Alaska Housing
FINANCE CORPORATION

CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT PLAN FOR THE STATE OF ALASKA

ANNUAL ACTION PLAN

State Fiscal Years 2025
(Federal Fiscal Years 2024)

April 7, 2024

Table of Contents

ES-05 Executive Summary - 91.300(c), 91.320(b)

1. Introduction

The U.S. Department of Housing and Urban Development (HUD) provides funding for housing and community development through several formula grant programs. Alaska receives approximately $11.7 million annually for four of them: the HOME Investment Partnership Act (HOME), the Community Development Block Grant Program (CDBG), the National Housing Trust Fund (HTF), and the Emergency Solutions Grant Program (ESG). In order to maintain eligibility for these, the State must engage in a consolidated planning process that results in the development of this Annual Housing and Community Development Plan (HCD Plan) as well as several other documents.

In Alaska, two Participating Jurisdictions (PJs) receive formula funding for the CDBG, HOME, and ESG programs; the Municipality of Anchorage and the State of Alaska. The Alaska Housing Finance Corporation (AHFC), on behalf of the State of Alaska, will administer the National Housing Trust Fund. Under NHTF regulations, the only jurisdiction, other than the state of Alaska, eligible to receive a sub-grant of NHTF is the Municipality of Anchorage (MOA). The MOA has requested a sub-grant of NHTF to administer directly in Anchorage. Pursuant to 24 CFR 91.320(k)(5), the State must submit and HUD must approve a HTF allocation plan that addresses its intent to award HTF funds to MOA.

The Municipality of Anchorage is responsible for the preparation and maintenance of its own HCD Plan. The State of Alaska's HCD Plan covers all geographic areas of Alaska outside of the Municipality of Anchorage; often referred to as the "Balance of State."

The State of Alaska's HCD Plan is a cooperative effort among the Alaska Housing Finance Corporation (AHFC), the Alaska Department of Commerce, Community and Economic Development (DCCED), the Alaska Department of Health and Social Services (DHSS), the Alaska Mental Health Trust Authority (AMHTA), the Alaska Governor's Council on Disabilities and Special Education, and the Alaska Workforce Investment Board (WIB). AHFC is the lead agency in the preparation and maintenance of the State's Consolidated Plan.

Title 1 of the Housing and Economic Recovery Act of 2008 established the Housing Trust Fund. The HTF may be used for the production or preservation of affordable housing through the acquisition, new construction, reconstruction, and/or rehabilitation of non-luxury housing with suitable amenities. All HTF-assisted units will be required to have a minimum affordability period of 30 years. A Cost Allocation plan must be developed by the participating states. AHFC has been designated by the State's Governor to be the recipient of the HTF and to administer the funds. AHFC, as part of the planning process for the Annual Plan has requested the participation of the public for the allocation of HTF as part of the GOAL program and its activities. https://www.hudexchange.info/programs/htf/.

AHFC is may consider providing the MOA with a sub-grant of $550,000. The remaining NHTF will be administered for the area of Alaska outside of Anchorage consistent with the participating jurisdictional boundaries of the HOME program. The balance of state funds will be allocated through the annual GOAL – Greater Opportunities for Affordable Living program. The Rating and Award Criteria Plan for the GOAL program will set the priorities for the allocation of NHTF. In this way it will be coordinated with the Low Income Housing Tax Credit, HOME Investment Partnership and Senior Citizens Housing development Fund programs, within a single annual application process. Please visit the following URL for more information regarding the GOAL Program: https://www.ahfc.us/pros/grants/development-grants.

This Annual Action Plan (AAP) identifies housing and community development resources expected to be available and it provides the details for the use of HOME, CDBG, ESG, and NHTF funds during the year. The AAP includes a description of how funds will be allocated, the program activities to be undertaken, and the amount of funds to be distributed for each program activity. Also included in the AAP is an overview of homelessness needs and actions to be undertaken to address homelessness, special needs housing, lead based paint hazards, collaboration with the public housing agency, and non-housing community development concerns. The AAP will provide a basis for assessing effectiveness through completion of the Consolidated Annual Performance Evaluation Reports (CAPER).

As the Plan was developed, the following points were recognized:

- The seven Guiding Principles developed during the drafting of the Plan are roughly the same as those found in the current HCD Plan based on public comment and with recognition of the increasing necessity to consider transportation when determining cost and location of housing development.
- Two of the biggest housing related issues moving forward are in-state migration from rural areas to urban areas and the growth in the senior population.
- Some people are aware of fair housing laws, who to call if they have a complaint, but more work is needed to continue to increase awareness of the protections these laws provide tenants.
- Affordable housing is still a primary need across the State.
- Homelessness remains an important concern, particularly as uncertainty exists with the State's economy and recidivism in the corrections system remains high.
- The availability of housing accessible for persons with a disability remains a barrier for many households.
- The State has funded 436 units in projects including NHTF funding. 175 of these units are in service as of March 2023.

- The Alaska Housing Finance Corporation (AHFC), on behalf of the State of Alaska, will administer the National Housing Trust Fund. Under NHTF regulations, the only jurisdiction other than the state of Alaska eligible to receive a sub-grant of NHTF is the Municipality of Anchorage (MOA). AHFC may provide the MOA a NHTF sub-grant up to $550,000.00 to administer NHTF Activities directly in Anchorage. Pursuant to 24 CFR 91.320(k)(5), the State's HUD approved NHTF allocation plan addresses its intent to award NHTF funds to MOA.
- A sub-grant of NHTF to the MOA will be subject to a number of conditions regarding liability for non-compliance and repayment of funds that indemnifies AHFC. HUD has informed AHFC that AHFC will retain liability for non-compliance and repayment of any sub-granted funds to the MOA. Pursuant to 24 CFR 93.404(b), the State will execute a written agreement awarding funds to the MOA for NHTF activities. The MOA NHTF allocation plan must address all required elements of the written agreement with the State. If certain terms of sub-grantee written agreement are not followed, the funds will be recaptured by AHFC and allocated through the GOAL program.

During the past year the work done with HOME, NHTF, CDBG, and ESG funds, as well as other related state and federal monies, has had a positive effect, but there is more work to be done.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment

The statutory goal of the HCD Plan is to:
Provide decent housing, create suitable living environments, and expand economic opportunities for Alaskans at or below 80% of median income.

Guiding Principles

A set of seven guiding principles direct the use of program resources covered by this Consolidated Plan. The wide range of housing and community development conditions across Alaska makes the use of guiding principles the most practical and effective means of targeting scarce HCD resources. The 2021-2025 guiding principles are:

1) **The use of federal housing and community development funds should emphasize benefit to low income Alaskans and increase sustainable housing and neighborhood options for Alaskans.** Rationale: The amount of federal funds is limited; greatest needs are among the lowest-income households. Low to moderate income Alaskans should not have their housing options limited to only lower-income neighborhoods.

2) **Use of community development funds should emphasize the creation of economic opportunity through development of infrastructure.** Rationale: Basic infrastructure is lacking in many of

Alaska's communities and is a major barrier to economic self-sufficiency. Location-efficient facility decisions can reduce the operating and capital expenses associated with transportation.

3) **Preserve and upgrade existing housing supply through weatherization and rehabilitation**. Rationale: Because it is so expensive to develop new housing, every effort must be made to prolong the useful life and to lower operating costs of Alaska's existing housing.

4) **Use of federal homeless funds should emphasize activities that maintain and strengthen the service delivery system for Alaska's homeless, consistent with local strategies.** Rationale: Very little formula funding is available for services to help the homeless and near-homeless.

5) **Maximize the use of federal housing and community development funds by supporting projects that include significant leveraging resources.** Rationale: The amount of federal funds is limited; more can be accomplished if federal funds are combined with state and local resources.

6) **Expand the supply of affordable housing for Alaskans with special needs, incorporating universal design and appropriate supportive services.** Rationale: Existing housing supply is inadequate to meet current and projected need for this population, which has historically been underserved.

7) **Housing and community development projects should incorporate climate specific design and engineering, energy efficient community design and construction techniques and innovative technologies.** Rationale: Use of appropriate technologies insures long-term viability of housing and community development projects. Communities designed in consideration of the link between transportation and housing costs, can minimize the consumption of energy.

Outcome Performance Measures

Beginning with the SFY 2008 Annual Action Plan, the State incorporated performance measures in addition to comparing quantifiable achievements (i.e. units built) with projected goals to determine program success, performance evaluation includes a review of needs fulfillment. Each Goal is correlated with a Need of Priority, a measured outcome relevant to the activity type and purpose.

Outcome categories are:

a. Reduction and Prevention of Homelessness—In general, this relates to activities that are designed to assist chronically homeless, families with children, veterans, unaccompanied youth and other homeless persons and those at-risk of homelessness.

b. Decent Housing—The activities that typically would be found under this Outcome are designed to cover the wide range of housing possible under the HOME, CDBG, NHTF or ESG programs. The objective is to focus on housing programs where the purpose of the program is to meet individual family or community needs; not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
c. Creating Economic Opportunities—These are the types of activities related to economic development, commercial revitalization, or job creation.

Evaluation of past performance

The constant reduction in formula funds, due to inflation, allocated to Alaska makes the process of setting goals ever more challenging. Despite this increasing limitation, the State has managed to surpass the expected goals set by the previous Consolidated Plan.

Alaska Housing Finance Corporation will continue to support statewide efforts to develop a framework and a plan to reduce homelessness in a significant and measurable way in Alaska. Although the movement to national or regional competitions has made Alaska less competitive for Section 202/811, the state was successful in receiving a five-year award of $7.7 million in Section 811 project-based rental assistance for persons with disabilities.

The process to develop the FY 2023 CAPER will begin in July 2023 with a fifteen-day public comment period on the draft CAPER anticipated in late August or early September of 2023. The FY2022 Annual Performance Report is available at: https://www.ahfc.us/pros/references/plans.

Summary of Citizen Participation Process and Consultation process:

One statewide teleconferenced public hearing was held on April 19, 2023 to obtain public comment regarding housing and community development in preparation for drafting and finalizing the SFY 2024 Annual Action Plan. The draft AAP was made available for public review and comment on April 7, 2023 for a minimum of 30 days. The public comment period ends on May 8, 2023.

Summary of Public Comments:

See Appendix E. Public Comments.

Summary of comments or views not accepted and the reasons for not accepting them:

This will be updated when the Public Comment period ends.

THE PROCESS

PR-05 Lead & Responsible Agencies 24 CFR 91.300(b)

Agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Several State agencies in Alaska joined efforts to create and maintain the Alaska's Consolidated Housing and Community Development Plan. An Interagency Steering Committee was created for this process. It includes representatives from AHFC, the Alaska Department of Commerce, Community and Economic Development (DCCED), the Alaska Department of Health and Social Services (DHSS), and the Alaska Governor's Council on Disabilities and Special Education. As the lead agency in HCD planning, AHFC facilitates the process and provides a single point of contact for the public on matters relating to the HCD Plan. The Consolidated Plan reflects the collective priorities of many agencies, organizations and private citizenry within the State of Alaska. These groups and individuals represent a variety of housing and community development programs and concerns. Other entities giving input include state and local governments, non-profit organizations, regional housing authorities and representatives of the private sector.

Private Citizens (particularly those with low incomes or residing in areas in which community development activities are likely to take place) are encouraged to participate in the development and review of the AAP. Pursuant to federal regulation (24 CFR 91.115) the State of Alaska has developed and adopted a Citizen Participation Plan encouraging public participation in the HCD Planning process.

Alaska's size and wide range of social, economic and physical environments present many challenges to any planning process. A variety of approaches were used to ensure the public had opportunities to participate in the SFY2024 AAP. The Interagency Steering Committee met on January 31, 2024 and provided ongoing input and review of the AAP. A statewide teleconferenced public hearing was held on April 19, 2024 to obtain public comment regarding housing and community development in preparation for drafting the SFY2024 Annual Action Plan.

The draft SFY23 AAP was made available for public review and comment on April 7, 2023 for a minimum of 30 days which ended on May 8, 2023. Notification of the availability of the draft plan, and the public hearing were advertised in the Anchorage Daily News, a newspaper of statewide circulation, and in a number of regional and community newspapers.

Announcements of the availability of the draft plan were sent to many individuals, organizations and local governmental entities via electronic list serve. The draft plan was made available on AHFC's website or in hard copy by contacting the HCD Plan Coordinator. The availability of the draft plan was posted on the AHFC Facebook page. Public comments on the draft Plan that the State received from May 7 through May 8, 2023 were considered. The plan will be submitted to HUD on June 1, 2023.

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ALASKA	Alaska Department of Commerce Community and Economic Development
HOME Administrator	ALASKA	Alaska Housing Finance Corporation Planning and Program Development
Housing Trust Fund	ALASKA	Alaska Housing Finance Corporation Planning and Program Development
ESG Administrator	ALASKA	Alaska Housing Finance Corporation Planning and Program Development

Table 1 – Responsible Agencies

Consolidated Plan Public Contact Information
Regan Mattingly, Planner
Planning and Program Development Department
Ph. 907-330-8235
rmattingly@ahfc.us

PR-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

Concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

As the Housing Authority for the State of Alaska and the recipient of the Alaska Balance of State Continuum of Care (CoC), Emergency Solutions Grant (ESG), and Housing for Persons with AIDS (HOPWA), AHFC applies for planning funds when a need is identified and the funds are available. The CoC is both a specific funding opportunity through the Department of Housing and Urban Development (HUD) and a regional planning group that coordinates housing and services funding for homeless families and individuals. AHFC participates in the two CoCs, one representing the municipality of Anchorage and one representing the balance of state.

AHFC operates the Statewide Homeless Housing Office (SHHO), which serves as a single point of contact for nonprofit and supportive housing providers regarding funding, technical and counseling assistance, data collection, sharing best practices, and de-identified data. The SHHO also responds directly to homeless or at-risk individuals and families and connects callers to community-based providers when available.

Coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Alaska Housing Finance Corporation (AHFC) serves as both the designated homeless agency for the State of Alaska and a Collaborative Applicant for AK-501 Continuum of Care (CoC). AHFC supports the Alaska Coalition on Housing and Homelessness which functions as Alaska Homeless Information System (AKHMIS) lead and manages the community project application process. AHFC collaborates with representatives from the CoC to establish priorities to address the needs of Alaska's homeless. In addition, AHFC participates in state and community coalitions and as a member of the Alaska Integrated HIV Advisory Group, the Governor's Council on Disabilities and Special Education, and housing-related subcommittees of the Governor's People First Initiative. This relationship helps inform AHFC's funding priorities to address the needs of Alaska's homeless, particularly chronically homeless individuals and families, families with children, veterans, unaccompanied youth, transition-age youth and persons at risk of homelessness.

Consultation with the Continuum(s) of Care that serves the state in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

As the designated housing agency and collaborative applicant for the AK-501 Continuum of Care (CoC), Alaska Housing Finance Corporation (AHFC) consults with the communities within the CoC to improve the network of service delivery. Emergency Solutions Grant (ESG) funding is awarded in conjunction with the continuum of care and supports programs that provide unduplicated services for at-risk or homeless families in communities within the AK-501 jurisdiction.

AHFC maintains the Alaska Statewide Policies and Procedures manual for ESG grantees. The manual includes references to the priorities and goals set by the CoC as well as requirements for HMIS data completeness, coordinated entry, and the agreed-upon standards for evaluating the needs of individuals seeking assistance.

AHFC requires that most grantees enter data into AKHMIS and participate in relevant CoC activities, regardless of whether or not their specific funding source includes this requirement.

Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities.

The State of Alaska's HCD Plan covers all geographic areas of Alaska *outside of the Municipality of Anchorage*; often referred to as the "balance of state."

The State of Alaska's HCD Plan is a cooperative effort among the Alaska Housing Finance Corporation (AHFC), the Alaska Department of Commerce, Community and Economic Development (DCCED), the Alaska Department of Health and Social Services (DHSS), the Alaska Mental Health Trust Authority (AMHTA), and the Alaska Governor's Council on Disabilities and Special Education among others. AHFC is the lead agency in the preparation and maintenance of the State's Consolidated Plan.

During the year leading up to, and in preparation for, the drafting of the SFY2024 Annual Action Plan, AHFC representatives have also gathered information on housing needs with such groups and in such forums as:

-Alaska Association of Housing Authorities
-Alaska Coalition on Housing and Homelessness
-Alaska Community Development Corporation
-Alaska Department of Corrections
-Alaska Department of Commerce, Community, and Economic Development
-Department of Family and Community Services
-Alaska Department of Health
-Alaska Department of Public Safety
-Alaska Mental Health Trust Authority
-Anchorage Coalition to End Homelessness

-Anchorage Economic Development Corporation
-Fairbanks Housing and Homeless Coalition
-Habitat for Humanity
-Juneau Coalition on Housing and Homelessness
-Juneau Housing Trust
-Kenai Peninsula Continuum of Care Coalition
-Kodiak Homeless Coalition
-Kotzebue Homeless Coalition
-Mat-Su Coalition on Housing and Homelessness
-Municipality of Anchorage
-NeighborWorks Alaska
-Nome Homeless Coalition
-Seward Peninsula Housing Coalition
-United Way of Anchorage
-US Department of Justice – Office of Victims of Crime
-Valley Charities, Inc. Wasilla, AK

Agency Types not consulted and rationale for not consulting
N/A

Cooperation and coordination among the State and any units of general local government, in the implementation of the Consolidated Plan (91.315(l))
A number of other sources of data and planning input in the area of housing and community development were used in the preparation of this SFY2021-2025 Plan. The Consolidated Planning process is designed to incorporate a broad scope of input and perspectives, and a wide range of resources targeted towards housing and community development. Examples of input from other planning and research efforts are included below:

Other local/regional/state/federal planning efforts considered when preparing the Plan

-Moving to Work Report 2018
-Alaska Continuum of Care for the Homeless---Homeless Strategy for All Areas Outside of Anchorage
-AHFC---Moving to Work Plan SFY19
-AHFC --- Housing Needs Assessment, 2018
-AHFC's Annual Homeless Point in Time Survey Results
-Alaska Homeless Management Information System Data
-Alaska Council on the Homeless, Alaska's Plan to End Long-term Homelessness
-Cold Climate Housing Research Center Publications
-NCSHA Federal Liaisons Monthly Telephone Round Table

-Alaska Department of Environmental Conservation---Village Safe Water
-Alaska Department of Health and Social Services---Comprehensive Integrated Mental Health Plan.
-Alaska Department of Transportation ---Statewide Transportation Improvement Program
-Kenai Peninsula Borough---Quarterly Report of Key Economic Indicators
-Alaska Tribally Designated Housing Entities--- NAHASDA Indian Housing Plans
Alaska Housing Market Indicators:

- Quarterly Survey of Alaska Lenders
- Quarterly Survey of Alaska Permitting Activity,
- Annual State of Alaska Rental Market Survey

-Alaska Prisoner Reentry Task Force, Five Year Prisoner Reentry Strategic Plan 2011-2016; February, 2011
-State of Alaska – 2016 recidivism Reduction Plan: Cost-Effective Solutions to Slow Prison Population Growth and Reduce Recidivism
-Alaska Supportive Housing Plan
-IAP Medicaid Innovation Accelerator Program
-Mental Health Plan
-PSH Plan
-Alaska Department of Public Safety Housing Report

PR-15 Citizen Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summary of citizen participation process and how it influenced goal setting

The development of the HCD Plan is a result of input from a number of different sources. Those providing input include individuals, state agencies and local governments, non-profit organizations, regional housing authorities and tribally designated housing entities, and the private sector. The HCD Plan also encourages the involvement of private citizens, particularly those with low incomes or residents of areas in which community development activities are likely to take place. Federal regulations require the State adopt a Citizen Participation Plan, encouraging the public to participate in the development of the HCD Plan, and outlining the steps the State will take to solicit public input. Alaska's expansive geography and widely varying conditions offer challenges for the implementation of the State's Citizen Participation Plan. A number of different approaches may be used to maximize public input including:

Interactive workshops
Public hearings

Teleconferences
Working groups
Focus Groups
Linkages with other planning efforts
Internet surveys
Internet communications

The State uses teleconferencing and the internet to overcome the barriers of distance. Citizens in even the most remote areas of the State are given the opportunity to participate in the HCD process. AHFC's website (www.ahfc.us) provides an overview of the HCD planning process, and offers an electronic means of providing HCD input. Other state, federal and non-profit agency websites are linked to AHFC's web-site. Some of these links include the Alaska Mental Health Trust Authority; the Alaska Coalition on Housing and Homelessness; the Alaska Department of Commerce, Community and Economic Development; and the Alaska Department of Health and Social Services.

The public hearings held in conjunction with the development of the Plan were advertised extensively on the AHFC website, in statewide and local newspapers and via emails. An overview of the HCD planning process, anticipated timelines for completion and program performance were discussed at the events mentioned below; comments were encouraged. A public hearing and statewide teleconference was held to obtain public input on April 19, 2023. Additionally, AHFC consulted with the following entities in drafting the HCD Plan:

Alaska Coalition on Housing and Homelessness
Alaska Governor's Council on Disabilities and Special Education
Alaska Interagency Steering Committee
Fairbanks Homeless Coalition
Kenai Homeless Coalition
Association of Alaska Housing Authorities
Juneau Homeless Coalition
Affordable Housing Partnership
Anchorage Homeless Coalition
Matanuska Susitna Homeless Coalition
Mental Health Plan

The draft plan was released on April 7, 2023 with public comments accepted through May 8, 2023. All public comments and the State's responses to the comments are in Appendix E.

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

The State anticipates that there will be approximately $36 million in federal funds and $22.5 million in State funds for a total of $58.4 million available for programs that affect beneficiaries statewide. The Annual Funding Plan for Housing Table, reflects anticipated funding levels for SFY2024 (July 1, 2023 through June 30, 2024), and covers all areas of Alaska outside of Anchorage. The state funding indicated in the funding table reflects the amounts in the Governor's SFY2024 Capital Budget request to the Alaska Legislature. AHFC updated the Federal figures in the table based on the latest information available at the time of the release of the final SFY2024 Annual Action Plan. Changes in the price of crude oil around the country may affect the funding allocations for various state programs administered by AHFC.

Anticipated Resources for SFY 2024

Program Name	Program Type	Anticipated Funding		
		Federal	State	Total
Beneficiary and Special Needs Housing	Housing for people with disabilities		$3,450,000.00	$3,450,000.00
Capital Fund Program	Public Housing Improvements	$3,200,000.00		$3,200,000.00
CDBG	HUD - Community Development Block Grant Program	$4,572,219.00	$60,000.00	$4,632,219.00
Competitive Grants for Public Housing	Matching Funds Public Housing Resident Programs	$1,350,000.00	$350,000.00	$1,700,000.00
Energy Efficiency Research	Cold Climate Housing Research Center Grant		$500,000.00	$500,000.00
Energy Programs	Weatherization Assistance and Home Energy Rebates	$5,000,000.00	$2,000,000.00	$7,000,000.00
ESG	HUD - Emergency Solutions Grant Program	$400,619.00		$400,619.00
Federal and Other Competitive Grants	Matching Funds for Federal Grant Programs	$7,500,000.00	$1,500,000.00	$9,000,000.00
HOME	Rehab, new const, rental and homebuyer assistance	$3,773,536.00	$750,000.00	$4,523,536.00
Homeless Assistance Program	Funding For Homeless Programs and Prevention		$8,100,000.00	$8,100,000.00
Housing Opportunities for Persons with AIDS	Rental Assistance - HOPWA	$915,442.00	$265,000.00	$1,180,442.00
National Housing Trust Fund	Build Affordable rental housing for Extremely low-inc	$2,982,433.00		$2,982,433.00
Senior Citizen Housing Development Fund	Senior Housing Rehabilitation and Construction	$1,750,000.00		$1,750,000.00
Supplemental Housing Development Program	Rural Housing Infrastructure Improvements and Rehab.	$3,000,000.00		$3,000,000.00
Teacher, Health, and Public Safety Housing	Rental Housing for Teachers, Health Prof, Public Safety		$5,500,000.00	$5,500,000.00
Empowering Choice Housing Program	Rental Assistance for Persons Displaced due to Domestic Violence	$1,500,000.00		$1,500,000.00
Total Grants:		**$35,944,249.00**	**$22,475,000.00**	**$58,419,249.00**

Table 2 - Expected Resources – Priority Table

Federal funds will leverage additional resources (private, state and local funds). Included is a description of how matching requirements will be satisfied

Affordable Housing is a prevalent issue in Alaska. The Participating Jurisdiction (PJ) works with the Department of Health and Social Services, the Alaska Mental Health Trust Authority, and private foundations like the Rasmuson Foundation to most effectively leverage all available resources. This cooperation has driven the following actions: merging the HOME GOAL Rental Development funds, SCHDF, NHTF, and LIHTC programs in one pooled rental housing development fund; provided HOME grant opportunities with the USDA RD under the HDP and HOP programs helping low-income clients to become homeowners. AHFC may combine state Special Needs Housing Grant funds with HOME funds to fund projects targeted at people with special needs. To preserve project based rental assistance housing, AHFC has given a preference to GOAL Program applications who commit to doing these developments. Through this policy, nearly all USDA RD PBRA housing in the state has been rehabilitated.

a. On an annual basis through the Greater Opportunities for Affordable Living (GOAL) program and/or the Special Needs Housing Grant (SNHG) program, AHFC announces the availability of HOME funds for rental development. The SNHG program allocates capital development funds to develop rental housing projects that will serve special needs, and low-income households. HOME rental development funds may be awarded through the SNHG award process and/or the GOAL Program. When awarded, the State of Alaska intends to make available the FFY2023 allocation of the National Housing Trust Fund to the GOAL program.
b. The SFY2024 (FFY 2023) allocation of HOME funds carries a twenty-five percent (25%) matching requirement. The PJ anticipates meeting the match through a contribution of AHFC corporate dividend funds. This contribution effectively increases the total amount of HOME funds available to about $3,750,000. Whenever feasible, recipients of HOME funds will be encouraged to make additional contributions to HOME projects that will qualify as match under the federal regulations. This will allow the PJ to maximize HOME funds to assist low-income Alaskans. If, for some reason, these strategies do not meet the twenty-five percent (25%) matching requirement, AHFC will utilize banked HOME match.
c. HOME funding, where appropriate, will continue to be combined with other federal and state funds to achieve the goal of upgrading existing housing stock. Such funding sources include, but are not limited to AHFC/DOE Weatherization funds, Senior Citizen Housing Development Funds, DHSS Accessibility Brokerage Program funds, and USDA Housing Preservation funds.
d. ESG: Recipients of ESG funds around the State vastly exceed the dollar-per-dollar match requirement by approximately 800%. This match is represented in the form of cash from other State or local grants or in-kind contributions from services provided by the sub-recipients.
e. CDBG: The State of Alaska Department of Commerce, Community, and Economic Development (DCCED) will encourage applicants to secure at least 25% matching funds in order to obtain the highest score possible during the competitive application cycle. All matching funds needed to complete the project must be in place prior to award. Applicants frequently coordinate with other funding sources such as the United States Department of Agriculture Rural Development (USDA RD), the Economic Development Administration, the State of Alaska Designated Legislative Grant Program, the Administration for Native Americans, Native Corporations, tribes, and other

appropriate federal, state, and private funding sources. CDBG also contributes 2% of the total award from the general fund for a total match contribution of $60,000.

f. CDBG-DR: The State of Alaska, Department of Commerce, Community, and Economic Development (DCCED) do not have a match requirement. DCCED emphasizes leveraging other funding sources for the development of new affordable housing opportunities.

Publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

The State encourages the utilization and leverage of publicly-owned land that is available to be leased and to consider all opportunities to protect these public properties from being privately acquired. Potential publicly-owned property located in the Balance of State that could be available to help address the needs identified in the Plan includes land that AHFC owns, property owned by different cities across the State, properties owned by the Alaska Mental Health Trust Authority, and Alaska Native corporations and tribes.

Discussion:

AHFC continues to emphasize rehabilitation and preservation of existing affordable housing resources in the rating and award criteria for the LIHTC, HOME, and SCHDF programs. As a result, affordable housing rental units have been renovated and several federally subsidized rental projects remain in the affordable housing stock. Yet, throughout the state, there are still serious shortages of affordable, decent housing for low-income Alaskans.

Constraints of financial feasibility impede the development of affordable housing, in both rural and urban communities. Critical to the implementation of the strategies contained in this Plan is a dedicated source of funds, to leverage other funding sources, for the development of new affordable housing opportunities. Of the funds available under the CDBG program, the majority of project funds are targeted toward community development and planning activities which address health and safety needs, or support future economic development and community self-sufficiency.

Special emphasis will be placed on coordinating with other funding sources such as the USDA RD, the office of Native Americans Programs, HUD, private foundations, local governments, and other appropriate federal, state, and private funding sources. The State DCCED will encourage applicants to include or secure outside funding for design, engineering, and feasibility planning for projects as appropriate, prior to applying for CDBG funding for construction or project implementation.

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

<table>
<tr><th>GOAL</th><th>Category</th><th>Geographic Area</th><th>Addressed Need</th><th>Funding</th></tr>
<tr><td rowspan="4">Provide Decent Housing</td><td>Affordable Housing</td><td>Balance of State</td><td>-Rental Assistance
-Production of rental housing units
-Production of New Homeownership Units
-Acquisition of existing Homeownership units</td><td>HOME Investment Partnership Program allocation $3,773,536
National Housing Trust Fund allocation $2,982,433</td></tr>
<tr><td colspan="4">Fiscal Year 2023 – July 1, 2023 to June 30, 2024</td></tr>
<tr><td colspan="4">Description: Funds will be used to provide rental assistance and production or acquisition of decent and affordable housing for rental and homeownership.</td></tr>
<tr><td colspan="4">
<table>
<tr><th>Goal Outcome Indicator:</th><th>Unit of Measure:</th><th>Quantity:</th></tr>
<tr><td>Rental Assistance</td><td>TBRA* Vouchers

*Tenant Based Rental Assistance</td><td>50</td></tr>
<tr><td>Rental Housing</td><td>Units</td><td>8</td></tr>
<tr><td>Production of new homeownership units</td><td>Units</td><td>15</td></tr>
<tr><td>Direct Financial Assistance to homeownership units</td><td>Units</td><td>40</td></tr>
</table>
</td></tr>
<tr><td>Reduce and</td><td>Category</td><td>Geographic Area</td><td>Addressed Need</td><td>Funding</td></tr>
</table>

Prevent Homelessness	Homeless	Balance of State	Outreach, Emergency Shelter & Transitional Housing, Rapid Re-housing, Permanent supportive Housing, homeless Prevention	Emergency Solutions Grant $281,402
	Fiscal Year 2023 – July 1, 2023 to June 30, 2024		**Objective:** Reduce and Prevent Homelessness	**Outcome:** Reduce and Prevent Homelessness
	Description: Funds will be used to assist chronically homeless, families with children, veterans, unaccompanied youth and other homeless persons and those at-risk of homelessness. Planned activities include outreach, emergency shelter and transitional housing support, rapid re-housing assistance, and prevention assistance.			
	Goal Outcome Indicator Outreach **Unit of Measure** Alaska Housing Locator and Alaska 211 **Quantification** Increased Reporting **Goal Outcome Indicator** Emergency Shelter & Transitional Housing **Unit of Measure** PIT/HIC **Quantification** Reduction in # of Unsheltered & No Net Loss of Beds **Goal Outcome Indicator** Permanent Supportive Housing Rapid Re-housing **Unit of Measure** HMIS & APR Reports **Quantification**			

<table>
<tr><td></td><td colspan="4">ES Average Length of stay is 2 months or less & 80% exiting TH for permanent housing
Goal Outcome Indicator
Homeless Prevention
Unit of Measure
HMIS STELLA Reports
Quantification
Reduce % of persons discharged into homelessness from institutions. Increase # of persons assisted with prevention funds.</td></tr>
<tr><td rowspan="5">Develop Community</td><td>Category</td><td>Geographic Area</td><td>Addressed Need</td><td>Funding</td></tr>
<tr><td></td><td>Balance of State</td><td>Public Facilities & Improvements</td><td>Community Development Block Grant $2,696,239</td></tr>
<tr><td colspan="2">Fiscal Year 2023 – July 1, 2023 to June 30, 2024</td><td colspan="2"></td></tr>
<tr><td colspan="4">Description: Funds will be used for a variety of public facility, public improvement, and special economic development projects primarily in rural communities with high proportions of low-and moderate-income persons. Specific projects will be determined by a competitive application process focusing on improving self-sufficiency, eliminating public health and safety hazards, and reducing the costs of essential community services.</td></tr>
<tr><td colspan="4">Goal Outcome Indicator | Unit or Measure | Quantity
Create Suitable Living Environment | Communities | 4-5</td></tr>
<tr><td rowspan="2">Reduce and Prevent Homelessness</td><td>Category</td><td>Geographic Area</td><td>Addressed Need</td><td>Funding</td></tr>
<tr><td>Homeless</td><td>Balance of State</td><td>Outreach, Emergency Shelter & Transitional Housing, Rapid Re-housing, Permanent supportive</td><td>Emergency Solutions Grant $234,101</td></tr>
</table>

			Housing, homeless Prevention	
	Fiscal Year 2023 – July 1, 2023 to June 30, 2024		**Objective:** Reduce and Prevent Homelessness	**Outcome:** Reduce and Prevent Homelessness
	Description: Funds will be used to assist chronically homeless, families with children, veterans, unaccompanied youth and other homeless persons and those at-risk of homelessness. Planned activities include outreach, emergency shelter and transitional housing support, rapid re-housing assistance, and prevention assistance.			
	Goal Outcome Indicator Outreach **Unit of Measure** Alaska Housing Locator and Alaska 211 **Quantification** Increased Reporting **Goal Outcome Indicator** Emergency Shelter & Transitional Housing **Unit of Measure** PIT/HIC **Quantification** Reduction in # of Unsheltered & No Net Loss of Beds **Goal Outcome Indicator** Permanent Supportive Housing Rapid Re-housing **Unit of Measure** HMIS & APR Reports **Quantification** ES Average Length of stay is 2 months or less & 80% exiting TH for permanent housing **Goal Outcome Indicator** Homeless Prevention **Unit of Measure** HMIS STELLA P Reports **Quantification** Reduce % of persons discharged into homelessness from institutions. Increase # of persons assisted with prevention funds.			

Develop Community	**Category**	Develop Community	**Category**	Develop Community
	Fiscal Year 2023 – July 1, 2023, to June 30, 2024			
	Description: Funds will be used for a variety of public facility, public improvement, and special economic development projects primarily in rural communities with high proportions of low-and moderate-income persons. Specific projects will be determined by a competitive application process focusing on improving self-sufficiency, eliminating public health and safety hazards, and reducing the costs of essential community services.			
	Goal Outcome Indicator Create Suitable Living Environment	**Unit or Measure** Communities	**Quantity** 4-5	
Disaster Recovery	**Category**	**Geographic Area**	**Addressed Need**	**Funding**
		Eligible jurisdiction of: Municipality of Anchorage, Kenai Peninsula Borough, and Matanuska – Susitna Borough	Production of new rental housing units	Community Development Block Grant-Disaster Recovery $33,356,000
	Fiscal Year 2023 – July 1, 2023, to June 30, 2026			
	Description: Funds will be used for new infrastructure of affordable housing, replacement housing, homeowner recovery program, structural analysis and retrofit program, and planning with the three eligible jurisdictions with high proportions of low-and moderate-income persons.			
	Goal Outcome Indicator Production of new units	**Unit or Measure** Units	**Quantity** Estimated 100	
Disaster Recovery	**Category**	**Geographic Area**	**Addressed Need**	**Funding**
		Eligible jurisdiction of:	Rental Assistance,	Community Development

		Municipality of Anchorage	Relocation, Housing Assistance, Down Payment Assistance, Homeownership Assistance	Block Grant – Disaster Recovery $2,500,000
	Fiscal Year 2023 – July 1, 2023, to June 30, 2026			
	Description: Funds will be used for Forest Park Optional Relocation Assistance program to include manufacture housing unit relocation reimbursement, housing assistance, down payment assistance for a new type I/II manufactured housing unit, homeownership assistance, fixed residential moving costs, clearance, and demolition.			
	Goal Outcome Indicator Create Suitable Living Environment	**Unit or Measure** Units	**Quantity** Estimated 24	

Table 3 – Goals Summary

Outcome/Objective Specific Annual Objectives	Population Benefitted	Performance Indicators	Program Year	Expected Number	Actual Number	Percent Completed
Rental Assistance						
Tenant Based Rental Assistance: Improving the availability of affordable housing options through rental subsidies. 20% of beneficiaries are very-low Income	Low Income	Number of tenant households receiving rental assistance.	2020	50	72	144%
			2021	50	50	100%
			2022	50	32	64%
			2024	50		
			2024	50		
		MULTI-YEAR GOAL		**250**	**154**	62%
Rental Housing						
HOME Rental Development and National Housing Trust Fund: Improving the availability of	Extremely low to Low Income	Number of units built or preserved	2020	8	9	113%
			2021	8	20	250%
			2022	8	21	263%

affordable housing options through the increase and preservation of rental units			2024	8		
			2024	8		
		MULTI-YEAR GOAL		**40**	**50**	125%
Acquisition of Existing Homeownership units						
Home Opportunity Program and Creating opportunities for home ownership through education, financial assistance	Moderate Income	Number of homebuyers receiving assistance.	2020	40	26	65%
			2021	40	20	50%
			2022	40	11	28%
			2024	40		
			2024	40		
		MULTI-YEAR GOAL		**200**	**46**	29%
Production of Homeownership Units						
Homeownership Dev. Program: Creating affordable housing through assistance with the cost of development.		Number of homeowner units developed.	2020	15	6	40%
			2021	15	11	73%
	Low Income		2022	15	0	0%
			2024	15		
	Moderate Income		2024	15		
		MULTI-YEAR GOAL		**75**	**17**	23%

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b).

AP-25 Allocation Priorities – 91.320(d)

Introduction:

Funding Allocation Priorities

Percentage of Federal Funds per Program					
	Rental Development	Reduce and Prevent Homeless	Home Ownership	Community Development	Total %
CDBG				100%	100%
HOME	50%	25%	25%		100%
HOPWA		100%			100%
ESG		100%			100%
NHTF	100%				100%

Table 51

Reason for Allocation Priorities

<u>NHTF:</u> AHFC has determined the most efficient use of the NHTF is to produce new housing units for extremely low-income families to be awarded in the Balance of State. A NHTF sub-grant up to $550,000.00 may be awarded to the Municipality of Anchorage. Their priorities include new construction and rehabilitation of rental housing.

The Alaska Housing Finance Corporation (AHFC), on behalf of the State of Alaska, will administer the National Housing Trust Fund. Under NHTF regulations, the only jurisdiction, other than the State of Alaska, eligible to receive a sub-grant of NHTF is the Municipality of Anchorage (MOA). The MOA is eligible to receive a sub-grant of NHTF to administer directly in Anchorage. Pursuant to 24 CFR 91.320(k)(5), the State must submit and HUD must approve a NHTF allocation plan that includes its intent to award NHTF funds to the MOA.

AHFC may provide the MOA with a NHTF sub-grant up to $550,000. If a subgrant is executed the remaining NHTF will be administered for the area of Alaska outside of Anchorage consistent with the participating jurisdictional boundaries of the HOME program. If a subgrant is not executed NHTF funds will be available to projects in the MOA. Funds will be allocated through the annual Greater Opportunities for Affordable Living (GOAL) program. The Rating and Award Criteria Plan for the GOAL program will set the priorities for the allocation of NHTF. In this way, it will be coordinated with the LIHTC, HOME Investment Partnership, and SCHDF.

A sub-grant of NHTF to the MOA has been made subject to a number of conditions regarding liability for non-compliance and repayment of funds that protects AHFC from damage. HUD has informed AHFC that AHFC will retain liability for non-compliance and repayment of any sub-granted funds to the MOA. Pursuant to 24 CFR 93.404(b), the State has executed a written agreement awarding funds to the MOA for NHTF activities. The MOA NHTF allocation plan must address all required elements of the written agreement with the State.

<u>HOME:</u> Based on an assessment of projected growth in the need for rental housing and rental assistance for low-income and more vulnerable households.

AHFC provides Tenant Based Rental Assistance (TBRA) to eligible households that are at or below 60% of the median area income. Preference is given to special needs and at-risk populations as articulated in the Five Year (SFY2021 through 2025) Consolidated Housing and Community Development Plan. In SFY2024 (FFY2023), up to $400,000 in HOME funding for TBRA will be allocated.

HOME: Provide Decent Housing: The new emphasis on HOME funds for rental assistance and rental development reflect the findings from Fair Housing studies and market analysis as well as public comments gathered throughout the Con Plan development process. HOME funds are dedicated in its totality to the enhancement and creation of rental assistance, the rehabilitation and creation of rental units and homeownership.

<u>ESG</u>: In addition to administrative activities, ESG funds may be used for five program components: street outreach, emergency shelter, homeless prevention, rapid re-housing assistance and HMIS. All of the previously mentioned components pertain to the goal of Reduce and Prevent Homelessness.

<u>CDBG</u>: The State's CDBG program allocates funding towards the acquisition, construction, reconstruction, installation, and improvements of public facilities and public improvements and occasionally special economic development projects.

Economic Development: The goals of the Alaska Community Development Block Grant Program (CDBG) are to provide financial resources to Alaskan communities for public facilities and planning activities to address issues detrimental to the health and safety of residents and to reduce the costs of essential community services. The program may also fund Special Economic Development activities which result in the creation of jobs for low- and moderate-income persons.

Ways in which the proposed distribution of funds address the priority needs and specific objectives described in the Consolidated Plan

Alaska's Continuum of Care for the Homeless. This portion of the Annual Action Plan describes the actions addressing the emergency shelter (including ESG) and transitional housing needs of homeless families and individuals, as well as those who meet the definition of "at-risk" of homelessness. Activities to assist homeless households will be discussed. The goal of Alaska's Continuum of Care is to help homeless persons make a rapid transition to permanent, affordable housing. For some individuals, appropriate supportive services will be a critical component of this strategy.

HOME: Provide Decent Housing: The new emphasis on HOME funds for rental assistance and rental development reflect the findings from Fair Housing studies and market analysis as well as public comments gathered throughout the Con Plan development process. HOME funds are dedicated in its totality to the enhancement and creation of rental assistance, the rehabilitation and creation of rental units and homeownership.

NHTF: The Housing Trust Fund allocation will be made part of the GOAL Program for the provision of Decent Housing by targeting the production of rental units.

CDBG: Economic Development: The goals of the Alaska Community Development Block Grant Program (CDBG) are to provide financial resources to Alaskan communities for public facilities and planning activities to address issues detrimental to the health and safety of local residents and to reduce the costs of essential community services. The program may also fund Special Economic Development activities which result in the creation of jobs for low and moderate income persons.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

HOME Investment Partnerships Program (HOME)

State program addressed by the Method of Distribution.

The Home Investment Partnerships Program (HOME) was created by the National Housing Affordability Act of 1990. The statutory purposes of this Act are:

Expanding the supply of safe, decent, energy-efficient housing for low income families; Strengthen the abilities of state, local and non-profit agencies to design and implement strategies for affordable housing; and Creating and strengthening partnerships to produce and manage affordable housing.

The State of Alaska's HOME allocation for SFY2024 is anticipated to be $3,000,039. Additionally, AHFC will provide $750,000 state matching funds to contribute to the federal matching requirements under the HOME program; subject to legislative authorization.

AHFC is responsible for the administration of the State's formula HOME allocation. As a separate Participating Jurisdiction, the Municipality of Anchorage receives its own formula allocation of HOME funds. Anchorage is the only Alaska community receiving separate HOME funds. No State HOME funds will be used within the Municipality of Anchorage.

Priorities for the use of HOME funds are established in the Consolidated Housing and Community Development Plan (HCD). The following programs activities are funded with FFY 2023 HOME appropriations. These activities include: Rental Development, Homeownership Development, Community Housing Development Organization (CHDO) Development Activities, Rental and Homeownership Housing Development, Tenant Based Rental Assistance, Operating Expense Assistance for CHDOs, and Homebuyer Assistance Programs.

All HOME Program activities work towards the statutory goal of the 2021-2025 HCD Plan to provide decent housing, create suitable living environments, and expand economic opportunities for Alaskans with incomes at or below eighty percent (80%) of the median income. The seven general principles from this five-year HCD Plan guide the direction and implementation of HOME Program activities. Priorities and Objectives for the coming program year are summarized and are detailed in the program descriptions that follow.

Criteria that will be used to select applications and the relative importance of these criteria.

HOME funds are available to local governments, non-profit and for profit organizations, and regional housing authorities in the form of grants or zero interest loans. Notices of Funding Availability (NOFA) are published state wide in newspapers and distributed by AHFC email list serve. NOFAs are also available on the program's individual website and the AHFC central notice page at the following link https://www.ahfc.us/about-us/notices/funding-availability. Application processes vary between funding programs and usually include a registration phase before the application phase.

Applicants for HOME funds now use an online application system that affords them an equal opportunity to submit within the same timeframe regardless of their remote location or transportation challenges. Most agencies applying for HOME funds are returning grantees seeking funding to continue their services into the next program year. Past performance in achieving service projections and unit construction constitutes a significant portion of the ranking factors each year.

If the applicant is not a returning grantee, they must provide a narrative explanation for 1) how they developed their service projections, 2) what they will do to monitor and report on housing creation, and 3) the applicant's experience and capability to construct or create affordable housing for low income families and meet all of the regulatory and administrative requirements. With the exception of the narrative answers, AHFC has converted to an objective scoring system.

The application process is competitive for each program through a Notice of Funding Availability (NOFA). Application packages are available at the office of the jurisdiction (4300 Boniface Parkway, Anchorage, AK 99504) or on the jurisdiction's Web site: www.ahfc.us.

How resources will be allocated among funding categories.

Resources are allocated competitively by need and by local area population among funding categories. The Home Opportunity Program is the only HOME component where a percentage of the total grant is allocated among census or large geographical areas.

Threshold Factors

- For all HOME activities: Applicants are required to possess, or partner with entities that have, experience with the HOME program for the activity being proposed (i.e. rental development).
- For Rental Development activities: Applicants are required to possess, or partner with entities that have, experience operating properties encumbered by HOME Program use restrictions.

Grant size limits and outcome measures expected as a result of the method of distribution

Grant Size Limits for HOME Program – outcome measures in sub-bullets

- Home Ownership Opportunity Program (HOP) – up to $30,000 per homeowner
    - Outcomes are geographic areas served by program funds
- Homeownership Development Program (HDP) – up to $40,000 per unit
    - Units funded within close proximity to public services and facilities
- Rental Development (RD) – none
    - Units funded and income targeting level

Emergency Solutions Grant

State program addressed by the Method of Distribution.

All Emergency Solutions Grants (ESG) program activities work towards providing safe, secure housing for Alaska's homeless and those at risk of homelessness. This is accomplished by providing operating support to emergency shelters and funding programs designed to prevent homelessness and/or rapidly re-house homeless persons. The estimated amount the State will receive in SFY2024 is $234,101. ESG funds will be awarded on a competitive basis to units of local government and non-profit organizations.

Criteria that will be used to select applications and the relative importance of these criteria

The ESG regulations now restrict the use of funds for emergency shelter or street outreach activities to “the greater of 60 percent of the recipient’s fiscal year grant; the amount of Fiscal Year 2010 grant funds committed” for emergency shelter or street outreach activities. The remaining 40 percent of the annual allocation must be used for homeless prevention, rapid re-housing, or HMIS activities. To qualify for ESG assistance, program participants must meet the expanded definitions of “homeless” or “at risk of homelessness” described in 24 CFR 576.2.

Program participants in the “at-risk of homelessness” category must also have incomes below 30% of area median income to qualify for ESG assistance or below 50% area medium income for ESG-CV funds. In addition to documenting client eligibility, agencies providing rental assistance are required to inspect all units to document compliance with HUD’s habitability standards and to execute a written rental assistance payment agreement with the landlord.

Process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)

ESG funds will be awarded on a competitive basis to units of local government and non-profit organizations. Funding for emergency shelter activities will not exceed the greater of 60% of the State’s annual award or the shelter baseline established in 2010 as required under the HEARTH Act. The remainder of available funds will be used for Homeless Prevention and Rapid Re-Housing activities. Applications are received annually, in response to a Notice of Funding Availability (NOFA). Each application must pass a threshold review to be considered for funding. Applications meeting the threshold criteria will be competitively scored using the rating criteria established in the NOFA.

How resources will be allocated among funding categories.

The ESG regulations restrict the use of funds for emergency shelter or street outreach activities to “the greater of 60 percent of the recipient’s fiscal year grant; the amount of Fiscal Year 2023 grant funds committed” for emergency shelter or street outreach activities. The remaining 40 percent of the annual allocation must be used for homeless prevention, rapid re-housing, or HMIS activities.

Threshold factors and grant size limits.

Applicants for ESG funding use an online application system that affords them an equal opportunity to submit within the same timeframe regardless of their remote location or transportation challenges. Most agencies applying for ESG funding are returning grantees seeking funding to continue their services into the next program year. Following the lead of the CoC process, past performance in achieving service projections and housing stability constitutes a significant portion of the ranking factors each year. If the applicant is not a returning grantee, they must provide a narrative explanation for 1) how they developed their service projections, 2) what they will do to monitor and report on housing retention, and 3) the applicant's experience and capability to serve homeless persons and meet all of the regulatory and administrative requirements.

Another ranking factor is the relationship of the proposed activities to achieving the goals of state & local homeless plans. Other ranking factors include local coordinated entry process, the extent to which efforts are made to link program participants to mainstream resources, policies and procedures for prioritizing the delivery of homeless services and the degree to which each budget line item requested is thoroughly explained. Bonus points for small, rural communities is also part of the rating criteria.

Outcome measures expected as a result of the method of distribution?

1,500 unduplicated persons through ES-operations
10HH/25PP: homeless households/persons moving to permanent housing through –Homeless Assistance
20HH/50PP: households/persons stabilized with rent/utility through Homeless Prevention
40HH/100pp: households/persons receiving case management through RRH/HP Case Management

<u>Community Development Block Grant</u>

Description of the state CDBG program.

The goals of the Alaska Community Development Block Grant Program (CDBG) are to provide financial resources to Alaskan communities for public facilities and planning activities, which address issues detrimental to the health and safety of local residents, and to reduce the costs of essential community services. The program may also fund Special Economic Development activities which result in the creation of jobs for low- and moderate-income persons.

CDBG competitive grants are single-purpose project grants; maximum of $850,000 per community. There are three basic funding categories: community development, planning and Special Economic Development.

CDBG programs utilize the resources of the Community Development Block Grant program funded by the U.S. Department of Housing and Urban Development (HUD).

Any Alaskan municipal government (except Municipality of Anchorage) is eligible to apply for the grants. Non-profits may apply as co-applicants for these pass-through funds. In a typical year, applications are distributed to municipalities in late fall, and awards are made the following spring. Federal regulations require 51 percent of the persons who benefit from a funded project must be low- and moderate-income persons as defined by HUD.

Criteria that will be used to select applications and the relative importance of these criteria
Project Description & Selection/Citizen Participation Plan (15%), Project Plan & Readiness (25%), Project Impact (25%), Budget/Match/In-Kind (25%), Administrative Capabilities (10%)

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG Only)

Each application cycle DCCED sends a letter to every municipality in the state, including those over 51% low- to moderate-income informing them of the application deadline and how to access the application manual and application materials. This information is also available on the DCCED website. Hard copies may be requested from DCCED, and electronic copies can be accessed online at:
https://www.commerce.alaska.gov/web/dcra/GrantsSection/CommunityDevelopmentBlockGrants.aspx

How resources will be allocated among funding categories N/A

Threshold factors and grant size limits.

Grants are limited to $850,000 or less. Threshold factors include but are not limited to: establishing a benefit to low- to moderate-income persons, meeting the federal requirements for public participation, application by eligible municipality, providing all requested application materials, and substantially completing prior CDBG-funded projects.

Recaptured funds are unspent funds which DCCED recovers from grantees when it is clear that an approved activity is no longer viable, or that the recapture will not preclude local ability to complete the approved activities, or when the activities have not been completed and funds remain in the grant agreement.

Recaptured funds will either be reallocated to existing grantees who demonstrate a need for additional funds (not exceeding a grant cap of $850,000) or be reallocated to applicants between award cycles when it is demonstrated to the satisfaction of the Department that an immediate and pressing need exists and it is in the best interests of the program and applicant to award funds immediately.

Reallocated funds will be reported by year of annual grant.

Outcome measures expected as a result of the method of distribution
The State of Alaska expects CDBG projects to benefit approximately 700 low- to moderate-income individuals statewide.

National Housing Trust Fund (NHTF)

State program addressed by the Method of Distribution.

The National Housing Trust Fund (NHTF) addresses the State's Greater Opportunities for Affordable Living (GOAL) program. The GOAL Program provides grants, federal tax credits, and zero-interest federal loans to developers and project sponsors who build affordable rental housing for low- to moderate-income families and seniors.

Criteria that will be used to select applications and the relative importance of these criteria.

NHTF awards are given through a competitive allocation process. The State's latest Qualified Allocation Plan/Rating and Award Criteria and the National Housing Trust Fund Allocation Plan explain this process in detail. These plans are available at www.ahfc.us.

Special Purpose GOAL Rounds may be funded occasionally. In these cases, additional rating factors may apply. For a more complete description of the application rating and ranking criteria, please visit the GOAL Program section at www.ahfc.us.

How resources will be allocated among funding categories.

AHFC's policy is to encourage the responsible development of housing for seniors, lower income persons and families through the allocation of GOAL program funds. **A separate policy and procedures manual for the GOAL program is available from AHFC** (see www.ahfc.us). Additionally, AHFC's policy is to minimize any adverse impact on existing residents of buildings that will be acquired or rehabilitated with GOAL program funds. Where relocation of existing residents will occur as the result of GOAL program funding, a relocation assistance plan will be required from all applicants.

In determining the appropriate amount of GOAL program funds to be awarded, AHFC will consider the sources and availability of other funds, the reasonableness of development and operating costs, anticipated project operating revenue, and the expected proceeds from the sale of LIHTCs (if applicable).

Threshold Factors

Please see a complete description of Threshold Requirements to be considered for GOAL Program funding at: www.ahfc.us.

Grant size limits and outcome measures expected as a result of the method of distribution

Per Unit Limits - NHTF awards will be limited to 120% of the applicable project cost. Funding limits will apply to the specific units funded through the NHTF award. Refinancing Limits – NHTF awards may not be used to refinance existing debt. NHTF awards may be used to fund renovations in projects with a debt restructure, but the NHTF dollars may not be used to restructure and/or refinance the debt itself.

AP-35 Projects

1	Project Name	Rental Housing Development
	Target Area	Balance of State
	Goals Supported	Availability and Accessibility of Decent Housing
	Needs Addressed	Renter Small Related extremely low and low income Renter Small Related Medium Income Renter Large extremely low and low income Renter Large medium income Renter Elderly Extremely low and Low Income Renter All Other Types Elderly -Special Needs Homeless Special Needs
	Funding	HOME: $1,669,961 and NHTF: $2,982,433

	Description	AHFC continues to emphasize rehabilitation and preservation of existing affordable housing in the rating criteria for the LIHTC, HOME and SCHDF programs. As a result, more affordable housing rental units have been renovated and several federally subsidized rental projects have remained in the affordable housing stock. Yet, throughout the state, there are still serious shortages of affordable, decent housing for low-income Alaskans. Constraints of financial feasibility impede the development of affordable housing, in both rural and urban communities. Critical to the implementation of the strategies contained in this Plan is a dedicated source of funds to leverage other funding sources for the development of new affordable housing opportunities, as well as the acquisition and rehabilitation of existing structures.
	Target Date	June 30, 2024
	Estimate the number and type of families that will benefit from the proposed activities	This program meets the HUD objective of providing decent housing with improved or new affordability. The following outcomes are estimations that will be used to measure the progress of this program: · It is estimated that eight (8) units will be HOME assisted. · It is estimated that eight (8) units will be AHFC HOME set asides. · It is estimated that none of those units will be made available to the elderly. It is estimated that two (2) of those units will be made accessible.
	Location Description	Balance of State
	Planned Activities	Pending competitive awards rounds
2	Project Name	Homeownership Development Program
	Target Area	Balance of State
	Goals Supported	Affordability of Decent Housing
	Needs Addressed	Creating affordable housing for LMI* families through assistance with the cost of development. *Low-to-moderate-income
	Funding	HOME: $500,000
	Description	The project sponsor is responsible for identifying homebuyer assistance resources that may be necessary for low-income homebuyers to purchase the home for the proposed sales price. Units assisted with homeownership development funds under this program are not eligible for buy down assistance under the Home Opportunity Program (HOP) but are eligible to receive down payment and closing cost assistance.
	Target Date	June 30, 2024

	Estimate the number and type of families that will benefit from the proposed activities	This program meets the HUD objective of providing decent housing with improved affordability. The following outcomes are estimations that will be used to measure the progress of this program: It is estimated that fifteen (15) units will be developed. It is estimated that fifteen (15) units will meet the Alaska equivalent of the Energy Star standard.
	Location Description	Balance of State
	Planned Activities	Self-Help Homeownership Development
3	Project Name	Home Opportunity Program
	Target Area	Balance of State
	Goals Supported	Provide Decent Housing
	Needs Addressed	Creating affordable housing for LMI families through down payment assistance
	Funding	HOME: $920,000
	Description	In the State of Alaska the greatest obstacles to achieving homeownership is generally an inability to qualify for conventional financing at the loan amount necessary to purchase homes; accumulate savings sufficient to satisfy down-payment and closing cost requirements. A total of $920,000 SFY2024 HOME funds are reserved to provide down-payment, closing costs and buy down assistance to lower income homebuyers. The Home Opportunity Program (HOP) will be administered by non-profit corporations and/or public agencies that have been competitively awarded funds by AHFC. A Notice of Funding Availability (NOFA) or a Request for Qualification (RFQ) will be announced. Interested agencies are invited to respond by the published deadline and proposals are evaluated by AHFC. Prospective borrowers will be required to complete an orientation to homeownership through AHFC's innovative HOME CHOICE workshop offerings, or an equivalent program offered by private lenders and other qualified entities. Eligible borrowers must have annual incomes at or below 80 percent of the area median, as determined by HUD, adjusted for household size. Additionally, they must exhibit the ability to meet the on-going responsibilities of homeownership, including the repayment of the primary mortgage loan. The HOP program will primarily utilize the recapture model. The resale model is only allowable when HOP funds are being used in conjunction with other HOME projects that have received prior approval from AHFC to utilize the resale model.
	Target Date	June 30, 2024

	Estimate the number and type of families that will benefit from the proposed activities	This program meets the HUD objective of providing decent affordable housing with improved availability. The following outcomes are estimations that will be used to measure the progress of this program: It is estimated that forty (40) homebuyers will receive assistance. It is estimated that twenty (20) will be first-time homebuyers. It is estimated that twenty (20) homebuyers will receive down payment or closing cost assistance. It is estimated that thirty (30) homebuyers will receive buy downs. There are several factors that will influence these outcomes such as: market conditions, interest rates, changes in lending criteria and the income of households who apply.
	Location Description	Statewide
	Planned Activities	Homebuyer Assistance
4	Project Name	Tenant-Based Rental Assistance
	Target Area	Balance of State
	Goals Supported	Affordability of Decent Housing
	Needs Addressed	Renter extremely low and low income Renter Medium Income Renter All Other Types
	Funding	HOME: $400,000

	Description	AHFC has identified the need to provide Tenant Based Rental Assistance (TBRA) to eligible at-risk or special needs populations that are unable to access safe and affordable rental housing in communities that are outside of the Anchorage Municipal Area. Priority Populations Category One: Special needs and at-risk populations who will be transitioning from State supervision or programs into permanent housing. AHFC has partnered with the Office of Children's Services and the Department of Corrections to identify individuals who are at or below 60 percent of area median income and are in need of temporary TBRA to assist in the transition from state supervision to independence. Priority Populations Category Two: Individuals who are homeless or at-risk of homelessness who are at or below 50 percent of area median income and are: 1) Individuals or families that 2) meet the State of Alaska's definition of homeless 2) Individuals or families that include at least one person with a disability 3) Individuals or families that are exiting from severe overcrowding 4) Individuals or families that are homeless or at risk of becoming homeless as a consequence of a state or federally recognized disaster All Category Two families assisted through these provisions must also pursue any available rental assistance in their community. AHFC may select sub-recipients, such as eligible nonprofits, local government entities or tribal organizations, through a NOFA or RFQ process to assist with the administration of TBRA. TBRA is essential to meeting the unmet needs of special needs and at-risk populations by providing opportunities for those seeking individual living options in normal residential settings or in need of subsidized rental housing; TBRA will help narrow the gap in benefits and services received.
	Target Date	June 30, 2024
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that roughly eighty (50) households will be assisted during the reporting period.

	Location Description	Statewide
	Planned Activities	TBRA is an essential part of AHFC's housing strategy and market conditions make TBRA a viable option; rental unit availability data indicates that there is an ample supply of units to make TBRA a viable housing strategy. TBRA Vouchers may not be used within the Municipality of Anchorage. The TBRA service area will include communities that are served by the AHFC Public Housing Division, outside of Anchorage. There are a number of factors that will influence this outcome such as the length of the assistance provided to each household and the time it takes to perfect the TBRA delivery system. If households are renewed or require additional months of assistance than initially planned for, the number of households served may be reduced. In addition, outcomes may not be realized until future plan years as AHFC perfects the TBRA delivery system and forges partnerships necessary to implement TBRA.
5	Project Name	CHDO Operating Expense Assistance (OEA)
	Target Area	Balance of State
	Goals Supported	Community Development
	Needs Addressed	Production of New Homeownership Units, Production or Rehabilitation of Rental Units
	Funding	HOME: $135,000
	Description	CHDO Program Funds are set aside for Community Housing Development Organizations to own, develop or sponsor HOME assisted units through the RHD* program, subject to the limitations of 24 CFR 92.300. *Rental Housing Development (RHD)
	Target Date	June 30, 2024
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist up to three (3) CHDOs* *Community Development Organizations (CHDO)
	Location Description	Statewide
6	Project Name	Emergency Solutions Grant
	Target Area	Balance of State
	Goals Supported	Reduce and Prevent Homeless

	Needs Addressed	Homeless Special Needs Emergency Shelter & Transitional Housing Rapid Re-housing Permanent supportive Housing, Homeless Prevention
	Funding	ESG: $234,101
	Description	Funds will be used to assist chronically homeless, families with children, veterans, unaccompanied youth and other homeless persons and those at-risk of homelessness. Planned activities include outreach, emergency shelter and transitional housing support, rapid re-housing assistance, and prevention assistance.
	Target Date	June 30, 2024
	Estimate the number and type of families that will benefit from the proposed activities	1,500 unduplicated persons through ES-operations 10HH/25PP: homeless households/persons moving to permanent housing through –Homeless Assistance 20HH/50PP: households/persons stabilized with rent/utility through Homeless Prevention 40HH/100PP: households/persons receiving case management through RRH/HP Case Management
	Location Description	Balance of State
	Planned Activities	Pending competitive awards rounds
7	Project Name	CDBG
	Target Area	Balance of State
	Goals Supported	Community Development – Improve Public Infrastructure
	Needs Addressed	Improve Public Facilities
	Funding	CDBG: $2,500,000
	Description	The goals of the Alaska Community Development Block Grant Program (CDBG) are to provide financial resources to Alaskan communities for public facilities and planning activities, which address issues detrimental to the health and safety of local residents, and to reduce the costs of essential community services. The program may also fund Special Economic Development activities which result in the creation of jobs for low- and moderate-income persons.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	The 2023 goal is to benefit approximately 700 low- to moderate-income individuals statewide.
	Location Description	Rural Alaska
8	Project Name	Community Development Block Grant - Coronavirus (CDBG-CV)
	Target Area	Balance of State
	Goals Supported	Community Development
	Needs Addressed	Public Improvement Public Facilities Public Service
	Funding	CDBG-CV: $5,704,808
	Description	The CDBG-CV funds will provide financial assistance for building and improvements of public facilities, including those that prevent and respond to the spread of infectious diseases such as the coronavirus. CDBG-CV competitive grants are single-purpose project grants; maximum of $850,000 per community.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	5-8 municipalities with approximately 100 households.
9	Project Name	Community Development Block Grant – Disaster Recovery (CDBG-DR)
	Target Area	CDBG-DR eligible jurisdiction
	Goals Supported	Provide rental units constructed
	Needs Addressed	Expand affordable housing
	Funding	CDBG: $35,856,000

	Description	The CDBG-DR funds will develop new infrastructure of affordable housing, replacement housing, homeowner recovery program, structural analysis and retrofit program, and planning with the three eligible jurisdictions with high proportions of low-and moderate-income persons.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Production of new units estimated 100
	Location Description	Within eligible jurisdiction

Table 52 – Project Information

The reasons for allocation priorities and obstacles to addressing underserved needs

The main three obstacles that complicate the process of addressing underserved needs in the State of Alaska are cost, the lack of capacity, and resources.

Most applicants find it very challenging to identify funding sources to fill the gap between HOME funds and other grants and the actual cost of projects. The cost of construction in rural Alaska is much higher than in urban areas and the cost of construction in the urban areas of Alaska is much higher than in other states.

The building season in Alaska is shorter than in most states and it shortens more dramatically the farther north the project. Costs are driven higher where materials must be flown or barged to the project site. In order to obtain experience and develop the qualifications necessary to create the efficiencies that keep project costs within budget, workers and organizations in rural areas face challenges not always evident in urban Alaska. Training, modern technologies, and other resources may not be readily available in small communities. Local organizations or communities and regional Housing Authorities continue to work diligently, and successfully, to identify and bridge these gaps.

Another obstacle is the growing number of labor-intensive requirements to administer the ESG program, especially the Homeless Prevention and Rapid Re-Housing components. Many homeless service providers around the state are small, faith-based operations with only one or two paid staff and a corps of volunteers. The complexity of qualifying and assisting ESG program participants requires significant capacity building efforts.

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

The State has no plans to make available Section 108 Loan Guarantees through CDBG.

Available Grant Amounts

N/A

Acceptance process of applications

N/A

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

No

State's Process and Criteria for approving local government revitalization strategies

N/A

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

The State does not target specific geographic areas in the Consolidated Plan. The allocation criteria of several competitive programs have a priority that awards points to projects located in small communities, as defined by AHFC. A small community is a community of 6,500 or less that is not connected by road or rail to Anchorage or Fairbanks. Or, a community of 1,600 or less that is connected by road or rail to Anchorage or Fairbanks and is located at least 50 statute miles outside of Anchorage or 25 statute miles outside of Fairbanks. In this definition, "connected by road" does not include a connection by the Alaska Marine Highway System or roads outside the boundary of the State of Alaska.

Rationale for the priorities for allocating investments geographically

Because funds are distributed through a competitive process, the State cannot predict who will apply or how funds will be distributed geographically. The State does, however, emphasize funding for rural community needs, especially as they relate to low- and moderate-income (LMI) population.

Alaska's wide range of housing and community development conditions makes the use of guiding principles the most practical and effective approach of targeting scarce HCD resources. The State developed the seven guiding principles from HCD public hearings; consultation with federal, state and local entities; involvement with housing and community development in both the private and public sectors over the past five years; and an analysis of the Consolidated Annual Performance Evaluation Reports (CAPERs) for state fiscal years 2017, 2018, 2019, and 2020. Data gathered in the development of this five year plan support the seven guiding principles above.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction: AHFC continues to emphasize rehabilitation and preservation of existing affordable housing resources in the rating criteria for the LIHTC, HOME, and SCHDF programs. As a result, more affordable housing rental units have been renovated and several federally subsidized rental projects have remained in the affordable housing stock. Yet, throughout the state, there are still serious shortages of affordable, decent housing for low-income Alaskans. Constraints of financial feasibility impede the development of affordable housing, in both rural and urban communities. Critical to the implementation of the strategies contained in this Plan is a dedicated source of funds to leverage other funding sources for the development of new affordable housing opportunities, as well as the acquisition and rehabilitation of existing structures.

One Year Goals for the Number of Households to be Supported	
Homeless	13
Non-Homeless	100
Special-Needs	30
Total	**143**

Table 4 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	80
The Production of New Units	23
Rehab of Existing Units	15
Acquisition of Existing Units	40
Total	**143**

Table 5 - One Year Goals for Affordable Housing by Support Type

Discussion:
Our rental and homeownership development programs facilitate the new construction and/or rehabilitation of affordable units throughout the State. While our programs collectively achieve a significant geographic distribution of resources, the majority of these are units created through the LIHTC program.

Using historical production data and assumptions for leverage funding, the numbers reported in tables 27 and 28 represent conservative performance targets for the Balance of State.

Through the GOAL and/or the SNHG program, AHFC announces the availability of HOME funds for rental development. The SNHG program allocates capital development funds to develop rental housing projects that will serve special needs, and often low-income households. In SFY2024, HOME rental development funds may also be awarded through the SNHG award process, in addition to the GOAL process, if AHFC deems that it is in the best interest of the HOME program to do so. The State plans to include most of the NHTF annual allocation to the GOAL program for further development of rental housing for the Extremely Low Income population of the State.

Community Housing Development Organizations (CHDOs) Development Activities

The National Housing Affordability Act placed a high priority on using community-based non-profit organizations to develop affordable housing. A set-aside of 15 percent of each Participating Jurisdiction's HOME funds was mandated for the exclusive use of CHDOs. The standards for certification as a CHDO were established by federal regulation. Only certified CHDOs will be eligible to access the set-aside of CHDO funds for the development of affordable housing. This program meets the HUD objective of providing decent housing with improved affordability.

CHDO set-aside funds are a sub-set of HOME funds reserved for the development of affordable housing. In the State of Alaska HOME Program, these funds may be used for allowable HOME activities outlined in the Rental Development Activities, through the GOAL and SNHG programs described above, subject to the limitations of 24 CFR 92.300. If an eligible CHDO is awarded HDP funding, those funds may be designated as CHDO set-aside or CHDO reserve funds. To participate in the CHDO set-aside, an organization must complete the following steps:

a. Complete and submit an annual application to AHFC for certification as a CHDO with the appropriate supporting documentation;
b. Receive certification from AHFC, after compliance with CHDO criteria about legal status, board structure and composition and demonstrated capacity;
c. Submit a GOAL, SNHG, or HDP program proposal for evaluation. Proposals will be solicited through a NOFA process.

Operating Expense Assistance Program for CHDOs

HUD gives the option to states of providing a limited amount of operating support funds to CHDOs actively expanding affordable housing opportunities with HOME funds. A maximum of five percent (5%) of the state's annual HOME allocation may be used for this purpose.

A total of $135,000 in SFY2024 HOME funds may be used for the Operating Expense Assistance Program for CHDOs. If these funds are not used for CHDO operating support they will be used for other eligible HOME activities.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:
AHFC produces an annual Moving to Work Plan and an annual Moving to Work Report. These are available for review on AHFC's website at https://www.ahfc.us/publichousing/resources/mtwplans-and-reports/ as well as HUD's Moving to Work website at:
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/mtw

Actions planned during the next year to address the needs to public housing
See AHFC's Moving to Work Plan and Annual Moving to Work Report at:
https://www.ahfc.us/publichousing/resources/mtw-plans-and-reports/

Actions to encourage public housing residents to become more involved in management and participate in homeownership
AHFC promotes resident involvement in Public Housing activities through both a Resident Advisory Board (RAB) and Resident Councils. The purpose of AHFC's Resident Advisory Board (RAB) is to provide advice and comment to AHFC on proposed operations, the annual Moving to Work Plan, proposed facilities management activities, and other items of interest to AHFC's public housing and housing choice voucher clients. The RAB is composed of 11 members from AHFC's Public Housing (PH), Section 8 New Multifamily Housing (S8N), and Housing Choice Voucher (HCV) programs. AHFC conducts four quarterly meetings with RAB members each year. Minutes and comments received during meetings are reported to AHFC's Board of Directors.

AHFC maintains a staff person designated to assist in the formation, development, and educational needs of a Resident Council and offer technical assistance to volunteers. Members are encouraged to conduct regular meetings, discuss resident concerns, and provide feedback to AHFC management on any issues affecting residents in the apartment communities.

AHFC has a homeownership program for monthly payments of HAP toward homeownership. AHFC also has a current activity in its Moving to Work Plan to develop a new program for homeownership to replace the monthly HAP program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance
AHFC is a statewide Public Housing Authority and is designated as a High Performing Agency by HUD.

<u>Actions planned to reduce the number of poverty-level families</u>
AHFC entered into a Moving To Work Agreement (MTW Agreement) with the US Department of Housing and Urban Development (HUD). MTW is a demonstration program authorized by Congress that gives AHFC the flexibility to waive certain statutes and HUD regulations to test approaches for

providing housing assistance. A waiver of statutory or regulatory language must address at least one of three goals:

Reduces cost and achieves greater cost effectiveness in Federal expenditures;
Gives incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and,
Increases housing choices for low-income families.

For a comprehensive review of MTW programs nationwide, please visit the HUD website at: https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/mtw

Please also visit the AHFC website to view the full text of the FY2024 Moving to Work Program Annual Plan at: https://www.ahfc.us/publichousing/resources/mtw-plans-and-reports. The FY2024 Annual Plan is in the public comment and submission process. It will be available at the same location when the U.S. Department of Housing Urban Development review is complete.

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

Alaska Housing Finance Corporation will administer federal and state resources throughout the Alaska Continuum of Care as appropriate to meet the specific needs of each community as identified through community plans and data gathered from the annual Point-In-Time Count of homeless persons, Housing Inventory Chart, and Alaska Homeless Management Information System. Funding considerations include maintaining current homeless facilities, supporting homeless prevention services, providing homeless outreach, and activities to assist homeless persons' transition to permanent housing and independent living.

Allocations to the State of Alaska from the National Housing Trust Fund will indirectly help alleviate the latent shortage of rental units. These units will be available to project sponsors around the State that receive rental assistance funds to place vulnerable individuals in housing.

The jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Alaska Housing Finance Corporation will continue to assist local homeless coalitions to provide outreach and address immediate needs. The Alaska Coalition on Housing and Homelessness oversees the Point-In-Time Count, an annual outreach activity to homeless persons, and the annual day of advocacy, providing essential skill development and advocacy on behalf of the organizations relying on grant funds to maintain services for homeless households. In addition, the state will continue to coordinate with Alaska 2-1-1 to ensure that persons in need are connected to appropriate services. Goal: Increase utilization of the Alaska Housing Locator and 2-1-1 system for housing resources. Indicators: Annual 2-1-1 report submitted to AHFC by United Way of Anchorage and the data usage reports for the Housing Locator. Alaska Housing, in coordination with the CoC agencies successfully applied for almost 200 Emergency Housing Vouchers. These vouchers are allocated through the statewide coordinated entry system, first implemented in 2018.

Addressing the emergency shelter and transitional housing needs of homeless persons

The State will use a combination of federal and state resources to ensure that no homeless persons are forced to sleep in places not meant for human habitation. Alaska will use the maximum amount of ESG funds allowable to help shelters meet their operating costs. Funding to adequately staff and operate emergency shelters (ES) and transitional housing (TH) facilities will also remain a high priority for the State's Basic Homeless Assistance Program (BHAP). Goal: ES-Reduction in the number of unsheltered homeless count; ES/TH-no net loss of beds where utilization remains 75% or higher. Indicators: ES-# of Unsheltered persons in Point-In-Time count; ES/TH-# of beds vs. utilization rate in Homeless Inventory Chart.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The State will use a combination of federal and state resources to rapidly re-house and stabilize homeless persons, especially chronically homeless individuals & families, families with children, veterans and their families and unaccompanied youth. ESG-funded medium-term rental assistance, VA Supportive Housing (VASH) vouchers for homeless veterans, state-funded permanent housing placement programs and properties funded under the Special Needs Housing Grant (SNHG) Program are just some of the examples of resources that will be utilized to shorten the period of time that individuals and families experience homelessness. Goal: ES- maintain average length of stay at 2 months or less; TH-80% exiting TH for permanent housing. Indicators: ES-HMIS report; TH-Annual Performance Reports drawn from HMIS of TH providers.

AHFC has collaborated with the State of Alaska Department of Corrections and Office of Children's Services to target special needs and at-risk populations who will be transitioning from State supervision or programs into permanent housing. TBRA is essential to meeting the unmet needs of special needs and at-risk populations by providing opportunities for those seeking individual living options in normal residential settings or in need of subsidized rental housing; TBRA will help narrow the gap in benefits and services received.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Subject to State Legislative appropriation, Alaska Housing Finance Corporation will continue to provide funding through the Basic Homeless Assistance Program (BHAP) that provides direct financial assistance with rent, mortgage, and utility arrearages for low-income individuals and families threatened by homelessness.

AHFC will continue to implement the TBRA program that assists persons discharged from publicly funded institutions and systems of care. AHFC will continue to support the Department of Correction's review of and strengthening policies that require housing plans before discharge. Resources targeting persons leaving state custody such as HOME TBRA vouchers and assisted living facilities will be utilized and new resources such as the HUD 811 PRA program will be developed for this purpose. Goal: Reduction in the percentage of persons entering homeless facilities from public institutions or systems of care. Indicator: STELLA reports drawn from HMIS.

The State will incentivize agencies that apply for funding by awarding significant points to those that endeavor to ensure that homeless persons are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs. The State will also coordinate through the Alaska Council on the Homeless, local coalitions from communities in the AK-501 Balance of State CoC area and the Alaska Coalition on Housing and the Homeless to support programs that more effectively connect homeless persons to those support connections. Goal: 30% of persons in Transitional Housing (TH) / Permanent Supportive Housing (PSH) programs employed at end of the program year and 65% of persons in TH/PSH receiving non-cash (mainstream) supports at end of the program year. Indicator: Annual Performance Reports drawn from HMIS of TH/PSH providers.

Nursing Facilities

In its efforts to help elderly persons and individuals with disabilities transition from nursing facilities back into the community, AHFC would like to include to its list of partnerships, future work with The

Governor's Council on Disabilities and Special Education and the Division of Senior and Disability Services' (SDS) Nursing Facility Transition Fund. As stated on the SDS's website, at http://dhss.alaska.gov/dsds/Pages/nursing/default.aspx, "The funds from the Nursing Facility Transition Program can be used to help an elderly person or individual with a disability transition from a nursing facility back into the community. We can provide one-time funds for:

1. Home or environmental modifications;
2. Travel/room/board to bring caregivers in from a rural community to receive training;
3. Trial trips to home or an assisted living home;
4. Payment for an appropriate worker for skill level needed;
5. Security deposits;
6. One-time initial cleaning of home;
7. Basic furnishings necessary to set up a livable home;
8. Transportation to the new home.
9. Other needed items or services may be approved by Program Coordinators."

AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Development costs and stagnant incomes are the two biggest barriers to affordable housing across the State. In response, HOME Investment Partnership funding has been focused on rental development and homeownership assistance to reduce the cost of buying or renting a home. Rental assistance through the HOME program has also been used to support the most vulnerable populations. Children aging out of foster care and newly released prisoners' abilities to generate income and find housing are hampered by criminal histories. HUD's $3 million allocation to the State of Alaska from the NHTF will be used as part of the GOAL Program and will augment the State's efforts to reduce the cost burden and increase the availability of affordable housing for the Extremely Low-Income population of the State.

Please see section AP-85 for a description of the Teacher, Health Professional, and Public Safety Housing Grant Program.

AP-85 Other Actions – 91.320(j)

Introduction:

Other activities to be undertaken during SFY2024 (FFY2023) including actions to promote the development and maintenance of affordable housing, including the use of public housing resources and the development of public housing resident initiatives.

Actions planned to address obstacles to meeting underserved needs

The three most significant obstacles to meeting needs addressed by the CDBG program are (1) a short construction season, (2) high cost of construction in remote communities, and (3) lack of administrative capability in rural communities. Obstacle (1) is being addressed by an accelerated application selection process that will make grant funding available for many projects one construction season earlier than in past years. Obstacle (2) is addressed by encouraging communities to access multiple funding sources through required matching funds and encouraging cost-saving measures when possible. Obstacle (3) is addressed by tightening threshold requirements to ensure only those communities with the highest administrative capabilities are considered for funding, continuing to develop accessible training materials, and holding management workshops for communities awarded CDBG funding.

Actions planned to foster and maintain affordable housing:

Teacher, Health Professional, and Public Safety Housing Grant Program

The availability of housing for public service professionals is a challenge for our rural communities. Housing has been cited as a major challenge when recruiting and retaining these professionals. Attracting and maintaining qualified teachers, health professionals, and public safety officials in rural Alaska is a priority for the State of Alaska. To achieve this, housing for these professionals must be available, affordable, and of a quality that encourages these professionals to settle in these remote communities. Under the THHP, funding is available for the acquisition, rehabilitation, and/or new construction of dedicated housing for eligible professionals in rural Alaska.

Thirty-four rental units will be constructed or rehabilitated for targeted professions that include teachers, nurses or other medical personnel, and public safety officers to fill a void in the housing stock in four Alaska communities. The 2023 grants from Alaska Housing Finance Corporation were approved by the legislature and governor in a prior capital budget. The 2023 awards total $5.5

million and are expected to generate approximately $11 million in statewide economic impact.

AHFC solicited applications for the SFY 2023 THHP Application Round in the fall of 2022. Applicants submitted their proposals to AHFC through a web-based application. Subject to Legislative Appropriation, AHFC announced the SFY 2023 THHP Awards in December of 2022.

SFY 2023 Teacher, Health Professional, and Public Safety Housing Grant Program

Applicant	Location	Units	Awards
Copper River Basin RHA	Glennallen	3	$ 500,000
Galena City School District	Galena	7	$ 500,000
Northwest Arctic Borough School District	Buckland	2	$ 500,000
Kikiktagruk Inupiat Corporation	Kotzebue	4	$ 500,000
Northwest Arctic Borough School District	Buckland	2	$ 500,000
Arctic Slope Native Association	Utquiagvik	2	$ 500,000
Inalik Native Corporation	Diomede	2	$ 500,000
Ididarod Area School District	Holy Cross	2	$ 500,000
Illiuliuk Family and Health Services	Unalaska	2	$ 500,000
Lower Kuskokwim School District	Kasigluk	1	$ 500,000
Bering Strait School District	Shishmaref	4	$ 500,000
Copper River Basin RHA	Glennallen	3	$ 500,000
			$5,500,000

Since program inception in SFY 2004, the Teacher, Health Professional, and Public Safety Grant Program has funded the construction or rehabilitation of 522 housing units, totaling $163 million in total production.

<u>Actions planned to reduce lead-based paint hazards</u>

The CON Plan supports actions to evaluate and reduce lead-based paint hazards. The Interagency Steering Committee for the Consolidated Plan will continue to work with the Alaska Division of Public Health, Section of Epidemiology to monitor the blood lead levels in tested Alaskan children.

All covered projects under the NHTF, HOME, CDBG, HOPWA, Public Housing and Section 8 programs will be administered to conform to the applicable lead based paint regulations. Rehabilitation of housing constructed pre-1978 using HUD housing assistance programs covered by the lead based paint rule (Subpart of the Rule Within 24 CFR Part 35), will follow the applicable HUD procedures, reporting and record keeping standards outlined.

Section 1018 of the Residential Lead-Based Paint Hazard reduction Act of 1992 requires that sellers, landlords and agents warn homebuyers and tenants of lead-based paint and lead-based paint hazards in pre-1978 housing. A prospective home purchaser or prospective tenant must receive the following information prior to becoming obligated under any contract to lease or purchase a property covered by this Act:

An EPA approved information pamphlet on identifying and controlling lead-based paint hazards.

Any records or reports on lead-based paint, which are available to the seller or landlord. An attachment to the contract or lease which includes a Lead Warning Statement and confirms that the seller or landlord has complied with all of the notification requirements.

Sellers must provide homeowners a 10-day period to conduct a paint inspection or risk assessment for lead-based paint or lead-based paint hazards. Parties may mutually agree, in writing, to lengthen or shorten the time period for inspection. Homebuyers may waive this inspection. Sellers are not required by law to allow homebuyers to void their contract based on the results of the lead based paint evaluation.

Beginning in April 2010 and according to EPA-issued new rule, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

Although the testing done so far does not point to a great lead-based paint hazard in Alaska, an estimated 15% to 20% of all of the housing stock in the state may contain lead based paint. The State concurs with the U.S. Environmental Protection Agency that increased education about the potential health risks from exposure to lead-based paint is an important step in reducing health related problems involving lead poisoning. AHFC will continue to seek alliances with other agencies invested in the pursuit of eradicating the potential for Lead-Based Paint in the state's housing stock. These agencies might include the Environmental Conservation Agency (EPA), the Alaska Center for Disease Control (ACDC), and the Department of Health and Social Services (HSS).

<u>Actions planned to reduce the number of poverty-level families</u>

AHFC entered into a Moving To Work Agreement (MTW Agreement) with the US Department of Housing and Urban Development (HUD). MTW is a demonstration program authorized by Congress that gives AHFC the flexibility to waive certain statutes and HUD regulations to test approaches for providing housing assistance. A waiver of statutory or regulatory language must address at least one of three goals:

Reduces cost and achieves greater cost effectiveness in Federal expenditures; Gives incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and, increases housing choices for low-income families.

For a comprehensive review of MTW programs nationwide, please visit the HUD website at: https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/mtw
Please also visit the AHFC website to view the full text of the 2019 Moving to Work Program Annual Plan at: https://www.ahfc.us/publichousing/resources/mtw-plans-and-reports

Actions planned to develop institutional structure

Across Alaska, organizational capacity for the effective delivery of housing and community development programs is very unevenly distributed. Many communities, particularly in rural areas, lack the organizational capacity to effectively implement projects using the multitude of housing and community development programs available. The involvement of several agencies and a variety of funding programs in a single project usually complicates the development process, and places additional demands on the project sponsor.

Limited state-funded technical assistance will also be offered to HOME and CHDO grantees and other non-profit housing providers, including those serving Alaska's homeless and special needs populations. Training and technical assistance opportunities, due to the loss of local HUD CPD-TA dollars, will be limited. A menu of opportunities will be offered, which will include direct technical assistance, topic-based Alaska Training Events, as well as scholarship opportunities to attend local, regional or national training events.

AHFC plans to host one or more Alaska Training Events each year and offer scholarships to approved trainings and conferences for eligible attendees. Participants are required to document the objectives that will be achieved through attendance at a specific training activity. Activities will be available to other providers and/or the general public on a space-available basis on topics such as Fair Housing/Section 504 that affect a broad spectrum of Alaskan providers. AHFC will also plan training events in coordination with training activities hosted by other groups, such as HUD or the homeless coalition, to maximize training resources and training availability.

AHFC will hold application workshops and grant management workshops based on need as identified through the respective programs. The workshops may cover application processes and technical criteria such as design, energy efficiency, environmental review, Davis-Bacon, fair housing, section 504, and other HUD or AHFC requirements. AHFC may also elect to host grant management training for new or less regular grantees. In addition, AHFC may provide manuals, technical assistance, and templates to develop institutional structure.

The State of Alaska will hold a series of application workshops and management workshops for awarded grantees each year. The workshops will cover specific environmental review, civil rights, Davis-Bacon and other CDBG program requirements. Limited state-funded technical assistance may be offered to municipality personnel, which may include scholarship opportunities for attendance at regularly scheduled application and grant management workshops. In addition the state will provide manuals and technical assistance.

<u>Actions planned to enhance coordination between public and private housing and social service agencies.</u>

The State of Alaska hosts its own trainings by contracting with housing professionals and leveraging a wealth of in-house knowledge and experience. AHFC participates in all Project Homeless Connect events and supports the Alaska Coalition on Housing and Homelessness, which integrates members from private and public agencies

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:
The State will consider funding only those projects that meet the first national objective. The overall mission of the State's CDBG program is to enhance the quality of life for at least 70% of LMI persons, particularly in rural Alaska. The CDBG program fulfills this mission by emphasizing the following objectives during the selection process:

- Potential for long-term positive impact and increase in community self-sufficiency
- Reduction of clear and imminent threats, and conditions detrimental to the health and safety of local residents
- Construction and improvement of public facilities and the reduction of maintenance and operation costs
- Development and use of design, engineering, architectural, or feasibility plans as appropriate
- Economic development—including business development, job creation, planning, and special projects
- Evidence of strong local support, i.e., inclusion in a local community, economic, or capital improvement plan
- Use of local resources in combination with CDBG funding

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income	0

Other CDBG Requirements

1. The amount of urgent need activities: $0

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.320(k)(2)

1. **A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:** No other forms of investments will be used by the HOME program

2. **A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

   a. Resale Model
   The HDP resale model requires that when a homeowner sells their home, he or she sells it for a restricted price to a low income household (80% below the median income). HDP funds up to $40,000 may be provided in assistance. HOP funds can only be used for down payment and closing cost assistance in a project assisted with HDP funds. Interest buy downs are not an eligible cost.

   b. Recapture Model
   Under the recapture model the first $10,000 in direct assistance is provided as a forgivable loan. Direct assistance is defined as the difference between the market value and sales price of the home in addition to any HOME assistance. For every year the homeowner continues to own the home and make it his or her primary residence, the loan will be forgiven by a maximum of $2,000, or twenty percent (20%) of the loan, whichever is less. Any remaining HDP assistance provided will be secured against the home as a loan with zero percent (0%) interest, repayable at the time the homebuyer no longer owns the property. If the homeowner fails to meet the primary residency requirement during the affordability period, the full amount of assistance is due and owing. The recapture provisions will be triggered by a sale prior to the completion of the affordability period. The amount subject to recapture is the total amount of direct assistance less the prorated amount of the first $10,000 forgiven per the terms described above plus any amounts that are not forgiven.

   c. In the case of a sale (voluntary or otherwise) the maximum amount of funds subject to recapture is limited to whatever net proceeds (if any) are available. The homeowner must show that the appraised value of the home is not sufficient to pay off the HOME loan(s) in addition to any other lien in superior position, and standard and customary seller's closing costs. Net proceeds are calculated by the sales price less any non-HOME loans or repayments less closing costs.

3. **A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

Please see Appendix D for a more complete description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds according to 24 CFR 92.254(a)(4).

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

AHFC has no plans to refinance existing debt for the SFY2024 Balance of State

Emergency Solutions Grant (ESG)

Reference 91.320(k)(3)

Written standards for providing ESG assistance

The Emergency Solutions Grant (ESG) program operates under the Interim Rule issued on December 5, 2011. In addition to administrative activities, ESG funds may be used for five program components: street outreach, emergency shelter, homeless prevention, rapid re-housing assistance and HMIS.

The ESG regulations restrict the use of funds for emergency shelter or street outreach activities to 60 percent of the recipient's fiscal year grant. The remaining 40 percent of the annual allocation must be used for homeless prevention, rapid re-housing, or HMIS activities.

To qualify for ESG assistance, program participants must meet the definitions of "homeless" or "at risk of homelessness" described in 24 CFR 2. Program participants in the "at-risk of homelessness" category must also have incomes below 30% of area median income to qualify for ESG assistance. In addition to documenting client eligibility, agencies providing rental assistance are required to inspect all units to document compliance with HUD's habitability standards and to execute a written rental assistance payment agreement with the landlord.

Written Standards

In recognition of the large geographic area covered in the Alaska CoC geography and the varying needs and conditions of local communities, Alaska is adopting the provision outlined in 24 CFR 576.400(e)(2)(i)(B) that enables states to require each sub-recipient to establish their written standards for providing ESG assistance and apply them consistently within the sub-recipient's program. This approach is consistent with the guiding principles of the Alaska HCD Plan, which supports the use of local strategies for determining unmet needs and targeting of resources. All requirements for written standards and policies will be incorporated in the grant agreement issued to the sub-recipient, including the following:

A. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG;
B. Standards for targeting and providing essential services related to street outreach;
C. Policies and procedures for admission, diversion, referral and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g. victims of

domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;

D. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;
E. Policies and procedures for coordination among emergency shelter providers, homeless prevention, and rapid re-housing assistance providers, other homeless assistance providers; and mainstream service and housing providers;
F. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homeless prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;
G. Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homeless prevention or rapid re-housing assistance;
H. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
I. Standards for determining the type, amount and duration of housing stabilization and or relocation services to provide a program participant, including the limits, if any, on the homeless prevention or rapid re-housing assistance that each program participant may receive, such as the maximum number of months the program participant receives assistance or the maximum number of times the program participant may receive assistance.

Due to funding limitations, the only housing stabilization service anticipated is case management. The sub-recipient will revise their written policies to incorporate the requirement for program participants to meet with their case manager at least monthly while receiving ESG assistance.

If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Through extensive coordination with State partners, active engagement with community leaders, and guidance from HUD technical assistance advisors, the CoC has adopted policies and procedures to govern the coordinated entry process. The CoC continues to engage with all partners to fully implement a coordinated entry system within the large, diverse geography of the Alaska Balance of State.

The Alaska Coalition on Housing and Homelessness is the governing body for the Balance of State Continuum of Care (AK-501). The Coalition will establish a Coordinated Entry Committee to review policies and procedures, data collection and related practices.

The Alaska Coalition on Housing and Homelessness has identified the following goals for the Alaska Balance of State Coordinated Entry System:

- The intake, assessment, and referral process will be easy on the client and provide quick and seamless entry into homelessness services.
- Individuals and families will be referred to the most appropriate resource(s) for their situation.
- The Coordinated Entry System will prevent duplication of services by streamlining decision-making processes and increasing the ability to effectively monitor the overall homeless resource system.
- The Coordinated Entry System will reduce the average length of homelessness for clients.
- The process will improve communication and coordination among service provider agencies by utilizing a shared systemic and client-centered approach to crisis response and resource allocation.
- The Coordinated Entry System will be data-driven and data responsive.

Through extensive coordination with State partners, active engagement with community leaders, and guidance from HUD technical assistance advisors, the CoC has adopted policies and procedures to govern the coordinated entry process. The CoC continues to engage with all partners to fully implement a coordinated entry system within the large, diverse geography of the Alaska Balance of State.

The Alaska Coalition on Housing and Homelessness is the governing body for the Balance of State Continuum of Care (AK-501). The Coalition will establish a Coordinated Entry Committee to review policies and procedures, data collection and related practices.

The Alaska Coalition on Housing and Homelessness has identified the following goals for the Alaska Balance of State Coordinated Entry System:

- The intake, assessment, and referral process will be easy on the client and provide quick and seamless entry into homelessness services.
- Individuals and families will be referred to the most appropriate resource(s) for their situation.
- The Coordinated Entry System will prevent duplication of services by streamlining decision-making processes and increasing the ability to effectively monitor the overall homeless resource system.
- The Coordinated Entry System will reduce the average length of homelessness for clients.
- The process will improve communication and coordination among service provider agencies by utilizing a shared systemic and client-centered approach to crisis response and resource allocation.
- The Coordinated Entry System will be data-driven and data responsive.

Process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

ESG funds will be awarded on a competitive basis to units of local government and non-profit organizations. Applications are received annually, in response to a Notice of Funding Availability (NOFA).

Applicants for ESG funding use an online application system that affords them an equal opportunity to submit within the same timeframe regardless of their remote location or transportation challenges. Most agencies applying for ESG funding are returning grantees seeking funding to continue their services into the next program year. Following the lead of the CoC process, past performance in achieving service projections and housing stability constitutes a significant portion of the ranking factors each year. If the applicant is not a returning grantee, they must provide a narrative explanation for 1) how they developed their service projections, 2) what they will do to monitor and report on housing retention, and 3) the applicant's experience and capability to serve homeless persons and meet all of the regulatory and administrative requirements.

Another ranking factor is the relationship of their proposed activities to achieving the goals of state & local homeless plans. Other ranking factors include local progress toward a centralized or coordinated assessment system, incorporation of the Opening Doors Federal Homeless plan, the extent to which efforts are made to link program participants to mainstream resources, policies and procedures for prioritizing the delivery of homeless services and the degree to which each budget line item requested is thoroughly explained. Bonus points for small, rural communities are also part of the rating criteria. Points are also deducted for repeated findings for the same infraction.

Except for the narrative answers, AHFC has converted to an objective scoring system. Applications from agencies that did not receive funding in the prior year will be forwarded to a Project Evaluation Committee (PEC) to assign points to any subjective (narrative) sections of the application. The PEC will primarily be recruited from members of the CoC Decision Making Group that do not have a conflict of interest.

Due to the small amount of ESG funds that are allocated to Alaska each year and the documented high need among shelters for operating assistance, the State will award the maximum amount of its allocation for that purpose. The remaining amount will be awarded to projects that proposed a financially feasible medium-term rental assistance program to prevent homelessness or rapidly re-house those who have been displaced.

Homeless participation requirement (not applicable to states)

Performance standards for evaluating ESG.

Consistent with HUD/CoC performance measures and Alaska's Plan to End Long Term Homelessness, the following standards will be used to evaluate ESG and ESG-CV activities (and source to determine performance):
Emergency Shelters: Utilization rate of at least 65% (Source: STELLA)
Rapid Re-Housing: 6+ months housing stability rate at least 82% (Source: HMIS/Provider reports)
Homeless Prevention: 90-day housing retention rate of at least 80% (Source: Provider reports)

National Housing Trust Fund (NHTF)

Reference 24 CFR 91.320(k)(5)

State program addressed by the Method of Distribution.

The National Housing Trust Fund (NHTF) addresses the State's Greater Opportunities for Affordable Living (GOAL) program. The GOAL Program provides grants, federal tax credits, and zero-interest federal loans to developers and project sponsors who build affordable rental housing for low- to moderate-income families and seniors.

Criteria that will be used to select applications and the relative importance of these criteria.

NHTF awards are given through a competitive allocation process. The State's latest Qualified Allocation Plan/Rating and Award Criteria and the National Housing Trust Fund Allocation Plan explain this process in detail. These plans are available at www.ahfc.us.

Special Purpose GOAL Rounds may be funded occasionally. In these cases, additional rating factors may apply. For a more complete description of the application rating and ranking criteria, please visit the GOAL Program section at www.ahfc.us.

How resources will be allocated among funding categories.

AHFC's policy is to encourage the responsible development of housing for seniors, lower income persons and families through the allocation of GOAL program funds. **A separate policy and procedures manual for the GOAL program is available from AHFC** (see www.ahfc.us). Additionally, AHFC's policy is to minimize any adverse impact on existing residents of buildings that will be acquired or rehabilitated with GOAL program funds. Where relocation of existing residents will occur as the result of GOAL program funding, a relocation assistance plan will be required from all applicants.

In determining the appropriate amount of GOAL program funds to be awarded, AHFC will consider the sources and availability of other funds, the reasonableness of development and operating costs, anticipated project operating revenue, and the expected proceeds from the sale of LIHTCs (if applicable).

Threshold Factors

Please see a complete description of Threshold Requirements to be considered for GOAL Program funding at: https://www.ahfc.us/homelessness/development-grants/national-housing-trust-fund

Grant size limits and outcome measures expected as a result of the method of distribution

Per Unit Limits - NHTF awards will be limited to the applicable project cost standards plus 20%. Funding limits will apply to the specific units funded through the NHTF award. Refinancing Limits – NHTF awards may not be used to refinance existing debt. NHTF awards may be used to fund renovations in projects with a debt restructure, but the NHTF dollars may not be used to restructure and/or refinance the debt itself.

Appendix A

HOME Unexpended Funds

APPENDIX A
HOME Unexpended Funds by Fiscal Year
As of April 4, 2023

Source	Year	Category	Allocated	Commited	Expended	Uncommitted	Unexpended
HOME - HUD	FFY 2018	DHSS - OCS TBRA Admin	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ -	$ -
HOME - HUD	FFY 2018	GOAL Housing Production	$ 605,696.60	$ 605,696.60	$ 605,696.60	$ -	$ -
HOME - HUD	FFY 2018	HOME - AHFC Plng/Admin	$ 91,473.82	$ 91,473.82	$ 88,761.80	$ -	$ 2,712.02
HOME - HUD	FFY 2018	HOME - CHDO	$ 451,220.70	$ 451,220.70	$ 451,220.70	$ -	$ -
HOME - HUD	FFY 2018	HOME - HDP	$ 564,966.00	$ 377,214.00	$ 289,904.00	$ 187,752.00	$ 87,310.00
HOME - HUD	FFY 2018	HOME - HOP	$ 850,000.00	$ 850,000.00	$ 850,000.00	$ -	$ -
HOME - HUD	FFY 2018	HOME - HOP Admin	$ 70,000.00	$ 70,000.00	$ 69,769.18	$ -	$ 230.82
HOME - HUD	FFY 2018	HOME - OEA	$ 150,406.90	$ 150,406.90	$ 150,406.90	$ -	$ -
HOME - HUD	FFY 2018	HOME - TBRA	$ 77,977.00	$ 77,977.00	$ 77,977.00	$ -	$ -
HOME - HUD	FFY 2018	HOME - TBRA Admin	$ 27,000.00	$ 27,000.00	$ 19,279.10	$ -	$ 7,720.90
HOME - HUD	FFY 2018	HOME - TBRA OCS	$ 7,057.00	$ 7,057.00	$ 7,057.00	$ -	$ -
HOME - HUD	FFY 2018	Housing Mkt Indicators	$ 109,339.98	$ 109,339.98	$ 109,339.98	$ -	$ -
HOME - HUD	FFY 2018	GOAL Housing Production	$ 486,245.10	$ 486,245.10	$ 486,245.10	$ -	$ -
HOME - HUD	FFY 2018	GOAL Housing Production	$ 505,616.90	$ -	$ -	$ 505,616.90	$ -
HOME - HUD	**Sub-Total**					**$ 693,368.90**	
HOME - Corp	SFY 2019	DHSS - OCS TBRA Admin	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ -	$ -
HOME - Corp	SFY 2019	GOAL Housing Production	$ 290,000.00	$ 290,000.00	$ 290,000.00	$ -	$ -
HOME - Corp	SFY 2019	HOME - HDP	$ 50,000.00	$ 36,821.00	$ 24,221.00	$ 13,179.00	$ 12,600.00
HOME - Corp	SFY 2019	HOME - HOP	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ -	$ -
HOME - Corp	SFY 2019	HOME - HOP Admin	$ 30,000.00	$ 30,000.00	$ 28,499.40	$ -	$ 1,500.60
HOME - Corp	SFY 2019	HOME - TBRA	$ 260,000.00	$ 260,000.00	$ 260,000.00	$ -	$ -
HOME - Corp	SFY 2019	HOME - TBRA Admin	$ 27,000.00	$ 27,000.00	$ 19,279.10	$ -	$ 7,720.90
HOME - Corp	SFY 2019	HOME - TBRA OCS	$ 40,000.00	$ 40,000.00	$ 40,000.00	$ -	$ -
HOME - Corp	**Sub-Total**					**$ 13,179.00**	
HOME - HUD	FFY 2019	GOAL Housing Production	$ 1,299,961.37	$ 1,299,961.37	$ 1,278,230.20	$ -	$ 21,731.17
HOME - HUD	FFY 2019	HOME - AHFC Plng/Admin	$ 225,573.20	$ 225,573.20	$ 39,634.27	$ -	$ 185,938.93
HOME - HUD	FFY 2019	HOME - CHDO	$ 450,859.80	$ 450,859.80	$ 450,859.80	$ -	$ -
HOME - HUD	FFY 2019	HOME - HDP	$ 77,400.00	$ -	$ -	$ 77,400.00	$ -
HOME - HUD	FFY 2019	HOME - HOP	$ 770,000.00	$ 770,000.00	$ 554,324.00	$ -	$ 215,676.00
HOME - HUD	FFY 2019	HOME - HOP Admin	$ 75,000.00	$ 75,000.00	$ 55,651.81	$ -	$ 19,348.19
HOME - HUD	FFY 2019	HOME - OEA	$ 106,937.63	$ 106,937.63	$ 106,937.63	$ -	$ -
HOME - HUD	FFY 2019	GOAL Housing Production	$ 190,613.25	$ -	$ -	$ 190,613.25	$ -
HOME - HUD	**Sub-Total**					**$ 268,013.25**	
HOME - HUD	FFY 2020	GOAL Housing Production	$ 1,528,586.40	$ 1,528,586.40	$ 1,131,885.50	$ -	$ 396,700.90

HOME - HUD	FFY 2020	HOME - AHFC Plng/Admin	$ 87,948.00	$ 87,948.00	$ 9,579.90	$ -	$ 78,368.10
HOME - HUD	FFY 2020	HOME - CHDO	$ 450,000.00	$ 450,000.00	$ 450,000.00	$ -	$ -
HOME - HUD	FFY 2020	HOME - HOP	$ 883,465.60	$ 352,171.18	$ 46,303.47	$ 531,294.42	$ 305,867.71
HOME - HUD	FFY 2020	HOME - HOP Admin	$ 50,000.00	$ 40,026.04	$ 1,830.00	$ 9,973.96	$ 38,196.04
HOME - HUD	FFY 2020	Housing Mkt Indicators	$ -	$ -	$ -	$ -	$ -
HOME - HUD	**Sub-Total**					**$ 541,268.38**	
HOME - Corp	SFY 2021	HOME - HOP	$ 700,000.00	$ 199,148.00	$ 27,681.71	$ 500,852.00	$ 171,466.29
HOME - Corp	SFY 2021	HOME - HOP Admin	$ 50,000.00	$ 26,013.00	$ -	$ 23,987.00	$ 26,013.00
HOME - Corp	**Sub-Total**					**$ 524,839.00**	
HOME - HUD	FFY 2021	DHSS - OCS TBRA Admin	$ 2,000.00	$ 2,000.00	$ 789.84	$ -	$ 1,210.16
HOME - HUD	FFY 2021	GOAL Housing Production	$ 2,061,000.00	$ 2,061,000.00	$ -	$ -	$ 2,061,000.00
HOME - HUD	FFY 2021	HOME - AHFC Plng/Admin	$ 179,000.00	$ 179,000.00	$ 2,277.23	$ -	$ 176,722.77
HOME - HUD	FFY 2021	HOME - CHDO	$ 450,000.00	$ 450,000.00	$ -	$ -	$ 450,000.00
HOME - HUD	FFY 2021	HOME - HDP	$ -	$ -	$ -	$ -	$ -
HOME - HUD	FFY 2021	HOME - OEA	$ 135,000.00	$ 135,000.00	$ 135,000.00	$ -	$ -
HOME - HUD	FFY 2021	HOME - TBRA Admin	$ 4,000.00	$ 4,000.00	$ -	$ -	$ 4,000.00
HOME - HUD	FFY 2021	HOME - TBRA OCS	$ 10,000.00	$ 10,000.00	$ 4,015.90	$ -	$ 5,984.10
HOME - HUD	FFY 2021	HOME - TBRA Transfers	$ 44,000.00	$ 44,000.00	$ 23,934.50	$ -	$ 20,065.50
HOME - HUD	FFY 2021	Housing Mkt Indicators	$ 115,000.00	$ 114,017.00	$ -	$ 983.00	$ 114,017.00
HOME - HUD	**Sub-Total**					**$ 983.00**	
HOME - HUD	FFY 2022	GOAL Housing Production	$ 2,025,029.25	$ -	$ -	$ 2,025,029.25	$ -
HOME - HUD	FFY 2022	HOME - AHFC Plng/Admin	$ 185,003.90	$ 185,003.90	$ -	$ -	$ 185,003.90
HOME - HUD	FFY 2022	HOME - CHDO	$ 450,005.85	$ -	$ -	$ 450,005.85	$ -
HOME - HUD	FFY 2022	HOME - OEA	$ 135,000.00	$ -	$ -	$ 135,000.00	$ -
HOME - HUD	FFY 2022	HOME - TBRA Transfers	$ 90,000.00	$ 90,000.00	$ -	$ -	$ 90,000.00
HOME - HUD	FFY 2022	Housing Mkt Indicators	$ 115,000.00	$ -	$ -	$ 115,000.00	$ -
HOME - HUD	**Sub-Total**					**$ 2,725,035.10**	
HOME - Corp	SFY 2023	GOAL Housing Production	$ 735,000.00	$ -	$ -	$ 735,000.00	$ -
HOME - Corp	SFY 2023	HOME - HOP Admin	$ 15,000.00	$ -	$ -	$ 15,000.00	$ -
HOME - Corp	**Sub-Total**					**$ 750,000.00**	

Appendix B

Alaska's Plan to End Long-term Homelessness

Alaska's Plan to End Long Term Homelessness
2018 Progress Report

The Alaska Council on the Homeless adopted *Alaska's Plan to End Long Term Homelessness* (Plan) in October 2015. The Plan is designed as a framework for communities to utilize in their local planning efforts around issues of homelessness. It is organized around five priorities; housing development, supportive services, education, engagement and policy, and data. Within each priority are recommended strategies for communities and state agencies to guide progress in addressing a specific priority.

This progress report covers the Plan from July 1, 2017 – June 30, 2018 with accomplishments reported by communities and state agencies, including the Department of Health and Social Services (DHSS), Department of Education and Early Development (DEED), Alaska Housing Finance Corporation (AHFC), and the Alaska Mental Health Trust Authority (AMHTA).

Priority 1: Housing Development: *Every Alaskan should have access to an affordable, accommodating, and safe place to call home.*

Strategy: Expand Housing Options (Construction/Rehab/Rental Assistance)

- AHFC's Greater Opportunities for Affordable Living (GOAL) program provided funding to construct 160 rental units for low-income Alaskans. Of those units, 30 percent were set-aside for homeless or disabled Alaskans.

- Valley Residential Services (VRS) is expanding affordable housing in Mat-Su Valley through GOAL funding. Vista Rose opened 36 new units of affordable senior housing in September. VRS also broke ground on Whispering Winds, which will provide an additional 42 units of senior housing when completed.

- AHFC provided 80 Sponsor-Based Rental Assistance HUD vouchers to serve vulnerable populations in Anchorage.

- AHFC combined several funding sources to provide a Special Purpose GOAL Round to develop Permanent Supported Housing programs in Alaska. Projects were selected in Mat-Su and Juneau and will begin construction in 2019 and 2020.

Strategy: Increase Pool of Operating Support to Preserve Existing Housing Stock

- AMHTA and AHFC provided operating support to assist 293 households in permanent housing across the state through the Special Needs Housing Grant Program.

- Mat-Su Health Foundation provided $100,000 in funding through Valley Charities to support programs serving homeless and at-risk adults in Mat-Su.

Strategy: Increase Number of Units Available to Priority Populations

- The Returning Home Program, a partnership between AHFC and DOC, supports 96 families per month through rental assistance for returning citizens released from incarceration.

- Moving Home, a partnership between DHSS and AHFC, provided rental assistance for 150 families per month transitioning into housing from homelessness or institutional settings.

- AHFC and DHSS Office of Children's Services provided rental assistance to 20 youth, aged 18-24, per month transitioning out of foster care.

- AHFC's Empowering Choice Housing Program which provides rental assistance to families displaced due to domestic violence and sexual assault supported 185 families per month.

- Veteran's Affairs Supportive Housing (VASH) program, administered by AHFC and the Veteran's Administration supplied 286 rental assistance vouchers for veterans experiencing homelessness per month.

- Anchorage finalized the Youth Homelessness Demonstration Project with grantees increasing host home options for LGBTQ youth (Choosing our Roots and NeighborWorks Alaska), 8 permanent supporting housing beds for young adults (Volunteers of America), increasing capacity for 40-50 rapid rehousing beds for youth and youth adults (Covenant House) and increasing related permanency navigation services (Covenant House).

- Path to Independence is a partnership between Weidner Apartment Homes and Cook Inlet Housing Authority to provide 40 housing units for families experiencing homelessness. The program requires work-able adults to seek employment or vocational training.

Additional Accomplishments

- Fairbanks North Star Borough (FSNB) and Eielson Air Force Base are preparing for two squadrons of F35s that includes 1,474 families expected to arrive over the next two years. A task force has been created to address construction of up to 532 new units in a community with harsh winter conditions and without uniform building codes.

- My Place is a Rapid Re-Housing program resulting from a collaboration between Alaska Mental Health Trust Authority (AMHTA), City of Fairbanks, Fairbanks Housing & Homeless Coalition, and eight local agencies. The project is housed at Fairbanks Rescue Mission and is expected to support 40 families through coordinated entry.

- Juneau's Forget-me-Not Manor opened October of 2017, providing 32 beds of supported housing for those with alcohol abuse challenges. Fundraising for Phase II is under way and would provide an additional 32 rooms.

- The City and Borough of Juneau supported a Cold Weather Emergency Shelter from December 1, 2017 to April 15, 2018. The shelter was run by Glory Hall and AWARE, and provided 30 beds on nights when temperatures fell below freezing.

- Southeast Alaska Independent Living (SAIL) received $15,000 from the Juneau Community Foundation to upgrade a residence in Juneau Village so that elders with hearing loss, vision loss and mobility impacts could age in place.

- Juneau Community Foundation HOPE funds were used to prevent homelessness for 90 households; 61 received prevention assistance, 29 received placement assistance.

- No Limits supports citizens returning from DOC custody in Fairbanks. In FY18, No Limits increased street outreach/prison in-reach and supportive services through federal grant funding and received SFY19 Continuum of Care funding to develop the Home Free Permanent Supportive Housing (PSH) program. Additionally, No Limits has recently enacted sober living at Prosperity House to assist tenants struggling with addiction.

- Love In the Name of Christ (Love INC) launched Loving Families, a housing solution for families experiencing homelessness in Fairbanks, late last year. The program connects families with housing, financial, and spiritual support. Families in the program stay in participating churches for one week at a time with the goal of securing permanent housing within 90 days of enrollment. All five families were successfully housed in under 90 days through the help of 484 volunteers providing over 7,234 volunteer hours. The families completed 462.5 hours of case management and 246.5 hours of education.

Priority 2: Supportive Services: Individuals and families experiencing or at-risk of homelessness should have access to all eligible services and supports.

Strategy: Increase Funding and Sources of Supportive Services in Underserved Areas

- AMHTA, DOC and AHFC administer the Discharge Incentive Grant Program that provides housing placement and services support to individuals re-entering the community.

- Juneau Alliance for Mental Health (JAMHI) received an AMHTA grant for $100,000 to improve participation in Medicaid-funded services and improved response to clients in crisis.

- Juneau's medical respite provided temporary housing for clients unable to recover in a shelter environment. The program had a budget of $3,000 last year, which will increase to $10,000 through additional funding from Bartlett Regional Hospital.

- JAMHI operated a health care clinic for case management, behavioral health, and primary care services in coordination with Juneau Housing First Collaborative which operates Forget Me Not Manor providing 32 permanent housing units for chronically homeless individuals. Additional funds from the Juneau Community Foundation supports the program.

- Alaska Family Services in Mat-Su has obtained funding to provide case management and behavioral health services to our low-income individuals and families who may also be experiencing domestic violence.

- Mat-Su Health Foundation is funding a full-time case manager to work with returning citizens through the Mat-Su Reentry Coalition, a program supported by the Mat-Su Coalition on Homeless and Housing.

Strategy: Increase Income and Employment Opportunities for Persons in Transition

- Breadline Inc.'s Stone's Throw is a 12-week, two-tier training program supported by AMHTA, Rasmuson Foundation, Tanana Chiefs Conference, Department of Labor, Division of Vocational Rehabilitation and Adult Learning Programs of Alaska. Stone's Throw serves people experiencing homelessness and near homelessness.

- The City and Borough of Juneau is committing $9,000 to a contract administered by the Glory Hole that assists with sidewalk and street clean-up.

- Mat-Su Coalition on Homelessness and Housing has partnered with Mat-Su Job Center to provide a trained staff person to work with homeless individuals referred by coalition partners.

Strategy: Increase Outreach Services

- Juneau Community Foundation granted $72,000 for homeless navigator programs at Zach Gordon Youth and Saint Vincent de Paul.

- Municipality of Anchorage established a Mobile Intervention Team, housed within the Police and Fire department, to provide services and outreach to high vulnerability clients in Anchorage. MIT conducts camp outreach and operates Anchorage's coordinated entry.

Strategy: Maintain and/or Expand Emergency Lodging Options as Needed

- AHFC and the AMHTA supported 17 emergency shelters statewide through the Basic Homeless Assistance Program.

- Juneau established a 28-bed seasonal low-barrier cold weather shelter, which opened December 1, 2017 and closed April 15, 2018. 158 individuals were served across 715 bed nights.

- Anchorage's Emergency Cold Weather Shelter program continued to provide shelter for up to 24 families per night from October to May through the support of 9 churches and numerous volunteers. The shelter program resumed in October of 2018.

Additional Accomplishments

- Fairbanks Rescue Mission provides outreach at homeless encampments weekly. The Fairbanks Native Association (FNA) Street Outreach & Advocacy Program (SOAP), Fairbanks Youth Advocates (FYA), Bright Futures, and the school district all have youth outreach services.

- Angels In Motion (AIM) is a group of community members that engage people experiencing homelessness in downtown Fairbanks. AIM has built considerable rapport with many people struggling with housing barriers and has partnered with Fairbanks Housing & Homeless Coalition (FHHC) to connect people with resources.

- The AMHTA provided funding for a culinary training program in Fairbanks and Anchorage modeled after the Catalyst Kitchen which is a social enterprise model working to provide training and employment opportunities for chronically homeless individuals.

- The AMHTA provided funding to the YWCA to develop and provide an ongoing economic literacy program to educate individuals on budgeting and support them to better understand their personal financial circumstances.

- The AMHTA provided funding to Anchorage Community Mental Health Services to develop and implement their supported employment vocational program for transitional aged youth and adults.

- The AMHTA and the Division of Vocational Rehab have partnered to provide startup funds to more than 10 agencies across the state to provide pre-employment services to ensure individuals have the skills and resources needed to seek and become employed.

- New partnerships were created in Anchorage to provide emergency shelter beds for youth and single adults during the winter months when existing shelters were at capacity.

- MY House, Knik House, and Pacific Northwest Adult and Teen Challenge have added emergency housing beds to their programs in the Mat-Su Valley.

- The AMHTA supported efforts to increase the number of certified benefits counselors throughout the state and developed an interactive website, DB101, so individuals can generate a customized benefitsanalysis.

Priority 3: Education, Engagement, and Policy: *Community and statewide education, engagement, and policy efforts among stakeholders and interested parties is central to addressing issues of homelessness.*

Strategy: Landlord Engagement, Education, and Support

- The Municipality of Anchorage, Anchorage Coalition to End Homelessness, and the United Way of Anchorage, launched Anchorage's first landlord liaison program designed to engage and educate landlords to increase the available pool of rental units for all agencies in Anchorage.

- The AMHTA provided financial support for Alaska Legal Services to deliver Fair Housing Advocacy and Education throughout Alaska.

- The Mat-Su Coalition on Housing and Homelessness hosted a Landlord Appreciation Luncheon to thank landlords and property managers who partner with the coalition to support homeless and special needs populations.

- The Salvation Army, Restore Inc., Interior Alaska Center for Non-Violent Living, and a number of local veteran's services are actively engaging and recruiting landlords to participate in voucher driven housing programs in Fairbanks.

Strategy: Encourage Housing Policy at the Local Level

- The City and Borough of Juneau Assembly included $45,000 in the FY2019 budget to fund consultant studies on the most efficient delivery of behavioral health care and addiction services. Another $45,000 is anticipated in the FY2020 budget. These studies are designed to improved success for scattered site supported housing.

- The AMHTA continues to support Municipality of Anchorage, City of Fairbanks and City and Borough of Juneau Homeless Coordinator Positions within the Mayor's office to lead efforts to reduce homelessness. A new Rural Housing Coordinator position is being developed to support communities across the state.

- The Municipality of Anchorage has invested in the Mobile Intervention Team and hired a Chief Housing Officer in addition to a Housing and Homeless Coordinator. The muni is partnering with AMHTA, Rasmuson Foundation and other partners in the Anchorage Homeless Community Leadership Council to develop the Anchored Home plan to address housing shortages across multiple populations.

Strategy: Support Local Housing Organizations to Coordinate Planning Services and Reporting

- The AMHTA and AHFC support the Alaska Coalition on Housing and Homelessness Executive Director Position to provide statewide education, engagement, and policy efforts on issues of housing and homelessness.

- The DHSS and the AMHTA support the Anchorage Coalition to End Homelessness Director Position to further community efforts to address issues of homelessness.

- In January of 2018, the Alaska Coalition on Housing and Homelessness adopted policies for a statewide coordinated entry system that began actively referring clients in fall of 2018. The system provides a uniform evaluation tool that prioritizes the most vulnerable of residents and refers them to housing resources both within their community and in other areas of the state.

<u>Priority 4: Prevention:</u> *Prevention support is essential to mitigating episodes of homelessness.*

Strategy: Eliminate Discharge to Homeless Shelters and the Streets from State Institutions

- The Brother Francis Shelter in Anchorage continues to operate a respite care program for clients newly discharged from medical treatment which provides space for clients to recuperate from acute physical ailments or injury on a short-term basis. The program opened in April of 2017 and the 80 percent of the pilot program participants did not return to homelessness after entering the program.

- Emergency shelters in Fairbanks are developing programs to eliminate discharge from the shelters into episodes of homelessness. The Fairbanks Rescue Mission has the My Place RRH program and the Joshua Community, a sober living housing project. IACNVL has a Transitional Housing (TH) program, two Permanent Supportive Housing (PSH) programs, and is developing a third PSH. The Door has been exploring youth specific TH and RRH programs.

- Juneau's Tlingit & Haida Regional Council is proposing modification of their downtown Harbor Hotel into reentrant housing open to all men without sex offenses. The proposal is to house 12-15 individuals in a sober living environment.

- The Mat-Su Homeless Assistance Program leveraged state and federal grant funds to help 1,885 clients remain in housing or find new housing during FY18. Of these 50% were having difficulty due to lack of employment or low income, 27% were dealing with health or safety issues, and 16% were facing loss of a roommate or spouse.

- The funds assisted 333 with partial rent payments, 285 with utility payment assistance (this helped avoid shut-offs and evictions), and 25 were helped with paying for transitional housing rent.

- Seven agencies: Alaska Family Services, Blood-N-Fire Ministries, Daybreak, Inc, Family Promise Mat-Su, MY House, Salvation Army of Mat-Su, and Valley Charities, Inc share the responsibility of serving clients with the HAP grant funds. They offer many services along with homeless prevention.

- Gastineau Human Services established a 10-bed residence for men participating in long-term treatment of substance use disorders and co-occurring mental illness in 2017. This program was expanded at the end of FY2018 to offer two sober-living apartments for individuals who have completed long-term treatment but are unable to secure housing in the community that is supportive of their continued recovery.

Strategy: Improve Outreach and Linkages to Housing Resources and Services

- The AMHTA in partnership with the DOC provided support for Re-Entry Coalitions in Fairbanks, Mat-Su, Anchorage, and Juneau to develop and implement a gap analysis and needs assessment to create a comprehensive plan for reducing recidivism and ensuring service supports are available.

- DOC updated their inmate database to include a homeless screen, which will help identify and track individuals in need of housing and will increase the coordination of care services prior to release into the community.

Strategy: Maintain Centralized Pool of Prevention Resources

- Over 1,800 households were provided prevention assistance by 24 organizations statewide through AHFC's Basic Homeless Assistance Program in partnership with the AMHTA.

- The Juneau Coalition on Housing and Homelessness, in coordination with partner agencies, maintains a centralized pool of prevention resources from state and local funding sources.

- Brother Francis Shelter in Kodiak serves as the centralized location for prevention resources for their community with approximately 96% of Kodiak's prevention resources administered through that organization.

Additional Accomplishments

- Annually, communities throughout the state conduct a Project Homeless Connect event which connects persons experiencing homelessness or at-risk of homelessness with service providers.

- The DHSS supported the CHOICES Assertive Community Action (ACT) team in Anchorage to provide multi-disciplinary support for 44 homeless adults with serious mental illness and/or co-occurring serious mental illness and substance use disorders.

- The DHSS supported RurAL CAP's Intensive Case Management Program which provides outreach, case management, and other supports for homeless individuals experiencing serious substance disorders. Twenty-one individuals have formally been enrolled in services and an additional 29 individuals have received outreach services through this program.

- Providence Health and Services has partnered with the Municipality of Anchorage, United Way, and the Anchorage Coalition to End Homelessness to provide support for coordinated entry transition coordinators, a case manager, and outreach support.
- The Seward Peninsula Housing Coalition is a newly developing housing coalition that brings together local non-profits, the regional housing authority, and local tribes to collaboratively address housing issues in the region.

- In December 2017, the Fairbanks Housing & Homeless Coalition (FHHC) hosted the Fairbanks Symposium on Homelessness. The symposium connected over 200 local stakeholders, local government, state/federal agencies, funders, and leading national experts to discuss the need and ability of the community to create an RRH program. The symposium was the catalyst that led to ten organizations collaborating on and establishing the My Place RRH program.

: Data: *Timely and accurate data is essential to making housing and homeless policy decisions.*

Strategy: Expand Homeless Service Provider HMIS Coverage

- Statewide HMIS participation has more than doubled since 2015 and maintains an "A" grade for data completeness. AKCH2 is working with the Alaska Council on Domestic Violence and Sexual Assault to transition DV providers to the Domestic Violence Information System (DVIMS), a VAWA compliant database equivalent to the HMIS system.

Strategy: Develop Strategies for Gathering Homeless Data from Organizations Not Connected to HMIS

- The DEED gathers information from school districts throughout the state to generate a yearly report on homeless children and youth.

- The Alaska Coalition on Housing and Homelessness, Anchorage Coalition to End Homelessness, and AHFC continue to gather homeless data from organizations not connected to the system through the annual Point-in-Time Count and Housing Inventory Chart.

- The Alaska Coalition on Housing and Homelessness is working with Association of Alaska Housing Authorities (AAHA) to increase tribal participation in the annual Point in

Time count. In addition, AKCH2 Board is reviewing changes in shelter and homelessness definitions to capture rural Alaska's severe overcrowding crisis.

Strategy: Coordinate Community Prevention Services

- Community prevention services are coordinated in some communities through AHFC's Basic Homeless Assistance Program.

- United Way, with support from AHFC, operates 211 and 211.org as a statewide service to link community members with immediate resources such as cold-weather shelters, or homeless prevention supports such as utility assistance. 211 is also an entry point for clients to access the coordinated entry system for the purposes of assessment and referral.

APPENDIX C

TABLE 3A, Summary of Specific Annual Objectives

TABLE 3C, Planned Project Results

Table 3A, Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	Expected Number	Actual Number	Percent Completed
DH-1	**Availability/Accessibility of Decent Housing**						
DH-1.1	Home Opportunity Program: Creating opportunities for home ownership through education and financial assistance.	HOME	Number of homebuyers receiving assistance.	2020	40 50	26 72	65% 144%
DH-1.2	Tenant Based Rental Assistance: Improving the availability of affordable housing options through rental subsidies.	HOME	Number of tenant households receiving rental assistance.	2021	40 50	20 50	50% 100%
				2022	40 50	11 32	28% 64%
				2023	40 50		
				2024	40 50		
			MULTI-YEAR GOAL		**200** **250**	**46** **122**	57% 122%
DH-2	**Affordability of Decent Housing**						
DH-2.1	Rental Housing Dev - Creating affordable decent housing opportunities through the creation, rehabilitation and preservation of existing housing resources.	HOME/HTF	Number of affordable units developed. NOTE: Only the federal HOME units are reported.	2020	8	9	113%
				2021	8	20	250%
		HOME		2022	8	21	263%
				2023	8		
				2024	8		
			MULTI-YEAR GOAL		**40**	**29**	181%
DH-2.2	Homeowner Housing Added through Homeownership Development Program	HOME	Number of affordable units developed.	2020	15	6	40%
				2021	15	11	73%
		HOME		2022	15	0	0%
				2023	15		
				2024	15		
			MULTI-YEAR GOAL		**75**	**17**	57%
DH-3	**Sustainability of Decent Housing**						
DH-3.1	Owner Occupied Rehab- Create decent housing with improved or new sustainability. (This program was no longer funded in FFY2016)	HOME	Number of homeowners receiving assistance.	2020	0	0	0%
				2021	0	0	0%
				2022	0	0	0%
				2023	0		
				2024	0		
			MULTI-YEAR GOAL		**0**	**0**	0%

Optional Table 3A Summary of Specific Annual Objectives (cont)

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	Expected Number	Actual Number	Percent Completed
SL-1	**Availability/Accessibility of Suitable Living Environment**						
SL-1.1	Create a suitable living environment through new construction or renovation of public facilities to benefit low to moderate income persons.	CDBG	Number of persons with new access to a public facility or infrastructure benefit.	2020	1511 0/0	672	45%
				2021	1511 0/0	23,097	1,1528.6%
SL-1.2	Create a suitable living environment by providing funding for owner-occupied housing rehabilitation services which address emergency needs and health and safety measures for LMI households.	CDBG		2022	1511 0/0		
				2023	1511 0/0		
			Number of LMI households receiving funding to address health and safety issues <u>and</u> number of persons in those households benefitting.	2024	1511 0/0		
			MULTI-YEAR GOAL		**7,555**	**23,769**	**315%**

Table 3C (Optional)

Annual Action Plan
Planned Project Results

Outcomes and Objectives	Performance Indicators	Expected Number	*Activity Description*
DH 1.1	Number of homebuyers receiving assistance.	40	HOME Opportunity Program
DH 1.2	Number of tenant households receiving assistance.	50	Tenant Based Rental Assistance
DH 2.1	Number of HOME units developed.	8	Rental Development Program
DH 2.2	Number of affordable units developed.	15	Homeownership Development Program
DH 3.1	Number of homeowners receiving assistance.	0	Owner-Occupied Rehabilitation Program
SL 1.1	CDBG- Number of persons with new access to a public facility or infrastructure benefit.	100	CDBG- Community Development
SL 1.2	CDBG- Number of LMI households receiving benefits to address health and safety issues and number of persons in those households benefitting.	20	CDBG Owner-Occupied Rehabilitation Program
SL-1.3	ESG- Number of homeless facilities upgraded (beds added)	0	Rehabilitation/ Renovation
SL-1.4	ESG- Number persons assisted in homeless facilities	100	Maintenance & Operating Costs
SL-1.5	ESG- Number of homeless persons who benefited from shelter or services (homeless prevention)	100	Essential Services

***Use one of 9 outcome/objective categories**

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Appendix D

Public Hearing Transcript

Public Hearing Transcript

The public hearing is scheduled for April 19, 2023 from 3:00p.m. to 5:00pm at AHFC’s Anchorage headquarters. The hearing transcript will be recorded in Appendix D.

Alaska Housing
FINANCE CORPORATION

Appendix E

Public Comments

Public Hearing Transcript

Public comments will be recorded in Appendix E.

APPENDIX F

HOME Resale and Recapture

APPENDIX F

A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds according to 24 CFR 92.254(a)(4) are as follows a

HDP Resale Model

The resale model requires that when a homeowner sells their home, he or she sells it for a restricted price to a low income household (80% below the median income). HDP funds up to $40,000 may be provided in assistance. HOP funds can only be used for down payment and closing cost assistance in a project assisted with HDP funds. Interest buy downs are not an eligible cost.

When using the resale method, the original HOME-assisted buyer must receive a fair return on investment if the property is sold during the period of affordability. A fair return on investment is calculated as shown in Resale Methodology demonstrated below.

Capital improvements are permanent structural improvements or restoration of some aspect of the property that will either enhance the property's overall value or increases its useful life. Capital improvements have to last for more than one year and add value to the home, prolong its life, or adapt it to new uses. The improvements must still be evident when the home is being sold. Repairs and maintenance items are not considered capital improvements. Repairs return something to its original condition and are done to maintain a home's good condition without adding value or prolonging its life (e.g., painting, fixing sagging gutters).

Capital improvements that are no longer a part of the home or that have reached their useful life will not be included when determining the fair return on investment.

The value of capital improvements will be based on the actual costs of improvements as demonstrated by the homeowner's receipts.

It is important to note that if the house depreciates in value, the original homebuyer may not receive a return on his or her investment because the home sold for less or the same prices as the original purchase price. In addition, a homeowner's return on investment is limited by the amount of the market appreciation.

Housing under the resale provision must remain affordable to a reasonable range of low-income homebuyers. Low-income households between 30 to 80 percent of area median incomes are considered to be within the reasonable range of borrowers that should be targeted for the subsequent purchase of units utilizing the resale method. A household's monthly PITI payments must be at least 23% of the borrower's monthly income as qualified by the primary Lender and in no circumstances exceed 40%. If funding is available and the

homebuyer is eligible, HOP assistance may be used to assist the subsequent low-income borrower.
For purposes of the HOME program, acceptable HDP projects using the resale option must include the following features:

1. HDP restrictions must remain in place for the minimum period affordability. The resale affordability period will be determined by amount of direct development assistance provided under the HDP in addition to any HOP assistance provided to the original homebuyer. The affordability period is based on the amount of assistance and is as follows:

Less than $15,000	5 years
$15,000 to $40,000	10 years
More than $40,000	15 years

For example, a unit may receive $40,000 in HDP development subsidy and $10,000 in down payment assistance from the HOP program. The total HOME assistance is $50,000 and the affordability period is 15 years. All subsequent homebuyers for 15 years will need to be eighty percent (80%) below the median income.

2. An assistance agreement with the original homebuyer and all subsequent homebuyers must be established based on the affordability period.

3. In the event that the original homebuyer sells the home and the subsequent homebuyer receives HOP assistance the resale period restarts, based on the amount of new HOP assistance received. For example, the original homebuyer received $50,000 in HOME assistance (development subsidy + down payment assistance) and the affordability period was 15 years. The homebuyer sold the home after owning it for 5 years and the new homebuyer received $10,000 in HOP assistance. The affordability period would restart at time of sale and would now be 5 years.

4. A sample ground lease for the property must be approved by AHFC before any assistance will be approved. The lease must specify the grantees first right of refusal, the homeowner’s maximum share of appreciation, resale formula, and other restrictions required by 24 CFR Part 92.

5. The resale formula may allow the homeowner to realize a maximum of 50 percent of the home’s (market) appreciation. Increased home value due to the homeowner’s capital investment in the home may be retained in full by the homeowner.

6. The remaining (market) appreciation (at least 50 percent) must be factored into the resale formula to reduce the home’s subsequent sales price, making the home increasingly more affordable over the lease period.

7. The grantee must agree to exercise a first right of refusal in any subsequent sales of the home.

8. The grantee must agree to verify incomes of the original homebuyer and any subsequent homebuyers, and provide documentation of income verification to AHFC during the affordability period.

RESALE FORMULA

The Maximum Sales Price is the maximum amount the homeowner may receive when selling the property to a low-income household. The Maximum Sales Price shall be the lesser of the current appraised value at the time of sale or the price determined by the following formula:

Homeowner's Purchase Price [see step (a)]
$____________
Plus Appreciation Due to Homeowner Capital Improvements
+____________
Plus Homeowner's Share of Pro-Rated Market Appreciation
[see step (e)]
+_____________
Equals Maximum Sales Price:
$_____________

(a) Determining Homeowner's Purchase Price: Homeowner and Grantee agree that the Homeowner's Purchase Price is calculated as follows:

Total Initial Sales Price:
$____________
Less any grant or subsidy assistance provided to Homeowner
to assist in the purchase of the home
$_____________
Equals Homeowner's Purchase Price:
$_____________

The Initial Sales Price for any subsequent owner shall be the sales price of the property at the time of that owner's purchase. The Homeowner's Purchase Price shall be recalculated using the formula above at the time of that owner's purchase, and may be recorded as an amendment to this agreement at the time of that subsequent sale.

(b) Determining Market Appreciation: At the time of sale by Homeowner the Market Appreciation is calculated as follows:

Current Appraised Value
$_________
Less Initial Appraised Value [see step (c)] -
____
Less Appreciation Due to Homeowner Capital Improvements -
____

Equals the Market Appreciation

$__________

(c) Determining Initial Appraised Value: Homeowner and Grantee agree that at the time Homeowner purchased the property, the Initial Appraised Value of the property was $[Input Initial Appraised Value]. The initial appraised value for any subsequent owner shall be the appraised value of the property at the time of that owner's purchase, and such amount may be recorded as an amendment to this agreement at the time of that subsequent sale.

(d) Prorating the Homeowner's Investment as part of Market Appreciation

To preserve the public subsidy that helped to make possible this affordable homeownership opportunity, it is necessary to determine the ratio of public subsidy and private investment that contributed to the Market Appreciation. The ratio is calculated by comparing Homeowner's Purchase Price to the Initial Appraised Value. Appreciation is then prorated by this ratio. Following is a step-by-step approach for calculating Prorated Appreciation.

Homeowner's Purchase Price [see step (a)]
$__________
Divided by Initial Appraised Value [see step (c)]
/___________
Times Market Appreciation [see step (b)]
x___________
Equals Prorated Appreciation
$___________

(e) Determining Homeowner's Share of Prorated Market Appreciation:

The Homeowner's Share of Appreciation shall be determined by multiplying the Market Appreciation by the 50% (fifty percent). Following is a step-by-step approach for calculating Homeowner's Share of Appreciation:

Prorated Appreciation [see step (d)]
$__________
Multiplied by the Shared Appreciation Factor
X______.50
Equals Homeowner's Share of Prorated Market Appreciation
(if amount is negative, enter 0)
x___________

F. HDP Recapture Model

Under the recapture model the first $10,000 in direct assistance is provided as a forgivable loan. Direct assistance is defined as the difference between the market value and sales price of the home in addition to any HOME assistance. For every year the homeowner continues to own the home and make it his or her primary residence, the loan will be forgiven by a maximum of $2,000, or twenty percent (20%) of the loan, whichever is less. Any remaining

HDP assistance provided will be secured against the home as a loan with zero percent (0%) interest, repayable at the time the homebuyer no longer owns the property. If the homeowner fails to meet the primary residency requirement during the affordability period, the full amount of assistance is due and owing.
The recapture provisions will be triggered by a sale prior to the completion of the affordability period. The amount subject to recapture is the total amount of direct assistance less the prorated amount of the first $10,000 forgiven per the terms described above plus any amounts that are not forgiven.

In the case of a sale (voluntary or otherwise) the maximum amount of funds subject to recapture is limited to whatever net proceeds (if any) are available. The homeowner must show that the appraised value of the home is not sufficient to pay off the HOME loan(s) in addition to any other lien in superior position, and standard and customary seller's closing costs. Net proceeds are calculated by the sales price less any non-HOME loans or repayments less closing costs.

The following is part of the Homeownership Development Application form that sub-recipients must complete. In the form, an election must be made:

T-#9: Recapture and Resale Restrictions
All units that will utilize HOME funds in the construction or in the permanent financing (homebuyer assistance) must be HOME units. These units must have a resale/recapture restriction recorded on the property that will limit sales of these homes to households at or below no more than 80% of the median income. The proposed homeownership project will utilize the following subsidy restriction: -Recapture -Resale
If resale is chosen, are home prices in the community are rapidly increasing or is the community is considered a "high cost area". For this purpose, "high cost area" is defined as an area in which HOME purchase limits exceed $300,000 (refer to Attachment H for purchase limits). Attach any support documentation for this part in the online application system under T-#9.
If resale is chosen, describe the applicant's experience, capacity and qualifications needed to execute and service resale agreements for the term of the agreements. Attach any support documentation for this part in the online application system under T-#9.
If resale is chosen, describe the applicant's experience and capability to income qualify future homeowners. Attach any support documentation for this part in the online application system under T-#9.
If resale is chosen, describe how the applicant will meet the requirements outlined in the NOFA Application Instructions at T-#9 (Threshold Item #9) d), e), f) g), h) and i):
If resale is chosen, describe how the proposed project's resale formula addresses the fair return requirements outlined in the application instructions.
If resale is the chosen option, attach the proposed resale formula in the online application system under T-#9.

Appendix G

State Certifications and SF-424 Forms

The certifications included in Appendix G will be signed and submitted to HUD with this Annual Action Plan following the public comment period.

Appendix H

ESG Written Standards and Sub-awards

Emergency Solutions Grant (ESG) Program

Policies and Procedures Manual

January 2020

The manual and guides provide a basic overview of the Emergency Solutions Grant Program and its eligible activities and requirements. Policies and procedures may be updated as the need arises. They are not intended to replace existing guidance produced by HUD. Additional program information can be found on the HUD Exchange ESG Page.

Contents

SECTION 1: PROGRAM DESCRIPTION

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. The ESG Interim Rule took effect on January 4, 2012. In addition, the HEARTH Act provides grantees with the programmatic framework to maximize communitywide planning and strategic use of resources, and to improve coordination and integrate with mainstream services to increase efficiency, including services funded by other programs targeted to homeless people. Based on the Emergency Solutions Grant (ESG) regulations at 24 CFR Subpart F § 576.500 the following policies were established and implemented by the State of Alaska. All ESG programs must implement, at a minimum, the policies contained in this document.

Agencies must comply with applicable laws and guidance including the requirements of:

- Housing and Urban Development (HUD) [Docket Number FR-5474-I-01]
- Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302)
- 24 CFR Part 91
- 24 CFR Part 576
- PART 91 — Consolidated Submissions for Community Planning and Development Programs
- The HEARTH Act
- OMB Uniform Guidance
- HUD Eligibility Determination and Documentation Guidance

These funds must exclusively be used for Street Outreach, Emergency Shelter, Homelessness Prevention Assistance, Rapid Rehousing Assistance, Homeless Management Information Systems (HMIS), and Administration.

Purpose of this Document

The Emergency Solutions Grants Program Policies and Procedures Manual serves as a guide to units of local government and private non-profit organizations interested in participating in the State-administered Emergency Solutions Grant (ESG) Program.

The Emergency Solutions Grants Program Policies and Procedures Manual will assist subrecipents to implement efficient and compliant ESG programs. It does not explain various AHFC processes, e.g., contracting, reporting, invoicing, etc. These types of processes are subject to changes; for more information, contact Alaska Housing Finance Corporation (AHFC) ESG staff.

The Alaska Emergency Solutions Grant Program Policies and Procedures Manual does not replace the regulations contained in 24 CFR Part 576, and subsequent amendments, or any other applicable Federal, State and local laws, ordinances and regulations pertaining to the Emergency Solutions Grant. ESG programs must always refer to the regulations and the grant agreement in determining what is allowable under 24 CFR Part 576.

Grant Terms

Grants will begin on July and end on June 30 of the following year. Grant funds unexpended during the operating period of the grant will be rolled over into the following operating cycle and distributed via percentage calculation.

Target Population

This program is targeted to individuals and families in Alaska who "but for" this assistance will become or remain homeless.

Eligible Applicants

Eligible applicants for AK-501 CoC funding are private non-profit organizations, provided that for emergency shelter activities, the recipient obtains a certification of approval from the unit of local government for the geographic area in which those activities are to be carried out.

SECTION 2: ELIGIBLE ACTIVITIES

ESG grant funding can be used for five categories; HMIS, Street Outreach, Emergency Shelter, Rapid Rehousing, Prevention Services and eligible Administration Costs. AHFC provides funding for Emergency Shelter, Rapid Rehousing, Prevention and Administration Costs. HMIS services are supported through other state funding and are currently ineligible for ESG funding through AHFC.

Note: Program participants are not to be exited from ESG-funded programs and activities unless the sub-recipient can demonstrate improved and/or steady household income necessary to ensure household stability or terminate in accordance with the formal process established by the Continuum of Care.

If ESG funds are used to improve or renovate a building used for emergency shelter, the subgrantee will comply with the minimum terms of use as set forth by 24 CFR §576.102(c). Grantees must comply with 24 CFR §576.407, other appropriate provisions of 24 CFR §576 and other applicable Federal law concerning nondiscrimination and other equal opportunity.

Street Outreach (24 CFR §576.101)

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Eligible Costs:

Limited to those necessary to provide emergency care on the street. Staff salaries related to carrying out street outreach activities is allowable.

Eligible Program Participants:

Individuals and families who are literally homeless in areas not meant for human habilitation.

Emergency Shelter (24 CFR §576.102)

Shelter funding includes shelter operations and shelter essential services, i.e. case management.

Eligible Costs:

- Case management related to emergency shelter, referrals to employment, healthcare, substance abuse and related services within the community. (Note that referrals can be provided, however, direct case management for employment, health, substance abuse and other related services cannot be provided with these funds).
- Shelter Operations: including maintenance, rent, repair, security, fuel, insurance, and utilities. If major shelter repairs are being undertaken, ESG programs must comply with the requirements of 24 CFR §576.408 concerning displacement, relocation and

acquisition in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Eligible Program Participants:

Individuals and families who are literally homeless residing in an emergency shelter.

Homeless Prevention Services (24 CFR §576.103)

Housing relocation and stabilization services (case management): Funds must be used to create and implement a comprehensive, easily accessible service and housing response system that addresses the needs of those who are homeless or at serious risk of homelessness.

Eligible Costs:

- Short-term rental assistance (3 months)
- Medium-term rental assistance (4-24 months)
- Housing search and placement
- Housing stability case management;
- Rental arrearages (up to 6 months)
- Security and Utility deposits (for new units only)
- Utility deposits or arrearages
- Other related one-time or short-term expenses to assist in maintaining housing
- Leasing assistance, as necessary, to prevent the individual or family from becoming homeless when the assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible Program Participants:

Individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

Risk factors that make finding and maintaining housing more challenging should be used to screen people into assistance rather than screening them out.

Housing Placement (Rapid Rehousing) Services (24 CFR §576.104)

Actions taken to assist homeless persons to obtain permanent housing in properties not operated by the grantee; or payment of security deposits, utility deposits or first month's rent.

Eligible Costs:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

Eligible Program Participants:

Individuals and families who meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

Administration:

Not to exceed 7.5 percent of total ESG program funds awarded. AHFC is passing on all administrative funds directly to local grantees.

Eligible Costs:

- Salaries, wages, and related costs for grantee staff whose primary responsibilities involve program administration, developing systems for ensuring compliance with program requirements, preparing reports and other documents related to the Homeless Assistance Program, performance of financial management responsibilities related to the grant and coordinating the resolution of audit and/or monitoring findings;

- Child care, employment assistance and education assistance.
- Administrative services performed under third party contracts or agreements such as accounting services and audit services; and
- Public information activities, such as notices for pre-development permit hearings or notices to announce availability and eligibility criteria for homeless services.

Ineligible Costs:

ESG funds cannot be used for:

- Continuum of Care Coordinating Expenses;
- Pay for foreclosure prevention;
- Pay rental assistance for rent to own/lease to purchase;
- Provide Prevention Assistance to help those on Section 8;
- Provide assistance (pay security deposits and/or utility deposits etc.) to those living in subsidized housing with the exception for a new voucher holder;
- Assist a household with their rent if they have a project-based voucher;
- Assist individual(s)/households in transitional housing;
- Set aside money for individual(s) who may be at risk of losing their job;
- Assist the homeless or those at risk of becoming homeless to expunge and/or pardon their criminal records or for re-entry advocacy to help ex-offenders get jobs;
- Pay rent bills from a previous address;
- Pay utilities and/or rent for tenants renting a unit owned by a family member.
- Shelter-focused case management;
- Mortgage payments or mortgage refinancing costs to make housing affordable;
- Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period and for the same cost types that are being provided through another federal, state or local housing subsidy program;
- Pet Care;
- Construction or rehabilitation;
- Credit card bills or other consumer debt;
- Car repair for program participants;
- Food;
- Medical or dental care and medicines;

- Clothing and grooming;
- Entertainment activities;
- Cash assistance to program participants;
- Development of discharge planning programs in mainstream institutions such as hospitals, nursing homes, jails, or prisons. However, persons who are being imminently discharged into homelessness from such public funded institutions are eligible to receive financial assistance through ESG;
- Payment of ESG programs licenses, certifications, and general classes (classes not specifically related to these funds); or
- Utility assistance for homeowners.

SECTION 3: PROGRAM BASICS

Eligibility to receive assistance under all ESG programs will be based on the guidelines outlined by HUD, initially by determining if the individual or family qualifies as "homeless" as defined in the HEARTH Act of 2009, SEC. 103, or at-risk of homelessness. Evaluation and eligibility policies and procedures are developed in accordance with the centralized or coordinated assessment requirements set forth under 24 CFR §576.400(d).

Intake

The recipient or its ESG programs must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under § 576.400(d) and the written standards established under § 576.400(e).

Intake Best Practices

DO Complete either the CoC approved Intake form or comparable AHFC approved intake form completely. The Intake form will collect demographic data and help determine which programs the participant is eligible for.

DON'T ask for extraneous information and be mindful of participants' privacy and potential past traumas (i.e. only ask information that is necessary for services/housing to be rendered).

Participants have the right to refuse to answer questions on an intake/discharge form or refuse to have their data entered into HMIS and/or comparable database.

Determining eligibility for each ESG program type by Prior Living Situation

	Emergency Shelter	Essential Services only	Street Outreach	Rapid Rehousing	Homeless Prevention
Street/Car/Tent	Yes	No/Day Shelter only	Yes	Yes	No
Emergency Shelter	Yes	Yes	Yes	Yes	No
Transitional Housing	Yes	No	No	Yes	No
Institution <89 days (street prior)	Yes	No	No	Yes	No
Motel Voucher	Yes	Yes	No	Yes	No
Motel Self-Pay	Yes	No	No	No	Yes
Doubled Up/Couch	Yes	No	No	No	Yes
At-Risk	Yes	No	No	No	Yes
DV Shelter	Yes	Yes	No	Yes	No
Fleeing DV	Yes	No	No	No	Yes

Limited English Proficiency

Executive Order 13166: Limited English Proficiency is a Federal mandate that requires grantees of federal financial assistance to provide “meaningful access” to applicants and beneficiaries of their programs who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English.

Program Requirements for **Homelessness Prevention (HP) & Rapid Rehousing (RRH)**

Any ESG programs receiving RRH/HP funds shall be subject to all of the requirements that apply to the grantee under the HUD ESG Interim Regulations.

Literally Homeless Requirement for RRH

To receive ESG rapid re-housing (ESG-RRH) assistance, an individual or family must demonstrate at initial evaluation that it is **literally homeless** (referred to as Category 1 in the Homeless Definition Final Rule). An individual or family is defined as “literally homeless” if;

1. Living in a public or private place not meant for human habitation,
2. Living in temporary shelter, which includes congregate shelters and transitional housing, or
3. Exiting an institution where the individual or family has resided for 90 or fewer days and was living in shelter or in a place not meant for habitation before entering the institution.

Calculating Income

An ESG eligible household must have a gross annual income that is at or below 30% of the AMI. AMI is determined according to the state and local jurisdiction in which a household resides or enters the program and is dependent on the number of household members.

Homelessness Prevention Income Requirements

The ESG Program interim rule limits eligibility for homelessness prevention assistance to individuals and families with incomes below 30 percent of AMI at intake and incomes that do not exceed 30 percent of AMI at reassessment, which must take place not less than once every 3 months. Income must be calculated at the time of application and every three (3) months thereafter as part of the re-certification process for individuals or families receiving Homelessness Prevention. Income calculations must be documented in the client file.

Rapid Re-Housing Income Requirements

Program participants receiving ESG-RRH assistance do not require an income assessment at initial evaluation. At re-evaluation - which must take place not less than once annually, the participant's household must have an annual income that does not exceed 30 percent of median family income for the area, as determined by HUD.

RRH/HP Requirements for All Program Applicants:

- Assess every program applicant for risk of entering shelter (HP) or verification of their current stay in shelter/on the street (RRH)
- Use a clear documented process to determine the type, level, and duration of

assistance for each program participant, in compliance with the CoC's written standards.

- Re-evaluate eligibility at least once every 3 months for all program participants receiving rental assistance for Homelessness Prevention assistance and every 12 months for Rapid Rehousing assistance.
- Provide case management or support services, as needed, to all program participants receiving assistance in order to transition them to independence.
- Adhere to all data collection and reporting requirements.

Participation in Support Services

Support services cannot be mandated for individual(s) receiving ESG assistance.

Households who are income eligible but fail to make an effort to find employment, secure income, apply for other rental assistance programs etc. although they demonstrated the ability to sustain housing at the time of entry cannot have their assistance terminated based on these criteria.

Participants enter as eligible for three (3) months; they cannot be promised any certain length of assistance (i.e. assistance will be offered/paid month-by-month within the qualifying limits).

Case Management

Sub grantees are expected to provide case management services to all ESG program participants including connecting program participants to mainstream and other resources including

- Referrals to appropriate supportive services including obtaining permanent housing, health treatment, mental health treatment, vocational and educational training, and other services essential for achieving independent living; AND
- Other Federal, State, local and private assistance available to support program participants in obtaining housing stability including;
- Medicaid
- Supplemental Nutrition Assistance Program

- Women, Infants and Children (WIC)
- Federal/State Unemployment Insurance
- Social Security Disability Insurance,
- Supplemental Security Income
- Child and Adult Care Food Programs
- Denali Kid Care
- Senior Benefits Program
- Other resources that assist program participants in obtaining income and other benefits.

SECTION 4: CONTINUUM OF CARE (COC) & SERVICE COORDINATION REQUIREMENTS

The HEARTH Act refocuses homelessness-related strategies on the ultimate goal of reducing and ending homelessness and aligns them with the Continuum of Care planning strategies and performance measures, such as shortening the period of time that persons experience homelessness and helping persons who were recently homeless avoid becoming homeless again. Communities receiving ESG funds should develop formal strategies that will ensure the success of coordinated community efforts as outlined in 24 CFR § 576.400.

Area-Wide Systems of Coordination Requirements 24 CFR §576.400(a)

ESG programs requesting ESG funding must demonstrate such collaboration and document that proposed activities will assist the CoC in meeting identified outcomes. All ESG programs must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the CoC or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness in that area. ESG programs must document how these and other programs will be used in collaboration with proposed ESG-funded activities.

Alaska Balance of State Continuum of Care and ESG programs need to work together and need to establish and meet performance standards (24 CFR §576.400 (a-c) such as:

- Reducing the average length of time, a person is homeless;
- Reducing return to homelessness;
- Increasing access to permanent housing;
- Reducing the number of homeless individuals and families;
- Improving employment rate and income amounts of program participants;
- Reducing first time homelessness;
- Preventing homelessness and achieving independent living in permanent housing for families and youth defined as homeless under other Federal programs; and
- Connect individuals to mainstream resources such as public assistance, vocational and medical care resources 24 CFR §576.401(d).

Coordinated Entry Systems (24 CFR §576.400 (d)

Once the CoC has developed a centralized entry system in accordance with requirements to be established by HUD, each ESG-funded program or project within the CoC's jurisdiction must participate in that assessment system.

Acceptance of an ESG award means the ESG programs agrees to participate in the coordinated entry system implemented by the local CoC. All ESG programs must work with the CoC to ensure that screening, assessment, and referral of program participants are consistent with the written standards required in the next section. A victim service ESG programs may choose not to use the CoC's centralized or coordinated assessment system, but the information must still be provided using anonymous data via a secure process.

Written Standards Requirements (24 CFR §576.400 (e)

ESG programs must establish and consistently apply written standards for providing ESG assistance. Standards must be established for each area covered by the ESG programs, including the area over which the services are coordinated and provided to program participants. ESG programs are required to submit copies of these standards in their annual funding application.

Minimum Written Program Standards for CoC Representatives and ESG programs

- Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG);
- Standards for targeting and providing essential services related to street outreach;
- Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;
- Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;
- Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid Rehousing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see § 576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid Rehousing assistance (these policies must include the emergency transfer priority required under § 576.409);
- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid Rehousing assistance;
- Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be

adjusted over time; and

- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid Rehousing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.

Participation in HMIS 24 CFR §576.400 (f)

The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If the ESG programs is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

Homeless Participation 24 CFR §576.405

ESG programs must provide avenues for homeless participation in programs supported by ESG funds.

- Provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG);
- Develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG). The plan must be included in the annual action plan required under 24 CFR 91.220; or

- To the maximum extent practicable, the recipient or ESG programs must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

McKinney-Vento Act, 42 USC 1130

Develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

State and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.

- Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid Rehousing assistance (these policies must include the emergency transfer priority required under § 576.409);
- Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG);
- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid Rehousing assistance;
- Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid Rehousing assistance that each

program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.

SECTION 5: DOCUMENTATION

Intake Documentation CFR § 576.401(a)

ESG programs must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing.

These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under § 576.400(d) and the written standards established under § 576.400(e).

Alaska ESG programs are required to collect basic demographic data on the persons served with ESG funds. This data includes but is not limited to the information outlined in the HUD Homeless Management Information System (HMIS) Data Standards, more information about these standards can be found online at:
https://www.hudexchange.info/resource/3826/hmis- data-standards-manual/.

HUD Universal Data Elements

Required of ALL ESG Programs	
Name	Project Entry Date
Social Security Number	Project Exit Date
Date of Birth	Destination
Race	Relationship to Head of Household
Ethnicity	Client Location
Gender	Housing Move-In Date
Veteran Status	Living Situation
Disabling Condition	

Housing Status Documentation Options by Program

Program Component	**Documentation of Prior Residence Required at Intake**	**Documentation Options (Must select one)**
Emergency Shelter Operations	Yes	Self-Certification or HMIS Record
Supportive Services	Yes (must demonstrate participants are in shelter)	1. Third Party Documentation (HMIS record, letter from shelter/Street Outreach Worker) 2. Self-Certification Signed by Participant
Street Outreach	No	N/A
Rapid Rehousing	Yes	See next chart for documentation options.
Homelessness Prevention	Yes	

Documentation Options: Homeless/At-Risk Status

Literally Homeless	• Written observation by the outreach worker; or • Written referral by another housing or service ESG programs; or • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above and discharge paperwork or written/oral referral, or • written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution
Imminent Risk of Homelessness	• A court order resulting from an eviction action notifying the individual or family that they must leave; or • For individual and families leaving a hotel or motel— evidence that they lack the financial resources; or • A documented and verified oral statement; and • Certification that no subsequent residence has been identified; and • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
Homeless under other Federal statutes	• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and • Certification of no PH in last 60 days; and • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and • Documentation of special needs or 2 or more barriers
Fleeing or Attempting to Flee DV	**For victim service ESG programs:** • An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. **For non-victim service ESG programs:** • Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and • Certification by the individual or head of household at no subsequent residence has been identified; and • Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

At Risk of Homelessness Individuals and Families	An individual or family who: 1. Has an annual income below <u>30%</u> of median family income for the area AND 2. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 ofthe "homeless" definition AND 3. Meets one of the following conditions: • Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance <u>OR</u> • Is living in the home of another because of economic hardship <u>OR</u> • Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance <u>OR</u> • Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> • Lives in an SRO or efficiency apartment unit in which there resides more than 2 persons or lives in a larger housing unit in which there resides more than one and a half persons per room; <u>OR</u> • Is exiting a publicly funded institution or system of care; <u>OR</u> Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan
At Risk of Homelessness Unaccompanied Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
At Risk of Homelessness Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

General Program Documentation

- Completed Assessment (including data on secondary adults and children)
- Signed HMIS Release(s) (For all adult members of the household)
- Income Verification
- Backup Documentation (Paystubs, third Party Verifications, etc.)
- Housing Status Verification
- Backup Documentation (Doubled-Up Home Visit Form, Signed Note from Shelter, etc.)
- Lack of Resources Documentation

- Current Budget
- Case Notes
- Bank Statements/Credit Report
- Other documents to illustrate lack of resources.
- Staff Certification of Eligibility
- Case Notes and Housing Stabilization Plan
- Re-Evaluation of Eligibility (Completed every 3-months for RR and 12-months for HP)
- All OTHER documents and information collected during RR/HP services
- Financial Assistance Forms
- Lead Compliance Documentation
- Current Unit Inspection Report (Habitability)
- Signed Lease Containing Participant's Name(s)
- Rent Reasonableness Documentation
- Utility Bills (if paid with RR/HP funds)
- Copies of financial assistance payments (checks, POs, etc.)

Required Documentation based on Component Type

	Emergency Shelter	Essential Services Only	Street Outreach	Rapid Rehousing	Homelessness Prevention
Intake/ Discharge Form	Yes	Yes	Yes	Yes	Yes
Case or Service Notes	Yes	Yes	Yes	Yes	Yes
HMIS Release	Yes	Yes	Yes	Yes	Yes
Document of Homeless Status	Yes (HMIS Release suffices)	Yes	Yes	Yes	Yes
Income Documentation	No	No	No	No	Yes
Resource Documentation	No	No	No	Yes	Yes

(at intake)					
Re-certification of Income/ Resources	No	No	No	Yes Annually	Yes Every 3 months

Case / Service Notes Best Practices

Complete case notes for all transactions with participants.

DO focus on tracking progress and explaining or justifying program eligibility or service decisions.

DO include pertinent additional information or explain incongruities in the participant's file.

DO make sure notes are legible and securely stored in the participant file (either electronically in HMIS or in a paper file),

DO sufficiently detail the services provided, including the date, time, type of service, and staff member(s) assisting,

DO spell out the participant's housing plan (to leave or avoid shelter) and any goals they might have set for themselves.

Documentation of Income

Documentation of income is required at the following points:

- Homelessness Prevention – Intake and recertification (every 3 months)
- Rapid Rehousing – Annual recertification (annually)

For participants utilizing Shelter, Services, Rapid Rehousing, and Street Outreach documentation of income AT INTAKE is not required. There are no recertification requirements for Shelter, Services, and Street Outreach.

Participants may collect documentation of income but shall not condition income as a requirement for service eligibility. For participants utilizing Homelessness Prevention, ESG programs must calculate the annual income of an individual or family (as described in 24CFR 5.609).

When calculating income, it's important to keep the following in mind:

- ALL adults (persons 18 and over) MUST have documentation of income (even if there is no income).
- If there are more than one adult in a household, documentation must be provided for each adult household member.
- If an adult has more than one income source or job, each source of income should have its own documentation (i.e. paystubs for employment & TANF benefit letter for Jane Smith).

SECTION 6: RECORDKEEPING AND REPORTING REQUIREMENTS 24 CFR §576.500

In general. The ESG program must have policies and procedures to ensure that ESG funds are used in accordance with the requirements. In addition, sufficient records must be established and maintained to enable the recipient and HUD to determine whether ESG requirements are being met.

ESG programs are responsible for verifying and documenting the eligibility of all ESG participants prior to providing ESG shelter and/or assistance. They are also responsible for maintaining this documentation in the participant case file. ESG programs with insufficient case file documentation may be found out of compliance with ESG program regulations during a State or HUD monitoring.

Intake Procedures for Documenting Homeless Status 24 CFR §576.500 (b)

The ESG program must maintain and follow written intake procedures to ensure compliance with the homeless definition in § 576.2.

- The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless status.
- The procedures must establish the order of priority for obtaining evidence as third-party documentation first, intake worker observations second, and certification from the person seeking assistance third.
    - However, lack of third-party documentation must not prevent an individual or

family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider.

- Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations.

- For each individual and family who receives ESG assistance, the records must include the evidence relied upon to establish and verify the individual or family's at-risk of homelessness status. 24 CFR §5576.500 (c)

  This must also include:

  - Documentation that meets the definition of "at risk of homelessness" 24 CFR §576.2.
    - Source documents (letter of termination, banks statements, eviction notice, etc.
  - Determination of annual income.
  -

- For each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination. 24 CFR §576.500 (d)

Income Documentation required to be included in RRH and HP files 24 CFR §576.500 (e)

For each program participant who receives homelessness prevention assistance, or who receives rapid re-housing assistance longer than one year, the following documentation of annual income must be maintained:

- Income evaluation form containing the minimum requirements specified by HUD and completed by ESG Program Staff; and

- Source documents for the assets held by the program participant and income received over the most recent period for which representative data is available before the date of the evaluation (e.g., wage statement, unemployment compensation statement, public benefits statement, bank statement)

Acceptable Alternatives to Income Source Documentation

- A written statement by the relevant third party (e.g., employer, government benefits administrator) or the written certification by intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period for which representative data is available; or
- To the extent that source documents and third party verification are unobtainable, the written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is reasonably expected to receive over the 3-month period following the evaluation.

If the program participant meets the criteria under paragraph (2) or (3) of the "at risk of homelessness" definition in §576.2, certification of the child or youth's homeless status by the agency or organization responsible for administering assistance under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), the Head Start Act (42 U.S.C. 9831 et seq.), subtitle N of the Violence Against Women Act of 1994 (42 U.S.C. 14043e et seq.), section 330 of the Public Health Service Act (42 U.S.C. 254b), the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786) or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), as applicable.

Program Participant Records 24 CFR §576.500 (f)

In addition to evidence of homeless status or "at risk of homelessness" status, as applicable, records must be kept for each program participant that document:

- The services and assistance provided to that program participant, including, as applicable, the security deposit, rental assistance, and utility payments made on behalf of the program participant;
- Compliance with the applicable requirements for providing services and assistance

to that program participant under the program components and eligible activities:

- o Fair Market Rent 24 CFR §576.106(d)
- o Rent Reasonableness 24 CFR §576.106(d)
- o Housing Standards 24 CFR 576.403(c)
- o Lead-based paint requirements 24 CFR §576.403(a)
- o Lease between the program participant and landlord 24 CFR §576.106(g)
- o Rental assistance agreement between the landlord and recipient or ESG programs 24 CFR §576.106(e)
- o Maximum Amounts and Periods of Assistance (24- month cap in 3-year period) 24 CFR §576.105(c) & §576.106(a)
- o Participation in HMIS 24 CFR §576.400(f)
- o Prohibition of use with other subsidies 24 CFR §576.105(d) & §576.106(c

Participant Records Additional Requirements

Each program must keep two sets of records per program participant:

- Demographic Records - Documentation illustrating data elements required by HUD (participants may refuse to answer questions). These records may be stored in HMIS or equivalent database.
- Service Records - Documentation illustrating provision of services, may include case notes, case plans, "sign-up" sheets, bed lists, leases, etc.

Review and verify documents and payments to ensure compliance with HUD regulations and to avoid and prevent fraud.

Centralized or Coordinated Assessment 24 CFR §576.500 (g)

ESG programs must keep documentation evidencing the use of, and written intake procedures for, the centralized or coordinated assessment system(s) developed by the Continuum of Care(s) in accordance with the requirements established by HUD.

Rental Assistance Agreements and Payments 24 CFR §576.500 (h)

The records must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by program participants.

Utility Allowance 24 CFR §576.500 (i)

The records must document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.

Shelter and Housing Standards 24 CFR §576.500 (j)

The records must include documentation of compliance with the shelter and housing standards in § 576.403, including inspection reports.

- Lead-based paint remediation and disclosure. Required for all ESG funded shelter facilities and all housing occupied by program participants.
- Minimum standards for permanent housing.

Emergency Shelter Facilities 24 CFR §576.500 (k)

The recipient must keep records of the emergency shelters assisted under the ESG program, including the amount and type of assistance provided to each emergency shelter.

As applicable, the recipient's records must also include documentation of the value of the building before the rehabilitation of an existing emergency shelter or after the conversion of a building into an emergency shelter and copies of the recorded deed or use restrictions.

Section 7: HOUSING INSPECTION REQUIREMENTS

An ESG programs cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homeless Prevention and Rapid Rehousing components, including rental assistance and housing relocation and stabilization services. In addition:

- If an eligible household needs homeless prevention assistance to remain in its existing unit, the assistance can only be provided if that unit meets the minimum standards.
- If an eligible household needs homelessness prevention or rapid rehousing assistance to move to a new unit, the assistance can only be provided if the new unit meets the minimum standards.
- The unit the household is leaving does not need to be inspected.
- Minimum standards are required even if one-time assistance is provided (e.g. rental arrears, security deposit, etc.)
- The housing must also comply with other standards established by AHFC that exceed or add to these minimum standards.
- The same standards apply regardless of the amount of rental assistance and/or housing relocation and stabilizations services funds involved.
- The ESG programs must be sure to document compliance with the ESG habitability standards in the program participant's file.

Lead-based Requirements

The lead-based paint requirements exist to protect vulnerable families from potential health hazards. To prevent lead-poisoning in young children, ESG programs must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, H, J, K, M, and R. Under ESG, 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 ESG financial assistance (rent assistance, utilities assistance, utility/security deposits, or arrears),
- The unit was constructed prior to 1978, AND
- A child under the age of six is or will be living in the unit.

Under ESG, 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

ESG assistance being provided, and annually thereafter.

ESG programs are responsible for ensuring that property owners and managers meet the lead-based paint requirements. It may be helpful for ESG programs to think about the requirements in two categories:

Disclosure Requirements

Disclosure requirements are triggered for ALL properties constructed prior to 1978. These requirements require that lessors (property owners or managers) provide tenants with:

HUD's disclosure form for rental properties disclosing the presence of known and unknown lead-based paint; AND

- A copy of the "Protect Your Family from Lead in the Home" pamphlet. Both the disclosure form and pamphlet are available at: https://www.epa.gov/lead/protect-your-family-lead-your-home
- As explained, this requirement actually relates to property owners/managers, but sharing this information with your participants (or ensuring they have received it) is an easy thing to do and will make your job easier.

The Visual Assessment

As explained in the ESG Notice, visual assessments for ESG funded units are only triggered under certain circumstances:

- The leased property was constructed before 1978; AND
- A child under the age of six will be living in the unit occupied by the household receiving ESG assistance.

Staff may become a HUD-Certified Visual Assessor by successfully completing a 20-minute online training on HUD's website at: https://apps.hud.gov/offices/lead/training/visualassessment/h00101.htm

- Depending on the results of the visual assessment, additional steps may be required before assistance can be provided for that unit, as the unit needs to be brought into compliance. There are certain exceptions to the rule.

Visual assessments are not triggered under the following circumstances:

- It is a zero-bedroom or single room occupancy (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 participant 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 participant has a Section 8 voucher and is receiving ESG assistance for a security deposit or arrears (note, in such cases, ESG staff are required to obtain documentation that a visual assessment has been conducted from the ESG programs administering the other form of assistance for the ESG case file); or
- It meets any of the other exemptions described in 24 CFR Part 35.115(a).

If any of the conditions outlined above are met, staff simply needs to document the condition and place a copy in the case file.

SECTION 8: RENTAL ASSISTANCE

Fair Market Rent and Rent Reasonableness

To provide rental assistance with ESG funds, the rental rate plus utilities cannot exceed both HUD's published FMR and/or the rent reasonableness standards, i.e. three (3) comparable rent. Otherwise stated, Contact Rent + Utilities = Gross Rent. The Gross Rent cannot exceed the FMR or the three (3) rent comparables provided in the file. Grantees must:

Calculate the utility allowance for tenants paying their own rent using the attached Utility Allowance Schedule. Add the rental rate and utilities together to determine the gross rent. The rent + utilities cannot exceed FMR. Again, contract rent + utilities = gross rent, which cannot exceed the FMR.

Complete the revised Rent Reasonableness Checklist and Certification. The rents shown as comparable must be equal to or less than the gross rent of the proposed rental.

Calculating Gross Rent

If tenants are responsible for paying their own utilities, the monthly utility allowance must be added to the contract rent amount to calculate gross rent, to determine whether the unit meets the FMR and rent reasonableness standards. Utility costs may include gas, electric, water, sewer, and trash. Telephone, cable or satellite television service and internet service are not included in FMRs and are not allowable costs under ESG.

To determine whether rent is acceptable for ESG rental assistance, the gross rent (rent + utilities) for the current or new unit must first be compared with FMR limits. If the unit's gross rent is at or below FMR limits, then the gross rent must be used to determine rent reasonableness.

- If the gross rent for the unit is below both the FMR and the rent reasonableness standard, then ESG funds may be used to pay rent for the unit.
- If the gross rent for the unit exceeds either FMR or rent reasonableness standard, ESG funds cannot be used to pay any portion of the rent.
- If the reasonable rent for a specific unit in a community is lower than the FMR, then the rent for the unit assisted with ESG funds must not exceed the lesser of the FMR or the rent reasonableness standard.
- If the gross rent for the unit exceeds either the rent reasonableness standard or FMR, ESG recipients are prohibited from using ESG funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Deposits and Non-Refundable Fees

The security deposit cannot exceed one (1) month's rent (limited to one per household per grant term) and utility deposits are an eligible activity if needed. Deposits will remain with the household. Nonrefundable fees such as cleaning fees and late fees cannot be paid from ESG funds. Security Deposits are not included on the IRS 1099 form (include only rent amounts paid to the Landlord).

Rent Reasonableness

Rent for units assisted under the ESG Program (with rental assistance) must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. Documentation shall include market surveys, classified ads, or information from real estate agents, along with a signed lease. When comparing rent reasonableness, the proposed unit must be compared to three (3) other units.

Rental Assistance Agreements

When rental assistance is supported with ESG funds, a program participant and the landlord must have a written lease. In addition, a rental assistance agreement is required between the ESG program and the landlord. The ESG programs must make timely payments to each owner in accordance with the rental assistance agreement. The ESG Program is solely responsible for paying late payment penalties that it incurs with non-ESG funds.

The ESG programs may make rental assistance payments only to an owner with whom the ESG programs has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the landlord must give the ESG programs a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The rental assistance agreement with the landlord must terminate and no further rental assistance payments under that agreement may be made if:

- The program participant moves out of the housing unit for which the program participant has a lease;
- The lease terminates and is not renewed; or
- The program participant becomes ineligible to receive ESG rental assistance.

Lease Requirements

Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks.

SECTION 9: OCCUPANCY STANDARDS

AHFC occupancy standards comply with HQS requirements and outline how the number of bedrooms required by the household will be determined. The following basic standards can be modified to take into consideration specific household composition and circumstances (i.e., pending child custody cases, chronic illnesses, family member who is absent most of the time).

- No more than two persons are required to occupy a bedroom;
- Persons of different generations (i.e., grandparents, parents, children), persons of the opposite sex (other than spouses/couples) and unrelated adults are not required to
- share a bedroom;
- Children of the same sex (regardless of age) and couples co-habiting (whether legally married) must share the same bedroom for purpose of assigning the number of bedrooms;
- A live-in care attendant who is not a member of the family is not required to share a bedroom with another household member;
- Individual medical problems (i.e., chronic illness) sometimes require either separate bedrooms for household members who would otherwise be required to share a bedroom or an extra bedroom to store medical equipment;
- In most instances, a bedroom is not provided for a family member who will be absent most of the time, such as a member who is away in the military.

Occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible and thus, the amount of assistance to be provided. Fair housing rules permit a household to select smaller units that do not create seriously overcrowded conditions. A tenant may select a larger unit if it meets the FMR for the actual number of bedrooms for which they are eligible according to the eligibility guidelines. Tenants are not allowed to give the landlord additional funds for larger units.

Undersized Units: If a family elects to occupy a unit with fewer bedrooms than specified in the Occupancy Guidelines, the FMR is based on the actual number of bedrooms;

Oversized Units: If a family elects to occupy a unit with more bedrooms than specified in the Occupancy Guidelines, the FMR is based on the number of bedrooms specified in the Occupancy Guidelines.

If an additional bedroom is required for an individual who would normally be required to share a room, the reason must be documented in the file. For example: If an additional room is needed because of a medical condition, documentation may be a note from their doctor; otherwise, if the case manager determines an additional room is needed (medical condition, care-giver, medical equipment etc.) the case manager must document the reason in the case management notes.

In cases where college students and children staying only for weekends etc., the amount of time spent in the unit should be taken into consideration before assigning additional bedroom(s). ESG assistance is short-term and a smaller unit is acceptable if it does not create serious overcrowding; a living room can be counted as a sleeping room. If student/children will be in the unit most of the time and future rent will not be a burden, then an additional bedroom can be assigned.

A separate bedroom cannot be issued for an unborn child. Once the baby is born a second bedroom can be issued unless the baby has an older, same sex sibling who has already been issued a bedroom.

Single Room Occupancy

Single room occupancy (SRO) unit provides living and sleeping space for the exclusive use of the occupant but requires the occupant to share sanitary and/or food preparation facilities with others. No more than one person may occupy an SRO unit.

ESG assistance may be provided using SRO Fair Market Rent + utilities.

Agencies can provide ESG assistance provided the rent is not already based upon income (subsidized).

When providing ESG assistance in an SRO unit, there must be a lease in place.

Because no children live in SRO housing, the Housing Quality Standards applicable to lead based paint do not apply.

Habitability Standards

Access: Access doors to the SRO unit must have working locks for privacy. The occupant must be able to access the unit without going through any other unit. Each unit must have immediate access to two or more approved means of exit from the building, appropriately marked and leading to safe and open space at ground level. The SRO unit must also have other means of exit required by State or local law.

Fire Safety: All SRO facilities must have a sprinkler system that protects major spaces. Major spaces are defined as hallways, common areas, and any other areas specified in local fire, building or safety codes. SROs must also have hard-wired smoke detectors, and any other fire and safety requirement required by state or local law.

Sanitary facilities and space and security standards must meet local code requirements for SRO housing. In the absence of local code standards, the requirements discussed below apply [24 CFR §982.605]:

Sanitary Facilities: At least one flush toilet that can be used in privacy, a lavatory basin and a bathtub or shower in proper operating condition must be provided for each six persons (or fewer) residing in the SRO facility. If the SRO units are leased only to men, flush urinals may be substituted for up to one half of the required number of toilets. Sanitary facilities must be reasonably accessible from a common hall or passageway and may not be located more than one floor above or below the SRO unit. They may not be located below grade unless the SRO units are located on that level.

Space and Security: An SRO unit must contain at least 110 square feet of floor space, and at least 4 square feet of closet space with an unobstructed height of at least five feet for use by the occupant. If the closet space is less than four square feet, the habitable floor space in the SRO unit must be increased by the amount of the deficiency. Exterior doors and windows accessible from outside the SRO must be lockable.

All other ESG eligibility requirements apply.

Efficiency or Studio Units

Definition: A small apartment unit which combines living room, bedroom, and kitchenette into a single room. Efficiency apartments are sometimes smaller than studio apartments.

ESG assistance may be provided based on 0-bedroom size at Fair Market Rent + utilities.

All other ESG eligibility requirements apply.

Mobile Home or Trailers

A structure that is transportable in one piece and can be moved from one place to another. The term ‘mobile home’ or ‘trailer’ is often used interchangeably.

ESG funds may assist with these recognized housing units if they are securely attached to a stationary pad, i.e. tied down. The pad may be either a poured basement, concrete slab on grade or, must be securely anchored to the site; the unit may or may not have a ‘tongue’ removed; the unit may or may not be ‘skirted’. Many of these conditions are dependent upon local code requirements.

- ESG will not pay for any unit that can be attached to a vehicle and readily moved from location-to- location.
- ESG will not pay for units that are intended for recreational purposes such as campers or tents.
- Housing Case Managers shall use discretion when committing ESG funds for the use of these units and documentation must be in the file.
- To provide ESG assistance, a lease must be in place.
- ESG assistance may be made for the unit size FMR amount and may include the lot rent if it is written in the lease as such
- FMR amount + lot rent amount should NOT be added together to obtain FMR. It is one

or the other, not both. (Utilities would also need to be considered as part of the FMR).

- Persons receiving ESG assistance may not pay the 'difference' to 'qualify' under FMR amounts.
- ESG may assist those who own units but cannot afford to pay lot rent.
- All other ESG eligibility requirements apply.
- Rent Reasonableness is based on comparable units taking into consideration location and size of unit.
- Units may be in a community setting or on private property.
- Additional Habitability Standards do apply:

Security - A mobile home or trailer must be placed on the site in a stable manner and must be free from hazards such as sliding or wind damage. The home must be securely anchored by a tie-down devise that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist overturning and sliding.

Manufactured Housing - A manufactured home is a manufactured structure transportable in one or more parts that is built on a permanent chassis and designed for use as a principal place of residence.

Minimum Standards for Permanent Housing (Prevention and Rapid Rehousing) 24 CFR §576.404(c)

The recipient or ESG programs cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in this paragraph (c). The recipient may also establish standards that exceed or add to these minimum standards.

1. Structure and materials. The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.
2. Space and security. Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
3. Interior air quality. Each room or space must have a natural or mechanical means of

ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

4. Water supply. The water supply must be free from contamination.
5. Sanitary facilities. Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
6. Thermal environment. The housing must have any necessary heating/cooling facilities in proper operating condition.
7. Illumination and electricity. The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.
8. Food preparation. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
9. Sanitary conditions. The housing must be maintained in a sanitary condition.
10. Fire safety.
    - There must be a second means of exiting the building in the event of fire or other emergency.
    - 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.
    - 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, community rooms, day care centers, hallways, stairwells, and other common areas.
    - The unit must be in compliance with any local codes and regulations. When the regulations are in conflict, the higher safety standard must be met.

Section 10: SERVICE DELIVERY REQUIREMENTS

Equal Access to Housing Regardless of Sexual Orientation or Gender Identity

On February 3, 2012, HUD published a final rule in the Federal Register entitled, "Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity". This rule became effective March 5, 2012 and was amended in September 2016 with 24 CFR §5.106. The rule provides a regulatory provision that prohibits considering a person's marital status, sexual orientation, or gender identity in making homeless housing assistance available. Refer to: https://files.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf for more information.

Gender identity is defined as the gender with which a person identifies, regardless of the sex assigned to that person at birth and regardless of the person's perceived gender identity. Perceived gender identity means the gender with which a person is perceived to identify based on that person's appearance, behavior, expression, other gender related characteristics, or sex assigned to the individual at birth or identified in documents.

ESG programs are required to establish equal access on gender identity policies (in line with federal rules and the requirements in this document) for:

- Program admissions
- Occupancy
- Operating policies and procedures (including privacy and security policies)

ESG funded activities are required to:

a. Make housing available without regard to actual or perceived sexual orientation, gender identity, or marital status.
b. Equal access to facilities, buildings, benefits, accommodations, and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family.
c. Prohibit any requirements for individuals to prove gender identity (including documentation, identification, intrusive questioning on person's anatomy or medical

history, etc.)

d. Prohibit consideration of a participant or potential participant's entry into a program because his or her appearance or behavior does not conform to gender stereotypes.
e. Prohibit any segregation of transgender participants (e.g. transgender- only shelter or space), unless the transgender participant requests an accommodation (like a more private space) and the facility can accommodate the request.
f. Base discharges, service restrictions, and warnings following any incidents involving transgender participants ONLY on the individual's behavior, not gender identity.
g. Have a zero tolerance for harassment of transgender residents:
h. Staff shall recognize that harassment based on gender identity is discriminatory behavior and will be treated as such.
i. All unacceptable behavior including, but not limited to harassment, abuse, assault, discrimination, intimidation, threats, violence and many other forms against transgender residents will be dealt with based on the program's behavior policies.
j. Due to the high incidence of harassment of transgender people, concerns about the safety of a transgender resident will be taken with utmost seriousness.
k. Permit any participants expressing concern to use bathrooms and dressing areas at a separate time from others in the facility.
l. Work (to the extent feasible) with the layout of any shelter facilities to provide for privacy in bathrooms and dressing areas.
m. Ensure that policies do not isolate or segregate participants based upon gender identity.
n. Take reasonable steps to address any safety or privacy concerns expressed by participants. This may include:
o. Responding to the requests of the participant expressing concern through the addition or a privacy partition or curtain
p. Provision to use a nearby private restroom or office, or
q. Separate changing schedule.

Provide staff (including full-time, part-time and volunteer) and contractors with ongoing training on the rules in this document and the needs, concerns, and realities of transgender people seeking services.

Best practices suggest that when the ESG program is uncertain of the participant's sex or gender identity, the ESG program simply informs the participant or potential participant that the ESG program provides shelter based on the gender with which the individual identifies.

Note: ESG funds may be used to renovate an emergency shelter to maximize privacy and safety; prior authorization required from DHS.

Involuntary Family Separation

If a HUD-assisted shelter serves any families with children, it must serve all types of families with children. The definition of family under the Equal Access Rule at 24 §CFR 5.403 applies to ESG, which does not limit a "family" to women with children. Additional guidance on the definition of 'family' and how it applies to ESG programs of ESG and CoC Program funds may be reviewed in the CoC FAQ 1529: https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family- that-was-included/.

In addition, the "involuntary family separation" requirement found in §576.102(b) of the ESG Program interim rule applies to all shelters that receive ESG Program funding. This section of the interim rule requires that "the age of a child under 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses ESG funding or services and provides shelter to families with children under the age of 18." The intent of the involuntary family separation provision in the ESG interim rule is to allow families with children to remain in shelter together if they choose.

Together, these policies prohibit HUD-assisted emergency shelters that serve any children from denying assistance to or separating members of a family with children, based on gender or age. Just as a shelter cannot separate teenage boys from their families, it cannot separate out or deny assistance to adult men that present as a part of the family (e.g. fathers, uncles, the mother's boyfriend, etc.) since that has the end result of separating children from members of the family. Although we recognize that this may bring challenges, this is the law.

Accommodating Families: If a HUD-assisted shelter has private rooms in which a family can stay together, then the family must be able to stay in a room together if they choose. In all cases (whether or not it's a congregate-style shelter), all families must be treated the same. For example:

- If the standard practice is to put down mats in a conference room for everyone who is considered “overflow” (beyond the capacity of the shelter beds), then it can shelter a family together in that space.
- If the standard practice is to place a family in its own room, it would be acceptable to leave a bed empty to accommodate the family, (e.g. a family of four could stay in a unit with 5 beds, and the fifth bed could be open). In this example, HUD would not expect an ESG programs to fill the 5th bed with an individual that is not a member of the family, so long as the ESG programs documented the reasons for having open beds.

Single Sex Shelters

HUD-assisted single-sex shelter is acceptable only under limited conditions in which the facilities meet both of the following requirements:

- The shelter must be for individuals only. A shelter that accepts families with children cannot be single sex. An example of this might be a shelter that serves single women only (women not in families, without children under 18), and
- The shelter must not be considered a "dwelling unit" and it must consist of a single structure with shared bedrooms or bathing facilities. This policy, which applies to ESG, is stated most clearly in the CoC interim rule, at section 578.93: "The housing may be limited to one sex where such housing consists of a single structure with shared bedrooms or bathing facilities such that the considerations of personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to one sex."

If the facility is not permitted under the HUD standards to operate as single-sex, then the project must serve people of any gender who are eligible. That means that a facility serving any families with children must serve all families with children and may not discriminate against specific families because of the gender of the head of household or child(ren).

Shelter Habitability and Lead Requirements

Whenever ESG funds (or matching funds for ESG) are used under the Emergency Shelter component for shelter operations or shelter renovations, the building must meet the minimum standards for safety, sanitation, and privacy provided in 576.403(a) (b). If cash or non-cash contributions (e.g. funds or staff time) used for renovation or shelter operations are to be contributed to the ESG program as match, the emergency shelter must meet the minimum standards, because all matching contributions must meet all requirements that apply to the ESG funds provided by HUD. Documentation of compliance with the minimum standards for emergency shelter activities must be maintained. Note: The same standards apply regardless of the amount of ESG funds involved.

Shelter Operation Inspection Requirements:

Any emergency shelter that receives ESG funds for shelter operations (including minor repairs) must meet the minimum safety, sanitation, and privacy standards as indicated in 24 CFR §576.403(b). In addition:

- The ESG program must ensure that the shelter meets any Alaska state or local codes that add to or exceed HUD's minimum standards.
- The shelter must be inspected on-site to ensure that it meets the minimum standards before ESG funds are provided for shelter operations.
- The shelter must meet all standards for the entire period during which ESG funds are provided for operating the emergency shelter.
- If the shelter fails to meet the minimum standards, ESG funds may be used to bring it up to the minimum standards, if available.
- If the shelter continues to receive ESG shelter operating funds over a period of time, then onsite inspections must be conducted each time the shelter receives an award (annually).
- If the shelter is moved to a new site or structure, that new site or structure must meet all emergency shelter standards for the remaining period that ESG funds are used for operating expenses.

Lead-based paint remediation and disclosure for Shelters and Rapid Rehousing

The Lead-Based Paint Poisoning Prevention Act, the Residential Lead- Based Paint Hazard Reduction Act of 1995, and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M and R apply to all shelters assisted under the ESG program and to all housing occupied by program participants. Program Participants must be provided a copy of the Lead-Based paint notification pamphlet if the household has a child under the age of 6, or a pregnant woman is/will be residing in the unit; and it was construction prior to 1978. Following are the regulations in 24 CFR part 35:

- Subpart A - Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property (§§ 35.80 - 35.98)
- Subpart B - General Lead-Based Paint Requirements and Definitions for All Programs. (§§ 35.100 - 35.175)
- Subpart H - Project-Based Assistance (§§ 35.700 - 35.730) Subpart J - Rehabilitation (§§ 35.900 - 35.940)
- Subpart K - Acquisition, Leasing, Support Services, or Operation (§§ 35.1000 - 35.1020)
- Subpart M - Tenant-Based Rental Assistance (§§ 35.1200 - 35.1225)
- Subpart R - Methods and Standards for Lead-Paint Hazard Evaluation and Hazard Reduction Activities (§§ 35.1300 - 35.1355)

Termination of Assistance

The ESG program is required to establish a formal process for the termination of assistance to a participant. This process must recognize the individual's right to a hearing. ESG programs are required to submit their termination policies in their annual funding application. As a reminder, records must be kept in accordance with the policies set forth in Section 8 for all participants, including those have been denied assistance or whose assistance has been terminated.

Participant Confidentiality and Privacy Policies

Each ESG program must incorporate into their policies and procedures a process that will ensure the confidentiality of program participant's identifying information; records pertaining to any individual or family provided family violence prevention; and treatment services offered under any project assisted with ESG funds. Furthermore, the address or location of any shelter for victims of domestic violence assisted under ESG will be anonymous except upon written authorization from the person or persons responsible for the operation of the shelter for this information to be made public.

Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking

The core statutory protections of the Violence Against Women ACT (VAWA) that prohibit denial or termination of assistance or eviction solely because an applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking applied upon enactment of VAWA 2013 on March 7, 2013. The VAWA regulatory requirements under 24 CFR part 5, subpart L, as supplemented by this section, apply to all eligibility and termination decisions that are made with respect to ESG rental assistance on or after December 16, 2016. The recipient must ensure that the requirements under 24 CFR part 5, subpart L, are included or incorporated into rental assistance agreements and leases as provided in § 576.106(e) and (g).

The ESG program must comply with 24 CFR §576.409 regarding determining program participant eligibility for protection under VAWA, notification of landlords, emergency transfer plans and other requirements contained in the statute.

Homeless Management Information System Requirements

AHFC must ensure that the information on all persons served and all activities assisted under the ESG program is entered into the local Continuum of Care's community-wide HMIS or comparable database if a domestic violence ESG program is available in the area in which those persons and activities are located. Participation will be in accordance with HUD's standards on participation, data collection, and reporting. Additional information on the specific data to be collected can be found in Section 6.4c.

If the ESG program is a victim services ESG program, it is required to use a comparable database to ensure participant level data is collected over time and generates unduplicated aggregate reports based on the data.

Faith-Based Activities

Minimum standards for faith-based activities (24 CFR 576.406) Religious/faith-based organizations

- Are eligible on same basis as other organizations

- Retain their independence
- Must not engage in inherently religious activities as part of ESG-funded activities
- Must not discriminate based on religion or religious belief
- Must not use ESG funds to rehabilitate structures used for inherently religious activities (e.g., chapels or sanctuaries)

If local government contributes its own funds to a faith-based organization to supplement federal funds:

- Funds may be segregated or commingled
- If commingled, restrictions apply

Section 11: GRANT ADMINISTRATION

ESG programs must comply with all parts of 24 CFR Subpart F referring to grant administration. In general. The recipient must have policies and procedures to ensure the requirements of this part are met, including those required by 2 CFR part 200. The policies and procedures must be established in writing and implemented to ensure that ESG funds are used in accordance with the requirements. In addition, sufficient records must be established and maintained to enable the recipient and HUD to determine whether ESG requirements are being met.

Client Confidentiality 24 CFR §576.500(x)

Confidentiality of all records is required. All records containing personally identifying information of any applicant for and/or recipient of ESG assistance will be kept secure and confidential.

Each ESG program must have written procedures to ensure:

- All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with

written authorization of the person responsible for the operation of the shelter; and

- The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the recipient or ESG program and consistent with state and local laws regarding privacy and obligations of confidentiality.
- Information regarding participants will be released only after appropriate authorization to release and/or obtain information is completed.
- Access to client records should always be restricted to the employee or agent that must have access to the client's information in order to properly perform their normal job functions.

Written policies should inform clients about their rights to confidentiality and disclose that all information contained in their file is confidential. Employees or program funders with access to information about the client are bound by confidentiality guidelines and will not disclose this information without prior written consent.

Upon written request, ESG clients should have access to review their records and case file content. A private location should be provided to the client for this purpose within the ESG program. Clients should not be allowed to remove their case file from the ESG program; however, they may be granted copies of file contents upon request. Sponsors may charge a reasonable fee for copies.

Client files will be retained according to the length of time specified in 24 CFR §576.500(y).

CFDA Number

The Catalog of Federal Domestic Assistance (CFDA) number for ESG is 14.231.

Insurance Coverage

All recipients of ESG funds (Fiduciary, HARA, and sub-grantees) must carry General Liability Insurance and Crime and Dishonesty Insurance. The Fiduciary must maintain documentation of insurance coverage, including sub-grantees, with their Agency records.

Grant Management

All Grant funds must be kept in a non-interest-bearing account.

File Retention: ESG client files, financial records to support billings, and Housing Choice Voucher homeless preference documentation must be retained for five (5) years after the grant has been closed.

Matching Funds

The recipient must keep records of the source and use of contributions made to satisfy the matching requirement in § 576.201. The records must indicate the particular fiscal year grant for which each matching contribution is counted. The records must show how the value placed on third-party, noncash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs.

Conflicts of Interest

The recipient and its ESG programs must keep records to show compliance with the organizational conflicts-of-interest requirements in § 576.404(a), a copy of the personal conflicts of interest policy or codes of conduct developed and implemented to comply with the requirements in § 576.404(b), and records supporting exceptions to the personal conflicts of interest prohibitions.

Homeless Participation

- The recipient must document its compliance with the homeless participation requirements under § 576.405.

Faith-based Activities

The recipient and its ESG programs must document their compliance with the faith-based activities requirements under § 576.406.

Other Federal Requirements

The recipient and its ESG programs must document their compliance with the Federal requirements in § 576.407 and § 576.409, as applicable, including:

Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under § 576.407(a) and the affirmative outreach requirements in § 576.407(b), including:

- Data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with ESG funds; and

- Documentation required under 24 CFR 5.168 in regard to the recipient's Assessment of Fair Housing and the certification that the recipient will affirmatively further fair housing.
- Records demonstrating compliance with the uniform administrative requirements in 2 CFR part 200.
- Records demonstrating compliance with the environmental review requirements, including flood insurance requirements.
- Certifications and disclosure forms required under the lobbying and disclosure requirements in 24 CFR part 87.
- Data on emergency transfers requested under §576.409, pertaining to victims of domestic violence, dating violence, sexual assault, or stalking, including data on the outcomes of such requests.
- Relocation. The records must include documentation of compliance with the displacement, relocation, and acquisition requirements in § 576.408.

Financial Records

The recipient must retain supporting documentation for all costs charged to the ESG grant.

ESG programs must keep documentation showing that ESG grant funds were spent on allowable costs in accordance with the requirements for eligible activities under "§ 576.101 through 576.109, financial management in 2 CFR 200.302, and the cost principles in 2 CFR part 200, subpart E.

ESG programs must retain records of the receipt and use of program income.

ESG Programs and Contractors

The recipient must retain copies of all solicitations of and agreements with ESG programs, records of all payment requests by and dates of payments made to ESG programs, and documentation of all monitoring and sanctions of ESG programs, as applicable. If the recipient is a State, the recipient must keep records of each recapture and distribution of recaptured funds under §576.501.

The recipient and ESG programs must retain copies of all procurement contracts and documentation of compliance with the procurement requirements in 2 CFR § 200 (D).

The recipient must ensure that its ESG programs comply with the recordkeeping requirements specified by the recipient and HUD notice or regulations.

Period of Record Retention

All records pertaining to each fiscal year of ESG funds must be retained for the greater of 5 years or the period specified below. Copies made by microfilming, photocopying, or similar methods may be substituted for the original records.

Documentation of each program participant's qualification as a family or individual at risk of homelessness or as a homeless family or individual and other program participant records must be retained for 5 years after the expenditure of all funds from the grant under which the program participant was served;

Where ESG funds are used for the renovation of an emergency shelter involves costs charged to the ESG grant that exceed 75 percent of the value of the building before renovation, records must be retained until 10 years after the date that ESG funds are first obligated for the renovation; and

Where ESG funds are used to convert a building into an emergency shelter and the costs charged to the ESG grant for the conversion exceed 75 percent of the value of the building after conversion, records must be retained until 10 years after the date that ESG funds are first obligated for the conversion.

Attachment A: HMIS Intake for Families

CoC, ESG, or BHAP AKHMIS Intake – All but Shelter & Outreach

Project Start Date (Use for Back Date Mode in AKHMIS): _____/___/_______ Staff Completing Intake: ________________________

Head of Household Name: ____ Client Phone Number: (____)_____-_________

Household Type: ☐ Couple w/ No Children ☐ Female Single Parent ☐ Male Single Parent ☐ Two Parent Family ☐ Grandparent(s) and Child ☐ Foster Parent(s) ☐ Non-Custodial Caregiver(s) ☐ Other: ________

For any answers below in which a client doesn't know or refuses to disclose information, please indicate DK (Doesn't Know) or CR (Client Refused).

Answer this section for each person in the household (complete additional data elements on the Household Members form and Additional Adults form). Please use additional forms for households with more than 6 people.

Client Name	SS#	Veteran?	Date of Birth	Race (see below)	Ethnicity (see below)	Gender (see below)	Relationship to Head of Household
		☐ Yes ☐ No	____/____/_____				*Self (HoH)*
		☐ Yes ☐ No	____/____/_____				
		☐ Yes ☐ No	____/____/_____				
		☐ Yes ☐ No	____/____/_____				
		☐ Yes ☐ No	____/____/_____				
		☐ Yes ☐ No	____/____/_____				

Race: *Indicate Primary Race (1) & Secondary Race (2)	Ethnicity:	Gender:
American Indian / Alaska Native *(AI / AN)* Asian *(A)* Black / African American *(B / AA)* Native Hawaiian / Other Pacific Islander *(NH/PI)* White *(W)* Client doesn't know *(DK)* Client refused *(CR)*	Non-Hispanic / Non-Latino *(N)* Hispanic / Latino *(H/L)* Client doesn't know *(DK)* Client refused *(CR)*	Female *(F)* Male *(M)* Trans Female - Male to Female *(MTF)* Trans Male - Female to Male *(FTM)* Gender Non-Conforming *(GNC)* Client doesn't know *(DK)* Client refused *(CR)*

Health Insurance (Check all that apply.) Is the client covered by health insurance? ☐ Yes ☐ No ☐ Doesn't know ☐ Refused

☐ Medicaid
☐ Medicare
☐ State Children's Health Insurance Program
☐ Veteran's Administration Medical Services
☐ Employer-Provided Health Insurance
☐ Health Insurance through COBRA
☐ Private Pay Health Insurance
☐ State Health Insurance for Adults
☐ Indian Health Services Program
☐ Other: ____________________

Disabling Conditions Does the client have a disabling condition? ☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused

Disability Type (Check all that apply.)	Yes	No	Doesn't Know	Refused	If yes, Long-Continued and Indefinite Duration? Yes	No	Doesn't Know	Refused
Alcohol Abuse	☐	☐	☐	☐	☐	☐	☐	☐
Both Alcohol & Drug Abuse	☐	☐	☐	☐	☐	☐	☐	☐
Chronic Health Condition	☐	☐	☐	☐	☐	☐	☐	☐
Developmental	☐	☐	☐	☐				
Drug Abuse	☐	☐	☐	☐	☐	☐	☐	☐
HIV/AIDS	☐	☐	☐	☐				
Mental Health Problem	☐	☐	☐	☐	☐	☐	☐	☐
Physical	☐	☐	☐	☐	☐	☐	☐	☐

Alaska Mental Health Trust (AMHT) Beneficiary (Select an answer for each disability type.)

	Alzheimer's Disease & Related Dementias	Chronic Alcoholism / Substance Use Disorder	Intellectual or Developmental Disabilities	Mental Illness	Traumatic Brain Injuries
Does the client have any of the following specific disabilities?	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused

Primary Alaska Regional Corporation
☐ Not Affiliated

Secondary Alaska Regional Corporation (if applicable):

☐ Ahtna Corp.
☐ Aleut Corp.
☐ Arctic Slope Regional Corp.
☐ Bering Straits Native Corp.
☐ Bristol Bay Native Corp.
☐ Calista Corp.
☐ Chugach Alaska Corp.
☐ Cook Inlet Regional Corp.
☐ Doyon Limited Corp.
☐ Koniag Incorp.
☐ NANA Regional Corp.
☐ Sealaska
☐ 13th Regional Corp.
☐ Client doesn't know
☐ Client refused

Updated November 2019 | 1

Attachment B: ESG Sample Income Verification

ESG VERIFICATION OF INCOME

Applicant Name: ____

Instructions for Employer/Payment Source Representative: This is to certify the income received by the above named individual for purposes of participating in the ESG program. This information will be used only to determine the eligibility status and level of benefit of the household. **Complete only the selected section below that includes an authorization to release information.**

Please return this form to:

Name & Title: ______________________________ Phone: ____________________________
Address: ______________________________ Fax: ____________________________
Email: ______________________________

☐ Employment Income ☐ I am not currently employed

ESG Applicant Release: I hereby authorize the release of the following employment information.
ESG Applicant Signature: ______________________________ Date: ______________________

Employer representative to complete this section:
The person named above is employed by ______________________________ since ______________. He/she is paid $______________ on a ____________ basis and is currently working an average of ____________ hours per ____________.

Additional compensation please specify (if any): ____
Probability of continued employment: ____

Authorized Employer Representative Signature: ______________________________ Date: ______________
Name, Title: ____
Address and Phone: ____

☐ Payments and/or Benefit Income (complete one form for each distinct source of income for person named above)

CIRCLE ONE:			
	Social Security/SSI	Pension/Retirement	TANF
	Public Assistance	Unemployment Compensation	Workers Compensation
	Alimony Payments	Foster Care Payments	Child Support Payments
	Armed Forces Income		
	Other (pls. specify): ______________________		

ESG Applicant Release: I hereby authorize the release of the following payment and/or benefit information.
ESG Applicant Signature: ______________________________ Date: ______________________

Payment source representative to complete this section:
Payments or benefits in the amount of $______________________ are paid on a ______________________ basis. The expected duration of the payments or benefits is ____________________________.

Authorized Payment Source Representative Signature: ______________________________ Date: ______________
Name, Title: ____
Address and Phone: ____

ESG Income Verification 3/17

Attachment C: Sample ESG Eligibility Form

EMERGENCY SOLUTIONS GRANT
HOMELESSNESS CERTIFICATION – EMERGENCY SHELTER

ESG Household Name: ______________________________ Date: ______________

This is to certify the above individual or household is currently homeless based on the category checked and required documentation.

CATEGORY 1: Literally Homeless

☐ Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
(i) Has a primary nighttime residence that is a public or private place not meant for human habitation; or
(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs).
To certify homeless status for the above, must provide documentation of one of the following:
☐ Written observation by the outreach worker; or
☐ Written referral by another housing or service provider; or
☐ Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter (use self-certification form)

☐ Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
(iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution **(documentation must include one of the above forms of evidence AND one of the following).**
☐ Discharge paperwork or written/oral referral; or
☐ Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution (use self-certification form)

CATEGORY 2: Imminent Risk of Homelessness

☐ Individual or family who will imminently lose their primary nighttime residence, provided that:
(i) Residence will be lost within 14 days of the date of application for homeless assistance;
(ii) No subsequent residence has been identified; and
(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Documentation must include one of the following:
☐ A court order resulting from an eviction action notifying the individual or family that they must leave; or
☐ For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay (use self-certification form); or
☐ An oral statement that residence will be lost within 14 days of the date of application for homeless assistance that if verified by an intake worker or
☐ If the intake worker is unable to verify the oral statement, must document due diligence in attempting to obtain verification and obtain written certification by the individual or head of household seeking assistance (use self-certification form)

In addition to one of the above, documentation must include ALL of the following:
☐ Certification that no subsequent residence has been identified (use self-certification form); **AND**
☐ Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing (use self-certification form).

Page 1

Attachment D: Sample HAP Rent Reasonableness Form

RENT REASONABLENESS CHECKLIST AND CERTIFICATION

24 CFR 574.320 (a)(3) Rent reasonableness. The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units.

	Proposed Unit	Unit #1	Unit #2	Unit #3
Address				
Number of Bedrooms				
Square Feet				
Type of Unit/Construction				
Housing Condition				
Location/Accessibility				
Amenities Unit: Site: Neighborhood:				
Age in Years				
Utilities (type)				
Unit Rent Utility Allowance Gross Rent				
Handicap Accessible?				
Most Recently Charged Rent For Proposed Unit		Reason for Change		

* Other local resources may be used to obtain information, e.g.: market surveys, classified ads.

I certify that I am not a HUD certified inspector and I have evaluated the property located at the above address to the best of my ability and find the following:

CERTIFICATION:
A. Compliance with Payment Standard

________________ + ____________ = ________________Proposed
Contract Rent + Utility Allowance = Proposed Gross Rent

Approved rent does not exceed applicable Payment Standard of $____________.

B. Rent Reasonableness

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit ____ IS _____ IS NOT reasonable.

Name: ______________________ Signature: ____________________ Date: ____________

SAMPLE FORM UPDATED JULY 2006 1 OF 1

Attachment E: HUD Housing Assistance Payment Contract

Housing Assistance Payments Contract (HAP Contract)
Section 8 Tenant-Based Assistance
Housing Choice Voucher Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 7/31/2022

Privacy Act Statement: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names and unit address, and owner's name and payment address is mandatory. The information is used to provide Section 8 tenant-based assistance under the Housing Choice Voucher program in the form of housing assistance payments. The information also specifies what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied to the tenant. HUD may disclose this information to Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family or owner participation in the program.

Instructions for use of HAP Contract

This form of Housing Assistance Payments Contract (HAP contract) is used to provide Section 8 tenant-based assistance under the housing choice voucher program (voucher program) of the U.S. Department of Housing and Urban Development (HUD). The main regulation for this program is 24 Code of Federal Regulations Part 982.

The local voucher program is administered by a public housing agency (PHA). The HAP contract is an agreement between the PHA and the owner of a unit occupied by an assisted family. The HAP contract has three parts:

Part A Contract information (fill-ins).
See section by section instructions.
Part B Body of contract
Part C Tenancy addendum

Use of this form
Use of this HAP contract is required by HUD. Modification of the HAP contract is not permitted. The HAP contract must be word-for-word in the form prescribed by HUD.
However, the PHA may choose to add the following:

> Language that prohibits the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Such a prohibition must be added to Part A of the HAP contract.
>
> Language that defines when the housing assistance payment by the PHA is deemed received by the owner (e.g., upon mailing by the PHA or actual receipt by the owner). Such language must be added to Part A of the HAP contract.

To prepare the HAP contract, fill in all contract information in Part A of the contract. Part A must then be executed by the owner and the PHA.

Use for special housing types

In addition to use for the basic Section 8 voucher program, this form must also be used for the following "special housing types" which are voucher program variants for special needs (see 24 CFR Part 982, Subpart M): (1) single room occupancy (SRO) housing; (2) congregate housing; (3) group home; (4) shared housing; and (5) manufactured home rental by a family that leases the manufactured home and space. When this form is used for a special housing type, the special housing type shall be specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: (Insert Name of Special Housing type)."

However, this form may not be used for the following special housing types: (1) manufactured home space rental by a family that owns the manufactured home and leases only the space; (2) cooperative housing; and (3) the homeownership option under Section 8(y) of the United States Housing Act of 1937 (42 U.S.C. 1437f(y)).

How to fill in Part A
Section by Section Instructions

Section 2: **Tenant**
Enter full name of tenant.

Section 3. **Contract Unit**
Enter address of unit, including apartment number, if any.

Section 4. **Household Members**
Enter full names of all PHA-approved household members. Specify if any such person is a live-in aide, which is a person approved by the PHA to reside in the unit to provide supportive services for a family member who is a person with disabilities

Section 5. **Initial Lease Term**

Enter first date and last date of initial lease term.

The initial lease term must be for at least one year. However, the PHA may approve a shorter initial lease term if the PHA determines that:

- Such shorter term would improve housing opportunities for the tenant, **and**
- Such shorter term is the prevailing local market practice.

Section 6. **Initial Rent to Owner**

Enter the amount of the monthly rent to owner during the initial lease term. The PHA must determine that the rent to owner is reasonable in comparison to rent for other comparable unassisted units. During the initial lease term, the owner may not raise the rent to owner.

Section 7. **Housing Assistance Payment**

Enter the initial amount of the monthly housing assistance payment.

Section 8. **Utilities and Appliances.**
The lease and the HAP contract must specify what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the tenant. Fill in section 8 to show who is responsible to provide or pay for utilities and appliances.

Previous editions are obsolete

form HUD-52641 (7/2019)

Attachment F: Rent Reasonableness and FMR Guide

Rent Reasonableness and Fair Market Rent Under the Emergency Solutions Grants Program

ABOUT THIS RESOURCE

Providing rental assistance through the Emergency Solutions Grants (ESG) program requires understanding and adherence to **both** Fair Market Rents (FMRs) and rent reasonableness standards, to determine whether a specific unit can be assisted with short- or medium-term rental assistance. This resource provides an explanation of both concepts and describes how to determine and document compliance with each. In addition, it briefly describes some of the differences and similarities between rental assistance provided under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) and ESG. ESG recipients and their subrecipients can use this resource to develop policies, procedures, and documentation requirements to comply with HUD rules.

OVERVIEW

The ESG program Interim Rule allows short- and medium-term rental assistance to be provided to eligible program participants only when the rent, including utilities (gross rent[1]), for the housing unit:

1. Does not exceed the Fair Market Rent (FMR) established by HUD for each geographic area, as provided under 24 CFR 888 and 24 CFR 982.503; **and**
2. Complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.[2]

This requirement is in the ESG program Interim Rule at 24 CFR 576.106(d).

HPRP & ESG: Key Difference

HPRP: Rent must meet rent reasonableness standards.

ESG: Rent must meet rent reasonableness standards **and** cannot exceed HUD's published FMRs for the area.

In some communities, the reasonable rent for a specific unit may be lower than the FMR that has been established for the community.

Bottom line: The rent for the unit assisted with ESG funds must not exceed the **lesser** of the FMR or the rent reasonableness standard.

[1] Gross rent is the sum of the rent paid to the owner plus, if the tenant pays separately for utilities, the monthly allowance for utilities established by the public housing authority for the area in which the housing is located. For purposes of calculating the FMR, utilities include electricity, gas, water and sewer, and trash removal services but not cable or satellite television service, or internet service. If the owner pays for all utilities, then gross rent equals the rent paid to the owner.

[2] The rent must be reasonable when compared to other units of similar location, type, size, and amenities within the community.

Attachment G: Lead Screening Worksheet

State of Alaska Emergency Solutions Grant (ES) Program

HOMELESSNESS PREVENTION OR RAPID REHOUSING

LEAD-BASED PAINT CERTIFICATION

Client Name: ____

Unit Address: ______________________________ City, State & Zip:

____

Follow the steps below to conduct a lead-based paint screening for ESG Homelessness Prevention or Rapid Rehousing assistance. Once complete, include this form in the client file.

- ☐ I have completed HUD's online visual assessment training and am a HUD-certified visual assessor. https://apps.hud.gov/offices/lead/training/visualassessment/h00101.htm.
- ☐ The household has received the pamphlet, "Protect Your Family from Lead in Your Home": https://www.epa.gov/lead/protect-your-family-lead-your-home.

I. **Need for assessment**: Was the leased property constructed before 1978, AND will a child under the age of six or a pregnant woman be residing in the unit? (Certain other exemptions apply; if applicable, document the exemption according the federal ESG rule at 24 CFR 576.)

- ☐ Yes – Conduct visual assessment
- ☐ No – Do not conduct visual assessment (STOP; sign to certify below)

II. **Initial visual assessment:**

- ☐ I conducted a lead-based paint visual inspection on (date): _______________.
- ☐ Unit and common areas pass the lead-based paint visual assessment (STOP; sign below).
- ☐ No – The property fails assessment - problem surfaces are under de minimus levels and the landlord has been given information on how to repair the surfaces to meet ESG standards.
- ☐ No – The property fails assessment - problem surfaces exceed de minimus levels and the landlord has been given information on the steps necessary to meet ESG standards, using lead-safe work practices and clearance by an independent certified lead professional.