

# **Boise City / Ada County**

## **Housing Authority**

Voucher Briefing



Tenant Information Packet

**TABLE OF CONTENTS**

Letter from Executive Director ..... 4

Glossary of Terms ..... 5

Welcome to the Section 8 Program ..... 7

Voucher ..... 8

Housing Authority Portability Resources ..... 9

How Bedroom Size is Determined ..... 11

Household Obligations ..... 13

Payment Standard ..... 14

Utility Allowance Schedule ..... 15

Calculating the Housing Choice Voucher Subsidy ..... 20

Things to Know ..... 23

Housing Discrimination Complaint Form (HUD) ..... 24

Tips on Finding a Unit ..... 27

What’s Next ..... 30

Housing Quality Standards/Inspection ..... 31

Protect Your Family from Lead in the House ..... 32

Termination of Assistance ..... 33

Informal Review for an Applicant ..... 34

Informal Hearing Procedures ..... 37

Unit Type Definitions ..... 42

Tenancy Addendum Section 8 Tenant-Based Assistance Housing Choice Voucher Program ..... 43

Housing Assistance Payments Contract (HAP – Contract) ..... 46

Record of Contacts Made to Rent a Unit ..... 56

Request for Tenancy Approval ..... 57

## **Welcome to the Program!!**

Congratulations on receiving your rental assistance voucher. The rent subsidy you can now receive should provide you with some help in meeting your financial needs. On behalf of the staff at Boise City/Ada County Housing Authority, please know that we are committed to working with you to make our relationship a positive and supportive one. To assist in your understanding of program rules and requirements, please carefully review the contents of this briefing packet and keep it for future reference as long as you are a participant of the program. We are convinced that if you work to understand and comply with the rules and we work to be as fair and efficient as possible in delivering services, we will enjoy mutual success.

The Housing Choice Voucher Rental Assistance Program is funded through the United States Department of Housing and Urban Development/ BC/ACHA is the authorized administrator for the city of Boise and all the Communities in Ada County. It is important that you understand and accept certain rules which have been established at the Federal level. It is also important that you understand and accept there are rules and policies which have been established by BC/ACHA and these must be followed as well in order to remain eligible for services under the program. We want you to be successful. We will do what we can to make the rules clear and to enforce them fairly. We ask that you join us in a partnership to ensure compliance and in return we will do all that we can to assist you in your efforts to reach and maintain your highest level of self-sufficiency.

While it is true that BC/ACHA administers housing programs, our goal is to do more than just “administer.” Our mission is to enhance our community by providing safe affordable housing, and by fostering self-sufficiency and stability for people in need. Our vision is for a model community with progressive programs and partnerships that provide help for today and HOPE for tomorrow. We understand that if you need help paying your rent, your life is undoubtedly full of challenges. Stress tends to be high and it is all too easy for frustration to set in. We are committed to providing quality housing and assisting you in attaining a better quality of life. Within the contents of this packet, you can learn about the programs offered here that can help you. I hope you will make the most of your time with us. I wish you the best.

Sincerely,

Deanna L. Watson,  
Executive Director

## **Glossary of Terms**

**ADJUSTED INCOME**: annual gross income, less allowable HUD deductions

**ANNUAL INCOME**: the anticipated total annual income of an eligible applicant/participant from all sources for the 12 month period following the date of determination of income and eligibility

**BRIEFING**: a Housing Authority's information giving/gathering meeting

**CONTINUING INTEREST LETTER**: a mailed letter, asking if you are still interested in being on the Waiting List

**CONTRACT**: the two-party agreement, required by the HA, between the HA and the landlord

**CONTRACT RENT**: The total rent paid to the owner, including the applicant/participant rent and HAP payment from BC/ACHA

**GROSS RENT**: the sum of the Contract Rent and the Utility Allowance. If there is no Utility Allowance, then Contract Rent equals Gross Rent

**HA--HOUSING AUTHORITY**: in this instance, the Boise City/Ada County Housing Authority

**HAP CONTRACT--HOUSING ASSISTANCE PAYMENTS CONTRACT**: A written contract between BC/ACHA and a property owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible applicant/participant. The amount of the payments equals the difference between the Contract Rent and the Applicant/Participant Rent.

**HOUSEHOLD COMPOSITION**: All those who live in the assisted unit

**HOUSEHOLD INCOME**: Gross annual income from various sources

**HQS--HOUSING QUALITY STANDARDS**: HUD's minimum quality standards for units receiving assistance

**HUD**: the United States Department of Housing and Urban Development

**LANDLORD**: either the owner, his representative, or managing agent, as designated by the owner

**LEASE**: A written agreement between a property owner and an eligible applicant/participant for leasing a housing unit

## **Glossary of Terms continued**

**LEASE ADDENDUM:** HUD's required added language to the landlord's lease with the applicant/participant

**PAYMENT STANDARD:** the amount used to calculate the total assistance an applicant/participant will receive on the Housing Choice Voucher Program

**PREAPPLICATION:** the first and simple form a person fills out, to decide if applicant qualifies for placement onto the Waiting List

**RFTA--REQUEST for TENANCY APPROVAL:** this form is submitted by the applicant/participant, initiating the approval process to have their chosen unit leased-up with rental assistance

**RECERTIFICATION:** confirmation of participant income and family size, collected by the Authority at least every 12 months.

**SECURITY DEPOSIT:** a dollar amount (paid by the applicant/participant) which may be used to cover unpaid rent or property damages to the owner upon termination of the lease

**TENANT RENT:** The amount an applicant/participant will be responsible to pay your landlord.

**TERM OF LEASE:** the initial term of the lease shall be for at least one year and provides for automatic renewal, on a month-to-month basis.

**TOL--TOP OF THE LIST MEETING:** The initial interview with the Housing Authority and applicant to start the eligibility determination process.

**TTP--TOTAL TENANT PAYMENT:** the monthly amount the applicant/participant is required to pay for rent, which is highest of : 30% of applicant's/participant's monthly adjusted income, 10% of the applicant's/participant's monthly income, or the minimum rent; plus any rent above the payment standard.

**UNIT:** any house, duplex, apartment, mobile home, trailer, etc.

**UTILITY ALLOWANCE:** the HA maintains a utility allowance schedule for all participant paid utilities (except telephone), for cost of participant-supplied refrigerators and ranges, and for other participant paid housing services (e.g., trash collection). The utility allowance schedule is determined based of the typical cost of utilities and services paid by energy-conservative households that occupy housing similar size and type in the same locality.

**UTILITY REIMBURSEMENT PAYMENT:** when the TTP is less than the utility allowance the difference is paid to the participant monthly

## **Glossary of Terms continued**

VERIFICATION of INCOME and FAMILY COMPOSITION: the process with which a Housing Representative seeks first- and third-party verification of a applicant's/participant's family size and annual income

VOUCHER: contractual agreement between the PHA and the applicant/participant, obligating the PHA to provide assistance if the applicant/participant locates an approvable unit and complies with the family obligations

WAITING LIST: the Housing Authority's *managed* list of applicants that is updated daily and purged semiannually for people no longer interested/available to remain on the Waiting List

## **Welcome to the Section 8 Housing Choice Voucher Program**

### **What is the Section 8 Housing Choice Voucher Program?**

The Section 8 Housing Choice Voucher Program was designed to provide rental assistance to households who are qualified and eligible to receive it. The funding for the program comes from the United States Department of Housing and Urban Development (HUD). Rental Assistance payments are made by BC/ACHA to participating property owners on a monthly basis to cover all or a portion of the rent due for the tenants who are active participants in the Section 8 Housing Choice Voucher Program.

### **What determines if a household is Eligible?**

Household eligibility is based on household composition, household income and asset limits established by HUD. After the household has been determined to be eligible, and has been briefed on program requirements, the household will be issued a Housing Choice Voucher. The household can then start looking for a suitable dwelling and enlist the landlord's participation in the program.

### **Changes Occurring Between Voucher Issuance and Lease Effective Date**

Changes that occur during this period may affect applicant's eligibility for assistance. Changes of income, household composition, or change of residence that occur during this period **MUST** be reported within 10 days in writing. Changes may affect the issuance of the voucher and may affect the amount of the family's TTP (Total Tenant Payment).

#### **➤ EXPIRATION AND EXTENTION OF THE HOUSING VOUCHER**

The Housing Choice Voucher is initially issued for a sixty (60) day period. The family must submit a Request for Tenancy Approval (RFTA) within the sixty (60) day period unless an extension has been granted.

The Housing Choice Voucher can be extended in increments of thirty (30) days. You may be allowed two (2), thirty (30) day extensions, not to exceed an additional sixty (60) days. However, if a household includes a member with a disability and the household is experiencing difficulty finding suitable housing, BC/ACHA will on a case by case basis consider making an application to HUD for a waiver of the 120 Day maximum.

A request for an extension **MUST** be submitted in writing prior to the expiration date **AND** must be accompanied by the Record of Contacts Made to Rent a Unit (in briefing packet). Other circumstances may be considered but on a case by case basis.

## **The Housing Choice Voucher**

*After* your household has been determined eligible *and* has been briefed on the program's requirements, you are issued a Housing Choice Voucher. A Voucher is a contract between you and the BC/ACHA, it...

1. authorizes the household to look for a unit to rent with the program's subsidy and is a contract between the Housing Authority and the household.
2. will only benefit you if you find an available unit, then submit to this agency a Request for Tenancy Approval (RFTA), and sign the lease with your landlord.
3. specifies the household's and the Housing Authority's rights and responsibilities. Please read these on your voucher. If you have any questions, you may ask someone at the Housing Authority to explain them to you.
4. has a bedroom size that reflects a dollar amount. That dollar amount is a floating benefit: it may change as you incur changes in your income/household size

### **Are There Geographical Restrictions in Using my Voucher?**

Yes. You may seek housing anywhere within the limits of Ada County.  
(Boise, Star, Kuna, Garden City, Meridian and Eagle)

### **Moving Out of the Area? Portability Procedures**

Portability allows a household the option to move from BC/ACHA's jurisdiction to another location, without having to be placed on the receiving Housing Authority's waiting list.

For the first year of the lease, the household cannot transfer their assistance to another Housing Authority if they move out of Ada County. There are some exceptions in which will be reviewed on a case-by-case basis. This is called "porting out." The next page has a list of some Housing Authorities most frequently used.

After the first year, the household may move out of Ada County, *only after notifying their landlord and their Housing Representative in writing of their intent to move*. Portability is usually limited to one move within a 12-month period. Please ask your housing representative about this process.

**HOUSING AUTHORITY PORTABILITY RESOURCES**

**Most Frequently Used**

***Idaho***

Caldwell Housing Authority  
Dave Linden  
22730 Farmway Rd.  
Caldwell, ID 83605  
208.459.2232

Nampa Housing Authority  
Mary Baird  
1703 3<sup>rd</sup> St. North  
Nampa, ID 83687  
208.466.2601

**Public Housing Only**

Southwestern Idaho Cooperative  
Sherry Ireland  
Housing Authority (SICHA)  
1108 Finch Dr.  
Nampa, ID 83651  
208.467.7461

Housing Authority of the City of Pocatello  
Don Thompson  
PO Box 4161  
Pocatello, ID 83205  
208.233.6276

Twin Falls Housing Authority  
Marcia Schnoor  
844 North Washington, Ste. 300  
Twin Falls, ID 83301  
208.734.8531

Idaho Falls Housing Authority  
Craig Stoddard  
390 W. Sunnyside  
Idaho Falls, ID 83402  
208.522.6002

Lewiston Housing Authority  
Kathy Kernan  
215 10<sup>th</sup> St. Ste. 101  
P.O. Box 342  
Lewiston, ID 83501  
208.743.0251

Coeur d' Lane Housing Authority  
Mary Jo Braaten  
610 W. Hubbard, Bay 219  
Harbor Plaza  
CDA, ID 83814  
208.667.3380

***Washington***

Housing Authority of Asotin Co.  
Brenda McClendon  
1212 Fair St.  
Clarkston, WA 99403  
509.758.8514

Spokane Housing Authority  
Robert Rogers  
West 55 Mission Ave. Ste. 104  
Spokane, WA 99201  
509.328.2953

King Co. Housing Authority  
Suaad Ali (A-K)  
Nikki Canley (L-Z)

Bellingham Housing Authority  
Maria Rios  
PO Box 9701

600 Andover Park West  
Seattle, WA 98188  
206.214.1300

Bellingham, WA 98227  
360.676.6887

**HOUSING AUTHORITY PORTABILITY RESOURCES**

**Continued**

*Utah*

Housing Authority of SLC	Bear River Regional Public Housing Authority
Janae Letterman/Evelyn Preston	Tricia Post
1776 South West Temple	170 North Main
Salt Lake City, UT 84115	Logan, UT 84321
801.487.2161	435.752.7242

*Arizona*

City of Phoenix Housing Department-Section 8  
Eric Rojo  
830 East Jefferson  
Phoenix, AZ 85034  
602.262.4457

*Oregon*

Housing Authority of Malheur County	Housing Authority of Portland
Mary Galloway	Marsha Combs
959 Firtner St.	135 South West Ash Street
Ontario, OR 97914	Portland, OR 97204
541.889.9661	503.802.8300

### **How & Why is the Number of Bedrooms Determined?**

We use the bedroom size for the purpose of determining the family's subsidy we credit each family. The determined bedroom number is entered onto each voucher. *Your bedroom size does not tell you what size of a unit to rent, it only is an accounting tool that determines the amount of your subsidy; however, the subsidy is often practically linked to how many bedrooms it will pay for.*

Our occupancy (bedroom-number) standard are based on the assumption that each bedroom will accommodate no more than two (2) persons.

#### **Other Guiding Principles:**

- A. Subsidy standards must provide for the smallest number of bedrooms needed to house a household without overcrowding.
- B. Subsidy standards must be consistent with space requirements under the housing quality standards.
- C. Subsidy standards must also be applied consistently for all households of like size and composition.
- D. The bedroom size assigned should not require persons of opposite gender other than spouses or co-heads to occupy the same bedroom.
- E. The bedroom size assigned should not require adult persons of the same gender to occupy the same bedroom. Children under the age of six (6) years, or opposite gender may be required to occupy the same room. However, if by requiring the children to share a room the family would, within one year, require an additional bedroom, the family may be allowed the larger unit size.
- F. A two-bedroom unit may be used by a two-member household that consists of a single parent and child or by a couple who, due to medically documented reasons, must have separate bedrooms (as approved by BC/ACHA).
- G. A household that consists of a pregnant woman (with no other persons) must be treated as a two-person household for subsidy standards.
- H. A person of a different generation of age, not relationship (e.g., grandparent), will be authorized a separate bedroom when determining bedroom size. This does not apply if two children under the age of six (6) are actually different generations by definition (e.g., aunt or uncle and niece or nephew).
- I. Tenants will be allowed to have visitors for consecutive periods of time up to thirty (30) days, except in the case of an immediate family member requiring the care of the household and are expected to stay between thirty (30) and ninety (90) days. Transfers will not be considered in this event. If visitors stay past ninety (90) days, the participant must seek and obtain approval from the landlord and BC/ACHA to add the visitor

to the lease agreement and household. A determination will be made as to their eligibility and income will be counted in determining the household's contribution for rent.

**How & Why is the Number of Bedrooms Determined? Cont.**

- J. Children who live in the unit less than fifty (50%) percent of the time will not be counted in the household composition to determine unit size. Less than fifty (50%) percent will be defined as less than 183 days per calendar year.
- K. Foster children will count in the household size when determining unit size. Children who are temporarily away from the home because of placement in foster care are considered members of the family. (See below for further explanation).
- L. If children are removed from the household, the parent(s) will retain their eligibility; however, they will be issued a different size Voucher at their next annual reexamination. If the children are expected to be returned, but are out of the home for more than six (6) months from the initial removal date, the Voucher size will be reduced at the next annual reexamination.
- M. Live-in care attendants will be authorized a separate bedroom when determining unit size.
- N. Unless a care attendant resides in the household, the unit size for any household consisting of a single person must be either zero or one-bedroom, except when the need for a larger unit for medically documented reasons has been provided by a medical professional.
- O. BC/ACHA may grant exceptions from the established unit size standards if BC/ACHA determines that the exception is justified by the age, gender, health, disability, or relationship of household members or other personal circumstances.
- P. A family consisting of a full-time student that is away attending school, but is home for school breaks and summer vacation, that student is considered a member of the family and is entitled to an additional bedroom, if warranted, given the number and gender of other dependents.

The Boise City/Ada County Housing Authority will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.

The family unit size will be determined by the Boise City/Ada County Housing Authority in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

## **Household Obligations**

The family obligations listed in this section are in accordance with the Code of Federal Regulations (CFR) Title 24, 982.551. A summary of the family obligations are provided below.

### The Household **Must** . . .

- supply any information determined necessary in the administration of the program
- disclose and verify social security numbers for each household member over the age of six
- supply information that is true and complete
- allow BC/ACHA to conduct a minimum Housing Quality Standards (HQS) inspection
- be responsible for any HQS breach caused by the family
- notify BC/ACHA and the owner *before* the family moves out of the unit or terminates the lease with written notice
- promptly give BC/ACHA a copy of any eviction notice
- use the assisted unit for residence by the family and must be the family's only residence
- have the household composition of the assisted family residing in the unit be approved by BC/ACHA and the landlord. The family must also promptly inform BC/ACHA of any births, adoptions, or court-awarded custody of a child. The family must also request BC/ACHA and the landlord's approval to add any other family member as an occupant of the unit
- notify BC/ACHA if any family member is no longer residing in the unit
- Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease
- notify BC/ACHA of any extended absence from the unit

### The Household **Must Not** . . .

- Commit any serious or repeated lease violations, which may include damage to the unit caused by program participants or their guests (beyond normal wear)
- own or have any interest in the dwelling or rent from parent, child, sister, brother, grandparent, or grandchild
- commit fraud, bribery, or any other corrupt or criminal act in connection with the program
- receive duplicative assistance from any other Federal housing assistance program
- sublease, assign the lease, or transfer the dwelling
- engage in abuse of alcohol, drug-related criminal activity or violent criminal activity or other criminal activity that threaten the health, safety or right to peaceful enjoyment of other residence residing in the immediate vicinity of the premises

## Payment Standard (Voucher)

The Income Limits and Payment Standard are established by HUD. Rent is meant to be adequate to enable a household to obtain *modest* housing. Annual adjustments may be made to reflect local rent increases.

### Section 8 Income Limits

Number of Household Members

1            2            3            4            5            6            7            8

Annual Income

\$19,100    \$21,800    \$24,550    \$27,250    \$29,450    \$31,600    \$33,800    \$35,950

### Section 8 Payment Standard

<u>Studio</u>	<u>1 Bed</u>	<u>2 Bed</u>	<u>3 Bed</u>	<u>4 Bed</u>	<u>5 Bed</u>
\$470	\$535	\$652	\$904	\$1070	\$1229

### Section 8 Minimum Rent

The Boise City/Ada County Housing Authority has set the minimum rent as **\$ 50.00**. **The minimum rent for disabled/elderly families is \$25.00**. However, a family may request a hardship exemption and must be requested in writing. The Boise City/Ada County Housing Authority will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During

suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

**Utility Allowance Schedule**

<b>Single Family Detached</b>	<b>Studio</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>5 Bed</b>
Heating						
A. Natural Gas	\$ 22	\$ 26	\$ 33	\$ 36	\$ 46	\$ 51
B. Electric	\$ 29	\$ 36	\$ 47	\$ 52	\$ 67	\$ 76
C. Bottle Gas	\$ 36	\$ 46	\$ 59	\$ 66	\$ 85	\$ 97
D. Oil	\$ 25	\$ 32	\$ 42	\$ 46	\$ 60	\$ 68
Cooking						
A. Natural Gas	\$ 4	\$ 4	\$ 5	\$ 6	\$ 7	\$ 7
B. Electric	\$ 3	\$ 3	\$ 3	\$ 4	\$ 4	\$ 5
C. Bottle Gas	\$ 7	\$ 8	\$ 10	\$ 11	\$ 12	\$ 14
Other Electric	\$ 18	\$ 23	\$ 29	\$ 36	\$ 45	\$ 51
Water Heating						
A. Natural Gas	\$ 4	\$ 5	\$ 11	\$ 16	\$ 21	\$ 26
B. Electric	\$ 6	\$ 8	\$ 17	\$ 25	\$ 33	\$ 41
C. Bottle Gas	\$ 7	\$ 11	\$ 21	\$ 32	\$ 42	\$ 53
D. Oil	\$ 5	\$ 7	\$ 15	\$ 22	\$ 30	\$ 37
Range/Stove	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Refrigerator	\$ 7	\$ 7	\$ 9	\$ 10	\$ 10	\$ 12

<b>Duplex &amp; Two/Three Family</b>	<b>Studio</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>5 Bed</b>
Heating						
A. Natural Gas	\$ 9	\$ 11	\$ 15	\$ 17	\$ 23	\$ 28
B. Electric	\$ 14	\$ 17	\$ 23	\$ 28	\$ 36	\$ 45
C. Bottle Gas	\$ 18	\$ 21	\$ 30	\$ 36	\$ 46	\$ 58
D. Oil	\$ 13	\$ 15	\$ 21	\$ 25	\$ 32	\$ 40
Cooking						
A. Natural Gas	\$ 4	\$ 4	\$ 5	\$ 6	\$ 7	\$ 7
B. Electric	\$ 3	\$ 3	\$ 3	\$ 4	\$ 4	\$ 5
C. Bottle Gas	\$ 7	\$ 8	\$ 10	\$ 11	\$ 12	\$ 14
Other Electric	\$ 18	\$ 23	\$ 29	\$ 36	\$ 45	\$ 51
Water Heating						
A. Natural Gas	\$ 4	\$ 5	\$ 11	\$ 16	\$ 21	\$ 26
B. Electric	\$ 6	\$ 8	\$ 17	\$ 25	\$ 33	\$ 41
C. Bottle Gas	\$ 7	\$ 11	\$ 21	\$ 32	\$ 42	\$ 53
D. Oil	\$ 5	\$ 7	\$ 15	\$ 22	\$ 30	\$ 37

Range/Stove	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 12
Refrigerator	\$ 7	\$ 7	\$ 9	\$ 10	\$ 10	\$ 12

### Utility Allowance Schedule

Row House/Garden Apt.	Studio	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
Heating						
A. Natural Gas	\$ 11	\$ 12	\$ 14	\$ 18	\$ 22	\$ 27
B. Electric	\$ 11	\$ 13	\$ 16	\$ 23	\$ 29	\$ 37
C. Bottle Gas	\$ 14	\$ 17	\$ 20	\$ 29	\$ 37	\$ 47
D. Oil	\$ 10	\$ 12	\$ 14	\$ 20	\$ 26	\$ 33
Cooking						
A. Natural Gas	\$ 4	\$ 4	\$ 5	\$ 6	\$ 7	\$ 7
B. Electric	\$ 3	\$ 3	\$ 3	\$ 4	\$ 4	\$ 5
C. Bottle Gas	\$ 7	\$ 8	\$ 10	\$ 11	\$ 12	\$ 14
Other Electric	\$ 18	\$ 23	\$ 29	\$ 36	\$ 45	\$ 51
Water Heating						
A. Natural Gas	\$ 4	\$ 5	\$ 11	\$ 16	\$ 21	\$ 26
B. Electric	\$ 6	\$ 8	\$ 17	\$ 25	\$ 33	\$ 41
C. Bottle Gas	\$ 7	\$ 11	\$ 21	\$ 32	\$ 42	\$ 53
D. Oil	\$ 5	\$ 7	\$ 15	\$ 22	\$ 30	\$ 37
Range/Stove	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Refrigerator	\$ 7	\$ 7	\$ 9	\$ 10	\$ 10	\$ 12

High Rise	Studio	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
Heating						
A. Natural Gas	\$ 9	\$ 10	\$ 12	\$ 14	\$ 17	\$ 20
B. Electric	\$ 8	\$ 9	\$ 13	\$ 16	\$ 21	\$ 26
Cooking						
A. Natural Gas	\$ 4	\$ 4	\$ 5	\$ 6	\$ 7	\$ 7
B. Electric	\$ 3	\$ 3	\$ 3	\$ 4	\$ 4	\$ 5
Other Electric	\$ 18	\$ 23	\$ 29	\$ 36	\$ 45	\$ 51
Water Heating						
A. Natural Gas	\$ 4	\$ 5	\$ 11	\$ 16	\$ 21	\$ 26
B. Electric	\$ 6	\$ 8	\$ 17	\$ 25	\$ 33	\$ 41
Range/Stove	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Refrigerator	\$ 7	\$ 7	\$ 9	\$ 10	\$ 10	\$ 12

**Utility Allowance Schedule**

<b>Older Multi-Family</b>	<b>Studio</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>5 Bed</b>
Heating						
A. Natural Gas	\$ 15	\$ 17	\$ 22	\$ 26	\$ 32	\$ 39
B. Electric	\$ 17	\$ 21	\$ 29	\$ 35	\$ 45	\$ 57
C. Bottle Gas	\$ 22	\$ 26	\$ 37	\$ 44	\$ 58	\$ 73
D. Oil	\$ 15	\$ 18	\$ 26	\$ 31	\$ 41	\$ 51
Cooking						
A. Natural Gas	\$ 4	\$ 4	\$ 5	\$ 6	\$ 7	\$ 7
B. Electric	\$ 3	\$ 3	\$ 3	\$ 4	\$ 4	\$ 5
C. Bottle Gas	\$ 7	\$ 8	\$ 10	\$ 11	\$ 12	\$ 14
Other Electric	\$ 18	\$ 23	\$ 29	\$ 36	\$ 45	\$ 51
Water Heating						
A. Natural Gas	\$ 4	\$ 5	\$ 11	\$ 16	\$ 21	\$ 26
B. Electric	\$ 6	\$ 8	\$ 17	\$ 25	\$ 33	\$ 41
C. Bottle Gas	\$ 7	\$ 11	\$ 21	\$ 32	\$ 42	\$ 53
D. Oil	\$ 5	\$ 7	\$ 15	\$ 22	\$ 30	\$ 37
Range/Stove	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Refrigerator	\$ 7	\$ 7	\$ 9	\$ 10	\$ 10	\$ 12

<b>Older Home Converted</b>	<b>Studio</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>5 Bed</b>
Heating						
A. Natural Gas	\$ 13	\$ 15	\$ 20	\$ 24	\$ 30	\$ 37
B. Electric	\$ 15	\$ 18	\$ 26	\$ 32	\$ 42	\$ 53
C. Bottle Gas	\$ 19	\$ 23	\$ 33	\$ 41	\$ 53	\$ 68
D. Oil	\$ 14	\$ 16	\$ 24	\$ 29	\$ 37	\$ 48
Cooking						
A. Natural Gas	\$ 4	\$ 4	\$ 5	\$ 6	\$ 7	\$ 7
B. Electric	\$ 3	\$ 3	\$ 3	\$ 4	\$ 4	\$ 5
C. Bottle Gas	\$ 7	\$ 8	\$ 10	\$ 11	\$ 12	\$ 14
Other Electric	\$ 18	\$ 23	\$ 29	\$ 36	\$ 45	\$ 51
Water Heating						
A. Natural Gas	\$ 4	\$ 5	\$ 11	\$ 16	\$ 21	\$ 26
B. Electric	\$ 6	\$ 8	\$ 17	\$ 25	\$ 33	\$ 41
C. Bottle Gas	\$ 7	\$ 11	\$ 21	\$ 32	\$ 42	\$ 53
D. Oil	\$ 5	\$ 7	\$ 15	\$ 22	\$ 30	\$ 37

Range/Stove	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Refrigerator	\$ 7	\$ 7	\$ 9	\$ 10	\$ 10	\$ 12

### Utility Allowance Schedule

Mobile Home	Studio	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
Heating						
A. Natural Gas		\$ 27	\$ 32	\$ 35	\$ 37	
B. Electric		\$ 38	\$ 46	\$ 49	\$ 53	
C. Bottle Gas		\$ 48	\$ 58	\$ 63	\$ 68	
D. Oil		\$ 31	\$ 38	\$ 41	\$ 44	
Cooking						
A. Natural Gas		\$ 4	\$ 5	\$ 6	\$ 7	
B. Electric		\$ 3	\$ 3	\$ 4	\$ 4	
C. Bottle Gas		\$ 8	\$ 10	\$ 11	\$ 12	
Other Electric		\$ 23	\$ 29	\$ 36	\$ 45	
Water Heating						
A. Natural Gas		\$ 5	\$ 11	\$ 16	\$ 21	
B. Electric		\$ 8	\$ 17	\$ 25	\$ 33	
C. Bottle Gas		\$ 11	\$ 21	\$ 32	\$ 42	
D. Oil		\$ 7	\$ 15	\$ 22	\$ 30	
Range/Stove		\$ 4	\$ 4	\$ 4	\$ 4	
Refrigerator		\$ 7	\$ 9	\$ 10	\$ 10	

**Utility Allowance Schedule**

<b>WATER</b>	<b>Studio</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>5 Bed</b>	<b>6 Bed</b>
<i>Location</i>							
Boise/Ada County	\$ 13	\$ 14	\$ 16	\$ 19	\$ 21	\$ 24	\$ 27
Kuna	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16
Meridian	\$ 4	\$ 5	\$ 8	\$ 12	\$ 16	\$ 19	\$ 23
Eagle	\$ 8	\$ 8	\$ 9	\$ 11	\$ 13	\$ 15	\$ 18
Star	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22

<b>SEWER</b>	<b>Studio</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>5 Bed</b>	<b>6 Bed</b>
<i>Location</i>							
Boise/Ada County	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11
Kuna	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18
Meridian	\$ 7	\$ 10	\$ 18	\$ 29	\$ 40	\$ 49	\$ 60
Eagle	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26
Star	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25

<b>TRASH</b>	<b>Studio</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>5 Bed</b>	<b>6 Bed</b>
<i>Location</i>							
Boise/Ada County	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
Kuna	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11
Meridian	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
Eagle	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
Star	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10

## Calculating the Housing Choice Voucher Subsidy

The **payment standard** is the amount used to calculate the housing assistance a household will receive under the Section 8 Housing Choice Voucher Program. The payment standard is the **lower** of:

- The payment standard amount for the appropriate family unit size
- The payment standard amount for the size of the dwelling unit actually rented by the family.

The housing choice voucher subsidy is based upon the applicable payment standard **MINUS** 30% of the participant's monthly adjusted household income. When initially receiving assistance on a unit, no participant may pay more than 40% of their monthly adjusted income as their portion of rent and utilities (based on the utility allowance schedule).

We are unable to determine the exact amount BC/ACHA will pay on your behalf until a Request for Tenancy Approval (RFTA) is brought into the office and we run a utility analysis. The landlord may call your housing representative at BC/ACHA before the Request for Tenancy Approval is brought into the office to verify that the contract rent they are asking will be within the guidelines.

### **EXAMPLE #1:**

Using a household that qualifies for a payment standard of \$400.00 and has a monthly adjusted income of \$1000.00

<b>Applicable Payment Standard</b>	<b>400.00</b>
<b>30% Monthly Adjusted Income</b>	<b>- 300.00</b>
<b>Housing Voucher Subsidy</b>	<b>100.00 (month)</b>

In this example the housing authority would pay a maximum of \$100.00 per month in subsidy towards the unit contract rent.

### **EXAMPLE #1 continued:**

<b>Contract Rent</b>	<b>350.00</b>
<b>Housing Subsidy</b>	<b>- 100.00</b>
<b>Tenant's Rent Portion</b>	<b>250.00</b>

### **NOTE:**

The payment standard is different for each county and bedroom size. Please refer to the payment standard chart included in your briefing packet.



**Calculating the Housing Choice Voucher Subsidy Cont.**

**EXAMPLE #3**

**Bedroom Size:** \_\_\_\_\_

**Dwelling Type:** \_\_\_\_\_

**Payment Standard:**        **\$** \_\_\_\_\_

**Less Utility Costs:**

<b>Heating – Natural Gas</b>	_____
<b>Cooking – Electric</b>	_____
<b>Other Electric</b>	_____
<b>Water Heating – Natural Gas</b>	_____
<b>Water</b>	_____
<b>Sewer</b>	_____
<b>Trash</b>	_____
<b>Stove/Range</b>	_____
<b>Refrigerator</b>	_____
	_____

**Payment Standard** \_\_\_\_\_

**Utility Costs**                                **-** \_\_\_\_\_

**TOTAL AMOUNT OF CONTRACT RENT** \_\_\_\_\_

## **Things to Know**

### **Security Deposits**

1. The cost of the security deposit is **NOT** covered under the Housing Choice Voucher Program.
2. The purpose of the security deposit is:
  - a. reimbursement for any unpaid rent payable by the tenant
  - b. damages to the unit or for other amounts the tenant owes under the lease

### **Advantages to the Owner**

A contract with the Authority encourages a longer occupancy than does the average month-to-month rental agreement with the result that the chances of vacancy loss will be lowered. Although the owner is responsible for collection of tenant's portion of the contract's rent, *the owner has the assurance of timely and consistent payments from the Authority.*

### **Tenant's rental history to Owners**

It is this Housing Authority's practice and obligation to follow 24 CFR §982.307(b)(2), and that is *to provide owners with any available tenant history*, which is known by this agency.

### **Equal Opportunity**

Equal opportunity requirements as provided for by the United States 1968 Civil Rights Act and any other federal, state, or local law must be complied with completely.

### **Discrimination**

If you feel that you have been discriminated against, call one of these Hotline numbers or fill out the enclosed HUD discrimination form.

HUD (Washington, D.C.)	–	1-800-424-9590
HUD (Seattle, WA)	-	1-206-442-0226

## **Tips on Finding a Unit**

Once you receive your Housing Choice Voucher, you can begin your search for housing.

### **Places to check:**

- ✓ Newspaper classified ads
- ✓ Thrifty Nickel
- ✓ BC/ACHA bulletin board or website listings (www.bcacha.org)
- ✓ Property Management firms
- ✓ Real Estate companies
- ✓ Friends
- ✓ Look around for “For Rent” signs in area neighborhoods

**These Apartment Complexes and Property Management Companies have been known to accept Section 8 Rental Assistance in the past. You may want to contact them about their vacancies, application and rental policies.**

Alpine Manor	344-9151	Oxford Hall	322-4664
Blue Meadows	853-8109	Park Lane	342-1888
Dolan Keeney	939-8806	Park River	344-7899
Eagle Point	336-9883	Shoreline North	287-1061
Glenbrook	344-2211	The Seasons	375-3377
Glenwood Village	346-3251	Towne Square Apts	322-1181
Kingston House	344-3468	Vine Terrace	287-1061
Liberty	287-1061	Williamson’s Guardian	
Nez Perce	287-1061	Management	376-5917

### **Available Units:**

There is a notebook of possible units for lease at the BC/ACHA’s Front Desk. These listings are from local landlords willing to rent to Section 8 participants. These units have not been pre-inspected, so we would still need to conduct a minimum Housing Quality Standards (HQS) inspection.

### **If a Household Member is Handicapped?**

The household may request from this agency a list of handicapped-accessible dwellings, which are known by the Housing Authority.

## Tips on Finding a Unit Cont.

### High Poverty Census Tracts:

Ada County has two (2) high poverty areas that have been established through the United States Census Bureau. The areas include zip codes 83702 and 83714. If you currently live in a high-poverty census tract, there are benefits to moving to an area that does not have a high-poverty concentration.

Some advantages include:

- Increased safety in lower-crime neighborhoods;
- Relocation from drug-trafficking areas;
- Improved schools for children;
- Proximity to jobs or job opportunities;
- Better quality housing; and
- More responsive owners

### As you search for housing you should keep in mind:

- ✓ Each household chooses its own unit, if it qualifies.
- ✓ The overall condition of the unit and its neighborhood.
- ✓ Whether the unit rent is reasonable. (Under the Voucher program we are required to advise you of our determination, and at the request of the household, assist in rent negotiation.) By utilizing comparable rent statistics, BC/ACHA may disapprove an unreasonable rent. What are the long-term impacts on your budget?
- ✓ The cost of any tenant paid utilities and whether the unit and its appliances are energy efficient.
- ✓ The location of the unit, including when applicable, proximity to public transportation, employment center, schools, medical and shopping facilities.
- ✓ Be sure to keep track of the units you view on the “Record of Contacts Made to Rent a Unit” sheet contained in this packet. You have an initial **time limit of 60** days from the issuance of your Housing Choice Voucher, to turn in a signed **Request for Tenancy Approval** (also located within this packet.) Remember, if you are unable to find a unit to rent within that 60-day time period, you **must** request an extension **in writing** prior to the expiration date. To allow time for review and approval, this should be done at least a week prior to the Voucher expiration. It is very important that you fill out the “Record of Contacts Made to Rent a Unit” sheet because it is used by BC/ACHA to help determine if an extension can be granted. If your Housing Choice Voucher **expires before** you have submitted a **Request for Tenancy Approval** or a written request for an extension, your name **is removed** from the waiting list and you must reapply.

## **Tips on Finding a Unit Cont.**

### **Once you have located a unit:**

When you contact an owner or landlord about an available unit, please feel free to give him/her our number so we can answer any questions regarding the rental assistance program. If possible, try to meet with the owner or land lord in person and if you have references, be sure to offer them. **Bring this briefing packet with you so the owners/landlords can see the forms that are required.**

### **Lease:**

The lease will be executed between the landlord and the household (see sample or your landlord may chose to use his own lease) as well as a lease addendum and contract with the Housing Authority. You are required to sign a lease for 12 months. Your landlord may choose to raise your rent at the end of the lease term. Your landlord must, however, give you and the Housing Authority 60 days written notice of their intentions. At the end of 12 months you will rent on a month to month basis, unless your landlord offers you a new lease term.

## What's Next ?

**Now that you have received your voucher for housing assistance, these are the steps that you will need to follow before we can begin assistance payments.**

1. Find a place to rent
2. Talk with the owner/agent/landlord

Once the landlord and you both decide to enter into a rental agreement, go to step 3

3. You and the landlord fill out the Request for Tenancy Approval

**NOTE: The landlord AND family MUST fill out the Request for Tenancy Approval. All information needs to be filled in. Look the form over before you bring it back into the office. An incomplete form MAY cause a delay in scheduling the inspection.**

4. Return the Request for Tenancy Approval to the BC/ACHA office. Bring the Request for Tenancy Approval into the office as soon as possible as it may take **several days** for an inspection to be scheduled.
5. Wait for the inspection

Please be patient as the inspector usually has a full calendar. Your prospective unit will be inspected as soon as possible.

**NOTE: If the unit does NOT pass the initial inspection, you and the landlord will be given a list of repairs that need to be completed.**

6. Once the repairs are completed, the Landlord needs to call the inspection department to schedule a re-inspection of the unit. Once the unit passes the inspection, the unit can be put under contract.
7. The effective date of the contract will be the date the unit passes inspection, or the date that the tenant takes possession of the unit, whichever is later. In no case can the contract be dated "BACK" prior to passing date.
8. Pay the security deposit and your share of rent. Plan to pay your security deposit and your share of rent of the first month's rent by the time you move in unless other arrangements have been agreed upon by you and the landlord.

9. Congratulations, you're ready to move into your new residence.

## **Housing Quality Standards/Inspections**

Any unit occupied by a participant, **MUST** meet Housing Quality Standards (HQS). *Before* a lease is signed and annually thereafter, the BC/ACHA will perform a minimum HQS inspection to ensure standards are being met. HQS is the minimum set of standards required by HUD to determine if a unit meets the qualifications of being decent, safe and sanitary.

The following checklist is a brief outline of items the BC/ACHA inspector will be reviewing while conducting an HQS inspection. More specific HQS requirements applicable to each unit will be explained at the initial inspection. (Usually with the landlord)

### **Building Exterior**

- Are the foundation, stairs, rails, gutters, and porch sound and free of hazards or deterioration?
- Is the chimney and other brickwork free of loose bricks and mortar?
- If the unit was built prior to 1977 and there is a child under the age of six years, is the exterior paint free of chipping, peeling, or cracking within five feet of the ground?
- Is there a firmly secure handrail for four or more steps?

### **Living Room**

- Are there at least two working electrical outlets, or one outlet and one light fixture?
- Can ground floor windows be locked?
- Are the windows and frames in good condition?
- Are the walls, ceiling, and floors in good condition?
- Is the space free of peeling, chipping, or cracking paint?

### **Kitchen**

- Are the stove and refrigerator working properly and large enough to meet the family's needs?
- Is the plumbing free from leaks and working properly?
- Is there at least one working outlet and one working, permanently installed light fixture?
- Can all windows be locked, and are they in good condition?
- Is the space free of peeling, cracking, or chipping paint?
- Is there adequate space for storage and food preparation?
- Is there an adequate space for eating?

### **Bathroom**

- Are the tub, sink, shower and toilet in good condition, working properly and without leaks?
- Is there an operable, lockable window or an air vent or bath fan?
- Are floors, ceiling and walls clean and in good condition?
- Is there at least one permanent light fixture in working condition?

### **Bedrooms**

- Are there enough bedrooms for the family?
- Is there a window in good condition that opens, if designed to open, in each bedroom?
- If the bedroom is on the first floor, does the window lock?
- Are there at least two working outlets or one outlet and one light fixture in each bedroom?
- Are the floors, ceiling, and walls clean and in good condition?
- Is the space, including windows, free from peeling, chipping, or cracking paint?

## **Protect Your Family From Lead in the home !**

Many homes and apartments built in 1977 or earlier have paint that contains lead. Lead from paint, dust, and soil can be dangerous: exposure can harm young children and babies, before they are even born. In most cases, lead-based paint that is in good condition is not a hazard.

People can get lead in their body if they . . . put their hands and other objects covered with lead dust into their mouths . . . eat paint chips or soil that contains lead . . . breathe in lead dust.

Lead is even more dangerous to children than adults, because . . . children often put their hands and other objects into their mouths. These objects can have lead dust on them . . . children's growing bodies absorb more lead . . . children's brains and nervous systems are more sensitive to the damaging effects of lead.

***Peeling, chalking, or cracking lead-based paint is a hazard and needs immediate attention.***

If you suspect that your home has lead hazards, then you can take immediate steps to reduce your family's risk :

- notify your landlord
- purchase an inexpensive test at your local construction/hardware store
- clean up paint chips
- clean floors, window frames & sills, and other surfaces weekly
- thoroughly rinse sponges, etc. after cleaning
- wash children's hands often
- keep play areas clean
- clean or remove shoes, before entering your home, to avoid tracking in lead to your home

If you have small children in your home, please call (800) 424-LEAD and ask for more information on what to look for in your home, symptoms of lead poisoning in your children, and what you can do to prevent it.

## **Termination of Assistance**

This Housing Authority may terminate your assistance after proper notice of our intent to terminate. The family has a right to request an informal hearing, if they do not agree with the determination.

### **Some reasons assistance may be terminated include, but are not limited to:**

- failure to report income/household changes, within 10 calendar days;
- missed appointments, and not rescheduling;
- failure to provide requested correspondence;
- a member of the family is currently engaging in drug-related or violent criminal activity;
- failure to comply with the terms of your lease; and/or
- violation of family obligations (as outlined on your Voucher and in this packet.)

### **Some reasons assistance WILL be automatically terminated include, but not limited to:**

- The family moves from the unit;
- The owner or family terminates the lease;
- The BC/ACHA terminates program assistance for the family;
- The owner evicts the family; and/or
- One hundred and eighty (180) calendar days elapses since the last housing assistance payment to the owner

## **Informal Review for an Applicant**

### A. Informal Review for the Applicant

The Boise City/Ada County Housing Authority will give an applicant for participation in the Section 8 Housing Choice Voucher Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the Boise City/Ada County Housing Authority decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

### B. When an Informal Review is not Required

The Boise City/Ada County Housing Authority will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. A determination of the family unit size under the Boise City/Ada County Housing Authority subsidy standards.
2. A Boise City/Ada County Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
3. A Boise City/Ada County Housing Authority determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. A Boise City/Ada County Housing Authority determination that a unit selected by the applicant is not in compliance with HQS.
5. A Boise City/Ada County Housing Authority determination that the unit is not in accordance with HQS because of family size or composition.
6. General policy issues or class grievances.
7. Discretionary administrative determinations by the Boise City/Ada County Housing Authority.

## **Informal Review for an Applicant Cont.**

### C. Informal Review Process

The Boise City/Ada County Housing Authority will give an applicant an opportunity for an informal review of the Boise City/Ada County Housing Authority decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the Boise City/Ada County Housing Authority other than the person who made or approved the decision under review or a subordinate of this person.
2. The applicant will be given an opportunity to present written or oral objections to the Boise City/Ada County Housing Authority decision.
3. The Boise City/Ada County Housing Authority will notify the applicant of the Boise City/Ada County Housing Authority decision after the informal review within 30 calendar days. The notification will include a brief statement of the reasons for the final decision.

### D. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Boise City/Ada County Housing Authority will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or

3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

## **Informal Review for an Applicant Cont.**

### E. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the Boise City/Ada County Housing Authority provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The applicant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision to request the review.

## **Informal Hearing for a Participant**

### A. When a Hearing is Required

1. The Boise City/Ada County Housing Authority will give a participant family an opportunity for an informal hearing to consider whether the following Boise City/Ada County Housing Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and Boise City/Ada County Housing Authority policies:
  - a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
  - b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Boise City/Ada County Housing Authority utility allowance schedule.
  - c. A determination of the family unit size under the Boise City/Ada County Housing Authority subsidy standards.
  - d. A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Boise City/Ada County Housing Authority subsidy standards, or the Boise City/Ada County Housing Authority determination to deny the family's request for an exception from the standards.
  - e. A determination to terminate assistance for a participant family because of the family's action or failure to act.
  - f. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the Boise City/Ada County Housing Authority policy and HUD rules.
2. In cases described in paragraphs (A)(1)(d), (e), and (f) of this Section, the Boise City/Ada County Housing Authority will give the opportunity for an informal hearing before the Boise City/Ada County Housing Authority terminates housing assistance payments for the family under an outstanding HAP contract.

## **Informal Hearing for a Participant Cont.**

### B. When a Hearing is not Required

The Boise City/Ada County Housing Authority will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the Boise City/Ada County Housing Authority.
2. General policy issues or class grievances.
3. Establishment of the Boise City/Ada County Housing Authority schedule of utility allowances for families in the program.
4. A Boise City/Ada County Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
5. A Boise City/Ada County Housing Authority determination not to approve a unit or lease.
6. A Boise City/Ada County Housing Authority determination that an assisted unit is not in compliance with HQS. (However, the Boise City/Ada County Housing Authority will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)
7. A Boise City/Ada County Housing Authority determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the Boise City/Ada County Housing Authority to exercise or not exercise any right or remedy against the owner under a HAP contract.

### C. Notice to the Family

1. In the cases described in paragraphs (A)(1)(a), (b), and (c) of this Section, the Boise City/Ada County Housing Authority will notify the family that the family may ask for an explanation of the basis of the Boise City/Ada County Housing Authority's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.
2. In the cases described in paragraphs (A)(1)(d), (e), and (f) of this Section, the Boise City/Ada County Housing Authority will give the family prompt written notice that the family may request a hearing within 10 business days of the notification. The notice will:
  - a. Contain a brief statement of the reasons for the decision; and

- b. State if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 business days of the notification

## **Informal Hearing for a Participant Cont.**

### D. Hearing Procedures

The Boise City/Ada County Housing Authority and participants will adhere to the following procedures:

#### 1. Discovery

- a. The family will be given the opportunity to examine before the hearing any Boise City/Ada County Housing Authority documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the Boise City/Ada County Housing Authority does not make the document(s) available for examination on request of the family, the Boise City/Ada County Housing Authority may not rely on the document at the hearing.
- b. The Boise City/Ada County Housing Authority will be given the opportunity to examine, at the Boise City/Ada County Housing Authority's offices before the hearing, any family documents that are directly relevant to the hearing. The Boise City/Ada County Housing Authority will be allowed to copy any such document at the Boise City/Ada County Housing Authority's expense. If the family does not make the document(s) available for examination on request of the Boise City/Ada County Housing Authority, the family may not rely on the document(s) at the hearing.

Note: The term **document** includes records and regulations.

#### 2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

#### 3. Hearing Officer

- a. The hearing will be conducted by any person or persons designated by the Boise City/Ada County Housing Authority, other than a person who made or approved the decision under review or a subordinate of this person.
- b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the Boise City/Ada County Housing Authority hearing procedures.

#### 4. Evidence

The Boise City/Ada County Housing Authority and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

## **Informal Hearing for a Participant Cont.**

### 5. Issuance of Decision

The person who conducts the hearing must issue a written decision within 30 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing. If as a result of a hearing decision, a participant family's assistance will be terminated, the Boise City/Ada County Housing Authority will give both the family and the owner a thirty (30) day written notice of termination of HAP.

### 6. Effect of the Decision

The Boise City/Ada County Housing Authority is not bound by a hearing decision:

- a. Concerning a matter for which the Boise City/Ada County Housing Authority is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the Boise City/Ada County Housing Authority hearing procedures.
- b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c. If the Boise City/Ada County Housing Authority determines that it is not bound by a hearing decision, the Boise City/Ada County Housing Authority will notify the family within 30 calendar days of the determination, and of the reasons for the determination.

### E. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing

Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Boise City/Ada County Housing Authority will consider evidence of whether the household member:

### **Informal Hearing for a Participant Cont.**

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

#### F. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Boise City/Ada County Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision.

## UNIT TYPE DEFINITIONS



### **Older Home Converted/Mixed Use**

A building that when built was intended for use by one family but has been converted into a multi-unit residence. Or, a building with four or less units that also includes commercial space.



### **Mobile Home**

A manufactured home that is capable of being moved on its own wheels.



### **Single Family Detached**

A detached building intended to house one family.



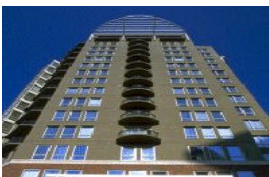
### **Two/Three Family (Duplex)**

A building with separate entrances intended to house two or three families.



### **Older Multi-Family**

An older building that has four or more housing units and is less than four stories tall.



### **High-Rise**

A multi-unit building five or more stories tall sharing one or more common entrances.



### **Row House/Garden Apartment/Walkup**

A group of similar housing units that have individual entrances and have at least one common wall.

