



"Developing Lifelong Learners Today"

McCall-Donnelly Joint School District No. 421
299 S. 3rd St., McCall, ID 83638
Phone: (208) 634-2161 Fax: (208) 634-4075

Book	MDSD Policies
Section	400 PERSONNEL
Title	McCall-Donnelly School District Employee Housing
Code	498
Status	Active
Adopted	
Last Revised	
Last Reviewed	

PURPOSE

The Board of Trustees of the McCall-Donnelly School District ("MDSD" or "District") recognizes that housing is a critical resource for all employees and that employees who are new to the District may face challenges in securing adequate housing. This policy outlines the terms by which the District will provide housing, through MDSD owned or controlled properties, for rent to qualified employees based on availability and the needs of MDSD. The District is committed to continually expanding housing opportunities for staff. This policy sets forth criteria for prioritizing access to District housing based on a comprehensive assessment of positions' impact on staff and students and will prioritize employees placed in hard-to-fill positions.

SCOPE

Currently, MDSD has one 8-plex unit available (4 1-bedroom units, 4 2-bedroom units).

DEFINITIONS

Adjusted Gross Income: Adjusted Gross Income (AGI) is defined by the IRS as gross household income minus certain adjustments to income. Gross income includes household wages, dividends, capital gains, business income, retirement distributions as well as other income for all Occupants of any MDSD Designated Housing.

Adjustments to Gross Income will include:

Barbara R Morgan Elementary School Donnelly Elementary School
Payette Lakes Middle School Heartland High School McCall-Donnelly High School



"Developing Lifelong Learners Today"

McCall-Donnelly Joint School District No. 421
299 S. 3rd St., McCall, ID 83638
Phone: (208) 634-2161 Fax: (208) 634-4075

- Qualifying educator expenses
- Student loan interest
- Alimony
- Employee contributions to retirement account(s)
- Health insurance costs beyond those provided by MDSD

MDSD Designated Housing: Housing under MDSD's control either by ownership or other rights which has been designated as housing that will be offered to employees and Occupants consistent with the terms of this policy and any applicable Lease or Sublease which may be income restricted.

Lease or Sublease: A written agreement that outlines the obligations of the employee and other approved Occupants, as Tenants in MDSD Designated Housing, and the landlord or sub landlord.

Qualifying Event: An event that changes life circumstances allow a Tenant or the District to request an adjustment to Rent formalized by an amendment to the Lease or Sublease. Qualifying Events are:

- Official marriage or divorce Death of a spouse or dependent
- Birth, adoption, or placement for adoption
- Termination or involuntary reduction of employment affecting household AGI Significant increase to household AGI
- Long-term illness or disability, defined as illness persisting longer than 12 weeks.

Occupant: Any approved person who resides in any MDSD Designated Housing, in addition to the Tenant.

Rent: The amount a Tenant is responsible for paying each month for the Lease or Sublease of a specific MDSD Designated Housing unit pursuant to a Lease or Sublease, which may be adjusted periodically in accordance with the Lease or Sublease and this policy. Rent will not exceed fair market value, as determined by MDSD, and will consist of the lesser of fair market value or 30% of the household AGI.

Tenant: A MDSD employee entitled under this policy and Lease or Sublease to occupy MDSD Designated Housing at the exclusion of others.

Third Party Administrator ("TPA"): A business, non-profit or governmental entity with which the District contracts which will determine an employee's financial qualification for housing assistance under this policy and which may act as the Landlord under leases entered into pursuant to this policy.

PROCESS

Barbara R Morgan Elementary School Donnelly Elementary School
Payette Lakes Middle School Heartland High School McCall-Donnelly High School



"Developing Lifelong Learners Today"

McCall-Donnelly Joint School District No. 421
299 S. 3rd St., McCall, ID 83638
Phone: (208) 634-2161 Fax: (208) 634-4075

MDSD Employees and individuals who have been offered employment will be notified by email when a unit is available and provided an opportunity to apply for consideration. Initial applications must be submitted to the Schools Business Manager at the School District Office. Applicants will be prioritized, based on a scoring rubric as set forth below. Priority applicants will be notified by email of their priority selection status and provided with further instructions for submittal of financial information to the TPA for determination of rental assistance and signing of lease agreement. Priority applicants who fail to submit financial and other information requested by the TPA within 30 days of the date of notification of priority status shall lose their status as a priority applicant.

RELATED DOCUMENTS Prioritization tool scores; Application for Housing; Scoring Rubric

I. Application

- A. MDSD employees or individuals who have been offered employment who are interested in applying for MDSD Designated Housing must first fill out an Employee Housing Application and submit it to the District Office business manager.
- B. The following list of criteria will help to establish initial priority and eligibility amongst employees/individuals with job offers:
 - 1. Length of time position was posted
 - 2. Prioritization Tool Score
 - 3. Start date
 - 4. Total members in household

The employee(s) having the highest score on the scoring rubric using the above criteria will have priority for MDSD Designated Housing.

- C. MDSD employees/individuals with job offers selected as candidates for employee housing to utilize MDSD Designated Housing must apply to the TPA for available Designated Housing units using forms supplied by the TPA. Such application information will include, but may not be limited to: household AGI and household size, with supporting documentation. Individuals are responsible for submitting a complete and accurate application that complies with the requirements of the TPA within thirty (30) days of notification of priority status, or such other time as may be set forth by the TPA.
- D. Applicants who meet the definition of “underhoused” as set forth below will be eligible to occupy MDSD Designated Housing and will be required to enter into a lease agreement with the TPA or other designated property manager.

II. Eligibility and Occupancy

- A. Qualified individuals are those full-time or part-time employees who reside within
Barbara R Morgan Elementary School Donnelly Elementary School
Payette Lakes Middle School Heartland High School McCall-Donnelly High School

Valley/Adams County or are transferring or relocating to Valley/Adams County where the MDSD Designated Housing is located, or individuals who have been offered employment, and who meet the eligibility and priority criteria set forth herein.

- B. Applicants currently residing within Valley County must be “underhoused” per HUD guidelines. Underhoused is defined as a household with few bedrooms relative to the size of the household. Occupancy standard is one bedroom for the head of household and spouse, and one bedroom for every additional two people in the family. For example, a family with a single parent and two children or a family with two parents and two children, is eligible for a two-bedroom subsidy or unit.
- C. Occupancy limits are based on the number of bedrooms in a MDSD Designated Housing unit. A bedroom is defined as a space within a premise that is primarily used for sleeping. Individual requests may be considered for additional Occupants per bedroom based on the varying sizes of bedrooms and ages of children upon request.

Bedrooms	Minimum occupancy requirements	Maximum occupancy requirements
Studio	1	2
One Bedroom	1	3
Two Bedroom	2	5
Three Bedroom	3	7

- D. Occupants residing in MDSD Designated Housing, in addition to the MDSD employee, must be approved by the school district prior to occupancy.
- E. Only Occupants approved by the district are allowed to occupy and reside in MDSD Designated Housing with the MDSD employee.
- F. Any employee that is found to be subleasing, charging money or receiving any
 - Barbara R Morgan Elementary School Donnelly Elementary School
 - Payette Lakes Middle School Heartland High School McCall-Donnelly High School



"Developing Lifelong Learners Today"

McCall-Donnelly Joint School District No. 421
299 S. 3rd St., McCall, ID 83638
Phone: (208) 634-2161 Fax: (208) 634-4075

material benefit from allowing other occupants to reside in MDSD Designated Housing without authorization will face immediate termination of the Lease or Sublease.

III. Lease/Sublease Terms

- A. Tenants are required to comply with all terms and conditions of the Lease or Sublease for the specific MDSD Designated Housing unit, and this policy.
- B. Tenant is required to provide to the TPA or other designated property manager all documentation necessary, including household occupancy and tax returns, for the verification of household AGI and calculation of Rent, as both are defined in this policy, before a Lease or Sublease of a MDSD Designated Housing unit will be presented to Tenant.
- C. Tenants in MDSD Designated Housing will notify the designated property manager if their household income, personal finances, or other financial or housing circumstances change in a material way during the year.
- D. Any employee that occupies a MDSD Designated Housing unit as a result of providing misleading or fraudulent information will be subject to disciplinary action pursuant to MDSD policies, up to and including termination of employment, termination of the Lease or Sublease, and/or repayment of the value of the use of the MDSD Designated Housing unit.
- E. MDSD Designated Housing is considered bridge housing to assist MDSD employees by providing affordable housing for a limited time, not to exceed two (3) years. Tenant may exercise an option to renew the Lease or Sublease for a second and third year. Tenant may choose a month-to-month option. However, rent for any renewal term will change based on Tenant's household AGI.

IV. Rent

Monthly rent is calculated by household gross income (from the current year or immediately preceding tax year) and then deducting the following allowable deductions, if not already deducted from household AGI, multiplying by 30%, and dividing by twelve (12):

- Qualifying educator expenses
- Student loan interest
- Alimony
- Employee contributions to retirement account(s)
- Health insurance costs beyond those provided by MDSD.

V. Termination

Barbara R Morgan Elementary School Donnelly Elementary School
Payette Lakes Middle School Heartland High School McCall-Donnelly High School



"Developing Lifelong Learners Today"

McCall-Donnelly Joint School District No. 421
299 S. 3rd St., McCall, ID 83638
Phone: (208) 634-2161 Fax: (208) 634-4075

MDSD Designated Housing assistance will terminate upon any one (1) of the following:

- A. Employees whose employment is terminated from MDSD, either voluntarily or involuntarily. Employees will be given notice to vacate and shall vacate the MDSD Designated Housing no later than thirty (30) days following the last day of employment at MDSD, unless the Lease or Sublease is amended to extend occupancy.
- B. Failure to comply with terms of the Lease or Sublease. Tenants will be given three (3) days' written notice of failure to comply with the Lease or Sublease terms and requiring compliance. If the Tenants fail to comply within such 3-day period, Tenants will be given written notice to vacate the MDSD Designated Housing within thirty (30) days. MDSD reserves all its rights under Idaho law to remove Tenants who fail to vacate MDSD Designated Housing after notice to do so.
- C. The Landlord has reasonable grounds to believe that any Occupant of the MDSD Designated Housing is, or has been, engaged in the unlawful delivery, production or use of a controlled substance, as those terms are defined in Idaho Code §37- 2701, on the leased premises during the term of any Lease or Sublease. MDSD reserves all its rights under Idaho law to remove Tenants for the unlawful delivery, production, or use of a controlled substance.

VI. Miscellaneous Terms and Conditions

- A. MDSD Designated Housing is not considered an extension of the workplace. Accordingly, injuries, accidents, or occurrences in any MDSD Designated Housing unit are likely not compensable by MDSD's workers' compensation insurance.
- B. Tenants are required to maintain insurance coverage as required by the applicable Lease or Sublease and provide proof of such rental insurance to MDSD.

VII. Availability

MDSD does not routinely offer employee housing. Qualified applicants will be prioritized based on staffing needs within MDSD at the time the individual submits the application for review. MDSD periodically assesses staffing needs to determine what positions are most needed in the local area/facilities at the time of review.



"Developing Lifelong Learners *Today*"

McCall-Donnelly Joint School District No. 421
299 S. 3rd St., McCall, ID 83638
Phone: (208) 634-2161 Fax: (208) 634-4075

Barbara R Morgan Elementary School Donnelly Elementary School
Payette Lakes Middle School Heartland High School McCall-Donnelly High School