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**Introduction**

Beginning with the 2018 Annual Administrative Plan, the HOME, Housing Trust Fund, and Neighborhood Stabilization Program requirements are included.

The HOME Department is a division of IHFA tasked with the administration of the HOME, Housing Trust Fund, Neighborhood Stabilization Programs. HOME Department policies and procedures may differ from IHFA but conform to regulatory requirements under the federal programs.

Whenever possible, IHFA has designed the NSP and HTF programs to mirror the HOME program. Throughout this Plan (see individual chapters), whenever HTF or NSP requirements differ from HOME, this will be called out in a "HTF or NSP- Specific" section.

**Overview**

- To expand the supply of decent and affordable housing with primary attention to rental housing, for extremely low-income, very low-income and low-income persons.
- To mobilize and strengthen the abilities of state and local governments to design and implement strategies for achieving an adequate supply of decent, safe, sanitary and affordable housing.
- To develop and refine, on an ongoing basis, a selection of model programs incorporating the most effective methods for providing decent, affordable housing.
- To expand the capacity of nonprofits to act as owners, sponsors, and developers of affordable housing.

Each state receives a share of HUD-CPD funds based on the need for an increased supply of housing for extremely low-income, very low-income and low-income families. HUD's formula encompasses age of units, number of substandard occupied units, number of families below the poverty rate, and overall population.

If program funds are not placed under commitment to affordable housing within 24 months after the last day of the month in which such funds are made available to the HOME Department, then the HOME Department's right to draw such funds may expire. The Secretary shall reduce the line of credit in the HOME Department's Treasury Account by the amount of expired funds and reallocate the funds by formula.

**Nonprofit Participation**

As the administrator of the State of Idaho's HOME Program, Idaho Housing and Finance Association (IHFA) is required to maximize participation of the private sector, and specifically include nonprofit development organizations in the implementation of its housing strategies.

**Compliance Monitoring**

HOME Department must monitor for all assisted housing during their period of affordability to insure the project that received the funds continues to benefit low-income households in a safe and viable manner.

**Disclaimer**

The Annual Administrative Plan is a HOME Department policy document; it may not include all statutory or regulatory requirements. IHFA reserves the right to amend at any point in time, as necessary, if there was an error, omission, or change in regulation after the approval of the Annual Administrative Plan. In the event of a change to policy, partners will be notified in writing of the change. If a change is substantial, the process will be followed as outlined on page 4. Finally, the HOME Department will share material changes within the document.

## **IDAHO HOUSING AND FINANCE ASSOCIATION- GENERAL INFORMATION**

### **Public Records Requests**

Idaho Housing and Finance Association is subject to complying with the Idaho Public Records Act. Any application submitted to IHFA, may be subject to disclosing information contained in and submitted as part of an application for funding to the public. Appraisals, if provided by a third party to IHFA, may be exempt from disclosure under the Idaho Public Records Act. However, in all events, the applicant agrees any market feasibility study submitted to IHFA shall be open to disclosure. Applicant shall make necessary arrangements with the preparer of the study so the study may be disclosed.

### **Consistency with the Idaho Five-Year Consolidated Plan**

Idaho's HOME and HTF Programs help address Idaho's affordable housing development needs as described in the Five-Year Consolidated Plan. The Five-Year Consolidated Plan is a HUD planning document through which HUD funds are approved. The Five-Year Consolidated Plan addresses Idaho's housing and community development needs, market conditions, demographics and strategies. The 2020-2024 Five-Year Consolidated Plan is available at <https://www.idahohousing.com/federal-programs/legal-notices-plans-and-reports>

The HOME/HTF Program Year is April 1<sup>st</sup> - March 31<sup>st</sup>. IHFA is the Lead Agency for HUD-CPD reporting and submission requirements. Each year IHFA is required to submit an Annual Action Plan to HUD to outline the next year's activities, and a Consolidated Annual Performance Evaluation Report ("CAPER"), that reports on the previous year's activities. Every five-year's IHFA is required to submit the Five-Year Consolidated Plan and Assessment of Fair Housing to HUD-CPD. This document is reviewed and approved by HUD and is available at <https://www.idahohousing.com/federal-programs/legal-notices-plans-and-reports/>

### **Rural**

For the purposes of this set-aside, IHFA's HOME/HTF program defines "Rural" as an area with a population up to 35,000, and rural in character. For qualifying areas, see the USDA Income and Property Eligibility website <http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>

### **Geographic Distribution**

IHFA recognizes the need to consider geographic distribution as part of the application process. Although funding is not based on geography or regions, a specific area's population, poverty level, housing needs and priorities may be considered by IHFA in the final review process.

To address a specific identified housing need, IHFA reserves the right to act outside the framework of the normal application process. To do this, IHFA will publish the need for the housing and negotiate with the selected entity. However, the project and entity must still satisfy all regulatory and IHFA requirements as identified in this Plan. Such action will require the approval of the IHFA Project Finance Committee.

### **Funding Awards**

Program funds are awarded to applicants in an amount appropriate to the scope and type of project, and other resources. IHFA reserves the right to adjust an award, adjust financing and/or repayment terms, and negotiate the proposed work plan and budget, prior to executing a regulatory agreement. The terms of a HOME/HTF/NSP loan are negotiated subject to debt-service coverage ratios, proposed rent levels, and the project's ability to meet the needs of the population served.

**Program Administrator**

As the HUD grantee and designated administrator for the State of Idaho's HOME, HTF, and NSP Programs, IHFA is tasked with utilizing very limited federal funds as effectively as possible to help meet Idaho's affordable housing needs.

In January 1991, the Idaho legislature designated IHFA as the administrator of all programs identified under the Cranston-Gonzales National Affordable Housing Act of 1990. The Idaho State Legislature created Idaho Housing and Finance Association in 1972 to provide "an adequate supply of safe and sanitary dwellings at prices or rents which persons and families of low income can afford. (Title 67, Chapter 62 of the Idaho Code as amended, the "Act"). IHFA is a quasi-governmental, not-for-profit, financial services, and housing organization. IHFA is a self-supporting corporate body, which uses neither state funds nor state employees in any of its operations.

**Notice of Funding Availability (NOFA)**

Multifamily Rental- IHFA accepts application following a published Notice of Funding Availability (NOFA)

Single-Family Rental & Homebuyer Development- IHFA accepts application following a published Request for Proposal (RFP)

**Special Housing Needs Population:**

Based on Priority Housing Needs in the current Five-Year Consolidated Plan, IHFA has identified the following populations as Special Housing Needs Populations:

- Elderly (defined as age 62+),
- Disabled
- Extremely low-income ( $\leq$  30% AMI).

If identified in a HOME/HTF/NSP Loan and Regulatory Agreement (written agreement), an Owner may provide a tenant preference to a special housing needs population if the preference does not otherwise violate fair housing laws, executive orders, or program regulations. An Owner cannot provide a preference to any population if not identified in the written agreement.

**Substantial Amendments to the Annual Administrative Plan**

IHFA amends the Annual Administrative Plan as necessary each year, to administer Idaho's HOME, NSP and HTF Program. Substantial amendments to the Plan follow the adopted Public Participation Plan

<https://www.idahohousing.com/federal-programs/legal-notices-plans-and-reports/>

**The Housing Company**

The Housing Company is non-profit separate division of IHFA, legally separate but financially accountable to the Association.

**Underserved Area**

A locality in which an affordable multifamily rental project has not been approved by IHFA for five (5) or more years.

**USDA-Rural Development Set-Aside**

Up to five percent (5%) of the annual HOME allocation may be set-aside for housing development financed and/or guaranteed by USDA-Rural Development.

**HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)****Eligible Activities**

- New construction of multi-family rental housing
- Acquisition and/or rehabilitation of multi-family rental housing
- New construction, acquisition and/or rehabilitation of homebuyer properties (owned and developed by a qualified non-profit development organization or qualified unit of local government)
- Direct Down Payment Assistance to single-family homebuyers
- Transitional housing (rental housing with supportive services, a maximum tenancy term up to 2 years)
- Single Room Occupancy (SRO) Housing

**NATIONAL HOUSING TRUST FUND PROGRAM (HTF)****Eligible Activities**

- Acquisition and construction and/or rehabilitation of rental housing
- Operating Assistance and Operating Assistance Reserves for HTF-assisted rental units
  - The amount of operating cost assistance/reserves is limited to 1/3 of each annual allocation
  - Operating assistance reserve may be provided over multiple years
  - IHFA may renew operating cost assistance with future grants during the period of affordability
  - Operating cost assistance/reserve if funded with *Non-appropriated* funds
    - Reserve may be funded for the amount estimated to be necessary for the entire period of affordability up front
  - Operating assistance reserve if funded with *Appropriated* funds
    - For each grant, assistance is limited to the amount necessary for a period of up to 5 years.
  - HTF follows the same eligible cost basis as the HOME program. HTF funds used for construction and operating reserve DO NOT have the effect of reducing eligible basis.

**Target Population**

- Extremely Low-Income households ( $\leq 30\%$  Area Median Income)

**Maximum Per-Unit Subsidy Limits**

- HOME Maximum Per-Unit Subsidy Limits

**Affordability Period**

- Not less than 30 years

**NEIGHBORHOOD STABILIZATION PROGRAM-OVERVIEW****Eligible Activities**

- Acquisition and Rehabilitation of foreclosed properties
- Redevelopment of demolished, or vacant and blighted properties
- Acquisition and Rehabilitate of abandoned properties