA does not anticipate it will receive the first allocation of HTF until late 2016. Based on the timing of the multifamily rental application funding rounds and commitment requirements, IHFA does not project any HTF units will be completed during the 2016 Program Year (which ends March 31, 2017). Therefore, the total number of rental units constructed and rehabilitated in the table below indicates the number of units that may be funded within 12 months of receiving the allocation.

Provide Decent Affordable Housing	Affordable Housing		Create and Preserve Affordable Rental Housing Create Decent Affordable Homeownership	HOME : \$3,529,111 Housing Trust Fund : \$3,000,000																	
	Start Year: 2015	End Year: 2019	Outcome: Affordability	Objective: Provide decent affordable housing																	
	Narrative:																				
	IHFA will award HOME and HTF to approved and eligible rental housing and homebuyer activities as indicated in 2016 Projects. The current Action Plan includes Housing Trust Funds in so far as HTF funding is received and awarded during the 2016 program year. IHFA does not anticipate any HTF units will be completed during PY 2016. The total number of rental units constructed and rehabilitated below indicates the anticipated number of units produced with HOME, LIHTC, and HTF.																				
	<table><tr><td>Goal Outcome Indicator</td><td>Quantity</td><td>UoM</td></tr><tr><td>Rental units constructed</td><td>284</td><td>Household Housing Unit</td></tr><tr><td>Homeowner Housing Added</td><td>11</td><td>Household Housing Unit</td></tr><tr><td>Direct Financial Assistance to Homebuyers</td><td>35</td><td>Households Assisted</td></tr><tr><td>Homeowner Housing Rehabilitated</td><td>29</td><td>Household Housing Unit</td></tr><tr><td>Rental units rehabilitated</td><td>24</td><td>Household Housing Unit</td></tr></table>				Goal Outcome Indicator	Quantity	UoM	Rental units constructed	284	Household Housing Unit	Homeowner Housing Added	11	Household Housing Unit	Direct Financial Assistance to Homebuyers	35	Households Assisted	Homeowner Housing Rehabilitated	29	Household Housing Unit	Rental units rehabilitated	24
Goal Outcome Indicator	Quantity	UoM																			
Rental units constructed	284	Household Housing Unit																			
Homeowner Housing Added	11	Household Housing Unit																			
Direct Financial Assistance to Homebuyers	35	Households Assisted																			
Homeowner Housing Rehabilitated	29	Household Housing Unit																			
Rental units rehabilitated	24	Household Housing Unit																			

AP-25 Allocation Priorities:

§ 91.320(d)-Revise this screen to describe the reasons for the State's allocation priorities and how the proposed distribution of funds will address the priority needs and goals of the strategic plan.

During PY 2016 IHFA will award HOME and Housing Trust funds to eligible applicants [recipients] to construct, acquire, and/or rehabilitate permanent rental housing to help meet Idaho's rental housing needs. IHFA will also award HOME funds to eligible nonprofits and qualified units of local government to construct, acquire and rehabilitate single-family units to be sold to HOME-eligible and IHFA qualified low-income homebuyers, based on market need. IHFA will also award down payment/closing cost assistance directly to HOME-eligible and IHFA-qualified homebuyers to acquire a standard condition single-family housing unit.

Funding Allocation Priorities								
	Public Facilities/Infrastructure- Compliance (%)	Public Facilities/Infrastructure- Rehabilitation (%)	Public Facilities/Infrastructure- New Construction (%)	Economic Development- Job Creation (%)	Economic Development- Downtown Revitalization (%)	Provide Suitable Living Environment (%)	Provide Decent Affordable Housing (%)	Total (%)
CDBG	25	30	25	10	10	0	0	100
HOME	0	0	0	0	0	0	100	100
ESG	0	0	0	0	0	60	40	100
Continuum of Care	0	0	0	0	0	0	100	100
Housing Trust Fund	0	0	0	0	0	0	100	100
LIHTC	0	0	0	0	0	0	100	100
Other ESG Match								
Other HOPWA Competitive Grant								

AP-30 Method of Distribution:

§ 91.320(d) and (k5)- Revise this screen to include a description of the method(s) for distribution for the “Other – Housing Trust Fund” selection based on the entry made on the SP-35 Anticipated Resources screen.

State Program Name*: Rental Housing Production	Funding Sources: ☐ CDBG ☒ HOME ☐ ESG ☐ Continuum of Care ☒ Housing Trust Fund ☐ LIHTC ☐ Other - ESG Match
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3	State Program Name:	Rental Housing Production
	Funding Sources:	HOME & Housing Trust Fund
Describe the state program addressed by the Method of Distribution.		Following a published NOFA or RFP, eligible owner/developers will apply for HOME and/or HTF funds for eligible rental housing activities. Proposals will include minimum threshold criteria and other project-specific criteria as identified in the published notice. All proposals must meet minimum threshold before IHFA will awards HOME funds to qualified recipients in the form of a low-interest loan. IHFA will award HTF as a 0% interest, due-on-sale/default loan or a grant, depending on the type of project proposal and other programs involved in the project, such as CoC. HOME and/or HTF funds will not be committed to an activity until the site has environmental clearance and all sources of financing are reasonably secure. IHFA's HOME and HTF programs are designed to work with a variety public and private funding sources and programs to help create and preserve affordable housing.

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Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	During PY 2016, HOME and HTF proposals will include threshold criteria (see below- minimum threshold criteria). Additional criteria will include the type, scope, and description of project, per-unit investment, proposed project reserves, other proposed funding sources/programs, debt service coverage ratio, proposed loan or repayment structure, ownership structure, Federal cross-cutting requirements as required, local planning and zoning approval, proposed tenant population(s), match contribution, timeline, developer capacity, proximity to essential services based on tenant population, green building, energy efficiency, site/unit design and amenities, etc.
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	N/A
Describe how resources will be allocated among funding categories.	As approved by IHFA, HTF may be set-aside from time to time, for a specific type of development project in Idaho that partners with a CoC program/project to serve a HTF tenant population. 100% of HTF will be used to fund rental housing production and preservation for extremely low-income ($\leq 30\%$ AMI) households in Idaho

Describe threshold factors and grant size limits.	Housing Trust Fund: 1. IHFA will use the HOME Per-Unit Maximum Subsidy Limits for Idaho as determined by the Region X HUD-CPD Office. 2. For the Program Year 2016, an application or proposal will include • Most recent 3rd party financial statement from the sponsor/applicant, developer, and project owner (General Partner). • A Capitol Needs Assessment for new construction activities and a Physical Needs Assessment (PNA) for acquisition and/or rehabilitation activities. The PNA will assess the current condition of the major systems, including the current condition, intermediate and long-term needs, to adequately fund replacement reserve account during the period of affordability any approved extended use period[24 CFR 92.251]. • A market study conducted by an IHFA-approved market study provider, that includes the methodology of how the demographic and income data was collected, an analysis and ultimately supports the market study's conclusions and recommendations. • Affirmatively Furthering Fair Housing (AFFH) Resolution adopted by the proposed project's unit of local government (City or County) depending on the location of the project) If the local government has not adopted AFFH Resolution, the application does not meet minimum threshold and will not be scored.
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	• Applicant will also submit one of the following: 1. If proposed activity is located in a CDBG Non-Entitlement area, then owner will submit the local jurisdiction's most recent Fair Housing Assessment Plan as reviewed by the State of Idaho's CDBG Program (Department of Commerce); or 2. If the proposed activity is located in a CDBG Entitlement Area (Boise, Nampa, Meridian, Lewiston, Coeur d' Alene, Idaho Falls, and Pocatello) the owner will submit the local jurisdiction's current <i>Analysis of Impediments To Affirmatively Further Fair Housing</i>; or 3. If the local jurisdiction has never received State of Idaho CDBG funds (and have not completed a Fair Housing Assessment Plan) and the project is not a CDBG Entitlement Area, the owner will submit, to IHFA, a <i>Fair Housing Assessment Plan</i> completed by the local jurisdiction that meets the requirements of the State of Idaho's CDBG Program. • Developer prior experience and ability to begin construction within 12 months and complete the project within the projected timeframe. • Evidence of site control that complies with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and appropriate Environmental Review process • Owner/Developer/Management Capacity Self-Certification Form • An operating pro forma that incorporates reasonable operating cost assumptions and projections during the HTF period of affordability and extended use period. The pro forma will demonstrate the project's ability to cover expenses and debt service throughout the HTF period of affordability and any extended use period using the following assumptions: 1. 7% vacancy factor 2. 2% annual increase in income 3. 3% annual increase in expenses
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AP-50 Geographic Distribution:

§ 91.320(f)- Revise this screen to describe the geographic areas of the state in which it will direct assistance during the ensuing program year and provide rationale for its priorities in allocating investment geographically.

The Federal Housing Enterprises Financial Safety and Soundness Act of 1992 (The Act) as revised by HERA, provides for the distribution of funds to States based on four (4) need factors [24 CFR 93.51(a)-(d) and a local construction cost adjustment factor [§93.51(e)]. Need factors include: (1) The relative shortage of rental housing available to Extremely Low-income (ELI) individuals and families; (2) relative shortage of rental housing available to Very Low-income individuals and families; (3) the relative number of ELI renters living in substandard, overcrowded and/or unaffordable housing in Idaho; and (4) the relative number of Very Low-income renters living in substandard, overcrowded and/or unaffordable housing.

IHFA does not use a geographic distribution model to award affordable housing funds. IHFA awards affordable housing funds following a published NOFA. If an application meets minimum threshold criteria, it undergoes a competitive application scoring process. This method allows IHFA to effectively manage its limited affordable housing resources and create the most affordable rental units possible throughout the state.

HTF Funding Priorities:

The 2016 application scoring categories are a total of 100 points. Because HTF funds will be awarded as a grant or due-on-sale loan, a HTF application would not qualify to receive points under the largest scoring category, "*Loan Repayment Structure*". To offset the loss of points under this category, IHFA created a new HTF-Specific scoring category equal in points to the loan repayment category, for HTF applications that meet the HTF funding priorities.

See current application scoring categories at
<https://www.idahohousing.com/documents/2016-home-multifamily-rental-application-scoring-criteria.pdf>

HTF- Specific Project Applications Only- HTF Funding Priorities	Possible 15 Pts
I. <u>Geographic Diversity</u> Application must meet A-C A. Meets Minimum Threshold criteria as defined in the HOME & HTF Annual Administrative Plan https://www.idahohousing.com/documents/admin-plan-ch8-home-rental-activities-application.pdf; and B. Project site complies with HUD's <i>Site and Neighborhood Standards</i> [24 CFR Part 92.202 and §983.57(e)(2) & (3)] as determined by IHFA; C. Project site is located in an <i>Opportunity Incentive Area</i> (defined as a census tract with a poverty rate that is less than or equal to the corresponding city's Persons in Poverty rate. If the city's population is less than 5,000 or if the development is located in a census tract located outside of the corresponding city limits, then the site's census tract poverty rate will be compared against the corresponding county's Persons in Poverty rate.)	3
II. <u>Applicant Capacity</u> Must meet A-C A. Owner has experienced development staff or will partner with an experienced development entity; B. Owner and developer has experience developing other federal affordable housing programs; C. Owner has a proven track record of developing projects within a reasonable timeframe, i.e. funds were committed within 6 months of award, construction began within 12 months of award, and project was completed in IDIS within 2 years of commitment.	2
III. <u>Project-based Rental Assistance</u> • The extent to which the project has project-based rental assistance. • Other mechanisms that ensure affordability for extremely low-income households, such as operating assistance reserves, may also be considered.	2

IV. <u>Affordability Period Duration</u> In addition to the mandatory 30-year HTF Period of Affordability, the project will commit to an extended use period (with the pro forma that supports the period of affordability and any extended use period) A. The extended use period mirrors the LIHTC Extended Use period regarding household income and rent levels; B. During the HTF-Extended Use Period, owner will not displace any HTF tenants housed under the original HTF rent and income restrictions	2
• <u>Leverage from Non-Federal Sources</u> Application includes documented commitments from all sources the funding. For scoring purposes, "commitment" is defined as a letter, on company letterhead, from issuing entity that outlines the source(s) of funding, the purpose of the funding (i.e. construction, interim, permanent), and the financing terms.	3
• <u>Priority Housing Needs</u> Owner will provide a minimum of 3 units that include a tenant preference for 2 of Idaho's three (3) Priority Housing Needs categories, as identified in the 2015-2019 Consolidated Plan. 1) ≤30% AMI (families or individuals) 2) Elderly (at least one member of the household is age 62 or older) 3) Disabled	3

AP-55 Affordable Housing:

§ 91.320(g) - revise this screen to specify goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year.

One Year Goals for the Number of Households to be Supported:

Homeless:

Non-Homeless:

Special-Needs:

Total:

AP-65 Homeless and Other Special Needs Activities:

§ 91.320(h)- revise this screen to describe how HTF will help to address the State's one-year goals and actions for reducing and ending homelessness, if applicable.

In the absence of appropriate and effective intervention efforts and resources, many families and individuals will become homeless as life changes, such as loss of employment, lack of affordable housing, loss of support networks, exit from an institution or facility, and other severe circumstances present themselves. For those that experience these misfortunes, recovery can be extremely difficult when disability, controlled substance or alcohol dependency, or other extreme conditions exist. In some cases, long-term and ongoing permanent housing is the most appropriate housing solution. However, IHFA, the BOS COC, and regional housing coalitions identify the need for services that focus on reducing shelter stays and diverting individuals and families away from homelessness altogether. Of the over 30 BOS COC housing projects currently operating, 13 are offering transitional housing options to homeless families and individuals. The continued need for the renewal of the transitional housing projects was reviewed by the CoC Board in April 2016. The BOS COC recently reallocated program funds to rapid re-housing projects that will contribute to Idaho's effort in reducing the extent of homelessness for many. These COC-funded rapid re-housing projects began operation in October 2015. ESG funds also place an emphasis on the existence of rapid re-housing activities by reserving a higher percentage of ESG funds for rapid re-housing than those reserved for homelessness prevention.

IHFA and the BOS COC acknowledge and support the commitment to preventing and ending homelessness displayed by HUD through *Opening Doors*. Whether a participant receives housing and service support through transitional or permanent housing, each agency strives to provide individualized goal-based service planning to increase the likelihood for long-term success and self-sufficiency; ensure access to more stable housing situations; and establish support networks and habits that reduce the likelihood of recidivism.

As approved by IHFA- From time to time, a set-aside may be created using Housing Trust Funds to construct or rehabilitate permanent supportive rental housing as part of a CoC project or application. HTF requirements and criteria as set out in the 2015-2019 Amended Consolidated Plan, the 2016 Amended Action Plan, the HTF Allocation Plan, and IHFA's HTF Administrative Plan or Policies will apply.

AP-75 Barriers to Affordable Housing:

§91.320(i)- revise this screen to describe how HTF will help with any actions the State's will take during the next year to reduce barriers to affordable housing, if applicable.

Analysis of Impediments to Affirmatively Furthering Fair Housing IHFA and Commerce are currently drafting the 2016 Analysis of Impediments to Affirmatively Further Fair Housing as this report is submitted to HUD. IHFA and IDC anticipate the first edition of will be ready to submit to HUD summer/fall 2016.

Administrative Burden for Non-Entitlement Areas

Neither IHFA nor IDC are part of the legislative branch of government and are therefore, unable to make or alter legislation or set policy for the State of Idaho. We also acknowledge that many rural Idaho communities, with populations as small as a few hundred, have limited administrative capacity, often relying on part-time leadership and staff positions serving communities (**Note.** Idaho has 128 cities and one county with total a population under 1,000. Of this, 86 have fewer than 500 residents, and 51 have fewer than 250 residents. Much of the existing housing stock in these areas was constructed prior to 1970 and is in poor condition. In addition to the practical limitation of part-time administrative staff and a small tax base, unfunded mandates typically meet with strong resistance from local leadership and their electorate, which can potentially limit program effectiveness and efficiency.)

Federal initiatives and complex regulations create an additional demand on local communities and organizations with limited capacity. This can also potentially undermine the effectiveness of these programs. IHFA and IDC work closely with local and regional entities to help maximize limited resources, and remain committed to pursuing resources and strategies that may help ease this burden.

IHFA and IDC can and will play a role in distributing tools and information to these non-entitlement areas and lawmakers, and in supporting policy improvements through education and outreach. Since increased general awareness of the benefits of housing affordability may create a more receptive environment at all levels of government, IHFA and IDC will pursue three key objectives and corresponding actions:

1. Research and develop materials that describe the economic development, community development, cost benefit and other implications of housing affordability. Materials to include available datasets, information on conducting a housing needs assessment and conducting a self-evaluation using HUD Form 27300 - America's Affordable Communities Initiative.
2. Create key messaging that is simple and non-threatening to help engage a broader audience for the above materials.
3. Distribute these materials to the following key stakeholder groups including:

- State elected officials, agencies, and policy makers
- Units of local government
- Housing stakeholders, including Continuum of Care, developers, and advocacy groups
- Land-use and transportation planners, economic and community developers, etc.

Action: To support Objective #1 above, IHFA has created a new Housing Toolbox for Idaho Policymakers, at <http://fairhousingforum.org/uncategorized/idaho-county-level-demographic-and-housing-data-sheets/> This page will serve as a gateway to information relevant to our target audience.

Action: To support Objective #2, IHFA has created a simple handout based on our work with diverse populations and leadership in unincorporated Idaho. The aim of this overview is to reach lawmakers and staff unfamiliar with the role of housing in community stability. We will continue to sponsor and participate in trainings regarding specific program areas. In addition, IHFA hosts the biannual Regional Housing Coordination Roundtables and the Idaho Housing and Economic Development Conference every three years. These venues allow the assessment of regional barriers, evaluate the social, political, resource factors, and pursue solutions with other stakeholders in an open and collaborative way.

Action: To support Objective #3 above, IHFA provides technical assistance to project sponsors of affordable housing projects in non-entitlement communities.

Action: To support Objective #3 above, IHFA will continue to educate and engage state and local policy makers on housing issues. IHFA's Housing Resources Coordinator serves on the faculty of the North West Community Development Institute (CDI), presenting a course entitled '*Housing as a Second Language*' for participants who include elected officials, policy makers, government staff, and community and economic development professionals.

Action: To support Objective #3 above, IHFA will continue to present information on housing affordability at the following annual conferences and event: Idaho Chapter of the American Planning Association Chapter Conference; Association of Idaho Cities; Idaho Rural Partnership events and others as the opportunity arises.

Action: To support Objective #3 above, IHFA and IDC will continue to support the Idaho Community Review and its sponsoring organization, the Idaho Rural Partnership (irp.idaho.gov). Each year this program helps two to four small communities evaluate challenges and opportunities—including housing—with an emphasis on economic growth and community resilience. At the community's request, IHFA will provide technical guidance to communities struggling to accommodate the housing needs of their residents. Resources include links to relevant data sets, information on the design, use, and essential components of a housing needs assessment, and information on housing terminology and messaging to assist in promoting acceptance of housing that is affordable to a range of household types and incomes. IHFA will continue to seek additional funding through private and public

grants, match, and donations to help offset costs for those individuals and families moving through Idaho's Continuum of Care.

Action: To support Objective #3 above, IHFA will continue to support a free, bilingual, ADA-compliant housing locator tool at www.housingidaho.com to provide an efficient, accessible link between tenants and housing providers. All marketing materials are in English and Spanish, and both the site and a full-service call center provide information in English and Spanish. The site also offers a Google Translate feature to accommodate additional language groups.

During the most recent program year ending 3/31/15, IHFA sponsored costs for basic site hosting and maintenance (approx. \$19,000/yr) and periodic updates. In addition, IHFA Housing Resources Coordinator serves as a liaison between the web developer www.Socialserve.com, IHFA, and users throughout the state (over 1,200 housing providers) to develop site awareness among tenants, landlords, and case managers, and to provide feedback on site functionality and content. We anticipate these costs to be relatively stable in the coming years. Affirmatively Furthering Fair Housing

The research conducted for the 2011 State of Idaho Analysis of Impediments identified three impediments. An "impediment" may have the effect of restricting housing choices or the availability of housing choices based on race, color, religion, sex, disability, familial status, or national origin.

Below see the strategies IHFA and IDC propose to address each impediment, where possible.

Note. Many education and outreach actions are ongoing .

**Fair Housing Impediment No. 1- Idaho counties' land use regulations and zoning policies
may create barriers to fair housing**

Strategy	Target date Q1 / Q2 Q3 / Q4	Quantitative estimate	Cost estimate
1a	Ongoing	Distribute 1,000 Guides/Year Two Outreach Events/ Quarter	
Strategy Description During the ranking and review process for ICDBG public facilities and housing projects, IDC will continue to award additional points to projects in communities that have adopted the 2006 International Building Code, which incorporates fair housing and accessibility standards. IDC has also updated its ICDBG application to include information about residential zoning of group homes and encourages cities and counties to amend building codes as necessary to include accessibility standards for new residential construction.			

Strategy 1b	Target date Ongoing	Estimate # units/Year 15	Cost estimate No Cost
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Strategy Description

New Construction rental projects are reviewed for compliance with Site and Neighborhood Standards (24 CFR Part 92.202). HOME and HTF-assisted rental projects will comply with federal laws, program regulations, and Executive Orders.

IHFA requires multifamily rental housing applicants to submit a Fair Housing Plan (FHP) and Fair Housing Resolution adopted by the local jurisdiction in which the project will be located, be included in the application for funds. The Fair Housing Plan or Analysis of Impediments to Affirmatively Further Fair Housing must be adopted by the local jurisdiction. If the project will be located in: (1) Non-entitlement areas who previously received CDBG funds- Submit a FHP with prior IDC approval, (2) Non-entitlement area that has not received CDBG funds- Jurisdiction must adopt a Fair Housing Plan consistent with ICDBG Fair Housing Plan requirements, (3) Entitlement Community- Submit the current HUD-reviewed Fair Housing Plan or AI.

HOME and HTF multifamily rental housing applications require a market study that includes demographic mapping of the primary market area including low-income resident to the overall resident population, ratio of affordable rental units to total rental units, type and proximity to essential services, economic opportunities, overall community/economic profile and outlook, including unemployment rate.

Housing Impediment No. 2- Idaho fair housing law does not provide protections based on familial status

Strategy	Target date Q1 / Q2 Q3 / Q4	Quantitative estimate	Cost estimate
2a	Ongoing	N/A	\$0
Strategy Description Idaho fair housing law lacks ‘substantial equivalency’ with the federal fair housing law for two reasons: state law does not recognize ‘familial status’ as a protected class and the state has not granted subpoena authority to the Idaho Human Rights Commission (IHRC). IHRC would be the state agency responsible to apply for FHAP funds that allow the agency to receive, investigate, and take enforcement actions in relation to complaints of federal fair housing violation. Absent IHRC subpoena authority, those actions default to the Intermountain Fair Housing Council (IFHC) funded under a FHIP-PEI grant. In the view of the AI and of IHFA, there is no impediment to fair housing choice resulting from the current process. IHFA has provided information on ‘substantial equivalency’ to lawmakers at various times over the past decade. If legislation were sponsored that supported adding familial status to Idaho’s fair housing law, IHFA would fully support it. Legislative history clearly indicates an unwillingness to grant subpoena power to the IHRC. If however, the debate arises, IHFA would support Fair Housing substantial equivalency.			

Strategy	Target date Q1 &2 & Q3 &4	Quantitative estimate (#/units)	Cost estimate
2b	July 2016	21 CDBG applicants	\$3,000 / yr.
Strategy Description IDC will pursue a change to the Idaho Administrative Code (IDAPA 28.02.01), which will allow IDC to provide additional points to CDBG applicants that have adopted familial status protection. February 2016, the proposed changes to the Idaho Administrative Code (IDAPA 28.02.01) were approved by the Executive Office of the Governor. The proposed changes are now pending review by the 2016 Idaho State Legislature for final approval.			

Fair Housing Impediment No. 3- State policies that limit local government ability to raise revenues for housing activities may restrict the ability of counties to address impediments

Strategy	Target date	Quantitative estimate (#/units)	Cost estimate
3a	Ongoing	N/A	\$0/yr.
Strategy Description Idaho's local governments do not have the authority to adopt local option taxation. While local option taxation might provide a direct tool for accumulating and funding affordable housing in high- cost areas, <u>tax increases are historically unsuccessful at the state legislative level.</u> In lieu of local option taxation, other tools may serve to support affordable housing preservation and development. As outlined in <i>Workforce Housing In Idaho: Simple Steps to Stronger Communities</i>, IHFA encourages diverse tools that can increase the supply of affordable housing in Idaho. IHFA will continue to support and educate local officials about the options available to help increase community viability and housing types and price points that reflect the diverse needs in each community. IHFA and IDC will continue to work with diverse stakeholders to promote awareness of issues raised in the 2011 Analysis of Impediments (AI). Planned activities include regular presentation and training events to P&Z officials, policy makers, and others through workshops and events sponsored by the Association of Idaho Cities, the Idaho Chapter of the American Planning Association, the NW Community Development Institute, the Idaho Rural Partnership, and the Idaho Community Review. IHFA also offers to present this information to local governments on request. IHFA is neither a governmental nor an enforcement entity. It functions as a non-profit financial intermediary. The actions IHFA employs must be realistic to Idaho's business environment. These actions currently focus on fostering cross-sector community partnerships to increase awareness of fair housing law and issues, and to encourage financial collaborations that support the costs associated with preserving and expanding Idaho's inventory of affordable housing. Until or unless federal laws or HUD regulations specifically require HOME Grantees to propose legislation and/or restricts federal resources from being utilized in communities that will not change or create zoning ordinances that meet HUD's satisfaction, IHFA is not empowered to engage more aggressively. IHFA will continue to educate and support expansions of current local and state policy where practical and realistic.			

AP-85 Other Actions:

§91.320(j)- revise this screen to describe how HTF will help with any actions the State will take during the next year to carry out the following strategies outlined in the consolidated plan:

- *Actions planned to address obstacles to meeting underserved needs*

Statewide affordable housing strategies will include: (1) HOME and HTF- Eligible recipients will be awarded funds to help create and preserve permanent affordable rental housing; (2) Non-profit developers will construct or rehabilitate substandard condition single-family housing to be sold to HOME eligible and IHFA qualified low-income homebuyers;(3) IHFA will provide downpayment/closing cost assistance to HOME-eligible, IHFA-qualified low-income households to help with their purchase of standard condition single-family homes; (4) Provide operating assistance grants to eligible non-profit, community-based housing development organizations (CHDOs) for day-to-day operations and build organizational capacity as they develop affordable housing for their communities.

- *Foster and maintain affordable housing;*
 1. IHFA will conduct rental housing compliance monitoring and on-site physical inspections as required by §92.504 (d)(ii)(A-D(iii)&(2). This includes the monitoring of tenant files and other documents to determine the property and the tenants are in compliance with the HTF rent restrictions, tenant income restrictions, and HTF lease requirements. The property will also be monitored for adherence to applicable federal, state, and local requirements e.g. lead-based paint tenant disclosures if constructed pre-78, affirmative marketing plans, language access plans, fair housing, and Section 504. IHFA will conduct an annual financial risk assessment on all HOME and HTF-assisted properties with 10 or more HOME/HTF units. IHFA will take appropriate action(s) as necessary to bring any assisted property back into compliance as described in the written agreement with the owner during the period of affordability.
 2. 10% of the annual per capita Idaho tax credit is set-aside for the rehabilitation of existing federally-assisted, rent restricted projects, provided the scope of the rehabilitation is defined as substantial. The set-aside is available on a statewide basis during the fall LIHTC/HOME multifamily funding round if sufficient applications are received. Otherwise, the set-aside will be made available for all other qualified non-targeted applications. In 2016, the 10% set-aside, based on the annual per capita credit is \$388,909, which would equal \$3,889,090 in total tax credit over 10 years.
 3. The Idaho Balance of State Continuum of Care was awarded a planning grant during both the 2013 and 2014 program funding competitions. The non-renewable planning grant is intended to aid CoC's in expanding current activities and establish governing structures and systems that ensure proper oversight and coordination of HUD-funded homeless programs. The activities identified by the BOS COC are coordination activities, project evaluation, participation in the

consolidated plan, COC application activities, and developing a COC system. Several of these activities will include efforts that will enhance coordination between public and private housing and service agencies, including IHFA's H2 (Housing and Healthcare) Initiative, currently under development with HUD-funded technical assistance. The COC will make itself more visible in regional planning and advocacy bodies to ensure all agencies and individuals connected to homelessness issues is familiar with resources available. This will promote and foster relationships between housing and service providers. The 2014 grant will be used for similar activities during the 2015-2016 year. ESG and HOPWA providers will be included in the CoC's efforts.

The BOS COC is working with a HUD contractor to identify points of entry, which may increase the Continuum's ability to redirect individuals and families away from becoming homeless. The effort will include a collaboration of state agencies, homeless network providers, both continuums of care in Idaho, and all others who may meet, treat, serve, or interact with the homeless on a regular basis. The coordination will attempt to bring health, housing, social service, employment, education, and youth service providers together to discuss the important issue of homelessness, and, while making linkages between the services represented, develop a plan that addresses the need to prevent and reduce homelessness. IHFA and the BOS COC are also in the process of developing and implementing Coordinated Entry throughout the COC, which includes partners from other state agencies, funded and non-funded homeless service providers, and private agencies and funders.

- *Evaluate and reduce lead-based paint hazards;*

The actions below are normally undertaken to reduce lead-based paint hazards when HOME and HTF are used to rehabilitate housing. However, in the spring of 2015, IHFA received guidance from EPA's Region X Compliance that appears to conflict with the HUD Lead Safe Housing Rule. IHFA has determined that until the Federal agencies can resolve the apparent conflicting guidance it is suspending pre-78 housing from the HOME and HTF programs. IHFA will reassess the necessity of the suspension as part of the review process for the 2017 Administrative Plan.

- HOME and HTF - Whenever funds are awarded to acquire and/or rehabilitate residential housing constructed on or before January 1, 1978, IHFA will require the seller and buyer to comply with the applicable requirements at 24 CFR Part 35, and as determined by the scope of the activity and the amount of federal assistance on a per-unit basis as defined at §31.915. These requirements are enforced through written agreement with the owner.
- Because the State of Idaho does not have a Lead-based paint (LBP) hazard reduction program, the Federal EPA Lead-Based Paint Renovation, Repair, and Paint (RRP) Rule applies to all residential housing built before January 1, 1978. In addition, because HOME is a HUD program, the HUD Lead-Safe Housing Rule (LSHR) also applies to acquisition and/or rehabilitation activities

involving pre-78 housing. In those cases when one Federal rule is more restrictive than the other is, the most restrictive rule will apply.

When program requirements differ, IHFA will follow the most restrictive.

- Owners are required to follow the EPA RRP Rule and the HUD Lead Safe Housing Rule. Lead-based Paint procedures are identified in the annual Administrative Plan and enforced through written agreement with the owner. LBP tenant disclosures, hazard identification and reduction requirements, are monitored during the HOME period-of-affordability.

- *Reduce the number of poverty-level families;*

HOME/CDBG/HTF- HUD's Section 3 regulations require development activities, as applicable to individual programs, to include to the maximum extent feasible, work and training opportunities that target low-income persons/ business concerns, including employment and contracts when aggregate federal funding in the project meets the applicable Section 3 threshold amount. In addition to Section 3 requirements, developers will develop an outreach plan to include Minority/Women's Business Enterprises in employment and contracting, to the maximum extent feasible. The applicable requirements will be identified in the written agreement with the owner. While not required, affordable housing developers are encouraged to use the Idaho's Procurement Technical Assistance Center to ensure professional and construction services are directly solicited to Disadvantaged and Women Business enterprises, HUD Zone businesses, disabled veteran-owned businesses, and SBA Section 8(a) business in Idaho.

- *Develop institutional structure;*

IHFA will continue to provide or approve technical assistance as requested to help affordable housing owners and developers build organizational and development capacity for the type, scope, and complexity of the housing activity to be undertaken.

- *Enhance coordination*

IHFA and IDC will continue to facilitate and participate in stakeholder forums during PY 2016 to enhance collaboration and coordination of public, private and faith based service providers for housing, economic development, and other services:

- The Housing Coordination and Policy Forum (www.ihfa.org/research_hirc_forum.asp)
- Rural Forums
- The Idaho Community Review (www.idahocities.org)
- Idaho Homeless Coordinating Council
- Idaho's ADA Task Force
- Coalition for Idahoans with Disabilities
- Idaho Hispanic Profile Project
- IHFA Funding Allocation Committee

- Idaho Commission on Aging
- State of Idaho HIV/STD Planning Committee
- cities and counties
- local planning districts
- USDA-RD

Both IHFA and IDC are participating members of the Fair Housing forum, which works with members of various agencies throughout the State of Idaho to address fair housing concerns.

The Idaho Balance of State Continuum of Care was awarded a planning grant during both the 2013 and 2014 program funding competitions. The non-renewable planning grant is intended to aid CoC's in expanding current activities and establish governing structures and systems that ensure proper oversight and coordination of HUD-funded homeless programs. The activities identified by the BOS COC are coordination activities, project evaluation, participation in the consolidated plan, COC application activities, and developing a COC system. Several of these activities will include efforts that will enhance coordination between public and private housing and service agencies, including IHFA's H2 (Housing and Healthcare) Initiative, currently under development with HUD-funded technical assistance. The COC will make itself more visible in regional planning and advocacy bodies to ensure all agencies and individuals connected to homelessness issues is familiar with resources available. This will promote and foster relationships between housing and service providers. The 2014 grant will be used for similar activities during the 2015-2016 year. ESG and HOPWA providers will be included in the CoC's efforts.

The BOS COC is working with a HUD contractor to identify points of entry that may increase the Continuum's ability to redirect individuals and families away from becoming homeless. The effort will include a collaboration of state agencies, homeless network providers, both continuums of care in Idaho, and all others who may meet, treat, serve, or interact with the homeless on a regular basis. The coordination will attempt to bring health, housing, social service, employment, education, and youth service providers together to discuss the important issue of homelessness, and, while making linkages between the services represented, develop a plan that addresses the need to prevent and reduce homelessness. IHFA and the BOS COC are also in the process of developing and implementing Coordinated Entry throughout the COC, which includes partners from other state agencies, funded and non-funded homeless service providers, and private agencies and funders.

In addition, the State must identify obstacles to meeting underserved needs and propose actions to overcome those obstacles using HTF funds, if applicable.

See AP-85- Actions planned to address obstacles to meeting underserved needs

HTF Funding Priorities-§ 91.320(k)(5)(i)

The State is responsible for distributing HTF funds throughout the State according to its housing priority needs. In addition to revising the AP- 30 Method of Distribution screen in IDIS, the State must respond to

the following questions.

1. *Will the State distribute HTF funds through grants to sub grantees?*

NO

- *If yes, describe the method for distributing HTF funds through grants to sub grantees and how the State will make those funds available to units of general local governments. If no, state N/A. Please attach response if you need additional space.*

N/A

2. *Will the State distribute HTF funds by selecting applications submitted by eligible recipients? If yes, describe the eligibility requirements for applicants as defined in §93.2- definition of recipient. If no, state N/A. Please attach response if you need additional space.*

Yes.

Eligible recipients are defined as an IHFA-approved organization, agency, other entity, including a unit of local government that is able to demonstrate the following:

- (1)** Make acceptable assurances to IHFA that it can comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
- (2)** Can demonstrate organizational ability and financial capacity to undertake, comply, and manage the eligible activity
- (3)** Can demonstrate familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
- (4)** Can demonstrate experience and capacity to conduct an eligible HTF activity as evidenced by previous or other experience to own, construct, or rehabilitate, and manage and operate an affordable rental housing development.

3. *Will the State distribute HTF funds by selecting applications submitted by eligible recipients?*

Yes

If yes, describe all the criteria that will be used to select applications and the relative importance of these criteria. At a minimum, as required in §91.320(k)(5)(i), the selection criteria include the following 6 criteria : –Applicant’s ability to obligate HTF funds in a timely manner. Applicant will provide evidence of previous experience and Standing with other jurisdictions/ funding entities.

–Applicant’s ability to undertake eligible activities in a timely manner;

–Extent to which the project has Federal, State, or local project-based rental assistance so rents are affordable to extremely low-income families;

– Demonstrated ability to leverage HTF with other public and private funds;

–Other requirements as applicable

See AP-50 in this Plan.

HTF funds will be disbursed as a grant or a 0% interest, due-on-sale loan. As such, an HTF project application would not be eligible to receive the 15 pts currently available under the *Loan Repayment* scoring category because the points are awarded to affordable rental housing applications with a 30-year structured repayment schedule.

The following HTF scoring category is added to the 2017 IHFA Application Scoring Criteria

HTF- Specific Project Applications Only- HTF Funding Priorities	Possible 15 Pts
II. <u>Geographic Diversity</u> Application must meet A-C A. Meets Minimum Threshold Criteria as defined in the annual Administrative Plan https://www.idahohousing.com/documents/admin-plan-ch8-home-rental-activities-application.pdf; B. Project site complies with HUD's <i>Site and Neighborhood Standards</i> [24 CFR Part 92.202 and §983.57(e)(2) & (3)] as determined by IHFA; C. Project site is located in an <i>Opportunity Incentive Area</i> (site is located in a census tract with a poverty rate that is less than or equal to the corresponding city's Persons in Poverty rate. If the city's population is less than 5,000 or if the development is located in a census tract located outside of the corresponding city limits, then the site's census tract poverty rate will be compared against the corresponding county's Persons in Poverty rate.)	3
III. <u>Applicant Capacity</u> Must meet A-C A. Owner/developer has experienced development staff or is partnering with an experienced development entity; B. Developer has experience developing other federal affordable housing programs; C. Owner/developer has a proven track record developing projects within a reasonable timeframe, i.e. funds were committed within 6 months of award, construction began within 12 months of award, and project was completed in IDIS within 2 years of commitment.	2

IV. <u>Project-based Rental Assistance</u> • The extent to which the project has project-based rental assistance. Other mechanisms that ensure affordability for extremely low-income households, such as operating assistance reserves, may also be considered.	2
V. <u>Affordability Period Duration</u> In addition to the 30-year HTF Period of Affordability, the owner commits to both A & B: A. An HTF-Extended Use period that mirrors the LIHTC Extended Use period regarding household income and rent levels; B. During the HTF-Extended Use Period, owner must commit to the non-displacement of all HTF tenants housed under the original HTF rent and income restrictions	2
• <u>Leverage from Non-Federal Sources</u> To receive the points, the application have documented commitments from all sources the funding. For scoring purposes, the term "commitment" is defined as a letter (on company letterhead) from issuing entity outlining the source of funding, the purpose of the funding (i.e. construction, interim, permanent), and the financing terms.	3
• <u>Priority Housing Needs</u> Owner will provide a preference (minimum of 3 units) for 2 of the 3 Priority Housing Needs categories below as identified in the Consolidated Plan. 1) ≤30% AMI (families or individuals) 2) Elderly (at least one member of the household is age 62 or older) 3) Disabled	3

Recipient Application Requirements- § 91.320(k)(5)(ii)

1. Will the State require that all recipient applications contain a description of the eligible activities to be conducted with HTF funds as required in § 93.200- Eligible activities?

IHFA will require a full description of the proposed activity including type and scope, sources and uses of all funds including project-based and operational subsidy(s), and a market analysis that supports the type, scope, and amount funds proposed.

2. Will the State require that each eligible recipient certify that housing assisted with HTF funds will comply with HTF requirements?

Prior to the commitment of HTF funds, a written agreement is executed that includes the above requirement. In addition, a memorandum of restrictive covenants and deed of trust will be filed with the county in which the project is located. The written agreement will contain the following general provisions:

- Provisions to describe the use of funds, other sources and uses, and activity type to be undertaken
- Type of subsidy and financial terms
- Provisions to clarify roles,
- development timeline, expectations and tasks to be performed
- Provision to attain, maintain, and convey affordability requirements
- Project requirements
 - Affordability period
 - Project-specific designations
 - Unit designation(s)
 - Income limits
 - Income targeting
 - Verifying tenant income
 - Rent restrictions/rent limits
 - Utility allowances and Fees
 - Initial Rent Schedule
 - Adjusting rents
 - Maintaining unit and occupancy mix
 - Adoption of a tenant selection policy
 - Lease provisions
 - Prohibited lease clauses
 - Lease length
 - Termination of tenancy
 - Compliance with State or Local Landlord-Tenant laws
 - Property standards
- Property standards,
- Lead-based paint requirements

- Provisions related to other Federal requirements
- Funding disbursement and requirements
- Reporting and record-keeping provisions
- Enforcement Provisions
- General provisions
 - Anti-lobbying
 - Insurance
 - Assignment of property
 - Project publicity

Waiver of jury trial in even of legal proceedings

Performance Goals and Benchmarks- § 91.320(k)(5)(iii)

*The plan must include performance goals and benchmarks against which the State will measure its progress, consistent with the State's goals established at § 91.315(b)(2). To comply with this requirement, the State will include HTF housing goals in the housing table on the **SP-45 Goals and AP-20 Annual Goals and Objectives** screens in the eCon Planning Suite consolidated plan template in IDIS.*

See **SP-45** Pg. 14

See **AP-20** Pg. 16

VI. OTHER REQUIREMENTS

Maximum Per-unit Development Subsidy Amount- § 91.320(k)(5) and § 93.300(a)

The State must establish its own maximum limitations on the total amount of HTF funds that can be invested per-unit for development of non-luxury housing. The limits must be reasonable, based on actual costs, and adjusted for the number of bedrooms and geographic location of the project. The State may choose to develop its own limits or adopt limits used in other federal programs such as HOME or Low-Income Housing Tax Credit and must submit them with its HTF allocation plan. The State must submit a description of how the HTF maximum per-unit development subsidy amounts were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements.

The 2016 HOME Maximum Per-unit Subsidy Limits, effective 12/8/2015, as established by Region X HUD-CPD Office are 240% of the base limit for the Section 234 Program (Condominium housing basic housing limits for elevator-type projects). In determining the most appropriate per-unit subsidy limits, IHFA reviewed the amount of HOME funds invested on a per-unit basis throughout Idaho over the previous three program years (2013-2015). HOME rental projects were located throughout Idaho, including high cost/resort areas. The HOME per-unit maximum subsidy limits were more than sufficient to meet the financing needs of the project. In addition, HTF funds will be awarded as the "gap" in most financing equations. Based on these findings, IHFA determined the HOME Per-Unit Maximum Subsidy limits are most appropriate for the Housing Trust Fund Program.

Indicate below what maximum per-unit development subsidy limits the State will use for its FY 2016 HTF program.

Housing Trust Fund 2016 Maximum Per-Unit Subsidy Limit	
0 bedroom	\$140,107
1 bedrooms	\$160,615
2 bedrooms	\$195,304
3 bedrooms	\$252,344
4+ bedroom	\$277,344

Subsidy limits for Idaho based on 240% of the base limit for the *Section 234 Program*¹

¹ Limits must be used for the HOME Investment Partnerships Program (HOME). HUD is required to undertake rulemaking to establish new maximum per-unit subsidy limits for the HOME Program because it is no longer published, HUD published CPD Notice 15-003: Interim Policy on Maximum Per-Unit Subsidy Limits for the HOME Program establishing an interim policy that Field Office staff and participating jurisdictions (PJs) must follow directing PJs to use the Section 234-Condominium Housing basic mortgage limits, for elevator-type projects, as an alternative to the Section 221(d)(3) limits in order to determine the maximum amount of HOME funds a PJ may invest on a per-unit basis in HOME-assisted housing projects. This interim policy remains in effect until the effective date of the new final rule provisions, amending the existing provisions of 24 CFR.

Rehabilitation Standards - § 91.320(k)(5)(iv) and § 93.301(b)

If the State intends to use its HTF funds for housing being rehabilitated, it must establish rehabilitation standards that all HTF-assisted housing undergoing rehabilitation must meet at the time of project completion in accordance with § 93.301(b). The standards must provide enough details on what work is required, how that work should be performed, and what materials should be used. The State's standards may refer to applicable codes or establish requirements that exceed the minimum requirements of the codes. At a minimum, the rehabilitation standards must address:

- Health and safety;
- Major systems;
- Lead-Based Paint;
- Accessibility;
- Disaster Mitigation;
- State and local building codes, ordinances, and zoning requirements; and
- Inspectable Areas and Observable Deficiencies from HUD's Uniform Physical Condition Standards identified by HUD as applicable to HTF-assisted housing.

Click here: [ATTACHMENT B- UNIFORM PHYSICAL CONDITION STANDARDS Checklist](#)

When an HTF activity includes repair, replacement, alteration, addition, change in occupancy type or use, it is defined as rehabilitation.

PNA Professional Credentials

A professional architect/engineer licensed/certified by the State of Idaho and be independent (arm's length) of the owner/developer.

PNA Certification Statement

An architect or engineer must certify the PNA report as a true assessment of the proposed rehabilitation in compliance with HTF rehabilitation standards

PNA Inspectable Areas

- a. Major systems- Structural support, roofing, gutters, siding, windows, and weatherproofing, plumbing, electrical; heating and air conditioning.
- b. Site- including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, storm drainage, and gas, electric and utilities.
- c. Interior- Including unit and common area finishes (carpeting, vinyl tile, plaster walls, paint condition, etc.), unit kitchen finishes and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors.
- d. All health and safety deficiencies
- e. Age of residential units
- f. Long-Term Physical Needs- Estimate the useful remaining life of all major systems

based on age and condition.

- g. Analyze Replacement Reserve- If the remaining useful life of a [Major systems-](#) Structural support, roofing, gutters, siding, windows, and weatherproofing, plumbing, electrical; heating and air conditioning. is less than the period of affordability, a replacement reserve must be established that is adequate to repair or replace the system(s) as needed. The cost estimate should account for inflation, existing account balance, and the expected useful life of the major system. The estimate should not include the cost of the critical repair items or the repair or replacement of items that would be treated as an operating expense.

PNA Report Requirements

1. On-site inspections of all residential units and all tenant common areas.
2. Note all physical deficiencies based on (i) [ATTACHMENT B- UNIFORM PHYSICAL CONDITION STANDARDS- inspectable items](#) (ii) a review of pertinent documentation, (iii) interviews with the property owner, management/staff, and tenants.
3. Estimate the remaining useful life of all [Major Systems](#) based on age and condition.
4. Disaster Mitigation- Assess the potential impact of natural disasters (e.g. earthquake, flooding, wildfire, etc.) in accordance with Idaho/local code/ordinances.
5. Indicate how the property could be rehabilitated to meet accessibility standards, including any physical obstacles to meeting the standards.
6. If a [Replacement Reserve account](#) is indicated, estimate the amount of initial and monthly deposit needed, accounting for inflation, based on the HTF 30-year period of affordability.
7. Analyze the cost benefit of significant cost items (greater than \$5,000) that could represent an improvement or upgrade to a system that could help reduce operating expenses, i.e. individual utility metering, extra insulation, thermopane windows, setback thermostats, etc.
8. Establish the scope of work based on the [ATTACHMENT A- HOUSING TRUST FUND REHABILITATION STANDARDS](#).
9. Work must be described as identified in the Physical Needs Assessment and in enough detail to allow the IHFA/agent to review and approve written cost estimates, conduct inspections, and determine cost reasonableness and necessity.

At Application

All HTF acquisition and/or rehabilitation applications require a current Physical Needs Assessment (PNA) to determine the scope of the rehabilitation. "Current" is defined as completed or updated within the previous 6 months.

During Development

1. IHFA or agent will conduct an initial property inspection to identify the deficiencies that must be addressed.
2. Progress and final inspection will be conducted to determine the work was done in accordance with the scope of work.

At Project Completion

All residential units and tenant common areas must meet the HTF Rehabilitation Standards prior to project close-out, final disbursement, or completion in IDIS.

Homebuyer Resale and/or Recapture Provisions- § 91.320(k)(5)(v) and § 93.304(f)

If the State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale or recapture and obtain HUD specific, written approval, as required in § 93.304(f). Approval of the consolidated plan or annual action plan under § 91.500 or the failure to disapprove the consolidated plan or annual action plan does not satisfy the requirement for specific HUD approval for resale or recapture guidelines.

Idaho will not use HTF funds for homebuyer activities.

HTF Affordable Homeownership Limits- § 91.320(K)(5)(Vi) And § 93.305

N/A

State Limited Beneficiaries or Preferences- § 91.320(k)(5)(vii)

The State may limit the beneficiaries or give preferences to a particular segment of the extremely low-income population only if described in the action plan. Any limitation or preference must not violate non-discrimination requirements at § 93.350 and the State must not limit or give preferences to students. The State may also allow rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3), only if such limitation or preference is described in the action plan.

As approved by IHFA, rental property owner may provide a preference to the following HTF or HOME tenant populations: (1) Elderly households (all members of the household are age 62+), and/or (2) Disabled(at least one member of the household is defined as disabled).

Are identified in the action plan as a special housing needs population.

Refinancing of Existing Debt- § 91.320(k)(5)(viii) and § 93.201(b)

Idaho will not refinance existing debt as a stand-alone activity.

VII. GRANTEE CERTIFICATIONS

In addition to submitting an HTF allocation plan, the State must submit all the required certifications identified at § 91.225 (for new action plans).

If the State is amending the action plan to include HTF, it must resubmit the following certification to include HTF:

☒ *Consistency with plan- The jurisdiction must submit a certification that the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.*

See attachment to Amended 2016 Annual Action Plan

VIII. REQUIRED FORMS

In addition to submitting an HTF allocation plan, the State must submit and/or complete the following standard forms for its HTF program.

- *Standard form- SF-424: Application for Federal Assistance (§ 91.320(a))*
- *Standard form- 1199 A: Direct Deposit Sign up Form*

SF-424 HTF

See Attached (submitted previously)

State Certification of Consistency

See Attached (submitted previously)

HTF Direct Deposit Sign Up

See Attached (submitted previously)

ATTACHMENT A- HOUSING TRUST FUND REHABILITATION STANDARDS

PURPOSE

The following standard is written to comply with the Idaho's most current adopted codes, federal program regulations, federal cross-cutting regulations, local code/ordinances/standards, and applicable Federal and State laws.

INTENT

With respect to the type of materials used and how the work is performed, as identified in the following rehabilitation standards, it is IHFA's intent that current adopted Idaho and local codes should be followed, unless otherwise indicated.

UNIFORM PHYSICAL CONDITION STANDARDS 24 CFR 5.703.

HTF rehabilitation also includes the repair/replacement of deficiencies identified as part of the Uniform Physical Condition Standards (UPCS) inspection. The UPCS inspection and checklist is a required component of the [PNA Inspectable Areas](#). Any deficiency item must be included as part of the rehabilitation scope of work. See **ATTACHMENT B- UNIFORM PHYSICAL CONDITION STANDARDS** of this standard for a list of UPCS Inspectable Items and Observable Deficiencies.

UPCS is the Section 8 housing quality standard to ensure housing remains decent, safe, sanitary, and in good repair as described in

ATTACHMENT B- UNIFORM PHYSICAL CONDITION STANDARDS

QUALITY OF WORK

- A. Rehabilitation work will be code compliant, completed in a thorough and workmanlike manner in accordance with industry practice and contractually agreed upon plans and specifications as well as any subsequent mutually agreed upon change orders during the construction process. Developers will employ best practice industry standards relating to quality assurance to verify all work completed.
- B. Project Design Professionals
 - 1. Projects will be designed by licensed professionals where required by the statutes of the jurisdiction in which the project is to be constructed
 - 2. As required, Developer will contract with licensed architectural and engineering design professionals to provide appropriate professional services for the project. It is the responsibility of each licensed professional to insure that the scope of work is done in accordance with the generally accepted practices in their discipline, as well as designing the project to be in full conformance with all the applicable Federal, State, and local codes. (See Section III below.)

3. In addition, the architect or engineer will provide contract specifications that stipulate quality standards, materials choices and installation methods and standards. Such specifications may reference other appropriate standards set by different trades associations and testing agencies such as ASTM, Underwriters Laboratory (U/L), Tile Council of America, National Gypsum Association, National Roofing Contractors Association (NRCA), Architectural Woodwork Institute (AWI), SMACNA, ASTM, AFME, etc.
- C. Warranties shall be required per the standard construction contracts on all materials, equipment, and workmanship.

CODE COMPLIANCE

- A. All work shall comply with all applicable Idaho state and local codes, ordinances, and zoning requirements. Key currently updated Idaho State Codes are located at https://dbs.idaho.gov/Codes/What_codes_does_DBS_use.pdf
- B. Please note that the IHFA HTF grantee must demonstrate compliance with all state and local codes through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods such as state inspector certification.
- C. A code review analysis will be produced by the project's design professionals itemizing the applicable codes for each area of discipline.
- D. The HTF Standards are designed to exceed the Uniform Physical Condition Standards (UPCS) and ensure HTF-assisted project and units are decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. See [ATTACHMENT B- UNIFORM PHYSICAL CONDITION STANDARDS](#) for Inspectable Items and Observable Deficiencies
- E. Owner/Developer must demonstrate compliance with HTF rehabilitation Standards (state and local code/ zoning/ordinances) through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods, such as state inspector certification.
- F. A code review analysis will be produced by the project's design professionals itemizing the applicable codes for each area of discipline.

Building Codes:

- 2012 International Building Code
- 2012 International Residential Code parts I, II, III, IV and IX
- 2012 International Energy Conservation Code
- 2012 International Existing Building Code

- IDAPA 07.03.01 - RULES OF BUILDING SAFETY, Idaho Administrative Rules amending the above codes, see page 18 (marked page 3) through 29 (marked page 9) at https://dbs.idaho.gov/rules/2016/2016_Building_Statutes_Rules_pkt.pdf

Plumbing Code:

- Idaho State Plumbing Code based on the 2009 Uniform Plumbing Code
- Rules Governing Plumbing Safety IDAPA 07.02.02- 07.02.07
https://dbs.idaho.gov/rules/2016/2016_Plumbing_Statutes_Rules_pkt.pdf

Mechanical Codes:

- 2012 International Mechanical Code – IDAPA rule 07.07.01.004
- 2012 International Fuel Gas Code – IDAPA rule 07.07.01.005
- 2012 International Residential Code Parts V & VI – IDAPA rule 07.07.01.006
- The rules are located on pages 18 through 21 at the following
- link: https://dbs.idaho.gov/rules/2016/2016_HVAC_Statutes_Rules_pkt.pdf

Elevator Codes:

- ANSI/ASME A17.1 2010, Safety Code for Elevators and Escalators with the following exceptions: i. Compliance with section 2.8.3.3.2 shall require that the means for disconnecting the main power as required by this section to be within sight of controller. ii. Compliance with section 8.11.2.1.5(c) Car and Counterweight Buffer testing shall be conducted at slow speed in accordance with Item 5.9.2.1(a) in ANSI/ASME A17.2 2007. iii. Compliance with Section 2.2.2.5, which requires a sump pump or drain in the elevator pit, shall be optional. If a sump pump or drain is installed, it shall meet the requirements of this section. A sump with a cover shall be provided in each elevator pit.
- ANSI/ASME A17.2 2007 Guide for Inspection of Elevators, Escalators, & Moving Walks.
- ANSI/ASME A17.3 2008 Safety Code for Existing Elevators and Escalators.
- ANSI/ASME A17.4 1999 Guide for Emergency Personnel.
- ANSI/ASME A17.5 2004 Elevator and Escalator Electrical Equipment.
- ANSI/ASME A17.6 2010 Standard for Elevator Suspension, and Governor Systems.
- ANSI/ASME A17.7 2007 Performance-based Safety Code for Elevators and Escalators.
- ANSI/ASME A18.1 2008 Safety Standards for Platform Lifts and Chairlifts.
- ASME QE-1 2010 Standard for the Qualification of Elevator Inspectors.

- IDAPA 07.07.01
https://dbs.idaho.gov/rules/2016/2016_Elevator_Statutes_Rules_pkt.pdf
- Fire Code (administered by the State Fire Marshal):
- 2012 Idaho Fire Code, see <http://www.doi.idaho.gov/SFM/>

Electrical Codes:

- 2014 National Electrical Code, including amendments as listed in IDAPA 07.01.06.
- IDAPA Electrical Administrative Rules - 07.01.01 – 07.01.11
https://dbs.idaho.gov/rules/2016/2016_Electrical_Statutes_Rules_pkt.pdf
- 2013 edition of the National Fire Alarm and Signaling Code (NFPA 72)
- 2012 edition of the International Fire Code (IFC)
- 2012 edition of the International Energy Conservation Code (IECC)
- 2012 edition of the Life Safety Code (NFPA 101)

IV. HEALTH AND SAFETY

If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See [Rehabilitation Scope of Work - UPCS Unit Inspection Sample Size](#) [Inspectable Items and Observable Deficiencies](#)

V. SCOPE OF WORK DETERMINATION

In developing a scope of work, developers will work with IHFA to ensure that all requirements under the HTF Rehabilitation Standards are satisfied and that the proposed scope of work meets the goals of Part I above. IHFA approval of the scope of work is required in accordance with IHFA Administrative Plan and these standards.

VI. EXPECTED USEFUL LIFE / REHABILITATION SCOPE & CAPITAL PLANNING

- A. In developing a scope of work on housing rehabilitation projects, developers will consider the remaining expected useful life of all building components with regard to building long-term sustainability and performance. Specifically, each building component with a remaining expected useful life of less than the applicable HTF period of affordability (30 years) shall be considered for replacement or repair. Additionally, new components with an expected useful life of less than 30 years shall be considered for future replacement.
- B. Once a scope of work has been developed by the grantee and their development team, the grantee must also develop a Capital Plan in compliance with IHFA policy on Capital Needs Assessments (see link above). Whether or not a particular building component has been replaced, repaired, or otherwise updated as part of the

rehabilitation scope of work, all building components, and major systems must demonstrate adequate funding to be viable for at least 20 years, the length of the capital plan, with subsequent updates every five years during the 30-year affordability period.

- *Example #1: Kitchen cabinets with a remaining useful life of 8 years may be left in place and not included in the rehabilitation scope. However, adequate funding shall be demonstrated in the building capital plan to replace those cabinets in year 8 of the post-rehabilitation capital plan.*

- *Example #2: If a building component, such as a new roof, is installed during the rehabilitation and has an expected useful life of 25 years, it will not show up on the initial CNA*

Grantees and their development teams should ensure that all building components are analyzed as part of a comprehensive effort to balance rehabilitation scope and capital planning in a way that maximizes long-term building performance as much as possible within the parameters of both development and projected operational funding available.

VII. ENERGY EFFICIENCY

- A. As outlined in those standards, all projects will either achieve the target energy efficiency objectives of the standard or present IHFA with an operational case for project sustainability pursuant to the financial structure of the project.
- B. In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be to maximize the effectiveness of the energy efficiency related work scopes.

VIII. DISASTER MITIGATION

- A. To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.
- B. Specifically regarding flood hazards, the most relevant potential natural disaster for the State of Idaho:
 - 1. Projects shall meet FEMA federal regulation, and HUD's floodplain management requirements at 24 CFR 55, including the 8-Step Floodplain Management Process (when applicable) at 24 CFR 55.20.
 - 2. Projects shall meet fluvial erosion prevention requirements per local municipality regulations.

IX. BIDDING AND PROJECT MANAGEMENT

All projects follow their own written procurement procedure. Procedure must reflect applicable state and local laws, federal regulations, including Section 3, and Minority and Women-Owned Business Entity Outreach. Developer will submit a project management plan in the HTF application that outlines how the project will be managed (e.g. General Contractor (GC) bid project, Construction Management (CM) project or other project management plan). Any changes to project management operational structure which substantially varies from the plan provided to IHFA at the time the HTF award requires prior notification by IHFA HTF staff.

X. PROJECT ARCHITECTURAL REHABILITATION DESIGN STANDARDS

Building Occupancy & Construction Type

Fire resistance rating separation requirements per code

Historic Buildings

- A. Shall comply with IBC, Chapter 3409
- B. Historic buildings shall be rehabilitated in a manner consistent with the requirements of Section 106 of the National Historic Preservation Act and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings. In the absence of a Programmatic Agreement among the State of Idaho Historic Preservation Officer, IHFA, and the Advisory Council on Historic Preservation for the administration of the HTF Program (the "HTF Programmatic Agreement"), scopes of work shall be reviewed and approved by IHFA's Historic Preservation Consultant in consultation with the State Historic Preservation Officer. If/when there is an HTF Programmatic Agreement, scopes of work shall be reviewed and approved by IHFA's Historic Preservation Consultant in accordance with the HTF Programmatic Agreement.

Accessibility Requirements

1. Housing that is rehabilitated with HTF funds must meet all applicable federal and state regulations regarding accessibility for persons with disabilities. An overview of these requirements is provided below; however, the applicability of these rules is complex and therefore it is recommended that developers seeking HTF funds consult with a qualified design professional.
2. General Requirements:
 - a. Projects shall meet applicable Federal and State Regulations and Rules
 - b. The number of accessible apartment units shall be determined by the code requirements.

3. Projects shall comply with other standards as may apply or be required by funding sources (i.e. USDA Rural Development)
4. Comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8
 - a. Substantial rehabilitation (defined as projects with 15 or more total units and the cost of rehabilitation is 75% or more of the replacement cost):
 - i. At least 5% of the units (1 minimum) must be made fully accessible for persons with mobility impairments based on the Uniform Federal Accessibility Standards (UFAS).
 - ii. In addition, at least 2% of the units (1 additional unit minimum) must be made accessible for persons with sensory impairments.
 - iii. Common spaces must be made accessible to the greatest extent feasible
 - b. For projects with “less-than-substantial” rehabilitation (anything less than “substantial”), the project must be made accessible to the greatest extent feasible until 5% of the units are physically accessible, and common spaces should be made accessible as much as possible.

Building Design

1. Developers are encouraged to draft an architectural program document outlining the goals for the project.
2. Building access – in general the access to a building shall be safe, logical, readily identifiable, sheltered from the weather, and meeting the exit requirements to a public way. Pathways of circulation within a building shall also be safe and logical.
3. Means of egress components shall be in conformance with Chapter 10 of the IBC, including complete layout of the exits, corridor and stair dimensional requirements and arrangement, doors sizes and swings, door hardware, panic exit devices, door self-closers, interior finishes, walking surfaces, fire separations, stair enclosures, guards and railings, ramps, occupant load calculations, illumination, and signage.
4. Apartment layout:
 - a. Room sizes –minimum in accordance with IBC 1208 and/or local codes.
 - b. Interior environment shall comply with Chapter 12 of the IBC.
 - c. Kitchens – in general, for apartment buildings – each unit will have a functional and code-compliant kitchen. SRO’s and other special housing types may be an exception
 - d. Baths – in general, for apartment buildings – each unit will have a functional and code compliant bath in accordance with IBC 1210. SRO’s and other special housing types may be an exception
5. Storage – adequate clothes closets, pantry, and general storage shall be provided.

6. Amenity Spaces - provision for laundry facilities, bike storage, trash, & recycling, and other utility or common spaces may be made in accordance with the goals of the project program. The project developers are encouraged to consider adding such amenities as may be appropriate to enhance the livability of the housing for the tenants.

7. Solid Waste Disposal – provision shall be made to enable the tenants and property management staff to handle and store solid waste.

8. Existing outbuildings and utility structures, which are being retained, shall be in sound and serviceable condition, and not create health, safety, or undue maintenance issues for the project.

XI. REHABILITATION CONSTRUCTION STANDARDS

A. Site

1. General:

- a. Assure that the site is safe, clean, and usable, and designed with details, assemblies and materials to provide ongoing durability without undue future maintenance.
- b. Site design and engineering shall be by a licensed professional civil engineer, or other qualified professional.
- c. Design and systems shall conform to all applicable codes, rules, and regulations including local and municipal zoning.

2. Sprinkler water service

- a. Underground water service as required for building sprinkler system shall be in accordance with applicable codes.

3. Drainage

- a. Assure that the grading surrounding the building will slope away from the building and drain properly, without ponding or erosion.

4. Sewer connections to municipal sewage systems and on-site sewage disposal:

- a. Existing sewer laterals that are to be reused should be evaluated to assure that they are serviceable and have a remaining useful life of 30 years, or are covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
- b. New systems designed to conform to currently adopted codes and regulations.

5. Water service:

- a. Existing municipal water supplies to buildings shall be evaluated to assure that they are serviceable, of adequate capacity and have a remaining useful life of 30 years, or are covered by the 20-year capital plan and/or subsequent 5-year

updates during the 30-year affordability period.

- b. Required new systems shall be designed to conform to currently adopted codes and regulations.

6. Vehicular access to public way

- a. Site design shall conform to local zoning, local public works, and Idaho Transportation Department regulations, as well as be sensible in its layout to maximize vehicular and pedestrian safety.

7. On-site Parking

- a. Parking shall be adequate for project type, meet local codes, and be designed to drain well, with a durable appropriate surface material. Handicapped parking shall be provided as required.

10. Pedestrian access and hardscape

- a. In general, paved walkways within the site will be designed to provide sensible pedestrian access from the public way into the site, from parking areas, and provide access to buildings. All walkways should generally conform to applicable codes for width and slopes, and fall protection. Site stairs shall be safe and sound, constructed of durable materials, with proper rise and run, and with code-approved railings as required. Accessible routes into buildings shall be provided as required by code.

9. Site amenities

- a. Site amenities may be provided which enhance the livability of the project including playground areas, seating, benches, patio areas, picnic tables, bike racks, grills, and fencing, etc. Site amenities shall be accessible as required by code.

11. Mailboxes

- a. Provision will be made for USPS-approved cluster mailbox units if required by the USPS.

11. Landscaping

- a. Lawns, ground cover, planting beds, perennial plants, shrubs, and trees may be provided to enhance the livability, and to provide a positive aesthetic sense.
- b. Planting choices specified should be low maintenance, non-invasive species, of an appropriate size and scale and located, when adjacent to building structures, with regard to their size at maturity.

12. Solid waste collection & storage

- a. If necessary, provision shall be made for the outdoor storage and collection of solid waste and recycling materials in receptacles (dumpsters, wheeled trashcans, totes). Enclosures may be provided and should be accessible as required by code.

13. Site lighting

- a. Shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning.

14. Fuel Storage

- a. On-site outdoor placement and storage of fuels per applicable regulations and utility requirements.

15. Underground or overhead utilities

- a. As regulated by code and utility rules.

B. Foundations

1. Existing foundations shall be examined by qualified professionals.

- a. Foundations to be adequately sized, free of broken components or deterioration, which may compromise the load bearing structural integrity.
- b. Design and implement structural reinforcements or reconstruction as necessary.

2. Above-grade masonry unit block or brick shall be reasonably stable, plumb and sound with no missing units or voids.

3. Re-pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly.

4. New below-grade structures to conform to Chapter 18 of IBC as appropriate.

5. Basement floors:

- a. Mechanical rooms - Provide sound concrete floors with raised housekeeping pads for equipment.
- b. Tenant accessed utility spaces (storage, laundry rooms, etc.) – provide sound concrete floors.
- c. Dead spaces
 - i. provide concrete rat slabs,
 - ii. where earthen floors are to remain, provide wear layer of pea gravel (or similar suitable material) over Vapor barriers

6. Moisture mitigation

- a. Water and dam proofing – where possible and as may be required by existing conditions of groundwater and storm water intrusion into subsurface portions of buildings, provide waterproofing or damp proofing as appropriate.
- b. Provide vapor barriers covered with a wear layer of pea gravel over earthen basement or crawl space floors to remain.

- c. Ventilation of basements and crawl spaces per IBC, Chapter 1203.

C. Masonry Components

1. Buildings with masonry bearing walls shall be examined for their structural integrity. Existing masonry building components shall be examined to assure sound condition, and repaired as necessary to provide the load-bearing capacity, resistance to water penetration, and aesthetic quality to assure the assemblies will perform for the purpose intended.
 - a. Masonry shall be plumb, and structurally sound.
2. Repair or replace deteriorated portions or missing units.
 - a. Brick veneer shall be sound, or repaired to be sound.
3. Masonry mortar joints shall be sound, and free of loose or deteriorated mortar, with no voids.
 - a. Pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly, and prevent water intrusion.
4. Historic masonry designated to remain shall be restored to sound serviceable condition, and in accordance with Section 106 of National Historic Preservation Act.
 - a. Where masonry is considered historic, repairs will be carried out utilizing the Secretary of the Interior's "Standards of Rehabilitation" and related NPS Preservation Briefs for "Repointing Mortar Joints on Historic Masonry Buildings"
5. Chimneys
 - a. Assure structural integrity, reconstruct, and repoint as necessary
 - b. If used for fuel heating appliances – provide lining as may be required by code and as prescribed by the heating appliance manufacturer.

D. Structure

1. Deficiencies identified shall be addressed and repairs designed and specified as necessary to correct such conditions:
 - a. Repairs shall be made to any deteriorated load-bearing structural elements.
 - b. Reinforce, install supplemental or replace structural members determined not to be adequate for use.

E. Enclosure - Shell

1. Roofing
 - a. Existing
 - i. Examine existing roofing and flashing systems to determine suitability for continued use. Continued life expectancy of existing roofing should be a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.

ii. Repair existing roofing as required.

iii. Existing historical slate roofs shall be repaired in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements if applicable.

b. New Roofing

i. New roofing shall be installed where existing roofing does not meet requirements for continued use.

ii. New roofing system components shall be compatible, and include - the nail base, the underlayment layer, ice & water shield self-adhesive membrane flashings, metal flashings, and roofing. • Strip existing roofing and dispose of properly.

- Examine exposed existing substrate for structural soundness

- Install new roofing system per code and per NCRA trade practices, and manufacturer specifications.

- Flashings – deteriorated flashings shall be replaced, and the weatherproof integrity of the roof system shall be assured.

c. Ventilation

i. Roof assemblies shall be properly ventilated in accordance with applicable code requirements, and appropriate building science detailing.

2. Exterior Finishes

a. Cladding

i. Wood Siding –

1. Examine existing siding for soundness – shall be free of major cracks, rot, and other deterioration, which may compromise its useful life and be suitable to hold exterior paint.

2. Siding shall be free of gaps and holes and provide continuous weatherproof system.

3. Repair or re-side as necessary to provide a weather resistant enclosure.

4. Replace existing wood siding on historic buildings as necessary in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.

ii. Masonry – Masonry bearing walls and veneers shall be restored as necessary

1. Refer to Section XI C – Masonry

2. Refer also to Section XI F.2.b for insulation requirements

3. All work on historic masonry shall be done in accordance with the Secretary

of the Interior's "Standards for Rehabilitation" project requirements.

iii. Other existing cladding system types and materials shall be repaired and/or restored in-kind with matching or similar materials to provide a durable weather resistant enclosure.

3. Trim – Exterior trim and architectural woodwork.

a. Existing wood trim:

i. Existing trim to remain must be sound, free of defects and deterioration, which compromises its use.

ii. Repair and restore trim to usable condition. Patch or replace in kind any deteriorated wood trim components.

iii. Repair of historic woodwork and trims shall be in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.

b. New wood trim shall be installed in a workmanlike manner. Reference may be made to Architectural Woodwork Institute (AWI), Architectural Woodwork Standards (AWS).

c. Other trim materials (PVC, cementitious, etc.) which are suitable may be used as appropriate and shall be installed per manufacturer's recommendations.

d. Trim, which is part of the weather tight enclosure, shall be flashed or caulked with joint sealers as necessary to prevent water intrusion.

4. Paint

a. In general, all existing exterior wood surfaces shall receive new paint coatings, except as appropriate due to the recent application of paint and/or the sound condition of existing coatings

b. Examine surfaces and apply paint only to sound acceptable materials / surfaces.

i. Prepare surfaces properly, removing loose or peeling previous paint.

ii. Paint prep shall be done in accordance with applicable lead safe standards.
(See Section XI N.1.b)

c. Before painting, assure that any moisture issues, which may compromise the life expectancy of the paint system, are remedied.

d. Exterior paint systems shall be compatible, and installed in accordance with manufacturers' specifications.

5. Porches, decks and steps

a. Existing porches, decks, steps and railings proposed to remain shall be examined

and repaired as necessary. Repair and reconstruction shall be carried out to assure that they will have a continued useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.

- b. Inspect structure for soundness and reconstruct any deteriorated members as required.
- c. Install new support piers as may be required.
- d. Patch existing decking with matching materials, or install new durable decking.
- b. Railings i. shall be sound and adequately fastened to meet code requirements for structural loading. Repair or replace in-kind as appropriate.
 - ii. Shall meet code requirements for height of protective guards, or have supplemental guards installed.
- e. Steps shall be safe and sound and meet applicable codes, with railings as necessary.
- f. Historic porches designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.
- g. All porch elements shall be able to withstand the weather elements to prevent premature deterioration.

F. Enclosure – Thermal

1. Energy Efficiency - In general, most buildings will be rehabbed with a goal of increasing the thermal shell efficiency.
 - a. As outlined in those standards all projects will either achieve the target energy efficiency objectives of the standards or present IHFA with an operational case for project sustainability pursuant to the financial structure of the project.
 - b. In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.
2. Insulation
 - a. Insulation levels shall conform to Code.
 - b. Masonry walls shall be insulated utilizing current building science detailing to ensure ongoing integrity of masonry systems.
3. Air sealing
 - a. Attention must be paid to the air barrier of each building and should be well thought out, detailed, and carefully executed.
 - b. Blower door testing shall be performed to verify compliance and successful

execution.

4. Indoor air quality

In general, all thermal upgrades to a building will take into consideration indoor air quality and moisture control/mitigation, and apply the current state of the art building science in this regard. Treatment of existing stone, concrete, or masonry basement walls, and of existing basement earthen floors or un-insulated basement slabs will be taken into consideration with regard to the need for moisture mitigation.

5. Ventilation

- a. Venting of crawl spaces, attics and sloped ceilings shall be per code.
- b. See Section XI E1c for roof assembly ventilation.

G. Acoustical Treatments

1. Dwelling units separated acoustically using Chapter 1207 of IBC as a guideline minimum standard.

H. Doors

1. General

- a. Doors to meet applicable code requirements of the IBC, Chapter 10.
- b. Meet egress requirements for dimensions, swing and clearances, and be accessibility compliant as required.
- c. Be sound and secure.
- d. New doors shall be installed per manufacturers' recommendations and standard trade practice standards.
- e. Flash properly, and have shim spaces insulated.
- f. Existing doors to remain should be examined and determined to be suitable for reuse with a remaining life after restoration of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
 - i. Restore as required to provide useful life.
 - ii. Shall be tested and modified as necessary to operate properly.
 - iii. Install new weather stripping and sweeps to provide seal against weather elements and air infiltration.
 - iv. Historic doors designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.

2. Apartment doors - Apartment unit entry doors shall be fire rated as required.
3. Other doors – Access doors shall meet code requirements for fire rating.
4. Door hardware shall operate properly, be secure and shall meet accessibility standards .

I. Windows

1. Windows shall be of legal egress size when required by code.
2. Existing windows:
 - a. Existing windows to remain should be examined and determined to be suitable for reuse with a reasonable remaining life after restoration of 30 years without undue future maintenance, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
 - b. Capable of providing adequate seal against air infiltration, weather elements, and be determined to be appropriately energy efficient in keeping with the overall energy efficiency strategy of the project.
 - c. Install new weather stripping to provide seal against weather elements and air infiltration.
 - d. Air seal shim spaces and window weight pockets if possible.
 - e. Restore and modify as required to provide useful life.
 - f. Shall be tested and modified as necessary to operate smoothly and properly per code.
 - g. Historic windows designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.
 - h. Hardware shall be intact and operational, or be replaced with new hardware as required
3. New Windows:
 - a. Where existing windows do not meet the standards for egress, condition, and/or energy efficiency deemed appropriate to the project, they shall be replaced by new windows.
 - b. New windows shall be code compliant. Developers are encouraged to consider upgrading to Tier II level by providing R-5 windows.
 - c. Additionally, new window units should be tested assemblies meeting ASTM standards for water penetration & air leakage.
 - d. All windows shall be installed per manufacturer's installation guidelines and specifications, and shall incorporate appropriate detail, flashings, joint sealers,

and air sealing techniques.

J. Interior Finishes

1. In general, all interior finishes will be new and installed per manufacturer's recommendations and the standards of quality construction per trade practices and associations related to the particular product or trade.

2. Per chapter 8 of the IBC.

3. Walls & ceilings

- a. Where existing finishes are proposed to remain, they will be determined to meet the standard of being sound, durable, lead-safe, and have a remaining useful life of no less than 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
- b. Where existing finishes are proposed to remain as part of a fire rated assembly, the State DBS and/or local Authority Having Jurisdiction shall assist in making a determination as to the suitability. Refer to codes as they pertain to archaic materials, and relevant NPS Preservation Briefs.

4. Flooring

- a. Existing wood flooring in good condition should be repaired, sanded and refinished.
- b. All new flooring materials (resilient flooring, wood flooring, laminate flooring, carpet, and/or ceramic tile) shall be installed over suitable substrates per manufacturer's specs and the trade association practices.

5. Trim - Wood trim and architectural woodwork

- a. Existing trim shall be repaired and restored to usable condition, free of deterioration that compromises its use. Repair of historic woodwork & trims shall be in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.
- b. New wood trim shall be installed in a workmanlike manner. Reference may be made to AWI standards.

6. Paint –

- a. In general, all interior ceiling, wall, and trim surfaces shall receive renewed coatings of paint (or other clear/stain) finishes. Painting shall be done in a workmanlike manner, and in accordance with the manufacturer's recommendations. All painting including preparation of existing surfaces shall be done in a lead-safe manner

K. Specialties

1. Toilet accessories – each bath will have appropriate accessories such as towel bars, robe

- hooks, bath tissue holders, etc., installed and securely fastened in place. Accessories shall be located per accessibility requirements, where necessary.
2. Medicine cabinets and mirrors – install in each apartment bath as appropriate. Items shall be located per accessibility requirements, where necessary.
 3. Signage and identification – building signage shall be provided as required.
 4. Exit signage will be provided as required by code and be accessibility compliant as required.
 5. Fire protection specialties – provide fire extinguishers in buildings, and in apartments as required by code and/or by state or local fire authorities. Locate as directed by authorities.
 6. Shelving – provide durable, cleanable shelving for pantries, linen closets, clothes closets and other storage as appropriate, securely fastened in place.

L. Equipment

1. All new equipment to be ENERGY STAR® rated.
2. Existing equipment to be retained and continued to be used shall be in serviceable condition with an expected useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
3. Kitchen appliances –
 - a. Provide new, full-size (30", 4-burner) stove and refrigerator in each apartment.
 - b. Existing appliances to be reused shall be in good and serviceable condition.
 - c. Provide other appliances (such as microwaves) as may be appropriate to the project.
 - d. All appliances in accessible apartment units shall be accessibility compliant, and located in an arrangement providing required clear floor spaces.
4. Laundries –where adequate space is available and when appropriate to meet the project goals, washers and dryers may be provided in laundry rooms or in apartments.
 - a. Where a project is served by natural gas, consideration of the use of natural gas dryers is encouraged.
5. Solid waste handling – Provide trash and recycling receptacles as appropriate to enable the tenants and property management staff to handle and store solid .
6. Playground equipment – Provide safe, code-approved new playground equipment

M. Furnishings - Casework

1. Kitchen cabinetry and counters

- a. Existing cabinetry and/or countertops proposed to remain shall be in good condition with a remaining useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
- b. New cabinetry shall be of good quality, meeting ANSI/KCMA A161.1-2012 “Performance & Construction Standards for Kitchen Cabinetry and Bath Vanities” standards. Other industry standards for cabinetry may be used as guidelines, such as the Kitchen Cabinet Manufacturer’s Association (KCMA) “Severe Use Specification – 2014,” the Architectural Woodwork Institute’s (AWI) Architectural Woodwork Standards and Cabinet Fabrication Handbook.
 - ii. New counters shall be provided with a cleanable sanitary surface material impervious to water such as high pressure laminate (HPL). • Shop fabricated as one-piece assembly where possible. Seal field joints.
 - Installed level and securely fastened to cabinetry

N. Special Construction

- a. Asbestos – project will be assessed for the existence of asbestos-containing building materials by qualified professionals:
 - i. National Emission Standards for Hazardous Air Pollutants (NESHAP) apply.
 - ii. Removal of asbestos shall be carried out per Federal EPA and State regulations and rules.
- b. Lead - Health and Safety and Lead Safe Housing:

Lead-Based Paint • Federal regulations related to lead-based paint apply to target housing, which is defined as any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless a child of less than 6 years of age resides or is expected to reside in such housing for the elderly or persons with disabilities) or any zero-bedroom dwelling. Rehabilitation of target housing must be completed in a manner that insures the health and safety of workers and residents, especially children. A number of regulations apply when lead painted surfaces are disturbed in residential properties, primarily requiring the appropriate training of workers and the use of safe work practices. In some cases, use of federal funds for rehabilitation will trigger a higher level of lead paint treatments based on the amount of federal money being used. The following regulations must be adhered to during all rehabilitation of target housing:

Federal Regulations:

- HUD Lead Safe Housing Rule (Title 24, Part 35) requires various levels of evaluation and treatment of lead paint hazards when federal money is used for rehabilitation of target housing.
http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr
- EPA Renovation Repair and Painting Rule (40 CFR Part 745) – Requires contractors conducting renovation, repair or maintenance that disturbs paint in "target" housing be licensed by EPA and use lead-safe work practices to complete the work. Developers must ensure contractors are properly trained and licensed. More information is available at <http://www2.epa.gov/lead>
- HUD/EPA Disclosure Regulations (Title 24, Part 35, Subpart A) – Requires owners of target housing to disclose all lead paint records and related information to potential buyers and/or tenants. More information is available at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12347.pdf
- OSHA Lead in Construction Rule (29 CFR Part 1926.62) - Proscribes personal protection measures to be taken when workers are exposed to any lead during construction projects. More information is available at: https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10641

O. Conveyance Systems

1. Elevators may be installed when appropriate and possible, when such elevator is part of the project's program goals, or as required by code, as follows:
 - a. ASME 17.1 Safety Code for Elevators - 2013
 - b. State of Idaho Elevator Code.
2. Existing elevators and lifts may be retained if they are appropriate to the use of the building and in serviceable condition with an expected useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period, and approved by agencies having jurisdiction.

P. Mechanical

1. General:
 - a. All mechanical systems shall be designed by a mechanical engineer or other qualified professional.
 - b. Energy efficiency:
 - i. As outlined in the HTF Standards, all projects will either achieve the target energy efficiency objectives of the standard or present IHFA with an operational case for project sustainability pursuant to the financial structure of the project.

ii. In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.

c. All mechanical systems shall meet all applicable codes as noted above.

i. Plumbing fixtures will be accessibility compliant as required

ii. 2012 Fire & Building Code, Section 6 as pertains to boilers

2. Fire protection

a. In general, all buildings assisted with HTF funds shall have fire suppression as required by applicable codes with approved sprinkler systems installed as required by Code, and approved by the Idaho Department of Building Safety:

i. System design shall conform to applicable NFPA standard 13 or 13R.

ii. System calculations and design shall be done by a qualified person. iii. System installed by State approved persons holding appropriate TQP certificates.

iv. Underground water services for sprinkler system shall meet NFPA 24.

v. Provide fire pumps, standpipes, and fire department connection as required per NFPA 13, 14 & 25.

b. Where possible, piping for the sprinkler system shall be concealed.

3. Plumbing

a. Where existing components of a system are to be reused, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period. Substandard or critical non-code compliant components shall be replaced.

c. All fixtures, piping fittings and equipment shall be lead-free. d. Kitchen fixtures – When existing kitchen fixtures are not reused in accordance with a. above, new sinks and faucets, and associated plumbing shall be installed in each apartment.

e. Bath fixtures – When existing bath fixtures are not reused in accordance with a. above, new water saving toilets, tubs and tub surrounds, lavatory sinks, and faucets shall be installed in each apartment. i. Three and four-bedroom apartments are encouraged to be designed to include 1½ baths minimum where adequate space is available.

f. Provision for laundry rooms or laundry hook-ups may be made per project's program requirements.

g. Provision for other utility plumbing for janitor sinks, floor drains, outdoor faucets, drains for dehumidification systems, etc., may be made as desired or required.

4. Heating

a. System design:

i. Where existing components of a system are proposed to be reused, they will be examined and determined to be in good and serviceable condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.

b. Temperature control - The temperature in each apartment shall be individually thermostatically controlled.

c. Provide adequate heat in common spaces.

d. Install pipe insulation as required by code.

e. Motors and pumps – high efficiency Brushless Permanent Magnet Pumps (BLPM) with variable frequency drives (VFD)

f. Control wiring and control strategies with outdoor temperature reset.

g. Finned Tube Radiation – where used - high output heavy gauge enclosure baseboard finned tube radiation is recommended to provide a more durable product with a longer expected useful life. Replace existing as appropriate.

5. Ventilation

a. Code-compliant indoor air quality will be addressed by the installation of either exhaust only or balanced (heat recovery) ventilation systems as required by:

i. International Mechanical Code.

ii. ASHRAE 62.2

iii. REBS or Mechanical engineer

b. Balanced mechanical ventilation systems are encouraged.

c. Ventilation controls shall be per applicable codes

6. Domestic Hot Water:

a. System shall be designed as required per code

b. Install pipe insulation per code.

Q. Electrical

1. Project electrical design should be done by a licensed electrical engineer or other qualified professional.
2. Project electrical must be installed by a licensed electrician
3. Design shall be comply with all the applicable codes listed above. In general, the electrical system should be new throughout a building:

4. Where existing service entrances, disconnects, meters, distribution wiring, panels, and devices are proposed to remain, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period. The designer, in concert with the State electrical inspector, shall examine the system and equipment. Existing components of the electrical system may be reused as appropriate. Substandard or critical non-code compliant components shall be replaced.
5. Utility connections shall be installed per the rules and regulations of the electrical utility.
6. Electrical service and metering:
 - a. The service entrance size shall be calculated to handle the proposed electrical loads.
 - b. Metering and disconnects shall be per code and mounted at approved locations.
 - c. Elevator wiring shall conform to the ANSI 17.1 and the Idaho Elevator Safety Rules.
7. Electrical distribution system:
 - a. Lighting and receptacle circuits shall be designed per code.
 - b. Locations and layout of devices and lighting to be logical and accessibility compliant where required.
 - c. Provision shall be made for the wiring of dedicated equipment circuits and connections for heating, ventilation equipment/exhaust fans, pumps, appliances, etc.
8. Artificial Lighting shall be provided using IBC 1205 as a minimum guideline.
 - a. Developers are encouraged to upgrade to Energy Star® Category.
9. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning (and Act 250 if necessary).
10. Emergency and exit lighting/illuminated signage shall be per the International Fire Code.
11. Fire detection and alarms:
 - a. Shall be installed as required by code.
 - b. Smoke detectors shall be installed per code.
 - c. CO detectors shall be installed per code.
12. Communication low-voltage wiring – provisions for TV, telephone, internet data,

security, and intercoms should be considered and installed as appropriate to the project's use and livability.

13. PV Solar – an optional solar-powered photovoltaic panel system may be installed in accordance with the National Electrical code, State energy code, and the regulations of the governing utility.

ATTACHMENT B- UNIFORM PHYSICAL CONDITION STANDARDS

1. The UPCS checklist must be completed as part of the Physical Needs Assessment in the HTF application for funds. Any item called out on the UPCS checklist must be repaired or replaced as part of the rehabilitation project's scope of work.
2. A physical inspection of all units and tenant common areas is required as part of the Physical Needs Assessment (building code, ADA, Section 504, local standards, etc.
3. Unit sampling size (see below) applies only to the UPCS inspection requirement.

Rehabilitation Scope of Work - UPCS Unit Inspection Sample Size

Minimum Unit Sample Size Reference Chart			
Units on the Property	Minimum Unit Sample Size	Units on the Property	Minimum Unit Sample Size
1	1	26 - 29	14
2	2	30 - 34	15
3	3	35 - 40	16
4	4	41 - 47	17
5 - 6	5	48 - 56	18
7	6	57 - 67	19
8 - 9	7	68 - 81	20
10 - 11	8	82 - 101	21
12 - 13	9	102 - 130	22
14 - 16	10	131 - 175	23
17 - 18	11	176 - 257	24
19 - 21	12	258 - 449	25
22 - 25	13	450 - 1461	26
1462 - 9999	27		

HOUSING TRUST FUND UPCS INSPECTABLE ITEM	*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work *'NO' indicates no repair or replacement needed. Not required in the Scope of Work		*YES	*NO
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.			Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed		

Property Site				
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it was designed		
Holes	Hole in fence or gate is larger than 6 inches by 6 inches			
Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security			
Grounds	Erosion	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures, threatens the safety of pedestrians or makes the grounds unusable		
Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or impassable			
Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds. More than 20%-is unusable for its intended purpose due to poor drainage or ponding			
Health & Safety	Air Quality - Sewer Odor detected	Sewer odors that could pose a health risk if inhaled for prolonged periods		
Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion, fire and/or pose a health risk if inhaled			
Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)			
Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution, or explosion			
Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion			
Garbage and Debris - Outdoors	Too much garbage has gathered- more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris			
Hazards - Other	Any general defects or hazards that pose risk of bodily injury			
Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm			

HOUSING TRUST FUND	*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work		*YES	*NO
UPCS INSPECTABLE ITEM	*'NO' indicates no repair or replacement needed. Not required in the Scope of Work			
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.			Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed		

Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk			
Infestation - Insects	Evidence of infestation of insects, including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk			
Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat/ mouse holes, or droppings substantial enough to present a health and safety risk			
Mailboxes/Project Signs		Mailbox cannot be locked or is missing		
Signs Damaged	The project sign is not legible or readable because of deterioration or damage			
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lot(s), driveways, roads or which pose a safety hazard		
Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot or driveway unusable or unsafe			
Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/impassable for vehicles and/or pedestrians or could cause tripping or falling			
Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/impassable or creates unsafe conditions for pedestrians and vehicles			
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk		
Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk			
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling, or trash cannot be stored in the designated area because it is too small to store refuse until disposal		
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk		
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris , causing backup into adjacent areas or runoffs into areas where runoff is not intended		
Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable		

HOUSING TRUST FUND UPCS INSPECTABLE ITEM		*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work *'NO' indicates no repair or replacement needed. Not required in the Scope of Work		*YES	*NO
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.				Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed			
Cracks/Settlement/Heaving	Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard				
Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affects traffic ability				

HOUSING TRUST FUND	*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work		*YES	*NO
UPCS INSPECTABLE ITEM	*'NO' indicates no repair or replacement needed. Not required in the Scope of Work			
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.			Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed		

Building Exterior				
Doors	Damaged Frames/ Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim		
Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware			
Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass			
Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing			
Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should			
Missing Door	Any exterior door that is missing			
**Fire Escapes	Blocked Egress/Ladders	Stored items or other barriers restrict or block people from exiting		
Visibly Missing Components	Any of the functional components that affect the function of the fire escape. For example, one section of a ladder or railing, are missing			
Foundations	Cracks/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart		
Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material, such as rebar, etc.			
**Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)		
**Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion			
**Emergency Fire Exits - Emergency/Fire Exits	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit			

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UPCS INSPECTABLE ITEM				
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Blocked/Unusable				
Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign			
Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion			
Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris			
Hazards - Other	Any general defects or hazards that pose risk of bodily injury			
Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm			
Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk			
Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk			
Infestation/Rats/Mice/Vermin	Evidence of rats or mice-Rat or mouse holes, or droppings substantial enough to present a health and safety risk			
Lighting	Broken Fixtures Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing		
Roofs	Damaged Soffits /Fascia	Soffits or fascia that should be there are missing so damaged that water penetration is visibly		
Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible			
Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions			
Damaged/Torn Membrane/ Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration			
Missing/Damaged Components from Downspout/ Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior			
Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration			
Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials			
Walls	Cracks/Gaps	Large crack or gap that is more than 3/8 inches wide or deep and 6 inches long presents a possible sign of serious structural problem or opportunity for water		

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Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
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		penetration		
Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard			
Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage			
Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage			
Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration			
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane		
Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness			
Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length			

Missing/Deteriorated Caulking/Seals/Glazing	There are missing or deteriorated caulk or seals- With evidence of leaks or damage to the window or surrounding structure			
Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration			
**Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks			

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UPCS INSPECTABLE ITEM				
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Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed		

Building Systems				
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed		
Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor			
Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney			
Water Supply Inoperable	There is no running water in any area of the building where there should be			
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency		
Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident			
Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware			
Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire			
Missing Breakers/Fuses	Any open and/or exposed breaker port			
**Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections			
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there		
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function		
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped		
**Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required			

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Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
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Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk		
Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled			
Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods			
Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)			
Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion			
Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard			
Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit			
Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign			
Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion			
Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris			
Hazards - Other	Any general defects or hazards that pose risk of bodily injury			
Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm			
Hazards – Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk			
Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk			
Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk			

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Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
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HVAC	Boiler/Pump Leaks			
Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping			
General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice			
Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases			
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function		
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding— a sign of leaks or clogged drains		
Missing Drain/Cleanout/Manhole Covers	A protective cover missing			

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Common Areas				
Basement/Garage/Carport	Baluster/Side Railings damaged	Any damaged or missing balusters or side rails that limit the safe use of an area		
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating		
Community Room	Call for Aid - Inoperable	The system does not function as it should		
Halls/Corridors/Stairs	Ceiling-Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long		
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint		
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square		
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food		
Office	Dishwasher/Garbage Disposal	The dishwasher or garbage disposal does not operate as it should		
Other Community Spaces	Damaged Doors, Frames, Threshold, Lintels, Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim		
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware		
Restrooms	Doors-Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass		
Storage	Doors-Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing		
Doors	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should		

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Doors	Missing Door	Any door that is missing that is required for the functional use of the space		
Dryer Vent	Missing/Damaged/Inoperable	Is not effectively vented to the outside he dryer vent is missing or it is not functioning because it is blocked.		
Electrical	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency			
Electrical	Carbon residue, melted breakers or arcing scars are evident			
Electrical	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware			
Electrical	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire			
Electrical	Any open and/or exposed breaker port			
Electrical-Missing Covers	A cover is missing, which results in exposed visible electrical connections			