

HOMELESS PREVENTION AND RAPID RE-HOUSING

INFORMATION PACKET

English	<p>This is an important document. Do you need an interpreter?</p> <p>We can provide free interpreter services to help you understand this document. Please tell us if you need an interpreter.</p>
Albanian	<p>Ky është një dokument i rëndësishëm. A keni nevojë për një përkthyes?</p> <p>Ne mund t'ju sigurojmë shërbime të përkthimit falas për t'ju ndihmuar që të kuptoni këtë dokument. Ju lutemi na thoni nëse keni nevojë për një përkthyes.</p>
Arabic	<p>هذه وثيقة هامة. هل تحتاج إلى مترجم؟</p> <p>نحن نقدم لك خدمات ترجمة مجانية لمساعدتك على فهم هذه الوثيقة. الرجاء إخطارنا إذا كنت تحتاج إلى مترجم.</p>
Bosnian	<p>Ovo je vazan dokument. Da li vam je potreban prevodilac?</p> <p>Mi vam mozemo obezbjediti besplatne usluge prevodjenja koje vam mogu pomoci da razumijete ovaj dokument. Molimo vas da nam kazete ukoliko vam je potreban prevodilac.</p>
Chinese - Simplified	<p>这是一份重要文件。请问您需要口译员吗？</p> <p>我们可以提供免费的口译服务帮助您理解这份文件。 如需要口译员，请和我们联络。</p>
Chinese - Traditional	<p>這是一份重要文件。請問您需要口譯員嗎？</p> <p>我們可以提供免費的口譯服務幫助您理解這份文件。如需要口譯員，請和我們聯絡。</p>

Farsi	<p>این یک مدرک مهم میباشد. آیا شما به مترجم نیاز دارید؟</p> <p>ما میتوانیم مترجم رایگان در اختیار شما قرار داده تا برای درک این مدرک به شما کمک کند. خواهشمند است در صورت نیاز به مترجم به ما اطلاع دهید.</p>
French	<p>Ceci est un document important. Avez-vous besoin d'un interprète?</p> <p>Nous pouvons vous fournir les services d'un interprète gratuitement afin de vous aider à comprendre ce document. Dîtes-le nous si vous en avez besoin.</p>
German	<p>Dieses Dokument ist wichtig. Brauchen Sie einen Übersetzer?</p> <p>Wir können Ihnen kostenlos einen Übersetzer zur Verfügung stellen, damit Sie dieses Dokument verstehen können. Bitte lassen Sie uns wissen, ob Sie einen Übersetzer brauchen.</p>
Haitian Kreyol	<p>Sa a se yon dokiman enpòtan. Èske w bezwen yon entèprèt?</p> <p>Nou bay sèvis entèprèt gratis pou ede w konprann dokiman sa a. Tanpri fè nou konnen si w bezwen yon entèprèt.</p>
Hindi	<p>यह एक महत्वपूर्ण दस्तावेज़ है। क्या आपको दुभाषिये की आवश्यकता है? हम आपको मुफ्त दुभाषिये की सेवाएं दिलवा सकते हैं जिससे कि आप यह दस्तावेज़ समझ सकें। यदि आपको दुभाषिये की आवश्यकता है तो कृपया हमें सूचित करें।</p>
Japanese	<p>これは非常に重要な文書です。 通訳が必要ですか。</p> <p>この文書の理解がしやすいよう、通訳を無料で提供できます。必要な場合は、ご連絡ください。</p>
Korean	<p>이것은 중요한 문서입니다. 통역사가 필요하십니까? 귀하께서 이 문서를 이해하시는 데 도움을 드리기 위하여 무료로 통역 서비스를 제공해 드릴 수 있습니다. 통역사가 필요하시면 저희에게 말씀해 주시기 바랍니다.</p>

Lao	<p>ນີ້ແມ່ນ ເອກສານສໍາຄັນອັນນຶ່ງ. ທ່ານຕ້ອງການນາຍພາສາບໍ ?</p> <p>ພວກເຮົາ ສາມາດຈັດຫານາຍພາສາ ບໍ່ຄ່າໃຊ້ຈ່າຍ ໃຫ້ຝຣີ ເພື່ອຊ່ວຍໃຫ້ທ່ານເຂົ້າໃຈ ເອກສານອັນນີ້. ກະລຸນາ ບອກພວກເຮົາ ຖ້າທ່ານຕ້ອງການນາຍພາສາ.</p>
Polish	<p>Ten dokument jest ważny. Czy Pan/Pani chce skorzystać z pomocy tłumacza?</p> <p>Możemy umożliwić Państwu skorzystanie z usług tłumacza za darmo. Proszę nas poinformować czy potrzebna jest Państwu pomoc tłumacza.</p>
Portuguese	<p>Este documento é importante. Necessita de um intérprete?</p> <p>Podemos fornecer a assistência dum intérprete para ajudá-lo a entender este documento. Por favor informe-nos se necessita dum intérprete.</p>
Romanian	<p>Acesta este un document important. Aveti nevoie de un translator?</p> <p>Oferim servicii de traduceri gratuite ca sa va ajutam sa intelegeti acest document. Va rugam sa ne contactati daca aveti nevoie de un translator.</p>
Russian	<p>Вам нужен переводчик?</p> <p>Мы можем предоставить Вам услуги переводчика бесплатно, чтобы помочь Вам понять этот документ. Если Вам нужен переводчик, пожалуйста сообщите нам об этом.</p>
Somali	<p>Halkan waxaa ku qoran macluumaad muhiim ah. Ma u baahan tahay turjubaan?</p> <p>Waxaan kuu heli karnaa turjubaan lacagla'aan ah si lagaaga caawiyo inaad fahantid macluumaadkan. Fadlan noo sheeg haddii aad u baahan tahay turjubaan.</p>
Spanish	<p>El presente es un documento importante. ¿Necesita usted un intérprete?</p> <p>Podemos brindar los servicios de interpretación gratis para ayudarle a entender este documento. Favor de decirnos si usted necesita un intérprete.</p>
Swahili	<p>Hii ni makala muhimu. Unihitaji mtafsiri?</p> <p>Tunaweza kukupatia mtafsiri bila malipo kwa kukusaidia kuelewa makala hii. Tafadhali tuarifu kama unahitaji mtafsiri.</p>

Tagalog	<p>Ito ay isang importanteng dokumento. Kailangan ba ninyo ang tulong ng isang tagasalin?</p> <p>Mabibigyan namin kayo ng isang tagasalin para matulungan kayong maintindihan itong dokumento. Pakisabi lang sa amin kung kailangan ninyo ng tulong ng isang tagasalin</p>
Thai	<p>เอกสารสำคัญ คุณต้องการล่ามหรือไม่ เราสามารถช่วยคุณเข้าใจเอกสารนี้ได้โดยล่ามที่ให้บริการโดยไม่คิดค่าใช้จ่าย ภายใต้กรุณาแจ้งหากคุณต้องการล่าม</p>
Turkish	<p>Bu önemli bir belgedir. Bir tercümana ihtiyacımız var mı?</p> <p>Bu belgeyi anlayabilmeniz için size ücretsiz bir tercümanlık hizmeti sağlayabiliriz. Eğer bir tercüman isterseniz lütfen bize söyleyin.</p>
Vietnamese	<p>Đây là tài liệu rất quan trọng. Bạn cần một người phiên dịch viên không?</p> <p>Chúng tôi có thể cung cấp dịch vụ phiên dịch miễn phí để giúp bạn hiểu tài liệu này. Xin hãy cho chúng tôi biết nếu bạn cần một phiên dịch viên.</p>

*IF YOU NEED ASSISTANCE UNDERSTANDING THIS DOCUMENT, PLEASE LET US KNOW.
THIS DOCUMENT CAN BE PROVIDED IN A FORMAT ACCESSIBLE TO PERSONS WITH DISABILITIES AND/OR
PERSONS WITH LIMITED ENGLISH PROFICIENCY UPON REQUEST.*

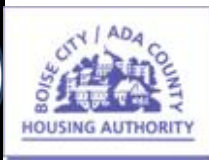
HOMELESS PREVENTION AND RAPID RE- HOUSING

INFORMATION PACKET

Notice of Right to Reasonable Accommodations and Nondiscrimination

In accordance with Section 504 of the Rehabilitation Act of 1973, as amended, no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the City of Boise. The City of Boise prohibits discrimination against applicants for housing on the basis of race, color, national origin, religion, sex, familial status, disability or age. If you believe that you have been discriminated against, you can file a grievance with the City of Boise by mail, addressed to: Section 504 Coordinator, City Hall, 150 N. Capitol Blvd., Boise, Idaho 83702. Or you can file a grievance online with the City of Boise at www.cityofboise.org/Departments/PDS-HCD/ADA/Section504/page15559.aspx

This program is made possible by the American Recovery and Reinvestment Act of 2009, the U.S. Department of Housing and Urban Development, the City of Boise, El Ada Community Action Partnership and the Boise City/Ada County Housing Authority.



Thank you for your interest in the Homeless Prevention and Rapid Re-Housing Program (HPRP). The City of Boise received HPRP funds from the U.S. Department of Housing and Urban Development under the American Recovery and Reinvestment Act of 2009. The intent of the program is to assist persons who are homeless or would be homeless but for this assistance. The program is designed to assist persons that can remain stably housed after the temporary assistance ends. Interested persons who need long-term or intensive support can be provided referrals to other community resources for assistance.

Funds are available to provide housing assistance, supportive services and case management for individuals and families who are in housing but are at risk of becoming homeless in addition to those experiencing homelessness and need temporary assistance in order to obtain and retain housing (rapid re-housing). HPRP is not a mortgage assistance program. HPRP funds are only eligible to assist program participants—whether they are renters or homeowners about to become homeless—pay for utilities, moving costs, security deposits and rent in a new unit, storage fees, and other financial costs or services. HPRP funds are not eligible to pay for any mortgage costs or legal or other fees associated with retaining homeowners' housing.

The City of Boise subcontracted with El-Ada Community Action Agency and the Boise City/Ada County Housing Authority to administer the program. Intake and case management will be conducted by El-Ada Community Action Agency. The Boise City/Ada County Housing Authority will ensure housing assisted is safe and sanitary in addition to issuing rental assistance to landlords.

HPRP Applicant Eligibility Requirements

In order to receive HPRP-funded Financial Assistance and/or Housing Relocation and Stabilization Services, households must at least meet the following minimum criteria:

1. Initial Consultation & Eligibility Determination: the household must receive at least an initial consultation and eligibility assessment with an El Ada Community Action Partnership case manager who will determine eligibility and the appropriate type of assistance needed. Please contact El Ada Community Action Partnership at one of the the following locations to schedule an appointment:

El Ada's Boise Outreach Office (Beginning January 4, 2009)

2250 Vista Avenue
Boise, ID 83705
Phone: (208) 345-2820
Fax: (208) 368-7290

Administrative Office (Beginning January 18, 2009)

701 E. 44th Street
Garden City, ID 83714
Phone: (208) 377-0700
Fax: (208) 377-0859

El Ada Community Action Partnership will evaluate and certify the eligibility of HPRP program participants at least once every 3 months for all households receiving HPRP rental assistance or other HPRP services lasting longer than 3 months including case management. The case manager

will assess household needs, determine the best plan of action to address those needs, and facilitate access to the services and resources necessary for long-term housing stabilization.

2. Income: The applicant household's total income must be at or below 50 percent of Area Median Income (AMI). AMI is determined by the state and by the local jurisdiction in which a household resides and is dependent on the size of the household (i.e., number of household members). HPRP Household Income for persons residing in Ada County must be at or below:

Households	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
50% of Median Income	21,900	25,000	28,150	31,250	33,750	36,250	38,250	41,250

Income limits are available on HUD's web site at: <http://www.huduser.org/DATASETS/il.html>

The definition of income for the HPRP program reflects an applicant household's income at the time of application. Income is money that goes to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member. Annual income includes the current gross income of all adult household members. HUD requires annual income include the types of income as listed below.

- ▶ Gross Income is the amount of income earned before any deductions (such as taxes, and health insurance premiums) are made.
- ▶ Current Income is the income that the household is currently receiving at the time of application for HPRP assistance. Income recently terminated should not be included. The calculation of current income at the three month review period (for households receiving ongoing HPRP assistance, such as medium-term rental assistance) is also based on the total income that the household is receiving at the time of review.
- ▶ Adult Household Members excludes the income earned by minors and adult full time students who are not the Head of Household. The HPRP definition contains income "inclusions" (types of income to be counted) and "exclusions" (types of income that are not considered) for all adult members of a household.

Income will be determined by the same guidelines used in the U.S. Department of Housing and Urban Development's Housing Choice Voucher Program (formerly Section 8). The case manager will verify in writing a participant's income from a third party. Please submit documents verifying your income to the case manager at intake to assist in processing your application as quickly as possible (i.e. pay stubs, child support, bank statements, unemployment compensation, disability compensation, TANF assistance, etc). Documentation that is dated within 30 days prior to the time of application is acceptable for purposes of HPRP.

Depending upon the nature of the assistance required by the participant, the case manager may attempt to obtain income verification by oral third party and/or the applicant's self-declaration until such time written verification can be obtained to reasonably document income.

http://www.hudhre.info/documents/HPRP_HousingStatusReqs.pdf

**U.S. Department of Housing & Urban Development (HUD)
Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

Income Definition

HUD requires HPRP grantees and subgrantees to count as annual income the types of income as listed below.

Income is money that goes to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member. Annual income includes the **current gross income** of all **adult household members**.

- **Gross Income** is the amount of income earned before any deductions (such as taxes, and health insurance premiums) are made.
- **Current Income** is the income that the household is currently receiving at the time of application for HPRP assistance. Income recently terminated should not be included. The calculation of current income at the three month review period (for households receiving ongoing HPRP assistance, such as medium-term rental assistance) is also based on the total income that the household is receiving at the time of review. See Income Documentation Standards below for additional information.
- **Adult Household Members** excludes the income earned by minors and adult full time students who are not the Head of Household. See below for additional information.

The HPRP definition contains income "inclusions" (types of income to be counted) and "exclusions" (types of income that are not considered) for all adult members of a household. Note that household assets are generally not counted as income, with the exception of interest and dividend income as indicated in the income definition below. However, household assets may be taken into account when determining whether a household has other financial resources sufficient to obtain or maintain housing. For additional information concerning assets see the "Housing Status: Eligibility Determination and Documentation Requirements" located at www.HUDHRE.info.

Income Inclusions

This table presents the HPRP income inclusions. The following types of income must be counted when calculating gross income:

General Category	Description
1. Earned Income	The full amount of gross income earned before taxes and deductions.
2. Business Income	The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
3. Interest & Dividend Income	Monthly interest and dividend income credited to an applicant's bank account and available for use.
4. Pension/Retirement Income	The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
5. Unemployment & Disability Income	Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
6. TANF/Public Assistance	Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
7. Alimony, Child Support and Foster Care Income	Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All basic pay, special pay and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

**U.S. Department of Housing & Urban Development (HUD)
Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

Income Exclusions

This table presents the HPRP income exclusions. The following types of income are not counted when calculating gross income:

General Category	Description
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
3. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
4. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
5. Disabled Persons	Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).
6. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
7. Armed Forces Hostile Fire Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Self-Sufficiency Program Income	<ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
9. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
10. Reparations	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
11. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
12. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
13. Social Security & SSI Income	Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
14. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.

**U.S. Department of Housing & Urban Development (HUD)
Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

15. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
16. Other Federal Exclusions	<p>Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including:</p> <ul style="list-style-type: none"> ▶ The value of the allotment made under the Food Stamp Act of 1977; ▶ Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); ▶ Payments received under the Alaskan Native Claims Settlement Act; ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; ▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program; ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; ▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal workstudy program or under the Bureau of Indian Affairs student assistance programs; ▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program); ▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.); ▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments; ▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; ▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, state job training programs and career intern programs, AmeriCorps); ▶ Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation; ▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990; ▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran; ▶ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and ▶ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

3. Housing Status: the household must be either homeless (for rapid re-housing assistance) OR at risk of losing its housing (for homelessness prevention assistance); AND meet both of the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

4. Housing Sustainability: There must be a reasonable expectation that the participant can sustain housing within a six month period of receiving HPRP assistance. This assessment will be made by the case manager on an individualized household basis.

5. Residency: An applicant for HPRP funds must be a resident of Ada County or meet the definition of homeless as defined by the U.S. Department of Housing and Urban Development. If you are not a resident of Ada County, a referral to the appropriate HPRP provider in your area will be provided.

Homeless is defined as sleeping in an emergency shelter; Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks; Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution; Graduating from, or timing out of a transitional housing program; and Victims of domestic violence.

Participants must be a U.S. Citizen or Qualified Alien. (Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996). If documents are expired, absent or you need assistance obtaining documentation, please consult with a case manager.

6. Financial Assistance: Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state or local housing subsidy program. Cost types are the categories of eligible HPRP financial assistance: rent, either the client portion or the subsidy; security deposits, utility deposits, utility payments, moving cost assistance, and hotel/motel vouchers.

7. Transitional Housing Policy: Applicants residing in a transitional housing program or are moving into a transitional housing program are not eligible for HPRP assistance. Participants timing out of a transitional housing program and are going to be homeless, *are* eligible to apply for assistance.

HPRP Property Requirements

1. Habitability Standards: A property being assisted with HPRP must be certain standards in order to qualify including being decent, safe and sanitary. An onsite inspection by the Boise City/Ada County Housing Authority staff is required anytime a program participant is receiving HPRP financial assistance and moving into a new unit. (Financial assistance includes rental assistance, security deposit assistance, utility assistance, etc.) Units must be inspected on an annual basis and upon a change of tenancy. HPRP funds will be issued directly to the Landlord. If the unit does NOT pass the initial inspection, the participant and the landlord will be given a

list of repairs that need to be completed. If the landlord chooses to not make the changes, HPRP funds cannot be used on the unit.

A housing unit inspection is not required for a program participant served with HPRP prevention assistance in a unit in which the participant was already residing. Habitability inspections are also not required for persons receiving services only. Standards include the following:

1. Structure and materials: The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
2. Access: The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
3. Space and security: Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
4. Interior air quality: Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
5. Water Supply: The water supply must be free from contamination.
6. Sanitary Facilities: Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
7. Thermal environment: The housing must have adequate heating and/or cooling facilities in proper operating condition.
8. Illumination and electricity: The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
9. Food preparation and refuse disposal: All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
10. Sanitary condition: The housing and any equipment must be maintained in sanitary condition.
11. Fire safety: Both conditions below must be met to meet this standard.
 - a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.
 - b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.

2. Lead Based Paint: Childhood lead poisoning is a major environmental health problem in the United States, especially for low-income families in poor living conditions. If not detected early,

children with high levels of lead in their bodies can suffer from damage to the brain and nervous system, behavioral and learning problems (such as hyperactivity), slowed growth, hearing problems, and headaches. To prevent lead-poisoning in young children, the HPRP regulations must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. Under HPRP, the rule is that a lead-based paint visual assessment must be completed for all units that meet the three following conditions:

- ▶ The household living in the unit is being assisted with HPRP financial assistance (rent assistance, utilities assistance, utility/security deposits, or arrears).
- ▶ The unit was constructed prior to 1978.
- ▶ A child under the age of six is or will be living in the unit.

Under HPRP, the lead requirements apply regardless of whether a household is remaining in an existing unit or moving to a new unit. The visual assessment must be completed prior to HPRP assistance being provided, and annually thereafter. Depending on the results of the visual assessment, additional steps may be required before assistance can be provided for that unit. There are certain exceptions to the rule. Visual assessments by HPRP staff are not triggered under the following circumstances:

- ▶ It is a zero-bedroom or SRO-sized unit;
- ▶ X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint;
- ▶ The property has had all lead-based paint identified and removed in accordance with HUD regulations;
- ▶ The client is receiving Federal assistance from another program, where the unit has already undergone a visual assessment within the past 12 months – e.g., if the client has a Section 8 voucher and is receiving HPRP assistance for a security deposit or arrears (note, in such cases, HPRP staff are required to obtain documentation that a visual assessment has been conducted from the agency administering the other form of assistance for the HPRP case file); or
- ▶ It meets any of the other exemptions described in 24 CFR Part 35.115(a).

If a visual assessment reveals problems with paint surfaces, HPRP staff cannot approve the unit for assistance until the deteriorating paint has been repaired. In this case, HPRP staff will either work with the property owner/manager to complete needed paint stabilization activities and clearance, work with the household to locate a different (lead-safe) unit, or refer the client to a different program if HPRP assistance cannot be provided.

3. Ineligible Properties: An assisted property may not be owned by the City of Boise or the Boise City/Ada County Housing Authority. This is a requirement of the U.S. Department of Housing and Urban Development. An assisted property must be decent, safe and sanitary.

HPRP assisted properties must be within the limits of Ada County (Boise, Star, Kuna, Garden City, Meridian and Eagle).

4. Rent Reasonableness: The Boise City/Ada County Housing Authority will conduct a rent reasonableness review before a unit is assisted with HPRP. This determination involves two comparisons. First, the rent for the unit will be compared to rents for similar unassisted units in the marketplace. Second, the rent will be compared to rents for similar units on the premises. In determining comparability, the Boise City Ada County Housing Authority will consider:

- ▶ Location, quality, size, unit type, and age of the contract unit, and
- ▶ Amenities, housing services, maintenance, and utilities the owner must provide under the lease.

Assistance Denials – Appeal Process

El Ada Community Action Partnership will give an applicant prompt written notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reason(s) for the decision. The applicant may submit a written request for an informal review of a denial for HPRP assistance within 7 calendar days. Once a request is received, El Ada Community Action Partnership will give an applicant an opportunity for an informal review of the case manager's decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by a person or persons designated by El Ada Community Action Partnership other than a person who made or approved the decision under review or by a subordinate of this person;
2. The applicant will be given an opportunity to present written or oral objections to the decision;
3. El Ada Community Action Partnership will notify the applicant of the decision after the informal review within 15 calendar days. The notification will include a brief statement of the reasons for the final decision.

Reasonable Accommodations

If a client has a disability as defined under the federal Fair Housing Act and needs a reasonable accommodation to qualify or use HPRP services, please submit your request preferably in writing to an El Ada case manager describing the requested accommodation and how it will assist.

What is a reasonable accommodation?

- A change in the rules, policies, practices or services that would make it easier to use programs;
- An accommodation to ensure equal opportunity to use and enjoy a dwelling or a facility's common space;
- A change in the way an agency communicates gives information.

Requests for Reasonable Accommodations must be "reasonable," which would not constitute an undue financial and administrative burden, or require a fundamental alteration in the nature of the program. Reasonable Accommodations that violate the rights, health or safety of other program participants, or that violate local, state or federal law shall not be granted. A case manager may need to verify the need for a Reasonable Accommodation. The will be based on information submitted by a client concerning a disability.

Are You a
Victim of
Housing
Discrimination?

Fair Housing is Your Right!

If you have been denied your housing rights...you may have experienced unlawful discrimination.



U.S. Department of Housing and Urban Development

**WHERE TO MAIL YOUR FORM OR
INQUIRE ABOUT YOUR CLAIM**

For Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, and Vermont:
NEW ENGLAND OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8320 or 1-800-827-5005
Fax (617) 565-7313 • 1 1Y (617) 565-5453
E-mail: Complaints_office_01@hud.gov

For New Jersey and New York:
NEW YORK/NEW JERSEY OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
26 Federal Plaza, Room 3532
New York, NY 10278-0068
Telephone (212) 264-1290 or 1-800-496-4294
Fax (212) 264-9829 • TTY (212) 264-0927
E-mail: Complaints_office_02@hud.gov

For Delaware, District of Columbia, Maryland,
Pennsylvania, Virginia, and West Virginia:
MID-ATLANTIC OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107
Telephone (215) 656-0663 or 1-888-799-2085
Fax (215) 656-3419 • TTY (215) 656-3450
E-mail: Complaints_office_03@hud.gov

For Alabama, the Caribbean, Florida, Georgia, Kentucky, Missis-
sippi, North Carolina, South Carolina, and Tennessee:
SOUTHEAST/CARIBBEAN OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2808
Telephone (404) 331-5140 or 1-800-440-8091
Fax (404) 331-1021 • TTY (404) 730-2654
E-mail: Complaints_office_04@hud.gov

For Illinois, Indiana, Michigan, Minnesota,
Ohio, and Wisconsin:
MIDWEST OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Room 2101
Chicago, IL 60604-3507
Telephone (312) 353-7776 or 1-800-765-9372
Fax (312) 886-2837 • TTY (312) 353-7143
E-mail: Complaints_office_05@hud.gov

For Arkansas, Louisiana, New Mexico, Oklahoma, and Texas:
SOUTHWEST OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
801 North Cherry, 27th Floor
Fort Worth, TX 76102
Telephone (817) 978-5900 or 1-888-560-8913
Fax (817) 978-5876 or 5851 • 1 1Y (817) 978-5595
E-mail: Complaints_office_06@hud.gov

For Iowa, Kansas, Missouri and Nebraska:
GREAT PLAINS OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Gateway Lower II
400 State Avenue, Room 200, 4th Floor
Kansas City, KS 66101-2406
Telephone (913) 551-6958 or 1-800-743-5323
Fax (913) 551-6856 • 1 1Y (913) 551-6972
E-mail: Complaints_office_07@hud.gov

For Colorado, Montana, North Dakota, South Dakota,
Utah, and Wyoming:
ROCKY MOUNTAINS OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
1670 Broadway
Denver, CO 80202-4901
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 • 1 1Y (303) 672-5248
E-mail: Complaints_office_08@hud.gov

For Arizona, California, Hawaii, and Nevada:
PACIFIC/HAWAII OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
600 Harrison Street, Third Floor
San Francisco, CA 94107-1300
Telephone (415) 489-6524 or 1-800-347-3739
Fax (415) 489-6558 • 1 1Y (415) 436-6594
E-mail: Complaints_office_09@hud.gov

For Alaska, Idaho, Oregon, and Washington:
NORTHWEST/ALASKA OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
Telephone (206) 220-5170 or 1-800-877-0246
Fax (206) 220-5447 • 1 1Y (206) 220-5185
E-mail: Complaints_office_10@hud.gov

*If after contacting the local office nearest you, you still have ques-
tions – you may contact HUD further at:*
U.S. Dept. of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street, S.W., Room 5204
Washington, DC 20410-2000
Telephone (202) 708-0836 or 1-800-669-9777
Fax (202) 708-1425 • 1 1Y 1-800-927-9275

To file electronically, visit: www.hud.gov

PLACE
POSTAGE
HERE

MAIL TO:

Public Reporting Burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The Department of Housing and Urban Development is authorized to collect this information by Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, (P.L. 100-430); Title VI of the Civil Rights Act of 1964, (P.L. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended, (P.L. 93-112); Section 109 of Title I- Housing and Community Development Act of 1974, as amended, (P.L. 97-35); Americans with Disabilities Act of 1990, (P.L. 101-336); and by the Age Discrimination Act of 1975, as amended, (42 U.S.C. 6103).

The information will be used to investigate and to process housing discrimination complaints. The information may be disclosed to the United States Department of Justice for its use in the filing of pattern and practice suits of housing discrimination or the prosecution of the person(s) who committed that discrimination where violence is involved; and to State or local fair housing agencies that administer substantially equivalent fair housing laws for complaint processing. Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.



HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

Instructions: (Please type or print) Read this form carefully. Try to answer all questions. If you do not know the answer or a question does not apply to you, leave the space blank. You have one year from the date of the alleged discrimination to file a complaint. Your form should be signed and dated.

Your Name

Your Address

City

State

Zip/Code

Best time to call

Your Daytime Phone No

Evening Phone No

Who else can we call if we cannot reach you?

Contact's Name

Best Time to call

Daytime Phone No

Evening Phone No

Contact's Name

Best Time to call

Daytime Phone No

Evening Phone No

1 What happened to you?

How were you discriminated against?

For example: were you refused an opportunity to rent or buy housing? Denied a loan? Told that housing was not available when in fact it was? Treated differently from others seeking housing?

State briefly what happened.

HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

2 Why do you think you are a victim of housing discrimination?

Is it because of your:

· race · color · religion · sex · national origin · familial status (families with children under 18) · disability?

For example: were you denied housing because of your race? Were you denied a mortgage loan because of your religion? Or turned down for an apartment because you have children?

Briefly explain why you think your housing rights were denied and circle the factor(s) listed above that you believe apply.

3 Who do you believe discriminated against you?

For example: was it a landlord, owner, bank, real estate agent, broker, company, or organization?

Identify who you believe discriminated against you.

Name

Address

4 Where did the alleged act of discrimination occur?

For example: Was it at a rental unit? Single family home? Public or Assisted Housing? A Mobile Home?

Did it occur at a bank or other lending institution?

Provide the address.

Address

City

State

Zip Code

5 When did the last act of discrimination occur?

Enter the date

____/____/____

Is the alleged discrimination continuing or ongoing?

Yes No _____

Signature

Date

Send this form to HUD or to the fair housing agency nearest you. If you are unable to complete this form, you may call that office directly. See address and telephone listings on back page.

ARE YOU A VICTIM OF HOUSING DISCRIMINATION?

"The American Dream of having a safe and decent place to call 'home' reflects our shared belief that in this nation, opportunity and success are within everyone's reach.

Under our Fair Housing laws, every citizen is assured the opportunity to build a better life in the home or apartment of their choice — regardless of their race, color, religion, sex, national origin, family status or disability."

Alphonso Jackson
Secretary

HOW DO YOU RECOGNIZE HOUSING DISCRIMINATION?

Under the Fair Housing Act, it is Against the Law to:

- Refuse to rent to you or sell you housing
- Tell you housing is unavailable when in fact it is available
- Show you apartments or homes only in certain neighborhoods
- Set different terms, conditions, or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Advertise housing to preferred groups of people only
- Refuse to provide you with information regarding mortgage loans, deny you a mortgage loan, or impose different terms or conditions on a mortgage loan
- Deny you property insurance
- Conduct property appraisals in a discriminatory manner
- Refuse to make reasonable accommodations for persons with a disability if the accommodation may be necessary to afford such person a reasonable and equal opportunity to use and enjoy a dwelling.
- Fail to design and construct housing in an accessible manner
- Harass, coerce, intimidate, or interfere with anyone exercising or assisting someone else with his/her fair housing rights