

Exhibit 11-9

Moving Home Program

Alaska Housing Finance Corporation (AHFC) has partnered with the State of Alaska Department of Health and Human Services (DHSS) to provide rental assistance to families meeting the HUD definition of a disabled family (24 CFR 5.403) or who qualify as a beneficiary of the Alaska Mental Health Trust Authority.

1. Overview

The Moving Home Program (MHP) was approved by AHFC's Board of Directors with Resolution 2014-40 on July 23, 2014. The use of Moving to Work funding and exceptions to Housing Choice Voucher regulations at 24 CFR 982 were approved with MTW Activity 2010-10 approved by the AHFC Board of Directors with Resolution 09-10 on April 23, 2009.

1.A Administration

AHFC will administer MHP vouchers under the same rules as a Moving to Work Set Aside Program Voucher except as described in the sections below. In general,

1. MHP vouchers are reissued to DHSS referrals only.
2. MHP vouchers will show on the monthly budget report as its own line item. These vouchers are in addition to each office's regular voucher allocation.
3. MHP families may transfer to another AHFC voucher area by following AHFC's current policy in Chapter 6 and Exhibit 6-2.
4. MHP vouchers are not eligible for portability out of the state of Alaska.
5. Because AHFC is using Moving to Work funds as a funding source for MHP vouchers, these vouchers will be reported to HUD. This means staff will be required to follow EIV procedures.

1.B Definitions

MHP vouchers are reserved for those families who meet HUD's definition of a disabled family as shown in Exhibit 2-1 or who qualify as a beneficiary of the Alaska Mental Health Trust Authority. DHSS will perform this verification and keep the documentation in its file records.

1.C Program Locations

MHP assistance is available in all AHFC voucher communities. MHP vouchers are funded through AHFC MTW Block Grant funds and may include funds from DHSS in the future. AHFC and DHSS will coordinate regularly to ensure full utilization of available MHP vouchers.

1.D Forms

MHP will borrow forms from the Housing Choice Voucher Program, but some actions may require a specialized form. Staff will ensure that they are using the proper form when processing these families.

1.E DHSS Information Requests

Families interested in this program must be referred through DHSS. If you receive any calls wanting to know how to apply, refer callers to the PHD Central Office.

2. Waiting Lists

AHFC will not run a waiting list for MHP applicants. These families may apply for other open AHFC rental assistance programs such as the Housing Choice Voucher (HCV) or Public Housing (PH) programs while participating in the MHP program. All applicants for AHFC's HCV or PH programs are placed on waiting lists in accordance with AHFC's policy and eligibility requirements at the time of application.

DHSS will select applicants for referral on a regular basis. A DHSS central point of contact will forward referrals to the AHFC central point of contact. DHSS will use the AHFC application and DHSS addendum that adheres to regulations governing confidentiality of client medical information. DHSS will include service provider point of contact for landlord or AHFC use.

The AHFC central point of contact will be responsible for distributing DHSS referrals to the appropriate AHFC office location. Once the local AHFC office receives the referral, all questions and concerns will be directed to the applicant's local service provider point of contact for resolution.

3. Applicant Screening

MHP applicants are subject to the same criteria as other voucher families. Before sending an ineligible letter to an MHP applicant, staff will discuss the ineligibility reason with their regional manager. Regional managers may apply appropriate exceptions to the screening criteria in order to house the family.

Applicant families that are ineligible will receive the *Ineligibility Notice* (AP110) along with the *Applicant Informal Review* (form V702). AHFC will copy the service provider point of contact with the *Ineligibility Notice* so they may assist the family.

On a case-by-case basis, AHFC may consider exceptions to its screening criteria once the Informal Review process is complete. Requests for exceptions will be forwarded to the Public Housing Division Director or designee for consideration.

3.A Income Limits

Staff must check the income limits for each family against their local Housing Choice Voucher Program income limits. Voyager cannot provide that check as the list is a statewide list. Staff will use the current income limits table when evaluating the family for eligibility for the MHP voucher.

3.B Posting Applications

Staff will post applications submitted with DHSS referrals directly into the Applicant screen. Staff will not complete the Waiting List link. Where indicated, staff will code appropriate individuals as disabled.

4. Program Operations

All opportunities available to MTW voucher families are available to MHP families. The following sections detail exceptions to HCV Administrative Plan operations.

4.A Moves and Ports

All MHP families will be coded under the MHP property code regardless of their applicant or leasing location.

- Applicant families may request to move their voucher at the time of issuance to another AHFC jurisdiction. AHFC will waive the residency requirement.
- MHP families are not eligible to port their voucher outside AHFC's jurisdiction.

4.B Ongoing Monitoring

All MHP families will be subject to regular income and composition examinations. Families are not required to maintain supportive services in order to remain eligible for MHP continuing assistance.

If a family fails to meet the disabled family or Alaska Mental Health Trust Authority beneficiary definition, the family will not be eligible to renew their MHP assistance. AHFC will notify the DHSS coordinator of these types of pending terminations.

4.C Inspection Requirements

MHP vouchers will follow the inspection requirements as set forth in Chapter 7.

4.D Data Monitoring

The Central Office will produce a report monthly for staff use. This report will be shared with DHSS to assess current budget usage, status of shopping vouchers, number of vouchers leased, and number of available vouchers.

5. Archiving

Staff will follow archiving procedures for HCV when archiving MHP files. This includes ineligible and withdrawn applicant and participant files.

Forms

AP110 Ineligibility Notice

MHP001 Referral

MHP002 Application

MHP002a Additional Household Members

V702 Applicant Informal Review

V741sa Moving Home Program Obligations

Administrative Desk Manual

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