

## **Exhibit 15-3**

### **Susitna Square, Anchorage**

The purpose of this Exhibit is to identify the unique aspects of Susitna Square in Anchorage (see Chapter 15 for general project-based voucher program policy). The ownership is ANC MV Phase I Limited Partnership, General Partner ANC MV Limited Liability Company. The management agent is CIHA. This development has Low Income Housing Tax Credits through AHFC's Planning Department. AHFC's Audit Department oversees the compliance with tax credit rules.

#### **1. Contract Terms**

The New Construction Housing Assistance Payments (HAP) Contract is as follows:

##### Susitna Square

The HAP is effective September 1, 2015. The contract term is for 15 years.

The sections below describe the special contract terms for Susitna Square.

#### **1.A Owner/Management Agent Responsibilities**

CIHA accepts applications, maintains a waiting list, determines eligibility using the tax credit income limits and the HUD income limits, and forwards to the AHFC office for final approval. CIHA sends the application and income information to AHFC.

CIHA conducts the move-in inspection and is responsible for forwarding the inspection and appropriate paperwork to AHFC to begin assistance. 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.

CIHA will conduct annual income examinations for tax credit certifications and forward that information to AHFC for verification and determination of rent portions.

#### **1.B AHFC Responsibilities**

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

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

AHFC will meet with the family annually to review income calculations and verifications and the family's subsidy level. Staff may use CIHA annual income examination verifications when appropriate.

### **1.C Inspections**

All contract units must comply with Housing Quality Standards at all times during the HAP Contract.

#### **1.C.1. Move-In**

All units will be inspected by CIHA and the tenant prior to or at the time of move-in for compliance with Housing Quality Standards. The CIHA inspector is required to be HQS certified.

#### **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 date; the effective date is September 1. Rent Reasonableness is completed with three comparables (PBV rules) for each bedroom size, and a signed Rent Reasonableness Certification.

## **2. Units**

There are 18 family units in this property with project-based voucher (PBV) rental assistance.

- 1 one-bedroom unit is fully accessible
- 17 two-bedroom units

## **3. Program Basics**

Susitna Square has 18 project-based vouchers (property code pbsusit) that fall under Moving to Work and have the following rules:

1. Initially (09/01/2015), Susitna Square families were classified in the Step or Classic Program (28.5 percent, no deductions, minimum rent \$25).
2. Effective August 1, 2020, families began moving to the Set Aside Program (28.5 percent, no deductions, minimum rent \$25) to ease administrative burdens.
3. Families are eligible to participate in the Bridge Process.

4. Families with family contributions exceeding the payment standard are not required to move. Families will be subject to the market rent.
5. The income limit at admission is 60 percent of AMI.
6. A family can pay up to 50 percent of monthly income for rent and utilities at initial move-in.
7. All families will receive an annual examination.
8. Families whose utility allowance exceeds their required minimum contribution will have their rent reduced to zero. AHFC will not pay a utility reimbursement.
9. AHFC does not conduct interim examinations except in specific circumstances.

### **3.A Quality Assurance**

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

Susitna Square is a tax credit property and has an obligation to house families at 30 and 50 percent of area median income. The Waiting List Management review may be challenging at times as families may be selected from the waiting list to target certain income categories rather than in strict application order. The waiting list staff will be responsible for explaining any discrepancies to AHFC.

### **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 Susitna Square Documents**

The AHAP, HAP, any rent increases with rent reasonableness certifications and comparables, Initial Project HQS inspections, and quality assurance documents are kept at HQ in the office/second file cabinet of the Policy and Program Manager. 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