

Exhibit 15-2

MainTree Apartments, Homer

The purpose of this Exhibit is to identify the unique aspects of MainTree in Homer (see Chapter 15 for general project-based voucher program policy). Kenai Peninsula Housing Initiatives (KPHI) is the owner of the property. The property office and a sleeping room are leased to South Peninsula Behavioral Health Services, Inc., “The Center,” in order to provide 24/7 care.

This property has a Special Needs Housing Grant (SNHG) through AHFC’s Planning Department. A requirement to be eligible for the property under the SNHG is that a family is a beneficiary of the Mental Health Trust. This is not part of the PHD Quality Assurance review.

The New Construction Housing Assistance Payments (HAP) Contract began on February 13, 2012, and units were constructed in a single phase. The contract term is for 15 years.

1. Contract Terms

The sections below describe the special contract terms for MainTree.

1.A Owner Responsibilities

The owner accepts applications, maintains a waiting list, screens for tenancy, and forwards to the AHFC office for the program eligibility determination. Approved applicants are returned to KPHI for leasing. AHFC will not begin rental assistance until the date the unit complies with HQS, all paperwork signed, and the family has taken possession of the unit.

1.B AHFC Responsibilities

AHFC reviews applicant information from KPHI and approves or denies the applicant. When the applicant is approved and ready for a move-in, AHFC meets with the family to:

- Perform the income calculations and gather associated verifications
- Determine the subsidy level
- Provide the PBV briefing

AHFC conducts annual examinations to determine continued eligibility, subsidy level, and family rent portion.

1.C Inspections

All contract units must comply with Housing Quality Standards at all times during the HAP Contract. Quality Assurance inspections are completed in accordance with Chapter 12 of the Section 8 Housing Choice Voucher Administrative Plan. AHFC reserves the right to inspect any or all units at any time with prior written notice.

1.C.1. Move-In

All units will be inspected by AHFC prior to move-in for compliance with Housing Quality Standards.

1.C.2. Quality Assurance

AHFC inspects a sample of units on an annual basis in accordance with the schedule set forth under Quality Assurance inspection guidelines. AHFC reserves the right to inspect any or all units at any time with prior written notice.

1.D Rent Increase Requests

Requests for rent increases are submitted to AHFC Central Office for processing. The owner may request a rent increase 60 days prior to the annual anniversary; the effective date is March 1. Rent Reasonableness is completed with three comparables (PBV rules) for each bedroom size and a signed Rent Reasonableness Certification.

2. Units

There are 10 units in this property with all units having project-based voucher rental assistance. The PBV subsidy is distributed as follows:

- 8 one bedroom units on the ground floor; of these, four are fully accessible and equipped with sight and sound features
- 2 two bedroom units on the upper floor

Common areas are located on the ground floor and are accessible.

The property has two accessible parking spots, located by the main entry on the same grade as the door. Ramps are not used, and the property has no curbs.

3. Program Basics

MainTree project-based vouchers fall under Moving to Work and have the following rules:

1. It is part of the Set Aside Program (28.5 percent, no deductions, minimum rent \$25) and coded as pbmaintr.
2. There are no time limits for a family at this location.
3. Families are eligible to participate in the Bridge Process.

4. Families whose utility allowance exceeds their required minimum contribution will have their rent reduced to zero. AHFC will not pay a utility reimbursement.
5. AHFC does not conduct interim examinations unless there are special circumstances.
6. AHFC meets with families yearly to conduct continuing eligibility examinations.

3.A Quality Assurance

AHFC conducts an annual Quality Assurance (QA) review. All reviews are conducted in accordance with quality assurance guidelines set forth in Chapter 12. The following areas are reviewed: Waiting List Management, Vacancies, Forms, Denial of Applicants, Tenant Files, Owner's Policies and Procedures, and Inspections.

3.B Overcrowded and Under Occupied Units

AHFC will review the owner's tenant selection plan for policies regarding overcrowded, under-occupied, and accessible units.

1. If, while occupying a unit, family size changes, the family must report the change to AHFC. AHFC must then determine whether to assign a new 'subsidy level' to the family. If the owner does not have an appropriately sized PBV unit available for the family, AHFC will continue to offer subsidy for the current unit at the current subsidy level until the second annual certification following the family's decrease in size.
2. If, by the second annual certification, the owner does not have an appropriately sized PBV unit available, AHFC will reduce the family's subsidy to the appropriate level. If the family elects to remain in the unit, it is responsible for paying the difference in rent.
3. The owner may offer a unit of the appropriate size to the family at any time during this period. If the family refuses to move, AHFC will give the family a 30-day notice to reduce subsidy to the appropriate level. This action is subject to the AHFC Grievance Procedures.
4. MTW activity 2011-3 authorizes AHFC to waive the requirement to provide a tenant-based voucher upon termination of PBV assistance.

3.C Location of MainTree Documents

The AHAP, HAP, any rent increases with rent reasonableness certifications and comparables, Initial Project HQS inspections, and quality assurance documents are kept in the office/second file cabinet of the Program & Policy Manager. The Policy and Program has a contract file which includes the contract information leading up to (and including) the signing of the HAP and all rent increases. The contracts and rent

increases are posted on the AHFC Intranet under Public Housing → Resources → Contracts.

Numbered Memo

22-13 Exhibits 15-1 through 15-4 for PBV Developments