

COMMISSIONERS MEETING

A G E N D A

July 5, 1995

- ✓ 1. Sheriff's Office: Al Showalter, George Nourse
Sharing information on their needs

2. Changing needs: Does the migrant still exist?
If so, what are their needs
Jay Smithman
Block Apt. renewal Fred Free IHA

- ✓ 3. Up-date on remaining funds
Change orders & Pymt Draws
Construction up-date letter
Ray Crowder

4. JUB Letter Change Order & Pymt Draw

5. New Well Up-date // P & Z Up-date

6. Fincancial Statement for May, '95

COMMISSIONERS MEETING
JULY 5, 1995

Commissioners Present: All, less Estella Zamora
Others Present: A. Showalter, G. Nourse, F. Free, J. Smithman,
Ray Crowder, L. Stachler.

1. SHERIFF'S OFFICE PRESENTATION: Al Showalter mentions that; The County Commissioners have now permitted Contract Law Enforcement. Their proposal is 9 new officers and some new equipment. A new grant would cover 75% of new officer's salaries for 3 consecutive years. Base salary is \$24,000 with fringe adding 7,000. A new car is \$27,000 more for each year.

The sheriff's office has noted alot fewer calls from Farmway Village. They feel H. Ortiz working with us is paying off. B.S.U. wants to learn from Hank and his experimental project. Don Downen asked Mr. Ortiz for any remarks he could provide in writing. The commissioners response to the Sheriff's request is that we would take their request under advisement.

2. RAY CROWDER UPDATE: Ray mentioned that Seufert is now 29.8% complete.

Motion by Paul Okamura and seconded by Dave Cornwell to accept the request for partial payment #3 to Seufert Construction for \$271,716
Motion carried

Motion by Dave Cornwell and seconded by Lew Kerfoot to accept the request for partial payment #3 to Ray Crowder, Architect for \$2,449
Motion carried.

Motion by Paul Okamura and seconded by Lew Kerfoot to accept the request for partial payment #2 to Woodstone, Inc for \$19,984.58.

3. CHANGE ORDERS:

Motion by Lew Kerfoot and seconded by Paul Okamura to approve a change order revision: Decrease outside molding by \$440.00, Incr electrical by \$712.00, Incr water heater by \$80.00, Incr parking change by \$297.00 for a total increase of \$640.00. Motion carried.

Motion by Lew Kerfoot and seconded by Paul Okamura to provide permission to change piping from 12 to 18 inch pipe to pipe water run off from outside fields. Motion carried.

Motion by Lew Kerfoot and seconded by Dave Cornwell to approve a request by JUB to add two new and larger aerators to the lagoon system. Motion carried.

Motion by Dave Corwell and seconded by Lew Kerfoot to permit Woodstone, Inc to relocate a number of tons of dirt and do some re-leveling to complete the new lagoon for \$2,847.00. Motion carried.

4. JAY SMITHMAN ON MIGRANTS: The following data is from the Dept of Employment: "A migrant is someone who does not return to his primary resident each day" D.O.E. says that 61% of labor in field is migrant. Thinking is that there are many, many less.

COMMISSIONERS MEETING
PAGE TWO

On the Block Building Remodel, Jay Smithman, added: There is a possibility that IHA would accept matching funds other than is cash. Although, subsidized funds cannot be used. There are state regulations as to size, ventilation, installation and privacy. Could we rehab. the units sufficiently and, also, service the loan required for rehab.? The Commissioners didn't know where to go from here other than make the following motion: A motion by Lew Kerfoot and seconded by Paul Okamura to authorize Ray Crowder to commit up to \$1000.00 to prepare estimates for the rehab work. Motion carried. The Block Units will be on agenda next month.

MOTIONS: A motion by Dave Cornwell and seconded by Paul Okamura to authorize the chairman to sign a promissory note in bond obligation of \$299,716.58. Motion carried.

A motion by Lew Kerfoot and seconded by Dave Cornwell to authorize the Architect to prepare for an additional 4-plex. 4 three B/R apts. Also to make preparation to take this request to P & Z.

NEW WELL UPDATE: The lowest bid was via Pete Cope of #17,496.00, just to drill. A motion by Lew Kerfoot and seconded by Paul Okamura to accept the Pete Cope bid. Motion carried. The next step is to prepare bid documents and finalize the bonding and prepare a payment performance bond. Holladay will take care of these items.

FINANCIAL STATEMENT: A motion by Dave Cornwell and seconded by Lew Kerfoot to accept the financial statement for May, 1995.

Check asphalt, and arrange for spring improvements in this category.

Power to Community Ctr

Commissioners Meeting
7-5-95

Present

1. County Commissioners have now permitted contract law enforcement.

A. Skowalter

G. Nourse

F. Free

J. Smithman

R. Crowder

L. Staehler

Proposal: 9 New officers

Grant 75% of officers salary

for 3 consecutive years

Base salary 24000
fringe 7000

Equipment - car 27000
more per year

all commissioners
less Estella

Formway: calls to Police has
dropped considerably

B.S.U. ~~to~~ wants to learn from

H. Ortiz experimental project

(Chm: asked for points in writing)

3. Roy Crowder Update 29.8 percent Complete

Portrait print for seafert for

1. Paul

2. Dave carried.

11

11

Architect

2,449.00

1. Dave

2. Len carried.

Page 2

Change Order #4

outside Molding	deat	440	INCR. <u>640⁰⁰</u>
electrical	INCR	712	
water heater	incr.	80	
Parking change	incr.	297	
		1	Leew
		2	Paul carried

Change Order: #5 Permission for change to 57W
1. Leew for 18" pipe
2. Paul

Change Order #1 JUB new + larger
1. Leew Acrotator = —
2. Dave Carried

Change Order #2 JUB relocate dirt
1. Dave 2,847⁰⁰
2. Leew Carried

Draw Request #2 Partial project 19,984⁵⁸
1. Paul
2. Leew Carried

Jay

Migrants: ? } from Dept. Employment data
= "Does not return to his primary resident each day" always

61 % of labor in field is migrant, according to Dept. Employ.

Thinking is: that there are many, many less

Free: Matching funds 25% (not as cash)

state 25% grant 1996

Subsidized funds can't be used
to cover higher rent cost.

Regulations: to size
+ ventilation
+ installation
+ primary

Reasonable

rent on a rehab. unit

Could we service such a loan?

Motron Authorize Ray to commit \$1000⁰⁰

1. Low To program estimator for rehab of

2. Paul Carred Block units
Agenda next month

Motion & Charge to sign ~~proposal~~ promising note

1. Dave
2. Paul

299 7/15 58

Well: Bid by Pete Coxe 17 495

1. Lee To drill
2. Paul Corral.

{ Bid documents needed
Bonding - final
payment performance bond.

Motion

1. Lee 4-3 ~~BR~~ BR 4 plex
2. Dave addition for P+Z
carried

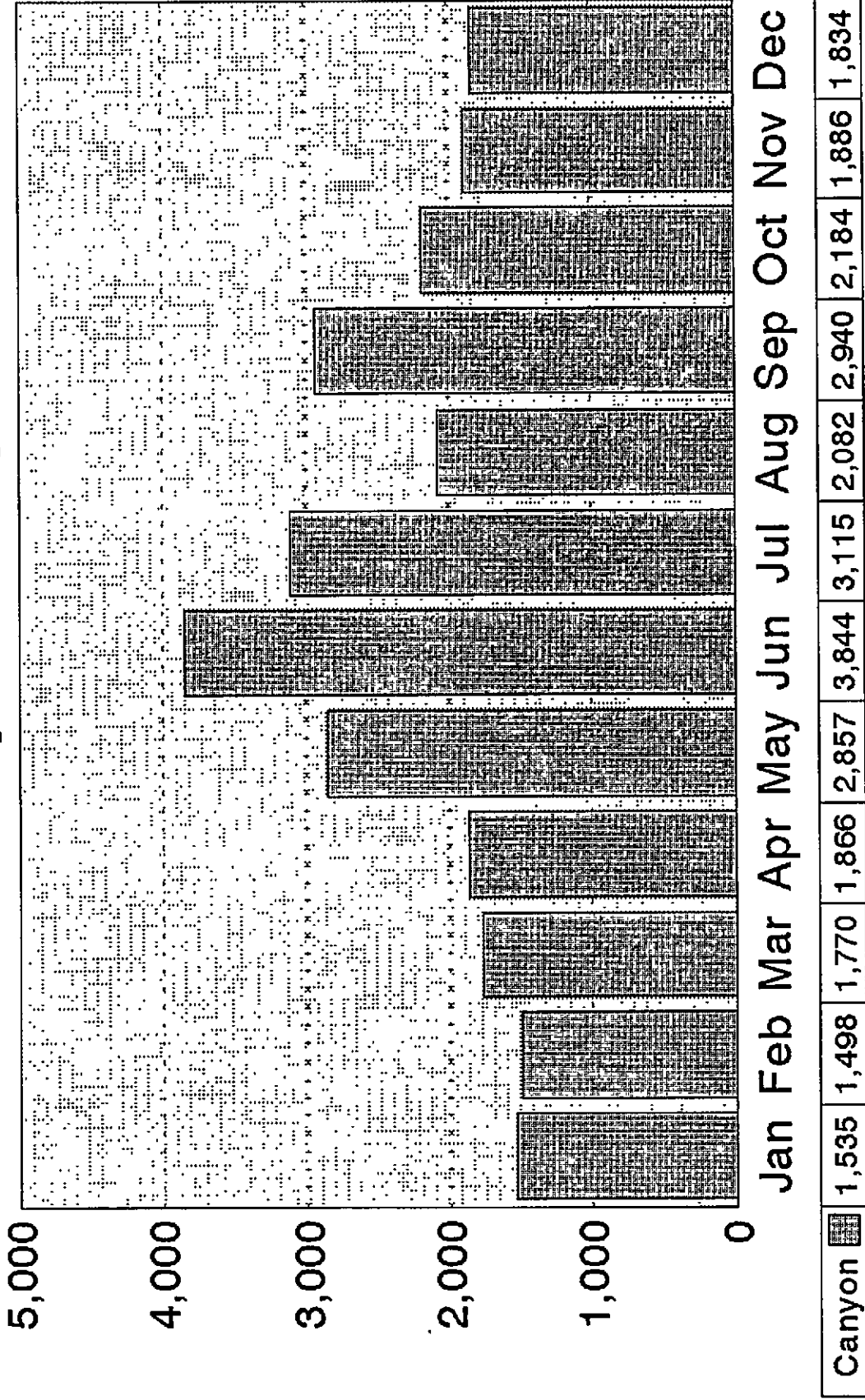
Financial Statement ~~for~~ May 1. Dave
2. Lee carried

Check asphalt in front of Lupis

Monthly Agricultural Employment Report

1994

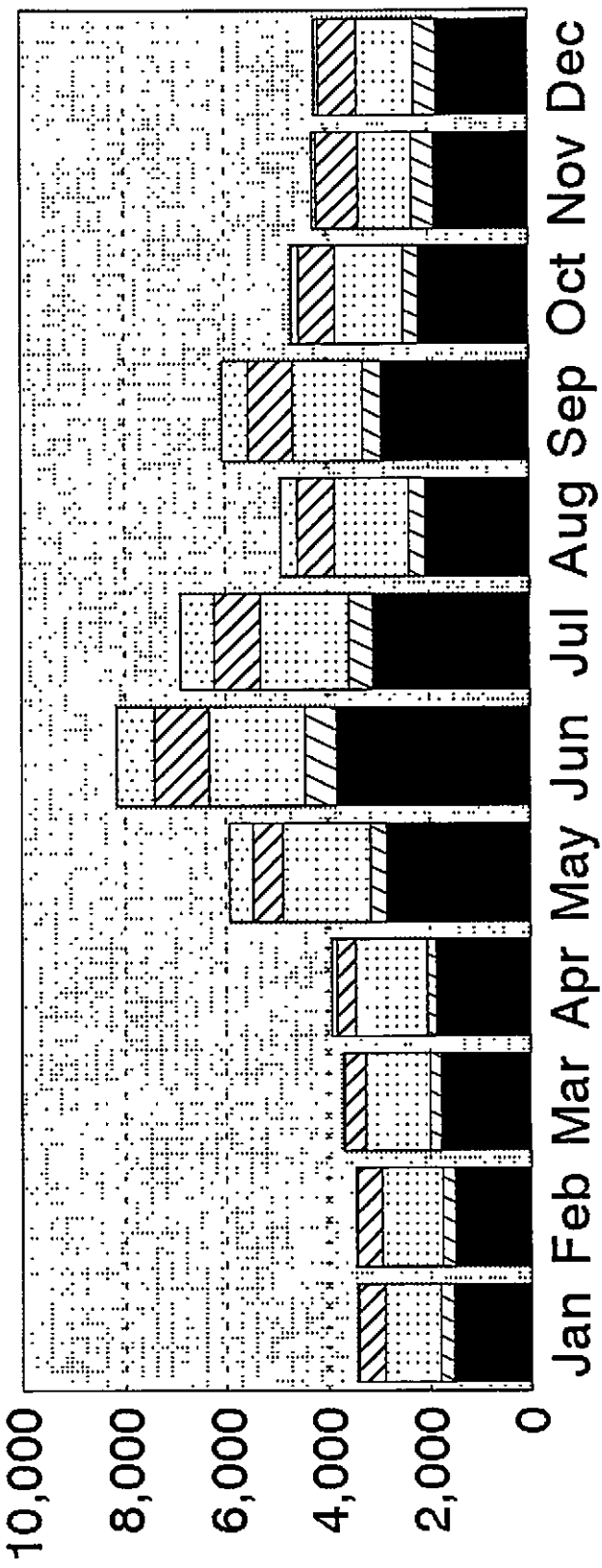
Canyon County



Source: Idaho Department of Employment

Monthly Agricultural Employment Report

1994



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Washington	32	24	23	103	453	724	672	330	523	145	69	65
Payette	503	509	424	363	602	1,093	892	721	881	718	837	763
Owyhee	1,107	1,200	1,260	1,404	1,717	1,875	1,745	1,479	1,374	1,351	1,051	1,134
Gem	272	245	234	190	309	601	469	309	351	294	429	423
Canyon	1,535	1,498	1,770	1,866	2,857	3,844	3,115	2,082	2,940	2,184	1,886	1,834

Canyon
 Gem
 Owyhee
 Payette
 Washington

Source: Idaho Department of Employment

**STATE OF IDAHO HOME PROGRAM
1994/95
EXECUTIVE SUMMARY**



IDAHO HOUSING AGENCY

Idaho Housing Agency
565 West Myrtle
PO Box 7899
Boise ID 83707-1899
208-331-4712
TDD 1-800-545-1833 Ext. 400



**STATE OF IDAHO HOME PROGRAM
1994/95
EXECUTIVE SUMMARY**

What is HOME?

HOME is a federally funded block grant-to-states program for building and rehabilitating affordable housing. Funds are allocated by a HUD formula to Participating Jurisdictions (PJs).

The Idaho Housing Agency (IHA) serves as the PJ for Idaho's statewide allocation of HOME Block Grant funds (administering the program for all of the state except the City of Boise).

The Program

Idaho's HOME Program was designed by IHA to increase the availability of safe, decent and sanitary housing for low- and very-low income families. HOME funds will provide incentives for upgrading substandard existing housing or for constructing new rental housing for these families at affordable monthly rates.

Available HOME Funding

The average annual funding level for the HOME Program is \$3,000,000. IHA administered funds will be available in all areas of the state. Idaho will set aside 15% of its available funds for Community Housing Development Organizations (CHDO's), non-profit housing organizations specifically defined under the HOME regulations.

Eligible HOME Activities

Idaho's HOME funds can be used for:

- . development and support of affordable housing through the acquisition/new construction of rentals,
- . moderate/substantial rehabilitation of rental housing, and
- . single family owner-occupied housing rehabilitation.

Each eligible activity has a strict set of regulations and long-term controls on affordability.

Eligible HOME Applicants

Eligible applicants for Idaho's HOME funds are:

- . Units of local government;
- . Private housing developers;
- . Housing authorities; or,
- . Private nonprofit organizations (501-C-3).

Forms of Financial Assistance

IHA will provide financial assistance, using HOME funds, in one or more of the following forms:

- . Interest bearing loans
- . Non-interest bearing loans
- . Deferred loans (forgivable or repayable)
- . Interest subsidies (leveraging approaches, subject to C/MI constraints)

HOME funds are generally issued as construction loans. The form of funding will be determined by the nature of the project.

Community Housing Development Organizations (CHDO'S)

CHDOs are specifically defined (by HUD) non-profit community based housing organizations that have as their mission the provision of affordable housing. CHDOs must meet certain criteria and be identified by the PJ.

CHDO's must be involved in HOME projects as either developer's, sponsor's, or owner's. If a CHDO's involvement in a project is as an owner it must have control of the project, as evidenced by legal title or a valid contract of sale. If it owns the project in partnership, it must be the managing general

partner. In acting in any of the capacities specified, the CHDO must have effective management control.

While all Idaho non-profits are eligible to apply for HOME funds, CHDOs are allowed to utilize those funds in a slightly more liberal manner. Unlike other non-profits, CHDOs may apply their HOME funds toward pre-development costs. CHDOs may also take advantage of technical assistance not generally available to other non-profits. However, they must meet specific federal guidelines regarding the following:

- . Defined geographic service area,
- . Non-profit status (501 (c)),
- . Experience and capacity to undertake a HOME assisted project,
- . A commitment to affordable housing,
- . Accountability to the low-income population,
- . Board composition, and,
- . Financial accounting systems.

HOME Program Application Process

HOME is a competitive process within Idaho. Applicants must submit a complete application for HOME funds during specified application periods.

Application Process. Complete applications must include the requisite supporting data and any other specific information required by the application form. The Agency may, at its discretion, request additional information as deemed necessary for a fair and accurate evaluation. Incomplete applications will not be accepted.

Applications received during each application period will be reviewed and ranked according to the Selection Criteria Point System, and projects receiving the highest number of points will be selected to receive HOME fund reservations.

Selection Criteria Point System. All projects will be ranked by a Project Scoring Criteria, determined by the Agency's low-income housing priorities and are consistent with the Comprehensive Housing Affordable Strategy (CHAS) and the Consolidated Plan. HOME applications and the Selection Criteria Point System can be found in the HOME Program Administrative Plan.

Project Evaluation. Projects selected through the Project Scoring Criteria will be evaluated to determine the amount of HOME funds and form of financial assistance needed. The amount of funds available for a project may not exceed the amount necessary for its financial feasibility and its viability throughout the minimum affordability period.

Allocation Limitations. The maximum HOME investment per unit varies across the state; the HOME Program Plan lists these maximums. The minimum HOME investment per unit is \$1000.

More specific information on the application and allocation process can be found in the HOME Program Administrative Plan.

HOME Program Beneficiaries

HOME funds are targeted to assist persons with incomes of 80% of median or less. Some eligible activities have even more stringent income requirements which limit the income of program beneficiaries to 50% and 60% of area median income. Details of the requirements for each eligible activity can be found in the HOME Program Administrative Plan.

HOME Program Federal Restrictions

The HOME program triggers several federal "cross-cutting" requirements that applicants must be aware of. These monitoring requirements address procurement of services, accountability and financial management, environmental review, federal labor standards provisions, affirmative marketing, minority and women owned business outreach, Uniform Relocation and Acquisition Act (URA) requirements, and a variety of reporting requirements for the Cash Management Information System.

Conclusion

The HOME Program Plan was written in a manner consistent with an Agency strategy which addresses the problem of supply and availability of quality affordable homes:

The Idaho Housing Agency will act as a catalyst to secure resources and develop innovative programs for the rehabilitation of substandard housing, or construction of new rental units which will be available and affordable to low-income families and individuals.

HOME is also consistent with Agency goals:

- . To encourage provision of a decent, safe and sanitary home and living environment for all residents of the state;
- . To promote the maintenance and improvements of the physical condition of the housing stock and neighborhoods in the cities in the state.

IHA intends to utilize the HOME funds to their fullest extent in order to maximize the amount of affordable housing that this funding can create.

For more information on HOME funding options please contact the Idaho Housing Agency, HOME Program, PO Box 7899, Boise ID 83707-1899, 208-331-4712.

HOMEOWNER IMPROVEMENT PROGRAM

The Homeowner Improvement Program under the HOME Program is designed to provide low interest loans to low-income homeowners for rehabilitation of substandard owner occupied homes.

The Eligible Property Owner

The owner must be a **low-income** homeowner; that is, the owner must have a gross annual income that does not exceed 80% of median income for the area. IHA's Section 8 Existing Program income verification system will be used.

The owner must **own the property**. A family or individual owns the property if they:

- Have fee simple title to the property; **OR**
- Maintain a 99 year leasehold interest in the property; **OR**
- Have ownership or membership in a cooperative; **AND**
- Do not have any restrictions or encumbrances that would unduly restrict the good and marketable nature of the ownership interest.

Other forms of ownership, such as land sales contracts, must be approved by HUD.

The property owner must also occupy the property as a **principal residence**.

Eligible Property Type

Eligible properties include any single family property, occupied as a principal residence by the owner, as follows:

- A one family property
- A condominium unit
- Manufactured home
- A mobile home
- A cooperative unit

Property Value

The appraised value of the HOME assisted property—**AFTER REHABILITATION**—must not exceed the 203(b) mortgage limit for the area for the type of property being assisted (single family, condominium,, etc.) The 203(b) limits are listed in the HOME Program Administrative Plan. An appraisal must be provided before the work is started.

Rehabilitation Provisions

The minimum level of HOME funds used for rehabilitation is **\$1,000** per unit.

The maximum level of HOME funds permitted per unit for single family rehabilitation is the maximum set for all HOME assisted activities. This information is available in the HOME Program Administrative Plan.

Property Standards

The minimum property standards as described below **must** be met after HOME funds are used for project. This means that any home that is rehabilitated using HOME funds must be completely rehabilitated and brought to Housing Quality Standards: **No emergency or partial repairs are permitted.**

Property Standards

Type of Project	Minimum Property Standard
Moderate Rehabilitation (<\$25K)	Section 8 HQS
Substantial Rehabilitation (>\$25K)	Local codes, zoning ordinances, Section 8 and Cost effective energy standards

Eligible Rehabilitation Costs

Development Hard Costs – The actual rehabilitation costs.

Demolition Costs.

Site Improvements and Utility Connections.

Related Soft Costs – Reasonable and necessary costs, including: Finance Related Costs, Construction Related Costs and Project Audit Costs.

Match Requirements

The HOME Program statute requires that federal HOME funds be matched with non-federal forms of subsidy. A match of 25% of the total HOME allocation is required. In order to qualify as match, additional subsidies must be permanently donated to the project.

The match obligation can be met with:

- Cash
- Value of waived taxes, fees or charges
- Value of land or real property donated (or reduced) or provided at less than appraised value
- Cost of infrastructure improvements associated with HOME and paid from sources other than federal funds.

Conclusion

The HOME Program Plan was written in a manner consistent with an Agency strategy which addresses the problem of supply and availability of quality affordable dwellings:

The Idaho Housing Agency will act as a catalyst to secure resources and develop innovative programs for the rehabilitation of substandard housing, or construction of new rental units which will be available and affordable to low-income families and individuals.

HOME is also consistent with two of the housing goals of the Agency:

- To encourage provision of a decent, safe and sanitary home and living environment for all residents of the state;
- To promote the maintenance and improvements of the physical condition of the housing stock and neighborhoods in the cities in the state.

IHA intends to utilize the HOME funds to their fullest extent in order to maximize the affordable housing that this funding can create.

For more information on this or other HOME funding options please contact the Idaho Housing Agency, HOME Program, PO Box 7899, Boise ID 83707-1899, 208-331-4712.

RENTAL HOUSING REHABILITATION

An aspect of the HOME program is designed as a rental rehabilitation program to benefit low and very low income tenants. The Program requires specific rent levels be set that are affordable to those earning 50% to 60% of area median income or less. The Program also specifies long-term affordability for rental units.

Eligible Property Types

HOME funds for rental rehabilitation can be used to rehabilitate one or more buildings on a single site that are under common ownership, management and financing, or buildings that are scattered on more than one site as long as they are under common ownership, management and financing, and receive HOME assistance as part of a single undertaking.

There are no limits on the number of units per project.

There are no preferences for unit size and style.

HOME Investment Per Unit

The **minimum** amount of HOME funds is an average of \$1,000 per HOME assisted unit. This **minimum only** relates to the HOME funds and not any other funds that might be used for project costs, including funds used as the "match".

The average per unit **maximum HOME subsidy** varies by location across the state. The maximum limit **only** relates to the HOME funds and is applied only to HOME assisted units.

Ineligible Properties

Some properties cannot receive HOME rental rehabilitation funds. These are:

- . Projects assisted under Title VI of NAHA – Prepayment of Mortgages Insured under the National Housing Act.
- . Public Housing projects
- . Rental Rehabilitation Program funded projects.

Property Standards

There are minimum property standards that **must** be met after HOME funds are used for project. **Every unit that is rehabilitated with HOME funds must be brought to these standards: no emergency or partial repairs are permitted.**

Property Standards

Type of Project	Minimum Property Standard
Moderate Rehabilitation (<\$25K)	Section 8 HQS
Substantial Rehabilitation (>\$25K)	Local codes, zoning ordinances, Section 8 and Cost effective energy standards

Eligible Activities

Rehabilitation -- For purposes of HOME, rehabilitation is defined as any construction work to an existing structure where the average total development cost is less than or equal to \$25,000 per unit.

Substantial Rehabilitation -- Rehabilitation where the average total development cost of the project is greater than \$25,000 per unit.

Conversion -- Conversion of an existing structure from an alternative use to affordable residential housing is an eligible activity and is considered **rehabilitation**. If conversion involves additional units beyond the walls of an existing structure, the project will be deemed **new construction**. Conversion of a structure to commercial use is prohibited.

Reconstruction -- Reconstruction is defined as building a new structure on the foundation of a previous structure. Reconstruction is considered rehabilitation in the HOME Program, not new construction.

Acquisition of Property -- Acquisition of property is eligible as part of a rental housing project.

Selective Eligible Activities -- Several activities can be funded with HOME funds only when conducted in conjunction with above listed activities. They are:

1. **Acquisition of Vacant Land** -- Acquisition of vacant land using HOME funds may be accomplished only when HOME funds for construction have been committed in the C/MI system.
2. **Site Improvements** -- Must be "in keeping with improvements to surrounding standard projects". Costs of utility connections are included.
3. **Demolition** -- HOME funds can be used to pay for demolition only when HOME funds for construction have already been committed in the C/MI system.

Relocation Costs -- Temporary relocation payments and other relocation assistance.

Project "Soft" Costs -- These costs must be **reasonable and necessary**. They must be paid for by the owner as part of the project costs and must be for services rendered by third parties. Eligible soft costs include: Finance Related Costs, Construction Related Costs, Project Audit Costs and Affirmative Marketing and Fair Housing.

Development Hard Costs -- The actual rehabilitation costs.

Match Requirements

The HOME Program statute requires that federal HOME funds be matched with non-federal forms of subsidy. A match of 25% of the total HOME allocation is required. In order to qualify as match, additional subsidies must be permanently donated to the project.

The match obligation can be met with:

- Cash
- Value of waived taxes, fees or charges
- Value of land or real property donated (or reduced) or provided at less than appraised value
- Cost of infrastructure improvements associated with HOME.

Home Assisted Units

Only units receiving HOME monies are considered "HOME Assisted Units."

HOME expenditure limits, rent, and occupancy rules only apply to HOME Assisted Units.

Example: A second mortgage loan is provided using HOME funds to assist in the rehabilitation of a 10-unit building. The maximum per unit subsidy in your community is \$40,000. You decide that only 5 units will be HOME Assisted Units. The maximum HOME subsidy you may provide to this project is therefore \$200,000 (5 x \$40,000). Despite the fact that the entire building is rehabilitated, only five units are subject to per unit expenditure, rent and occupancy controls.

Initial "HOME Rents"

Every HOME assisted unit is subject to rent controls. These maximum rents may be referred to as **HOME RENTS**. A list of HOME rents can be found in the HOME Program Administrative Plan.

There are two HOME RENTS established for projects:

High Home Rents: 80% of HOME assisted rental units must have rents that are the lesser of:

- The Section 8 Fair Market Rents (FMR) or area-wide exception rents for existing housing minus tenant paid utilities.

OR

- Rents which are 30% of adjusted income for households at 65% of median income minus tenant paid utilities.

Low Income Rents: 20% of HOME assisted units must have rents which equal 30% of annual incomes for households at 50% of median income minus tenant paid utilities.

HOME rents are published annually by HUD.

Future HOME Rents

HOME assisted rental units that are rehabilitated are rent controlled for varying lengths of time depending upon the average amount of HOME funds invested per unit:

Activity	Per Unit HOME \$	Minimum Affordability Period
Rehab or Acquisition of Existing	<\$15,000/unit	5 years
	\$15,000 – \$40,000	10 years
	>\$40,000	15 years

Exception

If FHA mortgage insurance is provided to a HOME project, the term of affordability must be the length of the FHA insured mortgage.

Maximum monthly rents and utility allowances must be recalculated annually by the owner. They are reviewed and approved by the IHA.

HUD will annually publish FMRs and calculations of rents affordable to families earning 65% and 50% of median so that owners can establish new HOME rents for projects.

Based on HUD's calculations, HOME RENTS may increase.

- o Rent increases are permitted, but tenants must be given at least 30 days written notice before increases are implemented. Any increases are also subject to the provisions of the lease agreements.

Occupancy of HOME Assisted Rental Units

At least 20% of the HOME assisted rental units must be occupied by families who have annual incomes that are 50% or less of median income. These very-low income tenants must occupy the units with the very low rents.

The balance of the units must be occupied by any family with annual income less than 60% of median.

Both the rent and income targeting requirement must be enforced by deed restriction and must specify remedies for breach of the provisions.

Conclusion

The HOME Program Plan was written in a manner consistent with an Agency strategy which addresses the problem of supply and availability of quality affordable dwellings:

The Idaho Housing Agency will act as a catalyst to secure resources and develop innovative programs for the rehabilitation of substandard housing, or construction of new rental units which will be available and affordable to low-income families and individuals.

HOME is also consistent with two of the housing goals of the Agency:

- . To encourage provision of a decent, safe and sanitary home and living environment for all residents of the state;
- . To promote the maintenance and improvements of the physical condition of the housing stock and neighborhoods in the cities in the state.

IHA intends to utilize the HOME funds to their fullest extent in order to maximize the affordable housing that this funding can create.

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RENTAL HOUSING NEW CONSTRUCTION

The HOME Program provides funding for the creation of new units of rental housing under the new construction program.

New construction includes:

- Newly built projects;
- Rehabilitation projects that include new construction of one or more units outside the existing walls of the structure;
- Any project which received its first certificate of occupancy within one year of receiving HOME assistance.

Eligible Property Types

New construction can occur on one or more sites that are under common ownership, management and financing, or on scattered sites as long as the sites are under common ownership, management and financing, and receive HOME assistance as part of a single undertaking.

There are no limits on the number of units per project.

There are no preferences for unit size and style.

HOME Investment Per Unit

The minimum amount of HOME funds is an average of \$1,000 per HOME assisted unit. The minimum is only related to the HOME funds and not any other funds that might be used for project costs, including funds used as the "match".

The average per unit maximum HOME subsidy varies across the state.

The maximum limit only relates to the **HOME funds** and is applied to HOME assisted units. Information on the maximum can be found in the HOME Program Administrative Plan.

Property Standards

Minimum property standards **must** be met after HOME funds are used for a project.

New construction projects funded with HOME funds must meet:

- All local codes, rehab standards, zoning ordinances
- The Model Energy Code, published by the Council of American Building Officials.
- Section 8 Housing Quality Standards (HQS)

Eligible Activities

Conversion -- If conversion involves additional units beyond the walls of an existing structure, the project will be deemed **new construction**. Conversion of a structure to commercial use is prohibited. (NOTE: Moving an existing unit onto a new foundation is **new construction**.)

Acquisition of Property -- Acquisition of property is eligible as part of a new construction project.

Selective Eligible Activities -- Several activities can be funded with HOME funds only when conducted in conjunction with the above listed activities. They are:

1. Acquisition of Vacant Land -- Acquisition of vacant land using HOME funds may be accomplished only when HOME funds for construction have been committed in the C/MI system.
2. Site Improvements -- Must be "in keeping with improvements to surrounding standard projects." Costs of utility connections are included.
3. Demolition -- HOME funds can be used to pay for demolition only when HOME funds for construction have already been committed in the C/MI system.

Relocation Costs --- Temporary relocation payments and other relocation assistance.

Project "Soft" Costs --- These costs must be **reasonable and necessary**. They must be paid for by the owner as part of the project costs and must be for services rendered by third parties.

Development Hard Costs --- The actual rehabilitation costs.

Match Requirements

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The match obligation can be met with:

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There are two HOME RENTS established for projects:

- **HIGH HOME RENTS:** 80% of HOME assisted rental units must have rents that are the lesser of:
 - The Section 8 Fair Market Rents (FMR) or area-wide exception rents for existing housing minus tenant paid utilities
- OR**
- Rents which are 30% of adjusted income for households at 65% of median income minus tenant paid utilities.
- **LOW HOME RENTS:** 20% of HOME assisted units must have rents which equal 30% of annual incomes for households at 50% of median income minus tenant paid utilities.

HOME rents are published annually by HUD.

Future HOME Rents

Activity	Minimum Affordability Period
New Construction or Acquisition of New Housing	20 Years

Exception

If FHA mortgage insurance is provided to a HOME project, the term of affordability must be the length of the FHA insured mortgage.

Maximum monthly rents and utility allowances must be recalculated annually by the owner. They are reviewed and approved by the IHA.

HUD will annually publish FMRs and calculations of rents affordable to families earning 65% and 50% of median so that owners can establish new HOME rents for projects.

Based on HUD's calculations, HOME RENTS may increase.

- Rent increases are permitted, but tenants must be given at least 30 days written notice before increases are implemented. Any increases are also subject to the provisions of the lease agreements.

Occupancy of New Construction Rental Units

At least **20% of the HOME assisted rental units must be occupied by families who have annual incomes that are 50% or less of median income.** These very-low income tenants must occupy the units with the very low rents.

The balance of the units must be **occupied by any family with annual income less than 60% of median.**

Both the rent and income targeting requirement must be enforced by deed restriction and must specify remedies for breach of the provisions.

Conclusion

The HOME Program Plan was written in a manner consistent with an Agency strategy which addresses the problem of supply and availability of quality affordable dwellings:

The Idaho Housing Agency will act as a catalyst to secure resources and develop innovative programs for the rehabilitation of substandard housing, or construction of new rental units which will be available and affordable to low-income families and individuals.

HOME is also consistent with two of the housing goals of the Agency:

- To encourage provision of a decent, safe and sanitary home and living environment for all residents of the state;
- To promote the maintenance and improvements of the physical condition of the housing stock and neighborhoods in the cities in the state.

IHA intends to utilize the HOME funds to their fullest extent in order to maximize the affordable housing that this funding can create.

For more information on this or other HOME funding options please contact the Idaho Housing Agency, HOME Program, PO Box 7899, Boise ID 83707-1899, 208-331-4712.



J-U-B ENGINEERS, Inc.
ENGINEERS • SURVEYORS • PLANNERS

250 S. Beechwood Avenue, Suite 201
Boise, ID 83709-0944

208/376-7330
FAX: 208/323-9336

June 28 1995

Housing Authority of Caldwell
P.O. Box 70
Caldwell, ID 83606

Dear Board Members:

RE: Change Order Nos. 1 and 2
Partial Pay Estimate No. 2

I apologize for being unable to attend the Board meeting in July 1995 and hope this letter will offer sufficient explanation for the actions we believe are required. Contained within this packet are two Change Orders and a Partial Pay Estimate.

Change Order No. 1

Change Order No. 1 is for the change in aerator horsepower from two 3 Hp units to one 3 Hp unit and one 7-1/2 Hp unit. As I explained earlier, there is also a change in manufacturers which accounted for the majority of the price increase. This change order will entail moving the existing 5 Hp unit from Cell No. 1, placing it in Cell No. 2, placing the new 7-1/2 Hp unit in Cell No. 1, and installing a new 3 Hp unit in Cell No. 2. This change order is necessary due to regulatory demands. It is our recommendation that the change order be approved.

Change Order No. 2

Change Order No. 2 was to compensate the contractor for the necessity of excavating material outside the originally-intended excavation and completing the dike construction utilizing this material. The on-site material went into the dikes at a slightly denser density than was originally anticipated and it may also be that the underlying material within the originally excavated area was not as dense as originally anticipated. This facilitated the need to excavate on-site material, process to the proper moisture content and utilize this material to complete the dikes.

Additionally, the excavated hole, where this material came from, was filled in with material from the clearing and grubbing operation. This yielded a slightly more aesthetic sight. This change order was negotiated as a lump sum change order of \$2,847.00. The price appears reasonable for moving the material to complete the dike construction as well as removing some of the prior excavated clearing and grubbing material and placing it in the excavation. We recommend this change order be approved.

Partial Pay Estimate No. 2

Partial Pay Estimate No. 2 brings the contractor up to date for work completed through June 25, 1995, and also compensates the contractor for materials which have been manufactured and are on the project site.





Change Order Nos. 1 and 2 are both included in the estimate. Since no work has yet been performed on Change Order No. 1, the total due to date for it remains at zero. Approximately 90 percent of the earthwork portion, which is Change Order No. 2, has been completed by the cut-off date. Therefore, \$2,562.30 is due as part of Change Order No. 2 and is included in Partial Pay Estimate No. 2.

The total amount of work completed to date is approximately \$35,842.70. Adding Change Order No. 2 to this brings the total amount of work completed to date to \$38,405.00. Retainage on this is \$1,920.25, bringing the total due to date to \$36,484.75. We have previously paid the contractor for work performed of \$16,517.00. This yields \$19,984.58 and is due and payable to the contractor for work completed from May 25, 1995, to June 25, 1995. We recommend this amount be approved.

The total contract price to date is \$133,634.00. The total work completed to date is \$38,405.00. This yields a remaining amount of work to be completed of \$95,229.00.

The contractor's schedule calls for work to proceed from Wednesday, June 28, 1995, through Monday, July 10, 1995, at which time it is anticipated that all of the piping, control structures, stop logs and liner will be placed. That will leave the aerators as the only missing components not yet installed. We feel the contractor is progressing on a reasonable schedule and should complete his work on time, barring the installation of the aerators, which may occur at a later time, without any degradation in treatment quality.

If you have any questions or comments, I will be back in the office Wednesday, July 12, 1995. You may contact me then.

Regards,

J-U-B ENGINEERS, Inc.

Bryan D. Donaldson, P.E.
Assistant Regional Manager

BDD:ls

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**CROWDER ASSOCIATES
ARCHITECTURE & PLANNING**

102 S. 17TH STREET • SUITE 301
P.O. BOX 1757 • BOISE, IDAHO 83701-1757
(208) 342-7488
FAX (208) 342-7489

CONSTRUCTION REPORT NO: SIXTEEN
PROJECT: FARMWAY VILLAGE - PHASE II
LOCATION: CALDWELL, IDAHO
DATE: JUNE 27, 1995
TIME: 11:30 A.M.
WORK ON SCHEDULE: YES
WEATHER CONDITIONS: 72 DEGREES, CLEAR
PRESENT ON SITE: TAD HOUSE
KEN CAMBELL
FRAMERS
PLUMBERS
ELECTRICIANS
LANDSCAPE SPRINKLER INSTALLERS

WORK IN PROGRESS:

COMMUNITY BUILDING: EXTERIOR - NO CHANGE. CONTRACTOR INSTALLING TEMPORARY DOORS SO THAT BUILDING CAN BE SECURED. AIR CONDITIONING UNITS TO ARRIVE TODAY. INTERIOR WALLS AND CEILING HAVE BEEN PAINTED.

SITE WORK: UNDERGROUND SPRINKLER IS N PROGRESS. CONTRACTOR IS PREPARING BASE AT TWO PARKING LOTS FOR POSSIBLE ASPHALT COATING TOMORROW. TRENCH HAS BEEN CONSTRUCTED ADJACENT TO BUILDING THIRTEEN TO HANDLE IRRIGATION RUN-OFF.

BUILDING NO. ONE: ROOFING IN PROGRESS. EXTERIOR SIDING AND TRIM READY FOR PAINTING. INTERIOR WALLS INSULATED. VAPOR BARRIER IN PLACE. HANGING GYPSUM BOARD.

BUILDING NO. TWO: SIDING AND TRIM NEARING COMPLETION. ROOFING IN PROGRESS. ELECTRICAL ROUGH-IN NEARING COMPLETION. WIRE BEING PULLED. PLUMBING ROUGH-IN NEARING COMPLETION.

BUILDING NO. THREE: SIDING INSTALLED. ROOF DRY-SHEETED. PLUMBING AND ELECTRICAL ROUGH-IN IN PROGRESS. BEGINNING TO PULL WIRING.

BUILDING NO. FOUR: FIRST FLOOR IS FRAMED. SIDING ON FIRST FLOOR. SECOND FLOOR FRAMING IN PROGRESS. NEARLY READY FOR TRUSSES TO BE SET.

BUILDING NO. FIVE: FIRST FLOOR FRAMED. BEGINNING SECOND FLOOR.

BUILDING NO. SIX: FRAMING FIRST FLOOR. READY TO POUR FROST WALLS AT PATIOS.

BUILDING NO. SEVEN: FRAMING HAS BEGUN.

BUILDING NO. EIGHT: SLAB POURED.

BUILDING NO. NINE: SLAB POURED.

FARMWAY VILLAGE - PHASE II
JUNE 27, 1995
PAGE 2

BUILDING NO. TEN: BACKFILLED READY FOR UNDER SLAB PLUMBING TO BEGIN.

BUILDING NO. ELEVEN: UNDER SLAB PLUMBING NEARLY COMPLETE.

BUILDING NO. TWELVE: FOOTING AND FOUNDATION POURED. BUILDING BACKFILLED.

BUILDING NO THIRTEEN: FOUNDATION POURED AND INSULATED. READY TO BACKFILL.

BUILDING NO. FOURTEEN: FOOTING FOUNDATION POURED. RIGID INSULATION IN PLACE.
BEGINNING TO BACKFILL.

BUILDING NO FIFTEEN: FOOTING AND FOUNDATION POURED

OBSERVATIONS

HURRICANE CLIPS INSTALLED BUILDINGS NO. ONE, TWO AND THREE
CONTROLS ARE OFF-SET AT ONE BEDROOM SHOWERS.

SOIL AT BUILDING NO. THIRTEEN HAS DRIED OUT.

GYP. BD IS BEING INSTALLED BEHIND TUB/SHOWER AT EXTERIOR & PARTY WALLS AS REQD.
NOTED THAT ELECTRICAL TRANSFORMER NEAR BLDG. #12 IS SET VERY HIGH - CONTRACTOR
WILL COORDINATE WITH IDAHO POWER CO.

TEMPERED GLASS IS BEING INSTALLED AS REQUIRED BY CODE

ACTION REQUIRED:

*NOTED THAT SHOWER HEADS ARE OFF-SET TO THE FAR EDGE OF SHOWERS. ARCHITECT
REQUESTS THAT ON FUTURE UNITS SHOWERS BE LOCATED MORE NEAR THE CENTER OF THE
SHOWER TUB COMBINATION.

*BUILDING NO. FOURTEEN IS NOTED TO BE SET VERY LOW WITH RESPECT TO SURROUNDING
EARTH. ARCHITECT DISCUSSED OPTIONS FOR DRAINAGE WITH THE CONTRACTOR. IT WAS
DECIDED THAT DRAINAGE SWALES CAN BE CONSTRUCTED TO ADEQUATELY HANDLE RUN-OFF
AROUND THE BUILDING.

*ARCHITECT REQUESTS THAT WHEN ELECTRICAL ROUGH-IN BEGINS ON TWO-STORY
BUILDINGS CONTRACTOR ENSURE THAT LIGHT FIXTURES ON STAIR WAYS ARE PLACED LOW
ENOUGH ON WALLS THAT LIGHT BULB REPLACEMENT CAN BE ACCOMPLISHED.

*NOTED THAT SLABS HAVE BEEN CUT AT BUILDINGS NO. EIGHT AND NINE TO MODIFY
PLUMBING AS NEEDED FOR INSTALLATION OF GROUND FLOOR SHOWERS.

*BUILDING NO. SEVEN ARCHITECT NOTES THAT FRAMING ON THIS BUILDING IS NOT OF THE
QUALITY OBSERVED ON PREVIOUS BUILDINGS. ARCHITECT REQUESTS THAT CONTRACTOR
CAREFULLY INSPECT THIS BUILDING FOR PROBLEMS AND FUTURE PROBLEMS.

*CONTRACTOR ADVISED TO ENSURE THAT HORIZONTAL AND VERTICAL BLOCKING IS IN
PLACE AT MAXIMUM TEN FEET ON CENTER ON PARTY WALLS AND STAGGERED STUD WALLS.

*ASSURE THAT ANCHOR BOLTS OR RAM SET ANCHORS ARE INSTALLED AT SILL PLATES AS
INDICATED ON THE DRAWINGS AND AS REQUIRED BY UBC.

*ASSURE THAT SILL SEALER IS OMITTED AT KITCHENS AS AGREED.

*VERIFY THAT RISER HEIGHTS AND TREADS ARE UNIFORM IN SIZE AS REQD BY UBC AT
STAIRWAYS

*ASSURE THAT ALL STAIRWAYS HAVE MIN. 6'-8" CLEAR HEADROOM

*ASSURE THAT ALL BUILDINGS ARE PROVIDED WITH THICKENED SLABS IN AREAS INDICATED.

FARMWAY VILLAGE - PHASE II

JUNE 27, 1995

PAGE 3

*EXISTING WATER LINES HAVE NOW BEEN LOCATED. CONTRACTOR AND MECH. ENGINEER HAVE LAYED OUT LOCATIONS FOR WATER LINES. CONTRACTOR TO PREPARE PROPOSAL FOR INCLUSION IN CHANGE ORDER..

*EXISTING UNDERGROUND IRRIG. LINE HAS BEEN BROKEN AT BUILDING 13. CONTRACTOR IS TO PREPARE PROPOSAL TO RE-ROUTE LINE. ARCHITECT HAS AUTHORIZED CONTRACTOR TO CONTINUE WORK ON THIS LINE TO AVOID FLOODING THE SITE OR BLOCKAGE OF IRRIG. DITCH WATER.

GENERAL COMMENTS

*ASSURE THAT SILL SEALER IS OMITTED AT EXTERIOR KITCHEN WALLS AS REQUESTED.

*ASSURE THAT THICKENED SLABS ARE PROVIDED AT TWO STORY BUILDINGS WHERE REQUIRED.

*PROVIDE SHIMS AT HEADERS WHERE REQUIRED.

*ASSURE THAT TEMPERED GLASS IS INSTALLED WHERE REQUIRED BY CODE ADJACENT TO DOORS.

*ASSURE THAT APPROPRIATE BACKING IS INSTALLED IN SHOWER/TUBS BEFORE SETTING SHOWER/TUBS.

*ASSURE THAT GYP. BD. IS INSTALLED ON EXTERIOR WALLS AND PARTY WALLS BEFORE SETTING TUB/SHOWER AT THOSE LOCATIONS

*ASSURE THAT TUB/SHOWER CONTROLS ARE OFFSET AT ALL ONE-STORY DWELLINGS

*CUT BACK ROOF SHEATHING WHERE ROOF OVERBUILDS OCCUR TO PROVIDE REQUIRED ACCESS FROM ONE PORTION OF THE ATTIC TO ANOTHER. MINIMUM ACCESS IS 22' X 30' CLEAR.

CC: OWNER, CONTRACTOR, RECD - STATE, RECD - DISTRICT

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES
FOR THE FIVE MONTHS ENDED MAY 31, 1995
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1995 BUDGET	REMAINING BUDGET
Dwelling rent	\$ 40,421	\$ 198,785	\$ 463,104	\$ 264,319
Non-dwelling rent	740	3,700	8,880	5,180
Other project income	1,499	5,867	9,140	3,273
Interest income	129	3,224	9,400	6,176
Total revenues	<u>\$ 42,789</u>	<u>\$ 211,576</u>	<u>\$ 490,524</u>	<u>\$ 278,948</u>

STATEMENT OF EXPENDITURES
FOR THE FIVE MONTHS ENDED MAY 31, 1995
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1995 BUDGET	REMAINING BUDGET
Management salaries	\$ 6,738	\$ 27,770	\$ 66,375	\$ 38,605
RM & R salaries	6,238	30,188	68,415	38,227
Electricity	1,375	8,255	17,300	9,045
Unemployment tax	272	1,217	4,000	2,783
State retirement & FICA	2,430	10,826	25,960	15,134
Other management expense	1,184	11,637	18,100	6,463
Irrigation water		1,089	2,200	1,111
Insurance - Blue Cross	1,998	10,009	29,545	19,536
Insurance - other	1,819	9,565	28,500	18,935
Legal and accounting	1,704	7,562	10,000	2,438
Repairs and maintenance	8,464	32,212	86,334	54,122
Sanitation & garbage removal	1,620	8,100	19,440	11,340
Lawn care	4,125	7,375	24,000	16,625
Debt retirement	2,197	10,981	26,355	15,374
Debt reserve	4,000	20,000	64,000	44,000
Bank charges	52	235		(235)
Total expenditures	<u>\$ 44,216</u>	<u>\$ 197,021</u>	<u>\$ 490,524</u>	<u>\$ 293,503</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES
FOR THE ONE MONTH ENDED MAY 31, 1995
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$ 76,322	\$ 100	\$ 656	\$20,191	\$1,034
Deposits:					
Operations	55,935				
Change fund	13,813		13,813		
Interest	98			31	
Transfers					
Disbursements:					
Operations	(55,196)			(11)	
Change fund	(13,813)		(13,813)		
Transfers	(4,000)				
End of month	73,159	<u>\$ 100</u>	<u>\$ 656</u>	<u>\$20,211</u>	<u>\$1,034</u>
Less: Accounts Payable	<u>(23,244)</u>				
Available after payment of current period payables	<u>\$ 49,915</u>				

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES
FOR THE ONE MONTH ENDED MAY 31, 1995
(UNAUDITED)

OTHER FUNDS:

	CONSTRUCTION CHECKING	O & M FUND RESTRICTED SAVINGS	DEBT SERVICE FUND SAVINGS	DEBT RESERVE FUND RESTRICTED SAVINGS
Beginning of month		\$ 2,546		\$260,096
Deposits:				
Operations				
Transfers				4,000
Interest				
Disbursements:				
Operations				
Transfers				
Interest				
Debt retirement				
End of month		\$ 2,546		\$264,096

See accountants' compilation report.

To RON MAUER JUB

6-8-1995

OPTION #1 pull the material up from the south slope -

Haul into the pond floor - PROCESS WITH
WATER - place in place ON BURMS.

300 yds - processed into place - \$3882.00

OPTION #2 Remove 176' ft of fence - Build a Haul Road
for scrapers & water TK. GRUB & HOE AREA
TO GET THE MATERIAL - Haul water TO
THE PROCESSING AREA - add' Hauling distance.
TO THE BURMS.

300 yds - processed into place \$ 2,760.00

add' work 517.50

Totals \$ 3,277.50

OPTION #3 Dig on site a hole NORTH of the side -
PROCESS IT IN THE SAME AREA THEN place
ON BURMS (SAME PROCEDURE AS ORIGINAL
Bid) THEN fill the hole up with
THE STOCK PILED MATERIAL FROM THE
GRUBBING & HOELING OF THE ORIGINAL Bid.

300 yds - processed into place \$ 1,554.00

1,293.00

Totals \$ 2,847.00

I TALKED TO BOB HAMILTON AND I GAVE
HIM THE FIELD COSTS. HE GAVE ME THE ADD'...
OTHER COSTS AND I ADDED THEM FOR THE ABOVE FIGURES

Richard Pigg

Job Supt. #286